



**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, APRIL 18, 2022**

The Pamlico County Board of Commissioners met in regular session on Monday, April 18, 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, Assistant County Manager Justin Oakes, 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 April 4, 2022 regular session minutes. There were no changes, then 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, April 4, 2022 meetings are hereby approved, and the Chairman's signature is authorized thereon.

Chairman Doug Brinson asked if there were any additions and/or deletions to the agenda. On a motion made by Commissioner Ed Riggs and seconded by Commissioner Missy Baskervill, a request was made and approved to add the following items to the agenda: (1) Fire Marshal discussion of the Fire Department Study [21-22-208], (2) Discuss Environmental Health Clerk temporary interim salary [21-22-209], and (3) Request approval of hire rate for Processing Assistant IV position [21-22-210].

Chairman Doug Brinson invited the Pamlico County fire departments and representatives from Croatan Solutions LLC to present the Fire Service Assessment. Fire Marshal Chris Murray introduced Croatan representatives Colby Sawyer and Bradley Kinlaw, and they presented the assessment and recommendations. Based on their results, Croatan recommended a small increase in property tax to fund four new full-time firefighter positions, and any extra/leftover revenue to go to improvements or to upgrade vehicles. [21-22-208]

The Board then turned their attention to the Consent 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. [21-22-

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Department: Jail

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
104320-519900	Contracted Service	\$ 4,447.23	
104320-531000	Travel		\$ 1,500.00
104320-539500	Training		\$ 2,947.23

Reason for Budget Revision: To transfer funds to revise PO# 20220453 for Johnson's Control and to cover negative amount in contracted services line.

Department: Emergency Management

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104330-541065	HSGP-Underwater ROV	\$ 1,500.00	
104330-555000	Capital Outlays		\$ 1,500.00

Reason for Budget Revision: To transfer funds to cover credit card request for Urban Drones.

Department: Tax Department

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104140-534000	Printing & Binding	\$ 2,000.00	
104140-519200	Professional Services		\$ 2,000.00

Reason for Budget Revision: To transfer funds to get Printing & Binding account out of the negative and to have funds to last the rest of the fiscal year.

Department: Sheriff Department

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
020213-436140	DPS Sheriff Grant	\$ 84,269.66	
024349-519900	Contracted Services	\$ 16,000.00	
024349-555000	Capital Outlays	\$ 68,269.66	

Reason for Budget Revision: To set up budget for Sheriff Grant Rev. 21-23.

Department: Animal Control

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104380-537000	Advertising	\$ 500.00	
104380-529000	Departmental Supplies		\$ 500.00

Reason for Budget Revision: To transfer funds to advertise for the upcoming rabies clinic.

Department: Health Department

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100211-435135	Comm Disease Pandemic Rec	\$ 101,179.00	
105126-512100	Salaries & Wages	\$ 35,589.50	
105126-518100	FICA Expense	\$ 4,600.00	
105126-518101	Medicare Expense	\$ 700.00	
105126-518200	Retirement Expense	\$ 5,500.00	
105126-518300	Group Insurance	\$ 4,200.00	
105126-519900	Contracted Services	\$ 25,294.75	
105126-529000	Departmental Supplies	\$ 25,294.75	

Reason for Budget Revision: To increase funds to expand communicable diseases surveillance, detection, control and prevention to address COVID-19 activities.

Department: Sheriff Department

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100213-434328	Controlled Substance-Restricted	\$ 709.00	
104310-539801	Controlled Substance-Expenses	\$ 709.00	

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

Department: Jail

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
290200-400021	Inmate Receipts	\$ 9,818.49	
294322-500000	Expenditure	\$ 9,818.49	

Reason for Budget Revision: To recognize additional inmate receipts and increase expenditure line.

Department: DSS

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105310-549735	Share the Light Expense	\$ 1,607.90	
100212-435486	Share the Light Revenue	\$ 1,607.90	

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

Department: **Health Department**

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105164-529000	Departmental Supplies		\$ 4,255.26
105164-532001	Postage		\$ 139.22
105164-519900	Contracted Services		\$ 1,000.00
105164-512100	Salaries & Wages	\$ 4,984.48	
105164-523900	Medical Supplies and Materials	\$ 410.00	
105180-518100	FICA Expense		\$ 1,000.00
105180-518101	Medicare Expense	\$ 500.00	
105180-518600	Workers Comp	\$ 500.00	
105110-518600	Workers Comp		\$ 4,000.00
105110-518200	Retirement Expense		\$ 5,000.00
105190-512100	Salaries & Wages	\$ 9,000.00	
105110-518600	Workers Comp		\$ 1,502.09
105110-549100	Dues & Subscriptions	\$ 1,502.09	
105160-529000	Departmental Supplies		\$ 5,000.00
105160-512100	Salaries & Wages	\$ 4,000.00	
105160-518300	Group Insurance	\$ 1,000.00	
105157-518300	Group Insurance		\$ 79.78
105157-512200	Overtime	\$ 79.78	
105167-512100	Salaries & Wages		\$ 5,000.00
105167-519900	Contracted Services	\$ 5,000.00	

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

BE IT RESOLVED, the request for approval of an Asset Inventory Grant for the Water Department is hereby approved.^[21-22-199]

**RESOLUTION BY GOVERNING BODY OF APPLICANT
Asset Inventory and Assessment Grant Pamlico County Water System**

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of drinking water treatment works and drinking water distribution system, and

WHEREAS, The County of Pamlico has need for and intends to conduct a drinking water treatment works and drinking water distribution system assessment as follows:

- Consolidate existing information concerning line sites and general locations to provide a water system map showing locations, line sized, water plant locations, wells, and other features of the system including where available, valving locations and sizes.
- Prepare a hydraulic model of the water distribution system.
- Assess the condition of the system and ability to meet minimum flow and pressure requirements per the NCDEQ Rules Governing Public Water Supplies.
- Compile available information concerning distribution system and treatment system component age and condition.

The County of Pamlico intends to request state grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF PAMLICO:

That County of Pamlico, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State grant award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the (unit of government) to make scheduled repayment of the loan, to withhold from the (unit of government) any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That County Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a (loan or grant) to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 18th day of April, 2022 at Pamlico County Courthouse in Bayboro, North Carolina.

BE IT RESOLVED, the request to appoint Ms. Becky LaForest to the Foundation for the Aged Board, is hereby approved. [21-22-200]

BE IT RESOLVED, the request to extend Stephanie Hucks' employment to June 30, 2022 is hereby approved. [21-22-201]

BE IT RESOLVED, the request that Building Inspector, Ray Bennett's promotion and pay increase be retroactive to March 1, 2022 is hereby approved. [21-22-202]

BE IT RESOLVED, the request to approve a Change Order for the Health Department Renovation Project, to include installing two additional doors (using COVID-19 funds), is hereby approved. [21-22-203]

BE IT RESOLVED, the request from the Health Director to have the WIC Program Assistant Director assume the Environmental Health Clerk duties until the position can be filled, and pay an interim salary increase of \$3.50 per hour, is hereby approved. [21-22-209]

BE IT RESOLVED, the request from the Health Director to hire a Processing Assistant IV at a salary of \$29,000 with a 6% increase in 6 months, is hereby approved. [21-22-210]

The Board then turned their attention to the Correspondence Agenda.

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

BE IT RESOLVED, the request to allocate all County ARPA funds, approximately \$2.4 million for revenue replacement under the Standard Allowance option of the ARPA Final Rule; this supersedes any other action designating use of ARPA funds, is hereby approved. [21-22-204]

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

BE IT RESOLVED, the request to approve a match up to \$250,000, authorize the County Manager and Finance Officer to sign a Memorandum of Understanding (MOU) on a GREAT Grant application with Spectrum, and amend the similar MOU with Centurylink to use General Funds (replaced by supplanted ARPA Funds), is hereby approved. [21-22-205]

On a motion made by Commissioner Ed Riggs, seconded by Commissioner Missy Baskervill and unanimously approved, the application from Ms. Jamie Greve to serve on the Pamlico County Library Board was tabled until the May 2, 2022 regular meeting. [21-22-206]

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

BE IT RESOLVED, the request from the Pamlico County Disaster Recovery Coalition to extend the date of employment of the temporary position until May 18, 2022, is hereby approved. [21-22-207]

There being no further business, on a motion made by Commissioner Candy Bohmert and seconded by Commissioner Missy Baskervill, the Board adjourned until Monday, May 2, 2022 at 7:00 pm.

Chairman

Clerk to the Board