

**REGULAR SESSION MINUTES OF THE  
PAMLICO COUNTY BOARD OF COMMISSIONERS  
MONDAY, DECEMBER 02, 2019**

The Pamlico County Board of Commissioners met in regular session on Monday, December 02, 2019 at 7:00 pm in the Patsy H. Sadler room of the Pamlico County Courthouse. All Commissioners were present with the exception of Commissioner Doug Brinson. Also present were County Attorney Dave Baxter, County Manager Tim Buck, Finance Officer Bill Fentress, and Clerk to the Board Courtney L. Norfleet.

Chairman Paul Delamar called the meeting to order.

Chairman Paul Delamar recognized Reverend Grady Simpson to lead the assemblage in prayer. Chairman Paul Delamar led the assemblage in the Pledge of Allegiance.

Chairman Paul Delamar asked if there were any corrections, additions, and/or deletions to the Monday, October 07, 2019, the Monday, November 04, 2019 closed session minutes and the Monday, November 18, 2019 regular session minutes. There being none, on a motion made by Commissioner Candy Bohmert and seconded by Commissioner Ed Riggs, the following resolution was unanimously approved.

**BE IT RESOLVED, the closed session minutes of the Monday, October 07, 2019, and the Monday, November 04, 2019, and the regular session minutes of the Monday, November 18, 2019 meeting are hereby approved and the Chairman's signature is authorized thereon.**

Chairman Paul Delamar turned the meeting over to County Attorney Dave Baxter to conduct the election of Chairman and Vice-Chairman. Commissioner Missy Baskervill nominated Commissioner Pat Prescott as Chairman. Commissioner Candy Bohmert nominated Commissioner Ed Riggs as Vice-Chairman, Commissioner Missy Baskervill nominated Commissioner Paul Delamar as Vice-Chairman, and Commissioner Ed Riggs nominated Commissioner Missy Baskervill as Vice-Chairman. Commissioner Missy Baskervill declined the nomination. County Attorney Dave Baxter announced that Commissioner Pat Prescott would be Chairman and Commissioner Paul Delamar would be Vice-Chairman.

Chairman Pat Prescott requested the reaffirmation of the appointments of the County Attorney, County Manager, and Clerk to the Board.

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

**BE IT RESOLVED, that County Attorney Dave Baxter, County Manager Tim Buck, and Clerk to the Board Courtney L. Norfleet are hereby reaffirmed.**

Chairman Pat Prescott asked if there were any additions and/or deletions. There was one (1). On a motion made by Commissioner Paul Delamar and seconded by Commissioner Missy Baskervill, the following addition was approved.

- Request for approval for County Manager and Finance Officer to sign contracts and documents related to the 2019 CDBG-NR Grant. **Item 6**

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

The Board then turned their attention to the Correspondence Agenda.

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

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

*Department:* **Environmental Health**

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**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
105180-512100	Salaries & Wages		\$ 5,000.00
105180-512200	Overtime	\$ 5,000.00	

*Reason for Budget Revision:* To move funds to cover overtime pay due to extended leave of an Environmental Health employee.

*Department:* **Finance 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>
104130-529000	Departmental Supplies	\$ 1,000.00	
104130-519900	Contracted Services		\$ 1,000.00

*Reason for Budget Revision:* To move funds to cover cost of necessary supplies.

*Department: PC Rescue Squad*

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**FISCAL YEAR 2019-2020**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100600-400000	Misc. Revenue	\$ 12,150.00	
104370-519900 FEMA	Contracted Services	\$ 12,150.00	

*Reason for Budget Revision:* To recognize FEMA Funds received (PC Rescue Squad) and increase associated expenditure line.

*Department: Arapahoe VFD*

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**FISCAL YEAR 2019-2020**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
530610-449340	FEMA Funds	\$ 18,701.90	
534340-519900 FEMA	Contracted Services	\$ 18,701.90	

*Reason for Budget Revision:* To recognize FEMA Funds received and increase associated expenditure line.

*Department: Florence/Whortonsville VFD*

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**FISCAL YEAR 2019-2020**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
460610-449340	FEMA Funds	\$ 10,918.83	
464340-519900 FEMA	Contracted Services	\$ 10,918.83	

*Reason for Budget Revision:* To recognize FEMA Funds received and increase associated expenditure line.

*Department:* **Goose Creek Island VFD**

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**FISCAL YEAR 2019-2020**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
380610-449340	FEMA Funds	\$ 4,471.10	
384340-519900 FEMA	Contracted Services	\$ 4,471.10	

*Reason for Budget Revision:* To recognize FEMA Funds received and increase associated expenditure line.

*Department:* **Grantsboro VFD**

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**FISCAL YEAR 2019-2020**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
450610-449340	FEMA Funds	\$ 14,799.51	
454340-519900 FEMA	Contracted Services	\$ 14,799.51	

*Reason for Budget Revision:* To recognize FEMA Funds received and increase associated expenditure line.

*Department:* **Olympia VFD**

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**FISCAL YEAR 2019-2020**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
570610-449340	FEMA Funds	\$ 10,471.26	
574340-519900 FEMA	Contracted Services	\$ 10,471.26	

*Reason for Budget Revision:* To recognize FEMA Funds received and increase associated expenditure line.

*Department: Reelsboro VFD*

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**FISCAL YEAR 2019-2020**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
420610-449340	FEMA Funds	\$ 10,765.30	
424340-519900 FEMA	Contracted Services	\$ 10,765.30	

*Reason for Budget Revision:* To recognize FEMA Funds received and increase associated expenditure line.

*Department: Southeast VFD*

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**FISCAL YEAR 2019-2020**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
540610-449340	FEMA Funds	\$ 12,087.85	
544341-519900 FEMA	Contracted Services	\$ 12,087.85	

*Reason for Budget Revision:* To recognize FEMA Funds received and increase associated expenditure line.

*Department: Triangle VFD*

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**FISCAL YEAR 2019-2020**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
390610-449340	FEMA Funds	\$ 12,480.15	
394340-519900 FEMA	Contracted Services	\$ 12,480.15	

*Reason for Budget Revision:* To recognize FEMA Funds received and increase associated expenditure line.

*Department: Vandemere VFD*

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**FISCAL YEAR 2019-2020**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
590610-449340	FEMA Funds	\$ 14,756.48	
594340-519900 FEMA	Contracted Services	\$ 14,756.48	

*Reason for Budget Revision:* To recognize FEMA Funds received and increase associated expenditure line.

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

**BE IT RESOLVED, the request for approval of Tru-coat, Inc as the low bidder for Repairing Courthouse Annex Roof with a bid in the amount of \$66,000 is hereby approved.**

**BE IT FURTHER RESOLVED, staff is hereby authorized to sign contract documents.**

**BE IT FURTHER RESOLVED, the Budget and Finance Officers are hereby authorized to make necessary Budget Amendments.**

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

**BE IT RESOLVED, the request for approval to designate Tim Buck as Primary and Autumn Hardison as Secondary Agents for Hurricane Florence HMGP, ESFRLP, and ESFRLP-DR Grants is hereby approved.**

On a motion made by Commissioner Paul Delamar and seconded by Commissioner Candy Bohmert, the following resolution is unanimously approved.

**BE IT RESOLVED, Chairman Pat Prescott is hereby authorized to sign Designated Agents forms for Hurricane Florence HMGP, ESFRLP, and ESFRLP-DR Grants.**

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

**BE IT RESOLVED, the request for approval of resolutions related to the 2019 CDBG-NR Grant with the amendment to change the Chairman's name to reflect new Chairman, Pat Prescott are hereby approved.**

**GRANT PROGRAM BUDGET  
PAMLICO COUNTY  
2019 CDBG NEIGHBORHOOD REVITALIZATION PROGRAM**

Be it ordained by the Board of Commissioners of Pamlico County, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, Pamlico County adopts the following Grant Program Budget:

Section 1. The Program authorized is the Community Development Block Grant Neighborhood Revitalization Program (CDBG-NR) described in the work statement contained in the Grant Agreement between this unit and the NC Department of Commerce Rural Economic Development Division. This project is more familiarly known as the Pamlico County 2019 CDBG-NR Program.

Section 2. The officers of this unit are hereby directed to proceed with the Grant Program Budget within the terms of the grant documents, the rules and regulations and the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this Program:

Community	Development	\$	
Funds			750,000.00
Local Commitment			30,000.00
2017 ESFRLP-DR			<u>40,000.00</u>
	TOTAL	\$	<u>820,000.00</u>

Section 4. The following amounts are appropriated for the Program:

C-1 Senior Center	\$	50,000.00
C-1 Rehabilitation		700,000.00
C-1 Administration		<u>70,000.00</u>
	TOTAL	\$ <u>820,000.00</u>

Section 5. The finance officer is hereby directed to maintain within the Grant Program Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and federal and state regulations, and is authorized to sign Budget Revisions to amend this budget within limits authorized for budget changes not requiring a program amendment.

Section 6. Funds may be advanced from the General Funds for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Adopted this 2nd day of December, 2019.

**RESOLUTION BY THE BOARD OF COMMISSIONERS**

**OF  
PAMLICO COUNTY  
2019 CDBG-NEIGHBORHOOD REVITALIZATION (CDBG-NR) PROGRAM**

WHEREAS, Pamlico County has the need for housing and Senior Center improvements in the 2019 CDBG-NR program, and;

WHEREAS, Pamlico County has applied for funding from the State of North Carolina under the 2019 CDBG NR Program, and;

WHEREAS, Pamlico County has been offered a \$750,000 grant under the 2019 CDBG NR Program, and;

NOW, THEREFORE, BE IT RESOLVED, *by the Pamlico County Board of Commissioners, Pamlico County hereby accepts the State of North Carolina Small Cities Community Development Block Grant offer of \$750,000:*

THAT, *Pat Prescott, Chairman, is hereby authorized to accept this grant offer on behalf of Pamlico County and execute the Grant Agreement and Funding Approval;*

Adopted this 2nd day of December, 2019, at Bayboro, North Carolina.

**RESOLUTION BY THE BOARD OF COMMISSIONERS  
OF  
PAMLICO COUNTY  
2019 CDBG NEIGHBORHOOD REVITALIZATION PROGRAM**

WHEREAS, Pamlico County has applied for funds under the 2019 CDBG Neighborhood Revitalization (CDBG-NR) Program, and;

WHEREAS, Pamlico County has received notification from the North Carolina Department of Commerce the County will receive 2019 CDBG-NR funding, and;

WHEREAS, Pamlico County needs professional program management and housing services to execute the program in accordance with all applicable Federal, State and Local standards, and;

WHEREAS, County staff has completed a procurement for program management and housing services which has been approved by the Rural Economic Development Division.

NOW, THEREFORE, BE IT RESOLVED, *the Board of Commissioners hereby approves McDavid Associates, Inc to provide Program Management and Housing Services and, and;*

THAT, *Tim Buck, County Manager, is hereby authorized to execute a contract between Pamlico County and McDavid Associates, Inc. to provide Program Management and Housing Services for the 2019 CDBG-NR program.*

Adopted this 2nd day of December, 2019, by the Pamlico County Board of Commissioners.

A motion made by Commissioner Candy Bohmert and seconded by Commissioner Missy Baskervill to approve Capital Project Ordinance – Shop Gut Channel Dredging Project



was withdrawn.

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

**BE IT RESOLVED, Commissioner Carl Ollison is hereby recused from all discussion and votes on the following item.**

On a motion made by Commissioner Paul Delamar and seconded by Commissioner Ed Riggs, the following resolution was unanimously approved.

**BE IT RESOLVED, Commissioner Missy Baskervill is hereby recused from all discussion and votes on the following item.**

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

**BE IT RESOLVED, the Capital Project Ordinance – Shop Gut Channel Dredging Project is hereby approved.**

**CAPITAL PROJECT BUDGET ORDINANCE  
SDNF SHOP GUT CHANNEL PROJECT**

**BE IT ORDAINED** by the Board of Commissioners of the County of Pamlico, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following **Capital Project Ordinance** is hereby adopted.

**Section I.** The **project** authorized is the SDNF Shop Gut Channel Project.

**Section II.** The amount appropriated for the project is \$137,000.00  
Consisting of:

Contracted Services	\$137,000.00
Total	\$137,000.00

**Section III.** The following revenues are anticipated to be available to Pamlico County to complete the **Project**:

Grant Proceeds	\$ 91,337.90
Match from Owners	\$ 43,662.30
In Kind	\$ 1,999.80
<b>TOTAL AVAILABLE</b>	<b>\$137,000.00</b>

**ADOPTED this the 2<sup>nd</sup> day of December, 2019.**

On a motion made by Commisisioner Paul Delamar and seconded by Commissioner Candy Bohmert, the following resolution was unanimously approved.

**BE IT RESOLVED, the request for County Manager and Finance Officer to sign contracts and documents related to the 2019 CDBG-NR Grant is hereby approved.**

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

**BE IT RESOLVED, the County Manager is hereby authorized to speak on behalf of the Pamlico County Board of Commissioners.**

On a motion made by Commissioner Paul Delamar and seconded by Commissioner Ed Riggs, the following resolution was unanimously approved.

**BE IT RESOLVED, the County Manager is hereby authorized to make an appeal on behalf of the Pamlico County Board of Commissioners and to contact Legislators, DOT Representative, and Lobbyists seeking to maintain current service level from mobile DMV Driver's License unit.**

There being no further business, on a motion made by Commissioner Paul Delamar and seconded by Commissioner Missy Baskervill, the Board adjourned until Monday, January 06, 2020 at 7:00 pm.

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Chairman

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Clerk to the Board