



**REGULAR SESSION MINUTES OF THE  
PAMLICO COUNTY BOARD OF COMMISSIONERS  
MONDAY, JULY 17, 2023**

The Pamlico County Board of Commissioners met in regular session on Monday, July 17, 2023 at 7:00pm in the Patsy H. Sadler room of the Pamlico County Courthouse. Commissioners Missy Baskervill, Kari Forrest, Candy Bohmert, Ed Riggs, Doug Brinson, Pat Prescott, and Carl Ollison were present. Also present were County Attorney Ross Hardeman, County Manager Tim Buck, and Clerk to the Board Chantelle Allison.

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

Chairman Riggs asked if there were any corrections, additions, and/or deletions to the July 3, 2023 Regular Session minutes. There were no changes, then on a motion made by Commissioner Brinson and seconded by Commissioner Ollison, the following resolution was unanimously approved.

**BE IT RESOLVED, the July 3, 2023 Regular Session minutes are hereby approved, and the Chairman's signature is authorized thereon.**

Chairman Riggs asked if there were any other additions and/or deletions to the agenda, and Commissioner Prescott made a motion, seconded by Commissioner Brinson to add an Affordable Housing Grant presentation by Economic Developer Beth Bucksot, an additional Budget Amendment, a request from the County Manager to approve new hires over the minimum starting salary, and a request for a Closed Session.

Chairman Riggs invited Beth Bucksot to present information on the NCORR Affordable Housing Grant. Ms. Bucksot outlined the program for building or renovating low-income or income-based apartments/homes. This grant has a 2-year completion deadline and will require a fast buildout timeframe once approved. There is no County match of funds required, and NCORR makes the final decision on project awards. Several applicants have submitted proposals; Ms. Bucksot introduced two developers who were present and invited them to speak to the Board.

Bobby Funk, Director of Development for Mills Construction (Raleigh, NC) provided information on their proposal – 56 housing units consisting of 1, 2, & 3 bedroom apartments, funding for the project would come from NCORR funds, private mortgage, and tax credits. Estimated total for the project: \$13,233,000.

Traci Dusenbury-Tate, Founder/CEO of Halcon Development (Powhatan, VA) provided information on their proposal – 42 units consisting of 1, 2, & 3 bedroom apartments, funding for the project would come from NCORR funds and a conventional loan. Estimated total for the project: \$10,846,841.

Ms. Bucksot informed the Board that another applicant had submitted a proposal to renovate some current local apartments, and that she was seeking proposals for single family homes. The next step would be a water/sewer capacity study for the proposed building location(s). She suggested forming a housing committee and requested Board input.

The Board then turned their attention to the Consent Agenda.

On a motion made by Commissioner Prescott and seconded by Commissioner Brinson, the following resolutions were approved by a vote of 6:1 (Nays: Commissioner Baskervill).

**BE IT RESOLVED, the following Budget Amendment(s) are hereby approved** [23-24-012].

<i>Department:</i> DSS			#24-002
<b>FISCAL YEAR 2023-2024</b>			
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+)</b>	<b>AMOUNT(-)</b>
<b>NUMBER</b>		<b>INCREASED</b>	<b>DECREASED</b>
105373-529000	Departmental Supplies		\$ 30,000.00
105373-529000CAPDA	Departmental Supplies	\$ 30,000.00	
<i>Reason for Budget Revision:</i> To move funds to correct account.			

<i>Department:</i> NCHFA			#24-003
<b>FISCAL YEAR 2023-2024</b>			
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+)</b>	<b>AMOUNT(-)</b>
<b>NUMBER</b>		<b>INCREASED</b>	<b>DECREASED</b>
240217-449284	FY 17 NCHFA-DR Grant	\$ 180,212.00	
244924-557201	Soft Costs	\$ 33,616.00	
244924-558205	Hard Costs	\$ 146,596.00	
<i>Reason for Budget Revision:</i> To set up budget for FY 17 NCHFA-DR Grant in current year.			

<i>Department:</i> ESFRLP			#24-004
<b>FISCAL YEAR 2023-2024</b>			
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+)</b>	<b>AMOUNT(-)</b>
<b>NUMBER</b>		<b>INCREASED</b>	<b>DECREASED</b>
160217-449375	ESFRLP 20 Grant	\$ 171,734.00	
164972-557201	Soft Costs	\$ 44,600.00	
164972-558205	Hard Costs	\$ 127,134.00	
<i>Reason for Budget Revision:</i> To move budget for ESFRLP-20 Grant to current year.			

<i>Department:</i> Alliance Park			#24-005
<b>FISCAL YEAR 2023-2024</b>			
<b>ACCOUNT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+)</b>	<b>AMOUNT(-)</b>
<b>NUMBER</b>		<b>INCREASED</b>	<b>DECREASED</b>
100000-439900	Fund Balance App	\$ 192,020.61	
106120-559915ALLPK	Repairs/Paving/Courts	\$ 192,020.61	
<i>Reason for Budget Revision:</i> To move grant funds to current year of Alliance Park.			

*Department:* Emergency Management (Port Grant)

#24-006

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance App	\$ 161,525.33	
104330-541080	Port Grant Equipment	\$ 161,525.33	

Reason for Budget Revision: To move budget for Port Grant to current year.

*Department:* Health Department

#24-007

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance App	\$ 6,650.53	
105126-519900	Contracted Services	\$ 6,650.53	

Reason for Budget Revision: To move unused grant funds for Comm Disease Pandemic Recovery to current year.

*Department:* Recreation

#24-008

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance App	\$ 4,885.54	
106120-535100	M&R Grounds	\$ 4,885.54	

Reason for Budget Revision: To move funds to current year.

*Department:* Public Buildings

#24-009

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance App	\$ 8,250.00	
105000-519900JAIL	Contracted Services	\$ 8,250.00	

Reason for Budget Revision: To move funds to current year.

*Department:* Public Buildings

#24-010

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance App	\$ 9,406.00	
105000-535600JAIL	M&R Buildings	\$ 9,406.00	

Reason for Budget Revision: To move funds to current year.

*Department:* Public Buildings

#24-011

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance App	\$ 1,250.00	
105000-519900	Contracted Services	\$ 1,250.00	

Reason for Budget Revision: To move funds to current year.

*Department:* Jail

#24-012

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance App	\$ 240,615.00	
104320-555000	Capital Outlays	\$ 240,615.00	

Reason for Budget Revision: To move budget to current year- Jail locks.

*Department:* Water Department

#24-013

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
300000-439900	Fund Balance App	\$ 8,200.00	
307140-555000	Capital Outlays	\$ 8,200.00	

Reason for Budget Revision: To move unused funds to current year.

*Department:* PCC

#24-014

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance App	\$ 72,981.00	
105921-563000	Current Expense	\$ 72,981.00	

Reason for Budget Revision: To correct to BOC approved FY 23-24 budget.

*Department:* Sheriff Department

#24-015

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance App	\$ 2,033.46	
104310-539801RCAR	Controlled Substance Expenses	\$ 2,033.46	

Reason for Budget Revision: To move unused monies in controlled substance rental car line to current year.

Department: Sheriff Department

#24-016

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance App	\$ 16,106.67	
104310-539801	Controlled Substance Expenses	\$ 16,106.67	

Reason for Budget Revision: To move unused Controlled Substance monies to current year.

Department: Water Department

#24-017

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
307140-535300	M&R Auto		\$ 200.00
307140-533001	Water & Sewer	\$ 200.00	

Reason for Budget Revision: To cover line item overruns.

Department: Environmental Health

#24-018

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance App	\$ 482.35	
105180-52900023BSE	Departmental Supplies	\$ 482.35	

Reason for Budget Revision: To roll budget for EH Grant 23BSE Grant to current year.

Department: CDBG-Neighborhood Revitalization Grant

#24-019

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
440223-449360NR	2019 CDBG Neighborhood Rev	\$ 648,198.75	
440223-449362NR	Local Commitment	\$ 30,000.00	
444929-559920NR	C-1 Senior Center	\$ 50,000.00	
444929-559925NR	C-1 Rehabilitation	\$ 574,562.15	
444929-559930NR	C-1 Administration	\$ 53,636.60	

Reason for Budget Revision: To roll budget for CDBG-Neighborhood Revitalization Grant to current year.

Department: Environmental Health

#24-020

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance App	\$ 8,489.21	
105180-51210023MEN	Salaries & Wages	\$ 766.99	
105180-51810023MEN	FICA Expense	\$ 43.25	
105180-51810123MEN	Medicare Expense	\$ 725.03	
105180-51820023MEN	Retirement Expense	\$ 130.83	
105180-51830023MEN	Group Insurance	\$ 333.17	
105180-52900023MEN	Departmental Supplies	\$ 1,489.94	
105180-53100023MEN	Travel	\$ 5,000.00	

Reason for Budget Revision: To roll budget for EH Grant 23MEN to current year.

Department: Health Department

#24-021

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105110-518100	FICA Expense		\$ 26,740.00
105111-518100	FICA Expense- BT	\$ 1,700.00	
105124-518100	FICA Expense- TB	\$ 1,000.00	
105127-518100	FICA Expense- CD	\$ 1,000.00	
105129-518100	FICA Expense- Imm	\$ 800.00	
105159-518100	FICA Expense- BCCCP	\$ 1,500.00	
105160-518100	FICA Expense- CH	\$ 200.00	
105163-518100	FICA Expense- MH	\$ 200.00	
105164-518100	FICA Expense- FP	\$ 1,400.00	
105165-518100	FICA Expense- HP	\$ 2,000.00	
105167-518100	FICA Expense- WICC	\$ 1,600.00	
105168-518100	FICA Expense- WICN	\$ 400.00	
105169-518100	FICA Expense- WICBF	\$ 100.00	
105171-518100	FICA Expense- WICA	\$ 70.00	
105180-518100	FICA Expense- EH	\$ 9,000.00	
105182-518100	FICA Expense- MOSQ	\$ 70.00	
105190-518100	FICA Expense- HIV	\$ 1,100.00	
105191-518100	FICA Expense- Food/Lodging	\$ 2,000.00	
105151-518100	FICA Expense- PC	\$ 400.00	
105151-518100OS	FICA Expense	\$ 2,200.00	

Reason for Budget Revision: To allocate salary expenses from general to program areas.

Department: Health Department

#24-022

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105110-518200	Retirement Expense		\$ 32,350.00
105111-518200	Retirement Expense- BT	\$ 3,000.00	
105124-518200	Retirement Expense- TB	\$ 1,300.00	
105127-518200	Retirement Expense- CD	\$ 1,450.00	
105129-518200	Retirement Expense- Imm.	\$ 1,300.00	
105159-518200	Retirement Expense- BCCCP	\$ 700.00	
105160-518200	Retirement Expense- CH	\$ 300.00	
105163-518200	Retirement Expense- MH	\$ 350.00	
105164-518200	Retirement Expense- FP	\$ 1,200.00	
105165-518200	Retirement Expense- HP	\$ 1,000.00	
105167-518200	Retirement Expense- WICC	\$ 2,900.00	
105168-518200	Retirement Expense- WICN	\$ 600.00	
105169-518200	Retirement Expense- WICBF	\$ 30.00	
105171-518200	Retirement Expense- WICA	\$ 150.00	
105180-518200	Retirement Expense- EH	\$ 12,000.00	
105182-518200	Retirement Expense- Mosq	\$ 70.00	
105190-518200	Retirement Expense- HIV	\$ 1,200.00	
105191-518200	Retirement Expense- Food/Lodging	\$ 3,000.00	
105151-518200	Retirement Expense- PC	\$ 300.00	
105151-518200OS	Retirement Expense	\$ 1,500.00	

Reason for Budget Revision: To allocate salary expenses from general to program areas.

Department: Health Department

#24-023

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105110-518101	Medicare Expense		\$ 7,000.00
105111-518101	Medicare Expense- BT	\$ 350.00	
105124-518101	Medicare Expense- TB	\$ 150.00	
105127-518101	Medicare Expense- CD	\$ 150.00	
105129-518101	Medicare Expense- Imm.	\$ 100.00	
105159-518101	Medicare Expense- BCCCP	\$ 200.00	
105160-518101	Medicare Expense- CH	\$ 100.00	
105163-518101	Medicare Expense- MH	\$ 100.00	
105164-518101	Medicare Expense- FP	\$ 800.00	
105165-518101	Medicare Expense- HP	\$ 500.00	
105167-518101	Medicare Expense- WICC	\$ 500.00	
105168-518101	Medicare Expense- WICN	\$ 100.00	
105169-518101	Medicare Expense- WICBF	\$ 130.00	
105171-518101	Medicare Expense- WICA	\$ 100.00	
105180-518101	Medicare Expense- EH	\$ 1,500.00	
105182-518101	Medicare Expense- Mosq	\$ 70.00	
105190-518101	Medicare Expense- HIV	\$ 500.00	
105191-518101	Medicare Expense- Food/Lodge	\$ 600.00	
105151-518101	Medicare Expense- PC	\$ 300.00	
105151-518101OS	Medicare Expense	\$ 750.00	

Reason for Budget Revision: To allocate salary expenses from general to program areas.

Department: Health Department

#24-024

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105110-512100	Salaries & Wages		\$ 487,299.00
105111-512100	Salaries & Wages- BT	\$ 22,000.00	
105124-512100	Salaries & Wages- TB Control	\$ 25,000.00	
105127-512100	Salaries & Wages- CD	\$ 25,000.00	
105129-512100	Salaries & Wages- Imm	\$ 20,000.00	
105159-512100	Salaries & Wages- BCCCP	\$ 20,000.00	
105160-512100	Salaries & Wages- CH	\$ 18,000.00	
105163-512100	Salaries & Wages- MH	\$ 15,000.00	
105164-512100	Salaries & Wages- FP	\$ 35,000.00	
105165-512100	Salaries & Wages- HP	\$ 23,000.00	
105167-512100	Salaries & Wages- WICC	\$ 45,000.00	
105168-512100	Salaries & Wages- WICN	\$ 15,000.00	
105169-512100	Salaries & Wages- WIC BF	\$ 1,678.00	
105171-512100	Salaries & Wages- WICA	\$ 5,821.00	
105180-512100	Salaries & Wages- EH	\$ 124,800.00	
105182-512100	Salaries & Wages- Mosq	\$ 2,000.00	
105190-512100	Salaries & Wages- HIV	\$ 25,000.00	
105191-512100	Salaries & Wages- Food/Lodge	\$ 30,000.00	
105151-512100	Salaries & Wages- PC	\$ 15,000.00	
105151-512100OS	Salaries & Wages	\$ 20,000.00	

Reason for Budget Revision: To allocate salary expenses from general to program areas.

Department: Health Department

#24-025

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105110-518200	Retirement Expense		\$ 32,350.00
105111-518200	Retirement Expense-BT	\$ 3,000.00	
105124-518200	Retirement Expense- TB	\$ 1,300.00	
105127-518200	Retirement Expense- CD	\$ 1,450.00	
105129-518200	Retirement Expense- Imm.	\$ 1,300.00	
105159-518200	Retirement Expense- BCCCP	\$ 700.00	
105160-518200	Retirement Expense-CH	\$ 300.00	
105163-518200	Retirement Expense- MH	\$ 350.00	
105164-518200	Retirement Expense- FP	\$ 1,200.00	
105165-518200	Retirement Expense- HP	\$ 1,000.00	
105167-518200	Retirement Expense- WICC	\$ 2,900.00	
105168-518200	Retirement Expense- WICN	\$ 600.00	
105169-518200	Retirement Expense- WICBF	\$ 30.00	
105171-518200	Retirement Expense- WICA	\$ 150.00	
105180-518200	Retirement Expense- EH	\$ 12,000.00	
105182-518200	Retirement Expense- Mosq	\$ 70.00	
105190-518200	Retirement Expense- HIV	\$ 1,200.00	
105191-518200	Retirement Expense- Food/Lodge	\$ 3,000.00	
105151-518200	Retirement Expense- PC	\$ 300.00	
105151-518200OS	Retirement Expense	\$ 1,500.00	

Reason for Budget Revision: To allocate salary expenses from general to program areas.



Department: Health Department

#24-026

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105110-518210	401K Employer Contribution		\$ 2,780.00
105111-518210	401K Employer Contribution- BT	\$ 200.00	
105124-518210	401K Employer Contribution- TB	\$ 100.00	
105127-518210	401K Employer Contribution- CD	\$ 100.00	
105129-518210	401K Employer Contribution- Imm.	\$ 100.00	
105159-518210	401K Employer Contribution- BCCCP	\$ 100.00	
105160-518210	401K Employer Contribution- CH	\$ 100.00	
105163-518210	401K Employer Contribution- MH	\$ 100.00	
105164-518210	401K Employer Contribution- FP	\$ 100.00	
105165-518210	401K Employer Contribution- HP	\$ 100.00	
105167-518210	401K Employer Contribution- WICC	\$ 50.00	
105168-518210	401K Employer Contribution- WICN	\$ 25.00	
105169-518210	401K Employer Contribution- WICBF	\$ 10.00	
105171-518210	401K Employer Contribution- WICA	\$ 25.00	
105180-518210	401K Employer Contribution- EH	\$ 1,000.00	
105182-518210	401K Employer Contribution- Mosq	\$ 10.00	
105190-518210	401K Employer Contribution- HIV	\$ 50.00	
105191-518210	401K Employer Contribution- Food/Lodge	\$ 500.00	
105151-518210	401K Employer Contribution- PC	\$ 100.00	
105151-518210OS	401K Employer Contribution	\$ 10.00	

Reason for Budget Revision: To allocate salary expenses from general to program areas.

Department: Health Department

#24-027

**FISCAL YEAR 2023-2024**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105110-518300	Group Insurance		\$ 51,350.00
105111-518300	Group Insurance- BT	\$ 2,500.00	
105124-518300	Group Insurance- TB	\$ 750.00	
105127-518300	Group Insurance- CD	\$ 1,200.00	
105129-518300	Group Insurance- Imm.	\$ 1,600.00	
105159-518300	Group Insurance- BCCCP	\$ 1,000.00	
105160-518300	Group Insurance- CH	\$ 750.00	
105163-518300	Group Insurance- MH	\$ 400.00	
105164-518300	Group Insurance- FP	\$ 1,700.00	
105165-518300	Group Insurance- HP	\$ 3,000.00	
105167-518300	Group Insurance- WICC	\$ 5,300.00	
105168-518300	Group Insurance- WICN	\$ 1,200.00	
105169-518300	Group Insurance- WICBF	\$ 50.00	
105171-518300	Group Insurance- WICA	\$ 100.00	
105180-518300	Group Insurance- EH	\$ 25,000.00	
105182-518300	Group Insurance- Mosq	\$ 50.00	
105190-518300	Group Insurance- HIV	\$ 1,500.00	
105191-518300	Group Insurance- Food/Lodge	\$ 3,200.00	
105151-518300	Group Insurance- PC	\$ 350.00	
105151-518300OS	Group Insurance	\$ 1,700.00	

Reason for Budget Revision: To allocate salary expenses from general to program areas.

<i>Department:</i> Health Department			#24-028
<b>FISCAL YEAR 2023-2024</b>			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105110-512700	Longevity		\$ 2,800.00
105180-512700	Longevity- EH	\$ 2,800.00	
105110-518600	Workers Comp		\$ 3,000.00
105180-518600	Workers Comp- EH	\$ 3,000.00	
<i>Reason for Budget Revision:</i> To allocate salary expenses from general to program areas.			

<i>Department:</i> Styrontown			#24-029
<b>FISCAL YEAR 2023-2024</b>			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
830000-439900	Fund Balance App	\$ 47,911.72	
834347-555200	Styrontown Pier Repairs	\$ 47,911.72	
<i>Reason for Budget Revision:</i> To roll budget to current year.			

**BE IT RESOLVED**, the request for approval of the Tax Office Board Releases is hereby approved, and the Chairman's signature is authorized thereon [23-24-013].

**BE IT RESOLVED**, the request to approve a Resolution to Delegate Authority to Determine Tax Refund/Release Requests under \$100, is hereby approved [23-24-014].

**RESOLUTION REGARDING RELEASE OR REFUND OF TAXES OF LESS THAN ONE  
HUNDRED DOLLARS (\$100)**

**WHEREAS**, the Tax Collector has determined certain taxpayers may have a valid claim for releases or refunds of property taxes, and

**WHEREAS**, these payments are often less than one hundred dollars (\$100.00), and

**WHEREAS**, G.S 105-381 states the governing body may, by resolution, delegate its authority to determine requests for a release or refund of tax of less than one hundred dollars (\$100.00) to the finance officer, manager or attorney of the taxing unit, and

**WHEREAS**, G.S 105-381 states the finance officer, manager or attorney to whom this authority is delegated shall monthly report to the governing body the actions taken by him or her on requests for release or refund, and

**WHEREAS**, G.S 105-381 also states all actions taken by the governing body, finance officer, manager or attorney on requests for release or refund shall be recorded in the minutes of the governing body

**NOW, THEREFORE, BE IT RESOLVED**, that the Pamlico County Board of Commissioners does hereby adopt this resolution pursuant to G.S. 105-381 giving the finance officer, manager or attorney authority to determine requests for a release or refund of tax of less than one hundred dollars (\$100.00).

**ADOPTED** this the 17th day of July, 2023.

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**BE IT RESOLVED**, the request from the Tax Administrator to approve a Refund Request from the Gardens of Pamlico for \$40.27 is hereby approved [23-24-015].

**BE IT RESOLVED**, the request from the Finance Officer to declare a list of County vehicles and a mower as surplus inventory, and list them for sale on GovDeals electronic auction, is hereby approved [23-24-016].

**BE IT RESOLVED**, the request from the Building & Grounds Committee to upgrade the fluorescent lighting in the jail to LED lighting at a cost of \$16,024.26, and authorization for the County Manager to sign necessary documents, is hereby approved [23-24-017].

**BE IT RESOLVED**, the request to make salary adjustments for two employees to meet the new Pay Classification Minimum Salary, and authorization for the budget officer to make any necessary budget amendments, is hereby approved [23-24-018].

Increases to New Pay Scale Minimum			
Position	Current	Minimum	Difference
Admin Assistant II (Inspections)	\$ 32,569	\$ 36,847	\$ 4,278

DSS Needed Increases (Study Recommendation to W/A Minimum)			
Position	Current	Minimum	Difference
Processing Assistant III w/a IV	\$ 27,496	\$ 29,146	\$ 1,650

**BE IT RESOLVED**, the request from the County Manager to approve new hires up to \$2500 above the minimum starting salary for general County employees, and \$4000 over the minimum for law enforcement, jail, and dispatch, is hereby approved [23-24-022].

The Board then turned their attention to the Correspondence Agenda.

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

**BE IT RESOLVED**, the request to reappoint Commissioner Carl Ollison to the Bay River Metropolitan Sewerage District Board, is hereby approved [23-24-019].

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

**BE IT RESOLVED**, the request to reappoint Robbie Sadler to the ABC Board, is hereby approved [23-24-020].

Commissioner Riggs invited Health Department Director Melanie Dixon to present the Quarterly Report to the Board [attached] [23-24-021].

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

**BE IT RESOLVED**, the request from the Health Department to write off bad debt totaling \$4,658.97 is hereby approved.

On a motion made by Commissioner Brinson, seconded by Commissioner Bohmert, and unanimously approved, the Board went into Closed Session for discussion regarding Litigation and Personnel [N.C.G.S. § 143-318.11(a)(3)(6)]. Time Recorded: 8:12pm [23-24-023]

No action was taken in Closed Session.

On a motion made by Commissioner Bohmert, seconded by Commissioner Forrest, and unanimously approved, the Board went back into Open Session. Time Recorded: 8:30pm

There being no further business, on a motion made by Commissioner Bohmert and seconded by Commissioner Prescott, the Board adjourned until the next regular meeting on Monday, August 7, 2023 at 7:00pm. Time Recorded: 8:47pm.

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Edward Riggs, Jr., Chairman

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Chantelle Allison, Clerk to the Board

Attachment: Health Department Quarterly Report to the Board



## ***Pamlico County Health Department***

*203 North Street*

*PO Box 306*

*Bayboro, NC 28515*

*Tel: (252) 745-5111 Fax: (252) 249-5900*

**Health Director: Melanie R. Dixon**



### **Board of Health**

**July 17, 2023**

- 1- Welcome
- 2- Quarterly Report
  - a. Clinic Updates
    - i. Bad Debt Write-Offs-need BOH action.
  - b. Environmental Updates
- 3- General Updates/Concerns
  - a. Vaccines-need BOH action
  - b. CDP-need BOH action

### Clinic Numbers 4<sup>th</sup> Quarter 2023

Month	Appts.	No-Shows	Cancelled	Appts. Kept
April 23	54	6	5	43
May 23	97	6	8	83
June 23	105	9	7	89
Totals	256	21	20	215

Health Department Clinic has brought in \$2,567.12 this past quarter.

22/23 YTD-\$13,410.77

Approximately 1,203 Appointments KEPT

Clinic has been running smoothly. Our new Provider starts next month and our ARPA funds are paying her salary (8 hours/week) for a year.

Bad debit Write-off for 22/23=\$4,658.97

Application	4 <sup>th</sup> quarter
Improvement	59
Existing	20
Construction	21
Repair	10
Well	6
OP	13
LSS Option	4
TOTAL	133

Vaccines: VFC & Private, Does BOH want Health Dept to buy private vaccines for community, although private insurance cannot be billed?

CDP: Does the BOH want EH to provide a link to see all sanitation grades?

### Summary:

- Participated in Family Fun Day, Rabies Clinic, Croaker Festival
- REHS Intern starts CIT in October for On-Site
- Met with T. Buck about HD Budget last week
- Hosted Duke University in our newly renovated conference room
- Some interest in ABOH membership
- F/L achieved 100% of inspections last quarter
- Met with Family Planning Consultants & Financial Consultants last month (billing & coding issues)
- Working on getting all MOUs and AAs signed
- Training individual to back me up as Deputy Registrar
- Meeting with Preparedness Regional & WIC Regional next month
- Waiting on Roof Reimbursement for the County
- Trying to get all ARPA \$\$ allocated, so that we do not lose any.
- -
- -

QUESTIONS/COMMENTS: