



**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, MAY 2, 2022**

The Pamlico County Board of Commissioners met in regular session on Monday, May 2, 2022 at 7:00 pm in the Patsy H. Sadler room of the Pamlico County Courthouse. Commissioners Missy Baskervill, Kari Forrest, Candy Bohmert, Doug Brinson, Ed Riggs, Pat Prescott, and Carl Ollison were present. Also present were County Attorney Dave Baxter, County Manager Tim Buck, Finance Director Bill Fentress, Assistant County Manager Justin Oakes, and Clerk to the Board Chantelle Allison.

Chairman Doug Brinson called the meeting to order.

Reverend Grady Simpson led the assemblage in prayer. Chairman Doug Brinson led the assemblage in the Pledge of Allegiance.

Chairman Doug Brinson asked if there were any corrections, additions, and/or deletions to the April 5, 2022 Budget Retreat minutes, and the April 18, 2022 regular session minutes. There were no changes, then on a motion made by Commissioner Candy Bohmert and seconded by Commissioner Missy Baskervill, the following resolution was unanimously approved.

BE IT RESOLVED, the April 5, 2022 Budget Retreat minutes and regular session minutes of the Monday, April 18, 2022 meeting are hereby approved, and the Chairman's signature is authorized thereon.

Chairman Doug Brinson invited Health Director Melanie Campen to present the Quarterly Health Department Report. [21-22-211] (Documents attached)

Chairman Doug Brinson invited Eric Harper and Commissioner Ed Riggs to speak on behalf of Bay River Metropolitan Sewer District (BRMSD). The County previously determined ARPA Funds would be used for Water, Sewer, and Broadband improvements, and the BRMSD requested \$500,000 to assist in the purchase of land to expand the sewer system and create a future treatment lagoon in the Reelsboro area. On a motion made by Commissioner Missy Baskervill and seconded by Commissioner Candy Bohmert, the following resolution was unanimously approved.

BE IT RESOLVED, effective July 1, 2022, authorization for the County Manager, County Attorney, and Finance Director to coordinate the distribution of \$500,000 to the BRMSD for sewer improvements is hereby approved. [21-22-212]

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

Chairman Doug Brinson asked if there were any additions and/or deletions to the agenda. On a motion made by Commissioner Missy Baskervill and seconded by Commissioner Ed Riggs, a request for approval of items pertaining to the River Dunes Subdivision will be added to the Correspondence Agenda. [21-22-224]

The Board then turned their attention to the Consent Agenda.

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

BE IT RESOLVED, the following Budget Amendments are hereby approved. [21-22-213]

Department: Senior Services

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 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104930-531000	Travel		\$ 400.00
104930-526000	Office Supplies	\$ 400.00	
104934-531000	Travel		\$ 700.00
104934-529000	Departmental Supplies	\$700.00	
104945-531000	Travel		\$ 500.00
104945-529000	Departmental Supplies	\$ 500.00	
104931-531000	Travel		\$ 200.00
104931-526000	Office Supplies	\$ 200.00	

Reason for Budget Revision: To transfer funds to use for office and departmental supplies.

Department: Water Department

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
307140-529000GRT	Departmental Supplies		\$ 2,000.00
307140-529000KER	Departmental Supplies		\$ 1,000.00
307140-529000VAN	Departmental Supplies		\$ 1,000.00
307140-529000MIL	Departmental Supplies		\$ 4,000.00
307140-529000	Departmental Supplies	\$ 8,000.00	
307140-529001MIL	Departmental Supplies & Chemicals		\$ 8,000.00
307140-529001KER	Departmental Supplies & Chemicals	\$ 8,000.00	

Reason for Budget Revision: To transfer funds to cover shortfalls.

Department: Jail

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104320-529000	Departmental Supplies		\$ 1,000.00
104320-519900	Contracted Services	\$ 1,000.00	

Reason for Budget Revision: To transfer funds to revise PO# 20220453 for Johnson's Control due to price increase.

Department: Soil & Conservation

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104961-531000	Travel		\$ 4.99
104961-526000	Office Supplies	\$ 4.99	

Reason for Budget Revision: To transfer funds to cover the negative balance in office supplies.

Department: Sheriff Department

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104310-529005	Safety Supply & Equipment		\$ 300.00
104310-531000	Travel	\$ 300.00	

Reason for Budget Revision: To transfer funds to cover travel cost for a upcoming training for Dispatcher Kristen Howard.

Department: Senior Services

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104934-522000	Food and Provisions		\$ 4,000.00
104930-555000	Capital Outlays	\$ 4,000.00	

Reason for Budget Revision: To transfer funds to obtain new computers for staff.

Department: Kershaw/Grantsboro Water Treatment Improvement

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
377148-548620IMPRV	Mobilization	\$ 66,000.00	
377148-548621IMPRV	Liquid Chlorine-Kershaw	\$ 223,720.00	
377148-548622IMPRV	Anionic Vessels-Kershaw	\$ 775,000.00	
377148-548623IMPRV	Liquid Chlorine-Grantsboro	\$ 237,955.00	
377148-548624IMPRV	Anionic Vessels-Grantsboro	\$ 675,000.00	
377148-548625IMPRV	Instrumentation & Controls	\$ 150,000.00	
377148-548626IMPRV	Contingency	\$ 448,600.00	
377148-548627IMPRV	Engineering-Design/Permits	\$ 130,869.05	
377148-548628IMPRV	Land Survey	\$ 3,998.88	
377148-548630IMPRV	Bidding/Negotiation	\$ 110,000.00	
377148-548631IMPRV	Construction Observation	\$ 170,000.00	
377148-548612IMPRV	Grant Administration	\$ 18,987.50	
377148-548613IMPRV	ER/Environmental	\$ 21,000.00	
377148-548614IMPRV	Legal	\$ 5,000.00	
377148-548616IMPRV	Closing Cost	\$ 59,542.00	
307110-599037IMPRV	Transfer to Kershaw/Grts	\$ 118,572.43	
370225-449280IMPRV	Ker/Grtboro WTP Revenue	\$ 2,977,100.00	
370228-431030IMPRV	Transfer from Water	\$ 118,572.43	
300000-439900	Fund Balance App.	\$ 118,572.43	

Reason for Budget Revision: To roll budget to current year.

Department: **Health Department**

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FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105160-512100	Salaries & Wages	\$ 3,800.00	
105160-518100	FICA Expense	\$ 200.00	
105160-529000	Departmental Supplies		\$ 4,000.00

Reason for Budget Revision: To transfer funds to cover for possible overage.

BE IT RESOLVED, the request for a Resolution recognizing Resilient and Thriving Communities Week – 2022, is hereby approved. [21-22-214]

RESILIENT AND THRIVING COMMUNITIES WEEK 2022

- WHEREAS,** resilient and thriving communities are vital to our county's future health, success, and prosperity to ensure a strong foundation for everyone at all ages and stages of life; and
- WHEREAS,** the science is clear that resilience is built, and that communities and systems play a key role in promoting safe, secure, nurturing environments for all; and
- WHEREAS,** adverse childhood and life experiences, adverse community environments, and adverse climate events impact overall quality of life and wellbeing of an entire community; and
- WHEREAS,** it is our collective responsibility to promote positive experiences, secure relationships, and supportive environments to buffer stress and adversity; and
- WHEREAS,** investing in policies, programs, and strategies that address adversity and strengthen community resilience is essential to the health of our county; and
- WHEREAS,** Pamlico County encourages all agencies, schools, faith-based organizations, healthcare systems, elected leaders, businesses, and individuals to collaborate to strengthen our communities; and

NOW, THEREFORE, we, the Pamlico County Board of County Commissioners do hereby proclaim **June 6 through June 12, as Resilient & Thriving Communities Week in Pamlico County** and encourage all residents to become informed about the impact of adversity to create a county aware of and actively practicing resilience strategies that benefit all individuals toward communities of hope and healing.

BE IT RESOLVED, the request for authorization for the County Manager to sign Grant Agreement FMA-PJ-04-NC-2019-001 for elevating 7 homes, is hereby approved. [21-22-215]

BE IT RESOLVED, the request from the Register of Deeds to apply for a \$2000 grant to preserve local records, and to use funds from the Register of Deeds Preservation Account for the required \$2000 match, is hereby approved. [21-22-216]

BE IT RESOLVED, the request for approval of the JCPC Certification Standards and Roster for FY 2022-2023 is hereby approved. [21-22-217]

The Board then turned their attention to the Correspondence Agenda.

A request for a Resolution supporting the Friends of the Library's efforts to construct a new library failed for lack of a second to the motion. [21-22-218]

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

BE IT RESOLVED, the request from the Eastern Carolina Regional Housing Authority to reappoint Ms. Flo Daniels to their Board of Commissioners, is hereby approved. [21-22-219]

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

BE IT RESOLVED, the request from the Pamlico County Library Board to appoint Ms. Jamie Greve, is hereby approved. [21-22-220]

The Board discussed availability to meet and discuss the ongoing revisions for the FY 2022-2023 Budget, and arranged to meet on Monday, May 9, 2022 at 2:00pm in the Commissioner's Room. [21-22-221]

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

BE IT RESOLVED, the request from Rivers & Associates for an engineering amendment and final closeout of the Reelsboro Tower Project, is hereby approved. [21-22-222]

On a motion made by Commissioner Candy Bohmert, seconded by Commissioner Carl Ollison the following resolution was approved by a unanimous vote of 6:0, Recused: Commissioner Kari Forrest.

BE IT RESOLVED, the request from River Dunes is hereby approved, as follows:

- 1. Waive setback requirements between units of duplexes and townhouses in the Marina Village – Harbor Village III-B Section of River Dunes,**
- 2. Approve the plat subdividing lots 15, 16, 19, 20 and 21 for duplex construction and authorize the Chairman's signature,**
- 3. Request Planning Board review of Article 16 to clarify issues related to recordation of plats and waiver of setbacks related to duplexes.** [21-22-224]

On a motion made by Commissioner Kari Forrest, seconded by Commissioner Missy Baskervill, and

unanimously approved, the Board went into Closed Session to discuss Personnel items and other issues under Attorney/Client privilege [§143-318.11(a)(3)&(5)]. Time Recorded: 8:19pm

On a motion made by Commissioner Ed Riggs, seconded by Commissioner Missy Baskervill, and unanimously approved, the Board went back into Open Session. Time Recorded: 8:35pm

There being no further business, on a motion made by Commissioner Missy Baskervill and seconded by Commissioner Candy Bohmert, the Board recessed until Monday, May 9, 2022 at 2:00pm in the Commissioner's Room to continue FY 2022-2023 Budget discussion.

Chairman

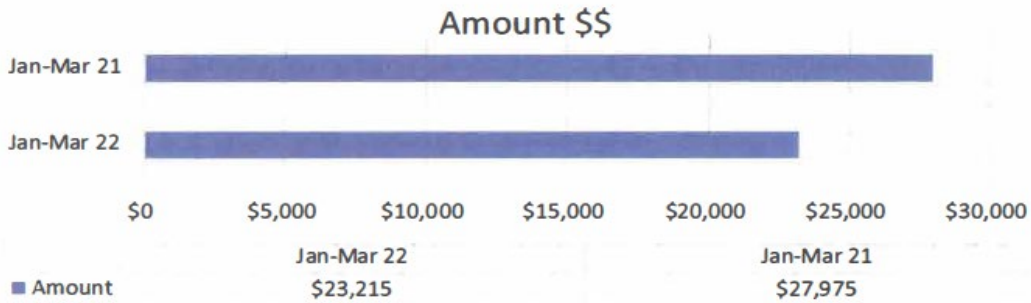
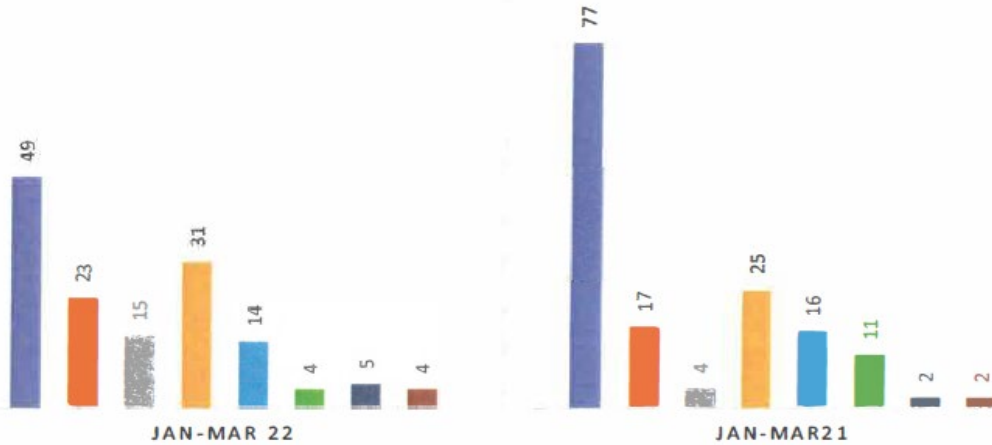
Clerk to the Board

(Attachment: Health Department – Quarterly Report)

ENVIRONMENTAL HEALTH

JAN-MAR 2022/JAN-MAR2021

■ IP ■ CA ■ OP ■ ESA ■ Repairs ■ Well ■ Microbiology ■ Inorganic



Environmental Health has filled the EH Coordinator and he has been approved by our Regional, Crissman for On-Site and is working to get approval from the Well Regional and the Pool Regional. He has about 20 years of experience between Craven and Beaufort Counties and is familiar with our soils and Vector Control. We have a vacant REHS position that is budgeted, and we would like to advertise at this time. We interviewed 6 individuals for the PA IV position for EH and awaiting State's approval before deciding. Vanessa Gaskins will be training the new individual. Food and Lodging completed 100% of inspections for the year and received \$4,091. Pool inspections are being conducted with the addition of two new pool inspections. Financially, the 3rd Quarter of 2022 brought in \$23,215 compared to \$27,975 for the 3rd Quarter 2021. Environmental Health has compared our fees with Counties close to our population and would like to suggest some increases to cover our increased expenses, such as lab costs for water samples, gas prices, re-visit fees, and the amount of time spent on implementing new procedures such as Verifications at restaurants within 24 hours.

Also, the REHS Board of Examiners has approved Bibianna Contti to be the Eastern Representative on the Board and has also asked that Melanie Campen remain on the Board as the Health Director Representative, all pending NC Governor's approval.

PAMLICO COUNTY HEALTH DEPARTMENT CLINIC NUMBERS

MONTH	APPOINTMENTS	ENCOUNTERS
Jan 22	68	51
Feb 22	79	51
Mar22	81	64
Jan 21	41	21
Feb 21	69	43
Mar 22	53	33

The Pamlico County Health Department is currently renovating our facility. Once renovations are completed, we will be holding an Open House and invite everyone to stop by and see all the changes. Unfortunately, we were not able to do everything on our 'wish list', but I think you would be surprised with the changes. Our Covid monies WILL roll over to the new fiscal year and we have received additional AA monies (546) ARPA funds in the amount of \$101,179 that were unexpected but greatly appreciated and will supplement some salaries. Our new PA IV starts Wednesday, and we have yet to recruit WIC Director. We are actively looking. As you can see by the chart, our appointments and actual patient encounters has increased from 3rd Quarter 2021. The Clinic has brought in \$230 this Quarter (Jan-Mar22) versus \$364.37 last year. We have not received State settlements but did receive our Cost Settlement of \$48,823 that will roll back into the Programs that had been billed out for the previous fiscal year. Need to address the Local Child Fatality Prevention Team (CFPT) that I was just informed of. I cannot find any minutes/notes since 2019. Lynn worked on the necessary forms to be submitted to receive AA monies. There are several appointments that the BOH and BOCC need to fill. I included the list, so just be thinking about who would like to volunteer. I included a packet briefly describing the duties of the Teams along with the Community Child Prevention Team (CCPT). I believe the same individuals can serve on both and meet at the same time, but double checking on that and report back as soon as I find out. Lastly, the Health Department did participate in the 150 Year's Heritage Event, and plan on working with the Rabies Clinic May 7th, Family Fun Day in June, as well as the Job Fair.