

**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, DECEMBER 07, 2020**

The Pamlico County Board of Commissioners met in regular session on Monday, December 07, 2020 at 7:00 pm in the Courtroom of the Pamlico County Courthouse. All Commissioners were present. Also present were County Attorney Dave Baxter, County Manager Tim Buck, Finance Officer Bill Fentress, and Clerk to the Board Courtney L. Norfleet.

Chairman Pat Prescott called the meeting to order.

Chairman Pat Prescott led the assemblage in prayer. Chairman Pat Prescott led the assemblage in the Pledge of Allegiance.

Chairman Pat Prescott asked if there were any corrections, additions, and/or deletions to the Monday, November 16, 2020 regular session minutes. There being none, on a motion made by Commissioner Candy Bohmert and seconded by Commissioner Doug Brinson, the following resolution was unanimously approved.

BE IT RESOLVED, the regular session minutes of the Monday, November 16, 2020 meeting are hereby approved, and the Chairman's signature is authorized thereon.

On a motion made by Commissioner Paul Delamar and seconded by Commissioner Ed Riggs, the old Board adjourned.

Judge Bob Cherry issued the oath of office to Commissioners Missy Baskervill, Candy Bohmert, and Pat Prescott.

Chairman Pat Prescott turned the meeting over to County Attorney Dave Baxter to conduct the election of Chairman and Vice-Chairman. Commissioner Missy Baskervill nominated Commissioner Doug Brinson as Chairman. Commissioner Pat Prescott requested that nominations cease.

Commissioner Candy Bohmert nominated Commissioner Missy Baskervill as Vice-Chairman. Commissioner Pat Prescott requested that nominations cease.

County Attorney Dave Baxter announced that Commissioner Doug Brinson would be Chairman and Commissioner Missy Baskervill would be Vice-Chairman.

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

BE IT RESOLVED that County Attorney Dave Baxter, County Manager Tim Buck, and Clerk to the Board Courtney L. Norfleet are hereby reaffirmed.

Chairman Doug Brinson asked if there were any additions and/or deletions to the agenda. There was one (1) deletion and one (1) addition. On a motion made by Commissioner Paul Delamar and seconded by Commissioner Missy Baskervill, the following was deleted from the Correspondence Agenda:

- Request to enter closed session pursuant to NCGS §143-318.11(a)(3).

On a motion made by Commissioner Paul Delamar and seconded by Commissioner Candy Bohmert, the following was added to the Correspondence Agenda:

- Request to appoint Commissioner Candy Bohmert to the Pamlico Community College Board of Trustees **Item 10**

There were no members of the public to speak during public comment period.

The Board then turned their attention to the Consent Agenda.

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

BE IT RESOLVED, the following Budget Amendments are hereby approved.

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 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100211-435510	Aid To Counties	\$367.64	
105110-519900	Contract Services	\$367.64	

Reason for Budget Revision: To recognize increase in funding.

Department: **Senior Services**

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100214-434937	Sr Svcs MIPPA Grant	\$ 891.00	
104948-526000 MIPPA	Office Supplies	\$ 191.00	
104948-537000 MIPPA	Advertising	\$ 700.00	

Reason for Budget Revision: To recognize MIPPA Grant revenue and increase expense lines.

Department: **ESFRLP 17**

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
250217-449279	ESFRLP 17 Grant Proceeds	\$ 30,000.00	
254925-557201	Soft Costs	\$ 30,000.00	

Reason for Budget Revision: To increase soft cost line per NCHFA for Grant ESFRLP 1718

Department: **Health Department**

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105110-518100	FICA Expense		\$ 384.00
105110-512600	Salaries & Wages P/T	\$ 384.00	
105115-519900	Contracted Services		\$ 62.81
105115-523900	Medical Supplies and Material	\$ 18.29	
105115-529005	Safety Supply & Equipment	\$ 44.52	
105124-529000	Departmental Supplies		\$ 7.93
105124-531000	Travel		\$ 300.00
105124-533000	Electrical	\$ 307.93	
105154-529000	Departmental Supplies	\$ 8,472.10	
105154-512100	Salaries & Wages		\$ 5,000.00
105154-518100	FICA Expense		\$ 2,500.00
105154-518101	Medicare Expense		\$ 600.00
105154-532001	Postage		\$ 372.10
105157-512200	Overtime	\$ 18,977.00	
105157-512100	Salaries & Wages		\$ 18,977.00

Reason for Budget Revision: To reallocate funds.

Department: Animal Control

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100600-400000	Miscellaneous Revenue	\$ 1,300.00	
104380-519900	Contracted Services	\$ 1,300.00	

Reason for Budget Revision: To recognize funds received by Animal Control and increase contracted services line.

BE IT RESOLVED, the following Health Director job description is hereby approved.

LOCAL HEALTH DIRECTOR

This is directive/managerial work in serving as the chief executive officer of a county health department, district health department or public health authority executing the powers and duties as defined in GS 130A-41 and GS 130A-45.5. Employees direct other managers/supervisors, professional, technical and support staff in the delivery of agency services to protect and promote public health. Work involves providing leadership and directing program development and implementation, establishing program standards and monitoring and evaluating quality of service delivery systems. Employees supervise budget activities and may maintain direct involvement in conflict/complaint resolution, staffing and personnel issues and serve as the principle spokesperson for the agency relative to public health issues. Work also involves representing the agency with government officials, medical/dental societies, health care providers, public/private schools and a variety of advocacy groups to influence the decision making process in order to insure adequate resources for program maintenance and expansion and the delivery of comprehensive services. Employees are appointed by and report to a local board of health or public health authority board. Employees in a public health authority serve at the pleasure of the public health authority board to whom they report.

RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities- General knowledge of management principles, techniques, and practices. Thorough knowledge of the principles and practices of public health. Working knowledge of applicable federal and state laws, rules, and regulations. Ability to exercise sound judgment in analyzing situations and making decisions; direct employees and programs in the various areas of responsibility; and, develop and maintain effective working relationships with the general public, and with federal, state, and local officials.

Minimum Education and Experience Requirements- A master's degree in public health

administration and at least one year of employment experience in health programs or health services; or a master's degree in a public health discipline other than public health administration and at least three years of employment experience in health programs or health services; or a master's degree in public administration and at least two years' experience in health programs or health services; or a master's degree in a field related to public health and at least three years of experience health programs or health services; or a bachelor's degree in public health administration or public administration and at least three years' experience in health programs or health services.

Note: Minimum training and experience requirements are in accordance with GS 130A-40 and GS 130A-45.5. For master's degree related to public health, the determination must be made by the State Health Director.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this but may not be applicable to all positions.

BE IT RESOLVED, the amendments to the March 18, 2019 Board of Commissioner minutes are hereby approved.

**PAMLICO COUNTY WATER DEPARTMENT FEE SCHEDULE
APPENDIX A**

WATER DEPARTMENT

Water Usage Rate	\$4.75/1,000 gallons (2-inch meters and less) \$6.76/1,000 gallons (3-inch meters and up)
Fixed Facility Fee	Flat Rate Monthly Charge for ¾ inch meter - \$15.50 Flat Rate Monthly Charge for 1-inch meter- \$15.50 Flat Rate Monthly Charge for 2-inch Meter or greater- \$40.50
Tap on Fees	¾ inch meter - \$1,360 1" meter - \$1,525 2" meter - \$7,500 3" or greater – Cost plus 20%
Meter Charge	¾" \$215.00

	1" \$260.00 2" \$750.00 3" or greater – current cost
Returned Check or Draft	\$25.00
Special Reading at customer request	\$25.00
Deposit (non-owner)	\$75.00
Account Activation Fee	\$25.00
Reconnect Fee	After 4:00 p.m. After Hours Fee is charged \$25.00
Meter Tampering	Triple the amount of losses/damages or \$500.00 whichever is greater
Broken Lock Fee	Current cost
Broken Angle Stop	Current cost
After Hours Fee	\$25.00
Service Fee	\$25.00
Hydrant Meter Deposit	\$500.00
Hydrant Meter Usage Rate – Limit 90 Days	\$175.00 for < 20,000 gallons \$6.76 per gallon thereafter

APPENDIX B

Pamlico County Water Department Cross-Connection Policy

A. Definitions

1. Backflow: The term "backflow" shall mean the undesirable reversal of flow of water or mixtures of water and other liquids, gases, or other substances into the distribution pipes of the consumer or public potable water system from any source or sources.
2. Cross-Connection: A "cross-connection" shall mean any unprotected actual or potential connection or structural arrangement between a public or a consumer's water system and any other source or system through which it is possible to introduce any contamination or pollution, other than the intended potable water with which the system is supplied. By-pass arrangements, jumper connections, removable sections, swivel or change-over devices, and other temporary or permanent devices through which or because of which "backflow" can or may occur are considered to be cross connections.

B. Policy

1. No person shall connect or cause to be connected any supply of water not approved by the North Carolina Department of Environment, Health, and Natural Resources to the water supplied by the Pamlico County Water System (SYSTEM). Cross Connections with private wells or other auxiliary water supplies shall result in immediate disconnection.

2. All facilities which pose a severe health hazard to the potable water system must have a containment assembly in the form of a reduced pressure zone (RPZ) backflow prevention assembly or air gap. Examples of facilities which pose a severe health hazard are listed in the North Carolina Guidelines -Cross Connection Control in Water Distribution Systems (Rules Governing Public Water Systems).
3. All facilities that pose moderate health hazard to the potable water system must have a containment assembly at a minimum in the form of a double check valve assembly. Examples of facilities which pose a moderate health hazard are listed in the North Carolina Guidelines - Cross Connection Control in Water Distribution Systems (Rules Governing Public Water Systems).
4. An approved backflow prevention assembly shall be installed on all existing Severe or Moderate health hazard accounts upon notification of the need for installation by the SYSTEM within 180 days, at the CUSTOMER's expense.

CROSS-CONNECTION POLICY

1. A certified backflow prevention assembly technician shall conduct testing of backflow prevention assemblies at the CUSTOMER's expense. Test shall be conducted upon installation, and annually thereafter. Any time that repairs to a backflow prevention assembly are deemed necessary, whether through annual testing or routine inspection by the CUSTOMER or SYSTEM, these repairs must be completed within fourteen (14) days of discovery.
2. A Dual Check Backflow Preventer or other USC approved backflow prevention device is required on all ¾" and 1" services. As a minimum requirement, all two-inch or larger commercial services will be required to install a Double Check Valve Assembly, at the CUSTOMER'S expense.
3. All connections for fire protection systems connected with the public water system shall be protected with an approved double check valve assembly as a minimum requirement.

BE IT RESOLVED, Mr. Jimmy Spain is hereby reappointed to the ABC Board to serve a three (3) year term.

BE IT RESOLVED, the request to approved County Manager and Finance Officer Bill Fentress as designated agents for any grants related to Hurricane Isaias is hereby approved.

BE IT RESOLVED, the request to set a hire rate not to exceed \$50,000 for the Water Department Office Supervisor Position and the authority to make salary, grade, or equity adjustments related to other Water Department office positions with adjustments not exceeding \$5,000 and authority for the County Manager and Finance Officer to make needed budget amendments to facilitate the requests is hereby approved.

BE IT RESOLVED, the request to ratify the approval to hire Magette Well and Pump Company Inc. to drill test wells at a price not to exceed \$165,000, authorize staff to sign contract documents, and authorize the County Manager and Finance Officer to make necessary budget amendments is hereby approved.

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

BE IT RESOLVED, the resolutions for transferring the ownership of properties between Pamlico County and Triangle Volunteer Fire Department are hereby approved.

PAMLICO COUNTY

Resolution Authorizing Sale of Real Property To a Volunteer Fire Department Pursuant to G.S. 160A-277

WHEREAS, G.S. 160A-277 authorizes the Pamlico County to sell real property upon such terms and conditions as it deems wise, with or without monetary consideration, to a volunteer fire department for the purpose of constructing or expanding fire department facilities if the volunteer fire department provides fire protection to Pamlico County;

WHEREAS, the Pamlico County wishes to sell the real property described in Exhibit A to Triangle Volunteer Fire Department; and

WHEREAS, Pamlico County wishes to purchase the real property and improvements comprising Triangle Volunteer Fire Department's existing fire station facility for \$100,000.00.

NOW THEREFORE, be it resolved, by the Pamlico County Board of Commissioners that:

1. Pamlico County shall convey the property described in Exhibit A to Triangle Volunteer Fire Department in consideration, in part, for the conveyance of the real property and improvements comprising Triangle Volunteer Fire Department's existing fire station facility;

2. The Pamlico County Manager is authorized to sign all necessary documents to consummate conveyance of the property described in Exhibit A on behalf of Pamlico County to Triangle Volunteer Fire Department; and

3. The Pamlico County Manager is authorized to sign all necessary documents to consummate the acquisition of the real property and improvements comprising Triangle Volunteer Fire Department's existing fire station facility for \$100,000.00 on behalf of Pamlico County.

ADOPTED this the 7th day of December 2020.

EXHIBIT A

All of that certain property described as "B." contained in the deed recorded in Deed Book 257, Page 471 in the Pamlico County Registry, also known by its tax parcel identification number as G042-53 and having a tax value of \$55,329.00.

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

BE IT RESOLVED, the request for approval of Commissioner Pat Prescott to be the voting delegate and Commissioner Doug Brinson to be the alternate for NCACC Legislative Goals Conference is hereby approved.

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

BE IT RESOLVED, the request to appoint Commissioner Candy Bohmert to the Pamlico Community College Board of Trustees to fill Commissioner Paul Delamar's unexpired term is hereby approved.

There being no further business, on a motion made by Commissioner Candy Bohmert and seconded by Commissioner Missy Baskervill, the Board adjourned until Monday, January 04, 2021 at 7:00 pm.

Chairman

Clerk to the Board