



**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
TUESDAY, SEPTEMBER 5, 2023**

The Pamlico County Board of Commissioners met in regular session on Tuesday, September 5, 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 Dave Baxter, County Manager Tim Buck, Finance Officer Bill Fentress, and Clerk to the Board Chantelle Allison.

Chairman Riggs called the meeting to order. Commissioner Bohmert offered the invocation, and Chairman Riggs led the assemblage in the Pledge of Allegiance.

Chairman Riggs asked if there were any corrections, additions, and/or deletions to the August 7, 2023 Regular and Closed Session Minutes. There were no changes, then on a motion made by Commissioner Bohmert and seconded by Commissioner Brinson, the following resolution was unanimously approved.

BE IT RESOLVED, the August 7, 2023 Regular and Closed Session Minutes are hereby approved, and the Chairman's signature is authorized thereon.

Chairman Riggs asked if there were any corrections, additions, and/or deletions to the August 13, 2023 Special Called Meeting Minutes. There were no changes, then on a motion made by Commissioner Prescott and seconded by Commissioner Bohmert, the following resolution was unanimously approved.

BE IT RESOLVED, the August 13, 2023 Special Called Meeting Minutes are hereby approved, and the Chairman's signature is authorized thereon.

Chairman Riggs asked if there were any corrections, additions, and/or deletions to the August 21, 2023 Regular and Closed Session Minutes. There were no changes, then on a motion made by Commissioner Bohmert and seconded by Commissioner Baskervill, the following resolution was unanimously approved.

BE IT RESOLVED, the August 21, 2023 Regular and Closed Session Minutes are hereby approved, and the Chairman's signature is authorized thereon.

Chairman Riggs asked if there were any corrections, additions, and/or deletions to the August 25, 2023 Special Called Meeting Minutes. There were no changes, then on a motion made by Commissioner Ollison and seconded by Commissioner Brinson, the following resolution was unanimously approved.

BE IT RESOLVED, the August 25, 2023 Special Called Meeting Minutes are hereby approved, and the Chairman's signature is authorized thereon.

PUBLIC HEARING: Chairman Riggs opened the Public Hearing and invited Mr. Mike Barnette to respond to any questions or comments from the public regarding the 2019 CDBG-NR Program. Mr. Barnette announced a program amendment, offering an additional \$180,000 to complete additional house repairs and the remainder could be used for Senior Center repairs. There were no other comments or questions, therefore Chairman Riggs closed the hearing [23-24-046]. On a motion made by Commissioner

Brinson and seconded by Commissioner Bohmert, the following resolution was unanimously approved.

BE IT RESOLVED, the request to approve the 2019 CDBG-NR Amendment to accept an additional \$180,000 in grant funds, and approve the Chairman to sign a record of minutes pertaining to this amendment, is hereby approved.

Chairman Riggs asked if there were any other additions and/or deletions to the agenda; Commissioner Baskervill made a motion, seconded by Commissioner Prescott and unanimously approved, to add a Public Comment Period (inadvertently left off the agenda). Commissioner Bohmert made a motion, seconded by Commissioner Brinson and unanimously approved, to add a Budget Amendment to the Consent Agenda.

PUBLIC COMMENT: 1 member of the public signed up to speak.

Mr. Ken Heath, Mayor of the Town of Arapahoe, requested that the Board enact a Public Comment period at all Board of Commissioner meetings.

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

BE IT RESOLVED, the following FY23-24 Budget Amendment(s) are hereby approved.
[23-24-047]

<i>Department:</i> CDBG-NR Grant			#24-037
FISCAL YEAR 2023-2024			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
440223-449290-22NR	HMGP Grant	\$ 2,280,400.00	
444929-558000-22NR	Rehabilitation	\$ 2,052,400.00	
444929-559930-22NR	C-1 Administration	\$ 228,000.00	
<i>Reason for Budget Revision:</i> To set up budget for 2022 CDBG-NR Grant 21-C-4030.			

<i>Department:</i> Environmental Health			#24-038
FISCAL YEAR 2023-2024			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105180-518101-23MEN	Medicare Expense		\$ 600.00
105180-518300-23MEN	Group Insurance		\$ 300.00
105180-529000-23MEN	Departmental Supplies		\$ 1,489.00
105180-531000-23MEN	Travel		\$ 3,300.00
105180-512100-23MEN	Salaries & Wages	\$ 5,609.00	
105180-518100-23MEN	FICA Expense	\$ 80.00	
<i>Reason for Budget Revision:</i> To fund realignment to salary & wages for staff.			

Department: Senior Services

#24-039

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104930-531100	Senior Companion Match		\$ 1,500.00
104930-526000	Office Supplies	\$ 1,500.00	

Reason for Budget Revision: To transfer funds due to no longer having the Senior Companion Program and to also buy a computer for staff.

Department: Senior Services

#24-040

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100214-434950	ECC-Family Caregiver Support	\$ 3,200.00	
104946-539500	Training	\$ 200.00	
104946-549130	Respite Voucher	\$ 2,000.00	
104946-549250	Supplies- Incontinence	\$ 1,000.00	

Reason for Budget Revision: To set up budget for family caregiver support program.

Department: Senior Services

#24-041

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100214-434947	HCCBG Senior Ctr Operations	\$ 22,061.00	
104934-522000	Food & Provisions	\$ 22,061.00	

Reason for Budget Revision: To increase HCCBG Revenue budget and Expenditure to reflect additional funding.

Department: Senior Services

#24-042

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100214-434947	HCCBG Senior Ctr Operations	\$ 3,217.00	
104931-512600	Sr. Center Ops P/T Wages	\$ 3,217.00	

Reason for Budget Revision: To increase HCCBG Revenue budget and Expenditure to reflect additional funding.

Department: Senior Services

#24-043

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100214-434951	ARPA 2021 Sr. Services Revenue	\$ 10,300.00	
104931-529000-21ARP	Departmental Supplies	\$ 500.00	
104931-522000-21ARP	Food and Provisions	\$ 9,800.00	

Reason for Budget Revision: To set up budget for American Rescue Plan Act of 2021 (Sr. Services).

<i>Department:</i> DSS		#24-044	
FISCAL YEAR 2023-2024			
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT (+)	AMOUNT(-)
NUMBER		INCREASED	DECREASED
750000-439900	Fund Balance App	\$ 11,009.37	
757130-583030	Expense	\$ 11,009.37	
<i>Reason for Budget Revision:</i> To move unused funds from prior year to current FY 23-24.			

BE IT RESOLVED, the request for approval of the Tax Office Board Releases is hereby approved, and the Chairman’s signature is authorized thereon [23-24-048].

BE IT RESOLVED, the request for approval of a Budget Amendment required to budget distribution of Opioid Settlement funds, is hereby approved [23-24-049].

<i>Department:</i> Opioid		#24-045	
FISCAL YEAR 2023-2024			
ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT (+)	AMOUNT(-)
NUMBER		INCREASED	DECREASED
050000-439900	Fund Balance App	\$ 42,911.00	
054981-500000BAYDE	Expenditure	\$ 7,298.00	
054981-500000HEART	Expenditure	\$ 13,212.00	
054981-500000HESED	Expenditure	\$ 7,298.00	
054981-500000HOPE	Expenditure	\$ 7,805.00	
054981-500000JOJO	Expenditure	\$ 7,298.00	
<i>Reason for Budget Revision:</i> To budget for appropriation of opioid settlement funds to nonprofits as approved by the Board of Commissioners on July 2, 2023, and as approved by resolution on August 21, 2023.			

BE IT RESOLVED, the request for approval of a revised Capital Project Budget Ordinance designating the Opioid Settlement Fund, is hereby approved [23-24-050].

**CAPITAL PROJECT BUDGET ORDINANCE
OPIOID SETTLEMENT FUND**

BE IT ORDAINED by the Board of Commissioners of the County of Pamlico, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following **Opioid Settlement Fund** is hereby adopted (Revision of Project Ordinance dated June 19, 2023.)

- Section I.** The project authorized is the **Opioid Settlement Fund**.
- Section II.** The amount appropriated for the project is \$100,138.86:
 - Contingency Expense \$100,138.86
- Section III.** The following revenues are anticipated to be available to Pamlico County to complete the **Project**:
 - Opioid Settlement Proceeds \$100,138.86
 - TOTAL AVAILABLE** \$100,138.86

ADOPTED this the 5th day of September, 2023.

BE IT RESOLVED, the request to schedule a Public Meeting for Uses of Opioid Settlement Funds on ~~September 19, 2023~~ [Rescheduled for September 25, 2023] at 7pm in the Commissioners Room, is hereby approved [23-24-051].

BE IT RESOLVED, the request for approval of the Local Water Supply Plan (LWSP) and Resolution, is hereby approved [23-24-052].

RESOLUTION FOR APPROVING LOCAL WATER SUPPLY PLAN

WHEREAS, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water service or that plans to provide public water service and each large community water system shall, either individually or together with other units of local government and large community water systems, prepare and submit a Local Water Supply Plan; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for the Pamlico County Water System has been developed and submitted to the Pamlico County Board of Commissioners for approval; and

WHEREAS, the Pamlico County Board of Commissioners finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for Pamlico County Water System, as well as useful information to the Department of Environmental Quality for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the Pamlico County Board of Commissioners of Pamlico County Water System that the Local Water Supply Plan entitled, the 2022 Local Water Supply Plan (LWSP) for the Pamlico County Water System is hereby approved and shall be submitted to the Department of Environmental Quality, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Pamlico County Board of Commissioners intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

ADOPTED this the 5th day of September, 2023.

BE IT RESOLVED, the request for approval of a hire rate of \$33,280 for a Water Dept. Field Tech I candidate, is hereby approved [23-24-053].

BE IT RESOLVED, the request for approval to upgrade the Internet Service at the Sheriff's Dept. at a cost of \$990/month+/-, is hereby approved [23-24-054].

The Board then turned their attention to the Correspondence Agenda.

Commissioner Prescott made a motion, seconded by Commissioner Bohmert and unanimously approved, to recuse Commissioner Ollison from the discussion and vote regarding an Application for Urgent Repair Funding and/or Essential Single-Family Rehab. Then on a motion made by Commissioner Bohmert, seconded by Commissioner Baskervill, the following resolution was

unanimously approved (6:0, Recused: Commissioner Ollison).

BE IT RESOLVED, the request to approve an application for Urgent Repair Funding and/or Essential Single-Family Rehab, is hereby approved [23-24-055].

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

BE IT RESOLVED, the request to appoint Commissioners Riggs, Prescott, and Bohmert to the Hurricane Committee, is hereby approved [23-24-056].

Commissioner Baskervill made a motion, seconded by Commissioner Bohmert and unanimously approved, to move (1.) the discussion about a joint meeting with the Board of Education regarding the new school construction and (2.) the request to draw down Lottery Grant Funds to pay the architect, to after Closed Session.

The Board discussed adopting a Rules of Procedure for the Board of Commissioners. No action was taken, however, the general consensus was to review the UNC School of Government's suggested model for Rules of Procedure, and revisit the discussion at a later date [23-24-059].

The Board discussed a proposed MOU for the new school construction with the County Attorney, Finance Officer, and County Manager, and listed several concerns or requests for revision. No action was taken at this time [23-24-060].

The Board considered a joint meeting with the Board of Education regarding the new school construction, and the general consensus was to revisit the topic at the next regular meeting [23-24-057].

The Board discussed the request from the Board of Education to draw down Lottery Grant Funds to pay the Architect. Then on a motion made by Commissioner Riggs, and seconded by Commissioner Bohmert, the following resolution was unanimously approved.

BE IT RESOLVED, the request to draw down Lottery Grant Funds, in the amount of \$378,224.25, is hereby approved contingent upon legal review and Finance Officer approval of that individual draw [23-24-058].

Additionally, on a motion made by Commissioner Baskervill and seconded by Commissioner Forrest, the following resolution was unanimously approved.

BE IT RESOLVED, contingent upon the approval to draw down the Lottery Grant Funds, the request to pay the Architect invoice(s) totaling \$378,224.25, is hereby approved.

On a motion made by Commissioner Brinson seconded by Commissioner Prescott, and unanimously approved, the Board went into Closed Session for discussion regarding Personnel [N.C.G.S. § 143-318.11(a)(3)(6)]. Time Recorded: 8:47pm [23-24-061]

No action was taken in Closed Session.

On a motion made by Commissioner Bohmert, seconded by Commissioner Brinson, and unanimously approved, the Board went back into Open Session. Time Recorded: 9:28pm

There being no further business, on a motion made by Commissioner Brinson and seconded by Commissioner Bohmert, the Board adjourned until the next regular meeting on Monday, September 18,

2023 at 7:00pm. Time Recorded: 9:31pm.

Chairman

Clerk to the Board