

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Perquimans County Library Meeting Room
April 6, 2026
7:00 p.m.

I. Call to Order

II. Prayer & Pledge

III. Approval of Agenda

IV. 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.)

- A. Approval of Minutes March 2, 2026, Regular Meeting and March 18, 2026, Special Called Meeting.
- B. Tax Refund & Tax Release Approvals
- C. Personnel Matters
 - 1. New Employee: 4H Extension Agent
 - 2. New Employee: Deputy II / SRO
 - 3. New Employee: Non-Certified Telecommunicator (2)
 - 4. New Employee: Paramedic I
 - 5. Reclassification: Deputy I
 - 6. Reclassification: Social Worker III
 - 7. Step Increase: Income Maintenance Caseworker II (4)
 - 8. Step Increase: Income Maintenance Caseworker III
 - 9. Step Increase: Income Maintenance Supervisor III
 - 10. Step Increase: County Manager
 - 11. Step Increase: Clerk to the Board of Commissioners
 - 12. Merit Increase: Paramedic Shift Supervisor
 - 13. Merit Increase: AEMT I
 - 14. Merit Increase: Telecommunicator III (3)
 - 15. Merit Increase: MIH Coordinator / Paramedic
 - 16. Resignation: PT/FI Clerk to the Board of Commissioners
 - 17. Removal from Roster: Equipment Operator
- D. Budget Amendments Nos. 21 – 27
- E. 911 Mutual Aid Agreement with Caswell County PSAP
- F. Fireworks Show for Perquimans High School Prom
- G. Farm Lease Approval

V. Introductions

- A. 911: Non-Certified Telecommunicator
- B. Board of Elections: Deputy Director

VI. Scheduled Appointments

- A. Michele Lawrence – Perquimans County Library Presentation
- B. Debbie Jean Parker – Town of Winfall – Beach & Coastal Waterfront Access Program
- C. Bill Jennings – Tax Collection Report March 2026

VII. Commissioner's Concerns/Committee Reports

- A.
- B.

ACTION
REQUIRED

ACTION
REQUIRED

NO
ACTION
REQUIRED

POSSIBLE
ACTION
REQUIRED

NO
ACTION
REQUIRED

POSSIBLE
ACTION
REQUIRED

VIII. **Old Business**

- A. Updates from County Manager

POSSIBLE
ACTION
REQUIRED

IX. **New Business**

- A. Local Library Board Application
- B. Surplus Equipment Resolution
- C. Howard Williams – PARTF Grant Application Approval & Grant Match Request
- D. Albemarle District Jail – Resolution
- E. Albemarle District Jail – Terms Approval
- F. Resolution – Opioid Funds Settlement
- G. Planning Study – Hertford Grammar School

NO
ACTION
REQUIRED

X. **Unscheduled Appointments/Public Comments**

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

- A.
- B.
- C.

ACTION
REQUIRED

Closed Session: Per N.C.G.S. §143-318-11 (4) for economic development, and (6) to discuss a personnel matter.

(After the Closed Session, the Board is subject to return to Open Session and may take action as needed on any items discussed during the closed session.)

XII. **Adjournment**

★ Additions to the Agenda

NOTES FROM THE COUNTY MANAGER

April 6, 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 March 2, 2026, Regular Meeting & March 18, 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
Extension	Ruth Perkins	Full Time	4H Agent		\$24,492.50	03/01/2026
Sheriff	Mike Boone	Full Time	Deputy II / SRO	70/8	\$59,878	04/01/2026
911	Kelli A Swinson	Full Time	Non-Certified Telecommunicator	60/1	\$15.62 / hr.	04/01/2026
911	Matthew C James	Full Time	Non-Certified Telecommunicator	60/1	\$15.62 / hr.	04/01/2026
EMS	Brian Hickman	Part Time	Paramedic I	68/2	\$22.77/ hr.	04/01/2026
Sheriff	Nathan McKeecuen	Reclassification	Deputy I	68/1	\$46,209	04/01/2026
DSS	Kay Hall	Reclassification	Social Worker III	69/7	\$55,904	04/01/2026
DSS	Johnetta Moore	Step Increase	Income Maintenance Caseworker II	63/1	\$37,081	04/01/2026
DSS	Ella Miller	Step Increase	Income Maintenance Caseworker II	63/1	\$37,081	04/01/2026
DSS	Timaya Green	Step Increase	Income Maintenance Caseworker II	63/1	\$37,081	04/01/2026
DSS	Chastity Clunis	Step Increase	Income Maintenance Caseworker II	63/1	\$37,081	04/01/2026
DSS	Tiffany Maupin	Step Increase	Income Maintenance Caseworker III	65/2	\$41,507.00	04/01/2026
DSS	Julie Shreckengast	Step Increase	Income Maintenance Supervisor III	67/2	\$45,326	04/01/2026
Co. Manager	Brandon Shoaf	Step Increase	County Manager	83/13	\$119,848	03/01/2026
Co. Manager	Rebecca Corprew	Step Increase	Clerk to the Board of Commissioners	65/17	\$59,827	04/01/2026
EMS	Robert Watkins	Merit Increase	Paramedic Shift Supervisor	72/5	\$29.21 / hr.	04/01/2026
EMS	Corbin Nixon	Merit Increase	FT AEMT I	66/2	\$20.85 / hr.	04/01/2026
911	Anna Johnson	Merit Increase	FT Telecommunicator III	68/6	\$25.11 / hr.	04/01/2026
911	Fantasia Saunders	Merit Increase	FT Telecommunicator III	68/5	\$24.49 / hr.	04/01/2026
911	Keely Cartwright	Merit Increase	FT Telecommunicator III	68/8	\$26.36 / hr.	04/01/2026
EMS	Bethany Buttram	Merit Increase	MIH Coordinator / Paramedic	72/8	\$31.44 / hr.	03/01/2026
Co. Manager	Mary Hunnicutt	Resignation	PT/FI Clerk to the Board			12/31/2025
Water	Robert Elliott	Removal from Roster	Equipment Operator			01/10/2026

- D. Budget Amendment No. 21 – Court Facilities Fund
- Budget Amendment No. 22 – Veterans
- Budget Amendment No. 23 – State School Funds
- Budget Amendment No. 24 – State School Funds
- Budget Amendment No. 25 – School Construction Fund
- Budget Amendment No. 26 – State School Funds

Budget Amendment No. 27 – General Funds – Rec Dept

- E. 911 Mutual Aid Agreement with Caswell County PSAP
- F. Fireworks Show for Perquimans High School Prom
- G. Farm Lease Approval – Thomas Roach

V. **The following introduction of new employees will be done:**

Introduction of New Employees

Department Head	Employee Name	Employee Job Title	Effective Date
Jonathan Nixon	Jenn Holder	Non-Certified Telecommunicator	02/01/2026
Robbins Cherry	Kayla Shoaff	Deputy Director of Elections	01/01/2026

VI. **Scheduled Appointments:**

- A. Michele Lawrence – Perquimans County Library Presentation
- B. Debbie Jean Parker – Public Presentation of Plans for Beach & Coastal Waterfront Access Program
- C. Bill Jennings – Tax Collection Report March 2026 / Reminders about Equalization and Review


VIII. **Old Business**

IX. **New Business**

- A. Local Library Board Application (see attached)
- B. Surplus Equipment Resolution (see attached)
- C. Howard Williams – PARTF Grant Application Approval & Grant Match Request
- D. Albemarle District Jail – Resolution to initiate the process to allow Chowan County to become a member of the Albemarle District Jail (see attached)
- E. Albemarle District Jail – Approval of terms for agreement with Chowan County (see attached)
- F. Resolution – Opioid Settlement Funds- approval requested for 7/1/26-6/30/27
- G. Planning Study – Hertford Grammar School renovations

Closed Session: Per N.C.G.S. §143-318-11 (4) for economic development, and (6) to discuss a personnel matter.

(After the Closed Session, the Board is subject to return to Open Session and may take action as needed on any items discussed during the closed session.)

 **Additions to the Agenda**

REGULAR MEETING

March 2, 2026

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, March 2, 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. Kathryn M. Treiber made a motion to approve the Agenda as presented. The motion was seconded by James W. Ward and unanimously approved by the Board.

PUBLIC HEARING

Chairman Nelson stated that the applicant, Glandon Forest Equity, LLC, withdrew their rezoning request REZ-25-01, in writing, and therefore, the public hearing is cancelled.

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 January 2, 2026, Regular Meeting & January 20, 2026, Special Called Meeting, and February 16, 2026, Special Called Meeting were approved.

B. Tax Refund / Release Approvals:

Tax Refunds (Perquimans County):

Brenda Gail Saucier -----\$112.14
Sold vehicle. 7-month refund.. Account No. 87116510

Dan & Sue Engelhardt -----\$137.23
Sold vehicle. 7-month refund.. Account No. 86887314

Daniel Wayne Gregory -----\$296.36
Sold vehicle. 9-month refund.. Account No. 75150254

Terry Ray Bufford -----\$197.57
Sold vehicle. 8-month refund.. Account No. 87649830

Traci Michelle Harrell -----\$174.23
Situs Address Error. Was being charged for both city and county taxes Account No. 076122771-2025-2025

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
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 Nos. 13-19:** The following budget amendments were approved by the Board:

**BUDGET AMENDMENT NO. 13
GENERAL FUND**

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.			

**BUDGET AMENDMENT NO. 14
GENERAL FUND**

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			

**BUDGET AMENDMENT NO. 15
GENERAL FUND**

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 FY 25/26 budget to include donations received to date for the Center for Active Living.			

**BUDGET AMENDMENT NO. 16
GENERAL FUND**

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.			

**BUDGET AMENDMENT NO. 17
GENERAL FUND**

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.			

**BUDGET AMENDMENT NO. 18
GENERAL FUND**

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.			

**BUDGET AMENDMENT NO. 19
GENERAL FUND**

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..			

RECOGNITION OF SERVICE

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

Department Head	Employee Name	Employee Job Title	Years of Service
Howard Williams	Louis Eason (not present)	Groundskeeper	20
Jonathan Nixon	Nakindra Downing	911 QA Coordinator	5
Angela Jordan	Kristin Lassiter	Income Maintenance Supervisor	10

INTRODUCTION OF EMPLOYEES

The following new employees were introduced to the Board:

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

SCHEDULED APPOINTMENTS:

1. Elizabeth Mithcell – Boys & Girls Club of the Albemarle (BGCA): Elizabeth Mitchell, Executive Director, presented the Board with information and statistics regarding the potential impact for Perquimans County should a Boys & Girls club open in Perquimans. The Perquimans site is estimated to serve between 60-80 youth in elementary, intermediate, and middle school grade levels. The annual cost for the family would be \$25.00 (twenty-five dollars) per year. There would also be summer camp offered at a cost of \$25.00 (twenty-five dollars) per week. BGCA focuses on Academic Success, Character and Leadership Development, Healthy Lifestyles, and Workforce Readiness. Ms. Mitchell also mentioned that the BCGA is hoping to occupy the current Perquimans County Middle School that will soon be vacated when the new Perquimans County Intermediate School is open. She provided a handout to the Board with impact statistics from the Elizabeth City and Chowan County BGCA sites. This was a presentation to allow the Board to think about the future of BGCA in Perquimans County. No Board action was requested or taken on this matter.
2. Robin Payne Consulting – Parks and Recreation Plan Review: Robin Payne presented a comprehensive Parks and Recreation Plan to the Board. This plan includes the population and demographics, public input, inventory of existing recreational assets, and the input of recreation staff and advisory board. The plan highlights the public interest for future recreation activities in Perquimans County. Robin Payne will request the Boards approval of the Updated Comprehensive Parks & Recreation Plan 2026-2036 at a later date.
3. Wallace Nelson, NCACC President – NCACC Regional Meeting and Awareness of Potential Property Tax Changes: Wallace Nelson played a video for the Board encouraging attendance at the NCACC Regional Meetings happening in March 2026, stating that the Boards presence is important and impactful to the leadership of counties in NC. A second video was presented by Kevin Leonard, Executive Director of NCACC, explaining the potential for property tax changes at the Federal level and how they would impact our rural county and the ability to provide mandated and essential services to our residents. Mr. Nelson urged the Board and public to stay abreast of these updates and to contact the Legislators with their opinions regarding this matter.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no concerns or committee reports.

OLD BUSINESS:

County Manager Shoaf updated the Board regarding the previous request of Commissioner James Ward regarding the traffic pattern at the Wiggins Rd & Hwy 17 Intersection. Mr. Shoaf reported that NCDOT had already begun the process of studying the intersection and has a plan for updating it to include the possibility of changing how traffic exits Wiggins Rd to Hwy 17 North. However, NCDOT is awaiting funding for this project and does not currently have a timeline.

Mr. Shoaf shared an update regarding Ramsey, Burgin, Smith Architects. This firm started the process of developing a plan for the remediation and future use of the Perquimans County Middle School and Hertford Grammar School once they are vacated. Mr. Burgin has become very ill. His health will not allow him to continue, and the firm does not have the capacity to fulfill the project needs. Mr. Shoaf will contact Mr. Hite, the architect for the Perquimans Intermediate School, to see if his firm would be interested in working on the project.

NEW BUSINESS

A. LOCAL LIBRARY BOARD VACANCY: The Local Library Board has a vacancy following the resignation of Mary Eichenlaub. Clerk Corprew requests permission to advertise this position. The Board unanimously agreed. No action is necessary on this matter.

B. PERQUIMANS COUNTY WATER DEPARTMENT – POLICY CHANGE REQUEST: The water department is requesting a policy change due to the penny shortage allowing any change due to the customer between .01 cents and .04 cents be credited to their next bill. Commissioner Corprew requested that the water department consider rounding down the bill to the next .05 increment to prevent a constant cycle of credits to customers' bills. County Manager Shoaf will meet with the water staff to see how this would impact revenue for the department and report back to the Board. No action taken.

C. PERQUIMANS COUNTY WATER DEPARTMENT – CONTRACT APPROVAL: County Manager Brandon Shoaf presented a contract for the Winfall ETP Effluent Relocation project. Cole Underground was the lowest bidder. Chairman Nelson asked if there were any questions or comments. There being none, Timothy J. Corprew made a motion to approve the contract Cole Underground for the Winfall ETP Effluent Relocation project in the amount of \$259,125 (two-hundred fifty-nine thousand one-hundred twenty-five dollars). The motion was seconded by Charles Woodard and unanimously approved by the Board.

D. PERQUIMANS COUNTY SCHOOLS – REPAIR AND RENOVATION EDUCATIONAL LOTTERY FUND REQUEST: Jamie Johnson, Perquimans County Schools Maintenance Director, requested approval to use Repair & Renovation Education Lottery Funds to install a wheelchair lift in the Perquimans County High School gymnasium during the renovations that are currently underway. The wheelchair lift will be usable by all types of wheelchairs including motorized chairs that are heavier. The cost is \$76,911.58 (seventy-six thousand nine-hundred eleven dollars and fifty-eight cents). James W. Ward asked if there were any options that may be less expensive. Mr. Johnson explained that this is the recommendation by the architect and that the lift should last for many years. Mr. Johnson also stated that the costs included the wiring that would be needed as well as installation; and that a ramp is not sufficient due to available floor space. He also stated that this lift could handle the needs of anyone, no matter what type of accessibility device they use. Chairman Nelson asked if there were other any questions or comments. There being none, Timothy J. Corprew made a motion to approve the use of Repair & Renovation Education Lottery Funds for the purchase and installation of wheelchair lift in the amount of \$76,911.58 (seventy-six thousand nine-hundred eleven dollars and fifty-eight cents) The motion was seconded by Charles Woodard and unanimously approved by the Board.

PUBLIC COMMENTS

There were no public comments made.

ADJOURNMENT

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Regular Meeting was adjourned at 8:11 p.m. on motion made by Joseph W. Hoffler, seconded by Charles Woodard and unanimously approved by the Board.

Wallace E. Nelson, Chairman

Clerk to the Board

SPECIAL CALLED MEETING
 March 18, 2026
 7:00 p.m.

The Perquimans County Board of Commissioners postponed the Special Called Meeting scheduled for Monday, March 16, 2026, due to inclement weather. The Perquimans County Board of Commissioners met in a Special Called Meeting on Monday, March 18, 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

Vice Chairman Woodard called the meeting to order. Joseph W. Hoffler gave the invocation, and the Vice Chairman led the Pledge of Allegiance.

AGENDA

Vice Chairman Woodard stated that the Agenda was at their seats and asked if there were any additions or corrections to the Agenda. County Manager Shoaf asked that there be a closed session added pursuant to §143-318-11(4) to consult with the attorney regarding economic development matters and to approve Closed Session Minutes. Vice Chairman Woodard asked for a motion to approve the Agenda with the addition of a closed session for the stated purpose. Timothy J. Corprew made a motion to approve the Agenda with the addition of a closed session. The motion was seconded by James W. Ward and unanimously approved by the Board.

NEW BUSINESS

- A. **PERSONNEL MATTERS:** The following introduction of a new employee and recognition of service were done:

Recognition of Years of Service

Department Head	Employee Name	Employee Job Title	Years of Service
Jared Harrell	Theresa Story	Administrative Assistant	27

Introduction of New Employee

Department Head	Employee Name	Employee Job Title	Effective Date
Jared Harrell	Ruth Perkins	4-H Agent	03/02/2026

- B. **FY25 AUDIT PRESENTATION:** Austin Eubanks with Thompson, Price, Scott, Adams, and Co., P.A. presented the FY25 Audit Report to the Board via Zoom. Timothy J. Corprew made a motion to accept the audit as presented. The motion was seconded by Kathryn M. Treiber and unanimously approved by the Board.
- C. **FY25 AMENDED CONTRACT:** Finance Officer Tracy Mathews is requesting approval of an amendment to the FY25 contract with Thompson, Price, Scott, Adams, & Co., P.A. for a modification of the fee with an increase of \$2,000.00 (two thousand dollars) to cover additional compliance requirements added by LGC mid-year. Kathryn M. Treiber made a motion to approve the amended contract as presented. The motion was seconded by James W. Ward and unanimously approved by the Board.
- D. **LGERS FY26 AUDIT CONTRACT:** Finance Officer Tracy Mathews is requesting approval of the FY26 contract with Thompson, Price, Scott, Adams, & Co., P.A. with a stated maximum cost of \$73,000.00 (seventy-three thousand dollars). Timothy J. Corprew made a motion to approve the

FY26 Audit Contract as presented. The motion was seconded by James W. Ward and unanimously approved by the Board.

- E. The following budget amendment was approved by motion of Joseph W. Hoffler, seconded by James W. Ward and unanimously approved by the Board.

**BUDGET AMENDMENT NO. 20
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-610-040	DSS - PROFESSIONAL SERVICES	225,000	
10-610-020	DSS - SALARIES		170,000
10-610-050	DSS - FICA		15,000
10-610-060	DSS - GROUP INSURANCE		25,000
10-610-070	DSS - RETIREMENT		15,000
EXPLANATION: TO AMEND THE FY25/26 BUDGET TO INCLUDE FUNDING TO COVER EXPENSES FOR PROFESSIONAL SERVICES			

F. PARKS & RECREATION COMPREHENSIVE PLAN REVIEW:

Robin Payne with Payne Consulting was unable to attend the rescheduled meeting date. Brandon Shoaf is presenting on her behalf. Robin Payne is requesting adoption of the Updated Parks & Recreation Comprehensive Plan 2026 and the Perquimans Parks & Recreation Community Center Master Plan 2026, as presented at the March 2, 2026, Board of Commissioners Regular Session Meeting. County Manager Brandon Shoaf noted that this adoption is necessary to apply for PARTF funds in the future. James W. Ward made a motion to adopt the Updated Park & Recreation Plan as presented. The motion was seconded by Joseph W. Hoffler and unanimously approved by the Board.

G. PARKS & RECREATION CAPITAL IMPROVEMENT PLAN:

Robin Payne with Payne Consulting was unable to attend the rescheduled meeting date. Brandon Shoaf is presenting on her behalf. Robin Payne is requesting adoption of the Parks & Recreation Capital Improvement Plan 2026. Timothy J. Corprew made a motion to approve the Parks & Recreation Capital Improvement Plan 2026 as presented. The motion was seconded by James W. Ward and unanimously approved by the Board.

CLOSED SESSION:

Chairman Nelson stated that, pursuant to N.C.G.S. §143-318-11(4) the Board went into Closed Session to consult with the attorney regarding economic development matters and to approve Closed Session Minutes. On motion made by James W. Ward, seconded by Joseph W. Hoffler, 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 James W. Ward, seconded by Kathryn M. Treiber, and unanimously approved by the Board.

No action was required from the Closed Session.

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 8:30p.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

PERQUIMANS COUNTY REFUNDS

WILLIAM KELLY COPELAND **\$370.82**

VEHICLE SOLD; 11-MONTH REFUND
ACCOUNT NUMBER: 89398929

FRED MATHEWS III **\$155.43**

VEHICLE SOLD; 6-MONTH REFUND
ACCOUNT NUMBER: 85257710

BRADLEY COLEMAN DALTON **\$188.03**

DEALERSHIP MADE A MISTAKE ON TAG
ACCOUNT NUMBER: 83744004

CATHERINE BROXTON **\$322.90**

A SITUS ERROR. CUTOMER PAID FULL AMOUNT
ACCOUNT NUMBER: 89336467

NAME: Ruth Perkins

Full Time Part Time

POSITION: 4H Extension Agent

DEPARTMENT: Extension Office

NEW EMPLOYEE EFFECTIVE DATE: 03/01/2026

GRADE: _____ STEP: _____
ANNUAL SALARY: 24,492.50 HOURLY RATE: _____

ENDING DATE OF PROBATIONARY PERIOD: 03/01/2027

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

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

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

_____ DATE OF RECLASSIFICATION
 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

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
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: 3-16-2026

COUNTY MANAGER : [Signature] DATE: 3-16-2026

FINANCE OFFICER : _____ DATE: _____

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

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3/20/26

NAME: Mike Owen Boone Full Time Part Time
POSITION: Deputy II/SRO DEPARTMENT: Sheriff's Office

NEW EMPLOYEE EFFECTIVE DATE: 4-1-2026
GRADE: 70 STEP: 8 ANNUAL SALARY: \$59,878 HOURLY RATE: _____
ENDING DATE OF PROBATIONARY PERIOD: 3-31-2027

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

_____ 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 : *Shipton White* DATE: 3-20-26
COUNTY MANAGER : *Bl. S. P.* DATE: 3-23-26
FINANCE OFFICER : _____ DATE: _____
RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3/11/2026

NAME: Kelli Alexis Swinson Full Time Part Time

POSITION: Non-Certified Full-Time Telecommunicator DEPARTMENT: 911

NEW EMPLOYEE EFFECTIVE DATE: April 1, 2026

GRADE: 60 STEP: 1 ANNUAL SALARY: _____ HOURLY RATE: \$15.62

ENDING DATE OF PROBATIONARY PERIOD: April 1, 2027

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

_____ 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: 3/11/26

COUNTY MANAGER : [Signature] DATE: 3-16-2026

FINANCE OFFICER : _____ DATE: _____

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

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3/11/2026

NAME: Matthew Carl James Full Time Part Time

POSITION: Non-Certified Part-Time Telecommunicator DEPARTMENT: 911

NEW EMPLOYEE EFFECTIVE DATE: April 1, 2026

GRADE: 60 STEP: 1 ANNUAL SALARY: _____ HOURLY RATE: \$15.62

ENDING DATE OF PROBATIONARY PERIOD: April 1, 2027

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

_____ 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: 03/11/26

COUNTY MANAGER : [Signature] DATE: 3-16-26

FINANCE OFFICER : _____ DATE: _____

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

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3-24-2026

NAME: Brian Hickman Full Time Part Time

POSITION: Part-Time Paramedic I DEPARTMENT: EMS

X NEW EMPLOYEE EFFECTIVE DATE: 4/1/2026

GRADE: 68 STEP: 2 ANNUAL SALARY: _____ HOURLY RATE: \$ 22.77

ENDING DATE OF PROBATIONARY PERIOD: 4-1-2027

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

_____ 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:
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

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____ \$ 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: 3/24/26

COUNTY MANAGER : [Signature] DATE: 3-31-26

FINANCE OFFICER : _____ DATE: _____

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

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3-16-2026

NAME: Nathan Christopher McKecuen

Full Time Part Time

POSITION: Deputy I DEPARTMENT: Sheriff

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

CURRENT: GRADE: 66 STEP: 1 ANNUAL SALARY: \$42,318 HOURLY RATE: _____

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

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

4-1-2026 DATE OF RECLASSIFICATION
Date CHANGE IN GRADE MOVE TO FULL TIME MOVE TO PART TIME
NEW POSITION TITLE: Certified Deputy
NEW GRADE: 68 STEP: 1 ANNUAL SALARY: \$46,209 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 : [Signature] DATE: 3-16-26

COUNTY MANAGER : [Signature] DATE: 3-23-26

FINANCE OFFICER : _____ DATE: _____

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

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: April 1, 2026

NAME: Kay Hall

Full Time Part Time

POSITION: Social Worker II

DEPARTMENT: Social Services

NEW EMPLOYEE EFFECTIVE DATE: _____

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

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 67 STEP: 10 ANNUAL SALARY: \$55,093.00 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: _____

X 4/1/2026 DATE OF RECLASSIFICATION
Date CHANGE IN GRADE MOVE TO FULL TIME MOVE TO PART TIME
NEW POSITION TITLE: Social Worker III
NEW GRADE: 69 STEP: 7 ANNUAL SALARY: \$55,904.00 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:  DATE: April 1, 2026

COUNTY MANAGER:  DATE: 4.1.26

FINANCE OFFICER : _____ DATE: _____

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

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 19, 2026

NAME: Johnetta Moore

Full Time Part Time

POSITION: Income Maintenance Caseworker II

DEPARTMENT: Social Services

NEW EMPLOYEE EFFECTIVE DATE: _____

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

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 61 STEP: 3 ANNUAL SALARY: \$35,654.00 HOURLY RATE: _____

X 4/1/2026 DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: 63 STEP: 1 SALARY: \$37,081.00

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

_____ DATE OF RECLASSIFICATION
 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

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
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: March 19, 2026

COUNTY MANAGER : [Signature] DATE: 2-31-26

FINANCE OFFICER : _____ DATE: _____

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

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 19, 2026

NAME: Ella Miller

Full Time Part Time

POSITION: Income Maintenance Caseworker II

DEPARTMENT: Social Services

NEW EMPLOYEE EFFECTIVE DATE: _____

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

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 61 STEP: 3 ANNUAL SALARY: \$35,654.00 HOURLY RATE: _____

X 4/1/2026 DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: 63 STEP: 1 SALARY: \$37,081.00

_____ 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

_____ 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: March 19, 2026

COUNTY MANAGER :  DATE: 3-31-26

FINANCE OFFICER : _____ DATE: _____

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

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 19, 2026

NAME: Timaya Green

Full Time Part Time

POSITION: Income Maintenance Caseworker II

DEPARTMENT: Social Services

NEW EMPLOYEE EFFECTIVE DATE: _____

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

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 61 STEP: 3 ANNUAL SALARY: \$35,654.00 HOURLY RATE: _____

X 4/1/2026 DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: 63 STEP: 1 SALARY: \$37,081.00

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

_____ DATE OF RECLASSIFICATION
 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

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
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: March 19, 2026

COUNTY MANAGER : [Signature] DATE: 3-31-26

FINANCE OFFICER : _____ DATE: _____

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

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 19, 2026

NAME: Chastity Clunis

Full Time Part Time

POSITION: Income Maintenance Caseworker II

DEPARTMENT: Social Services

NEW EMPLOYEE EFFECTIVE DATE: _____

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

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 61 STEP: 3 ANNUAL SALARY: \$35,654.00 HOURLY RATE: _____

X 4/1/2026 DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: 63 STEP: 1 SALARY: \$37,081.00

_____ 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

_____ 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: March 19, 2026

COUNTY MANAGER : [Signature] DATE: 3-31-26

FINANCE OFFICER : _____ DATE: _____

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

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 19, 2026

NAME: Tiffany Maupin

Full Time Part Time

POSITION: Income Maintenance Caseworker III

DEPARTMENT: Social Services

NEW EMPLOYEE EFFECTIVE DATE: _____

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

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 STEP: 1 ANNUAL SALARY: \$40,493.00 HOURLY RATE: _____

X 4/1/2026 DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: 65 STEP: 2 SALARY: \$41,507.00

_____ 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

_____ 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: March 19, 2026

COUNTY MANAGER : [Signature] DATE: 3-31-26

FINANCE OFFICER : _____ DATE: _____

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

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 19, 2026

NAME: Julie Shreckengast

Full Time Part Time

POSITION: Income Maintenance Supervisor III

DEPARTMENT: Social Services

NEW EMPLOYEE EFFECTIVE DATE: _____

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

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 67 STEP: 1 ANNUAL SALARY: \$44,220.00 HOURLY RATE: _____

X 4/1/2026 DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: 67 STEP: 2 SALARY: \$45,326.00

_____ 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

_____ 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: March 19, 2026

COUNTY MANAGER: [Signature] DATE: 3-31-2026

FINANCE OFFICER: _____ DATE: _____

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

NAME: Brandon Shoaf

Full Time Part Time

POSITION: County Manager

DEPARTMENT: County Manager's Office

NEW EMPLOYEE EFFECTIVE DATE: _____

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

ENDING DATE OF PROBATIONARY PERIOD: _____

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

03/01/2026 DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: 83 STEP: 13 SALARY: \$119,848.00

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

_____ DATE OF RECLASSIFICATION
 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

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
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 : _____ DATE: _____

FINANCE OFFICER : _____ DATE: _____

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

PERQUIMANS COUNTY EMPLOYMENT ACTION FORM

DATE SUBMITTED: 03/09/2026

NAME: Rebecca Corprew

Full Time Part Time

POSITION: Clerk to the Board of Commissioners

DEPARTMENT: County Manager's Office

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____

ANNUAL SALARY: _____ HOURLY RATE: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

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

04/01/2026 DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.

GRADE: 65 STEP: 17 SALARY: \$59,827.00

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

_____ DATE OF RECLASSIFICATION
 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

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
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 : Bl D. H DATE: 3-9-2026

FINANCE OFFICER : _____ DATE: _____

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

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 11, 2026

NAME: Robert Watkins Full Time Part Time

POSITION: Paramedic Shift Supervisor DEPARTMENT: EMS

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 4/1/2026 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 72 STEP: 5 SALARY: \$ 29.21 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: 3/11/26

COUNTY MANAGER : [Signature] DATE: 3-16-26

FINANCE OFFICER : _____ DATE: _____

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

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 20 2026

NAME: Corbin Nixon Full Time Part Time

POSITION: Full Time AEMT 1 DEPARTMENT: EMS

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
RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
Date 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 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

4/1/2026
Date GRADE: 66 STEP: 2 SALARY: \$ 20.85 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: 03/20/2026

COUNTY MANAGER : [Signature] DATE: 4-1-26

FINANCE OFFICER : _____ DATE: _____

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

NAME: Anna Johnson Full Time Part Time

POSITION: Full Time Telecommunicator III 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 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

4/1/2026
Date GRADE: 68 STEP: 6 SALARY: \$ 25.11 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: 03/20/2026

COUNTY MANAGER : [Signature] DATE: 4-1-26

FINANCE OFFICER : _____ DATE: _____

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

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3/20/2026

NAME: Fantasia Saunders Full Time Part Time

POSITION: Full Time Telecommunicator III 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 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

4/1/2026
Date GRADE: 68 STEP: 5 SALARY: \$ 24.49 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: 3/20/2026

COUNTY MANAGER : [Signature] DATE: 4-1-26

FINANCE OFFICER : _____ DATE: _____

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

NAME: Keely Cartwright

Full Time Part Time

POSITION: Full Time Telecommunicator III

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 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

4/1/2026 GRADE: 68 STEP: 8 SALARY: \$ 26.36 Hourly
Date

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: 04/02/2026

COUNTY MANAGER : [Signature] DATE: 4-2-2026

FINANCE OFFICER : _____ DATE: _____

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

NAME: Bethany Buttram Full Time Part Time

POSITION: MIH Coordinator/ Paramedic DEPARTMENT: EMS

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
RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
Date 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: 8 SALARY: \$ 31.44 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: 3/11/26

COUNTY MANAGER : [Signature] DATE: 3-16-26

FINANCE OFFICER : _____ DATE: _____

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

NAME: Mary Hunnicutt

Full Time Part Time

POSITION: PT/FI Clerk to the Board

DEPARTMENT: County Manager'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
RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____

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

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

12/31/2025 DATE OF TERMINATION RESIGNATION REMOVAL FROM ROSTER

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
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 : ALJ DATE: 3-9-26

FINANCE OFFICER : _____ DATE: _____

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

NAME: Robert Elliott

Full Time Part Time

POSITION: Equipment Operator

DEPARTMENT: Water 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
RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____

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

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

01/10/2026 DATE OF TERMINATION RESIGNATION REMOVAL FROM ROSTER

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
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 : Robert Elliott DATE: 3-9-26

FINANCE OFFICER : _____ DATE: _____

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

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
COURT FACILITIES FUND
NO. 21

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6th DAY OF APRIL, 2026, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2025 - 2026 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
55-399-000	CF - FUND BALANCE APPRO	4,665	
55-745-150	CF - MAINT/REPAIR BUILDINGS	4,665	
EXPLANATION: To amend the FY 25/26 Budget to include funds to cover cost of HVAC Replacement for Court House Court Room			

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 6th DAY OF APRIL, 2026.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 6th DAY OF APRIL, 2026.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUND
NO. 22

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6th DAY OF APRIL, 2026, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2025 - 2026 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-002	VETERANS PROGRAM	5,040.48	
10-607-317	VETERANS - CVO GRANT	5,040.48	

EXPLANATION: To amend the FY25/26 Budget to additional funding as awarded by CVO Grant.

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 6th DAY OF APRIL, 2026.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 6th DAY OF APRIL, 2026.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
SCHOOL CONSTRUCTION FUND
NO. 23

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6th DAY OF APRIL, 2026, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2025 - 2026 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
65-348-001	STATE SCHOOL FUNDS - LOTTERY	1,447,826.58	
65-500-740	CAPITAL OUTLAY	1,447,826.58	

EXPLANATION: To amend the FY25/26 Budget to include lottery funds as approved by BOC and DPI for the PCHS Auditorium Renovation Project from the Repair and Renovation Lottery Fund.

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 6th DAY OF APRIL, 2026.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 4th DAY OF APRIL, 2026.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
SCHOOL CONSTRUCTION FUND
NO. 24

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6th DAY OF APRIL, 2026, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2025 - 2026 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
65-348-001	STATE SCHOOL FUNDS - LOTTERY	1,261,445.34	
65-500-711	NB LOTTERY INTERMEDIATE SCHOOL	1,261,445.34	
EXPLANATION: To amend the FY25/26 Budget to include remaining lottery funds as approved for the Intermediate School Project			

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 6th DAY OF APRIL, 2026.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 6th DAY OF APRIL, 2026.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
SCHOOL CONSTRUCTION FUND
NO. 25

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6TH DAY OF APRIL, 2026, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2025 - 2026 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
65-399-000	SCHOOL CONSTRUCTION - FUND BALANCE	5,000,000	
65-500-712	G.A. - INTERMEDIATE SCHOOL	5,000,000	

EXPLANATION: To amend the FY 25/26 Budget to include the General Assembly Grant Funds (10-348-002) as received in FY24/25 set aside to be used for the Intermediate School Project.

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 6TH DAY OF APRIL, 2026.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 6TH DAY OF APRIL, 2026.

 Chairman, Board of Commissioners

 Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
SCHOOL CONSTRUCTION FUND
NO. 26

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6TH DAY OF APRIL, 2026, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2025 - 2026 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
65-348-001	STATE SCHOOL FUNDS - LOTTERY	300,000	
65-500-740	CAPITAL OUTLAY	300,000	

EXPLANATION: To amend the FY 25/26 Budget to include additional lottlery funds to be used for the District-Wide HVAC Replacement Project as approved by BOC and DPI.

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 6TH DAY OF APRIL, 2026.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 6TH DAY OF APRIL, 2026.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUND
NO. 27

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6th DAY OF APRIL, 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	4,500	
10-685-740	RECREATION - CAPITAL OUTLAY	4,500	
EXPLANATION: To amend the FY 25/26 Budget to include funds to replace a batting cage at the Recreation Department			

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 6th DAY OF APRIL, 2026.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 6th DAY OF APRIL, 2026.

Chairman, Board of Commissioners

Finance Officer



Caswell County, NC

**911 Emergency Communications Center
314 North Ave Yanceyville, NC 27379
P.O. Box 248 Yanceyville, NC 27379
336-694-2555**

1. PURPOSE OF MUTUAL AID AGREEMENT

Caswell County recognizes there may be times when its Primary Public Safety Answering Point (PSAP) and its Backup PSAP are inoperable. The purpose of this document is to establish a temporary, short-term Mutual Aid Agreement whereby, in the event of a Primary AND Backup PSAP failure, Caswell County's 911 calls will be transferred to the following counties, subject to the terms of this Mutual Aid Agreement:

1. Person County
2. Rockingham County
3. Perquimans County
4. Ashe County
5. Stanley County

The preferred method of communication between Caswell and the assisting PSAP will be:

1. Statewide VIPER 800 channel
2. RapidSOS Chat/Data Transfer
3. Telephone
4. DCIN Message

2. RESPONSIBILITIES OF CASWELL COUNTY PSAP

- 2.1 Caswell County understands that each party's foremost responsibility is to its own citizens.
- 2.2 Caswell County will be responsible for obtaining radio resources for the duration of the event.
- 2.3 Should Caswell County's Primary PSAP remain inoperable for longer than 24 hours, the respective PSAP Managers will discuss compensation for any upstaffing needed to assist with the additional workload.



911 Emergency Communications Center

314 North Ave Yanceyville, NC 27379

Caswell County, NC

P.O. Box 248 Yanceyville, NC 27379

336-694-2555

2.4 Caswell County will request any necessary documentation to include recordings from the Assisting PSAP Manager during a Caswell failure.

2.5 Caswell agrees to give the Assisting PSAP Manager as much advance notice as is practical under the existing circumstances of its need for 911 calls to be answered and information relayed.

3. RESPONSIBILITIES OF ASSISTING PSAP

3.1 The Assisting PSAP agrees to maintain its 911 Center so that it is operationally functional and as up to date as possible.

3.2 The Assisting PSAP agrees to capture all telephone traffic associated with Caswell during a Caswell failure and share any requested recordings in a timeframe prescribed by the Assisting PSAP.

3.3 The Assisting PSAP agrees to process all Caswell's telephone calls during a catastrophic failure until which time Caswell can resume operations.

All parties also covenant and agree to the following:

1. Governing Law. This Agreement shall be governed by and construed in accordance with the internal laws of the State of North Carolina, without reference to any conflict or choice of laws provision which would operate to make the internal laws of any other jurisdiction applicable.

2. Modification. This Agreement shall only be modified, amended, or supplemented by a written instrument signed by both parties to this Agreement.

3. Term and Termination. This Agreement is in effect perpetually, unless replaced by a future edition. Any party may cancel its participation by providing written notice addressed to the respective County Manager and PSAP Manager, delivered by registered or certified mail.

4. Non-Discrimination. Neither party hereto shall discriminate on the basis of race, religion, creed, color, gender or national origin.

5. Severability. In the event that any provision of this Agreement is found to be void and unenforceable by a court of competent jurisdiction, then the remaining provisions will remain in force in accordance with the Parties' intention.



911 Emergency Communications Center
314 North Ave Yanceyville, NC 27379
P.O. Box 248 Yanceyville, NC 27379
336-694-2555

Caswell County, NC

6. Other Agreements

- A. Nothing herein shall prevent either party to this Agreement from entering other agreements with other counties or local government entities in relation to the subject matter herein.
- B. This Agreement is not intended to impact or change the provision of any existing Backup Center Plan.
- C. This Agreement shall not be construed to impose an unconditional obligation to any part of the Agreement.
- D. This Agreement is in effect perpetually, unless replaced by future edition.
- E. Each PSAP will be responsible for its own expenses incurred while traveling and reimbursement of expandable resources may be required.
- F. All parties certify that they have adequate insurance to cover any claim, injury or damage that may be incurred while performing services pursuant to this agreement including, but not limited to adequate workers compensation insurance, property insurance and general liability insurance coverage. The insurance is for the benefit of each respective party and does not extend to the other parties.



911 Emergency Communications Center
314 North Ave Yanceyville, NC 27379
P.O. Box 248 Yanceyville, NC 27379
336-694-2555

County of Caswell

The County of Caswell hereby adopts and approves the PSAP Mutual Aid Agreement, effective as of the 2 day of March 2026.

Adopted this 2 day of March 2026.

Attest:

A handwritten signature in black ink, appearing to read "Tony E. Goff".

Chairperson, Caswell County Board of Commissioners

A handwritten signature in black ink, appearing to read "Stymaine Williams".

Clerk to the Board of Commissioners



911 Emergency Communications Center
314 North Ave Yanceyville, NC 27379
P.O. Box 248 Yanceyville, NC 27379
336-694-2555

Caswell County, NC

County of Perquimans

The County of Perquimans hereby adopts and approves the PSAP Mutual Aid Agreement, effective as of the ____ day of _____, 2026.

Adopted this ____ day of _____, 2026.

Attest:

Chairperson, Perquimans County Board of Commissioners

Clerk to the Board of Commissioners

Email address	ccso279@yahoo.com
Name of the event	Perquimans Co. High School Prom Fireworks
Date of the event	Apr 18, 2026
Application Date	Mar 24, 2026
Individual/Organizing Body requesting special event	Perquimans Co. Public Schools/Shot in the Dark Pyrotechnics
Person Responsible - Name	Kelly Russell
Person Responsible - Cell Phone	252-722-5297(Kelly)/252-312-9839(Dwayne)
Person Responsible - Email Address	kellyrussell@pqschools.org
Person Responsible - Address	305 Edenton Road Street Hertford, NC
Secondary Contact - Name - Cell Phone	Dwayne Goodwin/Shot in the Dark Pyrotechnics
Set up time	7:30 PM
Event time	8:00 PM
Breakdown time	8:15 AM
Purpose and brief description of the event (note if multiple days)	Prom Fireworks
Location(s)	Albemarle Plantation Clubhouse
Approximate number of attendees	150

Jonathan A. Nixon, Director
Perquimans County Emergency Services
 911 Communications - EMS - Emergency Management



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

WALLACE E. NELSON
CHAIRMAN
CHARLES WOODARD
VICE CHAIRMAN
TIMOTHY J. CORPREW
JOSEPH W. HOFFLER
KATHRYN M. TREIBER
JAMES W. WARD
W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

REBECCA T. CORPREW
CLERK TO BOARD

BRANDON S. SHOAF
COUNTY MANAGER

P.O. BOX 45
HERTFORD, NORTH CAROLINA 27944
TELEPHONE: -252-426-7550

This LEASE made between Perquimans County (Lessors) and Thomas Roach., (Lessee) beginning on June 1, 2026. See lease terms below.

1. **TERMS.** The Lessors hereby lets to Lessee for the term commencing June 1, 2026, and ending December 31, 2031, those tracts of land located in Perquimans County, North Carolina. The County owned farm, known as the County Home Farm, containing 5 +/- tillable acres, more or less, of cropland off of Wiggins and Lake Roads, Winfall, Perquimans County, shown Plat Book 4, page 69 in the Register of Deeds Office, herein referred to as the premises, together with the right of ingress, egress, and regress thereto to occupy and use the lands for agricultural purposes.
2. **RENT.** Lessee shall pay to Lessor, as annual rent for the stated time, \$500 (\$100/acre) payable in 5 equal payments on or before January 1 of each year of lease.
3. **ASSIGNMENTS.** The Lessee may not sublease the premises.
4. **TAXES.** Lessors will be responsible for all property taxes on the premises.
5. **TERMINATION.** This lease shall automatically terminate, without notice, on December 31, 2031. Lessee and Lessor reserve the right to negotiate an extension of this contract without formal bid process before the termination date.
6. **LESSOR'S RIGHTS TO ACCESS.** Lessor, or his assigns, reserves the right to go on, and always have access during the existence of this lease, to the premises for any purpose whatsoever, so long as Lessee's operations are not materially affected.
7. **PATH MAINTENANCE.** The lessee will provide reasonable maintenance to any ditches, canals, roads, and paths.
8. **NO PARTNERSHIP.** Lessor and Lessee are not engaged in partnership and are not liable for the acts or omissions of each other. Lessor and Lessee are intending to establish the legal status of landlord and tenant.
9. **NOTICES.** Any notice to Lessor or Lessee in connection with this lease shall be deemed given if and when delivered in person to either of them or deposited in the United States registered or certified mail.
10. **SPECIAL PROVISIONS.** Lessors reserve the right to withdraw portions of the premises at any time of the lease with the following conditions:
 - a. Thirty days (30) of verbal or written notice of changes.
 - b. Lessors will pay Lessee a prorated rate of rent for the acres taken out of crop production that may have been paid in advance.

- c. Crop fields greater than 50% of maturity will not be allowed to be taken out of production until crop is harvested or an agreement on its value paid to the Lessee can be reached.
- d. Lessee shall release and indemnify the Lessor from any liability for any damages, injuries or death that occur on the property arising out of the lessee's use of the property.

11. ENTIRE AGREEMENT, BINDING EFFECT, APPLICABLE LAWS. This lease is entered into in North Carolina and shall be construed under the laws, statutes, and ordinances of North Carolina. The terms herein shall be binding upon and enforceable by Lessor and Lessee, their successors in interest, heirs and assigns. All negotiations and agreements of Lessor and Lessee are merged herein. No modifications shall be enforceable unless in writing and signed by Lessor and Lessee.

LESSORS:

Wallace Nelson, Chairman
Perquimans County Board of Commissioners

Date

Charles Woodard, Vice Chairman
Perquimans County Board of Commissioners

Date

LESSEE:

Thomas Roach

Date

Perquimans GIS



4/2/2026, 8:40:31 AM

- Centerlines
- perquimans_nc_lot
- perquimans_nc_easement
- perquimans_nc_dimns
- perquimans_nc_misc
- perquimans_nc_acres

Perquimans GIS
 For tax purposes only. Not a legal document or survey. Perquimans nor State of NC assume any liability resulting from use of this map.

STATEMENT OF INTEREST TO SERVE

If you are a Perquimans County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Perquimans County Board of Commissioners
c/o Clerk to the Board
P.O. Box 45
Hertford, NC 27944

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Local Library Board
2. _____
3. _____
4. _____

Your full name Martha Borders
Date of Birth 4/6/50
Mailing Address 105 Carolina Ave, Hertford, NC
City and Zip Code Hertford, 27944
Home Phone 455-1898 Work Phone _____ Cell Phone 455-1898
Current Job Title retired
Company or Agency _____
Email Address mm.borders@gmail.com

Do you live in the county? Yes No

Please list the name of your Township West Hertford
(This information can be obtained from the Tax Office at (252) 426-7010)

Educational Background Two years of college - Roanoke college
Graduated Staples HS - Westport, CT.

Work Experience store manager, mtg. service manager, artist

Prior Board/Committee Experience Briefly on Planning & Zoning Board of
Adjustments until G. Jackson kicked me off for NO reason during
his reign of bullying on town council.

This "Statement of Interest to Serve" will remain active for two (2) years from date received in the County Manager's Office.

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences as set forth by the by-laws or rules for that Board.

M Borders
Signature

2/24/26
Date

Please feel free to attach a resume or additional information if so desired.



REBECCA T. CORPREW
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

PERQUIMANS COUNTY BOARD OF COMMISSIONERS

P.O. BOX 45
HERTFORD, NORTH CAROLINA 27944
TELEPHONE: 1-252-426-7550

WALLACE E. NELSON
CHAIRMAN

CHARLES WOODARD
VICE CHAIRMAN

TIMOTHY J. CORPREW

JOSEPH W. HOFFLER

KATHRYN M. TREIBER

JAMES W. WARD

W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

RESOLUTION AUTHORIZING SALE OF CERTAIN SURPLUS COUNTY PROPERTY

WHEREAS, the Perquimans County Board of Commissioners desires to dispose of certain surplus property of the County:

NOW, THEREFORE, BE IT RESOLVED by the Perquimans County Board of Commissioners that:

1. The following described equipment is hereby declared to be surplus to the needs of the County:

<u>Model Year</u>	<u>Make</u>	<u>Model</u>	<u>Details</u>	<u>Department</u>
2016	Kohler	CH1000	Generator and Panel	Emergency Services

2. The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sell the above listed equipment on GovDeals.

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

4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be posted on bulletin board at Courthouse and place it on the County's website and Facebook page. After not less than ten (10) days from the date of publication, the County Manager is authorized to sell the above-described property to the highest bidder.

Adopted this the 6th day of April, 2026.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Rebecca T. Corprew, Clerk to the Board

SEAL

GovDeals Office Equipment Inspection Form

Inventory ID _____	Asset Number _____	Anticipated Sale Price: _____
--------------------	--------------------	-------------------------------

Short Description: Propane standby generator

Year: ##

Manufacturer: Kohler

Model: CH 1000

Please fill in or check

Long Description:

This Equipment: Is Operable Is Not Operable For Parts Only Needs Repair The Condition is Unknown

Hours: 64 This equipment was maintained every 365 Hours Days

Serial # ##

Repairs needed: _____

Description of Use

This is a propane standby generator for a home or structure. It includes the transfer switch.

Both items need to be removed at the purchaser's expense by a qualified professional.

Color: _____ Cloth Vinyl Leather Metal Plastic Wood Rubber

Minor damage to: _____

Major damage to: _____

Size: Length: Feet: Inches: **Width/Depth:** Feet: Inches: **Height:** Feet: Inches:

Men's Size: _____ **Women's Size:** _____

Additional Equipment: Manufacturer: _____ **Model:** _____

Serial # _____ Condition: Is Operable Needs Repair Unknown Condition

Description: _____

Additional Equipment: Manufacturer: _____ **Model:** _____

Serial # _____ Condition: Is Operable Needs Repair Unknown Condition

Description: _____

Additional Equipment: Manufacturer: _____ **Model:** _____

Serial # _____ Condition: Is Operable Needs Repair Unknown Condition

Description: _____

Comments:

Location of Asset: Winfall Tower site

For more information contact: Jonathan Nixon 252-331-9817

Reminder: Do not close items surrounding a holiday, Fridays, or weekends. Stagger closing times by 10 minutes.

Consideration of Resolution Regarding Chowan County Joining Albemarle District Jail

In 1971, Camden County, Pasquotank County and Perquimans County obtained legislation through the North Carolina General Assembly that allowed these three counties to create a regional jail (Chapter 341, House Bill 466). Local legislation will be needed to amend the existing legislation for Chowan County to join the ADJ. Staff recommends approval of the attached resolution to initiate the process to allow Chowan County to become a member of the ADJ.

Consideration of Terms for Chowan County Joining Albemarle District Jail (ADJ)–

The Albemarle District Jail (ADJ) Board has negotiated an agreement with Chowan County to join the ADJ. After joining, Chowan County will provide per capita funds for debt service, operations, maintenance, and administrative costs (17.3%). After Chowan joins, Perquimans County's share of the ADJ costs will decrease from 20.6% to 17.1%.

The following are the terms of the pending agreement:

- The buy-in amount is \$4,196,050.
- The buy-in payments will be spread over 15 years - \$279,737 annually (Perquimans portion would \$57,720).
- Chowan County will be responsible for a proportional share of the pending \$2 million in capital costs (\$346,747) if the ADJ does not receive the requested funding in the state budget.
- If Gates County decides to buy-in in the future, Chowan County will receive a proportional share of the buy-in.

Staff recommends approval of the terms of the agreement. If approved, staff will draft an Interlocal Agreement that would be approved by all four counties.

**A RESOLUTION BY CAMDEN COUNTY, PASQUOTANK COUNTY AND
PERQUIMANS COUNTY SEEKING LEGISLATION TO ALLOW CHOWAN
COUNTY TO BECOME A PARTICIPATING UNIT OF THE ALBEMARLE DISTRICT JAIL**

WHEREAS, in 1971, Camden County, Pasquotank County and Perquimans County obtained legislation through the North Carolina General Assembly that allowed these three counties to create a regional jail (Chapter 341, House Bill 466); and

WHEREAS, the regional jail became known as the Albemarle District Jail; and

WHEREAS, the Albemarle District Jail has been composed of Camden County, Pasquotank County, and Perquimans County since its inception; and

WHEREAS, Chowan County desires to become a participating unit of the Albemarle District Jail; and

WHEREAS, Chowan County agrees to provide per capita funds for debt service, operations, maintenance and administrative costs; and

WHEREAS, Chowan County shall be allowed one representative on the Albemarle District Jail Commission.

NOW, THEREFORE, BE IT HEREBY RESOLVED that:

1. Camden County, Pasquotank County and Perquimans County will seek legislation to amend Chapter 341, House Bill 466, ratified in 1971 by the North Carolina General Assembly, to allow Chowan County to be a participating unit in the Albemarle District Jail.
2. Chowan County agrees as a participating unit to provide per capita funds for debt service, operations, maintenance and administrative costs.
3. Chowan County shall have one representative on the Albemarle District Jail Commission.

This resolution is fully valid on the date it is ratified by the Camden County, Pasquotank County, and Perquimans County Boards of Commissioners and duly signed by the Chairman of these Boards.

ADOPTED this _____ day of _____, 2026.

By: _____
Lloyd E. Griffin, III, Chairman
Pasquotank County Board of Commissioners

ATTEST:

Lynn B. Scott
Clerk to the Board

(SEAL)

By: _____

Jason Banks, Chairman
Camden County Board of Commissioners

ATTEST:

Karen Davis
Clerk to the Board

(SEAL)

By: _____

Wallace Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Rebecca T. Corprew
Clerk to the Board

(SEAL)

ADJ Buy-in Cost - July 1, 2026

Principal Fully Depreciated

County	July 1, 2025 Population	%	
Camden	10,720	13.5%	\$2,781,504
Chowan	13,758	17.3%	\$3,569,770
Pasquotank	41,338	52.1%	\$10,725,915
Perquimans	13,534	17.1%	\$3,511,649
Total	79,350	100.0%	\$20,588,837

Source: NC Office of State Budget & Management

Principal 50% Depreciated

County	July 1, 2025 Population	%	
Camden	10,720	13.5%	\$3,025,497
Chowan	13,758	17.3%	\$3,882,910
Pasquotank	41,338	52.1%	\$11,666,792
Perquimans	13,534	17.1%	\$3,819,691
Total	79,350	100.0%	\$22,394,890

Source: NC Office of State Budget & Management

No Depreciation

County	July 1, 2025 Population	%	
Camden	10,720	13.5%	\$3,269,491
Chowan	13,758	17.3%	\$4,196,050
Pasquotank	41,338	52.1%	\$12,607,669
Perquimans	13,534	17.1%	\$4,127,732
Total	79,350	100.0%	\$24,200,942

Source: NC Office of State Budget & Management

Principal Fully Depreciated - 15-Year Payment

County	July 1, 2025 Population	%	
Camden	10,720	16.3%	\$38,895
Pasquotank	41,338	63.0%	\$149,985
Perquimans	13,534	20.6%	\$49,105
Total	65,592	100.0%	\$237,985

Source: NC Office of State Budget & Management

Principal 50% Depreciated - 15-Year Payment

County	July 1, 2025 Population	%	
Camden	10,720	16.3%	\$42,307
Pasquotank	41,338	63.0%	\$163,142
Perquimans	13,534	20.6%	\$53,412
Total	65,592	100.0%	\$258,861

Source: NC Office of State Budget & Management

No Depreciation - 15-Year Payment

County	July 1, 2025 Population	%	
Camden	10,720	16.3%	\$45,719
Pasquotank	41,338	63.0%	\$176,298
Perquimans	13,534	20.6%	\$57,720
Total	65,592	100.0%	\$279,737

Source: NC Office of State Budget & Management



REBECCA T. CORPREW
CLERK TO BOARD

BRANDON S. SHOAF
COUNTY MANAGER

PERQUIMANS COUNTY BOARD OF COMMISSIONERS

P.O. BOX 45
HERTFORD, NORTH CAROLINA 27944
TELEPHONE: 1-252-426-8484

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JAMES W. WARD
W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

A RESOLUTION BY THE COUNTY OF PERQUIMANS TO DIRECT THE EXPENDITURE OF OPIOID SETTLEMENT FUNDS

WHEREAS Perquimans County has joined national settlement agreements with companies engaged in the manufacturing, distribution, and dispensing of opioids.

WHEREAS the allocation, use, and reporting of funds stemming from these national settlement agreements and bankruptcy resolutions ("Opioid Settlement Funds") are governed by the Memorandum of Agreement Between the State of North Carolina and Local Governments on Proceeds Relating to the Settlement of Opioid Litigation ("MOA") and the Supplemental Agreement for Additional Funds from Additional Settlements of Opioid Litigation ("SAAF");

WHEREAS Perquimans County has received Opioid Settlement Funds pursuant to these national settlement agreements and deposited the Opioid Settlement Funds in a separate special revenue fund as required by section D of the MOA;

WHEREAS section E.6 of the MOA states that, before spending opioid settlement funds, the local government's governing body must adopt a resolution that:

- (i) indicates that it is an authorization for expenditure of opioid settlement funds; and,
- (ii) states the specific strategy or strategies the county or municipality intends to fund pursuant to Option A or Option B, using the item letter and/or number in Exhibit A or Exhibit B to identify each funded strategy; and,
- (iii) states the amount dedicated to each strategy for a specific period of time.

NOW, THEREFORE BE IT RESOLVED, in alignment with the NC MOA and SMF, Perquimans County authorizes the expenditure of opioid settlement funds as follows:

- I. First strategy authorized
 - a. Collaborative Strategic Planning- Full-Time Program Coordinator
 - b. Strategy is included in Exhibit A,
 - c. Item letter and/ or number in Exhibit A or Exhibit B to the MOA: 1
 - d. Amount authorized for this strategy: \$ 47,500.
 - e. Period of time during which expenditure may take place:

Start date July 1, 2026, through End date June 30, 2027

- f. Description of the program, project, or activity: Support payroll for the Mobile Integrated Healthcare (MIH) Coordinator. The position is responsible for managing the Perquimans County MIH Program and Post-Overdose Response. This position leads collaboration to address substance use needs, ensures responsible use of opioid settlement funds, and provides direct support to individuals impacted by opioid overdoses through early intervention, recovery services, and prompt follow-up care. Key responsibilities of the position include: Setting potential program goals and implementing strategies for the accomplishment of said goals, developing and implementing strategies focused on early intervention, recovery support services, and collaborative planning, ensuring compliance with local, state, and federal regulations as they apply to opioid settlements and the expenditure of funds, and building and maintaining partnerships across multiple sector to enhance program effectiveness and long term sustainability.
 - g. Provider: Perquimans County Emergency Services – EMS Division
2. Second strategy authorized
 - a. Name of strategy: Post-Overdose Response Team
 - b. Strategy is included in Exhibit A
 - c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Strategy 8
 - d. Amount authorized for this strategy: \$ 72,500.
 - e. Period of time during which expenditure may take place:

Start date July 1, 2026, through End date June 30, 2027
 - f. Description of the program, project, or activity: Support payroll for the Mobile Integrated Healthcare (MIH) Coordinator, a part-time EMS provider and MIH program support. The position is responsible for managing the Perquimans County MIH Program and Post-Overdose Response. This position leads collaboration to address substance use needs, ensures responsible use of opioid settlement funds, and provides direct support to individuals impacted by opioid overdoses through early intervention, recovery services, and prompt follow-up care. Key responsibilities of the position include: Setting potential program goals and implementing strategies for the accomplishment of said goals, developing and implementing strategies focused on early intervention, recovery support services, and collaborative planning, ensuring compliance with local, state, and federal regulations as they apply to opioid settlements and the expenditure of funds, and building and maintaining partnerships across multiple sector to enhance program effectiveness and long term sustainability. The part-time EMS provider would provide support to the Mobile Integrated Health Coordinator, ensuring the key responsibilities of the position are met. Support the post-overdose response teams with software that can track overdose data, facilitate care coordination, and recovery support.
 - g. Provider: Perquimans County Emergency Services – EMS Division
 3. Third authorized strategy
 - a. Name of strategy: Naloxone Distribution

Perquimans County's Vision:

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

- b. Strategy is included in Exhibit A
- c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Strategy 7
- d. Amount authorized for this strategy: \$10,000.
- e. Period of time during which expenditure may take place:
Start date July 1, 2026, through End date June 30, 2027
- f. Description of the program, project, or activity: Purchase and distribute Naloxone to local law enforcement, fire department personnel, EMS, and community members.
- g. Provider: Perquimans County Emergency Services – EMS Division

The total dollar amount of Opioid Settlement Funds appropriated across the above-named and authorized strategies is \$130,000.

Perquimans County's Vision:

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

Hite associates

ARCHITECTURE / PLANNING / TECHNOLOGY

March 25, 2026

Mr. Brandon Shoaf, County Manager
COUNTY OF PERQUIMANS
128 N. Church St.
Hertford NC 27944

RE: Planning Study: Repurpose of Hertford Grammar School for County offices

Dear Mr. Shoaf,

Thank you for the opportunity to meet with you last week to discuss the possibility of reusing / renovating the Hertford Grammar School for County government offices. The school, in my view, is an excellent candidate for a number of County offices, including DSS, Clerk, Sheriff, and Planning and Inspections. It has further potential for a courtroom with the necessary support spaces.

Hite Associates proposes to conduct a planning study of the school and the needs of various departments for possible use, and to create a cost estimate for the building renovation and site development needs. Since this study is preliminary, the scope will be limited to preparing schematic site and floor plans, to be developed in consultation with you and the various department heads. To begin, a list of program spaces for each of the departments will be needed, after which planning meetings will be held to determine how each of the areas can best be configured for proper function and use.

Our fees for this study will be based on hourly rates, at \$200 per hour for professional staff (registered architect or engineer) and \$120 per hour for designers. I expect that the total fee for this study will not exceed \$25,000.

Should the County wish to proceed based this proposal, simply return a copy of this letter with your signed authorization. Again, thank you the opportunity to offer our services for this potential project, and please let me know if you have any questions or need to discuss.



James G. Hite, AIA, NCARB, President
HITE ASSOCIATES, PC

Accepted _____
authorized signature