



**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, JANUARY 3, 2022**

The Pamlico County Board of Commissioners met in regular session on Monday, January 3, 2022 at 7:00 pm in the Patsy H. Sadler room of the Pamlico County Courthouse. Commissioners Missy Baskervill, Kari Forrest, Candy Bohmert, Doug Brinson, Ed Riggs, Pat Prescott and Carl Ollison were present. Also present were County Attorney Ross Hardeman, County Manager Tim Buck, Finance Director Bill Fentress and Clerk to the Board Chantelle Allison.

Chairman Doug Brinson called the meeting to order.

Commissioner Pat Prescott 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, December 6, 2021 regular session minutes or the Monday December 13, 2021 special meeting minutes. There were no changes, then on a motion made by Commissioner Ed Riggs and seconded by Commissioner Candy Bohmert, the following resolution was unanimously approved.

BE IT RESOLVED, the regular session minutes of the Monday, December 6, 2021 meeting and the minutes of the Monday, December 13, 2021 special meeting are hereby approved as amended, and the Chairman's signature is authorized thereon.

Commissioner Doug Brinson invited Mr. Reid Parker, present in person, and Ms. Madonna Stafford, present through Zoom, of Carr, Riggs & Ingram to present the 2021 Audit. Mr. Parker commented on the key points and performance indicators of concern from the audit. Particular attention was paid to the Unassigned Fund Balance which is an important reserve for emergencies and unforeseen expenditures. The State minimum threshold is 20%, and the County results were over 35%. The audit found the County had complied in all aspects of the Federal and State Major Programs, no issues found in financial statements, no internal control findings noted, and no prior year findings noted.

Commissioner Pat Prescott thanked the Finance Department for their good work and the effort made to maintain compliance in all aspects of the audit. Finance Director Bill Fentress also commended the Finance staff and thanked the Department Heads for their timely responses as well.

Public Comment: There were no members of the public to speak during public comment period.

Chairman Doug Brinson asked if there were any additions and/or deletions to the agenda. On a motion made by Commissioner Missy Baskervill and seconded by Commissioner Candy Bohmert, the following additions to the agenda were approved.

An addition to the Budget Amendments and the Centurylink Contract were added to the Consent Agenda.

The Board then turned their attention to the Consent Agenda.

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

BE IT RESOLVED, the Pamlico County Commissioner Meeting Schedule for 2022 is approved. [21-22-108]

BE IT RESOLVED, the 2022 Observed Holiday Schedule is approved. [21-22-109]

BE IT RESOLVED, the following Budget Amendments are hereby approved. [21-22-110]

<i>Department:</i> Health Department			#22-055
<p>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.</p> <p style="text-align: center;">FISCAL YEAR 2021-2022</p>			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100211-435510	Aid To Counties	\$ 250.00	
105110-529000	Departmental Supplies	\$ 250.00	
<i>Reason for Budget Revision:</i> To increase in revenue.			

<i>Department:</i> Health Department			#22-056
<p>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.</p> <p style="text-align: center;">FISCAL YEAR 2021-2022</p>			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100211-435510	Aid To Counties	\$ 1,000.00	
105110-535100	M&R Grounds	\$ 1,000.00	
<i>Reason for Budget Revision:</i> To increase in revenue.			

Department: Personnel

#22-057

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 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance Approp.	\$ 4,000.00	
104121-531000	Travel	\$ 4,000.00	

Reason for Budget Revision: To cover travel for personnel director.

BE IT RESOLVED, the request for approval for the Chairman to sign an acknowledgement of receipt of the Community Services Block Grant Program Application for FY 2022-2023, as prepared by Coastal Community Action, Inc., is hereby approved. [21-22-111]

BE IT RESOLVED, the request for approval to contract with TK Elevator for Courthouse Annex Elevator Modernization Services at a price of \$168,447 including contingency and authorize County Manager and Finance Officer to approve any needed budget amendments and sign contract documents is hereby approved. [21-22-112]

BE IT RESOLVED, the request for approval to enter a land lease agreement with Mr. Jack Hardison at a price of \$1 per year for 10 years for Parcel L06-12, is hereby approved. [21-22-113]

BE IT RESOLVED, the request for approval of the Centurylink agreement, related to the GREAT (Growing Rural Economies with Access to Technology) grant, including a \$53,289 County match of the grant, authorize the Chairman to sign the document, and authorize the County Manager and Finance Officer to approve any related budget amendments is hereby approved. [21-22-119]

The Board then turned their attention to the Correspondence Agenda.

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

BE IT RESOLVED, the request for approval to create a temporary part-time position that reports to Economic Development Director, Beth Bucksot, and assigned to assist the Pamlico County Disaster Recovery Coalition, is hereby approved. The position shall have a

salary of \$16.83 per hour, with a maximum of 40 hours per week, with no benefits. The initial term of the hire is to be no longer than March 31, 2022. [21-22-114]

BE IT RESOLVED, the request for approval from Health Director Melanie Campen for approval to hire a nurse to serve in the nutritionist position with a salary of \$61,500 is hereby approved. [21-22-115]

BE IT RESOLVED, the request for approval in support of changing the rural route delivery address for residents of Stonewall to Stonewall, NC 28583, and to send approved resolution to the State/Federal Government in request for this change, is hereby approved. [21-22-116]

On a motion made by Commissioner Missy Baskervill and seconded by Commissioner Candy Bohmert, the request for the Board's direction regarding Ms. Denise Meng's interest in serving on the Senior Center Board of Directors was tabled for two weeks and will be revisited at the next regular meeting on January 18, 2022. The motion was unanimously approved. [21-22-117]

County Attorney Ross Hardeman discussed the Federal/OSHA Vaccine Mandate with the Council. No motions were made, and no votes were taken, as the Council is awaiting further State/Federal updates regarding the mandate. [21-22-118]

The Council discussed a Zoom meeting between the State and the Health Department for accreditation purposes. Commissioners Missy Baskervill and Candy Bohmert will attend the Zoom call on January 13, 2022.

The Council discussed the idea of an Employee Shared-Leave Policy. The request for sample policies from other Counties and other information will be reviewed and discussed at a later date.

Commissioner Doug Brinson commented that Mr. Hiram Lupton is resigning from the Planning Board, and plans to discuss the vacancy at the next regular meeting.

There being no further business, on a motion made by Commissioner Candy Bohmert and seconded by Commissioner Missy Baskervill, the Board adjourned until Tuesday, January 18, 2022 at 7:00 pm.

Chairman

Clerk to the Board