REGULAR SESSION OF THE PAMLICO COUNTY BOARD OF COMMISSIONERS MONDAY, NOVEMBER 2, 2026

P.M.	NAME	SUBJECT
7:00	Chairman Heath	Call Meeting to Order
		Invocation
		Pledge of Allegiance
		Approve Proposed Commissioner's Meeting Agenda for November 2, 2026 (Additions and/or deletions to the Agenda)
		Approval of the minutes for: October 19, 2026 Regular and Closed Session Minutes

Public Comment Period:
Each speaker is asked to limit comments to three (3) minutes. Direct your comments to the full board, not to an individual Board member or staff member. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. The Public Comment period shall not exceed a total of fifteen minutes, unless the Board entertains a successful majority vote to extend this period.

CONSENT AGENDA

1.	26-27-091	Request for approval of Budget Amendments
2.	26-27-092	(Tabled 10-19-2026) Request for approval of Board Releases
3.	26-27-093	Request for approval of a Late Application for DAV Exclusion
4.	26-27-094	Request for approval to Appoint Leslie Kellenberger to the JCPC Board
5.	26-27-095	Request for approval to Appoint Marsha Paplham to the Tourism Board
6.	26-27-096	Request for approval to Appoint Asst. Finance Officer Farrah Newman as a Deputy Finance Officer
7.	26-27-097	Request for approval to Review and Table the Appointment of Brad Poirier Application to the Tourism Board
8.	26-27-098	Request for approval for change of Local Relief Fund Board and to Appoint Mike Grose
9.	26-27-099	Request for approval to set the New State Fees for Building Permits
10.	26-27-100	Request for approval of the 2027 Board of Commissioners Meeting Schedule

CORRESPONDENCE AGENDA

11.	26-27-101	Request for approval of Interlocal Agreement for Emergency Communications and Dispatch Services with Town of Oriental and Pamlico Sheriff's Office
12.	26-27-102	Request for Closed Session regarding Personnel [N.C.G.S. § 143-318.11(a)(6)]

County Commissioner, County Attorney, County Manager and Finance Officer time and closed session if applicable.

REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, OCTOBER 19, 2026

The Pamlico County Board of Commissioners met in regular session on Monday, October 19, 2026, 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 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. Commissioner Carl Ollison attended via Zoom at 7:00pm.

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

Chairman Heath asked if there were any corrections, additions, and/or deletions to the Proposed Commissioner's Meeting Agenda for October 19, 2026. On a motion made by Commissioner Bohmert and seconded by Commissioner Brinson to add 1 item to the Consent Agenda: (7a) Request to Accept and Review Application for the Pamlico County Juvenile Crime Prevention Council (JCPC) and to table such appointment for two weeks or the next Board of Commissioners' meeting per Board policy. On a motion made by Commissioner Brinson and seconded by Commissioner Bohmert, the following resolution was unanimously approved.

BE IT RESOLVED, the Proposed Commissioner's Meeting Agenda for October19, 2026, is hereby approved as amended.

Chairman Heath asked if there were any corrections, additions, and/or deletions to the Amended September 21, 2026 Regular Session Minutes and October 5, 2026 Regular Session Minutes. There were no changes, then on a motion made by Commissioner Bohmert and seconded by Commissioner Riggs, the following resolution was unanimously approved.

BE IT RESOLVED, the Amended September 21, 2026 Regular Session Minutes and October 5, 2026 Regular Session Minutes are hereby approved, and the Chairman's signature is authorized thereon.

Chairman Heath invited Superintendent, Dr. Jeremy Johnson from Pamlico County Schools to present their quarterly update concerning the schools and finances [26-27-079]

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 my Commissioner Riggs and seconded by Commissioner Bohmert, the following resolutions were unanimously approved.

BE IT RESOLVED, the following FY26-27 Budget Amendment(s) are hereby approved. [26-27-080]

DRAFT MINUTES

Department: DSS #27-015

FISCAL YEAR 2026-2027

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
105310-535200	Maint & Repair – Equipment		$6,917.00
105310-519900	Contracted Services	$6,917.00	

Reason for Budget revision: Move funds to cover MCCI invoice.

Department: Health #27-016

FISCAL YEAR 2026-2027

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
100211-435164	Maternal Health	$582.00	
105151-512100	Salaries & Wages	$582.00	

Reason for Budget revision: Additional funding for services to be provided due to availability from non-recurring Maternal and Child Health Block Grant.

Department: DSS #27-017

FISCAL YEAR 2026-2027

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
105310-535200	Maint & Repair – Equipment	$30,000.00	
100212-435310	Administrative Reimb DSS	$30,000.00	

Reason for Budget revision: Social Services received additional funding in relation to Medicaid with the State Budget. The original amount estimated was less than what is allocated as recurring funds.

Department: Economic Development Planning #27-018

FISCAL YEAR 2026-2027

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
104920-519900	Contracted Services	$45,000.00	
100600-400000	Miscellaneous Revenues	$45,000.00	

Reason for Budget revision: Economic Development has received approval to utilize RC2 reimbursable funds for an economic development strategic plan.

BE IT RESOLVED, the request for approval of Untimely Application for Elderly Exclusion, is hereby approved. [26-27-039]

DRAFT MINUTES

BE IT RESOLVED, the request for approval to Accept and Review Marsha Paplham Application for Appointment for the Tourism Board, is hereby approved. [26-27-082]

BE IT RESOLVED, the request for approval of a Late Application for DAV Exclusion, is hereby approved. [26-27-083]

BE IT RESOLVED, the request for approval to hold the Opioid Settlement Funding Public Meeting on Tuesday, November 10, 2026 at 6:00pm, is hereby approved. [26-27-084]

BE IT RESOLVED, the request for approval to designate Truist Financial Corporation as one of the Official Depositories Authorized by Pamlico County, is hereby approved. [26-27-085]

BE IT RESOLVED, the request for approval to Accept and Review Application for the Pamlico County Juvenile Crime Prevention Council (JCPC) and that the same be tabled for two weeks or until the next Board of Commissioner's meeting, is hereby approved. [7a]

On a motion made by Commissioner Forrest and seconded by Commissioner Riggs and unanimously approved, the request for approval of Board Releases was tabled until the next meeting on November 2, 2026.[26-27-81]

The Board then turned their attention to the Correspondence Agenda.

On a motion made by Commissioner Riggs and seconded by Commissioner Brinson, and unanimously approve, Commissioner Heath was recused from the discussion regarding Item 8: Request for approval to Replace Wrecked Vehicle at Sheriff's Office.

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

BE IT RESOLVED, the request for approval of the Economic Development Strategic Plan, is hereby approved. [26-27-087]

BE IT FURTHER RESOLVED, that all future plans shall require Board approval prior to implementation.

The Board, County Manager Mark Brewington and Finance Officer Alex Showalter discussed the history of the holiday stipend and floating holiday as offsets for years without COLA or salary adjustments. A cost breakdown was requested for greater transparency.

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

BE IT RESOLVED, the request for approval of Christmas Bonus and Floating Holiday with the following changes, are hereby approved: [26-27-088]

- **Removal of Retirement Expense - $23,800.00**
- **Removal of 401K Employer Contribution - $1,360.00**

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

DRAFT MINUTES

BE IT RESOLVED, the request for approval to increase David Whitford salary by the following percentages and amounts per policy and pay schedule for completing the Personal Property Appraisal & Assessment and Property Tax Listing and Assessing Courses, is hereby approved: [26-27-089]

- **Current Salary: $41,606, with benefits is $63,678**
- **6% for certification: $44,102, with benefits is $66,856**

On a motion made by Commissioner Riggs, seconded by Commissioner Forrest, and unanimously approved, the Board went into Closed Session for Attorney/Client Privilege discussion [N.C.G.S. § 143-318.11(a)(3)]. Time Recorded: 7:58pm [26-27-090]

Discussion regarding to AFFF MDL Litigation: New Settlements & Opt-Out Deadline and Resolution Approval.

On a motion made by Commissioner Riggs, seconded by Commissioner Heath, and unanimously approved, the Board went back into Open Session. Time Recorded: 8:03pm

There being no further business, on a motion made by Commissioner Riggs and seconded by Commissioner Forrest, the Board adjourned until next regular meeting on Monday, November 2, 2026, at 7:00pm. Time Recorded: 8:23pm.

_____
Chairman

_____
Clerk to the Board

DRAFT MINUTES

B U D G E T A M E N D M E N T S

#27-019

COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment X Line-Item Transfer _____

Type of Revision: Expenditure X Revenue X

Department: Health Department

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 2026-2027

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
100-43618-511-G10024	Comp Breast Cerv Cancer	$1,025.00	
100-51210-511-G10024	Salaries & Wages	$1,025.00	

Reason for Budget revision: Additional funding to align with capitated rate increase.

Approved By:

Finance Officer

County Manger

November 2, 2026
Agenda Date

Clerk to the Board (For Board Approval)

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment X Line Item Transfer

Type of Revision: Expenditure€ X Revenue (R) X

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 2026-27

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT(+) INCREASED	AMOUNT(-) DECREASED
100211-435155	100-43618-511-G10024 BCCCP	$1,025.00	
105159-512100	BCCCP Sal & Wages	$1,025.00	
	100-51210-511-G10024		

Reason for Budget Revisioion: *Additional funding to align with capitated rate increase.*

Approved By:

Finance Officer

County Manager

Agenda Date

Clerk to the Board (For Board Approval)

Division of Public Health
Agreement Addendum
FY 26-27

Pamlico County Health Department
Local Health Department Legal Name

Chronic Disease and Injury Section/
Cancer Prevention and Control Branch
DPH Section / Branch Name

452 Breast and Cervical Cancer
Activity Number and Description

Lisa Brown, 919-707-5326
Lisa.M.Brown@dhhs.nc.gov
DPH Program Contact
(name, phone number, and email)

06/01/2026 – 05/31/2027
Service Period

DPH Program Signature **Date**
(only required for a negotiable Agreement Addendum)

07/01/2026 – 06/30/2027
Payment Period

☐ Original Agreement Addendum
☒ Agreement Addendum Revision # 2

I. Background:
No change.

II. Purpose:

This Agreement Addendum Revision #2 provides additional funding to align with the capitated rate increase as described in the Section VI. Funding Guidelines or Restrictions below.

III. Scope of Work and Deliverables:
As of October 1, 2026, this Agreement Addendum Revision #2 ***replaces Paragraph 2. Provide Services*** *with the following:*

2. Provide Services

a. The LHD shall **serve 20 NC BCCCP-enrolled patients** with breast and cervical cancer screening services and/or diagnostic services as defined in paragraphs 4.b and 4.c below.

NC BCCCP-Enrolled Patients Served (Allocations)						
State		**Federal**		**Tax Donation**		**Total**
Jun 2026 – Sep 2026	Oct 2026 – May 2027	Jun 2026 – Sep 2026	Oct 2026 – May 2027	Jun 2026 – Sep 2026	Oct 2026 – May 2027	
4	4	7	5	0	0	20

L Hardison
Health Director Signature (use blue ink or verifiable digital signature)

10/13/26
Date

LHD to complete:
[For DPH to contact in case follow-up information is needed.]
LHD program contact name: Norma Jones
Phone and email address: 252-745-5111 norma.jones@pamlicocountync.gov

Signature on this page signifies you have read and accepted all pages of this document. Template rev. June 2025

FY27 - FAS federal award supplement

Activity Nbr + Name: **452** **Breast and Cervical Cancer**

FAS Number + Reason: **3** This FAS accompanies an AA+BE (or Revision).

Assistance Listing Nbr + Name: **93.898** Cancer Prevention and Control Programs for State, Territorial and Tribal Organizations

Is award R&D?: no FAIN: **NU58DP007121** IDC rate: 10.00% Fed awd total amt: $ 4,498,801

Fed award project description: NC Cancer Prevention and Control Program for State, Territorial and Tribal Organizations, NC B&C,NC CCCP, and NC NPCR.

Fed awd date + awarding agency: 06-24-26 HHS, Centers for Disease Control and Prevention

Subrecipient	Subrecipient UEI	What funds are from grant **listed above**	Federal funds total for **entire FY27 AA**	Subrecipient	Subrecipient UEI	What funds are from grant **listed above**	Federal funds total for **entire FY27 AA**
Alamance	F5VHYUU13NC5			Jackson	X7YWWY6ZP574	$ 4,250	$ 14,010
Albemarle	WAAVS51PNMK3	$ 24,225	$ 72,690	Johnston	SYGAGEFDHYR7	$ 11,050	$ 41,245
Alexander	XVEEJSNY7UX9			Jones	HE3NNNUE27M7	$ 2,975	$ 8,125
Anson	PK8UYTSNJCC3			Lee	F6A8UC99JWJ5	$ 2,125	$ 5,595
Appalachian	CD7BFHB8W539	$ 3,825	$ 11,685	Lenoir	QKUFL37VPGH6	$ 5,100	$ 18,705
Beaufort	RN1SXFD4LXN6	$ 13,175	$ 35,565	Lincoln	UGGQGSSKBGJ5	$ 7,225	$ 21,160
Bladen	TLCTJWDJH1H9			Macon	LLPJBC6N2LL3	$ 9,775	$ 18,560
Brunswick	MJBMXLN9NJT5	$ 20,825	$ 47,935	Madison	YQ96F8BJYTJ9	$ 425	$ 9,100
Buncombe	W5TCDKMLHE69	$ 65,875	$ 204,840	MTW	ZKK5GNRNBBY6	$ 425	$ 5,575
Burke	KVJHUFURQDM5			Mecklenburg	EZ15XL6BMM68	$ 46,325	$ 149,325
Cabarrus	RXDXNEJKJFU7	$ 11,475	$ 38,255	Montgomery	E78ZAJM3BFL3		
Caldwell	HL4FGNJNGE97	-	$ 21,575	Moore	HFNSK95FS7Z8		
Carteret	UC6WJ2MQMJS8	$ 4,250	$ 15,580	Nash	NF58K566HQM7	$ 7,650	$ 35,400
Caswell	JDJ7Y7CGYC86			New Hanover	F7TLT2GMEJE1	$ 5,525	$ 17,670
Catawba	GYUNA9W1NFM1	$ 11,050	$ 44,550	Northampton	CRA2KCAL8BA4		
Chatham	KE57QE2GV5F1	$ 8,075	$ 19,350	Onslow	EGE7NBXW5JS6	$ 2,125	$ 15,168
Cherokee	DCEGK6HA11M5			Orange	GFFMCW9XDA53	$ 5,100	$ 12,150
Clay	HYKLQVNWLXK7			Pamlico	FT59QFEAU344	$ 1,275	$ 4,745
Cleveland	UWMUYMPVL483	$ 9,350	$ 29,300	Pender	T11BE678U9P5	$ 5,525	$ 12,410
Columbus	V1UAJ4L87WQ7			Person	FQ8LFJGMABJ4		
Craven	LTZ2U8LZQ214	$ 3,400	$ 18,145	Pitt	VZNPMCLFT5R6	$ 14,450	$ 58,625
Cumberland	HALND8WJ3GW4	$ 6,720	$ 17,350	Polk	QZ6BZPGLX4Y9		
Dare	ELV6JGB11QK6	$ 7,225	$ 26,090	Randolph	T3BUM1CVS9N5		
Davidson	C9P5MDJC7KY7	$ 18,275	$ 45,760	Richmond	Q63FZNTJM3M4	$ 5,100	$ 15,130
Davie	L8WBGLHZV239	$ 12,325	$ 21,110	Robeson	LKBEJQFLAAK5		
Duplin	KZN4GK5262K3	$ 20,825	$ 33,890	Rockingham	KGCCCHJJZZ43		
Durham	LJ5BA6U2HLM7	$ 5,950	$ 18,960	Rowan	GCB7UCV96NW6	$ 4,675	$ 14,650
Edgecombe	MAN4LX44AD17			Sampson	WRT9CSK1KJY5	$ 11,050	$ 18,965
Foothills	NGTEF2MQ8LL4			Scotland	FNVTCUQGCHM5		
Forsyth	V6BGVQ67YPY5	$ 8,075	$ 29,760	Stanly	U86MZUYPL7C5	$ 3,400	$ 7,955
Franklin	FFKTRQCNN143			Stokes	W41TRA3NUNS1	-	$ 6,885
Gaston	QKY9R8A8D5J6	$ 9,350	$ 32,715	Surry	FMWCTM24C9J8	$ 10,200	$ 37,685
Graham	L8MAVKQJTYN7	$ 1,275	$ 1,655	Swain	TAE3M92L4QR4		
Granv-Vance	MGQJKK22EJB3			Toe River	JUA6GAUQ9UM1	$ 14,025	$ 15,760
Greene	VCU5LD71N9U3	$ 2,550	$ 8,730	Transylvania	YLN4BFCJCP39	$ 1,275	$ 3,010
Guilford	YBEQWGFJPMJ3			Union	LHMKBD4AGRJ5	$ 19,125	$ 27,800
Halifax	MRL8MYNJJ3Y5			Wake	FTJ2WJPLWMJ3	$ 28,475	$ 104,375
Harnett	JBDCD9V41BX7			Warren	TLNAU5CNHSU5	$ 1,700	$ 3,435
Haywood	DQHZEVAV95G5	$ 6,375	$ 10,820	Wayne	DACFHCLQKMS1	$ 25,075	$ 77,870
Henderson	TG5AR81JLFQ5	$ 5,525	$ 18,590	Wilkes	M14KKHY2NNR3	$ 5,525	$ 24,390
Hoke	C1GWSADARX51	$ 5,100	$ 11,610	Wilson	ME2DJHMYWG55	$ 19,550	$ 45,807
Hyde	T2RSYN36NN64	$ 2,550	$ 4,461	Yadkin	PLCDT7JFA8B1		
Iredell	XTNRLKJLA4S9			Yancey	L98MCUHKC2J8	$ 5,950	$ 8,010

52 Jones	*	1	-275	$275.00	2,975	$4,875.00	275	$0.00	-225	$650.00	-150	$2,600.00	2,600	11,000
53 Lee	*	1	-220	$220.00	2,125	$3,250.00	220	$0.00	-225	$650.00	-50	$2,600.00	1,850	8,570
54 Lenoir	*	1	-605	$605.00	5,100	$13,000.00	605	$0.00	-225	$650.00	-325	$4,225.00	4,550	23,030
55 Lincoln	*	1	-935	$935.00	7,225	$13,000.00	935	$0.00	-400	$4,225.00	-375	$10,400.00	6,450	35,010
56 Macon	*	1	-660	$660.00	9,775	$8,125.00	660	$0.00	-75	$3,900.00	-325	$7,475.00	9,375	29,535
57 Madison	*	1	-550	$550.00	425	$8,125.00	550	$0.00	-225	$650.00	-125	$7,475.00	75	16,875
D4 M-T-W	*	1	-275	$275.00	425	$4,875.00	275	$0.00	-225	$650.00	-50	$2,600.00	150	8,550
60 Mecklenburg	*	1	-5,500	$5,500.00	46,325	$97,500.00	5,500	$0.00	-225	$650.00	-375	$64,350.00	45,725	213,725
62 Montgomery	*		0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	0
63 Moore	*		0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	0
64 Nash	*	2	-1,050	$1,100.00	7,650	$26,650.00	1,050	$0.00	0	$0.00	-325	$5,850.00	7,325	40,925
65 New Hanover	*	1	-770	$770.00	5,525	$11,375.00	770	$0.00	-75	$3,900.00	-225	$7,475.00	5,225	28,745
66 Northampton	*		0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	0
67 Onslow	*	1	-643	$693.00	2,125	$12,350.00	643	$0.00	-225	$650.00	0	$7,475.00	1,900	23,068
68 Orange	*	1	-306	$550.00	5,100	$6,500.00	306	$0.00	-350	$7,150.00	-250	$2,600.00	4,500	21,300
69 Pamlico	*	2	-220	$220.00	1,275	$3,250.00	220	$0.00	0	$0.00	-250	$3,250.00	1,025	7,745
71 Pender	*	1	-385	$385.00	5,525	$6,500.00	385	$0.00	-350	$1,625.00	-325	$3,250.00	4,850	16,610
73 Person	*		0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	0
74 Pitt	*	1	0	$1,925.00	14,450	$42,250.00	0	$0.00	-225	$650.00	-200	$13,975.00	14,025	72,825
75 Polk	*		0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	0
76 Randolph	*		0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	0
77 Richmond	*	1	-605	$605.00	5,100	$9,425.00	605	$0.00	-75	$3,900.00	-300	$4,550.00	4,725	23,205
78 Robeson	*		0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	0
79 Rockingham	*		0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	0
80 Rowan	*	1	-550	$550.00	4,675	$9,425.00	550	$0.00	-225	$650.00	-225	$6,175.00	4,225	21,025
82 Sampson	*	1	-440	$440.00	11,050	$7,475.00	440	$0.00	0	$650.00	0	$4,875.00	11,050	24,490
83 Scotland	*		0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	0
84 Stanly	*	1	-330	$330.00	3,400	$4,225.00	330	$0.00	-150	$2,275.00	-275	$3,250.00	2,975	13,055
85 Stokes			-385	$385.00	0	$6,500.00	385	$0.00	-225	$650.00	-75	$4,225.00	-300	11,460
86 Surry	*	1	-1,485	$1,485.00	10,200	$26,000.00	1,485	$0.00	-225	$650.00	-225	$17,225.00	9,750	55,110
87 Swain	*		0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	0
D6 Toe River	*	1	-110	$110.00	14,025	$1,625.00	110	$0.00	-225	$650.00	-125	$975.00	13,675	17,035
88 Transylvania	*	1	-110	$110.00	1,275	$1,625.00	110	$0.00	-225	$650.00	-225	$975.00	825	4,185
90 Union	*	1	0	$550.00	19,125	$8,125.00	0	$0.00	-225	$650.00	0	$7,475.00	18,900	35,700
92 Wake	*	1	-4,350	$4,400.00	28,475	$71,500.00	4,350	$0.00	-400	$9,750.00	-300	$48,750.00	27,775	162,175
93 Warren	*	1	-110	$110.00	1,700	$1,625.00	110	$0.00	-225	$650.00	-225	$975.00	1,250	4,610
96 Wayne	*	1	-2,420	$2,420.00	25,075	$50,375.00	2,420	$0.00	-275	$3,250.00	-350	$17,875.00	24,450	98,370
97 Wilkes	*	1	0	$990.00	5,525	$17,875.00	0	$0.00	-400	$4,875.00	-225	$6,500.00	4,900	35,140
98 Wilson	*	2	-1,232	$1,232.00	19,550	$25,025.00	1,232	$0.00	-275	$3,250.00	-25	$12,350.00	19,250	61,107
99 Yadkin	*		0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	0
00 Yancey	*	1	-110	$110.00	5,950	$1,950.00	110	$0.00	200	$650.00	-225	$650.00	5,925	9,285
Totals			-51,599	63,096	561,345	1,063,075	51,599	0	-2,825	129,675	900	689,000	559,420	2,504,266

Sign and Date - DHHS Program Administrator

Lisa M. Brown 10/7/26

Sign and Date - DHHS Section Chief

Tavonyia Thompson 10/07/2026

Sign and Date - DHHS Budget Office – ATC Coordinator

10/7/2026

Sign and Date - DHHS Budget Officer

10/7/2026

Patrice Lackey

From: Dawn Jones
Sent: Friday, October 16, 2026 2:34 PM
To: Patrice Lackey
Subject: BA 452
Attachments: ba 452.pdf

Good afternoon,

I wasn't sure who else I needed to send this to besides you now, just let me know when able, thanks!

Dawn Jones

Administrative Officer II
Health Department
Pamlico Count Health and Human Services
828 Alliance Main Street
PO Box 306
Bayboro, NC 28515
Email: dawn.jones@pamlicocountync.gov
Phone: (252) 745-3734
Fax: (252) 745-3734
http://www.pamlicocounty.org/

county Pamlico NC
HEALTH AND HUMAN SERVICES

This message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please delete it and notify us immediately.

"Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it may be considered public record and as such are subject to request and review by third parties."

#27-020

COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment ___X___ Line-Item Transfer _____

Type of Revision: Expenditure ___X___ Revenue _____

Department: County Manager

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 2026-2027

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
100-54901-110-000000	Miscellaneous		$500.00
100-52600-120-000000	Office Supplies	$500.00	

Reason for Budget revision: To cover replacement expenses of laptop and dock purchase for Clerk.

Approved By:

Finance Officer

County Manger

November 2, 2026
Agenda Date

Clerk to the Board (For Board Approval)

Patrice Lackey

From: Tracy Boyd
Sent: Friday, October 16, 2026 11:27 AM
To: Alex Showalter
Cc: Mark Brewington; Cory Briglin; Patrice Lackey
Subject: Replacement of Laptop and Dock Purchase
Attachments: Tracy_US_QUOTE_3000207686222.1.pdf

Good morning,

Attached is the new quote for laptop and dock. The price has increased from the old quote that was originally done. Alex, please transfer the following to cover this expense, please.

Decrease 104110-549901 Miscellaneous $500.00 100-54901-110-000000
Increase 104120-526000 Office Supplies $500.00 100-52600-120-000000

Description: To cover replacement expenses of laptop and dock purchase for Clerk.

Thanks,



DELL Technologies

Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Nov. 15, 2026**.

You can download a copy of this quote during checkout.

Place your order

Quote Name:	**2.1a Standard Laptop & Standard Laptop 2.8 Port Re**
Quote No.	**3000207686222.1**
Total	**$1,650.35**
Customer #	530019761718
Quoted On	Oct. 16, 2026
Expires by	Nov. 15, 2026
Contract Name	State of North Carolina - Microcomputers, Peripherals, and related Services
Contract Code	C000000008653
Customer Agreement #	204A-ITS-400203
Deal ID	24734055

Sales Rep	Wes Nabors
Phone	737-757-0726
Email	Wes.Nabors@dell.com
Billing To	CORY BRIGLIN COUNTY OF PAMLICO 202 MAIN ST BAYBORO, NC 28515

Message from your Sales Rep

Message from your Sales Rep: Please contact me at my updated number 737-757-0726. Or email me at Wes.Nabors@dell.com if you have any questions or when you're ready to place an order. Thank you for shopping with Dell! Best Regards, Wes Nabors

Regards,
Wes Nabors

Product	Unit Price	Quantity	Subtotal
Dell Pro Dock - WD25	$150.00	1	$150.00
Dell Pro 3 14 P314260	$1,396.00	1	$1,396.00

Subtotal:	**$1,546.00**
Shipping:	**$0.00**
Non-Taxable Amount:	**$0.01**
Taxable Amount:	**$1,545.99**
Estimated Tax:	**$104.35**
Total:	**$1,650.35**

Dell Marketing L.P. U.S. only. Dell Marketing L.P. is located at One Dell Way, Mail Stop 8129, Round Rock, TX 78682

		Unit Price	Quantity	Subtotal
Dell Pro Dock - WD25 Estimated delivery if purchased today: Oct. 21, 2026 Contract # C000000008653 Customer Agreement # 204A-ITS-400203		$150.00	1	$150.00

Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro Dock - WD25	210-BRPX	-	1	-
Dell Limited Hardware Warranty	718-2029	-	1	-
Advanced Exchange Service 3 Years	718-2030	-	1	-

		Unit Price	Quantity	Subtotal
Dell Pro 3 14 P314260 Estimated delivery if purchased today: Oct. 29, 2026 Contract # C000000008653 Customer Agreement # 204A-ITS-400203		$1,396.00	1	$1,396.00

Description	SKU	Unit Price	Quantity	Subtotal
Windows 11 Pro, Copilot+ PC	619-BBGL	-	1	-
English, French, Spanish, Brazilian Portuguese	619-BBPD	-	1	-
14" WUXGA (1920x1200), Non-touch, 400nit, 62.5% sRGB, Anti-Glare, FHD+IR Cam	391-BKTZ	-	1	-
FHD RGB HDR + IR Camera, 1080p at 30 fps, Presence Detection, TNR, Camera Shutter, Microphone	319-BBMM	-	1	-
Custom Configuration	817-BBBB	-	1	-
Dell Pro 3 14 (P314260) XCTO Base	210-BXCW	-	1	-
English (US) non-backlit keyboard	583-BNSS	-	1	-
16 GB: 2 x 8 GB, DDR5, 5600 MT/s, dual channel	370-BCMM	-	1	-
512 GB SSD	400-BVLY	-	1	-
Intel(R) Wi-Fi 6E AX211, Qualified against Bluetooth(R) Core 5.4 wireless Card	555-BLLQ	-	1	-
Intel(R) AX211 WLAN Driver, Bluetooth	555-BPVN	-	1	-
E4 Power Cord 1M for US	537-BBDO	-	1	-
3-cell, 57 Wh, ExpressCharge Boost capable battery, 1-yr limited hardware warranty	451-BDQD	-	1	-
Intel(R) vPro(R) Disabled	631-BCNC	-	1	-
Documentation	340-DNBV	-	1	-
Glass Fiber Composite (Top Cover, Palm-rest), PC+ABS (Bottom Cover)	354-BBLR	-	1	-
No Fingerprint Reader	346-BNBN	-	1	-
Quick Start Guide	340-FCWF	-	1	-
ENERGY STAR Qualified	387-BBLW	-	1	-
Integrated Intel(R) Graphics, 4Xe with Intel(R) Core(TM) Ultra 5 335 vPro(R) CPU	338-CWMS	-	1	-
Series 3 Intel(R) Core(TM) Ultra 5 335 vPro(R) (8 cores, up to 4.6 GHz, 47 TOPS NPU)	379-BGRL	-	1	-
Glass Fiber Composite (Top Cover, Palmrest), PC+ABS (Bottom)	321-BPFN	-	1	-
Single System Packaging (Vertical Box)	340-FDWM	-	1	-

Dell Marketing L.P. U.S. only. Dell Marketing LP, is located at One Dell Way, Mail Stop 8129, Round Rock, TX 78682

Series 3 Intel(R) Core(TM) Ultra 5 Processor Label, Copilot+ PC	389-FRDB	-	1	-
65W USB-C AC adapter	492-BDTG	-	1	-
EPEAT Gold with Climate+	379-BGNT	-	1	-
Speaker included	520-BBPG	-	1	-
ProSupport: Next Business Day Onsite, 1 Year	714-0174	-	1	-
ProSupport: Next Business Day Onsite, 2 Year Extended	714-0181	-	1	-
ProSupport: 7x24 Technical Support, 3 Years	714-0197	-	1	-
Dell Limited Hardware Warranty	714-0313	-	1	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	1	-
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport	989-3449	-	1	-
Activate Your Microsoft 365 For A 30 Day Trial	630-ABBT	-	1	-
Dell Additional SW - Dell Pro Laptop	658-BFVB	-	1	-
Keep Your Hard Drive, 3 Year	716-3265	-	1	-

Subtotal:	**$1,546.00**
Shipping:	**$0.00**
Estimated Tax:	**$104.35**
Total:	**$1,650.35**

Dell Marketing LP. U.S. only. Dell Marketing LP. is located at One Dell Way, Mail Stop 8129, Round Rock, TX 78682

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for Thirty (30) days from the date of this Quote. All products, pricing, and other information are based on the latest information available and are subject to change for any reason. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Prices and/or discounts, as applicable, are subject to change: (i) in the event of industry-wide shortages in materials or resources, increases in the cost of manufacturing, currency fluctuations, changes to government charges or tariffs, or other factors outside Supplier's control; (ii) in the event of structural or significant changes in the way Supplier develops its pricing and/or discounting strategy; (iii) if Customer requests changes to Supplier's planned delivery date; or (iv) if Customer materially breaches its commitments under this Quote. If such changes occur, pricing may be adjusted and/or purchase orders may be cancelled by Supplier until the date of shipment, even after an order has been placed. Supplier will give Customer as much notice of these changes as is reasonably practicable under the circumstances. Supplier also reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors and/or Customer changes to Supplier's planned delivery date.

Entire Agreement – This Quote, including the Governing Terms, Schedules, any Offering Specific Terms incorporated by reference and each Order, comprises the complete statement of the agreement of the Parties regarding the subject matter thereof, and may be amended only by written agreement. Terms on any Order or any term or condition on a Customer form have no legal effect and do not modify or supplement these Terms of Sale.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

BOARD OF COMMISSIONERS

CHAIRMAN
KENNY HEATH -TOWNSHIP #5

VICE-CHAIRMAN
EDWARD RIGGS JR. - TOWNSHIP #3

DOUG BRINSON - AT LARGE
KARI FORREST – AT LARGE
THOMAS MILLS - TOWNSHIP #1
CANDY BOHMERT – TOWNSHIP #2
CARL OLLISON - TOWNSHIP #4

COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
MARK BREWINGTON

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

November 2, 2026

TO: Chairman Heath and Pamlico County Board of Commissioners

FROM: Mark Brewington, County Manager

RE: Request Approval Of The 10-19-26 Tabled Board Releases

Pamlico County Tax Office requests the Pamlico County Board of Commissioners review and consider approving the tabled 10-19-26 Board Releases. The releases have been reviewed by the Pamlico County Tax Office and corrected.

Please see the amended Board Releases for your review and consideration.

$232.64 — Release # 5921

10/19/2026 Bd. Date

THE BOARD OF PAMLICO COUNTY COMMISSIONERS

Bayboro, NC

ORDERED, That Robyn O'Reilly **be and is hereby relieved from paying taxes on year (s)** 2026

Two Hundred Thirty Two & 64/100's **Dollars**

Sold Dec 2024

Taxpayer # 0043886

	Tax Year	2026
	Receipt #	6883455
	County Tax	$200.06
SE	**Fire Tax**	$11.43
	Town Tax	
	Interest/LL	$21.15

Chairman Board of County Commissioners

$464.83 — Release # 5922

10/19/2026 Bd. Date

THE BOARD OF PAMLICO COUNTY COMMISSIONERS

Bayboro, NC

ORDERED, That Roger Cordes **be and is hereby relieved from paying taxes on year (s)** 2026

Four Hundred Sixty Four & 83/100's **Dollars**

Missed Removal from Listing

Taxpayer # 25482

	Tax Year	2026
	Receipt#	6893379
	County Tax	335.44
SE	**Fire Tax**	19.17
24	**Town Tax**	110.22
	Interest/LL	

Chairman Board of County Commissioners

$102.91

Release # 5923

10/19/2026 Bd. Date

THE BOARD OF PAMLICO COUNTY COMMISSIONERS

Bayboro, NC

ORDERED, That Daniel Allen be and is hereby relieved from paying taxes on year (s) 2026

One Hundred Two & 91/100's Dollars

Sold 2025

Taxpayer # 27510

Tax Year		2026
Receipt #		6894811
County Tax		$74.27
SE	Fire Tax	$4.24
24	Town Tax	$24.40
	Interest/LL	

Chairman Board of County Commissioners

Release # 5924

10/19/2026 Bd. Date

THE BOARD OF PAMLICO COUNTY COMMISSIONERS

Bayboro, NC

ORDERED, That be and is hereby relieved from paying taxes on year (s)

Dollars

Taxpayer #

Tax Year	
Receipt#	
County Tax	
Fire Tax	
Town Tax	
Interest/LL	

Chairman Board of County Commissioners

$51.35 — Release # 5925

10/19/2026 Bd. Date

THE BOARD OF PAMLICO COUNTY COMMISSIONERS

Bayboro, NC

ORDERED, That Kevin Aycock **be and is hereby relieved from paying taxes on year (s)** 2025 2026

Fifty One Dollars & 35/100's **Dollars**

MH Sold

Taxpayer # 0041468

		2025	2026
Tax Year		2025	2026
Receipt #		6852985	6882032
County Tax		$20.70	22.02
SE	**Fire Tax**	$0.96	1.26
	Town Tax		
	Interest/LL	$4.08	2.33

Chairman Board of County Commissioners

$47.88 — Release # 5926

10/19/2026 Bd. Date

THE BOARD OF PAMLICO COUNTY COMMISSIONERS

Bayboro, NC

ORDERED, That David Netting **be and is hereby relieved from paying taxes on year (s)** 2026

Forty Seven & 88/100's **Dollars**

Double listed taxes paid at DMV

Taxpayer # 8189

		2026
Tax Year		2026
Receipt#		6906806
County Tax		42.91
F/W	**Fire Tax**	4.97
	Town Tax	
	Interest/LL	

Chairman Board of County Commissioners

$71.69

Release # 5927

10/19/2026 Bd. Date

THE BOARD OF PAMLICO COUNTY COMMISSIONERS

Bayboro, NC

ORDERED, That Carlton Pelletier **be and is hereby relieved from paying taxes on year (s)** 2026 2026 2026

Seventy One & 69/100's **Dollars**

Sold July 2025

Taxpayer # 0043548

Tax Year		2026	2026	2026		
Receipt #		6883098	6883099	6883100		
County Tax		$32.97	30.10	2.10		
T	**Fire Tax**	$3.30	3.01	0.21		
	Town Tax					
	Interest/LL					

Chairman Board of County Commissioners

$116.68

Release # 5928

10/19/2026 Bd. Date

THE BOARD OF PAMLICO COUNTY COMMISSIONERS

Bayboro, NC

ORDERED, That Wayne Hill **be and is hereby relieved from paying taxes on year (s)** 2026

One Hundred Sixteen & 68/100's **Dollars**

Sold 2025

Taxpayer # 0046604

Tax Year		2026				
Receipt#		6879479				
County Tax		93.85				
SE	**Fire Tax**	4.37				
	Town Tax					
	Interest/LL	18.46				

Chairman Board of County Commissioners

$14.13 — Release # 5929

10/19/2026 Bd. Date

THE BOARD OF PAMLICO COUNTY COMMISSIONERS

Bayboro, NC

ORDERED, That D A Dees Heirs **be and is hereby relieved from paying taxes on year (s)** 2026 2026 2026

Fourteen Dollars & 13/100's **Dollars**

Should not have been billed Clerical Error

Taxpayer # 1311000

	Tax Year	2026	2026	2026		
	Receipt #	6885936	6885938	6885939		
	County Tax	$4.10	5.95	2.79		
GCI	**Fire Tax**	$0.41	0.60	0.28		
	Town Tax					
	Interest/LL					

Chairman Board of County Commissioners

$64.69 — Release # 5930

10/19/2026 Bd. Date

THE BOARD OF PAMLICO COUNTY COMMISSIONERS

Bayboro, NC

ORDERED, That James Roland Jackson **be and is hereby relieved from paying taxes on year (s)** 2026

Sixty Four Dollars & 69/100's **Dollars**

Double Billed

Taxpayer # 0045788

	Tax Year	2026				
	Receipt#	6884733				
	County Tax	52.71				
F/W	**Fire Tax**	6.10				
	Town Tax					
	Interest/LL	5.88				

Chairman Board of County Commissioners

$1,687.24

Release # 5931

10/19/2026 Bd. Date

THE BOARD OF PAMLICO COUNTY COMMISSIONERS

Bayboro, NC

ORDERED, That Richard Gracely be and is hereby relieved from paying taxes on year (s) 2025 2026

Sixteen Hundred Eighty Seven & 24/100's Dollars

Sold Aug 2024

Taxpayer # 0041621

		2025	2026			
Tax Year		2025	2026			
Receipt #		6853057	6882102			
County Tax		$572.18	602.35			
A	Fire Tax	$44.36	60.24			
23	Town Tax	$97.58	94.66			
	Interest/LL	$140.14	75.73			

Chairman Board of County Commissioners

Release # 5932

10/19/2026 Bd. Date

THE BOARD OF PAMLICO COUNTY COMMISSIONERS

Bayboro, NC

ORDERED, That _____ be and is hereby relieved from paying taxes on year (s) _____

_____ Dollars

Taxpayer # _____

Tax Year						
Receipt#						
County Tax						
	Fire Tax					
	Town Tax					
	Interest/LL					

Chairman Board of County Commissioners

$4,516.40 Release # 5924

10/19/2026 Bd. Date

THE BOARD OF PAMLICO COUNTY COMMISSIONERS

Bayboro, NC

ORDERED, That Andy Crowell **be and is hereby relieved from paying taxes on year (s)** 2026

Four Thousand Five Hundred Sixteen Dollars & 40/100's **Dollars**

Boat is no longer in Pamlico

Taxpayer # 0040760

	Tax Year	2026	
	Receipt#	6881593	
	County Tax	3883.88	
SE	**Fire Tax**	221.94	
	Town Tax		
	Interest/LL	410.58	

Chairman Board of County Commissioners

10/20/26

Tracy,
Please remove this abatement as the boat is in the County.

Andy Crowell
Acct: 0040760
Release # 5924

BOARD OF COMMISSIONERS

CHAIRMAN
KENNY HEATH -TOWNSHIP #5

VICE-CHAIRMAN
EDWARD RIGGS JR. - TOWNSHIP #3

DOUG BRINSON - AT LARGE
KARI FORREST – AT LARGE
THOMAS MILLS - TOWNSHIP #1
CANDY BOHMERT – TOWNSHIP #2
CARL OLLISON - TOWNSHIP #4

COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
MARK BREWINGTON

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

November 2, 2026

TO: Chairman Heath and Pamlico County Board of Commissioners

FROM: Mark Brewington, County Manager

RE: Request For Property Tax Relief – Untimely Application For Disabled Veteran Exclusion

The Pamlico County Tax Office received an Application for Property Tax Relief on October 8, 2026, from Mr. Kerry M Willis. North Carolina General Statute states that the Application for Property Tax Relief must be filed by June 1st to be timely filed. The General Statue also states that the Board of County Commissioner can hear this matter if the Board of Equalization and Review is not in session.

The Pamlico County Tax Office advises that Mr. Willis meets the requirements to be eligible for the Disabled Veteran Exclusion and therefore it is the recommendation of the Tax Office to approve the exemption.

Please see a copy of the Request for Property Tax Relief – Untimely Application for Disabled Veteran Exclusion and supporting documentation for your review and consideration.

Pamlico County Tax Office

Post Office Box 538 | Bayboro, North Carolina 28515

Collections: 252-745-4125
Listing: 252-745-3105
Land Records: 252-745-3791

October 13, 2026

To: Pamlico County Board of Commissioners

From: Kathy Wall, Tax Administrator

Subject: Property Tax Relief- Untimely Application for Disabled Veteran Exclusion

Dear Pamlico County Board of Commissioners,

The Pamlico County Tax office received an Application for Property Tax Relief on October 8,2026 from Mr. Kerry M Willis. The General Statute states that the Application for Property Tax Relief must be filed by June 1st to be timely filed. The General Statute also states that this late application can be heard by the Board of Equalization and Review or the Board of County Commissioners when the BOER is not in session. General Statute 105-282.1(1a) mentions the applicant "showing" good cause for an untimely application.

Attached is a note from the applicant explaining why the application is late and tax department notes for the Application for Property Tax Relief. Mr. Willis meets the requirements to be eligible for the Disabled Veteran Exclusion and therefore it is the recommendation of the tax office to approve the exemption.

Respectfully,

Kathy Wall

Kathy Wall, Tax Administrator

TO WHOM IT MAY CONCERN. MY NAME IS KERRY WILLIS, I AM A P&T DISABLED VETERAN. I DID NOT KNOW ABOUT THE TAX RELIEF FOR VETERANS UNTIL SEPT. 15, 2026

K Willis

KERRY WILLIS

10/08/26

NCDVA-9
(Rev. 4-22)

Take this form to your local veterans service office for certification. You can find a list of local VSOs at https://www.milvets.nc.gov/services/benefits-claims scroll down for State Veterans Service Centers and County Veterans Service Offices.

State of North Carolina
Certification for Disabled Veteran's Property Tax Exclusion (G.S. 105-277.1C)

Pamlico
COUNTY

SECTION 1
TO BE COMPLETED BY THE VETERAN OR THE SURVIVING SPOUSE WHO HAS NOT REMARRIED

Kerry M. Willis
NAME (Print or Type)

203 Lynch's Beach Rd
STREET ADDRESS OR P.O. BOX NUMBER

Maribel NC 28515
CITY STATE ZIP CODE

Kerry M. Willis
DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)

SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE)
(If Applicable)

U.S. DEPT. OF VETERANS AFFAIRS FILE NUMBER

VETERAN'S SOCIAL SECURITY NUMBER

I am either (1) a veteran whose character of service at separation was honorable or under honorable conditions and who has a permanent and total service-connected disability **or** (2) the **surviving spouse, who has not remarried**, of a veteran whose character of service at separation was honorable or under honorable conditions and who had a permanent and total service-connected disability at death **or** veteran's death was the result of a service-connected condition. I request NCDMVA complete this certification ***in support of my separate application for the Disabled Veteran's Property Tax Exclusion to the Tax Assessor.***

SECTION 2
Disabled Veteran's Signature

I have provided the North Carolina Department of Military and Veterans Affairs (NCDMVA) with my Annual Tax Abatement Letter for the processing of this form. I authorize the Secretary of NCDMVA, or the Secretary's designee, to release information regarding my disability as needed for this certification.

K Willis — 10/8/2024
DISABLED VETERAN'S SIGNATURE — DATE

SECTION 3
Surviving Spouse's *(who has not remarried)* **Signature**

I have provided the North Carolina Department of Military and Veterans Affairs (NCDMVA) with my Annual Tax Abatement Letter for the processing of this form. I authorize the Secretary of NCDMVA, or the Secretary's designee, to release information regarding my disability as needed for this certification.

SURVIVING SPOUSE'S SIGNATURE — DATE

SECTION 4
To be completed by Secretary of NC Department of Military and Veterans Affairs, or Secretary's designee

Please check all that apply:

- **A.** ☐ Veteran **does not meet** either B, C, D, or E of the below criteria.
- **B.** ☒ Veteran has a service-connected **permanent** and total disability that existed **as of** 3/10/2025.
- **C.** ☐ Veteran received benefits **on** _____ from U.S. Department of Veterans Affairs for specially adapted housing under 38 U.S.C. 2101 for the veteran's permanent residence.
- **D.** ☐ Veteran died **on** _____ and had a service-connected **permanent** and total disability at death.
- **E.** ☐ Veteran died **on** _____ and the death was either (1) the result of a service-connected condition **or** (2) death occurred while on active duty in the line of duty and not due to service member's own willful misconduct.

Character of Disabled Veteran's Service at Separation: (DD-214)
☑ Honorable ☐ Under Other than Honorable Conditions
☐ Under Honorable Conditions

The NCDMVA has verified the Department of Veterans Affairs certification for the veteran above.

Anthony B. Caudle
SIGNATURE OF NCDMVA OFFICIAL

Anthony B. Caudle
PRINTED NAME OF NCDMVA OFFICIAL

10/8/2024
DATE

Veteran Service Officer
TITLE OF NCDMVA OFFICIAL

NC Department of Military and Veterans Affairs authorizes the NC Department of Revenue and any County Tax Office to use this form as needed.

AV-9
Web
5-25

Application for Property Tax Relief

Elderly or Disabled Exclusion (G.S. 105-277.1),
Disabled Veteran Exclusion (G.S. 105-277.1C), or
Circuit Breaker Tax Deferment Program (G.S. 105-277.1B)

County of Pamlico , NC **Year 2026**

Instructions

Application Deadline: This application must be filed by June 1st to be timely filed. You may submit additional information separately if needed.

Where to Submit Application: Submit this application to the county tax assessor where this property is located. County tax assessor addresses and telephone numbers can be found online at: https://www.ncdor.gov/documents/north-carolina-county-assessors-list. **DO NOT submit this application to the North Carolina Department of Revenue.**

- Office Use Only:

Property ID Number 5041-64-1

Last Name of Applicant	First Name	Middle Name	Date of Birth (MM-DD-YYYY)
Willis	Kerry	Matthew	1-16-197
Last Name of Spouse	**First Name**	**Middle Name**	**Date of Birth (MM-DD-YYYY)**

Residence Address 203 Lynch's Beach Rd

City	State	Zip Code
Maribel	NC	28515

Mailing Address *(if different from residence address)*

City	State	Zip Code

E-mail Address

Home Telephone Number	Work Telephone Number	Ext.	Cell Phone Number
			980-710-9712

Fill in applicable boxes:

☑ Yes ☐ No ➧ Is this property your permanent legal residence?

Addresses of secondary residences (if any):

☐ Yes ☑ No ➧ If married, does your spouse live with you in the residence? If you answer **No**, provide your spouse's address.

Addresses of spouse:

☐ Yes ☑ No ➧ Are you or your spouse (if applicable) currently residing in a health care facility? If you answer **Yes**, fill in applicable circle

○ Applicant ○ Spouse and indicate current length of stay:

☑ Yes ☐ No ➧ Do you and your spouse (if applicable) own 100% interest in the property? If you answer **No**, list all owners and their ownership percentage (round to the nearest 0.1%):

Owner	%	Owner	%
Owner	%	Owner	%
Owner	%	Owner	%

Note: Separate applications are required for each owner that is claiming property tax relief. If husband and wife own the property, only one application is required.

Part 1. Selecting the Program

Each owner may receive benefit from only one of the three property tax relief programs, even though you may meet the requirements for more than one program.

However, it is possible that the tax rates or tax values may not be established until some time after the filing of this application. This can make it difficult for you to determine which program you prefer. The following procedures will help to resolve this situation.

Applying for One Program

If you know that you only wish to apply for one program, indicate only that program at the bottom of this section. The assessor will review your application and send you a notice of decision. The notice of decision will also explain the procedures to appeal if you do not agree with the decision of the assessor.

Applying for More Than One Program

Each owner is eligible to receive benefit from only one program. However, if you think you meet the requirements for more than **one program** but, as a result of the uncertainty of tax rates or values at the time of application, you are unable to make a decision on which one program you wish to choose, indicate all of the programs at the bottom of this section for which you wish to receive consideration. When the tax rates and values are determined, the assessor will review your application and will send you a letter notifying you of your options. If the letter indicates that you do not qualify or if you disagree with any decision in the letter, you may appeal. **You must respond to the option letter within the specified time period or it will be assumed that you do not wish to participate in any of the property tax relief programs.** In that case, you will be so notified and you will have the chance to appeal.

Please read the descriptions and requirements of the three programs on the following pages and then select the program(s) for which you are applying:

Fill in applicable circles:	You Must Complete:
○ Elderly or Disabled Exclusion	Parts 2, 5, 6
✓ Disabled Veteran Exclusion	Parts 3, 6
○ Circuit Breaker Tax Deferment Program	Parts 4, 5, 6

If you select more than one program, please read ALL of the information on this page!

Part 2. Elderly or Disabled Exclusion

Short Description: This program excludes the greater of the first $25,000 or 50% of the appraised value of the permanent residence of a qualifying owner. A qualifying owner must either be at least 65 years of age or be totally and permanently disabled. The owner cannot have an income amount for the previous year that exceeds the income eligibility limit for the current year, which for the 2026 tax year is **$38,800**. See G.S. 105-277.1 for the full text of the statute.

Multiple Owners: Benefit limitations may apply when there are multiple owners. Each owner must file a separate application (other than husband and wife). Each eligible owner may receive benefits under either the Elderly or Disabled Exclusion or the Disabled Veteran Exclusion. The Circuit Breaker Property Tax Deferment cannot be combined with either of these two programs.

Fill in applicable boxes:

☐ Yes ☑ No As of January 1, were either you **or** your spouse (if applicable) at least 65 years of age? If you answer **Yes**, you do not have to file Form AV-9A Certification of Disability.

☑ Yes ☐ No As of January 1, were you and your spouse (if applicable) **both** less than 65 years of age and at least one of you was totally and permanently disabled? If you answer **Yes**, you must file Form AV-9A Certification of Disability.

Requirements:
1. File Form AV-9A Certification of Disability if required above.
2. Complete Part 5. Income Information.
3. Complete Part 6. Affirmation and Signature.

Part 3. Disabled Veteran Exclusion

Short Description: This program excludes up to the first $45,000 of the appraised value of the permanent residence of a disabled veteran. A disabled veteran is defined as a veteran whose character of service at separation was honorable or under honorable conditions and who has a total and permanent service-connected disability or who received benefits for specially adapted housing under 38 U.S.C. 2101. The applicant must have been disabled as of January 1 of the year in which the benefit is requested. There is no age or income limitation for this program. This benefit is also available to a surviving spouse (who has not remarried) of either (1) a disabled veteran as defined above, (2) a veteran who died as a result of a service-connected condition whose character of service at separation was honorable or under honorable conditions, or (3) a servicemember who died from a service-connected condition in the line of duty and not as a result of willful misconduct. See G.S. 105-277.1C for the full text of the statute.

Multiple Owners: Benefit limitations may apply when there are multiple owners. Each owner must file a separate application (other than husband and wife). Each eligible owner may receive benefits under either the Disabled Veteran Exclusion or the Elderly or Disabled Exclusion. The Circuit Breaker Property Tax Deferment cannot be combined with either of these two programs.

Fill in applicable boxes:

☑ Yes ☐ No I am a disabled veteran. (See definition of disabled veteran above.)

☐ Yes ☑ No I am the surviving spouse of either a disabled veteran or a servicemember who met the conditions in the description above. If you answer **Yes**, complete the next question.

☑ Yes ☐ No I am currently unmarried and I have never remarried since the death of the veteran.

Requirements: 1. File Form NCDVA-9 Certification for Disabled Veteran's Property Tax Exclusion. This form must first be completed by a Veterans Service Officer through either a State Veterans Service Center or a County Veterans Service Office, and then filed with the county tax assessor.
2. Complete Part 6. Affirmation and Signature.

Part 4. Circuit Breaker Property Tax Deferment

Short Description: Under this program, taxes for each year are limited to a percentage of the qualifying owner's income. A qualifying owner must either be at least 65 years of age or be totally and permanently disabled. For an owner whose income amount for the previous year does not exceed the income eligibility limit for the current year, which for the 2026 tax year is **$38,800**, the owner's taxes will be limited to four percent (4%) of the owner's income. For an owner whose income exceeds the income eligibility limit (**$38,800**) but does not exceed 150% of the income eligibility limit, which for the 2026 tax year is **$58,200**, the owner's taxes will be limited to five percent (5%) of the owner's income.

However, the taxes over the limitation amount are deferred and remain a lien on the property. The last three years of deferred taxes prior to a disqualifying event will become due and payable, with interest, on the date of the disqualifying event. Interest accrues on the deferred taxes as if they had been payable on the dates on which they would have originally become due. Disqualifying events are death of the owner, transfer of the property, and failure to use the property as the owner's permanent residence. Exceptions and special provisions apply. See G.S. 105-277.1B for the full text of the statute.

YOU MUST FILE A NEW APPLICATION FOR THIS PROGRAM EVERY YEAR!!

Multiple Owners: Each owner (other than husband and wife) must file a separate application. **All owners must qualify and elect to defer taxes under this program or no benefit is allowed under this program**. The Circuit Breaker Property Tax Deferment cannot be combined with either the Elderly or Disabled Exclusion or the Disabled Veteran Exclusion.

Fill in applicable boxes:

☐ Yes ☐ No As of January 1, were either you **or** your spouse (if applicable) at least 65 years of age? If you answer **Yes**, you do not have to file Form AV-9A Certification of Disability.

☐ Yes ☐ No As of January 1, were you and your spouse (if applicable) **both** less than 65 years of age **and** at least one of you was totally and permanently disabled? If you answer **Yes**, you must file **Form AV-9A Certification of Disability**.

☐ Yes ☐ No Have you owned the property for the last five full years prior to January 1 of this year and occupied the property for a total of five years?

☐ Yes ☐ No Do all owners of this property qualify for this program and elect to defer taxes under this program? If you answer **No**, the property cannot receive benefit under this program.

Requirements:
1. File Form AV-9A Certification of Disability if required above.
2. Complete Part 5. Income Information.
3. Complete Part 6. Affirmation and Signature.

Part 5. Income Information *(complete only if you also completed Part 2 or Part 4)*

Social Security Number (SSN) disclosure is mandatory for approval of the Elderly or Disabled Exclusion and the Circuit Breaker Property Tax Deferment Program and will be used to establish the identification of the applicant. The SSN may be used for verification of information provided on this application. The authority to require this number is given by 42 U.S.C. Section 405(c)(2)(C)(i). The SSN and all income tax information will be kept confidential. The SSN may also be used to facilitate collection of property taxes if you do not timely and voluntarily pay the taxes. Using the SSN will allow the tax collector to claim payment of an unpaid property tax bill from any State income tax refund that might otherwise be owed to you. Your SSN may be shared with the State for this purpose. In addition, your SSN may be used to garnish wages or attach bank accounts for failure to timely pay taxes.

Applicant's Social Security Number **Spouse's Social Security Number**

Requirements:

1. You must provide a copy of the first two pages and Schedule 1 of your federal income tax return for the previous calendar year (unless you do not file a federal income tax return). Married applicants filing separate returns must submit both returns. If you have not filed your income tax return at the time you submit this application, submit the required copy when you file your return. Your income tax return is confidential and will be treated as such. Your application will not be processed until the income tax information is received. Please check the appropriate box concerning the submission of your federal income tax return.

Fill in applicable box:

- ☐ Federal income tax return submitted with this application.
- ☐ Federal income tax return will be submitted when filed with the IRS.
- ☐ I will not file a federal income tax return with the IRS for the previous calendar year.

2. Provide the income information requested below for the previous calendar year. Provide the total amount for both spouses. If **you do not file a federal income tax return, you must attach documentation of the income that you report below (W-2, SSA-1099, 1099-R, 1099-INT, 1099-DIV, financial institution statements, etc.).**

a. Wages, Salaries, Tips, etc	$
b. Interest (Taxable and Tax Exempt)	$
c. Dividends	$
d. Capital Gains	$
e. IRA Distributions	$
f. Pensions and Annuities	$
g. Disability Payments (not included in Pensions and Annuities)	$
h. Social Security Benefits (Taxable and Tax Exempt)	$
i. All other moneys received (Describe in Comments section.)	$
Total	$

Comments:

INFORMATION IS SUBJECT TO VERIFICATION WITH THE NORTH CAROLINA DEPARTMENT OF REVENUE.

Part 6. Affirmation and Signature

AFFIRMATION OF APPLICANT – Under penalties prescribed by law, I hereby affirm that, to the best of my knowledge and belief, all information furnished by me in connection with this application is true and complete. **Furthermore, I understand that if I participate in the Circuit Breaker Property Tax Deferment Program, liens for the deferred taxes will exist on my property, and that when a disqualifying event occurs, the taxes for the year of the disqualifying event will be fully taxed and the last three years of deferred taxes prior to the disqualifying event will become due and payable, with all applicable interest.**

KERRY WILLIS	K Willis	10/8/24
Applicant's Name (please print)	Applicant's Signature	Date
Spouse's Name (please print)	Spouse's Signature	Date

Refer to the Instructions on Page 1 for filing information and filing location.*

Office Use Only

Approved: Y / N ☐ Elderly/Disabled ☐ Disabled Veteran ☐ Circuit Breaker: ☐ 4% ☐ 5%

Date: ____/____/____ By: _____ Comments: _____

AV-9A Received: ____/____/____ NCDVA-9 Received: ____/____/____

FITR Received: ____/____/____ Income: $_____

***All applications must be submitted by June 1 to be timely filed.**

Late Applications: Upon a showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the due date may be approved by the Department of Revenue, the board of equalization and review, the board of county commissioners, or the governing body of a municipality, as appropriate. **An untimely application for exemption or exclusion approved under this subsection applies only to property taxes levied by the county or municipality in the calendar year in which the untimely application is filed.** [N.C.G.S. 105-282.1(a1)]

BOARD OF COMMISSIONERS

CHAIRMAN
KENNY HEATH -TOWNSHIP #5

VICE-CHAIRMAN
EDWARD RIGGS JR. - TOWNSHIP #3

DOUG BRINSON - AT LARGE
KARI FORREST – AT LARGE
THOMAS MILLS - TOWNSHIP #1
CANDY BOHMERT – TOWNSHIP #2
CARL OLLISON - TOWNSHIP #4

COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
MARK BREWINGTON

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

November 2, 2026

TO: Chairman Heath and Pamlico County Board of Commissioners

FROM: Mark Brewington, County Manager

RE: Request Approval To Appoint Leslie Kellenberger To The Pamlico County Juvenile Crime Prevention Council (JCPC)

Commissioner Candy Bohmert requests the Pamlico County Board of Commissioners to consider approval of Mrs. Leslie Kellenberger's appointment to the Pamlico County Juvenile Crime Prevention Council (JCPC). Application was received on September 17, 2026, requesting consideration for appointment to the Pamlico County Juvenile Crime Prevention Council (JCPC). Commissioner Candy Bohmert has selected Mrs. Marsha Paplham as her nomination for the Tourism Board.

Please see the Juvenile Crime Prevention Council (JCPC) application attached for your review and consideration.

APPLICATION FOR APPOINTMENT TO COUNTY BOARDS AND COMMITTEES	PAMLICO COUNTY P.O. BOX 776 BAYBORO, NC 28515

This application requests general information based on your interest in applying for a position on a Pamlico County Advisory Board, Commission, Committee, or Task Force.

Applicant Name: Leslie Kellenberger Date of Application: 9/17/24

Home Address: 801 SILVERBROOK RD - PO Box 687 - ORIENTAL, NC 28571

Phone: (919) 621-5332

Email Address: Leslie@KellenbergerNC.com

Fax Number: N/A

I am interested in serving on the following Board/Committee:
JUVENILE CRIME PREVENTION COUNCIL (JCPC)

EMPLOYMENT AND EDUCATION

Employer SELF	Graduate? (Y)/N Major
Address SAME AS ABOVE	High School Y
Phone: Same As Above	College Y BA — Political Science + MINOR - HISTORY
Occupation: BEHAVIORAL Health CONSULTANT CHILD + FAMILY	Graduate School One Semester UNC
	Other Paralegal Certificate

Are you a citizen of the United States? Yes ✓ No ____ If yes, how long? birth

Length of residence in Pamlico County 24 years ____ months (full time since COVID)

Current Civic/Community Participation: Board Member: Pamlico Partnership for Children + Pamlico County Community Foundation. Pamlico County Board of election precinct worker, Co-Founder and Treasurer (2014-2024) of the Ol' Front Porch Music Festival. FFTA NC Chapter - Member Resources Chair - (National Therapeutic Foster Care Association)

Are you currently serving or have you ever served on a public board or committee? If so, please list below:

Board/Committee	Dates
WAKE + Pamlico Counties Boarding Election (Precinct Worker)	Wake 1999-2020 Pamlico 2020 to present

Please provide a brief statement outlining why you wish to serve on the Advisory Board, Commission, or Committee you have indicated.

Give back to this community - Offer my experience and skills (doggedness!) to those serving our juvenile justice kids - and the relationships I've built over the years with State DSS, Divisions of Mental Health, Medicaid, Child + Family Well-Being and funders —

O Kellenberger
Applicant's Signature

9-17-20
Date

Please return form to:

Pamlico County Manager's Office
P.O. Box 776
Bayboro, NC 28515

Or fax:
(252) 745-5514

You may attach a resume to provide additional information.

BOARD OF COMMISSIONERS

CHAIRMAN
KENNY HEATH -TOWNSHIP #5

VICE-CHAIRMAN
EDWARD RIGGS JR. - TOWNSHIP #3

DOUG BRINSON - AT LARGE
KARI FORREST – AT LARGE
THOMAS MILLS - TOWNSHIP #1
CANDY BOHMERT – TOWNSHIP #2
CARL OLLISON - TOWNSHIP #4

COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
MARK BREWINGTON

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

November 2, 2026

TO: Chairman Heath and Pamlico County Board of Commissioners

FROM: Mark Brewington, County Manager

RE: Request Approval To Appoint Marsha Paplham To The Pamlico County Tourism Board

Commissioner Candy Bohmert requests the Pamlico County Board of Commissioners to consider approval of Mrs. Marsha Paplham's appointment to the Pamlico County Tourism Board. Application was received on October 3, 2026, requesting consideration for appointment to the Pamlico County Tourism Board. Commissioner Candy Bohmert has selected Mrs. Marsha Paplham as her nomination for the Tourism Board.

Please see the Tourism Board application attached for your review and consideration.

APPLICATION FOR APPOINTMENT TO COUNTY BOARDS AND COMMITTEES	PAMLICO COUNTY P.O. BOX 776 BAYBORO, NC 28515

This application requests general information based on your interest in applying for a position on a Pamlico County Advisory Board, Commission, Committee, or Task Force.

Applicant Name: Marsha Papl ham Date of Application: 10/3/26

Home Address: 113 Goodwind Dr.

Phone: 252-249-0334

Email Address: marsha@marshascottage

Fax Number: _____

I am interested in serving on the following Board/Committee:

Tourism Board

EMPLOYMENT AND EDUCATION

Employer: Marsha's Cottage	Graduate? Y/N Major: Sp Ed.
Address: 204 Wall Street	High School: yes
Phone: 252-249-0334	College: yes
Occupation: Owner	Graduate School: _____
	Other: _____

Are you a citizen of the United States? Yes X No ____ If yes, how long? ____

Length of residence in Pamlico County 24 years 5 months

Current Civic/Community Participation:

Up to this year I chaired the Tourism Board and I organized the Spirit of Christmas + Town Wide Yard Sale, On the board of Croaker Festival, Pamlico Choral

Are you currently serving or have you ever served on a public board or committee? If so, please list below:

Board/Committee	Dates
Tourism Board	23 years

Please provide a brief statement outlining why you wish to serve on the Advisory Board, Commission, or Committee you have indicated.

I am very interested in assisting in the development of a Tourism Board promoting Pamlico County. I have a lot of knowledge and contacts to bring to the group

[signature] 10/6/26

Applicant's Signature Date

Please return form to:

Pamlico County Manager's Office
P.O. Box 776
Bayboro, NC 28515

Or fax:
(252) 745-5514

You may attach a resume to provide additional information.

BOARD OF COMMISSIONERS

CHAIRMAN
KENNY HEATH -TOWNSHIP #5

VICE-CHAIRMAN
EDWARD RIGGS JR. - TOWNSHIP #3

DOUG BRINSON - AT LARGE
KARI FORREST – AT LARGE
THOMAS MILLS - TOWNSHIP #1
CANDY BOHMERT – TOWNSHIP #2
CARL OLLISON - TOWNSHIP #4

COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
MARK BREWINGTON

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

November 2, 2026

TO: Chairman Heath and Pamlico County Board of Commissioners

FROM: Mark Brewington, County Manager

RE: Request For Approval To Appoint Assistant Finance Officer as Deputy Finance Officer by Resolution

Pamlico County Finance Officer requests the Pamlico County Board of Commissioners to consider pursuant to NCGS 159-25(b) and 159-28 to official designate Mrs. Farrah Newman as Pamlico County's Deputy Finance Officer. Authority granted by this statutory designation shall only be exercised based on a delegation of authority created by the County Finance Officer.

Please see the memorandum of request and Resolution for your review and consideration.

BOARD OF COMMISSIONERS

CHAIRMAN
KENNY HEATH -TOWNSHIP #5

VICE-CHAIRMAN
EDWARD RIGGS JR. - TOWNSHIP #3

DOUG BRINSON - AT LARGE
KARI FORREST – AT LARGE
THOMAS MILLS - TOWNSHIP #1
CANDY BOHMERT – TOWNSHIP #2
CARL OLLISON - TOWNSHIP #4

COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
MARK BREWINGTON

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

Memorandum

To: Pamlico County Board of Commissioners
From: Scott A. Showalter Jr.
Finance Officer
Date: November 2, 2026
Ref: Deputy Finance Officer Resolution

North Carolina General Statutes allows for the designation of one or more Deputy Finance Officers to assist the Finance Officer in performing statutory duties. With the retirement of Marea Stewart, Farrah Newman has been hired as an Assistant Finance Officer. For the Assistant Finance Officer to perform certain duties, a statutory designation as a Deputy Finance Officer, as described in NCGS 159-25(b) and 159-28 is requested. Authority granted by this statutory designation shall only be exercised based on a delegation of authority created by the County Finance Officer.

The Finance Officer respectfully requests the passage of the attached resolution.

BOARD OF COMMISSIONERS

CHAIRMAN
KENNY HEATH -TOWNSHIP #5

VICE-CHAIRMAN
EDWARD RIGGS JR. - TOWNSHIP #3

DOUG BRINSON - AT LARGE
KARI FORREST – AT LARGE
THOMAS MILLS - TOWNSHIP #1
CANDY BOHMERT – TOWNSHIP #2
CARL OLLISON - TOWNSHIP #4

COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
MARK BREWINGTON

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

RESOLUTION APPOINTING A DEPUTY FINANCE OFFICER

WHEREAS, the Pamlico County Board of Commissioners has appointed a County Finance Officer pursuant to North Carolina General Statute 159-24; and

WHEREAS, North Carolina General Statutes 159-25 and 159-28 authorize a properly designated Deputy Finance Officer to perform certain financial duties when approved by the governing board; and

WHEREAS, Farrah Newman has been hired as the Pamlico County Assistant Finance Officer and it is desired that the Assistant Finance Officer be able to perform certain duties as authorized by General Statutes 159-25 and 159-28;

NOW, THEREFORE, BE IT RESOLVED by the Pamlico County Board of Commissioners that:

1. Farrah Newman is hereby appointed as a Deputy Finance Officer for Pamlico County, effective November 2, 2026, to serve at the pleasure of the County Finance Officer.

2. The authority granted by this appointment may be exercised only through formal delegation by the County Finance Officer.

3. When formally delegated by the County Finance Officer, Farrah Newman may be authorized to:

    a. Sign preaudit certificates pursuant to North Carolina General Statute 159-28(a1);

    b. Review and approve bills, invoices, and other claims for disbursement pursuant to North Carolina General Statute 159-28(b);

    c. Sign disbursement certificates on checks and drafts pursuant to North Carolina General Statute 159-28(d1);

    d. Perform the required preaudit process for electronic payments and electronic funds transfers pursuant to North Carolina General Statute 159-28(d2); and

    e. Sign checks or drafts on an official depository pursuant to North Carolina General Statute 159-25(b), subject to the County's applicable countersignature requirements and internal control procedures.

Adopted this the 2nd day of November, 2026 at the Pamlico County Courthouse in Bayboro, North Carolina.

_____
Kenny Heath, Chairman
Pamlico County Board of Commissioners

Attest:

_____
Tracy Boyd, Clerk to the Board

[SEAL]

BOARD OF COMMISSIONERS

CHAIRMAN
KENNY HEATH -TOWNSHIP #5

VICE-CHAIRMAN
EDWARD RIGGS JR. - TOWNSHIP #3

DOUG BRINSON - AT LARGE
KARI FORREST – AT LARGE
THOMAS MILLS - TOWNSHIP #1
CANDY BOHMERT – TOWNSHIP #2
CARL OLLISON - TOWNSHIP #4

COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
MARK BREWINGTON

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

November 2, 2026

TO: Chairman Heath and Pamlico County Board of Commissioners

FROM: Mark Brewington, County Manager

RE: Request To Accept And Review Application For The Pamlico County Tourism Board

Commissioner Thomas Mills requests the Pamlico County Board of Commissioners to consider approval of Mr. Brad Poirier's appointment with the Pamlico County Tourism Board. Application was received on October 22, 2026, requesting consideration for appointment to the Pamlico County Tourism Board. Commissioner Thomas Mills has selected Mr. Brad Poirier's as his nomination for the Tourism Board. This nomination request will be tabled according to Board of Commissioners operating policy until the next scheduled Board of Commissioners meeting to be held on November 16, 2026.

Please see the Tourism Board application attached for your review and consideration.

APPLICATION FOR APPOINTMENT TO COUNTY BOARDS AND COMMITTEES	PAMLICO COUNTY P.O. BOX 776 BAYBORO, NC 28515

This application requests general information based on your interest in applying for a position on a Pamlico County Advisory Board, Commission, Committee, or Task Force.

Applicant Name: Brad Poirier Date of Application: 10./ 22/ 2026

Home Address: 321 Craven County Rd, New Bern, NC 28560 (Olympia)

Phone: 508-801-6147

Email Address: brad@poiriercreative.com

Fax Number: _____

I am interested in serving on the following Board/Committee:

Tourism Development Board

EMPLOYMENT AND EDUCATION

Employer Self Employed / Poirier Creative	Graduate? Y/N Major _____
Address 2605 Trent Rd, New Bern, NC	High School New Bedford High School
Phone: _____	College _____
Occupation: Marketing	Graduate School _____
	Other _____

Are you a citizen of the United States? Yes ✓ No ____ If yes, how long? ____

Length of residence in Pamlico County 8 years 3 months

Current Civic/Community Participation: Recent board particpation of New Bern Chamber

Are you currently serving or have you ever served on a public board or committee? If so, please list below:

Board/Committee	Dates
New Bern Chamber of Commerce - Board Member	January 2023-December 2025
Downtown Business Council - Board Chair	January 2024-August 2025

Please provide a brief statement outlining why you wish to serve on the Advisory Board, Commission, or Committee you have indicated.

I run two successful companies - a local marketing service, and a portrait studio.
I believe my experience in business growth and also economic growth through the Chamber,
I can help assist Pamlico County to draw in more visitors, and increase total revenues through
taxes of merchant sales, and potential grants.

Brad Pomier
Applicant's Signature

10/22/2026
Date

Please return form to:

Pamlico County Manager's Office
P.O. Box 776
Bayboro, NC 28515

Or fax:
(252) 745-5514

You may attach a resume to provide additional information.

BOARD OF COMMISSIONERS

CHAIRMAN
KENNY HEATH -TOWNSHIP #5

VICE-CHAIRMAN
EDWARD RIGGS JR. - TOWNSHIP #3

DOUG BRINSON - AT LARGE
KARI FORREST – AT LARGE
THOMAS MILLS - TOWNSHIP #1
CANDY BOHMERT – TOWNSHIP #2
CARL OLLISON - TOWNSHIP #4

COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
MARK BREWINGTON

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

November 2, 2026

TO: Chairman Heath and Pamlico County Board of Commissioners

FROM: Mark Brewington, County Manager

RE: Request For Change Of Relief Fund Board Member Appointed

Chief Todd McFadden of the Grantsboro Silverhill Volunteer Fire Department in Pamlico County requests the Pamlico County Board of Commissioners to consider a change of appointment to the Relief Fund Board of Trustees member in the local government appointed position, effective 10/07/2026. The current member, Mr. Mike Grose II, is no longer an active member of the organization.

It is requested that Mr. Christopher B Bennett be appointed to the position.

Please see the memorandum of request for your consideration and guidance.

GRANTSBORO SILVERHILL VOLUNTEER FIRE DEPARTMENT

P O BOX 5 GRANTSBORO, NC 28529

35 NC HWY 306 S GRANTSBORO, NC 28529

252-675-7583

gsvfdes@outlook.com

10/07/2026

To: Pamlico County Board of Commissioners

From: Chief Todd McFadden, Grantsboro Silverhill VFD, Pamlico County

Subject: Request for change of Relief Fund Board member appointed County Commissioners for Grantsboro Silverhill VFD

This letter serves to inform you that we request a change to the Relief Fund Board of trustees member in the local government appointed position, effective 10/07/2026. The current member Mr. Mike Grose II is no longer an active member in the organization.

The new member selected to replace Mike Grose is:
Mr. Christopher B Bennett
9 Black Bear Ln
New Bern, NC 28560
cbryanbennett@gmail.com

Thank you,

Chief Todd McFadden

BOARD OF COMMISSIONERS

CHAIRMAN
KENNY HEATH -TOWNSHIP #5

VICE-CHAIRMAN
EDWARD RIGGS JR. - TOWNSHIP #3

DOUG BRINSON - AT LARGE
KARI FORREST – AT LARGE
THOMAS MILLS - TOWNSHIP #1
CANDY BOHMERT – TOWNSHIP #2
CARL OLLISON - TOWNSHIP #4

COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
MARK BREWINGTON

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

November 2, 2026

TO: Chairman Heath and Pamlico County Board of Commissioners

FROM: Mark Brewington, County Manager

RE: Request Approval To Post And Collect Mandated State Fees For Building Permits Pursuant To Senate Bill 257 (95-281)

Pamlico County Inspections Department requests the Pamlico County Board of Commissioners to approve the posting and collecting of Mandated State Fees for Building Permits pursuant to Senate Bill 257 (95-281). Effective January 1, 2027, the Building Code and Code Interpretations Council will be moved under the Department of Labor. The Department of Labor is requiring all state jurisdictions to collect an additional State Regulatory Fee on permits. The fees are state-mandated and the fees collected will be remitted to the Department of Labor.

The Building Inspections Department is requesting that the new fees be posted on their permit portal as a disclosure and to update the existing applications that are in the office with the same disclosure.

Please see the memorandum of request and all supporting documents for your review and consideration.

PAMLICO COUNTY
BUILDING INSPECTIONS DEPARTMENT

202 Main Street, Bayboro, NC 28515
Mailing: PO Box 776 Bayboro, NC 28515
PH: 252-745-3861

October 27, 2026

To: Mr. Mark Brewington, County Manager
Pamlico County Board of Commissioners

RE: New State Fees for Building Permits

Effective January 1, 2027, the Building Code and Code Interpretations Council will be moved under the Department of Labor. Therefore, the Department of Labor is requiring all state jurisdictions to collect an additional State Regulatory Fee on permits. The fees are state-mandated and the fees collected will be remitted to the Department of Labor.
Attached is a copy of Senate Bill 257 (§95-281).

The Building Inspections department is requesting approval from the Board of Commissioners to post these new fees on our permit portal as a disclosure (see attached example) and to update the existing applications that are in the office with the same disclosure (see attached example).

The fees are as follows:

- Residential Building Permits - $25 State Regulatory Fee
- Commercial Building Permits - $100 State Regulatory Fee
- Individual Trade Permits - $10 State Regulatory Fee

Regards,

Ray Bennett/Chief Building Inspector

"§ 95-281. State Building Code Regulatory Fund; State Building Code regulatory fee; fee remittance. (a) Special Fund. – A special fund in the Department of Labor, the State Building Code Regulatory Fund, is created. The fees collected pursuant to this section shall be deposited in the State Building Code Regulatory Fund. The Department shall use all funds credited to the Fund to support the Building Codes and Interpretations Bureau. (b) State Building Code Regulatory Fee. – In addition to building permit fees levied by local governments pursuant to G.S. 160D-402, each building permit applicant shall pay a State Building Code regulatory fee for the costs incurred by the Building Codes and Interpretations Bureau of the Department of Labor in administering, developing, interpreting, providing technical assistance on, and supporting the consistent application of the North Carolina State Building Code, as defined in G.S. 143-138, including the enforcement of interpretations and decisions pursuant to G.S. 95-283.

Local governments shall collect this fee in the following amounts: (1) One hundred dollars ($100.00), with all building permits issued for the construction of buildings and structures subject to the North Carolina Building Code. (2) Twenty-five dollars ($25.00), with all building permits issued for the construction of buildings and structures subject to the North Carolina Residential Code. (3) Ten dollars ($10.00), with all building permits issued for work subject to the North Carolina State Building Code other than described in subdivisions (1) and (2) of this subsection. (c) Local Government Remittance to the Fund. – The local government shall remit funds collected pursuant to subsection (b) of this section to the Department of Labor on a quarterly basis to be credited to the State Building Code Regulatory Fund. With each quarterly remittance, the local government shall also submit to the Department of Labor a report stating the number of building permits issued during the quarter for each category of permit described in subdivisions (1), (2), and (3) of subsection (b) of this section. (d) Miscellaneous Fees. – Except for fees collected under G.S. 143-138.1(a), 143-139.4(h), and 143-143.4(b)(5), all fees collected under Article 9 of Chapter 143 of the General Statutes shall be credited to the State Building Code Regulatory Fund.

DATE: _____ PERMIT#_____

PAMLICO COUNTY BUILDING INSPECTIONS RESIDENTIAL PERMIT APPLICATION

PO Box 776, Bayboro, NC 28515 ▪ 252-745-3861 ▪ Email: pcbi@pamlicocounty.org

*Project/Site Owner Name:		
*Project Site Address:	*City:	*Zip:
*Contact Number:	Email Address:	
Tax Parcel ID:	*Town Zoning? ☐ Yes ☐ No	Town of:

*Type of Permit:	*Construct Value:	Description of Work Being Done:

IF IN A FLOOD ZONE, A FLOODPLAIN DEVELOPMENT PERMIT MAY BE REQUIRED

Flood Zone: ☐ Yes ☐ No	Zone Type:	Base Flood Elevation:

Septic ☐ Well ☐ Septic Affidavit ☐ Sewer ☐ (Septic Affidavit must meet certain requirements to be used)

GENERAL & SUB-CONTRACTORS

General Contractor	Name:	License:	Phone:
Electrical	Name:	License:	Phone:
*Power Company: Duke ☐ Tideland ☐ *(please check one)*			
Mechanical	Name:	License:	Phone:
Plumbing	Name:	License:	Phone:

BUILDING INFORMATION: ☐ New Residential ☐ Storage Building ☐ Garage ☐ Addition ☐ Remodel ☐ Other

Heated Sq Ft:	# of Floors:	# of Beds:	# of Baths:
Deck Sq Ft:	Porch Sq Ft:	Carport Sq Ft:	Garage Sq Ft:
Storage Bldg./Shed Sq Ft:	Other:	TOTAL SQ FT:	

MOBILE HOME: ☐ Single Wide ☐ Double Wide

Year	Make	BDrooms	BArooms	Tax Moving Permit

CAMA GENERAL ☐ CAMA MINOR (APPLICATION FEE $119)

Pier/Dock/Ret Wall Sq. Ft:	Boathouse Sq Ft:	Boatlift Sq. Ft:
Rip-Rap LFT:	Bulkhead/Boat ramp LFT:	# of Boatlifts:

DRAFT

PAMLICO COUNTY BUILDING INSPECTIONS RESIDENTIAL PERMIT APPLICATION

PERMIT FEES DISCLOSURE – EFFECTIVE JANUARY 1, 2027

Effective January 1, 2027, The Department of Labor is requiring all state jurisdictions to collect an additional State Regulatory Fee on permits. These fees are state-mandated. **Senate Bill 257, Session Law 2026-41 "§ 95-281.**
The fees are charged in addition to the fees calculated for the building permit.
Residential Building Permits - $25 State Regulatory Fee
Individual Trade Permits - $10 State Regulatory Fee
By signing below, you are acknowledging the additional fee to your building permit:

Owner/
Applicant Signature _____ **Date:** _____

PERMIT FEES (OFFICE USE ONLY)

STATE REGULATORY FEE ($25)			**TRADE PERMIT STATE REGULATORY FEE ($10)**		
HOMEOWNERS RECOVERY FEE $			**FLOODPLAIN DEVELOPMENT/FEMA$**		
BUILDING $	**ELECTRICAL $**	**MECHANICAL $**	**PLUMBING $**	**INSULATION $**	**TEMP POLE $**
TENT $	**FIRE $**	**PYROTECHNICS $**	**PERMIT TOTAL $**		

DRAFT

PLEASE READ CAREFULLY BEFORE SIGNING APPLICATION

A plot plan is required for all structural permits and must include the location of the proposed project▪Approval from wastewater authorities must be submitted before the issuance of ANY PERMIT in which a plot plan is required▪Two completed sets of plans are required for building structures; include specifications/materials list – ALLOW 48 HOURS MINIMUM FOR PLAN REVIEW. ▪FEMA pre-construction (benchmark) Elevation Certificates, when required, must be submitted for review with the initial application packet▪ **ALL INSPECTIONS MUST BE SCHEDULED THROUGH THE INSPECTIONS OFFICE. FINAL INSPECTIONS C/O: Final Elevation Certificates, when required, must be submitted for review BEFORE requesting permanent power on ANY structure located in a special flood hazard area▪APPROVAL OF SEPTIC COMPLETION, when required, must be presented BEFORE requesting a Pre-final or BEFORE requesting a mobile home inspection.**

I hereby certify that all information in this application is correct, and all work will comply with the State Building Code and all other applicable State and local laws and ordinances and regulations. The inspections department will be notified of any changes in the approved plans and specifications for the project permitted herein.

Owner/
Applicant Signature_____**Inspections Dept Signature:** _____

DATE: _____ PERMIT#_____

PAMLICO COUNTY BUILDING INSPECTIONS COMMERCIAL PERMIT APPLICATION

PO Box 776, Bayboro, NC 28515 ▪ 252-745-3861 ▪ Email: pcbi@pamlicocounty.org

***Project/Site Owner Name:**		
***Project Site Address:**	***City:**	***Zip:**
***Contact Number:**	**Email Address:**	
Tax Parcel ID:	***Town Zoning? ☐ Yes ☐ No Town of:**	

***Type of Permit:**	***Description of Work Being Done:**
***Construct Value:**	

IF IN A FLOOD ZONE, A FLOODPLAIN DEVELOPMENT PERMIT MAY BE REQUIRED

***Flood Zone: ☐ Yes ☐ No**	***Zone Type:**	**Elevation:**

***Septic ☐ *Well ☐ *Sewer ☐ *Septic Affidavit ☐ YES *Public Water Approval: _____**

BUILDING INFORMATION: ☐ Commercial Building Occupancy Classification _____

Type of Construction _____ Heated sq ft _____ # of floors _____

GENERAL & SUB-CONTRACTORS

	NAME	LICENSE #	PHONE #
General Contractor			
Electrical			
***Power Company: Duke ☐ Tideland ☐ (please check one)**			
Mechanical			
Plumbing			

DRAFT

PAMLICO COUNTY BUILDING INSPECTIONS COMMERCIAL PERMIT APPLICATION

PO Box 776, Bayboro, NC 28515 ▪ 252-745-3861 ▪ Email: pcbi@pamlicocounty.org

PERMIT FEES DISCLOSURE – EFFECTIVE JANUARY 1, 2027

Effective January 1, 2027, The Department of Labor is requiring all state jurisdictions to collect an additional State Regulatory Fee on permits. These fees are state-mandated. **Senate Bill 257, Session Law 2026-41 "§ 95-281.**
The fees are charged in addition to the fees calculated for the building permit.
Commercial Building Permits - $100 State Regulatory Fee
Individual Trade Permits - $10 State Regulatory Fee
By signing below, you are acknowledging the additional fee(s) to your building permit:

Owner/
Applicant Signature: _____ **Date:** _____

PERMIT FEES (INSPECTIONS TO COMPLETE)

STATE REGULATORY FEE ($100)			**TRADE PERMIT STATE REGULATORY FEE ($10)**		
FLOODPLAIN DEVELOPMENT/FEMA$			**PLAN REVIEW FEE $:** ☐ **$100 (UP TP 10,000 SQ. FT)** ☐ **$250 (OVER 10,000 SQ. FT)**		
BUILDING $	**ELECTRICAL $**	**MECHANICAL $**	**PLUMBING $**	**INSULATION $**	**TEMP POLE $**
FEMA/FLOODPLAIN $	**TENT $**	**FIRE $**	**PYROTECHNICS $**	**PERMIT TOTAL $:**	

DRAFT

PLEASE READ CAREFULLY BEFORE SIGNING APPLICATION

A plot plan is required for all structural permits and must include the location of the proposed project▪Approval from wastewater authorities must be submitted before the issuance of ANY PERMIT in which a plot plan is required▪Two completed sets of plans are required for building structures; include specifications/materials list – ALLOW 48 HOURS MINIMUM FOR PLAN REVIEW. ▪FEMA pre-construction (benchmark) Elevation Certificates, when required, must be submitted for review with the initial application packet▪ **ALL INSPECTIONS MUST BE SCHEDULED THROUGH THE INSPECTIONS OFFICE. FINAL INSPECTIONS C/O: Final Elevation Certificates, when required, must be submitted for review BEFORE requesting permanent power on ANY structure located in a special flood hazard area▪APPROVAL OF SEPTIC COMPLETION, when required, must be presented BEFORE requesting a Pre-final or BEFORE requesting a mobile home inspection.**

I hereby certify that all information in this application is correct, and all work will comply with the State Building Code and all other applicable State and local laws and ordinances and regulations. The inspections department will be notified of any changes in the approved plans and specifications for the project permitted herein.

Owner/Applicant
Signature_____**Inspections Dept Signature:** _____

The proposed disclosure would appear at the beginning of the permit process in the OpenGov online portal.

This would appear after the applicant has created their account and they would need to acknowledge by electronically signing and dating.

If applicant appears in the office and the "paper" permit application is not used, then the permit tech would read the disclosure to the applicant before proceeding.

PERMIT FEES DISCLOSURE – EFFECTIVE JANUARY 1, 2027

Effective January 1, 2027, the Building Code and Code Interpretations Council will be relocated under the Department of Labor. Therefore, the Department of Labor is requiring all state jurisdictions to collect an additional State Regulatory Fee on permits. (§95-281)

The fees are charged in addition to the fees calculated for the building permit.

Residential Building Permits - $25 State Regulatory Fee
Commercial Building Permits - $100 State Regulatory Fee
Individual Trade Permits - $10 State Regulatory Fee

By signing, you are acknowledging the additional fee(s) to your building permit

Signature: _____ Date: _____

BOARD OF COMMISSIONERS

CHAIRMAN
KENNY HEATH -TOWNSHIP #5

VICE-CHAIRMAN
EDWARD RIGGS JR. - TOWNSHIP #3

DOUG BRINSON - AT LARGE
KARI FORREST – AT LARGE
THOMAS MILLS - TOWNSHIP #1
CANDY BOHMERT – TOWNSHIP #2
CARL OLLISON - TOWNSHIP #4

COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
MARK BREWINGTON

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

November 2, 2026

TO: Chairman Heath and Pamlico County Board of Commissioners

FROM: Mark Brewington, County Manager

RE: Pamlico County Board of Commissioners 2027 Meeting Schedule

Attached is a proposed Board Meeting Schedule for Calendar Year 2027. The meeting dates will be the 1st and 3rd Monday of every month except when a holiday falls on a meeting date then the meeting will be held on the next day (Tuesday).

Please see a copy of the meeting dates attached for review and approval.

PAMLICO COUNTY BOARD OF COMMISSIONERS

MEETING DATES

WHEN: 1ST and 3rd Monday, each month.

*Except when a Holiday falls on the 1st and/or 3rd Monday, then the meeting is scheduled for the next day (Tuesday).

WHERE: Patsy H. Sadler (Commissioners) Room, 2nd floor of Pamlico County Courtroom.

TIME: 7:00 p.m.

2027 SCHEDULE AS FOLLOWS (Mondays unless otherwise noted):

January: 4th and 19th (Tuesday)

February: 1st and 15th

March: 1st and 15th

April: 5th and 19th

May: 3rd and 17th

June: 7th and 21st

July: 6th (Tuesday) and 19th

August: 2nd and 16th

September: 7th (Tuesday) and 20th

October: 4th and 18th

November: 1st and 15th

December: 6th (Only one meeting this month)

BOARD OF COMMISSIONERS

CHAIRMAN
KENNY HEATH -TOWNSHIP #5

VICE-CHAIRMAN
EDWARD RIGGS JR. - TOWNSHIP #3

DOUG BRINSON - AT LARGE
KARI FORREST – AT LARGE
THOMAS MILLS - TOWNSHIP #1
CANDY BOHMERT – TOWNSHIP #2
CARL OLLISON - TOWNSHIP #4

COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
MARK BREWINGTON

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

November 2, 2026

TO: Chairman Heath and Pamlico County Board of Commissioners

FROM: Mark Brewington, County Manager

RE: Request Approval Of Interlocal Agreement For Emergency Communications and Dispatch Services

The Town of Oriental request consideration from the Pamlico County Board of Commissioners for the approval to inter into an “Interlocal Agreement For Emergency Communications and Dispatch Services”. The Pamlico County Sheriff’s Office is also in agreement with the terms and conditions of this agreement.

Please see the Interlocal Agreement For Emergency Communications and Dispatch Services attached for your review and consideration.

STATE OF NORTH CAROLINA
COUNTY OF PAMLICO

INTERLOCAL AGREEMENT FOR EMERGENCY COMMUNICATIONS AND DISPATCH SERVICES

This Interlocal Agreement for Emergency Communications and Dispatch Services ("Agreement") is entered into by and between PAMLICO COUNTY, a political subdivision of the State of North Carolina ("County"); the SHERIFF OF PAMLICO COUNTY, acting in his official capacity ("Sheriff"); and the TOWN OF ORIENTAL, a North Carolina municipal corporation ("Town"). The County, Sheriff, and Town may collectively be referred to as the "Parties."

WITNESSETH:

WHEREAS, Article 20 of Chapter 160A of the North Carolina General Statutes authorizes units of local government to enter into agreements for the joint or contractual exercise of governmental powers and functions;

WHEREAS, N.C.G.S. § 153A-212 authorizes counties to cooperate with other local governments in law-enforcement matters;

WHEREAS, Pamlico County, through the Pamlico County Sheriff's Office Communications Center, provides emergency communications and dispatch services within Pamlico County;

WHEREAS, the Town maintains the Oriental Police Department ("OPD") as its municipal law-enforcement agency, and OPD does not provide continuous twenty-four-hour law-enforcement staffing;

WHEREAS, the Parties desire to establish clear responsibilities for communications and dispatch services for law-enforcement calls occurring within the Town of Oriental;

WHEREAS, the Parties acknowledge that access to DCI, NCIC, CJIS, and other restricted criminal-justice information systems is governed by separate agreements, policies, certifications, and applicable State and federal requirements;

WHEREAS, the Parties further acknowledge that law-enforcement mutual aid and temporary assistance are governed by separate agreements and applicable law and are not created by this Agreement;

NOW, THEREFORE, in consideration of the mutual promises and obligations contained herein, the Parties agree as follows:

1. PURPOSE

The purpose of this Agreement is to establish the terms under which Pamlico County, through the Pamlico County Sheriff's Office Communications Center, will provide emergency communications and law-enforcement dispatch services for the Town of Oriental. This Agreement is intended to provide continuity and clarity in communications operations while preserving the separate authority, command, personnel, records, and responsibilities of the Sheriff's Office and OPD.

2. NO JOINT AGENCY CREATED

Nothing contained in this Agreement creates a separate or joint governmental agency. The Pamlico County Sheriff's Office and Oriental Police Department shall remain separate law-enforcement agencies. Employees of either agency shall remain employees of their respective governmental entity and shall remain subject to their own agency's supervision, personnel policies, chain of command, training requirements, disciplinary procedures, compensation, and benefits.

3. COMMUNICATIONS AND DISPATCH SERVICES

Pamlico County Sheriff's Office Communications shall provide communications and dispatch services for law-enforcement calls for service occurring within the Town of Oriental as presently provided by the County.

Such services may include receiving emergency 911 calls and other law-enforcement calls for service; entering calls into the County's Computer-Aided Dispatch (CAD) system; determining the appropriate agency for initial dispatch under this Agreement and established communications procedures; dispatching OPD personnel when OPD personnel are on duty and available; dispatching Pamlico County Sheriff's Office personnel when appropriate; maintaining radio communications with dispatched units; recording unit status and significant incident information in CAD; providing available information to responding personnel; and maintaining communications records in accordance with applicable law and County records-retention requirements.

4. OPD DUTY STATUS

OPD shall be responsible for providing Pamlico County Communications with accurate and timely information concerning the duty and availability status of its officers. OPD shall notify Communications when an officer begins duty, ends duty, becomes temporarily unavailable, or otherwise changes status in a manner affecting the officer's availability for calls for service.

Communications shall not be responsible for independently determining whether an OPD officer is working when OPD has failed to provide current duty-status information.

5. INITIAL DISPATCH WITHIN THE TOWN

When an OPD officer is identified as on duty and available, law-enforcement calls occurring within the corporate limits of the Town shall ordinarily be dispatched to OPD.

Dispatching a call to OPD does not prevent Communications from simultaneously dispatching the Sheriff's Office or another appropriate public-safety agency when the nature of the call or circumstances indicate that an immediate additional response is reasonably necessary.

6. OPD NOT ON DUTY OR UNAVAILABLE

When Communications has been notified that no OPD officer is on duty or available, law-enforcement calls occurring within the Town may be dispatched directly to the Pamlico County Sheriff's Office.

Communications shall not be required to attempt to contact off-duty OPD personnel before dispatching the Sheriff's Office unless specifically required by an agreed written operational procedure. The Sheriff's Office shall determine the appropriate response and assignment of Sheriff's Office personnel consistent with the nature and priority of the call and the availability of Sheriff's Office resources.

7. FAILURE OF OPD TO ACKNOWLEDGE A CALL

When an OPD officer is shown as on duty and available, Communications shall dispatch the call to OPD in accordance with established Communications procedures. If the OPD officer does not acknowledge the dispatch within the period established by written Communications policy, Communications may make an additional attempt to contact the OPD officer when appropriate and shall dispatch the Pamlico County Sheriff's Office when required by policy or the circumstances of the call.

Nothing in this section shall require Communications to delay an emergency law-enforcement response while attempting to contact OPD. For emergency, priority, officer-safety, life-threatening, crime-in-progress, or other circumstances requiring immediate law-enforcement intervention, Communications may dispatch the Sheriff's Office simultaneously with OPD or immediately dispatch the Sheriff's Office when circumstances reasonably warrant.

8. SHERIFF'S OFFICE RESPONSE WITHIN ORIENTAL

When the Sheriff's Office is dispatched to a call within the Town because OPD is unavailable, off duty, or fails to respond, Sheriff's Office personnel shall act as Pamlico County Sheriff's Office personnel and shall remain under the command and control of the Sheriff.

Nothing in this Agreement shall place Sheriff's Office personnel under the routine command or supervision of OPD or the Town. The Sheriff or the Sheriff's designee retains authority to determine the number of deputies assigned, manner of response, tactics, investigative resources, supervisory response, and other operational matters involving Sheriff's Office personnel.

9. CASE RESPONSIBILITY FOLLOWING PCSO RESPONSE

When the Sheriff's Office responds because OPD is unavailable, off duty, or fails to respond, the Sheriff's Office may complete the immediate investigation, enforcement action, arrest, report, evidence collection, and other actions reasonably associated with the incident. The Sheriff's Office shall not be required to relinquish an active investigation merely because an OPD officer subsequently becomes available.

OPD and the Sheriff's Office may transfer responsibility for follow-up investigation by mutual agreement when appropriate. Nothing in this section creates or modifies a separate mutual-aid agreement.

10. EMERGENCY AND HIGH-PRIORITY CALLS

Public and officer safety shall take priority over agency jurisdictional preference. Communications may immediately dispatch the closest or otherwise appropriate available law-enforcement resource when the information received indicates an imminent threat to life, serious bodily injury, an officer requiring assistance, a violent crime in progress, or another circumstance requiring immediate law-enforcement intervention.

Such dispatch shall not constitute a permanent transfer of jurisdiction or responsibility between the agencies.

11. MUNICIPAL ORDINANCES

Unless otherwise authorized by law or specifically agreed in writing, Sheriff's Office personnel responding under this Agreement are not obligated to undertake routine enforcement of Town ordinances that do not constitute violations of State law. Nothing in this Agreement limits the authority otherwise granted to the Sheriff or Sheriff's deputies under North Carolina law.

12. CAD AND COMMUNICATIONS RECORDS

Pamlico County shall maintain CAD, telephone, radio, and other communications records created by County Communications in accordance with applicable North Carolina law and records-retention requirements.

Each law-enforcement agency shall remain responsible for reports, investigative files, evidence records, arrest records, and other agency records created by its personnel. The fact that Communications dispatched an incident does not, by itself, determine ownership of the resulting criminal investigative file.

13. REPORTS, EVIDENCE, AND ARREST RESPONSIBILITY

When OPD responds and assumes responsibility for an incident, OPD shall be responsible for its law-enforcement report and subsequent investigation. When the Sheriff's Office responds and assumes responsibility for an incident, the Sheriff's Office shall be responsible for its law-enforcement report and subsequent investigation unless responsibility is subsequently transferred by agreement between the agencies.

Evidence and property collected by an agency shall ordinarily be maintained by that agency in accordance with its evidence policies and applicable law. Any transfer of evidence between agencies shall be documented through an appropriate chain-of-custody procedure.

An arresting agency shall be responsible for the reports, charging documents, prisoner processing, and other responsibilities ordinarily associated with an arrest made by its personnel, except where another arrangement is authorized by law or separately agreed.

14. OPERATIONAL PROCEDURES

The Sheriff or Sheriff's designee and the Chief of Police of Oriental may develop written operational procedures consistent with this Agreement concerning OPD duty-status notifications; radio procedures; CAD unit status; call prioritization; initial and secondary dispatch attempts; no-response time periods; emergency simultaneous dispatch; officer-safety notifications; requests for backup; transfer of investigations; significant incident notifications; and other routine operational matters.

Operational procedures shall not amend the substantive terms of this Agreement.

15. LAW-ENFORCEMENT MUTUAL AID

This Agreement is limited to the emergency communications and dispatch services described herein and does not constitute a law-enforcement mutual-aid agreement between the Pamlico County Sheriff's Office and the Oriental Police Department.

Law-enforcement mutual aid, temporary assistance, requests for additional personnel or equipment, and the exercise of authority pursuant to N.C.G.S. § 160A-288 or other applicable law shall be governed by separate mutual-aid agreements, written requests, or other lawful authority applicable to the participating agencies.

Nothing in this Agreement shall supersede, amend, expand, restrict, or replace any existing or future mutual-aid agreement between the Pamlico County Sheriff's Office and the Oriental Police Department or other law-enforcement agencies.

16. DCI, NCIC, CJIS, AND CRIMINAL JUSTICE INFORMATION

Access to, use of, dissemination of, and security of information obtained through the North Carolina Division of Criminal Information (DCI), National Crime Information Center (NCIC), Criminal Justice Information Services (CJIS), or any other restricted criminal-justice information system is not granted by this Agreement.

Any access provided to or on behalf of OPD through facilities, equipment, networks, terminals, personnel, or communications resources associated with Pamlico County or the Pamlico County Sheriff's Office shall be governed by the applicable separate agency access agreements, user agreements, security agreements, State and federal requirements, and policies governing those systems.

Nothing in this Agreement shall be construed as authorizing either Party or its personnel to obtain, access, use, disclose, disseminate, retain, or provide criminal-justice information beyond the authority otherwise granted to that Party or individual under applicable law, regulation, policy, certification, or separate agreement.

Pamlico County Communications personnel may perform authorized criminal-justice information inquiries or communications functions for OPD personnel only to the extent permitted by the applicable DCI/NCIC/CJIS agreements, policies, certifications, and access requirements.

The Parties acknowledge that compliance with DCI, NCIC, CJIS, and other criminal-justice information requirements remains an independent obligation and is not created, modified, or replaced by this Agreement.

17. SEPARATE AGREEMENTS PRESERVED

The Parties acknowledge that separate agreements may govern matters including law-enforcement mutual aid and temporary assistance; DCI/NCIC/CJIS access and criminal-justice information; radio-system access or interoperability; specialized law-enforcement operations or task-force participation; and other cooperative law-enforcement activities.

Unless expressly stated otherwise in a subsequent written agreement approved by the appropriate parties, this Agreement shall not amend, replace, supersede, or incorporate those separate agreements. In the event of a conflict concerning a matter specifically governed by one of those separate agreements, the terms of the agreement specifically governing that matter shall control.

18. SCOPE OF DISPATCH SERVICES

For purposes of clarity, the provision of dispatch services under this Agreement does not, standing alone: constitute a request for mutual aid under N.C.G.S. § 160A-288; place Pamlico County Sheriff's Office personnel under the command or supervision of OPD; place OPD personnel under the command or supervision of the Pamlico County Sheriff's Office; grant either agency access to DCI, NCIC, CJIS, or another restricted criminal-justice information system; transfer ownership or control of either agency's investigative records; or expand the jurisdiction or statutory authority of either law-enforcement agency or its personnel.

The dispatch of a Pamlico County Sheriff's Office deputy to a call for service within the Town of Oriental when OPD is unavailable, off duty, or fails to respond shall constitute the dispatch of the Sheriff's Office to perform its own law-enforcement function and shall not, by itself, constitute mutual aid to OPD.

19. PERSONNEL

Pamlico County shall remain solely responsible for employing, training, scheduling, supervising, compensating, and disciplining County communications personnel. The Sheriff shall retain authority over the appointment, supervision, assignment, and control of Sheriff's Office personnel as provided by North Carolina law. The Town shall remain responsible for employing, training, scheduling, supervising, compensating, and disciplining OPD personnel.

No employee of one Party shall acquire employment rights or benefits from another Party by virtue of this Agreement.

20. FINANCING AND COSTS

The County shall provide the communications and dispatch services described in this Agreement without direct charge to the Town. Each Party shall otherwise bear its own personnel, equipment, vehicle, administrative, and operational expenses unless separately agreed in writing.

Nothing in this Agreement obligates the County or Sheriff to incur expenditures beyond funds lawfully appropriated and available for the applicable purpose.

21. EQUIPMENT AND PROPERTY

No ownership interest in real property is created or transferred by this Agreement. Unless otherwise expressly agreed in writing, equipment purchased or owned by a Party shall remain the property of that Party upon expiration or termination of this Agreement.

22. INSURANCE, LIABILITY, AND IMMUNITIES

Each Party shall remain responsible for the acts and omissions of its own officers, employees, and agents to the extent provided by North Carolina law.

Nothing contained in this Agreement is intended to waive governmental immunity, public-official immunity, sovereign immunity, or any other defense or limitation of liability available to a Party or its officers, employees, or agents. Nothing herein shall be construed as creating a private cause of action or a duty to any person that does not otherwise exist under law.

23. TERM

This Agreement shall become effective on _____, following approval and execution by the Parties. The initial term shall be 3 years. Thereafter, the Agreement shall automatically renew for successive one-year periods unless terminated as provided herein and will not exceed 99 years.

24. TERMINATION

Any Party may terminate this Agreement without cause by providing at least one hundred eighty (180) days' written notice to the other Parties. The Parties may terminate this Agreement at any time by mutual written agreement.

Nothing herein prevents immediate operational action necessary to address an emergency, loss of communications capability, legal requirement, or substantial threat to public or officer safety.

25. AMENDMENT

This Agreement may be amended only by a written instrument approved and executed by the Parties in accordance with applicable North Carolina law. Routine operational procedures authorized under Section 14 may be modified by the Sheriff or Sheriff's designee and the Chief of Police without formally amending this Agreement, provided those procedures remain consistent with the Agreement.

26. GOVERNING LAW

This Agreement shall be interpreted and enforced in accordance with the laws of the State of North Carolina.

27. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the Parties concerning the emergency communications and dispatch services addressed herein and supersedes prior oral understandings concerning those matters. Existing written mutual-aid, DCI/NCIC/CJIS, radio, interoperability, or other specialized agreements shall remain effective except to the extent a later written agreement expressly provides otherwise.

28. SEVERABILITY

If any provision of this Agreement is determined to be unlawful or unenforceable, the remaining provisions shall continue in full force and effect to the extent permitted by law.

29. STATUTORY AUTHORITY AND APPROVAL

This Agreement is entered pursuant to Article 20 of Chapter 160A of the North Carolina General Statutes, including N.C.G.S. §§ 160A-460 through 160A-464, N.C.G.S. § 153A-212, and other applicable provisions of North Carolina law. The Agreement shall be approved and ratified in the manner required by applicable law.

30. NOTICES

Official notices required by this Agreement shall be delivered to:

PAMLICO COUNTY
Mark Brewington, County Manager
Pamlico County
P.O. Box 776
Bayboro, NC 28515

SHERIFF OF PAMLICO COUNTY
Sheriff Chris Davis
Pamlico County Sheriff's Office
P.O. Box 437
Bayboro, NC 28515

TOWN OF ORIENTAL
Diane Miller, Town Manager
Town of Oriental
P.O. Box 472
Oriental, NC 28571

Copies of operational notices affecting OPD shall also be provided to the Chief of Police.

31. EFFECTIVE DATE

This Agreement shall become effective following lawful approval by the Pamlico County Board of Commissioners and the Town of Oriental governing board and execution by the authorized representatives of the Parties.

IN WITNESS WHEREOF

The Parties have caused this Agreement to be executed by their duly authorized representatives.

PAMLICO COUNTY

By: _____
Chair, Pamlico County Board of Commissioners

Date: _____

ATTEST:

Clerk to the Board

[COUNTY SEAL]

SHERIFF OF PAMLICO COUNTY

By: _____
Sheriff

Date: 10-22-2026

TOWN OF ORIENTAL

By: Sally Truitt Belangia
Mayor

Date: _____

ATTEST:

Diane H Mills
Town Clerk

[TOWN SEAL]

