

**SPECIAL CALLED MEETING
AGENDA**

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Perquimans County Library Program Room
May 18, 2026
7:00 p.m.

- I. **Call to Order**
- II. **Prayer & Pledge**
- III. **Approval of Agenda**
- IV. **Special Called Meeting**
The purpose of the Special Called Meeting is to discuss the Salary Study and Tax Liens.
- V. **New Business**
 - A. Stasey Whichel – Evergreen Solutions – Salary Study Presentation
 - B. Albemarle Plantation - BRIC Grant
 - C. Bill Jennings - Tax Liens – Order to Advertise
 - D. Jonathan Nixon – NCOEMS Grant Application Submission
 - E. Cleaning Contracts
 - F. Budget Amendment No. 29
 - G. Board Appointment – COA Board of Trustees
- VI. **Adjournment of Special Called Meeting**
- VII. **Work Session (Cancelled)**
- VIII. **Adjournment**

**ACTION
REQUIRED**



**NO ACTION
REQUIRED**

**ACTION
REQUIRED**

Interested in pursuing a public/private partnership to apply for funding BRIC Building Resilient Infrastructure in Communities Grant with FEMA. AP is interested in a break water system. And would like to know if the county has any projects, they would be interested.

NOTES FROM THE COUNTY MANAGER

May 18, 2026

7:00 p.m.

Special Called Meeting

The purpose of the Special Called Meeting is to discuss the Salary Study and Tax Liens.

- A.** Stasey Whichel – Evergreen Solutions – Stasey will present the Salary Study results.
- B.** Albemarle Plantation – BRIC Grant Interest Presentation – Steve Harris, AP Resident and others will address the Board about a potential private/public partnership in applying for the BRIC Grant through FEMA. If the Board is interested, the residents of AP wish to make a presentation to the public on June 1, 2026.
- C.** Bill Jennings - Tax Liens – Bill will present properties with unpaid taxes requiring liens on real property. The Board will vote on an Order to Advertise delinquent tax debt in the Perquimans Weekly and to post at the Courthouse.
- D.** Jonathan Nixon – Emergency Services is requesting authorization to submit an application to the North Carolina Office of Emergency Medical Services (NCOEMS) for funding under the 2026 Rural Health Transformation Program to expand Mobile Integrated Healthcare (MIH) program services in Perquimans County.
- E.** Cleaning Contracts for Emergency Services, Water, Elections, and Extension
- F.** Budget Amendment No. 29 – to amend the FY25/26 budget to allow for the purchase of a 2026 Ford Bronco for the Inspections department
- G.** Statement of Interest to Serve – Judge Meader Harriss has submitted an application for the COA – Board of Trustees. Dr. Tanya Turner has resigned from her seat. The member will fill the seat effective 06/01/2026 – 06/30/2028, finishing Dr. Turner’s appointment term.



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

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

Order to Advertise the 2025 Tax Liens

Upon receipt of the Tax Collector's report of the unpaid 2025 taxes that are a lien on real property in Perquimans County and pursuant to North Carolina General Statute 105-369 (a), the Perquimans County Board of County Commissioners hereby orders the Tax Collector to advertise these tax liens.

ORDERED, this 18th day of May, 2026.

Wallace Nelson, Chair

ATTEST:

Rebecca Corprew, Clerk to the Board

Perquimans County's Vision:

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

CLEANING SERVICES AGREEMENT

This Cleaning Services Agreement (“Agreement”) is entered into on this ____ day of _____, 2026, by and between:

Perquimans County (hereinafter referred to as the “County”)

PO Box 45
Hertford, NC 27944

and

Kimberly White (hereinafter referred to as the “Contractor”)

332 Cedar Stretch Road
Hertford, NC 27944.

1. PURPOSE

The purpose of this Agreement is to establish the terms and conditions under which the Contractor will provide janitorial and cleaning services for designated Perquimans County facilities.

2. TERM OF AGREEMENT

This Agreement shall begin on June 1, 2026, and shall continue for a period of one (1) year unless terminated earlier in accordance with the provisions of this Agreement.

Either party may terminate this Agreement by providing thirty (30) days written notice to the other party.

This Agreement contains all understandings and confirms all promises and stipulations between the parties.

3. SERVICES TO BE PROVIDED

The Contractor agrees to provide routine cleaning and janitorial services for the following County facilities:

Facility	Service Frequency	Estimated Hours
Perquimans County Emergency Services	5 days per week	4 hours per day
Board of Elections	2 days per week	1 hour per day
Extension Office	2 days per week	1 hour per day
Water Department Shop Office	1 day per week	1 hour per day

Cleaning services shall include, but are not limited to, the following:

Daily Tasks

Floors

- Sweep outside entrances and walkways
- Vacuum/sweep walk-off mats
- Sweep hard surface floors as needed
- Mop hard surface floors as needed
- Spot mop VCT, tile, and other hard surfaces
- Vacuum carpets as needed
- Spot vacuum carpeted areas
- Mop break room/kitchen floors
- Mop restroom floors

Offices, Open Areas, and Meeting Rooms

- Empty all trash containers and replace liners
- Dust desks, filing cabinets, bookcases, chairs, and tables as needed
- Spot clean tabletops, workspace counters, and learning stations

Restrooms

- Clean and disinfect all fixtures including toilets, sinks, urinals, and seats
- Clean mirrors with glass cleaner
- Clean and polish pipes and fittings
- Clean partitions and walls as needed
- Refill and clean towel, tissue, and soap dispensers
- Empty trash and replace liners
- Sweep and mop with disinfectant cleaner
- Disinfect and sanitize door handles and push plates

Break Room / Kitchen

- Clean and sanitize sinks if free of dishes
- Clean and sanitize drinking fountains
- Wipe countertops, tables, and chairs with approved cleaner
- Empty trash and replace liners

Glass

- Clean entrance glass doors inside and outside as needed

Weekly Tasks

Floors and Entrances

- Extensively clean all hard surface floors
- Sweep exterior entrances and porch canopies, including removal of dirt, dust, bugs, and cobwebs

Carpets

- Detail and power vacuum all carpeted areas

Offices, Open Areas, and Meeting Rooms

- Dust office equipment including copiers and fax machines
- Dust phones and monitors without moving wires, papers, or files
- Spot clean desks if accessible
- Remove all cobwebs
- Spot clean walls, doors, and partitions
- Clean door frames, kick plates, light switches, fire extinguisher cabinets, and similar items
- Wipe down ventilation grills

Monthly Tasks

- Dust baseboards
- Dust chair rails
- Dust picture frames
- Dust windowsills
- Clean front office windows

Quarterly Tasks

- Dust all bookshelves thoroughly
- Clean interior windows in offices, meeting spaces, and common areas

Security and Access

The Contractor agrees to:

- Report any unapproved personnel in County buildings to administration
- Not allow unauthorized individuals inside County facilities
- Maintain confidentiality regarding County operations and information
- Secure all buildings upon completion of services

The Contractor shall perform services in a professional and workmanlike manner.

Cleaning services may include, but are not limited to:

- Sweeping, mopping, and vacuuming floors
- Cleaning and sanitizing restrooms
- Emptying trash receptacles and replacing liners
- Dusting and wiping surfaces
- Cleaning glass and entryways
- Sanitizing commonly touched surfaces
- General upkeep necessary to maintain clean and sanitary facilities

The Contractor shall perform services in a professional and workmanlike manner.

The Contractor shall have a single point of contact with the County.

4. COMPENSATION

Perquimans County agrees to pay Kimberly White for services rendered under this Agreement at the rate of Two Thousand Eight Hundred Dollars (\$2,800.00) per month.

The County further agrees to:

- Pay for any additional services beyond the agreed specifications, including annual stripping and waxing of VCT floors
- Notify Kimberly White of any additions to or changes in furnishings or floor coverings
- Provide sufficient storage space, adequate water, trash disposal facilities, plumbing, and electrical facilities necessary for completion of services
- Provide toilet paper, rolled paper towels, trash can liners, urinal screens, and hand soap.

Invoices shall be submitted monthly and payment terms shall be NET 10 days.

5. SUPPLIES, EQUIPMENT, AND CONTRACTOR RESPONSIBILITIES

Beginning June 1, 2026, Kimberly White agrees to:

- Provide services as defined in the cleaning specifications contained within this Agreement
- Perform all work on schedule except when prevented by acts of God, accidents, or other circumstances beyond her control
- Furnish labor, equipment, and chemicals necessary to satisfactorily fulfill this Agreement, including but not limited to general cleaner, disinfectant, restroom cleaner, and furniture polish
- Maintain Workers' Compensation Insurance, Bodily Injury Liability Insurance, and Property Damage Liability Insurance for the duration of this Agreement

The Contractor shall be responsible for maintaining all equipment used in the performance of services.

6. INDEPENDENT CONTRACTOR

The Contractor is an independent contractor and is not an employee of Perquimans County. The Contractor shall be solely responsible for payment of all taxes, insurance, and other obligations associated with independent contractor status.

7. INSURANCE AND LIABILITY

The Contractor agrees to maintain appropriate liability insurance during the term of this Agreement, if required by the County.

The Contractor shall be responsible for any damages caused by negligent acts or omissions during the performance of services.

8. ACCESS AND SECURITY

The County may provide the Contractor with access to County facilities as necessary to perform services.

The Contractor agrees to:

- Maintain confidentiality regarding County operations and information
 - Secure all buildings upon completion of services
 - Return any keys, access cards, or codes immediately upon termination of this Agreement
-

9. TERMINATION

Either party may terminate this Agreement with thirty (30) days written notice.

The County may terminate this Agreement immediately for:

- Failure to perform services satisfactorily
 - Breach of contract terms
 - Misconduct or unsafe practices
 - Violation of County policies
-

10. NON-DISCRIMINATION

The Contractor agrees to comply with all applicable federal, state, and local laws related to nondiscrimination.

11. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina.

12. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties and supersedes all prior discussions or agreements related to the subject matter herein.

Any modifications to this Agreement must be made in writing and signed by both parties.

SIGNATURES

PERQUIMANS COUNTY

By: _____

Name: _____

Title: _____

Date: _____

CONTRACTOR

By: _____

Kimberly White

Date: _____

SYSTEM #: _____

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUND
NO. 29

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 18TH DAY OF MAY, 2026, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2025 - 2026 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-540-435	INSPECTIONS - CODE ENFORCEMENT		15,515.00
10-540-320	INSPECTIONS - INVENTORY ITEM		4,000.00
10-540-310	INSPECTIONS - AUTOMOTIVE SUPPLIES		2,000.00
10-540-140	INSPECTIONS - TRAVEL/TRAINING		4,940.50
10-540-530	INSPECTIONS - DUES		2,610.14
10-540-740	INSPECTIONS - CAPITAL OUTLAY	29,065.64	

EXPLANATION: To amend the FY 25/26 Inspections budget to allow for purchase of 2026 Ford Bronco

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 18TH DAY OF MAY, 2026.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 18TH DAY OF MAY, 2026.

Chairman, Board of Commissioners

Finance Officer

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

E-mail: rebeccacorprew@perquimanscountync.gov

Fax Number: (252) 739-3345

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

1. COA- Board of Trustees 3. _____

2. _____ 4. _____

Your full name Meader Williams Harriss, III

Date of Birth [REDACTED]

Mailing Address [REDACTED]

City and Zip Code _____

Home Phone _____ Work Phone _____ Cell Phone [REDACTED]

Current Job Title District Court Judge, First Judicial District

Company or Agency State of North Carolina

Email Address meaderharriss@gmail.com

Do you live in the county? Yes No

Please list the name of your Township Hertford

(This information can be obtained from the Tax Office at (252) 426-7010)

Educational Background Juris Doctor, Campbell University

Bachelor of Science, College of Charleston, Business Administration

Work Experience District Court Judge, 11+ years

Assistant Public Defender, 6 years

Attorney, Dixon & Thompson Law, PLLC, 4 years

Prior Board/Committee Experience Boys & Girls Clubs of the Albemarle, Board

Member and Board Chair; Planning Board, Town of Edenton;

St. Paul's Episcopal Church, Vestry Member, vice chair and chair,

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.

Perquimans County Boards & Commissions

Board/Committee

Agricultural Advisory Board
Albemarle Commission (*alternates every 4 yrs.*)
Albemarle District Jail Commission
Albemarle Regional Health Services
Albemarle Regional Landfill Authority
Albemarle Resource Conservation & Development Council
Animal Control Board
Center for Active Living (Seniors)
Chamber of Commerce Board
Child Fatality Prevention Team
COA - Board of Trustees
Coastal Resources Advisory Council
Community Advisory Committee
Communications Advisory Board - County
County Historians
Court Security Committee
Downtown Hertford Committee
Economic Development Commission

Board/Committee

EMS Advisory Board
Extraterritorial Rep - Town of Hertford
Highway 17/64 Association Board of Trustees
Home & Community Care Block Grant
Inter-Agency Council
Jury Commission
Local Library Board
Northeastern Workforce Development Consortium
PAWS & AWARE (*formerly SPCA of Perquimans County*)
Perquimans/Chowan/Gates Landfill Committee
Planning Board
Recreation Advisory Committee
Rural Planning Organization Steering Committee
Senior Tarheel Delegate
Social Services Board
Tourism Development Authority
Trillium Northern Region Advisory Board