

# AGENDA

All items are for discussion and possible action.  
Perquimans County Board of Commissioners  
Perquimans County Library Meeting Room  
July 6, 2026  
7:00 p.m.

The Board of Commissioners will hold a Quasi-Judicial Public Hearing on a Planning and Zoning Item at 6:50 p.m.

## I. Call to Order

## II. Prayer & Pledge

ACTION  
REQUIRED  
→

## III. Approval of Agenda

## IV. Consent Agenda

*(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal of an item or items is made by a Commissioner or Commissioners.)*

- A. Approval of Minutes June 2, 2026, Regular Meeting and June 15, 2026, Special Called Meeting
- B. Tax Refunds & Tax Release Approvals
- C. Personnel Matters
  - 1. New Employee: Water Technician I
  - 2. New Employee: PT/FI EMT I
  - 3. New Employee: PT/FI EMT I
  - 4. New Employee: PT/FI EMT I
  - 5. New Employee: PT/FI EMT I
  - 6. New Employee: PT/FI EMT I
  - 7. New Employee: PT/FI EMT I
  - 8. New Employee: PT/FI Bailiff
  - 9. Reclassification: Housekeeper
  - 10. Step Increase: Income Maintenance Caseworker II
  - 11. Merit Increase: Income Maintenance Technician
  - 12. Merit Increase: Deputy Finance Officer
  - 13. Merit Increase: Finance Officer
  - 14. Merit Increase: Emergency Services Director
  - 15. Merit Increase: Asst. Emergency Services Director
  - 16. Merit Increase: Chief Building Inspector
  - 17. Merit Increase: Water Supervisor
  - 18. Merit Increase: Sergeant I
  - 19. Merit Increase: Investigator I
  - 20. Merit Increase: Sergeant I
  - 21. Merit Increase: Assistant Tax Administrator
  - 22. Merit Increase: Assistant Register of Deeds
  - 23. Resignation: PT/FT Non-Certified Telecommunicator
  - 24. Removal from Roster: Fire Marshal

ACTION  
REQUIRED

## V. Introductions & Recognitions of Service

- A. Introduction: Certified Deputy
- B. Introduction: MIH Coordinator
- C. Introduction: Social Worker III
- D. Introduction: Veterans Service Officer
- E. Introduction: TDA Director
- F. Recognition: Sheriff's Office
- G. Recognition: 911
- H. Recognition: EMS

NO  
ACTION  
REQUIRED

## VI. Scheduled Appointments

POSSIBLE  
ACTION  
REQUIRED

A. Emergency Services – Mobile Integrated Healthcare (MIH) Program

**VII. Commissioner’s Concerns/Committee Reports**

NO  
ACTION  
REQUIRED

- A.
- B.
- C.

**VIII. Old Business**

NO  
ACTION  
REQUIRED

- A. Updates from County Manager

**IX. New Business**

ACTION  
REQUIRED

- A. Stasey Whichel – Evergreen Solutions: Salary Study Recommendations
- B. Elizabeth Mitchell – Boys & Girls Club
- C. Worksite Resources: Voluntary Benefits Program Proposal
- D. Elections Ballot for ABC Store and Mixed Beverage
- E. Albemarle Plantation - MOU

**X. Unscheduled Appointments/Public Comments**

NO  
ACTION  
REQUIRED

*(If you wish to address the Board, please state your name for the record prior to speaking)*

- A.
- B.
- C.

ACTION  
REQUIRED

**Closed Session: Per N.C.G.S. §143-318-11(4) and (6) for economic development and personnel matters and to approve Closed Session minutes.**

*(After the Closed Session, the Board is subject to return to Open Session and may take action as needed on any items discussed during the closed session.)*

ACTION  
REQUIRED

**XI. Adjournment**

★ Additions to the Agenda

## NOTES FROM THE COUNTY MANAGER

June 2, 2026

7:00 p.m.

### CONSENT AGENDA NOTES

*(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal from the Consent Agenda is heard from a Commissioner)*

**IV. Enclosures:** Items included on the Consent Agenda are enclosed.

*If you wish to discuss any of these matters, please make that request during the meeting.*

- A. Minutes from June 2, 2026, Regular Meeting & June 15, 2026 Special Called Meeting
- B. Tax Refunds & Tax Release Approvals
- C. Personnel Matters

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	\$32,308.00	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 Lolie	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

**V. The following Introductions of new employees & Recognitions of Service will be done:**

**Introduction of New Employees**

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
Jonathan Nixon	Patricia Mountjoy-Riddick	MIH Coordinator	06/01/2026

Ron Stites	Cheryl Burns-Stephens	Veterans Service Officer	06/01/2026
Brandon Shoaf	Maddie Chaulk	Tourism Director	06/15/2026

**Recognition 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

**VI. Scheduled Appointments:**

- A. Emergency Services: Patricia Mountjoy-Riddick – MIH Program Update
- B.

**VII. Commissioner’s Concerns / Committee Reports**

- A.

**VIII. Old Business**

- A. Updates from the County Manager
  - 1. New Website
  - 2. ADJ Interlocal Agreement
  - 3. HGS Costs – Upcoming Meeting with affected Department Heads
  - 4. Travel Policy effective 7/1/2026

**New Business**

- A. Stasey Whichel – Evergreen Solutions: Salary Study Recommendations
- B. Elizabeth Mitchell – Boys & Girls Club: Request for PCMS
- C. Worksite Resources: Voluntary Benefits Proposal
- D. Elections Ballot for ABC Store and Mixed Beverage
- E. Albemarle Plantation - MOU

**CLOSED SESSION: §143-318-11**

(4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

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REGULAR MEETING

June 2, 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. 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. 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. Timothy J. Corprew made a motion to approve the 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, 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 May 4, 2026 Regular Meeting, May 18, 2026 Special Called Meeting, May 21, 2026, Work Budget Session were approved.

B. Tax Refund / Release Approvals:

Tax Refunds (Perquimans County):

Amanda Chappell Stallings -----\$216.95  
 Situs error. Account No. 86311388

Meredith & Jason Slusher Timberlake -----\$114.40  
 Albemarle Plantation listed incorrect boat. Boat was listed on another account. Account No. 265305

Ronald & Cynthia Kronz ----- \$2300.50  
 Owner has two properties side by side. House was originally listed on incorrect parcel. Account No. 491531

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
Sheriff	G'Nasia Moore	Full Time	Certified Deputy	68/1	\$46,209	06/01/2026
DSS	Caleb Ayers	Full Time	Social Worker III	69/2	\$49,496	06/01/2026
Veterans Services	Cheryl Burns-Stephens	Part Time	Veterans Service Officer	n/a	\$8,628	06/01/2026
911	Nicole Allegue	Part Time	Non-Certified Telecommunicator	60/1	\$15.62/hr.	05/01/2026
911	Alyssa Walton	Part Time	Non-Certified Telecommunicator	60/1	\$15.62/hr.	05/01/2026
EMS	Patricia-Mountjoy Riddick	Reclass to Full Time	MIH Coordinator	70/5	\$55,637	06/01/2026
EMS	Dakota Mayo	Reclassification	AEMT	66/1	\$20.35/hr.	06/01/2026
EMS	Paige Thompson	Reclassification	Paramedic II	69/2	\$23.80/hr.	06/01/2026
DSS	Heidi Long	Reclassification	Social Worker III – APS	69/2	\$49,496	06/01/2026
Sheriff	Taylor Dickey	Step Increase	Certified Deputy	68/4	\$49,735	06/01/2026
Sheriff	Brandyn Snyder	Step Increase	Certified Deputy	68/3	\$48,521	06/01/2026
EMS	Amanda Diaz	Merit Increase	Advanced EMT	66/5	\$22.43/hr.	06/01/2026
Tax	Tashara Gramby	Merit Increase	Tax Collections Clerk	61/6	\$38,374	06/01/2026
EMS	Jessica Owens	Resignation	EMT			05/07/2026
Sheriff	Joshua Russell	Resignation	Certified Deputy			05/29/2026
Planning	Trevor Miles	Resignation	Planning Assistant			06/12/2026

911	Kylie Felton	Removal from Roster	PT Certified Telecommunicator			04/15/2026
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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 Hoffer 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
Nick Lolie	Keri Hobson	Water Clerk I	04/27/2026
Angela Jordan	Catherine Puhl	Social Worker I	05/01/2026
Angela Jordan	Tikeyla Alston	Social Worker I	05/01/2026
Angela Jordan	Brianne Green	Income Maintenance Caseworker	05/04/2026
Angela Jordan	Shamika Hinton	Income Maintenance Caseworker	05/01/2026

The following employees were recognized for their years of service:

Department Head	Employee Name	Employee Job Title	Service Time
Howard Williams	Amanda Layden	Water Clerk I	10 years
Brandon Shoaf	Rebecca Corprew	Clerk to the Board	20 years

**SCHEDULED APPOINTMENTS:**

1. Bobby Lowe – Trillium Health Resources Annual Report: Mrs. Bobby Lowe presented the Annual Report. The slideshow covered an overview of resources, Medicaid and Tailored Plan update, benefits plans for members, Perquimans County enrollment totals, and project updates, including substance abuse prevention projects; as well as contact information for accessing services.
2. Bill Jennings – Tax Administrator: Bill Jennings presented the collection report to the Board through May 2026.

**BUDGET PRESENTATION FY2026-2027**

County Manager Brandon Shoaf read the following budget message:

**To: Commission Chair, Board of Commissioners, and Citizens of Perquimans County**

I respectfully submit the proposed budget for Perquimans County for the Fiscal Year 2026-2027. The budget has been prepared in accordance with the North Carolina Local Government Budget and Fiscal Control Act. The budget identifies the estimated revenues and expenditures for the Fiscal Year 2026-2027.

**Proposed Tax Rate**

As in years past, the County’s budget process calls for department heads and other agencies to submit budget requests to the County Manager, ultimately being presented to you. In total, the requests amounted to approximately \$29.7 million. That’s more than \$4 million dollars more than anticipated revenues for the upcoming fiscal year. The tax rate would have to be 19 cents higher to fully fund all requests of Perquimans County for the next year.

Total taxable value increased from \$2,038,025,494 to \$2,198,228,745. Budgeted sales tax revenues are expected to increase by over \$138,000 over the current fiscal year final projected amount. I project that we’re going to use around \$1.8 million of fund balance appropriation for fiscal year 25/26 budget. The proposed FY 26/27 budget allocates \$1,512,624 of fund balance.

The proposed tax rate for fiscal year 2026-2027 is 55 cents per hundred dollars of value, an increase of 3 cents over the current 52 cent rate. When compared to other Counties in the region, Perquimans’ tax rate will remain among the lowest in northeastern North Carolina.

## Financial Discussion

The County remains in excellent financial condition, and we will continue to make substantial investments in school spending, public safety, and personnel, while inflation is steadily driving up the cost of what it takes to do so. The County will take over ownership and maintenance of the Grammar School and Middle School once the Intermediate School opens in the fall of 2026.

There are several factors that have affected the expenditure projections for the upcoming fiscal year. First, the cost of insurance for employees is projected to increase by at least 5% to just less than \$10,000 per employee for the year. Because Perquimans is a member of the State Health Plan and participates in the State's pension plan, there is an additional 2.4% that we must cover in this budget for each member. For general employees the retirement contribution rate is 17.53%, up from 14.39% last year. For Law Enforcement Officers the rate is 24.5%, where last year was 21.08%.

Second, an almost complete salary study, that proposes bringing the county employees closer to market rates will add roughly 3% to the salary line items and subsequently benefits associated with that. The salary study final report also makes recommendations on changing the step and grade pay scale to a career long plan.

Third, and a burden that will continue to grow in the coming fiscal years, is the reduction in funding for Social Service work through HR 1. Reimbursables that were eligible at 50% fall to 25% and included changes to SNAP. Some clients will now have to prove they meet work requirements to continue receiving benefits in the programs.

Budget wide, capital requested needs have been funded at various levels. In the past few budget cycles, capital expenses have been completely cut. At some point those needs cannot be put off any longer. Included in those is a financing package that has no impact to FY 26-27 budget but will in future years. The package includes 8 patrol cars for the Sheriff Department, in car laptops and equipment and much needed EMS equipment that include heart monitors and Lucas devices.

## General Fund Budget Summary

The General Fund budget is \$27,141,980.74 for 2026-2027, an increase of \$2,095,334.48 from the current year's amended budget of \$25,046,646.26.

### General Fund Revenues

Property taxes account for most of the general fund revenues, and I've already described the conditions as they relate to real property taxation.

Sales tax revenues are the second largest source of County general fund revenues. Budgeted sales tax revenues are projected to increase by a total of \$537,783 compared to last year's budgeted amount, for a total of \$3,437,783.00.

\$675,000 is forecast to be added to Perquimans' sales tax allocation to reflect the additional services taxed by the General Assembly in 2016. Medicaid hold harmless payments from the State, which are tied directly to sales tax calculations, and are projected at \$200,000. Expected Land Transfer Tax revenues in FY 2026-27 are \$1,137,000.

### General Fund Expenses

Most of the departmental operating budgets remain similar to the current budget year, as percentages. By way of comparison, the largest General Fund expenses by department or agency are as follows:

Department/Agency	Proposed FY 26-27	% of Total GF
Perquimans County Schools	\$5,971,490	22%
Social Services	\$3,955,623.58	14.5%
Sheriff	\$2,946,273.33	11%
Emergency Medical Services	\$3,134,972.41	11%
911 Communications	\$1,200,947.85	4.4%
Albemarle District Jail	\$1,277,796	5%

### School Funding

As presented by the Board of Education and school central office staff earlier this spring, the Perquimans County School System has requested \$4,164,180 for school current expenses, an increase of \$564,180 over last year's County appropriation of \$3,600,000. The local current expense requested increase centers mostly around additional personnel and benefit cost, utility increases, pre-K costs, and child nutritional costs.

The proposed FY 2026-27 County budget sets the local current expense budget at \$3,882,090.00. The increased request and subsequent allocation will help cover expenses mentioned above. Also, the County took on additional annual debt service in the amount of \$637,800 for the new Intermediate School. Maintaining appropriation funding and paying the new debt service payment continues to be a significant contribution by the County Board of Commissioners to fund new facilities, instructional services, support services, athletics, maintenance and utilities. The school capital outlay budget is the same as the requested amount; \$615,000.

#### Building and Facility Initiatives/Capital Outlay

A significant increase in building maintenance is due to vacating the Grammar and Middle Schools. The County will have to cover the costs associated with keeping the schools in a condition that will make them useful once a repurpose is found. In years past there has been no capital expenditure, this budget frees up some funds for capital needs that have been put off. Some larger expenses include a portion of a new ambulance, fencing at the recreation center playground, new weapons for the Sheriff Deputies and another vehicle for DSS.

#### Personnel

The proposed FY 2026-27 budget contains a roughly 3% increase to the salary line items and benefits bases on those, to cover a minimal option of implementation for the salary study.

Steps and merits remain active for this budget, with an updated step and grade chart, one that is designed for a career with the County.

Included is a 2% 401k match for employees, and the continuation of longevity pay for those that qualify.

Perquimans County participates in the State Health plan, and health insurance rates are projected to cost \$9,985 per employee per year. This amount includes a projected 5% increase in rates beginning in January.

#### Other Noteworthy Items

- Funding for the County Fire Departments increases to \$145,000 each, up from \$115,000 per department last year.
- Funding for the Perquimans County Library will be \$254,754.
- Funding for the Tri-County Animal Shelter will increase to \$161,000 to facilitate staff raises from the salary study in Chowan County and kennel additions and improvements.
- The Albemarle District Jail budget was reduced for Perquimans County by around \$22,000 due to Chowan County joining the Albemarle District Jail Authority.

### **Water Fund**

Perquimans continues to make significant investment in its overall ability to provide water to its customers. Perquimans will continue to purchase 150,000 gallons of reverse osmosis water from Pasquotank County that services customers on the Winfall plant side. The bulk water rate that Pasquotank County charges is \$7.77 per thousand gallons.

Water rates will remain at \$17.50 for a minimum bill and \$9 per thousand after the first thousand. There is a total increase in the budget projected of \$364,649.43. Salt and chemical supplies have increased significantly from year to year. Other capital expenditures include a first phase of remote read meters purchase and installs, expected to cost around \$500,000.

The total water fund budget for the Fiscal Year 2026-27 is \$3,383,950.16.

### **Solid Waste Fund**

The proposed solid waste fee for FY 26-27 is \$190, no change from last fiscal year. This fee covers the cost of operating the five Convenience Site locations, the County's portion of the Perquimans-Chowan-Gates Transfer Station operating cost, and the tipping fee for the County's solid waste at the private landfill in Bertie County. All these

operational costs have increased significantly over the past couple of years and a new recycling contract may require an increase in fees soon. The total solid waste fund budget is projected at \$1,430,000.

## **Conclusion**

I'd like to thank the Department Heads for their cooperation, coordination and hard work in this budget process. I would also like to thank the Board of Commissioners for your input in the budget discussions and for making difficult, but important decisions on behalf of the citizens of Perquimans County. Finally, I'd like to thank County staff: Rebecca Corprew- Clerk to the Board; Casey White- Human Resources; and Bill Jennings and Kim Bray of the Tax Office, for their assistance and guidance in this process and especially Finance Officer Tracy Mathews. Without their help and expertise, this process could not have been completed.

At the request of the Chairman and Board of Commissioners, a public hearing has been scheduled for Monday, June 15, 2026, at 7:00 p.m. in the Perquimans County Library for public comment and to consider adoption of the budget.

Submitted by:  
Brandon S. Shoaf  
County Manager/Budget Officer

Chairman Nelson reminded the Board and the public of the Public Hearing scheduled for Monday, June 15, 2026 at 7:00 p.m. regarding the proposed 2026-2027 budget.

## **COMMISSIONER'S CONCERNS/COMMITTEE REPORTS**

Chairman Nelson shared the NC Education Lottery Annual Report to the Public for 2025 with the Board. The report highlights the impact across the state with funding through the lottery. In particular, the funding of the Perquimans Intermediate School at approximately forty-nine million dollars of lottery funds. Chairman Nelson stated that these funds allow our county to accomplish these goals. Chairman Nelson encouraged the Board to look through the book and see the progress made across our state over the last 20 years, including projects in neighboring counties. Chairman Nelson encouraged the Board to continue advocacy for our rural areas and educational goals.

## **OLD BUSINESS:**

County Manager Shoaf updated the Board regarding the timeline for moving into the Intermediate school. The students will begin classes in the new facility, but there will still be inventory and furniture at the old schools. The school system has requested additional time to vacate the two schools until October 1, 2026, and will continue to cover the costs of operations until they have fully vacated. Mr. Shoaf agreed to this arrangement with the school administration. In addition, Mr. Hite, the architect, plans to meet with Mr. Shoaf to discuss his initial ideas and plan for renovation of Hertford Grammar School in about two weeks.

County Manager Shoaf informed the Board that the Winfall Water Affluent Line Relocation is well underway. They company has bored the ground under the intersection and will be working to tie in the old line and get it to the creek.

County Manager Shoaf informed the Board that a new TDA Director has accepted the position as of this morning. She will be introduced at the next meeting.

County Manager Shoaf updated the Board about the Indian Summer Festival. The Downtown Hertford Committee is moving forward and securing sponsors.

County Manager Shoaf reported that the 4-H programs for summer are at the highest turnout in several years.

County Manager Shoaf updated the Board regarding the ADJ agreement that the Board approved previously. The agreement has not yet been presented because there are some legal changes happening. Mr. Shoaf will bring that to the Board as soon as the agreement is available with the proper changes by Chowan County. The changes are regarding the census population.

County Manager Shoaf reports that he has received updates about the closing for MiTek. The attorneys hope to close just before or shortly after the beginning of the fiscal year 2026-2027.

County Manager Shoaf informed the Board that he has been helping the Town of Hertford apply for an EDA grant to fund the substation that will power the MiTek project and will also be a second delivery point for future growth of the Marine Industrial Park.

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 also mentioned that our neighboring county property tax rates for the upcoming FY2026-2027 are as follows: Gates – three cent increase to 70 cents per hundred dollars assessed value; Pasquotank – four cent increase to 81 cents per hundred dollars assessed value; and Chowan – five cent increase to 60.25 cents per hundred dollars assessed value. County Manager Shoaf wanted to emphasize that Perquimans remains among the lowest property tax rates in our area.

## NEW BUSINESS

A. CLEANING CONTRACTS: County Manager Brandon Shoaf secured cleaning contractors for the Perquimans County Library at a cost of one thousand two hundred dollars (\$1,200.00) per month with Samantha Chappell; the Albemarle Commission at a cost of one thousand three hundred seventy-one dollars and seventy-three cents (\$1,371.73) per month with Skills, Inc.; and the Northeast Workforce Development Board buildings at a cost of four hundred thirty-nine dollars and ninety-three cents (\$439.93) per month, also with Skills, Inc. Mr. Shoaf recommended approval of the contracts as presented. Timothy J. Corprew made a motion to approve the three contracts as presented. The motion was seconded by James W. Ward and unanimously approved by the Board.

B. ALBEMARLE PLANTATION BRIC GRANT: Steve Harris and Mary Cassidy appeared before the Board to request approval to enter into a public-private agreement required for the BRIC Grant application, as well as a letter of intent. Brandon Shoaf reminded the Board and the public that the grant would involve no cost to the County because the County would serve only as a pass-through for the funds. He stated that the auditors had reviewed the arrangement and raised no concerns, and that the County Attorney had reviewed the final agreement. Although the application deadline is in July, the letter of intent must be submitted by June 10, 2026. The County Manager asked the Board to vote on the letter of intent at this time and explained that the agreement would be considered later, after the Board had reviewed the final draft of the application and supporting documents. Charles Woodard made a motion to approve the letter of intent. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board.

## PUBLIC COMMENTS

Selina Reyos addressed the Board, asking to consider a 12-month moratorium on data center applications in Perquimans County, directing county staff to develop siting criteria, fiscal impact standards, and environmental disclosure requirements before any application is accepted. She provided the Board with a handout supporting her request. Chairman Nelson thanked Ms. Reyos for her comments.

## CLOSED SESSION:

Chairman Nelson stated that, pursuant to N.C.G.S. §143-318-11(5) and (6) the Board went into Closed Session to discuss a real property matter and a personnel matter, and to approve Closed Session Minutes. A motion was made by Kathryn Treiber, seconded by Charles Woodard 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 W. Ward, and unanimously approved by the Board.

Action was taken on the real property matter from the Closed Session. Timothy J. Corprew made a motion to sell point ninety-five acres (.95) of property within Parcel ID 5-0041-001, located behind the Winfall Fire Department to the Winfall Fireman's Association for five thousand dollars (\$5000.00) plus all associated costs including but not limited to a survey. The motion was seconded by James W. Ward and passed unanimously.

ADJOURNMENT

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Regular Meeting was adjourned at 9:06 p.m. on motion made by James W. Ward, seconded by Timothy J. Corprew and unanimously approved by the Board.

\_\_\_\_\_  
Wallace E. Nelson, Chairman

\_\_\_\_\_  
Clerk to the Board

\* \* \* \* \*



B. FY 2025-2026 Year-End Budget Amendments

BUDGET AMENDMENT NO. 38  
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-301-000	AD VALOREM TAXES - BUDGET YEAR	1,350	
10-410-030	GOV. BODY - SALARIES	1,350	
10-301-001	AD VALOREM TAXES - CURRENT YEAR	32,283	
10-420-020	CO MGR - SALARIES	5,000	
10-420-040	CO MGR - PROFESSIONAL SERVICES	20,000	
10-420-060	CO MGR - GROUP INSURANCE	7,283	
10-301-000	AD VALOREM TAXES - BUDGET YEAR	1,500	
10-450-281	TAX REFUNDS	1,500	
10-348-026	DRAINAGE FEES - TAX DEPARTMENT	1,500	
10-450-434	TAX - DRAINAGE FEES	1,500	
10-348-029	MANAGEMENT ENTITY FEES	3,000	
10-450-448	MANAGEMENT ENTITY FEES	3,000	
10-356-000	ROD FEES	40,270	
10-480-060	ROD - GROUP INSURANCE	860	
10-480-330	ROD - SUPPLIES	1,000	
10-480-340	ROD - RECORD PRESERVATION	110	
10-480-452	ROD - CONVEYANCE TAX	35,000	
10-480-453	ROD - FLOODPLAIN MAPPING FEE	1,700	
10-480-454	ROD - ARCHIVES MGMT	600	
10-480-455	ROD - SENATE BILL	1,000	
10-301-000	AD VALOREM TAXES - BUDGET YEAR	10,000	
10-500-032	BUILDING - CLEANING CONTRACTS	10,000	
10-355-000	BUILDING PERMITS	30,000	
10-348-008	SCHOOL RESOURCE OFFICER - BOE	66,000	
10-510-020	SHERIFF - SALARIES	65,000	
10-510-170	SHERIFF - MAINT/REPAIR VEHICLES	22,000	
10-510-070	SHERIFF - RETIREMENT	9,000	
10-351-000	OFFICER FEES	9,000	
10-510-431	CONCEALED GUN PERMITS	9,000	
10-356-000	ROD FEES	45,000	
10-511-020	DISPATCH - SALARIES	45,000	
10-540-020	INSPECTIONS - SALARIES		8,000
10-540-060	INSPECTIONS - GROUP INSURANCE	900	
10-540-070	INSPECTIONS - RETIREMENT	863	
10-540-071	INSPECTIONS - 401K MATCH	74	
10-540-330	INSPECTIONS - SUPPLIES	6,163	
10-345-002	LOCAL OPTION SALES TAX 1/2%B	56,000	
10-592-030	EMS - PT SALARIES	56,000	
10-355-000	BUILDING PERMITS	20,000	
10-600-040	PROFESSIONAL SERVICES	20,000	
10-335-002	VETERANS MEMORIAL CONTRIBUTION	118	
10-607-316	VETERANS MEMORIAL BRICKS	118	

<b>BUDGET AMENDMENT NO. 38 GENERAL FUND CONT'D</b>			
10-610-020	DSS - SALARIES	10,000	
10-301-000	AD VALOREM TAXES - BUDGET YEAR	11,500	
10-615-020	EXTENSION - SALARIES	10,000	
10-615-050	EXTENSION - FICA	1,000	
10-615-060	EXTENSION - GROUP INSURANCE	500	
10-660-030	CAL - PT SALARIES		3,000
10-660-020	CAL - SALARIES	3,000	
10-301-000	AD VALOREM TAXES - BUDGET YEAR	213	
10-670-020	SOIL & WATER - SALARIES	10	
10-670-060	SOIL & WATER - GROUP INSURANCE	113	
10-670-070	SOIL & WATER - RETIREMENT	90	
10-345-000	LOCAL OPTION SALES TAX	100,000	
10-690-920	JAIL	100,000	
10-347-000	ABC BOTTLE REVENUE	1,000	
10-690-941	MENTAL HEALTH - ALCOHOL REHAB	1,000	
10-301-000	AD VALOREM TAXES - BUDGET YEAR	2,600	
10-690-955	PERQUIMANS MUSEUM	2,600	
10-345-001	LOCAL OPTION SALES TAX 1/2%A	40,000	
10-682-740	CAPITAL OUTLAY (30% 1/2) SCHOOL	40,000	
EXPLANATION:	General Fund Year End Budget Amendment	For FY25-26 to	Cover expenses

**BUDGET AMENDMENT NO. 39  
WATER FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
35-720-020	WATER - SALARIES		80,000
35-720-031	WATER - CONTRACT WORK	40,000	
35-720-040	WATER - PROFESSIONAL SERVICES	10,000	
35-720-335	WATER - REPAIRS WATER LINES	30,000	
EXPLANATION: Water Fund Year End Budget Amendment for FY25/26 to cover expenses.			

**BUDGET AMENDMENT NO. 40  
SOLID WASTE FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
38-399-000	FUND BALANCE APPROPRIATED	40,000	
38-301-000	LANDFILL FEE - BUDGET YEAR	57,312	
38-750-911	RECYCLING CENTER MAINT	17,312	
38-750-913	HEALTH DEPT/LANDFILL	80,000	
EXPLANATION: Solid Waste Fund Year End Budget Amendment for FY25-26 to cover expenses			

**BUDGET AMENDMENT NO. 41  
COURT FACILITIES**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
55-348-000	FINES/FORFEITURES	35,000	
55-745-439	FINES/FORFEITURES	35,000	
55-351-000	FACILITY FEES	5,000	
55-745-130	COURT FACILITIES / UTILITIES	5,000	
EXPLANATION: Court Facilities Year End Budget Amendment for FY25-26 to cover expenses.			

County Manager Shoaf explained that these budget amendments are to sure up the FY 2025-2026 budget and recognized Tracy Mathews, Finance Officer who presented the Budget Amendment Numbers 38 through 41. Mr. Nelson asked if there were any questions or comments. There being none, James W. Ward made a motion to approve the Year-End amendments as presented. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board.

C. FY 2026-2027 Budget

County Manager Shoaf presented the FY2026-2027 Budget on Tuesday June 2, 2026. County Manager Shoaf, as Budget Officer, is recommending a three-cent increase of property taxes to help cover the additional debt service for the new school, deficits from the passage of HR1, and increases in cost for healthcare. Chairman Nelson asked if there were any comments. Timothy J. Corprew commented that the tax increase is necessary to fund the county. There being no other comments, Chairman Nelson asked for a motion to approve the FY2026-2027 Budget as presented by County Manager. A motion was made by Timothy J. Corprew to adopt the FY2026-2027 Budget as presented, second by Kathryn Treiber, and unanimously approved by the Board.

COMMISSIONERS CONCERNS:

Timothy J. Corprew asked County Manager Shoaf about the contribution to the Tourism Development Authority by the Town of Hertford and the Town of Winfall. Brandon Shoaf reported that the Town of Hertford has not budgeted for this contribution in several years; but that Town of Winfall is waiting to be invoiced and plans to catch up with the past due contributions. Mr. Shoaf added that the TDA by-laws do not require contributions, but rather that a seat must be held by each municipality.

FOR INFORMATION ONLY:

Emergency Services Director, Jonathan Nixon, informed the Board of two grant awards received by Perquimans County.

1. Securing the Heart of the County: ECU Health Community Benefit Grant Award: Emergency Services was awarded \$4,000 by ECU Health.
2. Rural Health Transformation Program (RHTP) Mobile Integrated Health Grant Award: Emergency Services was awarded \$ 249,850.00 by the NCDHHS Office of Emergency Medical Services.

CLOSED SESSION

Pursuant to N.C.G.S. §143-318.11 (4) – The Board entered Closed Session at 7:31pm by motion of Timothy J. Corprew, seconded by James W. Ward, and unanimously approved by the Board. The purpose of the closed session is to discuss an economic development matter and to approved Closed Session minutes. The closed session adjourned at 7:44 pm. No action taken as a result of 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 7:45 pm on motion made by Timothy J. Corprew, seconded by James Ward and unanimously approved by the Board.

The Work Session has been cancelled.

\_\_\_\_\_  
Wallace E. Nelson, Chairman

\_\_\_\_\_  
Clerk to the Board

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## Refunds and Releases

June 30,2026

### Tax Refunds: (Perquimans County)

**Emily Felicia Santora** \$109.76  
Vehicle totaled;11-month refund.  
Account#: 75765722

**Lacee Nicole Watkins** \$197.50  
Vehicle sold; 9-month refund.  
Account#: 83022278

**Maxine Wilson Armstrong** \$243.60  
Situs error.  
Account#: 91628936

**Alexander James Cornelius** \$138.58  
Military; paid in error.  
Account#:90983566

**Lisa Monds Davenport** \$109.49  
Vehicle totaled; 11-month refund.

### Tax Refunds (Hertford)

**Lacee Nicole Watkins** \$197.50  
Vehicle sold; 9-month refund.  
Account#: 83022278

PERQUIMANS COUNTY  
EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 29, 2026

NAME: Sarah Barnard

Full Time  Part Time

POSITION: EMT DEPARTMENT: EMS

NEW EMPLOYEE EFFECTIVE DATE: 7/1/2026

GRADE: 64 STEP: 1 ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \$18.63

ENDING DATE OF PROBATIONARY PERIOD: 7/1/2027

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:  
Date YEAR  2  3  4  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF RECLASSIFICATION  
Date  CHANGE IN GRADE  MOVE TO FULL TIME  MOVE TO PART TIME  
NEW POSITION TITLE: \_\_\_\_\_  
NEW GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY: \_\_\_\_\_

\_\_\_\_\_ DATE OF  TERMINATION  RESIGNATION  REMOVAL FROM ROSTER  
Date

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \$ Hourly \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT HEAD : [Signature] DATE: 06/29/26

COUNTY MANAGER [Signature] DATE: 6-30-26

FINANCE OFFICER : \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY CLERK TO THE BOARD: 7/1/26 BCC MEETING: 7/1/26

PERQUIMANS COUNTY  
EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 11, 2026

NAME: Nathan Biter

Full Time  Part Time

POSITION: EMT DEPARTMENT: EMS

NEW EMPLOYEE EFFECTIVE DATE: 7/1/2026

GRADE: 64 STEP: 1 ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \$18.63

ENDING DATE OF PROBATIONARY PERIOD: 7/1/2027

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
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Date YEAR  2  3  4  
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Date  CHANGE IN GRADE  MOVE TO FULL TIME  MOVE TO PART TIME  
NEW POSITION TITLE: \_\_\_\_\_  
NEW GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY: \_\_\_\_\_

\_\_\_\_\_ DATE OF  TERMINATION  RESIGNATION  REMOVAL FROM ROSTER  
Date

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \$ Hourly \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT HEAD : [Signature] DATE: 6/11/26

COUNTY MANAGER : [Signature] DATE: 6-17-26

FINANCE OFFICER : \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY CLERK TO THE BOARD: 7/1/24 BCC MEETING: 7/6/24

PERQUIMANS COUNTY  
EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 15, 2026

NAME: Marshall Davenport       Full Time     Part Time

POSITION: EMT      DEPARTMENT: EMS

NEW EMPLOYEE EFFECTIVE DATE: 7/1/2026

GRADE: 64    STEP: 1    ANNUAL SALARY: \_\_\_\_\_    HOURLY RATE: \$18.63

ENDING DATE OF PROBATIONARY PERIOD: 7/1/2027

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:  
Date YEAR     2     3     4  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF RECLASSIFICATION  
Date     CHANGE IN GRADE     MOVE TO FULL TIME     MOVE TO PART TIME  
NEW POSITION TITLE: \_\_\_\_\_  
NEW GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY: \_\_\_\_\_

\_\_\_\_\_ DATE OF     TERMINATION     RESIGNATION     REMOVAL FROM ROSTER  
Date

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date    GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \$ Hourly \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT HEAD : [Signature]      DATE: 6/15/26

COUNTY MANAGER : [Signature]      DATE: 6-17-26

FINANCE OFFICER : \_\_\_\_\_      DATE: \_\_\_\_\_

RECEIVED BY CLERK TO THE BOARD: 7/1/26      BCC MEETING: 7/6/26

PERQUIMANS COUNTY  
EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 29, 2026

NAME: Jonathan Goudy

Full Time  Part Time

POSITION: EMT

DEPARTMENT: EMS

NEW EMPLOYEE EFFECTIVE DATE: July 1, 2026

GRADE: 64 STEP: 1 ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \$ 18.63

ENDING DATE OF PROBATIONARY PERIOD: July 1, 2027

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
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GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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Date YEAR  2  3  4  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF RECLASSIFICATION  
Date  CHANGE IN GRADE  MOVE TO FULL TIME  MOVE TO PART TIME  
NEW POSITION TITLE: \_\_\_\_\_  
NEW GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY: \_\_\_\_\_

\_\_\_\_\_ DATE OF  TERMINATION  RESIGNATION  REMOVAL FROM ROSTER  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT HEAD : [Signature] DATE: 06/27/2026

COUNTY MANAGER : [Signature] DATE: 6-30-26

FINANCE OFFICER : \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY CLERK TO THE BOARD: 7/1/26 BCC MEETING: 7/6/26

PERQUIMANS COUNTY  
EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 29, 2026

NAME: Lanna Howell

Full Time  Part Time

POSITION: EMT DEPARTMENT: EMS

NEW EMPLOYEE EFFECTIVE DATE: 7/1/2026

GRADE: 64 STEP: 1 ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \$18.63

ENDING DATE OF PROBATIONARY PERIOD: 7/1/2027

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
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GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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Date YEAR  2  3  4  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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Date  CHANGE IN GRADE  MOVE TO FULL TIME  MOVE TO PART TIME  
NEW POSITION TITLE: \_\_\_\_\_  
NEW GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY: \_\_\_\_\_

\_\_\_\_\_ DATE OF  TERMINATION  RESIGNATION  REMOVAL FROM ROSTER  
Date

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \$ Hourly \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT HEAD : [Signature] DATE: 6/29/26

COUNTY MANAGER : [Signature] DATE: 6-30-26

FINANCE OFFICER : \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY CLERK TO THE BOARD: 7/1/26 BCC MEETING: 7/6/26

PERQUIMANS COUNTY  
EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 15, 2026

NAME: David Outland  Full Time  Part Time

POSITION: EMT DEPARTMENT: EMS

NEW EMPLOYEE EFFECTIVE DATE: 7/1/2026

GRADE: 64 STEP: 1 ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \$18.63

ENDING DATE OF PROBATIONARY PERIOD: 7/1/2027

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

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Date  CHANGE IN GRADE  MOVE TO FULL TIME  MOVE TO PART TIME  
NEW POSITION TITLE: \_\_\_\_\_  
NEW GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY: \_\_\_\_\_

\_\_\_\_\_ DATE OF  TERMINATION  RESIGNATION  REMOVAL FROM ROSTER  
Date

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \$ Hourly \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT HEAD : [Signature] DATE: 6/15/26

COUNTY MANAGER : [Signature] DATE: 6-17-26

FINANCE OFFICER : \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY CLERK TO THE BOARD: 7/1/26 BCC MEETING: 7/6/26

PERQUIMANS COUNTY  
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-18-2026

NAME: Aaron Lee Wallio  Full Time  Part Time

POSITION: Bailiff DEPARTMENT: Sheriff's Office

X NEW EMPLOYEE EFFECTIVE DATE: 6-22-2026

GRADE: STEP: ANNUAL SALARY: HOURLY RATE: \$18.14

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: ANNUAL SALARY:

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: STEP: SALARY:

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:  
YEAR  2  3  4  
GRADE: STEP: SALARY:

DATE OF RECLASSIFICATION  
 CHANGE IN GRADE  MOVE TO FULL TIME  MOVE TO PART TIME  
NEW POSITION TITLE:  
NEW GRADE: STEP: ANNUAL SALARY: HOURLY:

DATE OF  TERMINATION  RESIGNATION  REMOVAL FROM ROSTER

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: STEP: SALARY:

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT HEAD: Shelton White DATE: 6-18-26

COUNTY MANAGER: B. D. Jy DATE: 6-24-26

FINANCE OFFICER : \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY CLERK TO THE BOARD: 7/1/26 BCC MEETING: 7/6/26

PERQUIMANS COUNTY  
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7/1/2020

NAME: Xavier Spellman  
POSITION: Water Tech I

Full Time     Part Time  
DEPARTMENT: Water

NEW EMPLOYEE EFFECTIVE DATE: 7/1/2020  
GRADE: 58 STEP: 5 ANNUAL SALARY: \$32,808 HOURLY RATE: \_\_\_\_\_  
ENDING DATE OF PROBATIONARY PERIOD: 7/1/2027

CURRENT: GRADE: \_ \_ STEP: \_ \_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:  
Date YEAR  2  3  4  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF RECLASSIFICATION  
Date  CHANGE IN GRADE     MOVE TO FULL TIME     MOVE TO PART TIME  
NEW POSITION TITLE: \_\_\_\_\_  
NEW GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY: \_\_\_\_\_

\_\_\_\_\_ DATE OF  TERMINATION     RESIGNATION     REMOVAL FROM ROSTER  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT HEAD : [Signature] DATE: 7/1/2020

COUNTY MANAGER : [Signature] DATE: 7-1-20

FINANCE OFFICER : \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY CLERK TO THE BOARD: 7/1/20 BCC MEETING: 7/6/20

PERQUIMANS COUNTY  
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7/1/26

NAME: Tammy White

Full Time  Part Time

POSITION: Housekeeping Assistant

DEPARTMENT: Maintenance

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: 54 STEP: 12 ANNUAL SALARY: \$32,640 HOURLY RATE: \_\_\_\_\_

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:  
Date YEAR  2  3  4  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

7/1/26 DATE OF RECLASSIFICATION  
Date  CHANGE IN GRADE  MOVE TO FULL TIME  MOVE TO PART TIME  
NEW POSITION TITLE: Housekeeper  
NEW GRADE: 59 STEP: 12 ANNUAL SALARY: \$40,678 HOURLY: \$24.36

\_\_\_\_\_ DATE OF  TERMINATION  RESIGNATION  REMOVAL FROM ROSTER  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT HEAD : \_\_\_\_\_ DATE: \_\_\_\_\_

COUNTY MANAGER : Bl. D. G. DATE: 7-1-26

FINANCE OFFICER : \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY CLERK TO THE BOARD: 7/1/26 BCC MEETING: 7/1/26