



**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, MARCH 21, 2022**

The Pamlico County Board of Commissioners met in regular session on Monday, March 21, 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 and led the assemblage in the Pledge of Allegiance.

Chairman Doug Brinson asked if there were any corrections, additions, and/or deletions to the March 7, 2022 regular session minutes. There was one revision (name correction), then on a motion made by Commissioner Missy Baskervill and seconded by Commissioner Candy Bohmert, the following resolution was unanimously approved.

BE IT RESOLVED, the regular session minutes of the Monday, March 7, 2022 meetings are hereby approved, and the Chairman's signature is authorized thereon.

Chairman Doug Brinson invited the members of the Friends of the Pamlico County Library to present their designs and requests for a new Library planned for the previous Hardee's Restaurant location. The Commissioners welcomed their ideas and discussed the group's requests for support. The Board did not make any formal motions/votes but did voice their support for the group and offered ideas for obtaining additional funding and grants. [21-22-167]

Chairman Doug Brinson invited Mr. Dave Peterson to present the Trillium Annual Report. He discussed Trillium's accomplishments and plans for future business. [21-22-168]

Chairman Doug Brinson invited Mr. Rick Lanier from the U.S. Motto Action Committee to present their "In God We Trust" signage. Mr. Lanier explained that funding for their project is through donations, and that the County would not incur the costs if they wished to add the "In God We Trust" signs to their public buildings. On a motion made by Commissioner Carl Ollison and seconded by Commissioner Ed Riggs, the following resolution was unanimously approved.

BE IT RESOLVED, the County Manager is authorized to facilitate an order with the U.S. Motto Action Committee and arrange placement of the "In God We Trust" signs. [21-22-169]

Chairman Doug Brinson asked if there were any additions and/or deletions to the agenda.

Commissioner Ed Riggs made the motion, seconded by Commissioner Candy Bohmert, to add the Property Tax Settlement topic, withdrawn from the March 7, 2022 meeting, to the Correspondence Agenda [21-22-179]. Commissioner Ed Riggs requested a Closed Session to discuss Personnel. 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 Missy Baskervill and seconded by Commissioner Candy Bohmert, the following resolutions were unanimously approved.

BE IT RESOLVED, the following Budget Amendments are hereby approved. [21-22-170]

<i>Department:</i> DSS		#22-076	
<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>			
FISCAL YEAR 2021-2022			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105373-519900	Contracted Services		\$ 8,000.00
105373-519900CAPDA	Contracted Services	\$ 8,000.00	
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<i>Reason for Budget Revision:</i> To transfer money to correct account.			

<i>Department:</i> Water Department		#22-077	
<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>			
FISCAL YEAR 2021-2022			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
307120-531000	Travel		\$ 2,000.00
307120-526000	Office Supplies	\$ 2,000.00	
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<i>Reason for Budget Revision:</i> To transfer funds to purchase a laptop.			

Department: Health Department

#22-078

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105165-512100	Salaries & Wages		\$ 8,000.00
105165-518100	FICA Expense	\$ 1,600.00	
105165-518200	Retirement Expense	\$ 4,000.00	
105165-518300	Group Insurance	\$ 2,400.00	

Reason for Budget Revision: To transfer funds to cover for possible shortfalls.

Department: Senior Services

#22-079

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104930-512100	Salaries & Wages		\$ 78,000.00
104930-518200	Retirement Expense		\$ 9,000.00
104930-518300	Group Insurance		\$ 12,000.00
104930-518100	FICA Expense		\$ 4,000.00
104930-518600	Workers Comp		\$ 3,000.00
104930-512600	Salaries & Wages P/T	\$ 20,000.00	
104934-512100	Salaries & Wages	\$ 30,000.00	
104934-518300	Group Insurance	\$ 8,000.00	
104945-512100	Salaries & Wages	\$ 32,000.00	
104945-518300	Group Insurance	\$ 10,000.00	
104945-518200	Retirement Expense	\$ 6,000.00	

Reason for Budget Revision: To transfer funds to realign budgets with expenses in Senior Services.

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105127-518100	FICA Expenses- CD		\$ 400.00
105127-518101	Medicare Expense- CD		\$ 500.00
105127-518300	Group Insurance- CD		\$ 800.00
105127-512100	Salaries & Wages- CD	\$ 1,700.00	
105160-512100	Salaries & Wages- CH		\$ 12,000.00
105160-518100	FICA Expense- CH		\$ 377.08
105160-518101	Medicare Expense- CH		\$ 300.00
105160-518300	Group Insurance- CH		\$ 2,600.00
105160-531000	Travel- CH		200.00
105160-529000	Departmental Supplies	\$ 15,477.08	
105164-512100	Salaries & Wages- WPH		\$ 6,000.00
105164-529000	Departmental Supplies- WPH	\$ 6,000.00	

Reason for Budget Revision: To transfer funds to cover for possible shortfalls.

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105110-538100	Programming		\$ 589.73
105110-535100	M&R Ground		\$ 280.00
105110-532001	Postage	\$ 400.00	
105110-533000	Electrical	\$ 469.73	
105111-519900	Contracted Services-BT		\$ 11,380.00
105111-512100	Salaries & Wages-BT	\$ 10,200.00	
105111-518200	Retirement Expense-BT	\$ 1,180.00	
105117-512100	Salaries & Wages-716		\$ 5,000.00
105117-518100	FICA Expense-716 COVID Vaccine		\$ 1,400.00
105117-518200	Retirement Expense-716 COVID		\$ 3,646.93
105117-518300	Group Insurance-716 COVID Insurance		\$ 6,500.00
105117-519900	Contracted Services-716 COVID	\$ 16,546.93	
105110-512100	Salaries & Wages-General		\$ 5,000.00
105127-512100	Salaries & Wages-CD	\$ 5,000.00	

Reason for Budget Revision: To transfer funds to cover for possible shortfalls.

Department: Water Department

#22-082

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
307140-529000GRT	Departmental Supplies		\$ 4,000.00
307140-529000KER	Departmental Supplies		\$ 4,000.00
307140-529000VAN	Departmental Supplies		\$ 1,000.00
307140-529000MIL	Departmental Supplies		\$ 2,000.00
307140-529000	Departmental Supplies	\$ 11,000.00	
307140-529001GRT	Departmental Supplies & Chemicals		\$ 5,000.00
307140-529001VAN	Departmental Supplies & Chemicals	\$ 5,000.00	
307140-535000MIL	M&R Plant		\$ 5,000.00
307140-535000GRT	M&R Plant	\$ 5,000.00	

Reason for Budget Revision: To transfer funds to cover for possible shortfalls.

Department: Register of Deeds

#22-083

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104180-529005	Safety Supply & Equipment		\$ 100.00
104180-531000	Travel	\$ 100.00	

Reason for Budget Revision: To transfer funds to be able to attend 2 district workshops scheduled in April.

Department: Alliance Municipal Tax Fund

#22-084

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
230110-432452	Alliance Ad Val Taxes	\$ 47,769.22	
234823-549952	Alliance Ad Val Exp	\$ 47,769.22	

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

Department: Grantsboro Municipal Tax Fund

#22-085

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
230110-432451	Grantsboro Ad Val Taxes	\$ 32,917.33	
234823-549951	Grantsboro Ad Val Exp	\$ 32,917.33	

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

Department: Vandemere Municipal Tax Fund

#22-086

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
230110-432446	Vandemere Ad Val Taxes	\$ 53,259.08	
234823-549946	Vandemere Ad Val Exp	\$ 53,259.08	

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

Department: Stonewall Municipal Tax Fund

#22-087

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
230110-432445	Stonewall Ad Val Taxes	\$ 32,838.98	
234823-549945	Stonewall Ad Val Exp	\$ 32,838.98	

Reason for Budget Revision: To recognize revenue for Stonewall Ad Val and increase expenditure line.

Department: Oriental Municipal Tax Fund

#22-088

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
230110-432444	Oriental Ad Val Taxes	\$ 545,462.85	
234823-549944	Oriental Ad Val Exp	\$ 545,462.85	

Reason for Budget Revision: To recognize revenue for Oriental Ad Val and increase expenditure line.

Department: Minnesott Municipal Tax Fund

#22-089

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
230110-432443	Minnesott Ad Val Taxes	\$ 132,290.93	
234823-549943	Minnesott Ad Val Exp	\$ 132,290.93	

Reason for Budget Revision: To recognize revenue for Minnesott Ad Val and increase expenditure line.

Department: Mesic Municipal Tax Fund

#22-090

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
230110-432442	Mesic Ad Val Taxes	\$ 36,882.96	
234823-549942	Mesic Ad Val Exp	\$ 36,882.96	

Reason for Budget Revision: To recognize revenue for Mesic Ad Val and increase expenditure line.

Department: Bayboro Municipal Tax Fund

#22-091

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
230110-432441	Bayboro Ad Val Taxes	\$ 173,633.88	
234823-549941	Bayboro Ad Val Exp	\$ 173,633.88	

Reason for Budget Revision: To recognize revenue for Bayboro Ad Val and increase expenditure line

Department: Sheriff Department

#22-092

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
104320-535200	Maint & Repair-Equipment	\$ 2,000.00	
104320-539500	Training		\$ 2,000.00

Reason for Budget Revision: To transfer funds to cover the cost of paint for the Detention Center

Department: Recreation

#22-093

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
106120-518500	Unemployment Ins Exp		\$ 396.00
106120-512700	Longevity	\$ 396.00	

Reason for Budget Revision: To transfer funds to cover the cost of Longevity.

Department: Personnel

#22-094

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
100000-439900	Fund Balance Approp.	\$ 5,000.00	
104121-531000	Travel	\$ 5,000.00	

Reason for Budget Revision: To cover travel expenses for S. Hucks through 4/30/22.

Department: Cooperative Extension

#22-095

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
104950-500000	Expenditure		\$ 1,600.00
104950-519900	Contracted Services	\$ 1,600.00	

Reason for Budget Revision: To transfer funds to cover the last few months of salaries for 2021-2022.

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance Approp.	\$ 40,692.00	
106120-512100	Salaries & Wages	\$ 23,392.00	
106120-512600	Salaries & Wages P/T	\$ 17,300.00	

Reason for Budget Revision: To increase lines to avoid line overruns.

BE IT RESOLVED, the request for approval of the Tax Office Board Releases is hereby approved, and the Chairman’s signature is authorized thereon. [21-22-171]

BE IT RESOLVED, the request for approval of a Resolution declaring April 4-10, 2022 as Public Health Week, is hereby approved. [21-22-172]

PUBLIC HEALTH WEEK 2022

BY THE PAMLICO COUNTY BOARD OF COMMISSIONERS

A RESOLUTION

WHEREAS, the Pamlico County public health workforce is a critical component of our emergency response to natural and man-made disasters and widespread disease outbreaks in our county, including COVID-19; and

WHEREAS, our county and state public health workers have been courageous, inventive and tireless in their work to protect our residents from the threats of the COVID-19 pandemic, while continuing to perform their other essential public health functions, often times at the risk of their own safety and health; and

WHEREAS, public health measures to control and eliminate infectious diseases, improve environmental sanitation, and promote healthy lifestyle practices have been the greatest cause of improved health status and increased life expectancy for the residents of our County and all North Carolina's residents/; and

WHEREAS, public health plays a critical role advancing health equity and preventing chronic diseases and injuries, resulting in improved productivity and decreased health care costs for all North Carolinians; and

WHEREAS, the Pamlico County Board of Commissioners are committed to a continued emphasis on prevention in public health, and to helping our county and all North Carolina reach a better state of health through actions outlined in the Healthy North Carolina 2030 objectives; and

WHEREAS, communities, local health departments, employers, hospitals and health care providers, individuals and families, insurers, county leaders and policy makers, faith-based communities, and schools and childcare facilities must work together to identify and develop innovative solutions to health problems facing the people of Pamlico County; and

WHEREAS, the Pamlico County Board of Commissioners encourage all residents to recognize that public health is working to ensure that all residents are protected from threats such as COVID-19, influenza, foodborne disease, injury, and chronic diseases such as diabetes, heart disease, and asthma;

WHEREAS, April 4-10, 2022, has been designated as NATIONAL PUBLIC HEALTH WEEK;

NOW, THEREFORE, WE, THE MEMBERS OF THE PAMLICO COUNTY BOARD OF COMMISSIONERS in regular session, do hereby UNANIMOUSLY PROCLAIM that April 4-10, 2022 shall be designated as "PUBLIC HEALTH WEEK" in Pamlico County, and commend its observance to all county residents and convey our deepest gratitude to those public health professionals who serve our county every day.

BE IT RESOLVED, the request from the Health Department to use COVID-19 funds to purchase IT Equipment for \$7,100 is hereby approved. [21-22-173]

BE IT RESOLVED, the request for approval of the Tax Department Late Present Use Application (PUV) – Parcel K05-6, is hereby approved. [21-22-174]

BE IT RESOLVED, the request from the Sheriff's Department for approval to apply for the COVID-19 Support for County Confinement Facilities Grant, and authorization for the Chairman, County Manager, and Finance Manager to sign necessary documents, is hereby approved. [21-22-175]

BE IT RESOLVED, the request to reclassify Building Inspector Ray Bennett's position, increase his salary to \$70,562 (to include \$5000 for serving as Subdivision Administrator and Clerk to the Board), is hereby approved. [21-22-176]

BE IT RESOLVED, the request to increase the salaries of Cooperative Extension Director Daniel Simpson to \$61,898 (State share: 49.77%, County Share: 50.23%) and his assistant, Tamara Carawan, to \$36,649 (State share: 49.388%, County Share: 50.612%) is hereby approved. [21-22-177]

The Board then turned their attention to the Consent Agenda.

On a motion made by Commissioner Missy Baskervill, seconded by Commissioner Candy Bohmert, and unanimously approved 6:0 (Commissioner Ollison was not present for the motion/vote), further decision regarding Ms. Jennifer Williford's application to serve on the Department of Social Services Board was tabled until the April 4, 2022 regular meeting [21-22-178].

Commissioners Missy Baskervill and Carl Ollison were recused from discussion/vote regarding the request to adjust the Tax Parcels related to a 2021 Property Tax appeal by Cox Family Properties that contested the value of their boat slips in Pecan Grove Marina. On a motion made by Commissioner Kari Forrest, seconded by Commissioner Ed Riggs, and unanimously approved 5:0, further decision was tabled until the April 4, 2022 regular meeting [21-22-179].

On a motion made by Commissioner Ed Riggs, seconded by Commissioner Pat Prescott, and unanimously approved, the Board went into Closed Session to discuss Personnel items [§143-318.11(a)(5)]. Time Recorded: 8:52pm

On a motion made by Commissioner Ed Riggs, seconded by Commissioner Candy Bohmert, and unanimously approved, the Board went back into Open Session. Time Recorded: 9:18pm

There being no further business, on a motion made by Commissioner Carl Ollison and seconded by Commissioner Kari Forrest, the Board adjourned until Monday, April 4, 2022 at 7:00 pm.

Chairman

Clerk to the Board