

**REGULAR SESSION MINUTES OF THE  
PAMLICO COUNTY BOARD OF COMMISSIONERS  
MONDAY, OCTOBER 21, 2019**

The Pamlico County Board of Commissioners met in regular session on Monday, October 21, 2019 at 7:00 pm in the Patsy H. Sadler room of the Pamlico County Courthouse. All Commissioners were present except for Commissioners Paul Delamar and Carl Ollison. Also present were County Attorney Jill Quattlebaum, County Manager Tim Buck, and Finance Officer Bill Fentress.

Vice Chairman Ed Riggs called the meeting to order.

Vice Chairman Ed Riggs asked if there were any corrections, additions, and/or deletions to the Monday, October 7, 2019 regular session minutes. There being none, on a motion made by Commissioner Candy Bohmert and seconded by Commissioner Pat Prescott, the following resolution was unanimously approved.

**BE IT RESOLVED, the regular session minutes of the Monday, October 7, 2019 meeting are hereby approved and the Chairman's signature is authorized thereon.**

Vice Chairman Ed Riggs recognized Ms. Delcine Gibbs, Chair of the Board of Elections to demonstrate recommended voting machines for purchase.

On a motion made by Commissioner Candy Bohmert and seconded by Commissioner Missy Baskervill, the following resolution was unanimously approved.

**BE IT RESOLVED, the Pamlico County Board of Commissioners approve the purchase of voting equipment at a price of \$86,683 as quoted by Election Systems & Software and authorize the County Manager and Finance Officer to sign contracts and other documents necessary to facilitate the purchase.**

On a motion by Commissioner Pat Prescott and seconded by Commissioner Missy Baskervill the following resolution was approved.

**BE IT RESOLVED, funds for the purchase of voting equipment are allocated from general fund balance and the County Manager and Finance Officer are authorized to make necessary budget amendments.**

**At approximately 7:50 p.m., Vice Chairman Ed Riggs recessed the meeting.**

**Vice Chairman Ed Riggs reconvened the meeting at approximately 7:55 p.m.**

On a motion by Commissioner Pat Prescott and seconded by Commissioner Candy Bohmert, it was unanimously approved to remove item 19-20-058, a request to approve replacement of Courthouse Annex Elevator, from the agenda.

There were no members of the public to speak during public comment period.

The Board then turned their attention to the Consent Agenda.

On a motion made by Commissioner Missy Baskervill and seconded by Commissioner Candy Bohmert, the following resolution was unanimously approved.

**BE IT RESOLVED, pursuant to Article 16, section 16.8 of the Pamlico County Subdivision Ordinance, the Pamlico County Board of Commissioners hereby waives the setback requirements for the plat dividing lots 17 and 18 of Marina Village-Harbor Village III-B, River Dunes Subdivision.**

On a motion made by Commissioner Candy Bohmert and seconded by Commissioner Missy Baskervill, the following resolution was unanimously approved.

**BE IT RESOLVED, the final plat dividing lots 17 and 18 of Marina Village-Harbor Village III-B, River Dunes Subdivision is hereby approved and the Chairman’s signature is authorized thereon.**

On a motion made by Commissioner Missy Baskervill and seconded by Commissioner Candy Bohmert, the following resolutions were unanimously approved.

**BE IT RESOLVED, the following Budget Amendments are hereby approved.**

*Department: Animal Control*

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

**FISCAL YEAR 2019-2020**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100600-400000	Miscellaneous Revenues	\$ 100.00	
104380-519900	Contracted Services	\$ 100.00	

Reason for Budget Revision: To recognize restitution revenue received by Animal Control and increase associated expenditure line.

*Department: Sheriff Department*

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**FISCAL YEAR 2019-2020**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance Appropriation	\$ 906.80	
104310-539801 RCAR	Controlled Substance Expenses	\$ 906.80	

Reason for Budget Revision: To transfer the remaining balance from Fiscal Year 2019 into Fiscal Year 2020. The funds will be used to cover the cost of rental car fees in the current Fiscal Year.

**Department: Sheriff Department**

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**FISCAL YEAR 2019-2020**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
104310-539801	Controlled Substance Expenses		\$ 3,000.00
104310-539801 RCAR	Controlled Substance Expenses	\$ 3,000.00	

*Reason for Budget Revision:* To cover the cost of pending and future rental car fees for the remainder of the Fiscal Year.

**Department: Senior Services**

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**FISCAL YEAR 2019-2020**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100214-434937	MIPPA Grant	\$ 704.00	
104948-519900 MIPPA	Contracted Services	\$ 704.00	

*Reason for Budget Revision:* To budget extra MIPPA grant funds as projected in the grant application.

**Department: Shop Gut Channel Grant**

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**FISCAL YEAR 2019-2020**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100213-430035	Shop Gut Channel Grant & Pecan Grove Match	\$ 135,002.20	
104920-519900 SHOPG	Contracted Services	\$ 135,002.20	

*Reason for Budget Revision:* To set up budget for Shop Gut Channel Grant.

*Department: Public Buildings*

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**FISCAL YEAR 2019-2020**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
105000-535600 JAIL	M & R Buildings		\$ 5,000.00
105000-519900 JAIL	Contracted Services	\$ 5,000.00	
105000-529000 JAIL	Departmental Supplies		\$ 2,000.00
105000-519900 JAIL	Contracted Services	\$ 2,000.00	

*Reason for Budget Revision:* To cover budget overrun.

*Department: Environmental Health*

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**FISCAL YEAR 2019-2020**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
105180-519900	Contracted Services		\$ 5,000.00
105180-512100	Salaries & Wages	\$ 5,000.00	

*Reason for Budget Revision:* To cover Overtime expense as approved per the Board of Commissioners.

*Department: Elections*

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**FISCAL YEAR 2019-2020**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100000-439900	Fund Balance Appropriation	\$ 86,683.00	
104170-555000	Capital Outlays	\$ 86,683.00	

*Reason for Budget Revision:* To purchase new voting equipment as approved per the Board of Commissioners.

The Board then turned their attention to Health Department agenda items considered under the assumption of duties of the Board of Health.

Vice Chairman Ed Riggs recognized Health Director Scott Lenhart who presented and discussed the following items:

Updated on interested applicants and vacancies of the Health Advisory Board; and

Updated on meeting with Mark Benton, Assistant Secretary of Public Health and Beth Lovette, Director of NC Public Health; and

Updated the schedule of meeting for the Health Advisory Board and Board of Commissioner Meeting related to the assumption of duties of the Board of Health; and

Updated on new/revised rules for 15A NCAC 18A; and

Distributed and reviewed quarterly program reports; and

Briefed on the Fiscal Year 2020 Sustained Access to Healthcare Services Project grant application.

On a motion by Commissioner Pat Prescott and seconded by Vice Chairman Ed Riggs, the following resolution was unanimously approved.

**BE IT RESOLVED, a request to approve payment of overtime to Environmental Health staff is added to the agenda as item 5a.**

On a motion by Vice Chairman Ed Riggs and seconded by Commissioner Candy Bohmert, the following resolution was unanimously approved.

**BE IT RESOLVED, due to an extended leave of one Environmental Health staff which may result in a backlog of certain inspections, payment of overtime to Environmental Health staff is approved.**

**BE IT FURTHER RESOLVED, the overtime budget for Environmental Health is set at \$5,000 with funds coming from the existing Environmental Health Budget and the County Manager and Finance Officer are authorized to execute needed budget amendments.**

On a motion by Commissioner Doug Brinson and seconded by Commissioner Candy Bohmert, the following resolution was unanimously approved.

**BE IT RESOLVED, Mr. Terry Wayne Harris Jr. is hereby appointed to the Pamlico Community College Board of Trustees for a term of six (6) years.**

There being no further business, on a motion made by Commissioner Pat Prescott and seconded by Commissioner Doug Brinson, the Board adjourned until Monday, November 4, 2019 at 7:00 pm.

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Chairman

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Clerk to the Board