
REGULAR MEETING

October 6, 2025

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, October 6, 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 Kathryn M. Treiber

MEMBERS ABSENT:

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. Kathryn Trieber 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, Kathryn Treiber made a motion to approve the Consent Agenda. The motion was seconded by James W Ward and unanimously approved by the Board.

A. Approval of Minutes: The minutes of September 2, 2025, Regular Meeting and September 15, 2025, Special Called Meeting were approved.

B. Tax Refund / Release Approvals:

Tax Refunds (Perquimans County):

Cody John Wharton ----- \$119.77
Vehicle traded. 8-month refund. Account No. 78296593

Ryan Danial Anderson ----- \$143.77
Owner moved – registered vehicle in another state; 9-month refund. Account No. 82743096

Johnny Robert Moore Sr. ----- \$106.94
Vehicle was taxed county and city. This property is not city. Account No. 87185543

Terry Ray Bufford ----- \$116.82
Sold vehicle-11-month refund. Account No. 86802107

Ladonna Ann Sims ----- \$196.72
Sold vehicle; 11-month refund. Account No. 77910516

Tax Releases (Perquimans County)

Amy Williams Dail ----- \$519.46
Did not receive senior discount for 2025. Account No. 420476

Bethel Community Fire Protection Association Inc. ----- \$223.08
Should have been exempt for 2025, Account No. 258767

Donna Weeks ----- \$172.21
DMV listed personal property in Perquimans in error. Property is in Currituck County. Account No. 260716

George & Julia Nowell. ----- \$585.52
Land code correction. Account No. 108140

Janice Johnson ----- \$273.26
Did not receive senior discount for 2025. Account No. 259784

Chory Worth Fenton Jr. ----- \$259.48
Did not receive senior discount for 2025. Account No. 357855

Barbara Cabral ----- \$1671.54
Did not receive senior discount for 2025. Account No. 491617

Tax Refunds (Hertford):

Chory Worth Fenton Jr. ----- \$259.48
Did not receive senior discount for 2025. Account No. 357855

Request for Solid Waste Release:**Jonathan Banwarter**-----\$18,810.00

Error in entering number of solid waste fees needed. Should have been 1; 100 was entered. Account No. 266920

Purser Design Build, LLC-----\$18,810.00

Error in entering number of solid waste fees needed. Should have been 1; 100 was entered. Account No. 358504

C. Budget Amendment Nos. 2-7: The following budget amendments were approved by the Board:

**BUDGET AMENDMENT NO. 2
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-610-438	DSS-Foster Care		50,000
10-610-441	DSS – Adult Guardianship	50,000	
EXPLANATION: To amend the FY 25-26 Budget to include additional expenditure line in DSS budget for Adult Guardianship as instructed by the State			

**BUDGET AMENDMENT NO. 3
SCHOOL CONSTRUCTION FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
65-348-001	State School Funds – Lottery	10,457,131	
65-500-711	NB Lottery Intermediate School	10,457,131	
EXPLANATION: To amend the FY 25-26 Budget to include lottery fund drawdown for Intermediate School Project			

**BUDGET AMENDMENT NO. 4
SCHOOL CONSTRUCTION FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
65-348-001	State School Funds – Lottery	113,895	
65-500-740	Capital Outlay	113,895	
EXPLANATION: To amend the FY 25-26 Budget to include lottery fund drawdown for HGS, PCHS, PCS, and PCMS – Fire Alarm Upgrades			

**BUDGET AMENDMENT NO. 5
SCHOOL CONSTRUCTION FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
65-348-001	State School Funds – Lottery	150,000	
65-500-740	Capital Outlay	150,000	
EXPLANATION: To amend the FY 25-26 Budget to include lottery fund drawdown for Perquimans Central to replace playground equipment as approved by DPI			

**BUDGET AMENDMENT NO. 6
E-911 Fund**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-350-001	E-911 – Emergency 911 Fees	969,267	
78-500-161	E-911 – Hardware Maintenance	648,332	
78-500-110	E-911 – Telephone and Furniture	294,935	
78-500-331	E-911 – Computer Software and Maintenance	26,000	
EXPLANATION: To amend the FY 25-26 Budget to include additional funding as approved with the funding reconsideration.			

**BUDGET AMENDMENT NO. 7
E-911 Fund**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-348-000	State Grants	442,777	
78-500-312	911 Secondary Grant	442,777	
EXPLANATION: To amend FY 24/25 budget to include Gates reimbursement for consolidation expenses that should have been used for Motorola invoice paid in FY24/25 with monies being received in FY23/24.			

D. 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	Crystal Copeland	PT/FI Hire	PT/FI AEMT	67/6	\$23.55/hr.	10/01/2025
Sheriff	Rebekah Sarment	FT Hire	Administrative Assistant	61/1	\$33,292	10/15/2025
DSS	Kyne Downing	FT Hire	Social Worker IA&T	70/2	\$50,711	10/01/2025
DSS	Daphne Drew	FT Hire	Social Worker III	69/2	\$48,526	10/01/2025
DSS	Heidi Long	FT Hire	Social Worker III	67/4	\$46,662	10/01/2025

911	Addison Jernigan	PT/FI Hire	PT/FI NC Telecomm.	60/1	\$ 15.32/hr.	10/01/2025
911	Isabella Buzzetta	PT/FI Hire	PT/FI NC Telecomm.	60/1	\$15.32/hr.	10/01/2025
EMS	Dustin VanHorne	PT/FI Hire	PT/FI Paramedic I	68/5	\$24.01/hr.	10/01/2025
EMS	Ethan Howard	PT/FI Hire	PT/FI EMT	64/1	\$18.26/hr.	10/01/2025
EMS	Patricia Mountjoy-Riddick	PT/FI Hire	PT/FI EMT	64/1	\$18.26/hr.	10/01/2025
DSS	Candice Mallory	Resignation	Social Work Supervisor			09/30/2025
Water	Samuel Moncla	Resignation	Water Technician I			09/29/2025
DSS	Elena Howell	Reclassification	Processing Assistant V	61/5	\$36,704	10/01/2025
Inspections	Eddie Wynne	Reclassification	Code Enforcement / Asst. Building Inspector	64/2	\$38,939	10/01/2025
911	Camry Harris	Merit Increase	Telecommunicator I	64/3	\$19.18/hr.	10/01/2025
Sheriff	Joshua Russell	Step Increase	Certified Deputy	68/3	\$46,437	10/01/2025

E. Board Appointments

1. Jury Commission – County Appointee:
 - a. Diane White Stallings – 2 yr. appointment
2. Belvidere-Chappel Hill Volunteer Fire Department Trustees:
 - a. Wade Winslow – 1 yr. appointment
 - b. Julian Baker – 1 yr. appointment
3. Bethel Volunteer Fire Department Trustees:
 - a. Ben Hobbs – 1 yr. appointment
 - b. Chad Mathews – 1 yr. appointment
4. Durants Neck Volunteer Fire Department Trustees:
 - a. Laurence Chappell – 1 yr. appointment
 - b. Mack Nixon – 1 yr. appointment
5. Inter-County Volunteer Fire Department Trustees:
 - a. Jonathan Boyce – 1 yr. appointment
 - b. Robert Swayne – 1 yr. appointment
6. Animal Control:
 - a. Donald Hobbs – 2 yr. appointment
 - b. Bethany Thompson – 1 yr. appointment

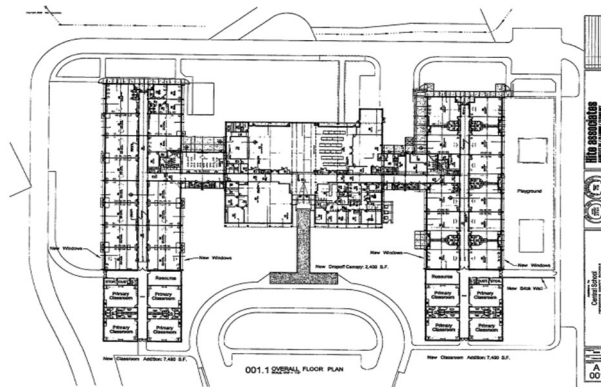
INTRODUCTION OF EMPLOYEES

The following new employee was introduced to the Board:

Department Head	Employee Name	Employee Job Title	Effective Date
Jonathan Nixon	Isabella Jarvis	Telecommunicator	09/01/2025

SCHEDULED APPOINTMENTS:

1. Dr. Tanya Turner - Perquimans County Schools Superintendent: (originally scheduled as James Bunch) Dr. Turner requests the support of the Board of Commissioners in requesting a Needs-Based Public School Capital Fund Grant for Perquimans Central School, which serves our PreK through 2nd grade students. She explains that the school is already at maximum capacity and that without more space, the school risks falling out of compliance. Dr. Turner reminded the board of the plan to expand the school when it was originally constructed in 1998. She provided an image and floor plan to explain where the additional space would be utilized. The total project cost is a \$8,206,985, which is the amount of the grant request, stating that it requires no local match. Dr. Turner also stated the enrollment trends in Perquimans County Schools increased by 16% over the past 5 years, despite the NC average decline in enrollment of 3.4% over the same time. Chairman Nelson asked if there were any questions of the Board or comments to discuss. There being none, Kathryn Treiber made a motion to approve the application for a Needs-Based Public School Capital Fund Grant for Perquimans Central School in the amount of \$8,206,985.00 (Eight million, two-hundred and six thousand, nine-hundred and eighty-five dollars). The motion was seconded by James W Ward and unanimously approved by the Board.



NEEDS-BASED PUBLIC SCHOOL CAPITAL FUND FY2025-26 GRANT APPLICATION

ASSURANCE PAGE

Date: October 1, 2025

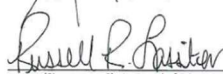
By signing below, we assure the North Carolina Department of Public Instruction that we are officials of our respective organizations and we are authorized to submit this application on behalf of these organizations.

We certify the following:

- The information provided in this proposal is correct and complete.
- The project described in the application is within the parameters of the Needs-Based Public School Capital Fund as required in Article 38B of G.S. 115C-546, and that all of the required local funding is available and designated as a match for this project.
- All Needs-Based Public School Capital Fund grant proceeds and the required Local Matching funds will be used for the construction project described in the application.
- We will work cooperatively with the North Carolina Department of Public Instruction in monitoring and evaluating the progress of the project to meet statutory reporting requirements. We will report on project status and State and local funds expended by April 1 of each year, at the time of each distribution request, and within 90 days of project completion.
- Within 60 days of receiving a Needs-Based Public School Capital Fund grant award, we will enter into an agreement with the Department of Public Instruction detailing the use of grant funds, in accordance with G.S. 115C-546.12.(a).
- All applicable federal and state laws will be adhered to, including equal opportunity without regard to race, color, religion, gender, age, disability, political affiliation, or national origin.
- Procurement and contracting for design and construction services will be conducted in accordance with the requirements of G.S. 133 and G.S. 143.
- Generally accepted fiscal control and accounting procedures will be followed to ensure proper disbursement and accounting of funds from the Needs-Based Public School Capital Fund grant proceeds and required Local Matching funds.
- All Needs-Based Public School Capital Fund grant proceeds are subject to forfeiture provisions, requiring full repayment, in accordance with G.S. 115C-546.12.(c).


(Signature – Chair, County Commissioners)

10/6/2025
(Date)


(Signature – Chair, Board of Education)

09/30/2025
(Date)

10

2. **Jamie Johnson - Perquimans County Schools Maintenance Director:** Jamie Johnson requests a distribution from the NC Education Lottery Repair and Renovation Fund for the renovation of the Perquimans County High School Auditorium. The request is for \$1,370,915.00. The funds will be used to renovate and repair the auditorium and connector including handicap access, lighting, seating, floors, and curtains. These repairs are necessary as there are multiple concerns for accessibility and safety. Mr. Johnson explained that the building has been inspected by a licensed engineer to ensure that the desired repairs could be made, as well as verifying that the project would be a good investment as the structure will be used for years to come with these improvements. Chairman Nelson asked if there were any questions of the Board or comments to discuss. Mr. Frank Heath stated he was glad to hear these improvements were being considered. There being no others, Charles Woodard made a motion to approve the Distribution from the NC Education Lottery Repair and Renovation Fund in the amount of \$1,370,915.00 (One million three-hundred seventy thousand, nine-hundred and fifteen dollars). The motion was seconded by Joseph W Hoffer and unanimously approved by the Board.

DISTRIBUTION REQUEST
PUBLIC SCHOOL BUILDING
REPAIR & RENOVATION FUND
NORTH CAROLINA EDUCATION LOTTERY

Date of Request: September 22, 2025

DPI USE ONLY
Approved By: _____
Date: _____

County: Perquimans County Contact Person: Frank Heath
Address: PO Box 45 Hertford, NC 27944 Title: County Manager
LEA: Perquimans County Schools Phone: 252-426-9484
Address: 411 S. Edenton Road St. Hertford NC 27944 Email: frankheath@perquimanscountync.gov

Project Title: Perquimans County High School (PCHS) Auditorium Renovation

Project Address: 305 S. Edenton Road St.
Hertford, NC 27944

Type of Facility: School Auditorium

The Public School Building Repair & Renovation Fund was established by S.L. 2021-180, Section 4.4.(a1). The purpose of the Fund is to provide revenue to counties for repair and renovation projects. Per G.S. 115C-548.16, counties are to utilize funds for enlargement, improvement, expansion, repair, or renovation of classroom facilities at public school buildings within local school administrative units (LEAs) located in the county. As used in this context, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include administration, maintenance, or other facilities.

Brief Project Description (include est. start/end dates): Renovation of the PCHS Auditorium.
Start date: 11-01-2025 End date: 06-01-2026

Estimated Costs:	
Planning and Design Services	\$ 88,415.00
New Construction - Facility Enlargement	\$
New Construction - Addition(s)	\$
Existing Construction - Facility Improvements	\$
Existing Construction - Facility Repairs	\$
Existing Construction - Facility Renovations	\$ 1,284,500.00
TOTAL	\$ 1,372,915.00

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request the release of \$ 1,372,915.00 from the Public School Building Repair & Renovation Fund. We certify that the project herein described is within the parameters of G.S. 115C-548.

(Signature - Chair, County Commissioners)

10/10/2025
(Date)

(Signature - Chair, Board of Education)

9/22/25
(Date)

PRINT FORM

CLEAR FORM

OLD BUSINESS:

County Manager Heath shared comments regarding the visit of Chief Justice Newby to the Perquimans County Courthouse as a celebration of its 200th anniversary, stating it is the oldest court facility in NC still in use. Mr. Heath shared that the Our State Magazine would have an article about the Perquimans County Courthouse in the November 2025 electronic edition.

Mr. Heath commented on a recent Regional Economic Development Meeting he attended. He mentioned the grant process for NC counties. He explained that many of the grants we apply for are based on NC Department of Commerce Tier status. Many of the counties in northeast NC are Tier II counties, such as Perquimans, Dare, Pitt, and Onslow. Tier I counties include Washington, Tyrell, and Bertie. Mr. Heath believes this is not an accurate tier system. He feels this is important for Legislators and the NC Department of Commerce to consider. He adds that Perquimans and similar small counties face inherent challenges compared to others.

Mr. Heath extended gratitude to Assistant County Manager Brandon Shoaf for his work with ElectriCities on the completion of a marketing commercial filmed last month to promote the Commerce Park. Mr. Shoaf worked to coordinate filming sites, business participation, and interviews. The video should be available by early next year.

Mr. Heath informed the Board that November 2025 would be his last meeting as the County Manager, as he will be out of town for the December 2025 meeting.

NEW BUSINESS

A. County Manager Heath explained changes to the State Health Plan Premium and Policy. Effective January 1, 2026 and retro-active to July 1, 2025 – the State Health Plan premiums are now determined by employee salary range. Mr. Heath explained that he does not agree with this, however, we have no control over the new policy. The county cost is increasing significantly and will have to be paid retroactively to July 1, 2025. The County intends to continue to pay the first \$35 of all plans, but the out-of-pocket costs for our employees for the 80/20 coverage and any dependent coverage will also likely increase for a large portion of our employees.

B. Mr. Shoaf explained changes to the Local Government Employee Retirement System (LGERS) related to the changes in the State Health Plan. The county contribution to the LGERS is also increasing as another means to closing the financial shortfall the State Health plan is facing. He mentioned that both changes (SHP and LGERS) will have a large impact on the budget for FY2025/2026 and FY 2026/2027.

C. Resolution of Surplus Equipment: Jonathan Nixon, Emergency Services Director, is requesting the Boards approval of a resolution authorizing the sale of surplus equipment. There is a storage building on the Winfall Tower Site on Lake Rd that needs to be sold. Mr. Nixon is also requesting that the Board approve the demolition of the building if it does not sell on GovDeals. Chairman Nelson asked if there were any questions or comments. There being none, Timothy J. Corprew made a motion to approve the Resolution. The motion was seconded by James W Ward and unanimously approved by the Board.



**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. HOFFLER
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 equipment is hereby declared to be surplus to the needs of the County:

<u>Model Year</u>	<u>Make</u>	<u>Model</u>	<u>Details</u>	<u>Department</u>
Nov. 2003	Cellxion	Building	11'5" x 16'0" w/ lights, electrical panels, and AC units	Emergency Management

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

3. The County reserves the right to reject any or all bids and decide not to sell the vehicles 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 6th day of October, 2025.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

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



SEAL

D. The Senior Tarheel Legislation Committee received a resignation from Mr. Terry Tatman effective immediately. Interested applicants may contact the County Managers office for an application.

E. The Trillium Northern Region Advisory Board received a resignation from Mr. Terry Tatman effective immediately. Interested applicants may contact the County Managers office for an application.

F. PERSONNEL MATTERS:

The following personnel matters were approved by the Board on motion made by Joseph W. Hoffler. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board.

Dept	Employee Name	Employee Status	Employee Job Title	Grade/ Step	New Salary	Effective Date
DSS	Qushanta White	FT Hire	Social Worker III	67/4	\$46,662	10/13/2025
DSS	Heidi Long	Leave w/o Pay	Social Worker III	67/4	30 hours	10/1/25- 10/9/25

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 7:42 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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