

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

## AGENDA

All items are for discussion and possible action.  
Perquimans County Board of Commissioners  
Commissioners' Room - Courthouse Annex Building  
September 6, 2016  
7:00 p.m.

NOTE: DUE TO LABOR DAY  
HOLIDAY, THE MEETING WILL  
BE HELD ON TUESDAY.

- I. **Call to Order**
  - II. **Prayer & Pledge**
  - III. **Approval of Agenda**
  - IV. **Consent Agenda**  
*(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal of an item or items is made from a Commissioner or Commissioners.)*
    - A. Approval of Minutes: August 1, 2016 Regular Meeting & August 15, 2016 Work Session & August 24-25, 2016 Quasi-Judicial Hearing Minutes
    - B. Tax Release Approvals
    - C. Personnel Matters
      - 1. Appointment: Water Plant Operator
      - 2. Appointment: Bailiff
      - 3. Appointment: Part-Time/Fill-In Board of Elections
      - 4. Termination: Part-Time/Fill-In Board of Elections
      - 5. Certification: EMT-I
      - 6. Resignation: EMT-I Part-Time/Fill-In (2)
    - D. Merit/Step Increases
      - 1. Department Head
      - 2. Telecommunications
      - 3. Social Services
      - 4. Board of Elections
    - E. Board Reappointment/Resignation
      - 1. Senior Tarheel Delegate Legislature (Altemate)
      - 2. At-Large Member to JCPC Council
      - 3. Nursing Home Advisory Committee
  - V. **Introduction of New Employees**
    - A. Sheriff
    - B. Extension Services
  - VI. **Scheduled Appointments**
    - A. Virgil Parrish & Ernie Swanner, Building Inspections 7:00 p.m.
    - B. Bill Jennings, Tax Department 7:05 p.m.
    - C. 7:10 p.m.
    - D. 7:15 p.m.
  - VII. **Commissioner's Concerns/Committee Reports**
    - A.
    - B.
    - C.
  - VIII. **Old Business**
    - A. Updates from County Manager
- ACTION REQUIRED** (indicated by a bracket on the left side of items I-IV)
- NO ACTION REQUIRED** (indicated by a bracket on the left side of items V-VIII)

**ACTION  
REQUIRED**

**IX.**

**New Business**

- A. County Cooperative Agreement with N.C. Forest Service
- B. Maximum Consulting Services, Inc. Contract
- C. Sale of Surplus Vehicle: 1998 Ford Crown Victoria
- D. Emergency Management Contracts
  - 1. Debris Management & Removal Services Contract
  - 2. Memorandum of Understanding – Sentara Albemarle Medical Center

E.

F.

G.

**X.**

**Unscheduled Appointments/Public Comments**

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

A.

B.

C.

**XII.**

**Adjournment**

**FOR INFORMATION ONLY:**

- Prescription Card Program

**DEPARTMENT HEAD REPORT:**

- Plat Log
- Code Enforcement Report
- Sheriff's Department

**COMMITTEE WRITTEN REPORTS:**

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

**NOTES FROM THE COUNTY MANAGER**  
**September 6, 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. The following introduction of new employees will be made:
- > **Eric Tilley:** Mr. Tilley, Sheriff, will introduce Brian Gregory who was promoted to a Certified Deputy on August 1, 2016. Mr. Gregory began working as a Bailiff on November 25, 2016. He has completed his BLET training and has been promoted to a Certified Deputy on August 1, 2016.
  - > **Jewel Winslow:** Ms. Winslow, Extension Director, will introduce Perquimans County's new Crop Agent. He began working on August 1, 2016.
- VI.A. **Enclosures.** Virgil Parrish, Chief Building Inspector, and Ernie Swanner, Code Enforcement Officer, will request the Board to approve the enclosed Resolution supporting their application for the NC Department of Environmental Quality, Abandoned Mobile Home Cleanup Grant Program. Board action is being requested.
- VI.B. **Enclosures.** Bill Jennings, Tax Administrator, will present his Monthly update on Reval, Foreclosures and Collections.
- VIII.A. County Manager Heath will present several updates to the Board.
- IX.A. **Enclosure.** County Manager Heath will present the 2016-2017 County Cooperative Agreement with the Division of Forest Resources for Board consideration and action.
- IX.B. **Enclosures.** Jonathan Nixon, Emergency Services Director, will present these two contracts for Board consideration and action:
1. **Debris Management & Removal Services Contract:** This three-year contract is between Perquimans County Social Services and Maximus Consulting Services, Inc. to develop a central services cost allocation plan. The total cost is \$8,700, \$2,900 per year. Board consideration and action is being requested.
  2. **Memorandum of Understanding – Sentara Albemarle Medical Center:** This MOU is between Perquimans County and Sentara Albemarle Medical Center to provide a temporary morgue pending a decision on death investigation, examination by the medical examiner, and transportation to an autopsy facility, notification of next of kin, or arrangement for final disposition. Board consideration and action is being requested.
- IX.C. **Enclosure.** On July 6, 2015, the County adopted a resolution to proclaim several vehicles/trailer as surplus equipment and proceed to sell them on GovDeals. The first vehicle that we have set up to sell was the 1998 Ford Crown Victoria. The bids are due to close at 1:00 p.m. on September 6, 2016. We will present the results to the Board for consideration and action.
- IX.D. **Enclosure.** Jonathan Nixon, Emergency Services Director, is presenting a one-year extension of the Debris Management Contract with Unified Recovery/GreenCo Services, LLC effective July 1, 2016. Board action is being requested.

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**CONSENT AGENDA NOTES**

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

- A. **Enclosures:** Approval of Minutes – August 1, 2016 Regular Meeting, August 15, 2016 Work Session, and August 24-25, 2016 Public Hearing
- B. **Enclosure:** Tax Releases – see attached list
- C. **Enclosures:** Personnel Matter

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Roy Alons	Water Plant Operator	Appointment	64/4	\$41,626	9/1/2016
Paul Loughlin	Bailiff	Appointment		\$14.18/hr.	9/1/2016
Holly Hunter	Part-Time/Fill-In Board of Elections	Appointment		\$9.09/hr.	9/30/2016
Sabrina Albietz	Part-Time/Fill-In Board of Elections	Termination			8/29/2016
Jessica Hassell Velvin	EMT-I	Certification	66/1	\$15.91/hr.	8/1/2016
Brandon Lindstrom	EMT-I	Resignation			8/19/2016
Kimberly Whitehurst	EMT-I	Resignation			8/25/2016

- D. **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
Howard Williams	Director	70/9	47,969	9/1/2016
Jackie Frierson	Register of Deeds	70/7	45,685	9/1/2016

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Anthony Johnson	Lead Telecommunicator	62/8	32,929	9/1/2016
Kay Hall	Social Worker II	67/6	39,078	9/1/2016
Kiera Hinton	IMC II	63/1	28,999	9/1/2016
Shannon Howell	Social Worker IA&T	70/4	42,475	9/1/2016
Gwen Hudson	IMC III (Adult Med. Lead Worker)	67/5	38,127	9/1/2016
Pamela Midgett	IMC III	65/3	33,251	9/1/2016
Banks, Sydni	Supervisor	64/5	33,410	9/1/2016

D. **Enclosure:** The following Board appointments are being presented for Board action:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Darlene Harrell	Senior Tar Heel Legislature Delegate (Alternate)	Appointment	1 yr.	9/1/2016
Markeeta Littlejohn	At-Large Member to JCPC Council	Appointment	1 yr.	9/1/2016
Joan Mansfield	Nursing Home Advisory Committee	Appointment	*	9/1/2016

\*She will complete Gene Boyce's term which expires on 9/30/2017. We still have 2 openings.

Board unanimously appointed Fondella A. Leigh as the Voting Delegate to the 2016 NCACC Conference in August.

**HOME & COMMUNITY CARE BLOCK GRANT (HCCBG) AGREEMENT FOR FY 2016-17**

The County has been approved to receive funds from the Home & Community Care Block Grant (HCCBG) funds. On motion made by Kyle Jones, seconded Edward R. Muzzulin, the Board unanimously authorized the Chair and County Staff to sign the required documentation to receive these funds.

**PERSONNEL MATTERS**

County Manager Heath reported that these resignations were received after the Agenda Packets were mailed out. On motion made by Wallace A. Nelson, seconded by Edward R. Muzzulin, the Board unanimously accepted the following resignations:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Kathy Hunter	EMT Part-Time/Fill-In	Resignation			7/1/2016
Brian Owens	EMT Part-Time/Fill-In	Resignation			7/1/2016

**BUDGET AMENDMENT NO. 1**

The following Budget Amendment was received after the Agenda Packets were mailed out and was unanimously approved by the Board on a motion made by Matthew Peeler and seconded by Wallace A. Nelson:

**BUDGET AMENDMENT NO. 1  
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-365-001	Grants - Recreation	350,000	
10-685-741	Playground Improvements	350,000	
EXPLANATION: Due to wet weather conditions, the Inclusive Playground at the Recreation Center was not completed within FY 15/16 as anticipated. This project was discussed at the 2/1/16 BOC meeting with the original Budget Amendment being approved for FY 15/16 on 3/17/16.			

**PUBLIC COMMENTS**

The following public comment was:

- > Tommy Harrell: Mr. Harrell made two requests: (1) Provide adequate space and sound equipment for the Planning Board meeting next week to consider the Conditional Use Permit; and (2) Provide adequate space and sound equipment for the Board of Commissioners' meeting on the Conditional Use Permit in August.

**ADJOURNMENT**

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:20 p.m. on motion made by Edward R. Muzzulin, seconded by Matthew Peeler.

Janice McKenzie Cole, Chair

Clerk to the Board

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**WORK SESSION**

July 18, 2016

7:00 p.m.

Due to a lack of business to discuss, the Perquimans County Board of Commissioners Work Session on July 18, 2016 was cancelled.

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**REGULAR MEETING**

August 1, 2016

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, August 1, 2016, at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

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

MEMBERS ABSENT: Edward R. Muzzulin

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

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

**AGENDA**

On motion made by Matthew Peeler, 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 Matthew Peeler, seconded by Wallace E. Nelson.

1. Approval of Minutes: July 5, 2016 Regular Meeting

2. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Jonathan Blanchard	Athletic Program Supervisor	Appointment	64/1	\$30,304	7/25/2016
Brian Gregory	Deputy	Promotion	63/1	\$31,667	8/1/2016

3. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Samantha Farrar	Office Assistant III	57/2	22,826	8/1/2016
Carolyn Lewis	JMC II	63/3	30,448	8/1/2016
Sonia Davenport	EMT-I	66/7	38,310	8/1/2016
Janes Grosjean	EMS Shift Supervisor/Training Officer	68/5	39,843	8/1/2016
Ida Harris	EMT-I	66/1	42,236	8/1/2016
Heather Vascoy	EMT-I	66/3	34,749	8/1/2016
Nettie Gordon	Secretary - Senior Center	56/3	10,76	8/1/2016

4. **Board Reappointment/Resignation:** The following Board reappointment/resignation was approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
High, Hackney	County Attorney	Reappointment	2 yrs.	9/1/2016
Rowland, Rita	Nursing Home Advisory Committee	Resignation		7/25/2016

**INTRODUCTION OF EMPLOYEES**

- > **Jonathan Nixon:** Mr. Nixon, Emergency Services Director, introduced Keely Cartwright who was promoted to a Full-Time Telecommunicator on July 1, 2016, and Emily Harrell, who began working in Telecommunications on July 1, 2016.
- > **Howard Williams:** Mr. Williams, Recreation Director, introduced Amanda Layden, Administrative Assistant, who began working in Recreation on May 31, 2016 and Jonathan Blanchard, Athletic Program Supervisor, who began working in Recreation on July 25, 2016.

Chair Cole welcomed them to the County.

**KEITH HAMM, MOBILE CRISIS TEAM**

Mr. Hamm, Mobile Crisis Team representative for the Albemarle Area, presented information on Mobile Crisis Management. He stated that what they do is respond to individuals in the community in an effort to deescalate their crisis, develop appropriate strategies for symptom reduction. This is done at no expense to the client. He let the Board know that, in 2015, they responded to 41 individuals in Perquimans County and, currently to date, they have served 52 residents. Commissioner Peeler asked if these residents were actually seen by the Mobile Crisis Team. Mr. Hamm said that they were. Mr. Hamm then gave a brief breakdown of the services that they provide.

**ROBB DAVIS, NC FOREST SERVICE**

Mr. Davis explained to the Board that Clarence Watson retired and he has been appointed to serve Perquimans County. He presented the following annual report:



Steven W. Troxler  
Commissioner

North Carolina Department of Agriculture  
and Consumer Services

N.C. Forest Service



Scott Bissette  
Assistant Commissioner

July 11, 2016

Dear Perquimans County Commissioners and County Manager Heath:

I have been diligently working throughout the year to achieve the accomplishments in the body of this letter.

This letter highlights the North Carolina Forest Service's annual accomplishments for Perquimans County in fiscal year July 2015 - June 2016. The NCFS is responsible for the protection and development of all woodlands in the county. Perquimans County's woodland area consists of 72,000 acres as listed in the *Forest Statistics for North Carolina, 2012* survey. At this time, I would like to take the opportunity to explain our program areas and the accomplishments we made this past year.

**Fire Control**

We have 5 Volunteer Fire Departments which continue to be a tremendous asset to us in wildfire suppression. Their quick initial attack minimizes fire damage and keeps fires small. Through our various programs, we have taken great strides to assist the VFD's with acquisition of new (newer) equipment. We were able to assist in the allocation of grant monies through the Volunteer Fire Service matching grants to help out Bellet with some needed additions to their new Brush Truck and for Durant's Neck to refurbish their chainsaw kits as a follow up to last year's training session.

In FY 2015-16, we responded to 8 reportable fires with 16 total responses to fire calls as well as assistance with various air quality issues. All local county and state agencies pulled together with no accidents or injuries.

**Forest Management**

With help from our District Forest Management staff in Elizabeth City, we prepared a variety of management plans for Perquimans landowners consisting of 20 plans covering 1418 acres. These plans help forest landowners meet financial and personal objectives for their timberland. These plans address timber resources, wildlife, aesthetics, water quality, soil protection, and/or recreation opportunities. We have a big year coming up for forest management accomplishments. I will be monitoring project areas with survival checks of last year's planting projects, natural counts on harvested lands, and land measurement of all projects using a global positioning system. During the spring, we established 347 acres of loblolly plantations. The NCFS allocated over 6,600 dollars in Forest Development Program cost-share payments to landowners. Overall, we have had nearly 4600 acres of active forest management practices in Perquimans County alone.

**Water Quality Protection**

We are also committed to recommending and practicing environmentally responsible forestry operations. All forestry activities must adhere to Forest Practice Guidelines and Best Management Practices. These laws and regulations protect water quality and enable us to utilize forest resources in a sustainable manner. This past fiscal year, we conducted 36 inspections on 18 sites totaling 1279 acres of forest harvesting activities in the county.

**Information and Education**

Informational and educational programs are a vital part of our organization to educate the public in forestry and the prevention of wildfires. Our Smokey Bear program continues to be very popular with the kids during Fire Prevention Week. We visited kindergartens through third grade in all the public schools. I have personally conducted 13 different programs this past fiscal year. The North Carolina Forest Service has a presence with the students in Perquimans County in the Public and Private schools.

**Urban Assistance and Pest Control**

We provide Perquimans citizens with advice and support on shade trees, yard trees, windbreaks, and insect & disease control. Urban assistance will continue to be a priority as the population increases and more land is developed. This year we served 2 urban landowners with yard tree requests. In an effort to protect urban and forested areas, each year we conduct aerial and ground surveys for forest pest outbreaks.

We did not find any significant insect activity this past year. I will be flying the area this coming winter to look for Southern pine beetle infestations.

#### Other Services

We are also involved in the overall emergency response in Perquimans County, the State of North Carolina, and the Southeast Compact. We stand ready for natural disaster recovery efforts such as hurricanes, floods, tornadoes, and ice storms.

#### Summary

We have had a very productive year serving the citizens of Perquimans County. The Forest Service appreciates the support of this board of commissioners and our cooperators in helping us achieve the success I have described. Forestry is an important economic base in our county and trees are a very significant element in our total environment. We must protect and develop our forest to produce the maximum benefits for the people of Perquimans County. If you need assistance or have any questions, please feel free to contact me at 426-5551.

Sincerely,



C.R. Davis  
Perquimans County Ranger  
North Carolina Forest Service  
252-426-5551  
Perquimans.nrcfs@ncagr.gov

1616 Mail Service Center, Raleigh, North Carolina 27690-1616  
Phone: (919) 857-4801 • FAX (919) 867-4802 • [www.ncforestservice.gov](http://www.ncforestservice.gov)  
An Equal Opportunity Employer

Commissioner Nelson asked about the Southern Pine Beetle. Mr. Davis said that we have not had a big infestation yet. Commissioner Peeler asked about the reforestation program and if the people leave the property as is after cutting down the trees or can they replant the trees immediately. Mr. Davis said that the owner could replant immediately. Chair Cole thanked Mr. Davis for his report and his service to Perquimans County.

### COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

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

- > Commissioner Nelson: Mr. Nelson explained that the Athletic Complex Committee will be meeting again soon and that Superintendent Cheeseman will be making a presentation about the Athletic Complex at the August Work Session. There being no further Commissioner's Concerns or Committee Reports, she proceeded with Old Business.
- > Chair Cole: Ms. Cole asked Ms. Hunnicutt to include in the Minutes that our Building Inspector, Virgil Parrish, was presented with the Building Inspector for the Year Award at the NC Building Inspectors Association meeting.

### UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > Crop Agent: Mr. Heath informed the Board that the new Crop Agent has been hired and Jewel Winslow, Extension Director, will be introducing him to the Board next month.
- > Accessible Playgrounds: We will be holding a Ribbon Cutting at the new Accessible Playgrounds at the Recreation Center on August 24, 2016 at 10:00 a.m.
- > Boat Ramp Project: We are still waiting on wildlife to obtain the insurance and bond information from the contractor.
- > Library Project: Mr. Heath informed the Board that the financing for the project had been approved by the Local Government Commission and that we have closed on the BB&T loan.

### LIBRARY PROJECT AGREEMENT BETWEEN PERQUIMANS COUNTY & CONTRACTOR

County Manager Heath presented the standard contract agreement between Perquimans County and Aarene Contracting, LLC for Board review and action. He further stated that County Attorney High has reviewed the Agreement and approved. The contractor has read and approved the Agreement and Mr. Heath recommends that the Board approve the Agreement. Kyle Jones made a motion to approve the Agreement with Aarene Contracting, LLC to construct the new library facility. The motion was seconded by Matthew Peeler. Chair Cole asked if there were any questions or concerns. Ms. Cole asked what the start date was. Mr. Heath said that they should be starting in about one month. Commissioner Peeler asked what the term substantial completion was and where is in in the contract. Mr. Heath said that it was included under the scope of work that will be fully completed. Mr. Peeler asked if this included the equipment like computers, etc. He wanted to know if it would be computer ready. Mr. Heath said that it did not include the installation of the computers but it did include all the wiring and wireless services installation. There being no further discussion, the Board unanimously approved the Agreement as presented.

### BOARD APPOINTMENTS: NURSING HOME ADVISORY COMMITTEE

County Manager Heath explained that we have had another Nursing Home Advisory Committee member to resign. He asked Mary Hunnicutt, Clerk to the Board, to further explain the situation. Ms. Hunnicutt explained that we currently have three (3) vacancies: Gene Boyce, not eligible to serve; Rita Rowland, resigned because she did not have the time now; and Cherie Wilder, who resigned effective September 1, 2016. We had placed an ad in The Perquimans Weekly last week for anyone that was interest in serving on this Committee. Ms. Hunnicutt stated that we had one individual to request an application. She said that, when we have individuals willing to serve, she will place their appointments on that month's Agenda. The current resignation is as follows:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Wilder, Cherie	Nursing Home Advisory Committee	Resignation		7/25/2016

### PUBLIC COMMENTS

There were no public comments.

### CLOSED SESSION: APPROVAL OF CLOSED SESSION MINUTES

Pursuant to NCGS #143-318.11, Wallace E. Nelson made a motion to go into Closed Session to approve Closed Session Minutes. The motion was seconded by Kyle Jones and unanimously approved by the Board.



QUASI-JUDICIAL HEARING

Conditional Use Permit No. CUP-16-01, by Timbermill Wind, LLC, c/o Apex Clean Energy Holdings, LLC.

After the Chair called the quasi-judicial hearing to order, she noted that we had a quorum and that the purpose of the Quasi-Judicial Hearing was to consider Conditional Use Permit No. CUP-16-01, by Timbermill Wind, LLC, c/o Apex Clean Energy Holdings, LLC, for a Large Wind Energy Facility in the Bear Swamp and Centerhill Communities [to include Tax Parcel Nos. 3-003900011B; 3-0047-00001, -00002, -00014 and -00028; 3-0048-00001 and -00003; 3-0049-00009, -00024A, -00025, -00026, -00038 and -00039(part); 3-0058-00004(part), -00007 and -00013; and 3-0059-00012A(part)], and extending west into Chowan County.

She further stated that the purpose of the quasi-judicial hearing is to consider competent material and substantial evidence on the application of the Ordinance to the CUP submitted by Timbermill Wind, LLC. The two attorneys gave opening statements and the following list of witnesses gave testimony:

- > Donna Godfrey, Perquimans County Planner
- > Don Giecek, Senior Development Manager of Apex Energy
- > Tracy Butler, Senior Manager of Optimization & Civil Design for Apex Clean Energy, Inc.
- > Mark Bastasch, Project Manager & Principal Acoustical Engineer at CH2M HILL

ADJOURNMENT

There being no further comments or business to discuss, the Quasi-Judicial Hearing was continued to August 25, 2016 at 5:30 p.m.

\_\_\_\_\_  
Janice McKenzie Cole, Chair

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

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**CONTINUED QUASI-JUDICIAL HEARING**

August 25, 2016  
5:30 p.m.

The Perquimans County Board of Commissioners met to continue a Quasi-Judicial Hearing on Thursday, August 25, 2016, at 5:30 p.m. in the upstairs Courtroom of the Perquimans County Courthouse Annex Building.

- |                         |                               |                                       |
|-------------------------|-------------------------------|---------------------------------------|
| <b>MEMBERS PRESENT:</b> | Janice McKenzie Cole, Chair   | Kyle Jones, Vice Chairman             |
|                         | Fondella Leigh                | Edward R. Muzzulini                   |
|                         | Wallace Nelson                | Matthew Peeler                        |
| <b>MEMBERS ABSENT:</b>  | None                          |                                       |
| <b>OTHERS PRESENT:</b>  | Frank Heath, County Manager   | Mary P. Hunnicutt, Clerk to the Board |
|                         | Hackney High, County Attorney |                                       |

CONTINUED PUBLIC HEARING

Conditional Use Permit No. CUP-16-01, by Timbermill Wind, LLC, c/o Apex Clean Energy Holdings, LLC.

Chair Cole opened up the meeting and asked the applicant's attorney to call his next witness. The following list of witnesses gave testimony:

- > John D. Hecklau, Executive Vice President of Environmental Design & Research, Landscape Architecture, Engineering & Environmental Services
- > Robert D. O'Neal, Principal of Epsilon Associates
- > Kendra L. Kallevig-Childers, Project Analyst, Environmental & Permitting Services
- > Charles J. Moody, III, Realty Services of Eastern Carolina, Inc.

ADJOURNMENT

There being no further comments or business to discuss, the Quasi-Judicial Hearing was continued to a date and time to be determined later.

\_\_\_\_\_  
Janice McKenzie Cole, Chair

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

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Post Office Box 7  
Hertford, NC 27944

Phone: (252) 426-7010  
(252) 426-5564  
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## PERQUIMANS COUNTY TAX DEPARTMENT

### RELEASES:

**N.E.L. TRUCKING INC.** \$185.93  
One trailer was listed as personal property and should not have been.  
One of the trucks used qualified for a high mileage adjustment.  
Account# 117245

**SUSAN BURNETT** \$1641.60  
Data entry error by Pearson Appraisal.  
Keyed in as 320,000; should have been 32,000  
Account# 261082

**SOLNCPower1 OWNER, LLC** \$49,338.49  
Company was billed at 80% reduction instead of the 20% reduction for  
Solar Power farms.  
Account# 528957

**SOLNCPower1 OWNER, LLC** \$51,929.23  
Company was billed at 80% reduction instead of the 20% reduction for  
Solar Power farms.  
Account# 156745

**HOWARD WAYNE & LINDA HURDLE** \$284.18  
Farm equipment had been double listed.  
Account# 506780

**RICHARD L. & PATRICIA A. BRUTON** \$256.50  
Assessment for 2016 was not entered prior to billing.  
Account# 428609

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

EMPLOYMENT ACTION FORM

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

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Roy Alons

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

POSITION: Water Plant Operator

DEPT.: Water Department

NEW EMPLOYEE EFFECTIVE DATE: 9/1/2016

GRADE: 64 STEP: 14 SALARY: \$41,626

ENDING DATE OF PROBATIONARY PERIOD: 9/1/2018

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: \_\_\_\_\_

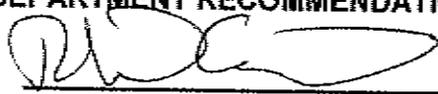
\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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

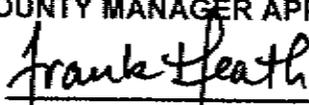
\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION  


DATE: 8/12/16

COUNTY MANAGER APPROVAL  


DATE: 8/30/16

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

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

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: PAUL THOMAS Loughlin

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

POSITION: Rec. Off

DEPT.: Sheriff

NEW EMPLOYEE EFFECTIVE DATE: 9-1-2016

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: Part Time \$14.18 hr

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.

\_\_\_\_\_ 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]

Frank Heath

DATE: 8-24-16

DATE: 8/30/16

FINANCE OFFICER

\_\_\_\_\_

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 30, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Holly Hunter

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

POSITION: Part-time

DEPT.: Elections

NEW EMPLOYEE EFFECTIVE DATE: August 30, 2016

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \$9.09

ENDING DATE OF PROBATIONARY PERIOD: August 30, 2017

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.

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

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

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DEPARTMENT RECOMMENDATION

Sydni Banks

DATE: August 30, 2016

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 8/30/16

FINANCE OFFICER

\_\_\_\_\_

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



## **Perquimans County Board of Elections**

601 A South Edenton Road Street

PO Box 336

Hertford, N.C. 27944

Phone: 252.426.5598

Fax: 252.426.5068

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Sydni Banks  
Perquimans County Board of Elections  
601A South Edenton Road St.  
PO Box 336  
Hertford, NC 27944

August 29, 2016

Sabrina Albietz  
1913 Evergreen Dr.  
Elizabeth City, NC 27909

Dear Ms. Albietz,

This letter is to inform you that as of August 29, 2016, I will no longer need your assistance in my office. The fact that you are unavailable and have shown no intention to return lead me to believe you are no longer interested in this position.

As unpredictable as my schedule can be, I need someone who can be readily available, especially this time of year, and has a consistent schedule. With a Presidential Election coming up and multiple recent law changes, it is imperative that I have an assistant that is willing to work and has ample time to give in order for me to be prepared for November.

With that being said, I enjoyed the time you spent here and I wish you well. Please return your office key as soon as possible. Thank you.

Sincerely,

Sydni B. Banks

EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 16, 2016

COUNTY OF PERQUIMANS  
PART-TIME EMS/RESCUE EMPLOYEES

NAME: Jessica Hassell Velvin SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part-Time EMT-Intermediate EMS: X RESCUE: \_\_\_\_\_

NEW EMPLOYEE EFFECTIVE DATE: September 1, 2016

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

Complete following information only if for new employee.

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

✓ 8/1/16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO  
Date CERTIFICATION (PER ATTACHED STATE CERTIFICATE OF COMPLETION).

GRADE: 66 STEP: 1 SALARY: \$15.91 per hour

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EMS DEPARTMENT RECOMMENDATION  
MANAGER APPROVAL



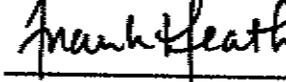
DATE: August 16, 2016

RESCUE SQUAD RECOMMENDATION

\_\_\_\_\_

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

COUNTY MANAGER APPROVAL



DATE: 8/30/16

FINANCE OFFICER

\_\_\_\_\_

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

**From:** Jonathan [mailto:jnixon@perquimanscountync.gov]  
**Sent:** Friday, August 19, 2016 3:42 PM  
**To:** Brandon Lindstrom  
**Cc:** Frank Heath; Mary Hunnicutt; Tracy Mathews; Jim Grosjean 1602; Dale Hunter 1601; Ida Harris 1648  
**Subject:** Re: Perquimans EMS

Brandon,

We understand you are not able to commit to Perquimans EMS at this time and we do accept your resignation. Please drop off your uniform shirts at the Emergency Services Building at your earliest convenience. Thanks for the service you have provided to this organization in the past.

Have a great weekend,

**Jonathan A. Nixon, Director**  
 Perquimans County Emergency Services  
 911 Communications, EMS, Emergency Management  
 159 Creek Drive  
 PO Box 563  
 Hertford, NC 27944  
 252-426-5646 or 252-426-7029 Office  
 252-331-9817 Cell  
 252-426-3306 Fax

**From:** Brandon Lindstrom <lindstrombrandon@yahoo.com>  
**To:** Jonathan <jnixon@perquimanscountync.gov>  
**Sent:** 8/19/2016 11:33 AM  
**Subject:** Re: Perquimans EMS

Jonathan,

I'm sorry you feel as if I have not been fulfilling my commitment as a part time employee with Perquimans county EMS. I have had several personal obligations that require my attention as well as a personal life to maintain and giving availability a full month in advance is hard to do when juggling a 12 hour full time rotation and other obligations. I'm sorry that this is hard to comprehend, at this time I would like to tender my resignation and, with no scheduled shifts for the month of August, it can be effective immediately.

Thanks, Brandon Lindstrom

On Aug 19, 2016, at 10:13 AM, Jonathan <jnixon@perquimanscountync.gov> wrote:

Mr. Lindstrom,

In completing the September schedule it is noted that you have submitted no availability. The last time you did submit availability was in June for the month of July. Please advise your intentions with regards to employment with our organization. Should you no longer be able to fulfill you commitment to work part-time, an email response noting your desire to resign would be appropriate.

If you would like to continue working with Perquimans EMS, you will be expected to provide availability for the October schedule via eSchedule no later than Tuesday, September 6th at 8am.

We look forward to your response,

**Jonathan A. Nixon, Director (ES-1)**  
 Perquimans County Emergency Services  
 911 Communications – EMS – Emergency Management  
 159 Creek Drive - PO Box 563  
 Hertford, NC 27944  
 252-426-5646 or 252-426-7029 Office  
 252-331-9817 Cell  
 252-426-1875 Fax

**From:** Jonathan [mailto:jnixon@perquimanscountync.gov]  
**Sent:** Thursday, August 25, 2016 3:26 PM  
**To:** 'Kim whitehurst'  
**Cc:** Jim Grosjean 1602; 'Dale Hunter 1601'; 'Frank Heath'; Mary Hunnicutt; Tracy Mathews  
**Subject:** RE: Perquimans EMS - Kim

Kim,

I completely understand your desire to spend more time with your family and we regretfully accept your resignation.

Best wishes and please do consider us should your circumstances change,

**Jonathan A. Nixon, Director (ES-1)**  
**Perquimans County Emergency Services**  
 911 Communications – EMS – Emergency Management

**From:** Kim whitehurst [mailto:kimtaffer@msn.com]  
**Sent:** Thursday, August 25, 2016 7:55 AM  
**To:** Jonathan  
**Subject:** RE: Perquimans EMS - Kim

Hey Jonathan,

Sorry I haven't gotten back to you before now. I have been extremely busy working for Dare all summer long. We have been extremely short staff and we normally work a 24 on 36 off 12 on and 36 off then 24 on then 3 days off. Well because we've been so short our chief asked everyone to turn their 12 hours shifts into a 24 hour shift. Or she would have to make it a mandatory change to our schedule. So I've been working 24 hours every other day, then picking up extra shifts in between. Therefore working 36 hours with 12 hours off then 36 more hours all summer!! Needless to say I haven't had time to work anywhere else. I've had an extremely ruff summer, call wise. Its been one really bad call after another, on top of being extremely tired! I just last Sunday had to preform CPR on a 5 year old little girl and that was extremely hard for me. I couldn't understand why I ended up with that call because it wasn't suppose to be mine. I watched her bleed to death and there was nothing I could do. I asked GOD why, why was I there, why did she have to die!!! We'll after I ran that call I went back to my ambulance where my bloody cell phone laid. I picked it up and I had a message from my 15 year old daughter, it was a picture of my 4 year old ready for church. In that moment I knew exactly why GOD put me on that call! Nothing is more important than my family!! Not money, no job, NOTHING!! With that being said I'm am going to resign with Perquimans and further more am limiting the time I work over for Dare. I simply cant do it anymore!! Thank you for the oportunity that you gave me. I met some really good people. However my family is more important. I will turn my uniform shirts and coat in as soon as I get to Hertford. Y'all take care and remember to hug your family a little tighter because u never know when their not going to be there!

Thank you

Kim Whitehurst

----- Original message -----

**From:** Jonathan <jnixon@perquimanscountync.gov>  
**Date:** August 19, 2016 at 10:05:33 AM EDT  
**To:** Kim Whitehurst <kimtaffer@msn.com>  
**Cc:** 'Frank Heath' <frankheath@perquimanscountync.gov>, Tracy Mathews <tracymathews@perquimanscountync.gov>, Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>, Jim Grosjean 1602 <jgrosjean@perquimanscountync.gov>, 'Dale Hunter' <dhunter@perquimanscountync.gov>  
**Subject:** Perquimans EMS

Ms. Whitehurst,

You have not worked for Perquimans EMS since March 2016. In completing the September schedule it is noted that again you have submitted no availability. Please advise your intentions with regards to employment with our organization. Should you no longer be able to fulfill you commitment to work part-time, an email response noting your desire to resign would be appropriate.

If you would like to continue working with Perquimans EMS, you will be expected to provide availability for the October schedule via eSchedule no later than Tuesday, September 6th at 8am.

We look forward to your response,

Jonathan A. Nixon, Director (ES-1)  
 Perquimans County Emergency Services  
 911 Communications – EMS – Emergency Management  
 159 Creek Drive - PO Box 563  
 Hertford, NC 27944  
 252-426-5646 or 252-426-7029 Office  
 252-331-9817 Cell  
 252-426-1875 Fax

EMPLOYMENT ACTION FORM

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

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Howard Williams

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

POSITION: Recreation Director

DEPT.: Recreation

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.

9/1/16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 70 STEP: 9 SALARY: \$47,969

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: \_\_\_\_\_

Anak Heath  
DATE: 8/17/16

FINANCE OFFICER

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

EMPLOYMENT ACTION FORM

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

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jacqueline S. Frierson

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

POSITION: Register of Deeds

DEPT.: Register of Deeds

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.

9/1/16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 70 STEP: 7 SALARY: \$45,685

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

\_\_\_\_\_

*Frank Heath*

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

DATE: 8/17/16

FINANCE OFFICER

\_\_\_\_\_

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 29, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Anthony Johnson

SOC. SEC. NO.:

POSITION: 911 Shift Supervisor

DEPT.: 911 Communicatians

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.

9-1-16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 62 STEP: 8 SALARY: \$32,929 Annually

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: 8-29-16

[Signature: Frank Heath] DATE: 8/30/16

FINANCE OFFICER

DATE:

EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 29, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kay Hall

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

POSITION: Social Worker II

DEPT.: Social Services

① NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_  
 GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_  
 ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

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

① JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

① \_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
 Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
 GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

① \_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP  
 Date RAISE. (YEAR      2      3      4)  
 GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

① \_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-  
 Date TIONARY PERIOD.

① 9-1-2016 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
 Date GRADE: 67 STEP: 6 SALARY: \$ 39,078

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

Suzan M Chaney  
 DATE: 8/29/16

COUNTY MANAGER APPROVAL

Frank Heath  
 DATE: 8/30/16

FINANCE OFFICER

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



EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 29, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Shannon Howell

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

POSITION: Social Worker IA&T

DEPT.: Social Services

① NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

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

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

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

① JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

① \_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

① \_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

① \_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

① 9-1-2016 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP RAISE. Date GRADE: 70 STEP: 4 SALARY: \$ 42,475

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

Suzanne M Chaney  
DATE: 8/29/16

COUNTY MANAGER APPROVAL

Frank Heath  
DATE: 8/30/16

FINANCE OFFICER

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 29, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Gwen Hudson

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

POSITION: Income Maintenance Supervisor

DEPT.: Social Services

① NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

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

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

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

① JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

① \_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

① \_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

① \_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

① 9-1-2016 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP/MERIT RAISE.

Date GRADE: 67 STEP: 5 SALARY: \$ 38,127

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: 8-29-16

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 8/30/16

FINANCE OFFICER

\_\_\_\_\_

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 29, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Pam Midgett

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

POSITION: IMC III

DEPT.: Social Services

① NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_  
 GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_  
 ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

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

① JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

① \_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
 Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
 GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

① \_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP  
 Date RAISE. (YEAR      2      3      4)  
 GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

① \_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-  
 Date TIONARY PERIOD.

① 9-1-2016 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP RAISE.  
 Date GRADE: 65 STEP: 3 SALARY: \$ 33,251

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: 8/29/16

COUNTY MANAGER APPROVAL

Frank Heath  
 DATE: 8/30/16

FINANCE OFFICER

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

EMPLOYMENT ACTION FORM

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

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sydni Banks

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

POSITION: Director of Elections

DEPT.: Elections

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

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

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

CURRENT: GRADE: 64 STEP: 4 SALARY: \$32,615

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.

9/1/2016 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 64 STEP: 5 SALARY: \$33,410

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

*Dennis Taylor*

*Frank Heath*

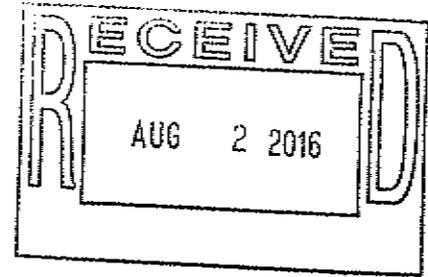
DATE: 08/24/16

DATE: 8/30/16

FINANCE OFFICER

\_\_\_\_\_

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



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

CAMDEN

CHOWAN

CURRITUCK

DARE

GATES

HYDE

PASQUOTANK

PERQUIMANS

TYRRELL

WASHINGTON

COLUMBIA

CRESWELL

DUCK

EDENTON

ELIZABETH CITY

GATESVILLE

HERTFORD

KILL DEVIL HILLS

KITTY HAWK

MANTEO

NAGS HEAD

PLYMOUTH

ROPER

SOUTHERN SHORES

WINFALL

Dear Mr. Heath:

**Senate Bill 479 (G.S. 143 B-181.55)** enacted on July 24, 1993 authorized creation of the Senior Tar Heel Legislature to provide information and education to senior citizens on the legislative process and matters being considered by the NC General Assembly. This body of individuals is made of up a Delegate and Alternate from each of the 100 counties in the State of North Carolina. The STHL meets three (3) times per year in Raleigh to discuss and advocate for issues or legislation effecting the senior population in North Carolina, additionally, they receive updates from the Governor's office and the Division of Aging and Adult Services (DAAS) on special initiatives or programs throughout the state.

Lillian Holman currently serves as Perquimans County's STHL Delegate. Perquimans County has not appointed an Alternate Delegate for a number of years. Alternate Delegates are extremely important for the county to ensure the older adults of Perquimans County are well represented in Raleigh.

I am requesting that Perquimans County considering appointing Darlene Harrell as the Alternate Delegate to serve on the Senior Tar Heel Legislature, representing Perquimans County. Ms. Harrell spent over 30 years working with older adults in the Albemarle region and advocating for their needs. Ms. Harrell's contact information is below:

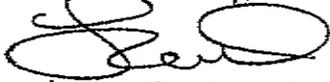
Darlene Harrell  
384 Woodland Church Rd., Hertford  
252-340-0880

Travel expenses are paid by the county, which includes mileage, hotel stay for one night and meals, three times per year. The Area Agency on Aging will transport members from our Hertford office as

needed. If this poses a problem for the county, please feel free to contact me to discuss further.

I hope that you will agree that Ms. Harrell would serve as a great advocate for older adults residing in your county. I am requesting that the Board of Commissioners consider appointing Ms. Harrell as the Senior Tar Heel Legislature Alternate Delegate for Perquimans County. I believe that Ms. Harrell would serve the county well in this capacity. Should you have any questions, please feel free to contact me via e-mail at [lalvarico@albemarlecommission.org](mailto:lalvarico@albemarlecommission.org) or via telephone at 252-426-5753 ext 224.

Most sincerely,



Laura Alvarico, Director  
Albemarle Commission Area Agency on Aging

**STATEMENT OF INTEREST TO SERVE**

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

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

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

- 1. Senior Tarheel Delegate Legislature \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

Your full name Darlene G. Harrell

Date of Birth 3/08/1954

Mailing Address 384 Woodland Church Road

City and Zip Code Hertford, N. C. 27944

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone 252-340-0880

Current Job Title Retired

Company or Agency Albemarle Commission

Email Address leneharrell@yahoo.com

Do you live in the county?                      Yes                       No

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

**Educational Background** Graduate College of the Albemarle  
Elizabeth City State University

**Work Experience** Nutrition Program Director for the Albemarle Commission for 30 years

**Prior Board/Committee Experience** \_\_\_\_\_

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

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

Darlene G. Harrell  
Signature

August 4, 2016  
Date

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

**Mary Hunnicutt**

---

**From:** Hodges, Nancy <nancy.hodges@ncdps.gov>  
**Sent:** Monday, August 29, 2016 1:08 PM  
**To:** Mary Hunnicutt  
**Cc:** gailwh@hotmail.com  
**Subject:** Additional JCPC member in Perquimans

Hey there, happy Monday.

There's been a reassignment of court counselor to Perquimans County and we need to add Markeeta Littlejohn to the JCPC roster of attendees as an at-large member if possible.

As this council operates as part of an interagency council, just wanted to check with you before I confirm anything with her.

Thanks and hope you have a great week.

"Life can only be understood backwards; but it must be lived forwards." Soren Kierkegaard

Nancy Hodges, Area Consultant  
NC Department of Public Safety  
Division of Adult Correction & Juvenile Justice  
Community Programs  
2241 Dickinson Avenue  
Greenville, NC 27834

252-947-1565 (Cell)  
252-355-9013 (Office)  
252-439-1807 (Fax)

---

Email correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized state official.

### STATEMENT OF INTEREST TO SERVE

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

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

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

1. Nursing Home Advisory Committee
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name Joan Annette Harris Mansfield

Date of Birth December 28, 1941

Mailing Address 436 Ocean Hwy N

City and Zip Code Hertford NC 27944-9422

Home Phone 252-404-1212 Work Phone \_\_\_\_\_ Cell Phone 252 426 5265

Current Job Title Retired

Company or Agency \_\_\_\_\_

Email Address Joan a mansfield @ gmail.com

Do you live in the county? Yes  No

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

Educational Background Some College; CET; AAT

High School: Elizabeth City; AmeriCorp - Parks and

Signs; Community Management; NC Realtor Contract;

Work Experience First Choice Realtor - Contracts & Rental; Sign

Company & Arts; Americorps; Trophy & Gift Store Management;

Perq. Farm Bureau Insurance; Contract & Manage in Albemarle Plantation

Prior Board/Committee Experience UMC Council; Perquimans County Food Pantry;

Albemarle Community Management Office; Winton Town

Council; United Methodist Leadership; Community Management Cert.

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

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

Joan A. Mansfield  
 Signature

August 8, 2016  
 Date

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

**AMH Grant RESOLUTION OF SUPPORT - COUNTY****Board of Commissioners  
Perquimans County****Resolution**

A RESOLUTION to the extent permitted by law, Authorizing Participation in the North Carolina Department of Environmental Quality, Abandoned Mobile Home Cleanup Grant Program.(AMH program)

The Board of Commissioners of Perquimans County met in a regular session on the 6<sup>th</sup> day of **September, 2016** in the Commissioners Room of the Perquimans County Board of Commissioners with the following members present:

<input type="checkbox"/> Chair	Janice McKenzie Cole
<input type="checkbox"/> Vice Chairman	Kyle Jones
<input type="checkbox"/> Board Member	Matthew Peeler
<input type="checkbox"/> Board Member	Edward Muzzulin
<input type="checkbox"/> Board Member	Fondella Leigh
<input type="checkbox"/> Board Member	Wallace Nelson

\_\_\_\_\_ moved for adoption of the following Resolution:

WHEREAS, on the 6<sup>th</sup> day of **SEPTEMBER, 2016** the Board of Commissioners of **Perquimans County** received a request from **Ernie Swanner** as Code Enforcement Officer **and Virgil Parrish** as Inspection Department Head, for support of their application to the State of North Carolina, Department of Environmental Quality for reimbursement grant funding for developing an Abandoned Manufactured Homes Cleanup Program in Perquimans County.

**BRIEF SUMMARY:**

- Apply for a planning grant for \$2500 for expenses (dedicated computer, software, database, AMH mapping, equipment and supplies, time and fuel.)
- County provide for these expenses now, to be reimbursed after six months.
- Apply for a two year cleanup grant for \$12,000 within one year from issue of planning grant.
- County provide for cleanup of eight units within two years and receive reimbursement upon completion.
- Apply for next \$12,000 cycle with same conditions.

WHEREAS, the Board of Commissioners of Perquimans County have reviewed this request and determined that certain aesthetic regulations are necessary and in the public interest in order to prevent land uses which are inharmonious or incongruent with the existing visual character of areas within the jurisdiction of the County of Perquimans; and The County of Perquimans has determined that aesthetic and appearance regulations are necessary and beneficial to The County of Perquimans and its citizens in that such regulations will protect property values, promote tourism, at least indirectly protect public health and safety, preserve the character and integrity of neighborhoods and the general community, and promote the comfort, happiness, and emotional stability and general welfare of all citizens.

WHEREAS, be it resolved that all formal actions of the board relating to the adoption of this resolution were taken in an open meeting of the board in compliance with all legal requirements.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners of Perquimans County supports the above application.

\_\_\_\_\_ seconded the motion and the roll was called. The vote was as follows:

**ROLL CALL VOTE:**

<u>Name</u>	<u>Vote</u>
Janice McKenzie Cole - Chair	Yes ____ No ____;
Kyle Jones - Vice Chairman	Yes ____ No ____;
Matthew Peeler - Member	Yes ____ No ____;
Edward Muzzulin - Member	Yes ____ No ____;
Fondella Leigh - Member	Yes ____ No ____;
Wallace Nelson - Member	Yes ____ No ____;

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

ATTEST: I hereby certify that this resolution authorizing Participation in the Abandoned Mobile Home Cleanup Grant Program is a true and exact copy of the resolution adopted by the Board of County Commissioners on the 6<sup>th</sup> day of September, 20 16.

\_\_\_\_\_  
Mary Hunnicutt, Clerk  
Board of County Commissioners  
Perquimans County, North Carolina

Author: AMH Resolution  
Ernest Swanner – Code Enforcement Officer



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

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

**PERQUIMANS COUNTY  
TAX DEPARTMENT**

**AUGUST 2016- ENFORCED COLLECTIONS**

**PAYMENT AGREEMENTS: \$10,797.76**

**GARNISHMENTS: \$6,107.92**

**DEBT SETOFFS: \$1,000.00**



Steven W. Troxier  
Commissioner

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



Scott Bissette  
Assistant Commissioner

N. C. Forest Service  
861 Berea Church Road  
Elizabeth City, NC 27909

July 13, 2016

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

Dear Mr. Heath:

Enclosed you will find three copies of the 2016-2017 County Cooperative Agreement with The North Carolina Forest Service. Please sign all three copies and return them in the enclosed self-addressed stamped envelope.

We will forward them to the NCDA&CS Chief Deputy Commissioner, David Smith. After he has signed them, a copy will be mailed to you for your records.

Thank you for your cooperation.

Sincerely,

Michael Petruncio  
District Forester

MP/tl

Enclosures

## STATE OF NORTH CAROLINA

Department of

Agriculture and Consumer Services

\$130,106.00  
Total Cooperative Appropriation

\$ 84,569.00 65%  
State

\$ 45,537.00 35%  
County

AGREEMENT FOR THE PROTECTION, DEVELOPMENT AND IMPROVEMENT  
OF FOREST LAND IN PERQUIMANS COUNTY, NORTH CAROLINA

THIS AGREEMENT, made under authority of "An act to authorize Counties to cooperate with State in Forest Protection, Reforestation and promotion of Forest Management," (Section 106-59 of the general Statutes of North Carolina - 1943), and also under authority of another Section of the General Statutes, namely Section 106-54, by the North Carolina Department of Agriculture & Consumer Services (hereinafter Called the Department), party of the first part, and the Board of Commissioners of **PERQUIMANS COUNTY** in the State of North Carolina (hereinafter called the Board), party of the second part, witnesseth:

That WHEREAS the said Board, recognizing the need for active forest protection, development, reforestation, management and improvement in **PERQUIMANS COUNTY**, has accepted the offer of the Department for cooperation in accomplishing this object:

Now THEREFORE, in consideration of the mutual covenants hereinafter set forth, the said parties contract and agree to maintain a legally appointed and equipped Forest Ranger organization in said county at the joint cost of the State and County, insofar as the joint funds will permit, as follows:

Part I. THE DEPARTMENT AGREES:

1. To select, employ and appoint, after consultation with the Board, a County Forester or County Forest Ranger for the purposes of controlling forest fires in said County; for detecting and extinguishing fires that break out; for investigating the origin of forest, woodland and field fires; for enforcing State forest fire laws; for taking such preventative measures, educational and otherwise, as shall seem necessary to prevent forest fires; for developing and improving the forests through reforestation promotion and practice of Forest Management practices; and for protection from insects and diseases.

2. To furnish to each Forester or Forest Ranger so employed a badge of office, stationery and report forms, instructional posters for use in the County, leaflets for distributing to landowners and others; to purchase necessary equipment, communication systems, and other Forestry improvements deemed necessary insofar as the joint funds will permit.

3. To pay the Forester or Forest Ranger for all official services rendered, at a fair rate of pay. Rates of pay are to be established by the Department in accord with existing State salary schedules.

4. To direct supervise, instruct, and inspect, through its agents, the work and conduct of the Forester or Forest Ranger, to discipline and, when necessary, discharge such Forester or Forest Ranger.

5. To submit to the Board of Commissioners monthly (or at other mutually satisfactory intervals) an itemized statement of all monies to be paid by the County and those paid by the Department for proper conduct of the work within said County.

6. To make available annually from State, Federal, and other funds allotted to it, the sum of **Eighty-four thousand, five hundred sixty-nine dollars (\$84,569.00)**, as its share of an annual budget of \$ 130,106.00 for carrying the work in said County.

Part II. THE BOARD AGREES:

1. To pay to the Department **35%** of the total cost of the Forester or Forest Ranger salaries and expenses and of other proper expenditures made in connection with the over-all Forestry program in said County, upon receipt and consequent approval of the periodic statements submitted by the Department.

2. To appropriate annually the sum of **Forty-five thousand five hundred thirty-seven dollars (\$45,537.00)** which sum shall be available for expenditure under the terms of this Agreement, and shall represent the County's share of the annual budget.

Part III. IT IS EXPRESSLY AGREED AND UNDERSTOOD BY BOTH PARTIES:

1. That this Agreement becomes effective **July 1, 2016**.

2. That the annual appropriations as set forth above may be revised by mutual agreement between the Department and the Board, based on the amount of annual appropriation desirable for the proper conduct of the Forestry work, such revision to become effective at the beginning of a given Fiscal Year. Any unused balance of County funds remaining at the end of a Fiscal Year shall revert to said County unless otherwise mutually agreed upon by both parties.

3. That the Board reimburse the Department as provided in Part II, Item 1, by forwarding a county voucher drawn in favor of the Department for the amount of the County's share of expenditures as set forth in the Department's periodic statement to the Board. That such payments be made by the Board within thirty days following receipt of the Department's billing.

4. That title to all improvements and equipment purchased and/or constructed in connection with this agreement will rest with the Department; such materials or their equivalent will remain in the County as long as this agreement is in effect, or as long as they are needed by the Department for the proper conduct of the work therein.

5. That the Forester or Forest Ranger periodically or at the request of the Board, shall present to the Board statements of the work being done within the County, so that said Board may be fully informed at the times regarding the Forestry finances and activities within the County.

IN WITNESS WHEREOF, the said parties do hereunto affix their names and seals upon the date herein below specified.

For the Board of County Commissioners of **PERQUIMANS COUNTY**.

Date \_\_\_\_\_ Chairman

For the County

Provisions for the payment of the monies to fall due under this Agreement have been made by appropriation duly made or by bonds or notes duly authorized, as required by the "County Fiscal Control Act."

Date \_\_\_\_\_ County Finance Officer

For the North Carolina Department of Agriculture and Consumer Services

Date \_\_\_\_\_ Signature

N. David Smith, Chief Deputy Commissioner Title



July 1, 2016

Ms. Tracy Mathews  
Perquimans County Finance Officer  
128 N. Church  
County Courthouse  
Hertford, North Carolina 27944

Dear Ms. Mathews:

MAXIMUS Consulting Services, Inc. is pleased to submit the attached Contract. You may return the Contract by e-mail or USPS. Instructions for both are provided below.

**E-mail Return**

Scan the signed document to [FSC-Operations@MAXIMUS.com](mailto:FSC-Operations@MAXIMUS.com). We will return a fully executed scan to the e-mail address from which it was received or an alternate provided by the County.

**USPS**

If you require an original hard copy of the fully executed Contract sign and return via regular mail to:

MAXIMUS Consulting Services, Inc.  
Shared Services Center  
CONTRACTS  
808 Moorefield Park Drive, Suite 205  
Richmond, VA 23236

MAXIMUS will return the document to the address noted in the amendment unless otherwise instructed. Please provide a contact name to receive the package.

We look forward to continuing our work with the Perquimans County.

Sincerely,

Nelson H. Clugston  
Vice President  
MAXIMUS Consulting Services, INC.

NHC/tn

Attachment - Contract

**AGREEMENT TO PROVIDE  
PROFESSIONAL CONSULTING SERVICES**

THIS AGREEMENT (this "Agreement") is entered into by and between **MAXIMUS Consulting Services, Inc.** ("Consultant"), and **Perquimans County, North Carolina** ("Client"). In consideration of mutual promises and covenants, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Scope of Services. Consultant shall perform the services detailed in Exhibit A, attached and incorporated by reference as if fully set forth herein (the "Services"), in a professional and workmanlike manner consistent with the typical standards of the industry.
2. Term. This Agreement shall commence on July 1, 2016 ("Effective Date") and shall remain in effect until April 15, 2019 or until completion of, and payment in full for, the Services specified in Exhibit A, whichever occurs first. The parties may mutually agree to extend this Agreement for two additional one year periods, pursuant to an amendment duly signed by both parties.
3. Compensation. Client shall pay Consultant a fee for services rendered as set forth in Exhibit B, attached and incorporated by reference as if fully set forth herein.
4. Termination.
  - a. Termination for Cause. Upon material breach of the terms of this Agreement, the non-breaching party shall provide written notice to the breaching party specifying the nature of the default. The breaching party shall have a minimum of 30 days from the date of receipt to cure any such default prior to the effective date of termination.
  - b. Termination for Convenience. Either party may terminate this Agreement without cause upon 60 days' prior written notice to the other. In the event Client terminates this Agreement, Client shall reimburse Consultant for all reasonable costs incurred by Consultant due to such early termination.
  - c. Rights Upon Termination. Upon termination for whatever reason and regardless of the nature of the default (if any), Client agrees to pay Consultant in full for all Services provided to Client under this Agreement, or any amendment thereto, as of the effective date of termination of the Agreement.
5. Data Accuracy. Consultant shall provide guidance to the Client in determining the data required. The Client represents that all financial and statistical information provided to Consultant by Client, its employees and/or agents is accurate and complete to the best of Client's knowledge. The Client further acknowledges and agrees that Consultant shall be entitled to rely upon the accuracy and completeness of the data to perform the Services. Client shall provide all such data in a timely manner sufficient to allow Consultant to provide the Services. Consultant shall have no liability to Client whatsoever if Client provides incomplete or inaccurate data or provides data in an untimely manner.
6. Records and Inspections. Consultant shall maintain full and accurate records with respect to all matters covered under this Agreement for 6 years after the completion of the Services. During such period, Client shall have the right to examine and audit the records and to make transcripts therefrom. Client shall provide 30 days' prior written notice of its intent to inspect or audit any such records and shall conduct such inspection or audit only during Consultant's normal business hours and no more than once every six months. Any employee, consultant, subcontractor or agent

of Client granted access to such records shall execute a non-disclosure agreement prior to being granted access.

7. Copyright for Consultant's Proprietary Software. To the extent that the Services provided by Consultant are generated by Consultant's proprietary software, nothing contained herein is intended nor shall it be construed to require Consultant to provide such software to Client. Client agrees that it has no claims of ownership, including copyright, patents or other intellectual property rights to Consultant's software. Nothing in this Agreement shall be construed to grant Client any rights to Consultant's materials created prior to the execution of this Agreement. All of the deliverables under this Agreement are specifically set out in Exhibit A.
8. Insurance. Consultant shall maintain customary general liability insurance in the amounts of \$1,000,000 per occurrence / \$2,000,000 annual aggregate, workers' compensation insurance including employer's liability in the amount of \$1,000,000, automobile liability insurance in the amount of \$1,000,000, and professional liability insurance in the amount of \$1,000,000.
9. Indemnification. To the extent allowed by law, Consultant shall defend, indemnify and hold harmless the Client from and against any and all third-party claims and resulting proven direct damages, liabilities and costs (including reasonable attorneys' fees) to the extent proximately caused by the negligent actions or willful misconduct of Consultant, its employees or agents. Consultant shall not be responsible for any damages, liabilities or costs resulting from the negligence or willful misconduct of the Client, its employees, consultants, or agents or any third party.
10. Limitation of Liability. Client agrees that Consultant's total liability to Client for any and all damages whatsoever arising out of, or in any way related to, this Agreement from any cause, including but not limited to negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not, in the aggregate, exceed \$8,700.00.

In no event shall Consultant be liable for indirect, special, incidental, economic, consequential or punitive damages, including but not limited to lost revenue, lost profits, replacement goods, loss of technology rights or services, loss of data, or interruption or loss of use of software or any portion thereof regardless of the legal theory under which such damages are sought even if Consultant has been advised of the likelihood of such damages, and notwithstanding any failure of essential purpose of any limited remedy.

Any claim by Client against Consultant relating to this Agreement must be made in writing and presented to Consultant within one (1) year after the date on which Consultant completes performance of the Services specified in this Agreement.

11. Consultant Liability if Audited. Consultant shall, upon notice of audit, make work papers and other records available to the auditors. Consultant's sole responsibility under an audit shall be to provide reasonable assistance to Client through the audit and to make changes to the work product required as a result of the audit. Consultant shall not be liable for any audit disallowances or any missed or lost revenue associated with, or related to, the Services, regardless of cause.
12. Notices. Any notice of default, in accordance with section 4(a) of this Agreement, shall be delivered by certified mail or overnight courier. Any other notices, bills, invoices, or reports required by this Agreement shall be sufficient if sent by the parties via email or in the United States mail, postage paid, to the address noted below:

Perquimans County Finance Office  
 128 N. Church  
 County Courthouse  
 Hertford, North Carolina 27944  
 252.426.8484

MAXIMUS Consulting Services, Inc.  
 808 Moorefield Park Drive, Suite 205  
 Richmond, VA 23236  
 804.323.3535  
[fsc-operations@maximus.com](mailto:fsc-operations@maximus.com)

Such notice shall be deemed delivered same day if sent via email or 5 days after deposit in the U.S. mailbox.

13. Changes. The terms and conditions of this Agreement, including all attached and incorporated Exhibits, may be changed only by written agreement signed by both parties.
14. Miscellaneous.
- a. If Consultant is requested or authorized by Client, or is required by government regulation, a regulatory agency, subpoena, or other legal process, to produce Consultant deliverables, documents, records, working papers, or personnel for testimony or interviews with respect to this Agreement or any services provided hereunder, Client will reimburse Consultant without limitation for all Consultant time and expenses, including, but not limited to, attorneys' fees, court costs and travel expenses, incurred in responding to such requests whether incurred by Consultant employees, consultants, contractors or agents. The foregoing does not diminish or negate Consultant's obligation to negotiate and defend all cost allocation plans and State mandated cost claims as specifically provided for under the Description of Services contained in Exhibit A.
  - b. Consultant specifically disclaims all warranties, express or implied, including, but not limited to, the warranties of merchantability and fitness for a particular purpose.
  - c. Consultant reserves the right to subcontract the Services. Consultant agrees to notify Client in writing of any such subcontracts.
  - d. There are no third-party beneficiaries to this Agreement and nothing in this Agreement shall be construed to provide any rights or benefits to any third-party.
  - e. The parties intend that Consultant, in performing the Services specified in this Agreement shall act as an independent contractor and shall have full control of the work and the manner in which it is performed. Consultant and its employees are not to be considered agents or employees of Client for any purpose.
  - f. In the event that any provision of this Agreement is held to be invalid, illegal or unenforceable for any reason, this Agreement will continue in full force and effect without said provision, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby, and this Agreement will be interpreted to reflect the original intent of the parties insofar as possible.
  - g. The titles of the sections, subsections, and paragraphs set forth in this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this Agreement.
  - h. This Agreement and any additional or supplementary document or documents incorporated by specific reference contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

- i. Neither party shall be liable by reason of any failure or delay in the performance of its obligations on account of strikes, shortages, riots, insurrection, fires, flood, storm, explosions, earthquakes, acts of God, war, governmental action, labor conditions, material shortages or any other cause which is beyond the reasonable control of such party.
- j. Each individual signing this Agreement certifies that (i) he or she is authorized to sign this Agreement on behalf of his or her respective organization, (ii) such organization has obtained all necessary approvals to enter into this Agreement, including but not limited to the approval of its governing board, and (iii) when executed, this Agreement is a valid and enforceable obligation of such organization.
- k. Waiver by either party of a breach of any provision of this Agreement or the failure by either party to exercise any right will not operate or be construed as a waiver of any subsequent breach of that provision or as a waiver of that right.

IN WITNESS WHEREOF, Client and the Consultant have executed this Agreement as of the date last written below.

**Perquimans County, North Carolina**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**MAXIMUS Consulting Services, Inc.**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**EXHIBIT A**  
**Scope of Services**  
**NC CO Perquimans CAP 15-17**

Description of Services:

- a) Development of a central services cost allocation plan, which identifies the various cost incurred by the County to support and administer programs that provide services directly to citizens. This plan will contain a determination of the allowable cost of providing each supporting services such as purchasing, legal counsel, disbursement processing, etc.
- b) Prepare indirect cost proposals for federal grants as necessary.
- c) Negotiation, of the completed cost allocation plan, with the representatives of the State or federal government, whichever is applicable.

**EXHIBIT B**  
**Compensation**  
**NC CO Perquimans CAP 15-17**

For Services provided as set forth in Exhibit A, Client agrees to pay Consultant compensation in the amount of Eight Thousand Seven Hundred dollars (\$8,700)

Consultant will render to Client one or more invoices for the fees specified herein, with payment due thirty (30) days after the invoice date.

Fiscal Year 2015	\$2,900
Fiscal Year 2016	\$2,900
Fiscal Year 2017	\$2,900

1998 Ford Crown Victoria Police Interceptor - GovDeals.com

<https://www.govdeals.com/index.cfm?fa=Main.Item&itemid=13&ac...>

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August 31, 2016, 10:06 AM ET P1C

## 1998 Ford Crown Victoria Police Interceptor

[More media](#)

Year	Make/Brand	Model	VIN/Serial	Miles	Title Restriction
1998	Ford	Crown Victoria	2FAPP71W9WX174215	174,000	No

Condition	Category	Inventory ID
See Description	Automobiles	EMS

1998 Ford Crown Victoria Police Interceptor SEDAN 4-DR, 4.6L V8 SOHC 18V. VEHICLE DOES NOT RUN; HAS A MAJOR OIL LEAK. VEHICLE WAS MAINTAINED ON A REGULAR SCHEDULE BY PERQUIMANS COUNTY. EXTERIOR - SILVER, SOME EMERGENCY EQUIPMENT, IF THE WINNING BIDDER IS OTHER THAN A GOVERNMENT AGENCY, ALL LIGHTS & SIRENS WILL NEED TO BE REMOVED BY THE WINNING BIDDER PRIOR TO RELEASE OF THE VEHICLE & WILL NOT BE INCLUDED IN THIS SALE. VEHICLE HAS MISCELLANEOUS DINGS, DENTS & SCRATCHES. INTERIOR - BLUE CLOTH FRONT SEATS; FAIR CONDITION FOR AGE; REAR VINYL SEAT. EQUIPPED WITH POWER WINDOWS & POWER DOOR LOCKS; AC INCLUDED. VEHICLE HAS 174,000 MILES ON ODOMETER. ALL TIRES HOLD AIR. ONLY ITEM DESCRIBED HEREIN IS INCLUDED IN SALE REGARDLESS OF WHAT ELSE IS PICTURED. UNDER NO CIRCUMSTANCES WILL PERQUIMANS COUNTY ASSUME RESPONSIBILITY FOR PACKING, LOADING OR SHIPPING.

### » Seller Information

[Ask a question](#)

Seller Name: Perquimans County, NC

Asset Contact: [Helen Hunter](#) (Phone: 252-426-8484)

Asset Location: 107 N Front St

Hertford, North Carolina 27944

[Map to this location](#)

ADDENDUM II

Owner: Perquimans County and the Towns of Hertford and Winfall, North Carolina  
 Provider: Unified Recovery Group, LLC  
 Contract: Agreement for Debris Management and Removal Services dated July 2, 2012  
 Subject: One year extension of Contract

As required in paragraph III of the above mentioned contract titled, "Agreement for Debris Management and Removal Services", by and between Perquimans County, North Carolina, the Town of Hertford, North Carolina and the Town of Winfall, North Carolina, referred as the "Owner" and Unified Recovery Group, LLC, referred as the "Provider", mutually agree to extend the contract for the period of one year. The parties also agree that in the event a Notice To Proceed is issued, all contractual obligations shall be assigned to and performed by GreenCo Services, LLC, PO Box 111, Foley, AL 36536 with a physical location of 21602 Doc McDuffie Rd., Foley, AL 36535.

IN WITNESS WHEREOF, the parties have set their hands and seals on this \_\_\_\_ day of \_\_\_\_\_, 2016.

Perquimans County, North Carolina, OWNER  
 By and through its \_\_\_\_\_

Attest:

\_\_\_\_\_

\_\_\_\_\_

Town of Hertford, North Carolina, OWNER  
 By and through its \_\_\_\_\_

Attest:

\_\_\_\_\_

\_\_\_\_\_

Town of Winfall, North Carolina, OWNER  
 By and through its \_\_\_\_\_

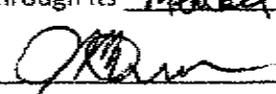
Attest:

\_\_\_\_\_

\_\_\_\_\_

Unified Recovery Group, LLC, PROVIDER  
 By and through its Member \_\_\_\_\_

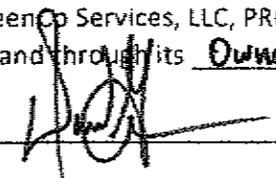
Attest:

  
 \_\_\_\_\_

  
 \_\_\_\_\_

GreenCo Services, LLC, PROVIDER  
 By and through its Owner \_\_\_\_\_

Attest:

  
 \_\_\_\_\_

  
 \_\_\_\_\_

**Memorandum of Understanding For Use of Sentara Albemarle Medical Center As The Perquimans County Temporary Morgue**

This Memorandum of Understanding (MOU) is by and between Sentara Albemarle Medical Center, 1144 North Road Street, Elizabeth City, NC and the County of Perquimans, 159 Creek Drive, Hertford, NC.

**WHEREAS**, Pursuant to North Carolina G.S. § 130A-381 each county shall provide for an appropriate facility where bodies can be stored pending a decision on death investigation, examination by the medical examiner, transportation to an autopsy facility, notification of next of kin, or arrangements for final disposition,

**WHEREAS**, Sentara Albemarle Medical Center, located in the Albemarle community, partners with local governments in providing comprehensive emergency services to the community and has in the past given verbal agreement for the use of Sentara Albemarle Medical Center's morgue and is currently providing the area for this use,

**WHEREAS**, the designated location of a "county morgue" must be provided to the North Carolina Department of Health and Human Services, Office of Chief Medical Examiner,

The parties hereby agree to the following:

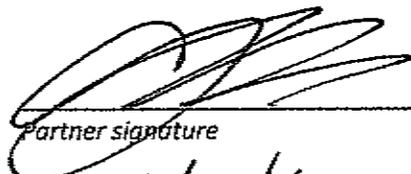
1. Sentara Albemarle Medical Center will provide temporary storage of bodies at their facility pending a decision on death investigation, examination by the medical examiner, transportation to an autopsy facility, notification of next of kin, or arrangements for final disposition.
2. The Hospital morgue will be used to store bodies whose deaths are under Medical Examiner jurisdiction as well as those bodies whose natural deaths do not fall under Medical Examiner jurisdiction.
3. In the event the number of bodies being stored in the Hospital morgue should exceed its capacity, the County will assist in finding alternative resources to expand the storage capacity.
4. Nothing in this MOU shall alter the Parties' respective responsibilities under N.C. Gen. Stat. Chapter 130A, Article 16 (Postmortem Investigation and Disposition, N.C. Gen. Stat. §130A-377 through N.C. Gen. Stat. § 130A-421) or under 10A NCAC 44.0101 through 10A NCAC 44.0501.

This MOU shall become effective upon signature by authorized officials from Sentara Albemarle Medical Center and the County of Perquimans and will remain in effect until terminated by one or both of the partners or modified by mutual consent."

This Memorandum of Understanding (MOU) is made and entered into as of this 6<sup>th</sup> day of July, 2016

**Contact Information**

Partner name: Sentara Albemarle Medical Center  
Position: Coleen Santa Ana, President  
Address: 1144 N. Road St.  
Elizabeth City, NC 27909  
Telephone: 252-335-0531  
E-mail: jhammond@albemarlehealth.org

  
\_\_\_\_\_  
Partner signature  
07/05/16  
\_\_\_\_\_  
Date

Partner name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

\_\_\_\_\_  
Partner signature  
\_\_\_\_\_  
Date

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## NACo Prescription Drug Discount Card Program

### PERQUIMANS COUNTY, NC

		% OF PLAN		% OF RETAIL		AVERAGE MEMBER		RETAIL	AVERAGE	AVERAGE		% OF	TOTAL
		TOTAL	PRICED	PLAN	RETAIL	MEMBER	MEMBERS	SUBMITTED	RETAIL	PRICE	PRICE	PRICE	UTILIZERS
		PRICE	PRICE	PRICE	PRICE	COST	COST	PRICE	PRICE	SAVINGS	SAVINGS	SAVINGS	
<b>2016</b>													
JULY	3	2	66.67%	1	33.33%	\$ 53.24	\$ 17.75	\$ 91.05	\$ 30.35	\$ 37.81	\$ 12.60	41.53%	2
JUNE	2	0	0.00%	2	100.00%	\$ 49.55	\$ 24.78	\$ 49.55	\$ 24.78	\$ 0.00	\$ 0.00	0.00%	1
MAY	1	0	0.00%	1	100.00%	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 0.00	\$ 0.00	0.00%	1
APRIL	1	1	100.00%	0	0.00%	\$ 30.00	\$ 30.00	\$ 41.09	\$ 41.09	\$ 11.09	\$ 11.09	26.99%	1
FEBRUARY	3	1	33.33%	2	66.67%	\$ 84.56	\$ 28.19	\$ 86.25	\$ 28.75	\$ 1.69	\$ 0.56	1.96%	2
<b>2015</b>													
OCTOBER	4	1	25.00%	3	75.00%	\$ 90.42	\$ 22.61	\$ 127.54	\$ 31.89	\$ 37.12	\$ 9.28	29.10%	2
SEPTEMBER	2	0	0.00%	2	100.00%	\$ 47.93	\$ 23.97	\$ 47.93	\$ 23.97	\$ 0.00	\$ 0.00	0.00%	1
JUNE	5	1	20.00%	4	80.00%	\$ 78.06	\$ 15.61	\$ 101.18	\$ 20.24	\$ 23.12	\$ 4.62	22.85%	1
MAY	1	1	100.00%	0	0.00%	\$ 9.60	\$ 9.60	\$ 13.93	\$ 13.93	\$ 4.33	\$ 4.33	31.08%	1
APRIL	1	1	100.00%	0	0.00%	\$ 28.71	\$ 28.71	\$ 34.09	\$ 34.09	\$ 5.38	\$ 5.38	15.78%	1
MARCH	4	1	25.00%	3	75.00%	\$ 74.37	\$ 18.59	\$ 85.13	\$ 21.28	\$ 10.76	\$ 2.69	12.64%	3
JANUARY	5	4	80.00%	1	20.00%	\$ 104.75	\$ 20.95	\$ 201.94	\$ 40.39	\$ 97.19	\$ 19.44	48.13%	3
<b>2014</b>													
DECEMBER	9	7	77.78%	2	22.22%	\$ 172.04	\$ 19.12	\$ 267.10	\$ 29.68	\$ 95.06	\$ 10.56	35.59%	3
NOVEMBER	12	10	83.33%	2	16.67%	\$ 392.68	\$ 32.72	\$ 815.33	\$ 67.94	\$ 422.65	\$ 35.22	51.84%	5
OCTOBER	7	6	85.71%	1	14.29%	\$ 200.55	\$ 28.65	\$ 419.24	\$ 59.89	\$ 218.69	\$ 31.24	52.16%	4
SEPTEMBER	4	4	100.00%	0	0.00%	\$ 75.50	\$ 18.88	\$ 159.07	\$ 39.77	\$ 83.57	\$ 20.89	52.54%	3
AUGUST	12	8	66.67%	4	33.33%	\$ 436.48	\$ 36.37	\$ 789.55	\$ 65.80	\$ 353.07	\$ 29.42	44.72%	5
JULY	8	4	50.00%	4	50.00%	\$ 141.44	\$ 17.68	\$ 315.63	\$ 39.45	\$ 174.19	\$ 21.77	55.19%	5
JUNE	11	5	45.45%	6	54.55%	\$ 154.19	\$ 14.02	\$ 200.87	\$ 18.26	\$ 46.68	\$ 4.24	23.24%	5
MAY	10	6	60.00%	4	40.00%	\$ 388.80	\$ 38.88	\$ 692.10	\$ 69.21	\$ 303.30	\$ 30.33	43.82%	6
APRIL	11	6	54.55%	5	45.45%	\$ 260.41	\$ 23.67	\$ 437.49	\$ 39.77	\$ 177.08	\$ 16.10	40.48%	6
MARCH	13	8	61.54%	5	38.46%	\$ 454.73	\$ 34.98	\$ 621.46	\$ 47.80	\$ 166.73	\$ 12.83	26.83%	7
FEBRUARY	7	4	57.14%	3	42.86%	\$ 269.48	\$ 38.50	\$ 540.19	\$ 77.17	\$ 270.71	\$ 38.67	50.11%	4
JANUARY	12	8	66.67%	4	33.33%	\$ 249.29	\$ 20.77	\$ 410.01	\$ 34.17	\$ 160.72	\$ 13.39	39.20%	6
<b>2013</b>													
DECEMBER	13	10	76.92%	3	23.08%	\$ 285.55	\$ 21.97	\$ 640.79	\$ 49.29	\$ 355.24	\$ 27.33	55.44%	5
NOVEMBER	9	5	55.56%	4	44.44%	\$ 254.72	\$ 28.30	\$ 579.18	\$ 64.35	\$ 324.46	\$ 36.05	56.02%	3
OCTOBER	11	6	54.55%	5	45.45%	\$ 294.94	\$ 26.81	\$ 444.01	\$ 40.36	\$ 149.07	\$ 13.55	33.57%	7
SEPTEMBER	8	5	62.50%	3	37.50%	\$ 259.86	\$ 32.48	\$ 424.60	\$ 53.08	\$ 164.74	\$ 20.59	38.80%	4
AUGUST	12	7	58.33%	5	41.67%	\$ 355.30	\$ 29.61	\$ 780.04	\$ 65.00	\$ 424.74	\$ 35.40	54.45%	6
JULY	11	8	72.73%	3	27.27%	\$ 240.23	\$ 21.84	\$ 407.28	\$ 37.03	\$ 167.05	\$ 15.19	41.02%	6
JUNE	7	1	14.29%	6	85.71%	\$ 44.33	\$ 6.33	\$ 89.23	\$ 12.75	\$ 44.90	\$ 6.41	50.32%	3
MAY	14	10	71.43%	4	28.57%	\$ 453.90	\$ 32.42	\$ 796.58	\$ 56.90	\$ 342.68	\$ 24.48	43.02%	6
APRIL	14	5	35.71%	9	64.29%	\$ 229.20	\$ 16.37	\$ 316.32	\$ 22.59	\$ 87.12	\$ 6.22	27.54%	6
MARCH	5	2	40.00%	3	60.00%	\$ 51.84	\$ 10.37	\$ 89.03	\$ 17.81	\$ 37.19	\$ 7.44	41.77%	3
FEBRUARY	5	3	60.00%	2	40.00%	\$ 58.31	\$ 11.66	\$ 100.07	\$ 20.01	\$ 41.76	\$ 8.35	41.73%	4
JANUARY	7	4	57.14%	3	42.86%	\$ 147.57	\$ 21.08	\$ 273.13	\$ 39.02	\$ 125.56	\$ 17.94	45.97%	3
<b>2012</b>													
DECEMBER	5	2	40.00%	3	60.00%	\$ 63.00	\$ 12.60	\$ 131.13	\$ 26.23	\$ 68.13	\$ 13.63	51.96%	3
NOVEMBER	5	3	60.00%	2	40.00%	\$ 105.77	\$ 21.15	\$ 233.12	\$ 46.62	\$ 127.35	\$ 25.47	54.63%	4
OCTOBER	11	7	63.64%	4	36.36%	\$ 245.45	\$ 22.31	\$ 434.45	\$ 39.50	\$ 189.00	\$ 17.18	43.50%	6
SEPTEMBER	12	6	50.00%	6	50.00%	\$ 172.31	\$ 14.36	\$ 260.06	\$ 21.67	\$ 87.75	\$ 7.31	33.74%	6
AUGUST	11	6	54.55%	5	45.45%	\$ 196.81	\$ 17.89	\$ 334.76	\$ 30.43	\$ 137.95	\$ 12.54	41.21%	5
JULY	21	8	38.10%	13	61.90%	\$ 432.01	\$ 20.57	\$ 602.24	\$ 28.68	\$ 170.23	\$ 8.11	28.27%	5
JUNE	18	7	38.89%	11	61.11%	\$ 274.32	\$ 15.24	\$ 526.71	\$ 29.26	\$ 252.39	\$ 14.02	47.92%	8
MAY	16	6	37.50%	10	62.50%	\$ 203.93	\$ 12.75	\$ 278.78	\$ 17.42	\$ 74.85	\$ 4.68	26.85%	6
APRIL	15	6	40.00%	9	60.00%	\$ 196.88	\$ 13.13	\$ 297.28	\$ 19.82	\$ 100.40	\$ 6.69	33.77%	5
MARCH	17	11	64.71%	6	35.29%	\$ 324.49	\$ 19.09	\$ 681.36	\$ 40.08	\$ 356.87	\$ 20.99	52.38%	8
FEBRUARY	17	10	58.82%	7	41.18%	\$ 653.21	\$ 38.42	\$ 1,271.77	\$ 74.81	\$ 618.56	\$ 36.39	48.64%	5
JANUARY	15	7	46.67%	8	53.33%	\$ 296.17	\$ 19.74	\$ 388.23	\$ 25.88	\$ 92.06	\$ 6.14	23.71%	5
<b>2011</b>													
DECEMBER	24	15	62.50%	9	37.50%	\$ 444.97	\$ 18.54	\$ 677.97	\$ 28.25	\$ 233.00	\$ 9.71	34.37%	7
NOVEMBER	26	15	57.69%	11	42.31%	\$ 650.19	\$ 25.01	\$ 1,059.27	\$ 40.74	\$ 409.08	\$ 15.73	38.62%	7
OCTOBER	22	10	45.45%	12	54.55%	\$ 360.54	\$ 16.39	\$ 548.26	\$ 24.92	\$ 187.72	\$ 8.53	34.24%	6
SEPTEMBER	14	10	71.43%	4	28.57%	\$ 533.07	\$ 38.08	\$ 833.62	\$ 59.54	\$ 300.55	\$ 21.47	36.05%	8
AUGUST	10	7	70.00%	3	30.00%	\$ 179.61	\$ 17.96	\$ 328.27	\$ 32.83	\$ 148.66	\$ 14.87	45.29%	5

JULY	12	9	75.00%	3	25.00%	\$ 357.78	\$ 29.82	\$ 588.34	\$ 49.03	\$ 230.56	\$ 19.21	39.19%	7
JUNE	16	7	43.75%	9	56.25%	\$ 444.85	\$ 27.80	\$ 598.37	\$ 37.40	\$ 153.52	\$ 9.60	25.66%	9
MAY	23	13	56.52%	10	43.48%	\$ 302.25	\$ 13.14	\$ 546.03	\$ 23.74	\$ 243.78	\$ 10.60	44.65%	10
APRIL	34	20	58.82%	14	41.18%	\$ 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
<b>2010</b>													
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
<b>2009</b>													
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
<b>2008</b>													
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	1	100.00%	0	0.00%	\$ 37.45	\$ 37.45	\$ 52.25	\$ 52.25	\$ 14.80	\$ 14.80	28.33%	1

PERQUIMANS COUNTY	PLAN TOTAL	PLAN% PRICED	PLAN RETAIL PRICED	RETAIL% PRICED	RETAIL MEMBER COST	AVERAGE MEMBER COST	RETAIL MEMBERS SUBMITTED	AVERAGE RETAIL PRICE	PRICE SAVINGS	AVERAGE PRICE SAVINGS	PRICE% SAVINGS	PRICE UTILIZERS	TOTAL
<b>TOTALS:</b>	1,405	882	62.78%	523	37.22%	\$ 41,046.58	\$ 29.21	\$ 59,079.39	\$ 42.05	\$ 18,032.81	\$ 12.83	30.52%	601.00

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



## expanded cea Report

SUBJ-ADDRESS 762 Woodville Rd.  
 ORDINANCE VIOLATED #53 cars /  
 NOTES white van removed in last 30 days - keep watch  
 Owner has been advised by letters and personal visits, and says he will  
 continue clean up until finished.  
 DISPOSITION 1 van moved-still looks like junk yard  
 DISPOSITION DATE 8/22/2016

SUBJ-ADDRESS 41-A Bethel Fishing Center  
 ORDINANCE VIOLATED Solid Waste  
 NOTES complaint not covered by any ordinance  
 wooded lot being used for storage of mulch and fire wood  
 Emerson Cullings re-complained about Jerry walker 7/19/16 complaint  
 not covered by any ordinance  
 DISPOSITION no change  
 DISPOSITION DATE 8/22/2016

SUBJ-ADDRESS 132 Albemarle Rd.  
 ORDINANCE VIOLATED  
 NOTES building value dropped from 27k to 300  
 unable to find owner-still looking  
 still seeking owner 4/28/16  
 Ms. Blount came in to check progress and brought a new tax card,  
 identifying owner / new look and pics  
 Harvey Point Rd. to 3rd Ave. to Albemarle.  
 Alledges = old trailer overgrown & fire Hazzard.  
 Doublewide in tall vegetation- see 2 pics  
 DISPOSITION researching deeds- send letter to last known  
 DISPOSITION DATE 8/22/2016

SUBJ-ADDRESS 749 Chapanoke Rd.  
 ORDINANCE VIOLATED junk yard / solid waste  
 NOTES Schalck complaint is beyond visual accuity  
 Ms. Schalck called again to express her dissatisfaction 6-9-16 / 6-15-16  
 visual noted- non offensive from rd. / recheck ords r/e "out of sight"  
 DISPOSITION pcontinue watch & photo records  
 DISPOSITION DATE 8/15/2016

SUBJ-ADDRESS 746 Chapanoke Road  
 ORDINANCE VIOLATED solid waste  
 NOTES 8/9/16 invoice returned to me for mailing(posted 8/11/16)  
 invoice prepared - pending submittal logistics  
 Demolition completed 7/1/16  
 6/20/16 notified of demolition plans  
 demolition price set / notify owner  
 4/11/16 declared solid waste - seeking demol prices.  
 dilapidated house - un livable  
 1-8-16 Mr. Larry Goedon came in from Feightville to discuss 746  
 Chapanome Rd. / representing Ms. Elizabeth Steward in New York.  
 DISPOSITION posted 8/11/16  
 invoice to V for processing

DISPOSITION DATE 8/11/2016

SUBJ-ADDRESS 1034 Snug Harbor Rd.  
 ORDINANCE VIOLATED  
 NOTES medical difficulties - slow progress  
 backhoe removed 7/16/16  
 several vehicles removed and garbage(7/13/16  
 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  
 DISPOSITION improving slowly  
 DISPOSITION DATE 8/14/2016

SUBJ-ADDRESS 854 Woodville Rd.  
 ORDINANCE VIOLATED solid waste  
 NOTES posted 8/11/16  
 demo complete / billing pending  
 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 returned to me and posted 8/11/16  
 invoice to V for processing

DISPOSITION DATE 8/11/2016

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

DISPOSITION Virgil and Ernie observation

DISPOSITION DATE 8/11/2016

SUBJ-ADDRESS 313 Snug Harbor  
 ORDINANCE VIOLATED 50 & 53  
 NOTES pics updated  
 still no contact- cars tagged  
 6/20/16 Wayne Ward said- goto PenderRd. OOn 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 8/23/2016

SUBJ-ADDRESS 1592 Ocean Highway - 17 S  
 ORDINANCE VIOLATED 50  
 NOTES m/h demolished down to floor  
 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 8/8/2016

SUBJ-ADDRESS 1113 Belvidere Rd.  
 ORDINANCE VIOLATED 50  
 NOTES pending budget  
 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 cooperative-no resources-waiting funding  
 DISPOSITION DATE 8/10/2016

SUBJ-ADDRESS 1257 Belvidere Rd.  
 ORDINANCE VIOLATED 50  
 NOTES cooperative-waiting funding and possible self clean  
 DISPOSITION pending funding  
 DISPOSITION DATE 8/12/2016

SUBJ-ADDRESS 958 New Hope Rd.  
 ORDINANCE VIOLATED  
 NOTES storage under construction with permit/ demo to follow  
 DISPOSITION family cleaning up progressing  
 DISPOSITION DATE 8/22/2016

SUBJ-ADDRESS 756 Woodville Rd.  
 ORDINANCE VIOLATED undetermined  
 NOTES recheck site ? 2nd letter  
 visit site / letter sent 2/12/16  
 DISPOSITION schedule revisit  
 DISPOSITION DATE 8/19/2016

SUBJ-ADDRESS 1275 Ocean Highway - 17 S  
 ORDINANCE VIOLATED  
 NOTES call from D White said go ahead with process and bill him  
 (7/1/16)Awaiting funding  
 RRR sent & 1st to sister  
 4/5/16 DISCOVERED MOVE / letter sent to new address  
 dilapidation  
 DISPOSITION waiting funding-proceed with demolition  
 DISPOSITION DATE 8/1/2016

SUBJ-ADDRESS 1546 Ocean Highway - Rt.17  
 ORDINANCE VIOLATED # 53 and # 50  
 NOTES 3/10/16 tree has been removed from house. Continue to observe for  
 progress.  
 bought 11/2004 ?? Junk - ?? Nuisance cars and debris  
 reopened - tree damage as file # cea 2016-2-9  
 Letter sent 2/8/16  
 DISPOSITION reference pics  
 DISPOSITION DATE 8/12/2016

SUBJ-ADDRESS 634 Ocean Highway (17-S)

ORDINANCE VIOLATED

NOTES  
 yard cleaned up  
 7/1/16 Mr Bass met with Virgil to get permits  
 Owner called 6/27/16 said Mr. Bass will be in  
 RRR letter final notice  
 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 compliance pending

DISPOSITION DATE 8/23/2016

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 pending funding

DISPOSITION DATE 8/11/2016

SUBJ-ADDRESS 124 Joshua Circle

ORDINANCE VIOLATED

NOTES  
 8/29/16 contact with owners / willing to release and 2 vehicles tagged  
 for removal  
 8/23/16 cleanup under way  
 receipt claimed (no date)  
 registered return receipt sent  
 negative improvements(7-22-16)  
 1st class lettwer sent 4/7/16  
 to/do follow up pics(4/29/16)  
 pics taken / unsightly belongings in yard / check for ord viol.

DISPOSITION in progress / cars tagged

DISPOSITION DATE 8/29/2016

SUBJ-ADDRESS 144 Patrick Dr.  
 ORDINANCE VIOLATED N/A  
 NOTES weeds cut  
 update pics 7/20/16  
 2nd call 6-3-16 said in foreclosure - find bank info  
 send 1st class - solicite cooperation  
 call about weeds / exaggerated  
 investigated 5/24/16  
 DISPOSITION trace foreclosure- some care  
 DISPOSITION DATE 8/15/2016

SUBJ-ADDRESS 1136 Belvidere Rd.  
 ORDINANCE VIOLATED  
 NOTES update pics  
 dilapidated / tax val = 25000 investigate further  
 DISPOSITION investigate further-pay attention to roof condition  
 DISPOSITION DATE 8/17/2016

SUBJ-ADDRESS 976 Snug Harbor Rd.  
 ORDINANCE VIOLATED zoning, bldg. codes  
 NOTES met with Virgil  
 Mr Randolph came in and expressed willingness to comply- no zoning  
 official available  
 1st class sent to 2 addresses  
 sheds, camper - no permits  
 DISPOSITION cooperative progress  
 DISPOSITION DATE 8/10/2016

SUBJ-ADDRESS 142 Pirate Cove Way  
 ORDINANCE VIOLATED ??  
 NOTES Virgil & Ernie found as stated, but appears to be a moving situation.  
 Gather details.  
 DISPOSITION research  
 DISPOSITION DATE 8/3/2016

SUBJ-ADDRESS 1374 Sandy Cross Rd.  
 ORDINANCE VIOLATED  
 NOTES occupied delapidated m/h & frame  
 DISPOSITION research underway  
 DISPOSITION DATE 8/10/2016

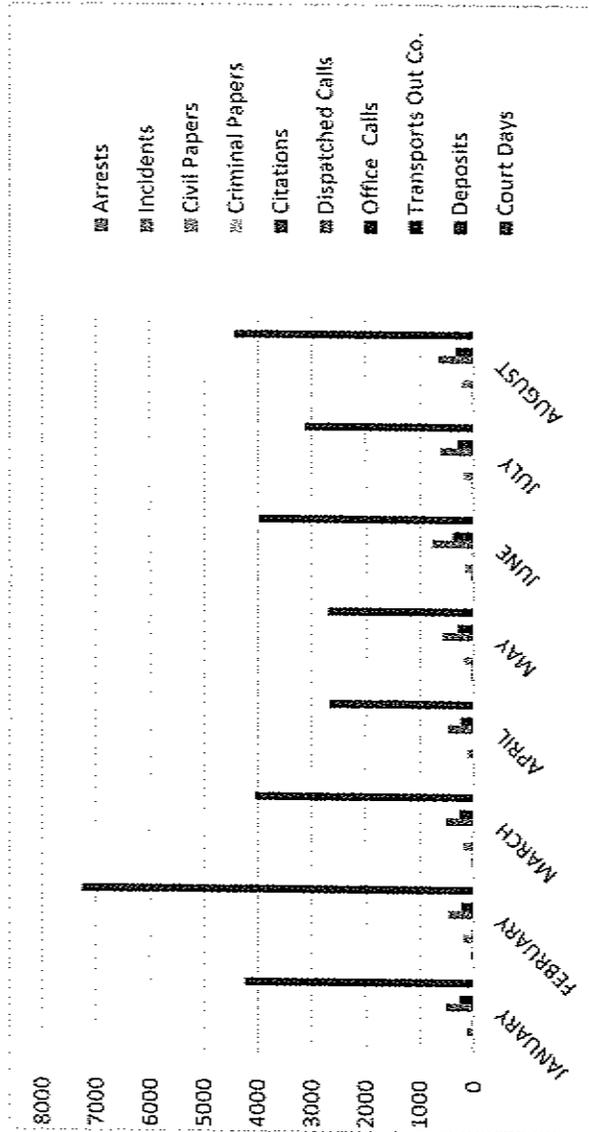
SUBJ-ADDRESS 110 Huron Trail  
 ORDINANCE VIOLATED  
 NOTES non ordinance - no referral  
 Mr. Myers claims Mr. Thompson is causing damage to property with runoff  
 DISPOSITION file closed without action  
 DISPOSITION DATE 8/24/2016

SUBJ-ADDRESS 121 Pine Street  
 ORDINANCE VIOLATED n/a  
 NOTES Some deterioration and weed growth  
 DISPOSITION fax and letter to Suntrust  
 DISPOSITION DATE 8/24/2016

SUBJ-ADDRESS  
 ORDINANCE VIOLATED  
 NOTES Repetative, Frivolous complainer / seems to be conspiritorial disruption  
 Mr. Wendell does not live in North Carolina.  
 DISPOSITION Hold open as frivolous complaint and compile evidence  
 DISPOSITION DATE 8/25/2016

SUBJ-ADDRESS 4752 Eastwind Rd.  
 ORDINANCE VIOLATED  
 NOTES Investigate Mr Wendell's history and reason for his obstinate and disruptive behavior. Crossreference his connection to the subjects of his attacks. Consider action to resolve the problems.  
 DISPOSITION research  
 DISPOSITION DATE 8/30/2016

Perquimans County Sheriff's Office -- August 2016 Activity Report													
	Arrests	Incidents		Criminal Citations		Dispatched		Office		Transports		Deposits	Court Days
			Papers	Papers		Calls	Out Co.	Calls	Out Co.				
JANUARY	21	20	135	32	12	509	255	5	\$4,243.06	9			
FEBRUARY	37	18	184	38	6	460	230	5	\$7,262.00	7			
MARCH	24	18	199	28	5	510	255	3	\$4,060.00	7			
APRIL	21	17	108	18	15	482	241	2	\$2,675.00	10			
MAY	34	26	173	20	12	569	285	3	\$2,697.50	8			
JUNE	20	36	159	19	18	772	386	5	\$3,981.50	7			
JULY	21	25	176	20	11	605	303	6	\$3,125.31	10			
AUGUST	22	23	215	22	12	641	321	3	\$4,434.31	9			



# COMMITTEE REPORTS



CAMDEN

August 1, 2016

CHOWAN

Mary Hunnicutt

CURRITUCK

PO Box 45

DARE

Hertford, NC 27944

GATES

Dear Mary,

HYDE

PASQUOTANK

I just put the Community Advisory Committee Quarterly/Annual Visitation Reports for the long-term care facilities in Perquimans County for the 3<sup>rd</sup> Quarter (April – June) of our Fiscal Year into the mail.

PERQUIMANS

TYRRELL

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

WASHINGTON

COLUMBIA

Sincerely,

CRESWELL

DUCK

EDENTON

ELIZABETH CITY

Brandi Jordan, MSW

Regional Ombudsman

GATESVILLE

HERTFORD

KILL DEVIL HILLS

KITTY HAWK

MANTEO

NAGS HEAD

PLYMOUTH

ROPER

SOUTHERN SHORES

WINFALL

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

County <b>PERQUIMANS</b>	Facility Type - <input type="checkbox"/> Family Care Home <input type="checkbox"/> Adult Care Home <input checked="" type="checkbox"/> Nursing Home <input type="checkbox"/> Combination Home	Facility Name <b>BRIAN CENTER, HERTFORD</b>
Visit Date <b>6/8/16</b>	Time Spent in Facility <b>2</b> hr / <b>1</b> min	Arrival Time <b>2:</b> <input type="checkbox"/> am <input checked="" type="checkbox"/> pm
Name of Person Exit Interview was held with <b>FRITA LUTHER, INT. AD. DIR.</b> Interview was held <input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Phone		
<input type="checkbox"/> Admn. <input type="checkbox"/> SIC (Supervisor in Charge) <input type="checkbox"/> Other Staff Rep <b>RASLEY, DON</b> (Name & Title)		
Committee Members Present: <b>CHERIE WILDER, ELKIN HESTER, METTA DAVENPORT</b>		Report Completed by: <b>METTA DAVENPORT</b>
Number of Residents who received personal visits from committee members: <b>ALL</b>		
Resident Rights Information is clearly visible. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Ombudsman contact information is correct and clearly posted. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The most recent survey was readily accessible. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Required for Nursing Homes Only)		Staffing information is posted. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Resident Profile		Comments & Other Observations
<ol style="list-style-type: none"> <li>Do the residents appear neat, clean and odor free? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Did residents say they receive assistance with personal care activities, Ex. brushing their teeth, combing their hair, inserting dentures or cleaning their eyeglasses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Did you see or hear residents being encouraged to participate in their care by staff members? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Were residents interacting w/ staff, other residents &amp; visitors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Did staff respond to or interact with residents who had difficulty communicating or making their needs known verbally? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Did you observe restraints in use? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>If so, did you ask staff about the facility's restraint policies? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ol>		
Resident Living Accommodations		Comments & Other Observations
<ol style="list-style-type: none"> <li>Did residents describe their living environment as homelike? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Did you notice unpleasant odors in commonly used areas? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Did you see items that could cause harm or be hazardous? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> <li>Did residents feel their living areas were too noisy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Does the facility accommodate smokers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Where? <input checked="" type="checkbox"/> Outside only <input type="checkbox"/> Inside only <input type="checkbox"/> Both Inside &amp; Outside.</li> <li>Were residents able to reach their call bells with ease? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Did staff answer call bells in a timely &amp; courteous manner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>If no, did you share this with the administrative staff? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ol>		<b>400 + 300 HALL</b>
Resident Services		Comments & Other Observations
<ol style="list-style-type: none"> <li>Were residents asked their preferences or opinions about the activities planned for them at the facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Do residents have the opportunity to purchase personal items of their choice using their monthly needs funds? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Can residents access their monthly needs funds at their convenience? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Are residents asked their preferences about meal &amp; snack choices? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Are they given a choice about where they prefer to dine? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Do residents have privacy in making and receiving phone calls? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Is there evidence of community involvement from either civic, volunteer or religious groups? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Does the facility have a Resident's Council? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Family Council? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ol>		
Areas of Concern		Exit Summary
Are there resident issues or topics that need follow-up or review at a later time or during the next visit? <b>ODDRS</b>		Discuss items from "Areas of Concern" Section as well as any changes observed during the visit. - OCCUPANCY: 57 - 300 HALL: DEMENTIA UNIT - DIANNE HEALTH CARE IN CHARGE - STILL UNDER CONSIDERATION - BUILDING IS LOCKED - A CAMERA WILL BE INSTALLED AT FRONTS DOOR - THE MATTER OF "ODDRS" WAS AGAIN DISCUSSED

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

County: <u>Perquimans</u>	Facility Type - <input type="checkbox"/> Family Care Home <input checked="" type="checkbox"/> Adult Care Home <input type="checkbox"/> Nursing Home <input type="checkbox"/> Combination Home	Facility Name <u>Hartford Manor</u>
Visit Date: <u>6/19/10</u>	Time Spent in Facility: <u>30</u> hr <u>00</u> min	Arrival Time: <u>10:45</u> am <input type="checkbox"/> pm
Name of Person Exit Interview was held with: <u>Arceti Hood</u>		Interview was held <input type="checkbox"/> In-Person <input type="checkbox"/> Phone (Name & Title)
<input type="checkbox"/> Admn. <input checked="" type="checkbox"/> SIC (Supervisor in Charge) <input type="checkbox"/> Other Staff Rep		Report Completed by: <u>Evelyn Mansfeld</u>
Committee Members Present: <u>Mary Bennett, Dolphine Madue, Beth Holden</u>		Number of Residents who received personal visits from committee members: <u>11</u>
Resident Rights Information is clearly visible. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Ombudsman contact information is correct and clearly posted. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The most recent survey was readily accessible. <input type="checkbox"/> Yes <input type="checkbox"/> No (Required for Nursing Homes Only)		Staffing information is posted. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Resident Profile</b>		
1. Do the residents appear neat, clean and odor free? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 2. Did residents say they receive assistance with personal care activities, Ex. brushing their teeth, combing their hair, inserting dentures or cleaning their eyeglasses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 3. Did you see or hear residents being encouraged to participate in their care by staff members? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 4. Were residents interacting w/ staff, other residents & visitors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 5. Did staff respond to or interact with residents who had difficulty communicating or making their needs known verbally? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 6. Did you observe restraints in use? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 7. If so, did you ask staff about the facility's restraint policies? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments &amp; Other Observations</b>	
<b>Resident Living Accommodations</b>		
8. Did residents describe their living environment as homelike? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 9. Did you notice unpleasant odors in commonly used areas? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 10. Did you see items that could cause harm or be hazardous? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 11. Did residents feel their living areas were too noisy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 12. Does the facility accommodate smokers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 12a. Where? <input type="checkbox"/> Outside only <input checked="" type="checkbox"/> Inside only <input type="checkbox"/> Both Inside & Outside. 13. Were residents able to reach their call bells with ease? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 14. Did staff answer call bells in a timely & courteous manner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 14a. If no, did you share this with the administrative staff? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments &amp; Other Observations</b>  <i>Condition much improved - Pretty day &amp; most of males were outside. Rooms were fairly neat - Bathrooms were in excellent condition.</i>	
<b>Resident Services</b>		
15. Were residents asked their preferences or opinions about the activities planned for them at the facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 16. Do residents have the opportunity to purchase personal items of their choice using their monthly needs funds? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 16a. Can residents access their monthly needs funds at their convenience? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 17. Are residents asked their preferences about meal & snack choices? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 17a. Are they given a choice about where they prefer to dine? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 18. Do residents have privacy in making and receiving phone calls? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 19. Is there evidence of community involvement from other civic, volunteer or religious groups? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 20. Does the facility have a Resident's Council? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Family Council? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments &amp; Other Observations</b>	
<b>Areas of Concern</b>		
Are there resident issues or topics that need follow-up or review at a later time or during the next visit?	<b>Exit Summary</b> Discuss items from "Areas of Concern" Section as well as any changes observed during the visit.	

This Document is a PUBLIC RECORD. Do not identify any Resident(s) by name or inference on this form.  
 Top Copy is for the Regional Ombudsman's Record. Bottom Copy is for the CAC's Records.

**Mary Hunnicutt**

**From:** Albemarle RC&D Council <emailsentby@icontactmail.com>  
**Sent:** Tuesday, August 23, 2016 3:06 PM  
**To:** mhunnicutt@perquimanscountync.gov  
**Subject:** Albemarle RC&D Summer Newsletter

## Albemarle Resource Conservation & Development Council



RC&D Executive Committee recognizes Linda Peterson for her outstanding service to the RC&D Council. From Left: Tommy Everett, Chairman, Linda Peterson, Rodney Johnson, Past Chairman, and Fenton Eure, Secretary/Treasurer

### Thank You, Linda Peterson!

After 8 years as Program Manager for Albemarle RC&D, Linda Peterson will be leaving our Council, Edenton and North Carolina at the end of this month. Linda and her husband will be relocating to the southwest to establish Las Cruces, NM as their new home. They moved here from Chicago in 2008, where they had lived for over 30 years. Their dream is to live in different parts of this country, different sizes of communities, different climates and cultures as long as they are able. Linda said that her experience with RC&D allowed her to cross paths with people she never would have had the opportunity to meet, to learn about the challenges faced by rural communities trying to protect their natural resources while supporting economic development.

Linda's incredible professionalism helped make the Albemarle RC&D a more efficient and cost-effective organization. Her dedication to Edenton and the surrounding area made our community a much better place in which to live.

For the immediate future, to assure a smooth transition while new projects are pursued, Mark Powell's role with Albemarle RC&D has been expanded to cover grant administration, financial reporting and operational issues. Mark has been a part of Albemarle RC&D for the past 10+ years, first as the full-time coordinator through NRCS and, since 2011, as our grantwriter and technical consultant. Because he already has established relationships with leaders in our ten-county area and is integrally involved in all of our projects, the Executive

Summer 2016

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

#### IN THIS ISSUE

Thank You, Linda  
Peterson!

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

#### New Project Grant Applications

Chowan County - Pembroke Creek  
Park Phase II, CAMA Public Access,  
\$57,566

Tyrrell County - Scuppernon River  
Park Phase II, CAMA Public  
Access, \$110,930

Tyrrell County - Alligator River

Committee decided that expanding his role was a preferred option to trying to recruit and orient Linda's replacement before her departure. Mark will eventually establish regular hours in the RC&D office, but he can always be reached through e-mail at albemarlercandd@yahoo.com or (252) 368-3266.

### Restoring the Little River Watershed

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

A \$141,878 grant from the Clean Water Management Trust Fund and a \$25,000 grant from the US Fish and Wildlife Service are being used to construct an in-stream wetland on 4,700 feet of a main canal that drains about six thousand acres of farmland in the headwaters of the watershed. Bald cypress has been planted on four acres of existing wetland to improve wildlife habitat. Pasquotank County and Pasquotank Soil and Water Conservation District are providing matching funds for the project.



4,700 ft of in-stream wetland and buffer in the upper Little River watershed. Site is adjacent to the Amazon wind farm. Photo: Mark Powell

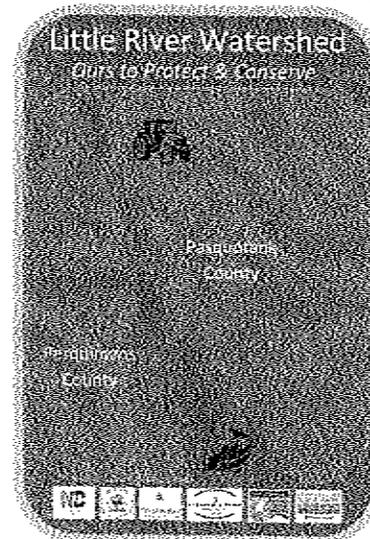
A \$90,475 grant from the US EPA 319 program was used to construct an in-stream wetland on a main canal that drains about 600 acres of farmland just above the Impaired section of the Little River. Perquimans County and Perquimans Soil and Water Conservation District are providing matching funds.

Marina Dockage Improvement Project, Boating Infrastructure Grant, \$199,630

Regional - Albemarle Water Quality Protection and Water Management, NCDEQ Water Resources, \$47,500

#### New Projects

Kitty Hawk Landing Association Harbor Jetty and Breakwater Repair and Channel Maintenance Dredging Project  
NCDEQ Water Resources, \$153,333  
Match, \$76,667



#### ARC&D Calender

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

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

12/6/16 Albemarle RC&D Quarterly Council Meeting  
7:00 pm



