

**REGULAR SESSION MINUTES OF THE  
PAMLICO COUNTY BOARD OF COMMISSIONERS  
MONDAY, NOVEMBER 16, 2020**

The Pamlico County Board of Commissioners met in regular session on Monday, November 16, 2020 at 7:00 pm in the Courtroom of the Pamlico County Courthouse. All Commissioners were present with the exception of Commissioner Missy Baskervill. Also present was County Attorney Dave Baxter, 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, November 02, 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, November 02, 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 were two (2) additions. On a motion made by Commissioner Paul Delamar and seconded by Commissioner Candy Bohmert, the following additions were approved.

- Request for approval of ratification of approval to increase supplement by \$50 – approved by phone poll **Item 6a**
- Request for approval of job reclassification request – DSS **Item 11**

The Board then turned their attention to the Consent Agenda.

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

Commissioner Carl Ollison requested to pull request for approval to purchase handicap ramp.

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

*Department:* **Health 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>
105154-512100	Salaries & Wages		\$ 21,850.00
105154-529000	Departmental Supplies	\$ 15,850.00	
105154-519900	Contracted Services	\$ 6,000.00	

*Reason for Budget Revision:* To reallocate funds.

*Department:* **Health 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>
100211-435000	Miscellaneous	\$ 71,956.00	
100211-435510	Aid To Counties	\$ 551.46	
105110-519900	Contract Services	\$ 8,848.00	
105110-529000	Departmental Supplies	\$ 551.46	
105160-512100	CH Salaries & Wages	\$ 3,152.00	
105164-512100	FP Salaries & Wages	\$ 40,620.00	
105190-512100	STD Salaries & Wages	\$ 6,445.33	
105151-512100 OS	OS Salaries & Wages	\$ 6,445.33	
105151-512100	PC Salaries & Wages	\$ 6,445.34	

*Reason for Budget Revision:* To recognize increase in funding.

*Department:* **DSS**

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**FISCAL YEAR 2019-2020**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
105491-549915	Duke Energy- COVID Expense	\$ 5,000.00	
100212-435474	Duke Energy- COVID Assistance	\$ 5,000.00	

*Reason for Budget Revision:* To recognize funds from Duke Energy designated for COVID assistances.

*Department: Senior Services*

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**FISCAL YEAR 2020-2021**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100226-435559	SECU/Meals on Wheels Grant	\$ 10,000.00	
104930-533143	SECU Meals on Wheels Grt Exp	\$ 10,000.00	

*Reason for Budget Revision:* To recognize funds received for SECU Meals on Wheels Grant and set up associated expenditure line.

*Department: Board of Elections*

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**FISCAL YEAR 2020-2021**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100300-434173	Ctr for Tech & Civic Life Grant	\$ 8,448.00	
104170-519900	Contracted Services	\$ 8,448.00	

*Reason for Budget Revision:* To recognize revenue from Center for Tech & Civic Life Grant (poll workers) and increase expenditure line.

*Department: Soil & Conservation*

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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	\$ 134.95	
104961-529005	Safety Supply & Equipment	\$ 134.95	

*Reason for Budget Revision:* To recognize revenue from refund on PO# 2019-0790 for safety equipment and increase expenditure line.

*Department:* **Tax 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	\$ 15,000.00	
104140-519200	Professional Services	\$ 15,000.00	

*Reason for Budget Revision:* To move funds to cover Foreclosure Attorney fees.

*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>
104721-535100	M & R Grounds		\$ 3,500.00
104110-555001	Special Board Projects		\$ 1,000.00
100000-439900	Fund Balance Appropriation	\$ 7,500.00	
104721-529000 LC	Departmental Supplies	\$ 12,000.00	

*Reason for Budget Revision:* To set up new budget for Litter Committee.

**BE IT RESOLVED, the request for approval of Memorandum of Understanding (MOU) with the State for DSS services is hereby approved.**

**BE IT RESOLVED, the following Resolution Authorizing Selling Real Properties via GovDeals is hereby approved.**

**PAMLICO COUNTY**  
Resolution Authorizing Sale of Real Property  
by Electronic Public Auction Pursuant to G.S. 160A-270

WHEREAS, G.S. 160A-270 authorizes the Pamlico County Board of Commissioners ("Board") to sell real property at public auction, including electronic public auction, upon adoption of a resolution authorizing the appropriate official to dispose of the property at public auction subject to Board's acceptance of the highest bid;

WHEREAS, the Pamlico County Manager has recommended that the property listed in Exhibit A should be sold at public auction as surplus property:

NOW THEREFORE, be it resolved, by the Pamlico County Board of Commissioners that:

1. The County Manager is authorized to sell by electronic auction at [www.govdeals.com](http://www.govdeals.com), beginning on January 5, 2021, the surplus property described in Exhibit A;

2. The parcels described herein are being sold “as is” and subject to any and all exceptions of record;

3. After the auction is concluded, the high bids for all properties shall be reported to the Board who shall accept or reject each bid within thirty (30) days after the bid is reported to the Board;

4. Pamlico County reserves the right to reject any and all bids;

5. No sale will be completed for any parcel until the Board has approved the acceptance of the high bid for such parcel;

6. Pamlico County reserves the right to withdraw any listed parcel from the auction at any time before the bidding opens; and

7. The County Manager is directed to have published a notice of the sale at least once and not less than 30 days before the date on which bidding opens. The notice shall contain a general description of the land sufficient to identify it, the terms of the sale, and a reference to this authorizing resolution as required by G.S. 160A-270(a).

ADOPTED this the 16<sup>th</sup> day of November 2020.

#### **EXHIBIT A**

Those particular parcels of real property located in Pamlico County, North Carolina and identified below by their tax parcel identification numbers:

H041-151  
H041-152  
J032-9  
K031-48  
M031-88

**BE IT RESOLVED, the expiration date of the Environmental Health Specialists contracts is hereby approved to be extended to June 30, 2021 and the County Manager and Finance Officer are hereby authorized to make necessary budget amendments to support the action.**

**BE IT RESOLVED, the request for approval to reclassify Health Department Administrative Assistant I to Administrative Assistant II and an equity adjustment to Administrative Assistant III is hereby approved.**

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

**BE IT RESOLVED, the request to purchase a handicap ramp is hereby approved and authorization is given to the County Manager and Finance Officer to make necessary budget amendments to facilitate the purchase.**

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 items are hereby approved:**

- 1. The Broadband Grant Request for Proposals (RFP);**
- 2. Budget of \$165,000 for grant matching;**
- 3. County Manager and Finance Officer are authorized to make necessary budget amendments.**

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

**BE IT RESOLVED, the construction contract for Tar Creek Waterline Extension is hereby awarded to Teland, Inc. in the amount of \$35,220 contingent on receiving an Authorization to Construct from Public Water Supply.**

**BE IT FURTHER RESOLVED, the Chairman, County Manager, and Finance Officer are hereby authorized to sign contract documents and make necessary budget amendments to facilitate the project.**

Chairman Pat Prescott recognized County Attorney Dave Baxter to speak regarding the transfer of parcel G042-53 to Triangle Volunteer Fire Department and the purchase of Parcel G042-54.

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 to transfer real property identified as parcel G042-53 to Triangle Volunteer Fire Department contingent on the Town of Bayboro releasing their rights to the park including existing assets is hereby approved.**

**BE IT FURTHER RESOLVED, the request to purchase real property identified as parcel G042-54 owned by Triangle Volunteer Fire Department at a price of \$100,000 is hereby approved and the County Manager and Finance Officer are hereby authorized to make necessary budget amendments to facilitate the purchase.**

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

**BE IT RESOLVED, the Roadside Litter Committee's planned roadside pickup event to take place on Saturday, February 27, 2021 is hereby endorsed and a budget of \$12,000 to conduct advertising, purchase supplies, and purchase signage is hereby approved.**

**BE IT FURTHER RESOLVED, the County Manager and Finance Officer are hereby authorized to make necessary budget amendments to facilitate this event.**

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

**BE IT RESOLVED, the request to reclassify the Subsidized Child Care Coordinator position from a Social Worker II (Grade 69) to an Income Maintenance Case Worker III (Grade 65), effective January 1, 2021 is hereby approved.**

There being no further business, on a motion made by Commissioner Candy Bohmert and seconded by Commissioner Ed Riggs, the Board adjourned until Monday, December 07, 2020 at 7:00 pm.

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Chairman

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Clerk to the Board