



**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, APRIL 15, 2024**

The Pamlico County Board of Commissioners met in regular session on Monday, April 15, 2024 at 7:00pm in the Patsy H. Sadler room of the Pamlico County Courthouse. Commissioners Missy Baskervill, Candy Bohmert, Doug Brinson, Kari Forrest, Pat Prescott, Carl Ollison and Ed Riggs were present. Also present were County Attorney Dave Baxter, County Manager Tim Buck and Clerk to the Board Tracy Boyd. Finance Officer Bill Fentress was not present.

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 March 20, 2024 Budget Retreat Minutes and April 1, 2024 Regular Session Minutes. There were no changes, then on a motion made by Commissioner Brinson and seconded by Commissioner Riggs, the following resolution was unanimously approved.

BE IT RESOLVED, the March 20, 2024 Budget Retreat Minutes and April 1, 2024 Regular Session Minutes are hereby approved, and the Chairman's signature is authorized thereon.

Chairman Bohmert invited Daniel Simpson and Kait Neeland from Cooperative Extension to present their 2023 Program Report. Daniel discussed their mission is to transform science into everyday solutions for North Carolinians through programs and partnerships focused on agriculture and food, health and nutrition, and 4-H youth development.

Chairman Bohmert asked if there were any other additions and/or deletions to the agenda; Commissioner Riggs made a motion, seconded by Commissioner Prescott and unanimously approved, to add: (6a.) Request approval of JCPC County Funding Plan to the Consent Agenda.

The Board then turned their attention to the Consent Agenda

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

BE IT RESOLVED, the request to approve to Release/Refund GAP Bills Erroneously Issued to Elected Officials, are hereby approved. [23-24-177]

BE IT RESOLVED, the request to Reappoint Debra Harrison to PCC Board of Trustees, is hereby approved. [23-24-179]

BE IT RESOLVED, the request to Appoint Ms. Marlo Blake as Chief Court Counselor to the JCPC, is hereby approved. [23-24-180]

BE IT RESOLVED, the request to approve Resolution Supporting Application for SRF Funding, is hereby approved. [23-24-181]

RESOLUTION BY GOVERNING BODY OF APPLICANT

**Drinking Water Construction Project Water
Quality & Treatment Reliability Pamlico
County Water System**

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of drinking water treatment works and drinking water distribution system, and

WHEREAS, The County of Pamlico has need for and intends to conduct a drinking water treatment works improvements project as follows:

- Improvements to treatment process facilities at Grantsboro water treatment plants.
- Improvements to Vandemere and Millpond water treatment plants.
- Replace older water supply related and related equipment at Grantsboro water treatment plant.

WHEREAS, The County of Pamlico intends to request state grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF PAMLICO:

That County of Pamlico, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State grant award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of Pamlico County to make scheduled repayment of the loan, to withhold from Pamlico County any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That County Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a (loan or grant) to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in

connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 15th day of April, 2024 at Pamlico County Courthouse in Bayboro, North Carolina.

BE IT RESOLVED, the request for approval of JCPC County Funding Plan of \$77,260, is hereby approved. [6a.]

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

BE IT RESOLVED, the following FY23-24 Budget Amendment(s) are hereby approved. [23-24-176]

<i>Department: Register of Deeds</i>			#24-116
FISCAL YEAR 2023-2024			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104180-532001	Postage		\$ 75.00
104180-549100	Dues & Subscriptions		\$ 50.00
104180-531000	Travel	\$ 125.00	
<i>Reason for Budget Revision:</i> Transfer funds to cover shortfalls.			

<i>Department: Personnel</i>			#24-117
FISCAL YEAR 2023-2024			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104121-531000	Travel		\$ 2,600.00
104121-526000	Office Supplies	\$ 2,600.00	
<i>Reason for Budget Revision:</i> Transfer funds to cover malfunctioning computer and increase office supplies line for other incidental computer expenses and/or additional supplies as needed through end of FY.			

Department: Personnel

#24-118

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104121-512103	Salary Supplement		\$ 38,000.00
104121-518500	Unemployment Insurance	\$ 2,300.00	
104121-518300	Group Insurance	\$ 11,000.00	
104121-518200	Retirement Expense	\$ 14,000.00	
104121-518101	Medicare	\$ 1,700.00	
104121-518100	FICA	\$ 9,000.00	

Reason for Budget Revision: To cover line overruns.

Department: Personnel

#24-119

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104121-512103	Salary Supplement		\$ 40,00.00
104320-512200	Jail OT	\$ 40,000.00	

Reason for Budget Revision: To cover line overruns.

Department: Emergency Management

#24-120

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104330-521200	Uniforms		\$ 500.00
104330-535200	Maint & Repair-Equipment	\$ 500.00	

Reason for Budget Revision: To move funds to cover maintenance of the underwater robot.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105167-519900	Contracted Services		\$ 448.00
105167-518100	FICA Expense	\$ 320.00	
105167-518210	401K Employer Contribution	\$ 120.00	
105167-532000	Telephone	\$ 8.00	
105169-512100	Salaries & Wages		\$ 80.00
105169-518200	Retirement Expense	\$ 80.00	
105171-512100	Salaries & Wages		\$ 800.00
105171-518100	FICA Expense	\$ 300.00	
105171-518300	Group Insurance	\$ 500.00	
105110-512100	Salaries & Wages		\$ 38,218.00
105180-529000 MAJ	Departmental Supplies		\$ 800.00
105180-529005	Safety Supply & Equipment		\$ 200.00
105180-537000	Advertising		\$ 300.00
105180-538100	Programming		\$ 1,000.00
105180-512100	Salaries & Wages	\$ 39,800.00	
105180-518101	Medicare Expense	\$ 718.00	
105180-512100 23MEN	Salaries & Wages		\$ 29.00
105180-518101 23MEN	Medicare Expense	\$ 29.00	
105190-518200	Retirement Expense		\$ 30.00
105190-518210	401K Employer Contribution	\$ 30.00	

Reason for Budget Revision: To cover line overruns.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100211-435132	LCS/LTech Assist Revenue	\$ 50,000.00	
105132-512100	Salaries & Wages	\$ 10,000.00	
105132-518100	FICA Expense	\$ 2,000.00	
105132-518101	Medicare Expense	\$ 2,000.00	
105132-518200	Retirement Expense	\$ 3,000.00	
105132-518300	Group Insurance	\$ 3,000.00	
105132-519900	Contract Services	\$ 20,000.00	
105132-529000	Departmental Supplies	\$ 10,000.00	

Reason for Budget Revision: Funds provided to enhance ability of Health Department to deliver essential services.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105126-512100	Salaries & Wages		\$ 1,225.37
105126-518100	FICA Expense	\$ 154.89	
105126-518200	Retirement Expense	\$ 656.85	
105126-518300	Group Insurance	\$ 413.63	
105151-518101 OS	Medicare Expense		\$ 39.35
105151-519900 OS	Contract Services	\$ 39.35	
105157-512100	Salaries & Wages		\$ 67.74
105157-518100	FICA Expense		\$ 22.26
105157-518200	Retirement Expense	\$ 45.00	
105157-518300	Group Insurance	\$ 45.00	
105159-512100	Salaries & Wages		\$ 1,600.00
105159-518300	Group Insurance	\$ 1,600.00	
105160-512100	Salaries & Wages		\$ 360.00
105160-518101	Medicare Expense	\$ 60.00	
105160-518300	Group Insurance	\$ 300.00	
105113-531000	Travel		\$ 269.00
105113-529000	Departmental Supplies	\$ 269.00	
105164-518100	FICA Expense		\$ 58.00
105164-518210	401K Employer Contribution	\$ 58.00	

Reason for Budget Revision: To cover line overruns.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
307140-531000	Travel		\$ 71.70
307140-526000	Office Supplies	\$ 71.70	
307140-529001 GRT	Dept Supplies & Chemical		\$ 3,546.44
307140-529001	Dept Supplies & Chemical	\$ 3,546.44	
307140-533000 MIL	Electrical		\$ 1,000.00
307140-533000 GRT	Electrical	\$ 1,000.00	
307140-519500	Engineering Services		\$ 400.00
307140-533001	Water & Sewer	\$ 400.00	
307140-519500	Engineering		\$ 75.00
307140-533002	Gas and Propane	\$ 75.00	
307140-519500	Engineering Services		\$ 200.00
307140-535100	M&R Grounds	\$ 200.00	
307140-519500	Engineering Services		\$ 700.00
307140-535300	M&R Auto	\$ 700.00	
307140-512600	Salaries & Wages P/T		\$ 30.01
307140-535500	M&R Equipment	\$ 30.01	

Reason for Budget Revision: To cover shortfalls in other line items.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100212-435446	Emergency Placement Revenue	\$ 9,296.00	
105446-500000	Expense	\$ 9,296.00	

Reason for Budget Revision: New State funding created.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
106120-529000	Departmental Supplies		\$ 2,000.00
106120-535100	M&R Grounds		\$ 3,000.00
106120-535200	Maint & Repair-Equipment		\$ 1,200.00
104721-535200	Maint & Repair-Equipment		\$ 1,200.00
104722-535100	M&R Grounds	\$ 7,400.00	

Reason for Budget Revision: To cover shortfalls in other line items.

<i>Department:</i> Board of Elections			#24-127
FISCAL YEAR 2023-2024			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104170-512100	Salaries and Wages		\$ 600.00
104170-537000	Advertising	\$ 600.00	
<i>Reason for Budget Revision:</i> To cover costs associated with Second Primary Notice and advertising for an office position.			

<i>Department:</i> Board of Elections			#24-128
FISCAL YEAR 2023-2024			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104170-512100	Salaries and Wages		\$ 7,000.00
104170-529000	Departmental Supplies	\$ 7,000.00	
<i>Reason for Budget Revision:</i> To replace old voting booths with new multi booth stations.			

<i>Department:</i> Board of Elections			#24-129
FISCAL YEAR 2023-2024			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104170-512100	Salaries and Wages		\$ 1,500.00
104170-534000	Printing & Binding	\$ 1,500.00	
<i>Reason for Budget Revision:</i> To cover costs associated with Second Primary ballot printing.			

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

BE IT RESOLVED, the request for approval to Upgrade Body/Car Camera System for \$29,000 for the Sheriff's Department, is hereby approved. [23-24-178]

The Board then turned their attention to the Correspondence Agenda.

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

BE IT RESOLVED, the request for approval to Release GAP Bill for Jesse Adams in the

amount of \$170.33 for a 2020 Chrysler Van, is hereby denied. [23-24-182]

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

BE IT RESOLVED, the request to approve Town of Vandemere’s request for Enforcement of Pamlico County Dangerous Animal Ordinance within the Town, is hereby approved. [23-24-183]

JOINT RESOLUTION
of
PAMLICO COUNTY
and
TOWN OF VANDEMERE

WHEREAS, Pamlico County (“County”) has adopted the Pamlico County Dangerous Animal Ordinance (“Ordinance”), applicable within the unincorporated areas of Pamlico County; and

WHEREAS, Section 153A-122(b) of the North Carolina General Statutes provides that a county ordinance may, upon resolution, be applicable within an incorporated municipality; and

WHEREAS, the Town of Vandemere (“Town”) desires that the Ordinance be applicable within the corporate limits of the Town, and to be administered and otherwise enforced by the County within the Town.

NOW THEREFORE, be it resolved by the parties as follows:

1. The Ordinance shall be applicable within the Town upon the adoption of this Resolution by the last party to execute the same.
2. Once effective within the Town, the County shall administer and otherwise enforce the Ordinance within the Town.
3. This Resolution may subsequently be withdrawn and rescinded by either party upon thirty (30) days’ advance written notice to the other; and thereafter, the Ordinance shall cease to have application within the Town.

Adopted this ____ day of _____, 2024 by the Town of Vandemere.

TOWN OF VANDEMERE

(Town Seal)

Sandra A. Snipes, Mayor

Attest:

Sue Britt, Town Clerk

Adopted this 15th day of April, 2024 by Pamlico County.

PAMLICO COUNTY

(County Seal)

Candy Bohmert, Chair

Attest:

Tracy Boyd, Clerk

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

BE IT RESOLVED, the approval of Project Ordinance for Kershaw Water Treatment Plant Project, is hereby approved. [23-24-184]

CAPITAL PROJECT BUDGET ORDINANCE

Grantsboro/ Kershaw WTP Improvements

Be it ORDAINED by the Governing Board of the Pamlico County, 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 1: The Project authorized is the construction/rehabilitation of a water treatment facility to be financed by a Drinking Water State Revolving Fund loan with principal forgiveness and a S.L. 2023-134 appropriation of State Reserve Funds.

Section 2: The officers of this unit are hereby directed to proceed with the capital project within the terms of the board resolution, loan documents and the budget contained herein.

Section 3: The following amounts are appropriated for the project :

Project Expenses	Total Amount	Eligible Amount
Construction Contract	\$5,395,000	\$5,395,000
Contingency	\$540,000	\$540,000
Technical Services (Planning & Design) *	212,000	\$212,000
Technical Services (Construction Phase)*	\$188,000	\$188,000
Permitting*	\$5,000	\$5,000
Closing Costs	\$59,542	
Totals	\$6,399,542	\$ 6,340,000**

*Subject to further review** Current Funding Offer is \$3,747,000 in DWSRF funds. The County has

indicated in the Request For Funding for S.L. 2023-134 that the funding to be utilized will be \$ 2,977,100 in DWSRF funds and \$3,362,900 in State Reserve funds from S.L. 2023-134.

Section 4: The following revenues are anticipated to be available to complete this project:

Funding Source	Amount
WIF- 2005 DWSRF	\$2,977,100.00
S.L. 2023-134 State Reserve Fund	\$3,362,900.00
Local Funds-Closing Costs	\$59,542.00
Total Project Funds	\$6,399,542.00

Section 5: The finance officer is hereby directed to maintain within the capital project fund sufficient specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements, and federal regulations. The terms of the resolution also shall be met.

Section 6: Funds may be advanced from the General Fund for the purpose of making payments as due. Disbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 7: The finance officer is directed to report, on a quarterly basis, on the financial status of each project element in section 3 and on the total grant/loan revenues received or claimed.

Section 8: The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this board.

Section 9: Copies of this capital project ordinance shall be furnished to the clerk to the Governing Board, and to the Budget Officer and the Finance officer for direction in carrying out this project.

Duly adopted this ___15th___ day of April, 2024

Signature, Candy Bohmert, Chairman

(Seal)

Attest: _____
Signature, Tracy Boyd, Clerk to the Board

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

BE IT RESOLVED, the request to select Oakley Collier Architect to Implement Recommendations of Pamlico County Space Planning and Feasibility Study, is hereby approved.
[23-24-185]

BE IT FURTHER RESOLVED, the County Manager is authorized with the firm, to negotiate a price for the scope of work and to develop contract documents.

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

BE IT RESOLVED, the request for approval of Amended Plat – Cutter Bay Subdivision, is hereby approved. [23-24-186]

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

Chairman Bohmert invited Health Director Melanie Campen to present the Health Department's Quarterly Report (attached) [22-23-187].

On a motion made by Commissioner Brinson seconded by Commissioner Bohmert, and unanimously approved, the Board went into Closed Session for discussion of Health Director Performance Review [N.C.G.S. § 143-318.11(a)(6)]. Time Recorded: 8:19pm

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: 8:33pm

There being no further business, on a motion made by Commissioner Prescott and seconded by Commissioner Brinson, the Board recessed until the Budget Meeting on Tuesday, April 23, 2024 at 9:00am. The next regular meeting will be on Monday, May 6, 2024 at 7:00pm. Time Recorded: 8:45pm.

Chairman

Clerk to the Board