



**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
TUESDAY, SEPTEMBER 2, 2025**

The Pamlico County Board of Commissioners met in regular session on Tuesday, September 2, 2025, at 7:00pm in the Patsy H. Sadler room of the Pamlico County Courthouse. Commissioners Candy Bohmert, Doug Brinson, Kari Forrest, Ken Heath, Thomas Mills, Carl Ollison, and Ed Riggs were present. Also present were County Attorney Dave Baxter, County Manager Mark Brewington, Finance Officer Alex Showalter and Clerk to the Board Tracy Boyd. Finance Officer Bill Fentress was not present.

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 additions and/or deletions to the Proposed Commissioner's Meeting Agenda for September 2, 2025. On a motion made by Commissioner Bohmert and seconded by Commissioner Forrest, the following resolution was unanimously approved.

BE IT RESOLVED, the Proposed Commissioner's Meeting Agenda for September 2, 2025, is hereby approved.

Chairman Riggs asked if there were any corrections, additions, and/or deletions to the August 18, 2025 Regular Session Minutes. There were no changes, then on a motion made by Commissioner Bohmert and seconded by Commissioner Brinson, the following resolution was unanimously approved.

BE IT RESOLVED, the August 18, 2025 Regular Session Minutes are hereby approved, and the Chairman's signature is authorized thereon.

Chairman Riggs invited Superintendent, Dr. Jeremy Johnson from Pamlico County Schools to present their update concerning the construction of the 6-12 New School. [25-26-043]

Public Comment: There were no members of the public to speak during public comment period

The Board then turned their attention to the Consent Agenda.

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

BE IT RESOLVED, the following FY25-26 Budget Amendment(s) are hereby approved.
[25-26-044]

Department: Health

#26-029

FISCAL YEAR 2025-2026

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
105110-512100	Salaries & Wages		\$ 20,353.47
105111-512100	Salaries & Wages	\$ 353.47	
105111-519900	Contracted Services	\$ 20,000.00	
105110-518100	FICA Expense		\$ 20.81
105111-518100	FICA Expense	\$ 20.81	
105110-518101	Medicare Expense		\$ 4.88
105111-518101	Medicare Expense	\$ 4.88	
105110-518200	Retirement Expense		\$ 50.91
105111-518200	Retirement Expense	\$ 50.91	
105110-518210	401K Employer Contribution		\$ 2.73
105111-518210	401K Employer Contribution	\$ 2.73	
105110-518300	Group Insurance		\$ 55.20
105111-518300	Group Insurance	\$ 55.20	

Reason for Budget revision: Allocation of salary expenses from general to program areas.

Department: Controlled Substance

#26-030

FISCAL YEAR 2025-2026

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
100213-434328	Controlled Substance	\$ 9,556.41	
104310-539801	Controlled Substance Expenses	\$ 9,556.41	

Reason for Budget revision: To recognize revenue and increase Controlled Substance expense line.

Department: Health

#26-031

FISCAL YEAR 2025-2026

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
105110-512700	Longevity		\$ 2,800.00
105180-512700	Env Health Longevity	\$ 2,800.00	
105110-518600	Workers Comp		\$ 5,000.00
105180-518600	Env Health Workers Comp	\$ 5,000.00	

Reason for Budget revision: Allocation of salary expenses from general to program areas.

Department: **Health**

#26-032

FISCAL YEAR 2025-2026

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
105110-518300	Group Insurance		\$ 69,000.00
105111-518300	BT Group Insurance	\$ 150.00	
105124-518300	TB Group Insurance	\$ 4,000.00	
105127-518300	CD Group Insurance	\$ 3,000.00	
105129-518300	IMM Group Insurance	\$ 3,000.00	
105159-518300	BCCCP Group Insurance	\$ 2,000.00	
105160-518300	CH Group Insurance	\$ 2,000.00	
105163-518300	MH Group Insurance	\$ 2,000.00	
105164-518300	FP Group Insurance	\$ 3,000.00	
105165-518300	HP Group Insurance	\$ 1,800.00	
105167-518300	WICC Group Insurance	\$ 5,300.00	
105168-518300	WICN Group Insurance	\$ 1,200.00	
105169-518300	WICBF Group Insurance	\$ 500.00	
105171-518300	WICA Group Insurance	\$ 3,000.00	
105180-518300	EH Group Insurance	\$ 25,000.00	
105182-518300	MOSQ Group Insurance	\$ 50.00	
105190-518300	HIV Group Insurance	\$ 4,000.00	
105151-518300 PC	PC Group Insurance	\$ 6,000.00	
105151-518300 OS	OS Group Insurance	\$ 3,000.00	

Reason for Budget revision: Allocation of salary expenses from general to program areas.

Department: **Health**

#26-033

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line-Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2025-2026

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
105110-518210	401K Employer Contribution		\$ 4,320.00
105111-518210	BT 401K Employer Contribution	\$ 200.00	
105124-518210	TB 401K Employer Contribution	\$ 150.00	
105127-518210	CD 401K Employer Contribution	\$ 225.00	
105129-518210	IMM 401K Employer Contribution	\$ 150.00	
105159-518210	BCCCP 401K Employer Contribution	\$ 120.00	
105160-518210	CH 401K Employer Contribution	\$ 100.00	
105163-518210	MH 401K Employer Contribution	\$ 100.00	
105164-518210	FP 401K Employer Contribution	\$ 250.00	
105165-518210	HP 401K Employer Contribution	\$ 100.00	
105167-518210	WICC 401K Employer Contribution	\$ 125.00	
105168-518210	WICN 401K Employer Contribution	\$ 90.00	
105169-518210	WICBF 401K Employer Contribution	\$ 50.00	
105171-518210	WICA 401K Employer Contribution	\$ 75.00	
105180-518210	EH 401K Employer Contribution	\$ 1,800.00	
105182-518210	MOSQ 401K Employer Contribution	\$ 10.00	
105190-518210	HIV 401K Employer Contribution	\$ 125.00	
105151-518210 PC	PC 401K Employer Contribution	\$ 500.00	
105151-518210 OS	OS 401K Employer Contribution	\$ 150.00	

Reason for Budget revision: Allocation of salary expenses from general to program areas.

Department: Health

#26-034

FISCAL YEAR 2025-2026

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
105110-518200	Retirement Expense		\$ 63,280.00
105111-518200	BT Retirement Expense	\$ 100.00	
105124-518200	TB Retirement Expense	\$ 1,300.00	
105127-518200	CD Retirement Expense	\$ 2,500.00	
105129-518200	IMM Retirement Expense	\$ 2,500.00	
105159-518200	BCCCP Retirement Expense	\$ 1,000.00	
105160-518200	CH Retirement Expense	\$ 1,500.00	
105163-518200	MH Retirement Expense	\$ 1,000.00	
105164-518200	FP Retirement Expense	\$ 3,500.00	
105165-518200	HP Retirement Expense	\$ 2,000.00	
105167-518200	WICC Retirement Expense	\$ 3,000.00	
105168-518200	WICN Retirement Expense	\$ 3,000.00	
105169-518200	WICBF Retirement Expense	\$ 1,500.00	
105171-518200	WICA Retirement Expense	\$ 3,000.00	
105180-518200	EH Retirement Expense	\$ 25,000.00	
105182-518200	MOSQ Retirement Expense	\$ 70.00	
105190-518200	HIV Retirement Expense	\$ 3,000.00	
105151-518200 PC	PC Retirement Expense	\$ 7,000.00	
105151-518200 OS	OS Retirement Expense	\$ 2,310.00	

Reason for Budget revision: Allocation of salary expenses from general to program areas.

Department: Health

#26-035

FISCAL YEAR 2025-2026

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
105110-518101	Medicare Expense		\$ 6,150.00
105111-518101	BT Medicare Expense	\$ 100.00	
105124-518101	TB Medicare Expense	\$ 150.00	
105127-518101	CD Medicare Expense	\$ 150.00	
105129-518101	IMM Medicare Expense	\$ 100.00	
105159-518101	BCCCP Medicare Expense	\$ 200.00	
105160-518101	CH Medicare Expense	\$ 100.00	
105163-518101	MH Medicare Expense	\$ 100.00	
105164-518101	FP Medicare Expense	\$ 800.00	
105165-518101	HP Medicare Expense	\$ 500.00	
105167-518101	WICC Medicare Expense	\$ 500.00	
105168-518101	WICN Medicare Expense	\$ 100.00	
105169-518101	WICBF Medicare Expense	\$ 130.00	
105171-518101	WICA Medicare Expense	\$ 100.00	
105180-518101	EH Medicare Expense	\$ 1,500.00	
105182-518101	MOSQ Medicare Expense	\$ 70.00	
105190-518101	HIV Medicare Expense	\$ 500.00	
105151-518101 PC	PC Medicare Expense	\$ 300.00	
105151-518101 OS	OS Medicare Expense	\$ 750.00	

Reason for Budget revision: Allocation of salary expenses from general to program areas.

Department: Health

#26-036

FISCAL YEAR 2025-2026

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
105110-518100	FICA Expense		\$ 31,300.00
105111-518100	BT FICA Expense	\$ 10.00	
105124-518100	TB FICA Expense	\$ 3,000.00	
105127-518100	CD FICA Expense	\$ 2,200.00	
105129-518100	IMM FICA Expense	\$ 1,700.00	
105159-518100	BCCCP FICA Expense	\$ 1,500.00	
105160-518100	CH FICA Expense	\$ 1,200.00	
105163-518100	MH FICA Expense	\$ 500.00	
105164-518100	FP FICA Expense	\$ 3,000.00	
105165-518100	HP FICA Expense	\$ 1,000.00	
105167-518100	WICC FICA Expense	\$ 1,600.00	
105168-518100	WICN FICA Expense	\$ 500.00	
105169-518100	WICBF FICA Expense	\$ 220.00	
105171-518100	WICA FICA Expense	\$ 100.00	
105180-518100	EH FICA Expense	\$ 11,000.00	
105182-518100	MOSQ FICA Expense	\$ 70.00	
105190-518100	HIV FICA Expense	\$ 1,100.00	
105151-518100 PC	PC FICA Expense	\$ 400.00	
105151-518100 OS	OS FICA Expense	\$ 2,200.00	

Reason for Budget revision: Allocation of salary expenses from general to program areas.

Department: Health

#26-037

FISCAL YEAR 2025-2026

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
105110-512100	Salaries & Wages		\$ 417,766.00
105124-512100	TB Salaries & Wages	\$ 25,000.00	
105127-512100	CD Salaries & Wages	\$ 25,000.00	
105129-512100	IMM Salaries & Wages	\$ 28,000.00	
105159-512100	BCCCP Salaries & Wages	\$ 12,000.00	
105160-512100	CH Salaries & Wages	\$ 18,000.00	
105163-512100	MH Salaries & Wages	\$ 13,000.00	
105164-512100	FP Salaries & Wages	\$ 40,000.00	
105165-512100	HP Salaries & Wages	\$ 12,000.00	
105167-512100	WICC Salaries & Wages	\$ 28,000.00	
105168-512100	WICN Salaries & Wages	\$ 15,000.00	
105169-512100	WICBF Salaries & Wages	\$ 1,678.00	
105171-512100	WICA Salaries & Wages	\$ 8,000.00	
105180-512100	EH Salaries & Wages	\$ 101,000.00	
105182-512100	MOSQ Salaries & Wages	\$ 2,000.00	
105190-512100	HIV/STD Salaries & Wages	\$ 34,000.00	
105191-512100	F&L Salaries & Wages	\$ 8,698.00	
105151-512100 PC	PC Salaries & Wages	\$ 30,000.00	
105151-512100 OS	OS Salaries & Wages	\$ 16,390.00	

Reason for Budget revision: Allocation of salary expenses from general to program areas.

BE IT RESOLVED, the request for approval of the Tax Office Board Releases is hereby approved, and the Chairman's signature is authorized thereon. [25-26-045]

BE IT RESOLVED, the request for approval of the Untimely Application for Elderly Exclusion, is hereby approved. [25-26-046]

BE IT RESOLVED, the request for approval of Resolution to Appoint and Approve Bonding of Finance Officer (Alex Showalter) effective on October 1, 2025, is hereby approved. [25-26-047]

**PAMLICO COUNTY
RESOLUTION TO APPOINT AND
APPROVE BONDING OF FINANCE OFFICER**

WHEREAS, N.C. Gen. Stat. § 159-24 requires North Carolina counties to, at all times, have a Finance Officer appointed by said counties to hold office at the pleasure of the appointing board; and

WHEREAS, the Pamlico County Board of Commissioners (“Board”) wishes to appoint Alex Showalter as the Pamlico County Finance Officer; and

WHEREAS, N.C. Gen. Stat. § 159-29(a) requires the Finance Officer to provide a performance bond with sufficient sureties in an amount to be fixed by the governing board, not less than fifty thousand dollars (\$50,000.00) or an amount equal to ten percent (10%) of the unit's annually budgeted funds, whichever is greater, up to one million dollars (\$1,000,000.00); and

WHEREAS, N.C. Gen. Stat. § 58-72-55 requires the Clerk of the Board to record in the proceedings the names of those Commissioners who are present at the time of approval of official bonds and who voted for such approval; and

WHEREAS, N.C. Gen. Stat. § 58-72-55 further provides that any Commissioner may cause their written dissent to an official bond to be entered into the records of the board; and

WHEREAS, N.C. Gen. State § 58-73-1 allows for the Finance Officer to be bonded by a surety company.

NOW, THEREFORE, BE IT RESOLVED by the Pamlico County Board of Commissioners (“Board”) that the Board hereby accepts and approves the following:

1. That Alex Showalter is hereby appoint as Pamlico County Finance Officer; and
2. That a bond is hereby approved for Alex Showalter, Pamlico County Finance Officer, in the amount of \$1,000,000.00 with Liberty Mutual Insurance Company; and
3. That this resolution shall be effective on October 1, 2025.

Approved this 2nd day of September, 2025.

BE IT RESOLVED, the request for approval of CDBG-NR 2025 Housing Selection Committee Bylaws, is hereby approved. [25-26-048]

BE IT RESOLVED, the request from the Sheriff’s Office to contract with Willo Products Company in the amount of \$15,344, is hereby approved. [25-26-049]

BE IT RESOLVED, the request for approval to contract with GOGov in replace of Onsolve

(CodeRED) in the amount of \$5,060, is hereby approved.[25-26-050]

The Board then turned their attention to the Correspondence Agenda.

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

BE IT RESOLVED, the request from the Water Department to purchase SCADA (Supervisory Control and Data Acquisition) through Lord and Company for approximately \$14,000 with the remaining funds from the Kershaw Water Treatment Project, is hereby approved. [25-26-051]

On a motion made by Commissioner Heath and seconded by Commissioner Mills, the following resolution was approved by a majority vote of 6:1 (Nay: Commissioner Bohmert).

BE IT RESOLVED, the request from Sheriff's Office for budget modifications for vehicle purchases of 5 patrol cars, is hereby approved.[25-26-052]

The Board and County Manager Mark Brewington discussed the update on Animal Control Services and recommendations that would possibly fit with the county needs and budget.

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

BE IT RESOLVED, the request to continue with Option 3: Reduces animal control operations to the minimum level required under state law, staffed solely by one full-time Animal Control Officer and to continue contract with the Craven-Pamlico Shelter, is hereby approved.[25-26-053]

On a motion made by Commissioner Heath and seconded by Commissioner Brinson, and unanimously approved, the Board went into Closed Session for discussion regarding Personnel [N.C.G.S. § 143-318.11(a)(6)]. Time Recorded: 8:03pm. [25-26-054]

No action was taken during Closed Sessions, then on a motion made by Commissioner Bohmert, seconded by Commissioner Forrest, and unanimously approved, the Board returned to Open Session. Time Recorded: 8:28pm.

There being no further business, on a motion made by Commissioner Bohmert and seconded by Commissioner Forrest, the Board adjourned until next regular meeting on Monday, September 15, 2025, at 7:00pm. Time Recorded: 8:31pm.

Chairman

Clerk to the Board