
REGULAR MEETING

August 3, 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. 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. Timothy J. Corprew 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. 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. Charles Woodards wants to remove Item A, as there is a typing correction to be made. There being no other changes, Kathryn Treiber made a motion to approve the Consent Agenda. The motion was seconded by Timothy J Corprew and unanimously approved by the Board. Following Mr. Woodards explanation of correction needed to the minutes, Timothy J. Corprew made a motion to approve the minutes with the correction. James Ward seconded the motion and the Board approved the minutes unanimously.

A. Approval of Minutes: The minutes of July 6, 2026, Regular Meeting needs to have a correction. In the ADJOURNMENT section, Charles Woodards last name is incorrectly typed as "Ward". Motion made by Timothy J. Corprew, seconded by James Ward, and unanimously approved by the Board.

B. Tax Refund / Release Approvals:

Tax Refunds (Perquimans County):

Watkins, Lacey Nicole ----- \$197.50

Vehicle sold. - Account No. 83022278

Smith, Douglas Scott ----- \$109.96

Vehicle sold . Account No. 80906593

Benjaminson, Ruth Ellen ----- \$237.90

Vehicle totaled. Account No. 237.90

Tax Refunds (Hertford):

Barber, Anthony Christopher ----- \$226.94

Situs Error. Account No. 92037660

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's Office	Shawnice Mercer	FT Hire	Uncertified Deputy	66/1	\$42,318	08/01/2026
DSS	Da'Niyiah Bunch	FT Hire	Social Worker II working against SW IAT	67/5	\$48,753	08/03/2026
DSS	Kiana Daniels	FT Hire	Social Worker III working against SW IAT	69/2	\$49,496	08/10/2026

DSS	Virgina Harvey	FT Hire	Social Worker I working against Social Worker III	67/5	\$47,328	08/03/2026
EMS	Dena Richardson	PT Hire	Fire Inspector III / EMT	70/10	\$30.22 / hr.	08/01/2026
DSS	Lisa Wolfrum	Reclassification	Income Maintenance Caseworker III	65/1	\$40,493	08/01/2026
911	Courtney Langley	Reclassification	Telecommunicator II	66/3	\$21.36 / hr.	08/01/2026
DSS	Joelisa Drew	Step Increase	Income Maintenance Caseworker II	63/4	\$39,910	08/01/2026
Sheriff's Office	Damon Sizemore	Merit Increase	Certified Deputy	68/7	\$53,495	08/01/2026
DSS	Heidi Long	Resignation	Social Worker III APS			07/17/2026
DSS	Catherine Puhl	Resignation	Social Worker I working against Social Worker III			07/17/2026
Board of Elections	Robbins Cherry	Resignation	Elections Director			07/21/2026

- D. Salary Study Recommendation and Implementation – The Salary Study conducted by Evergreen Consulting provided recommendations and implementation schedule, effective with the August 2026 pay cycle.
- E. ABC Board Contract: A new updated contract between the ABC Board and Perquimans County was provided to the Board.

INTRODUCTION OF EMPLOYEES & RECOGNITIONS OF SERVICE

The following new employees were introduced to the Board:

Department Head	Employee Name	Employee Job Title	Effective Date
Brandon Shoaf	Kathy Ford	Interim DSS Director	07/31/2026

SCHEDULED APPOINTMENTS:

- A. There were no scheduled appointments.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

A. Timothy J. Corprew addressed the Board about a property maintenance ordinance. He is asking for the Board to consider creating and adopting an ordinance at the next regular meeting. Brandon Shoaf commented that the Pasquotank County Ordinance is in the packet. He will provide a Perquimans County Ordinance at the next meeting. The consensus is to move forward with bringing a final draft for presentation, public hearing, and vote.

OLD BUSINESS:

County Manager Shoaf updated the Board regarding the new web page, which will be provided by Catalis. The current provider is outdated; as well as the need to be ADA compliant. There is also an agenda management component. Each department will have control over their page within the website.

County Manager Shoaf updated the Board regarding Albemarle District Jail Interlocal Agreement - SB876 Part 9. This approved the addition of Chowan County to the Albemarle District Jail and reduced Perquimans ownership to 17.1 percent, down from almost 21 percent, saving on costs.

County Manager Shoaf informed the Board about penalty notification from the Albemarle Plantation Property Owners Association on two properties owned by the County due to tax foreclosure. There is a hope to be forgiven for these penalties and assessments. Our goal is to find a new owner for these properties.

County Manager Shoaf updated the Board on a cyber-security incident that happened last week. The IT Provider worked through the weekend to resolve the issue.

Chairman Nelson reminded the Board of the need to designate a voting delegate for the NCACC Annual Conference. Timothy J Corprew nominated James Ward. The motion was seconded by Joseph Hoffer and unanimously approved by the Board. Timothy j. Corprew made a motion to nominate Charles Woodard as a alternate delegate. The motion was seconded by James Ward and unanimously approved by the Board.

NEW BUSINESS

A. RESOLUTION FOR SURPLUS COUNTY PROPERTY: Emergency Services is requesting approval to surplus a 2016 Kyocera copy machine and a 45KW Olympian propane Kohler generator that is 26 years old. Resolutions for each were provided. Joseph Hoffer made a motion to approve the copy machine and generator for surplus. The motion was seconded by James Ward and unanimously approved by the Board.

B. CONTRACTS FOR PEST CONTROL County Manager Shoaf presented contracts from Albemarle Termite and Pest Control for all buildings. Mr. Shoaf recommends the approval of these contracts. A motion was made to approve Albemarle Termite and Pest Control contracts by Joseph Hoffer. The motion was seconded by Kathryn Treiber and unanimously approved by the Board.

C. DATA CENTER MORATORIUM: County Manager Shoaf presents information relevant to data centers. A concerned citizen made a public comment at a recent regular meeting citing research stating that multiple counties around have data center moratoriums. Our land use ordinance does not speak to data centers or electronic waste. Water capacity and energy consumption could place a potential threat to our infrastructure. The moratorium would be for 12 months. County Manager Shoaf is requesting the Board to set a public hearing at the next regular meeting on Tuesday, September 8, 2026. Timothy J. Corprew made the motion to set the public hearing concerning a moratorium for data centers for September 8, 2026. The motion was seconded by James Ward and unanimously approved by the Board.

D. FLOOD DAMAGE PREVENTION ORDINANCE UPDATE: County Manager Shoaf provided an amended Flood Damage Prevention Ordinance, as required by FEMA. The major changes include additional definitions, a change to the flood plain administrator, the V and VE zones, limitations to structural fill, flood resistance materials, and notice requirements for variances to the flood hazard permits. County Manager Shoaf is requesting a Public Hearing at the September 8, 2026 meeting. A motion was made by Charles Woodard, seconded by James Ward and unanimously approved by the Board.

E. APPLICATION FOR NC 911 BOARD FUNDING RECONSIDERATION: Emergency Services Director Jonathan Nixon requests permission to apply for NC 911 Board Funding Reconsideration. Mr. Nixon reminded the Board of how the funding can be spent. There have been increased operating costs since consolidating with Gates County. The motion was made by Timothy J Corprew to allow Mr. Nixon to apply for the funding reconsideration. The motion was seconded by James Ward and unanimously approved by the Board.

PUBLIC COMMENTS:

Resident Yvonne Honza addressed the Board to show support for the Property Maintenance Ordinance, stating she has been concerned with a neighbor's unkept property since 2019.

Resident Peggy Thorpe addressed the Board to show support for the Property Maintenance Ordinance. She is another neighbor in the same area as Mrs. Yvonne Honza. She also wanted to ask if the ordinance applies to lots without improvements or structures as well.

ADJOURNMENT

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Regular Meeting was adjourned at 7:40 p.m. on motion made by Charles Woodard, seconded by James Ward and unanimously approved by the Board.

Wallace E. Nelson, Chairman

Clerk to the Board

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