

AGENDA
All items are for discussion and possible action.
 Perquimans County Board of Commissioners
 Commissioners' Room - Courthouse Annex Building
July 5, 2016
7:00 p.m.

**A COPY OF THE FULL
 AGENDA
 PACKET IS AT THE
 LIBRARY.**

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|-----------------------------------|---|--|--|
| | I. | Call to Order | |
| | II. | Prayer & Pledge | |
| | III. | Approval of Agenda | |
| | IV. | Consent Agenda
<i>(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.)</i> | |
| ACTION
REQUIRED | | A. Approval of Minutes: June 6, 2016 Regular Meeting & June 20, 2016 Special Called Meeting & Work Session | |
| | | B. Tax Refund Approval | |
| | | C. Merit/Step Increases | |
| | | 1. Department Heads | |
| | | 2. Telecommunications | |
| | | 3. EMS | |
| | | 4. Social Services | |
| | | 5. Building Inspections | |
| | | 6. Senior Center | |
| | | 7. Tax Department | |
| | 8. Sheriff's Department | | |
| | 9. Water Department | | |
| | D. Board Appointment | | |
| | 1. Recreation Advisory Committee – Town of Herford Representative | | |
| | E. Third-Party Consultant Agreement | | |
| | F. Memorandum of Understanding with eRecording Partners Network | | |
| | V. | Scheduled Appointments | |
| | | A. Bill Jennings, Tax Administrator | |
| | VI. | Commissioner's Concerns/Committee Reports | |
| NO
ACTION
REQUIRED | | A. | |
| | | B. | |
| | | C. | |
| | VII. | Old Business | |
| | | A. Updates from County Manager | |
| | | B. | |
| | | C. | |
| | VIII. | New Business | |
| ACTION
REQUIRED | | A. Annual Contracts | |
| | | 1. Senior Nutrition Contract | |
| | | 2. Drainage Management Contract | |
| | | 3. Public Information Officer Contract | |
| | | 4. Economic Development Consultant Contract | |
| | | 5. Administrator of Community-Based Youth Gang Violence Prevention Program Contract | |
| | | 6. Administrator of Restitution/Community Service Program Contract | |
| | B. NCACC Annual Conference Voting Delegate | | |
| | C. Home & Community Care Block Grant Agreement for FY 2016-17 | | |

7:00 p.m.

- D.
- E.
- F.

IX. **Unscheduled Appointments/Public Comments**

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

- A.
- B.
- C.

X. **Adjournment**

FOR INFORMATION ONLY:

- Prescription Card Program

DEPARTMENT HEAD REPORT:

- Plat Log
- Building Inspection Report
- Code Enforcement Officer Report

COMMITTEE WRITTEN REPORTS:

- 911 Communications Board Meeting Minutes – January 26, 2016
- 911 Communications Board Meeting Minutes – April 28, 2016

NOTES FROM THE COUNTY MANAGER

July 5, 2016

7:00 p.m.

- IV. **Enclosures.** Items included on the Consent Agenda are enclosed. *If you wish to discuss any of these items, please make that request during the meeting.*
- V.A. **Enclosures.** Bill Jennings, Tax Administrator, will present his Monthly update on Reval, Foreclosures and Collections.
- VII.A. County Manager Heath will present several updates to the Board.
- VIII.A. **Enclosures.** The Board will need to take action on the following annual contracts:
 1. **Senior Nutrition Contract:** This contract is between Perquimans County and Albemarle Commission to handle the Senior Nutrition Program at the Senior Center. The costs will be \$8,961.03 for 999 hours.
 2. **Water Management Contract:** This contract is between Perquimans County and Dwane Hinson to consult on the water management needs associated with Perquimans County. A copy of the contract is included in your Agenda Packet. The costs will be \$30/hour and \$50.5 cents per mile. As you will note, the terms indicate that the contract can be renewed every year. Board action will be needed to renew the contract for FY 2016-17.
 3. **Public Information Officer Contract:** This contract is between Perquimans County and Thomas M. Ponte who is our Public Information Officer for Perquimans County Emergency Management. The cost is \$110 per month.
 4. **Economic Development Consultant Contract:** This contract is between Perquimans County and Dave Goss who is our Economic Development Consultant. The cost is \$1,730.12 per month for FY 2016-2017, which includes the 3% cost-of-living increase as he requested.
 5. **Administrator of Community-Based Youth Gang Violence Prevention Program Contract:** This contract is between Perquimans County and Donna Jones who administers the Community-Based Youth Gang Prevention Grant Program. The cost is \$1,789.58 per month for FY 2016-2017.
 6. **Administrator of Restitution/Community Service Program Contract:** This contract is between Perquimans County and Donna Jones who administers the Restitution/Community Service Grant Program. The total cost is \$4,500.00 for FY 2016-2017.
- VIII.B. **Enclosure.** The NCACC Annual Conference is being held on August 20-23, 2015 in Pitt County, NC. At this time, Fondella Leigh, and Wallace Nelson have signed up to attend the Conference. The Board will need to appoint a Voting Delegate. Board action is being requested.
- VIII.C. **Enclosures.** We have received the Home & Community Care Block Grant (HCCBG) Contracts for FY 2016-17 for Board review and action. Board action is being requested on the enclosed Contracts.

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 – July 6., 2016 Regular Meeting & June 20, 2016 Special Called Meeting & Regular Work Session
- B. **Enclosure:** Tax Refund – see attached list
- C. **Enclosures:** During the Budget process, these step/merit increases 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
Mary Hunnicutt	Secretary/Clerk to the Board/Personnel Officer	65/8	37,576	7/1/16
Virgil Parrish	Chief Inspector	71/15	58,031	7/1/16
William Felton	Supervisor - Buildings & Grounds	62/9	33,732	7/1/16
Lillian Chappell	Telecommunicator	60/9	14.85	7/1/16
Kevin Ayers	EMT-I	66/2	16.31	7/1/16
Theodore B Bowen	EMT-I	66/2	16.31	7/1/16
Faith Broughton	EMT-I	66/2	16.31	7/1/16
Bethany Buttram	EMT-I	66/2	16.31	7/1/16
Cody Cornelius	EMT-I	66/2	16.31	7/1/16
Chris Duty	EMT-I	66/2	16.31	7/1/16
Wilford Forbes	EMT-B	63/2	14.29	7/1/16
Aaron J Grosjean	EMT-I	66/2	16.31	7/1/16
Nancy Harrell	EMT-I	66/2	16.31	7/1/16
Wayne Jordan	EMT-I	66/3	16.71	7/1/16
Duncan Lane	EMT-B	63/3	14.64	7/1/16
Debbie Lyman	EMT-I	66/2	16.31	7/1/16
Walter Meads	EMT-I	66/4	17.12	7/1/16
Hazelene Miller	EMT-I	66/3	16.71	7/1/16
Maria Schwartz	EMT-I	66/2	16.31	7/1/16
Julie Sofesbec	EMT-I	66/3	16.71	7/1/16

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
William Tutwiler	EMT-I	66/2	16,31	7/1/16
Lisa Whidbee	EMT-I	66/2	16,31	7/1/16
Joanne Avery	IMC II	63/1	28,999	7/1/16
Krystal Dozier-Bass	Public Information Assistant IV	59/2	24,925	7/1/16
Angela Jordan	Social Work Supervisor III	73/4	48,470	7/1/16
Debbie Proctor	Secretary	61/10	33,088	7/1/16
Faye Myers	Secretary/Senior Citizen	60/6	28,717	7/1/16
Ray Fesperman, Jr.	Sergeant	67/6	39,078	7/1/16
Kendall Harrell	Sergeant	67/8	41,034	7/1/16
Quinton Jordan, Jr.	Deputy Sheriff (Certified)	65/9	38,492	7/1/16
Thomas Reid	Deputy Sheriff (Certified)	65/8	37,576	7/1/16
Shelton White	Deputy Sheriff/Investigator	68/9	43,928	7/1/16
Helen L. Hunter	Tax Clerk/Finance Specialist	59/10	30,295	7/1/16
Debbie Stallings	Assistant Tax Administrator	66/11	42,236	7/1/16
Kathy Matthews	Water Clerk	61/9	32,279	7/1/16
Kelvin Roberson	Water Plant Operator	64/17	44,773	7/1/16

D. **Enclosure:** The following Board appointment is being presented for Board action and/or for Board information:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Aples, Archie	Recreation Advisory Committee - Hertford	Appointment	3 yrs.	7/1/2016

E. **Enclosure:** The Board will need to take action on the request to retain Roger Waldon, Senior Consultant with Clarion, to assist County staff with the review of upcoming projects.

F. **Enclosure:** Last month, Jacqueline Frierson, Register of Deeds, informed the Board that the Register of Deeds' Office has started a new program entitled "GetCertificateNow". The enclosed Memorandum of Understanding will need Board review and action.

The Perquimans County Board of Commissioners met to hold the Budget Work Session on Wednesday, May 18, 2016, at 7:00 p.m. in the Conference Room of the Emergency Medical Services Building located at 159 Creek Drive, Hertford, NC 27944.

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
Tracy Mathews, Finance Officer

FY 2016-17 BUDGET

Frank Heath, County Manager, and Tracy Mathews, Finance Officer, presented the proposed Budget for FY 2016-17. County Manager Heath will present his Budget Message at the June 6, 2016 Regular Meeting and a Public Hearing will be held on Monday, June 20, 2016, for Budget adoption.

ADJOURNMENT

After completing the review of the proposed FY 2016-17 Budget, the Budget Work Session was adjourned at 10:00 p.m.

Janice McKenzie Cole, Chair

Clerk to the Board

REGULAR MEETING

June 6, 2016

6:45 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, June 6, 2016, at 6:45 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
Hackney High, County Attorney
Mary Hunnicutt, Clerk to the Board

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

CONTINUED PUBLIC HEARING

Financing for New Library Facility

Chair Cole opened the Public Hearing stating that the Public Hearing was continued from last month. She further stated that the purpose of the continued public hearing was 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 not to exceed \$2.5 million dollars with no pre-payment penalty for the loan. There were 20 people present. Chair Cole recognized County Manager Heath who explained that we had received a proposal from BB&T for a \$2.5 million loan for ten years at an interest rate of 1.88%. Chair Cole asked if anyone had signed up to speak. The following comments were made:

- > Bob Bastek: Mr. Bastek spoke in favor of the financing and read the following statement:
"My name is Bob Bastek. I asked to address the Board because you often do not get positive comments during public hearings. I have been involved in this project since 2010 when I was a member of the local community team which first bought to light the need in the county for a project such as that which you are looking at today. We didn't necessarily envision an entirely new library building, but called for a place where the community can enjoy the experience of a modern library in a comfortable setting. We elicited help from community advisors and spread our needs throughout the various groups in the county. During the last week in April, I visited eight libraries in North Carolina from Greenville to Swains Ferry. Some were new, some old, some large and some small. Libraries are a vibrant source of community pride. What you are planning to fund will be a great addition to this county. It will be a great investment in the future of Perquimans County."
- > Leary Winslow: County Manager Heath read the following letter from Mr. Winslow:
"Good evening Madam Chair and Fellow Commissioners. My name is Leary Winslow and I reside at 337 Cedar Stretch Road. I believe our county needs to spend some money on the library, but I do not feel we need to spend 2.5 or 3 million dollars on it. Our current library has a few issues that could be worked out for a fraction of the cost of a new library. I understand that there is no off street parking and this problem could be easily addressed in the adjacent empty lot. Plus, there is additional parking in the old senior center lot. Another issue seems to be the need for meeting rooms. The old senior center building would provide ample room to service this need. The library and senior center building could be attached quickly and inexpensively. I do not feel our library has enough traffic to justify 2.5 million dollars. Now if a new library is inevitable and there is no changing any of your minds, there are still many concerns. The first concern is the proposed location. How was this location chosen and is this the best location to service those who would benefit most? Each of the four schools in the county has a library/media center. Can you imagine the engagement from our students if the new library was located on or near our high school? For four years, the students in our county could benefit from the best resources our county has to offer. The current location would make it difficult to attract students and youth in our county. Secondly, what technological services will be offered to ensure students will have Internet access at the library as a method to complete school work? Third, how will the library partner with the school district to ensure all students can read at their appropriate Lexile levels during the summer months? Fourth, what is the vision and mission of the library? How does it correlate to the vision of Perquimans County and the school district? Collectively each of these concerns and questions should be addressed before moving forward with a new library."
- > Tommy Harrell: Mr. Harrell said that he had visited the library and looked at the books to see how often they had been checked out. He said that many of the books from each section had not been checked out for several years. There were only three people in the library on that day. He said that, when he hears talk about needing a new library, it is basically because we need meeting rooms. He stated that we have a nice facility at the Recreation Center, at EMS Building, at Albemarle Commission, at the Senior Center, and at every church in this community. He provided other locations of meeting rooms within the county that can be used. He feels that we could better invest the \$2.5 million dollars in our kids in this County and get better teachers, upgrade our education, and then build a library. We do not need a Barnes & Noble, we need to education our kids.
- > Alan Lennon: Mr. Lennon did not have a prepared speech but went to expand on what Mr. Harrell said. He said that he was not familiar with this library but his wife and two children are. He thinks it is a good library but it isn't new, glassy, and shiny but it provides the resources that we need at this time. With the amount of money that we are looking at, he feels that we should probably scale the project down and convert some of these funds to our education system. He concluded his remarks with the fact

that, when he is faced with a problem or situation, he does research to make a strong, sound decision for what is best for that situation.

- **Bill Ross:** Mr. Ross, Chairman of the Local Library Board, explained that he too did not have a prepared speech but wanted to explain why they need a new library facility. The Library Board has done their research and looked at other facilities. They have been researching this since 2009. He is a resident of Perquimans County and frequently visits the Perquimans County Library. The role of the library is changing. You cannot base your decision on one visit to the Library. You have to visit it frequently. He cited an incident when they were holding a summer reading program and needed to provide refreshments to the children. In this case, our library did not have the facilities available to provide the refreshments so the children were running across the street, some unintended, to get the refreshments. The Library Board has been working on this project for about six years. He concluded his remarks by saying that he had worked in the construction field and understands that we have to go about this project professionally and competently and in great detail.

There being no further comments, Chair Cole closed the Public Hearing at 7:00 p.m. and proceeded with the regular meeting.

AGENDA

Commissioner Peeler reminded Chair Cole that we needed to amend the Agenda to delete Closed Session Minutes since they did not have them to review. On motion made by Edward R. Muzzulini, seconded by Fondella A. Leigh, 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 Wallace E. Nelson, seconded by Edward R. Muzzulini.

1. **Approval of Minutes:** May 2, 2016 Regular Meeting & May 16, 2016 Special Called Meeting/Regular Work Session along with the Budget Work Sessions on May 12th and May 18th,

Tax Refund/Release Approvals:
PERQUIMANS COUNTY TAX REFUND:

Gordon, Odessa White. _____ \$344.68
Double-wide assessed at \$67,000 was reassessed & moved out of County 3/19/13. Tax Department was notified 5/16 by taxpayer. Account No. 256794.

PERQUIMANS COUNTY TAX RELEASE:

Gordon, Odessa White. _____ \$334.99
Double-wide assessed at \$67,000 was reassessed & moved out of County 3/19/13. Tax Department was notified 5/16 by taxpayer. Account No. 256794.

3. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Glen Cunningham	Part-Time Building Inspector	Correction	476	\$18,24/hr.	6/1/2016
Gay Price	Full-Time Telecommunicator	Resignation			5/20/2016
David Noble	Athletic Program Supervisor	Resignation			6/15/2016
Krystal Agosto	911 Shift Supervisor	Appointment	63/4	\$30,302	6/1/2016
Susan Chaney	Social Services Director	FMLA		Six weeks	7/29/2016
Sabrina Patrick	IMC II	FMLA		Two weeks	5/16/2016

4. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Sherry Schardt	Promotion to Social Worker III	69/1	36,665	6/1/16

5. **Register of Deeds' New Service - GetCertificateNow:** For information purposes, the Register of Deeds' Office has started a new program entitled "GetCertificateNow".

6. **Board Appointment:** The following Board appointments were approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Congdon, Steav	Recreation Advisory Committee - Winfall	Reappointment	2 yrs.	7/1/2016
Holman, Lillian	Senior Taxeal Regional Advisory Board	Reappointment	1 yr.	7/1/2016

7. **NC DPS - Community Programs - County Funding Plan:** We received a notification from Nancy Hodges, Area Consultant for NC Department of Public Safety, that there was a Program Provider change. This is for information purposes only.

PRESENTATIONS

- **Presentation of Plaque:** Due to her illness, Horneria Jernette is unable to attend a Commissioners' meeting to receive her plaque. Therefore, County Manager Heath and Chair Cole will make arrangements to present her plaque at her home.
- **Introduction of New Employee:** Bill Ross, Chairman of the Local Library Board, introduced their newest employee, Marsha Jordan, and the new Librarian, Michelle Lawrence. After Ms. Lawrence made several comments, Chair Cole welcomed them to Perquimans County.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings presented his monthly report and gave an update on the Revaluation process and the Foreclosure report. He stated that the Board of Commissioners closed their Board of Equalization & Review prior to their meeting tonight.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney presented her monthly report.

PRESENTATION OF FY 2015-2016 BUDGET MESSAGE

County Manager Heath presented the following FY 2016-2017 Budget Message to the Board:

June 6, 2016

To: The Honorable Chair, Board of Commissioners, and taxpayers of Perquimans County

I respectfully submit the proposed budget for Perquimans County for the Fiscal Year 2016-2017. The budget has been prepared in accordance with the North Carolina Local Government Budget and Fiscal Control Act. The budget identifies the estimated revenues and expenditures for the Fiscal Year 2016-2017.

The FY 2016-17 Budget follows the general reappraisal of real property for Perquimans County. Setting the Ad-Valorem Tax Rate in a revaluation year brings much speculation and concern, especially since the tax base decreased by approximately 23% since the last revaluation in the year 2008. The total taxable value in Perquimans County decreased from \$1,677,803,970 to \$1,295,330,502. The North Carolina Department of Revenues Sales Assessment Ratio Studies show that the median sales ratio to be 99.2%. That is, of their sampling of real estate transactions since the revaluation, the median ratios are 99.2% of the market values, 100% being the established goal by North Carolina General Statute. This initial data indicates that market values are in line with the new revaluation figures.

Proposed Tax Rate

The revenue-neutral tax rate, as defined by G.S. 159-11(e), is the rate that is estimated to produce revenue for the next fiscal year equal to the revenue for the current fiscal year if no reappraisal had occurred. The rate is then adjusted by a growth factor equal to the average annual

percentage increase in the tax base due to improvements since the last general reappraisal. According to this definition, the revenue-neutral tax rate is 57 cents. This budget proposes a tax rate of 57 cents (see Exhibit 1).

The most common question for taxpayers after the revaluation process is "Will my taxes go up?" The answer depends on how much your real property increased or decreased relative to the average decrease. It also depends on how much personal property or business property you own. Owners of real property, whose values decreased at the same percentage as the County as a whole, will see little to no change in their tax bill. Owners of personal property, such as motor vehicles will be paying slightly more next budget year, as shown on the attached Exhibit 2. For a typical taxpayer with about \$30,000 dollars of personal property value, motor vehicles for example, an annual increase of about \$39.00 could be expected.

As in years past, the County's budget process calls for department heads and other agencies to submit budget requests to the County Manager. In total, the requests amounted to approximately \$14.95 million. That's almost \$3 million dollars more than anticipated revenues for the upcoming fiscal year. The tax rate would have to be 80 cents to fully fund all requests of Perquimans County for the next year.

When compared to other Counties in the region, Perquimans' tax rate will remain among the lowest:

Perquimans-	57 cents per hundred
Gates-	64 cents per hundred
Camden-	68 cents per hundred
Chowan-	72.5 cents per hundred
Pasquotank-	76 cents per hundred

While the tax rate is at revenue-neutral and one of the lowest in the region, this budget still provides adequate funding for services that we have historically provided, enhances some services, and provides benefits for the County employees.

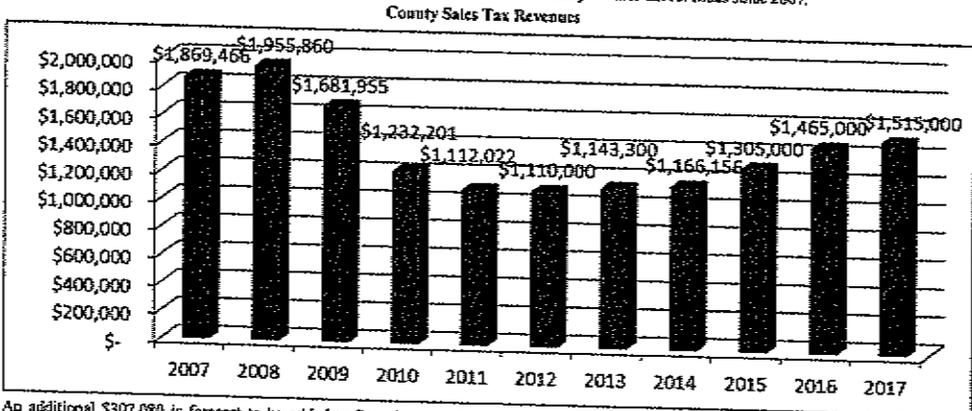
General Fund Budget Summary

The General Fund budget is \$14,788,251 for 2016-2017, down from the current year's amended budget of \$15,031,080. To enable the funding of increased school current expense and capital requests, and increased expenditures for public safety departments such as 911 Communications, Fire Departments and EMS, this budget designates \$750,668 of general fund balance to be utilized. Even with this amount of fund balance used, we will still maintain a fund balance of over 25%, much more than the 8% recommended by the Local Government Commission. Perquimans has a history of controlling spending below budgeted amounts, so it is unlikely that we will have to utilize the full amount of fund balance listed.

General Fund Revenues

Property taxes account for the vast majority of general fund revenues, and I've already mentioned the conditions as it relates to real property taxation. We are projecting that motor vehicles taxes will stay static for the upcoming fiscal year.

Sales tax revenues are the second largest source of County general fund revenues. Based on good returns from this fiscal year, sales tax revenues are projected to grow by a total of \$50,000. The chart below shows the history of sales tax revenues since 2007.



An additional \$307,080 is forecast to be added to Perquimans' sales tax allocation to reflect the additional services taxed by the General Assembly in 2016. In addition to the sales tax revenues, there are three other important sources of revenues that provide insight to the strength of the local county economy. They are Building Inspection Fees, Register of Deed Fees, and Land Transfer Tax Revenues. While sales taxes reflect retail sales, these other revenues are construction and real estate based. Expected Land Transfer Tax revenues in FY 2016-17 are \$250,000, \$40,000 more than last year, but well below the FY 2006-07 total of \$1,188,541. Building Inspection Fees and Register of Deed Fees revenues remain at among the lowest levels in over a decade, projected at \$225,000 combined. This represents a \$15,000 increase in revenue, however, from these two fees for FY 2016-17.

A continuing revenue for this budget year will be a projected \$394,000 Medicaid hold-harmless allocation from the State.

General Fund Expenses

Most of the departmental operating budgets remain fairly static compared to the current budget year. By way of comparison, the five largest General Fund expenses by department or agency are as follows:

Department/Agency	Proposed FY 16 Funding	% of Total GF Budget
Perquimans County Schools	\$3,975,408	27%
Social Services	\$2,638,318	18%
Emergency Medical Services	\$1,382,817	9%
Sheriff Department	\$1,122,159	8%
Albemarle District Jail	\$891,717	6%

School Funding

As presented by the Board of Education and school staff earlier this spring, the Perquimans County School System has requested \$3,818,315 for school current expense, an increase of \$1,443,315 over last year's County appropriation of \$2,375,000. This represents a 60% increase from the previous fiscal year. Much of the requested increase in Local Current Expense is associated with increases in teacher supplements, increases in classified position salary schedules, and the addition of an assistant superintendent for Curriculum and Instruction and accompanying department.

The proposed FY 2016-17 County budget increases by \$400,000 to a total of \$2,775,000 for Local Current Expense, a 17% increase in total and around 400% more than any increase received over the last five years. This indicates a significant commitment by the County Board of Commissioners to increase teacher supplements and classified position salary adjustments. The school capital outlay budget increases to \$363,805, or a 37.5% increase. The capital outlay includes a 72 passenger activity bus, desk and chair replacement at Hertford Grammar School, sealing the maintenance building roof, replacement of the roof over the High School Auditorium, repainting of middle school hallways, and the final phase of Hertford Grammar School floor tile removal and replacement. The capital outlay budget also includes the 4th of five lease payments for an activity bus. The School system has also requested \$175,000 for a capital reserve for sustainability of their 1:1 technology initiative. This is in response to the Golden Leaf grant that the School received, which requires that funding for the devices be sustainable. The County will instead maintain these monies in its fund balance with an aim to fund sustainability once the devices are sold back and new ones are acquired. The first payment from the County for the 1:1 initiative is expected in FY 17-18.

Building and Facility Initiatives

Perquimans County will engage in several new facility projects in FY 2016-17. The proposed budget for next year allocates approximately \$10,000 for additional expansion to the Senior Citizens facility. This funding should allow for an expansion of the outdoor game space. An additional \$5500 is allocated for a storage building for the Senior Center.

\$20,000 is being designated for various parking lot improvements throughout the County buildings.

\$10,000 is being designated for renovation of storage space within Social Services to create two new offices.

Capital Outlay

Outside of the normal replacement of electronic items such as computers and copy machines, the major capital items included in the FY 2016-17 budget are the replacement of three Sheriff Department vehicles, including an animal control truck (\$85,575), a new vehicle for the Social Services Department (\$25,000), a new ambulance for EMS (\$165,000), lifesaving EMS equipment such as laryngoscopes and a chest

compression system (\$22,300), construction of a distaster debris site as required by the NC State Office of Emergency Management (\$25,000), and lighting controls for the Winfall tower site (\$8400).

Personnel

The proposed FY 2016-17 budget contains a 3% cost of living adjustment for County employees, and maintains merit and salary step increases for those employees who qualify.

The North Carolina Local Government Employees Retirement System employers' contribution is expected to remain at 6.77% for the employee.

This budget includes converting a tax clerk position to a tax clerk/finance assistant position. It also funds the mandate by the State that all Cooperative Extension employees' salaries be at least 50% County funded. All support level positions have to be 75% County funded. \$10,000 has been allocated to the Tourism Development Authority to fund a part-time tourism director, in coordination with the Towns.

Other Noteworthy Items

- Funding for the County Fire Departments increases to \$67,500 each, up from \$65,000 for each department last year.
- Funding for the Perquimans County Library increases to \$465,000.
- Tri-County Animal Shelter funding remains at \$60,000.
- Albemarle District Jail remains a considerable expenditure, at \$890,717.

Water Fund

Perquimans continues to make significant investment in its overall ability to provide water to its customers. Our system is an aging one, with infrastructure aged at over 30 years old in some places. This means that the County makes ongoing repairs to the lines in the system as needed throughout the year. Perquimans continues to purchase 150,000 gallons of reverse osmosis water from Pasquotank County that services customers on the Winfall plant side. The bulk water rate that Pasquotank County charges is expected to remain \$6.00 per thousand gallons. Also, Perquimans is investing on the Bethel plant side, as we have purchased the Manley well site, and will allocate \$150,000 for continued work on that location in the upcoming fiscal year. We will also allocate \$100,000 for the replacement of aging water meters throughout our system. We will also include another water plant operator position in this budget. The total water fund budget for the Fiscal Year 2016-17 is \$2,486,593. The water rates for Perquimans County will remain unchanged for the upcoming fiscal year.

Solid Waste Fund

The proposed solid waste fee for FY 16-17 is \$130, no increase from last fiscal year. This fee covers the cost of operating the five Convenience Site locations, the County's portion of the Perquimans-Chowan-Gates Transfer Station operating cost, and the tipping fee for the County's solid waste at the private landfill in Bertie County. The total solid waste fund budget is projected at \$930,227.

Conclusion

Despite the challenges brought about by a revaluation in a market that has declined, Perquimans County has been able to remain revenue neutral and still provide effective services to our citizens. As indicated earlier, this budget focuses on increased spending for schools. We have made a significant contribution towards bolstering our teacher supplements and classified position salaries. We have provided a cost of living adjustment for County employees, and maintained merit and step increases for those who qualify. We have increased funding for emergency services agencies and our local volunteer fire departments. We have committed monies to various building and capital projects as already stated. Lastly, we have continued to fund services despite cuts in State funding with no reductions in mandates.

I'd like to thank the Department Heads for their stewardship in this budget process and their consideration of the marginal increase in County revenues. I would also like to thank the Board of Commissioners for your involvement in the budget process and for making difficult, but important decisions on behalf of the citizens of Perquimans County. Finally, I'd like to thank County staff: Tracy Matheves- Finance Officer, Mary Hancock- Clerk to the Board, and Debbie Stallings- Assistant Tax Administrator, for their assistance and guidance in this process.

I thank each of you for your consideration of this proposal and welcome any changes the Board deems appropriate.

At the request of the Chairman and Board of Commissioners, a public hearing has been scheduled for Monday, June 20, 2016, at 7:00 p.m. in the Commissioners' Room of the Courthouse Annex for public comment and to consider adoption of the budget.

Submitted by:

W. Frank Heath, III
County Manager/Budget Officer

EXHIBIT 1

2016 Revenue Neutral Tax Rate based on G.S. 159-111(e)

	2015 Levy	
Real Property	\$ 7,132,273	
Public Service Companies	\$ 258,079	
Motor Vehicles	\$ 580,799	
Business Listings	\$ 104,332	
TOTAL 2015 LEVY		\$ 8,095,483
Average Tax Base Increase (1%)		\$ 8,176,438
	2016 Values	
Real Property	\$1,215,676,222	
Public Service Companies	\$ 58,654,280	
Motor Vehicles	\$ 131,999,773	
Business Listings	\$ 21,000,000	
TOTAL 2015 LEVY		\$ 1,427,330,275
Revenue Neutral Rate	X	\$ 0.005728
TAX LEVY FOR 2016		\$ 8,176,438
2016 REVENUE NEUTRAL TAX RATE	57.0 CENTS	
Surrounding Counties		
Camden	.068	
Chowan	.0725	
Gates	.064	
Pasquotank	.076	
<u>Perquimans</u>	<u>.057</u>	

Source: NCACC 15-16 Budget and Tax Survey

EXHIBIT 2

Example Perquimans County Tax Payments for 2015 vs. 2016

2015 County Tax Rate \$ 0.44
Proposed 2016 County Tax Rate \$ 0.57

Example Tax Payer with 23% decrease in property value and \$30,000 total value of Vehicles						
	2015 Value	2015 Taxes	2016 Value	2016 Taxes	Difference	% Inc. or Dec.
Real Property	\$ 165,000	\$ 726.00	\$ 127,050	\$ 724.19	\$ (1.82)	-0.3%
DMV (Autos)*	\$ 30,000	\$ 132.00	\$ 30,000	\$ 171.00	\$ 39.00	29.5%
Totals	\$ 195,000	\$ 858.00	\$ 157,050	\$ 895.19	\$ 37.18	4.3%

*DMV values typically depreciate from one year to next, but for comparison, the value remained at \$30,000 in this scenario.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

Chair Cole asked if there were any Commissioner's Concerns or Committee Reports. Commissioner Peeler informed that Board that the political makeup of the Board has changed since he

has changed his affiliation from Republican to Unaffiliated. There being no further Commissioner's Concerns or Committee Reports, she proceeded with Old Business.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > **ADA Playground Equipment at Recreation Center:** The equipment should be installed soon. Commissioner Muzzulin asked if there was going to be any trees planted for shading. Mr. Heath said that he did not think so. Mr. Muzzulin was concerned about the children sliding down the slide during the summer time. County Manager Heath also explained that they are working on getting the walking trail around the Recreation Center paved.
- > **Boat Ramp Project:** The project is still on schedule.
- > **Bocce Court at Senior Center:** The Bocce Court at the Senior Center is basically complete. They still have to install some lighting around it.
- > **Marine Industrial Park:** County Manager Heath, Dave Gos, and Bob Poole met with Rep. Steinburg in Raleigh. They were requesting financial assistance with the installation of the water basin.
- > **Coyotes:** Chair Cole asked County Manager Heath if he talked with Rep. Steinburg about the legislation to allow fox (coyote) trapping. He said that he had received a call from Rep. Steinburg's office and was informed that the draft is being worked on and would get back with Mr. Heath when it was completed.

BOARD APPOINTMENTS

Chair Cole explained that, for several months, the Board has tabled the appointments to the following Boards/Committees: Trillium Northern Region Advisory Board, Tourism Development Authority (Industry Rep), and Nursing Home Advisory Committee. Commissioner Muzzulin reported that, at their Tourism Development Meeting, they voted to recommend Charlotte Damron, a lifelong Perquimans County resident who works at the Plantation which would qualify her for the Industry Representative to the Tourism Development Authority. On motion made by Edward R. Muzzulin, seconded by Kyle Jones, the Board unanimously approved the Tourism Development Authority's recommendation to appoint Charlotte Damron as the Industry Representative to the Tourism Development Authority for a term of two years effective July 1, 2016. With regard to the other two appointments, Matthew Peeler made a motion to table the Trillium Northern Region Advisory Board until their reorganization was completed and table the Nursing Home Advisory Committee until we have someone to appoint. Edward R. Muzzulin seconded the motion which was unanimously approved by the Board. Chair Cole asked Mary Hunnicutt, Clerk to the Board, to remove these two appointments until we have someone to appoint.

RESOLUTION FOR FINANCING FOR THE NEW LIBRARY PROJECT

The Continued Public Hearing was held earlier in the meeting. On motion made by Wallace E. Nelson, seconded by Kyle Jones, the Board unanimously approved the following Resolution approving the financing of the Library Project

**RESOLUTION
APPROVING THE FINANCING
OF THE LIBRARY LOAN**

WHEREAS, the Perquimans County Board of Commissioners held a Public Hearing on Monday, June 6, 2016, in the Commissioners' Room of the Courthouse Annex to receive public comments on the financing of this Library Loan being proposed by BB&T; and

WHEREAS, the Perquimans County Board of Commissioners have determined to undertake the financing of this Loan after having been presented a preferred proposal from BB&T for this financing by the County Manager and the County Finance Officer;

WHEREAS, the Perquimans County Board of Commissioners feels that the financing of this loan will be in the best interest of Perquimans County;

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The Perquimans County Board of Commissioners does hereby determine to finance the construction of a new Library facility in Perquimans County through Branch Banking and Trust ("BB&T") in accordance with the bank's proposal dated April 28, 2016. The amount to be financed shall not exceed \$2,500,000, and the interest rate (in the absence of default or change in tax status) shall not exceed 1.88% and the financing term shall not exceed ten (10) years from the date of Closing. There is no pre-payment penalty for said loan.
2. All financing contracts and related documents for the closing of this financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of Perquimans County are hereby authorized and directed to execute and deliver all Financing Documents, and to take such action as they may consider necessary, to carry out this financing project as contemplated by the Bank Proposal and this Resolution. The Financing Documents shall include the Financing Agreement, Deed of Trust as well as other documents as may be required and/or requested by BB&T and/or the N.C. Local Government Commission.

This resolution is effective upon its adoption this 6th day of June, 2016.

The motion to adopt this resolution was made by Wallace E. Nelson, seconded by Kyle Jones and passed by a vote of six to zero.

ATTEST:

Janice McKenzie Cole, Chair

Mary P. Hunnicutt, Clerk to the Board

JCPC CERTIFICATION FOR FY 2016-17/INTER-AGENCY COUNCIL APPOINTMENTS

County Manager Heath presented the following Juvenile Crime Prevention Council Documentation for FY 2016-17:

NC Department of Public Safety, Division of Juvenile Justice
Juvenile Crime Prevention Council Certification

Fiscal Year: 2016 -2017

County: Perquimans	Date: May 19, 2016
--------------------	--------------------

CERTIFICATION STANDARDS

STANDARD #1 - Membership

- | | |
|---|-----|
| A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners? | Yes |
| B. Is the membership list attached? | Yes |
| C. Are members appointed for two year terms and are those terms staggered? | Yes |
| D. Is membership reflective of social-economic and racial diversity of the community? | Yes |
| E. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-546? | Yes |
- If not, which positions are vacant and why?

STANDARD #2 - Organization

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

JCPC has: Chair; Vice-Chair; Secretary; Treasurer.

STANDARD #3 - Meetings

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

STANDARD #4 - Planning

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

STANDARD #5 - Public Awareness

- A. Does the JCPC communicate the availability of funds to all public and private nonprofit agencies which serve children or their families and to other interested community members? RFP, distribution list, and article attached. Yes
- B. Does the JCPC complete an annual needs assessment and make that information available to agencies which serve children or their families, and to interested community members? Yes

STANDARD #6 - No Overdue Tax Debt

- A. As recipient of the county DPS JCPC allocation, does the County certify that it has no overdue tax debts, as defined by N.C.G.S. §105-243 (1), at the Federal, State, or local level? Yes

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

Having complied with the Standards as documented herein, the Juvenile Crime Prevention Council may use up to \$15,500 of its annual Juvenile Crime Prevention fund allocation to cover administrative and related costs of the council. Form JCPC/OP 002 (b) JCPC Certification Budget Pages detailing the expenditure budget must be attached to this certification.

The JCPC Certification must be received by June 30, 2016.

JCPC Administrative Funds SOURCES OF REVENUE

DPS JCPC	
Only List requested funds for JCPC Administrative Budget	
Local	0
Other	0
Total	0

JCPC Chairperson _____ Date _____
 Chairman, Board of County Commissioners _____ Date _____
 DPS Designated Official _____ Date _____

Juvenile Crime Prevention Council Certification (cont'd)

Perquimans County FY 2016-17

Instructions: N.C.G.S. § 14313-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.

Specified Members (G.S. 147-33.61)	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	James Bunch	Assistant Superintendent	<input type="checkbox"/>	w	M
2) Chief of Police	n/a		<input type="checkbox"/>		
3) Local Sheriff or designee	Eric Titley	Sheriff	<input type="checkbox"/>	w	M
4) District Attorney or designee	n/a		<input type="checkbox"/>		
5) Chief Court Counselor or designee	Lagreshia Bates	Chief	<input type="checkbox"/>	b	F
6) Director, AMH/DD/SA, or designee	Tracey Webster	SOC Coordinator	<input type="checkbox"/>	b	F
7) Director DSS or designee	Susan Chaney	Director	<input type="checkbox"/>	w	F
8) County Manager or designee	Frank Heath	County Manager	<input type="checkbox"/>	w	M
9) Substance Abuse Professional	n/a		<input type="checkbox"/>		
10) Member of Faith Community	Rev. Ana Vaughn	Minister	<input type="checkbox"/>	b	F
11) County Commissioner	Kyle Jones	Commissioner & Ass't DA	<input type="checkbox"/>	w	M
12) Two persons under age 18 (State Youth Council Representative, if available)	tbd		<input type="checkbox"/>		
13) Juvenile Defense Attorney	n/a		<input type="checkbox"/>		
14) Chief District Judge or designee	Hon. Meader Harris	District Court Judge	<input type="checkbox"/>	w	M
15) Member of Business Community	Deb Burroughs	APRC	<input type="checkbox"/>	w	F
16) Local Health Director or designee	Trey Wright	Triple P	<input type="checkbox"/>	w	M
17) Rep. United Way/other non-profit	Latoria Johnson	Hopeline	<input type="checkbox"/>	w	F
18) Representative/Parks and Rec.	Howard Williams	Director	<input type="checkbox"/>	w	M
19) County Commissioner appointee	Gail White	Housing Authority Director	<input type="checkbox"/>	w	F
20) County Commissioner appointee	Wonder Lewis	Library	<input type="checkbox"/>	b	F
21) County Commissioner appointee	Anisha Spellman	STOP Coordinator	<input type="checkbox"/>	b	F
22) County Commissioner appointee	Donna Jones	Mentoring Focus Director	<input type="checkbox"/>	b	F
23) County Commissioner appointee	Kel. Whitehurst	Library	<input type="checkbox"/>	b	M
24) County Commissioner appointee	Eva Anderson	DJJ	<input type="checkbox"/>	b	F
25) County Commissioner appointee	Ed Hall	DJJ	<input type="checkbox"/>	b	M

On motion made by Edward R. Muzzulin, seconded by Fondella A. Leigh, the Board unanimously approved the FY 2016-2017 JCPC Certification, the Juvenile Crime Prevention Council Members, and the Juvenile Crime Prevention Council County Plan for FY 2016-17.

QUASI-JUDICIAL PROCEDURES

Chair Cole explained that during their May Work Session, the Board reviewed the Quasi-Judicial Procedures. She is recommending that the following Quasi-Judicial Procedures be added to the Board of Commissioners' Rules of Procedure as Rule 33:

Rule 33. Quasi-Judicial Proceedings

- (a) Chair (designee or County Attorney) presiding
 - (1) Calls the Meeting to Order
 - (2) Establishes that there is a quorum
 - (3) Announces the case to be heard
 - (4) Informs those present of the methods used to notify the parties and the public of the hearing and request for representatives.

NOTE: The notice to the parties shall include that those who plan to be represented by counsel or a designated representative of their group notify or have their counsel notify the County Attorney.
 - (5) Explains the procedure that will be followed
- (b) After being sworn, the Planning Director summarizes the case
- (c) Chair will swear applicant and applicant's witnesses
- (d) The Chair in his/her discretion may allow opening statements. If the Chair in his/her discretion allows opening statements, the Chair in his/her discretion may limit the time that each party may have to present their opening statement. An opening statement may only be given by parties who intend to present evidence at the quasi-judicial hearing and shall be limited in scope to statements as to what each party believes their evidence will show.
- (e) Applicants' witnesses will testify. Following each witnesses' testimony, the opposing parties through their designated attorney(s) or representative(s) will be given the opportunity to question the witness, followed by the County Attorney and Board Members. The Chair in his/her discretion shall have the right to limit repetitive questions asked of the witness.
- (f) The opposing parties, through their designated attorney(s) or representative(s) will then have their witnesses sworn and give testimony. Following each witnesses' testimony the applicant will be given an opportunity to question the witness, followed by the County Attorney and Board members.
- (g) Chair asks if any parties, who have not testified as witnesses and not committed to be represented by the designated attorney(s) or representative(s) wish to be sworn and testify. The Chair in his/her discretion may limit testimony of the parties if their testimony becomes repetitious.
- (h) At the Chair's discretion, Applicant may present its rebuttal testimony. Following each witnesses' testimony the opposing parties through their designated attorney(s) or representative(s) will be given an opportunity to question the witness, followed by the County Attorney and Board Members. The Chair in his/her discretion shall have the right to limit repetitive questions asked of the witness.
- (i) The Chair in his/her discretion may allow the opposing parties, or their designated attorney(s) or representative(s) to make a closing statement. If the Chair in his/her discretion allows closing statements, the Chair in his/her discretion may limit the time that each party may have to present their closing statement. A closing statement may only be given by parties who have presented evidence at the quasi-judicial hearing and shall be limited in scope to statements as to inferences, findings and conclusions as to what each party believes their evidence has shown.
- (j) The Chair summarizes the evidence presented (Written findings of fact are required). However, in the case of a lengthy hearing and numerous witnesses, the Board may choose to table its decision to allow time for the findings of fact to be drafted. NOTE: This is the last opportunity for the applicant to request a continuance or to withdraw their application.
- (k) When the Board resumes the hearing on this case, the Chair asks the Board for a Motion on the findings of fact. It can be approved, or denied or continued. A denial can be followed by another motion from the Board.
- (l) If an application is approved, the Board will state any conditions of the application, if needed.

Edward R. Muzzulin made a motion to approve the Quasi-Judicial Procedures as presented and reviewed by County Attorney High. The motion was seconded by Kyle Jones. Commissioner Peeler had a concern with the discussion the Board had during the May Work Session. He was wondering how the Board will bring in evidence and how we accept it needs some flushing out. He further stated that, if the person that wrote the documentation that was being presented as evidence is not present, it cannot be accepted as evidence. He feels that this puts the homeowner at a disadvantage. County Attorney High explained that the law that establishes these proceedings is very specific as to how these hearings should be conducted so that really ties our hands. He explained his conversations with attorneys regarding the future wind farm CUP. Mr. Peeler said that he is not talking about this CUP at this time but any CUP that is applied for. He feels that opposition is almost undoable. He feels that this changes the way that CUP's are approved. He further feels that, when someone applies for a CUP, it is a done deal because no opposition can be heard unless they have expert witnesses present. Chair Cole says that it comes back to what is the basis for why the person is opposing the CUP. She asked if there was any further discussion. County Attorney High said that he fully understands and shares many of Mr. Peeler's concerns but, with the situations that may be coming before the Board in the future, the Board needs a process and this is the process that has been established. There being no further discussion, the motion was unanimously approved by the Board.

BOARD APPOINTMENT: RECREATION ADVISORY COMMITTEE

Chair Cole explained that Nicole Hunter has stated that she did not wish to be appointed for another term on the Recreation Advisory Committee and Debbie Reed has expressed an interest to serve. She asked if there was a motion to make this appointment. On motion made by Kyle Jones, seconded by Edward R. Muzzulin, the Board unanimously appointed Debbie Reed to the Recreation Advisory Committee for a term of three (3) years effective July 1, 2016.

PUBLIC COMMENTS

The following public comments were made:

- > Tommy Harrell: Mr. Harrell is concerned about the funding for the schools and compared the funding between Albemarle Jail and the school system. On another subject, he wanted to know who was minding the store at the Iberdrola Wind Project. He mentioned several things (ditch flooding, food trucks, roads, etc.) that he has noticed are problems in the project area.
- > Alan Lennon: Mr. Lennon said that, when he attends the Commissioners' meeting, he takes notes and has several questions and understands that they may not be able to be answered tonight. At one of the meetings not too long ago, Commissioner Peeler asked for some sound reports for the Iberdrola Wind Project. Has those reports been provided? Commissioner Peeler said that those reports had been turned in and that there was a misinterpretation of what he was saying. Mr. Peeler further stated that they were presented but feels that they were inaccurate because they used dvd&l instead of dva. Mr. Lennon further stated that, sometime back, Mr. Poff made a presentation to update the Board on their progress and was wondering when Mr. Poff would be making another update to the Board. Some things were promised during that presentation like using local employment. He would like to know the number of local contractors being used because he has seen a lot of out of state trucks traveling along US 17. His last question was, in the budget talks, they talked about the inadequacy of the radio system in the County for our EMS & first responders but there could be some improvements. His question is how much these wind turbines impact the radio frequency. He knows that there will need to be some research made on this matter but he would like to have that information.

To: Frank Heath, Perquimans County Manager and the Perquimans Board of Commissioners
 From: Judi Bugnizet, Pettigrew Regional Library Director cc: Michele Lawrence
 Re: Budget Request for fiscal year 2016-2017
 Date: June 7, 2016

Please reconsider the Perquimans County Library budget for the fiscal year 2016-2017. Most of our costs are fixed costs, while others are driven by the community's expectations for materials, computer access, programming, and services.

As you know, our funding basically comes from two sources: the county and the state. The county funds provide for our utilities and for library technicians salaries. The counties share the cost of expenses such as NC LIVE, the library automation system, licensing, and the e-book consortium (E-inc). The computer licenses are divided on the basis of the number of computers in each library. The cost of the printer leasing agreement is also determined by the number of printers in each library.

The state funding goes toward the regional services that have not been assigned on a library-by-library basis. This includes the staff at the Regional headquarters and the courier service. The Regional staff orders and processes all materials and handles billing and budgeting. The salaries of the Library Director, the regional staff and the four county librarians are paid for by state funds. The last staff increase was 0.7%, three years ago. We are asking for a 3% increase in salaries from each county in the Pettigrew Library System. While the county employees have received salary increases, the libraries have not been able to give their employees a salary increase because the past increases from our counties have not been enough to cover them. In a library system, I have to request this from all counties so the staff can be treated equally. This year, the other counties in our library system are covering this additional expense and I would hate to have your county keep the staff from this 3% increase. This increase is past due and very important for staff morale. You have a dedicated, hard-working staff in your library, but if you don't give them raises they may seek employment elsewhere, quit or retire. That would be a tragedy for your county as the library employees make the library. The starting full-time wage for a library assistant is about \$17,000 — residents of Perquimans County rely on the paraprofessionals in the library to help them do any number of services that require a high level of technical skill.

For the last few years, Perquimans County funding has remained static with no increases in the last two years. Without an increase in our budget during this past fiscal year, we had to reduce the number of books that we received as standing orders and we curtailed ordering materials in duplicate formats (ex. audiobook/print), and were unable to purchase books that the public requested. Without help from the Friends of the Library, we wouldn't have had enough money to purchase our standing orders last year. The standing orders are the most popular books that we receive automatically due to their popularity. The Friends are not going to help us again this year. E-book service continues to grow but it's not inexpensive. This service costs the four libraries \$6,000.00 per year (\$1,500.00 per library). This gave each library a \$500 budget for selecting e-books and the opportunity to have some additional copies of popular titles automatically re-ordered. I have requested an increase in the materials budget to cover the costs of books, and to provide for our popular e-book service which has created an incentive for residents to obtain library cards. This service is particularly popular among patrons that are unable to come to the library on a regular basis.

I also just found out that health care is expected to increase 4-5% this year. I found this out after the budget had been sent in. This would make it impossible to give our staff an increase with only \$5,000 being added into the budget.

Perquimans County, as of June 30, 2015, had an available fund balance of \$5,937,528 or 44.83% of General Fund expenditures. The Pettigrew Regional Library, as of June 30, 2015 had an available fund balance of \$300,671 or 9.23%.

Tyrrell County, with the smallest county has the best support, with regular, yearly, increases in their budget. Perquimans County has 9,495 more residents than Tyrrell County, but their county appreciates their library, by funding them with the money needed. The library will not be able to function, as it has been, with a budget of \$165,000.00.

The Regional Director has procured a number of grants for books, technology and programs but that also cannot replace the support of the county. Without that support, and with services cut back, you would be letting down the community that counts on library services.

In the past we've received federal money, through E-rate, to supplement our local phone and fax service. E-rate has undergone a complete revision and fax service has been dropped from the supplemental funding. Telecommunications are being phased out, and will decrease by 20% each year until the funding discontinues. The request for telecommunications reflects the 20% more that the county will need to pay, since the federal government is phasing this great out. The new emphasis will be on Wi-Fi and broadband services.

Library use remains high in this county, as well as in the nation, as patrons struggle with their own finances, look for jobs, take online classes and attend programs. Residents no longer have the money to purchase books, DVDs and computers. They rely heavily on our services for education, entertainment, and lifelong learning.

Please reconsider my budget request as my original request was a bare bones request for what we need to keep Perquimans County Library running with the staff and hours we presently have.

Thank you for your support and kind consideration of our budget request. Please call me if you have any questions,
 Sincerely,
 Judi

Judi Bugnizet
 Director, Pettigrew Regional Library
 201 East Third Street Plymouth, N.C. 27962
 252-793-2875

- > Tommy Harrell: Mr. Harrell wanted to clarify the tax rate. He said that during the Budget Work Sessions, he thought that he heard that the tax rate was going to be \$.55 per \$100 now it is proposed to be \$.57 per \$100. Was the extra \$.02 added due to the debt service we were going to have for the new library facility? County Manager Heath said that the tax rate has always been proposed at \$.57 per \$100. Mr. Harrell further explained that the farmers in the County are carrying the load for the taxes because the farmland value was revalued at a higher rate than before. Commissioner Nelson explained that the tax rate went up because the values have gone down during the revaluation process. The county provides a land use discount for properties used for farmland and timber. Commissioner Peeler asked if the state or county mandates this. County Manager Heath said that it was the state. Mr. Peeler also asked what the value of the farmland was per acre. Mr. Heath said that it went from \$1,190 per acre to \$1,200 per acre. Commissioner Jones asked Mr. Harrell what he proposed the Commissioners cut in the budget. With that being asked, Chair Cole asked the next speaker to speak.
- > Michele Lawrence: Ms. Lawrence, the newly hired Librarian, added comments to Ms. Bugnizet's letter. Ms. Lawrence thanked the Board for moving forward with the new library but feels that the increase in funding would allow them to give a raise to their staff which will help the morale of her staff.

There being no further comments or questions, she closed the Public Hearing at 7:08 p.m.

AGENDA

On motion made by Matthew Peeler, seconded by Wallace E. Nelson, the Board unanimously approved the Agenda.

CONSENT AGENDA

The following items were considered to be routine and were unanimously approved on motion made by Fondella A. Leigh, seconded by Matthew Peeler.

1. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Emily Harrell	Full-Time Telecommunicator	Appointment	60/5	\$28,017	7/1/2016
Keely Cartwright	Full-Time Telecommunicator	Appointment	60/6	\$25,412	7/1/2016
Jacqueline Downing	Part-Time Fill-In Telecommunicator	Appointment	60/1	\$12,21/hr.	7/1/2016
Sue Ann Cestaro	Part-Time Fill-In Telecommunicator	Appointment	60/1	\$12,21/hr.	7/1/2016
Danielle Griffith	Deputy	Resignation			6/10/2016

- 2. Change Name on Babe Ruth Account for Recreation Department: Howard Williams, Recreation Director, made the following request: Amanda Layden was hired full-time as Administrative Assistant on May 31, 2016. I am requesting Amanda be added to the Babe Ruth account at PNC Bank. Amanda will be replacing Katie Williams who is no longer employed with Perquimans County.

FY 2015-2016 YEAR-END BUDGET AMENDMENTS

Mr. Heath explained that Budget Amendment numbers 17 thru 20 have been prepared to balance the current year's budget. On motion made by Wallace E. Nelson, seconded by Kyle Jones, the Board unanimously approved the following Year-End Budget Amendments:

**BUDGET AMENDMENT NO. 17
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-480-452	ROD - Conveyance Tax		
10-356-000	ROD Fees	9,200	
10-510-450	Sheriff - Gun Permits	9,200	
10-351-000	Sheriff Fees	2,200	
10-514-030	Jury Commission - Contract Work	2,200	
10-301-000	Ad Valorem Taxes		
10-615-060	Extension - Group Insurance		1
10-615-070	Extension - Retirement	3,890	
10-615-260	Extension - Advertising	3,600	
10-615-050	Extension - FICA	1	
10-301-002	Ad Valorem Taxes/Prior Year	130	
10-670-020	Soil & Water - Salaries	6,821	
10-670-050	Soil & Water - FICA	566	
10-301-002	Ad Valorem Taxes/Prior Year	44	
10-480-452	ROD - Conveyance Tax		610
10-356-000	ROD Fees	9,200	
10-392-050	EMS - FICA	9,200	
10-317-000	Interest & Advertising	4,000	
10-682-020	School - Capital (30% of 1/2 Tax)	4,000	
10-345-001	Local Option Sales Tax 1/2% A	25,000	
10-690-931	Health Dept. - Electronics	25,000	
10-348-006	Electronic Recycling	250	
10-690-941	Mental Health/Alcohol Rehab	250	
10-347-000	ABC Bottle Revenue	650	
10-470-040	Legal Fees	650	
10-301-002	Ad Valorem Taxes/Prior Year	3,000	
10-450-740	Tax - Capital Outlay	3,000	
10-450-060	Tax - Group Insurance		3,420
10-450-380	Tax - Tax Refunds		300
10-450-110	Tax - Telephone/Postage	1,200	
10-450-030	Tax - Listing/Temp. Clerk	600	
10-450-452	Tax - State Services/NCVTS	220	
10-510-310	Sheriff - Automotive Supplies	1,700	
10-510-740	Sheriff - Capital Outlay		2,406
10-685-080	Recreation - Unemployment Reserve	2,406	
10-685-030	Recreation - Part-Time Salaries		976
10-511-020	Communications - Salaries	976	
10-511-060	Communications - Group Insurance		5,000
10-511-061	Communications - Retiree Hospitalization		5,800
10-511-140	Communications - Travel		2,500
10-511-530	Communications - Dues/Subscriptions		1,800
10-511-030	Communications - Part-Time Salaries	900	
10-610-060	Social Services - Group Insurance	16,000	
10-610-740	Social Services - Capital Outlay		2,600
10-685-310	Recreation - Automotive Supplies	2,600	
10-685-030	Recreation - Part-Time Salaries		1,100
10-592-020	EMS - Salaries	1,100	
10-592-060	EMS - Group Insurance		15,000
10-592-030	EMS - Part-Time Salaries		12,000
		27,000	

EXPLANATION: General Fund year-end entry

**BUDGET AMENDMENT NO. 18
WATER FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
35-720-020	Water - Salaries		
35-720-060	Water - Group Insurance		500
35-720-061	Water - Retiree Hospitalization		4,300
35-720-070	Water - Retirement	4,300	
		500	

EXPLANATION: Water Fund year-end entry

**BUDGET AMENDMENT NO. 19
SOLID WASTE FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
38-301-001	Landfill Fee - Budget Year		
38-399-000	Fund Balance Appropriated	10,000	
38-750-910	Health Dept. - Landfill	58,000	
		68,000	

EXPLANATION: Solid Waste Fund year-end entry

**BUDGET AMENDMENT NO. 20
EMERGENCY TELEPHONE SYSTEM WASTE FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-500-161	Hardware Maintenance		
78-500-140	Travel/Training	13,000	
78-399-000	Fund Balance Appropriated	5,000	8,000

EXPLANATION: Emergency Telephone System Fund year-end entry

FY 2015-2016 BUDGET

County Manager Heath explained that a copy of the Budget Ordinance was included in the Board's Agenda Packets. Chair Cole asked if this did or did not include the extra money requested for the Library. Mr. Heath said that he proposed \$165,000 for the library and they are requesting \$173,000. The Budget Ordinance does not reflect the additional funding for the library. Kyle Jones made a motion to approve the FY 2016-2017 Budget as was presented. The motion was seconded by Fondelia A. Leigh. In addition, Commissioner Jones commended County Manager Heath and Finance Officer Mathews on their work in preparing the budget. The Board discussed the request from the Library for additional funding. Matthew Peeler said that he would be willing to do half for their request and made a motion to amend the motion to adopt the FY 2016-2017 Budget Ordinance with adding \$4,000 to the Library budget. Kyle Jones seconded the amendment to the motion. The amendment was unanimously approved by the Board. The amended motion to approve the FY 2016-2017 Budget was unanimously approved by the Board. (See Attachment A).

LIBRARY BID APPROVAL

County Manager Heath explained that Wallace Nelson, Matt Peeler, Kyle Jones, representatives from the Library Board, the architect, the low bid contractor and himself met to discuss the Library Project. After that meeting, Mr. Heath felt more comfortable accepting the architect's recommendation to award the Library Project to Aarene Contracting, LLC pending the contractor obtaining the bonding and insurance requirements and Local Government Commission (LGC) approval. Kyle Jones made a motion to accept the low bid from Aarene Contracting, LLC, pending the contractor obtaining the bonding insurance and requirements and Local Government Commission (LGC) approval. The motion was seconded by Matthew Peeler. Commissioners Nelson and Peeler said that, after their meeting with the contractor, they felt better about recommending them for the project. There being no further discussion, the motion was unanimously approved by the Board.

SPECIAL CALLED MEETING ADJOURNMENT

There being no further comments or business to discuss, the Special Called Meeting was adjourned and the Work Session began at 7:22 p.m. on motion made by Matthew Peeler, seconded by Wallace A. Nelson.

Janice McKenzie Cole, Chair

Clerk to the Board

ATTACHMENT A
PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2016-2017

BE IT ORDAINED THIS 20th DAY OF JUNE, 2016, BY THE BOARD OF COMMISSIONERS OF PERQUIMANS COUNTY, NORTH CAROLINA:

I. GENERAL FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the General Fund for the operation of the County Government and its activities for the fiscal year beginning July 1, 2016, and ending June 30, 2017, in accordance with the chart of account heretofore established of this County:

Governing Body	\$	69,300
County Manager/Finance/Planning		407,884
Elections		132,327
Tax Department		472,126
Legal		27,500
Register of Deeds		241,577
Public Buildings		689,509
Albemarle Commission		9,274
Sheriff		1,122,159
Communications		523,896
Jail - Operations		650,782
Jail - Debt Service		240,935
Juvenile Detention		10,000
Jury Commission		2,200
Fire Departments/Emergency Management		524,266
Medical Examiner		3,000
Inspections		220,217
Forestry Services		45,537
Emergency Medical Services		1,382,817
Natural Resource Conservation Service		50,251

NRCS - Cost Share Program	12,500
Extension Services	199,495
Veterans Services	8,814
Social Services	2,838,318
Albemarle Regional Health Services	50,310
Mental Health	29,906
Schools - Current Expense	2,775,000
Schools - Capital Outlay	363,805
Schools - Debt Service	836,603
Inter County Public Transportation Authority	5,978
Pettigrew Regional Library	165,000
Recreation	298,856
Albemarle RC&D	750
Various Non-Profit Contributions	30,000
Revaluation Reserve	35,000
Mentoring Focus Group/Restitution	36,500
Transportation/Scrap Tires/White Goods	22,565
Emergency Services Building Debt Service	110,817
Aquatic Weed Control	1,169
Albemarle Regional Planning	2,283
Education - OJJ Programs	32,646
College of the Albemarle	32,500
Senior Citizens	134,079
Animal Shelter Operations	60,000
Economic Development	54,800
County Drainage Study	15,000
Senior Center Outdoor Expansion	10,000
TOTAL GENERAL FUND	\$ 14,788,251

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2016-2017**

Section 2: REVENUES - It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Ad Valorem Taxes:

Budget Year	\$	7,651,688
Current Year		120,000
Prior Years Summary		92,000
Penalties & Interest		97,500

Other Taxes & Licenses:

Wine & Beer License	\$	450
Local Option Sales Tax		390,000
Local Option Sales Tax		800,000
Local Option Sales Tax		325,000
Local Option Sales Tax		307,080

Unrestricted Intergovernmental:

Tax Collections - Municipalities	\$	14,500
ABC Bottle Revenue		3,000
Beer & Wine		45,000
Utility Franchise Distribution		15,000
Medicaid Hold Harmless		394,000

Restricted Intergovernmental:

State Grants:		
Social Services	\$	1,881,236
Soil Conservation - Operating		3,600
Soil Conservation - Technician		16,000
Management Entity Funds		7,000
OJJ		64,160
Register of Deeds - A.E. & P.F.		6,684

Health Department - T/STAWG		21,500
School Resource Officer - Board of Education		75,000
Senior Programs		4,938
Electronic Recycling Fees		1,000
Drainage Fees		9,500
Emergency Management Grant		43,830
DWI - DMV License Revocation		750
Nutrition		8,818
Floodplain Mapping - Register of Deeds		5,600
Register of Deeds - Dept. of Cultural Resources		2,500
Register of Deeds - State General Fund		2,000
Permits & Fees:		
Building Permits	\$	110,000
Register of Deeds		115,000
Recreation Fees		17,000
Ambulance Fees		575,000

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2016-2017**

Sales & Services:		
Officer-Sheriff Fees	\$	50,000
Jail Fees		7,000
Rents:		
Farm		4,100
Tower		14,000
Building Leases		62,884
Recreation/Senior Center		8,000
Investment Earnings		10,000
Miscellaneous		25,000
Mentoring Focus Group - Local Funds		2,000
Subdivision Fees		1,000
Zoning Fees		3,500
Tower Consulting Fees		5,000
Interest - Law Enforcement		100
Veterans Monument Contributions		10,840
State Funds - Drug Tax		1,000
DSS IV-D Fees		14,925
Federal Drug Funds		
Transfer from Other Funds:		
Water System	\$	100,000
Municipal Dispatch Fees		80,000
Other Revenues:		
Land Transfer Tax Proceeds		400,000
E-911 Funds		11,900
Fund Balance Appropriated	\$	<u>750,668</u>
TOTAL GENERAL FUND:	\$	<u>14,788,251</u>

II. WATER DEPARTMENT

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Water System Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

Administration & Operations	\$	1,966,219
Loan Principal		369,092
Loan Interest		51,282
Contribution to General Fund		100,000
TOTAL WATER SYSTEM FUND	\$	<u>2,486,593</u>

Section 2: REVENUES - It is estimated that the following revenues will be available in the Water System Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

Investment Earnings	\$	2,300
Sale of Water		2,000,000
Taps & Connections		50,000
Reconnections		12,000
Penalties & Interest		42,500
Rent: Towers		8,100
Miscellaneous		2,000
Water Improvement Fund		1,500
DOT Reimbursement - Waterline		0
Fund Balance Appropriated		368,193
TOTAL WATER SYSTEM FUND	\$	2,486,593

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2016-2017**

III. SOLID WASTE FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Solid Waste Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

Administration & Operations	\$	921,727
Recycling Centers Maintenance		5,000
Solid Waste Refunds		3,500
TOTAL SOLID WASTE FUND	\$	930,227

Section 2: REVENUES - (Solid Waste Fee: \$130.00 per Household). It is estimated that the following revenues will be available in the Solid Waste Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

Solid Waste Fees	\$	885,000
Investment Earnings		150
Disposal Tax		6,500
Fund Balance Appropriated		38,577
TOTAL SOLID WASTE FUND	\$	930,227

IV. REVALUATION RESERVE FUND

1. **Section 1: APPROPRIATIONS** - The following amounts are hereby appropriated in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

Reserve for Revaluation	\$	35,100
TOTAL REVALUATION FUND	\$	35,100

2. **Section 2: REVENUES** - It is estimated that the following revenues will be available in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

Investment Earnings	\$	100
Transfer from General Fund		35,000
TOTAL REVALUATION FUND	\$	35,100

V. COURT FACILITIES FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Court Facilities Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

Administration & Maintenance	\$	35,971
District Attorney Office Expense		14,140
Fine & Forfeitures		70,000
TOTAL COURT FACILITIES	\$	120,111

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2016-2017**

Section 2: REVENUES - It is estimated that the following revenues will be available in the Court Facilities Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

Investment Earnings	\$	75
Facility Fees		25,000
Fines & Forfeiture Fees		70,000
Fund Balance Appropriated		25,036
TOTAL COURT FACILITIES		\$ 120,111

VI. ECONOMIC DEVELOPMENT FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Economic Development Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

Professional Services & Expenses	\$	27,330
Other Expenses		27,500
TOTAL ECONOMIC DEVELOPMENT		\$ 54,830

Section 2: REVENUES - It is estimated that the following revenues will be available in the Economic Development Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Transfer from General Fund	\$	54,800
Fund Balance Appropriated		0
Investment Earnings		30
TOTAL ECONOMIC DEVELOPMENT		\$ 54,830

VII. TOURISM DEVELOPMENT FUND - OCCUPANCY TAX

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Tourism Development Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

Promotions, Marketing, Operating Expenses	\$	15,700
Fireworks Contribution		1,500
TOTAL TOURISM DEVELOPMENT		\$ 17,200

Section 2: REVENUES - It is estimated that the following revenues will be available in the Tourism Development Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Transfer from General Fund	\$	10,000
Occupancy Tax		4,900
Fund Balance Appropriated		2,260
Interest		40
TOTAL TOURISM DEVELOPMENT		\$ 17,200

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2016-2017**

VIII. EMERGENCY TELEPHONE FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Emergency Telephone Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

Operating Expenses	\$	136,453
Capital Outlay		0
TOTAL EMERGENCY TELEPHONE FUND		\$ 136,453

Section 2: REVENUES - It is estimated that the following revenues will be available in the Emergency Telephone Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Emergency 911 Fee	\$	136,353
Investment Earnings		100
TOTAL EMERGENCY TELEPHONE FUND		\$ 136,453

IX. COUNTY CONSTRUCTION FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the County Construction Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

Professional Services	\$	0
Capital - Library Construction		309,689
TOTAL COUNTY CONSTRUCTION FUND	\$	309,689

Section 2: REVENUES - It is estimated that the following revenues will be available in the County Construction Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

General Fund Transfer	\$	0
Fund Balance Appropriated		309,689
TOTAL SCHOOL CONSTRUCTION FUND	\$	309,689

X. OTHER PROVISIONS

Section 1: The Budget Officer is hereby authorized to transfer appropriations within a fund contained herein under the following conditions:

- a) The Budget Officer may transfer amounts between objects of expenditures within a department except salary amounts without limitation.
- b) The Budget Officer may not transfer any amount between funds nor from any contingency appropriations within any fund.

Section 2: The Board of Commissioners hereby authorizes the attached Fee Schedule for FY 2016-2017.

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2016-2017**

XI. TAX LEVY

Section 1: There is hereby levied a tax at the rate of 57¢ (fifty-seven) per one hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2016 for the purpose of raising the revenue listed as "Budget Year's Taxes" in the General Fund - Part I, Section 2 of this Ordinance.

Section 2: This rate of tax is based on an estimated total valuation of property for the purpose of taxation of \$1,295,330,502 and an estimated collection rate of 96.96%.

This Budget was approved with a vote of five (5) to zero (0) on June 20, 2016 by a quorum of the Perquimans County Board of Commissioners being present and all present casting a vote.

Janice McKenzie Cole, Chair
Perquimans Co. Board of Commissioners

**FEE SCHEDULE
FY 2016-2017**

There is hereby established, for the fiscal year beginning July 1, 2016, and ending June 30, 2017, the following fees for services as indicated:

Building Inspections

Construction Fees

Square Foot	\$.25/SF
Minimum Fee	\$50.00
State Fee	\$10.00
In-ground pool (Residential)	\$50.00
In-ground pool (Commercial)	\$125.00
Carports (open all 4 sides)	\$.125/SF
Daycare & ABC	\$75.00
Storage Building 12 x 12 or less	\$25.00

<u>Electrical Fees</u>	
Minimum Fee	
Square Foot	\$30.00
Temporary Service	\$.10/SF
Service Repair	\$30.00
Service Charge	\$30.00
Swimming Pools	\$.30/amp
Sub panel	\$30.00
Generators	\$10.00
Baseboard Heat (per thermostat)	\$10.00
Photovoltaic/Solar	\$10.00
	\$50 per POD
<u>Plumbing Fees</u>	
Minimum Fee	
Per Fixture	\$40.00
Sprinklers	\$5.00
Per Head	\$50.00
	\$5.00
<u>Mechanical Fees</u>	
Central Heating/Air Conditioning	
Central - Additional Unit	\$55.00
Minimum Fee	\$55.00
Hood System	\$30.00
	\$50.00
<u>Insulation Fees</u>	
Insulation	
	\$50.00
<u>L.P. & Natural Gas Fees</u>	
Minimum Fee	
Per Gas Outlet	\$30.00
	\$5.00
<u>Sign Fees</u>	
Free Standing	
	\$50.00
<u>Renovation Fees</u>	
1/2 New Construction	
<u>Fire Inspection Fees</u>	
Mandatory Fire Code Permits	
Group/ Foster Homes	\$50.00
	\$50.00
<u>Manufactured Homes</u>	
Single Section	
Multi Section	\$115.00
Electrical	\$165.00
Mechanical	\$30.00
Plumbing	\$35.00
	\$20.00
<u>Modular Homes</u>	
All set-up	
Electrical	\$.25/SF
Plumbing	\$.30/amp
Mechanical	\$40.00
	\$55.00
<u>Administrative, Negligence & Reinspections</u>	
Administrative	
Negligence	\$50.00
Re-Inspection	\$50.00
	\$50.00
<u>Junk Car & Trash Administration</u>	
	\$75.00
Sheriff Department Fees	
Fingerprints	
Gun Purchase Permits	\$5.00/card
Concealed Handgun Permits	\$5.00 each
Concealed Handgun Permit Renewals	\$90.00
Service Fees (civil papers)	\$85.00
Out of State Service Fees (civil papers)	\$15.00/service
False Alarm Charge	\$100.00
	\$50.00
EMS Fees	
ALS-I Emergency A0427	\$536.22
ALS-II Emergency A0433	\$776.11
ALS-I or II Treatment / No Transport A0999 (including Helo)	\$300.00
ALS-I Non Emergency A0426	\$338.66

BLS-Emergency A0429	\$451.56
BLS-Non Emergency A0428	\$282.22
Transports to Funeral Homes	\$225.00
Drag Strip Standby - 1st 2 hours	\$100.00
Drag Strip Standby - additional hours	\$40.00/hour
Attorney's Fees (patient's records)	\$12.00
Ground Mileage - ALS or BLS	\$14.33/Loaded Mileage
Specialty Care A0434	\$917.22

Recreation Fees

Rental Fees:

Meeting Room	\$40.00/hr (3 hr minimum)
Meeting Room/Kitchen	\$60.00/hr (3 hr minimum)
Gymnasium (1/2 day)	\$250.00
Gymnasium (full day)	\$400.00
Tennis Courts (1/2 day)	\$50.00
Tennis Courts (full day)	\$100.00
Outside Basketball (1/2 day)	\$50.00
Outside Basketball (full day)	\$100.00
Field Rental (1/2 day)	\$75.00/field
Field Rental (full day)	\$150.00/field
Lights additional	\$25.00/hour
Field Rental for practices	
Non Rec. teams	
with lights	\$15.00/hour
	\$25.00/hour

Deposit in addition to any rental fees. All fees are refundable if cancelled at least 72 hrs before scheduled rental day.

Registration Fees

Youth Soccer	\$20.00
Youth Basketball	\$20.00
Volleyball	\$20.00
Softball (9-16)	\$20.00
Babe Ruth (13-15)	\$20.00
Football	\$30.00
Cheerleading	\$20.00
T-Ball (4-6)	\$20.00
Coach Pitch (7-8)	\$20.00
Adult Softball	\$200.00/team
Adult Basketball	\$200.00/team
Open Gym	No charge
Skate Park	No charge

There is a maximum of \$50 per family for each activity.

Register of Deeds

All Instruments (Except Deeds of Trust)

Pages 1-15	\$26.00
Each additional page thereafter	\$4.00
Multi-instrument	\$10.00

Deed of Trust 1st thru 15th Page

Each additional page	\$56.00
	\$4.00

UCC

1 to 2 pages	\$38.00
3 to 10 pages	\$45.00
Over 10 pages (Plus \$2 per page over 10)	
Search per name	\$30.00
Copy per page	\$1.00

Plats

1st page	\$21.00
Each additional page	\$21.00

DOT Highway Maps

1st page	\$21.00
Each additional page thereafter	\$5.00

Copies

Plat copies
 Regular copies (per page) \$3.00 each
 Certified copies (instruments & plats) \$0.25

1st page
 Each additional page \$5.00
 Notary \$2.00

Oath
 Commission verification \$10.00
 Marriage License \$5.00

Issuance of license \$50.00

Vital Records

Certified copy (birth, death, marriage) \$10.00
 Delayed birth applications \$20.00
 Amendments \$10.00
 Records search from Vital Records \$15.00
 Plus payable to Vital Records \$15.00
 Legitimations \$10.00
 Plus payable to Vital Records \$15.00

Tax Department

Copies
 Non-aerial maps \$0.25
 Aerial maps \$0.50
 GIS Mapping Price List \$1.20

Plotter

Size	Black & White	Image Color
8.5 x 11	\$1.00	\$2.00
11 x 17	\$2.00	\$3.00
16 x 20	\$3.00	\$5.00
22 x 34	\$5.00	\$8.00
34 x 46	\$8.00	\$10.00

Desk printer

Size	Black & White	Image Color
8.5 x 11	\$0.50	\$1.25
8.5 x 14	\$0.75	\$1.50
11 x 17	\$1.00	\$1.75

Data Layers

Entire County parcels with aerial images and ownership information \$200.00
(Available on CD & ZIP drive)
 Individual Layers \$50.00 first layer
 \$25.00 each additional layer

Individual Plotter Maps

Township & Municipality Street Maps Price based on size/color
 Zoning Maps per Township/Municipality Price based on size/color
 Full County Zoning Map \$12.00
 County street maps, subdivision maps, and other maps created without image and little color same as listed under Plotter Black & White
 Flood maps, soil maps, census maps and others created with full color same as listed under Plotter Image/Color

Availability

Requests can be made Monday through Friday from 8 am to 5 pm except holidays. All efforts will be made to provide information within 5 working days

Payment

Payment is required prior to preparation of CD's, extensive copying requests, maps to be sent by mail and ftp uploads

Custom Work

A fee of \$25.00 per hour will be charged for requests for maps that we do not have the data layers for. For instance, having to go on the internet to download information.

County Manager

Zoning Ordinance \$15.00
 Subdivision Ordinance \$10.00
 Junk Ordinance \$10.00

Junkyard Ordinance	
Manufactured Home Park Ordinance	\$10.00
Minimum charge for copy of any other Ordinance	\$5.00
Copies	\$5.00
Water Department	\$0.25

Rate Schedule

WATER RATES- There is a min. charge of \$15 for the first 1000 gallons; each additional thousand gallons will be \$7.00/1000 gal.

Tap-on Fees

Size Meter	Cost of Tap
¾"	\$1,500.00
1"	\$2,500.00
2"	\$5,000.00
Late Payment Charge	10% of bill
Renter's Deposit	\$75.00
Reconnection Fee	\$25.00
Water Meter Test Fee	\$100.00

Seasonal Water Conservation Rates

\$9/1000 gallons for usage more than 8000 gallons per month from May 1 through October 31

Water Facility Fee

\$500 per lot for up to and including four lots on main roads, 6 lots on secondary roads

\$2,500 per lot for any lots over four on main roads, 6 lots on secondary roads

Water Facility Fee must be paid before the Final Subdivision Plat is recorded in the Perquimans County Register of Deeds' Office.

Planning/Zoning

Zoning Permit (Residential/Home Occupation)	\$0.00
Zoning Permit (for Commercial/Industrial)	\$100.00
Certificate of Compliance (after first site visit)	\$100.00
Sign Permit	\$50.00
Certificate of Compliance (after first site visit)	\$50.00
Zoning Map Change (Re-Zoning)	\$450.00
Zoning Text Change	\$500.00
Planned Unit Development	\$600.00 + atty. & eng. Fees, i/a
Conditional Use District	\$300.00 + atty. & eng. Fees, i/a
Conditional Use Permit	\$300.00 + atty. & eng. Fees, i/a
Appeal or Interpretation	\$300.00
Zoning Variance Request	\$300.00
Variance to Subdivision Regulations	\$100.00
Subdivision Sketch Plat	\$100.00
Minor or Abbreviated Subdivision Plan	\$50.00
Preliminary Plat	\$100.00 + \$15.00 per lot
Final Plat	\$100.00 + \$15.00 per lot
Wireless Telecommunication Facility	\$500.00 County fee
	+Minimum consultant cost of \$6,500.00
	+Certificate of Zoning Compliance (after first visit): \$100.00 County Fee
Wireless Telecommunication Facility	
(eligible facilities request applications processed per NCGS 153A-349.53)	County fee of \$500.00
	+Minimum consultant cost of \$500.00
	+Certificate of Zoning Compliance (after first visit): \$100.00 County Fee
	+Certificate of Zoning Compliance (Consultant fee for verification): \$3,000.00
Wind Energy Facilities	+Initial Escrow Deposit (Medium Facility) \$50,000.00
	+Initial Escrow Deposit (Large Facility) \$50,000.00

Effective 2-1-16, Zoning Permit Fees and Escrow Deposits to be paid at the time Zoning Permit Application, Fees and detailed Site Plans are submitted for review. If Escrow Account drops below \$10,000, Applicant shall replenish to the original amount before any further action or consideration is taken on any County Permit. Remaining balance will be refunded after issuance of the Certificate of Zoning Compliance for the last remaining development component and upon approval of As-Built Drawings or if Applicant fails to complete project.

**Fees denoted for a given application do not include fees for subsequent applications and stages of review. Separate fees will apply for building and other permits.*

WORK SESSION

June 20, 2016

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular Work Session on Monday, June 20, 2016, at 7:00 p.m. in the Commissioners' Room located on the first floor of the Perquimans County

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

MEMBERS ABSENT: Edward R. Muzzulin

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

ADJOURNMENT

Chair Cole said that, since there was no business to discuss, she adjourned the Work Session at 7:22 p.m.

Janice McKenzie Cole, Chair

Clerk to the Board

June 27, 2016

Tax Refunds: (Perquimans County)

Peter Billups	\$121.44
C/O Phyllis Billups (check payable)	
Inadvertent error in assessment.	
Account #100720	

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/24/16

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Mary P. Hunnicutt

SOC. SEC. NO.: _____

POSITION: Clerk to the Board/Personnel Director

DEPT.: County Manager

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7/1/16 RECOMMENDATION AND EFFECTIVE DATE FOR JOB RECLASSIFICATION.
Date GRADE: 65 STEP: 8 SALARY: \$37,576

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 3/1/16 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: _____

Anne Heath

DATE: 6/24/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/24/16

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Virgil Parrish

SOC. SEC. NO.: _____

POSITION: Chief Building Inspector

DEPT.: Building Inspections

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7/1/16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE PROMOTION.
GRADE: 71 STEP: 15 SALARY: \$58,031

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 3/1/16 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: _____

Frank Heath

DATE: 6/24/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/24/16

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: William Felton

SOC. SEC. NO.: _____

POSITION: Maintenance Supervisor

DEPT.: Buildings & Grounds

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7/1/16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
 Date GRADE: 62 STEP: 9 SALARY: \$33,732

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 3/1/16 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

 DATE: _____

COUNTY MANAGER APPROVAL
Frank Heath

 DATE: 6/24/16

FINANCE OFFICER

 DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 27, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lillian Chappell

SOC. SEC. NO.: _____

POSITION: Telecommunicator

DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7-1-16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 60 STEP: 9 SALARY: \$14.85 per hr

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 6-27-16

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/27/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 27, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kevin Ayers

SOC. SEC. NO.: _____

POSITION: EMT-Intermediate

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7-1-16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 66 STEP: 2 SALARY: \$16.31 per hr

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6-27-16

[Signature]
DATE: 6/27/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 27, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Theodore Bowen III

SOC. SEC. NO.: _____

POSITION: EMT-Intermediate

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7-1-16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 66 STEP: 2 SALARY: \$16.31 per hr

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL





DATE: 6-27-16

DATE: 6/27/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 27, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Faith Broughton

SOC. SEC. NO.: _____

POSITION: EMT-Intermediate

DEPT.: EMS

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7-1-16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 66 STEP: 2 SALARY: \$16.31 per hr

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: 6-27-16

DATE: 6/27/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 27, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Bethany Buttram

SOC. SEC. NO.: _____

POSITION: EMT-Intermediate

DEPT.: EMS

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7-1-16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 66 STEP: 2 SALARY: \$16.31 per hr

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6-27-16

[Signature]
DATE: 6/27/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 27, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Cody Cornelius

SOC. SEC. NO.: _____

POSITION: EMT-Intermediate

DEPT.: EMS

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7-1-16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 66 STEP: 2 SALARY: \$16.31 per hr

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6-27-16

[Signature]
DATE: 6/27/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 27, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Chris Duty

SOC. SEC. NO.: _____

POSITION: EMT-Intermediate

DEPT.: E M S

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

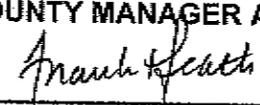
7-1-16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 66 STEP: 2 SALARY: \$16.31 per hr

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL





DATE: 6-27-16

DATE: 6/27/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 27, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Wilford Forbes

SOC. SEC. NO.: _____

POSITION: Emergency Medical Technician

DEPT.: E M S

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7-1-16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 63 STEP: 2 SALARY: \$14.29 per hr

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 6-27-16

COUNTY MANAGER APPROVAL
[Signature]
DATE: 6/27/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 27, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Aaron Grosjean

SOC. SEC. NO.: _____

POSITION: EMT-Intermediate

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

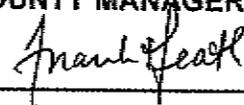
_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
Date

7-1-16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: 66 STEP: 2 SALARY: \$16.31 per hr

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

DEPARTMENT RECOMMENDATION


COUNTY MANAGER APPROVAL


DATE: 6-27-16

DATE: 6/27/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 27, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Nancy Harrell

SOC. SEC. NO.: _____

POSITION: EMT-Intermediate

DEPT.: E M S

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7-1-16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: 66 STEP: 2 SALARY: \$16.31 per hr

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6-27-16

[Signature]
DATE: 6/27/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 27, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Wayne Jordan

SOC. SEC. NO.: _____

POSITION: EMT-Intermediate

DEPT.: E M S

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7-1-16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 66 STEP: 3 SALARY: \$16.71 per hr

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6-27-16

[Signature]
DATE: 6/27/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 27, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Duncan Lane

SOC. SEC. NO.: _____

POSITION: Emergency Medical Technician

DEPT.: E M S

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7-1-16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 63 STEP: 3 SALARY: \$14.64 per hr

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 6-27-16

COUNTY MANAGER APPROVAL
[Signature]
DATE: 6/27/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 27, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Debbie Lyman

SOC. SEC. NO.: _____

POSITION: EMT-Intermediate

DEPT.: E M S

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7-1-16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 66 STEP: 2 SALARY: \$16.31 per hr

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6-27-16

[Signature]
DATE: 6/27/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 27, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Walter Meads

SOC. SEC. NO.: _____

POSITION: EMT-Intermediate

DEPT.: E M S

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7-1-16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 66 STEP: 4 SALARY: \$17.12 per hr

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 6-27-16

COUNTY MANAGER APPROVAL
[Signature]
DATE: 6/27/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 27, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Hazelene Miller

SOC. SEC. NO.: _____

POSITION: EMT-Intermediate

DEPT.: E M S

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7-1-16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 66 STEP: 3 SALARY: \$16.71 per hr

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6-27-16

[Signature]
DATE: 6/27/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 27, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Maria Schwartz

SOC. SEC. NO.: _____

POSITION: EMT-Intermediate

DEPT.: E M S

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7-1-16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

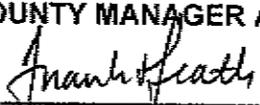
Date GRADE: 66 STEP: 2 SALARY: \$16.31 per hr

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

DEPARTMENT RECOMMENDATION


DATE: 6-27-16

COUNTY MANAGER APPROVAL


DATE: 6/27/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 27, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Julie Solesbee

SOC. SEC. NO.: _____

POSITION: EMT-Intermediate

DEPT.: E M S

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7-1-16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

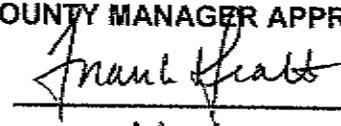
Date GRADE: 66 STEP: 3 SALARY: \$16.71 per hr

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL


DATE: 6-27-16


DATE: 6/27/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 27, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: William Tutwiler

SOC. SEC. NO.: _____

POSITION: EMT-Intermediate

DEPT.: E M S

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7-1-16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: 66 STEP: 2 SALARY: \$16.31 per hr

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6-27-16

[Signature]
DATE: 6/27/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 27, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lisa Whidbee

SOC. SEC. NO.: _____

POSITION: EMT-Intermediate

DEPT.: E M S

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7-1-16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: 66 STEP: 2 SALARY: \$16.31 per hr

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6-27-16

[Signature]
DATE: 6/27/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/16/16

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Joanne Avery

SOC. SEC. NO.

POSITION: IMC II

DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE: Joanne has completed the IMC I work against an IMC II position
Date: 7-1-2016 GRADE: 63 STEP: 1 SALARY: \$ 28,999.00

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

DEPARTMENT RECOMMENDATION
Susan M Chaney
DATE: 6/16/16

COUNTY MANAGER APPROVAL
Frank Heath
DATE: 6/17/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/16/16

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Krystal Dozier-Bass

SOC. SEC. NO.

POSITION: Public Info. Assistant

DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE: STEP
Date: 7-1-2016 GRADE: 59 STEP: 2 SALARY: \$ 24,925.00

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Suzan M Chamey

Frank Heath

DATE: 6/16/16

DATE: 6/24/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/16/16

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Angela Jordan

SOC. SEC. NO.

POSITION: Social Work Supervisor III

DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE:

STEP:

SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE:

STEP:

SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

 DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
Date

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE: STEP RAISE
Date: 7-1-2016 GRADE: 73 STEP: 4 SALARY: \$ 48,470.00

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Suzanne M Chaney

Frank Heath

DATE: 6/16/16

DATE: 6/24/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-24-16

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: DEBBIE PROCTOR

SOC. SEC. NO.: _____

POSITION: SECRETARY

DEPT.: _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

7-1-16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. GRADE: 6 STEP: 10 SALARY: 33,088

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 1-11-16 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

[Signature]

DATE: 6-24-16

DATE: 6/27/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 24, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Faye Myers

SOC. SEC. NO.: _____

POSITION: Secretary

DEPT.: Senior Center

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7-1-2016 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 60 STEP: 6 SALARY: \$28,717

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.

DEPARTMENT RECOMMENDATION
Delphine Madri
DATE: June 24, 2016

COUNTY MANAGER APPROVAL
Frank Death
DATE: 6/27/16

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: VICTOR RAY FESPERMAJ

SOC. SEC. NO.: _____

POSITION: Sergeant

DEPT.: Sherriff

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

CURRENT: GRADE: 67 STEP: 5 SALARY: 37017.00

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
GRADE: 67 STEP: 6 SALARY: 39078.00

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

[Signature]

DATE: 6-24-16

DATE: 6/27/16

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kewoall Harrell SOC. SEC. NO.: _____
POSITION: Sergeant DEPT.: Sheriff

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

CURRENT: GRADE: 67 STEP: 7 SALARY: 38,867.00

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
GRADE: 67 STEP: 8 SALARY: 41,034.00

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 6-24-16

COUNTY MANAGER APPROVAL
[Signature]
DATE: 6/27/16

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Quinton Jordan, Jr.

SOC. SEC. NO.: _____

POSITION: Deputy

DEPT.: Sheriff

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

CURRENT: GRADE: 65 STEP: 8 SALARY: 36481.00

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
GRADE: 65 STEP: 9 SALARY: 38492.00

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION

[Signature]

DATE: 6-24-16

COUNTY MANAGER APPROVAL

[Signature]

DATE: 6/27/16

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Thomas Reid

SOC. SEC. NO.: _____

POSITION: Deputy

DEPT.: Sheriff

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

CURRENT: GRADE: 65 STEP: 7 SALARY: 35,592.00

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
GRADE: 65 STEP: 8 SALARY: 37,576.00

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 6-24-16

COUNTY MANAGER APPROVAL
[Signature]
DATE: 6/27/16

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Shelton White

SOC. SEC. NO.: _____

POSITION: Investigator

DEPT.: Sheriff

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

CURRENT: GRADE: 68 STEP: 8 SALARY: 41632.00

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
GRADE: 68 STEP: 9 SALARY: 43,928.00

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

[Signature]

DATE: 6-24-16

DATE: 6/27/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/24/16

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Helen Hunter

SEC. NO.: _____

POSITION: Tax/Finance Specialist

DEPT.: Tax

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

7/1/16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE PROMOTION. Date GRADE: 59 STEP: 10 SALARY: \$30,295

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: _____

Frank Heath

DATE: 6/24/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-27-16

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: DEBBIE STALLINGS

SOC. SEC. NO.: _____

POSITION: ASSISTANT TAX ADMINISTRATOR

DEPT.: TAX

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

JULY 1ST RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 66 STEP: 11 SALARY: 42,236

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Bill Jennings

Frank Heath

DATE: 6-27-16

DATE: 6/27/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kathy Matthews

SEC. NO.: _____

POSITION: Water Clerk

DEPT.: Water Department

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

7/1/16 RECOMMENDATION AND EFFECTIVE DATE FOR PROMOTION. Date GRADE: 61 STEP: 9 SALARY: \$32,279

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

DEPARTMENT RECOMMENDATION

[Signature]

DATE: 6-24-16

COUNTY MANAGER APPROVAL

[Signature]

DATE: 6/24/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kelvin W. Roberson SOC. SEC. NO.: _____

POSITION: Water Plant Operator DEPT.: Water Department

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

7/1/2016 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 64 STEP: 17 SALARY: \$44,773

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

DEPARTMENT RECOMMENDATION

[Signature]

DATE: 6-24-16

COUNTY MANAGER APPROVAL

[Signature]

DATE: 6/24/16

FINANCE OFFICER

DATE: _____

Mary Hunnicutt

From: Town of Hertford Manager <manager@townofhertfordnc.com>
Sent: Friday, June 24, 2016 2:17 PM
To: 'Mary Hunnicutt'
Cc: 'Frank Heath'
Subject: Rec. Board Appointment

Mary, at the Council's regularly scheduled monthly meeting on June 13th, Councilman Archie Aples was appointed to the Perquimans County Recreation Board as the Town's representative. Please let me know what materials Mr. Aples may need to fulfill that duty and please send a list of meeting dates.

Mr. Aples contact information is as follows:

Email- aaples@townofhertfordnc.com

Phone- 575-218-0606

Thank you,

Brandon S. Shoaf
Town Manager
Town of Hertford
114 W. Grubb St.
PO Box 32
Hertford, NC 27944
www.townofhertfordnc.com

Clarion Associates, LLC
101 Market Street, Suite D
Chapel Hill, North Carolina 27516
919.967.9188
919.967.9077 fax

Community Planning
Zoning/Design Standards
Impact Fees
Growth Management
Sustainability

CLARION

June 28, 2016

Donna Godfrey
County Planner
Perquimans County Planning and Zoning
104 Dobbs Street
Hertford, NC 27944

RE: Proposal to Review Conditional Use Permit Application

Dear Ms. Godfrey,

We are pleased to submit this proposal to assist in the review of an application you have received from Timbermill Wind, LLC, seeking a Conditional Use Permit to authorize development of a Wind Energy Facility.

We understand the significance and complexity of this application, and the issues that have been raised to date in the County's review of application materials. We are prepared to offer our services to Perquimans County in assisting with the review of the application, and in preparing a report with the results of our review, accompanied by comments and suggestions.

Attached to this cover letter is our proposal to provide planning services, followed by two pages of descriptions of Clarion's background and planning experience. In our proposal we suggest a fee of \$5,950 for provision of these services (with supplementary fees for travel to Hertford for presentations, if the County deems such visit/s desirable). We are flexible regarding the terms of engagement for these services, and would be happy to discuss adjustments to our proposal if necessary, to best fit your needs.

Thank you for our conversations to date. We are pleased about the prospect of working with Perquimans County in the review and processing of this significant application. Please contact me at 919-824-6549 or at rwaldon@clarionassociates.com if you have questions or need additional information.

Thanks and regards,



Roger S. Waldon
Senior Consultant, Clarion Associates

Proposal to Provide Planning Services to Perquimans County, NC
June 28, 2016
Clarion Associates

Clarion Associates, a national planning consulting firm with offices in Chapel Hill, North Carolina, proposes to offer services to Perquimans County as described below:

The Context

Perquimans County has received an application from Timbermill Wind, LLC, requesting a Conditional Use Permit to construct a wind energy facility on property located in Perquimans County. The project is proposed to be located on approximately 17,000 acres of land spanning Perquimans and Chowan Counties, and will include 105 turbines.

The County has been reviewing and processing the application materials, and seeks a third-party review of the application, with particular focus on studies that have been prepared focusing on shadow flicker analysis, sound analysis, blade drop and throw analyses, and ice drop and throw analyses.

The County has enacted zoning provisions regarding the development of Wind Energy Facilities, last amended on February 1, 2016.

Clarion Associates offers to conduct a review of the application, and provide comments regarding compliance with Perquimans County zoning regulations.

Proposed Scope of Work

Clarion Associates proposes to review the Timbermill Wind Power Project application materials and prepare comments to submit to Perquimans County as follows:

- Comments regarding the completeness of the application.
- Comments regarding the completeness and sufficiency of five separate reports:
 - Decommissioning Study
 - Shadow Flicker Analysis
 - Sound Analysis
 - Blade Drop and Throw Analyses
 - Ice Drop and Throw Analyses
- Comments regarding compliance of the application with Perquimans County zoning regulations.
- Comments regarding the four findings that the Board of County Commissioners are required to address in consideration of the application for a Conditional Use Permit.

- Suggestions for conditions of approval that may be considered as part of approval of this application.
- Suggestions of issues that may be considered as possible reasons for denial of the application.

A report will be prepared to include these comments and suggestions, and delivered to the County in paper and electronic formats. If desired by the County, Clarion staff will be available to present the report at a meeting or meetings in Perquimans County, as requested by the County.

Services will be provided by Roger Waldon, Senior Clarion Consultant, with occasional consultation as needed with other Clarion professionals. A one-page summary of Mr. Waldon's qualifications and experience is attached, along with a one-page description of Clarion Associates.

Proposed Cost for Services

Clarion proposes to produce this report, along with regular consultation with Perquimans County staff (via email and telephone calls), for a fee of \$5,950.00, based on my hourly billing rate of \$165 and consultation with another Clarion principal who has done wind energy regulatory work. If the County seeks to have a Clarion professional (Roger Waldon) appear at a meeting or meetings in Perquimans County to present the report, a per-trip fee of \$1200 will apply (including time and travel expenses). For a two-day trip (overnight stay in Hertford with meetings on consecutive days) a fee of \$2000 will apply.

Summary of Qualifications

Following is a one-page summary of qualifications for the firm, and for Roger Waldon who will be leading this effort.

CLARION ASSOCIATES

Since its founding in 1992, the firm has developed expertise in a broad range of planning areas, including:

- Community, regional, and neighborhood planning.
- Downtown and suburban zoning systems.
- Design standards and development regulations.
- Historic Preservation.
- Development Financing;
- Downtown plans and strategies.
- Growth Management strategies for cities and regions.
- Citizen participation strategies.
- Implementation strategies.

Clarion Associates is a national land-use consulting firm with offices in Chapel Hill, North Carolina; Denver and Fort Collins, Colorado; and affiliate offices in Chicago, Philadelphia, and Cincinnati. Our unusual combination of talents in land use and urban planning, design, land use law, and real estate economics allows us to develop creative solutions to difficult land use and design questions. Clarion is particularly known for its expertise in land use and plan implementation. Clarion Associates has represented both private and public sector clients on a variety of land-use planning and zoning matters. Its principals have written plans and drafted ordinances, regulations and design standards throughout the United States.

Clarion is particularly known for our expertise in:

PLANNING AND ZONING

Clarion Associates has represented both private and public sector clients on a variety of land-use plans, design guidelines and standards, and ordinances and regulations throughout the United States, with particular emphasis on historic preservation, development financing, design standards, natural resource protection, and both downtown and suburban zoning systems.

MARKET ANALYSIS

The members of Clarion Associates have diverse backgrounds in finance, economics, marketing, planning, urban design, environmental studies, political science and land use law. With integration of this combination of skills, we develop creative solutions to difficult real estate questions. Clarion Associates has extensive experience in analyzing the market for every type of property—including residential, office, industrial, major mixed-use developments, convention centers, large transportation facilities, tourism complexes—in a variety of locations such as suburban sites, downtowns, lakefronts, and rural areas.

DEVELOPMENT ECONOMICS

Clarion specializes in advising public sector clients on the economics and fiscal impacts of development proposals, incentives needed to encourage development, and other aspects of project feasibility. We have analyzed the economics of numerous types of real estate development in both urban and rural contexts and the impacts of proposed plans and cost recovery systems on different forms of development.



ROGER WALDON, FAICP

Senior Consultant

Education

Master of City & Regional Planning
University of North Carolina
Chapel Hill

Bachelor of Science
Urban Studies & Planning
MIT

Professional History

Clarion Associates
2005 – present

Town of Chapel Hill
Planning Director
1984-2005

Triangle J Council of Governments
Director of Planning Programs
1972-1984

Professional Associations

American Institute of Certified
Planners, Fellow

American Planning Association
Charter Member

Roger Waldon is a Principal with Clarion Associates, based in the North Carolina office. Mr. Waldon served as Planning Director for the Town of Chapel Hill for 21 years, directing the Town's comprehensive planning and growth management functions. His work has emphasized neighborhood conservation and growth management, including preparation of land use plans and special area plans, preparation and administration of design guidelines, transportation planning, annexation, capital improvements, housing and community development initiatives, and evaluation of development applications. Prior to his work for Chapel Hill, Mr. Waldon worked on regional initiatives as Director of Planning Programs for the Triangle J Council of Governments, a regional planning organization based in the Research Triangle Park, North Carolina. He has also served as an elected official on the Chapel Hill-Carrboro Board of Education. Mr. Waldon is a frequent speaker at national planning conferences, and has lectured on planning topics at Universities in Massachusetts and North Carolina. His writing includes articles on planning processes and neighborhood conservation, and a book published by the American Planning Association, *Planners and Politics*. He is a contributor to the 2009 edition of ICMA's "Green Book," *Local Planning: Contemporary Principles and Practice*. He is a Fellow of the American Institute of Certified Planners, and recognized as one of the Top 25 Most Influential Planners in the 50 year history of planning in North Carolina.

Related Project Experience

- **Growth Management and Neighborhood Plans** | Chapel Hill, NC: Including land use, community facilities, housing, transportation, environmental protection, neighborhood preservation, downtown revitalization, and growth management elements; Hillsborough, NC; Lynchburg, TN; Wake Forest, NC
- **Comprehensive Plans** | Fredericksburg, VA; Manassas, VA; Orange County, NC; Iredell County, NC; Waxhaw, NC; Johnston County, NC; Brentwood, TN; Tupelo, MS; Wilson, NC; Rock Hill, SC; Camden County, NC; Washington, NC; Orangeburg County, SC; Clemmons, NC; Union County, NC
- **Facilities Plan for school construction** | Orange County, NC
- **Urban Design projects for downtown areas** | Winston-Salem, NC; Thomasville, NC; Lancaster, Texas; Chapel Hill, NC; Montgomery, OH
- **Six Neighborhood Conservation Districts**
- **Intergovernmental Agreements** | Orange County, NC; Moore County, NC



CRAIG RICHARDSON

Director

Education

Masters of City & Regional Planning
University of North Carolina
Chapel Hill

Juris Doctor &
Bachelors of Arts (*Honors*)
Stetson University

Professional History

Clarion Associates, LLC
Director & Vice-President
2000 - 2012

Land Use Consultant
Sole Proprietor
1996 - 1999

Icard, Merrill, Cullis, Timm,
Furen and Ginsburg - Sarasota, FL
Shareholder
1986 - 1996

Siemon, Larsen and Purdy -
Chicago, IL / Sarasota, FL
Attorney & Partner
1984 - 1986

Ross, Hardies, O'Keefe,
Babcock and Parsons -
Chicago, IL / Boca Raton, FL
1981 - 1984

Publications

*Contributor on Housing and
Hazard Mitigation Issues
Rocky Mountain Land Use Institute
Model Sustainable Development Code*

Keeping Up with Growth Urban Land
Vol. 58, No. 9: 94. September 1999
(with D. Salvesen)

*Avoiding Coastal Hazard Areas: Best
State Mitigation Practices*
Environmental Geosciences. 1999
(with D. Godschalk, R. Norton
and D. Salvesen)

Craig Richardson is a Director with Clarion Associates in the Chapel Hill office. He is a planner/lawyer who has managed a number of award winning zoning and planning projects in both large and small communities throughout the United States. He also has substantial experience in designing and drafting impact fee legislation, adequate public facility regulations, affordable housing mitigation programs and strategies, and other forms of land use regulation. In addition, he has had significant experience representing public sector clients in court in their defense of comprehensive plans and land use regulations.

Related Project Experience

• Land Development Codes

Norfolk, VA	Prince George's County, MD	Daytona Beach, FL
Albany, NY	Portsmouth, VA	Pompano Beach, FL
Biloxi, MS	Beaufort County, SC	Columbia, SC
Folly Beach, FL	St. Lucie County, FL	Mooresville, NC
Fayetteville, NC	Williamson County, TN	Alachua, FL
Aspen, CO	Teton County, WY	Larimer County, CO
Rock Hill, SC	Greenville, SC	Palm Beach County, FL
Jackson, WY	Eagle County, CO	

Additional Project Experience

• Comprehensive Plans & Growth Strategies/Regional Plans

Beaufort County, SC (Southern Regional Plan (SCAPA Outstanding Plan Award, 2007) and Northern Regional Plan); Charleston County, SC Comprehensive Plan Update; Rock Hill, SC Growth Management Strategy (Charlotte metro area); Wake County, NC Growth Management Strategy

• Affordable Housing Programs

City of Marathon, FL; Islamorada Village of Islands, FL; Palm Beach County, FL; Lee County, FL; Teton County, WY; Pitkin County (Aspen), CO; and Basalt County, CO.

• Adequate Public Facility Regulations

Manatee County, FL; DeSoto County, FL; Lake Wales, FL; West Palm Beach, FL; Dade County, FL; Monroe County, FL; Beaufort County, SC; Mount Pleasant, SC; Summerville, SC; Henrico County, VA (Proffer Study and Program); Effingham County, GA; Larimer County, CO; Steamboat Springs, CO; Louisville, CO; Steamboat Springs, CO; Reno, NV; Washoe County, NV; and others



ELECTRONIC RECORDING MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING, dated _____, is between eRecording Partners Network, LLC (ePN) and _____ ("County") located in _____.

ePN offers a national electronic recording service to function as a trusted third party for Title Insurance Companies, Attorneys, Mortgage Bankers, Full Service Banks and other trusted entities to submit electronic documents to government entities for recording.

County desires to offer recording of real property documents by electronic transmission in substitution for conventional paper based documents and to assure that transactions are not legally invalid or unenforceable as a result of the use of available electronic technologies for the mutual benefit of the parties of the transactions.

For purposes of this Memorandum of Understanding, *Electronic Recording* is defined based on the level of automation and structure of the transaction. The three levels of automation are as follows:

- Level 1 Submitting organizations transmit scanned image copies of ink signed documents to the county. The County completes the recording process in the same way as paper using the imaged copy as the source document. An electronic recording endorsement is returned to the organization in the form of a label or printing process in order for the submitting organization to append that information to the original paper document.
- Level 2 Submitting organizations transmit scanned images of ink signed documents along with electronic indexing information to the county. The County performs an electronic examination of the imaged documents and indexing data, and then completes the recording process using the imaged copy and electronic indexing information. The electronic version of the recorded document is returned electronically to the submitting organization along with the electronic recording data.
- Level 3 Submitting organizations transmit "Smart" documents which are a single object containing the electronic version of the document in such a way that enables the electronic extraction of data from the object. Smart documents are required to be signed and notarized electronically. The Smart document is endorsed electronically by the county and returned in Smart document format to the submitting organization.



888-325-3365
 E-MAIL: support@eGOePN.com
 WEBSITE: www.GOePN.com

400 Second Ave S
 Minneapolis, MN 55401

Program Eligibility

Title Insurance Companies, Attorneys, Mortgage Bankers, Full Service Banks and other trusted entities may directly or through a trusted third party provider submit real property records for electronic recording. Electronic Recording mandates a close working relationship as well as mutual trust between the County and the submitting entity. All parties of the Electronic Recording transaction desire to operate and maintain a secure recording system that safeguards parties to recordation from deceit, fraud and forgery. This Memorandum of Understanding outlines the procedures and rules for the trusted relationship between ePN and the County to facilitate a safe and secure Electronic Recording relationship.

Participation in the Electronic Recording program is voluntary and the decision to do so is a business judgment.

There will be no added fees or costs of any kind charged by the County for Electronic Recording.

County Requirements

The Electronic Recording Program of the County is defined by the requirements attached to this Memorandum of Understanding.

- ***Attachment A*** contains the document and indexing specifications for the Electronic Recording program. For each document, the County specific document code is provided along with the required indexing information. Any County specific editing rules will also be described in this attachment. ePN acknowledges that County will reject and return any transactions that do not meet the document and indexing specifications.
- ***Attachment B*** contains the processing schedules and hours of operation for the Electronic Recording Program. Neither party shall be liable for any failure to perform processing of the transactions and documents where such failure results from any act of God or other cause beyond the party's reasonable control (including, without limitation, any mechanical, electronic or communications failure which prevents the parties from transmitting or receiving the electronic recording transactions. If the County system causes delays or power failures that interfere with the normal course of business, the County will notify ePN with a choice of using a courier service or waiting until the problem has been remedied.
- ***Attachment C*** provides the payment instructions for the Electronic Recording program. This form provides the account information for ePN to deposit payments via ACH into the County bank account.



eRECORDING PARTNERS

888-325-3365
E-MAIL: support@eGOePN.com
WEBSITE: www.GOePN.com

400 Second Ave S
Minneapolis, MN 55401

ePN Responsibilities

ePN acknowledges that Electronic Recording permits them to prepare, sign and/or transmit in electronic formats documents and business records and the document or records shall be considered as the "original" record of the transaction in substitution for, and with the same intended effect as, paper documents and, in the case that such documents bear a digital or electronic signature, paper documents bearing handwritten signatures.

By use of electronic or digital certificates to sign documents, ePN intends to be bound to those documents for all purposes as fully as if paper versions of the documents had been manually signed.

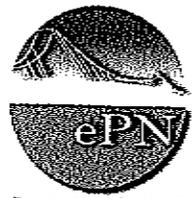
By use of electronic or digital certificates to sign documents, ePN intends to be bound by those electronic signatures affixed to any documents and such electronic signature shall have the same legal effect as if that signature was manually affixed to a paper version of the document.

General Terms

The County will not incur any liability for the information electronically transmitted by ePN. Should a dispute or legal action arise concerning an electronic transaction, the County will be held harmless and not liable for any damages.

The County will not incur any liability for any breach of security, fraud or deceit as a result of Electronic Recording. Neither ePN nor the County shall be liable to the other for any special, incidental, exemplary or consequential damages arising from or as a result of any delay, omission or error in the Electronic Recording transmission or receipt.

ePN and the County will attempt in good faith to resolve any controversy or claim arising out of or relating to Electronic Recording through either negotiation or mediation prior to initiating litigation.



eRECORDING PARTNERS

ePN Contact Information:

888-325-3365
E-MAIL: support@GOePN.com
WEBSITE: www.GOePN.com

400 Second Ave S
Minneapolis, MN 55401

Pamela Trombo
eRecording Manager
888-325-3365 ext 11240
pam@GOePN.com

ePN Support
888-325-3365 ext 1
support@GOePN.com

ePN Accounting
888-325-3365 ext 11226
accounting@GOePN.com

Either party may terminate this Memorandum of Understanding for any reason by providing 30 days written notice of termination.

Agreed and Accepted:

eRecording Partners Network, LLC

County:

Signature

Signature

Name: Pamela Trombo

Name: _____

Title: eRecording Manager

Title: _____

Date: _____

Date: _____



Attachment A

Document and Indexing Specifications

Accepted eRecord Document Types and Document Codes :

(or attach document list or note that software vendor will provide document list)

XML Indexing Specifications:

Required: (i.e. Grantor / Grantee, etc.)



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**

June 27, 2016

To: Board of County Commissioners
From: Bill Jennings
Tax Administrator
Subject: July 5, 2016 Meeting

The Tax Department is preparing to close out for the fiscal year.

We are also starting to study certain properties for tax foreclosure purposes.

Bill Jennings
Perquimans County Tax Administrator

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



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**

JUNE 2016-ENFORCED COLLECTIONS

PAYMENT AGREEMENTS: \$23,964.28

GARNISHMENTS: \$3239.04

DEBT SETOFFS: \$0.00



June 13, 2016

Mr. Frank Heath, County Manager
Perquimans County
PO Box 45
Hertford, NC 27944

Dear Mr. Heath:

Enclosed you will find the Senior Nutrition Program Contract for fiscal year beginning July 1, 2016 to June 30, 2017.

Please have your contract signed and returned to me.

Should you have any questions, please contact me at 252-426-5753 ext 224.

Sincerely,

A handwritten signature in black ink, appearing to read "Laura Alvarico".

Laura Alvarico, Director
Albemarle Commission Area Agency on Aging

Enclosure: 2016-17 Contract

**ALBEMARLE COMMISSION
SENIOR NUTRITION CONTRACT**

This Agreement entered into as of this first day of July 2016, by and between **PERQUIMANS COUNTY** (hereinafter referred to as Contractor), and the **Albemarle Commission**, (hereinafter referred to as AC), with offices located at 220D Ocean Highway South, Hertford, North Carolina, WITNESSETH THAT;

WHEREAS, AC wishes to make available certain services to elderly residents within a service area hereafter described; and,

WHEREAS, the Contractor warrants that it is capable of providing the services hereafter described; and,

WHEREAS, the Contractor desires to assist AC in this endeavor;

NOW, THEREFORE, the parties hereto do agree as follows:

1. Employment of Contractor: AC hereby agrees to engage the Contractor to perform the services hereinafter set forth.
 2. Time of Performance: The services of the Contractor are to commence on **July 1, 2016, and shall be completed by June 30, 2017.**
 3. Scope and location of Services: The Contractor shall do, perform, and carry out in a satisfactory and proper manner, as determined by AC, the agreements and assurances required in the Request for Proposal and the services specified in No. 35—Special Conditions.
 4. Personnel: The Contractor represents that it has, or will secure at its own expenses, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of, or have any contractual relationship with AC. All personnel engaged in the work shall be fully qualified.
- It is understood and agreed that **DELPHINE MADRE** shall represent the Contractor as Project Manager in the performance of this Agreement. Any change in such Project Manager shall be subject to approval of AC.
5. Compensation: The Contractor and AC expressly understand and agree that in no event will the total compensation and reimbursement paid thereunder by the AC exceed the maximum of **Eight Thousand Nine Hundred and Sixty One Dollars and Three cents (\$8,961.03)** for 999 hours of Nutrition Service, and shall constitute full and complete compensation for the Contractor's services hereunder.

6. Reimbursement Rate Per Unit of Service: Albemarle Commission will reimburse the Contractor \$8.96 for each hour of Nutrition Service served to eligible clients, such units of service being defined in No. 35 – Special Conditions.
7. Reprogramming of Funds: It is understood and agreed that, in the event that the amount of funds received from the North Carolina Division of Aging is reduced, AC may in turn, decrease the total compensation and reimbursement to be paid hereunder and in accordance with Paragraph 14, changes in the Scope of Services.
8. Change of Reimbursement. At its sole discretion, AC may re-negotiate the reimbursement shown in Paragraph 6 of this Agreement. However, in no case will AC increase the overall amount shown in Paragraph 5.

The parties agree they will consider increasing the reimbursement rate only under two circumstances:

- a) Upon a showing by Contractor that actual costs have increased due to factors beyond Contractor's control (e.g., increases in gasoline costs, union settlement on wages, etc.); or
- b) Upon a showing by Contractor that actual costs have increased due to a sudden increase in client load (e.g., due to a disaster). In the event that the reimbursement rate is increased, the total units of service to be delivered will be correspondingly decreased.

The parties further agree that AC shall have the right to decrease the reimbursement rate under any circumstances which show that actual costs are less than projected; including, but not limited to, circumstances in which:

- a) Overall costs of providing service are shown to be less than forecast in the Contractor's original bid for this service; or
 - b) The Contractor fails to document the required cost-sharing, such that the AC reimbursement rate exceeds 100 percent of service costs. In the event The reimbursement rates are decreased, AC may, at its option, increase The total number of units of service to be delivered.
9. Method of Payment: After the first month, Contractor shall submit a monthly report to AC on the number of service units delivered and capital cost through the end of prior month for reimbursement.
 10. Documentation of Expenses: Contractor shall maintain full and complete documentation of all expenses associated with performing the scope of work under the contract. Expenses documentation shall include: time sheets for AC clients; receipts for any supplies purchased for use on this contract; any applicable

subcontract expenditures; and such other documentation necessary to substantiate overall costs of delivering the contracted service (including Contractor contribution as well as amounts reimbursed by AC).

11. Payment by Service Recipient: No individual receiving services under the terms of this Agreement shall be required to pay any part of the cost of the service. However, recipients shall be given the opportunity by the Contractor to make some contribution for the service in a manner approved by the AC.

Contractor shall post a notice in a conspicuous place, stating that no charge is Made for the service, but that contributions will be accepted. Contractor shall furnish envelopes to all clients for confidential contributions. Contractor shall offer a locked box in a convenient location for confidential deposit of envelopes.

12. Cost Sharing: Cost Sharing is any money received by Contractor as a direct result of contract activity. Contractor shall maintain daily records of activity, Contractor shall maintain daily records of activity. Program income shall be used in the same year it is received to provide additional services.

13. Monitoring, Auditing and Reporting: The Contractor agrees to submit to audit by AC, the State of North Carolina, or the federal government for a three year period following final payment under the terms of this Agreement. The Contractor agrees to permit monitoring by AC, its staff and appropriate representatives, and to comply with such reporting procedures as may be established by AC. The Contractor further agrees that all pertinent financial records shall be made available for copying upon request by AC, the state or federal government, or their agents.

It is understood and agreed that the report procedures established by AC may include, but not be limited to, the names and addresses of individuals receiving services under the terms of this contract, with the understanding that no personal information obtained from any individual will be disclosed by AC in a form which allows identification of the individual, without the written consent of the individual.

It is understood and agreed that the report procedures established by AC may also include actual costs incurred per unit of service including both AC costs and contractor contributions.

It is further understood that the agency is responsible to AC for clarifying any audit exceptions that may arise from AC independent audit, the Department of Human Resources audit, or any federally conducted audit. AC requires the Contractor to send a copy of their audit when received from the independent auditors. In addition, contractors are responsible for paying any governmental funds that may be part of the audit exception.

14. Changes: AC may, from time to time, require changes in the Scope of Services to be performed. Such changes, including any increase or decrease in the amount of the Contractor's compensation which is mutually agreed upon between AC and the Contractor, shall be incorporated in written amendments to this Agreement.
15. Termination of Agreement for Cause: If through any cause the Contractor shall fail to fulfill in timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the covenants, agreements or stipulations of this Agreement, AC shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective date thereof. The date of notice shall be at least five (5) days before the AC effective date of such termination.

In the event of termination, such data, studies, surveys, drawings, maps and reports prepared by the Contractor shall, at the option of AC, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. Client files of the agency, developed under this contract shall become the property of the AC upon completion and/or termination of this contract.

Notwithstanding the above, the Contractor shall not be relieved of liability to AC by virtue of any breach of the Agreement by the Contractor, and AC may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due AC from the Contractor is determined.

16. Cancellation for Convenience of AC: AC may cancel this Agreement at any time by giving written notice to the Contractor of such cancellation and specifying the effective date of such cancellation. If the Agreement is canceled by AC as provided herein, the Contractor will be paid for work satisfactorily completed.
17. Disputes: Any disputes which arise in the interpretation of this contract shall be resolved in the following manner:
- a) The Contractor shall submit a letter to AC specifying the nature of the dispute asking for resolution of the dispute.
 - b) The Executive Director of the AC will meet with the Contractor to resolve the dispute. The Executive Director of the AC will document the resolution in a letter to the Project Manager.
 - c) If the Contractor is dissatisfied with the resolution of the dispute decided by the AC Executive Director, the Contractor may appeal the Executive Director's decision in writing to the AC Budget and Personnel Committee.

- d) The AC Budget and Personnel Committee will consider the appeal at its next scheduled meeting, which shall occur no less than 10 days following receipt of the written appeal request. The decision of the Budget and Personnel Committee is final.
18. Subcontracting: None of the work or service covered by this Agreement shall be subcontracted without the prior written approval of AC. All approved subcontracts must conform to the applicable requirements set forth in this Agreement and must attach and include by reference Appendix A - Scope of Services.
19. Compliance with Service Standards and Required Procedures: Contractor shall perform the services set forth in this Agreement in compliance with applicable standards and procedures specified in Appendix A - Scope of Services. Contractor further agrees to comply with applicable standards for this service which are, or may be, specified by the North Carolina Division of Aging, any other State of North Carolina agency, the Division of Aging Policy Manual, and the AC Policy Manual.
20. Service Priorities: Contractor shall give priority for service to those older people with the greatest social and economic need. Where the nature of the service allows, Contractor shall make special efforts to serve the moderately impaired, isolated and homebound elderly on a priority basis, as set out in the proposal and as indicated in the service standards established by the Division of Aging.
21. Equal Opportunity and Affirmative Action: In carrying out this contract, Contractor shall deny none of the benefits or services of the program to any eligible recipient on the grounds of age, sex, religion, race, color, handicap, or national origin.

The Contractor also agrees not to discriminate against any employee or applicant for employment because of age, race, color, religion, sex, handicap or national origin. The Contractor shall take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their age, race, color, religion, sex, handicap, or national origin. Such action shall include, but not be limited to: employment or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

The Contractor shall, in all solicitations or advertisements for employees placed by, or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, handicap, or national origin.

It is further agreed by the Parties that the Contractor shall take affirmative action to solicit subcontractors with or purchases from minority business enterprises as defined in the Public Works Employment Act of 1977, 42 U.S.C. 6705 (f) (2),

where such subcontracting or purchasing, if any, is or may be undertaken under the terms of this Agreement.

22. Confidentiality: Any reports, recipient information, data, or other materials given to, or prepared or assembled by the Contractor under this Agreement which AC requests to be kept confidential, shall not be made available to any individual or organization by the Contractor without prior written approval of AC.
23. Identification of Documents: All reports, maps, and other documents completed as part of this Agreement, other than documents exclusively for internal use within AC, shall carry the following statement on the front cover, or a title page containing the name of AC.

THE PREPARATION OF THIS (Report, Document, Etc.) WAS FINANCED IN PART THROUGH A FEDERAL GRANT BY THE NORTH CAROLINA DEPARTMENT OF HUMAN RESOURCES, DIVISION OF AGING, UNDER THE PROVISIONS OF TITLE III, OLDER AMERICANS ACT OF 1965, AS AMENDED.

24. Licenses and Permits: Contractor shall maintain all required licenses, permits, bonds, and insurance required for carrying out the services in Appendix A. the Contractor shall notify the AC immediately if any required licenses or other permits are canceled, suspended, or otherwise ineffective. Failure to maintain proper licenses permits, bonds and insurance shall be a basis for AC disallowing all or part of payments under this contract or for termination of this agreement for cause.
25. Insurance: Notwithstanding any other insurance requirements, Contractor shall, within ten (10) days of the effective date of this Agreement, provide AC with a certificate of insurance for public liability insurance in the minimum amount of One Hundred Thousand/Three Hundred Thousand Dollars (\$100,000/\$300,000). If Contractor uses a vehicle in fulfilling its duties under this Agreement, Contractor shall also provide evidence of automobile insurance in the minimum amount of Twenty-Five Thousand/Fifty Thousand Dollars (\$25,000/\$50,000 liability insurance and Fifty Thousand Dollars (\$50,000) property insurance. Failure to provide evidence of insurance shall be deemed an automatic violation of this Agreement and could therefore lead to termination of the Agreement by AC. The Contractor shall hold AC harmless for any damages to the person or property of any individual or organization as the result of the execution of the scope of service to be performed under this Agreement.
26. Conflict of Interest: The Contractor covenants that it presently has no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Contractor further covenants that, in the performance of this Agreement, no person having any such interest shall be employed.

27. Interest of Members of AC and Others: No officer, member, or employee of AC and no member of its governing body, and no other public official of the governing body of the locality or localities in which the project is situated or being carried out who exercises any functions or responsibilities in the review or approval of this project, shall participate in any decision relating to this Agreement which affects his or her personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
28. Officials not to Benefit: No member of or delegate to Congress, or resident commissioner, shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom.
29. Assignability: The Contract shall not assign, sublet, or transfer all or any portion of its interest in this Agreement without the prior written approval of the Agency's Executive Director or his authorized agent.
30. Resources Development: The Contractor shall investigate other agencies and resources providing services to the elderly and shall coordinate its own services to minimize overlap and duplication.
31. Disaster Assistance: In the event that elderly individuals are endangered by the occurrence of a tornado, fire, flood, severe temperature extremes, or other disaster-related situation, the Contractor shall cooperate with requests for assistance from AC on behalf of the elderly individuals.
32. Attendance at AC Meetings: The Contractor, upon request of AC, shall attend any committee or special meeting relating to the project, or staff development training.
33. Participant Input: The Contractor shall, with the assistance of AC, develop a procedure for providing elderly service recipients with an opportunity to assess and evaluate the program. This assessment shall be performed on a regular basis.
34. Applicable Laws, Rules, and Regulations: This contract shall be deemed to have been executed and performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State. In addition, Contractor shall be governed by all applicable Federal, State, and Local rules, regulations and policies.
35. Special Conditions:

CONGREGATE NUTRITION

Service Definition:

The provision of a meal in a group setting.

Unit of Service:

One hour –four hours daily.

Service Objective:

To promote the health and well being of older people through the provision of nutritious meals and opportunities for social and recreational services and access to other services.

Service Activities:

Prepare specific congregate meal site(s) at least 5 days per week for dining.

- Set up tables, chairs, place settings, and table condiments.
- Clean up after meals, washing non-disposable items and dispose of litter and garbage.
- Welcome participants to site.
- Station staff, both paid and volunteers, to keep attendance records and to encourage donations to program.

Food Service:

- Receive meals from caterer or central kitchen, take and record temperatures of all hot and cold food items.
- Prepare food service line for serving meals.
- Supervise portioning of food onto plate by donated and volunteer staff, take food temperatures again immediately before portioning.
- Provide assistance to participants who have difficulty walking or carrying trays.
- Review and maintain records on food quality and quantity.

Coordinate Services:

- Arrange transportation to site for participants.
- Recruit and train volunteers.
- Provide grocery shopping assistance and/or education at least 2 times per month.
- Provide for nutrition education at least 2 times per month.
- Provide for health and social service information at least once per month.
- Provide an exercise program one time per week.
- Provide activities daily.
- Outreach activities will be conducted to identify and attract health impaired, socially and/or economically need persons in need of nutrition services.

Preferred Target Groups: Persons who are health impaired, and who are in need of nutritional supports or those older persons whose independent living arrangements lack

proper facilities for meal preparation. Those persons who are ambulatory, but lack sufficient health and/or motivation to prepare meals regularly.

Locale of Service:

- At an approved public or private community facility with the following characteristics.
- Has been approved by the local health department.
- Has been inspected by the local fire department and meets all local and state fire codes.
- Has been approved in writing by the Area Agency on Aging prior to opening.
- Is in compliance with 504 Regulations.
- Is located near concentrations of preferred target group persons.
- Must have at least 12-14 square feet per person excluding halls, bathrooms, kitchen areas.
- Must be a facility where all eligible persons feel free to visit and will not offend their cultural and ethnic preferences.
- Must have adequate number of tables and chairs appropriate for older adults.
- Must have at least 2 exits which are unlocked during hours of operation.
- Must have adequate parking.
- Must have a safe and appropriate place to mount and dismount from vans or other group transportation vehicles.
- Must be heated during colder months to at least 72° F. while participants are present.
- There must be a "termination of services" policy on file for each participant.

Access to Services:

- Participants will be referred to service by self, friend, neighbor, or a community resource.

Delivery Characteristics:

- Meals shall be served at least 5 days per week at the site.
 - There shall be a feedback mechanism to obtain information on menu preference of participants, and other issues at site.
 - The approved menu shall be publicized one week in advance at the site and shall be identified as the Nutrition Program for the elderly menu and shall specify serving dates.
 - Each meal shall provide at least 1/3 of the current recommended daily dietary allowances Food and Nutrition boards of the National Research Council and shall meet the following meal pattern when plated for each participant.
- a) 2 ounces cooked edible portion of meat, fish, fowl, eggs; cooked dry beans or cheese may be used for a maximum of 4 times per month as substitute for one ounce of meat; textured vegetable protein may only be used as specified in the Division of Aging Manual.

- b) Two, one-half cup servings of vegetables, fruits, and full strength fruit/vegetable juices. There must be one cold source of Vitamin C which provides at least 1/3 RDA of Vitamin C daily.
- c) One serving enriched or whole grain bread, biscuits, rolls, muffins, sandwich buns, cornbread, other hot breads or enriched or whole grain cereals or cereal products such as rice, macaroni, dumplings, pancakes, and waffles.
- d) One teaspoon of butter or fortified margarine in a packaged chip.
- e) One, one-half cup serving of dessert which may be fruit, full strength fruit juice, pudding, gelatin, ice cream, ice milk, sherbet, cake, pie, cookies and similar foods.
- f) One-half pint of fortified whole, skim, or low-fat milk, buttermilk, yogurt, or cheese (3 ozs.).
- g) Fruit or juice used as a dessert may not be counted toward the two servings of vegetables and fruits.

- Contractor shall tell the participants about agency procedures for service, confidentiality, waiting lists, service priorities, complaint and grievance, and other matters germane to the participants' decision to accept service, and about his opportunity to make a voluntary contribution to the program.
- Every effort shall be made to make the dining room and meals attractive.
- A completed calendar of site activities and programs must be posted at the beginning of the month.
- Emergency plans must be developed for each site for medical emergencies and to evacuate the site in case of fire or explosion.
- The contractor shall provide adequate staff to operate the program including a paid contract manager and a paid site manager for the site.
- The site manager may be paid from Title III funds for no more than 4 hours per day and shall be responsible for site operations.
- Must be able to work well with older adults.
- Must be able to keep accurate records.
- Must be able to supervise volunteers.
- The contractor must develop a plan to recruit, orient, train, and recognize volunteers.
- Minimum orientation and training shall include:

Contract Manager: Administrative procedures, record keeping systems, reporting, food safety.

Site Managers: Site procedures, orientation and training for specific volunteer activities.

All Staff: First aid, cardio-pulmonary resuscitation, physiology of aging, fire/disaster evacuation, shall attend all training required for specific staff categories provided by the Division of Aging and/or Area Agency on Aging.

- All foods must be stored, prepared, held and served in a manner to preserve optimum flavor and appearance, while retaining nutrients and food value.
- Staff serving food must use hygienic techniques and practices in all handling of the food.
- Food temperatures must be maintained at safe levels (hot 140° +, cold 45°-) throughout all processes from storage through serving.
- Contractor must abide by food safety practices required in 10NCAC Section of .0400.

Prohibited Services:

- Cannot provide meals to residents of long-term care facilities, guests, handicapped persons under age 60, adult day care participants and paid staff under age 60 without reimbursement of the full cost of the meal.
- Except on emergency basis, nutrition site(s) may not be closed or combined on a temporary or permanent basis without prior written approval from the Area Agency on Aging.
- May not enter into contracts with profit making organizations without prior written approval from the Area Agency on Aging.

Administrative Requirements:

- Adequate records shall be maintained to document program activities and shall include:
 - participants' intake record
 - participants' attendance records
 - meals served records
 - menu served with substitutions, dates, and justification noted
 - meal receipt/delivery slips
 - program income record
 - employment records including affirmative action documentation
- Shall follow general recognized accounting procedures outlined in CRF Part 74 of all funds including participant contributions.
- All participants' records shall be treated as confidential.
- File all required reports on time.
- Train staff to make appropriate referrals.

36. Home-Delivered

In administering the Home-Delivered Meals Program, Contractor agrees to appoint or employ a person to do the following duties:

- 1) Recruit, maintain, schedule, and supervise volunteers to deliver meals.
- 2) Order, receive, and check meals received.
- 3) Keep daily records, which will include, but not be limited to:
 - a) Daily Nutrition Service Record
 - b) Required Temperature Reports
 - c) Volunteer Hours Reports
- 4) Receive requests for meals from potential clients.
- 5) Collect all project income per the Consumer Contributions Policy and Procedures.
- 6) Report all legitimate complaints to the Albemarle Commission's Home-Delivered Meals Coordinator.

The Albemarle Commission's Home Delivered Meals Coordinator/Volunteer Administrator will be responsible for:

- a) Supervising in the daily operation of home-delivered meals activities.
- b) Providing whatever assistance and support is necessary to recruit and maintain volunteers, i.e., making presentations to civic or community groups, etc., providing printed material, etc.
- c) Processing all requests for meals, determining eligibility, and making all placements to the program.
- d) Revising and updating delivery routes to reflect additions, deletions, or other changes.

IN WITNESS WHEREOF, AC and the Contractor have executed this Agreement as of the date first above written.

(County)

Albemarle Commission

BY: _____
(Authorized Official)

BY: _____
(Executive Director)

DATE: _____

BY: _____
(Area Agency on Aging Director)

DATE: _____

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

(Commission's Finance Officer)

WETLANDS-SOILS &
WATER QUALITY ENHANCEMENTS
LLC



Dwane Hinson
Wetland and Water Management Specialist
Soil Scientist (NC1190)

Phone: 252-482-4162

Cell: 252-337-4933

E-mail: Dwane.Hinson@mchsi.com

Perquimans County Water Management Proposal:

Water management consulting services are proposed to meet the water management needs associated with Perquimans County. This position will meet the following **objectives**:

- **Serve as technical consultant to County Commissioners and Soil & Water Conservation District Supervisors (SWCD):**
 1. Make technical presentations to citizens on behalf of the County Commissioners for addressing drainage problems.
 2. Accompany Commissioners and County Manager as needed, meeting on-site with groups and individuals to address drainage needs.
 3. Assist SWCD Supervisors with special projects as requested the Supervisors and approved by the Board of Commissioners.
- **Implement Special Use Water Management Districts (SUWMD's):**
 1. Provide technical presentations for public meetings in conjunction with County Commissioners for the establishment of SUWMD's.
 2. Serve as a technical advisor for a County Water Management Committee.
 3. Coordinate efforts to generate outside funding sources for project development, such as utilizing USDA-RC&D resources for grants and GIS coordination.
 4. Provide technical leadership to each SUWMD's representatives to identify, design, plan and implement projects.
 5. Assist SUWMD's representatives with creek and river maintenance programs for clearing and snagging creeks and rivers.
- **Address drainage concerns of individuals or small groups of citizens:**
 1. Work with County Commissioners, County Manager, and Soil & Water Conservation Districts to provide assistance to individual landowners for solving drainage problems.
 2. Coordinate potential funding mechanisms with NC Ag Cost Share Program, CAMA, NC & US Dept of Marine Fisheries, and USDA-RC&D
- **Assist Perquimans County with implementing and further development of storm water ordinances and regulatory wetland laws.**
 1. Review plats for commercial development and work in conjunction with the county planners and SWCD to implement storm water ordinances.
 2. Provide technical guidance for rural planning (ten acre lots, individual lots, or roadside development) that circumvents storm water guidelines for urban areas.
 3. Provide consulting assistance to the County Commissioners in conjunction with the Health Department to address drainage concerns with septic tank regulations and issues with individual lots subject to flooding or severe drainage problems.

Services, Resources & Projected Costs:

Resources Provided By the LLC To Accomplish Goals and Objectives

- All transportation (With county mileage supplement)
- Field survey equipment,
- Computers,
- Design mapping and hydrology software for drainage evaluation
- Boats and 4-wheelers required for creek and waterway evaluations.

Cost, Hours, and "County Supplements" for Services Provided:

1. Hours and Cost:
Total hours are negotiable and adjustable as deemed necessary by County Commissioners. Base services will be provided for an average of 12 hours per week at a fee of \$30.00 per hour. Total work hours will be dictated by project activity and priorities set by the County Water Management Committee and a subsequent Plan of Work.
2. County Supplements:
 - A mileage supplement of 50.5 cents per mile will be allocated for use of trucks, boats, and four-wheelers required to perform surveys, visit landowners, and perform creek analysis. An estimate of the total miles will be posted in the Plan of Work.
 - Other supplements provided by the county would include a copy (under County License) of the Arc-View Program used by the county to manipulate the current GIS data base.

Management

All activities will be dictated by weekly contact with the County Manager. The specifics for hours and supplements will be governed by the project activity generated by the County Water Management Committee, with subsequent approval by the full Board of County Commissioners. An hourly journal will be presented with billings.

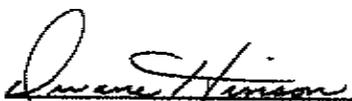
Term

Unless terminated sooner, this agreement shall commence at the adoption by the Perquimans County Board of Commissioners and end on June 30, 2015, and can be renewed for one-year periods thereafter.

Adopted this the 5th day of July, 2016.

Janice McKenzie Cole, Chair

Attest: _____
Mary Hunnicutt, Clerk to the Board



Dwane Hinson

DAVID N. GOSS
Economic Development Consultant
125 Cashie Drive
Hertford, NC 27944

June 2, 2016

Frank Heath
County Manager
Perquimans County
P.O. Box 45
Hertford, NC 27944

Dear Frank:

Described below is a proposal [for the period July 1, 2016 through June 30, 2017] for me to continue to provide economic development consulting services to Perquimans County.

Work Program

- Serve as Perquimans County's primary point of contact for perspective economic development inquiries.
- Continue to market the Perquimans County Commerce Centre to a variety of potential companies, but with a priority focus on marine, logistics/supply chain, and entrepreneurial entities.
- Assist County Manager with negotiations and follow-up with potential Commerce Centre land buyers and, where applicable, support buyers in their acquisition and development processes.
- Provide staff liaison with the North Carolina Marine Industrial Park Authority [NCMIPA] in the development of a Marine Industrial Park (MIP) within the Commerce Centre. During this fiscal year this activity will be focused on (1) seeking potential businesses development opportunities, (2) supporting companies that commit to the MIP and (3) assisting NCMIPA in obtaining funding support for and the initiation of the MIP basin.
- Assist, where required, in the implementation of the Commerce Centre boat ramp project.
- Finalize the development of a site plan for Phase 2 of the Commerce Centre and start implementation of priority plan projects.
- In coordination with the Perquimans Chamber of Commerce and Albemarle Commission, continue to support a Small Business Resource Center at the Chamber that provides resource services to potential users of the Center to create new and/or grow existing small businesses.
- Continue to be an active participant in the regional marketing efforts of the North Carolina East Alliance.

- Assist Hertford and Winfall in their economic development initiatives, with priority focus on tourism-related opportunities.
- Assist the Perquimans Tourism Development Authority in the development and initiation of a more robust tourist/visitor program.
- Assist the Albemarle Commission in the implementation of a regional Ecotourism program, with a specific focus on enhancing water quality in the region.
- Where applicable, assist in the preparation of North Carolina economic development grant/loan applications for existing and potential businesses in Perquimans County.
- Assist Commerce Centre site buyers in the design and implementation of workforce development programs, if necessary, in cooperation with the Albemarle Commission, COA and ECSU's SBTDC programs.
- Present periodic oral reports to the Board of Commissioners.
- Have an annual review of projects and evaluation of progress and performance with the County Manager.
- Undertake special projects as requested by the County Manager and/or the EDC.

Compensation

My proposed compensation for the above Work Program would be a retainer fee of \$1,679.73 a month [current compensation] that would cover my time and travel-related costs within the region. However, if County employees are given an annual percentage cost of living increase during the 2016-17 fiscal year, I request that this monthly retainer fee be increased by the same percentage amount. Not included would be any travel-related costs outside the region, membership fees for relevant economic development-related organizations and registration fees for trade shows/economic development conferences that I have authorization to attend from the County.

I continue to appreciate and enjoy the economic development consulting relationship I have had with Perquimans County. I look forward to a continuing productive relationship over the 12-month period from July 1, 2016 through June 30, 2017.

Sincerely,



David N. Goss

Frank Heath
Perquimans County Manager

NORTH CAROLINA

PERQUIMANS COUNTY

CONTRACT FOR SERVICES

THIS AGREEMENT made and entered into this the 1st day of July, 2016, by and between PERQUIMANS COUNTY, hereinafter referred to as "the County", and Donna Jones, hereinafter referred to as the "Provider";

WITNESSETH:

THAT WHEREAS the County has received a State Grant from the North Carolina Department of Juvenile Justice and Delinquency Prevention to finance the Community-Based Youth Gang Violence Prevention Program; and

WHEREAS the County and the Provider wish to enter into an agreement, by which the Provider will provide Community-Based Youth Gang Violence Prevention services as an independent contractor;

NOW, THEREFORE, PERQUIMANS COUNTY and Donna Jones, agree as follows:

1. RESPONSIBILITIES OF THE PROVIDER.

a. As Provider, Donna Jones will administer the Community-Based Youth Gang Violence Prevention Program in Perquimans County according to State of North Carolina guidelines.

b. As Provider, Donna Jones will promptly complete and deliver all paperwork, including, but not limited to, monthly billings to the State, to be signed by the County Manager or Finance Officer of Perquimans County.

c. As Provider, Donna Jones shall, during each fiscal year, make two (2) presentations to the Perquimans County Board of Commissioners as to the performance of the Community-Based Youth Gang Violence Prevention Program in Perquimans County.

2. TERM.

Unless sooner terminated, the term of this contact shall be for the period beginning July 1, 2016 and continuing through June 30, 2017. The Provider will provide a minimum of 32 hours per week, of which 11 hours are funded by JCPC/OJJ funding, except when she is observing County holidays. All holidays observed by the County shall be observed by the Provider.

3. CONTRACT PRICE.

Perquimans County shall pay the Provider as follows: \$1789.58 monthly beginning on the 25th of July and on the 25th day of every month thereafter through June 25, 2017. If this contract is terminated prior to June 30, 2017, the Provider shall be paid through the date of termination, but not for any time thereafter.

4. TERMINATION.

This contract may be terminated at any time by the County of Perquimans or by the Provider, Donna Jones, upon written notice to the other.

5. WORKERS' COMPENSATION.

The Provider will be covered under Perquimans County's Workers' Compensation Program for the period of time covered by this Agreement.

6. FICA AND TAXES.

The Provider will be required to record and pay all of her Social Security taxes and to file and pay all of her North Carolina and Federal Income taxes.

7. INDEPENDENT CONTRACTOR.

The Provider, Donna Jones, shall at all times under this Agreement be considered an independent contractor with Perquimans County. The Provider understands that under this contract she is not a county employee and she shall not be eligible for any of the benefits of the employees of Perquimans County and that she shall not come under the rules of the Perquimans County personnel policy.

IN WITNESS WHEREOF, PERQUIMANS COUNTY has caused this agreement to be executed, in duplicate originals, by the Chairman of its Board of Commissioners and attested by the Clerk to the Board, and its seal to be hereunto affixed, the day and year first above written, and Donna Jones, has hereunto set her hand and seal, in duplicate originals, the day and year first above written.

PERQUIMANS COUNTY

By: _____
Chairman, Board of Commissioners of
Perquimans County

ATTEST:

Clerk to the Board

Donna Jones

NORTH CAROLINA

PERQUIMANS COUNTY

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

Witness my hand and official stamp or seal, this _____ day of _____, 2016.

My commission expires: _____

Notary Public

NORTH CAROLINA

PERQUIMANS COUNTY

I, _____, a Notary Public of the County and State aforesaid, certify that Donna Jones personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official stamp or seal, this _____ day of _____, 2016.

My commission expires: _____

Notary Public

NORTH CAROLINA

CONTRACT FOR SERVICES

PERQUIMANS COUNTY

THIS AGREEMENT made and entered into as of July 1, 2016, by and between PERQUIMANS COUNTY, hereinafter referred to as "the County", and Donna Jones, hereinafter referred to as the "Provider";

WITNESSETH:

THAT WHEREAS the State of North Carolina has a program called the Restitution/ Community Service Program whereby juveniles who have been found delinquent engage in work in order to earn money which is then paid as restitution for their delinquent offense or offenses and/or engage in community service for said offense or offenses; and

WHEREAS the County is seeking to employ the Provider for the administration of the Restitution/Community Service Program in Perquimans County; and

THAT WHEREAS the Provider, as an independent contractor, is prepared to serve as the part-time Program Administrator for the Restitution/Community Service Program in Perquimans County; and

WHEREAS the County is eligible to receive a State Grant to finance the Restitution/ Community Service Program; and

WHEREAS the County and the Provider wish to enter into an agreement, by which the Provider will provide services as an independent contractor administering the Restitution/ Community Service Program for Perquimans County; and

NOW, THEREFORE, PERQUIMANS COUNTY and Donna Jones, agree as follows:

1. RESPONSIBILITIES OF THE PROVIDER.

(A) As Provider, Donna Jones will administer the Restitution/ Community Services Program in Perquimans County according to State of North Carolina guidelines.

(B) As Provider, Donna Jones will promptly complete and deliver all paperwork, including, but not limited to, monthly Client Tracking Forms (CTF) data to the State.

(C) As Provider, Donna Jones shall, during each fiscal year, make two (2) presentations to the Perquimans County Board of Commissioners as to the performance of the Restitution/Community Service Program in Perquimans County.

2. TERM.

Unless sooner terminated, the term of this contact shall be for the period beginning July 1, 2016 and continuing through June 30, 2017. The Provider will provide services to complete the Restitution/Community Service Program as needed, except when she is observing County holidays. All holidays observed by the County shall be observed by the Provider.

3. CONTRACT PRICE.

Perquimans County shall pay to the Provider, the total of \$4,500.00, and represents 12 hours per week, which shall be paid as follows: \$375.00 on the 25th day of every month thereafter through June 25, 2017. If this contract is terminated prior to June 30, 2017 the Provider shall be paid through the date of termination, but not for any time thereafter.

4. TERMINATION.

This contract may be terminated at any time by the County of Perquimans or by the Provider, Donna Jones, upon written notice to the other.

5. WORKERS' COMPENSATION.

The Provider will be covered under Perquimans County's Workers' Compensation Program for the period of time covered by this Agreement.

6. FICA AND TAXES.

The Provider will be required to record and pay all of her Social Security taxes and to file and pay all of her North Carolina and Federal Income taxes.

7. INDEPENDENT CONTRACTOR.

The Provider, Donna Jones, shall at all times under this Agreement be considered an independent contractor with Perquimans County. The Provider understands that under this contract she is not a county employee and she shall not be eligible for any of the benefits of the employees of Perquimans County and that she shall not come under the rules of the Perquimans County personnel policy.

IN WITNESS WHEREOF, PERQUIMANS COUNTY has caused this agreement to be executed, in duplicate originals, by the Chairman of its Board of Commissioners and attested by the Clerk to the Board, and its seal to be hereunto affixed, the day and year first above written, and Donna Jones, has hereunto set her hand and seal, in duplicate originals, the day and year first above written.

PERQUIMANS COUNTY

By: _____
Chairman, Board of Commissioners of
Perquimans County

ATTEST:

Clerk to the Board

Donna Jones

NORTH CAROLINA
PERQUIMANS COUNTY

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

Witness my hand and official stamp or seal, this _____ day of _____, 2016.

My commission expires: _____

Notary Public

NORTH CAROLINA

PERQUIMANS COUNTY

I, _____, a Notary Public of the County and State aforesaid, certify that Donna Jones personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official stamp or seal, this _____ day of _____, 2016.

My commission expires: _____

Notary Public



Designation of Voting Delegate to NCACC Annual Conference

I, _____, hereby certify that I am the duly designated voting delegate for _____ County at the 109th Annual Conference of the North Carolina Association of County Commissioners to be held in Forsyth County, N.C., on August 11-14, 2016.

Signed: _____

Title: _____

Article VI, Section 2 of our Constitution provides:

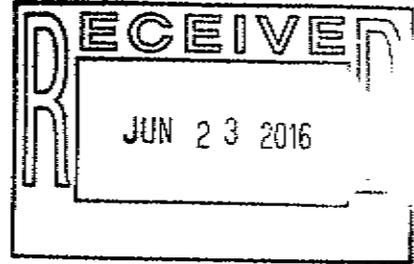
“On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its county commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the board of county commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues.”

Please return this form to Alisa Cobb by: **12 Noon on Friday, August 5, 2016:**

NCACC
215 N. Dawson St.
Raleigh, NC 27603
Fax: (919) 733-1065
alisa.cobb@ncacc.org
Phone: (919) 715-2685



June 20, 2016



CAMDEN

Tracy Matthews, Finance Officer
PO Box 45
Hertford, NC 27944

CHOWAN

CURRITUCK

Dear Ms. Matthews:

DARE

The Home and Community Care Block Grant (HCCBG) Planning Committee has determined how funding for FY 2016-2017 would be distributed among the providers.

GATES

HYDE

PASQUOTANK

Enclosed are the provider contracts based on their decision. These need to be signed by the Board Chair of the County Commissioners and the Finance Officer where indicated. Enclosed are three copies of the County Funding Plan (form DAAS-731) and the Agreement for the Provision of County-Based Aging Services (form DAAS-735) which need to be completed and signed by the Board Chair and Finance Officer. Please have them sign all forms, keeping a set of copies for the county and return the other sets to me at the address below. Thank you for your assistance.

PERQUIMANS

TYRRELL

WASHINGTON

COLUMBIA

CRESWELL

DUCK

EDENTON

Sincerely,

ELIZABETH CITY

GATESVILLE

Camille Craft
Aging Programs and Contract Specialist

HERTFORD

KILL DEVIL HILLS

KITTY HAWK

Enclosures

MANTEO

NAGS HEAD

PLYMOUTH

ROPER

SOUTHERN SHORES

WINFALL

DAAS-735
(revised 2/16)

July 1, 2016 through June 30, 2017

**Home and Community Care Block Grant for Older Adults
Agreement for the Provision of County-Based Aging Services**

This Agreement, entered into as of this 1st day of July, 2016, by and between the County of Perquimans (hereinafter referred to as the "County") and the Albemarle Commission Area Agency on Aging, (hereinafter referred to as the "Area Agency").

Witnesseth That:

WHEREAS, the Area Agency and the County agree to the terms and conditions for provision of aging services in connection with activities financed in part by Older Americans Act grant funds, provided to the Area Agency from the United States Department of Health and Human Services through the North Carolina Division of Aging and Adult Services (DAAS) and state appropriations made available to the Area Agency through the North Carolina Division of Aging and Adult Services, as set forth in a) this document, b) the County Funding Plan, as reviewed by the Area Agency and the Division of Aging and Adult Services, c) the Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, d) the Division of Aging and Adult Services Service Standards Manual, Volumes I through IV, and, e) the Division of Aging and Adult Services Community Service Providers Monitoring Guidelines.

NOW THEREFORE, in consideration of these premises, and mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

1. As provided in the Area Plan, community service providers specified by the County to encourage maximum collocation and coordination of services for older persons are as follows:
 - Inter-County Public Transportation Authority
 - ResCare Home Care
 - DayBreak Adult Day Health
 - Albemarle Commission Nutrition Program
- 1(a) The Community Service Provider(s), shall be those specified in the County Funding Plan on the Provider Services Summary format(s) (DAAS-732) for the period ending June 30 for the year stated above.
2. Availability of Funds. The terms set forth in this Agreement for payment are contingent upon the receipt of Home and Community Care Block Grant funding by the Area Agency.

DAAS-735
(revised 2/16)

3. Grant Administration. The grant administrator for the Area Agency shall be Laura Alvarico, Director, Area Agency on Aging (title). The grant administrator for the County shall be _____, _____ (title).

It is understood and agreed that the grant administrator for the County shall represent the County in the performance of this Agreement. The County shall notify the Area Agency in writing if the administrator changes during the grant period. Specific responsibilities of the grant administrator for the County are provided in paragraph seven (7) of this Agreement.

4. Services authorized through the County Funding Plan, as specified on the Provider Services Summary format(s) (DAAS-732) are to commence no later than July 1 of the state fiscal year and shall be undertaken and pursued in such sequence as to assure their expeditious completion. All services required hereunder shall be completed on or before the end of the Agreement period, June 30 of the state fiscal year.
5. Assignability and Contracting. The County shall not assign all or any portion of its interest in this Agreement. Any purchase of services with Home and Community Care Block Grant for Older Adults funding shall be carried out in accordance with the procurement and contracting policy of the community services provider or, where applicable, the Area Agency, which does not conflict with procurement and contracting requirements contained in 45 CFR Part 75, Subpart D-Post Federal Award Requirements, Procurement Standards. Federal funds shall not be awarded to any subrecipients who have been suspended or debarred by the Federal government. In addition, Federal funds may not be used to purchase goods or services costing over \$100,000 from a vendor that has been suspended or debarred from Federal grant programs.
6. Compensation and Payments to the County. The County shall be compensated for the work and services actually performed under this Agreement by payments to be made monthly by the Area Agency. Total reimbursement to the community service providers under this Agreement may not exceed the grand total of Block Grant funding, as specified on the Provider Services Summary format (DAAS-732).

(a) Interim Payments to the County

Upon receipt of a written request from the County, the Division of Aging and Adult Services, through the Area Agency, will provide the County Finance Officer with an interim payment equivalent to seventy percent (70%) of one-twelfth (1/12) of the County's Home and Community Care Block Grant allocation by the 22nd of each month.

(b) Reimbursement of Service Costs

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(revised 2/16)

Reimbursement of service costs are carried out as provided in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

c) Role of the County Finance Director

The County Finance Director shall be responsible for disbursing Home and Community Care Block Grant Funding to Community Service Providers in accordance with procedures specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, revised February 17, 1997.

(d) Payment of Administration on Aging Nutrition Services Incentive Program (NSIP) Subsidy

NSIP subsidy for congregate and home delivered meals will be disbursed by the Division of Aging and Adult Services through the Area Agency to the County on a monthly basis, subject to the availability of funds as specified in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Services Providers, revised February 17, 1997.

If through the US Department of Agriculture Area Agency on Aging Elections Project, the County elects to receive a portion of its USDA entitlement in the form of surplus commodity foods in lieu of cash, the Area Agency will notify the County in writing of its community valuation upon notification from the Division of Aging and Adult Services. The delivery of commodity and bonus foods is subject to availability. The County will not receive cash entitlement in lieu of commodities that are unavailable or undelivered during the Agreement period.

7. Reallocation of Funds and Budget Revisions. Any reallocation of Block Grant funding between counties shall be voluntary on the part of the County and shall be effective only for the period of the Agreement. The reallocation of Block Grant funds between counties will not affect the allocation of future funding to the County. If during the performance period of the Agreement, the Area Agency determines that a portion of the Block Grant will not be expended, the grant administrator for the County shall be notified in writing by the Area Agency and given the opportunity to make funds available for reallocation to other counties in the Planning and Service Area or elsewhere in the state.

The County may authorize community service providers to implement budget revisions which do not cause the County to fall below minimum budgeting requirements for access, in-home, congregate, and home delivered meals services, as specified in Division of Aging and Adult Services budget instructions issued to the County. If a budget revision will cause the County to

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(revised 2/16)

fall below minimum budgeting requirements for any of the aforementioned services, as specified in Division of Aging and Adult Services budgeting instructions issued to the County, the grants administrator for the County shall obtain written approval for the revision from the Area Agency prior to implementation by the community service provider, so as to assure that regional minimum budgeting requirements for the aforementioned services will be met.

Unless community services providers have been given the capacity to enter data into the Aging Resources Management System (ARMS), Area Agencies on Aging are responsible for entering amended service data into the Division of Aging and Adult Services Management Information System, as specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

8. Monitoring. This Agreement will be monitored to assure that services are being provided as stated in the Division of Aging and Adult Service Monitoring Policies and Procedures at <http://www.ncdhhs.gov/aging/monitor/mpolicy.htm> .

The monitoring of services provided under this Agreement shall be carried out by the Area Agency on Aging in accordance with its Assessment Plan and as specified in Administrative Letter 12-08. As of July 1, 2012, DAAS Program Compliance Representatives (PCRs) are no longer monitoring HCCBG services provided through county departments of social services.

Counties and community service providers will receive a written report of monitoring findings in accordance with procedures established in Section 308 of the AAA Policies and Procedures Manual (<http://www.ncdhhs.gov/aging/monitor/mpolicy.htm>). Any areas of non-compliance will be addressed in a written corrective action plan with the community service provider.

9. Disputes and Appeals. Any dispute concerning a question of fact arising under this Agreement shall be identified to the designated grants administrator for the Area Agency. In accordance with Lead Regional Organization (LRO) policy, a written decision shall be promptly furnished to the designated grants administrator for the County.

The decision of the LRO is final unless within twenty (20) days of receipt of such decision the Chairman of the Board of Commissioners furnishes a written request for appeal to the Director of the North Carolina Division of Aging and Adult Services, with a copy sent to the Area Agency. The request for appeal shall state the exact nature of the complaint. The Division of Aging and Adult Services will inform the Chairman of the Board of Commissioners of its appeal procedures and will inform the Area Agency that an appeal has been filed. Procedures thereafter will be determined by the appeals process of the Division of Aging and Adult Services. The state agency address is as follows:

Director

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(revised 2/16)

North Carolina Division of Aging and Adult Services
2101 Mail Service Center
693 Palmer Drive
Raleigh, North Carolina 27699-2101

10. Termination for Cause. If through any cause, the County shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or the County has or shall violate any of the covenants, agreements, representations or stipulations of this Agreement, the Area Agency shall have the right to terminate this Agreement by giving the Chairman of the Board of Commissioners written notice of such termination no fewer than fifteen (15) days prior to the effective date of termination. In such event, all finished documents and other materials collected or produced under this Agreement shall at the option of the Area Agency, become its property. The County shall be entitled to receive just and equitable compensation for any work satisfactorily performed under this Agreement.
11. Audit. The County agrees to have an annual independent audit in accordance with North Carolina General Statutes, North Carolina Local Government Commission requirements, Division of Aging and Adult Services Program Audit Guide for Aging Services and Federal Office of Budget and Management (OMB) Uniform Guidance 2 CFR Part 200.

Community service providers, as specified in paragraph one (1), who are not units of local government or otherwise subject to the audit and other reporting requirements of the Local Government Commission are subject to audit and fiscal reporting requirements, as stated in NC General Statute 143C-6-22 and 23 and OMB Uniform Guidance CFR 2 Part 200, where applicable. Applicable community service providers must send a copy of their year-end financial statements, and any required audit, to the Area Agency on Aging. Home and Community Care Block Grant providers are not required to submit Activities and Accomplishments Reports. For-profit corporations are not subject to the requirements of OMB Uniform Guidance 2 CFR Part 200, but are subject to NC General Statute 143C-6-22 and 23 and Yellow Book audit requirements, where applicable. **Federal funds** may not be used to pay for a **Single or Yellow Book** audit unless it is a federal requirement. **State funds** will not be used to pay for a **Single or Yellow Book** audit if the provider receives less than \$500,000 in state funds. The Department of Health and Human Services will provide confirmation of federal and state expenditures at the close of the state fiscal year. Information on audit and fiscal reporting requirements can be found at <https://www.ncgrants.gov/NCGrants/PublicReportsRegulations.jsp>

The following provides a summary of reporting requirements under NCGS 143C-6-22 and 23 and OMB Uniform Guidance 2 CFR Part 200 based upon funding received and expended during the service provider's fiscal year.

<u>Annual Expenditures</u>	<u>Report Required to AAA</u>	<u>Allowable Cost for Reporting</u>
----------------------------	-------------------------------	-------------------------------------

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- | | | |
|--|---|--|
| <ul style="list-style-type: none"> • Less than \$25,000 in State or Federal funds | Certification form and State Grants Compliance Reporting <\$25,000 (item # 11, Activities and Accomplishments does <u>not</u> have to be completed)
OR
Audited Financial Statements in Compliance with GAO/GAS (i.e. Yellow Book) | N/A |
| <ul style="list-style-type: none"> • Greater than \$25,000 and less than \$500,000 in State Funds or \$750,000 in Federal Funds | Certification form and Schedule of Grantee Receipts >\$25,000 and Schedule of Receipts and Expenditures
OR
Audited Financial Statements in Compliance with GAO/GAS (i.e. Yellow Book) | N/A |
| <ul style="list-style-type: none"> • \$500,000 + in State funds but Federal pass through in an amount less than \$750,000 | Audited Financial Statement in compliance with GAO/GAS (i.e. Yellow Book) | May use State funds, but <u>not</u> Federal Funds |
| <ul style="list-style-type: none"> • \$500,000+ in State funds <u>and</u> \$750,000+ in Federal pass through funds | Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part 200 (i.e. Single Audit) | May use State and Federal funds |
| <ul style="list-style-type: none"> • Less than \$500,000 in State funds <u>and</u> \$750,000+ in Federal pass through funds | Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part (i.e. Single Audit) | May use Federal funds, but <u>not</u> State funds. |

12. Audit/Assessment Resolutions and Disallowed Cost. It is further understood that the community service providers are responsible to the Area Agency for clarifying any audit exceptions that may arise from any Area Agency assessment, county or community service

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provider single or financial audit, or audits conducted by the State or Federal Governments. In the event that the Area Agency or the Department of Health and Human Services disallows any expenditure made by the community service provider for any reason, the County shall promptly repay such funds to the Area Agency once any final appeal is exhausted in accordance with paragraph nine (9). The only exceptions are if the Area Agency on Aging is designated as a community service provider through the County Funding Plan or, if as a part of a procurement process, the Area Agency on Aging enters into a contractual agreement for service provision with a provider which is in addition to the required County Funding Plan formats. In these exceptions, the Area Agency is responsible for any disallowed costs. The County or Area Agency on Aging can recoup any required payback from the community service provider in the event that payback is due to a community service provider's failure to meet OMB Uniform Guidance CFR 2 Part 200, 45 CFR Part 1321 or state eligibility requirements as specified in policy.

13. Indemnity. The County agrees to indemnify and save harmless the Area Agency, its agents, and employees from and against any and all loss, cost, damages, expenses, and liability arising out of performance under this Agreement to the extent of errors or omissions of the County.
14. Equal Employment Opportunity and Americans With Disabilities Act Compliance. Both the County and community service providers, as identified in paragraph one (1), shall comply with all federal and state laws relating to equal employment opportunity and accommodation for disability.
15. Data to be Furnished to the County. All information which is existing, readily available to the Area Agency without cost and reasonably necessary, as determined by the Area Agency's staff, for the performance of this Agreement by the County shall be furnished to the County and community service providers without charge by the Area Agency. The Area Agency, its agents and employees, shall fully cooperate, with the County in the performance of the County's duties under this Agreement.
16. Rights in Documents, Materials and Data Produced. The County and community service providers agree that at the discretion of the Area Agency, all reports and other data prepared by or for it under the terms of this Agreement shall be delivered to, become and remain, the property of the Area Agency upon termination or completion of the work. Both the Area Agency and the County shall have the right to use same without restriction or limitation and without compensation to the other. For the purposes of this Agreement, "data" includes writings, sound recordings, or other graphic representations, and works of similar nature. No reports or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the County.

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17. Interest of the Board of Commissioners. The Board of Commissioners covenants that neither the Board of Commissioners nor its agents or employees presently has an interest, nor shall acquire an interest, direct or indirect, which conflicts in any manner or degree with the performance of its service hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the service hereunder in an impartial and unbiased manner.
18. Interest of Members of the Area Agency, Lead Regional Organization, and Others. No officer, member or employee of the Area Agency or Lead Regional Organization, and no public official of any local government which is affected in any way by the Project, who exercises any function or responsibilities in the review or approval of the Project or any component part thereof, shall participate in any decisions relating to this Agreement which affects his personal interest or the interest of any corporation, partnership or association in which he is, directly or indirectly, interested; nor shall any such persons have any interest, direct or indirect, in this Agreement or the proceeds arising there from.
19. Officials not to Benefit. No member of or delegate to the Congress of the United States of America, resident Commissioner or employee of the United States Government, shall be entitled to any share or part of this Agreement or any benefits to arise here from.
20. Prohibition Against Use of Funds to Influence Legislation. No part of any funds under this Agreement shall be used to pay the salary or expenses of any employee or agent acting on behalf of the County to engage in any activity designed to influence legislation or appropriations pending before Congress.
21. Confidentiality and Security. Any client information received in connection with the performance of any function of a community service provider or its subcontractors under this Agreement shall be kept confidential. The community service provider acknowledges that in receiving, storing, processing, or otherwise handling any confidential information, the agency and any subcontractors will safeguard and not further disclose the information except as provided in this Agreement and accompanying documents.
22. Record Retention and Disposition. All state and local government agencies, nongovernmental entities, and their subrecipients, including applicable vendors, that administer programs funded by federal sources passed through the NC DHHS and its divisions and offices are expected to maintain compliance with the NC DHHS record retention and disposition schedule and any agency-specific program schedules developed jointly with the NC Department of Cultural Resources, Division of Archives and Records. Retention requirements apply to the community service providers funded under this Agreement to provide Home and Community Care Block Grant services. Information on retention requirements is posted at <http://www.ncdhhs.gov/control/retention/retention.htm> and updated semi-annually by the NC DHHS Controller's Office. By funding source and state fiscal year, this schedule lists the earliest date that grant records in any format may be destroyed. The Division of Archives and

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Records provides information about destroying confidential data and authorized methods of record destruction (paper and electronic) at <http://archives.ncdcr.gov/For-Government/Retention-Schedules/Authorized-Destruction>.

The NC DHHS record retention schedule is based on federal and state regulations and pertains to the retention of all financial and programmatic records, supporting documents, statistical records, and all other records supporting the expenditure of a federal grant award. Records legally required for ongoing official proceedings, such as outstanding litigation, claims, audits, or other official actions, must be maintained for the duration of that action, notwithstanding the instructions of the NC DHHS record retention and disposition schedule.

In addition to record retention requirements for records in any format, the long-term and/or permanent preservation of electronic records require additional commitment and active management by agencies. The community service provider will comply with all policies, standards, and best practices published by the Division of Aging and Adult Services regarding the creation and management of electronic records.

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(revised 2/16)

- 23. Applicable Law. This Agreement is executed and is to be performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State.

In witness whereof, the Area Agency and the County have executed this Agreement as of the day first written above.

_____ County

Attest:

_____ By: _____
Chairman, Board of Commissioners

Area Agency

Attest:

_____ By: _____
Area Agency Director Executive Director,
Lead Regional Organization

Provision for payment of the monies to fall due under this Agreement within the current fiscal year have been made by appropriation duly authorized as required by the Local Government Budget and Fiscal Control Act.

BY: _____
FINANCE OFFICER, Lead Regional Organization

DAAS-731 (Rev. 2/16)

Home and Community Care Block Grant for Older Adults

County PERQUIMANS
July 1, 2016 through June 30, 2017

County Funding Plan

County Services Summary

Services	A		B	C	D	E	F	G	H	I		
	Block Grant Funding											
	Access	In-Home	Other	Total	Required Local Match	Net Service Cost	NSJP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimbursement Rate	Projected HCCBG Clients	Projected Total Units
Transportation Grt.	19724				2192	21916		21916	1731	12.66	47	1731
Transportation Med	6212				690	6902		6902	545	12.66	15	545
Adult Day Health			13543		1505	15048		15048	301	50	3	334
In-Home Aide I		12680			1409	14089		14089	829	17	3	1084
In-Home Aide II		29586			3287	32873		32873	1934	17	11	2055
In-Home Aide III		11028			1226	12253		12253	721	17	10	766
Congregate Meals			19724		2192	21916	2191	24107	3214	7.5	96	3214
Home Del. Meals			29043		3227	32270	2846	35116	4256	8.25	52	4256
					0	0		0				
					0	0		0				
					0	0		0				
					0	0		0				
					0	0		0				
					0	0		0				
					0	0		0				
					0	0		0				
Total	25936	53294	62310	141540	15727	157267	5037	162304	13531.25		237	13965

Signature, Chairman, Board of Commissioners _____ Date _____

NAME AND ADDRESS
 COMMUNITY SERVICE PROVIDER
 Albemarle Regional Health Services - ICPTA
 11 Roanoke Ave
 Elizabeth City, NC 27909

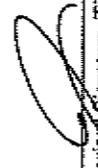
Home and Community Care Block Grant for Older Adults
County Funding Plan
Provider Services Summary

DAAS-732 (Rev. 2/16)
County PERQUIMANS
July 1, 2016 through June 30, 2017
REVISION # , DATE :

SERVICES	Ser. Delivery (Check One)		Block Grant Funding			B Required Local Match	C Net* Serv. Cost	D NSIP Subsidy	E Total Funding	F Projected HCCBG Units	G Projected Reimburse. Rate	H Projected HCCBG Clients	I Projected Total Units
	Direct	Purch.	Access	In-Home	Other								
Home Care	X		19724			2192	21916		21916	1731	12.66	47	1731
Transportation	X		6212			690	6902		6902	545	12.66	15	545
Administrative						0	0		0				
Net Ser. Cost Total						2882	28818	0	28818	2276,30332		62	2276

Adult Day Care & Adult Day Health Care Net Service Cost

ADC _____
 ADHC _____



 Authorized Signatory, Title _____ Date _____
 Community Service Provider

Certification of required minimum local match availability.
 Required local match will be expended simultaneously with Block Grant Funding.

Signature, County Finance Officer _____ Date _____
 Signature, Chairman, Board of Commissioners _____ Date _____

FOR
INFORMATION
ONLY
ITEMS

Logout

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NACo Prescription Drug Discount Card Program

PERQUIMANS COUNTY, NC

		% OF PLAN TOTAL	% OF PLAN RETAIL PRICE	% OF PLAN RETAIL PRICE	% OF MEMBER COST	AVERAGE MEMBER COST	RETAIL SUBMITTED PRICE	AVERAGE RETAIL SUBMITTED PRICE	AVERAGE PRICE SAVINGS	% OF PRICE SAVINGS	% OF PRICE SAVINGS	TOTAL UTILIZERS
2016												
MAY	1	0	0.00%	1100.00%	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 0.00	\$ 0.00	0.00%	1
APRIL	1	0	1100.00%	0	0.00%	\$ 30.00	\$ 30.00	\$ 41.09	\$ 41.09	\$ 11.09	\$ 11.09	26.99%
FEBRUARY	3	1	33.33%	2	66.67%	\$ 84.56	\$ 28.19	\$ 86.25	\$ 28.75	\$ 1.69	\$ 0.56	1.96%
2015												
OCTOBER	4	1	25.00%	3	75.00%	\$ 90.42	\$ 22.61	\$ 127.54	\$ 31.89	\$ 37.12	\$ 9.28	29.10%
SEPTEMBER	2	0	0.00%	2100.00%	\$ 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%
MAY	1	1	1100.00%	0	0.00%	\$ 9.60	\$ 9.60	\$ 13.93	\$ 13.93	\$ 4.33	\$ 4.33	31.08%
APRIL	1	1	1100.00%	0	0.00%	\$ 28.71	\$ 28.71	\$ 34.09	\$ 34.09	\$ 5.38	\$ 5.38	15.78%
MARCH	4	1	25.00%	3	75.00%	\$ 74.37	\$ 18.59	\$ 85.13	\$ 21.28	\$ 10.76	\$ 2.69	12.64%
JANUARY	5	4	80.00%	1	20.00%	\$ 104.75	\$ 20.95	\$ 201.94	\$ 40.39	\$ 97.19	\$ 19.44	48.13%
2014												
DECEMBER	9	7	77.78%	2	22.22%	\$ 172.04	\$ 19.12	\$ 267.10	\$ 29.68	\$ 95.06	\$ 10.56	35.59%
NOVEMBER	12	10	83.33%	2	16.67%	\$ 392.68	\$ 32.72	\$ 815.33	\$ 67.94	\$ 422.65	\$ 35.22	51.84%
OCTOBER	7	6	85.71%	1	14.29%	\$ 200.55	\$ 28.65	\$ 419.24	\$ 59.89	\$ 218.69	\$ 31.24	52.16%
SEPTEMBER	4	4	100.00%	0	0.00%	\$ 75.50	\$ 18.88	\$ 159.07	\$ 159.07	\$ 39.77	\$ 83.57	20.89
AUGUST	12	8	66.67%	4	33.33%	\$ 436.48	\$ 36.37	\$ 789.55	\$ 65.80	\$ 353.07	\$ 29.42	44.72%
JULY	8	4	50.00%	4	50.00%	\$ 141.44	\$ 17.68	\$ 315.63	\$ 39.45	\$ 174.19	\$ 21.77	55.19%
JUNE	11	5	45.45%	6	54.55%	\$ 154.19	\$ 14.02	\$ 200.87	\$ 18.26	\$ 46.68	\$ 4.24	23.24%
MAY	10	6	60.00%	4	40.00%	\$ 388.80	\$ 38.88	\$ 692.10	\$ 69.21	\$ 303.30	\$ 30.33	43.82%
APRIL	11	6	54.55%	5	45.45%	\$ 260.41	\$ 23.67	\$ 437.49	\$ 39.77	\$ 177.08	\$ 16.10	40.48%
MARCH	13	8	61.54%	5	38.46%	\$ 454.73	\$ 34.98	\$ 621.46	\$ 47.80	\$ 166.73	\$ 12.83	26.83%
FEBRUARY	7	4	57.14%	3	42.86%	\$ 269.48	\$ 38.50	\$ 540.19	\$ 77.17	\$ 270.71	\$ 38.67	50.11%
JANUARY	12	8	66.67%	4	33.33%	\$ 249.29	\$ 20.77	\$ 410.01	\$ 34.17	\$ 160.72	\$ 13.39	39.20%
2013												
DECEMBER	13	10	76.92%	3	23.08%	\$ 285.55	\$ 21.97	\$ 640.79	\$ 49.29	\$ 355.24	\$ 27.33	55.44%
NOVEMBER	9	5	55.56%	4	44.44%	\$ 254.72	\$ 28.30	\$ 579.18	\$ 64.35	\$ 324.46	\$ 36.05	56.02%
OCTOBER	11	6	54.55%	5	45.45%	\$ 294.94	\$ 26.81	\$ 444.01	\$ 40.36	\$ 149.07	\$ 13.55	33.57%
SEPTEMBER	8	5	62.50%	3	37.50%	\$ 259.86	\$ 32.48	\$ 424.60	\$ 53.08	\$ 164.74	\$ 20.59	38.80%
AUGUST	12	7	58.33%	5	41.67%	\$ 355.30	\$ 29.61	\$ 780.04	\$ 65.00	\$ 424.74	\$ 35.40	54.45%
JULY	11	8	72.73%	3	27.27%	\$ 240.23	\$ 21.84	\$ 407.28	\$ 37.03	\$ 167.05	\$ 15.19	41.02%
JUNE	7	1	14.29%	6	85.71%	\$ 44.33	\$ 6.33	\$ 89.23	\$ 12.75	\$ 44.90	\$ 6.41	50.32%
MAY	14	10	71.43%	4	28.57%	\$ 453.90	\$ 32.42	\$ 796.58	\$ 56.90	\$ 342.68	\$ 24.48	43.02%
APRIL	14	5	35.71%	9	64.29%	\$ 229.20	\$ 16.37	\$ 316.32	\$ 22.59	\$ 87.12	\$ 6.22	27.54%
MARCH	5	2	40.00%	3	60.00%	\$ 51.84	\$ 10.37	\$ 89.03	\$ 17.81	\$ 37.19	\$ 7.44	41.77%
FEBRUARY	5	3	60.00%	2	40.00%	\$ 58.31	\$ 11.66	\$ 100.07	\$ 20.01	\$ 41.76	\$ 8.35	41.73%
JANUARY	7	4	57.14%	3	42.86%	\$ 147.57	\$ 21.08	\$ 273.13	\$ 39.02	\$ 125.56	\$ 17.94	45.97%
2012												
DECEMBER	5	2	40.00%	3	60.00%	\$ 63.00	\$ 12.60	\$ 131.13	\$ 26.23	\$ 68.13	\$ 13.63	51.96%
NOVEMBER	5	3	60.00%	2	40.00%	\$ 105.77	\$ 21.15	\$ 233.12	\$ 46.62	\$ 127.35	\$ 25.47	54.63%
OCTOBER	11	7	63.64%	4	36.36%	\$ 245.45	\$ 22.31	\$ 434.45	\$ 39.50	\$ 189.00	\$ 17.18	43.50%
SEPTEMBER	12	6	50.00%	6	50.00%	\$ 172.31	\$ 14.36	\$ 260.06	\$ 21.67	\$ 87.75	\$ 7.31	33.74%
AUGUST	11	6	54.55%	5	45.45%	\$ 196.81	\$ 17.89	\$ 334.76	\$ 30.43	\$ 137.95	\$ 12.54	41.21%
JULY	21	8	38.10%	13	61.90%	\$ 432.01	\$ 20.57	\$ 602.24	\$ 28.68	\$ 170.23	\$ 8.11	28.27%
JUNE	18	7	38.89%	11	61.11%	\$ 274.32	\$ 15.24	\$ 526.71	\$ 29.26	\$ 252.39	\$ 14.02	47.92%
MAY	16	6	37.50%	10	62.50%	\$ 203.93	\$ 12.75	\$ 278.78	\$ 17.42	\$ 74.85	\$ 4.68	26.85%
APRIL	15	6	40.00%	9	60.00%	\$ 196.88	\$ 13.13	\$ 297.28	\$ 19.82	\$ 100.40	\$ 6.69	33.77%
MARCH	17	11	64.71%	6	35.29%	\$ 324.49	\$ 19.09	\$ 681.36	\$ 40.08	\$ 356.87	\$ 20.99	52.38%
FEBRUARY	17	10	58.82%	7	41.18%	\$ 653.21	\$ 38.42	\$ 1,271.77	\$ 74.81	\$ 618.56	\$ 36.39	48.64%
JANUARY	15	7	46.67%	8	53.33%	\$ 296.17	\$ 19.74	\$ 388.23	\$ 25.88	\$ 92.06	\$ 6.14	23.71%
2011												
DECEMBER	24	15	62.50%	9	37.50%	\$ 444.97	\$ 18.54	\$ 677.97	\$ 28.25	\$ 233.00	\$ 9.71	34.37%
NOVEMBER	26	15	57.69%	11	42.31%	\$ 650.19	\$ 25.01	\$ 1,059.27	\$ 40.74	\$ 409.08	\$ 15.73	38.62%
OCTOBER	22	10	45.45%	12	54.55%	\$ 360.54	\$ 16.39	\$ 548.26	\$ 24.92	\$ 187.72	\$ 8.53	34.24%
SEPTEMBER	14	10	71.43%	4	28.57%	\$ 533.07	\$ 38.08	\$ 833.62	\$ 59.54	\$ 300.55	\$ 21.47	36.05%
AUGUST	10	7	70.00%	3	30.00%	\$ 179.61	\$ 17.96	\$ 328.27	\$ 32.83	\$ 148.66	\$ 14.87	45.29%
JULY	12	9	75.00%	3	25.00%	\$ 357.78	\$ 29.82	\$ 588.34	\$ 49.03	\$ 230.56	\$ 19.21	39.19%
JUNE	16	7	43.75%	9	56.25%	\$ 444.85	\$ 27.80	\$ 598.37	\$ 37.40	\$ 153.52	\$ 9.60	25.66%

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%	\$ 1,351.54	\$ 39.75	\$ 1,653.09	\$ 48.62	\$ 301.55	\$ 8.87	18.24%	7
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		100.00%	0	0.00%	\$ 37.45	\$ 37.45	\$ 52.25	\$ 52.25	\$ 14.80	\$ 14.80	28.33%	1

PERQUIMANS COUNTY	TOTAL	PLAN PRICED	PLAN %	RETAIL PRICED	RETAIL %	RETAIL COST	MEMBER COST	AVERAGE MEMBER COST	RETAIL SUBMITTED PRICE	AVERAGE RETAIL SUBMITTED PRICE	PRICE SAVINGS	% PRICE SAVINGS	TOTAL UTILIZERS
TOTALS:	1,400	880	62.86%	520	37.14%	\$ 40,943.79	\$ 29.25	\$ 58,938.79	\$ 42.10	\$ 17,995.00	\$ 12.85	30.53%	598.00

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.

DEPARTMENT HEAD REPORTS

PERQUIMANS COUNTY
OFFICIAL REPORT

Date: July 1, 2016

Board of Commissioners:
Finance Officer:

I wish to report that during June 2016 I received the following funds which were duty deposited in the County's depository on the dates and in the amounts as shown:

DATE	BUILDING PERMITS #	ELECTRICAL PERMITS #	PLUMBING PERMITS #	INSULATION PERMITS #	MECHANICAL PERMITS #	MOBILE HOME #	STATE TAX	MISC	TOTAL DEPOSITED
7/1/2016	\$1,568	\$139		\$50	1		\$10		\$1,767
7/2/2016									\$0
7/3/2016	\$532	\$40	\$200	\$100	2	1	\$20		\$1,057
7/4/2016									\$0
7/5/2016									\$0
7/6/2016									\$0
7/7/2016	\$50	\$30	\$145						\$225
7/8/2016									\$0
7/9/2016									\$0
7/10/2016	\$365					1			\$420
7/11/2016									\$0
7/12/2016									\$0
7/13/2016	\$324			\$50	1				\$429
7/14/2016	\$284		\$85				\$10		\$379
7/15/2016									\$0
7/16/2016									\$0
7/17/2016	\$527	\$30	\$60	\$100	2	1	\$10		\$782
7/18/2016		\$539							\$539
7/19/2016									\$0
7/20/2016									\$0
7/21/2016									\$0
7/22/2016	\$180	\$624			2				\$1,024
7/23/2016	\$270								\$270
7/24/2016									\$0
7/25/2016									\$0
7/27/2016									\$0
7/27/2016									\$0
7/28/2016									\$0
7/29/2016									\$0
7/30/2016									\$0
7/31/2016									\$0
TOTAL	\$4,100	\$1,402	\$490	\$300	\$550	\$0	\$50	\$0	\$6,892

Signed: _____ Building Inspector

1 LARGE SINGLE-FAMILY
1 MODULAR
1 SUMMIT

expanded cea Report

SUBJ-ADDRESS 749 Chapanoke Rd.

ORDINANCE VIOLATED junk yard / solid waste

NOTES Ms. Schalck called again to express her dissatisfaction 6-9-16 / 6-15-16
visual noted- non offensive from rd.
6 month check 4/11/16- no negative appearance from road- telephoto
does not reveal solid waste storage.
logistics & observation / noted for revisit 3/15/16
alledges danger by freezer / vermin habitat / infestation / mosquito
breeding. Received email pictures.
pending ord verification.
met subject owner who explained that he was moving and sorting
items from across the road, to be sold. Called person in control of the
property across the road, who said the same thing, and invited us in to
view progress.
1/11/16 - no visible violations - hold open 60 days for observation.

DISPOSITION photo again for record

DISPOSITION DATE 6/15/2016

SUBJ-ADDRESS 746 Chapanoke Road

ORDINANCE VIOLATED solid waste

NOTES demolition price set / notify owner
4/11/16 declared solid waste - seeking demol prices.
dilapidated house - un livable
1-8-16 Mr. Harry Goedon came in from Feightville to discuss 746
Chapanome Rd. / representing Ms. Elizabeth Steward in New York. First
deadline was January 8, 2016 and is placed on hold and case classified
as active logistics. Mr. Gordon is investigating the removal of asbestos
so fire dept can do a training burn. Phones (910)818-8044 - Mr. Gordon
& (252)297-3300-LANDFILL

DISPOSITION demo contract/RRR letter

DISPOSITION DATE 6/25/2016

* TO DEMO THU
WEEK

SUBJ-ADDRESS 742 Chapanoke Rd.
 ORDINANCE VIOLATED solid waste & vehicles
 NOTES dilapidated house - lot of junk and scrap and vehicles
 Jack Neil (757-288-8815) has POA for property & says should have
 house remodled in appx. 60 days and sold as soon after as possible.
 Invited to go inside to see progress. Will keep us informed.
 Is hoping that scrap prices will go up and they will haul directly to
 scrapyard.
 DISPOSITION logistics / reschedule update
 DISPOSITION DATE 6/21/2016

SUBJ-ADDRESS 1034 Snug Harbor Rd.
 ORDINANCE VIOLATED
 NOTES 6/14/16 improvements underway
 5/19/16 Spoke to Mr. Register, he is preparing to move vehicles
 5/17/16 Met with Mr. Register who indicated his willingness to
 cooperate, but has limited resources.
 4/12/16 pending logistics / personal contact done
 5/17/16 Virgil & Ernie met with Mr. Register and reminded him of
 impending actions.
 5/13/16 Virgil & Ernie met with Mr. Register, who agreed to improve
 conditions
 Reg/ret/rcpt letter returned unclaimed 3/12/16 - Virgil saw him in yard
 and talked to Mr. Register about possibilities.
 Virgil made contact and discussed cleanup. Positive reaction
 Old notes and pics from Ms Murphy 11-23-15 NEW pics 1/7/16 show
 multiple vehicles. Some licensed & none junk. Backhoe on trailer in
 good condition. Storage of personable property in yard and weeds.
 Unsightly but may not be ordinance violation. Continue observation.
 1st class letter sent to encourage clean up.
 1/29/15 - Multiple nuisance vehicles, solid waste and noxious weeds.
 Prepare Registered letter and document site before sending.
 DISPOSITION improving
 DISPOSITION DATE 6/14/2016

SUBJ-ADDRESS 715 Snug Harbor Rd.

ORDINANCE VIOLATED

NOTES
 improvements slowly underway
 responded 4/8 and said he had no resources , but will do his best and cooperate. Improvements being made
 RRR letter sent 4/5/16
 3/15/16 no visible improvements at this site - Occupants may not have resources - check
 notes and pics from Ms. Murphy - pics returned by mail. She called 12-4 to confirm return receipt of pics. Owners are occupants of estate property with multiple locations involved. Try to locate a responsible party to address complaints. First class letter sent to encourage occupant to clean up. observed some action - continue observation for progress.

DISPOSITION improvement

DISPOSITION DATE 6/8/2016

SUBJ-ADDRESS 854 Woodville Rd.

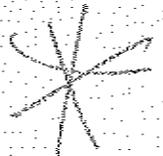
ORDINANCE VIOLATED solid waste

NOTES
 price set / demo pending
 5-25-16 office visit to release for demolition
 5-16-16 release letter sent
 Need to send value letter and registered letter to current address - P.O. Box 231 / South Mills, NC 27976
 Patricia Gurganus called @ 1pm, in response to letter. Said that she has no resources and is willing to cooperate with clean up even if it means losing the property. Phone # above.
 condemned and posted 4/27/16
 Unoccupied house, partially dissmantled with debris piled in back yard

DISPOSITION contract signed

DISPOSITION DATE 6/24/2016

TO DEM. THIS WEEK



SUBJ-ADDRESS 313 Snug Harbor

ORDINANCE VIOLATED 50 & 53

NOTES
 6/20/16 Wayne Ward said- goto PenderRd. On Snug Harbor rd. turn left & 2nd on left is Fred McDonald who cuts grass for Alexander -
 6/14/16 condemned / not yet posted
 weather damage worsening / becoming dilapidated
 moved house, neglected, becoming solid waste & 2 abandoned vehicles. Looking 1/26/16, for contact info. Pics on file. Continue observation.

DISPOSITION research heirs etc.

DISPOSITION DATE 6/20/2016

SUBJ-ADDRESS 1592 Ocean Highway - 17 S
 ORDINANCE VIOLATED 50
 NOTES slow progress by William Bowser 4/28/16
 4/6/16 clean up work underway
 watching
 declared waste - dangerous / seeking demo contractor
 Deeded to Georgia & William Bowser - RRR letter sent 4/5/2016
 Additional mobile home discovered behind 1592 (17-S) map shows as
 1594 under same ownership.
 3/15/16 met with motel maintenance man who said Mr. Bowser told
 him to remove all he could and property in process of sale.
 condemnation underway and prop for sale
 estate name on tax / find responsible party and condemn. goto 715
 Snug Harbor Rd. to see owners. Be sure to check LEGAL and statutes.
 DISPOSITION improvements underway
 DISPOSITION DATE 6/8/2016

SUBJ-ADDRESS 1113 Belvidere Rd.
 ORDINANCE VIOLATED 50
 NOTES Ready for solid waste clean up
 Deed search extensive. Ask for deed and survey.
 March 7, 2016- Ervin Lightfoot came in office and declared intentions
 of removal and possible set up of doublewide. Pending landfill asbestos
 instructions / zoning approval
 contact made- call- from Abram Lightfoot 2/17/16 Intention is to save
 the family home as soon as weather permits and Leroy Lightfoot will
 clean weeds etc. asap. Phone #s = (252) 337-5528 cell & (252) 377-
 7481. Keep in touch at same address.
 DISPOSITION ready for demolition RRR sent
 DISPOSITION DATE 6/21/2016

SUBJ-ADDRESS 942 Ocean Highway - 17 S
 ORDINANCE VIOLATED ??
 NOTES unable to find family / house will be medicaid asset
 Owner in nursing home / investigate family
 Heavily overgrown brick home. Need to check for dilapidation and solid
 waste
 DISPOSITION watch
 DISPOSITION DATE 6/14/2016

SUBJ-ADDRESS 1275 Ocean Highway - 17 S
 ORDINANCE VIOLATED
 NOTES RRR sent & 1st to sister
 4/5/16 DISCOVERED MOVE / letter sent to new address
 dilapidation
 DISPOSITION conversation with neighborhood person revealed Danny White has a
 sister at 213 King Street In Hertford.
 DISPOSITION DATE 6/14/2016

SUBJ-ADDRESS 1371 Ocean Highway - 17 S
 ORDINANCE VIOLATED dilapidation
 NOTES verbal ongoing with Mr. Brown
 meeting with Donna - no clear path - no cooperation
 2/26/16 - prepared primary resolution draft for zoning. Results were
 explanation of difficulties. Expect delays justifying/verifying zoning and
 probably board action.
 check on farm exemption - be sure to document
 DISPOSITION preparing solution letter
 DISPOSITION DATE 6/15/2016

SUBJ-ADDRESS 1604 Ocean Highway - 17 S
 ORDINANCE VIOLATED 50
 NOTES 5-6-16 Mr. Howell called and claimed that he had been told that he
 could not build back so he has made no improvements.
 Declared solid waste and posted for demolition
 RRR letter sent 4/4/16 FINAL notice-clean 30 days
 dilapidation / letter sent 2-12-16 - 3-15-16 no improvements and no
 response
 DISPOSITION Investigate zoning
 DISPOSITION DATE 6/6/2016

SUBJ-ADDRESS 634 Ocean Highway (17-S)
 ORDINANCE VIOLATED
 NOTES Owner called 6/13/16 said would direct mr. bass
 RRR letter sent to owner with 1st class to Bass
 remodel, camper, shed, cars - no permits
 property clean up underway
 research & update file / verify code violations
 DISPOSITION RRR letter
 DISPOSITION DATE 6/14/2016

SUBJ-ADDRESS Bethel lots 39 & 40
 ORDINANCE VIOLATED solid waste
 NOTES demo price set 6/10/16
 Determined owners of dilapidated s/w sent 1st letter 2/24/16
 2/29/16-owner called, will cooperate in clean up, left phone number
 DISPOSITION lagistics
 DISPOSITION DATE 6/10/2016

SUBJ-ADDRESS 627 Sandy Cross Rd.
 ORDINANCE VIOLATED cars
 NOTES observed 4 vehicles removed and yard presentable 6/21/16
 sent letter 3/29/16
 9 vehicles / some tagged & some not. One wheel off of each of 2 / may
 be farm 6 acres
 DISPOSITION 4 cars removed
 DISPOSITION DATE 6/22/2016

SUBJ-ADDRESS various lots / Bethel Fishing Center
 ORDINANCE VIOLATED
 NOTES improvements being made
 5/11 2 letters sent to Sampson and Mann as listed on tax
 5-10-16 pics - send 1st letter
 DISPOSITION watching
 DISPOSITION DATE 6/13/2016

SUBJ-ADDRESS 144 Patrick Dr.
 ORDINANCE VIOLATED N/A
 NOTES 2nd call 6-3-16 said in foreclosure - find bank info
 send 1st class - sollicite cooperation
 call about weeds / exaggerated
 investigated 5/24/16
 DISPOSITION letter for public relations
 DISPOSITION DATE 6/16/2016

SUBJ-ADDRESS 1136 Belvidere Rd.
ORDINANCE VIOLATED
NOTES dilapidated / tax val = 25000 investigate further
DISPOSITION processing
DISPOSITION DATE 6/22/2016

COMMITTEE REPORTS



PERQUIMANS COUNTY EMERGENCY SERVICES

P.O. Box 563 - 159 Creek Drive - Hertford, NC 27944

(252) 426-5646 Phone - (252) 426-3306 Fax

911 Communications Board Meeting

Thursday, January 26, 2016– 7:00 P.M. - Perquimans Emergency Services Building

MINUTES

Welcome – Provide by Jonathan Nixon at 7pm

Guest Presentations – Superintendent of Schools Matt Cheeseman invited first responders to tour the schools on Feb 15th and also noted that he would like to hear from community members regarding any school concerns. A presentation by Wanzek Construction regarding the Desert Wind Project was very informative. They asked that a drill be scheduled with first responders to visit their construction site some time in March.

Minutes from October 22, 2015 Meeting – read and approved.

Reports:

-GIS Mapping- Rhonda Money talked about fire hydrant, maps, and about road names.

-Law Enforcement

*Sheriff's Office- Sheriff Tilley asked that Telecommunicators go ahead with traffic across the radio and stop asking for officers to call communications unless it's an emergency.

*Hertford PD- No report.

*Winfall PD- Absent.

-Volunteer Rescue Squad- No report

-Fire Departments

*Bethel Fire Dept- Chief Mathews asked that who can and cannot cancel fire departments be discussed in the future.

*Belvidere Fire Dept- Concern with text messages not being accurate sometimes.

*Durants Neck Fire Dept- No report.

*Hertford Fire Dept – Chief Woodard had a concern with some smart phones linking directly to a map for some calls but not others.

*Inter-County Fire Dept- Chief Swayne noted that they have a supper scheduled for March 5, 2016.

*Winfall Fire Dept- No report.

*Chief's Association – Asst. Chief Michael Cartwright noted that text messages are being counted on by many firefighters at times.

- He also voiced a concern with the volume of dispatchers. After a discussion by the committee Jonathan Nixon noted that he would mandate all Telecommunicators wear headsets for the next quarter to see if that would help.

-Finally, Asst. Chief Michael Cartwright started a discussion about who can and cannot cancel a fire dept. He noted that only responding unit in their district should be in command and canceled. A Fire Department Incident Command Standard Operating Guideline was presented to Jonathan Nixon for review.

-NC Forestry- Forest Ranger Rob Davis informed the committee that he is covering Chowan, Perquimans, and Pasquotank Counties at this time.

-Town of Hertford- Absent

-Town of Winfall- Absent

-County Commissioner- No report.

-County Manager- Frank Heath met with Mike Cartwright about Fire Department concerns recently and feels that it's a good process.

-Emergency Services Director – Jonathan Nixon provided the following report:

Emergency Management

- School Risk Management Plan (SRMP)
 - Digital floor plan schematics for all K-12 public schools in NC have been collected, incorporated and utilized in SRMP.
 - The SRMP application is in the final stages of development and has a targeted rollout date of late - February 2016. SRMP will allow school administrators, in collaboration with emergency managers and law enforcement, to create a detailed risk management plan for their specific school.
 - NCEM – Risk Management is preparing tutorials and tools to help schools efficiently develop their SRMP. NCEM – RM will be meeting with school districts and staff to train, support and help facilitate the plan generation process.
 - The application will be accessible on the Risk Management Portal.
- School Emergency Response Application (SERA)
 - The SERA application is in the mid stages of development and has a targeted rollout date of May 2016. SERA will leverage the data in SRMP and serve that information to emergency managers, first responders and law enforcement who will be responding to emergencies at schools.
 - NCEM – Risk Management is working with State ITS, CJLeads, and the Office of State Fire Marshal to design, leverage and deploy a secure access strategy.
 - Agencies may want to start thinking about wireless devices in patrol cars and apparatus. It is possible that to gain access to CAD data, but the secure connections via monthly wireless access would remain the responsibility of the respective agencies.
- ReadyNC - <https://readync.org>
 - The ReadyNC website provides citizens with information on planning, preparing, and recovering from all types of emergencies.
 - The ReadyNC mobile app can be installed on mobile devices and the app relays real time shelter and disaster information to mobile users. The mobile app also provides real time feeds from other RM hosted applications like FIMAN and WebEOC.
 - Updates are currently being planned to the ReadyNC mobile app.

- UAS – Unmanned Aircraft Systems – must be certified through FAA if organization receives any tax dollars to operate – not just the recreational registration available online – NCEM is currently working to gain certification for their agency. It would be up to each agency to be certified if they were to use a drone.
- Reminder – Jan 2015 Memo from the NCHP Commander regarding stranded motorists (yellow caution tape to be put on any vehicle that has been checked)
- Water Rescue has completed a Boat Operator Class with NC Wildlife and has a Water Rescue Operations class scheduled for Sunday, Jan 31st from 9am-4pm. Also working with COA to coordinate upcoming dive classes taught here in Perquimans.
- The Chowan/Perquimans LEPC will be hosting a HazMat IQ Training for up to 30 First Responders followed by a HazMat exercise in the spring....more to come in the next month or two.

EMS

- 10 Year Call Data presented (2,025 calls in 2015)
- To date we have 3 Volunteer EMS Members that have completed or are in the process of completing the orientation process.
- Working with IT Contractor to evaluate 3 proposals for tablets to be used as MDT (Mobil Data Terminals) in the ambulances. The first step is for access to the Patient Care Reporting Software. The second step will be access to the 911 Communications via CAD.
- EMS Administration will be meeting with PCHS Staff in February to draft a MOU between Perq Co and the BOE regarding their new EMT Program.
- Currently have 1 full-time EMS staff member on extended leave and expect a 2nd full-time staff member to be on leave in March.

911 Communications

- We have received a few written complaints from Department/Agency Heads and have addressed each complaint. Some have been equipment issues and others have been address via the personnel policy. Feel free to continue to submit WRITTEN complaints or commendations for review.
- The page buttons on the consoles for Belvidere FD and Bethel FD have been changed on the radio system from abbreviations to the Dept names to help alleviate accidental tone alerts. I would note that the text messaging is in no way connected to the radio equipment.
- 4th Quarter 2015 and Annual 2015 Reports were distributed

Old Business:

- VIPER Radio System- 2nd Touch Programming - Jonathan Nixon advised that we are working with HICAP: (project manager) and Gately Communications to coordinate the 2nd Touch Programming. This will require all 700/800mhz VIPER Radios in Perquimans County to be reprogrammed and hope to have a date for the programming by the next meeting.
- Fire Hydrant Mapping – Rhonda Money noted that she is waiting for Bethel and Durants Neck to return their maps. Belvidere has completed their maps and she gave Hertford their maps tonight. The goal continues to be implementation of all of the fire hydrant maps into the CAD sometime in 2016
- New Equipment for the 911 Center – Jonathan Nixon reported that as a result of a 911 Reconsideration Funding Request for the 911 Board, \$314,546 in updated equipment is in progress as follows:
 - Two new CAD servers and 5 workstations have been ordered and we are working with Southern Software to set a date and time for training and installation. Included will be a new mapping system. Rhonda Money has been working with Southern staff over the past 30 days to update map info.
 - Updated Viper Intrado Phone System has been ordered and we are working with Century Lir for a possible install date in March. Included will be the equipment for Text-2-911

capabilities. Once installed we will start the process of working with cell phone carriers for implementation.

-New voice logging server has been ordered and we are hoping that Edge One will be able to install in late February.

-DCIN Audit – NCSBI – December 2015 – Jonathan Nixon reported that the audit worksheet and supporting documentation (36 pages) has been submitted to the SBI for review.

-OSFM County Resources & NCEM Regional Resources – Jonathan Nixon provided the most recent lists from the OSFM and NCEM to each Fire Chief.

-Call Types, Questions & Timers – Two quarters ago Jonathan Nixon provided an agency specific list of call types currently in the 911 CAD System. Agencies were asked to review the list, add or delete as they see fit, add questions they would like Telecommunicator to be prompted to ask 911 callers and note if they would like call timers to be included. To date only EMS has returned this list.

New Business:

-Texting Update – Agency Rosters – Jonathan Nixon distributed current texting agency rosters for review.

-Date/Time for School Tours (Feb 15/March 24)

-Host for April 28, 2016 Meeting- Hertford PD/Hertford FD

-Additional Comments / Concerns

Meeting Schedule: April 28, 2016, July 28, 2016, October 27, 2016

Adjournment

Respectfully Submitted – Anthony Johnson, Lead Telecommunicator & Jonathan Nixon, Emergency Services Director

PERQUIMANS 911 COMMUNICATIONS BOARD MEETING

DATE: 1/28/16 TIME: 7pm

<u>Name</u>	<u>Agency</u>	<u>Cell Phone</u>	<u>Email</u>
Jonathan A Nixon	Perg Co. Emergency Services	331-9817	jnixon@perquimanscommunications.com
Lang Freeman	Hertford PD	331-3870	policechief@hertfordnc.gov
Cole Shock	Wanzek Construction	325-629-5989	cshock@wanzek.com
GABRIEL MONTANIEL	WANZEK CONSTRUCTION	701-318-4842	gmontaniel@wanzek.com
Robert Euer	DNUFD	331-3640	reuerjr@gmail.com
Brian Hosyria	WCFB	337-4352	Brian.Hosyria@nc.gov
Lee Dail	BCHVFD	331-3279	lee@tidewaterap.com
Michael Cartwright	ICFD	312-9501	
Bobby Swayne	ICVFD	339-3513	
Matt Woodell	HFB	312-9092	MWoodell@cityofcc.com
Ray Copeland	Bethel	862-7471	
Alan Cooper	Bethel	562-5583	
Chad Mathews	Bethel	339-1190	
Bernie Winslow	BCHVFD	333-5251	blwinslow@embarq.net
Doug Freeman	Hertford PD	426-5587	
Bert Webb	Hertford PD	426-5587	
JASON VANCE	WINFALL FIRE DEPT	548-4168	
Mark Simons	Rescue	333-6173	
Jane McKenzie Cole	BCC	331-5216	cole2002@embarqmail.com
Frank Heath	Perg. Co.	337-5013	frank@perquimanscommunications.com
Anthony Johnson	Perg Co 911	562-4720	Anthony33435@yahoo.com
Tom Pante	EM PIO	860-490-0918	Pante@embarqmail.com
Rhonda Mearcy	GIS/911 Coordinator		rhondamarcy@perquimanscommunications.com
Vincent Pate	PERO INSPECTION	352-448213	vpate@perquimanscommunications.com
Wallace N. Ownley	DNVFD	339-9459	ownleyfarms@gmail.com
Jarvis Winslow	Perg. Co. EM	455-8118	jwinslow@perquimanscommunications.com
DALE HUNTER	PQ EMS	331-3758	Dhunter@perquimanscommunications.com



PERQUIMANS COUNTY EMERGENCY SERVICES

P.O. Box 563 - 159 Creek Drive - Hertford, NC 27944

(252) 426-5646 Phone - (252) 426-3306 Fax

911 Communications Board Meeting

Thursday, April 28, 2016– 7:00 P.M. - Perquimans Emergency Services Building

MINUTES

Welcome – Provided by Jonathan Nixon followed by the blessing by Todd Tilley at 7pm

Minutes from April 28, 2016 Meeting –approved.

Reports:

911 Center – Jonathan Nixon provided the following report:

STAFFING

- Two employees are no longer with the 911 Center (Kaye Long & Esther Jordan)
- Two advancements (Krystal Agosto-full-time & Jim Farrar-permanent part-time)
- Two new part-time TCs (Wilma Jordan & Hazelene Miller)

TRAINING

- All Staff - Southern Software, onsite – CAD & Map training for all staff
- All Staff - Intrado Phone System training – Text-2-911
- Two TCs have completed NC Dept. of Justice – Training & Standards Division – Sheriffs' Standards Telecommunicator Certification.
One TC is scheduled for class in May.
- Three "Read & Initial" trainings for 911 Staff

EQUIPMENT

- Generators at the ES Bldg and the Tower Site have been serviced
- Two Towers have been climbed & inspected
- Repeaters have had annual maintenance
- Lots of fine-tuning with new phone system & radio system

PROJECTS

- Update for new equipment under Old Business
- Backup 911 Center
 - Meeting weekly with Chowan 911 Director
 - MOU between Chowan & Perquimans at Attorney's office
 - Written plan is 75% complete
 - Working quotes for equipment
 - Extension will be requested once all pieces are in place

BUDGET REQUESTS

- Advancement to Emergency Medical Dispatch (EMD)
 - Approx. \$75,000 to be paid by State 911 Funds for training, software & card set system
 - Local increase for pay increases (Salary comparison with Chowan, Pasquotank, Gates)
 - CAD interface for NCIC (Improve officer safety & TC efficiency)
 - 911 Radio System Upgrades (2015 Workgroup recommendations)
 - Fiber internet connection
 - Backup VHF Radio/Antenna System at the 911 Center
 - New lighting Controller for Winfall tower
 - Funding for Backup 911 Center

ISSUES

- Fielded the following operational complaints through April 25, 2016:

▪ Law Enforcement	0
▪ Fire	2
▪ EMS	1
▪ Citizens	1
- Texting issues – Addressed via Station Directive; updated 4-8-16 & distributed to 911 Staff via “Read & Initial” Training
- Smart phone/texting issue – confirmed with Southern Software this is a cell phone carrier issue
- Low Audio on Phone & Radio
 - 1-28-16 Mandated TCs use headsets
 - 4-18-16 Final adjustment by Radio & Phone contractor

GIS Mapping- Absent.

Law Enforcement

- ❖ Sheriff's Office- Sheriff Tilley asked about the Telecommunicators having access to CJLEADS and NCAWARE. A good discuss including Law and 911 Staff ended with a commitment for 911 to work towards access to these two state systems.
- ❖ Hertford PD- No report.
- ❖ Winfall PD- Chief Shaffer was out of town and Mayor Yates had no report.

Volunteer Rescue Squad

- Mark Symons discussed the mock drill at Brian Center set for May 19th at 6pm.

Fire Departments

- Chief's Association
 - Asst. Chief Michael Cartwright discussed Incident Command and the fact that just because a responder arrives on scene first, they may not be qualified to be Incident Command for the particular incident.
 - Cartwright asked that responders be conscious about parking on the scene of an incident.
 - Cartwright offered to provide training for 911 Staff regarding fire response.
- Bethel Fire Dept - No report.
- Belvidere Fire Dept - No report.
- Durants Neck Fire Dept - No report.
- Hertford Fire Dept - No report.

- Inter-County Fire Dept - No report.
- Winfall Fire Dept - No report.
- NC Forestry
 - Brian Hoggard reported that they are down to 1 ranger, 1 equipment operator and 1 smoke chaser for Chowan-Perquimans-Pasquotank, but that district staff are available as needed. They are keeping 3 brush trucks staffed and will be responding when requested, but potential delays should be expected.

- ❖ Town of Hertford- Absent.
- ❖ Town of Winfall- No Report.
- ❖ County Commissioner- Ms. Cole was absent but sends her regrets.
- ❖ County Manager- No Report.
- ❖ Emergency Services Director – Jonathan Nixon provided the following report:
 - ◆ **Emergency Management**
 - ◆ 10 Water Rescue members have completed an open water dive class.
 - ◆ Possible Emergency Rescue Diver class this summer.
 - ◆ The Chowan/Perquimans LEPC hosted a HazMat IQ Training on Saturday, April 23, 2016.
 - ◆ There will be a live HazMat Decon Exercise hosted by Belvidere Fire Dept & Center Hill Fire Dept on Tuesday, July 26, 2016.
 - ◆ EM Elected Officials Conference was held on March 21, 2016 with the County Commissioners. The Town of Hertford was represented at the conference.
 - ◆ Damage Assessment Class was held for County Officials and the Albemarle CERT on March 17, 2016.
 - ◆ Emergency Management and EMS participated in the ARHS Ebola Exercise hosted at the Coast Guard Base on April 20, 2016. Emergency Management also served on the planning committee for this exercise.
 - ◆ Evacuation Drill is scheduled with Brian Center for May 19, 2016 at 6:30pm. Helping with the planning include:
 - Perquimans Rescue Squad • Hertford Fire Dept.
 - Hertford Police Dept. • EMS
 - Emergency Management
 - ◆ Budget Request Highlights for EM included the following:
 - Upgraded Reverse 911 Services
 - Increase for Water Rescue Equipment/Supplies
 - Boat Maintenance on the 25' Boston Whaler
 - Repurpose the 2001 Ford E450 to pull the boats
 - Disaster Debris Site Clearing Project
 - Carbon Monoxide & Methane Monitor

EMS

- Staff Changes – added 5 new part-time staff members (EMT-Ps)
- Our IT Contractor evaluated 3 proposals for tablets for MDT (Mobil Data Terminals) in the ambulances, we have moved forward with the purchase and installation of GETAC F100 Tablets with keyboards in the 5 ambulances.
 - This first step will provide access to the Patient Care Reporting Software.
 - The second step will be access to the 911 Communications via CAD.
 - EMS has signed an MOU with the BOE regarding their new EMT Program and awaiting the BOEs final approval.
- We recently renewed our NC OEMS System License and Agency License.
- On March 29, 2016 EMS and Emergency Management visited the Desert Wind Farm project.
- The regional EMS Directors were invited to meet with SAMC Admin staff. Very good discussions about our partnership.
- Budget Request Highlights for EMS included the following:
 - Heating Unit for the Storage Building
 - Asphalt Patching
 - Updated Phone System (VOIP – Reduce phone lines)
 - Upgrade to Wireless Access at the ES Bldg
 - Chest Compression System
 - New Ambulance (2 year / 10 year cycle)
 - New Zone Vehicle (197,560 miles)
 - Video Laryngoscope Units
 - Brief discussion on advancing to Paramedic (Timeline to start Jan 2017 or Jan 2018)

Old Business:

- VIPER Radio System- 2nd Touch Programming - Jonathan Nixon advised that the date is set for Tuesday, May 10th for all VIPER 700/800mhz radios to be reprogrammed as part of the state-funded 2nd touch reprogramming project
- Fire Hydrant Mapping – still in progress.
- New Equipment for the 911 Center – Jonathan Nixon reported that we are approximately 90% complete with our new equipment totaling \$314,546; thanks to a funding reconsideration by the State 911 Board:
 - Two new CAD servers and 5 workstations have installed and are online. The new mapping system is online, but Rhonda Money continues to work with Southern Software staff to iron out some of the mapping issues.
 - Updated Viper Intrado Phone System has been installed by Century Link. The equipment for Text-2-911 capabilities has been installed and tested.
 - New voice logging server has been installed and is online. -DCIN Audit – NCSBI – December 2015 – Jonathan Nixon reported that the audit worksheet and supporting documentation (36 pages) has been submitted to the SBI for review.

- Date for Drill – Desert Wind Farm Project – After a brief discuss Jonathan committed to setting up a date for EMS and EM to visit the site. He will also send Chief Winslow and Chief Swayne the contact info for the safety staff so that they can coordinate trainings for their departments.
- County-wide Incident Command SOG – Asst. Chief Cartwright recommended a county-wide ICS SOG be constructed with input and participation from all response agencies. After a discussion, Jonathan Nixon agreed to put together a draft and send to Chiefs and Sheriff for review.
- Hertford Landing Zone (ARPDC – New Library) – Chief Woodard provided an aerial view showing the intersection of Granby Street and N Commerce Drive as a possible location to replace the ARPDC location. The committee supported this suggestion.
- Texting Update – Jonathan Nixon and Anthony Johnson provided the latest copy of agency rosters with regards to texting.

New Business:

- * Damage Assessment – County Manager Heath noted that the Fire Departments have the best pulse on their respective communities and to that end could be a great help in providing initial damage assessment. The goal is to have a contact for each Department that could help provide windshield surveys for their areas. Training and resources would be provided by county staff.
- * Host for July 28, 2016 Meeting – Mayor Yates agreed to host the next meeting for the Town of Winfall.
- * Additional Comments / Concerns – none.

Meeting Schedule: July 28, 2016, October 27, 2016

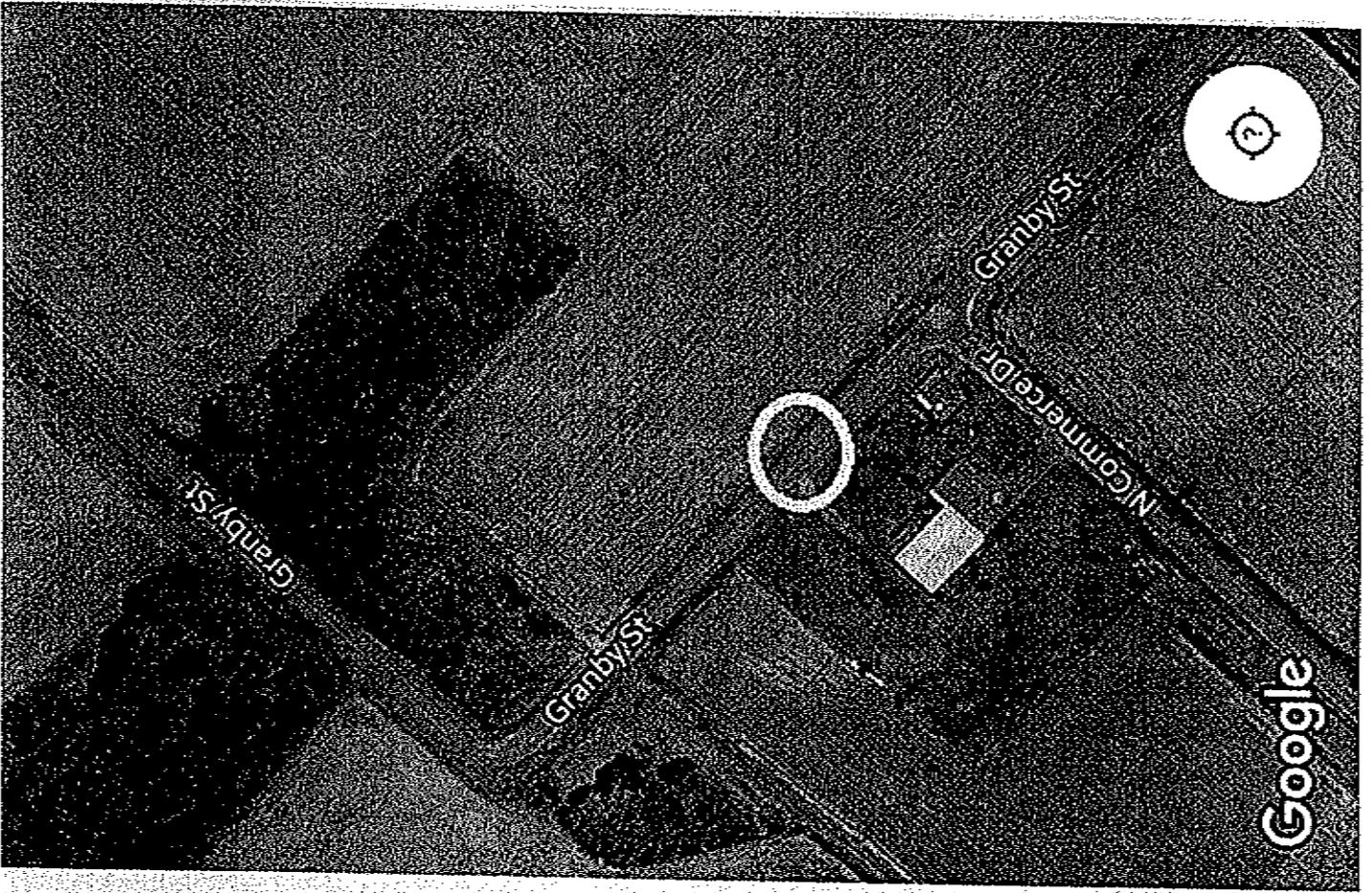
Adjournment

Respectfully Submitted – Anthony Johnson, 911 Shift Supervisor & Jonathan Nixon, Emergency Services Director

PERQUIMANS 911 COMMUNICATIONS BOARD MEETINGDATE: 4-28-16 TIME: 7:00am

<u>Name</u>	<u>Agency</u>	<u>Cell Phone</u>	<u>Email</u>
Matthew Nixon	Perq. Em Servs.	331-9817	matn@perquimanscounty.org
Frank Heath	Perquimans County	337-5013	frank@perquimanscounty.org
Fred Yates	Town of Winfall	333-9393	Fred@intelliport.com
Mark Symons	Perq. Rescue	333-6123	MBSymons@NEDOT.gov
Bobby Swayne	Inter-county VFD	339-3513	
Brian Hubbard	NCFS	337-4352	Brian.Hubbard@NCEM.org
Bernie Winslow	BCH VFD		
Michael Cartwright	ICVFD	312-9501	
Robert Egan	DNVFD	331-3640	
Wallace Ownley	DN VFD	330-9458	
Wald Lyles	HFD	331-3787	
Drew Carbol	HFD	562-2070	
Bert Webb	HPD	910-890-0754	
Dave Freeman	HPD	252-331-3870	
Kenny Lynch	HPD	252-370-7400	
Johnson Anthony	Perq. Comm	252-562-4720	
Jim Grosjean	EMS	312-5396	kgrosjean@perquimans.org
Chad Matthews	BVFD	339-1190	
Allan Coprew	BVFD	562-5583	
Ray Capeland	BVFD	862-7471	

Proposed Hertford Landing Zone



PREDETERMINED LANDING ZONES

36°19.66	76°29.44	PQ1	TURNPIKERD UP RIVER FRNDS CEM
36°16.13	76°32.24	PQ2	CALVARY CHURCH
36°11.22	76°33.48	PQ3	CNTR HILL & GREATHOPE CHURCH
36°10.95	76°27.91	PQ4	ARPDC BUILDING
36°07.30	76°30.10	PQ5	RT 17 & PERRY LONG ROAD
36°05.00	76°22.60	PQ6	HOLIDAY ISLAND
36°09.20	76°19.00	PQ7	DURANTS NECK FIRE STATION
36°12.80	76°26.50	PQ8	WINFALL BALLFIELD
36°15.59	76°25.19	PQ9	NORTHEAST DRAGWAY
36°15.97	76°29.41	PQ10	CRAFT'S AIRSTRIP
36°06.72	76°28.29	PQ11	BETHEL FIRE DEPARTMENT
36°05.49	76°24.23	PQ12	ALBEMARLE PLANTATION FITNESS CENTER
36°14.08	76°19.54	PQ14	INTER-COUNTY FIRE STATION
36°12.46	76°27.43	PQ15	PERQUIMANS CENTRAL SCHOOL
36°11.24	76°28.42	PQ16	HERTFORD GRAMMER SCHOOL
36°13.17	76°28.28	PQ17	PERQUIMANS MIDDLE SCHOOL
36°11.07	76°28.30	PQ18	PERQUIMANS HIGH SCHOOL
36°16.04	76°33.00	PQ19	BELVIDERE FIRE DEPARTMENT
36°11.27	76°28.24	PQ20	HERTFORD FIRE DEPARTMENT