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## REGULAR MEETING

December 1, 2025

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, December 1, 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. Corpew      James W. Ward  
Joseph W. Hoffler      Kathryn M. Treiber

### MEMBERS ABSENT:

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

Chairman Nelson called the meeting to order. Joseph W. Hoffler 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. Corpew 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 Timothy J. Corpew and unanimously approved by the Board.

A. Approval of Minutes: The minutes of November 3, 2025, Regular Meeting were approved.

B. Tax Refund / Release Approvals:

#### Tax Refunds (Perquimans County):

Wayne Sentell White	\$110.14
Vehicle totaled. 9-month refund. Account No. 86827282	
Brent Allen Lamarque	\$290.77
Vehicle traded in; 8-month refund. Account No. 71213423	

#### Tax Releases (Perquimans County)

Wayne & Donna Orlando	\$340.08
Incorrect assessment for 2025. Account No. 266618	
Debra Stallings	\$35.36
House is no longer there. Account No. 430158	
Jeremiah & Tina Henning	\$373.36
Incorrect Assessment. Account No. 539063	
Happy to Help Homes LLC	\$267.80
Incorrect Assessment. Account No. 358847	
Donald Joseph Reasoner	\$152.57
Vehicle sold. 10-month refund Account No. 78358640	

#### Tax Releases (Hertford):

Happy to Help Homes LLC	\$267.80
Incorrect Assessment. Account No. 358847	

#### Tax Refunds (Winfall):

Wayne Sentell White	\$110.14
Vehicle totaled. 9-month refund. Account No. 86827282	
Donald Joseph Reasoner	\$164.32
Vehicle sold. 10-month refund Account No. 78358640	

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	Jennie Blowe	FT Hire	Administrative Officer I	67/2	\$44,438.00	12/01/25
DSS	Stephanie Spence	FT Hire	Social Worker III-Foster Care	69/2	\$48,526.00	12/01/25
Sheriff	Gabriel Everett	FT Hire	Uncertified Deputy	65/1	\$39,699.00	12/01/25
911	Sarah Gallop	FT Hire	Non-Certified Telecommunicator	60/1	\$15.32/hr.	11/01/25
EMS	Miranda Neiswander	PT Hire	Paramedic II	69/6	\$26.23/hr.	12/01/25
Sheriff	William M Ward	Reclassification	Certified Deputy	68/3	\$47,569.00	12/01/25
Telecomm.	Isabel Jarvis	Reclassification	Telecommunicator I	64/1	\$18.26 / hr.	12/1/25
EMS	Miranda Neiswander	Resignation	Paramedic II			11/30/25
DSS	Lisa Wolfrum	Step Increase	Income Maintenance Caseworker II	63/1	\$37,264.00	12/01/25
DSS	Pamela Lacy	Step Increase	Income Maintenance Technician	59/4	\$32,809.00	12/01/25

D. The following Board Appointments were approved:

1. Planning Board:
  - a. Antione Moore – 3 yr. appointment
  - b. Lewis Smith – 3 yr. appointment

E. Budget Amendment No. 8: The following budget amendment was approved by the Board:

BUDGET AMENDMENT NO. 8  
COUNTY CONSTRUCTION FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
50-399-000	Fund Balance Appropriated	320,143	
50-000-729	Generator – Tower Project	320,143	
EXPLANATION: To amend the FY 25/26 Budget to complete the Communications Tower Project (these funds were provided through interest earned during project).			

F. Thompson, Price, Scott & Adams & Co., P.A. Contract Amendment: Due to a change in the County's accounting software, the audit could potentially be delayed. A amended contract was approved to extend the audit deadline from December 31, 2025 to February 12, 2026 if necessary.

**INTRODUCTION OF EMPLOYEES**

The following new employee was introduced to the Board:

Department Head	Employee Name	Employee Job Title	Effective Date
Jonathan Nixon	Glynda Parker	Compliance Officer	11/01/2025

**RECOGNITION OF SERVICE**

The following employee was recognized for her service to the County:

Department Head	Employee Name	Employee Job Title	Years of Service
Jonathan Nixon	Jessica White	Paramedic II	5

**SCHEDULED APPOINTMENTS:**

1. Jamie Johnson – Perquimans County Schools Maintenance Director: Jamie Johnson requests a distribution from the Repair & Renovation Fund for HVAC repair and replacements at all four schools. This distribution will allow Mr. Johnson to continue to replace or repair units as needed, rather than having to wait for the Board to approve each individual request, delaying time in completing the repairs. Chairman Nelson asked if there were any other questions or comments. There being none, Charles Woodard made a motion to approve the distribution request for three-hundred thousand dollars (\$300,000.00) from the Repair and Renovation Fund to Perquimans County Schools for HVAC repair and replacement, and that Perquimans County Schools is to use the funds, when necessary and as they see fit, for the repairs and replacements. The motion was seconded by Timothy J. Corpew and unanimously approved by the Board.
2. Jonathan Nixon – Emergency Services Director: Mr. Nixon is requesting Grant approval and authorization as ES Director to sign the NC 911 Board Grant for the Perquimans-Gates 911

Communications Radio Replacement Project. The Grant award is for four-hundred forty-two thousand, seven-hundred seventy-seven dollars and twenty-six cents (\$442,777.26). The Grant will be used to purchase and install five (5) Motorola AXS Console positions and a base radio for the five (5) dispatch console positions, as well as one portable radio to serve as a backup unit, all of which will be for use on the PSAP dispatch floor. Chairman Nelson asked if there were any other questions or comments. There being none, Timothy J. Corpew made a motion to allow Jonathan Nixon to sign the Grant agreement as presented for the Perquimans-Gates 911 Communications Radio Replacement Project. The motion was seconded by Kathryn M. Treiber and unanimously approved by the Board.

## COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

James W. Ward shared concerns with the Board regarding the intersection of Highway 17 and Wiggins Road in Winfall, NC. He stated there have been 44 accidents at that intersection from 2020-2025. He is concerned about the safety of our residents, especially with the new school opening in 2026. Mr. Ward is requesting concensus to have the NC DOT District 1 Study of the intersection. The Board agreed unanimously. Mr. Ward asked Brandon Shoaf to contact the NC DOT District 1 representative.

## OLD BUSINESS:

Assistant County Manager Shoaf updated the Board regarding the County audit. Everything is going well and should be completed soon. The delay was the result of new software for the finance office. There are no concerns with the results of the audit currently.

Mr. Shoaf reported a windmill failure on or around November 22-23, 2025. A blade disconnected from the turbine labeled "No 3" on Tidewater Rd. The failure did not result in any damage or injuries. Mr. Shoaf contacted Avangrid, owner of the windmill. The company was aware of the failure and will be working to repair the unit.

Mr. Shoaf announced the completion of the Marine Park Commerce video by Electricities. The video is being sent to all participants that were interviewed. Once approved, it will be released and Mr. Shoaf will share it with the Board.

Mr. Shoaf informed the Board that closing documents for the MiTek contract have been sent to the attorney's office for review.

Mr. Shoaf reported the FOCUS ribbon cutting event was well attended by county representatives. The grant phase is now complete. FOCUS will continue to build the network in Perquimans and surrounding counties.

Mr. Shoaf notified the Board of changes in funding amounts for the SNAP program. These changes are a result of the One Big Beautiful Bill and will reduce the amount of reimbursement for administration of the SNAP program as well as hold the county responsible for 15% of the SNAP benefits issued in the county. This will likely cost the county nearly \$612,000.00 (six-hundred twelve-thousand dollars) or more.

## NEW BUSINESS

### A. ELECTION OF CHAIRMAN/VICE CHAIR

Chairman Nelson recognized Hackney High, County Attorney, to handle the elections of the Chairman/Vice Chairman. As Temporary Chairman of the meeting, Mr. High opened the floor for nominations for Chair/Chairman of the Board. Charles Woodard nominated Wallace E. Nelson as Chairman. There being no other nominations, Mr. High closed the nominations and asked the Board to vote on the nomination of Wallace E. Nelson as Chairman. The motion was unanimously approved by the Board. Mr. High opened the floor for nominations for Vice Chair/Chairman of the Board. Kathryn M. Treiber nominated Charles Woodard as Vice Chairman. There being no other nominations, Mr. High closed the nominations and asked the Board to vote on the nomination of Charles Woodard as Vice Chairman. The motion was unanimously approved by the Board. Mr. High turned the meeting back over to Chairman Nelson.

### B. RESOLUTION FOR THE SALE OF SURPLUS PROPERTY: Brandon Shoaf, Assistant County Manager is requesting the Boards approval of a resolution authorizing the sale of surplus property. The County foreclosed on the parcel for past due property taxes. The property was auctioned on the Courthouse lawn on July 16, 2025, to which no one placed a bid. County Chairman Nelson asked if there

were any questions or comments. Timothy J. Corpew asked what the minimum bid will be. Brandon Shoaf stated the current has a tax liability for this property in the amount of \$3,469.45 (three-thousand



REBECCA T. CORPWEW  
CLERK TO THE BOARD  
W. FRANK REATH, JR.  
COUNSEL ATTORNEY

PERQUIMANS COUNTY  
BOARD OF COMMISSIONERS

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TELEPHONE: 1-252-426-7650

WILLIAM C. NELSON  
CHARLES WOODARD  
CHARLES WOODARD  
THOMAS J. CORPWEW  
JOSEPH M. HOPKINS  
KATHRYN M. TREIBER  
JAMES W. WARD  
W. FRANCIS WOOD, JR.  
COUNSEL 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. On July 16, 2025, Parcel No. 2-D082-QR37-AP was foreclosed on and acquired by Perquimans County due to unpaid taxes.

2. No notice has been taken on this foreclosed property, and the County wishes to sell the parcel on GovDeals.

3. The following described parcel is hereby declared to be surplus.

Being all of Lot No. 37, Section Q & R, - Waverly, Phase I, Albemarle Plantation, as shown on plat entitled Final Plat, Section Q & R, Waverly, Albemarle Plantation as recorded in Plat Cashes 2, Slide 55, Map No. 1, Perquimans Co. Public Registry. Subject to restrictive covenants, assessments, and rights-in-way of record, Parcel No. 2-D082-QR37-AP.

4. The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sell this parcel on GovDeals with a minimum opening bid of \$3,469.45 (three-thousand, four hundred sixty-nine dollars, and forty-five cents).

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

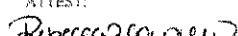
6. The County Manager, in accordance with State law, shall cause a summary of this resolution to be published once in a newspaper having general circulation in the County and place it on the County's website. After not less than ten (10) days from the date of publication, the County Manager is authorized to sell the above-described property to the highest bidder.

Adopted this the 1st day of December, 2023.

 Chairman

Perquimans County Board of Commissioners

ATTEST:

 Rebecca T. Corpew

Rebecca T. Corpew, Clerk to the Board

SEAL



Perquimans County's Vision:

To be a community of opportunity in which to live, learn, work, prosper and play.

sixty-nine dollars and forty-five cents). Kathryn Treiber commented on the importance of maintaining value of the property in Albemarle Plantation, stating that the property should not be sold for less than current tax value. Brandon Shoaf stated the current tax value is \$30,000.00 (thirty-thousand dollars). Timothy J. Corpew asked Kathryn Treiber to state the amount she desires the property to be sold for. Kathryn Treiber stated \$25,000.00 (twenty-five thousand dollars). Timothy J. Corpew made a motion to approve the Resolution to sell surplus property listed as Parcel No. 2-D082-QR37-AP, and to place the property for sale on GovDeals with a minimum bid amount of \$25,000.00 (twenty-five thousand dollars). The motion was seconded by Charles Woodard and unanimously approved by the Board.

C. RHONDA REPANSHEK – PLANNING DIRECTOR: Rhonda Repanshek presented the Board with a Final Plat Review for approval under the recommendation of the Planning Board. The final plat details are as follows:

This is Final Plat Review of Albemarle Plantation Cole Tract, Phase One. It consists of 2 parcels which are bounded by Mathews Road, Holiday Lane, and Pasquotank Blvd.

- Final plat submissions are administrative decisions. If the plat meets all the requirements in the subdivision ordinance, then it must be approved. If it does not meet all the requirements then it may be denied or approved with a stipulation that a requirement be met at a certain time in the near future, prior to recording of the plat.
- This final plat proposes fifty lots, comprised of a mix of townhomes, duplexes, and conventional lots. A minimum 50 ft. wide perimeter buffer of existing trees is designed to remain. Ponds, two water hydrants, and a community mailbox facility are part of phase one.

- Side setbacks for conventional and reverse frontage lots are set as 10 ft, rather than previously proposed 5 ft due to the water pressure modeling being 500 gallons per minute (GPM) instead of 1,000 GPM at 20 psi residual.
- Special conditions recorded in Register of Deeds book 522, page 854 and also the Subdivision Regulations No. 105, section 306.7 Map Requirements checklist were used to determine if the Cole Tract's phase one final plat with second revision date of November 14, 2025 is in compliance.
- Fees – Final plat fee and the Water Facility Fee are both paid already.
- (SUP E7) [#2 in staff report] requires detailed wastewater system engineering drawings – Staff received a Watermain Extension and Wastewater Force main As-built. The Public Water Supply Section of NCDEQ issued a "Partial Final Approval" letter dated November 26, 2025, for phase one, which allows the County to take possession of the water system.
- (SUP B6) [#4 in staff report] Prior to final plat approval, applicant shall submit NC DEQ Stormwater Permit to the County (Permit No. SW7210505) A stormwater permit for Cole Tract-South-Low Density for construction of built-upon areas and vegetated conveyances was presented to the county; Final stormwater permit will not be signed until AFTER certificate on final plat is recorded in Register of Deeds, as per the checklist attached to the stormwater permit letter.
- [#10 in staff report] Subdivision Regs section 306, first paragraph states that 'prior to completion of the final plat for review by the Board of County Commissioners, the developer shall have completed the installation of all improvements in accordance with the approved preliminary plat. The only exception may be asphalt street paving and related shoulder/ditch grading and seeding, provided the developer submits an improvement guarantee...' Curb and gutter is already installed, as well as the first layer of asphalt. County has copy of fully executed bond for additional lift(s) of asphalt street paving and sidewalk. Applicant submitted a 'subdivision bond' for the improvements of 'Concrete- Sidewalks and Handicap Ramps and Asphalt' which has been signed.
- (SUP B4) [16 in staff report] All drainage ditches and major drain-ways are to be protected by easements. Covered by easements listed in General Note 6 on final plat cover sheet.
- (SUP E9) [17 in staff report] Approval/permits as required by NCDEQ for central wastewater treatment plant and disposal system shall be provided. (SUP E9) NCDEQ wastewater extension approval was submitted. It is permit no. WQ0042967 Wastewater Collection System Extension Permit dated April 27, 2022, for the Cole Tract. It "...shall be effective from the date of issuance until rescinded..." Also regarding the wastewater/sewer system, the county has received an "Engineering Certification" signed by Albemarle Utility Company's registered agent and the engineer, Mr. Klebitz, certifying that the project has been constructed to the applicable standards and requirements.
- (SUP E3) As stated earlier [# 20 in staff report] Applicant shall supply a minimum of 1,000 gallons per minute at 20 psi residual for areas with side setbacks less than 10 feet. Applicant stated, "Water system was modeled to provide 500 GPM, so the side yard setbacks have been revised to 10 ft. See General Note 5 on final plat cover sheet."
- (SUP A4) [ 21 in staff report] 50 ft existing woodland buffer adjacent to Woodside II is required A 50 ft buffer is labeled on Overview Sheet 3 in the Construction Drawings and is noted on final plat cover sheet at General Note number 17 and on sheets 3 and 4.
- (SUP F1) [8 in staff report] Prior to final plat approval, Developer shall obtain County Attorney approval of the Articles of Incorporation for the POA or HOA and Restrictive Covenants for the Cole Tract. County Attorney High was submitted the documents November 5th, if he would like to comment on them at this time.
- (SUP E7) [#6 in staff report] Prior to final plat approval, any operational and maintenance agreements with the Developer's or the Homeowners Association's wastewater system operator shall be submitted for review and approval by the County. Applicant reports that O&M agreements between the Utility and developer/HOA are not known to exist. Applicant did submit a copy of the Utility's Certificate of Public Convenience and Necessity as granted by the NC Utilities Commission.

Planning Board recommends approval of Albemarle Plantation Cole Tract-phase one final plat provided that the applicant obtains all required signatures that have not yet been obtained.

Chairman Nelson asked if there were any questions, discussions or comments. Rhonda reminded the Board that the recorded plat is a requirement for Albemarle Preserve to receive the last signature on the stormwater permit. There being none, Chairman Nelson asked for a motion to approve the recommendation as presented. Kathryn Treiber made a motion to approve the Final Plat Review for Albemarle Plantation Cole Tract-Phase One provided that the applicant obtains all required signatures that have not yet been obtained. The motion was seconded by Timothy J. Corpew and unanimously approved by the Board. (Documents related to this motion are on file with the Clerk to the Board for public record review.)

D. BANK RESOLUTIONS & USE OF SIGNATURE STAMP: There was no change in the Chair or Vice Chair of the Board, therefore no change for the bank resolutions or signature stamps.

E. RETURNED CHECK POLICY: Assistant County Manager Brandon Shoaf presented the Board with a returned check policy. The policy presented imposes a forty-dollar (\$40.00) fee for returned check



REBECCA T. CORPREW  
CLERK-RECORDS  
W. FRANK HEATH, III  
COUNTY MANAGER

**PERQUIMANS COUNTY  
BOARD OF COMMISSIONERS**

P.O. BOX 45  
HERTFORD, NORTH CAROLINA 27944  
TELEPHONE: 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 HICK, JR.  
County Attorney

**RETURNED CHECK POLICY**  
Effective 12/01/2025

Upon receipt of a returned check or ACH, Perquimans County will use its best efforts to contact the person liable and request payment using phone and email, if provided by the payor. The department which accepted the check for payment will send a written demand before initiating any legal action to recover the damages. The initial written demand will be mailed to the maker of the check/ACH at his/her last known address and will give the maker a total of 30 days to repay the returned amount along with the return fee of \$40.00. If the total amount owed to Perquimans is not paid in full within this 30-day time frame, the maker will be subject to disconnection or termination of service(s) without notice and will be required to pay the full amount of the return and the return fee along with any additional fees, as stated per department. Cash, money order, official bank check, or debit/credit card will be the only acceptable method of payment to repay the return. Perquimans County will not accept a check to pay for a returned check or ACH.

Any person who gives Perquimans County two or more checks/ACH returns within a year will be restricted to cash, money order, official bank check, or credit/debit card payments for a period of 1 year. After 1 year, persons under restricted payments will be able to once again pay using personal checks/ACH as an acceptable method of payment. If after being reinstated to remitting by check/ACH, a person has another return, said person will be restricted to cash, card, money order, or official bank checks for all future payments with the department.

Perquimans County will post a sign in plain view for all customers to see in all offices accepting payment including but not limited to Perquimans County Water Department, Perquimans County Recreation Center, Perquimans County Center for Active Living, Perquimans County Tax Office, Perquimans County Register of Deeds, and any other department accepting payments stating the amount of the fee that will be charged on all returns, along with the return check policy.

or ACH transactions. Also, any person who presents two payments which are returned will be limited to payment by cash, money order, official bank check, or debit/credit card for one year. Subsequent returned payments will prevent the person from payments with check or ACH indefinitely. 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. Timothy J. Corpew asked if the County currently or previously had a returned check policy. Mr. Shoaf replied that the County has a practice, but not a policy. Chairman Nelson asked if there were any further questions or comments. There being none, Joseph W. Hoffler made a motion to implement the returned check policy as presented by Mr. Shoaf. The motion was seconded by Timothy J. Corpew and unanimously approved by the Board.

**F. CUSTODIAL CONTRACT FOR PERQUIMANS COUNTY LIBRARY:** The current contract is held by Rebecca T. Corpew, who desires to terminate the contract on December 31, 2025. Assistant County Manager Brandon Shoaf presented a new contract for custodial services of the library, stating that William Frank Heath, III, is interested in taking over the custodial duties. There is no change in cost for the new contract. Chairman Nelson asked if there were any questions or comments. There being none, Charles Woodard made a motion to approve the contract with William Frank Heath, III, beginning on January 01, 2026. The motion was seconded by Joseph W. Hoffler. The motion passed (5-1 Ward).

#### PUBLIC COMMENTS

There were no public comments made.

#### CLOSED SESSION: TO DISCUSS CLIENT – ATTORNEY PRIVELEDGE AND PERSONNEL MATTERS AND CLOSED SESSION MINUTES:

Chairman Nelson stated that, pursuant to N.C.G.S. §143-318-11(3) and N.C.G.S §143-318-11(6) the Board went into Closed Session to discuss attorney-client privilege, personnel matters, 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.

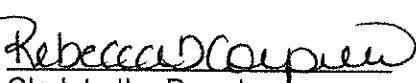
The Closed Session was adjourned, and the Regular Meeting reconvened on motion made by Timothy J. Corpew, seconded by James W. Ward, and unanimously approved by the Board.

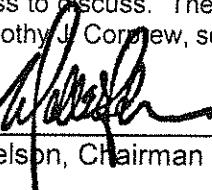
#### ACTION FROM CLOSED SESSION

Timothy J. Corpew made a motion to promote Brandon Shoaf to County Manager effective January 1, 2025 with a salary of \$119,848, Grade 83/Step 13. The motion was seconded by James W. Ward and unanimously approved by the Board.

#### ADJOURNMENT

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Regular Meeting was adjourned at 8:33 p.m. on motion made by Timothy J. Corpew, seconded by James W. Ward and unanimously approved by the Board.

  
Rebecca T. Corpew  
Clerk to the Board

  
Wallace E. Nelson, Chairman

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