



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

The Pamlico County Board of Commissioners met in regular session on Monday, March 6, 2023 at 7:00pm in the Patsy H. Sadler room of the Pamlico County Courthouse. Commissioners Missy Baskervill, Kari Forrest, Ed Riggs, Doug Brinson, Pat Prescott, and Carl Ollison were present. Also present were County Attorney Dave Baxter, County Manager Tim Buck, Assistant County Manager Justin Oakes, and Clerk to the Board Chantelle Allison. Commissioner Candy Bohmert was not in attendance.

Chairman Riggs called the meeting to order. Commissioner Prescott 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 February 20, 2023 Regular Session minutes. There were no changes, then on a motion made by Commissioner Baskervill and seconded by Commissioner Prescott, the following resolution was unanimously approved.

**BE IT RESOLVED, the February 20, 2023 Regular Session minutes are hereby approved, and the Chairman's signature is authorized thereon.**

Chairman Riggs invited Mr. David Hill from Piedmont Triad Regional Council of Governments to present an update on the Salary Study in progress for the County. Mr. Hill provided details on the current salary statistics for the County in comparison with the state's averages. He then went on to describe the pay and classification process, gave market comparisons of current and proposed pay grades and salary ranges, and concluded with his recommendation and some implementation options. Mr. Hill will continue to provide updates as it's finalized. No Board action was taken at this time [22-23-165].

Chairman Riggs then invited Mr. George Peacock to speak with the Board. Mr. Peacock spoke regarding the difficulty some landowners were facing when trying to reacquire railroad right-of-way easements that were agreed upon in the early 1900's. The now defunct railroad lines divide some properties and have left portions landlocked and inaccessible without trespassing on a neighboring property. The affected property owners, when trying to purchase their original property back from the Railroad, feel that the Railroad is taking advantage of this and has exponentially overpriced the easements to unaffordable levels. Mr. Peacock requested the Board write a letter to our State Legislators in support of the affected landowners and their request for the State's assistance in reaching an affordable resolution with the Railroad [22-23-166].

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; there being none, the Board then turned their attention to the Consent Agenda.

Commissioner Baskervill made a motion, seconded by Commissioner Brinson to move the topic regarding the School Resource Officer salary to the Correspondence Agenda.

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

**BE IT RESOLVED, the following Budget Amendment(s) are hereby approved** [22-23-167].

<i>Department: Governing Body</i>			#23-103
<b>FISCAL YEAR 2022-2023</b>			
<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100600-400000	Misc. Revenues	\$ 10,000.00	
104110-519002	Professional Services - Legal	\$ 10,000.00	
<i>Reason for Budget Revision:</i> To recognize reimbursement from insurance (Sedgewick) and increase Professional Services – Legal expenditure line.			

<i>Department: Jail</i>			#23-104
<b>FISCAL YEAR 2022-2023</b>			
<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
<i>(Emergency Management)</i>			
104330-512100 ARPA	Salaries & Wages		\$ 64,064.00
104330-512200 ARPA	Overtime		\$ 2,130.00
104330-518100 ARPA	FICA Expense		\$ 4,019.00
104330-518101 ARPA	Medicare Expense		\$ 940.00
104330-518200 ARPA	Retirement Expense		\$ 7,801.00
104330-518210 ARPA	401 K Employer Contribution		\$ 1,117.00
104330-518300 ARPA	Group Insurance		\$ 9,251.00
<i>(Jail)</i>			
104320-512100 ARPA	Salaries & Wages	\$ 64,064.00	
104320-512200 ARPA	Overtime	\$ 2,130.00	
104320-518100 ARPA	FICA Expense	\$ 4,019.00	
104320-518101 ARPA	Medicare Expense	\$ 940.00	
104320-518200 ARPA	Retirement Expense	\$ 7,801.00	
104320-518210 ARPA	401 K Employer Contribution	\$ 1,117.00	
104320-518300 ARPA	Group Insurance	\$ 9,251.00	
<i>Reason for Budget Revision:</i> To move ARPA budgets from Emergency Management to Jail.			

<i>Department: Health Department</i>			#23-105
<b>FISCAL YEAR 2022-2023</b>			
<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
105151-525100	Auto Supplies		\$ 1,500.00
105110-518100	FICA		\$ 420.00
105151-518100	FICA	\$ 560.00	
105151-518200	Retirement	\$ 700.00	
105151-518210	401K	\$ 60.00	
105151-518300	Group Insurance	\$ 600.00	
<i>(continued...)</i>			

(#23-105 continued...)

105151-518101 OS	Medicare		\$ 390.00
105110-518200	Retirement		\$ 810.00
105110-518210	401K		\$ 30.00
105110-518300	Group Insurance		\$ 1,600.00
105151-518200 OS	Retirement	\$ 1,000.00	
105151-518210 OS	401K	\$ 30.00	
105151-518300 OS	Group Insurance	\$ 1,800.00	
105159-518101	Medicare		\$ 200.00
105159-531000	Travel		\$ 300.00
105110-518100	FICA		\$ 1,050.00
105110-518200	Retirement		\$ 1,050.00
105110-518300	Group Insurance		\$ 1,000.00
105159-518100	FICA	\$ 900.00	
105159-518200	Retirement	\$ 1,500.00	
105159-518300	Group Insurance	\$ 1,200.00	
105160-512100	Salaries & Wages		\$ 550.00
105160-518200	Retirement	\$ 550.00	
105110-518100	FICA		\$ 200.00
105110-518101	Medicare		\$ 200.00
105110-518200	Retirement		\$ 250.00
105110-518300	Group Insurance		\$ 700.00
105163-518100	FICA	\$ 200.00	
105163-518101	Medicare	\$ 200.00	
105163-518200	Retirement	\$ 250.00	
105163-518300	Group Insurance	\$ 700.00	
105164-518101	Medicare		\$ 300.00
105164-532001	Postage		\$ 155.00
105110-518100	FICA		\$ 1,282.00
105110-518200	Retirement		\$ 1,282.00
105110-518300	Group Insurance		\$ 1,281.00
105164-518100	FICA	\$ 800.00	
105164-518200	Retirement	\$ 1,500.00	
105164-518300	Group Insurance	\$ 2,000.00	
105110-518100	FICA		\$ 650.00
105110-518200	Retirement		\$ 2,020.00
105110-518300	Group Insurance		\$ 1,450.00
105168-518100	FICA	\$ 650.00	
105168-518200	Retirement	\$ 2,000.00	
105168-518300	Group Insurance	\$ 1,450.00	
105169-518200	Retirement	\$ 20.00	
105110-518200	Retirement		\$ 3,866.00
105110-518300	Insurance		\$ 3,866.00
105110-518600	Workers Compensation		\$ 3,868.00
105180-532001	Postage		\$ 100.00
105180-538100	Programming		\$ 600.00
105180-518200	Retirement	\$ 6,100.00	
105180-518300	Group Insurance	\$ 5 000.00	
105180-518600	Workers Compensation	\$ 1,200.00	
105110-533000	Electrical		\$ 540.00
105190-531000	Travel		\$ 300.00
105190-532001	Postage		\$ 24.00
105190-523900	Medical Supplies	\$ 14.00	
105190-533000	Electrical	\$ 850.00	

Reason for Budget Revision: To correct YTD accounts 100% or greater as of 02-16-2023 corrections.

Department: Sheriff Department

#23-106

**FISCAL YEAR 2022-2023**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
104310-539801	Controlled Substance	\$ 2,500.00	
104310-539801 RCAR	Controlled Substance		\$ 2,500.00

*Reason for Budget Revision:* To move funds to cover the cost of rental cars for the Narcotics Division.

Department: Health Department

#23-107

**FISCAL YEAR 2022-2023**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100211-435161	WIC Client Services	\$ 581.00	
105167-512100	WIC Client Salaries & Wages	\$ 581.00	

*Reason for Budget Revision:* To recognize additional funds for WIC. WIC has maintained 97% of base caseload.

Department: Health Department

#23-108

**FISCAL YEAR 2022-2023**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100211-435120	TB Control	\$ 2,000.00	
105124-512100	TB Salaries & Wages	\$ 1,300.00	
105124-523900	TB Medical Supplies & Materials	\$ 700.00	

*Reason for Budget Revision:* To recognize additional funding to local Health Department from received Ukraine Supplemental Funds to enhance screening and treatment for active TB.

Department: Register of Deeds

#23-109

**FISCAL YEAR 2022-2023**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
104180-529005	Safety Supplies & Equipment		\$ 100.00
104180-534000	Printing & Binding	\$ 100.00	
104180-529000 MAJ	Departmental Supplies		\$ 100.00
104180-534000	Printing & Binding	\$ 100.00	

*Reason for Budget Revision:* To move funds to cover the cost of ordering indexing binders.

<i>Department:</i> Water Department			#23-110
<b>FISCAL YEAR 2022-2023</b>			
<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
307140-529001	Departmental Supplies & Chemicals		\$ 2,000.00
307140-529001 VAN	Departmental Supplies & Chemicals	\$ 2,000.00	
307140-529001 MIL	Departmental Supplies & Chemicals		\$ 6,000.00
307140-529001 GRT	Departmental Supplies & Chemicals	\$ 6,000.00	
307140-529001 MIL	Departmental Supplies & Chemicals		\$ 5,000.00
307140-529001 KER	Departmental Supplies & Chemicals	\$ 5,000.00	
307140-519500	Engineering Services		\$11,000.00
307140-535000 GRT	M & R Plant	\$11,000.00	
<i>Reason for Budget Revision:</i> To move funds to cover short falls in other budget lines.			

<i>Department:</i> Jail			#23-111
<b>FISCAL YEAR 2022-2023</b>			
<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100000-439900	Fund Balance Appropriation	\$ 241,000.00	
104320-555000	Capital Outlays	\$ 241,000.00	
<i>Reason for Budget Revision:</i> Replacing jail locks – Approved by BOC on 02-06-2023.			

<i>Department:</i> Public Buildings			#23-112
<b>FISCAL YEAR 2022-2023</b>			
<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
105000-535600	M & R Buildings		\$ 5,000.00
105000-512200	Overtime	\$ 5,000.00	
105000-529000 MAJ	Departmental Supplies		\$ 3,000.00
105000-521200	Uniforms	\$ 3,000.00	
<i>Reason for Budget Revision:</i> To move funds to cover uniform rentals for the remainder of the year and overtime expenses.			

<i>Department:</i> Recreation			#23-113
<b>FISCAL YEAR 2022-2023</b>			
<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
106120-529000 MAJ	Departmental Supplies		\$ 2,000.00
106120-535100	M & R Grounds		\$ 3,000.00
106120-525100	Auto Supplies	\$ 5,000.00	
<i>Reason for Budget Revision:</i> To move funds to cover the fluctuating cost of gas and insurance.			

**BE IT RESOLVED, the request for approval of the Spring 2023 Season of Fireworks Displays at the YMCA – Camp Seagull and Camp Seafarer, is hereby approved [22-23-168].**

**BE IT RESOLVED, the request for approval of the Surplus Item List, and authorization**

**for staff to sell the items by GovDeals electronic auction, is hereby approved** [22-23-169].

**BE IT RESOLVED, the request to authorize the County Manager to approve the County paying for Water Department classes/training and tests above the current three-limit threshold, is hereby approved** [22-23-171].

The Board then turned their attention to the Correspondence Agenda.

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

**BE IT RESOLVED, the request for approval to hire new School Resource Officers at a salary not to exceed \$51,000 is hereby approved** [22-23-170].

The County Attorney advised the Board of the recently updated process for approving a Variance request (NC § 160D). At that time, the petitioner requesting the variance for a duplex project at 16543 NC Hwy 55 addressed the Board and asked to withdraw his request. On a motion made by Commissioner Ollison and seconded by Commissioner Baskervill, the variance request was withdrawn from the agenda [22-23-172].

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

**BE IT RESOLVED, the request from the Health Department to purchase a camera system using ARPA program funds, totaling \$7,550 is hereby approved** [22-23-173].

There being no further business, on a motion made by Commissioner Baskervill and seconded by Commissioner Riggs, the Board adjourned until the next regular meeting on Monday, March 20, 2023 at 7:00pm. Time Recorded: 8:46pm.

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Chairman

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Clerk to the Board