

**REGULAR SESSION OF THE PAMLICO COUNTY BOARD OF COMMISSIONERS  
MONDAY JUNE 16, 2014**

The Pamlico County Board of Commissioners met in regular session on Monday June 16, 2014. All Commissioners were present. Also present were County Attorney Jim Hicks, County Manager Tim Buck and Finance Officer Bill Fentress.

Chairman Paul Delamar called the meeting to order.

Chairman Paul Delamar asked if there were any corrections, additions and/or deletions to the minutes of the June 2, 2014 meeting. There being none. On a motion made by Commissioner Kenny Heath and seconded by Commissioner Christine Mele, the minutes of the Monday June 2, 2014 were unanimously approved.

**BE IT RESOLVED, the minutes of the Monday June 2, 2014 meeting are hereby approved and the Chairman's signature is authorized thereon.**

Chairman Paul Delamar recognized Ms. Amy Coffee and Mr. Daniel Simpson from the Agriculture Center who invited Board Members to an open house on July 17, 2014.

Chairman Paul Delamar then recognized County Manager Tim Buck who presented the Fiscal Year 2014-2015 Budget.

	<u><b>REQUESTED</b></u>	<u><b>RECOMMENDED</b></u>
<b>Revenues</b>	<b>15,876,481</b>	<b>16,439,614</b>
<b>Expenses</b>	<b>17,338,171</b>	<b>16,679,127</b>
<b>Difference</b>	<b>(1,461,690)</b>	<b>239,513</b>
<b>Fund Balance Allocation</b>		<b>239,513</b>

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

**BE IT RESOLVED, the fiscal year 2014-2015 budget is hereby approved. (Please see attached 2014-2015 Budget Ordinance.)**

There were no additions and/or deletions to the agenda.

There was one member of the public to speak during public comment period.

Mr. Glen Hopkins: Mr. Hopkins came before the Board to state his dissatisfaction with the CDBG Program and the progress on his home replacement. Mr. Hopkins lives in a historical home which has caused some delays and difficulties.

The Board then turned their attention to the Consent Agenda.

On a motion made by Commissioner Ann Holton and seconded by Commissioner Kenny Heath, the following resolutions were unanimously approved.

**BE IT RESOLVED, that a public hearing will be held on Monday July 7, 2014 for the close out of the 2009 CDBG CR Project.**

**BE IT RESOLVED, that the request for a replacement for Ms. Miranda Simpson on the DSS Board is hereby tabled according to Board policy.**

**BE IT RESOLVED, the Kershaw Water Treatment Plant Project Ordinance and establishment of funds is hereby approved.**

**CAPITAL PROJECT BUDGET ORDINANCE**

**PAMLICO COUNTY KERSHAW WATER TREATMENT PLANT REFURBISHING PROJECT**

**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 Capital Project Ordinance is hereby adopted**

**Section I. The project authorized is the Refurbishing of Kershaw Water Treatment Plant.**

**Section II. The amount appropriated for the project is \$1,246,600 consisting of:**

Engineering	\$ 145,000
Legal	5,000
Contingency	50,600
Construction	1,012,000
Alternate Bids	<u>34,000</u>
Total	\$1,246,600

**Section III. The following revenues are anticipated to be available to Pamlico County to complete the Project:**

Water Capital Reserves	\$ 669,677
Installment Purchase Financing	<u>576,923</u>
TOTAL AVAILABLE	\$1,246,600

**ADOPTED this the 16<sup>th</sup> day of June, 2014.**

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

*Department: Sheriff*

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 2013-2014**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
104310 519900	CONTRACTED SERVICES		\$7,000.00
104310 532000	TELEPHONE	\$ 4,000.00	
104310 535300	M & R- AUTO	\$ 10,000.00	
104310 555000	CAPITAL OUTLAY		\$7,000.00

Reason for Budget Revision: To move budget to cover expenses for remainder of FY14.

*Department: Water*

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 2013-2014**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
307140 531000	TRAVEL		\$900.00
307140 512200	OVERTIME	\$200.00	
307140 512201	ON CALL PAY	\$700.00	

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

*Department: Senior Services*

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 2013-2014**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100400 438303	GENERAL REVENUE	\$729.00	
104930 512700	LONGEVITY	\$550.00	
104945 512101	SALARY	\$179.00	

Reason for Budget Revision: To recognize additional revenue and to adjust above line items to actual cost.

*Department: Senior Services*

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**FISCAL YEAR 2013-2014**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
104937 558000	REHAB		\$1,377.00
104945 512101	SALARY	\$906.00	
104945 518100	FICA EXPENSE	\$ 98.00	
104945 518200	RETIREMENT	\$350.00	
104945 518101	MEDICARE EXPENSE	\$ 23.00	

*Reason for Budget Revision:* To adjust above line items to actual cost.

*Department: DSS*

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**FISCAL YEAR 2013-2014**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
105310 529000	DEPARTMENTAL SUPPLIES	\$10.00	
105310 532000	TELEPHONE	\$900.00	
105310 533002	NATURAL GAS	\$500.00	
105310 532001	POSTAGE		\$1,410.00
105550 518500	UNEMPLOY. INS. BENEFIT	\$10.00	
105550 519900	CONTRACTED SERVICES	\$175.00	
105550 531000	TRAVEL		\$185.00

*Reason for Budget Revision:* To move budget to reflect actual FY14 spending.

*Department: Senior Services*

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**FISCAL YEAR 2013-2014**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100400 438306	HDM INCOME	\$2,369.00	
104930 512600	SALARIES	\$2,100.00	
104930 529000	DEPARTMENTAL SUPPLIES	\$ 38.00	
104930 518101	MEDICARE EXP.	\$ 100.00	
104930 518100	FICA	\$ 131.00	

*Reason for Budget Revision:* To adjust above line items to actual cost.

*Department. Health*

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 2013-2014**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100300 435113	ENVIRONMENTAL HEALTH FEES	\$18,500.00	
105180 512100	SALARIES & WAGES	\$18,500.00	

Reason for Budget Revision: To recognize additional revenue and offset salary for Office Assistant position.

*Department. DSS*

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**FISCAL YEAR 2013-2014**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
105310 519200	PROFESSIONAL SERVICES	\$16,000.00	
105441 500000	IV-E FOSTER CARE		\$16,000.00

Reason for Budget Revision: To transfer budget to represent actual spending.

*Department. DSS*

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**FISCAL YEAR 2013-2014**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
750000 302309	TRUSTEE	\$157.31	
750000 302333	CHRISTMAS CHEER		\$157.31

Reason for Budget Revision: To correct the negative balance in trustee account.

*Department: Water*

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**FISCAL YEAR 2013-2014**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
307120 519900	CONTRACTED SERVICES		\$ 255.00
307120 526000	OFFICE SUPPLIES		\$ 10.06
307140 519900	CONTRACTED SERVICES		\$4,800.00
307140 526000	OFFICE SUPPLIES		\$ 10.93
307140 529000	DEPARTMENTAL SUPPLIES		\$2,344.53
300000 399000	BUDGET RB RES. FOR ENCUMB.		\$7,420.52

Reason for Budget Revision: To correct start of the year balances.

*Department: DSS*

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**FISCAL YEAR 2013-2014**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
105491 549907	DUKE ENERGY LIGP EXPENSE	\$17,122.00	
105491 518500	DUKE ENERGY LIGP		\$17,122.00

Reason for Budget Revision: To move monies to correct account.

*Department: Water*

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**FISCAL YEAR 2013-2014**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100000 439900	FUND BALANCE APPR.		\$223,600.00
300226 430320	CONTRIBUTION FROM CAP. RES.	\$223,600.00	

Reason for Budget Revision: To correct BA# 14-062.

Department: County Manager

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**FISCAL YEAR 2013-2014**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
104140 519900	CONTRACTED SERVICES		\$ 808.56
104140 526000	OFFICE SUPPLIES		\$ 30.00
104140 535200	M & R EQUIPMENT		\$ 98.97
104170 526000	OFFICE SUPPLIES		\$ 20.40
104310 529000	DEPARTMENTAL SUPPLIES		\$ 88.36
104310 535300	M & R AUTO		\$ 390.00
104320 529000	DEPARTMENTAL SUPPLIES		\$ 2,083.29
104320 535200	M & R EQUIPMENT		\$ 200.00
104330 555000	CAPITAL OUTLAY		\$ 243.00
104350 526000	OFFICE SUPPLIES		\$ 39.50
104380 525100	AUTO SUPPLIES		\$ 120.00
104380 529000	DEPARTMENTAL SUPPLIES		\$ 90.00
104721 519900	CONTRACTED SERVICES		\$ 80.00
104721 535300	M & R AUTO		\$ 100.00
104930 535300	M & R AUTO		\$ 1,385.79
104933 537000	ADVERTISING		\$ 72.00
104937 558000	REHABILITATION		\$ 125.08
104945 535100	M & R GROUNDS		\$ 637.50
105000 519900	CONTRACTED SERVICES		\$ 676.00
105000 529000	DEPARTMENTAL SUPPLIES		\$ 71.44
105000 535200	M & R EQUIPMENT		\$ 1,195.00
105000 535300	M & R AUTO		\$ 94.98
105000 535600	M & R BUILDING		\$ 5,250.00
105110 519900	CONTRACTED SERVICES		\$ 38.42
105110 529000	DEPARTMENTAL SUPPLIES		\$ 99.88
105111 529000	DEPARTMENTAL SUPPLIES		\$ 4.23
105124 529000	DEPARTMENTAL SUPPLIES		\$ 4.23
105127 529000	DEPARTMENTAL SUPPLIES		\$ 4.23
105127 531000	TRAVEL		\$ 13.00
105151 523900	MEDICAL SUPPLIES		\$ 83.60
105160 529000	DEPARTMENTAL SUPPLIES		\$ 8.46
105160 529000CF	DEPARTMENTAL SUPPLIES		\$4.23
105163 529000	DEPARTMENTAL SUPPLIES		\$ 6.34
105164 523900	MEDICAL SUPPLIES		\$ 725.10
105164 529000	DEPARTMENTAL SUPPLIES		\$ 8.28
105310 531000	TRAVEL		\$ 14.14
105310 535200	M & R EQUIPMENT		\$ 132.31
105310 535600	M & R BUILDING		\$ 80.00
106120 535300	M & R AUTO		\$ 338.44
106600 519900IRN	CONTRACTED SERVICES		\$ 700.00
100000 399000	BUDGET FB RES. FOR ENCUMB.		\$18,864.76

Reason for Budget Revision: To correct start of the year balances.

*Department: Public Works*

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**FISCAL YEAR 2013-2014**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
105000 512100	SALARIES & WAGES		\$245.00
104722 535100	M & R GROUNDS	\$245.00	
105000 533002	NATURAL GAS		\$2,298.00
105000 533001	WATER & SEWER	\$2,298.00	
106120 535300	M & R AUTO		\$1,000.00
106120 533000	ELECTRICAL	\$1,000.00	

Reason for Budget Revision: To balance budget overruns.

The Board then turned their attention to the Correspondence Agenda.

County Manager Tim Buck explained that Pamlico County has FY 2014 ROAP Rural General Public (RGP) funds that will not be utilized in the amount of \$12,000. In addition, Pamlico County will have \$4,300 ROAP Employment funding that is not expected to be used during FY 2014. Craven County is requesting the transfer of \$12,000 of Rural General Public (RPG) and \$4,300 of Employment Funds to Craven County for FY 2014.

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

**BE IT RESOLVED, the request from Craven County to transfer \$12,000 of Rural General Public for FY 2014 and \$4,300 of Employment Funds to them that Pamlico County has not utilized is hereby approved.**

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

**BE IT RESOLVED, the following Debris Contracts for Debris Removal for 2014-2016 are hereby approved.**

- **Phase 1**

**Primary – Bobby Cahoon Construction, Inc. of Grantsboro, NC**  
**Secondary - Tag Grinding Services, Inc.**

- **Phase II, Vegetative and C & D Debris Removal**

**Primary - TFR Enterprises - \$7.00 /cy C & D, \$6.00 /cy Veg**  
**Secondary- Tag Enterprises - \$7.50/cy C & D, \$7.00 /cy Veg**



- **Vegetative Debris Disposal**

**Primary - Tag Grinding, \$3.95 per cubic yard**  
**Secondary - TFR Enterprises, \$12.63 per cubic yard**

Finance Officer Bill Fentress is recommending as part of our preparation of the FY 2013-2014 audit that we seek technical consultation from an accounting firm and/or individual to assist with year-end close out reconciliations and preparation of financial statements. The cost is expected to not exceed \$18,000 and will come from the finance budget and fund balance.

On a motion made by Commissioner Ann Holton and seconded by Commissioner Kenny Heath, the following resolution is unanimously approved.

**BE IT RESOLVED, the request from Finance Officer Bill Fentress to seek technical consultation from an accounting firm and/or individuals to assist with year-end close out reconciliations and preparation of financial statements is hereby approved. Funds to come from Finance Office Budget and Fund Balance cost not expected to exceed \$18,000.**

County Manager Tim Buck stated that in order to close out the 2013-2014 fiscal year, budget amendments are necessary to keep accounts in balance. North Carolina General Statute 159-15 states the following: “ The governing board by appropriate resolution or ordinance may authorize the budget officer to transfer moneys from one appropriation to another within the same fund subject to such limitations and procedures as it may prescribe. Any such transfers shall be reported to the governing board at its next regular meeting and shall be entered in the minutes.” The board approved this authority in adoption of the 2013-2014 budget ordinance. County Manager Buck requested the Board give approval for the budget officer to make any transfers necessary to close out the fiscal year.

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

**BE IT RESOLVED, the request for the Budget Officer to make any transfers necessary to close out the 2013-2014 fiscal year in the form of budget amendments is hereby approved.**

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

**BE IT RESOLVED, the following Senior Center Appointments are hereby approved.**

- **Mr. Garry Cooper :**           **Home Community Care Block Grant (HCCBG)  
Senior Services Advisory Committee (SSAC)**
  
- **Ms. Annie Cutler:**           **Home Community Care Block Grant (HCCBG)  
Senior Services Advisory Committee (SSAC)**
  
- **Ms. Nancy Hardison:**       **Pamlico County Foundation for the Aged (PCFA)**
  
- **Mr. Angelo Midgette:**       **Pamlico County Foundation for the Aged (PCFA)**

County Manager Tim Buck provided the Board information from Health Director Dennis Harrington, who is requesting to restructure two (2) positions in the Health Department:

(1) Convert Administrative Assistant 1 (grade 63) to Administrative Officer 1 (grade 67) position

(2) Convert Processing Assistant IV (grade 59) to Office Unit Work Supervisor1 (grade 61).

The Administrative Assistant 1 position is currently budgeted at \$26,417 converting the position to an Administrative Officer 1 position and setting the beginning salary at \$32,750 will increase the budget by approximately \$6,333, not including benefits.

The Processing Assistant IV position is currently budgeted at \$22,827 converting this position to an Office Unit Work Supervisor 1 position and setting the beginning salary at \$26,418 will increase the budget by approximately \$3,591, not including benefits.

Total cost of the proposal not including benefits is \$9,924.

County Manager Buck stated that although we have taken these measures in the past in regards to permanently changing the starting salaries and, a special class within a grade is not recommended. This type of situation could be addressed within a salary study. The preferable method is to give the Health Director permission to hire up to these levels. County Manager Buck said he would support the effort to reclassify the positions and to hire up to \$32,750 and \$26,418 respectively though not establishing a new permanent hire classification.

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

**BE IT RESOLVED, the Administrative Officer 1 position will start at the beginning salary of \$32,750 which will increase the budget by approximately \$6,333, not including benefits.**

**BE IT RESOLVED, the Office Unit Work Supervisor 1 position will start at the beginning salary of \$26,418, not including benefits.**

**BE IT FURTHER RESOLVED, the funds will stay within budget and will come from Health Department budget.**

On a motion made by Commissioner Christine Mele and seconded by Commissioner Paul Delamar, the following resolution was passed by majority vote. Commissioners Jimmy Spain and Carl Ollison cast opposing votes.

**BE IT RESOLVED, the County will use Go Energies/Go Gas for fuel management at the initial cost of \$14,756.75 and a monthly cost of \$299.00 to include the following amenities.**

- 1. Turnkey-includes software, electrical hookup, hardware installation, cards issued.**
- 2. Each eligible employee receives gas card with PIN to uniquely identify him/her as receiving gas**
- 3. PIN must be entered when obtaining gas; vehicle number, odometer reading entered by employee**
- 4. Date, time, gallons pumped, all information auto-recorded**
- 5. Reports generated monthly, on-line viewing available for management**
- 6. Reports generated for each vehicle, PIN, odometer reading, time, gallons etc.**
- 7. Monthly reconciliation to be done in Finance Office-fuel consumption determined**
- 8. Each employee signs accountability form accepting responsibility for PIN**
- 9. Cards can be used to obtain off-site gas if necessary-eliminate Hess cards**

## **10. Gas to be bought through Potter Oil.**

County Manager Tim Buck stated that in preparation of placing the Kershaw Water Treatment Plant back on line in July our contracted engineer Mr. Blaine Humphrey has advised that we have the wells maintained and super chlorinated. The estimated costs are approximately \$19,000 that includes contingency.

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

**BE IT RESOLVED, that in preparation of placing the Kershaw Water Treatment Plant back on line in July 2014 the wells will be maintained and highly chlorinated. The estimated cost will be approximately \$19,000. Funds are available in the project budget.**

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

**BE IT RESOLVED, the following reappointments to the Economic Development Advisory Board are hereby approved.**

- **Dr. Cleve Cox**
- **Mr. Doug Cross**
- **Mr. Chuck Forrest**
- **Commissioner Christine Mele**
- **Ms. Joyce Swimm**
- **Mr. Doug Brinson**
- **Ms. Beth Bucksot**
- **Mr. Peter Waterson**

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

### **PAMLICO COUNTY RESOLUTION DECLINED THE OFFER TO JOIN THE NORTH CAROLINA EAST ALLIANCE (NCEAST)**

**BE IT RESOLVED, that Pamlico County declines the offer to join NC East Alliance.**

**THEREFORE BE IT RESOLVED, that Pamlico County formally requests the return of its share of unencumbered funds at the dissolution of NC's Eastern Region on June 30, 2014.**

**Adopted this the 16<sup>th</sup> day of June 2014.**

Board members agreed that it should be policy that flowers are sent from the County in the event of a former Commissioners death.

There being no further business the Board recessed until June 30, 2014 at 9:00 a.m. if a meeting becomes necessary for housekeeping issues that could arise to close out fiscal year 2013-2014.

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Chairman

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Clerk to the Board