



**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, MARCH 4, 2024**

The Pamlico County Board of Commissioners met in regular session on Monday, March 4, 2024 at 7:00pm in the Patsy H. Sadler room of the Pamlico County Courthouse. Commissioners Candy Bohmert, Kari Forrest, Carl Ollison, and Ed Riggs were present. Commissioners Missy Baskerville, Doug Brinson and Pat Prescott were not in attendance. Also present were County Attorney Dave Baxter, County Manager Tim Buck, Finance Officer Bill Fentress and Clerk to the Board Tracy Boyd.

Chairman Bohmert called the meeting to order. Rev. Grady Simpson offered the invocation, and Chairman Bohmert led the assemblage in the Pledge of Allegiance.

Chairman Bohmert asked if there were any corrections, additions, and/or deletions to the February 19, 2024 Regular Session Minutes. There were no changes, then on a motion made by Commissioner Riggs and seconded by Commissioner Ollison, the following resolution was unanimously approved.

BE IT RESOLVED, the February 19, 2024 Regular Session Minutes are hereby approved, and the Chairman's signature is authorized thereon.

PUBLIC HEARING: Chairman Bohmert opened the Public Hearing to discuss the Fire Prevention and Protection Ordinance and Buildings and Building Regulations Ordinance and invited the public to comment or ask questions. There were no comments or questions, therefore Chairman Bohmert closed the hearing.

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

Chairman Bohmert asked if there were any other additions and/or deletions to the agenda; Commissioner Forrest made a motion, seconded by Commissioner Ollison, and unanimously approved, to add: (10) Approval of Memorandum of Understanding Creating Outdoor Recreation Economies (CORE) Project to the Correspondence Agenda and to add Budget Amendment #24-097 to the Consent Agenda under Budget Amendments.

Chairman Bohmert asked to add February 19, 2024 Closed Session Minutes to the agenda, and if there were any corrections, additions, and/or deletions to the February 19, 2024 Closed Session Minutes. There were no changes, then on a motion made by Commissioner Forrest and seconded by Commissioner Bohmert, the following resolution was unanimously approved.

BE IT RESOLVED, the February 19, 2024 Closed Session Minutes are hereby approved, and the Chairman's signature is authorized thereon.

The Board then turned their attention to the Consent Agenda.

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

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

Department: Health Department

#24-092

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100211-435546	914 ARPA Lead	\$ 3,000.00	
105180-529000 Lead	Departmental Supplies	\$ 3,000.00	

Reason for Budget Revision: To recognize funds provided to conduct testing and remediation for lead-based paint and asbestos at all NC public schools and licensed childcare facilities.

Department: Health Department

#24-093

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100211-435180	Environmental Health	\$ 730.00	
105180-531000	EH Travel	\$ 730.00	
100211-435544	EH 2024 TRACK 2 DEV BASE Grant	\$ 31,500.00	
105180-512100 24BSE	Salaries & Wages	\$ 11,000.00	
105180-518100 24 BSE	FICA	\$ 500.00	
105180-518101 24 BSE	Medicare	\$ 500.00	
105180-518200 24 BSE	Retirement	\$ 500.00	
105180-518300 24 BSE	Insurance	\$ 420.00	
105180-519900 24 BSE	Contracted Services	\$ 9,580.00	
105180-531000 24 BSE	Travel	\$ 9,000.00	
100211-435116	Patient Reimbursement	\$ 11,600.00	
105110-512100	Salaries & Wages	\$ 800.00	
105127-512100	CD Salaries & Wages	\$ 593.00	
105129-512100	IMM Salaries & Wages	\$ 300.00	
105151-512100 OS	OS Salaries & Wages	\$ 100.00	
105151-512100	PC Salaries & Wages	\$ 3,305.00	
105159-512100	BCCCP Salaries & Wages	\$ 2,008.00	
105160-512100	CH Salaries & Wages	\$ 54.00	
105163-512100	MH Salaries & Wages	\$ 55.00	
105164-512100	FP Salaries & Wages	\$ 4,385.00	
100211-435116	Patient Reimbursement	\$ 5,639.07	
105110-519900	Contracted Services	\$ 5,639.07	

Reason for Budget Revision: To recognize funds received from DHHS for Training A. Cayton. 01/01/-12/31/24 FDA Grant.

Department: Health Department

#24-094

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105110-512103	Salary Supplement		\$ 16,500.00
105110-529000	Departmental Supplies	\$ 16,500.00	

Reason for Budget Revision: ARPA Fund allocation change.

Department: Water Department

#24-095

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
307140-529001 VAN	Supplies & Chemicals		\$ 7,000.00
307140-529001 KER	Supplies & Chemicals	\$ 7,000.00	

Reason for Budget Revision: To cover shortfall in line item.

Department: Recycling Department

#24-096

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104721-535100	Maintenance & Repair		\$ 4,900.00
104721-535200	Maintenance & Repair Equipment	\$ 4,900.00	
104721-519900 WG	Contracted Services		\$ 9,300.00
104721-519900	Contracted Services	\$ 9,300.00	

Reason for Budget Revision: To cover shortfall in line item.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104110-519002	Professional Svc Legal		\$ 4,000.00
104350-555000	Capital Outlays	\$ 4,000.00	

Reason for Budget Revision: To transfer funds to cover renovation of the bathroom connected to the breakroom in the Animal Control, Environmental Health, Building Inspections and Emergency Management office area.

BE IT RESOLVED, the request for approval of the Tax Office Board Releases is hereby approved, and the Chairman’s signature is authorized thereon. [23-24-167]

BE IT RESOLVED, the request for approval of quote from Tru-coat, INC. of \$7,100 to fix Stucco Surface of Brinson Building, is hereby approved. [23-24-168]

BE IT RESOLVED, the request to approve to Start New Hires at “Minimum Rate” and pay \$1,000 at Completion of Probation, is hereby approved. [23-24-169]

BE IT RESOLVED, the request for approval of Salary Changes, is hereby approved. [23-24-170]

The Board then turned their attention to the Correspondence Agenda.

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

BE IT RESOLVED, the request to review and adopt the Commissioners’ Code of Ethics, is hereby approved. [23-24-171]

Code of Ethics for the Board of Commissioners of Pamlico, North Carolina

PREAMBLE

WHEREAS, the Constitution of North Carolina, Article 1, Section 35, reminds us that a "frequent recurrence to fundamental principles is absolutely necessary to preserve the blessings of liberty," and

WHEREAS, a spirit of honesty and forthrightness is reflected in North Carolina's state motto, Esse quam videri, "To be rather than to seem," and

WHEREAS, Section 160A-86 of the North Carolina General Statutes requires local governing boards and councils to adopt a code of ethics, and

WHEREAS, as public officials we are charged with upholding the trust of the citizens of this county, and with obeying the law.

NOW, THEREFORE, in recognition of our blessings and obligations as citizens of the State of North Carolina and as public officials representing the citizens of Pamlico County, and acting pursuant to the requirements of Section 160A-86 of the North Carolina General Statutes, we the Board of Commissioners do hereby adopt the following General Principles of Code of Ethics to guide the Board of Commissioners in its lawful decision-making.

GENERAL PRINCIPLES UNDERLYING THE CODE OF ETHICS

- The stability and proper operation of democratic representative government depend upon public confidence in the integrity of the government and upon responsible exercise of the trust conferred by the people upon their elected officials.
- Governmental decisions and policy must be made and implemented through proper channels and processes of the governmental structure.
- Council members must be able to act in a manner that maintains their integrity and independence, yet is responsive to the interests and needs of those they represent.
- Council members must always remain aware that at various times they play different roles:
 - As advocates, who strive to advance the legitimate needs of their citizens.
 - As legislators, who balance the public interest and private rights in considering and enacting ordinances, orders, and resolutions.
 - As decision-makers, who arrive at fair and impartial quasi-judicial and administrative determinations.
- Board members must know how to distinguish among these roles, to determine when each role is appropriate, and to act accordingly.
- Board members must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of the constituents. Each official must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.

CODE OF ETHICS

The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for the Board of Commissioners and to help to determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law or for a board member's best judgment.

Section 1. Board members should obey all laws applicable to their official actions as members of the Board. Board members should be guided by the spirit as well as the letter of the law in whatever they do.

At the same time, board members should feel free to assert policy positions and opinions without fear of reprisal from fellow board members or citizens. To declare that a board member is behaving unethically because of disagreeing with that board member on a question of policy (and not because of the board member's behavior) is unfair, irresponsible, and is, itself, unethical.

Board members should endeavor to keep up to date, through the board's attorney and other sources, about new or ongoing legal or ethical issues they may face in their official positions. This educational function is in addition to the day-to-day legal advice the board may receive concerning specific situations that arise.

Section 2. Board members should act with integrity and independence from improper influence as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include the following:

- Adhering firmly to a code of sound values.
- Behaving consistently and with respect toward everyone with whom they interact.
- Exhibiting trustworthiness.
- Living as if they are on duty as elected officials regardless of where they are or what they are doing.
- Using their best independent judgment to pursue the common good as they see it, presenting their opinion to all in a reasonable, forthright, consistent manner.
- Remaining incorruptible, self-governing, and unaffected by improper influence while at the same time being able to consider the opinions and ideas of others.
- Disclosing contacts and information about issues that they receive outside of public meetings and refraining from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves.
- Treating other board members and the public with respect and honoring the opinions of others even while the board members disagree with those opinions.
- Not reaching conclusions on issues until all sides have been heard.
- Showing respect for their offices and not behaving in ways that reflect poorly on those offices.
- Recognizing that they are a part of a larger group and acting accordingly.
- Recognizing that individual board members are not generally allowed to act on behalf of the board but may only do so if the board specifically authorizes it, and that the board must take official action as a body.
- Avoiding conflicts of interest.

Section 3.a. Board members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach. Although opinions may vary about what behavior is inappropriate, this board will consider impropriety in terms of whether a reasonable person who is aware of all of the relevant facts and circumstances surrounding the board member's action would conclude that the action was inappropriate.

Section 3.b. If a board member believes that his or her actions, while legal and ethical, may be misunderstood, the member should seek the advice of the board's attorney and should consider publicly disclosing the facts of the situation and the steps taken to resolve it.

Section 4. Board members should faithfully perform the duties of their offices. They should act as especially responsible citizens whom others can trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned.

Board members should faithfully attend and prepare for meetings. They should carefully analyze all credible information properly submitted to them, mindful of the need not to engage in communications outside the meeting in quasi-judicial matters. They should demand full accountability

from those over whom the board has authority.

Board members should be willing to bear their fair share of the board's workload. To the extent appropriate, they should be willing to put the board's interests ahead of their own.

Section 5. Board members should conduct the affairs of the board in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust. They should also remember that local government records belong to the public and not to board members or their employees.

In order to ensure strict compliance with the laws concerning openness, board members should make clear that an environment of transparency and candor is to be maintained at all times in the government unit. They should prohibit unjustified delay in fulfilling public record requests. They should take deliberate steps to make certain that any closed sessions held by the council are lawfully conducted and that such sessions do not stray from the purpose for which they are called.

Adopted this 15th day of October, 2012 by the Pamlico County Board of Commissioners.

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

BE IT RESOLVED, the request for approval of Appointments of Eugene Elliott as General/Public, Bob Fuller in the Veterinarian slot, and Dr. Sharon Stephenson as Community Leader/Public to the Health Advisory Board, are hereby approved. [23-24-172]

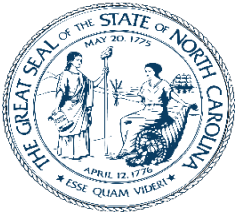
On a motion made by Commissioner Riggs and seconded by Commissioner Bohmert, the motion for approval of Fire Prevention and Protection Ordinance and Buildings and Buildings Regulations, though unanimously approved by the board members present, failed on the first reading because the full Board was not present for the meeting. [23-24-173]

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

BE IT RESOLVED, the request for approval of Starting Salary range of up to \$42,000 for Accounting Tech II Position, is hereby approved. [23-24-174]

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

BE IT RESOLVED, the request to approve the MOU for Creating Outdoor Recreation Economies (CORE) Projects, is hereby approved.



N.C. Department of Commerce
Rural Economic Development Division
NC Main Street & Rural Planning Center
Rural Planning Program

MEMORANDUM OF UNDERSTANDING CREATING OUTDOOR RECREATION ECONOMIES (CORE) PROJECT COUNTY of PAMLICO, NC

This Memorandum of Understanding (MOU) is entered into by and between the North Carolina Department of Commerce, Rural Economic Development Division, Main Street & Rural Planning Center, Rural Planning Program (“Program”), and the County of Pamlico, NC, (“County”), and together the “Parties,” for the purpose of setting out the terms and understandings between the Parties for the Program to provide Creating Outdoor Recreation Economies services to the County.

WHEREAS, as part of the North Carolina Department of Commerce, the state’s lead agency for promoting economic development and prosperity, the Program provides services and assistance to add value to local community economic development efforts.

WHEREAS, through its American Rescue Plan Travel, Tourism & Outdoor Recreation program, the U.S. Economic Development Administration focused resources to accelerate the recovery of communities that rely on the travel, tourism, and outdoor recreation sectors. This included a non-competitive “State Tourism Grant” to help states quickly invest in marketing, infrastructure, workforce, and other projects to rejuvenate safe leisure, business, and international travel.

WHEREAS, as part of North Carolina’s successful request for a State Tourism Grant, the Program developed a technical assistance initiative to provide outdoor recreation economy strategic planning and asset development services to rural North Carolina communities. The initiative, Creating Outdoor Recreation Economies (“CORE”), is intended to leverage the abundant outdoor recreation assets available across the state to bolster local economic vitality.

WHEREAS, the County applied to receive CORE services and subsequently met with the Program to identify the strategic planning process, asset development and other plan implementation services, and work products that would suit the County’s needs (“CORE Project”), including the roles and responsibilities of the Parties, the involvement of other partners, as well as the projected timeframe to complete the CORE Project.

WHEREAS, the mission of the NC Main Street & Rural Planning Center, which includes the Program, is to work in regions, counties, cities, towns, downtown districts, and designated North Carolina Main Street communities to inspire placemaking through building asset-based economic development strategies that achieve measurable results such as investment, business growth, and jobs. To further that mission, the Program may share successful “best

practices” with other communities when appropriate. In this context, relevant materials produced from the project and economic outcomes may be shared with other communities, as needed.

The Program and the County agree as follows:

8. Scope of Work

Primary Services

The primary services to be provided by the Program for the County’s CORE Project include the following:

- a. Outdoor Recreation Asset Mapping – A review of any current asset mapping initiatives and relevant updates.
- b. Outdoor Recreation Economy Strategic Planning – A series of meetings with a local work group and County staff to develop strategies for growing the County’s outdoor recreation economy. Some components of this process are outlined below but may be adjusted to meet the needs of the County.

Community Assessment

The Program will facilitate one or more assessment meeting(s) with a local work group to include, but not be limited to:

- i. Presentation of general information about the outdoor recreation economic sector, as well as relevant outdoor recreation economy and other data.
- ii. Discussion of local outdoor recreation assets and how they relate to the local economy.
- iii. Presentation and discussion of results of interviews, surveys, and other input gathered during the Community Assessment from the local work group, stakeholders, and the community regarding outdoor recreation and the economy.

Development of an Outdoor Recreation Economy Strategic Plan

Following the Community Assessment, the Program will work with the local work group and County staff to develop a strategic plan focused on the local outdoor recreation economy. The Community Assessment will inform the identification and development of an outdoor recreation economy-building positioning statement/vision, strategies, goals, objectives, actions/projects, and tasks that will comprise the outdoor recreation strategic plan.

- c. Asset Development and Other Plan Implementation Services – Once the Outdoor Recreation Asset Mapping, if applicable, and the Outdoor Recreation Economy Strategic Planning have been completed, the Program will work with County staff, the local work group, and other project partners, to determine the asset development and plan implementation services that may be the most beneficial for the community’s outdoor recreation economy-building efforts, potential resources for acquiring such services, and the timeframe(s) within which the services should be pursued.

Pamlico County Roles and Responsibilities

- 7. Local Work Group - The County will be responsible for assembling a local work group to participate in the CORE Project. The local work group may include, but is not limited to, elected officials, municipal or county staff, local business owners/operators,

8. Signatures

The Program and County agree to the foregoing understandings as indicated by the signatures below of their respective authorized representatives, on duplicate originals.

**NORTH CAROLINA DEPARTMENT OF COMMERCE
RURAL ECONOMIC DEVELOPMENT DIVISION
NC MAIN STREET & RURAL PLANNING CENTER
RURAL PLANNING PROGRAM**

Karen C. Smith, AICP
Rural Planning Program Manager

Date

COUNTY OF PAMLICO, NC

[Name of Board of Commissioners Chair], Chair
County of Pamlico, NC

Date

There being no further business, on a motion made by Commissioner Ollison and seconded by Commissioner Forrest, the Board adjourned until the next regular meeting on Monday, March 18, 2024 at 7:00pm, followed by the Board Budget Retreat on Wednesday, March 20, 2024 at 9:00am at Camp Seafarer. Time Recorded: 7:39pm.

Chairman

Clerk to the Board