

**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, JUNE 07, 2021**

The Pamlico County Board of Commissioners met in regular session on Monday, June 07, 2021 at 7:00 pm in the Patsy H. Sadler room of the Pamlico County Courthouse. All Commissioners were present. Also present were 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 prayer. 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, May 17, 2021 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 regular session minutes of the Monday, May 17, 2021 meeting are hereby approved and the Chairman's signature is authorized thereon.

Chairman Doug Brinson recognized County Manager Tim Buck to present FY 2021-2022 budget.

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

BE IT RESOLVED, the schools are hereby approved to speak regarding their FY 2021-2022 budget request.

Chairman Doug Brinson asked if there were any additions and/or deletions. There were three (3) additions. On a motion made by Commissioner Missy Baskervill and seconded by Commissioner Ed Riggs, the following additions were approved.

- Request to approve Senior Services bid **Item #10**
- Request for closed session – personnel **Item #11**
- Request for approval of Budget Amendments **with Item #1**

Chairman Doug Brinson asked if there were any members of the Public to speak during Public Comment Period. There was one (1).

1. Robbie Mercer, Jr – Requested bear hunting with dogs be open again.

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.

BE IT RESOLVED, the following budget amendments are hereby approved.

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 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105481-500000LIEAP	Expenditure	\$ 6,012.58	
100212-435476	Pandemic LIEAP Assistance	\$ 6,012.58	

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

Department: Register of Deeds

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104180-526000	Office Supplies		\$ 450.00
104180-538100	Programming	\$ 450.00	

Reason for Budget Revision: To transfer funds to cover Cott System invoice and to cover microfilms costs for the month of May and June.

Department: HAVA Grant

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104170-529000HAVA	Departmental Supplies	\$ 12,222.77	
104140-529000HAVA	Departmental Supplies		\$ 12,222.77

Reason for Budget Revision: To correct BUA 21-040 and BUA 21-062.

Department: Water Department

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
300000-439900	Fund Balance App	\$ 70,000.00	
307140-519900	Contracted Services	\$ 70,000.00	

Reason for Budget Revision: To cover expenses for leak repairs and new tap installations and chemicals.

Department: Health Department

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100211-435181	Food & Lodging	\$ 2,741.00	
105191-519900	Contracted Services	\$ 2,741.00	

Reason for Budget Revision: To increase in funding.

Department: Recreation/Public Buildings/Recycling

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
106120-512600	Salaries & Wages P/T		\$ 480.00
105000-512600	Uniforms	\$ 480.00	
105000-529000MAJ	Departmental Supplies		\$ 1,000.00
105000-521200	Uniforms	\$ 1,000.00	
105000-533000	Electrical		\$ 600.00
105000-533002	Natural Gas	\$ 600.00	
105000-535600	M&R Buildings		\$ 65.42
105000-549959	Courtroom/Clerk of Ct	\$ 65.42	
105000-533000JAIL	Electrical		\$ 1,000.00
105000-532000	Telephone	\$ 1,000.00	
104721-525100	Auto Supplies		\$ 3,000.00
105000-533001JAIL	Water and Sewer	\$ 3,000.00	
104721-529000LC	Departmental Supplies		\$ 1,000.00
105000-533001JAIL	Water and Sewer	\$ 1,000.00	
104721-519900	Contracted Services		\$ 1,400.00
105000-533001JAIL	Water and Sewer	\$ 1,400.00	
106120-529000-19017	Departmental Supplies		\$ 2,806.93
106120-529000	Departmental Supplies	\$ 2,806.93	
104721-519900WG	Contracted Services		\$ 1,440.00
104721-512200	Overtime	\$ 1,440.00	
104721-519900	Contracted Services		\$ 1,000.00
104721-521200	Uniforms	\$ 1,000.00	

Reason for Budget Revision: To transfer funds to cover line items overruns.

Department: Health Department

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105110-535100	M&R Grounds	\$ 9,300.00	
105110-512100	Salaries & Wages		\$ 6,000.00
105110-518100	FICA Expense		\$ 1,000.00
105110-518200	Retirement Expense		\$ 1,000.00
105110-532001	Postage		\$ 300.00
105110-545000	Insurance & Bonds		\$ 300.00
105110-549100	Dues & Subscriptions		\$ 700.00

Reason for Budget Revision: To transfer funds to cover cost of 5 ton 14 seer American Standard Package heat pump to be installed.

Department: Emergency Management

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance App	\$ 817.00	
470226-439810	Transfer from General Fund	\$ 817.00	
105110-518100	Transfer to E-911	\$ 817.00	
105110-518200	Capital Outlay-2017 Expenses	\$ 817.00	

Reason for Budget Revision: Repayment for unapproved expenses- E911 fund.

Department: Inspections

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104350-526000	Office Supplies		\$ 180.00
104350-529000	Departmental Supplies		\$ 150.00
104350-532000	Telephone		\$ 150.00
104350-537000	Advertising		\$ 120.00
104350-549100	Dues & Subscriptions		\$ 130.00
104350-525100	Auto Supplies	\$ 730.00	

Reason for Budget Revision: To transfer funds to cover the negative balance in Auto Supplies.

Department: Animal Control

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100600-400000	Miscellaneous Revenues	\$ 41.66	
104380-519900	Contracted Services	\$ 41.66	

Reason for Budget Revision: To recognize funds received by Animal Control for reimbursement and increase contracted service line.

Department: Sheriff Department

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100213-434328	Controlled Substance- Restricted	\$ 1,736.46	
104310-539801	Controlled Substance Expenses	\$ 1,736.46	

Reason for Budget Revision: To recognize revenue and increase associated expenditure line.

Department: Representative Payee Fund

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
750600-437533	Trustee Acct- Christmas Cheer	\$ 2,394.27	
757130-583010	Christmas Cheer Expense	\$ 2,394.27	

Reason for Budget Revision: To set up budget for new Christmas Cheer accounts.

Department: DSS

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
750600-437560		\$ 24,147.18	
757130-583020		\$ 24,147.18	

Reason for Budget Revision: To record budget for new trustee revenue and expense accounts per new GASB 84 Regs.

Department: DSS

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
750600-437554		\$ 18,417.50	
757130-583015		\$ 18,417.50	

Reason for Budget Revision: To record budget for new trustee revenue and expense accounts per new GASB 84 regs.

Department: DSS

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
750600-437572		\$ 13,402.42	
757130-583022		\$ 13,402.42	

Reason for Budget Revision: To record budget for new trustee revenue and expense accounts per new GASB 84 regs.

Department: Water Department

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
307140-529001KER	Dept. Supplies & Chemicals		\$ 2,000.00
307140-529000KER	Departmental Supplies	\$ 2,000.00	
307140-512100	Salaries & Wages		\$ 1,000.00
307140-512200	Overtime	\$ 1,000.00	
307140-533000GRT	Electrical		\$ 2,000.00
307140-533000	Electrical	\$ 2,000.00	
307140-533000KER	Electrical		\$ 1,500.00
307140-533000	Electrical	\$ 1,500.00	
307140-519900	Contracted Services		\$ 4,000.00
307140-549800	Annual Monitoring Fee	\$ 4,000.00	
307140-525100	Auto Supplies		\$ 5,000.00
307140-529000	Departmental Supplies	\$ 5,000.00	

Reason for Budget Revision: To cover expenses for leak repairs, new tap installations and chemicals.

Department: Various

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100110-402017	2017 Ad Valorem Taxes (Taxes)	\$ 20,000.00	
104360-519000	Professional Services (Med Exam)	\$ 15,000.00	
104722-535100	M&R Grounds (Landfill)	\$ 5,000.00	
104210-538100	Programming (Data Proc.)	\$ 15,000.00	
100110-402015	2015 Ad Valorem Taxes (Taxes)	\$ 15,000.00	
100110-402012	2012 Ad Val Tax (Taxes)	\$ 7,000.00	
106600-512200COVID	Overtime (Nonn-Dept)	\$ 7,000.00	

Reason for Budget Revision: To cover budget overruns.

Department: Jail

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104320-512100	Salaries & Wages		\$ 40,000.00
104320-512200	Overtime	\$ 40,000.00	
104320-512100	Salaries & Wages		\$ 4,000.00
104320-533002	Natural Gas	\$ 4,000.00	
104320-512100	Salaries & Wages		\$ 2,000.00
104320-519000	Professional Services	\$ 2,000.00	

Reason for Budget Revision: To cover budget overruns.

Department: Sheriff

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104310-512100	Salaries & Wages		\$ 10,000.00
104310-512900	Separation Allowance	\$ 10,000.00	

Reason for Budget Revision: To cover budget overruns.

Department: Various

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104920-512100	Salaries & Wages (Planning)	\$ 5,200.00	
104920-529000	Departmental Supplies (Planning)		\$ 1,500.00
104920-519900	Contracted Services (Planning)		\$ 3,700.00
104930-512100	Salaries & Wages (Sen. Center)	\$ 2,000.00	
104930-512600	Salaries & Wages P/T (Sen. Center)	\$ 2,000.00	
104945-512100	Salaries & Wages (Sen. Center OP)		\$ 4,000.00

Reason for Budget Revision: To cover budget overruns.

Department: Fire Depts.

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
380110-402010	2010 Taxes Ad Val (Goose Creek)	\$ 35,000.00	
384340-519900	Contracted Services (Goose Creek)	\$ 35,000.00	
390110-402010	2010 Taxes Ad Val (Triangle)	\$ 35,000.00	
394340-519900	Contracted Services (Triangle)	\$ 35,000.00	
420110-402010	2010 Taxes Ad Val (Reelsboro)	\$ 70,000.00	
424340-519900	Contracted Services (Reelsboro)	\$ 70,000.00	
450110-402010	2010 Taxes Ad Val (Grantsboro)	\$ 60,000.00	
454340-519900	Contracted Services (Grantsboro)	\$ 60,000.00	
460110-402010	Ad Valorem Tax (Florence/Whor.)	\$ 80,000.00	
464340-519900	Contracted Services (Florence/Whor.)	\$ 80,000.00	
530110-402010	2010 Taxes Ad Val (Arapahoe)	\$ 85,000.00	
534340-519900	Contracted Services (Arapahoe)	\$ 85,000.00	
540110-402010	2010 Taxes Ad Val (Southeast)	\$ 90,000.00	
544341-519900	Contracted Services (Southeast)	\$ 90,000.00	
570110-402010	2010 Taxes Ad Val (Olympia)	\$ 35,000.00	
574340-519900	Contracted Services (Olympia)	\$ 35,000.00	
590110-402010	2010 Taxes Ad Val (Vandemere)	\$ 35,000.00	
594340-519900	Contracted Services (Vandemere)	\$ 35,000.00	

Reason for Budget Revision: To recognize potential revenue.

Department: JCPC

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100213-435832	DJJP/Intervention- Delinquency	\$ 608.00	
100213-435831	DJJP/Juvenile Restitution Services		\$ 608.00

Reason for Budget Revision: To move funds as directed by JCPC (DJJ).

Department: JCPC

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100213-435832	DJJP/Intervention- Delinquency	\$ 1,997.00	
105835-500000	Expenditure (Stillwaters)	\$ 1,997.00	

Reason for Budget Revision: To recognize special funding received from DJJ and increase expenditure line (Heartworks).

BE IT RESOLVED, the fireworks display in the Town of Oriental on July 2, 2021 for the 2021 Spirit of Independence / Flounder Festival is hereby approved.

BE IT RESOLVED, the request for approval to advance Goose Creek Island Volunteer Fire Department their appropriation for the first half of FY 2021-2022 in the amount of \$7,563.50, effective June 7, 2021, is hereby approved.

BE IT RESOLVED, the following Capital Project Ordinance – American Rescue Plan Fund is hereby approved.

**CAPITAL PROJECT BUDGET ORDINANCE
American Rescue Plan Fund**

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 **American Rescue Plan Fund** is hereby adopted

Section I. The **project** authorized is the **American Rescue Plan Fund** Project.

Section II. The amount appropriated for the project will be \$2,471,876.00
Consisting of:

Contingency Expense \$2,471,876.00

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

Grant Proceeds	\$2,471,876.00
TOTAL AVAILABLE	\$2,471,876.00

ADOPTED this the 7th day of June 2021.

BE IT RESOLVED, the request for approval of revised contract renewal for Nurse Practitioner – Health Department with the date changed from March 8 to June 8 is hereby approved.

BE IT RESOLVED, the Tax Administrator’s request to advertise delinquent taxes is hereby approved.

BE IT RESOLVED, the request to enter into contract with J&S Caterers for Senior Services’ Nutrition Program is hereby approved.

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

BE IT RESOLVED, the public hearing for FY 2021-2022 Budget is hereby set for June 21, 2021 at 7:00 pm or as soon thereafter.

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

BE IT RESOLVED, Commissioners Pat Prescott and Doug Brinson are hereby appointed to be Pamlico County’s voting delegate and alternate for NCACC 114th Annual Conference Business Session on Saturday, August 14, 2021, respectively.

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

BE IT RESOLVED, Commissioner Pat Prescott and former commissioner Ann Holton are hereby reappointed to serve on Easter Carolina Council Area Agency on Aging Regional Aging Advisory Committee (RAAC).

On a motion made by Commissioner Missy Baskervill and seconded by Commissioner Candy Bohmert, the Board met in closed session to discuss personnel pursuant to NCGS §143-318.11(a)(6).

On a motion made by Commissioner Missy Baskervill and seconded by Commissioner Ed Riggs, the Board went back into open session.

No action was taken in closed session.

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

BE IT RESOLVED, the County Manager is hereby approved to hire a Customer Service Representative at the Water Department at a rate not to exceed \$33,500 with no increase in six (6) months.

On a motion made by Commissioner Missy Baskervill and seconded by Commissioner Ed Riggs, the Board recessed until Monday, June 14, 2021 for a closed session and budget workshop at 6:00 pm.

Chairman

Clerk to the Board