



**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, JUNE 20, 2022**

The Pamlico County Board of Commissioners met in regular session on Monday, June 20, 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 and led the assemblage in the Pledge of Allegiance.

Chairman Brinson asked if there were any corrections, additions, and/or deletions to the June 6, 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, June 6, 2022 meeting are hereby approved, and the Chairman's signature is authorized thereon.

On a motion made by Commissioner Riggs, seconded by Commissioner Prescott, and unanimously approved, the Public Hearing for the Fiscal Year 2022-2023 Budget was opened. Of the members of the public that were present, none wished to comment. Since there were no more comments or discussion requested by the public, on a motion made by Commissioner Bohmert, seconded by Commissioner Riggs, and unanimously approved, the Public Hearing was closed. There was no action taken at this time, however, it was revisited as part of the Correspondence Agenda. [21-22-251]

Chairman Brinson asked if there were any additions and/or deletions to the agenda, and an addition requesting approval to upgrade the Administration's Domain Server and Data Storage was added for consent by a motion from Commissioner Baskervill and seconded by Commissioner Bohmert. Commissioner Riggs made a motion, seconded by Commissioner Baskervill, and unanimously approved, to move the Consent topic regarding salary increases to the end of the Correspondence Agenda.

The Board then turned their attention to the Consent Agenda.

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

BE IT RESOLVED, the following Budget Amendments are hereby approved [21-22-252].

| <i>Department:</i> Sheriff Department | | | |
|--|----------------------------------|-------------------------|------------------------|
| FISCAL YEAR 2021-2022 | | | |
| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | AMOUNT (+) INCREASED | AMOUNT(-) DECREASED |
| 100213-434370 | 2019 Sheriff School Safety Grant | \$ 33,273.00 | |
| 104310-529007 | School Safety Equipment | \$ 33,273.00 | |
| <i>Reason for Budget Revision:</i> To set up budget for 2019 Sheriff School Safety Grant CFDA:16.738 Project 013888. | | | |

Department: EMS Grant

FISCAL YEAR 2021-2022

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | AMOUNT (+) INCREASED | AMOUNT(-) DECREASED |
|----------------|---------------------------------|-------------------------|------------------------|
| 100213-434363 | EMS Grant- American Rescue Plan | \$ 11,067.51 | |
| 104330-541085 | Equipment-ARPA Grant | \$ 11,067.51 | |

Reason for Budget Revision: To set up budget for EMS Grant-American Rescue Plan Act/Grant EMA-2021-EP-0014.

Department: Jail

FISCAL YEAR 2021-2022

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | AMOUNT (+) INCREASED | AMOUNT(-) DECREASED |
|----------------|---------------------|-------------------------|------------------------|
| 290200-400021 | Inmate Receipts | \$ 4,253.24 | |
| 294322-500000 | Expenditures | \$ 4,253.24 | |

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

Department: Senior Services

FISCAL YEAR 2021-2022

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | AMOUNT (+) INCREASED | AMOUNT(-) DECREASED |
|----------------|---------------------------|-------------------------|------------------------|
| 104948-526000 | Office Supplies | \$ 427.74 | |
| 104948-519900 | Contracted Services | | \$ 218.71 |
| 104948-532000 | Telephone | | \$ 30.53 |
| 104948-532001 | Postage | | \$ 122.50 |
| 104948-537000 | Advertising | | \$ 56.00 |
| 104930-529000 | Departmental Supplies | \$ 2,403.09 | |
| 104930-529005 | Safety Supply & Equipment | | \$ 13.36 |
| 104930-531000 | Travel | | \$ 300.00 |
| 104930-535200 | Maint & Repair-Equipment | | \$ 315.92 |
| 104930-532001 | Postage | | \$ 268.00 |
| 104930-549100 | Dues & Subscriptions | | \$ 157.89 |
| 104930-549901 | Miscellaneous | | \$ 44.89 |
| 104930-535300 | M&R Auto | | \$ 1,303.03 |
| 104931-529000 | Departmental Supplies | \$ 472.60 | |
| 104930-519900 | Contracted Services | | \$ 397.60 |
| 104931-532001 | Postage | | \$ 75.00 |
| 104934-526000 | Office Supplies | \$ 1,106.55 | |
| 104934-519900 | Contracted Services | | \$ 134.84 |
| 104934-533000 | Electrical | | \$ 26.71 |
| 104934-525100 | Auto Supplies | | \$ 945.00 |

Reason for Budget Revision: To buy equipment for the seniors to practice and prepare for the annual senior games.

Department: Health Department

FISCAL YEAR 2021-2022

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | AMOUNT (+) INCREASED | AMOUNT(-) DECREASED |
|-----------------|-----------------------|-------------------------|------------------------|
| 105157-518300 | Group Insurance | | \$ 478.71 |
| 105157-512100 | Salaries & Wages | \$ 478.71 | |
| 105110-529000 | Departmental Supplies | | \$ 124.65 |
| 105118-529000 | Departmental Supplies | \$ 124.65 | |
| 105167-518200 | Retirement Expense | | \$ 5.00 |
| 105167-529000 | Departmental Supplies | \$ 5.00 | |
| 105191-518200 | Retirement Expense | | \$ 300.00 |
| 105191-518101 | Medicare Expense | \$ 300.00 | |
| 105190-518300 | Group Insurance | | \$ 3,500.00 |
| 105190-518100 | FICA Expense | \$ 100.00 | |
| 105190-519900 | Contracted Services | \$ 3,400.00 | |
| 105151-518300OS | Group Insurance | | \$ 1,670.00 |
| 105151-518101 | Medicare Expense | \$ 10.00 | |
| 105151-512100 | Salaries & Wages | \$ 1,500.00 | |
| 105151-518100 | FICA Expense | \$ 160.00 | |

Reason for Budget Revision: To cover for possible shortfalls.

Department: Sheriff Department

FISCAL YEAR 2021-2022

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | AMOUNT (+) INCREASED | AMOUNT(-) DECREASED |
|----------------|---------------------------------|-------------------------|------------------------|
| 100213-434328 | Controlled Substance-Restricted | \$ 1,970.00 | |
| 104310-539801 | Controlled Substance Expenses | \$ 1,970.00 | |

Reason for Budget Revision: To recognize addition revenue and increase Controlled Substance Expense line.

Department: Data Processing

FISCAL YEAR 2021-2022

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | AMOUNT (+) INCREASED | AMOUNT(-) DECREASED |
|----------------|--------------------------|-------------------------|------------------------|
| 100000-439900 | Fund Balance App | \$ 17,400.00 | |
| 104210-535200 | Maint & Repair-Equipment | \$ 17,400.00 | |

Reason for Budget Revision: To pay for server upgrade.

BE IT RESOLVED, the request for approval of the Senior Services Congregate and Home Delivered Meal Contract with J&S Caterers is hereby approved [21-22-253].

BE IT RESOLVED, the request for approval to enter a contract with Eneco East to replace

the HVAC system serving the Courtroom for \$88,120 is hereby approved [21-22-254].

BE IT RESOLVED, the request to upgrade the Administration Domain Server and Data Storage at a cost of \$21,400 is hereby approved [21-22-258].

The Board then turned their attention to the Correspondence Agenda.

On a motion made by Commissioner Baskervill, seconded by Commissioner Bohmert, and unanimously approved, the topic regarding appointments to the Health Advisory Board was tabled for one month [21-22-256].

Commissioner Riggs made a motion to approve the Fiscal Year 2022-2023 Budget and Fee Schedule, and was seconded by Commissioner Forrest. Chairman Brinson asked if there was any discussion, and the Commissioners, County Manager, and Finance Officer discussed concerns regarding the stability of the economy in the upcoming year. After there was no more discussion, Chairman Brinson called for a vote, and the following resolution was unanimously approved.

BE IT RESOLVED, the request to approve the Fiscal Year 2022-2023 Budget Ordinance and Fee Schedule are hereby approved [21-22-251]. **(Attachment #'s 1&2)**

On a motion made by Commissioner Riggs, seconded by Commissioner Bohmert, and unanimously approved, the Board went into Closed Session to discuss items under Attorney-Client Privilege and Personnel items [N.C.G.S. § 143-318.11(a)(3)(5)(6)]. Time Recorded: 7:29pm

No action was taken during Closed Session, then on a motion made by Commissioner Riggs, seconded by Commissioner Prescott, and unanimously approved, the Board went back into Open Session. Time Recorded: 7:35pm

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

BE IT RESOLVED, the request for approval of salary increases, effective July 1, 2022 and inclusive of any COLA adjustments included in the 2022-2023 Fiscal Year Budget, for Chantelle Allison – Clerk to the Board (\$44,520) and Stormy Meadows – Admin Asst III (\$38,000), is hereby approved [21-22-255].

There being no further business, on a motion made by Commissioner Baskervill and seconded by Commissioner Bohmert, the Board adjourned until the next regular meeting on July 5, 2022 at 7pm. Time Recorded: 8:19pm

Chairman

Clerk to the Board

Attachment #1: Ordinance Adopting Fiscal Year 2022-2023 Budget

Attachment #2: Resolution Adopting and Setting System Fees for FY 2022-2023