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REGULAR MEETING

August 4, 2025
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, August 4, 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	Joseph W. Hoffler
MEMBERS ABSENT:	None	
OTHERS PRESENT:	Brandon Shoaf, Assistant County Manager	Hackney High, County Attorney
	Rebecca T. Corprew, Clerk to the Board	

Chairman Nelson called the meeting to order. Charles Woodard gave the invocation, and the Chairman led the Pledge of Allegiance.

AGENDA

Chairman Nelson 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. James W. Ward made a motion to approve the Agenda as presented. The motion was seconded by Kathryn M. Treiber and unanimously approved by the Board.

CONSENT AGENDA

Chairman Nelson asked if there were any items that the Board wished to remove from the Consent Agenda to discuss. There being none, James W. Ward 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 July 7, 2025, Regular Meeting and July 21, 2025, Work Session **(cancelled)** were approved.

B. **Tax Refund / Release Approvals:**

Tax Refunds (Perquimans County):

Christina Twine -- **$101.19**
Owner exchanged one plate for another. Taxes had already been paid on exchanged plate. Account No. 81763356

Adam Larn Lassiter -- **$293.43**
Sold Vehicle. 11-month refund. Account No. 82718745

Carmen Naegeli-- **$147.72**
Sold vehicle-10-month refund. Account No. 78321360.

Shannon Marie Xiques-- **$143.68**
Vehicle Totaled. 9-month refund. Account No. 83607036.

Bobbi Nicole Hartwell-- **$139.90**
Situs Error. Account No. 86389338.

Maureen Frances McNiff-- **$122.18**
Sold vehicle-7-month refund. Account No. 69769844.

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

Dept	Employee Name	Employee Status	Employee Job Title	Grade/ Step	New Salary	Effective Date
DSS	Bryhana Midgette	FT Hire	Social Worker IA&T	67/4	$46,662.00	08/01/2025
911	Allen Foy	FT Hire	Certified Telecomm. II	66/2	$20.44 / hr.	08/01/2025
Water	Arnold White	PT Hire	Equipment Operator	NG	$30.00/hr.	08/01/2025
911	Sandra Rose	Resignation	PT/FI Telecomm.			07/25/2025
EMS	Donna Vaughan	Resignation	PT/ FI Paramedic I			08/23/2025
EMS	Brayden Clemens	Resignation	PT/FI EMT			08/01/2025
DSS	Antonio Williams	Resignation	Administrative Officer I			07/31/2025
EMS	Zach Smith	Removal from Roster	PT/FI Paramedic			08/01/2025
DSS	Demetrius Stokley	Termination	Social Worker III			07/18/2025
DSS	Teahna Nixon	Termination	Social Worker III			07/21/2025
911	Rhianna Tucker	Merit Increase	FT Telecomm	64/2	$18.72/hr.	08/01/2025
911	Courtney Langley	Merit Increase	FT Telecomm	64/2	$18.72/hr.	08/01/2025
911	Morgan Story	Merit Increase	FT Telecomm	64/3	$19.18/hr.	08/01/2025
EMS	Lisa Whidbee	Merit Increase	PT/FI AEMT	66/5	$21.99/hr.	08/01/2025

Water	Alyssa Williams	Merit Increase	Water Clerk I	61/10	$41,480	08/01/2025
Rec	Amanda Layden	Merit Increase	Administrative Assistant	58/12	$38,167	08/01/2025
DSS	Joelisa Drew	Step Increase	IMC II	63/3	$38,171	08/01/2025
SO	William Wright	Step Increase	Certified Deputy	68/4	$48,760	08/01/2025

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
Jonathan Nixon - EM	Amanda Diez	AEMT	06/01/2025
Jonathan Nixon - EM	Molly Miller	Telecommunicator	07/01/2025

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

SCHEDULED APPOINTMENTS:

1. Bill Jennings: Tax Administrator: Clerk Corprew stated that Mr. Jennings could not attend and the collection percentage report should be provided at the next meeting.
2. Bobbie Lowe: Trillium: Mrs. Lowe presented the Annual Report for Perquimans County concerning Trillium health services in our county. Mrs. Lowe explained who Trillium is, what they do for our residents, and how changes and new programs are benefiting our residents. The Board thanked her for her dedication to Perquimans County

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

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

Visitors: .... 41 **Sales:** .... $371.00 **Donations:** $0.00	**Hours Opened**: 67 **Staff**: Sid Eley & Glen White **Annual Report for August 2024 – July 2025** 664.5 hours , 472 guests, $1,949 total revenue
Added to Museum Collection: Homemade child's chair May 10,1968 News & Observer **Accomplished**: **Museum Needs:** More Space Add sign on US 17 by-pass	1902 Sears Roebuck Catalog

Wallace Nelson: Chairman Nelson provided each member with a letter from the County of Dare, Office of the Board of Commissioners requesting participation in the establishment of North Carolina Coastal Counties Fisheries Coalition. After explanation and discussion, it was the consensus of all Board members to attend the first meeting and come back with discussion to see if this would be something Perquimans County would continue to participate in. Timothy J. Corprew will be the Board's representative for the upcoming meeting.

UPDATES FROM COUNTY MANAGER

Assistant County Manager Shoaf presented the following updates: Mr. Shoaf visited MiTek in Edenton. Company representatives explained their vision and how making the move to Perquimans will benefit their business. Mr. Shoaf reported the receipt of the signed offer to purchase along with a check for the earnest money. The lease agreement is in review currently. Mr. Shoaf reports that he has obtained an updated bathymetry chart showing the depths of the river and shared that with the MiTek staff during the visit.

Mr. Shoaf presented an offer from Electricities to partner with Perquimans County to create a commercial for the Marine Park Basin, advertising its potential uses to businesses.

Mr. Shoaf will be speaking at the County Farm Bureau meeting soon and encourages the Board to contact him if they have any specific topics they would like to see covered during that time.

Mr. Shoaf informed the Board that the previously presented SAMC contract was signed at a rate of $250/ per transport to assist in the move of patients from the old SAMC facility to the new facility.

NEW BUSINESS

A. **Sale of Surplus Equipment on GovDeals:** The bids ended on Monday, August 4, 2025. A motion was made by Charles Woodard to approve the sale of these vehicles for the bid amounts as stated. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board.

Buyer	Vehicle	Date Sold	Starting Bid	Sale Amount
Jud Long	2014 Ford F150 VIN# 7774	08/04/205	$500.00	2025.05
Brent McKecuen	6500 Power Pro Stryker Stretcher	08/04/2025	$50	6700.00

A. **<u>NCSHP VIPER Radio Equipment</u>**: Jonathan Nixon requested authorization for the Emergency Services Director to work with the NC State Highway Patrol to facilitate the smooth transition of equipment from County ownership/maintenance to NCSHP ownership/maintenance. A motion was made to grant authorization to the ES Director by Timothy J. Corprew. The motion was seconded by Kathryn M. Treiber and unanimously approved by the Board.

B. **<u>PSAP Mutual Aid</u>**: Jonathan Nixon requested authorization to enter into an agreement with Pasquotank County for Mutual Aid allowing Pasquotank County PSAP and Perquimans PSAP (Public Service Answering Point) to work together in the event of a major disaster. The agreement was included in the packet for review by the Board. A motion was made by Charles Woodard to authorize a mutual aid agreement between Perquimans and Pasquotank counties PSAP's. The motion was seconded by Joseph W. Hoffler and unanimously approved by the Board.

C. **<u>CM at Risk Agreement</u>**: Jonathan Nixon presented an updated CM at Risk Agreement with AR Chesson for Perquimans-Gates 911 Expansion Project for action by the Board, requesting authorization to sign the updated contract with AR Chesson as presented by staff and approved by the Architect. This document is a supplement to the initial contract signed 1/31/2025 by the County Manager. The project remains on budget and on schedule. Email received by County Manager Frank Heath on 7/30/2025 delegating authority to Jonathan Nixon to sign the contract. A motion was made by Joseph W. Hoffler to authorize Mr. Nixon to sign the contract. The motion was seconded by James W. Ward and unanimously approved by the Board.

D. **<u>ES Building Roof Replacement:</u>** Jonthan Nixon presented the contract for the winning bidder of the roof replacement project for the Emergency Services Building. Mr. Nixon explained that the contract is coming in under budget allowing room for any additional expenses that may arise once the roof begins to be removed. A motion was made by James W. Ward to approve the contract as presented. The motion was seconded by Charles Woodard and unanimously approved by the Board.

E. **<u>Recreation Advisory Board Application</u>:** Assistant County Manager Brandon Shoaf requested action from the Board regarding the application received from Mr. Andrew Ravenscraft to serve on the Recreation Advisory Board. After reviewing the application, Mr. Shoaf stated that he felt Mr. Ravenscraft would be a good candidate for this role. A motion was made by Timothy J. Corprew to approve the appointment. The motion was seconded by Kathryn M. Treiber and unanimously approved by the Board.

<u>PUBLIC COMMENTS</u>

There were no public comments made.

<u>CLOSED SESSION: TO DISCUSS ACQUISITION OF REAL PROPERTY AND CLOSED SESSION MINUTES</u>

Chairman Nelson stated that, pursuant to N.C.G.S. §143-318-11(5) the Board went into Closed Session to discuss acquisition of real property and to approve the Closed Session minutes.
On motion made by Timothy J. Corprew, seconded by James W. Ward, to go into the Closed Session. The motion was unanimously approved to go into Closed Session.

The Closed Session was adjourned, and the Regular Meeting reconvened on motion made by Charles Woodard, seconded by James W. Ward, and unanimously approved by the Board.

No action was required from the Closed Session.

<u>ADJOURNMENT</u>

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Regular Meeting was adjourned at 8:04 p.m. on motion made by Kathryn M. Treiber, seconded by Timothy J. Corprew and unanimously approved by the Board.

Wallace E. Nelson, Chairman

Clerk to the Board

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