



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

The Pamlico County Board of Commissioners met in regular session on Monday, March 7, 2022 at 7:00 pm in the Patsy H. Sadler room of the Pamlico County Courthouse. Commissioners Missy Baskervill, Kari Forrest, Candy Bohmert, Ed Riggs, Pat Prescott, and Carl Ollison were present. Also present were County Attorney Dave Baxter, County Manager Tim Buck, Finance Director Bill Fentress, and Clerk to the Board Chantelle Allison. Commissioner Doug Brinson was not in attendance.

Vice-Chairman Ed Riggs called the meeting to order and led the assemblage in the Pledge of Allegiance.

Vice-Chairman Ed Riggs asked if there were any corrections, additions, and/or deletions to the February 21, 2022 regular session minutes. There were no changes, then on a motion made by Commissioner Candy Bohmert and seconded by Commissioner Missy Baskervill, the following resolution was unanimously approved.

**BE IT RESOLVED, the regular session minutes of the Monday, February 21, 2022 meetings are hereby approved, and the Chairman's signature is authorized thereon.**

Vice-Chairman Ed Riggs invited Pamlico County Schools/Board of Education representatives to present a proposed plan and grant application for a new middle/high school. Robbie Farris presented the proposal, and John Prescott, Steve Curtis, and Paul Delamar Jr. were also present to answer questions from the Board.

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

**BE IT RESOLVED, the request to authorize the Chairman to sign documents needed for the Pamlico County School grant application, once completed and the Board agrees with the terms, is hereby approved.** [21-22-160]

Public Comment:

Vice-Chairman Ed Riggs recognized Mr. Ed Hege's request to introduce himself as a candidate for the NC House of Representatives, District 79.

Vice-Chairman Ed Riggs asked if there were any additions and/or deletions to the agenda and noted that the Tax Administrator had withdrawn the request regarding a Tax Parcel Adjustment from the Consent Agenda. There were no other additions or deletions to the agenda.

The Board then turned their attention to the Consent Agenda.

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

**BE IT RESOLVED, the following Budget Amendments are hereby approved.** [21-22-161]

<i>Department:</i> Health Department			#22-069
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>
100211-435168	WIC General Administration	\$ 147.00	
105167-519900	Contracted Services- WIC Client	\$ 147.00	
<i>Reason for Budget Revision:</i> To increase in funding.			

<i>Department:</i> Tax Department			#22-070
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<b>FISCAL YEAR 2021-2022</b>			
<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
104140-531000	Travel		\$ 3,000.00
104140-532001	Postage	\$ 3,000.00	
104140-535300	M & R Auto		\$ 500.00
104140-535200	Maint & Repair- Equipment		\$ 500.00
104140-534000	Printing & Binding	\$ 1,000.00	
<i>Reason for Budget Revision:</i> To cover line item overruns.			

<i>Department:</i> Health Department			#22-071
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<b>FISCAL YEAR 2021-2022</b>			
<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+)</b>	<b>AMOUNT(-)</b>

NUMBER		INCREASED	DECREASED
100211-435152	Women Prevention Health		\$ 78,178.00
105164-512100	Salaries & Wages		\$ 56,178.00
105164-518200	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 reduce in funds due to duplication.

<i>Department:</i> DSS		#22-072	
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<b>FISCAL YEAR 2021-2022</b>			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105310-549750	APS Essential Service Expense	\$ 1,180.00	
100212-435468	APS Essential Services Funding	\$ 1,180.00	

*Reason for Budget Revision:* To reflect new actual money received from the State. New funding service.

<i>Department:</i> DSS		#22-073	
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<b>FISCAL YEAR 2021-2022</b>			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105481-500022	LIHWAP Expense		\$ 10,000.00
100212-435482	Low Income Household Water		\$ 10,000.00

*Reason for Budget Revision:* To reflect actual money after director sent back.

<i>Department:</i> Environmental Health	#22-074
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**FISCAL YEAR 2021-2022**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
105180-512100	Salaries & Wages		\$ 25,000.00
105180-529005	Safety Supply & Equipment		\$ 200.00
105180-538100	Programming		\$ 750.00
105180-519900	Contracted Services	\$ 18,884.33	
105180-512200	Overtime	\$ 4,287.77	
105180-512700	Longevity	\$ 778.70	
105180-518101	Medicare Expense	\$ 405.20	
105180-518600	Workers Comp	\$ 1,594.00	

*Reason for Budget Revision:* To cover contract personnel.

*Department:* Economic Development Planning/ Sheriff

#22-075

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**FISCAL YEAR 2021-2022**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100000-439900	Fund Balance Approp.	\$ 100,000.00	
104920-519950	Riverstreet Broadband- Econ Dev.	\$ 35,000.00	
104310-519900	Contracted Services- Sheriff	\$ 15,000.00	
104310-525100	Auto Supplies- Sheriff	\$ 50,000.00	

*Reason for Budget Revision:* To cover expenses in the following: \$35,000.00 to Riverstreet is 2<sup>nd</sup> installment for study, \$15,000.00 is for overages in IT due to equipment upgrades, repairs, etc. and \$50,000.00 is for fuel increases due to inflation of gas prices.

**BE IT RESOLVED, the request from Health Director Melanie Campen for Fee Schedule Changes (listed below) is hereby approved.** [21-22-162]

- Increase COVID -19 Vaccination fee from \$40 to \$65
- DOT/CDL Physical with Drug Screen - \$175 (new service)
- DOT/CDL Physical with Drug Screen for County Employees - \$125 (new service)
- DOT/CDL Physicals for 15 or more with a single company - 40% off (new service)
- CPR/First Aid/AED \$175 (new service)

- CPR/First Aid/AED County Employees \$50 (new service)
- Stop the Bleed \$10 (new service)

**BE IT RESOLVED, the request from Health Director Melanie Campen to use COVID-19 funds to replace 1 server, 5 computers and 6 monitors at a total cost of about \$18,000 is hereby approved.** [21-22-163]

**BE IT RESOLVED, the request for approval, per nomination by DSS Director Debra Green -Chair of JCPC, to appoint Ms. Courtney Norfleet to fill the JCPC Commissioner appointed seat is hereby approved.** [21-22-165]

**BE IT RESOLVED, the request for approval, per nomination by Chairman Doug Brinson, to appoint Mr. Skip Lee to fill the vacancy in the Planning Board is hereby approved.** [21-22-166]

There being no further business, on a motion made by Commissioner Missy Baskervill and seconded by Commissioner Candy Bohmert, the Board adjourned until Monday, March 21, 2022 at 7:00 pm.

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Chairman

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Clerk to the Board