

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Perquimans County Library Main Concourse
March 2, 2026
7:00 p.m.

**ACTION
REQUIRED** →

I. Call to Order

II. Prayer & Pledge

III. Approval of Agenda

**NO
ACTION
REQUIRED**

**IV. Postponed Public Hearing for Rezoning Request No. REZ-25-01 6:50 p.m.
requested by Glandon Forest Equity, LLC.**

Hearing is no longer necessary as the applicant withdrew their rezoning request REZ-25-01, in writing, on Saturday January 31, 2026.

V. Consent Agenda

(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal of an item or items is made by a Commissioner or Commissioners.)

**ACTION
REQUIRED**

A. Approval of Minutes January 5, 2026, Regular Meeting and January 20, 2026, Special Called Meeting, and February 16, 2026, Special Called Meeting.

B. Tax Refund & Tax Release Approvals

C. Personnel Matters

1. Reclassification: AEMT
2. Reclassification: Equipment Operator
3. Step Increase: Investigator II
4. Step Increase: Investigator II
5. Step Increase: Certified Deputy
6. Merit Increase: 911 QA Coordinator
7. Merit Increase: 911 Operations Manager
8. Merit Increase: Telecommunicator II
9. Termination: Uncertified Deputy
10. Resignation: Social Work Supervisor
11. Resignation: Social Worker III
12. Resignation: Part Time Bailiff
13. Resignation: PT/FI Certified Telecommunicator
14. Resignation: TDA Director (*Correction to date on previously approved EAF)

D. Budget Amendments Nos. 13 - 19

**NO
ACTION
REQUIRED**

V. Introductions and Recognition of Service

Introduction:

1. DSS: Income Maintenance Caseworker (2)
2. Board of Elections: Deputy Director

Recognition of Service:

1. Recreation Department
2. 911
3. Social Services

**POSSIBLE
ACTION
REQUIRED**

VI. Scheduled Appointments

1. Elizabeth Mitchell – Boys & Girls Clubs of the Albemarle
2. Robin Payne – Comprehensive Parks & Recreation Plan Review
3. NCACC District Meeting Updates – Videos – Wallace Nelson, NCACC President & Kevin Leonard regarding Property Tax

NO
ACTION
REQUIRED

VII. Commissioner's Concerns/Committee Reports

A.

NO
ACTION
REQUIRED

VIII. Old Business

A. Updates from County Manager

POSSIBLE
ACTION
REQUIRED

IX. New Business

A. Local Library Board Vacancy

B. Perquimans County Water Department – Policy Change Request

C. Perquimans County Water Department - Winfall WTP Effluent Relocation Project Contract

D. Perquimans County Schools – Repair and Renovation Educational Lottery Request

X. Unscheduled Appointments/Public Comments

(If you wish to address the Board, please state your name for the record prior to speaking)

NO
ACTION
REQUIRED

A.

B.

C.

XII. Adjournment

★ Additions to the Agenda

NOTES FROM THE COUNTY MANAGER
March 2, 2026
7:00 p.m.

CONSENT AGENDA NOTES

(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal from the Consent Agenda is heard from a Commissioner)

IV. Enclosures: Items included on the Consent Agenda are enclosed.

If you wish to discuss any of these matters, please make that request during the meeting.

- A. Minutes from January 2, 2026, Regular Meeting & January 20, 2026, Special Called Meeting, and February 16, 2026, Special Called Meeting
- B. Tax Refund & Tax Release Approvals
- C. Personnel Matters

Dept	Employee Name	Employee Status	Employee Job Title	Grade/Step	New Salary	Effective Date
EMS	Brooke Perry	Reclassification	AEMT	66/1	\$20.35/hr.	03/01/2026
Water	Vincent Bockelman	Reclassification	Equipment Operator	64/8	\$45,980	03/01/2026
Sheriff	William Preston Ward	Step Increase	Investigator II	74/8	\$71,404	03/01/2026
Sheriff	James Fowden	Step Increase	Investigator II	74/8	\$71,404	03/01/2026
Sheriff	DeAngelo Freemonweldy	Step Increase	Certified Deputy	68/4	\$49,735	03/01/2026
911	Nakindra Downing	Merit Increase	911 QA Coordinator	70/7	\$28.09/hr.	03/01/2026
911	Andrea Stoner	Merit Increase	911 Operations Manager	72/9	\$32.20/hr.	03/01/2026
911	Crystal Wright	Merit Increase	Telecommunicator II	66/12	\$26.61/hr.	03/01/2026
Sheriff	Gabriel Everett	Termination	Uncertified Deputy			02/18/2026
DSS	Kanisha Mercer	Resignation	Social Work Supervisor			03/06/2026
DSS	Melissa Harris	Resignation	Social Worker III			03/09/2026
Sheriff	Rickey Davenport	Resignation	PT Bailiff			02/27/2026
911	Andrea Myers	Resignation	PT/FI Certified Telecommunicator I			02/19/2026
TDA	Stacey Layden	Resignation	Tourism Director			*03/10/2026

- D. Budget Amendment No. 13 – EM-2024 HMEP
- Budget Amendment No. 14 – EMS Race Cars Trial
- Budget Amendment No. 15 – CAL Donations
- Budget Amendment No. 16 – Great Grant Match II
- Budget Amendment No. 17 – ROD Capital Outlay
- Budget Amendment No. 18 – Sheriff Capital Outlay
- Budget Amendment No. 19 – Soil & Water Capital Outlay

V. The following introduction of new employees and recognition of service will be done:

Recognition of Years of Service

Department Head	Employee Name	Employee Job Title	Years of Service
Howard Williams	Louis Eason	Groundskeeper	20
Jonathan Nixon	Nakindra Downing	911 QA Coordinator	5
Angela Jordan	Kristin Lassiter	Income Maintenance Supervisor	10

Introduction of New Employee

Department Head	Employee Name	Employee Job Title	Effective Date
Angela Jordan	Krystel Riddick	Income Maintenance Caseworker	01/06/2026

Angela Jordan	Destiney Butler	Income Maintenance Caseworker	01/06/2026
Robbins Cherry	Kayla Shoaff	Deputy Director of Elections	01/01/2026


VI. Scheduled Appointments:

- A. Elizabeth Mitchell – Boys & Girls Clubs of the Albemarle: Ms. Mitchell will express interest in the Boys & Girls Club occupying the Perquimans County Middle School after their move to the Intermediate School.
- B. Robin Payne will present the results of the Comprehensive Parks & Recreation Program Review
- C. NCACC Video presentations about the NCACC District Conference & Property Tax

VIII. Old Business

IX. New Business

- A. Local Library Board Vacancy
- B. Perquimans County Water Department – A policy change request has been made due to penny shortage.
- C. Perquimans County Water Department – Request for approval of project contract for the Winfall WTP Effluent Relocation.
- D. Perquimans County Schools Maintenance Director – Jamie Johnson will present a request for the Repair and Renovation Educational Lottery Funds to install wheelchair access to the elevated stage area in the auditorium, per ADA compliance requirements.

 Additions to the Agenda

REGULAR MEETING
 January 5, 2026
 7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, January 5, 2026, 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, County Manager
 Rebecca T. Corprew, Clerk to the Board Hackney High, County Attorney

Chairman Nelson called the meeting to order. Kathryn M. Treiber 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 Kathryn M. Treiber and unanimously approved by the Board.

A. Approval of Minutes: The minutes of December 1, 2025, Regular Meeting were approved.

B. Tax Refund / Release Approvals:

Tax Refunds (Perquimans County):

Anna Michelle Shope ----- \$208.52
 Square footage incorrect. Account No. 538570

Tax Releases (Perquimans County)

Anna Michelle Shope ----- \$1379.24
 Home taxed twice. Account No. 420423

Tax Releases (Hertford):

Joe Towe White ----- \$376.16
 Building is in terrible shape, should have been reduced during reval. Account No. 359934

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
County Manager	Brandon Shoaf	Reclassification	County Manager	83/13	\$119,848	01/01/2026
EMS	Miranda Neiswander	Reclassification	FT Paramedic II	69/6	\$26.23/hr.	01/01/2026
Elections	Kayla Shoaf	FT Hire	Deputy Director	58/4	\$32,025	01/01/2026
DSS	Krystal Riddick	FT Hire	Income Maintenance Caseworker I > II	61/3	\$35,654.00	01/06/2026
DSS	Destiney Butler	FT Hire	Income Maintenance Caseworker I > II	61/3	\$35,654.00	01/06/2026
Sheriff	Cole Langley	Step Increase	Certified Deputy	68/2	\$47,366	01/01/2026
Water	Vincent Bockelman	Merit Increase	Water Technician I	58/10	\$37,075	01/01/2026
911	Kylie Felton	Merit Increase	PT Telecommunicator I	66/14	\$27.95/hr.	01/01/2026
EMS	Chilli Moore	Merit Increase	AEMT I	66/3	\$21.36/hr.	01/01/2026
EMS	Ariana Ward	Merit Increase	AEMT I	66/3	\$21.36/hr.	0/01/2026
Recreation	Louis Eason	Merit Increase	Groundskeeper	54/11	\$31,848	01/01/2026
Sheriff	Gabriel Everett	Grade Increase	Uncertified Sworn Deputy	66/1	\$42,318	01/01/2026

Sheriff	Nathan McKecuen	Grade Increase	Uncertified Sworn Deputy	66/1	\$42,318	01/01/2026
EMS	William Mitchell	Resignation	Paramedic II			12/31/2025
Co Mgr	Frank Heath	Retirement	County Manager			01/01/2026

- D. The following Board Appointment was approved:
1. Agricultural Advisory Committee: Lewis Smith – 3 years

RECOGNITION OF SERVICE

The following employees were recognized for their service to the County:

Department Head	Employee Name	Employee Job Title	Years of Service
Shelby White	Thomas Reid	Chief Deputy	20
Shelby White	Faran Sawyer	School Resource Officer	10
Brandon Shoaf	Nick Lories	Water Supervisor	10
Brandon Shoaf for Bill Jennings	Kim Bray	Assistant Tax Administrator	25

INTRODUCTION OF EMPLOYEES

The following new employees were introduced to the Board:

Department Head	Employee Name	Employee Job Title	Effective Date
Angela Jordan	Jennic Blowc	Administrative Officer	12/01/2025
Jonathan Nixon	Sarah Gallop	Telecommunicator I	12/01/2025

SCHEDULED APPOINTMENTS:

1. Bill Jennings – Tax Administrator: Bill Jennings was absent due to sickness. County Manager Shoaf provided an update to the Board regarding the launch of Property Tax Application Software by KeyStone. Mr. Shoaf reported that KeyStone was acquired by a parent company, ValuSoft in 2025. After reviewing the software, the new parent company was concerned about the quality of the software and pushed back release to April 2026. However, due to the required training time and the busy season for the tax office, Mr. Jennings has requested the software launch be moved to October 2026, with training over the summer of 2026 to prepare.

COMMISSIONER’S CONCERNS/COMMITTEE REPORTS

Joseph W. Hoffler shared a recent experience with the Perquimans County Sheriff’s Department, stating that a routine traffic stop was handled very professionally and courteous. Mr. Hoffler called Sheriff White to commend the officer (unnamed) and express his gratitude for a job well done by the deputy.

OLD BUSINESS:

County Manager Shoaf updated the Board regarding the salary study by Evergreen Consulting. In December 2025, Mr. Shoaf was notified by email of the resignation of the project manager assigned to our salary study. There has since been a new project manager assigned. Mr. Shoaf will meet with the new project manager this week. Mr. Shoaf hopes to be able to bring the results of the salary study to the Board soon.

Mr. Shoaf shared an update regarding unplanned expenses for the Albemarle District Jail Commission Board following an email he received stating security upgrades had been completed and Perquimans County owed 21%, approximately \$75,000.00 (seventy-five thousand dollars). Mr. Shoaf explained that this expense was not budgeted for the current year, as the jail had anticipated grant funding to cover the upgrades, but since there is not a state budget passed yet, the costs must now be paid by the counties. Commissioner Treiber also reported that the ADJC has ceased spending by the facility until the fund balance increases and other revenue sources can be explored.

NEW BUSINESS

- A. BANK RESOLUTIONS FOR COUNTY MANAGER

County Manager Shoaf is requesting approval from the Board to be added to the accounts and signature cards for PNC Central Depository, PNC Credit Cards, and First National Bank Investment Accounts. Timothy J. Corprew made a motion to add Brandon Shoaf to the accounts and signature cards for PNC Central Depository, PNC Credit Cards, and First National Bank Investment Accounts. The motion was seconded by James W. Ward and unanimously approved by the Board.

B. SALE OF SURPLUS PROPERTY: A resolution was approved at the November 3, 2025 meeting to surplus a 2005 Chevrolet Trailblazer (VIN #4524) by listing on GovDeals. The vehicle sold on January 05, 2026 for \$2,175.00 (two-thousand one-hundred seventy-five dollars). Timothy J. Corprew made a motion to approve the sale of the vehicle for \$2,175.00 (two-thousand one-hundred seventy-five dollars). The motion was seconded by James W. Ward and unanimously approved by the Board.

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 PERSONNEL MATTERS AND CLOSED SESSION MINUTES:

The Closed Session was cancelled.

ADJOURNMENT

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Regular Meeting was adjourned at 7:30 p.m. on motion made by Timothy J. Corprew, seconded by Charles Woodard and unanimously approved by the Board.

Wallace E. Nelson, Chairman

Clerk to the Board

SPECIAL CALLED MEETING
 January 20, 2026
 7:00 p.m.

The Perquimans County Board of Commissioners met in a Special Called Meeting on Tuesday, January 20, 2026, 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, County Manager
 Rebecca T. Corprew, Clerk to the Board Hackney High, County Attorney

Chairman Nelson called the meeting to order. Kathryn M. Treiber 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 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.

NEW BUSINESS

A. 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	Dustin VanHorne	Reclassification from PT to FT	Full Time Paramedic I	68/5	\$24.49/hr.	02/01/2026
911	Camry Harris	*Correction to Previous Mo. Agenda	Telecommunicator I	64/3	\$19.56/hr.	01/01/2026

B. SALE OF SURPLUS PROPERTY: Emergency Services requested approval to surplus a vehicle (VIN 3613) on GovDeals. County Manager Shoaf added that this particular vehicle has several issues and is costing the county high repair bills. Timothy J. Corprew made a motion to allow the sale of a 2021 Ford E-450 Ambulance (VIN 3613) on GovDeals with a reserve bid of \$7,500.00 (seven-thousand five-hundred dollars). The motion was seconded by James W. Ward and unanimously approved by the Board.

C. CONTRACT FOR CUSTODIAL SERVICES: County Manager Shoaf reported that during a recent Perquimans County Department of Social Services Fiscal Audit, the County was instructed to have a contract signed for the custodial services. The current custodian, Rebecca T. Corprew, has been filling in since the termination of the previous contract. Mr. Shoaf explained that the contract is the same as the contract for other buildings that Mrs. Corprew cleans after hours, with the same duties and contracted amount. Kathryn M. Treiber made a motion to approve the County Manager signing the contract with Rebecca T. Corprew for custodial services, after hours, with the same duties and pay as Mrs. Corprew is currently performing said duties for. The motion was seconded by James W. Ward and unanimously approved by the Board.

D. BANK RESOLUTONS FOR SOCIAL SERVICES
 Director Angela Jordan is requesting approval from the Board for Jennie Blowe, DSS Fiscal Officer to be added to the accounts and signature cards for PNC. Timothy J. Corprew made a motion to add Jennie Blowe to the accounts and signature cards for PNC. The motion was seconded by Charles Woodard and unanimously approved by the Board.

E. UPDATES FROM THE COUNTY MANAGER:

1. County Manager Shoaf updated the Board concerning the purchase of the property at the Durants Neck Convenience Site. The closing has been completed and the only item left to handle is the upgrade of the fencing. There should not be any issues completing this request.
2. County Manager Shoaf attended the Pre-construction Bid meeting this morning for the relocation of Winfall Water Plant wastewater distribution line. The bid period closes on February 03, 2026, at 2:00 p.m.
3. The Albemarle District Jail Board is making progress with discussions about joining with Chowan and Gates counties jail boards. If this process is completed, it will reduce the financial responsibility of the County by 4% (four percent). The ADJ needs more room and a new building. There is a very good chance of this merger taking place.
4. The Planning and Zoning Board met to discuss the MiTek permit usage to include fabricated metal products. The Planning Board approved this request, which is needed for MiTek to take the next steps in acquiring the permits needed from the Town of Hertford.
5. Mr. Finlayson, Executive Director for the Highway 17 Association, invites Perquimans County Commissioners to attend the next meeting in Rocky Mount, NC., during the last week in January 2026. The current Perquimans County Representative is Wm. Frank Heath. County Manager Shoaf encouraged the Board to attend the next meeting.

CLOSED SESSION: TO DISCUSS PERSONNEL MATTERS AND CLOSED SESSION MINUTES:

ADJOURNMENT

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

Wallace E. Nelson, Chairman

Clerk to the Board

REGULAR MEETING

February 02, 2026

7:00 p.m.

The Perquimans County Board of Commissioners Meeting scheduled on Monday, February 02, 2026, was cancelled, due to inclement weather.

SPECIAL CALLED MEETING

February 16, 2026

7:00 p.m.

The Perquimans County Board of Commissioners met in a Special Called Meeting on Monday, February 16, 2026, 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, County Manager
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 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.

NEW BUSINESS

A. Tax Refund / Release Approvals: Kathryn Treiber made a motion to approve the following tax releases and refunds. The motion was seconded by Charles Woodard and unanimously approved by the Board.

Tax Refunds (Perquimans County):

Jerry Johnson -----S234.00
Did not receive veteran discount. Account No. 538570

Tax Releases (Perquimans County)

Betty Eure -----S307.68
National Reserve was assessed extremely high during reval. Account No. 491542 (4-D053-D000-SL2)

B. PERSONNEL MATTERS: James W. Ward made a motion to approve the following personnel actions. The motion was seconded by Kathryn Treiber and unanimously approved by the Board:

Table with 7 columns: Dept, Employee Name, Employee Status, Employee Job Title, Grade/Step, New Salary, Effective Date. Rows include Jenn Holden, Sabrina Sanders, Rebecca Murray, and Jamie Smith.

EMS	Sherrri Eure	PT Hire	PT/FI Paramedic	68/6	\$25.10/hr.	02/01/2026
EMS	Dakota Mayo	Reclassification	EMT	64/1	\$18.63/hr.	02/01/2026
911	Isabella Buzzetta	Reclassification	Telecommunicator I	64/1	\$18.63/hr.	02/01/20226
EMS	Dustin VanHorne	Reclassification	Paramedic I	68/5	\$24.49/hr.	02/01/2026
DSS	Samantha Joyner	Reclassification	Income Maintenance Caseworker II	63/1	\$37,081.00	01/01/2026
911	Sarah Gallop	Reclassification	Telecommunicator I	64/1	\$18.63/hr.	01/01/2026
911	Andrea Myers	Reclassification	PT/FI Telecommunicator I	64/1	\$18.63/hr.	02/01/2026
EMS	Hunter Russell	Reclassification	PT/FI AEMT	66/1	\$20.35/hr.	02/01/2026
EMS	Emily Gividen	Reclassification	PT/FI AEMT	66/1	\$20.35/hr.	02/01/2026
EMS	Shawn Mims	Step Increase	AEMT I	66/3	\$21.36/hr.	02/01/2026
DSS	April Bond	Step Increase	Income Maintenance Caseworker II	63/3	\$38,934.00	01/01/2026
DSS	Marica Harris	Step Increase	Income Maintenance Caseworker II	65/2	\$41,507.00	02/01/2026
DSS	Jovan Ward	Merit Increase	Income Maintenance Investigator II	65/8	\$48,049.00	02/01/2026
EMS	Kerry Lahr	Termination	EMT			12/05/2025
DSS	Ashley Britt	Resignation	Income Maintenance Caseworker II			12/31/2025
911	Leticia Demps	Resignation	NC PT/FI TC I			01/29/2026
DSS	Kyne Downing	Resignation	Social Worker IA&T			01/30/2026
EMS	Codie Glover	Removal from Roster	PT/FI AEMT			01/09/2026
DSS	Bryhana Midgette	Resignation	Social Worker IA&T			02/06/2026
DSS	Daphne Drew	Resignation	Social Worker III			02/13/2026
TDA	Stacey Layden	Resignation	Tourism Director			02/27/2026

- C. **BOARD APPOINTMENT:** Timothy J. Corprew made a motion to approve the Joe Towe White to continue his service as the ETJ Town of Hertford planning board member. The motion was seconded by James W. Ward and unanimously approved by the Board.
- D. **BUDGET AMENDMENTS:** Timothy J. Corprew made a motion to approve the following budget amendments as presented. The motion was seconded by James W. Ward and unanimously approved by the Board:

**BUDGET AMENDMENT NO. 9
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-036	Perquimans Farm Service	7,914.59	
10-615-151	Perquimans Farm Service	7914.59	
10-348-037	Perquimans 4-H	6,676.76	
10-615-152	Perquimans 4-H	6,676.76	
EXPLANATION: To amend the FY 25/26 Budget to include Extension Farm Service and 4-H accounts.			

**BUDGET AMENDMENT NO. 10
E-911 FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-350-001	Emergency 911 Fees	969,266.91	
78-500-110	Telephone / Postage	294,934.77	
78-500-161	Hardware Maintenance	648,332.14	
78-500-331	Computer Software Maintenance	648,332.14	
EXPLANATION: To amend the FY 25/26 Budget to include PSAP Funding Reconsideration			

**BUDGET AMENDMENT NO. 11
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	32,000	
10-430-740	BOE – Capital Outlay	32,000	
EXPLANATION: To amend the FY 25/26 Budget to purchase (22) laptops as mandated by the State for primary election.			

**BUDGET AMENDMENT NO. 12
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	5,400	
10-670-180	Beaver Control Program	5,400	
EXPLANATION: To amend the FY 25/26 Budget to include funds for beaver trapping			

E. EMERGENCY SERVICES MEDICAL DIRECTOR

Emergency Services Director Jonathan Nixon presented the Board with the resume and qualifications of Dr. Jessica Gilliam. Perquimans, Pasquotank, and Gates County EMS Directors were unanimous in their choice in Dr. Gilliam. She has many qualities that ensure she is the right person for this position. Mr. Nixon requests Board approval to appoint Dr. Jessica Gilliam as the EMS Medical Director. Kathryn Treiber made a motion to appoint Dr. Jessica Gilliam as the EMS Medical Director. The motion was seconded by Joseph W. Hoffler and unanimously approved by the Board.

F. EMERGENCY SERVICES – CPR WORLD RECORD TRAINING EVENT:

Emergency Services Director Jonathan Nixon shared a video with the Board about the upcoming CPR World Record Training Event on Wednesday, February 25, 2026. The Board then participated in learning hands-only CPR and proper use of a defibrillator. Mr. Nixon also passed out flyers to be distributed encouraging staff and residents to obtain training at one of the multiple locations in the county. Mr. Nixon stated that the goal is to have 10% of the county population trained and that they have already exceeded that goal.

G. PERQUIMANS COUNTY HISTORY MUSEUM REQUEST:

Mr. Sid Eley, Museum Curator, is requesting the use of an office space housed within the museum that was previously being rented by a third party. The office space opens to the museum and would be used to expand and display artifacts. Charles Woodard made a motion to allow Mr. Eley to expand the museum and occupy the office space as requested. The motion was seconded by James W. Ward and unanimously approved by the Board.

ADJOURNMENT OF SPECIAL CALLED MEETING

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Special Called Meeting was adjourned at 7:41 p.m. on motion made by Timothy J. Corprew, seconded by James W. Ward and unanimously approved by the Board.

The Work Session has been cancelled.

Wallace E. Nelson, Chairman

Clerk to the Board

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**Perquimans County Planning & Zoning Staff Report
By Rhonda Repanshek, Planner
March 2, 2026 Board of County Commissioners Meeting**

SUBJECT: Rezoning Request No. REZ-25-01, requested by Glandon forest Equity, LLC to rezone 2.04 acres of tax parcel 4-0064-0052A from Rural Agriculture District, RA to Rural Commercial District, CR for the purpose of developing a commercial retail store. Subject property is on the southwest side of New Hope Road 1300 feet northwest of the Woodville Road intersection.

Project Description/ Research & Analysis

Why the rezoning is needed:

Rezoning is no longer needed, the applicant withdrew their rezoning request REZ-25-01, in writing, Saturday January 31, 2026.

Previously relevant information regarding this case may be found in the BCC agenda packet for the February 2, 2026 regularly scheduled meeting which was postponed to March 2nd due to inclement weather.

PERQUIMANS COUNTY REFUNDS

BRENDA GAIL SAUCIER \$112.14
SOLD VEHICLE; 7-MONTH REFUND
ACCOUNT#: 87116510

DAN & SUE ENGELHARDT \$137.23
SOLD VEHICLE; 7-MONTH REFUND
ACCOUNT#: 86887314

DANIEL WAYNE GREGORY \$296.36
SOLD VEHICLE; 9-MONTH REFUND
ACCOUNT#: 75150254

TERRY RAY BUFFORD \$197.57
SOLD VEHICLE; 8-MONTH REFUND
ACCOUNT#: 87649830

TRACI MICHELLE HARRELL \$174.23
SITUS ADDRESS ERROR. WAS BEING
CHARGED FOR BOTH CITY AND COUNTY
TAXES.
ACCOUNT#:076122771-2025-2025

PERQUIMANS COUNTY REFUNDS

BRENDA GAIL SAUCIER \$112.14
SOLD VEHICLE; 7-MONTH REFUND
ACCOUNT#: 87116510

DAN & SUE ENGELHARDT \$137.23
SOLD VEHICLE; 7-MONTH REFUND
ACCOUNT#: 86887314

DANIEL WAYNE GREGORY \$296.36
SOLD VEHICLE; 9-MONTH REFUND
ACCOUNT#: 75150254

TERRY RAY BUFFORD \$197.57
SOLD VEHICLE; 8-MONTH REFUND
ACCOUNT#: 87649830

TRACI MICHELLE HARRELL \$174.23
SITUS ADDRESS ERROR. WAS BEING
CHARGED FOR BOTH CITY AND COUNTY
TAXES.
ACCOUNT#:076122771-2025-2025

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 2/20/2026

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brooke Perry SOC. SEC. NO.: _____

POSITION: Full Time AEMT DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: March 1, 2026

GRADE: 66 STEP: 1 SALARY: 20.35 Hourly

ENDING DATE OF PROBATIONARY PERIOD: March 1, 2027

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
Date GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
Date

_____ DATE OF EMPLOYEE RESIGNATION
Date

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 2/20/26

[Signature]
DATE: 2-20-2026

FINANCE OFFICER

DATE: _____

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 2/26/2026

NAME: Vincent Bakelman Full Time Part Time
POSITION: Water Tech I DEPARTMENT: Water

NEW EMPLOYEE EFFECTIVE DATE: _____
GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____
ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 58 STEP: 10 ANNUAL SALARY: \$31,075 HOURLY RATE: _____

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:
Date YEAR 2 3 4
GRADE: _____ STEP: _____ SALARY: _____

3/1/2026 DATE OF RECLASSIFICATION
Date CHANGE IN GRADE MOVE TO FULL TIME MOVE TO PART TIME
NEW POSITION TITLE: Equipment Operator
NEW GRADE: 64 STEP: 8 ANNUAL SALARY: \$45,980 HOURLY: _____

_____ DATE OF TERMINATION RESIGNATION REMOVAL FROM ROSTER
Date

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 1/30/2026 PER THE COUNTY PERSONNEL POLICY

DEPARTMENT HEAD : [Signature] DATE: 2/26/2026

COUNTY MANAGER : [Signature] DATE: 2-26-2026

FINANCE OFFICER : _____ DATE: _____

RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-16-2026

NAME: William Preston Ward

Full Time Part Time

POSITION: Investigator II DEPARTMENT: Sheriff's Office

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 74 STEP: 7 ANNUAL SALARY: \$69,664 HOURLY RATE: _____

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____

X 3-1-2026 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:
Date YEAR 2 3 4
GRADE: 74 STEP: 8 SALARY: \$71,404

_____ DATE OF RECLASSIFICATION
Date CHANGE IN GRADE MOVE TO FULL TIME MOVE TO PART TIME
NEW POSITION TITLE: _____
NEW GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY: _____

_____ DATE OF TERMINATION RESIGNATION REMOVAL FROM ROSTER
Date

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT HEAD : *Walter White* DATE: 2-13-26

COUNTY MANAGER : *De S. G.* DATE: 2-16-26

FINANCE OFFICER : _____ DATE: _____

RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-16-2026

NAME: James Fowden

Full Time Part Time

POSITION: Investigator II DEPARTMENT: Sheriff's Office

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 74 STEP: 7 ANNUAL SALARY: \$69,664 HOURLY RATE: _____

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____

X 3-1-2026 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:
Date YEAR 2 3 4
GRADE: 74 STEP: 8 SALARY: \$71,404

_____ DATE OF RECLASSIFICATION
Date CHANGE IN GRADE MOVE TO FULL TIME MOVE TO PART TIME
NEW POSITION TITLE: _____
NEW GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY: _____

_____ DATE OF TERMINATION RESIGNATION REMOVAL FROM ROSTER
Date

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT HEAD : Shelton White DATE: 2-13-26

COUNTY MANAGER : Ah S. J. DATE: 2-16-26

FINANCE OFFICER : _____ DATE: _____

RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-16-2026

NAME: DeAngelo Freemonweldy

Full Time Part Time

POSITION: Certified Deputy DEPARTMENT: Sheriff's Office

NEW EMPLOYEE EFFECTIVE DATE: _____
GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____
ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 68 STEP: 3 ANNUAL SALARY: \$48,521 HOURLY RATE: _____

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____

X 3-1-2026 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:
Date YEAR 2 3 4
GRADE: 68 STEP: 4 SALARY: \$49,735

_____ DATE OF RECLASSIFICATION
Date CHANGE IN GRADE MOVE TO FULL TIME MOVE TO PART TIME
NEW POSITION TITLE: _____
NEW GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY: _____

_____ DATE OF TERMINATION RESIGNATION REMOVAL FROM ROSTER
Date

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT HEAD: *Shelton White* DATE: 2-13-26

COUNTY MANAGER: *Bl. S. Y.* DATE: 2-16-26

FINANCE OFFICER: _____ DATE: _____

RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 02/27/2026

NAME: Na'Kindra Downing

Full Time Part Time

POSITION: 911 QA Coordinator

DEPARTMENT: 911

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:
Date YEAR 2 3 4
GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF RECLASSIFICATION
Date CHANGE IN GRADE MOVE TO FULL TIME MOVE TO PART TIME
NEW POSITION TITLE: _____
NEW GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY: _____

_____ DATE OF TERMINATION RESIGNATION REMOVAL FROM ROSTER
Date

3/1/2026 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 70 STEP: 7 SALARY: \$ 28.09 Hourly

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT HEAD : [Signature] DATE: 02/27/2026

COUNTY MANAGER : [Signature] DATE: 2-27-2026

FINANCE OFFICER : _____ DATE: _____

RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 02/27/2026

NAME: Andrea Stoner Full Time Part Time

POSITION: 911 Operations Manager DEPARTMENT: 911

NEW EMPLOYEE EFFECTIVE DATE: _____
GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____
ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:
Date YEAR 2 3 4
GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF RECLASSIFICATION
Date CHANGE IN GRADE MOVE TO FULL TIME MOVE TO PART TIME
NEW POSITION TITLE: _____
NEW GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY: _____

_____ DATE OF TERMINATION RESIGNATION REMOVAL FROM ROSTER
Date

X 3/1/2026 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 72 STEP: 9 SALARY: \$ 32.20 Hourly

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT HEAD : [Signature] DATE: 02/27/2026

COUNTY MANAGER : [Signature] DATE: 2-27-2026

FINANCE OFFICER : _____ DATE: _____

RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 02/27/2026

NAME: Crystal Wright Full Time Part Time

POSITION: Full Time Certified Telecommunicator II DEPARTMENT: 911

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:
Date YEAR 2 3 4
GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF RECLASSIFICATION
Date CHANGE IN GRADE MOVE TO FULL TIME MOVE TO PART TIME
NEW POSITION TITLE: _____
NEW GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY: _____

_____ DATE OF TERMINATION RESIGNATION REMOVAL FROM ROSTER
Date

X 3/1/2026 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 66 STEP: 12 SALARY: \$ 26.61 Hourly

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT HEAD : [Signature] DATE: 02/27/2026

COUNTY MANAGER : [Signature] DATE: 2-27-2026

FINANCE OFFICER : _____ DATE: _____

RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 2-18-2026

NAME: Gabriel Austin Everett Full Time Part Time

POSITION: Uncertified Deputy DEPARTMENT: _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:
Date YEAR 2 3 4
GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF RECLASSIFICATION
Date CHANGE IN GRADE MOVE TO FULL TIME MOVE TO PART TIME
NEW POSITION TITLE: _____
NEW GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY: _____

2-18-26 DATE OF TERMINATION RESIGNATION REMOVAL FROM ROSTER
Date

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT HEAD : *Shelton White* DATE: 2-17-2026

COUNTY MANAGER : *B. S. Ly* DATE: 2-18-2026

FINANCE OFFICER : _____ DATE: _____

RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 16, 2026

NAME: Kanisha Mercer Full Time Part Time

POSITION: Social Work Supervisor DEPARTMENT: Social Services

NEW EMPLOYEE EFFECTIVE DATE: _____
GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____
ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____


_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:
Date YEAR 2 3 4
GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF RECLASSIFICATION
Date CHANGE IN GRADE MOVE TO FULL TIME MOVE TO PART TIME
NEW POSITION TITLE: _____
NEW GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY: _____

3/6/2026 DATE OF TERMINATION RESIGNATION REMOVAL FROM ROSTER
Date

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____

THE ABOVE-NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT HEAD :  DATE: February 16, 2026

COUNTY MANAGER :  DATE: Feb. 18, 2026

FINANCE OFFICER : _____ DATE: _____

RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 25, 2026

NAME: Melissa Harris

Full Time Part Time

POSITION: Social Worker III DEPARTMENT: Social Services

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:
Date YEAR 2 3 4
GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF RECLASSIFICATION
Date CHANGE IN GRADE MOVE TO FULL TIME MOVE TO PART TIME
NEW POSITION TITLE: _____
NEW GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY: _____

X 3/9/2026 DATE OF TERMINATION RESIGNATION REMOVAL FROM ROSTER
Date

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____

THE ABOVE-NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT HEAD :  DATE: February 25, 2026

COUNTY MANAGER :  DATE: 2-26-2026

FINANCE OFFICER : _____ DATE: _____

RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 2-17-2026

NAME: Rickey Benjamin Davenport _____ Full Time Part Time
POSITION: Part Time Bailiff DEPARTMENT: Sheriff's Office

NEW EMPLOYEE EFFECTIVE DATE: _____
GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____
ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:
Date YEAR 2 3 4
GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF RECLASSIFICATION
Date CHANGE IN GRADE MOVE TO FULL TIME MOVE TO PART TIME
NEW POSITION TITLE: _____
NEW GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY: _____

2-27-2026 DATE OF TERMINATION RESIGNATION REMOVAL FROM ROSTER
Date

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT HEAD : [Signature] DATE: 2-17-26

COUNTY MANAGER : [Signature] DATE: 2-18-26

FINANCE OFFICER : _____ DATE: _____

RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 2/20/2026

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Andrea Myers SOC. SEC. NO.: _____

POSITION: Part-Time Fill-In Certified Telecommunicator I DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: _____
GRADE: _____ STEP: _____ SALARY: _____
ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____
JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
Date RAISE. (YEAR 2 3 4)
GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
Date

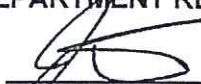
02-19-26 DATE OF EMPLOYEE RESIGNATION
Date

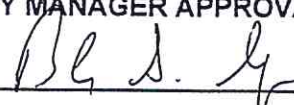
_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL


DATE: 2/20/26


DATE: 2.20.2026

FINANCE OFFICER

DATE: _____

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 2/17/2026

NAME: Stacey Layden Full Time Part Time
POSITION: TDA Director DEPARTMENT: Tourism

NEW EMPLOYEE EFFECTIVE DATE: _____
GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____
ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:
Date YEAR 2 3 4
GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF RECLASSIFICATION
Date CHANGE IN GRADE MOVE TO FULL TIME MOVE TO PART TIME
NEW POSITION TITLE: _____
NEW GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY: _____

X 3/10/26 DATE OF TERMINATION RESIGNATION REMOVAL FROM ROSTER
Date

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT HEAD : _____ DATE: _____

COUNTY MANAGER : Al S. [Signature] DATE: 2-17-2026

FINANCE OFFICER : _____ DATE: _____

RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUND
NO. 13

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 2nd DAY OF MARCH, 2026, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2025 - 2026 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-007	EM - 2024 HMEP	23,000	
10-530-345	EM - 2024 HMEP	23,000	
EXPLANATION: To amend the FY25/26 Budget to Emergency Management Grant Funding as awarded by the State for training exercise.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, ON THIS 2nd DAY OF MARCH, 2026.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 2nd DAY OF MARCH, 2026.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUND
NO. 14

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 2nd DAY OF MARCH, 2026, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2025 - 2026 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-360-000	AMBULANCE FEES	5,600	
10-592-744	EMS - RACE CAR TRAIL	5,600	
EXPLANATION: To amend the FY25/26 Budget to include Race Car Trail funds to be used by EMS			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, ON THIS 2nd DAY OF MARCH, 2026.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 2nd DAY OF MARCH, 2026.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUND
NO. 15

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 2nd DAY OF MARCH, 2026, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2025 - 2026 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-362-000	CAL - DONATIONS	1,936	
10-660-311	CAL - DONATIONS	1,936	
EXPLANATION: To amend the FY 25/26 Budget to include donations received to date for the Center for Active Living.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, ON THIS 2nd DAY OF MARCH, 2026.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 2nd DAY OF MARCH, 2026.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 16

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 2nd DAY OF MARCH, 2026, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2025 - 2026 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	FUND BALANCE APPROP.	215,157	
10-690-984	GREAT GRANT MATCH II	215,157	

EXPLANATION: To amend the FY25/26 Budget to cover the 2nd Great Grant Match as discussed and approved with the FY24/25 Budget.

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, ON THIS 2nd DAY OF MARCH, 2026.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 2nd DAY OF MARCH, 2026.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUND
NO. 17

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 2ND DAY OF MARCH, 2026, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2025 - 2026 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-301-001	AD VALOREM TAXES - CURRENT YEAR	1,353.51	
10-480-740	ROD - CAPITAL OUTLAY	1,353.51	

EXPLANATION: To amend the FY25/26 Budget to include capital funds for the purchase of a new desk for ROD office. Replacing and 30+ year old damaged desk.

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, ON THIS 2nd DAY OF MARCH, 2026.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 2nd DAY OF MARCH, 2026.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUND
NO. 18

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 2nd DAY OF MARCH, 2026, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2025 - 2026 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-301-001	AD VALOREM TAXES - CURRENT YEAR	37,000	
10-510-740	SHERIFF - CAPITAL OUTLAY	37,000	
EXPLANATION: To amend the FY 25/26 Budget to include funds to purchase a Bronco Sport to be used to replace an aging SRO vehicle. This includes vehicle purchase and necessary upfitting.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, ON THIS 2nd DAY OF MARCH, 2026.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 2nd DAY OF MARCH, 2026.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUND
NO. 19

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 2ND DAY OF MARCH, 2026, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2025 - 2026 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-301-001	AD VALOREM TAXES - CURRENT YEAR	11,500	
10-670-740	SOIL & WATER - CAPITAL OUTLAY	11,500	

EXPLANATION: To amend the FY 25/26 Budget to include funds to reimburse Chowan County for Perquimans' portion of truck, coming off of a lease, to be used for joint Soil and Water Dept. functions.

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, ON THIS 2nd DAY OF MARCH, 2026.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 2ND DAY OF MARCH, 2026.

Chairman, Board of Commissioners

Finance Officer

I am sorry to tell you that I am resigning from the Perquiman's County Library Board because my husband and I are moving to South Carolina.

I have enjoyed my time on the Board and hope to get involved with the Library in Bluffton, SC. Thank you for making my experience on the Board a memorable one,

Mary Ann Eichenlaub



P.O. Box 7
Hertford, N.C. 27944

Phone: (252) 426-8230

PERQUIMANS COUNTY WATER DEPARTMENT

Request for policy change due to penny shortage

The U.S. Treasury has stopped the production of pennies, and as of January 21, 2026, our bank is no longer able to order or provide change in pennies. We currently have a supply totaling \$5.00 in pennies on hand, but once this change is used, we will have to start implementing a new policy regarding change given to customers. We would like to post a notice in our office that will make customers aware that once we are out of pennies and if you are paying in cash, you will need to pay in exact change, but if you are unable to do so and the change back ranges from .01-.04 cents, this change will then be applied as a credit onto your account. We also have the option, if approved, to notify customers of this policy change as a message on their monthly bills. This message would go out on all monthly bills at the beginning of the billing period in March 2026.

Perquimans County's Vision:

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



Perquimans County Water Department
 PO Box 7 / 159 Creek Drive
 Hertford, NC 27944
 Phone: 252-426-8230

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT BID PRICE
1	Mobilization / Demobilization	1	LS	3000
2	Traffic Control	1	LS	16,000
3	6-Inch DIP Water Main Installation	775	LF	123,280
4	Bore and Jack Road Crossing	77	LF	55,045
5	Outfall Installation	1	LS	8000
6	Air Release Valve Assembly	1	EA	9800
7	Connecting Existing Backwash Tank to New 6-inch Effluent Line	1	LS	5000
8	Erosion and Sediment Control	1	LS	39,000
TOTAL BASE BID:				\$259,125

Bid Form Notes

1. Mobilization / Demobilization

- Bid price includes the preparation of the Contractor’s equipment and crews prior to beginning construction.
- Demobilization includes removal of equipment and personnel from the project site.

2. Traffic Control

- Payment for this item includes the establishment of the minimum traffic control measures to satisfy North Carolina Department of Transportation requirements based on the nature of the work being completed.

3. 6-Inch DIP Water Main Installation

- Payment for this item shall include all labor, equipment, and material necessary to install a new water main to the lines and grades shown on the Contract Drawings including all bends, fittings, restrained joint pipe, appurtenances, tracer wire, disinfection, flushing, dewatering, and pressure testing.
- Bid pricing also includes the labor, equipment, and material necessary to remove the existing tees for the ball field and church well house connections from the existing 6” DIP raw waterline, to replace the tees with straight spool sections, and to close and plug the existing gate valves.

4. Bore and Jack Road Crossing

- Payment for this item includes the installation of approximately 27 LF of 16-inch of ASTM A283 Grade D steel casing pipe (0.25” thick) across Wiggins Road. Installation includes the necessary launching and receiving pits, erosion control measures and traffic control.

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

DPI USE ONLY
Approved By: _____
Date: _____

Date of Request: February 9, 2026

County: Perquimans County Contact Person: Brandon Shoaf
 Address: PO Box 45 Hertford, NC 27944 Title: County Manager
 LEA: Perquimans County Schools Phone: 252-426-8484
 Address: 411 S. Edenton Road St. Hertford NC 27944 Email: brandonshoaf@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-546.16, 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. Provide safe access for wheelchairs to elevated stage meeting ADA-compliance. Start date: 03-02-2026 End date: 06-01-2026

Estimated Costs:

Planning and Design Services.....	\$ _____
New Construction – Facility Enlargement	\$ _____
New Construction – Addition(s)	\$ _____
Existing Construction – Facility Improvements	\$ 76,911.58
Existing Construction – Facility Repairs	\$ _____
Existing Construction – Facility Renovations	\$ _____
TOTAL	\$ _____

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 \$ 76,911.58 from the Public School Building Repair & Renovation Fund. We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature – Chair, County Commissioners)

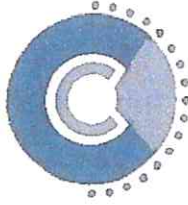
(Date)

(Signature – Chair, Board of Education)

(Date)

PRINT FORM

CLEAR FORM



A. R. CHESSON CONSTRUCTION CO., INC.

www.archesson.com

Elizabeth City Office:
P.O. Box 2266
138 Rich Blvd.
Elizabeth City, NC 27906 (27909)
252-338-9171 Fax 252-338-9172

Change Order Proposal

Date: Monday, February 09, 2026 Proposal Number: PCO-005
Project: Perquimans High School Auditorium
Reference: Wheelchair Lift

Summary:

This proposal is for adding a wheelchair lift to the auditorium stage.

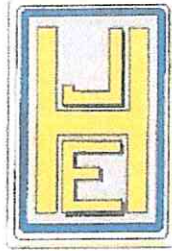
Description:	Cost:
Ascension Wheel Chair Lift	\$67,750.00
Chambers Ferry Construction	\$600.00
J.E. Hibbs Electric Inc.	\$1,812
<hr/>	
Subtotal	\$70,162.00
OH & P - 8%	\$5,612.96
Bond Adjustment - 1.5%	\$1,136.62
Total Change Order Proposal Cost	\$76,911.58

Respectfully Submitted,

Jack Boyle
Project Manager
A. R. Chesson Construction Company, Inc.

CC: File ARCC
Chelsea Williamson ARCC

J.E. Hibbs Electric, Inc.
Unlimited License, Unlimited Possibilities



J.E. Hibbs Electric, Inc.
6600 Hwy 70 West
Newport, NC 28570
(252) 223 3113 / (252) 240 0675
Fax: (252) 393 2960
jehibbselectric@biznet.nc.com
www.jehibbselectric.com

Change Order Request

February 6, 2026

PROJECT: Perquimans High School Auditorium Renovation

C.O.#: 2

This is a proposal for a change order to incorporate the following changes to the electrical scope for the above mentioned project:

- Furnish and install a new 15A 120V for a wheelchair lift in front of the stage, with an associated 30 amp 2-pole fusible Nema 1 disconnect. Wiring shall be routed under the stage and tied into the panel in Office C120.
- Price does not include any potential lighting changes that may be required for the lift platform and landings.
- Price assumes no phone connection will be required.

Our total price for these changes is **\$1,812.**

All applicable taxes are included. Price assumes standard working hours.