



**SPECIAL CALLED MEETING MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
FRIDAY, OCTOBER 28, 2022**

The Pamlico County Board of Commissioners met for a Special Called Meeting on Friday, October 28, 2022 at 4:30pm in the Patsy H. Sadler room of the Pamlico County Courthouse. Commissioners Missy Baskervill, Kari Forrest, Candy Bohmert, Doug Brinson, and Pat Prescott were present. Also present were County Manager Tim Buck and Clerk to the Board Chantelle Allison. Commissioners Ed Riggs and Carl Ollison were not in attendance.

Chairman Brinson called the meeting to order.

On a motion made by Commissioner Bohmert and seconded by Commissioner Baskervill, the following resolution was unanimously approved [22-23-091].

BE IT RESOLVED, the request for approval to apply for the 2022 CDBG-NR Grant and authorize the Chairman and/or County Manager to sign the necessary documentation for application, is hereby approved.

**RESOLUTION BY THE PAMLICO COUNTY BOARD OF COMMISSIONERS
2022 COMMUNITY DEVELOPMENT BLOCK GRANT
NEIGHBORHOOD REVITALIZATION (CDBG-NR) APPLICATION**

WHEREAS, Pamlico County has indicated its desire to assist in community development efforts for housing within Pamlico County; and,

WHEREAS, Pamlico County will hold two public hearings concerning the proposed application for CDBG-NR to benefit low-moderate income owner-occupied housing within the County; and,

WHEREAS, Pamlico County desires to pursue a formal application for CDBG-NR funding to benefit low-moderate income owner-occupied housing within the County; and

WHEREAS, Pamlico County certifies it will meet all federal regulatory and statutory requirements of the State of North Carolina Community Development Block Grant Program,

NOW, THEREFORE BE IT RESOLVED, by the Pamlico County Board of Commissioners that Pamlico County is authorized to submit a formal application to the North Carolina Department of Commerce for CDBG-NR funds to benefit low-moderate income owner-occupied housing within the County.

Adopted this the 28th day of October, 2022 in Pamlico County, North Carolina.

CITIZEN PARTICIPATION PLAN

This plan describes how Pamlico County will involve citizens in the planning, implementation, and assessment of the Community Development Block Grant (CDBG) program. The funds must be used for projects which benefit low and moderate-income persons and aids in the elimination and prevention of slums and blight. The program is intended to assist governments in understanding neighborhood improvement programs. The regulations give ultimate responsibility for the design and implementation of the program to local elected officials and require that citizens be given an opportunity to serve in a key advisory role to these elected officials.

SCOPE OF CITIZEN PARTICIPATION

Citizens will be involved in all stages of the CDBG program, including program implementation, assessment of performance and design of changes in the Citizen Participation Plan. There will be three (3) general mechanisms for their involvement:

- To serve as an advisory committee to the project;
- To attend or hold public hearings or community meetings; and
- To provide individual citizen efforts in the form of comments, complaints or inquiries submitted directly to the Program Administrators or designated Town official.

PROGRAM IMPLEMENTATION

Citizen participation in program implementation will occur primarily through consultation with Pamlico County. Pamlico County will be asked to review and comment on specific guidelines for approved projects. They will also meet to review any program amendments, budget revisions and program modifications. All such changes will be discussed with Pamlico County and their comments considered prior to taking action. If program amendments require approval from the North Carolina Department of Commerce, a public hearing shall be held specifically on the amendment. Citizens may also be involved in implementation of projects specifically requiring citizen participation, such as self-help projects. Their roles will be defined as the project develops. Technical assistance will be available as needed.

PROGRAM ASSESSMENT

Program assessment activities by citizens will occur in a variety of ways. A performance hearing will be held thirty to sixty (30 to 60) days prior to the start of planning for the next program year. The Program Amendment will be asked to provide citizen commentary for the Pamlico County Performance Report.

As a part of the orientation to the program offered at the public hearing, citizens will be invited to submit comments on all aspects of program performance through the program year. Comments should be submitted in writing to the County Manager. Pamlico County will respond in writing within ten (10) days. If the response is unsatisfactory, the complainant should write directly to Pamlico County Chief Elected Official. He shall respond within ten (10) days.

If the citizen is still dissatisfied, he/she should write to the NC Department of Commerce, Rural Economic Development Division/State CDBG Program, 4346 Mail Service Center, Raleigh, NC 27699- 4346, Attention: Citizen Participation Matter. Program staff will also be available during normal business hours to respond to any citizen inquiries or complaints at 919-814-4663

The Citizen Participation Plan will be subject to annual review and proposed revision, to occur in the period between the performance hearing and the public hearing on the subsequent year's application.

TECHNICAL ASSISTANCE

Technical Assistance will be provided to citizen organizations and groups of low/moderate income persons or

target area residents upon request to Pamlico County. Such assistance will support citizen efforts to develop proposals, define policy and organize for the implementation of the program. It is expected that such assistance will be provided directly to Pamlico County in response to their request. Assistance could be provided in the form of local presentations, informational handouts, research of a specific issue or other short-term efforts.

PUBLIC INFORMATION

Pamlico County will also undertake public information efforts to promote citizen participation. These efforts will include the following:

1. Public Notice of all Public Hearings will be published in the non-legal section of the local newspaper at least ten (10) days before the scheduled hearing. These notices will indicate the date, time, location, and topics to be considered. These notices will also be made available in the form of press releases, as a public service announcement to local radio stations and will be provided to churches within the target area of distribution.
2. Orientation Information will be provided at the first public hearing. The Program Manager will make a presentation which covers: (a) the total amount of CDBG funds available and the competitive basis for award; (b) the range of eligible activities; (c) the planning process and the schedule of meetings and hearings; (d) the role of citizens in the program and (e) a summary of other program requirements, such as the environmental policies, fair housing provisions and contracting procedures.
3. A Public File containing program documentation will be available for review at Pamlico County during normal business hours. Included will be copies of the Application, Environmental Review Record, the Citizen Participation Plan, and the Annual Performance Report. Other program documents are also available for citizen review on request at Pamlico County consistent with applicable State and local laws regarding personal privacy and obligations of confidentiality.
4. Public Hearings An interpreter will be provided for all non-English speaking individuals and/or deaf individuals with adequate notice to put such individuals in place.

Approved, this the 28th day of October, 2022 as part of the Board authorization to apply.

**PAMLICO COUNTY 2022 CDBG-NR
CITIZENS PARTICIPATION PLAN
HOUSING SELECTION COMMITTEE BY-LAWS AND GUIDANCE**

County Manager Tim Buck has appointed the following individuals to serve as the Housing Selection Committee:

- Autumn Hardison, County Planner
- Ray Bennett, Building Inspector Supervisor
- Monica Jenkins

Selection Committee met October 27, 2022, and discussed:

- Solicitation and qualifying requirements,
- Overall general priorities, and
- How to differentiate between units qualifying and meeting all priorities

Solicitation

The County has:

- The names of individuals solicited during the following programs:
 - Pamlico County 2017 ESFRLP
 - Pamlico County 2017 ESFRLP-DR
 - Pamlico County 2019 CDBG-NR
 - Pamlico County 2020 ESFRLP
- Created and kept a log of all individuals with housing needs received by the County during the solicitation period

Eligibility

The selection committee will evaluate eligibility as follows:

- Determine preliminary ownership via a current owner update and has a clear title-owner occupied only
- Confirm the applicant wants to participate given the loan and other requirements of the program
- Confirm income eligibility through source documentation of income – LMI only

Priority Criteria

The selection committee will apply the following priority criteria:

- Distribution within the community
- Racial diversity
- Unable to be addressed by other programs

Ranking

After applying the eligibility and priority filters, the selection committee shall rank the balance of applicants based on:

- Income level of less 50% LMI and less than 80% LMI secondary
- House needs condition
- Current on real estate taxes (or payment agreement in place)

All Selection Committee members concurred with the By-laws and Guidance.

There being no further business, on a motion made by Commissioner Baskervill and seconded by Commissioner Bohmert, the Board adjourned until the next regular meeting on Monday, November 7, 2022 at 7:00pm. Time Recorded: 4:37pm.

Chairman

Clerk to the Board