

**REGULAR SESSION OF THE PAMLICO COUNTY BOARD OF COMMISSIONERS  
MONDAY OCTOBER 20, 2014**

The Pamlico County Board of Commissioners met in regular session on Monday October 20, 2014 at 7:00 p.m. in the Patsy H. Sadler Room of the Pamlico County Courthouse. All Commissioners were present with exception of Commissioners Paul Delamar, Carl Ollison and Jimmy Spain. Also present were County Attorney Jim Hicks, County Manager Tim Buck, Finance Officer Bill Fentress and Clerk to the Board Kathy P. Cayton.

Vice-Chairman Christine Mele called the meeting to order.

Vice- Chairman Christine Mele recognized Mr. Charlie Eaton from the North Carolina County Commissioners Association who came before the Board to present the Risk Management Pools Super Member Plaque. This plaque is presented to Pamlico County for their continued support of the Liability, Property and Worker's Compensation Pools.

Vice-Chairman Christine Mele declared the public hearing for the 2014-2015 Rural Operating Assistance Program Grant open. Ms. Debbie Green, Program Manager stated that Pamlico County Human Services Center has applied for the grant in the maximum amount of \$94,274. This is a state funded public transportation grant program administered by the North Carolina Department of Transportation Public Transportation Division. Funds are sub-allocated and dispersed between Pamlico County Human Services Center, Pamlico County Senior Services, Pamlico County Community College and Craven Area Rural Transit System (CARTS).

There were no members of the public to speak. Vice-Chairman Mele declared the public hearing closed.

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

**CERTIFIED STATEMENT  
FY2015  
RURAL OPERATING ASSISTANCE PROGRAM**

County of Pamlico

**WHEREAS**, the state-funded, formula-based Rural Operating Assistance Program (ROAP) administered by the North Carolina Department of Transportation, Public Transportation Division provides funding for the operating cost of passenger trips for counties within the state;

**WHEREAS**, the county uses the most recent transportation plans (i.e. CTSP, CTIP, LCP) available and other public involvement strategies to learn about the transportation needs of agencies and individuals in the county before determining the sub-allocation of these ROAP funds;

**WHEREAS**, the county government or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with the municipalities or counties served) are the only eligible recipients of Rural Operating Assistance Program funds which are allocated to the counties based on a formula as described in the Program Guidelines included in the ROAP State Management Plan. NCDOT will disburse the ROAP funds only to counties and eligible transportation authorities and not to any sub-recipients selected by the county;

**WHEREAS**, the county finance officer will be considered the county official accountable for the administration of the Rural Operating Assistance Program in the county, unless otherwise designated by the Board of County Commissioners;

**WHEREAS**, the passenger trips provided with ROAP funds must be accessible to individuals with disabilities and be provided without discrimination on the basis of national origin, creed, age, race or gender (FTA C 4702.1A, FTA C 4704.1, Americans with Disabilities Act 1990); and

**WHEREAS**, the period of performance for these funds will be July 1, 2014 to June 30, 2015 regardless of the date on which ROAP funds are disbursed to the county.

**NOW, THEREFORE, by signing below, the duly authorized representatives of the County of Pamlico North Carolina certify that the following statements are true and accurate:**

- The county employed a documented methodology for sub-allocating ROAP funds that involved the participation of eligible agencies and citizens. Outreach efforts to include the participation of the elderly and individuals with disabilities, persons with limited English proficiency, minorities and low income persons in the county's sub-allocation decision have been documented.
- The county will advise any sub-recipients about the source of the ROAP funds, specific program requirements and restrictions, eligible program expenses and reporting requirements. The county will be responsible for invoicing any sub-recipients for unexpended ROAP funds as needed.
- The county will monitor ROAP funded services routinely to verify that ROAP funds are being spent on allowable activities and that the eligibility of service recipients is being properly documented. The county will maintain records of trips and services

for five years that prove that an eligible citizen was provided an eligible transportation service on the billed date, by whatever conveyance at the specified cost.

- The county will be responsible for monitoring the safety, quality and cost of ROAP funded services and assures that any procurements by subrecipients for contracted services will follow state guidelines.
- The county will conduct regular evaluations of ROAP funded passenger trips provided throughout the period of performance.
- The county will only use the ROAP funds to provide trips when other funding sources are not available for the same purpose or the other funding sources for the same purpose have been completely exhausted.
- The county assures that the required matching funds for the FY2015 ROAP can be generated from fares and/or provided from local funds.
- The county will notify the Mobility Development Specialist assigned to the county if any ROAP funded services are discontinued before the end of the period of performance due to the lack of funding. No additional ROAP funds will be available.
- The county will provide an accounting of trips and expenditures in a semi-annual report and a final year-end report to NCDOT – Public Transportation Division or its designee.
- Any interest earned on the ROAP funds will be expended for eligible program uses as specified in the ROAP application. The County will include ROAP funds received and expended in its annual independent audit on the schedule of federal and state financial assistance. Funds passed through to other agencies will be identified as such.
- The county is applying for the following amounts of FY2015 Rural Operating Assistance Program funds:

<b>State-Funded Rural Operating Assistance Program</b>	<b>Allocated</b>	<b>Requested</b>
Elderly & Disabled Transportation Assistance Program (EDTAP)	\$46,153	\$46,153
Employment Transportation Assistance Program (EMPL)	\$5,229	\$5,229
Rural General Public Program (RGP)	\$42,892	\$42,892
<b>TOTAL</b>	<b>\$94,274</b>	<b>\$94,274</b>

Approved, this the 20th \_\_ day of October, 2014.

Vice-Chairman asked if there were any additions and/or deletions to the agenda. There was one. A motion was made by Commissioner Pat Prescott and seconded by Commissioner Ann Holton, the board unanimously agreed to the addition of the contract for senior center general purpose funding.

Vice-Chairman Christine Mele asked if there were any members of the public to speak during public comment period. There was one.

- Mr. Ray Griffin: Requested the posting of the Ten Commandments in the Courthouse.

The Board then turned their attention to the Consent Agenda.

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

**BE IT RESOLVED, the second meeting in December is hereby cancelled.**

**BE IT RESOLVED, the request from Mr. Chris Murray, Emergency Manager to recognize Pamlico County and certain municipalities as Storm Ready Communities is hereby approved.**

**BE IT RESOLVED, the following Budget Amendment is hereby approved.**

*Department: Governing Body*

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 2014-2015**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
104110 519900	CONTRACTED SERVICES		\$4,000.00
104110 531000	TRAVEL	\$4,000.00	

*Reason for Budget Revision:* To move budget to cover commissioner training and workshops.

**BE IT RESOLVED, the request to amend the audit contract with Martin & Starnes to perform the required testing at the cost of \$2,750 is hereby approved. The cost being \$2,750 and the funds will come from fund balance.**

**BE IT RESOLVED, the following order of negotiations for Engineer Contracts for HMGP Elevation Project is hereby approved.**

1. Appian Engineering, Rocky Mount
2. McDavid Associates, Farmville
3. Robert Chiles, New Bern
4. Adams Company, Warsaw
5. KSMJ Engineering, Morehead City

**BE IT RESOLVED, that Rick Bostic Construction and Demolition is hereby approved for demolition and clearance of the house for the Glen Hopkins house in the 2012 CDBG Project at the cost of \$6,794.00**

**BE IT RESOLVED, that Atlantic Housing LLC is hereby approved to supply the replacement house for Mr. Glen Hopkins who is in the 2012 CDBG Project at the cost of \$91,836.00.**

**BE IT RESOLVED, that Eastern Environment, Inc. is hereby approved to perform the asbestos removal for the Glen Hopkins who is in the 2012 CDBG Project at the cost \$7,450.00.**

**BE IT RESOLVED, the request from Harris and Associates to ask for additional funding from the Department of Commerce for remaining critical housing needs in Pamlico County is hereby approved.**

**BE IT RESOLVED, the contract for Senior Center General Purpose Funding in the amount not to exceed the maximum of \$11,680 with a county match of \$3,893 with a total allocation of \$15,573 is hereby approved.**

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

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

<b>Name</b>	<b>Year</b>	<b>Tax/Ticket</b>	<b>Reason</b>	<b>Amount</b>
Jag ventures	12-14	30212/6470596	Acreage Double listed	\$ 188.79
Battle, Walter	2014	30073/6555202	SCE Exemption	\$ 313.65
Law, Andrew	2012	31490/6495826	DMV Release	\$ 7.38
Day, Mary	2014	1296000/6540056	SCE Exemption applied	\$ 176.32
Krauss, James	12-13	3115300/6481854	MH double listed	\$ 142.80
Unknown Taxpayer	06-14	25772/6433639	Property double listed	\$ 364.00
Varner, Brent	11-13	19700/6426484	Sold boat	\$ 238.92
Hopkins, Kenneth	2014	16977/6541474	SCE applied	\$ 175.27
Daniels, Judy	09-13	27297/6325131	Double listed	\$ 95.19
Piedmont Business	12-14	23233/6474132	Error in footage	\$ 460.21
Repass, Wm	11-14	0036588/6451817	Owner Deceased	\$ 87.87

Commissioner Ann Holton gave the Board Members an update of the East Carolina Behavioral Health first quarter fiscal year monitoring report.

On a motion made by Commissioner Pat Prescott and seconded by Commissioner Ann Holton, the Board went into closed session in accordance with G.S. 143. 318. 11(a) 3 for client attorney privilege to discuss the lawsuit of *RR Development North III, LLC vs. Pamlico County*.

On a motion made by Commissioner Pat Prescott and seconded by Commissioner Ann Holton, the Board went back into open session. The County Attorney updated the Board on lawsuit of *RR Development North III, LLC vs. Pamlico County*. No action was taken in closed session.

There being no further business on a motion made by Commissioner Ann Holton and seconded by Commissioner Pat Prescott the Board adjourned until Monday November 3, 2014 at 7:00 p.m.

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Vice-Chairman

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Clerk to the Board