



**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, DECEMBER 4, 2023**

The Pamlico County Board of Commissioners met in regular session on Monday, December 4, 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, and Clerk to the Board Tracy Boyd.

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 November 20, 2023 Regular Session Minutes. There were no changes, then on a motion made by Commissioner Brinson and seconded by Commissioner Prescott, the following resolution was unanimously approved.

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

Chairman Riggs stated that, Steven Hollowell appointed and issued the Oath of Office to Commissioner Missy Baskervill, on December 4, 2023, in the morning, reinstating her as Commissioner.

Chairman Riggs turned the meeting over to County Attorney Dave Baxter to conduct the election of Chairman. Commissioner Brinson nominated Candy Bohmert as Chairman, and no other nominations were made for Chairman. County Attorney Dave Baxter announced Commissioner Bohmert as Chairman. County Attorney Dave Baxter turned the meeting over to Commissioner Candy Bohmert to conduct the election of Vice-Chairman. Commissioner Missy Baskervill nominated Commissioner Brinson as Vice-Chairman, and no other nominations were made for Vice-Chairman. Chairman Bohmert announced Commissioner Brinson as Vice-Chairman respectively upon unanimous approval by the Board.

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

BE IT RESOLVED that the appointment of County Attorney Dave Baxter, and County Manager Tim Buck, and Clerk to the Board Tracy Boyd are hereby reaffirmed.

Chairman Bohmert invited Register of Deeds, Lynn Lewis, to speak regarding the needs of a Permanent Part-Time Employee. Ms. Lewis discussed Register of Deeds is currently exceeding budget in several revenue lines and would have the budget to have a Permanent Part-Time Employee. In addition, Ms. Lewis also discussed the proposed projects to be performed by this Permanent Part-Time Employee.

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

BE IT RESOLVED the request to extend the Register of Deeds temporary part-time position through June 30, 2024, contingent upon legal review, is hereby approved. [23-24-112]

PUBLIC COMMENTS: 1 member of the public signed up to speak.

Mr. Sanford Ropp, voiced concerns to the Board, regarding Group Housing Ordinance Restrictions in rural areas.

Chairman Bohmert asked if there were any other additions and/or deletions to the agenda; Commissioner Baskervill made a motion, seconded by Commissioner Forrest and unanimously approved, to add: (4a) A request for approval to Authorize County Manager to Sign Applicant Certification to Sandy Bay Subdivision, contingent upon approval of the legal documents by the County Attorney.

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

BE IT RESOLVED, the following FY23-24 Budget Amendment(s) are hereby approved. [23-24-113]

<i>Department:</i> Emergency Management			#24-070
FISCAL YEAR 2023-2024			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100213-434351	HSGP-EMW2021-SS-00039	\$ 6,472.47	
104330-541084	Equipment-HSGP00039	\$ 6,472.47	
<i>Reason for Budget Revision:</i> To set up budget for EMS Grant HSGP EMW-2021-SS-00039 additional funding.			

<i>Department:</i> Health Department			#24-071
FISCAL YEAR 2023-2024			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100211-435116	Patient Reimbursement	\$ 20,864.25	
105110-512100	Salaries & Wages	\$ 1,899.65	
105110-519900	Contracted Services	\$ 6,966.60	
105110-529000	Departmental Supplies	\$ 5,298.00	
105110-531000	Travel	\$ 4,200.00	
105180-529000	Departmental Supplies	\$ 2,500.00	
<i>Reason for Budget Revision:</i> To increase funds for workforce development.			

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100213-434977	Stream Debris Removal	\$ 31,815.90	
104961-519930	Contracted Stream Debris Removal	\$ 31,815.90	

Reason for Budget Revision: To recognize revenue and increase associated expenditure line.

BE IT RESOLVED, the request for approval of the Tax Office Board Releases is hereby approved, and the Chairman’s signature is authorized thereon. [23-24-114]

BE IT RESOLVED, the request for approval of Sandy Bay Plat Map, is hereby approved. [23-24-115]

BE IT RESOLVED, the request to Authorize County Manager to Sign Applicant Certification for Sandy Bay Subdivision contingent on attorney review, is hereby approved.

The Board then turned their attention to the Correspondence Agenda.

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

BE IT RESOLVED, the request for approval from DSS Director Debbie Green for the following short-term measures to address employee turnover, are hereby approved. [23-24-116]

- 1. Offer a \$2,500 sign on bonus to new DSS applicants.**
- 2. Offer a \$2,500 retention supplement to employees that have been with DSS one year or more, effective July 1, 2023.**
- 3. Authorize the County Manager to offer hire rates up to \$4,000 over the minimum.**
- 4. Authorize the DSS Director to make salary increases for critical positions, with the approval of County Manager and Personnel Director, with a total budget not to exceed \$15,000.**

There being no further business, on a motion made by Commissioner Forest and seconded by Commissioner Prescott, the Board adjourned until the next regular meeting on Tuesday, January 2, 2024 at 7:00pm. Time Recorded: 7:38pm.

Chairman

Clerk to the Board

