
REGULAR MEETING

September 2, 2025

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Tuesday, September 2, 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
 Joseph W. Hoffler

MEMBERS ABSENT: Kathryn M. Treiber

OTHERS PRESENT: Brandon Shoaf, Assistant County Manager Frank Heath, County Manager
 Rebecca T. Corprew, Clerk to the Board Hackney High, County Attorney

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. Timothy J. Corprew 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

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 Charles Woodard and unanimously approved by the Board.

A. Approval of Minutes: The minutes of August 4, 2025, Regular Meeting and August 18, 2025, Work Session **(cancelled)** were approved.

B. Tax Refund / Release Approvals:

Tax Refunds (Perquimans County):

Jeffrey Allen Freeman ----- \$117.62

Sold Vehicle. 7-month refund. Account No. 83106517

R&S Logging ----- \$231.62

Sold Vehicle. 10-month refund. Account No. 77987991

R&S Logging ----- \$118.19

Sold vehicle-5-month refund. Account No. 75211528

Terry Lee Tatman ----- \$112.18

Sold vehicle-8-month refund. Account No. 58545243

Aldrich & Mary Krepala ----- \$1600.37

Incorrect square footage billed (refund for years 2020 through 2024).

Tax Releases (Perquimans County)

Steven & Zarina Sparling ----- \$18,810.00

Solid Waste Billing Error. Account No. 0265871

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
EMS	Robert Reed II	PT/FI Hire	PT/FI EMT / Fire Inspector I	67/5	\$22.98/hr.	09/01/2025
911	Morgan Story	FT Hire	Certified Telecommunicator II	66/3	\$20.94/hr.	09/01/2025
911	Isabel Jarvis	FT Hire	Non-Certified Telecommunicator	60/1	\$15.32/hr.	09/01/2025
911	Andrea Myers	PT/FI Hire	Non-Certified Telecommunicator	60/1	\$15.32/hr.	09/01/2025
911	Sarah Gallop	PT/FI Hire	Non-Certified Telecommunicator	60/1	\$15.32/hr.	09/01/2025
Sheriff	Ryan Cappel	Resignation	Certified Deputy			08/12/2025
S	Macy Cappel	Resignation	Administrative Assistant			08/13/2025

DSS	Shanae Christian	Resignation	Social Worker IA&T			08/15/2025
911	Charity Geho	Resignation	FT Telecommunicator I			08/06/2025
911	Kathryn Touchton	Removal from Roster	PT/FI Non-Cert TC			08/15/2025
DSS	Kay Hall	Merit Increase	Social Worker II	67/10	\$54,013	09/01/2025
DSS	Pamela Midgett	Merit Increase	IMC Supervisor II	67/7	\$50,187	09/01/2025
EMS	Sophia Wright	Merit Increase	PT/FI EMT	64/2	\$18.72/hr.	09/01/2025
EMS	Tabitha Martin	Merit Increase	PT/FI EMT	64/2	\$18.72/hr.	09/01/2025
DSS	Melissa Harris	Step Increase	Social Worker III	69/2	\$48,526	09/01/2025
Sheriff	Brian Gregory	Step Increase	Certified Deputy	68/7	\$52,446	09/01/2025

D. Miscellaneous Documents:

1. Resolution Authorizing the Removal of Public Records Books 'Vital Statistics Marriage Licenses 1912-1915.'
2. Resolution Authorizing the Removal of Public Records Books 'Plat Book 1 Part 2'; 'Real Estate Book EE'; 'Real Estate Book UU'.

RECOGNITION OF SERVICE

The following new employee was recognized for service to Perquimans County:

Department Head	Employee Name	Employee Job Title	Years of Service
Tom Reid – Sheriff	Victor Ray Fesperman	Sargeant	20 years

Chief Deputy Tom Reid commended Ray on his outstanding service to the department, noting his exemplary attendance, willingness to train new deputies, and always lending a helping hand to his coworkers. After Mr. Reid made his comments, members of the Board also thanked Ray for his unwavering dedication to Perquimans County.

SCHEDULED APPOINTMENTS:

1. **Rhonda Repanshek:** Mrs. Repanshek presented a request for a motion to either approve or deny a Gift of Property, flag-lot subdivision/recombination request by William and Earnestene 'Patricia' Howell to their daughter, Shannon Coston. Subject property is proposed to be a second flag-lot, one-acre in size, immediately north of the structure at 1013 New Hope Road. It is proposed to be cut from tax parcel no. 4-0052-0001A and 4-0052-0002 and utilize an existing access easement. Three (3) attachments were presented which included the GIS map, a drainage plan, and draft documents from the applicant's attorney. The Planning Board members recommend approval of the flag-lot subdivision deed-of-gift as proposed, combined with an approximately 22-foot-wide strip of her uncle's (Jacob Wills) parcel: conditioned upon establishing a minimum 45-foot-wide easement; and acceptance and installation of the drainage plan created by the Soil & Water Conservation District Technician. A motion was made by Charles Woodard to approve the request as stated. 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 July 2025:

Visitors: 42	Hours Opened: 66.5
Sales: \$265.00	Staff: Sid Eley & Glen White
Donations: \$60.00	
Added to Museum Collection: 2- 1974 Topps All-Star Pitcher Baseball Cards Painting of the Perquimans County Courthouse	
Accomplished: THANKS FOR THE PRINTER!!	
Museum Needs: More Space	

Joseph W. Hoffer: Mr. Hoffer requested a Resolution to honor the late Fred Yates. County Manager Heath read a Resolution in honor of Mr. Yates life and service to the citizens of Perquimans County. A motion was made by Joseph W. Hoffer to approve the Resolution as read. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board.

Charles Woodard: Vice Chairman Woodard presented Chairman Wallace Nelson as the newly elected President of the North Carolina Association of County Commissioners. Mr. Woodard states that Mr. Nelson is the first Commissioner from Perquimans County to be elected. Mr. Woodard also stated that Mr. Nelson's Rural Health Initiative is vital to the citizens of NC and of Perquimans County. Chairman

Nelson took some time to explain his initiative for improvement to health care access in rural NC areas including the maximization of opioid settlement funds and better access to mental health services.

Timothy J. Corprew: Commissioner Corprew provided an update for the North Carolina Coastal Counties Fisheries Coalition. Mr. Corprew explained that this coalition is the conduit between the commercial fisherman of NC and the Legislature. The coalition will be used as a means of getting all involved groups together where organization can be established in advocating for laws and regulations affecting commercial fisherman and our waters. September 17, 2025 will be the next meeting.

OLD BUSINESS:

County Manager Heath congratulated Chairman Nelson on his appointment as President of the NCACC. Mr. Heath mentioned that this appointment will become invaluable to Perquimans County.

Mr. Heath shared comments regarding the visit of Chief Justice Newby to the Perquimans County Courthouse as a celebration of its 200th anniversary. There was a luncheon, tours of the Courthouse grounds and building, and wonderful connections made with Department of Justice staff.

Mr. Heath informed the board of a delay in the Keystone Software conversion for the tax department. Keystone has been acquired by Val Soft. The conversion is scheduled for Spring 2026.

NEW BUSINESS

A. County Manager Heath requested a motion to engage Moffatt & Nichol for Perquimans County Marine Industrial Park Dredging and Shoreline Stabilization. A contract and detailed plan was presented. The cost of this project is \$127,727, utilizing existing Economic Development Funds. There were discussions and some questions among the Board. A motion was made by Timothy J. Corprew to approve the request as stated. The motion was seconded by James W. Ward and unanimously approved by the Board.

B. Mr. Shoaf requested a motion to engage Evergreen Solutions for the salary study approved in the FY2025/2026 Budget. An agreement was presented. The cost of thirty -six thousand five-hundred dollars (\$36,500.00) is three-thousand dollars (\$3,000.00) higher than the original amount presented in the Budget as the study will also include a study of Board member salaries. Mr. Shoaf informed the Board that there are currently 184 employees. Mr. Shoaf stated the study will include an online tool for updating and building future budgets, as well as Grade/Step charts based on the results. Commissioner Corprew asked how long it had been since a salary study had been completed. Mr. Shoaf stated the last study was over ten (10) years ago. A motion was made by James W. Ward to approve the request as stated. The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board.

C. Personnel Matters: A motion was made by James W. Ward to approve the following Personnel Matters as listed. The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board.

Dept	Employee Name	Employee Status	Employee Job Title	Grade/ Step	New Salary	Effective Date
Elections	Robbins Cherry	Reclassification	Director of Elections	67/3	\$45,521	09/01/25
ROD	Jackie Frierson	Merit Increase	Register of Deeds	70/11	\$65,037	09/01/25
Tax	Katelyn Moody	Step Increase	Business/PersProperty	61/4	\$36,905	09/01/25
CAL	Erica Cartwright	Step Increase	Data Manager	60/6	\$36,001	09/01/25

PUBLIC COMMENTS

There were no public comments made.

CLOSED SESSION: TO DISCUSS ACQUISITION OF REAL PROPERTY AND CLOSED SESSION MINUTES

Chairman Nelson stated that, pursuant to N.C.G.S. §143-318-11(5) and N.C.G.S §143-318-11(4) the Board went into Closed Session to discuss acquisition of real property and to approve the Closed Session minutes. On motion made by Charles Woodard, 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 Timothy J. Corprew, seconded by James W. Ward, and unanimously approved by the Board.

No action was required from the Closed Session.

ADJOURNMENT

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Regular Meeting was adjourned at 8:28 p.m. on motion made by Charles Woodard, seconded by Timothy J. Corprew and unanimously approved by the Board.

Wallace E. Nelson, Chairman

Clerk to the Board

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