



**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, FEBRUARY 6, 2023**

The Pamlico County Board of Commissioners met in regular session on Monday, February 6, 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, and Pat Prescott 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. Commissioner Carl Ollison was not in attendance.

Chairman Riggs called the meeting to order. Rev. Grady Simpson 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 January 17, 2023 Regular Session minutes. There were no changes, then on a motion made by Commissioner Brinson and seconded by Commissioner Bohmert, the following resolution was unanimously approved.

BE IT RESOLVED, the January 17, 2023 Regular Session minutes are hereby approved, and the Chairman’s signature is authorized thereon.

Chairman Riggs invited Mr. Bob Fuller to speak on behalf of the Pamlico County Disaster Recovery Coalition. Mr. Fuller provided a status report on the Coalition’s mission, accomplishments, current and future impact on the community, and financial status [22-23-144].

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

Chairman Riggs asked if there were any other additions and/or deletions to the agenda, and Commissioner Prescott made a motion, seconded by Commissioner Forrest to add discussion regarding a Sheriff Deputy II position to the end of the 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 Amendment(s) are hereby approved [22-23-145].

<i>Department:</i> DSS		#23-084	
FISCAL YEAR 2022-2023			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105373-519900III	Contracted Services		\$ 18,000.00
105550-519900	Contracted Services	\$ 18,000.00	
<i>Reason for Budget Revision:</i> To move funds to reflect spending.			

Department: DSS

#23-085

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105310-535600	M&R Buildings	\$ 10,000.00	
100212-435310	Administrative Reimb DSS	\$ 5,000.00	
100000-439900	Fund Balance App	\$ 5,000.00	

Reason for Budget Revision: To reflect actual spending and unexpected building repairs.

Department: DSS

#23-086

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105481-500000	Expenditure (CIP Expense)		\$ 32,297.00
100212-435310	Administrative Reimb DSS		\$ 32,297.00
105481-500000LIEAP	Expenditure		\$ 34,209.00
100212-435310	Administrative Reimb DSS		\$ 34,209.00
105481-500018	LIEAP Expense	\$ 9,500.00	
100212-435310	Administrative Reimb DSS	\$ 9,500.00	
105481-500022	LIHWAP Expense		\$ 3,866.00
100212-435310	Administrative Reimb DSS		\$ 3,866.00

Reason for Budget Revision: To change budget to reflect actual money to be received from the State.

Department: DSS

#23-087

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105800-548703	Transportation-DSS	\$ 7,934.00	
100212-435800	Elderly & Disabled Trans Prog	\$ 7,934.00	
105801-548708	Transportation-RGP Grant		\$ 22,477.00
100212-435808	Rural General Public Grant		\$ 22,477.00

Reason for Budget Revision: To revise accounts to FY ROAP Grant received. To reflect expense and revenue accounts.

Department: Health Department

#23-088

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105117-529000	Departmental Supplies		\$ 1,779.46
105117-518100	FICA Expense	\$ 604.50	
105117-518101	Medicare Expense	\$ 141.36	
105117-518200	Retirement Expense	\$ 1,033.60	
105126-512100	Salaries & Wages		\$ 9,400.00
105126-518210	401K Employer Contribution	\$ 400.00	
105126-531000	Travel	\$ 4,000.00	
105126-519900	Contracted Services	\$ 5,000.00	
105110-512100	Salaries & Wages		\$ 2,487.29
105110-512103	Salary Supplement	\$ 2,000.00	
105110-512200	Overtime	\$ 321.06	
105110-523900	Medical Supplies and Materials	\$ 166.23	
105111-519900	Contracted Services		\$ 8,826.11
105111-525100	Auto Supplies	\$ 400.00	
105111-531000	Travel	\$ 426.11	
105111-529000	Departmental Supplies	\$ 8,000.00	

Reason for Budget Revision: To cover possible shortfalls.

Department: Water Department

#23-089

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
307140-519900	Contracted Services		\$ 25,000.00
307140-529001KER	Departmental Supplies & Chemicals	\$ 25,000.00	
307140-549100	Dues and Subscriptions		\$ 1,000.00
307140-531000	Travel	\$ 1,000.00	

Reason for Budget Revision: To transfer funds to cover shortfalls.

Department: Sheriff Department

#23-090

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104320-535600	M&R Buildings		\$ 3,000.00
104320-529000MAJ	Departmental Supplies	\$ 3,000.00	

Reason for Budget Revision: To transfer funds to cover the cost of supplies needed to meet the basic needs of inmates house in the facility.

Department: Sheriff Department

#23-091

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100213-434328	Controlled Substance-Restricted	\$ 1,164.81	
104310-539801	Controlled Substance Expense	\$ 1,164.81	

Reason for Budget Revision: To recognize additional revenue for Controlled Substance and increase controlled substance expense line.

Department: Health Department

#23-092

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105161-512100	Salaries & Wages		\$ 43,595.02
105161-525100	Auto Supplies	\$ 1,000.00	
105161-529000	Departmental Supplies	\$ 37,195.02	
105161-531000	Travel	\$ 3,000.00	
105161-532000	Telephone	\$ 2,400.00	

Reason for Budget Revision: To transfer funds for disbursement for supplies needed.

Department: Health Department

#23-093

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105122-512100	Salaries & Wages		\$ 19,459.12
105122-518210	401K Employer Contribution	\$ 10.00	
105122-529000	Departmental Supplies	\$ 19,449.12	

Reason for Budget Revision: To transfer funds to disburse funds as needed for education and conference equipment.

Department: Inspections

#23-094

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104350-529000	Departmental Supplies		\$ 250.00
104350-532001	Postage	\$ 250.00	

Reason for Budget Revision: To transfer funds to cover current and future postage needs.

Department: Environmental Health

#23-095

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100211-435542	EH 2023 Track 2 Dev Base Grant	\$ 10,000.00	
105180-51210023BSE	Salaries & Wages	\$ 1,155.00	
105180-51810023BSE	FICA Expense	\$ 250.00	
105180-51810123BSE	Medicare Expense	\$ 245.00	
105180-51820023BSE	Retirement Expense	\$ 250.00	
105180-51830023BSE	Group Insurance	\$ 350.00	
105180-51990023BSE	Contracted Services	\$ 7,500.00	
105180-52900023BSE	Departmental Supplies	\$ 250.00	

Reason for Budget Revision: To set up budget for EH 2023 Track 2 Dev Base Grant and expenditures.

Department: Sheriff Department

#23-096

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
020213-436145	2022 15PBJA-633 Grant	\$ 19,000.00	
024349-541089	Equipment-JAG Grant	\$ 19,000.00	

Reason for Budget Revision: To set up budget for Sheriff Grant 15PBJA-22-GG-00633.

Department: Environmental Health

#23-097

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100211-435543	EH 2023 Mentorship 02900 Grant	\$ 14,000.00	
105180-51210023MEN	Salaries & Wages	\$ 2,500.00	
105180-51810023MEN	FICA Expense	\$ 150.00	
105180-51810123MEN	Medicare Expense	\$ 750.00	
105180-51820023MEN	Retirement Expense	\$ 200.00	
105180-51830023MEN	Group Insurance	\$ 400.00	
105180-53100023MEN	Travel	\$ 5,000.00	
105180-52900023MEN	Departmental Supplies	\$ 5,000.00	

Reason for Budget Revision: To set up budget for EH 2023 Mentorship 02900 Grant and expenditures.

Department: Register of Deeds

#23-098

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100213-432603	ROD Document Preservation Grant	\$ 2,166.00	
104180-555010	ROD Document Preservation	\$ 2,166.00	

Reason for Budget Revision: To set up budget for ROD Preservation Grant-(round 2) 2079RD2.

BE IT RESOLVED, the request for approval of the Tax Office Board Releases is hereby approved, and the Chairman's signature is authorized thereon [22-23-146].

BE IT RESOLVED, the request to approve the Board of Equalization and Review (E & R) members for the 2023 term, is hereby approved [22-23-147].

BE IT RESOLVED, the request to approve a Resolution Authorizing Ethics Training Through Eastern Carolina Council, is hereby approved [22-23-148].

**COUNTY OF PAMLICO
RESOLUTION APPROVING A QUALIFIED SOURCE FOR OBTAINING
THE ETHICS TRAINING REQUIRED BY N.C. GEN. STAT. § 160A-87**

WHEREAS, the North Carolina General Assembly enacted North Carolina General Statute § 160A-87 requiring that all members of this Board receive a minimum of two (2) clock hours of ethics education within twelve (12) months after initial election or appointment and again within 12 months after each subsequent election or appointment to the office;

WHEREAS, said ethics education may be provided by a qualified source other than those expressly described in North Carolina General Statute § 160A-87 at the discretion of this Board pursuant to North Carolina General Statute § 160A-87(c); and

WHEREAS, Sumrell Sugg, P.A. is a qualified source of such ethics education due to the fact that its attorneys have extensive experience and knowledge of the laws and principles that govern conflicts of interest and ethical standards of conduct at the local government level.

NOW THEREFORE, BE IT HEREBY RESOLVED, that Sumrell Sugg, P.A. is approved as a qualified source of the mandated ethics education described in North Carolina General Statute § 160A-87 for the members of this Board, as necessary.

This Resolution is effective upon its adoption this 6th day of February, 2023.

BE IT RESOLVED, the request to contract with the low bidder, Hardy Construction for a paving project at Alliance Park, quoted at \$108,000 and approve the budget officer and finance officer to make any necessary budget amendments for the project, is hereby approved [22-23-149].

The Board then turned their attention to the Correspondence Agenda.

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 the 2022 Community Development Block Grant – Neighborhood Revitalization (2022 CDBG-NR), is hereby approved, including the following: Accepted funding agreement for \$2,280,400., authorize budget officer and finance officer to make any necessary budget amendments for the project, to contract with McDavid for consultant services, and authorize Autumn Hardison as the designated point-of-contact for this project with the County Manager remaining the primary signatory [22-23-150].

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

BE IT RESOLVED, the request to contract with Willo Products Company for \$240,615 to replace the locks on 48 jail cell doors is hereby approved [22-23-151].

On a motion made by Commissioner Brinson and seconded by Commissioner Prescott, the following resolution was approved by a vote of 5:1 (Nay: Commissioner Baskervill).

BE IT RESOLVED, the request to contract with the low bidder, Bobby Cahoon Construction to remove/rebuild the Styrontown Pier, quoted at \$156,925 and approve the budget officer and finance officer to make any necessary budget amendments for the project, is hereby approved [22-23-152].

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

BE IT RESOLVED, the request to contract with Insight for engineering/inspection/surveying services related to the 2019 Flood Mitigation Assistance Program (FMA 2019) is hereby approved, including the following: Authorize budget officer and finance officer to make any necessary budget amendments for the project, and authorize Autumn Hardison as the designated point-of-contact for this project with the County Manager remaining the primary signatory [22-23-153].

The Board acknowledged receipt of the Tax Collectors report of 2022-23 Unpaid Taxes [22-23-154].

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: 8:01pm [22-23-155]

The County Attorney provided an update on the Opioid Settlement progress. Named parties were the County, CVS, Walgreens, Walmart, Teva and Allergan.

No action was taken during Closed Session, then on a motion made by Commissioner Bohmert, seconded by Commissioner Prescott, and unanimously approved, the Board went back into Open Session. Time Recorded: 8:08pm

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

BE IT RESOLVED, the request from the Sheriff's Department to hire a Deputy II with a starting salary of \$42,000 is hereby approved [22-23-156].

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, February 20, 2023 at 7:00pm. Time Recorded: 8:31pm.

Chairman

Clerk to the Board