
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:

Table with 7 columns: Dept, Employee Name, Employee Status, Employee Job Title, Grade/Step, New Salary, Effective Date. Rows include County Manager, EMS, Elections, DSS, Sheriff, Water, 911, EMS, Recreation, Sheriff.

Sheriff	Nathan McKeucen	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 Lokies	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	Jennie Blowe	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. Hoffer shared a recent experience with the Perquimans County Sheriff's Department, stating that a routine traffic stop was handled very professionally and courteous. Mr. Hoffer 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

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