
SPECIAL CALLED MEETING

June 15, 2026
7:00 p.m.

The Perquimans County Board of Commissioners met in a Special Called Meeting on Monday, June 15, 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
 Kathryn M. Treiber

MEMBERS ABSENT: Joseph W. Hoffler

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 explained that the purpose of this Special Called Meeting was to hold a Public Hearing on the proposed FY2026-2027 Budget.

PUBLIC HEARING – FY 2026-2027 BUDGET

Chairman Nelson opened the Public Hearing stating that the purpose of the public hearing was to receive public comments on the proposed FY 2025-2026 Budget. There were six (6) people present. County Manager Shoaf stated that he presented the Budget Message at the June 2, 2026, meeting and that there were no changes. Terry Swope placed his name on the sign in sheet for public comments. Chairman Nelson recognized Mr. Swope. A copy of his comments can be viewed in the Clerk's Office. Chairman Nelson closed the public hearing at 7:06 p.m.

AGENDA

Chairman Nelson stated that the Agenda was at their seats and asked if there were any additions or corrections to the Agenda. There were none. Chairman Nelson asked for a motion to approve the Agenda as presented for the stated purpose. Timothy J. Corprew made a motion to approve the Agenda. The motion was seconded by James W. Ward and unanimously approved by the Board.

NEW BUSINESS

A. Personnel Matters: The following personnel matters were approved on a motion made by Timothy J. Corprew, seconded by James W. Ward, and unanimously approved by the Board.

Department	Employee Name	Employee Job Title	Employee Status	Grade/Step	New Salary	Effective Date
TDA	Madilyn Chaulk	TDA Director	Part Time	n/a	\$25,000	06/15/2026
911	Jenn Holden	Reclass to Certified Telecommunicator I	Full Time	64/1	\$18.63/hr.	06/01/2026
911	Kelli Swinson	Reclass to Certified Telecommunicator I	Full Time	64/1	\$18.63/hr.	06/01/2026
911	Matthew James	Reclass to Certified Telecommunicator I	Part Time	64/1	\$18.63/hr.	06/01/2026
DSS	Destiny Butler	Income Maintenance Caseworker II	Resignation			06/02/2026

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 CONTRAIBUTION	118	
10-607-316	VETERANS MEMORIAL BRICKS	118	

BUDGET AMENDMENT NO. 38 GENERAL FUND CONT'D			
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. Coprew 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
