



**REGULAR SESSION MINUTES OF THE  
PAMLICO COUNTY BOARD OF COMMISSIONERS  
MONDAY, MAY 20, 2024**

The Pamlico County Board of Commissioners met in regular session on Monday, May 20, 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 Proposed Commissioner's Meeting Agenda for May 20, 2024. On a motion made by Commissioner Riggs and seconded by Commissioner Baskervill, the following resolution was unanimously approved.

Chairman Bohmert asked if there were any other additions and/or deletions to the agenda; Commissioner Baskervill made a motion, seconded by Commissioner Riggs and unanimously approved, to add: (12a.) Request approval of PFAS Legal Service Agreement to the Correspondence Agenda.

**BE IT RESOLVED, the approval of the Proposed Commissioner's Meeting Agenda for May 20, 2024, is hereby approved.**

Chairman Bohmert asked if there were any corrections, additions, and/or deletions to the May 3, 2024 Budget Meeting, May 6, 2024 Budget Meeting, Regular Meeting and Closed Session Minutes, and May 13, 2024 Budget Meeting. 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 May 3, 2024 Budget Meeting Minutes, May 6, 2024 Budget Meeting Minutes, Regular Session Minutes and Closed Session Minutes, and May 13, 2024 Budget Meeting Minutes are hereby approved, and the Chairman's signature is authorized thereon.**

Chairman Bohmert invited Superintendent, Dr. Jeremy Johnson from Pamlico County Schools to present their FY 24-25 budget requests to the Board. The Board inquired about a few items and amounts listed in the Schools' budget. [23-24-199]

Chairman Bohmert invited Mr. Dave Peterson of Trillium to present the organizations' annual report. Mr. Peterson briefly described the agency's role in the community and detailed their accomplishments over the past year, organizational changes, and ongoing programs along with new services. [23-24-200]

Chairman Bohmert then invited Health Director Melanie Dixon to present the Child Fatality Prevention Team Annual Report (CFPT). Ms. Dixon discussed the purpose of CFPT are to identify deficiencies in the delivery of services to children and families by public agencies, make and carry out recommendations for changes that will prevent future child deaths, and promote understanding of the causes of child deaths. [23-24-201]

The Board then turned their attention to the Consent Agenda.

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

**BE IT RESOLVED, the following FY23-24 Budget Amendment(s) are hereby approved.**  
 [23-24-202]

<i>Department: Water</i>		#24-138	
<b>FISCAL YEAR 2023-2024</b>			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
307140-529000 MIL	Departmental Supplies		\$ 2,000.00
307140-525100	Auto Supplies	\$ 2,000.00	
307140-529001 GTR	Dept Supplies & Chemicals		\$ 100.00
307140-526000	Office Supplies	\$ 100.00	
307140-531000	Travel		\$ 300.00
307140-529005	Safety Supply & Equipment	\$ 300.00	
307140-533000 MIL	Electrical		\$ 3,000.00
307140-533000 GRT	Electrical	\$ 3,000.00	
307140-533000	Electrical		\$ 1,500.00
307140-533000 GRT	Electrical	\$ 1,500.00	
307140-533000 MIL	Electrical		\$ 1,000.00
307140-533000	Electrical	\$ 1,000.00	
<i>Reason for Budget Revision:</i> To cover shortfalls in other line items.			

<i>Department: Senior Services</i>		#24-139	
<b>FISCAL YEAR 2023-2024</b>			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100214-434937	Sr Svcs MIPPA Grant	\$ 3,819.00	
104948-526000 MIPPA	Office Supplies	\$ 1,000.00	
104948-537000 MIPPA	Advertising	\$ 400.00	
104948-531000 MIPPA	Travel	\$ 419.00	
104948-519900 MIPPA	Contracted Services	\$ 1,500.00	
104948-532000 MIPPA	Telephone	\$ 500.00	
<i>Reason for Budget Revision:</i> Need a budget amendment for MIPPA, received a check in the amount of \$3,819.00 on 04/22/2024.			

Department: Register of Deeds

#24-140

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100213-432603	ROD Document Preservation GRT	\$ 2,000.00	
104180-555010	ROD Document Preservation	\$ 2,000.00	

Reason for Budget Revision: To set up budget for ROD Document Preservation Grant.

Department: DSS

#24-141

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
750600-437593	Trustee Acct- L. S.	\$ 8,627.45	
757130-583093	Expense	\$ 8,627.45	

Reason for Budget Revision: To recognize income received by wards and increase expenditure line. Estimated yearly income wards expense and revenue.

Department: Tax

#24-142

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
410000-439900	Fund Balance Appropriation	\$ 50,000.00	
414142-519200	Professional Services	\$ 50,000.00	

Reason for Budget Revision: These increases will get the reappraisal professional services account out of the negative and give us funds to last the rest of the fiscal year.

Department: Animal Control

#24-143

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100600-400000	Miscellaneous Revenues	\$ 840.00	
104380-529000	Departmental Supplies	\$ 840.00	

Reason for Budget Revision: To recognize revenue received by Animal Control Rabies and Microchip Clinic and increase Departmental Supplies for additional supplies.

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104140-519200	Professional Services		\$ 300.00
104140-534000	Printing & Binding	\$ 300.00	

*Reason for Budget Revision:* Funds are needed to cover the yearly Discovery Notices that are mailed at the end of May.

**BE IT RESOLVED, the request for approval to add Yawl Place to the State Maintained Secondary Road System, is hereby approved.** [23-24-203]

**BE IT RESOLVED, the request for approval to authorize Finance Office and County Manager to approve Year End (2023-2024) Budget Amendments, is hereby approved.** [23-24-204]

**BE IT RESOLVED, the request to approve Distribution Request for Public School Building Repair and Renovation Fund in the amount of \$68,037, is hereby approved.** [23-24-205]

**BE IT RESOLVED, the request for approval to Reject Bids for Disaster Debris Clearing Services, is hereby approved.** [23-24-206]

**BE IT RESOLVED, the request for approval of Capital Project Ordinance-Dispatch/Sheriff Training/EOC Center Project, is hereby approved.** [23-24-207]

**CAPITAL PROJECT BUDGET ORDINANCE  
PAMLICO COUNTY- Dispatch/ Sheriff Training /EOC Center 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 Dispatch/ Sheriff Training/ EOC Center Project.
- Section II.** The amount appropriated for the project will be \$3,245,000.00 consisting of:

**Contract 20991**  
 Site Development: \$150,000  
 Design fee: \$271,583  
 Construct building: \$2,578,417

**Contract 20992**  
 Site Development: \$7,500  
 Design fee: \$13,580  
 Construct building: \$172,670  
 Contingency: \$7,500  
 Equipment, Furnishings, Fixtures: \$43,750

**TOTAL PROJECT COST \$3,245,000.00**

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

NC Office State Budget and Management Grant	20991	\$3,000,000.00
NC Office State Budget and Management Grant	20992	\$245,000.00
<b>TOTAL AVAILABLE</b>		<b>\$3,245,000.00</b>

ADOPTED this the 20<sup>th</sup> day of May, 2024.

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Candy Bohmert,  
Chairman of the County Board of Commissioners

ATTEST:

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Tracy Boyd, Clerk to the Board

The Board then turned their attention to the Correspondence Agenda.

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

**BE IT RESOLVED, the request for approval to Pay Application Number 1, Kershaw Water Treatment Plant Project in the amount of \$494,692.95, is hereby approved.** [23-24-208]

**BE IT RESOLVED, the request to approve Change Order Number 1, Kershaw Water Treatment Plant Project in the amount of \$10,260, is hereby approved.** [23-24-209]

**BE IT RESOLVED, the request for approval of Amendment to Engineering Contract, Kershaw Water Treatment Plant Project in the amount of \$6,500, is hereby approved.** [23-24-210]

**BE IT RESOLVED, the request to approve the PFAS Legal Service Agreement, is hereby approved.** [12.a]

The Board discussed budget cuts options and dates/times for a Budget Meeting. The Board confirmed a Budget Meeting would be scheduled for May 29, 2024 at 5:30pm. This meeting is open to the public. [23-24-211]

There being no further business, on a motion made by Commissioner Baskerville and seconded by Commissioner Prescott, the Board recessed until the Budget Meeting on Wednesday, May 29, 2024 at 5:30pm. The next regular meeting will be on Monday, June 3, 2024 at 7:00pm. Time Recorded: 8:45pm.

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Chairman

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Clerk to the Board