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REGULAR MEETING

July 6, 2026
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, July 6, 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	

Chairman Nelson called the meeting to order. Timothy J. Corprew gave the invocation, and the Chairman led the Pledge of Allegiance.

Chairman Nelson recognized Representative Ed Goodwin in the audience and thanked him for the work done for the local governments in this district.

AGENDA

Chairman Nelson stated that the Agenda was at their seats and asked if there were any additions or corrections to the Agenda. County Manager Shoaf requested the addition of two items under new business as (1) Quasi-Judicial Vote for Planning and Zoning and (2) Sheriff's Office Vehicle. Timothy J. Corprew made a motion to approve the amended Agenda as presented. The motion was seconded by James W. Ward and unanimously approved by the Board.

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, Kathryn Treiber made a motion to approve the Consent Agenda. The motion was seconded by James W. Ward and unanimously approved by the Board.

A. Approval of Minutes**:** The minutes of June 2, 2026, Regular Meeting, and June 15, 2026, Special Called Meeting were approved.

B. Tax Refund / Release Approvals:

Tax Refunds (Perquimans County):

Emily Felicia Santora -- **$109.76**
Vehicle totaled – 11-month refund. Account No. 75765722

Lacee Nicole Watkins -- **$197.50**
Vehicle sold – 9-month refund. Account No. 83022278

Maxine Wilson Armstrong -- **$243.60**
Situs error. Account No. 91628936

Alexander James Cornelius -- **$138.58**
Military – paid in error. Account No. 90983566

Lisa Monds Davenport -- **$109.49**
Vehicle totaled – 11-month refund. Account No.

Tax Refunds (Hertford):

Lauren Nicole Watkins -- **$197.50**
Vehicle sold – 9-month refund. Account No. 83022278

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
Water Department	Xavier Spellman	FT Hire	Water Technician I	58/5	$32,808.00	7/1/2026
Emergency Services	Sarah Barnard	PT Hire	PT/FI EMT	64/1	$18.63/hr	7/1/2026
Emergency Services	Nathan Biter	PT Hire	PT/FI EMT	64/1	$18.63/hr	7/1/2026

Emergency Services	Marshall Davenport	PT Hire	PT/FI EMT	64/1	$18.63/hr.	7/1/2026
Emergency Services	Jonathan Goudy	PT Hire	PT/FI EMT	64/1	$18.63/hr.	7/1/2026
Emergency Services	Lanna Howell	PT Hire	PT/FI EMT	64/1	$18.63/hr.	7/1/2026
Emergency Services	David Outland	PT Hire	PT/FI EMT	64/1	$18.63/hr.	7/1/2026
Sheriff's Office	Aaron Wallio	PT Hire	PT/FI Bailiff	n/g	$18.14/hr.	7/1/2026
Maintenance	Tammy White	Reclassification	Housekeeper	59/12	$40,678.00	7/1/2026
Social Services	Stacy Simpson	Step Increase	Income Maintenance Caseworker II	63/2	$38,010.00	7/1/2026
Social Services	Denise Stallings	Merit Increase	Income Maintenance Technician	59/6	$35,140.00	7/1/2026
County Manager	Helen Hunter	Merit Increase	Deputy Finance Officer	64/14	$53,228.00	7/1/2026
County Manager	Tracy Mathews	Merit Increase	Finance Officer	78/14	$98,578.00	7/1/2026
Emergency Services	Jonathan Nixon	Merit Increase	Emergency Services Director	80/17	$115,791.00	7/1/2026
Emergency Services	Julie Solesbee	Merit Increase	Asst. Emergency Services Director	76/17	$97,098.00	7/1/2026
Inspections	Erle Solesbee	Merit Increase	Chief Building Inspector	71/8	$62,574.00	7/1/2026
Water Department	Nick Lolies	Merit Increase	Water Supervisor	75/16	$90,701.00	7/1/2026
Sheriff's Office	Kendall Harrell	Merit Increase	Sergeant I	72/8	$65,388.00	7/1/2026
Sheriff's Office	Brian Watson	Merit Increase	Investigator I	73/7	$66,664.00	7/1/2026
Sheriff's Office	Ray Fesperman	Merit Increase	Sergeant I	72/7	$63,794.00	7/1/2026
Tax Department	Kimberly Bray	Merit Increase	Assistant Tax Administrator	66/15	$59,544.00	7/1/2026
Register of Deeds	Donna Phelps	Merit Increase	Assistant Register of Deeds	60/12	$42,511.00	7/1/2026
Telecomm.	Nicole Allegue	Resignation	PT/FI NC TC			6/24/2026
Fire Marshal	Barry Overman	Removal from Roster	Fire Marshal			7/1/2026

D. Board Appointments:

a. Senior Tarheel Regional Council Member –Application received from Erica Cartwright, employee of the Center for Active Living. Erica was appointed to this board with an unlimited term.
b. Recreation Advisory Committee: Rodney Lassiter, James Bunch, George Long Jr, and Commissioner Joseph Hoffler were all appointed to serve on the Recreation Advisory Committee for another 3-year term.

INTRODUCTION OF EMPLOYEES & RECOGNITIONS OF SERVICE

The following new employees were introduced to the Board:

Department Head	Employee Name	Employee Job Title	Effective Date
Shelby White	G'Nasia Moore	Certified Deputy	06/01/2026
Angela Jordan	Caleb Ayers	Social Worker III	06/01/2026
Ron Stites	Cheryl Burns-Stephens	Veterans Service Officer	06/01/2026
Brandon Shoaf	Maddie Chaulk	Tourism Director	06/15/2026
Jonathan Nixon	Patricia Mountjoy-Riddick	MIH Coordinator	06/01/2026

The following employees were recognized for their years of service:

Department Head	Employee Name	Employee Job Title	Service Time
Shelby White	Brian Baker	Animal Control	5 years
Jonathan Nixon	Keely Cartwright	Telecommunicator II	10 years
Jonathan Nixon	Wayne Jordan	Paramedic Supervisor	5 years

SCHEDULED APPOINTMENTS:

A. Patricia Mount-Joy Riddick – Emergency Services MIH Coordinator: Ms. Riddick provided an update to the Board on the expansion of the MIH program. Recruitments have begun for the second MIH coordinator. Adding this position will provide 24/7 service to the citizens of the county, reducing waiting times and increasing access to supportive services. Ms. Riddick also provided an update on the EMP Grant.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

A. Timothy J. Corprew is interested in developing a yard maintenance ordinance for Perquimans County. There are concerns about residents who are not maintaining their yards. He does not wish to take action tonight but would like the Board to review the ordinance for Pasquotank County as a reference.

B. Timothy J. Corprew is also interested in developing a junk vehicle ordinance.

C. Timohty J. Corprew asked County Manager Shoaf if the Town of Hertford has signed the law enforcement contract. Mr. Shoaf stated that the TOH has not signed the agreement. Mr. Corprew then stated that the ABC Store must be closed, per NCGS, as the contract to provide law enforcement services ended on 06/30/2026. Kathryn Treiber made a motion to have Mr. Shoaf write a letter to the TOH to cite statutes, giving a 7–10-day deadline.

OLD BUSINESS:

County Manager Shoaf updated the Board regarding the renovation of Hertford Grammar School. Hite and Associates provided an estimate of $17million - $23 million. He will be meeting with affected department heads soon for further discussions.

County Manager Shoaf reminded the Board that the Travel Policy takes effect 07/01/2026, following State Guidelines for meal reimbursement and mileage rates.

NEW BUSINESS

A. STASEY WHICHEL – EVERGREEN CONSULTING: Stasey Whichel joined the meeting via video conference. Ms. Whichel reviewed the findings of the salary study and made recommendations including expanding the current grade and step chart. The Board took no action on this item tonight, as the final costs of implementation have not yet been provided.

B. ELIZABETH MITCHELL – BOYS AND GIRLS CLUB : Elizabeth Mitchell made a formal request for the Boys & Girls Club to occupy a portion of the soon to be vacated Perquimans Middle School. No action was taken on this matter, as the costs of occupancy have not yet been determined. Kathryn Treiber and James Ward will form a work group to review the requests, needs, and costs and will come back the Board with updates.

C. WORKSITE RESOURCES: County Manager Shoaf presented information from Worksite Resources and the options for voluntary benefits offered to the employees. An agreement with WR will increase efficiency for the Human Resources Coordinator, as well as offering employees a one-stop shop for all voluntary benefits including dental, vision, life insurance, and short- and long-term disability. This change will not cost the county. Timothy J. Corprew made a motion to allow the County Manager to change providers for voluntary benefits to Worksite Resources. The motion was seconded by Kathryn Treiber and unanimously approved by the Board.

D. ELECTIONS BALLOT FOR ABC STORE AND MIXED BEVERAGE: County Attorney High provided the wording for the election's ballots regarding an ABC Store and Mixed Beverages. A motion was made by Kathryn Treiber to allow these two items to be added to the ballot at the Board of Elections. The motion was seconded by James Ward and passed unanimously.

E. ALBEMARLE PLANTATION BRIC GRANT: Steve Harris appeared before the Board to request for the county to enter into a Memorandum of Understanding (MOU) and to sign the Private Public Partnership (PPP) Agreement. Motion was made by Kathryn Treiber for the Chair to sign the MOU and PPP as presented. Motion was seconded by Timothy J. Corprew and passed unanimously.

F. QUASI-JUDICIAL HEARING: Charles Woodard made the following two motions: (1) a motion to find proposed two-acre Special Use Permit retraction to be consistent with Perquimans County's CAMA Land Use Plan, due to Camp Cale being a religious camp and Camp Cale's Land Use Plan zone includes Religious use and the two proposed lots are for existing staff to be able to maintain a family-work-life balance and financially afford to remain Camp Cale staff, and (2) a motion to approve, that at the time of the subdivision survey recordation, the two-acres shall be retracted from all previous Special Use Permits that may be active, based on the conclusion that the use will not endanger public health or safety, the use meets required conditions and specifications, the use will not substantially injure the value of adjoining or abutting property, and the location and character of the use will be in harmony with the area and in general conformity with the Perquimans County Land Use Plan. The motion was seconded by James W. Ward and unanimously approved by the Board.

G. SHERIFF'S OFFICE VEHICLE: County Manager Shoaf requested approval to replace a vehicle totaled during an accident. The cost of the vehicle is forty-two thousand seven-hundred dollars ($42,700.00). The insurance payout for the totaled vehicle was twenty-seven thousand dollars ($27,000.00), leaving a balance to pay of fifteen-thousand seven-hundred dollars ($15,700.00). County Manager Shoaf recommends pulling the remaining cost from the General Fund Balance. Motion made by Timothy J. Corprew to use fifteen thousand seven-hundred dollars ($15,700.00) of General Fund Balance to purchase a replacement vehicle for the Sheriff's Office. Motion was seconded by James W. Ward and unanimously approved by the Board.

UNSCHEDULED APPOINTMENTS:

Winfall Resident Cathy-Steward Linton requested information pertaining to the needed repair of the road named Rivers St, located behind Spirit & Truth Ministries. She approached Town of Winfall and was told to come to the Commissioners Meeting. County Manager Brandon Shoaf will contact Ms. Steward-Linton and help her address the situation with the appropriate party.

CLOSED SESSION:

Chairman Nelson stated that, pursuant to N.C.G.S. §143-318-11(4) and (6) the Board went into Closed Session at 8:08 p.m.to discuss economic development and a personnel matter, and to approve Closed Session Minutes. A motion was made by Timothy J. Corprew, seconded by James Ward to go into the Closed Session. The motion was unanimously approved.

The Closed Session was adjourned, and the Regular Meeting reconvened on motion made by Timothy J. Corprew, seconded by James Ward, and unanimously approved by the Board.

No action was taken on items from the closed session.

ADJOURNMENT

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Regular Meeting was adjourned at 8:51 p.m. on motion made by Timothy J. Corprew, seconded by Charles Ward and unanimously approved by the Board.

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Wallace E. Nelson, Chairman

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Clerk to the Board

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