



**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
TUESDAY, JANUARY 3, 2023**

The Pamlico County Board of Commissioners met in regular session on Tuesday, January 3, 2023 at 7:00pm in the Patsy H. Sadler room of the Pamlico County Courthouse. Commissioners Missy Baskervill, Kari Forrest, Candy Bohmert, Ed Riggs, Doug Brinson, Pat Prescott, and Carl Ollison were present. Also present were County Attorney Dave Baxter, County Manager Tim Buck, Finance Officer Bill Fentress, Assistant County Manager Justin Oakes, and Clerk to the Board Chantelle Allison.

Chairman Riggs called the meeting to order. Commissioner Bohmert offered the invocation, and Chairman Riggs led the assemblage in the Pledge of Allegiance.

Chairman Riggs asked if there were any corrections, additions, and/or deletions to the December 5, 2022 Regular Session minutes. There were no changes, then on a motion made by Commissioner Baskervill and seconded by Commissioner Brinson, the following resolution was unanimously approved.

BE IT RESOLVED, the December 5, 2022 Regular Session minutes are hereby approved, and the Chairman's signature is authorized thereon.

Chairman Riggs invited Economic Developer Beth Bucksot to present information regarding participation in a Combined Statistical Area for economic development marketing. Ms. Bucksot introduced Mr. Michael Overton and Mr. Joel Sweeney; they provided information on the GrowENC program. Participation in the program, along with seven neighboring Counties, would promote the assets and industry resources that our area could offer for potential new business opportunities. Mr. Overton explained that should the Board wish to join in, the only cost would be Ms. Bucksot's time to contribute information about the County.

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

BE IT RESOLVED, the request to join the Combined Statistical Area and to authorize Beth Bucksot to provide information about the County to the GrowENC representatives is hereby approved [22-23-123].

Public Comment: Chairman Riggs invited Mr. Fred Read to speak on behalf of Vennie Himbry and the Bayboro Development Center. Mr. Read explained the re-entry services they provide for people being released from incarceration as well as their financial and land/facility needs, and requested the County consider allocating a portion of the Opioid Settlement funds to the Bayboro Development Center. No action was taken at the time, and the Board agreed to consider the request.

Chairman Riggs asked if there were any additions and/or deletions to the agenda; Commissioner Baskervill made a motion, seconded by Commissioner Brinson to add a Closed Session at the request of the County Attorney.

The Board then turned their attention to the Consent Agenda.

On a motion made by Commissioner Bohmert and seconded by Commissioner Prescott, the following resolution was approved by a vote of 6:1 (Commissioner Ollison objected to one amendment due to illegible print on a supporting document).

BE IT RESOLVED, the following Budget Amendment(s) are hereby approved [22-23-124].

<i>Department: Emergency Management</i>			#23-063
FISCAL YEAR 2022-2023			
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT (+)	AMOUNT(-)
NUMBER		INCREASED	DECREASED
100213-434362	EMS/EMW-2020-SS-00023	\$ 15,000.00	
104330-541083	Equipment-EMS Boat Trailer	\$ 15,000.00	
<i>Reason for Budget Revision:</i> To set up budget for EMS grant EMW-2022 SS-00023 and purchase of boat trailer expenditure line.			

<i>Department: Emergency Management (ARPA)</i>			#23-064
FISCAL YEAR 2022-2023			
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT (+)	AMOUNT(-)
NUMBER		INCREASED	DECREASED
104330-512200ARPA	Overtime	\$ 1,299.77	
104330-512100ARPA	Salaries & Wages		\$ 1,299.77
<i>Reason for Budget Revision:</i> To redistribute ARPA monies to cover overtime.			

<i>Department: Dispatch (ARPA)</i>			#23-065
FISCAL YEAR 2022-2023			
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT (+)	AMOUNT(-)
NUMBER		INCREASED	DECREASED
104321-512200ARPA	Overtime	\$ 11,581.31	
104321-512100ARPA	Salaries & Wages		\$ 11,581.31
<i>Reason for Budget Revision:</i> To redistribute ARPA monies to cover overtime costs.			

<i>Department: Finance (ARPA)</i>			#23-066
FISCAL YEAR 2022-2023			
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT (+)	AMOUNT(-)
NUMBER		INCREASED	DECREASED
104130-518100ARPA	FICA Expense	\$ 3,059.28	
104130-512100ARPA	Salaries & Wages		\$ 3,059.28
<i>Reason for Budget Revision:</i> To redistribute ARPA monies to cover FICA expense.			

Department: Jail (ARPA)

#23-067

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104320-512200ARPA	Overtime	\$ 32,094.24	
104320-512100ARPA	Salaries & Wages		\$ 32,094.24

Reason for Budget Revision: To redistribute ARPA monies to cover overtime costs.

Department: Sheriff (ARPA)

#23-068

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104310-512200ARPA	Overtime	\$ 17,433.86	
104310-512100ARPA	Salaries & Wages		\$ 17,433.86

Reason for Budget Revision: To redistribute ARPA monies to cover overtime costs.

Department: Soil & Water

#23-069

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104961-519930	Contracted Stream Deb Removal	\$ 598.83	
104961-531000	Travel		\$ 598.83

Reason for Budget Revision: To transfer monies to pay for trailer repair.

Department: Health Department

#23-070

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105110-518200	Retirement Expense		\$ 550.00
105110-512103	Salary Supplement		\$ 3,200.00
105110-545000	Insurance & Bonds		\$ 500.00
105110-518101	Medicare Expense	\$ 3,000.00	
105110-518500	Unemployment Insurance Benefit	\$ 1,000.00	
105110-532001	Postage	\$ 250.00	
105191-512100	Salaries & Wages		\$ 5,710.00
105191-518101	Medicare Expense		\$ 300.00
105191-519900	Contracted Services		\$ 2,000.00
105180-512100	Salaries & Wages		\$ 4,490.00
105111-512100	Salaries & Wages	\$ 12,000.00	
105191-525100	Auto Supplies	\$ 500.00	
105111-519900	Contracted Services		\$ 3,490.00
105111-518100	FICA Expense	\$ 900.00	
105111-518101	Medicare Expense	\$ 150.00	
105111-518200	Retirement Expense	\$ 2,400.00	
105111-518210	401K Employer Contribution	\$ 40.00	

Reason for Budget Revision: To redistribute ARPA monies to cover overtime costs.

Department: Health Department

#23-071

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105124-512100	Salaries & Wages		\$ 730.00
105124-518101	Medicare Expense	\$ 100.00	
105124-518210	401K Employer Contribution	\$ 30.00	
105124-518300	Group Insurance	\$ 600.00	
105127-532001	Postage		\$ 20.00
105127-518210	401K Employer Contribution	\$ 20.00	
105151-512100OS	Salaries & Wages		\$ 40.00
105151-518210OS	401K Employer Contribution	\$ 40.00	
105160-512100	Salaries & Wages		\$ 280.00
105160-518100	FICA Expense	\$ 150.00	
105160-518200	Retirement Expense	\$ 100.00	
105160-518210	401K Employer Contribution	\$ 30.00	
105163-512100	Salaries & Wages		\$ 440.00
105163-518100	FICA Expense	\$ 100.00	
105163-518200	Retirement Expense	\$ 300.00	
105163-518210	401K Employer Contribution	\$ 40.00	

Reason for Budget Revision: To cover possible shortfalls.

Department: Health Department

#23-072

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105165-512100	Salaries & Wages		\$ 320.00
105165-518210	401K Employer Contribution	\$ 20.00	
105165-531000	Travel	\$ 300.00	
105168-512100	Salaries & Wages		\$ 450.00
105168-518200	Retirement Expense	\$ 400.00	
105168-518210	401K Employer Contribution	\$ 50.00	

Reason for Budget Revision: To cover possible shortfalls.

Department: Health Department

#23-073

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100211-435154	Women Prevention Health Local	\$ 731.00	
105164-523900	Medical Supplies and Materials	\$ 731.00	

Reason for Budget Revision: To increase additional funds received for family planning methods based on the needs of their community.

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

BE IT RESOLVED, the request to approve the Lobbyist Contract with Jones Street Consulting effective Jan. 1 – Dec. 31, 2023 is hereby approved [22-23-125].

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

BE IT RESOLVED, the request for permission to advertise a Maintenance Tech Position with a starting pay range up to \$40,000 is hereby approved [22-23-126].

On a motion made by Commissioner Brinson, seconded by Commissioner Prescott, the following resolution was unanimously approved.

BE IT RESOLVED, the request to approve salary adjustments for the following employees is hereby approved [22-23-127].

Approval of Salary Recommendations					
Position	Employee/ Candidate	Current Salary	Recommende d Salary	Comments	In Budget?
Recycling Handler/Driver	Corey Cooper	\$ 30,626	\$ 33,626	Transition from Maintenance Tech to Recycling Handler/Driver	Yes
Recycle Admin	Robert Taylor	\$ 33,907	\$ 40,000	Promotion to Recycle Admin from Handler/Driver	Yes
Senior Maintenance Tech	Turner Johnson	\$ 42,644	\$ 45,000	Retention Incentive	Yes
Admin Officer I	Dawn Jones	\$ 44,520	\$ 49,565	Interim; until Admin Assistant I/PA IV filled	Yes
Assistant County Manager	Justin Oakes	\$ 78,652	\$ 81,652	Retention Incentive	No

PROPOSED PENDING STATE APPROVAL					
Position	Employee/ Candidate	Current Salary	Recommende d Salary	Comments	In Budget?
PA IV Reclass to Admin Assistant I	Sharon Rowe	\$ 30,740	\$ 32,584	6% after reclass approval by State (Per Policy)	Yes
PA IV Reclass to Admin Assistant I	Vacant	\$ 29,214	\$ 29,938	6% after probationary period (Per Policy)	Yes

The Board then turned their attention to the Correspondence Agenda.

The Board discussed the need for volunteers for the Nursing and Adult Care Home Community Advisory Committee; they gave a verbal okay for the County Manager to promote/advertise the need. No formal motion/vote was made [22-23-128].

The Board discussed the list of their appointments to various boards & committees. No action was taken [22-23-129].

On a motion made by Commissioner Brinson, seconded by Commissioner Bohmert, and unanimously approved, the Board went into Closed Session for Attorney/Client Privilege discussion [N.C.G.S. § 143-318.11(a)(3)]. Time Recorded: 8:04pm [22-23-130]

The County ongoing lawsuit update; the name of the litigants are: Pamlico County; Janet Licciardello; Melanie Campen; Scott Lenhart; and North Carolina Department of Health and Human Services.

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: 8:20pm

There being no further business, on a motion made by Commissioner Brinson and seconded by Commissioner Bohmert, the Board adjourned until the next regular meeting on Tuesday, January 17, 2023 at 7:00pm. Time Recorded: 8:32pm.

Chairman

Clerk to the Board