

AGENDA

SPECIAL CALLED MEETING

All items are for discussion and possible action.

Perquimans County Board of Commissioners

Meeting Room at Perquimans County Library

September 15, 2025

7:00 p.m.

I. Call to Order

II. Prayer & Pledge

III. Approval of Agenda

IV. New Business

A. Resolution to obtain additional Opioid Settlement Funds

B. Personnel Matters

1. Resignation: County Manager

2. Resignation: Telecommunications

3. Reclassification: Administrative Officer I

4. Correction to Previously Approved EAF: Register of Deeds

5. Correction to Previously Approved EAF: Tax Dept.

**ACTION
REQUIRED**

FOR INFORMATION ONLY:

➤ Open Door Food Pantry

NOTES FROM THE COUNTY MANAGER

September 15, 2025

7:00 p.m.

IV. New Business:

A. Jonathan Nixon will present a Resolution to obtain additional Opioid Settlement Funds, requesting the approval of the Board.

B. Personnel Matters

Dept	Employee Name	Employee Status	Employee Job Title	Grade/Step	New Salary	Effective Date
CM	W. Frank Heath,III	Resignation	County Manager			01/01/2026
911	Sue Ann Cestaro	Resignation	Certified Telecommunicator II			09/03/2025
DSS	Elena Howell	FT Hire	Administrative Officer	67/1	\$43,353	10/01/2025
ROD	Jaqueline Frierson	Corrected Merit	Register of Deeds	70/11	\$63,143	09/01/2025
Tax	Katelyn Moody	Corrected Step	Business/Personal Prop.	61/4	\$34,955	09/01/2025

The EAF's approved at the 09/02/2025 for J. Frierson and K. Moody were created using an incorrect Step/Grade chart. The salaries listed above are correct and verified by the Finance Officer.



REBECCA T. CORPREW
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

IV.A. - Page 1

WALLACE E. NELSON
CHAIRMAN

CHARLES WOODARD
VICE CHAIRMAN

TIMOTHY J. CORPREW

JOSEPH W. HOFFLER

KATHRYN M. TREIBER

JAMES W. WARD

W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

A RESOLUTION BY PERQUIMANS COUNTY BOARD OF COMMISSIONERS AUTHORIZING EXECUTION OF OPIOID SETTLEMENTS WITH SECONDARY OPIOID MANUFACTURERS, PURDUE PHARMA LP, AND THE SACKLER FAMILY, AND APPROVING THE THIRD SUPPLEMENTAL AGREEMENT FOR ADDITIONAL FUNDS BETWEEN THE STATE OF NORTH CAROLINA AND LOCAL GOVERNMENTS ON PROCEEDS RELATING TO THE SETTLEMENT OF OPIOID LITIGATION

WHEREAS more than 41,500 North Carolinians lost their lives to a drug overdose from 2000-2023.

WHEREAS the Centers for Disease Control and Prevention has estimated the total economic burden of prescription opioid misuse alone in the United States to be \$78.5 billion a year, including the costs of healthcare, lost productivity, addiction treatment, and criminal justice involvement;

WHEREAS Perquimans County has joined certain counties and municipalities in North Carolina and thousands of local governments across the country to file lawsuits against opioid companies, manufacturers, pharmaceutical distributors, and chain drug stores to hold those companies accountable for their misconduct;

WHEREAS settlements (collectively "the Secondary Opioid Manufacturer Settlements") have been reached in litigation against Alvogen, Inc., Amneal Pharmaceuticals LLC, Apotex Corp., Hikma Pharmaceuticals USA Inc. f/k/a West-Ward Pharmaceuticals Corp., Indivior Inc., Sun Pharmaceutical Industries, Inc., Viatrix Inc., and Zydus Pharmaceuticals (USA) Inc., as well as their subsidiaries, affiliates, officers, and directors (collectively "the Secondary Opioid Manufacturer Defendants") named in the Secondary Opioid Manufacturer Settlements;

WHEREAS representatives of local North Carolina governments, the North Carolina Association of County Commissioners, and the North Carolina Department of Justice have negotiated and prepared a Third Supplemental Agreement for Additional Funds ("SAAF-3") to provide for the equitable distribution of the proceeds of the Secondary Opioid Manufacturer Settlements;

WHEREAS settlements have been reached, under Purdue Pharma L.P.'s bankruptcy plan, whereby Purdue Pharma L.P. ("Purdue") and members of the Sackler family will pay approximately \$7.4 billion to settle opioid claims across the nation, which settlements would be subject in North Carolina to the equitable distribution of the proceeds as set forth in the Memorandum of Agreement ("MOA") which has already been approved by this Board;

WHEREAS by joining the Secondary Opioid Manufacturer Settlements, approving the SAAF-3, and approving the bankruptcy plan and settlements relating to Purdue and the Sackler family, the state and local governments maximize North Carolina's share of opioid settlement funds to ensure the needed resources reach communities, as quickly, effectively, and directly as possible;

WHEREAS it is advantageous to all North Carolinians for local governments, including Perquimans County and its residents, to sign onto the Secondary Opioid Manufacturer Settlements, SAAF-3, and approving the bankruptcy plan and settlements relating to Purdue and the Sackler family, in order to demonstrate solidarity in response to the opioid overdose crisis, and to maximize the share of opioid settlement funds received both in the State and Perquimans County to help abate the harm; and

WHEREAS both the MOA and SAAF-3 directs substantial resources over multiple years to local governments on the front lines of the opioid overdose epidemic while ensuring that these resources are used in an effective way to address the crisis;

NOW, THEREFORE BE IT RESOLVED that the Perquimans County Board of Commissioners hereby authorizes the County Manager, Assistant County Manager, or County Attorney to execute, on behalf of Perquimans County, the necessary documents to enter into opioid settlement agreements, as set forth herein, with the Secondary Opioid Manufacturer Defendants, to execute the SAAF-3, and to approve the bankruptcy plan and settlement agreements relating to Purdue and the Sackler family, and to provide such documents to Rubris, the Implementation Administrator, subject to a pre-audit certificate thereon by the County Finance Officer, if applicable, and approval as to form and legality by the Perquimans County Attorney.

Adopted this the 15th day of September 2025.

Wallace Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Rebecca T. Corprew, Clerk to the Board

Perquimans County's Vision:

To be a community of opportunity in which to live, learn, work, prosper and play.



Office of the Manager

P.O. BOX 45

HERTFORD, NORTH CAROLINA 27944

TELEPHONE: 252-426-8484

www.perquimanscountync.gov

W. FRANK HEATH, III
COUNTY MANAGER

October 6, 2025

Honorable Wallace E. Nelson
Chairman
Perquimans County Board of Commissioners
PO Box 45
Hertford, NC 27944

Re: Retirement

Dear Chairman Nelson:

Please accept this letter as the formal announcement of my retirement as Perquimans County Manager, effective 1-1-26.

Serving the County and its people since 2003 has been the highlight of my professional life.

I look forward to seeing the good work we've done together continue far into the future.

Respectfully Submitted,

W. Frank Heath, III MPA
Perquimans County Manager

Perquimans County's Vision:

To be a community of opportunity in which to live, learn, work, prosper and play.

EMPLOYMENT ACTION FORM

DATE SUBMITTED: IV. 9/25/2025 Page 1

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: SueAnn Cestaro

SOC. SEC. NO.: _____

POSITION: Part-Time Fill-In Telecommunicator II

DEPT.: _____

☐ NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

☐ _____
Date DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____☐ _____
Date DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
RAISE. (YEAR 2 3 4)
GRADE: _____ STEP: _____ SALARY: _____☐ _____
Date DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-
TIONARY PERIOD.**X** 9/3/2025 DATE OF EMPLOYEE RESIGNATION
Date☐ _____
Date RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
GRADE: _____ STEP: _____ SALARY: _____THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY
LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____
PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

DATE: 9/5/25

COUNTY MANAGER APPROVAL

DATE: Sept. 9, 2025

FINANCE OFFICER

DATE: _____

Revised 7/05

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Elena Howell SOC. SEC. NO.: 6997POSITION: Administrative Officer I DEPT.: Social ServicesNEW EMPLOYEE EFFECTIVE DATE: October 1, 2025GRADE: 67 STEP: 1 SALARY: \$43,353.00

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

☐ _____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____☐ _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
Date RAISE. (YEAR 2 3 4)
GRADE: _____ STEP: _____ SALARY: _____☐ _____ DATE OF EMPLOYEE TERMINATION/RESIGNATION.
Date_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date

GRADE: _____ STEP: _____ SALARY: _____

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

DEPARTMENT RECOMMENDATION


DATE: October 1, 2025

COUNTY MANAGER APPROVAL


DATE: Sept. 8, 2025

FINANCE OFFICER _____

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jacqueline Frierson _____ SOC. SEC. NO.: _____

POSITION: Register of Deeds _____ DEPT.: ROD _____

☐ NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

☐ _____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____☐ _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
Date RAISE. (YEAR 2 3 4)
GRADE: _____ STEP: _____ SALARY: _____☐ _____ DATE OF EMPLOYEE TERMINATION
Date☐ _____ DATE OF EMPLOYEE RESIGNATION
Date☐ _____ DATE OF REMOVAL FROM ROSTER
DateX 09/01/25 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 70 STEP: 11 SALARY: \$ 63,143.00

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

DEPARTMENT RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL

Frank Heath
DATE: 9/12/25

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Katelyn Moody

SOC. SEC. NO.: _____

POSITION: Business/Personal Property

DEPT.: Tax

☐ NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

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

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

☐ _____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____☒ 09/01/2025 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
Date RAISE. (YEAR 2 3 4)
GRADE: 61 STEP: 4 SALARY: \$35,830.00☐ _____ DATE OF EMPLOYEE TERMINATION
Date☐ _____ DATE OF EMPLOYEE RESIGNATION
Date☐ _____ DATE OF REMOVAL FROM ROSTER
Date☐ _____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____

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

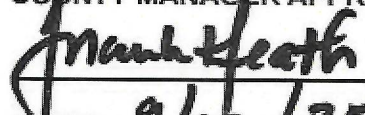
DEPARTMENT RECOMMENDATION

DATE: _____

FINANCE OFFICER

DATE: _____

COUNTY MANAGER APPROVAL


DATE: 9/12/25

FOR
INFORMATION
ONLY
ITEMS

**The Open Door
FOOD PANTRY
OF PERQUIMANS COUNTY**

FIO.A. - Page 1

PO Box 721. 293 Creek Drive, Hertford, NC 27944. (252) 421-3700
EIN #58-1492428

August 28, 2025

Wallace Nelson, Chairman
Perquimans County Board of Commissioners
PO Box 45
Hertford, NC 27944

Dear Mr. Nelson,

On behalf of the Board of Directors and the dedicated volunteers at The Open Door Food Pantry of Perquimans County, I want to extend our heartfelt gratitude to you and your Board of Commissioners for their generous donation of \$5,000. Your support plays a vital role in helping us expand our services and deepen our commitment to our neighbors in need throughout Perquimans County.

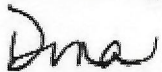
At The Open Door of Perquimans County, Inc., our mission is to eliminate hunger and improve the health and well-being of our community through access to nutritious food, education, and advocacy. We are committed to responding compassionately and respectfully to the needs of our neighbors by providing equitable access to healthy foods and essential support services. Our core values—respect, compassion, and honesty—guide everything we do.

We are truly fortunate to live in a community that shares and supports our mission, vision, and values. Your generous gift enables us to continue the vital work of ensuring that no one in Perquimans County goes hungry.

We look forward to your continued support as we work together to serve Perquimans County and create a healthier, more food-secure community.

Thank you for standing with us in this important mission. Your support is not only deeply appreciated—it makes a real and lasting difference.

With sincere gratitude,



Dina B. Hurdle
Chair, Board of Directors
The Open Door Food Pantry of Perquimans County
252-331-3724
chair@perquimansopendoor.com

Thank you for your contribution!

Email: office@perquimansopendoor.com

Website: www.perquimansopendoor.com

Phone: 252-421-3700