



**REGULAR SESSION MINUTES OF THE  
PAMLICO COUNTY BOARD OF COMMISSIONERS  
MONDAY, FEBRUARY 7, 2022**

The Pamlico County Board of Commissioners met in regular session on Monday, February 7, 2022 at 7:00 pm in the Patsy H. Sadler room of the Pamlico County Courthouse. Commissioners Kari Forrest, 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. Commissioners Missy Baskervill and Candy Bohmert were not in attendance.

Chairman Doug Brinson called the meeting to order.

Rev. Grady Simpson 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 January 3, 2022 or the January 18, 2022 regular session minutes. There were no changes, then on a motion made by Commissioner Ed Riggs and seconded by Commissioner Pat Prescott, the following resolution was unanimously approved.

**BE IT RESOLVED, the regular session minutes of the Monday, January 3, 2022 and the Tuesday, January 18, 2022 meetings are hereby approved, and the Chairman's signature is authorized thereon.**

Public Comment:

Chairman Doug Brinson recognized Ms. Vanessa Cole's request to speak. Ms. Cole had a suggestion, should the Board of Education decide to relocate the Middle School, therefore vacating the building. She expressed an interest in converting the Middle School building into a Community Center/Historical Site, to provide an indoor location for the public to have gatherings and recreation opportunities. The building is owned by the Board of Education, not the County, and has/had flood damage, so the Board discussed those issues with Ms. Cole in case she wished to pursue her idea with the Board of Education as well.

Chairman Doug Brinson recognized Mr. Kelvin Credle's request to speak. Mr. Credle spoke in support of Ms. Cole's idea and wished to discuss the plans for the State Allocation funds proposed to build new basketball courts in the Town of Alliance. He mentioned it was the Town of Bayboro's desire to have courts built in Bayboro and suggested the Town and County might be able to work together to acquire a suitable piece of property in Bayboro for the basketball courts. The Board welcomed the idea of a partnership with the Town of Bayboro.

Chairman Doug Brinson asked if there were any additions and/or deletions to the agenda, and Commissioner Ed Riggs requested the topic regarding the State Appropriation for the Basketball Court be moved to the Correspondence Agenda.

The Board then turned their attention to the Consent Agenda.

On a motion made by Commissioner Pat Prescott and seconded by Commissioner Carl Ollison, the following resolutions were unanimously approved.

**BE IT RESOLVED, the following Budget Amendments are hereby approved.** [21-22-135]

<i>Department:</i> Water Department		#22-060	
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.			
<b>FISCAL YEAR 2021-2022</b>			
<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
307120-512100	Salaries & Wages		\$ 200.00
307120-512103	Salary Supplement	\$ 200.00	
<i>Reason for Budget Revision:</i> To cover line item overrun.			

<i>Department:</i> Enhancement Preservation		#22-061	
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.			
<b>FISCAL YEAR 2021-2022</b>			
<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
350226-441800	Enhancement & Preservation FDS	\$ 4,941.32	
354180-555000	Capital Outlays	\$ 4,941.32	
<i>Reason for Budget Revision:</i> To recognize revenue and increase capital outlay for automation fund.			

<i>Department:</i> Health Department		#22-062	
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
100211-435152	Women Preventive Health	\$ 78,178.00	
105164-512100	Salaries & Wages	\$ 56,178.00	
105164-518100	FICA Expense	\$ 500.00	
105164-518101	Medicare Expense	\$ 300.00	
105164-518200	Retirement Expense	\$ 2,000.00	
105164-518300	Group Insurance	\$ 3,000.00	
105164-519900	Contracted Services	\$ 10,000.00	
105164-523900	Medical Supplies and Materials	\$ 2,500.00	
105164-529000	Departmental Supplies	\$ 2,500.00	
105164-532000	Telephone	\$ 200.00	
105164-532001	Postage	\$ 150.00	
105164-533000	Electrical	\$ 850.00	

*Reason for Budget Revision:* To recognize funds received for program.

**BE IT RESOLVED, the request for approval and authorization for the Chairman to sign the loan/grant application to fund the Grantsboro and Kershaw Water Treatment Plant Improvements is hereby approved.** [21-22-136]

**BE IT RESOLVED, the request from Sheriff Davis to purchase a storage building for the jail as quoted at \$5,999.73 is hereby approved.** [21-22-138]

**BE IT RESOLVED, the request from Health Director Melanie Campen to make building/equipment improvements to the Health Department Building as quoted at \$40,453.00 using Covid-19 Funds, is hereby approved.** [21-22-139]

**BE IT RESOLVED, the request from Health Director Melanie Campen for approval of the Family Planning Contract Addendum, is hereby approved.** [21-22-140]

**BE IT RESOLVED, the request to consider Health Director Melanie Campen's probationary period complete and increase salary to \$86,579 is hereby approved.** [21-22-141]

**BE IT RESOLVED, the request from Health Director Melanie Campen to reclassify Dawn Jones' position and increase salary to \$42,000 is hereby approved.** [21-22-142]

**BE IT RESOLVED, the request from Health Director Melanie Campen to amend the Nurse Practitioner Contract from 50 hours per month to 64, is hereby approved.** [21-22-143]

The Board then turned their attention to the Correspondence Agenda.

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

**BE IT RESOLVED, the request for approval and authorization for the Chairman to sign documents required to move forward with the State Budget Appropriation and Basketball Court Project, is hereby approved.** [21-22-137]

The Board discussed a request to consider replacing the Inspections Department truck and concluded that the Water Department will be passing down a truck to Inspections soon, and the Board will look at FY 2022-2023 budget options for purchasing a new truck for the Inspections Department. [21-22-144]

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

**BE IT RESOLVED, the request to appoint Ms. Anna Brinson to the Reelsboro VFD Local Relief Board is hereby approved.** [21-22-145]

County Manager Tim Buck has set a date for the Board Retreat/Budget Discussion for FY 2022-2023. Date: April 5, 2022 Location: TBD

On a motion made by Commissioner Carl Ollison, seconded by Commissioner Kari Forrest and unanimously approved, the Board went into Closed Session to discuss personnel items §143-318.11(a)(6). Time recorded: 7:57pm

On a motion made by Commissioner Pat Prescott, seconded by Commissioner Kari Forrest, and unanimously approved, the Board went back into Open Session. Time recorded: 8:35pm

There being no further business, on a motion made by Commissioner Ed Riggs and seconded by Commissioner Pat Prescott, the Board recessed until Monday, February 21, 2022 at 5:00 pm.

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Chairman

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Clerk to the Board