



**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
TUESDAY, FEBRUARY 19, 2024**

The Pamlico County Board of Commissioners met in regular session on Monday, February 19, 2024 at 7:00pm in the Patsy H. Sadler room of the Pamlico County Courthouse. Commissioners Missy Baskervill, Candy Bohmert, Doug Brinson, Kari Forrest, Carl Ollison, Pat Prescott, and Ed Riggs were present. Also present were County Attorney Dave Baxter, Attorney Trey Ferguson, County Manager Tim Buck, and Clerk to the Board Tracy Boyd.

Chairman Bohmert called the meeting to order and led the assemblage in the Pledge of Allegiance.

Chairman Bohmert asked if there were any corrections, additions, and/or deletions to the February 5, 2024 Regular Session Minutes. There were no changes, then on a motion made by Commissioner Baskervill and seconded by Commissioner Riggs, the following resolution was unanimously approved.

BE IT RESOLVED, the February 5, 2024 Regular Session Minutes are hereby approved, and the Chairman's signature is authorized thereon.

Chairman Bohmert asked if there were any other additions and/or deletions to the agenda; Commissioner Baskervill made a motion, seconded by Commissioner Brinson and unanimously approved, to add: (11a) Closed Session to discuss 12) To Reclassify Bill Fentress' Position to Finance Officer/Assistant County Manager and 13) Salary Adjustments.

The Board then turned their attention to the Consent Agenda.

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

BE IT RESOLVED, the following FY23-24 Budget Amendment(s) are hereby approved. [23-24-153]

<i>Department:</i> Senior Services		#24-085	
FISCAL YEAR 2023-2024			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104934-522000	Food and Provisions		\$ 2,000.00
104934-531000	Travel	\$ 2,000.00	
<i>Reason for Budget Revision:</i> To transfer funds to cover the cost for upcoming training expenses in March and April for Tracy Shaw, Yakira Mason and Michelle Boomer.			

Department: Wildfire Reimbursement – Triangle VFD

#24-086

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
390610-449345	Wildfire Reimbursement	\$ 5,774.73	
394340-519900 WF	Contracted Services	\$ 5,774.73	

Reason for Budget Revision: To recognize revenue from state for wildfire deployment of tanker and increase expense line.

Department: Wildfire Reimbursement – Arapahoe VFD

#24-087

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
530610-449345	Wildfire Reimbursement	\$ 656.10	
534340-519900 WF	Contracted Services	\$ 656.10	

Reason for Budget Revision: To recognize revenue from state for wildfire deployment for use of UTV and increase expense line.

Department: Emergency Management

#24-088

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100600-400000	Miscellaneous Revenue	\$ 1428.18	
104330-535200	Maintenance & Repair Equipment	\$ 1428.18	

Reason for Budget Revision: To recognize revenue from state for wildfire deployment and increase Emergency Management equipment line.

Department: Soil and Water Conservation

#24-089

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104962-532001	Postage		\$ 50.00
104962-549100	Dues & Subscriptions	\$ 50.00	

Reason for Budget Revision: Transfer funds to cover the cost of increase in dues.

Department: Special Board Projects

#24-090

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance Appropriations	\$ 1,971,876.000	
104110-555001 ARPA	Special Board Projects	\$ 1,971,876.000	

Reason for Budget Revision: To move ARPA funds designated for Special Board Projects to current year.

Department: Health Department

#24-091

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105110-512100	Salaries & Wages		\$ 12,600.00
105110-512103	Salary Supplement	\$ 8,000.00	
105110-512700	Longevity	\$ 2,500.00	
105110-518200	Retirement	\$ 1,500.00	
105110-525100	Auto Supplies	\$ 600.00	
105111-519900	BT Contracted Services		\$ 9,000.00
105111-512100	BT Salaries	\$ 7,560.00	
105111-518101	BT Medicare	\$ 120.00	
105111-518210	BT 401K	\$ 120.00	
105111-518300	BT Group Insurance	\$ 1,200.00	
105117-512100	716 COVID 19 Vaccine Salary		\$ 50.00
105117-518210	716 COVID 19 Vaccine 401K	\$ 50.00	
105124-518200	TB Retirement		\$ 220.00
105124-531000	TB Travel		\$ 300.00
105124-518300	TB Group Insurance	\$ 520.00	
105126-512100	CD Salaries & Wages		\$ 360.00
105126-518100	CD FICA	\$ 360.00	
105127-518200	CD Retirement		\$ 180.00
105127-518101	CD Medicare	\$ 180.00	
105129-531000	Immunization Travel		\$ 60.00
105129-518101	Immunization Medicare	\$ 60.00	

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105135-512100	EPI/IMM/719 Salaries & Wages		\$ 12,000.00
105135-518100	EPI/IMM/719 FICA		\$ 800.00
105135-518200	EPI/IMM/719 Retirement		\$ 500.00
105135-518300	EPI/IMM/719 Group Insurance		\$ 1,000.00
105135-529000	EPI/IMM/719 Departmental Supplies	\$ 14,300.00	
105110-512100	Salaries & Wages		\$ 6,360.00
105110-518300	Group Insurance		\$ 1,000.00
105151-512100 OS	PC Salaries & Wages		\$ 5,000.00
105151-518100 OS	PC FICA		\$ 2,400.00
105151-512100	PC Salaries & Wages	\$ 12,000.00	
105151-518100	PC FICA	\$ 1,000.00	
105151-518210 OS	PC 401K	\$ 60.00	
105151-518300	PC Insurance	\$ 1,700.00	
105157-512100	543 ELC EN Salary & Wages		\$ 20.00
105157-518210	543 ELC EN 401K	\$ 20.00	
105110-512100	Salaries & Wages		\$ 1,850.00
105164-532001	FP Postage		\$ 150.00
105164-518200	FP Retirement	\$ 2,000.00	
105169-531000	WIC BF Travel		\$ 300.00
105171-512100	WIC ADMIN Salary & Wages		\$ 2,100.00
105168-518100	WIC NUT FICA	\$ 400.00	
105168-518200	WIC NUT Retirement	\$ 800.00	
105168-518300	WIC NUT Group Insurance	\$ 1,200.00	
105160-512100	CH Salaries & Wages		\$ 750.00
105160-518200	CH Retirement	\$ 750.00	
105163-512100	MH Salaries & Wages		\$ 620.00
105163-518100	MH FICA	\$ 220.00	
105163-518300	MH Group Insurance	\$ 400.00	

Reason for Budget Revision: To move funds 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. [23-24-154]

BE IT RESOLVED, the request for approval of the Starting Salary for the Land Records Clerk Position to \$42,373, is hereby approved. [23-24-156]

BE IT RESOLVED, the request to approve Amend the Health Insurance Deductible Reimbursement Policy, is hereby approved. [23-24-157]

BE IT RESOLVED, the request to authorize the Chair or County Manager to sign Sign-on Bonus Agreements, is hereby approved. [23-24-158]

On a motion made by Commissioner Baskervill and seconded by Commissioner Bohmert and unanimously approved, the request for approval of Appointments to the Health Advisory Board was tabled until the next meeting on March 4, 2024. [23-24-155]

On a motion made by Commissioner Riggs and seconded by Commissioner Baskervill and unanimously approved, the request to move 7) Discussion Request: To approve Revised Position and Progression Schedule for Field Operations to the Correspondence Agenda.

The Board then turned their attention to the Correspondence Agenda.

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

BE IT RESOLVED, the request to approve Revised Position and Progression Schedule for Field Operations is hereby approved and is incorporated herein: [23-24-159]

WATER DEPARTMENT - FIELD POSITIONS COMBINED PROPOSAL

PROPOSED ADVANCEMENT STEPS	% INCREASE	SALARY
Hourly Starting Rate:		\$17
Hire as FO (@ hourly rate listed above) end Probation period (6 months)	+6%	\$35,360 \$37,482
Obtain C Dist or C Well	+6%	\$39,730
Obtain C Dist or C Well	+6%	\$42,114
Promote to FO1	+3%	\$43,378
Obtain B Dist or B Well	+6%	\$45,980
Obtain B Dist or B Well	+6%	\$48,739
Promote to FO2	+3%	\$50,201
Obtain Cross Conn or Phys/Chem	+6%	\$53,214
Obtain Cross Conn or Phys/Chem	+6%	\$56,406
Promote to FO3	+3%	\$58,099
Obtain A Dist or A Well	+6%	\$61,584
Promote to ORC 1	+3%	\$63,432
Obtain A Dist or A Well	+6%	\$67,238
Promote to ORC 2	+3%	\$69,255
Field Ops Manager	+12% or +18%	\$77,815 \$82,484

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 to Purchase Jail Time Keeping System with a one-time cost \$3,315 and an annual cost of \$4,995, is hereby approved. [23-24-160]

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

BE IT RESOLVED, the request to approve quote from Integraworx of \$23,350 to Network Offices to Fiber Optic Internet Connection, is hereby approved. [23-24-161]

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

BE IT RESOLVED, the request to Enter Agreement with Duke University for Telehealth Program, is hereby approved. [23-24-162]

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

BE IT RESOLVED, the request to Reclassify Building Inspections Administrative Assistant II to Administrative Assistant III with a salary of \$41,600, is hereby approved. [23-24-163]

On a motion made by Commissioner Baskervill seconded by Commissioner Riggs, and unanimously approved, the Board went into Closed Session for discussion on 12) To Reclassify Bill Fentress Position to Finance Officer/Assistant County Manager and 13) Salary Adjustments regarding Personnel [N.C.G.S. § 143-318.11(a)(6)]. Time Recorded: 7:38pm

No action was taken in Closed Session.

On a motion made by Commissioner Brinson, seconded by Commissioner Riggs, and unanimously approved, the Board went back into Open Session. Time Recorded: 8:09pm

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

BE IT RESOLVED, the request to reclassify Bill Fentress Position to Finance Officer/Assistant County Manager with a 10% pay increase, is hereby approved. [23-24-164]

On a motion made by Commissioner Ollison and seconded by Commissioner Prescott, the following resolution was unanimously approved by a vote of 6:1 (Nay: Commissioner Baskervill)

BE IT RESOLVED, the request to approve Salary Adjustments for the remainder of the fiscal year of \$62,585 and annual cost of \$181,590, is hereby approved. [23-24-165]

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

BE IT RESOLVED, the request to approve Amendment to Capital Project Ordinance for New School, is hereby approved. [23-24-166]

CAPITAL PROJECT BUDGET ORDINANCE
PAMLICO COUNTY- New School NBPSCF Project

BE IT ORDAINED by the Board of Commissioners of the County of Pamlico, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following **Capital Project Ordinance** is hereby adopted

Section I. The **project** authorized is the Pamlico County New School NBPSCF Project.

Section II. The revised amount appropriated for the project will be \$5,500,000.00 consisting of:

TOTAL PROJECT COST \$5,500,000.00

Section III. The following revenues are anticipated to be available to Pamlico County:

NBPSCF Grant	\$5,500,000.00
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TOTAL AVAILABLE	\$3,287,184.05
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ADOPTED this the 19th day of February, 2024.

There being no further business, on a motion made by Commissioner Riggs and seconded by Commissioner Prescott, the Board adjourned until the next regular meeting on Monday, March 4, 2024 at 7:00pm. Time Recorded: 8:45pm.

Chairman

Clerk to the Board