

**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
TUESDAY, JANUARY 19, 2021**

The Pamlico County Board of Commissioners met in regular session on Tuesday, January 19, 2021 at 7:00 pm in the Courtroom of the Pamlico County Courthouse. All Commissioners were present with the exception of Commissioner Carl Ollison who attended via Zoom. Also present was County Attorney Ross Hardeman, County Manager Tim Buck, Finance Officer Bill Fentress and Clerk to the Board Courtney L. Norfleet.

Chairman Doug Brinson called the meeting to order.

Chairman Doug Brinson led the assemblage in the Pledge of Allegiance.

Chairman Doug Brinson asked if there were any corrections, additions, and/or deletions to the Monday, January 04, 2021 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 by the following roll call vote: Ayes: Commissioners Baskervill, Bohmert, Brinson, Forrest, Ollison, Prescott, and Riggs. Nays: None. Absent: None.

BE IT RESOLVED, the regular session minutes of the Monday, January 04, 2021 meeting are hereby approved, and the Chairman's signature is authorized thereon.

Chairman Doug Brinson recognized Mr. Reid Parker to present the fiscal year 2019-2020 audit report.

On a motion made by Commissioner Candy Bohmert and seconded by Commissioner Missy Baskervill, the following resolution was unanimously approved by the following roll call vote: Ayes: Commissioners Baskervill, Bohmert, Brinson, Forrest, Ollison, Prescott, and Riggs. Nays: None. Absent: None.

BE IT RESOLVED, the fiscal year 2019-2020 audit report is hereby accepted by the Pamlico County Board of Commissioners.

On a motion made by Commissioner Ed Riggs and seconded by Commissioner Missy Baskervill, the following resolution was unanimously approved by the following roll call vote: Ayes: Commissioners Baskervill, Bohmert, Brinson, Forrest, Ollison, Prescott, and Riggs. Nays: None. Absent: None.

BE IT RESOLVED, Pamlico County Schools' Facility Use Plan is hereby approved for the Chairman's signature.

Chairman Doug Brinson asked if there were any additions and/or deletions. There was one (1) deletion. On a motion made by Commissioner Missy Baskervill and seconded by Commissioner Candy Bohmert, the following deletion was approved by the following roll

call vote: Ayes: Commissioners Baskervill, Bohmert, Brinson, Forrest, Ollison, Prescott, and Riggs. Nays: None. Absent: None.

- Delete Request for approval of Third Environmental Health Position until next meeting – **Item #5.**

The Board then turned their attention to the Correspondence Agenda.

On a motion made by Commissioner Pat Prescott and seconded by Commissioner Candy Bohmert, the following resolution was unanimously approved by the following roll call vote: Ayes: Commissioners Baskervill, Bohmert, Brinson, Forrest, Ollison, Prescott, and Riggs. Nays: None. Absent: None.

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

Department: **Sheriff 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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance Appropriation	\$ 77,000.00	
104310-555000	Capital Outlays	\$ 77,000.00	

Reason for Budget Revision: To move funds to purchase 2 new patrol cars.

Department: **Building Inspections**

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104350-519900	Contracted Services	\$ 1,000.00	
104350-531000	Travel		\$ 1,000.00

Reason for Budget Revision: To cover expenditures through year end.

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
300000-439900	Fund Balance App.	\$ 90,829.00	
307140-519815	Bennett Rd Water Project	\$ 90,829.00	

Reason for Budget Revision: To move funds to cover Bennett Road Water Project.

Department: DSS

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
105310-531000	Travel		\$ 1,976.00
105560-500000	Expenditure	\$ 1,976.00	

Reason for Budget Revision: To cover State pay back for SCCA child care overpayments.

On a motion made by Commissioner Candy Bohmert and seconded by Commissioner Ed Riggs, the following resolution was unanimously approved by the following roll call vote:
 Ayes: Commissioners Baskervill, Bohmert, Brinson, Forrest, Ollison, Prescott, and Riggs.
 Nays: None. Absent: None.

PAMLICO COUNTY FISCAL YEAR 2021-2022 ANNUAL BUDGET CALENDAR

- January-February** Workshop with County Commissioners to establish the priorities of the Board
- February 15** DSS and Health Dept budget due from state (GS 108A-88)
- February 18** Department Head meeting to discuss budget criteria, distribute current six (6) month Budget Performance Reports, review budget timetable, and hand out departmental worksheets.
- March** Departments and agencies prepare budget requests including all departmental and capital expenditures
- February – March** County Manager and Finance Officer project departmental salaries and benefits, fixed utility charges, and debt payments.
- February - March** County Manager and Finance Officer prepare General Fund and Water Fund revenue estimates.

March 18	Departmental budget requests due to County Manager
April	Departmental budget conferences with County Manager and Finance Officer
April	County Manager and Finance Officer make revisions to the budget and prepare first draft for submittal to the Board of Commissioners.
April - May	Budgets for Board of Education, Pamlico Community College, Forest Service, Library, Fire Departments and Rescue Squad are presented to the Board of Commissioners.
May 15	Board of Education budget due to County Commissioners (GS 115C-429)
March – June	Board of Commissioners budget workshops.
June 1	2021-2022 Budget submitted to the Board of Commissioners, copy filed with the Clerk to the Board and made available to all news media. Publish statement that budget has been submitted to the Board of Commissioners and set date for public hearing on budget.
June 7	Budget and Budget Message presented to the Board of Commissioners and Citizens. Set a Public Hearing Date.
June 21	Proposed Public hearing date on budget by Board of Commissioners.
June 30	Board of Commissioners must adopt tax levy and Budget Ordinance for FY 2021/2022 Budget.

On a motion made by Commissioner Missy Baskervill and seconded by Commissioner Candy Bohmert, the following resolution was unanimously approved by the following roll call vote: Ayes: Commissioners Baskervill, Bohmert, Brinson, Forrest, Ollison, Prescott, and Riggs. Nays: None. Absent: None.

BE IT RESOLVED, the following budget ordinance for the Bennett Road Waterline Extension Project is hereby approved.

**CAPITAL PROJECT BUDGET ORDINANCE
PAMLICO COUNTY WATER DEPARTMENT BENNETT ROAD
WATERLINE EXTENSION 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 Bennett Road Waterline Extension Project.

Section II. The amount appropriated for the project is \$90,829
Consisting Of:

Water Main Extension	\$ 90,829
Total	\$ 90,829

Section III. The following revenues are anticipated to be available to Pamlico

Water Fund Balance Appropriation	<u>\$ 90,829</u>
TOTAL AVAILABLE	\$ 90,829

ADOPTED this the 19th day of January 2021.

On a motion made by Commissioner Missy Baskervill and seconded by Commissioner Pat Prescott, the following resolution was unanimously approved by the following roll call vote: Ayes: Commissioners Baskervill, Bohmert, Brinson, Forrest, Ollison, Prescott, and Riggs. Nays: None. Absent: None.

BE IT RESOLVED, the following budget ordinance for the Kershaw/Grantsboro WTP Improvements Project and Declaration of Official Intent to Reimburse – Kershaw WTP Improvements Project are hereby approved.

**CAPITAL PROJECT BUDGET ORDINANCE
PAMLICO COUNTY KERSHAW/GRANTSBORO WTP IMPROVEMENTS
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 Kershaw/Grantsboro WTP Improvements Project.

Section II. The amount appropriated for the project will be \$3,036,642.00
Consisting of:

Construction Costs	
Mobilization	\$ 66,000.00
Liquid Chlorine Building and Equipment – Kershaw	\$ 285,000.00
Anionic Vessels & Building Kershaw	\$ 775,000.00
Liquid Chlorine Building & Equipment Grantsboro	\$ 285,000.00
Anionic Vessels & Building Grantsboro	\$ 675,000.00
Instrumentation & Controls	\$ 150,000.00
Contingency	<u>\$ 223,600.00</u>
Construction Subtotal	\$2,459,600.00

4. **Declaration of Official Intent to Reimburse.** The Issuer hereby declares its official intent to reimburse itself with the proceeds of the Borrowing for any of the Expenditures incurred by it prior to the issuance of the Borrowing.

Adopted this 19th day of January 2021.

The consensus of the Board regarding the vaccine notice for water bills was that it needs more work. County Manager Tim Buck will send updated proof to Board.

County Manager Tim Buck informed the Board that the Litter Pickup Event has been delayed due to COVID-19.

There being no further business, on a motion made by Commissioner Candy Bohmert and seconded by Commissioner Missy Baskervill, the Board adjourned until Monday, February 01, 2021 at 7:00 pm.

Chairman

Clerk to the Board