

\*\*\*\*\*

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. Hoffer 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
Dan & Sue Engelhardt \$137.23
Daniel Wayne Gregory \$296.36
Terry Ray Bufford \$197.57
Traci Michelle Harrell \$174.23

C. Personnel Matters: The following personnel matters were approved by the Board:

Table with 7 columns: Dept, Employee Name, Employee Status, Employee Job Title, Grade/Step, New Salary, Effective Date. Rows include EMS, Water, Sheriff, 911, and DSS departments with various employee actions like reclassification, merit increase, and resignation.

|         |                  |             |                                       |  |  |             |
|---------|------------------|-------------|---------------------------------------|--|--|-------------|
| 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<br>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   |          |
| <b>EXPLANATION:</b> 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    |          |
| <b>EXPLANATION:</b> 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    |          |
| <b>EXPLANATION:</b> 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  |          |
| <b>EXPLANATION:</b> 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 |          |
| <b>EXPLANATION:</b> 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   |          |
| <b>EXPLANATION:</b> 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   |          |
| <b>EXPLANATION:</b> 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

\*\*\*\*\*

