



**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, AUGUST 1, 2022**

The Pamlico County Board of Commissioners met in regular session on Monday, August 1, 2022 at 7:00pm 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 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 July 18, 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, July 18, 2022 meeting are hereby approved, and the Chairman’s signature is authorized thereon.

Public Comment: There were no members of the public to speak during public comment period.

Chairman Brinson asked if there were any additions and/or deletions to the agenda; Commissioner Bohmert made a motion, seconded by Commissioner Baskervill, to Table item #4 [22-23-030] – Discussion regarding bids for Styrontown Pier repairs.

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 [22-23-027].

<i>Department:</i> DSS		#23-012	
FISCAL YEAR 2022-2023			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
750600-437574	K. Morton Revenue	\$ 31,380.00	
757130-583024	K. Morton Expense	\$ 31,380.00	
750600-437577	R. Squires Revenue	\$ 9,732.00	
757130-583027	R. Squires Expense	\$ 9,732.00	
750600-437560	E. Taylor Revenue	\$ 7,825.00	
757130-583020	E. Taylor Expense	\$ 7,825.00	
<i>Reason for Budget Revision:</i> To recognize income received by wards and increase expenditure line.			

Department: DSS

#23-013

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
750600-437582	N. Bateman Revenue	\$ 7,884.00	
757130-583029	N. Bateman Expense	\$ 7,884.00	
750600-437554	J. Gibbs Revenue	\$ 7,260.00	
757130-583015	J. Gibbs Expense	\$ 7,260.00	
750600-437573	D. Merta Revenue	\$ 27,130.00	
757130-583023	D. Merta Expense	\$ 27,130.00	
750600-437589	J. Mitchell Revenue	\$ 19,032.00	
757130-583031	J. Mitchell Expense	\$ 19,032.00	
750600-437584	M. Moore Revenue	\$ 10,092.00	
757130-583030	M. Moore Expense	\$ 10,092.00	

Reason for Budget Revision: To recognize income received by wards and increase expenditure line.

Department: DSS

#23-014

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
750000-439900	Fund Balance App	\$ 6,178.77	
757130-583029	N. Bateman Expense	\$ 6,178.77	
750000-439900	Fund Balance App	\$ 1,053.69	
757130-583015	J. Gibbs Expense	\$ 1,053.69	
750000-439900	Fund Balance App	\$ 3,309.98	
757130-583023	D. Merta Expense	\$ 3,309.98	
750000-439900	Fund Balance App	\$ 4,229.77	
757130-583031	J. Mitchell Expense	\$ 4,229.77	
750000-439900	Fund Balance App	\$ 9,809.74	
757130-583030	M. Moore Expense	\$ 9,809.74	
750000-439900	Fund Balance	\$ 2,181.76	
757130-583034	M. Moore Backpay Expense	\$ 2,181.76	

Reason for Budget Revision: To move unused funds from prior year to current FY 2023.

Department: DSS

#23-015

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
750000-439900	Fund Balance App	\$ 11,332.06	
757130-583024	K. Morton Expense	\$ 11,332.06	
750000-439900	Fund Balance App	\$ 2,645.77	
757130-583027	R. Squires Expense	\$ 2,645.77	
750000-439900	Fund Balance App	\$ 18,893.00	
757130-583020	E. Taylor Expense	\$ 18,893.00	
750000-439900	Fund Balance App	\$ 3,429.55	
757130-583010	Christmas Cheer Expense	\$ 3,429.55	

Reason for Budget Revision: To move unused funds from prior year to current FY 2023.

BE IT RESOLVED, the request for the Fireworks Display at Camp Seagull on August 2, 2022 is hereby approved [22-23-028].

BE IT RESOLVED, the request for approval to Deed Parcel H041-169 to the Town of Bayboro, for use as a Veterans/Town Park is hereby approved [22-23-029].

BE IT RESOLVED, the request for approval of the REVISED FY 2022-2023 Pay Classification Plan, is hereby approved [22-23-031].

BE IT RESOLVED, the request to increase the salary of the GIS Coordinator by 2% for each of the following certifications received, not to exceed 4% total: (1) NCPMA certification and State certification as a certified Mapper; and (2) Certification by the NC Department of Revenue as a Real Property Appraiser, is hereby approved [22-23-032].

BE IT RESOLVED, the request from Health Director, Melanie Campen, for an additional Interim Pay of \$157.00 per pay period to Ms. Dawn Jones for temporarily assuming the Health Educator duties involved with accreditation, is hereby approved [22-23-033].

BE IT RESOLVED, the request for adoption of the 2022 Urgent Repair Program Budget and Policies is hereby approved [22-23-034].

**GRANT PROGRAM BUDGET
PAMLICO COUNTY
2022 URP PROGRAM**

BE IT ORDAINED by the Board of Commissioners of Pamlico County, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Program Budget is hereby adopted:

Section 1. The Program authorized is the Essential Single Family Rehabilitation Loan Pool Program (URP) described in the work statement contained in the grant agreement between this unit and the North Carolina Housing Finance Agency. This project is more familiarly known as the 2022 URP Program.

Section 2. The officers of this unit are hereby directed to proceed with the Grant Program Budget within the terms of the grant documents, the rules and regulations of the NC Housing Finance Agency and the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this Program:

NC Housing Finance Agency 2022 URP	\$132,000.00
County Funds	<u>5,000.00</u>
Total	\$137,000.00

Section 4. The following amounts are appropriated for the Program:

Hard Costs	\$117,000.00
Soft Costs	10,000.00
Administration	<u>10,000.00</u>
Total	\$137,000.00

Section 5. The Finance Officer is hereby directed to maintain within the Grant Program Fund

sufficient detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and federal and state regulations.

- Section 6. The Finance Officer is authorized to revise the existing budget as needed to make needed changes between and above listed line items within the URP revenues available.
- Section 7. Funds may be advanced from the General Funds for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.
- Section 8. The Finance Officer is directed to report annually on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.
- Section 9. The Finance Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this board.
- Section 10. Copies of this grant project ordinance shall be made available to the budget officer and the Finance Officer for direction in carrying out this Program.

Adopted this 1st day of August, 2022 by the Pamlico County Board of Commissioners.

The Board then turned their attention to the Correspondence Agenda.

No motions were made, and no votes were taken regarding the request from the Health Department to hire a Public Health Nurse II at a salary of \$63,600 [22-23-035].

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 and Personnel items [N.C.G.S. § 143-318.11(a)(3)(5)(6)]. Time Recorded: 7:22pm

No action was taken during Closed Session, then on a motion made by Commissioner Bohmert, seconded by Commissioner Baskervill, and unanimously approved, the Board went back into Open Session. Time Recorded: 7:40pm

There being no further business, on a motion made by Commissioner Bohmert and seconded by Commissioner Baskervill, the Board adjourned until the next regular meeting on August 15, 2022 at 7:00pm. Time Recorded: 7:53pm.

Chairman

Clerk to the Board