
REGULAR MEETING

July 7, 2025

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, July 7, 2025, at 7:00 p.m. in the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

MEMBERS PRESENT: Wallace E. Nelson, Chairman Charles Woodard, Vice Chairman
 Timothy J. Corprew James W. Ward
 Kathryn M. Treiber

MEMBERS ABSENT: Joseph W. Hoffler

OTHERS PRESENT: Hackney High, County Attorney Brandon Shoaf, Assistant County Manager
 Frank Heath, County Manager Rebecca T. Corprew, Clerk to the Board
 Mary Hunnicutt, Part-Time/ Fill-In Clerk to the Board

Vice Chairman Woodard called the meeting to order. Timothy J. Corprew gave the invocation, and the Vice Chairman led the Pledge of Allegiance.

AGENDA

Vice Chairman Woodard stated that the Agenda was at their seats and asked if there were any additions or corrections to the amended Agenda. There being none, Chairman Nelson asked for a motion to approve the Agenda as presented. Kathryn M. Treiber made a motion to approve the Agenda as presented. The motion was seconded by James W. Ward and unanimously approved by the Board.

CONSENT AGENDA

Vice Chairman Woodard asked if there were any items that the Board wished to remove from the Consent Agenda to discuss. There being none, Timothy J. Corprew made a motion to approve the Consent Agenda. The motion was seconded by Kathryn M. Treiber and unanimously approved by the Board.

A. **Approval of Minutes:** The minutes of June 2, 2025 Budget Presentations, June 16, 2025, Special Called Meeting, and June 16, 2025 Work Session (**cancelled**) were approved.

B. **Tax Refund / Release Approvals:****Tax Refunds (Perquimans County):**

Joel Morgan Badley ----- \$165.26

Owner is exempt due to military status. He should not have paid. Account No. 82414823

Christin Colleen Nixon ----- \$112.01

Sold vehicle-10 month refund. Account No. 77114969.

Tax Refunds (Hertford):

Christin Colleen Nixon ----- \$112.01

Sold vehicle-10 month refund. Account No. 77114969.

C. **Personnel Matters:** The following personnel matters were approved by the Board:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Molly Miller	FT Hire	Non-Certified TC	60/1	\$15.32/hr.	7/1/2025
Isabel Jarvis	PT Hire	PT/FI Non-Cert. TC	60/1	\$15.32/hr.	7/1/2025
Sandra LaRose	PT Hire	PT/FI Non-Cert. TC	60/1	\$15.32/hr.	7/1/2025
Kathryn Touchton	PT Hire	PT/FI Non-Cert. TC	60/1	\$15.32/hr.	7/1/2025
Legend 'Alex' Prescott	PT Hire	PT/FI EMT	64/1	\$18.26/hr.	7/1/2025
Jessica Owens	PT Hire	PT/FI EMT	64/1	\$18.26/hr.	7/1/2025
Ashlyn Overman	PT Hire	PT/FI EMT	64/1	\$18.26/hr.	7/1/2025
Stacy Simpson	Reclassification	IMC II	63/1	\$36,354.00	7/1/2025
Zeb Danecker	Reclassification	TC III	68/10	\$27.13/hr.	7/1/2025
Taylor Russell	Reclassification	PT/FI TC II	66/6	\$22.54/hr.	7/1/2025
Emily Harrell	Reclassification	PPT TC II	66/11	\$25.46/hr.	7/1/2025
Erle Solesbee	Reclassification	Chief Building Inspector	71/7	\$59,851.00	7/1/2025
Virgil Parrish	Title Change	PT/FI Inspector			7/1/2025
William Preston Ward	Reclassification	Investigator II	74/7	\$68,298.00	7/1/2025
James Fowden	Reclassification	Investigator II	74/7	\$68,298.00	7/1/2025
Christopher Murray	Reclassification	Deputy II	70/7	\$57,272.00	7/1/2025
Taylor Russell	Resignation	FT TC III			7/1/2025
Nikia Davenport	Resignation	Social Worker III			6/25/2025

Chloe Sehlmeier	Resignation	PT/FI EMT			6/19/2025
Jackie Greene	Resignation	Board of Elections Director			7/18/2025
Thomas Reid	Merit Increase	Chief Deputy	75/9	\$74,941.00	7/1/2025
LeAnne Wynne	Merit Increase	Office Manager	63/12	\$47,559.00	7/1/2025
Dean Pumbo, Jr.	Merit Increase	Certified Deputy	68/5	\$49,949.00	7/1/2025
Brian Baker	Merit Increase	Animal Control Officer	63/7	\$42,086.00	7/1/2025
Maribeth Harris	Merit Increase	Office Manager	65/10	\$49,463.00	7/1/2025
Tracy Hunter	Merit Increase	Water Technician II	61/11	\$42,490.00	7/1/2025
Robert Smith	Merit Increase	Water Technician I	58/10	\$36,348.00	7/1/2025
Steven Stallings	Merit Increase	Water Plant Operator	69/15	\$66,618.00	7/1/2025
Gary Wayne Jordan	Merit Increase	Paramedic Shift Supervisor	72/8	\$30.82/hr.	7/1/2025
Heather Miller	Merit Increase	Paramedic Shift Supervisor	72/7	\$30.07/hr.	7/1/2025
Sharon Cooper	Merit Increase	Office Manager	62/8	\$41,281.00	7/1/2025
William Wynne, Jr.	Step Increase	Code Enforcement Officer	61/3	\$34,955.00	7/1/2025
Casey White	Step Increase	Human Resources Coordinator	68/2	\$46,437.00	7/1/2025
Kanisha Mercer	Step Increase	Social Work Supervisor III	73/3	\$59,282.00	7/1/2025

D. **Budget Amendment No.1:** The following budget amendments were approved by the Board:

**BUDGET AMENDMENT NO. 1
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-014	Foundation Grant – EMS – ECU	5,000	
10-592-742	Foundation Grant Expense	5,000	
EXPLANATION: To amend the FY 25-26 Budget to include a 5,000 ECU Health grant as awarded for an AED Project.			

E. **Contract:** The following contract was approved by the Board:

Albemarle Commission Senior Nutrition Contract effective 07/01/2025-06/30/2026.

F. **Board Appointments:**

1. COA Board of Trustees: The Board approved the reappointment of Wallace Nelson.
2. Local Library Board: The board approved the reappointment of Robert Martin Jr. and Maurice Bunch.
3. Recreation Advisory Board: The Board approved the reappointment of Martina McClenney and Cynthia Cunningham.

INTROUCTION OF NEW EMPLOYEES

Introduction of New Employees: The following new employees were introduced to the Board:

Department Head	Employee Name	Employee Job Title	Effective Date
Tom Reid – Sheriff	Matthew Ward	Non-Certified Deputy	06/01/2025
Shelby White – Sheriff	Nathan McKecuen	Non-Certified Deputy	05/12/2025
Angela Jordan, DSS Director	Bryhanna Midgette	Social Worker II > III	06/02/2025

After the supervisor and employees made their comments, the Board welcomed them to Perquimans County.

SCHEDULED APPOINTMENTS:

1. Bill Jennings: Tax Administrator: Vice Chairman Woodard stated that Mr. Jennings could not attend but did provide the 2024 real estate collection percentage at .96546 at the end of June 2025.
2. Gary Kollman: NC American Legion Firefighter of the Year: Chairman Nelson welcomed Mr. Kollman. Mr. Kollman explained the American Legion State of NC Firefighter of the Year Award. Mr. Kollman then explained why Tex Mitchell was chosen for this award. The award was presented to Mr. Mitchell by Mr. Kollman. The Board thanked him for his service to our country and to Perquimans County
3. Jared Harrell: Extension Director: Mr. Harrell introduced Ms. Whitney White as the 4-H NCACC Delegate for the 2025 NCACC Annual Conference. The Board approved Ms. White's representation and thanked her for her commitment to our county and to the youth of NC. A picture was taken with the Board and Ms. White.
4. Jamie Johnson: Perquimans County Schools Maintenance Director: Mr. Johnson presented a request to use available NC Education Lottery funds for replacing playground equipment at Perquimans Central School and for fire alarm upgrades at all four schools. Timothy J. Corprew made a motion to

approve the use of lottery funds as presented. The motion was seconded by James W. Ward and unanimously approved by the Board.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

Charles Woodard: Mr. Woodard provided the following Perquimans County Museum report for June 2025:

Visitors: 37	Hours Opened: 62
Sales: \$101.00	Staff: Sid Eley & Glen White
Donations: \$0.00	
Added to Museum Collection: New Hope School Clock & Pictures Framed Ad for Harris Supermarket	
Accomplished: Museum Needs: More Space Add sign on US 17 by-pass	

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates: The bid opening starts at 9 a.m. on Tuesday July 8, 2025 for the new 911 center to include the replacement of the roof for the EMS building.

County Manager Heath also recognized Chairman Nelson for the appointment as President of the NCACC at the upcoming Annual Meeting.

NEW BUSINESS

- A. **Resolution to Sell Surplus Equipment on GovDeals**: The buyers approved at the June 2, 2025 meeting did not complete the purchase of the following property. The bid ended on Monday, July 7, 2025. A motion was made by Timothy J. Corprew to approve the sale of these vehicles for the bid amounts as stated. The motion was seconded by James W. Ward and unanimously approved by the Board.

Buyer	Vehicle	Date Sold	Starting Bid	Sale Amount
Ryan Terry	2014 Ford F150 VIN# 7774	07/07/25	\$500.00	\$ 3,755.00
Clarence Garvin	2015 Dodge Charger VIN#8938	07/07/25	\$500.00	\$ 1,631.00

- B. **Resolution to Sell Surplus Equipment on GovDeals**: The following Resolution to declare several vehicles and equipment as surplus and authorize County Manager to sell vehicles and equipment on GovDeals were approved by the Board:



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

WALLACE E. NELSON
CHAIRMAN
CHARLES WOODARD
VICE CHAIRMAN
TIMOTHY J. CORPREW
JOSEPH W. HOPFLER
KATHRYN M. TREIBER
JAMES W. WARD
W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

RESOLUTION AUTHORIZING SALE
OF CERTAIN SURPLUS COUNTY PROPERTY

WHEREAS, the Perquimans County Board of Commissioners desires to dispose of certain surplus property of the County:

NOW, THEREFORE, BE IT RESOLVED by the Perquimans County Board of Commissioners that:

1. The following described property is hereby declared to be surplus to the needs of the County:

Model	Make	Serial No.	Department
6500 Power Pro XT	Stryker	090340643	EMS

2. The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sell this property on GovDeals.

3. The County reserves the right to reject any or all bids and decide not to sell the property at any time during this process.

4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be posted on bulletin board at Courthouse and place it on the County's website and Facebook page. After not less than ten (10) days from the date of publication, the County Manager is authorized to sell the above-described property to the highest bidder.

Adopted this the 7th day of July, 2025.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Rebecca T. Corprew
Rebecca T. Corprew, Clerk to the Board



SEAL

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

- C. Board Vacancies:** County Manager Heath encouraged the Board to talk with fellow community members about the Recreation Advisory Board vacancy.
- D. NCACC Voting Delegate:** A voting delegate and alternate must be selected for the 118th Annual NCACC Conference in August. Timothy J. Corprew nominated Charles Woodard for the primary voting delegate and all were in favor. Charles Woodard nominated Timothy J. Corprew as the alternate voting delegate and all were in favor.
- E. Town of Hertford Power Access Site at Marine Industrial Park:** Assistant County Manager Brandon Shoaf requested approval from the Board to effectuate a contract regarding the conveyance of land in Phase II of the Commerce Center to the Town of Hertford. The land will allow the town to install a second delivery point of power at the Commerce Center. This delivery point will help MiTek as well as future businesses who will utilize the Marine Industrial Park. A motion was made by Charles Woodard. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board.

PUBLIC COMMENTS

There were no public comments made.

ADJOURNMENT

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Regular Meeting was adjourned at 7:48 p.m. on motion made by Timothy J. Corprew, seconded by James W. Ward and unanimously approved by the Board.

Wallace E. Nelson, Chairman

Clerk to the Board

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