



**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, JULY 3, 2023**

The Pamlico County Board of Commissioners met in regular session on Monday, July 3, 2023 at 7:00pm in the Patsy H. Sadler room of the Pamlico County Courthouse. Commissioners 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. Commissioners Missy Baskervill and Kari Forrest were 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 June 19, 2023 Regular Session or Closed Session minutes. There were no changes, then on a motion made by Commissioner Bohmert and seconded by Commissioner Prescott, the following resolution was unanimously approved.

BE IT RESOLVED, the June 19, 2023 Regular Session and Closed Session minutes are hereby approved, and the Chairman's signature is authorized thereon.

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

Mr. Ken Heath, Mayor of the Town of Arapahoe, brought documentation regarding the State funding of the ferry system. He voiced concern that State Senator Vickie Sawyer, Chairman of the Senate Transportation Committee, is pushing to decrease/eliminate funding for the ferry system, transfer the cost to the local communities, or charge a toll or fee for all ferry routes. Mr. Heath requested the Board get involved and reach out to lobbyists or State officials in opposition to the suggested changes in how the ferry system is funded.

Ms. Michelle Willis Krauss spoke on behalf of Dr. Ross from the Pamlico Community College regarding the FY23-34 Budget. She stated that the budget cuts would greatly affect operation of the College and requested the Board consider an increase to their budgeted allowance.

Chairman Riggs then closed the Public Comment Period and asked if there were any other additions and/or deletions to the agenda; Commissioner Bohmert made a motion, seconded by Commissioner Prescott to add three Budget Amendments 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 FY22-23 Budget Amendment(s) were approved by the Finance Officer and County Manager, and are hereby recognized [23-24-001].

Department: Various

#23-178

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104120-512100	Salaries & Wages	\$ 30,000.00	
104121-512100	Salaries & Wages	\$ 25,000.00	
104130-512100	Salaries & Wages	\$ 20,000.00	
104140-512100	Salaries & Wages	\$ 20,000.00	
104170-512100	Salaries & Wages	\$ 8,000.00	
104180-512100	Salaries & Wages	\$ 15,000.00	
104210-512100	Salaries & Wages		\$ 100,000.00
104310-512100	Salaries & Wages	\$ 50,000.00	
104320-512100	Salaries & Wages	\$ 50,000.00	
104350-512100	Salaries & Wages	\$ 10,000.00	
104380-512100	Salaries & Wages	\$ 10,000.00	
104721-512100	Salaries & Wages	\$ 5,000.00	
104920-512100	Salaries & Wages	\$ 15,000.00	
104934-512100	Salaries & Wages	\$ 10,000.00	
104945-512100	Salaries & Wages	\$ 10,000.00	
104962-512100	Salaries & Wages	\$ 10,000.00	
105000-512100	Salaries & Wages	\$ 10,000.00	
105110-512100	Salaries & Wages		\$ 140,000.00
105111-512100	Salaries & Wages	\$ 10,000.00	
105126-512100	Salaries & Wages	\$ 20,000.00	
105151-512100	Salaries & Wages	\$ 5,000.00	
105157-512100	Salaries & Wages	\$ 5,000.00	
105159-512100	Salaries & Wages	\$ 5,000.00	
105163-512100	Salaries & Wages	\$ 3,000.00	
105164-512100	Salaries & Wages	\$ 10,000.00	
105165-512100	Salaries & Wages	\$ 10,000.00	
105167-512100	Salaries & Wages	\$ 5,000.00	
105168-512100	Salaries & Wages	\$ 10,000.00	
105180-512100	Salaries & Wages	\$ 25,000.00	
105191-512100	Salaries & Wages	\$ 5,000.00	
106120-512100	Salaries & Wages	\$ 50,000.00	
100500-404001	Interest Earned Investments	\$ 221,000.00	

Reason for Budget Revision: To increase budgets to ensure year integrity.

Department: Water Department

#23-179

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
307120-512100	Salaries & Wages	\$ 20,000.00	
307140-512100	Salaries & Wages	\$ 100,000.00	
300000-439900	Fund Balance App	\$ 120,000.00	

Reason for Budget Revision: To increase budgets to ensure year end integrity.

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104120-512100	Salaries & Wages- County Mgr.	\$ 30,000.00	
104121-512100	Salaries & Wages- Personnel	\$ 25,000.00	
104130-512100	Salaries & Wages- Finance	\$ 40,000.00	
104140-512100	Salaries & Wages- Tax	\$ 30,000.00	
104170-512100	Salaries & Wages- Elections	\$ 20,000.00	
104180-512100	Salaries & Wages- Register of Deeds	\$ 15,000.00	
104320-512100	Salaries & Wages- Sheriff	\$ 40,000.00	
104320-512100	Salaries & Wages- Jail	\$ 80,000.00	
104321-512100	Salaries & Wages- Dispatch	\$ 30,000.00	
104330-512100	Salaries & Wages- Emergency Management	\$ 60,000.00	
104350-512100	Salaries & Wages- Inspections	\$ 25,000.00	
104380-512100	Salaries & Wages- Animal Control	\$ 30,000.00	
104721-512100	Salaries & Wages- Recycling	\$ 30,000.00	
104722-535100	M&R Grounds- Landfill	\$ 20,000.00	
104910-519000	Professional Services- Planning	\$ 10,000.00	
104920-512100	Salaries & Wages- Planning	\$ 25,000.00	
104930-512100	Salaries & Wages- Senior Center	\$ 40,000.00	
104370-519900	Contracted Services- Rescue Squad	\$ 5,000.00	
104934-512100	Salaries & Wages- NRCOG	\$ 25,000.00	
104937-558000	Rehabilitation- Small Home Repair	\$ 3,000.00	
104945-512100	Salaries & Wages- Senior Center	\$ 25,000.00	
104948-519900	Contracted Services- Srs Health Ins Info	\$ 5,000.00	
104961-512100	Salaries & Wages- Soil Conservation	\$ 40,000.00	
104931-512100	Salaries & Wages- HCCBG Senior Prog	\$ 25,000.00	
104950-519900	Contracted Services- Coop Ex.	\$ 30,000.00	
104960-500000	Expenditure- Forestry	\$ 10,000.00	
104962-512100	Expenditure- Soil Conservation	\$ 20,000.00	
105000-512100	Salaries & Wages- Public Buildings	\$ 20,000.00	
104340-519900	Contracted Services- Fire Depts	\$ 10,000.00	
105126-512100	Salaries & Wages- Comm. Disease	\$ 20,000.00	
105151-512100	Salaries & Wages- PC	\$ 3,000.00	
105159-512100	Salaries & Wages- Breast Cerv Cancer	\$ 5,000.00	
105163-512100	Salaries & Wages- Maternal Health	\$ 3,000.00	
105180-512100	Salaries & Wages- Env. Health	\$ 25,000.00	
105200-500000	County Contribution- ECBH	\$ 10,000.00	
105833-500000	Expenditure- JCPC Admin.	\$ 2,000.00	
105835-500000	Expenditure- JCPC Stillwaters	\$ 10,000.00	
105840-500000	Expenditure- JCPC Teen Court	\$ 5,000.00	
105911-563000	Current Expense- Board of Ed.	\$ 5,000.00	
105921-563000	Current Expense- PCC	\$ 5,000.00	
106110-519900	Contracted Services- Regional Library	\$ 5,000.00	
106600-549920	Corona Virus 2020	\$ 1,000.00	
109200-571000	Bond Principle Cafeteria	\$ 3,000.00	
109841-500000	Expenditure Law Enforcement	\$ 2,000.00	
100500-404001	Interest Earned Investments	\$ 223,100.00	
	Sales Tax		
100150-403236	2003 Half-Cents Sales Tax 44	\$ 74,000.00	
100150-403235	Add Rest ½ Losut (Art.42)	\$ 67,000.00	
100150-403234	Additional ½ Losut (Art 42)	\$ 41,000.00	
100150-403233	½ Cent Article 40 Rest	\$ 2,000.00	
100150-403232	½ Cent Lsut Article 40	\$ 98,000.00	
100150-403231	Local Option Sales & Use Tax	\$ 181,000.00	
100150-400000	Medicaid Hold Harmless	\$ 90,000.00	
100180-403240	Revenue Stamps	\$ 22,000.00	
100180-434710	Scrap Tire Disposal Tax- Restr	\$ 3,400.00	

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Permit, Fee

100300-433430	Building Permits	\$ 28,500.00
100300-433453	Electrical Inspections	\$ 17,000.00
100300-433455	Mechanical Permit Fees	\$ 13,000.00
100300-435113	Environmental Health Fees	\$ 12,000.00

Reason for Budget Revision: To increase budgets to ensure year end integrity.

Department: Water Department

#23-181

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
307120-512100	Salaries & Wages	\$ 20,000.00	
307140-512100	Salaries & Wages	\$ 200,000.00	
300000-439900	Fund Balance App	\$ 220,000.00	

Reason for Budget Revision: To increase budgets to ensure year end integrity.

Department: DSS

#23-182

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100212-435360	CCU Medicaid	\$ 31,195.91	
105310-549731	CCU Medicaid Exp	\$ 31,195.91	

Reason for Budget Revision: To set up budget for monies received from the State for CCU Medicaid.

Department: Recreation

#23-183

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
106120-548627ALLPK	Engineering- Design/Permit		\$ 50,000.00
106120-559915ALLPK	Repairs/Paving/Courts	\$ 50,000.00	

Reason for Budget Revision: To transfer funds to cover Alliance Park.

Department: Water Department

#23-184

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
300000-449327	Water System AIA Grant	\$ 130,000.00	
307140-548640AIA	Records Consolidation	\$ 10,000.00	
307140-548643AIA	Autocad System Map	\$ 23,000.00	
307140-548645AIA	Survey Services	\$ 25,000.00	
307140-548646AIA	System Inventory	\$ 12,000.00	
307140-548647AIA	Scada Evaluations	\$ 15,000.00	
307140-548650AIA	Water System Model	\$ 25,000.00	
307140-548652AIA	Storm Vulnerability	\$ 5,000.00	
307140-548654AIA	Capital Improve Plan	\$ 7,000.00	
307140-548656AIA	Project Meetings	\$ 8,000.00	

Reason for Budget Revision: To set up budget for Water System Asset Inventory and Assessment Grant.

Department: Towns

#23-185

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
234823-549946	Vandemere Ad Val Exp	\$ 2,208.30	
234823-549945	Stonewall Ad Val Exp	\$ 300.42	
234823-549944	Oriental Ad Val Exp	\$ 6,567.88	
234823-549943	Minnesott Ad Val Exp	\$ 2,086.12	
230110-432446	Vandemere Ad Val Taxes	\$ 2,208.30	
230110-432445	Stonewall Ad Val Taxes	\$ 300.42	
230110-432444	Oriental Ad Val Taxes	\$ 6,567.88	
230110-432443	Minnesott Ad Val Taxes	\$ 2,086.12	

Reason for Budget Revision: To cover Town disbursements.

Department: Jail

#23-186

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104320-519900	Contracted Services	\$ 70,000.00	
100300-435116	Patient Reimbursement	\$ 5,400.00	
100300-435113	Environmental Health Fees	\$ 2,400.00	
100300-433456	Development Permit/Food Ord	\$ 1,100.00	
100300-433454	Plumbing Inspections Fees	\$ 7,400.00	
100300-433452	Insulation Fees	\$ 2,700.00	
100600-434263	Insurance Claims Loss	\$ 39,000.00	
100600-434262	Insurance Claims Loss- Sheriff	\$ 12,000.00	

Reason for Budget Revision: To cover unexpected Southern Health Partners invoices.

Department: Finance

#23-187

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104130-519900	Contracted Services	\$ 23,000.00	
100500-404001	Interest Earned Investments	\$ 23,000.00	

Reason for Budget Revision: To cover any potential overruns in budget.

Department: NBPSCF Grant

#23-188

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
130226-435940	NBPSCF Grant	\$ 500,000.00	
135911-500000	Expenditure	\$ 500,000.00	

Reason for Budget Revision: To set up budget for NBPSCF Grant – New School Construction 6-12.

<i>Department:</i> County Manager			#23-189
FISCAL YEAR 2022-2023			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104210-535200	Maint & Repair-Equipment	\$ 25,000.00	
104130-519900	Contracted Services		\$ 15,000.00
104130-512100	Salaries & Wages		\$ 10,000.00
<i>Reason for Budget Revision:</i> To cover cost of IT expense.			

<i>Department:</i> Sheriff Department			#23-190
FISCAL YEAR 2022-2023			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104321-512100	Salaries & Wages		\$ 20,000.00
104310-512100	Salaries & Wages	\$ 20,000.00	
<i>Reason for Budget Revision:</i> To cover potential overruns.			

BE IT RESOLVED, the following FY23-24 Budget Amendment(s) are hereby approved.

<i>Department:</i> E-911			#24-001
FISCAL YEAR 2023-2024			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance Appropriation	\$ 1,032.94	
470226-439810	Transfer from General Fund	\$ 1,032.94	
109910-599047	Transfer to E-911	\$ 1,032.94	
474326-555015	Capital Outlay	\$ 1,032.94	
<i>Reason for Budget Revision:</i> To increase funds due to repayment of unapproved expenses for E-911 for the period.			

BE IT RESOLVED, the request from the Tax Administrator to approve two late Elderly or Disabled Veteran exemption applications, and one late Present Use Value application, is hereby approved [23-24-002].

BE IT RESOLVED, the request from the Health Dept. to approve a Contracted Services Agreement between Pitt County and Pamlico County, is hereby approved [23-24-003].

BE IT RESOLVED, the request from NC DOT to approve a Temporary Easement for the Dawson Creek Bridge Replacement, is hereby approved [23-24-004].

BE IT RESOLVED, the request to approve advertising 2 open positions: Assistant County Manager and Personnel Director, is hereby approved [23-24-005].

BE IT RESOLVED, the request from the Water Dept. to approve a policy change regarding Deposits, is hereby approved [23-24-006].

BE IT RESOLVED, the request from the Water Dept. to approve a revision to the Water

Department Application for Service, regarding personal information gathered and the sewer system, is hereby approved [23-24-007].

The Board then turned their attention to the Correspondence Agenda.

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

BE IT RESOLVED, the request from the Register of Deeds to retain the temporary part-time employee until December 31, 2023 is hereby approved [23-24-008].

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

BE IT RESOLVED, the request to approve the FY2023-2024 Pay Classification Plan, increase current salaries to the new minimum as needed, begin Phase 1 of the salary implementation, and authorize necessary budget amendments, is hereby approved [23-24-009].

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

BE IT RESOLVED, the request to approve a FY23-24 Budget Amendment to increase the Pamlico Community College Funding from \$749,265 to \$822,246 is hereby approved [23-24-010].

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

BE IT RESOLVED, regarding Opioid Settlement Funds, the Board allocated funds for Alternative 3 (Only fund nonprofits; Fund top 2 ranking projects fully and split the remaining funds amongst the other nonprofits) for the first contract term [23-24-011]. A Contract will be drafted by the County Attorney, and the specific details and term length will be presented for public comment at a Public Hearing later.

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 Monday, July 17, 2023 at 7:00pm. Time Recorded: 7:59pm.

Chairman

Clerk to the Board