



**REGULAR SESSION MINUTES OF THE  
PAMLICO COUNTY BOARD OF COMMISSIONERS  
MONDAY, JUNE 5, 2023**

The Pamlico County Board of Commissioners met in regular session on Monday, June 5, 2023 at 7:00pm in the Patsy H. Sadler room to the Courtroom 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 May 15, 2023 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 May 15, 2023 Regular Session minutes are hereby approved, and the Chairman's signature is authorized thereon.**

**PUBLIC HEARING:** Chairman Riggs opened the Public Hearing and invited Mr. Mike Barnett to respond to any questions or comments from the public regarding the 2022 CDBG-NR Program. One citizen inquired about the timeline for completing the project; Mr. Barnette responded that approved repairs needed to be completed within 36 months. There were no other comments or questions, therefore Chairman Riggs closed the hearing [22-23-244].

**PUBLIC HEARING:** Chairman Riggs opened the Public Hearing to discuss the Subdivision Ordinance Changes and invited the public to comment or ask questions. There were no comments or questions, therefore Chairman Riggs closed the hearing. The Board discussed the changes briefly, and then on a motion made by Commissioner Baskervill and seconded by Commissioner Bohmert, the following resolution was unanimously approved [22-23-245].

**BE IT RESOLVED, the proposed changes to the Subdivision Ordinance are hereby approved, with the following revisions: Remove 25 acre minimum from section 2.29, and typo corrections.**

Chairman Riggs invited County Manager Tim Buck to present the proposed Fiscal Year 2023-2024 Budget. The Board discussed a request to increase the Board of Education's Current Expense line by an additional \$43,200 and decrease Capital Expense by \$13,200, then on a motion by Commissioner Forrest and seconded by Commissioner Prescott, the following resolution was approved by a vote of 5:2 (Ayes: Forrest, Riggs, Brinson, Prescott, Ollison. Nays: Baskervill, Bohmert.) [22-23-246].

**BE IT RESOLVED, the request to increase the Board of Education's FY23-24 Current Expense line by an additional \$43,200 and decrease Capital Expense by \$13,200 is hereby approved.**

Public Comment: 2 members of the public signed up to speak.

Ms. Cynthia Anderson and Mr. Joe Beasley requested the County provide weekly garbage pickup in unincorporated areas, versus individual households having to contract separately for garbage removal services.

Chairman Riggs asked if there were any other additions and/or deletions to the agenda; Commissioner Baskervill made a motion, seconded by Commissioner Bohmert to add a request for an emergency hire in the Recycling dept.

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** [22-23-247].

<i>Department:</i> DSS			#23-157
<b>FISCAL YEAR 2022-2023</b>			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105373-519900III	Contracted Services		\$ 10,000.00
105550-519900	Contracted Services	\$ 10,000.00	
<i>Reason for Budget Revision:</i> To move money to reflect spending.			

<i>Department:</i> Stillwater			#23-158
<b>FISCAL YEAR 2022-2023</b>			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100213-435832	DJJP-Intervention-Delinquency	\$ 1,770.00	
105835-500000	Expenditure (Stillwater)	\$ 1,770.00	
<i>Reason for Budget Revision:</i> To recognize discretionary funding received from JCPC and increase expenditure line.			

<i>Department:</i> Senior Services			#23-159
<b>FISCAL YEAR 2022-2023</b>			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104930-512100	Salaries & Wages		\$ 15,000.00
104930-512600	Salaries & Wages P/T		\$ 7,000.00
104930-518600	Workers Comp		\$ 3,000.00
104930-518200	Retirement Expense		\$ 2,000.00
104930-518100	FICA Expense		\$ 1,000.00
104934-522000	Food and Provisions	\$ 13,000.00	
104931-512600	Salaries & Wages P/T	\$ 15,000.00	
<i>Reason for Budget Revision:</i> To move budget to expense line when needed.			

Department: Tax Department

#23-160

**FISCAL YEAR 2022-2023**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104140-519200	Professional Services		\$ 500.00
104140-531000	Travel	\$ 500.00	

*Reason for Budget Revision:* To transfer money to send the new hire to a class that is offered in June.

Department: Health Department

#23-161

**FISCAL YEAR 2022-2023**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105110-535100	M&R Grounds		\$ 568.00
105110-532001	Postage	\$ 568.00	
105110-512100	Salaries & Wages		\$ 2,000.00
105110-519900	Contracted Services		\$ 895.00
105110-529000	Departmental Supplies		\$ 1,000.00
105111-531000	Travel		\$ 357.00
105111-512100	Salaries & Wages	\$ 2,000.00	
105111-518100	FICA Expenses	\$ 450.00	
105111-518200	Retirement Expenses	\$ 470.00	
105111-518300	Group Insurance	\$ 905.00	
105111-525100	Auto Supplies	\$ 427.00	
105127-518101	Medicare Expense		\$ 192.00
105127-523900	Medical Supply & Materials	\$ 192.00	
105110-512100	Salaries & Wages		\$ 2,300.00
105151-512100	Salaries & Wages (Primary Care)	\$ 300.00	
105151-512100OS	Salaries & Wages	\$ 2,000.00	
105157-518100	FICA Expense		\$ 400.00
105157-518101	Medicare Expense		\$ 424.00
105157-518300	Group Insurance		\$ 119.45
105157-512100	Salaries & Wages	\$ 824.00	
105157-518200	Retirement Expenses	\$ 119.45	

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

Department: Health Department

#23-162

**FISCAL YEAR 2022-2023**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105110-512100	Salaries & Wages		\$ 4,000.00
105159-512100	Salaries & Wages	\$ 4,000.00	
105126-512200	Overtime		\$ 5,000.00
105126-518100	FICA Expense		\$ 3,000.00
105126-531000	Travel		\$ 2,819.35
105126-512100	Salaries & Wages	\$ 10,819.35	

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

**BE IT RESOLVED, the request for approval of the Tax Office Board Releases is hereby approved, and the Chairman's signature is authorized thereon** [22-23-248].

**BE IT RESOLVED, the request to approve the Budget Officer to make transfers or fund balance appropriations necessary to close out FY 22-23, is hereby approved** [22-23-249].

**BE IT RESOLVED, the request to approve the Assistance and Procurement & Reimbursement Policies related to the 2023 ESFRLP Program, is hereby approved** [22-23-250].

**BE IT RESOLVED, the request from the Tax Office to approve a late Present Use-Value application for Parcel I03-28, is hereby approved** [22-23-251].

The Board then turned their attention to the Correspondence Agenda.

On a motion made by Commissioner Baskervill, seconded by Commissioner Bohmert and unanimously approved, the application for appointment to the Pamlico County Public Library Board of Trustees was tabled until the June 19, 2023 meeting [22-23-252].

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

**BE IT RESOLVED, the request to reappoint Mr. Brandon Pipkin to the Pamlico County College Board of Trustees for another 4-year term beginning July 1, 2023 is hereby approved** [22-23-253].

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 Health Dept. to contract with Ms. Nancie Deckard for 8 additional provider (FNP) hours per week, the salary to be paid using ARPA funds, is hereby approved** [22-23-254].

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

**BE IT RESOLVED, the request to (1.) contract with former Recycling Dept. employee Jesse Bloomberg, as an emergency hire at the Recycling Center at a rate of \$25/hour, not to exceed 8 hours per week until a permanent hire is made, and (2.) request authority to approve budget amendments as needed for the position, is hereby approved** [22-23-255].

There being no further business, on a motion made by Commissioner Baskervill and seconded by Commissioner Bohmert, the Board adjourned until the next regular meeting on Monday, June 19, 2023 at 7:00pm. The Public Hearing for Public Comment on the FY23-24 Budget will be held on June 19, 2023 at 7:00pm. Time Recorded: 8:43pm.

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Chairman

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Clerk to the Board