

**REGULAR SESSION MINUTES OF THE  
PAMLICO COUNTY BOARD OF COMMISSIONERS  
MONDAY, FEBRUARY 15, 2021**

The Pamlico County Board of Commissioners met in regular session on Monday, February 15, 2021 at 7:00 pm in the Courtroom of the Pamlico County Courthouse. All Commissioners were present with the exception of Commissioner Pat Prescott who attended via Zoom. Also present was County Attorney Dave Baxter, 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.

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 approval of the minutes of the February 01, 2021 meeting are hereby delayed until next meeting on February 15, 2021.**

Chairman Doug Brinson recognized Finance Officer, Bill Fentress to present a FY 2020-2021 budget to date.

Chairman Doug Brinson recognized Public Services Director, Garry Cooper to discuss public buildings and vehicles.

Chairman Doug Brinson asked if there were any additions and/or deletions. There were two (2) additions. On a motion made by Commissioner Candy Bohmert and seconded by Commissioner Missy Baskervill, the following additions were approved by the following roll call vote: Ayes: Commissioners Baskervill, Bohmert, Brinson, Forrest, Ollison, Prescott, and Riggs. Nays: None. Absent: None.

- Request for approval of Budget Amendment **Item 1a**
- Request for approval of MOU with NC Commerce **Item 8a**

The Board then turned their attention to the Correspondence Agenda.

On a motion made by Commissioner Candy Bohmert and seconded by Commissioner Missy Baskervill, the following resolutions were 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: 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>
100211-435510	Aid to Counties-General	\$ 560.22	
105100-519900	Contracted Services-General	\$ 330.22	
105110-549100	Dues and Subscriptions-General	\$ 230.00	

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

**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>
100211-435517	543 ELC Enhancing Detect Rev	\$ 4,332.00	
105157-529000	Departmental Supplies	\$ 4,332.00	

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

**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>
307140-529000	Departmental Supplies	\$ 7,000.00	
307140-529000KER	Departmental Supplies		\$ 1,000.00
307140-529000GRT	Departmental Supplies		\$ 2,000.00
307140-529000MIL	Departmental Supplies		\$ 2,000.00
307140-529000VAN	Departmental Supplies		\$ 2,000.00
307140-529001VAN	Dept. Supplies & Chemicals	\$ 1,000.00	
307140-531000	Travel		\$ 1,000.00
307140-549100	Dues and Subscriptions	\$ 1,200.00	
307140-525100	Auto Supplies		\$ 1,200.00

*Reason for Budget Revision:* To move funds to cover expenses for leak repairs and new tap installations.

*Department:* DSS

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**FISCAL YEAR 2020-2021**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
105491-500000	Expenditure	\$ 254.00	
100212-435310	Administrative Reimb DSS	\$ 254.00	

*Reason for Budget Revision:* To change Budget to reflect actual money received from the State.

*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>
104170-512600	Salaries & Wages P/T		\$ 15,000.00
104170-538100	Programming	\$ 15,000.00	

*Reason for Budget Revision:* To cover programming and maintenance cost for voting equipment.

*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	\$ 10,000.00	
104140-519200	Professional Services	\$ 10,000.00	

*Reason for Budget Revision:* To move funds to cover 20-21 Fiscal Year unexpected invoices.

*Department:* Tax 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>
104140-534000	Printing & Binding	\$ 500.00	
104140-532001	Postage		\$ 500.00

*Reason for Budget Revision:* To move funds to cover 20-21 Fiscal Year invoices.

*Department:* NCHFA-DR Grant

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**FISCAL YEAR 2020-2021**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
240217-449284	FY17 NCHFA-DR Grant	\$ 352,530.00	
244924-557201	Soft Costs	\$ 70,000.00	
244924-558205	Hard Costs	\$ 282,530.00	

*Reason for Budget Revision:* To increase budget for NCHFA Grant ESFRLP-DR Grant.

**BE IT RESOLVED, the following letter of support is hereby approved to be sent to Coastal Carolina Regional Airport for a grant to further develop/expand service at the airport.**

**BE IT FURTHER RESOLVED, Pamlico County will provide a grant match of \$1,000 per year on an annual basis for the years 2022 and 2023.**

February 18, 2021

Brooke Chapman, Associate Director  
Small Community Air Service Development Program  
Office of Aviation Analysis  
1200 New Jersey Ave, SE W86-307  
Washington, DC 20590

RE: Coastal Carolina Regional Airport Small Community Air Service Development Program Grant Application (SCASDP).

Dear Ms. Chapman:

The County of Pamlico is pleased to offer our support of Coastal Carolina Regional Airport's Small Community Air Service Development Program Grant Application. The airport provides necessary

options for air service to regional military bases, residents, visitors, developments, businesses, industry, employers, and employees in Pamlico and several neighboring counties.

It is important to have a vibrant airport to meet regional air service demand. This airport is small enough to need grant assistance yet has a large enough customer base to maintain the economies of scale to support an additional carrier. In addition, the region has seen a marked increase in property sales over the last four years and will host the expansion of MCAS Cherry Point and Interstate 42. This indicates increasing demand. Attracting additional carriers is vital to reduce wait time as well as to provide competitively priced flight and nonstop options. This benefits regional growth, wellbeing, and economies.

We recommend the full funding of Coastal Carolina Regional Airport for the Small Community Air Service Development program grant. As part of that support we pledge \$1,000 per year on an annual basis for the years 2022 and 2023.

Thank you for your consideration of this matter. Please feel free to contact us with questions.

Sincerely,

Doug Brinson  
Chairman, Pamlico County Board of Commissioners

**BE IT RESOLVED, the request for approval of Fiscal Year 2020-2021 audit contract is hereby approved.**

**BE IT RESOLVED, the request to transfer parcel J032-12 – flood buy out property to Town of Vandemere is hereby approved.**

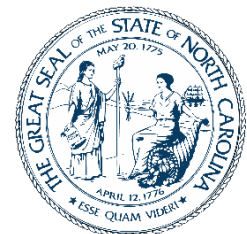
**BE IT RESOLVED, the following people are hereby appointed to Western Bay River Sewer District Board:**

- Commissioner Pat Prescott
- Matt Sheaffer
- TW Harris
- Alan Woodard
- Joe Buck

**BE IT RESOLVED, the following MOU with NC Commerce for Community Economic Recovery and Resiliency Initiative (CERRI) is hereby approved.**

**MEMORANDUM OF UNDERSTANDING**

N.C. Department of Commerce  
Rural Economic Development Division  
NC Main Street & Rural Planning  
Center Rural Planning Program  
January 13, 2021



**Assistance to Pamlico County,  
NC:  
Community Economic Recovery and Resiliency Initiative (CERRI)**

As part of the North Carolina Department of Commerce, the state's lead agency for promoting economic development and prosperity, the NC Main Street & Rural Planning Center ("Center") provides services and assistance to add value to local community economic development efforts. In response to the economic challenges small towns and rural communities have been facing due to the COVID-19 pandemic, the Center developed the Community Economic Recovery and Resiliency Initiative ("CERRI"). The CERRI provides a planning process to help communities develop strategies to recover from the economic impacts of COVID-19 and build local economies that are more resilient to future crises. It also includes technical services to assist communities with implementing those strategies.

To supplement the Bayboro, Alliance, Grantsboro and Reelsboro resolutions requesting CERRI services from the Center, below is an outline of the project and services to be provided, including roles and responsibilities of those to be involved, and several conditions pertaining to the services. Please review, sign, and return, as indicated below, to signify agreement.

1. The primary services for the CERRI project include the following:

*A. Community Assessment*

The Center will facilitate one or more assessment meeting(s) with a local work group that will include:

- 1) Presentation of local economic data relative to the current situation, economic diversity, and related information.
- 2) Presentation of survey data relative to the local government's support of the small business community.
- 3) Discussion of the impacts of COVID-19 on the local economy, identification of economic assets and drivers, and a SWOT (strengths, weaknesses, opportunities, and threats) analysis.
- 4) Stakeholder interviews.

*B. Development of Recovery Plan of Work*

Following the Community Assessment, the Center will prepare an Economic Recovery Plan of Work with guidance from Pamlico County staff and the local work group. Plan development meeting(s) will include the presentation of findings from stakeholder interviews, the identification and prioritization of action items from the Community Assessment, and the development of strategies to help the local economy recover and become more resilient to future crises.

*C. Delivery of Implementation Services*

Following the drafting of the Economic Recovery Plan of Work, the Center will work with Pamlico County staff, the local work group, and other partners (if applicable) to determine which implementation services and resources will be most beneficial for the community's recovery and resiliency efforts and within what timeframe(s) they should be pursued.

2. The mission of the Center is to work in regions, counties, cities, towns, downtown districts, and designated North Carolina Main Street communities to inspire placemaking through building asset-based economic development strategies that achieve measurable results such as investment, business growth, and jobs. To further that mission, the Center may share successful “best practices” with other communities when appropriate. In this context, relevant materials produced from the project and economic outcomes may be shared with other communities, as needed.
3. The N.C. Department of Commerce currently has a policy that restricts travel due to the COVID-19 pandemic. For planning purposes, all meetings and events related to the project will be held remotely, via teleconference. If the policy restricting travel changes prior to or during the project, the Center will discuss the impact(s) of such changes with Pamlico County staff and make adjustments to this Memorandum of Understanding, if needed.
4. Since the Center will provide project services remotely, Pamlico County will be responsible for assuring all participants in the project have access to the required equipment and internet capabilities for teleconferences. Stakeholder interviews can be conducted via the teleconferencing platform or by telephone. Pamlico County will also share all relevant maps, documents and plans electronically with the Center and all project participants.
5. For assistance with the CERRI, Pamlico County will be responsible for assembling a local work group and identifying stakeholders to participate in the project. The local work group may include, but is not limited to, elected officials, municipal or county staff, local business owners/operators, representatives of civic organizations with an interest in the community, and/or active citizens.
6. The Center currently has a staff with various skill sets in economic and community development planning and is responsible for delivering services throughout the state. When the Center accepts a project, its goal is to complete the project in a timely and responsible manner. In the event of staff turnover, budget reductions, or other unforeseeable events, however, the Center may be compelled to place a project in an indefinite “hold” status until replacement staff resources can be secured. In rare cases, where very specialized staff skills are unable to be replaced, the project commitment may be terminated. Projects may also be re-prioritized consistent with department or division policies.

The CERRI project is planned to begin in February 2021 to be completed by (to be determined). The Center staff member assigned to lead the project will be Amy Suggs, Community Economic Development Planner for the Southeast Region, with assistance from other MS&RP staff members.

I have reviewed this Memorandum of Understanding regarding Community Economic Recovery and Resiliency Initiative project services to be provided to Pamlico County by the NC Main Street & Rural Planning Center and accept its terms and conditions.

Signed:

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Beth Bucksot, Director of Economic  
Development Pamlico County, NC

Tabled from the previous meeting, 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, Commissioner Candy Bohmert is hereby appointed to the Dangerous Dog Committee to fill former commissioner Paul Delamar's seat.**

On a motion made by Commissioner Ed Riggs and seconded by Commissioner Missy Baskervill, the following roll call vote was taken to go into closed session pursuant to NCGS § 143-318.11(a)(3)(6) to discuss personnel and Attorney-Client Privilege: Ayes: Commissioners Baskervill, Bohmert, Brinson, Forrest, Ollison, Prescott, and Riggs. Nays: None. Absent: None.

On a motion made by Commissioner Candy Bohmert and seconded by Commissioner Missy Baskervill, the following roll call vote was taken to go back into open session: Ayes: Commissioners Baskervill, Bohmert, Brinson, Forrest, Ollison, Prescott, and Riggs. Nays: None. Absent: None.

No action was taken in closed session.

A motion made by Commissioner Missy Baskervill and seconded by Commissioner Candy Bohmert to adjourn was withdrawn for County Commissioner, County Attorney, County Manager, and Finance Officer time.

There being no further business, on a motion made by Commissioner Missy Baskervill and seconded by Commissioner Candy Bohmert the following roll call vote was taken to adjourn until Monday, March 01, 2021: Commissioners Baskervill, Bohmert, Brinson, Forrest, Ollison, Prescott, and Riggs. Nays: None. Absent: None.

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Chairman

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Clerk to the Board