
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
