

**REGULAR SESSION OF THE PAMLICO COUNTY BOARD OF COMMISSIONERS  
MONDAY SEPTEMBER 16, 2013**

The Pamlico County Board of Commissioners met in regular session on Monday September 16, 2013 at 7:00 p.m. in the Patsy H. Sadler Room of the Pamlico County Courthouse. All Commissioners were present. Also present were County Attorney Jim Hicks, County Manager Tim Buck, Finance Officer Mary Jane Westphal and Clerk to the Board Kathy P. Cayton.

Chairman Ann Holton called the meeting to order

Chairman Ann Holton asked if there were any corrections, additions and/or deletions to the minutes of the August 19, 2013, September 3, 2013 regular session and the August 5, 2013 closed session minutes. There being none, on a motion made by Commissioner Paul Delamar and seconded by Commissioner Kenny Heath, the following resolution was unanimously approved.

**BE IT RESOLVED, the minutes of the August 19, 2013, September 3, 2013 regular session and the August 5, 2013 closed session meetings are hereby approved and the Chairman's signature is authorized thereon.**

Chairman Ann Holton asked if there were any additions and/or deletions to the agenda. There were two additions and one deletion.

On a motion made by Commissioner Christine Mele and seconded by Commissioner Paul Delamar, the Board unanimously agreed to add the appointment of Ms. Millie Rice to the Jury Commission to the agenda.

On a motion made by Commissioner Carl Ollison and seconded by Commissioner Jimmy Spain, the Board unanimously agreed to the addition of a closed session in accordance with G. S. 143.318.11(a) 3 for client attorney privilege to the agenda.

On a motion made by Commissioner Paul Delamar and seconded by Commissioner Kenny Heath, the Board unanimously agreed to delete number nine (9) off the agenda.

Chairman Ann Holton asked if there were any members of the public to speak during public comment period. There was one.

- Dr. Cleve Cox: He invited Board to their Annual Constitution Day. Commissioner Paul Delamar will be in attendance as a speaker.

The Board then turned their attention to their attention to the Consent Agenda.

On a motion made by Commissioner Paul Delamar and seconded by Commissioner Christine Mele, the following resolutions were unanimously approved.

**BE IT RESOLVED, the following tax reliefs and releases are hereby approved.**

Name	Year	Tax/Ticket	Reason	Amount
Lupton, Barbara	2012	21504/6471459	Doubled-listed	\$ 242.45

**BE IT RESOLVED, the following Budget Amendments are hereby approved.**

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 2012-2013**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105000 535600	M & R- BUILDINGS		\$545.00
104320 535600	M & R- BUILDINGS	\$545.00	

Reason for Budget Revision: To move budget to cover repairs to compressor and generator at Jail and filters for Jail.

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**FISCAL YEAR 2012-2013**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104920 519900	CONTRACTED SERVICES	\$50.00	
104920 518200	RETIREMENT EXPENSE		\$50.00

Reason for Budget Revision: To move budget to diagnose scanner on copier.

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**FISCAL YEAR 2012-2013**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104120 531000	TRAVEL	\$680.00	
104210 518300	GROUP INSURANCE		\$480.00
104210 518200	RETIREMENT EXPENSE		\$200.00

Reason for Budget Revision: To move budget to cover travel and training expenses.

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**FISCAL YEAR 2012-2013**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
300600 434265	NC DOT REIMB.		\$242,800.00
307140 519809	BRIDGE 24 WATER LINES	\$242,800.00	

*Reason for Budget Revision:* To budget DOT reimbursement for moving water lines at the replacement of Bridge#24.

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**FISCAL YEAR 2012-2013**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
104110 519002	PROFESSIONAL SVC- LEGAL		\$165.00
104180 519900	CONTRACTED SERVICES	\$165.00	

*Reason for Budget Revision:* To move budget to pay for an agreement for Register of Deeds.

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**FISCAL YEAR 2012-2013**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
104310 529000	DEPARTMENTAL SUPPLIES	\$304.00	
100000 439900	FUND BALANCE APP.		\$304.00

*Reason for Budget Revision:* To move monies reserved from Federal drug money for Law Enforcement.

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**FISCAL YEAR 2012-2013**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
104920 526000	OFFICE SUPPLIES	\$58.00	
104920 518200	RETIREMENT EXP.		\$58.00

*Reason for Budget Revision:* To move budget to cover purchase of business cards.

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**FISCAL YEAR 2012-2013**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
104110 531000	TRAVEL	\$2,198.70	
104110 555001	SPECIAL BOARD PROJECTS		\$2,198.70

*Reason for Budget Revision:* To move budget to cover travel to 2013 NCACC Annual Conference.

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**FISCAL YEAR 2012-2013**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
105000 535600	M & R- BUILDINGS		\$1,200.00
104320 535600	M & R- BUILDINGS	\$1,200.00	

*Reason for Budget Revision:* To move budget to cover service call for A/C unit# 4.

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**FISCAL YEAR 2012-2013**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
104330 555000	CAPITAL OUTLAY	\$7,726.45	
100223 434921	EMERG. OPERATION GRANTS	\$7,726.45	

*Reason for Budget Revision:* To record Federal grant to district and county for purchase of Lite Tower.

**BE IT RESOLVED, the request to add a home delivered meals route to the Kennel's Beach Area is hereby approved. Cost will be approximately \$3,328 and funds will come from fund balance and will require a budget amendment.**

**BE IT RESOLVED, that due to time constraints with the publication of the September 16, 2013 public hearing for the 2013-2014 ROAP Grant the request to be rescheduled until Monday October 6, 2013 is hereby approved.**

**BE IT RESOLVED, the request to appoint Ms. Joyce Swimm and Ms. Beth Bucksot to the Economic Development Board representing the Chamber of Commerce is hereby approved.**

**BE IT RESOLVED, the Fiscal Monitoring Report for the month of June for the East Carolina Behavioral Health (ECBH) has hereby been reviewed.**

**BE IT RESOLVED, the CDBG Project Monthly Status Reports for the following programs have hereby reviewed:**

- 2009 CDBG-CR- Jones Lane Revitalization Project
- 2012 CDBG Scattered Site Housing Assistance Project
- 2010 CDBG-ER Scattered Site Housing Assistance Project

**BE IT RESOLVED**, the request for the write-offs for Fiscal Years 2007-2009 the Water Department are hereby approved.

## SUMMARY OF REPORTS

	A - OVER/SHORT ADJUSTMENT PROCESS			B - AR SUMMARY REPORT
	WATER SERVICES	FEES	TOTAL	% COLLECTED
2007	\$12,272.40	\$2,578.78	\$14,851.18	98.83%
2008	\$9,224.81	\$2,792.08	\$12,016.89	98.89%
2009	\$7,175.39	\$2,199.90	\$9,375.29	99.08%
TOTALS	\$28,672.60	\$7,570.76	<b>\$36,243.36</b>	<b>98.94%</b>

**BE IT RESOLVED**, that Ms. Millie Rice is hereby reappointed to the Pamlico County Jury Commission.

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

**BE IT RESOLVED**, the request from Emergency Manager Chris Murray for the replacement of the E911 dispatch console by Gately Communications being the lowest responsible bidder at the cost of \$103,126 is hereby approved. Funds are available.

On a motion made by Commissioner Paul Delamar and seconded by Commissioner Jimmy Spain, the following resolution was unanimously approved.

**BE IT RESOLVED**, the request from Emergency Manager Chris Murray to purchase new radio equipment for the Sheriff's Department under state contract pricing of \$115,000 is hereby approved. Funds will come from a lease purchase

**agreement with annual payments of \$23,184.00. Authorized signatures are hereby approved thereon.**

On a motion made by Commissioner Paul Delamar and seconded by Commissioner Pat Prescott, the board unanimously agreed to recuse Commissioner Kenny Heath from voting on the selection of a surveying company for the HMGP II Acquisition project due to a conflict of interest.

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

**BE IT RESOLVED, that Mr. Dennis Fornes and Mr. Josh Nobles are hereby approved as the surveyors for the HMGP Phase II Acquisition Project.**

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

**BE IT RESOLVED, that Hollowell and Hollowell and Sumrell, Suggs, Carmichael, Hicks and Hart are hereby approved as the attorneys and A.D. Willis and Tom Barton Appraisal Service as the Appraisers for the for the HMGP Phase II Project.**

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

**BE IT RESOLVED, the request to send a letter to our representative and the Governor requesting an extension to complete the 2009 and 2010 CDBG Grant to give us the ability to complete the additional work for Hurricane Irene victims with deficient housing needs is hereby approved.**

On a motion made by Commissioner Paul Delamar and seconded by Commissioner Kenny Heath, the Board went into closed session in accordance to G. S. 143.318.11(3) for client attorney privilege.

On a motion made by Commissioner Paul Delamar and seconded by Commissioner Kenny Heath, the Board went back into open session.

No action was taken in closed session.

There being no further business the Board recessed until Monday September 30, 2013 at 8:30 a.m.

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Chairman

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Clerk to the Board