
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
