



**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, JUNE 6, 2022**

The Pamlico County Board of Commissioners met in regular session on Monday, June 6, 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 Dave Baxter, 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. Commissioner Prescott offered the Invocation, and Chairman Brinson led the assemblage in the Pledge of Allegiance.

Chairman Brinson asked if there were any corrections, additions, and/or deletions to the May 16, 2022 regular session minutes or the May 24, 2022 Budget meeting 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 16, 2022 meeting, and the May 24, 2022 Budget meeting minutes are hereby approved, and the Chairman's signature is authorized thereon.

Chairman Brinson invited the Department of Transportation representatives, Mr. Jeff Cabaniss, and Mr. Len White to present the D.O.T. updates on bridges and road resurfacing projects to the Board [21-22-241].

County Manager, Tim Buck, presented the Fiscal Year 2022-2023 Budget to the Board [21-22-242].

Chairman Brinson asked if there were any additions and/or deletions to the agenda, and one budget amendment was added for consent by a motion from Commissioner Baskervill and seconded by Commissioner Bohmert.

The Board then turned their attention to the Consent Agenda.

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

BE IT RESOLVED, the following Budget Amendments are hereby approved [21-22-243].

Department: Jail

FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104320-512200	Overtime	\$ 115,000.00	
104320-512200	Salaries & Wages		\$ 115,000.00

Reason for Budget Revision: To transfer funds to cover OT overage.

Department: Tax

FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104140-519900	Contracted Services	\$ 5,000.00	
104140-519200	Professional Services		\$ 5,000.00

Reason for Budget Revision: To transfer funds to get Contracted Services account out of the negative and to give funds to last the rest of the fiscal year.

Department: Soil & Water Conservation

FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100223-434978	USDA Soil & Water EWP Grant	\$ 31,050.00	
104961-519935	USDA EWP Grant Expenses	\$ 31,050.00	

Reason for Budget Revision: To set up budget for USDA Soil & Water EWP Grant .

Department: Health Department

FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105111-525100	Auto Supplies	\$ 300.00	
105111-531000	Travel		\$ 300.00
105127-518100	FICA Expense	\$ 120.00	
105127-532001	Postage		\$ 120.00

Reason for Budget Revision: To transfer funds to get Contracted Services account out of the negative and to give funds to last the rest of the fiscal year.

Department: Register of Deeds

FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104180-532001	Postage		\$ 106.00
104180-534000	Printing & Binding	\$ 106.00	

Reason for Budget Revision: To transfer funds to cover the cost of having maps laminated and microfilmed.

Department: Health Department

FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105160-512100	Salaries & Wages	\$ 3,536.62	
105160-518100	FICA Expense	\$ 200.00	
105160-529000	Departmental Supplies		\$3736.62
105157-512100	Salaries & Wages	\$ 478.71	
105157-518300	Group Insurance		\$ 478.71
105118-529000	Departmental Supply	\$ 124.65	
105110-529000	Departmental Supply		\$ 124.65

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

Department: Governing Body/ County Manager

FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance Approp.	\$ 81,300.00	
104210-538100	Programming	\$ 16,000.00	
104120-549100	Dues & Subscriptions	\$ 100.00	
104120-518210	401K Employer Contribution	\$ 1,500.00	
104120-531001	Travel in County	\$ 2,300.00	
104110-518101	Medicare Expense	\$ 1,000.00	
104110-519002	Professional Svc Legal	\$ 20,000.00	
104110-537000	Advertising	\$ 3,100.00	
104110-545000	Insurance and Bonds	\$ 30,000.00	
104110-549100	Dues & Subscriptions	\$ 300.00	
104120-512100	Salaries & Wages	\$ 7,000.00	

Reason for Budget Revision: To increase to cover insurance cost, mid-year salary, and benefit increase for the County Manager, vacation leave payouts for exiting employee, overages in legal expenses, and pay for email licenses.

Department: Register of Deeds

FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104180-532000	Telephone		\$ 64.29
104180-519900	Contracted Services	\$ 64.29	

Reason for Budget Revision: To transfer funds to cover the cost of Systel invoice number 2599647.

Department: DSS

FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105801-548708	Transportation-RGP Grant		\$ 9,000.00
105800-548703	Transportation	\$ 9,000.00	

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

Department: Sheriff

FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104310-519900	Contracted Services	\$ 20,000.00	
100000-439900	Fund Balance Approp.	\$ 20,000.00	

Reason for Budget Revision: To increase funds to cover overages from VC3 contract.

Department: Emergency Management

FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104330-529000	Departmental Supplies		\$ 100.00
104330-535200	Maint & Repair-Equipment	\$ 100.00	

Reason for Budget Revision: To transfer funds to cover routine maintenance and repairs performed on DPR (Domestic Preparedness Region) equipment.

Department: Register of Deeds

FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
350000-439900	Fund Balance Approp	\$ 2,000.00	
354180-599010	Transfer to General Fund	\$ 2,000.00	
100000-439935	Transfer from Enhancement Preservation	\$ 2,000.00	
104180-555010	Enhancement Preservation Doc	\$ 2,000.00	

Reason for Budget Revision: To set up county match for Document Preservation Grant.

Department: Data Processing

FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance Approp	\$ 25,000.00	
104210-538100	Programming	\$ 25,000.00	

Reason for Budget Revision: To cover O365 invoice for G1 and G3 licenses.

Department: Water Department

FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
307140-555000	Capital Outlays		\$ 5,000.00
307140-529001KER	Dept Supplies & Chemicals	\$ 5,000.00	
307140-529001	Dept Supplies & Chemicals		\$ 2,400.00
307140-529001KER	Dept Supplies & Chemicals	\$ 2,400.00	
307140-533000VAN	Electrical		\$ 565.00
307140-533000KER	Electrical	\$ 565.00	

Reason for Budget Revision: To cover for shortfalls.

Department: Jail

FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104320-535200	Maint & Repair-Equipment	\$ 677.71	
104320-521200	Uniform		\$ 677.71

Reason for Budget Revision: To transfer funds to cover the cost of refrigeration maintenance and repairs in the jail.

Department: Jail

FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
290200-400021	Inmate Receipts	\$ 31,818.62	
294322-500000	Expenditure	\$ 31,818.62	

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

BE IT RESOLVED, the request to authorize the Budget Officer to make any transfers, including fund balance appropriations necessary to close out FY 2021-2022 is hereby approved [21-22-244].

BE IT RESOLVED, the request from the Tax Department for approval of Tax Release #'s 5662-5669 is hereby approved [21-22-245].

BE IT RESOLVED, the request from the Tax Department to advertise unpaid taxes for the current fiscal year totaling \$428,012.94, in accordance with G.S. 105-369 of the Machinery Act of North Carolina is hereby approved [21-22-246].

BE IT RESOLVED, the request from Fire Marshall Chris Murray to approve the fireworks display schedule for Camp Seagull and the Croaker Festival is hereby approved [21-22-247].

BE IT RESOLVED, the request for Designation of Applicant's Agent for Grants HMGP-4465, HMGP-4393, and FMA-19 is hereby approved [21-22-248].

**RESOLUTION
DESIGNATION OF APPLICANT'S AGENT**

North Carolina Division of Emergency Management

Organization Name (hereafter named Organization) PAMLICO COUNTY	Disaster Number: HMGP 4465 – HMGP 4393 – FMA 19
Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate): NC DEPARTMENT OF PUBLIC SAFETY	
Applicant's Fiscal Year (FY) Start Month: JULY Day: 1	
Applicant's Federal Employer's Identification Number 56-6000949	
Applicant's Federal Information Processing Standards (FIPS) Number 37-137	

PRIMARY AGENT	SECONDARY AGENT
Agent's Name TIMOTHY A. BUCK	Agent's Name AUTUMN HARDISON
Organization PAMLICO COUNTY	Organization PAMLICO COUNTY
Official Position COUNTY MANAGER	Official Position EMERGENCY PLANNER
Mailing Address PO BOX 776	Mailing Address PO BOX 776
City ,State, Zip BAYBORO, NC 28515	City ,State, Zip BAYBORO, NC 28515
Daytime Telephone (252) 745-3133	Daytime Telephone (252) 745-4131
Facsimile Number (252) 745-5514	Facsimile Number (252) 745-5514
Pager or Cellular Number (252) 670-4977	Pager or Cellular Number (252) 670-3570

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and **the assurances printed on the reverse side hereof**. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally. PASSED AND APPROVED this 6th day of June, 2022.

GOVERNING BODY	CERTIFYING OFFICIAL
Name and Title PAMLICO COUNTY BOARD OF COMMISSIONERS	Name CHANTELLE M. ALLISON
Name and Title	Official Position CLERK TO THE BOARD OF COMMISSIONERS
Name and Title	Daytime Telephone (252) 745-3133

CERTIFICATION

I, CHANTELLE M. ALLISON, (Name) duly appointed and CLERK TO THE BOARD (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of PAMLICO COUNTY (Organization) on the 6th day of June, 2022.

Date: June 6, 2022 **Signature:** _____

BE IT RESOLVED, the request for approval of the updated Wellhead Protection Plan, and authorization for the County Manager to sign documents and execute the duties as outlined, is hereby approved [21-22-249].

BE IT RESOLVED, the request to reappoint Mr. T.W. Harris to the Pamlico Community College Board of Trustees is hereby approved [21-22-250].

On a motion made by Commissioner Baskervill, seconded by Commissioner Bohmert, and unanimously approved, the Board went into Closed Session to discuss Personnel items [N.C.G.S. § 143-318.11(a)(5)].
Time Recorded: 8:02pm

Commissioner Baskervill excused herself for the remainder of the meeting for an unrelated personal reason.

No action was taken during Closed Session, then on a motion made by Commissioner Bohmert, seconded by Commissioner Forrest, and unanimously approved, the Board went back into Open Session. (Absent: Commissioner Baskervill) Time Recorded: 8:14pm

There being no further business, on a motion made by Commissioner Bohmert and seconded by Commissioner Forrest, the Board adjourned until the next regular meeting on June 20, 2022 at 7pm.
Time Recorded: 8:15pm

Chairman

Clerk to the Board