
REGULAR MEETING

November 3, 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. 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, Charles Woodard 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 October 6, 2025, Regular Meeting were approved.

B. Tax Refund / Release Approvals:

Tax Refunds (Perquimans County):

Leah Perry Byrum	\$190.58
Vehicle totaled. 10-month refund. Account No. 83357009	
Michael Jay Corprew Jr.	\$138.00
Vehicle sold. 4-month refund. Account No. 82569599	
Michael & Mari Venrick	\$212.28
Over payment of prepayments Account No. 265255	
Tina Matthews	\$610.87
Over payment of prepayments Account No. 256887	
Jean Harris Masfield	\$196.72
Over payment of prepayments Account No. 539370	
Terry Long Heirs	\$222.78
Over payment of prepayments Account No. 223700	
Lee Westly Jones	\$479.56
Over payment of prepayments Account No. 220505	
Randal & Sandra Dawkins	\$300.05
Over payment of prepayments Account No. 266044	
James Miller Jr. (Rev)	\$174.03
Over payment of prepayments Account No. 510820	

Tax Releases (Perquimans County)

Mary Curry	\$310.61
Clerical Error during revaluation. Wrong house was assessed. Account No. 358639	
Kenneth & Angelique Dewert	\$869.62
Moved to Florida on Sept 11. Boat & Trailer registered as of their move date.	
Clarence Alan Jennings	\$267.02
Did not receive Senior Discount for 2025. Account No. 428229	

Tax Refunds (Hertford):

Mary Curry	\$301.09
Clerical Error during revaluation. Wrong house was assessed. Account No. 358639	

Request for Solid Waste Release:**Perquimans County-----\$37,430.00**

Error in entering number of solid waste amount. Parcel No. 3-0040-ON115-H

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
911	Leticia Damps	PT Hire	PT/FI Non-Certified Telecommunicator	60/1	\$15.32/hr.	11/01/2025
EMS	Glynda Parker	PT/ FT Hire	Compliance Officer	69/5	\$25.09/hr.	11/01/2025
EMS	Brandon Thorngren	Reclassification	Paramedic II	69/6	\$25.72/hr.	11/01/2025
EMS	Miranda Neiswander	Reclassification	Paramedic II	69/6	\$25.72/hr.	11/01/2025
EMS	Alyssa Pumbo	Reclassification	PT/FI Paramedic II	69/5	\$25.09/hr.	11/01/2025
911	Molly Miller	Reclassification	Telecommunicator I	64/1	\$18.26/hr.	11/01/2025
911	Tyanna Green	Reclassification	PT/FI Telecommunicator I	64/2	\$18.72/hr.	11/01/2025
DSS	Michelle Cassell	Reclassification	IMC II	63/1	\$36,354.00	11/01/2025
EMS	Ashlyn Overman	Resignation	PT/FI EMT			10/09/2025
Sheriff	Dean Pumbo, Jr.	Resignation	Certified Deputy			10/24/2025
911	Reagan Charlton	Resignation	Telecommunicator I			10/31/2025
DSS	Jalena Glasper	Resignation	IMC II			10/31/2025
EMS	Alyssa Pumbo	Resignation	Compliance Officer			10/31/2025
911	Tyanna Green	Resignation	Telecommunicator I			11/1/2025
Recreation	Howard Williams	Merit Increase	Recreation Director	70/13	\$66,300.00	07/01/2025
DSS	Brandy Haislip	Merit Increase	IMC II	63/2	\$37,264.00	11/01/2025
DSS	Tracee Baxton	Merit Increase	IMC II	63/2	\$37,264.00	11/01/2025
Planning	Trevor Miles	Merit Increase	Planning Assistant	68/2	\$46,437.00	11/01/2025

D. The following Board Appointments were approved:

1. Tourism Development Authority – Town of Hertford Appointee:

a. Jerry Mimlitsch – 2 yr. appointment

E. The Chowan-Perquimans LEPC 2026 Roster was approved.**PERQUIMANS COUNTY EMERGENCY SERVICES**

P.O. Box 563 - 159 Creek Drive - Hertford, NC 27944

(252) 426-5646 Phone - (252) 426-3306 Fax

Jonathan A. Nixon, Emergency Services Director

To: Rebecca Corprew
Clerk to the BoardFrom: Jonathan A. Nixon
Emergency Services Director

Date: October 30, 2025

Re: Chowan/Perquimans LEPC 2026 Roster

Please add this roster to the November 2025 Perquimans County Commissioner's Meeting Agenda for Board reappointment of the Chowan/Perquimans Local Emergency Planning Committee for 2026.

Chowan-Perquimans LEPC	
NAME	SPECIALTY
Basnight, Edward	Law
Bass, Billy	Fire
Brewster, Sue	CERT (Shores at LE)
Brittingham, Richard	EMFire/RRT-1
Cartwright, Michael	Fire
Day, Chris	Press
Hoffer, David	Fire (NC Forestry)
Hollowell, Ralph	Environmental
LaFon, Anita	Health Dept
LaFon, David	Law
McKeever, Jim	CERT (Deep Creek)
First Sgt Beau Daniel	Law
Nelson, Wallace	Elected Official (Perq)
Nixon, Jonathan	EM/EMS/911
Palmer, Cordell	EM/LE
Perq SO Rep	Law
Ponte, Tom	EM
Sawyer, Terry	Transportation
Schaffer, Tony	Elected Official (Chowan)
Smith, Chris	NCEM
Smith, Lewis	Owner/Operator(Parkway Ag)
Sollesbee, Julie	EM/Press
Spruill, Mary	Volunteer
Williams, Tonya	Hospital
Winslow, Jarvis	EM

- F. The 2025 OPEB Memorandum of Participation for GASB 74/75 Participants was approved.
- G. A Proclamation in support of Family Caregiver Month was signed.



**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 HIGG, JR.
COUNTY ATTORNEY

**Family Caregiver Month 2025
A PROCLAMATION**

WHEREAS, November is Family Caregivers Month, a time for us to recognize and honor Perquimans County Family Caregivers for their unpaid care to family members and friends and their immense influence on the safety and wellbeing of our residents; and

WHEREAS, Perquimans County caregivers remain diverse in their circumstances and characteristics but share a common goal of keeping their family members or friends in their community of choice; and

WHEREAS, the North Carolina Division of Aging, The North Carolina Area Agencies on Aging, local providers, and many other organizations are committed to increasing awareness and meeting caregivers' needs; and

WHEREAS, helping North Carolina's family caregivers' access and use support and acknowledge that respite services can protect a family caregiver's health, strengthen family relationships, and enable a care recipient to remain at home, and

WHEREAS, Perquimans County encourages people to recognize and support family, friends, and neighbors who help those who are aging or have disabilities because doing so is the right thing to do and an essential investment in a better future for North Carolina's residents;

NOW, THEREFORE, The Board of Commissioners of Perquimans County do hereby proclaim November 2025 as Family Caregivers Month.

Dated on this 3rd day of November 2025.

Perquimans County Board of Commissioners

Attest:

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



Wallace E. Nelson
Wallace E. Nelson, Chairman

INTRODUCTION OF EMPLOYEES

The following new employee was introduced to the Board:

Department Head	Employee Name	Employee Job Title	Effective Date
Angela Jordan	Heidi Long	Social Worker III	10/01/2025
Angela Jordan	Kyne Downing	Social Worker IA&T	10/01/2025
Angela Jordan	Daphne Drew	Social Worker III	10/01/2025
Shelby White	Rebekah Sarment	Administrative Assistant	10/15/2025

SCHEDULED APPOINTMENTS:

1. Jared Harrell- NC Cooperative Extension Director: Mr. Harrell presented the annual 2025 Report to the People, providing an annual snapshot that highlights programs, impacts, and success stories, showing how Extension delivers research-based solutions that strengthen agriculture, youth, families, and communities across the state. He also provided a Perquimans County Local Farms and Food Profile, providing a snapshot of the number of farms, types, producer data, and crop values across Perquimans County.

Mr. Harrell introduced Whitney White – 4-H Congress Delegate. Ms. White spoke about her experience with _____.

Mr. Harrell also introduced several staff members who provided the information contained in the handout below:

**Perquimans County NC Cooperative Extension Center
Upcoming 2026 Programs**

Jared Harrell

Perquimans County Extension Director

- Starting a new Perquimans 4-H Shooting Sports Team ages 8-18 are invited to participate – Camp Cale will host the shooting team
- Preparing to host the Northeast Ag Expo Small Grains Field Day on February 11, 2026, at Camp Cale

Sarah Richardson

Area Commercial Horticulture Agent

- The area vegetable production meeting will be on February 4, 2026, held at the Chowan County Extension Office.
- The area forest landowner meeting will be on January 22, 2026. Please encourage any local landowners or farmers to attend. Topics will include succession planning and forest regeneration.

Kellie Binnicker

Area Consumer Horticulture Agent

- Albemarle Landscape School for landscape contractors, public municipal workers and other public pesticide applicators on January 27, 2026, Pasquotank County Extension Center

Sarah Sowders

Perquimans County Family and Consumer Science Agent

- Cook with a Book:
Combines reading and hands-on cooking activities to promote literacy, nutrition, and family engagement among K-5 students. Encourages healthy eating habits and creativity through themed recipes that connect to children's literature.
- LIFT (Lifelong Improvements through Fitness Together):
Evidence-based strength-training program designed to improve balance, flexibility, and overall health for adults. Builds social connections and long-term wellness through group-based exercise and weekly goal setting.

OLD BUSINESS:

County Manager Heath updated the Board regarding the State Health Plan increase discussed at the October 6, 2025, meeting. The General Assembly postponed the increase of 2.4% until the 2026 budget year.

Mr. Heath reported a new sign has been installed at the Jim "Catfish" Hunter Ball Field in Winfall by Guy Webb with the ALS Foundation.

Mr. Heath extended an invitation to the Board to attend the FOCUS Broadband Grand Opening in Edenton on Thursday November 6, 2025, at 11:00 a.m.

Mr. Heath informed the Board of the Veterans Day Ceremony to be held on the Courthouse Lawn on November 11, 2025, at 11:00 a.m.

NEW BUSINESS

A. RESOLUTION OF SURPLUS EQUIPMENT: Jonathan Nixon, Emergency Services Director, is requesting the Board's approval of a resolution authorizing the sale of a surplus vehicle. Chairman Nelson asked if there were any questions or comments. There being none, Kathryn M. Treiber made a motion to approve the Resolution. The motion was seconded by Charles Woodard and unanimously 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
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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 vehicles are hereby declared to be surplus to the needs of the County:

Model Year	Make	Model	VIN	Department
2005	Chevrolet	TrailBlazer	1GNDT13S652284524	Emergency Services

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 3rd day of November, 2025.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Rebecca T. Corprew, Clerk to the Board



SEAL

B. COURTHOUSE GREEN REGULATIONS: Mr. Heath presented the Board with a recommendation to protect the Courthouse green, following a recent incident of livestock on the green, using it as pasture and depositing waste. "Unless sanctioned and approved by Perquimans County as a special event, no livestock (including, but not limited to cattle, sheep, lambs, goats, pigs, poultry, etc.) shall be permitted on the grounds of the historic Perquimans County Courthouse, and other County-owned properties. Decisions on what activities are allowed on the Courthouse Green is delegated to the County Manager. The Manager may, at the next regular meeting of the County Commissioners, after a special request is received, consult with the Board for further clarification if needed". Chairman Nelson asked if there were any questions, discussions or comments regarding this recommendation. There being none, Chairman Nelson asked for a motion to approve the recommendation as presented. Charles Woodard made a motion to approve the recommendation as presented. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board.

C. NEW HOPE CONVENIENCE SITE: Mr. Heath presented the Board with a survey of the New Hope Convenience Site. At present, the Durants Neck Ruritan Club owns the site. It came to the attention of the County Manager that they are interested in selling the property of .6 (six-tenths) acre. If purchased by Perquimans County, it will give the county perpetual long-term control of the improvements on the site and solidify service to our customers, benefiting both the county and the Ruritan Club. The proposed sale price is \$25,000.00 (twenty-five thousand dollars). Chairman Nelson asked if there were any questions, discussions or comments regarding this recommendation by the County Manager to purchase the site. Timothy J. Corprew agrees with the purchase and the amount and asked if the County could request a first right of refusal if the Durants Neck Ruritan Club site and building are listed for sale. Mr. Heath asked if the motion is dependent on the right of refusal. Mr. Corprew stated that it is not, he would just like to see if they would be willing. Chairman Nelson asked if there were any additional questions or discussion. There being none, Chairman Nelson asked for a motion to approve the purchase of the New Hope Convenience site from the Durants Neck Ruritan Club for \$25,000.00 (twenty-five thousand dollars).

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

D. SALE OF SURPLUS EQUIPMENT: The County has adopted resolutions *proclaiming the following equipment as surplus equipment and proceed to sell it on GovDeals*. The bid period for the following surplus item with GovDeals closed on November 3, 2025, at 11:00 a.m. On motion made by Timothy C. Corprew, seconded by James W Ward, the Board unanimously approved the sale of the following equipment on GovDeals:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
Garvin Gibson	2003 Cellxion Portable Concrete Building	10/06/2025	\$500	\$1075.00

E. RECOGNITION OF COUNTY MANAGER FRANK HEATH: Chairman Nelson recognized Frank Heath's 22 (twenty-two) years of service and congratulated Mr. Heath on his retirement as County Manager effective January 1, 2026.

Mr. Heath spoke to the Board and staff, thanking them for their partnership and teamwork during his tenure making it possible to strengthen our County and communities. He mentioned the highlights across County agencies, including several major projects, expansions, consolidations, and buildings that have been completed, all while keeping the tax rate consistently among the lowest in the region. He ended his speech with stating "None of this happened because of one person – it happened because of a dedicated team of employees, elected officials, volunteers, and citizens who care deeply about this county. I've been proud to work alongside each of you in building a stronger, safer, and more connected Perquimans. Thank you, and God bless Perquimans County".

Chairman Nelson expressed his gratitude to Mr. Heath for 14 years of outstanding leadership with steady hands, calm judgment, and a genuine love for this community. Chairman Nelson opened the floor for Commissioners to make remarks if desired. Each Commissioner gave remarks of gratefulness for Mr. Heath's service and leadership, and mentorship over the years. Chairman Nelson opened the floor to the citizens for comments also. Chairman Nelson presented Mr. Heath with a plaque in appreciation of his service to Perquimans County.



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 7:45 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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