
REGULAR MEETING

May 4, 2026

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, April 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. 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. Charles Woodard 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 amended Agenda as presented. James W. Ward made a motion to approve the Agenda as presented. The motion was seconded by Timothy J. Corprew 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, James W. Ward made a motion to approve the Consent Agenda. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board.

A. Approval of Minutes: The minutes of April 6, 2026 Regular Meeting, April 20, 2026 Work Session (cancelled), April 22, 2026 Budget Sessio, April 23, 2026 Budget Session, and April 28, 2026 Budget Session were approved.

B. Tax Refund / Release Approvals:

Tax Refunds (Perquimans County):

David Schmelter Jr. ----- \$194.69

Customer is active military and should be exempt. Account No. 86490825

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, DSS, Sheriff, and Soil & Water departments with various employee details and effective dates.

- D. **Budget Amendment No. 28:** The following budget amendments were approved by the Board:

**BUDGET AMENDMENT NO. 28
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-032	Grants – Senior Programs	3,750	
10-660-320	CAL- Inventory Item	3,750	
EXPLANATION: To amend the FY25/26 Budget to include a Digital Opportunity Grant as awarded by Albemarle Commission for CAL technology updates during May 2026.			

- E. Perquimans County Library Advisory Board – By Laws Change & Regional Council Members: The Perquimans County Library Advisory Board voted to change the By Laws to reflect quarterly meeting dates from bi-monthly meeting dates. In addition, the Advisory Board also approved for two members, Jennifer Poppert and Frank W. Heath, to serve on the Regional Council. The Perquimans County Library Advisory Board is asking for the Board of County Commissioners’ approval on these two matters.
- F. GASB 73 Reporting for Special Separation Allowance – Annual Participation Form Renewal for Current Law Enforcement Receiving Benefits
- G. Older Americans Proclamation Month is May of every year. The Albemarle Area on Aging is asking for the Boards support in recognizing this month in Perquimans County.
- H. Elder Abuse Awareness Day is June 15, 2026. The Albemarle Area on Aging is asking for the Boards support in recognizing this day in Perquimans County.
- I. TDA – Industry Representative – Mary White – Springfield Inn Bed & Breakfast – 2 yr term
Trillium Advisory Board – Diane Waters – unlimited term
- J. Surplus Equipment – Approval requested for sale of Kohler Generator for \$501.00 & the 2001 Ford Ambulance for \$2,225.00.

INTRODUCTION OF EMPLOYEES

The following new employees were introduced to the Board:

Department Head	Employee Name	Employee Job Title	Effective Date
Jonathan Nixon	Kelly Swinson	Non-Certified Telecommunicator	04/01/2026
Shelby White	Mike Boone	Certified Deputy / SRO	04/01/2026

SCHEDULED APPOINTMENTS:

- Proclamation Honoring the Life of Lloyd Ray Morgan: Chairman Nelson read the proclamation honoring the life of Lloyd Ray Morgan, highlighting his public service as Mayor of Winfall and as a volunteer fireman for Winfall Volunteer Fire Department. Many family members were present including his wife, children, and grandchildren.
- Steven Murray – Representative for the Perquimans County Fire Chiefs Association: Mr. Murray is presented a budget request to the Board for FY2026-2027 county contributions. The request is a mutual request on behalf of all volunteer fire departments in the county. The PCFCA would like to request \$155,000 (one-hundred fifty-five thousand dollars) per department per fiscal year. He cited the rising costs of equipment and apparatus. Chairman Nelson thanked the fireman for attending and for their service to the County. Commissioner Woodard mentioned that our small county is very fortunate to have the volunteer service and thanked them for their service. Commissioner Hoffler also thanked them for their service and stated that he knows the support is very important, emphasizing the need for a response and recognizing the reality that without support, there is no response. The Chairman responded, stating that the Board will consider the request during the budget process over the next few weeks.
- Bill Jennings – Tax Administrator: Bill Jennings presented the collection report to the Board through April 2026.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

Chairman Nelson shared a video from NCACC regarding the ongoing property tax reform issues the state is facing. Chairman Nelson urged the residents and local government employees to express their concerns with legislators about the potential change in property tax reform, which will severely limit the property tax revenue a county can collect, therefore, impacting the public services the citizens receive.

Chairman Nelson mentioned that the Regular Meeting for June 1, 2026 will need to be moved to Tuesday night, June 2, 2026 due to training sessions being attended by Chairman and Vice Chairman. There was no objection to this.

OLD BUSINESS:

County Manager Shoaf updated the Board regarding the meeting with Chowan County Water System. Chowan is anticipating the operation of a new water plant within 5 years. Mr. Shoaf states that there will be a potential of purchasing water from Chowan, similar to the agreement with Pasquotank County. The Bethel Water Plant is very close to capacity with the subdivisions that have been approved. Purchasing water from Chowan will delay the need to expand the Bethel Water Plant.

County Manager Shoaf informed the Board that the Veterans Affairs position will be posted soon. The new employee will have some time to train under Ron Stites, as he is leaving at the end of the calendar year.

County Manager Shoaf updated the Board regarding the Planning for repurposing the Hertford Grammar School. Mr. Shoaf and Mr. Hite met with department heads to discuss office space needs and storage. Mr. Hite will work on initial drawings and get back to the Board.

County Manager Shoaf updated the Board about the PCIS, stating they are expecting substantial completion by Memorial Day.

County Manager Shoaf updated the Board about changes from the Department of Insurance regarding coverage of the new intermediate school. The county is required to add the PCIS to the insurance policy and will likely have to pick up PCHS in the fall. We can be reimbursed from the school system.

County Manager Shoaf reported that the Perquimans River was a finalist in the "Best of the Albemarle" awards for being most scenic spot in the Albemarle Area.

County Manager Shoaf is discussing the Interlocal Agreement between the TOH and Perquimans County Sheriff Office. 2% requested

County Manager Shoaf informed the Board that 5 buildings need cleaning contracts, as the current contactors have given their notices to cancel their contracts with the required 30 days' notice. He will be working on finding appropriate replacements.

County Manager Shoaf shared a video highlighting the Marine Industrial Park, completed by Electricities, highlighting the unique position of our marine park along the coast of NC.

County Manager Shoaf updated the Board regarding the pending contract between the Town of Hertford and the Perquimans County Sheriff's Office. Mr. Shoaf is requesting a two percent increase for years two and three. The Town of Hertford has hired a grant writer that will focus on law enforcement officers. Mr. Shoaf will provide updates or the contract for approval.

NEW BUSINESS

A. RESOLUTION OPPOSING MODIFICATIONS TO COUNTY PROPERTY TAX AUTHORITY:

Chairman Nelson shared a resolution, seeking support and approval from the Board to adopt the resolution. A motion was made by Charles Woodard to approve the resolution opposing modifications to county property tax authority. The motion was seconded by Kathryn Treiber and unanimously approved by the Board.

B. PENNY SHORTAGE PROCEDURES FOR ALL COUNTY OFFICES: County Manager Shoaf presented a County Policy for Penny Shortage. As a result of the U.S. Mint no longer producing pennies, there needs to be a policy to handle the changes. The policy will allow departments to credit or charge on the next billing cycle for a balance not to exceed .04 cents, excluding property tax receipts. A motion was made by Timothy J. Corprew to adopt the Penny Shortage policy as presented. The motion was seconded by James W. Ward and unanimously approved by the Board.

C. TRAVEL POLICY: County Manager Shoaf presented a County Policy for Travel Policy. The policy will keep data collection centered and reimbursement rates consistent across departments, as well as allow for Social Services to claim Federal and State reimbursement for travel expenses for employees. The reimbursement rates will follow the State of NC reimbursement policy annually, without the need to amend or adopt a new policy. A motion was made by Kathryn Treiber to approve the Penny Shortage policy as presented. The motion was seconded by James W. Ward and unanimously approved by the Board.

D. ALBEMARLE DISTRICT JAIL– INTERLOCAL AGREEMENT: County Manager Shoaf presented an Interlocal Agreement to allow Chowan to join the ADJ. The agreement is also being presented in Chowan, Camden, and Pasquotank this month. The agreement will reduce the cost proportion for Perquimans from 20 percent to seventeen percent . A motion was made by Kathryn Treiber to approve the interlocal agreement as presented. The motion was seconded by Timohty J. Corprew and unanimously approved by the Board.

PUBLIC COMMENTS

Marc Christian addressed the Board regarding speed limits in the county. He feels that the speed limits in most places should be 35mph, due to accidents and deaths in the county. He stated that he has addressed the Board for the Town of Hertford as well.

Debera Long addressed the Board about the PCMS. Ms. Long states the citizens of Winfall are concerned about what will happen with the PCMS. She is asking the Board to state their plan to the public.

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 real estate matters and to approve Closed Session Minutes. A motion was made by Charles Woodard, seconded by James W. 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 James W. Ward, seconded by Timothy J. Corprew, and unanimously approved by the Board.

No action was required 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 8:28 p.m. on motion made by Timothy J. Corprew, seconded by James W. Ward and unanimously approved by the Board.

Wallace E. Nelson, Chairman

Clerk to the Board

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