



**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, MAY 16, 2022**

The Pamlico County Board of Commissioners met in regular session on Monday, May 16, 2022 at 7:00 pm in the Patsy H. Sadler room of the Pamlico County Courthouse. Commissioners Missy Baskervill, Candy Bohmert, Doug Brinson, Ed Riggs, and Pat Prescott were present. Commissioner Kari Forrest arrived shortly after the meeting started, and Commissioner Carl Ollison was not in attendance. Also present were County Attorney’s Ross Hardeman and Trey Ferguson, County Manager Tim Buck, Finance Director Bill Fentress, Assistant County Manager Justin Oakes, and Clerk to the Board Chantelle Allison.

Chairman Brinson called the meeting to order and led the assemblage in the Pledge of Allegiance.

Chairman Brinson asked if there were any corrections, additions, and/or deletions to the May 2, 2022 regular session minutes. There were no changes, then on a motion made by Commissioner Bohmert and seconded by Commissioner Baskervill, the following resolution was unanimously approved.

BE IT RESOLVED, the regular session minutes of the Monday, May 2, 2022 meeting are hereby approved, and the Chairman’s signature is authorized thereon.

Chairman Brinson invited the Pamlico Board of Education representatives, Mr. John Prescott, Mr. Paul Delamar, and Mr. Steve Curtis to present their Budget for FY 2022-2023 to the Board [21-22-225].

On a motion made by Commissioner Prescott and seconded by Commissioner Baskervill, the following resolution was unanimously approved [21-22-226].

**RESOLUTION OF THE PAMLICO COUNTY BOARD OF COMMISSIONERS
HONORING THE SERVICE OF
SOIL AND WATER COST SHARE TECH CECILIA “CANDY” BOHMERT**

WHEREAS, on September 23, 2002, Cecilia “Candy” Bohmert began employment with Pamlico County as Soil and Water Cost Share Technician; and

WHEREAS, Ms. Bohmert worked with the Pamlico Soil and Water Board of Directors, farmers, and private citizens to implement State and Federal conservation cost share programs that resulted in reduced erosion and improved water quality in Pamlico County; and

WHEREAS, in the aftermath of Hurricane Florence, Ms. Bohmert applied for, received, and implemented an Emergency Watershed Protection (EWP) grant to repair and restore a drainage way that, if left unchecked, would have potentially destroyed 2 homes; and

WHEREAS, Ms. Bohmert was instrumental in Pamlico County receiving over \$1,500,000 in storm debris removal funding that was essential to reestablishing waterways damaged by Hurricanes Irene and Florence; and

WHEREAS, throughout her career in public service, Ms. Bohmert worked to build positive working relationships between the Pamlico Soil and Water District, Pamlico County Board of Commissioners, and citizens of Pamlico County; and

NOW, THEREFORE, BE IT RESOLVED that the Pamlico County Board of Commissioners hereby recognize Candy Bohmert’s 20 years of exemplary service to the Pamlico Soil and Water District and Pamlico County.

BE IT FURTHER RESOLVED that the Pamlico County Board of Commissioners extend their best wishes to Ms. Bohmert upon her retirement in May 2022.

ADOPTED the 16th day of May, 2022, by the Pamlico County Board of Commissioners.

Chairman Brinson asked if there were any additions and/or deletions to the agenda, and there were no motions made.

The Board then turned their attention to the Consent Agenda.

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

BE IT RESOLVED, the following Budget Amendments are hereby approved [21-22-227].

<i>Department: Recycling</i>			
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
104721-529000LC 104721-525100	Departmental Supplies Auto Supplies	\$ 5,000.00	\$ 5,000.00
<i>Reason for Budget Revision:</i> To transfer funds to cover auto repairs and maintenance to Recycling vehicles.			

Department: Public Buildings

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105000-535600	M & R Buildings		\$ 909.00
105000-535100	M & R Grounds	\$ 909.00	

Reason for Budget Revision: To transfer funds due to wrong account used.

Department: Public Buildings

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105000-533000JAIL	Electrical		\$ 2,211.00
105000-535600JAIL	M & R Buildings	\$ 2,211.00	

Reason for Budget Revision: To transfer funds to cover maintenance repairs at the jail.

Department: DSS

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105481-500000LIEAP	Expenditure	\$ 108,874.00	
100212-435310	Administrative Reimb DSS	\$ 108,874.00	

Reason for Budget Revision: To change budget to reflect actual money approved from the state. 2nd one time supplement.

Department: Stillwaters

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105835-500000	Stillwaters Expenditure	\$ 708.40	
105833-500000	JCPC Admin Expenditure		\$ 708.40

Reason for Budget Revision: To transfer budget from Admin to Stillwaters per JCPC instructions.

Department: Emergency Management

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance Approp	\$ 49,500.00	
104330-555000	Capital Outlays	\$ 49,500.00	

Reason for Budget Revision: To set budget for purchase of Mobile Kitchen trailer (EMS).

Department: Register of Deeds

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100213-432603	ROD Document Preservation Grant	\$ 2,000.00	
104180-555010	ROD Document Preservation Expense	\$ 2,000.00	

Reason for Budget Revision: To set budget for Register of Deeds Document Preservation Grant Approved May 2, 2022.

Department: **Water Department**

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
300600-400000	Miscellaneous Revenue	\$ 171.51	
307140-529000	Departmental Supplies	\$ 171.51	

Reason for Budget Revision: To recognize revenue from Sims Metal and increase dept. supplies line.

Department: **Sheriff Department**

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104310-529000MAJ	Departmental Supplies		\$ 300.00
104310-531000	Travel	\$ 300.00	

Reason for Budget Revision: To transfer funds to cover travel cost to attend the NCSA Legislative Meeting.

Department: Health Department

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105111-519900	Contracted Services		\$ 5,000.00
105111-529000	Departmental Supplies	\$ 5,000.00	
105110-512700	Longevity		\$ 2,000.00
105110-525100	Auto Supplies	\$ 1,000.00	
105110-531000	Travel	\$ 1,000.00	
105127-518300	Group Insurance		\$ 304.43
105127-518200	Retirement Expense	\$ 300.00	
105127-529000	Departmental Supplies	\$ 4.43	
105159-519900	Contracted Services		\$ 43.19
105159-523900	Medical Supplies & Materials	\$ 43.19	
105160-518200	Retirement Expense		\$ 122.38
105160-518100	FICA Expense	\$ 122.38	

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

Department: Water Department

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
307140-519500	Engineering Services		\$ 30,000.00
307140-519900	Contracted Services	\$ 30,000.00	
307140-512100	Salaries & Wages		\$ 2,000.00
307140-512200	Overtime	\$ 2,000.00	
307140-537000	Advertising		\$ 595.41
307140-535500	M&R Equipment	\$ 595.41	

Reason for Budget Revision: To transfer funds for coverage of shortfalls.

Department: DSS

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105373-519900III	Contracted Services		\$ 20,000.00
105550-519900	Contracted Services	\$ 20,000.00	

Reason for Budget Revision: To transfer funds to reflect spending.

BE IT RESOLVED, the request to hire a part-time permanent employee to work in Recycling, 19 hours or less per week, with a salary of \$13 per hour is hereby approved [21-22-228].

BE IT RESOLVED, the request to extend the term date for the temporary employee position with the Pamlico County Disaster Recovery Coalition, until May 20, 2022, is hereby approved [21-22-229].

BE IT RESOLVED, the request for approval of the American Rescue Plan (ARPA) Policies needed to implement the Standard Allowance Option for ARPA funding is hereby approved [21-22-230].

BE IT RESOLVED, the request for approval of the ARPA Project Ordinance is hereby approved [21-22-231].

PAMLICO COUNTY

**GRANT PROJECT ORDINANCE FOR THE AMERICAN RESCUE PLAN ACT OF 2021:
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS**

BE IT ORDAINED by the Board of Commissioners of the Pamlico County, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: The purpose of this Ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF). Pamlico County (hereinafter the “County”) has received the first tranche in the amount of \$1,235,938.00 of CSLFRF funds. The total allocation is \$2,471,876.00, with the remainder to be distributed to the County within 12 months. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;

3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Section 2: The County has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1) and expend all its ARP/CSLFRF funds for the provision of government services.

Section 3: The following amounts are appropriate for the project and authorized for expenditure:

Internal Project Code	Project Description	Expenditure Category (EC)	Cost Object	Appropriation of ARP/CSLFRF Funds
001	Law Enforcement Salaries and Benefits, including Sheriff Dept., Dispatch and Jail for period of March 5, 2021 through April 3, 2023.	6.1	Salaries/Benefits	\$2,200,000.00
002	Emergency Management Salaries and Benefits for period March 5, 2021 through April 3, 2023	6.1	Salaries/Benefits	\$75,000.00
003	General administration services including County Manager and Finance and Human Resources for period of March 5, 2021 through April 3, 2023	6.1	Salaries/Benefits	\$196,876.00
	TOTAL			\$2,471,876

Section 4: The following revenues are anticipated to be available to complete the project:

ARP/CSLFRF Funds: \$2,471,876.00
General Fund Transfer: \$0
Total: **\$2,471,876.00**

Section 5: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements, including payroll documentation and effort certifications, in accordance with 2 CFR 200.430 & 2 CFR 200.431 and the County's Uniform Guidance Allowable Costs and Cost Principles Policy.

Section 6: The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Section 7: Copies of this grant project ordinance shall be furnished to the Finance Officer, the Budget Officer, and to the Clerk to the County Board of Commissioners.

Section 8: This grant project ordinance is effective March 3, 2021, and expires on December 31, 2026, or when all the ARP/CSLFRF funds have been obligated and expended by the County, whichever occurs sooner.

BE IT RESOLVED, the request to reappoint Ms. Lisa Jackson to the Eastern Carolina Workforce Development Board (ECWDB) is hereby approved [21-22-232].

The Board then turned their attention to the Correspondence Agenda.

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

BE IT RESOLVED, the request to move forward and request quotes/bids to replace a section of the Courthouse air conditioning system is hereby approved [21-22-233].

The Board discussed availability to meet and discuss the ongoing revisions for the FY 2022-2023 Budget, and arranged to meet on Tuesday, May 24, 2022 at 6pm in the Commissioner's Room [21-22-234].

On a motion made by Commissioner Baskervill, seconded by Commissioner Bohmert, and unanimously approved, the Board went into Closed Session to discuss items under Attorney/Client privilege [§143-318.11(a)(3)]. Time Recorded: 7:55pm

No action was taken during Closed Session, then on a motion made by Commissioner Riggs, seconded by Commissioner Baskervill, and unanimously approved, the Board went back into Open Session. Time Recorded: 8:18pm

There being no further business, on a motion made by Commissioner Baskervill and seconded by Commissioner Prescott, the Board recessed until Tuesday, May 24, 2022 at 6pm in the Commissioner's Room to continue FY 2022-2023 Budget discussion.

Chairman

Clerk to the Board