



**REGULAR SESSION MINUTES OF THE  
PAMLICO COUNTY BOARD OF COMMISSIONERS  
TUESDAY, SEPTEMBER 6, 2022**

The Pamlico County Board of Commissioners met in regular session on Tuesday, September 6, 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, and Carl Ollison were present. Commissioner Pat Prescott was not in attendance. Also present were County Attorneys Dave Baxter and Trey Ferguson, County Manager Tim Buck, Assistant County Manager Justin Oakes, Finance Officer Bill Fentress, and Clerk to the Board Chantelle Allison.

Chairman Brinson called the meeting to order. Rev. Grady Simpson 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 August 15, 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, August 15, 2022 meeting are hereby approved, and the Chairman's signature is authorized thereon.**

Chairman Brinson asked if there were any additions and/or deletions to the agenda; Commissioner Baskerville made a motion, seconded by Commissioner Bohmert, to add an additional Budget Amendment. Commissioner Riggs made a motion, seconded by Commissioner Baskervill, to add an Amendment request for the previously approved \$1,500 supplement for Detention Center staff. Commissioner Baskervill made a motion, seconded by Commissioner Bohmert, to remove/table the Consent item regarding a Request to Lease Parcel M031-64, due to recent information received from FEMA.

The Board then turned their attention to the Consent Agenda.

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

**BE IT RESOLVED, the following Budget Amendment(s) are hereby approved** [22-23-048].

Department: Emergency Management

#23-017

**FISCAL YEAR 2022-2023**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100213-434361	DPS/EMS Grant/Pam LEPC Planning	\$ 2,000.00	
104330-541090	LEPC	\$ 2,000.00	

*Reason for Budget Revision:* To set up budget for Pamlico-Craven LEPC Planning Grant.

Department: Health Department

#23-018

**FISCAL YEAR 2022-2023**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105126-512100	Salaries & Wages		\$ 7,000.00
105126-529000	Departmental Supplies	\$ 7,000.00	

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

Department: DSS

#23-019

**FISCAL YEAR 2022-2023**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105413-500000	Expenditure	\$ 1,000.00	
100212-435310	Administrative Reimb DSS	\$ 1,000.00	

*Reason for Budget Revision:* To change budget to reflect actual money received from the State. To provide foster kids one time clothing of \$ 500.00.

Department: Personnel

#23-020

**FISCAL YEAR 2022-2023**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100600-400000	Miscellaneous Revenues	\$ 1,500.00	
104121-531000	Travel	\$ 1,500.00	

*Reason for Budget Revision:* To recognize funds received from NCCMA and increase travel for Personnel Dept.

Department: Health Department

#23-021

**FISCAL YEAR 2022-2023**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100211-435510	Aid to Counties		\$ 1,013.62
105110-529000	Departmental Supplies	\$ 1,013.62	

Reason for Budget Revision: Inmar RX solutions pharmacy pill return due programs.

Department: Health Department

#23-022

**FISCAL YEAR 2022-2023**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
105157-518100	FICA Expense		\$ 321.06
105157-512200	Overtime	\$ 321.06	
105111-512100	Salaries & Wages		\$ 400.00
105111-518100	FICA Expense	\$ 200.00	
105111-518200	Retirement Expense	\$ 200.00	
105124-500000	Expenditure		\$15,000.00
105124-512100	Salaries & Wages	\$ 14,370.00	
105124-518100	FICA Expense	\$ 600.00	
105124-518200	Retirement Expense	\$ 30.00	
105129-500000	Expenditure		\$ 15,000.00
105129-512100	Salaries & Wages	\$ 14,500.00	
105129-518210	401K Employer Contribution	\$ 500.00	
105151-518101	Medicare Expense		\$ 30.00
105151-518210	401K Employer Contribution	\$ 30.00	

Reason for Budget Revision: To cover possible shortfalls.

Department: Sheriff Department

#23-023

**FISCAL YEAR 2022-2023**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
104310-512100	Salaries & Wages		\$ 500,000.00
104110-555001ARPA	Special Board Projects	\$ 500,000.00	

Reason for Budget Revision: Budgeting ARPA revenue replacement funds for sewer expansion.

**FISCAL YEAR 2022-2023**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
105159-500000	Expenditure		\$ 15,600.00
105159-512100	Salaries & Wages	\$ 14,600.00	
105159-518210	401K Employer Contributions	\$ 100.00	
105159-518300	Group Insurance	\$ 900.00	
105164-512100	Salaries & Wages		\$ 200.00
105164-518210	401K Employer Contributions	\$ 200.00	
105167-512100	Salaries & Wages		\$ 150.00
105167-518210	401K Employer Contributions	\$ 150.00	
105180-512100	Salaries & Wages		\$ 1,400.00
105180-518210	401K Employer Contributions	\$ 200.00	
105180-518600	Workers Comp	\$ 1,200.00	
105190-512100	Salaries & Wages		\$ 100.00
105190-518210	401K Employer Contributions	\$ 100.00	

*Reason for Budget Revision:* To cover possible shortfalls.

**FISCAL YEAR 2022-2023**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
284990-548626	Contingency		\$ 2,471,876.00
284990-599010	Transfer to General Fund	\$ 2,471,876.00	
100000-439928	Transfer from American Rescue Plan Fund	\$ 2,471,876.00	
104120-512100ARPA	Salaries & Wages	\$ 72,047.90	
104120-518100ARPA	FICA Expenses	\$ 4,723.03	
104120-518101ARPA	Medicare Expenses	\$ 1,104.51	
104120-518200ARPA	Retirement Expenses	\$ 8,626.86	
104120-518210ARPA	401K Employer Contribution	\$ 1,626.00	
104120-518300ARPA	Group Insurance	\$ 6,173.74	
104121-512100ARPA	Salaries & Wages	\$ 40,091.22	
104121-518100ARPA	FICA Expenses	\$ 2,353.04	
104121-518101ARPA	Medicare Expenses	\$ 550.27	
104121-518200ARPA	Retirement Expense	\$ 4,454.73	
104121-518210ARPA	401K Employer Contribution	\$ 876.00	
104121-518300ARPA	Group Insurance	\$ 4,625.72	
104130-512100ARPA	Salaries & Wages	\$ 171,539.75	
104130-518100ARPA	FICA Expenses	\$ 585.40	
104130-518101ARPA	Medicare Expenses	\$ 2,410.41	
104130-518200ARPA	Retirement Expenses	\$ 19,984.76	
104130-518210ARPA	401K Employer Contribution	\$ 2,726.00	
104130-518300ARPA	Group Insurance	\$ 24,784.83	
104330-512100ARPA	Salaries & Wages	\$ 66,193.78	
104330-518100ARPA	FICA Expenses	\$ 4,019.05	
104330-518101ARPA	Medicare Expenses	\$ 939.88	
104330-518200ARPA	Retirement Expenses	\$ 7,800.77	
104330-518210ARPA	401K Employer Contribution	\$ 1,117.00	
104330-518300ARPA	Group Insurance	\$ 9,251.41	
104310-512100ARPA	Salaries & Wages	\$ 701,487.54	
104310-518100ARPA	FICA Expenses	\$ 45,132.31	
104310-518101ARPA	Medicare Expenses	\$ 10,527.54	
104310-518200ARPA	Retirement Expenses	\$ 89,492.86	
104310-518210ARPA	401K Employer Contribution	\$ 36,060.29	
104310-518300ARPA	Group Insurance	\$ 97,439.76	
104320-512100ARPA	Salaries & Wages	\$ 495,926.37	
104320-518100ARPA	FICA Expenses	\$ 36,459.27	
104320-515101ARPA	Medicare Expenses	\$ 8,526.69	
104320-518200ARPA	Retirement Expenses	\$ 69,756.48	
104320-518210ARPA	401K Employer Contribution	\$ 9,550.00	
104320-518300ARPA	Group Insurance	\$ 70,810.72	
104321-512100ARPA	Salaries & Wages	\$ 251,466.25	
104321-518100ARPA	FICA Expenses	\$ 15,801.28	
104321-518101ARPA	Medicare Expenses	\$ 3,695.49	
104321-518200ARPA	Retirement Expenses	\$ 30,506.74	
104321-518210ARPA	401K Employer Contribution	\$ 3,961.00	
104321-518300ARPA	Group Insurance	\$ 36,669.35	

*Reason for Budget Revision:* To move American Rescue Plan grant funds to General Fund.

**BE IT RESOLVED, the request for approval of the Tax Office Board Releases is hereby approved, and the Chairman's signature is authorized thereon [22-23-049].**

**BE IT RESOLVED, the request from the Tax Office for approval of Appeal of Parcel K07-17-56 is hereby approved** [22-23-051].

**BE IT RESOLVED, the request from the Tax Office for approval of Property Tax Relief, Elderly Exclusion-Late application for Parcel D061-73, is hereby approved** [22-23-052].

**BE IT RESOLVED, the request for approval of a letter of support for the Ferry Grant Application, is hereby approved** [22-23-053].

On a motion made by Commissioner Bohmert and seconded by Commissioner Forrest, the following resolution was approved by a vote of 4:0 with Commissioners Riggs and Baskervill recused from the vote.

**BE IT RESOLVED, the request from the Tax Office for approval of Present Use-Value (PUV)-Late Application for Parcel B031-6, is hereby approved** [22-23-050].

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

**BE IT RESOLVED, the request from the Water Department to write off accounts receivables that have been uncollectable for 3 or more years, totaling \$32,934.64, is hereby approved** [22-23-055].

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

**BE IT RESOLVED, the request from the Senior Center for approval of the FY 22-23 Home Community Care Block Grant Funding (HCCBG) allocation of \$194,887 with a local match of \$21,654 (Totaling \$216,601), is hereby approved** [22-23-056].

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

**BE IT RESOLVED, the request from the Senior Center for approval of a quote from Willis Electric for electrical upgrades, totaling \$ 24,050 is hereby approved** [22-23-057].

The Board then turned their attention to the Correspondence Agenda.

County Attorney Dave Baxter discussed the proposed changes to the PUD section of the Subdivision Ordinance. No action was taken at this meeting [22-23-058].

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

**BE IT RESOLVED, the request from the Sheriff's Dept. to amend the previously approved \$1,500 supplement for Detention Center staff to include: paying the supplement to any Detention Center employee who was eligible for the supplement, employed by the Jail on the date the supplement was initially approved, and had submitted their retirement paperwork prior to the supplement becoming effective, is hereby approved** [22-23-059].

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 Monday, September

19, 2022 at 7:00pm. Time Recorded: 8:34pm.

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Chairman

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Clerk to the Board