

**REGULAR SESSION MINUTES OF THE  
PAMLICO COUNTY BOARD OF COMMISSIONERS  
MONDAY, JULY 20, 2020**

The Pamlico County Board of Commissioners met in regular session on Monday, July 20, 2020 at 7:00 pm in the Patsy H. Sadler room of the Pamlico County Courthouse. All Commissioners were present with the exception of Commissioner Missy Baskervill. Also present were County Attorney Jill Quattlebaum, County Manager Tim Buck, Finance Officer Bill Fentress, and Clerk to the Board Courtney L. Norfleet.

Chairman Pat Prescott called the meeting to order.

Chairman Pat Prescott led the assemblage in the Pledge of Allegiance.

Chairman Pat Prescott asked if there were any corrections, additions, and/or deletions to the Monday, July 20, 2020 regular session minutes. There being none, on a motion made by Commissioner Candy Bohmert and seconded by Commissioner Paul Delamar, the following resolution was unanimously approved.

**BE IT RESOLVED, the regular session minutes of the Monday, July 20, 2020 meeting are hereby approved, and the Chairman's signature is authorized thereon.**

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

- Board of Elections – Grant Opportunities HAVA and CARES **Item 8a**

The Board then turned their attention to the consent agenda. On a motion made by Commissioner Doug Brinson and seconded by Commissioner Candy Bohmert, the request for approval of CARES ACT Funding for Municipalities was pulled from the consent agenda and placed on the correspondence agenda.

On a motion made by Commissioner Carl Ollison and seconded by Commissioner Paul Delamar, the following resolutions were unanimously approved.

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

*Department: Water Department*

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 2020-2021**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
307120-584210	Operating Transfer General Fund	\$ 1,475.00	
300000-439900	Fund Balance Appropriation	\$ 1,475.00	

*Reason for Budget Revision:* To increase Annual Amount paid by Water to cover pro-rated share of Munis upgrade.

*Department: Animal Control*

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**FISCAL YEAR 2020-2021**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100600-400000	Miscellaneous Revenues	\$ 271.24	
104380-519900	Contracted Services	\$ 271.24	

*Reason for Budget Revision:* To recognize funds received by Animal Control through restitution and increase expenditure line.

*Department: Senior Services*

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 2020-2021**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100214-435556	BCBSNC/MOWNC Grant Revenue	\$ 4,950.00	
104930-533140	MOWNC Grant Expenses	\$ 4,950.00	

*Reason for Budget Revision:* To recognize revenue from BCBSNC/MOWNC Grant and increase expenditure line.

*Department: Senior Services*

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 2020-2021**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100214-434937	Senior Services MIPPA Grant	\$ 1,086.00	
104948-526000 MIPPA	Office Supplies	\$ 386.00	
104948-537000 MIPPA	Advertising	\$ 700.00	

*Reason for Budget Revision:* To recognize revenue from MIPPA Grant and increase expenditure line.

*Department: Sheriff Department*

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**FISCAL YEAR 2020-2021**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100000-439900	Fund Balance Appropriation	\$ 5,241.26	
104310-539801	Controlled Substance	\$ 5,241.26	

*Reason for Budget Revision:* To move unused funds to current year.

*Department: Recycling Department*

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**FISCAL YEAR 2020-2021**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100000-439900	Fund Balance Appropriation	\$ 7,375.14	
104721-519900	Contracted Services	\$ 7,375.14	

*Reason for Budget Revision:* To recognized encumbered funds from PO# 2020-0376 for project that was not completed at end of Fiscal Year.

*Department: Public Buildings*

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 2020-2021**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100000-439900	Fund Balance Appropriation	\$ 2,139.00	
105000-549959	Courthouse/Clerk of Court	\$ 1,069.50	
105000-535600	M & R Buildings	\$ 1,069.50	

*Reason for Budget Revision:* To recognized encumbered funds from PO# 2020-0553 for project that was not completed at end of Fiscal Year.

*Department: Public Buildings*

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**FISCAL YEAR 2020-2021**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100000-439900	Fund Balance Appropriation	\$ 3,342.00	
105000-555000 JAIL	Capital Outlays	\$ 3,342.00	

*Reason for Budget Revision:* To recognized encumbered funds from PO# 2020-0832 for project that was not completed at end of Fiscal Year.

*Department: Public Buildings*

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 2020-2021**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100000-439900	Fund Balance Appropriation	\$ 28,744.00	
105000-555000 JAIL	Capital Outlays	\$ 28,744.00	

*Reason for Budget Revision:* To recognized encumbered funds from PO# 2020-0873 for project that was not completed at end of Fiscal Year.

**BE IT RESOLVED, upon the submittal of additional duties performed under the Emergency Management Grant, the request to compensate designated staff at their current hourly rate for each hour designated as performance under the grant not to exceed \$9,274 is hereby approved.**

**BE IT FURTHER RESOLVED**, the Finance Officer and County Manager are hereby authorized to make necessary Budget Amendments to facilitate the entirety of the grant project.

**BE IT RESOLVED**, the request for approval to designate Tim Buck and Primary and Autumn Hardison as Secondary Agents for Hurricane Dorian HMGP Grant is hereby approved.

**BE IT RESOLVED**, the Fiscal Year 2020-2021 Pay Classification Plan is hereby approved.

**2020-2021  
PAMLICO COUNTY PAY AND CLASSIFICATION PLAN**

GRADE	TITLE	FLSA	HIRE	After Prob/Prov		
				MIN	MID	MAX
51	In Home Aides	NE	19,094	20,240	27,813	35,926
52	Human Resources Aide	NE	19,568	20,742	28,502	36,817
53	Housekeeping Assistant	NE	20,053	21,257	29,210	37,730
54	Transportation Aide	NE	20,551	21,784	29,934	38,667
	Processing Assistant II	NE				
	Programs Assistant	NE				
55	Nutrition Site Manager	NE	21,060	22,324	30,676	39,625
56	Site Manager	NE	21,583	22,878	31,437	40,608
57	Processing Assistant III	NE	22,118	23,445	32,217	41,615
58			22,667	24,026	33,016	42,647
59	Deputy Register of Deeds	NE	23,229	24,622	33,834	43,705
	Office Assistant IV	NE				
	Patient Relations IV	NE				
	Processing Assistant IV	NE				
	Income Maintenance Technician	NE				
	Universal Worker Technician	NE				
	Accounting Technician I	NE				
60	Administrative Technician	NE	23,805	25,233	34,674	44,788
	Grounds Technician I	NE				
	Plant Operator I	NE				
	Recycling Handler/Driver	NE				
	Foreign Language Interpreter	NE				
	In-Home Aide Supervisor II	NE				

	Mapping Assistant	NE				
	Field Technician I	NE				
	Maintenance Technician	NE				
61	Administrative Technician II	NE	24,395	25,859	35,533	45,899
	Administrator, Conservation Technician	NE				
	Assistant Register of Deeds	NE				
	Deputy Tax Collector I	NE				
	Income Maintenance Caseworker I	NE				
	Universal Worker I	NE				
	Office Assistant V	NE				
	Field Technician II	NE				
	Accounting Technician II	NE				
	Water Dept Billing Clerk	NE				
	Customer Service Representative I	NE				
	Patient Relations Representative V	NE				
62	Senior Grounds Technician	NE	25,000	26,500	36,415	47,038
	Athletic Program Coordinator	NE				
	Cost Share Technician	NE				
	Plant Operator II	NE				
	Detention I (1 - 5 yrs Experience)	NE				
	Dispatch I (1 - 5 yrs Experience)	NE				
	Customer Service Representative II	NE				
63	Administrative Assistant I	NE	25,620	27,157	37,318	48,204
	Income Maintenance Caseworker II	NE				
	Universal Worker II	NE				
	Deputy Tax Collector II	NE				
	Tax Technician I	NE				
	Veterans Service Officer	E				
	Income Maintenance Investigator I	NE				
	Child Support Agent I	NE				
	Public Health Educator I	NE				
	Accounting Technician III	NE				
64	Recycle Admin	NE	26,255	27,831	38,243	49,399
	Senior Plant Operator	NE				
	Senior Distribution Operator	NE				
	Senior Maintenance Technician	NE				
65	Income Maintenance Investigator II	NE	27,830	29,500	40,537	52,362
	Accounting Technician IV	NE				
	Administrative Assistant II	NE				
	Child Support Agent II	NE				
	Income Maintenance Supervisor I	E				
	Universal Worker Supervisor I	E				
	Income Maintenance Caseworker III	NE				
	Social Worker I	NE				
	Tax Technician II	NE				
	Utility Billing Specialist	NE				

	Universal Worker III		NE				
	Detention II	(5 - 10 yrs Experience)	NE				
	Dispatch II	(5 - 10 yrs Experience)	NE				
	Deputy I	(1 - 5 yrs Experience)	NE				
66	Appraiser		NE	29,222	30,975	42,564	54,981
	Sheriff's Administrative Assistant I		NE				
67	Income Maintenance Supervisor II		E	30,683	32,524	44,692	57,730
	Universal Worker Supervisor II		E				
	Accounting Specialist I		NE				
	Administrative Assistant III		NE				
	Administrative Assistant, Clerk to Board		NE				
68	Computer Systems Manager		NE	32,675	34,636	47,595	61,479
	Nutritionist III		NE				
	Animal Control Officer		NE				
	GIS Mapping		NE				
	Detention III	(> 10 yrs Experience)	NE				
	Dispatch III	(> 10 yrs Experience)	NE				
	Deputy II	(5 - 10 yrs Experience)	NE				
	Investigator I	(1 - 5 yrs Experience)	NE				
	School Resource Officer I	(1 - 5 yrs Experience)	NE				
	Sheriff's Administrative Assistant II		NE				
69	Income Maintenance Supervisor III		E	34,877	36,970	50,802	65,622
	Social Work Supervisor I		E				
	Social Worker II		NE				
	Assistant Jail Administrator		E				
	Deputy III	(> 10 yrs Experience)	NE				
	Investigator II	(5 - 10 yrs Experience)	NE				
	School Resource Officer II	(5 - 10 yrs Experience)	NE				
70	Assistant Finance Officer		E	36,621	38,819	53,342	68,903
	Environmental Health Specialist I		NE				
	Human Services Planner Evaluator II		NE				
	School Resource Officer III		NE				
71	County Planner		E	38,454	40,761	56,011	72,351
	Director of Elections		E				
	Water Office Supervisor		E				
	Building Inspector		NE				
	Social Worker III		NE				
	Investigator III	(> 10 yrs Experience)	NE				
72	Field Operations Manager		E	40,376	42,799	58,812	75,968
	Public Health Nurse I		E				
	Environmental Health Program Coordinator		NE				
	Environmental Health Program Specialist		NE				
	Social Work Supervisor II		E				

	Social Worker IAT	NE				
73	Public Services Director	E	42,395	44,939	61,752	79,767
	Senior Services Director	E				
	Personnel Officer	E				
	Emergency Management Coordinator	NE				
	Jail Administrator	E				
	Sheriff Administrator I	E				
74	Public Health Nurse II	E	44,515	47,186	64,840	83,755
75	Public Health Nurse III	E	46,741	49,545	68,082	87,943
	Social Work Supervisor III	E				
76	Public Health Nursing Supervisor I	E	49,078	52,023	71,486	92,340
	Social Work Program Manager	E				
77	Sheriff Administrator II	E	51,532	54,624	75,060	96,957
	Tax Administrator	E				
78			54,108	57,355	78,813	101,805
79			56,814	60,223	82,754	106,895
80	Assistant County Manager	E	59,654	63,234	86,892	112,240
	Finance Officer	E				
	Social Services Director	E				
	Local Health Director	E				
81	Physician Extender	E		66,395	91,236	117,852
	Unclassified:					
	County Manager	E				
	Register of Deeds	E				
	Sheriff	E				
		E		Exempt from FLSA overtime provisions		
		NE		Non-exempt from FLSA overtime provisions		

**BE IT RESOLVED, the request for approval of Amended Tax Collection Agreements for the Towns of Bayboro and Vandemere are hereby approved.**



**FIRST AMENDMENT  
TO  
INTERLOCAL TAX COLLECTION AGREEMENT**

This Amendment is made and entered into by and between **PAMLICO COUNTY**  
("County") and **TOWN OF BAYBORO** ("Town")

**RECITALS**

1. County and Town have entered into an Interlocal Tax Collection Agreement ("Agreement").

2. The parties desire to amend the Agreement as set forth herein.

**NOW THEREFORE**, for and in consideration of the matters and things set forth herein, the parties hereto do hereby amend the Agreement as follows:

**AMENDMENT ARTICLE 1**

Article 16 of the Agreement entitled "Payment of Services" is deleted in its entirety and replaced with the following:

**"ARTICLE 16  
Payment for Services**

**16.1** The County shall be compensated for services provided under this Agreement under the following formula:

**A.** Two percent (2.0%) of all collections on current levies for ad valorem taxes and current liens and assessments collected in the same manner as taxes;

**B.** Two percent (2.0%) of all delinquent collections of ad valorem taxes and delinquent liens and assessments collected in the same manner as taxes; and

**C.** Two percent (2.0%) of all gross receipts derived from retail short leases or rentals of motor vehicles authorized in Session Law 2000-2.

This formula shall be applied to all principal, interest, penalties and costs collected. Compensation shall be paid on a monthly basis, based on collection reports provided by the County, unless otherwise mutually agreed."

IN WITNESS WHEREOF, the parties hereto have executed and delivered this Amendment as of the dates set forth below:

**FIRST AMENDMENT**

**TO**  
**INTERLOCAL TAX COLLECTION AGREEMENT**

This Amendment is made and entered into by and between **PAMLICO COUNTY**  
("County") and **TOWN OF VANDEMERE** ("Town")

**RECITALS**

3. County and Town have entered into an Interlocal Tax Collection Agreement ("Agreement").

4. The parties desire to amend the Agreement as set forth herein.

**NOW THEREFORE**, for and in consideration of the matters and things set forth herein, the parties hereto do hereby amend the Agreement as follows:

**AMENDMENT ARTICLE 1**

Article 16 of the Agreement entitled "Payment of Services" is deleted in its entirety and replaced with the following:

**"ARTICLE 16**  
**Payment for Services**

**16.2** The County shall be compensated for services provided under this Agreement under the following formula:

**D.** Two percent (2.0%) of all collections on current levies for ad valorem taxes and current liens and assessments collected in the same manner as taxes;

**E.** Two percent (2.0%) of all delinquent collections of ad valorem taxes and delinquent liens and assessments collected in the same manner as taxes; and

**F.** Two percent (2.0%) of all gross receipts derived from retail short leases or rentals of motor vehicles authorized in Session Law 2000-2.

This formula shall be applied to all principal, interest, penalties and costs collected. Compensation shall be paid on a monthly basis, based on collection reports provided by the County, unless otherwise mutually agreed."

IN WITNESS WHEREOF, the parties hereto have executed and delivered this Amendment as of the dates set forth below:

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

**BE IT RESOLVED, the Pamlico County Board of Commissioners hereby set a public hearing for Monday, August 03, 2020 regarding Dangerous Animal Ordinance.**

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

**BE IT RESOLVED, the following recommendations of Finance Officer, Bill Fentress are hereby approved contingent upon municipalities signing agreements being drafted by County Attorney.**

- 1. Authorize the County attorney to draft an agreement for each town specifying requirements of the town and county consistent with the approved legislation**
- 2. Require towns to submit a plan by August 24, 2020**
- 3. Approve distribution of funds on a per capita basis. Reference attached spreadsheet for a per capita percentage break down.**
- 4. No funds will be disseminated until a plan is received.**
- 5. Any unused municipal funds will be used by the County for its qualified COVID related purposes.**

On a motion made by Commissioner Pat Prescott and seconded by Commissioner Candy Bohmert, the following resolution was approved by majority vote with Commissioners Paul Delamar and Doug Brinson casting dissenting votes.

**BE IT RESOLVED, the request to give Recycling staff latitude to consider multiple options to improve recycling efficiency is hereby approved.**

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

**BE IT RESOLVED, the request for Board of Elections to receive or apply for grants is hereby approved.**

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

**BE IT RESOLVED, Mr. Bobby Hacker and Mr. Derek Potter are hereby reappointed to serve on the Pamlico County Agricultural Advisory Board for a term of three (3) years.**

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

**BE IT RESOLVED, Ms. Debra Harrison is hereby appointed to the Pamlico Community College Board of Trustees for a term of four (4) years.**

There being no further business, on a motion made by Commissioner Candy Bohmert and seconded by Commissioner Paul Delamar, the Board adjourned until Monday, August 03, 2020 at 7:00 pm.

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Chairman

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Clerk to the Board