

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Perquimans County Library Meeting Room
October 5, 2026
7:00 p.m.

- I. **Call to Order**
- II. **Prayer & Pledge**
- III. **Approval of Agenda (Action Required)**
- IV. **Consent Agenda (Action Required)**
(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 September 8, 2026, Regular Meeting and September 21, 2026 Special Called Meeting
 - B. Tax Refunds & Tax Release Approvals
 - C. Personnel Matters
 - 1. New Employee: Elections Director
 - 2. Merit Increase: Telecommunicator I
 - 3. Merit Increase: Telecommunicator II
 - 4. Merit Increase: EMT
 - 5. Merit Increase: Paramedic II
 - 6. Merit Increase: Advanced EMT II
 - 7. Merit Increase: Paramedic II
 - 8. Merit Increase: Paramedic II
 - 9. Reclassification: Advanced EMT II
 - 10. Reclassification: Advanced EMT II
 - 11. Reclassification: Certified Telecommunicator I
 - 12. Reclassification: Advanced EMT II
 - 13. Reclassification: Telecommunicator I
 - 14. Reclassification: Telecommunicator I
 - D. Board Appointments & Vacancies:
 - a) Belvidere Chapel Hill Fire Department
 - b) Bethel Fire Department
 - c) Durant's Neck Fire Department
 - d) Inter-County Fire Department
 - e) Planning Board
 - f) Animal Control Board (SPCA Representative) – Vacancy
 - g) Albemarle Commission Board of Delegates At-Large Member - Vacancy
 - E. Register of Deeds Retention Schedule Update
 - F. Donation of used storage building to Gates County
- V. **Public Comments**
 - A.
 - B.
 - C.

VI. Introductions & Recognitions of Service

- A. Recognition: Certified Deputy
- B. Recognition: Office Manager – Water Dept.
- C. Introduction: Social Worker III
- D. Introduction: Social Worker II
- E. Introduction: Social Worker III
- F. Introduction: Social Worker I
- G. Introduction: EMT-MIH Provider
- H. Introduction: Planning/Zoning Technician

VII. Scheduled Appointments

- A.

VIII. Commissioner's Concerns/Committee Reports

- A.
- B.

IX. Old Business

- A. Updates from County Manager
 - 1. LGC Application
 - 2.

X. New Business (Action Required)

- A. Data Center Moratorium
 - 1. Public Hearing
 - 2. Action
- B. Winfall Fire Department Deed
- C. Preliminary Plat Approval – Albemarle Preserve

XI. Unscheduled Appointments Public Comments

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

- A.
- B.
- C.

XII. Adjournment (Action Required)



NOTES FROM THE COUNTY MANAGER

October 5, 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. Consent Agenda: 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 September 8, 2026 Regular Meeting and September 21, 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
Elections	Henry House	FT Hire	Elections Director	112/1	\$46,857.35	10/01/2026
911	Morgan Story	Merit Increase	Telecommunicator II	111/4	\$22.77/hr.	09/01/2026
EMS	Lainey Stallings	Merit Increase	EMT	109/3	\$20.24/hr.	08/01/2026
EMS	James Wheeler	Merit Increase	Paramedic II	116/6	\$30.68/hr.	10/01/2026
EMS	Jared Turner	Merit Increase	AEMT II	112/6	\$24.81/hr.	10/01/2026
EMS	Codi Chappell	Merit Increase	Paramedic II	116/5	\$29.64/hr.	10/01/2026
EMS	Nicole Anderson	Merit Increase	Paramedic II	116/6	\$30.68/hr.	10/01/2026
EMS	Amanda Diaz	Reclassification	Paramedic I	114/5	\$26.88/hr.	10/01/2026
EMS	Morgan Lilly	Reclassification	Paramedic I	114/6	\$27.35/hr.	10/01/2026
EMS	Shawn Mims	Reclassification	AEMT II	114/2	\$25.33/hr.	10/01/2026
911	Matthew James	Reclassification	C-Telecommunicator I	109/1	\$19.46/hr.	10/01/2026
911	Rhianna Tucker	Reclassification	Telecommunicator II	111/3	\$22.32/hr.	10/01/2026
911	Molly Miller	Reclassification	Telecommunicator I	109/1	\$19.46/hr.	10/09/2026

D. Board Appointments & Board Vacancies

a. Board of Trustees for Volunteer Fire Departments

- i. Belvidere-Chapel Hill Fire Department : Wade Winslow & Julian Baker
- ii. Bethel Fire Department: Ben Hobbs & Jeff Proctor
- iii. Durants Neck Fire Department: Jimmy Spivey & Wallace Ownley
- iv. Inter-County Fire Department: Jonathan Boyce & Bobby Swayne
- v. Winfall Fire Department:

b. Planning Board: Teresa Blanchard – 3-year appointment

c. Animal Control Board – Vacancy

d. Albemarle Commission Board of Delegates At-Large Member – Vacancy

E. Register of Deeds Retention Schedule Update

F. Donation of storage building to Gates County

VI. Recognition of Service

Department Head	Employee Name	Employee Job Title	Effective Date
Shelby White	Daniel Turner	Certified Deputy	5 yrs.
Nick Lories	Maribeth Harris	Office Manager – Water Dept.	5 yrs.

Introduction of New Employees

Department Head	Employee Name	Employee Job Title	Effective Date
Angela Jordan	Caleb Ayers	Social Worker III	06/01/2026
Angela Jordan	Da'Niyah Bunch	Social Worker II > SW IAT	08/03/2026
Angela Jordan	Kiana Daniels	Social Worker III > SW IAT	08/10/2026
Angela Jordan	Virginia Harvey	Social Worker I > SW III	08/03/2026
Brandon Shoaf	Selina Reyos-Hill	Planning & Zoning Assistant	09/14/2026

IX. Old Business

A. Updates from the County Manager

1. LGC Application
- 2.

X. New Business

A. Data Center Moratorium

1. Public Hearing
2. Action

B. Winfall Fire Department Deed

C. Preliminary Plat Approval – Albemarle Preserve

 Additions to the Agenda

REGULAR MEETING

September 8, 2026

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Tuesday, September 8, 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

Vice Chairman Woodard called the meeting to order. Kathryn Treiber gave the invocation, and the Vice Chairman led the Pledge of Allegiance.

LEGISLATIVE AND PUBLIC HEARINGS

Vice Chairman Woodard opened the legislative and public hearings at 7:03 pm and read the purpose of the meeting. County Manager Brandon Shoaf explained in detail the purpose of the public hearing for a property maintenance ordinance, a flood damage prevention ordinance, and a data center moratorium. Mr. Shoaf went through each ordinance

Ordinance No. 111: Mr. Shoaf read a portion of the property maintenance ordinance including timelines and fines and explained that there have been some concerns brought to the attention of the County about properties in residential developments that are a potential nuisance.

Ordinance No. 112: Mr. Shoaf read through the changes in the flood damage prevention ordinance as compared to Ordinance No. 99, highlighting the changes for manufactured homes, V & VE Zones, and coastal high hazard area changes. These changes are ordered by FEMA and must be made to be in compliance. All coastal NC counties are making these changes to their specific ordinances as directed by FEMA.

Potential Data Center Moratorium: Mr. Shoaf stated that the data center moratorium ordinance would be covered more on the next public hearing date on October 5, 2026. The purpose of the moratorium is to give the county appropriate time to develop an ordinance regarding data centers and to allow time for research and discussion; ensuring a responsible decision can be made.

Vice Chairman asked if there were any comments from the public. Ron Stites addressed the Board and stated the ditches on his road are stopped up. He also mentioned a veteran's property on Woodland Church Rd that needed some attention. Vice Chairman Woodard thanked him for his comments. The legislative public hearing was closed at 7:28pm.

AGENDA

Vice Chairman Woodard stated that the Agenda was at their seats and asked if there were any additions or corrections to the Agenda. James Ward made a motion to approve the Agenda as presented. The motion was seconded by Timothy 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 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 August 3, 2026, Regular Meeting and August 10, Special Called meeting were approved.

B. Tax Refund / Release Approvals:

Tax Refunds (Perquimans County):

Miller, Marie Rountree ----- \$208.83
Tags removed in error by Edenton police for no insurance. 12-month refund. Account No. 90689855

Shaw, David Earl ----- \$112.11
Vehicle sold . 12-month refund Account No. 77942564

Tax Refunds (Hertford):

None for the month of September 2026.

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
EMS	Codi Griggs	FT Hire	EMT-MIH Coordinator	109/2	\$19.85/hr.	09/01/2026
Planning/ Zoning	Selina Reyos-Hill	FT Hire	Planning/Zoning Technician	112/1	\$46,852.35	09/14/2026
Sheriff	Brian Gregory	Merit Increase	Certified Deputy	112/ 10	\$55,310.07	09/01/2026
Sheriff	Daniel Turner	Merit Increase	Certified Deputy	112/ 11	\$56,139.72	09/01/2026
Extension	Jared Harrell	Merit Increase	Extension Director	n/a	\$38,170	08/01/2026
Extension	Sarah Sowders	Merit Increase	Asst. Extension Agent	n/a	\$35,756	08/01/2026
Sheriff	Brian Watson	Reclassification	Investigator II	118/7	\$70,361.76	09/01/2026
DSS	Timaya Green	Resignation	Income Maintenance Caseworker II			08/14/2026
DSS	Tikeyla Hill-Alston	Resignation	Social Worker Trainee w/a SW III			08/31/2026
DSS	Kiana Daniels	Resignation	Social Worker III w/a SW IAT			09/04/2026
911	Alyssa Walton	Resignation	Non-Certified Telecommunicator			09/01/2026
911	Herman Weiss	Resignation	Telecommunicator II			09/03/2026
EMS	Brian Brown	Removal from Roster	Paramedic II			09/01/2026
EMS	Lisa Whidbee	Removal from Roster	AEMT I			09/01/2026

- D. USDA Lease Extension – Lease Amendment No. 9 for the Property at 512 S. Church St, Hertford NC was approved. This extends the lease through 12/31/2032.
- E. Board Appointments: County Attorney Hackney High was reappointed as County Attorney for a 2-year term beginning September 01, 2026 and ending August 31, 2028
- F. Budget Amendments No. 1 through No. 6 were approved as follows:

**BUDGET AMENDMENT NO. 1
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-011	State Grant – EMS	249,850	
10-592-736	Rural Health Grant	249,850	

EXPLANATION: To amend the FY26/27 Budget to include the Rural Health Grant as awarded by NCDHHS to be used for the MIH program.

**BUDGET AMENDMENT NO. 2
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-365-001	State Grants – Recreation	10,000	
10-685-339	GA Grant – NC Amateur Sports	10,000	

EXPLANATION: To amend the FY26/27 Budget to include a Youth Sports Grant to be used for Softball Field Dugout Tops

**BUDGET AMENDMENT NO. 3
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-351-000	Officer – Sheriff Fees	2,500	
10-510-330	Sheriff – Supplies	2,500	

EXPLANATION: To amend the FY26/27 Budget to include funding as awarded by Albemarle Community Trust -These funds are to be used for Community Policing Item purchases.

**BUDGET AMENDMENT NO. 4
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-014	Foundation Grant EMS	4,000	
10-592-742	Foundation Grant Expense	4,000	

EXPLANATION: To amend the FY26/27 Budget to include ECU Health – Community Benefit Grant 2026 to be used for the MIH Program.

**BUDGET AMENDMENT NO. 5
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-037	Perquimans 4-H	2,008.13	
10-615-152	Perquimans 4-H	2,008.13	
EXPLANATION: To amend the FY26/27 Budget to include additional funds deposited on behalf of the 4-H Program (making to-date total = 14,364.89)			

**BUDGET AMENDMENT NO. 6
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-335-000	Misc. Revenue	2,500	
10-615-570	Extension – Miscellaneous	2,500	
EXPLANATION: To amend the FY26/27 Budget to include additional funding as requested by Extension Director Jared Harrell to SUPPORT AG- CAMP CALE BUILDING.			

INTRODUCTION OF EMPLOYEES & RECOGNITIONS OF SERVICE

The following new employees were recognized by the Board:

Department Head	Employee Name	Employee Job Title	Years of Service
Brandon Shoaf	Casey White	Human Resources Coordinator	5 yrs.
Jonathan Nixon	Nicole Anderson	Paramedic II	5 yrs.

The following employees were introduced to the Board:

Department Head	Employee Name	Employee Job Title	Effective Date
Brandon Shoaf for Nick Lokies	Xavier Spellman	Water Tech I	06/01/2026
Shelby White	Shawnice Mercer	Uncertified Deputy	08/01/2026
Jared Harrell	Hannah Gulley	Livestock Extension Agent	08/01/2026

SCHEDULED APPOINTMENTS:

- A. Perquimans County Schools – John Lassiter, Assistant Superintendent, presented the 5-year DPI Facility Needs Survey for review. The survey included two items; the replacement of the boiler system at PCHS and the expansion of PCS. Perquimans County Schools is required to present the survey to the Board; however, this does not constitute endorsement of, or commitment to fund, the projects identified.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

- A. There were none for September 2026.

OLD BUSINESS:

County Manager Shoaf reminded the Board about the Indian Summer Festival coming up September 11-12, 2026.

County Manager Shoaf updated the Boys & Girls Club proposal. Mr. Shoaf states that the B&GC and County are far apart on maintenance costs, not including the potential need to replace the chiller at the former Middle School building.

County Manager Shoaf informed the Board about correspondence from the Town of Hertford Mayor, Ashley Hodges. The Town plans to phase out the payments made to the County for law enforcement over the next three years; with no funding after FY28/29. The funding is appropriated for the six officers and vehicles assigned to the Town limits for patrol and response. Commissioner Corprew added that the County will either have to increase property taxes or reduce staff to cover the loss of revenue.

NEW BUSINESS

- A. **RHONDA REPANSHEK- PLANNING AND ZONING:** Rhonda presented a Preliminary Plat Approval Extension on behalf of Patrick Whitehurst. Mr. Whitehurst is requesting an extension to better gauge the housing market needs in Perquimans County. Rhonda stated the original preliminary plat approval was granted in September 2024. Timothy J. Corprew made a motion to approve the extension for two years. The motion was seconded by James Ward and unanimously approved by the Board.

B. PROPERTY MAINTENANCE ORDINANCE No. 111: Chairman Nelson asked if there were any further questions about the ordinance. Commissioner Treiber would like to change the fine in Section 108 to a maximum of \$50.00 *per day*. There being no other questions from the Board, Timothy J Corprew made a motion to adopt Property Maintenance Ordinance No. 111 with the change in Section 108 as mentioned above. The motion was seconded by James Ward and unanimously approved by the Board.

C. FLOOD DAMAGE PREVENTION ORDINANCE No. 112: County Manager Shoaf reminded the Board that this ordinance is not optional, as adoption with the stated updates is required to stay in compliance with FEMA. A motion was made by Kathryn Treiber, seconded by James Ward and unanimously approved by the Board.

D. DATA CENTER MORATORIUM: County Manager Shoaf requested the Board set a second public hearing for October 5, 2026. The concerned citizen, Selina Reyos-Hill, who made public comments at a previous meeting has been hired as the Planning Technician. She is out of town right now and Mr. Shoaf feels it's important for her to be present for discussions. A moratorium will give the County time to research, prepare, and adopt an ordinance regarding data centers. The moratorium could be up to 12 months. Charles Woodard made the motion to set the public hearing as October 5, 2026. The motion was seconded by James Ward and unanimously approved by the Board.

E. SURPLUS EQUIPMENT SALE: The Kyocera office printer sold on GovDeals for \$200.00. Motion made by Timothy J Corprew to approve the sale. The motion was seconded by James Ward and unanimously approved by the Board.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Regular Meeting was adjourned at 8:10 p.m. on motion made by James Ward, seconded by Joseph Hoffler and unanimously approved by the Board.

Wallace E. Nelson, Chairman

Clerk to the Board

* * * * *

SPECIAL CALLED MEETING
September 21, 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. The purpose of the Special Called Meeting is to discuss a financing contract.

MEMBERS PRESENT: Charles Woodard, Vice Chairman
Timothy J. Corprew James W. Ward
Joseph W. Hoffler Kathryn M. Treiber

MEMBERS ABSENT: Wallace Nelson, Chairman

OTHERS PRESENT: Brandon Shoaf, County Manager
Rebecca T. Corprew, Clerk to the Board
Hackney High, County Attorney

Vice Chairman Woodard called the meeting to order and then read the purpose of the special called meeting. Timothy J. Corprew gave the invocation, and the Vice Chairman led the Pledge of Allegiance.

AGENDA

Vice Chairman Woodard 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 Agenda as presented. The motion was seconded by Kathryn Treiber and unanimously approved by the Board.

NEW BUSINESS

A. RESOLUTION FOR FINANCING CONTRACT: Charles Habliston of First Tryon Advisors presented a resolution for a financing contract to the Board. Mr. Habliston stated that this resolution will allow County Manager Shoaf and Finance Officer Tracy Mathews to search for financing. The financing will be used to purchase patrol vehicles for the Sheriff's department and stretchers for Emergency Medical Services. This resolution also allows for reimbursement to the County for expenses prior to the closing of the loan. A motion was made by Kathryn Treiber to adopt the Resolution as presented. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board.

B. LETTER OF INTENT TO PURCHASE EQUIPMENT: County Manager Shoaf presented a letter of intent to purchase equipment from Stryker for Emergency Medical Services. No action is needed on this item.

ADJOURNMENT

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Special Called Meeting was adjourned at 7:08p.m. on motion made by Joseph Hoffler, seconded by James Ward and unanimously approved by the Board.

Charles Woodard, Vice Chairman

Clerk to the Board

September 29, 2026

Tax Releases: (Perquimans County)

Adam Stallings **\$7134.88**

Farm equipment was over assessed for 2026.
Received correct information and corrected value.

Account#: 117391

Mark and Lucia Cramer **\$397.10**

No finished attic or frog.

Account#: 266774

Christine Goodwin **\$419.27**

Customer listed an RV that was being billed by DMV. This should not have been listed.

Account#: 2666632

William Hopkins **\$247.50**

Veteran's discount was not calculated.

Account#: 422239

Finerline Painting **\$102.68**

Business has closed. Was not deleted from records.

Account #: 540264

Jerry Murray **\$1015.85**

Did not receive senior discount.

Account#: 263446

W.K. Copeland Builders Inc **\$1097.25**

New house was picked up on wrong parcel.

Now being billed correctly.

Account#: 258490

John & Anna Bugge **\$1095.51**

ABDS Marine Blue Book listed length of boat incorrectly. Corrections have been made.

Account #: 266343

William Boatwright **\$1340.40**

Assessment error on boat and motor. Corrections have been made.

Account# : 266968

Wayne & Carolyn Hinshaw **\$540.10**

Assessment correction: foundation, road type, land type.

Account#: 267020

Henry & Mary Norman **\$1431.10**

Land code correction.

Account#: 267241

William & Rebecca Ray **\$124.85**

House was assessed with having a frog; There is no frog.

Account#: 491912

Kerry & Catherine Moore **\$453.00**

Assessment and heated square footage correction.

Account#: 491642

De Lage Lander Financial Services **\$412.50**

Business personal property account was reported closed.

Account was not deleted for 2026.

Tax Refunds (Perquimans County)

Christine T Williams **\$247.50**

Parcel owner should be receiving discount as surviving spouse.

Account#: 540418

Tax Releases (Winfall)

Brown's Land Development **\$1,142.49**

Business is no longer located in Winfall. Account should have reflected Belvidere.

Account#: 528137

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 14, 2026

NAME: Rhianna Tucker ☒ Full Time ☐ Part Time

POSITION: TC I DEPARTMENT: 911

☐ NEW EMPLOYEE EFFECTIVE DATE: _____
GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____
ENDING DATE OF PROBATIONARY PERIOD: _____

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

X RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
8/1/2026 GRADE: 64 STEP: 3 SALARY: \$ 19.56 Hourly \$ 20.24
Date 109

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.

DEPARTMENT HEAD : [Signature] DATE: 09/14/2026

COUNTY MANAGER : [Signature] DATE: 10-1-2026

FINANCE OFFICER : _____ DATE: _____

RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 9/25/2026

NAME: Henry House ☒ Full Time ☐ Part Time
POSITION: Elections Director DEPARTMENT: Board of Elections
☒ NEW EMPLOYEE EFFECTIVE DATE: 10/1/2026 *
GRADE: 112 STEP: 1 ANNUAL SALARY: 46,857.35 HOURLY RATE: _____
ENDING DATE OF PROBATIONARY PERIOD: 10/1/2027

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.

* After NCBoE background
is complete

DEPARTMENT HEAD: Dennis DATE: 9/25/2026

COUNTY MANAGER: Ally DATE: 9/25-2026

FINANCE OFFICER: _____ DATE: _____

RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 21, 2026

NAME: Morgan Story

☒ Full Time ☐ Part Time

POSITION: TC II DEPARTMENT: 911

☐ NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 111 STEP: 3 ANNUAL SALARY: _____ HOURLY RATE: \$ 22.32

☐ _____ 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

X RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
9/1/2026 GRADE: 111 STEP: 4 SALARY: \$ _____ Hourly: \$ 22.77
Date

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.

DEPARTMENT HEAD : [Signature] DATE: 09/24/26

COUNTY MANAGER : [Signature] DATE: 9-29-2026

FINANCE OFFICER : _____ DATE: _____

RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 21, 2026

NAME: Lainey Chappell Stallings ☐ Full Time ☒ Part Time
POSITION: EMT DEPARTMENT: EMS

☐ NEW EMPLOYEE EFFECTIVE DATE: _____
GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____
ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 109 STEP: 2 ANNUAL SALARY: _____ HOURLY RATE: \$19.85

☐ _____ 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

X 8/1/2026 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 109 STEP: 3 SALARY: \$ 20.24 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.

DEPARTMENT HEAD : [Signature] DATE: 09/29/26

COUNTY MANAGER : [Signature] DATE: 9-29-2026

FINANCE OFFICER : _____ DATE: _____

RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 21, 2026

NAME: James Wheeler ☒ Full Time ☐ Part Time
POSITION: Paramedic II DEPARTMENT: EMS

☐ NEW EMPLOYEE EFFECTIVE DATE: _____
GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____
ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 116 STEP: 6 ANNUAL SALARY: _____ HOURLY RATE: \$ 30.16

☐ _____ 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

X RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

10/1/2026 GRADE: 116 STEP: 7 SALARY: \$ _____ Hourly: \$ 30.68
Date

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.

DEPARTMENT HEAD : [Signature] DATE: 09/24/26

COUNTY MANAGER : [Signature] DATE: 9-29-2026

FINANCE OFFICER : _____ DATE: _____

RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 21, 2026

NAME: Jared Turner

☒ Full Time ☐ Part Time

POSITION: AEMT II DEPARTMENT: EMS

☐ NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 112 STEP: 5 ANNUAL SALARY: _____ HOURLY RATE: \$ 24.38

☐ _____ 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

X RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

10/1/2026 GRADE: 112 STEP: 6 SALARY: \$ _____ Hourly: \$ 24.81
Date

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.

DEPARTMENT HEAD : [Signature] DATE: 09/24/26

COUNTY MANAGER : [Signature] DATE: 9.29.2026

FINANCE OFFICER : _____ DATE: _____

RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 21, 2026

NAME: Cody Chappell

☒ Full Time ☐ Part Time

POSITION: Paramedic II DEPARTMENT: EMS

☐ NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 116 STEP: 4 ANNUAL SALARY: _____ HOURLY RATE: \$ 29.06

☐ _____ 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

X RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
10/1/2026 GRADE: 116 STEP: 5 SALARY: \$ _____ Hourly: \$ 29.64
Date

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.

DEPARTMENT HEAD : [Signature] DATE: 09/24/26

COUNTY MANAGER : [Signature] DATE: 9.24.26

FINANCE OFFICER : _____ DATE: _____

RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 21, 2026

NAME: Nicole Anderson ☒ Full Time ☐ Part Time

POSITION: Paramedic II DEPARTMENT: EMS

☐ NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 116 STEP: 6 ANNUAL SALARY: _____ HOURLY RATE: \$ 30.16

☐ _____ 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

X RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

10/1/2026 GRADE: 116 STEP: 7 SALARY: \$ _____ Hourly: \$ 30.68
Date

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.

DEPARTMENT HEAD : [Signature] DATE: 09/24/26

COUNTY MANAGER : [Signature] DATE: 9-29-26

FINANCE OFFICER : _____ DATE: _____

RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 21, 2026

NAME: Amanda Diaz

☒ Full Time ☐ Part Time

POSITION: AEMT II DEPARTMENT: EMS

☐ NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 112 STEP: 5 ANNUAL SALARY: _____ HOURLY RATE: \$ 24.38

☐ _____ 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: _____

X 10/1/2026 DATE OF RECLASSIFICATION
Date ☒ CHANGE IN GRADE ☐ MOVE TO FULL TIME ☐ MOVE TO PART TIME
NEW POSITION TITLE: Paramedic I
NEW GRADE: 114 STEP: 5 ANNUAL SALARY: _____ HOURLY: \$26.88

☐ _____ DATE OF ☐ TERMINATION ☐ RESIGNATION ☐ REMOVAL FROM ROSTER
Date

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

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.

DEPARTMENT HEAD :  DATE: 09/24/26

COUNTY MANAGER :  DATE: 9-29-2026

FINANCE OFFICER : _____ DATE: _____

RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 21, 2026

NAME: Morgan Lilly

☒ Full Time ☐ Part Time

POSITION: AEMT II DEPARTMENT: EMS

☐ NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 112 STEP: 5 ANNUAL SALARY: _____ HOURLY RATE: \$ 24.38

☐ _____ 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: _____

X 10/1/2026 DATE OF RECLASSIFICATION
Date ☒ CHANGE IN GRADE ☐ MOVE TO FULL TIME ☐ MOVE TO PART TIME
NEW POSITION TITLE: Paramedic I
NEW GRADE: 114 STEP: 6 ANNUAL SALARY: _____ HOURLY: \$27.35

☐ _____ DATE OF ☐ TERMINATION ☐ RESIGNATION ☐ REMOVAL FROM ROSTER
Date

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

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.

DEPARTMENT HEAD : [Signature] DATE: 09/29/26

COUNTY MANAGER : [Signature] DATE: 9.29.2026

FINANCE OFFICER : _____ DATE: _____

RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 11, 2026

NAME: Shawn Mlms

☒ Full Time ☐ Part Time

POSITION: AEMT II DEPARTMENT: EMS

☐ NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: 111 STEP: 3 ANNUAL SALARY: _____ HOURLY RATE: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

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: _____

☒ 10/1/2026 DATE OF RECLASSIFICATION
Date ☒ CHANGE IN GRADE ☐ MOVE TO FULL TIME ☐ MOVE TO PART TIME
NEW POSITION TITLE: Paramedic 1
NEW GRADE: 114 STEP: 2 ANNUAL SALARY: _____ HOURLY: \$ 25.33

☐ _____ 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.

DEPARTMENT HEAD: [Signature] DATE: 09/14/2026

COUNTY MANAGER: [Signature] DATE: 10-1-2026

FINANCE OFFICER : _____ DATE: _____

RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: October 1, 2026

NAME: Matthew James ☐ Full Time ☒ Part Time

POSITION: Certified TC I DEPARTMENT: 911

☐ NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

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: _____

X 10-1-2026 DATE OF RECLASSIFICATION
Date ☐ CHANGE IN GRADE ☒ MOVE TO FULL TIME ☐ MOVE TO PART TIME
NEW POSITION TITLE: _____
NEW GRADE: 109 STEP: 1 ANNUAL SALARY: _____ HOURLY: \$ 19.46

☐ _____ 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.

DEPARTMENT HEAD : [Signature] DATE: 09/24/26

COUNTY MANAGER : [Signature] DATE: 9-29-2026

FINANCE OFFICER : _____ DATE: _____

RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 14, 2026

NAME: Rhianna Tucker

☒ Full Time ☐ Part Time

911

POSITION: TC I

DEPARTMENT: 911

☐ NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

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: _____

☒ 10/1/2026 DATE OF RECLASSIFICATION
Date ☒ CHANGE IN GRADE ☐ MOVE TO FULL TIME ☐ MOVE TO PART TIME
NEW POSITION TITLE: TC II
NEW GRADE: 111 STEP: 3 ANNUAL SALARY: _____ HOURLY: \$ 22.32

☐ _____ DATE OF ☐ TERMINATION ☐ RESIGNATION ☐ REMOVAL FROM ROSTER
Date

☐ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

_____ GRADE: _____ STEP: _____ SALARY: \$ _____ Hourly
Date

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.

DEPARTMENT HEAD : [Signature] DATE: 09/14/26

COUNTY MANAGER : [Signature] DATE: 12-1-2026

FINANCE OFFICER : _____ DATE: _____

RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

PERQUIMANS COUNTY
EMPLOYMENT ACTION FORM

DATE SUBMITTED: October 1, 2026

NAME: Molly Miller ☒ Full Time ☐ Part Time
POSITION: TC I DEPARTMENT: 911

☐ NEW EMPLOYEE EFFECTIVE DATE: _____
GRADE: _____ STEP: _____ ANNUAL SALARY: _____ HOURLY RATE: _____
ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 109 STEP: 1 ANNUAL SALARY: _____ HOURLY RATE: \$ 19.46

☐ _____ 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: _____

X 10/9/2026 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.

DEPARTMENT HEAD: [Signature] DATE: 10/01/26

COUNTY MANAGER [Signature] DATE: 10-1-2026

FINANCE OFFICER : _____ DATE: _____

RECEIVED BY CLERK TO THE BOARD: _____ BCC MEETING: _____

COUNTY REGISTER OF DEEDS

RECORDS RETENTION AND DISPOSITION SCHEDULE



Issued By:



North Carolina Department of Natural and Cultural Resources

Division of Archives and Records

Government Records Section

April 13, 2026

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APPROVAL

2026 County Register of Deeds Records Retention and Disposition Schedule

The records retention and disposition schedules and retention periods governing the records series listed herein are hereby approved. This approval extends to and includes the program operational records in the **2026 County Register of Deeds Records Retention and Disposition Schedule**:

10. Land and Property Records
11. License, Oath, and Registration Records
12. Marriage and Vital Statistic Records
13. Miscellaneous Records
14. Inactive Records

In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement.

Destructions

G.S. § 121-5 authorizes the Department of Natural and Cultural Resources (DNCR) to regulate the destruction of public records. Furthermore, the local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. The North Carolina Administrative Code states:

“(a) When used in an approved records retention and disposition schedule, the provision that paper records are to be destroyed means that the records shall be:

1. burned, unless prohibited by local ordinance;
2. shredded or torn so as to destroy the record content of the documents or material concerned;
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned; or
4. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

(b) When used in an approved records retention and disposition schedule, the provision that electronic records are to be destroyed means that the data and metadata are to be overwritten, deleted, and unlinked so the data and metadata may not be practicably reconstructed.

(c) When used in an approved records retention and disposition schedule, the provision that confidential records of any format are to be destroyed means the data, metadata, and physical media are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.”

All local government agencies should maintain logs of their destructions either in the minutes of their governing board or in their Records Management file. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed.

Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.

Audits and Litigation Actions

Records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

Electronic Records

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

Local government agencies should consider retention requirements and disposition authorities when designing and implementing electronic records management systems. Any type of electronically-created or electronically-stored information falls under the North Carolina General Assembly’s definition of public records cited above. For example, e-mail, text messages, blog posts, voicemails, websites, word processing documents, spreadsheets, databases, and PDFs all fall within this definition of public records. In addition, G.S. § 132-6.1(a) specifies:

“Databases purchased, leased, created, or otherwise acquired by every public agency containing public records shall be designed and maintained in a manner that does not impair or impede the public agency’s ability to permit the public inspection and examination of public records and provides a means of obtaining copies of such records. Nothing in this subsection shall be construed to require the retention by the public agency of obsolete hardware or software.”

Local government agencies may scan any paper record and retain it electronically for ease of retrieval. If an agency wishes to destroy the original paper records before their assigned retention periods have been met, the agency must establish an electronic records policy, including putting into place procedures for quality assurance and documentation of authorization for records destructions approved by the Government Records Section. This electronic records policy and releases for destruction of records must be approved by the Government Records Section.

Agencies should be aware that for the purpose of any audit, litigation, or public records request, they are considered the records custodian obligated to produce requested records, even if said records are being maintained electronically by an outside vendor. Therefore, contracts regarding electronically stored information should be carefully negotiated to specify how records can be exported in case a vendor goes out of business or the agency decides to award the contract to a different vendor.

Reference Copies

All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when "reference value ends." All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that the Department of Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction "destroy when reference value ends."

Record Copy

A record copy is defined as "The single copy of a document, often the original, that is designated as the official copy for reference and preservation."¹ The record copy is the one whose retention and disposition is mandated by this schedule; all additional copies are considered reference or access copies and can be destroyed when their usefulness expires. In some cases, postings to social media may be unofficial copies of information that is captured elsewhere as a record copy (e.g., a press release about an upcoming agency event that is copied to various social media platforms). Appropriately retaining record copies and disposing of reference copies requires agencies to designate clearly what position or office is required to maintain an official record for the duration of its designated retention period.

Transitory Records

North Carolina has a broad definition of public records. However, the Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called

¹ Society of American Archivists, *Dictionary of Archives Terminology*.

transitory records. They may be disposed of according to the guidance below. However, all public employees should be familiar with their appropriate retention schedule and any other applicable guidelines for their office. If there is a required retention period for these records, that requirement must be followed. When in doubt about whether a record is transitory or whether it has special significance or importance, retain the record in question and seek guidance from a DNCR records analyst.

Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed. Similarly, "while you were out" slips, memory aids, and other records requesting follow-up actions (including voicemails and calendar invites) have minimal value once the official action these records are supporting has been completed and documented. These records may be destroyed or otherwise disposed of once the action has been resolved.

Drafts and working papers, including notes and calculations, are materials gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of Chapter 132 of the General Statutes, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents that may be destroyed after final approval include:

- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports;
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that is already formally documented.

Forms used solely to create, update, or modify records in an electronic medium may be destroyed in office after completion of data entry and after all verification and quality control procedures, so long as these records are not required for audit or legal purposes. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary's seal), they must be retained according to the disposition instructions for the records series encompassing the forms' function.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes previous versions of this schedule and any localized amendments; it is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

 Kelly Clark Policelli
Digitally signed by Kelly Clark Policelli
Date: 2026.04.17 11:51:57 -04'00'

Name: Kelly Clark Policelli, Director
Title: Register of Deeds
Division of Archives and Records

APPROVED

 Pamela B. Cashwell
Digitally signed by Pamela B. Cashwell
Date: 2026.04.24 09:49:46 -04'00'

Name: Pamela B. Cashwell, Secretary
Title: Chair, Board of Commissioners
Department of Natural and Cultural Resources

County: _____
2026 County Register of Deeds Records Retention and Disposition Schedule
Effective Date: April 13, 2026



Gates County Administration

PO Box 148
Gatesville, NC 27938
(252) 357-2411
Fax (252) 357-1255

MEMORANDUM

To: Perquimans County Board of Commissioners and County Administration

From: Gates County Administration

Date: October 2, 2026

Subject: Request for Release of Storage Building for Gates County Recreation

Gates County respectfully requests Perquimans County's approval to release the storage building currently owned by Perquimans County for use at a property operated by Gates County Community Center.

If approved, Gates County will assume all costs associated with relocating the building to its new location. The structure would provide valuable storage space and support the ongoing operations and programming at the Recreation Department.

We greatly appreciate the strong partnership that exists between Perquimans County and Gates County. Collaborative efforts such as this help maximize public resources and strengthen recreational opportunities that benefit citizens throughout both counties. We value the opportunity to continue working jointly on projects that contribute to the success and quality of life of the Perquimans-Gates region.

Thank you for considering this request. We welcome any questions about the proposed relocation of the storage building.

Respectfully,

Warren C. Perry

Warren C. Perry
Assistant County Manager



AN ORDINANCE IMPOSING A TEMPORARY MORATORIUM ON DEVELOPMENT APPROVALS FOR DATA CENTERS AND RELATED HIGH-IMPACT FACILITIES IN PERQUIMANS COUNTY.

WHEREAS, the Perquimans County Board of Commissioners (the "Board") is responsible for promoting the health, safety, and general welfare of the County's residents; and

WHEREAS, North Carolina General Statute § 160D-107 authorizes local governments to adopt temporary moratoria on development approvals under certain conditions; and

WHEREAS, the Board has observed recent interest, requests and potential applications for high-impact facilities, specifically data centers and cryptocurrency mining operations, within the unincorporated areas of the County; and

WHEREAS, these types of facilities present unique challenges and potential impacts not adequately addressed by the County's current Zoning Ordinance, including but not limited to:

- Extremely high energy consumption and strain on existing utility infrastructure;
- Significant noise generation from cooling systems and backup generators, affecting adjacent residential areas and general quality of life;
- Substantial water usage for cooling purposes;
- Potential environmental impacts, including hazardous material storage and electronic waste disposal; and
- Land use compatibility concerns, particularly in rural or agriculturally zoned districts; and

WHEREAS, the County's existing regulations were not developed with these specific types of high-impact uses in mind, and the County needs time to develop appropriate, comprehensive standards to ensure that any future development of such facilities is consistent with the County's long-term land use plan and protects the public interest; and

WHEREAS, the Board has considered alternative courses of action, such as relying on existing general use permits or special use permits, but determined these were inadequate because they lack the specific performance standards (e.g., noise limits, utility capacity requirements, setbacks) needed to mitigate the unique impacts of data centers effectively; and

WHEREAS, a temporary moratorium on accepting and processing new applications for such facilities is a reasonable and necessary measure to allow County staff and the Planning Board members

sufficient time to study the issues, engage with stakeholders, and draft appropriate amendments to the zoning ordinance;

NOW, THEREFORE, BE IT ORDAINED by the Perquimans County Board of Commissioners:

Section 1. Moratorium Imposed

A temporary moratorium is hereby imposed for a period of six **(6) months** from the effective date of this Ordinance. During this period, the County shall not accept, process, or approve any applications for the following development approvals:

- Special Use Permits
- Conditional Zoning Permits
- Zoning Map Amendments (rezoning requests)
- Building Permits
- Any other development approval required by law

for the establishment, construction, erection, alteration, or expansion of any **data center, cryptocurrency mining facility, or other high-impact data processing facility.**

Section 2. Scope and Exemptions

This moratorium shall apply to all unincorporated areas of Perquimans County. Exemptions include:

- Any development that has received a valid development approval in accordance with G.S. 160D-107(c) prior to the effective date of this ordinance.

Section 3. Plan of Action and Schedule

During the effective period of this moratorium, the Perquimans County Board of Commissioners and County Staff shall take the following actions:

- **Month 1-4:** Study the potential impacts (energy, water, noise, land use) of data centers and cryptocurrency mining facilities, in consultation with local utility providers and the UNC School of Government.
- **Month 4-6:** Draft specific land use ordinance amendments and performance standards to regulate these facilities, including appropriate zoning districts, setback requirements, noise limitations, and utility capacity conditions.
- **Month 6-10:** Hold public workshops and Planning Board meetings to review the draft amendments and gather public input.
- **Month 10-12:** The Planning Board will provide a recommendation to the Board of Commissioners. The Board of Commissioners will hold the necessary public hearings to consider and potentially adopt the final ordinance amendments.

Section 4. Duration and Termination

This Ordinance shall be in full force and effect from and after October 5, 2026, until April 5, 2027, unless earlier terminated, extended, or modified by the Board of Commissioners in accordance with North Carolina law. The stated duration is reasonably necessary to address the identified problems.

Section 5. Severability

If any section or part of this ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining sections or parts.

Adopted this the XXth day of MONTH, XXXX.