

## REGULAR SESSION OF THE PAMLICO COUNTY BOARD OF COMMISSIONERS

MONDAY JANUARY 4, 2016

The Pamlico County Board of Commissioners met in regular session on Monday January 4, 2016 at 7:00 p.m. in the Patsy H. Sadler Room of the Pamlico County Courthouse. All commissioners were present. Also present were Attorney Dave Baxter, County Manager Tim Buck, Finance Officer Bill Fentress, and Clerk to the Board Courtney L. Norfleet.

Chairman Pat Prescott called the meeting to order.

Chairman Pat Prescott let the assemblage in a moment of silence and Pledge of Allegiance.

Chairman Pat Prescott asked if there were any corrections, additions, and/or deletions to the regular and closed session minutes of the December 7, 2015 meeting. There being none, on a motion made by Commissioner Paul Delamar and seconded by Commissioner Ed Riggs, the following resolution was unanimously approved.

**BE IT RESOLVED, the regular and closed session minutes of the Monday December 7, 2015 meeting are hereby approved and the Chairman's signature is authorized thereon.**

Chairman Pat Prescott recognized Mr. Chris Burton from Carr, Riggs & Ingram CPAs and Advisors who delivered the Pamlico County 2015 audit report. Mr. Burton gave the audit highlights:

- Unmodified opinion
- General Fund had fund balance increase of \$1,359,257
- Water Fund had a net position increase of \$243,698
- Available Unassigned Fund Balance is at 45.21%

Chairman Pat Prescott recognized Ms. Alice MacArthur from Religious Community Services who spoke about the need for adult volunteers in Pamlico County to assist in the 2016 Point-In-Time Count of sheltered and unsheltered homeless persons during a single 24 hour period on the last Wednesday in January.

Chairman Pat Prescott asked if there were any additions and/or deletions to the agenda. There was one (1). On a motion made by Commissioner Christine Mele and seconded by Commissioner Paul Delamar, the Board unanimously agreed to delete number seventeen (17) from the agenda.

Chairman Pat Prescott asked if there were any members of the public to speak during Public Comment Period, there were none.

The Board then turned their attention to the Consent Agenda.

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

**BE IT RESOLVED, the following tax releases are hereby approved to be deleted.**

Name	Year	Tax/Ticket	Reason	Amount
Duke Energy Progress Inc.	2015	6590696	Duplicated	\$1537.08
Duke Energy Progress Inc.	2015	6590692	Duplicated	\$2811.47

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

*Department:* DSS

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 2015-2016**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
10-5310-519200	Professional Services	\$ 8,982.00	
10-5470-500000	Adoption Assistance	\$ 7,478.00	
10-0212-435470	Adoption Assistance	\$27,000.00	
10-0000-439900	Fund Balance Appropriated		\$10,540.00

Reason for Budget Revision: Refund from the State for IV-E adoption audit lawsuit.

*Department:* Senior Services

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**FISCAL YEAR 2015-2016**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
10-0400-438303	Senior Services Revenue	\$100.00	
10-4945.522000	Food & Provisions	\$100.00	

Reason for Budget Revision: To move donation made for the volunteer breakfast to be held in April.

*Department:* Senior Services

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**FISCAL YEAR 2015-2016**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT (-) DECREASED</b>
10-0400-438303	Senior Services Revenues	\$200.00	
10-4930-519900	Contracted Services	\$200.00	

Reason for Budget Revision: To recognize a donation made for Santa for Seniors.

*Department:* Sheriff's Department

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**FISCAL YEAR 2015-2016**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT (-) DECREASED</b>
10-0400-438312	Sheriff Miscellaneous Revenue	\$1,000.00	
10-4310-529000	Departmental Supplies	\$1,000.00	

Reason for Budget Revision: To recognize calendar contribution revenue and increase departmental supplies expenditure line item.

**BE IT RESOLVED, the request for a Budget Amendment increasing governing body contracted services line by \$8600 is hereby approved.**

*Department:* Governing Body

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**FISCAL YEAR 2015-2016**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT (-) DECREASED</b>
10-0000-439900	Fund Balance Appropriated	\$8,600.00	
10-4110-519900	Contracted Services	\$8,600.00	

Reason for Budget Revision: To move funds to pay for the second installment to McClees Consulting Contract.

**BE IT RESOLVED, the request for a Budget Amendment of \$5,500 to increase the Y2K Data Processing line by \$5,500 to complete an IT project is hereby approved.**

*Department:* Data Processing

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**FISCAL YEAR 2015-2016**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT (-) DECREASED</b>
10-0000-439900	Fund Balance Appropriated	\$5,500.00	
10-4210-535200	M & R Equipment	\$5,500.00	

*Reason for Budget Revision:* To move funds to pay for the IT project for increased security and link the department networks together.

**BE IT RESOLVED, the request to set the second meeting in January for January 19, 2016 is hereby approved.**

**BE IT RESOLVED, the request for acknowledgement of receipt of information related to an emergency repair for Kershaw Water Treatment Plant is hereby approved.**

The Board then turned their attention to the Correspondence Agenda.

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

**BE IT RESOLVED, the request from Mr. Bobby Joyner, our contracted engineer for the HMGP Elevation Project to approve Change Order Number 1, for 6366 Florence Road, Merritt in the amount of \$11,225, increasing the job cost to \$78,032 is hereby approved.**

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

**BE IT RESOLVED, the request to recuse Commissioner Carl Ollison from the vote on a contractor award for the HMGP Elevation Project at 118 Pine Tree Lane, Mesic due to a conflict of interest is hereby approved.**

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

**BE IT RESOLVED, due to the initial contractor's rescission of the bid for elevating the home at 118 Pine Tree Lane, Mesic, the second lowest bidder, Jeffery Thompson Construction with a bid of \$149,520 is hereby approved.**

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

**BE IT RESOLVED, the request from Sheriff Davis to adjust salaries is hereby approved.**

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

**BE IT RESOLVED, the request from Sheriff Davis to apply for a Pills Can Kill-Pill Diversion Investigator Position through the Governor's Crime Prevention is hereby approved.**

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 Sheriff Davis to apply for a 2016 Local Law Enforcement Block Grant through the Governor's Crime Prevention is hereby approved.**

On a motion made by Commissioner Kenny Heath and seconded by Commissioner Paul Delamar, the following resolution was passed by majority vote. Commissioners Christine Mele and Ed Riggs cast dissenting votes.

**BE IT RESOLVED, the request from Sheriff Davis to apply for a 2016 Jail Intervention Grant through the Governor's Crime Prevention is hereby approved with the understanding that the contract be for two (2) years, grant funded only.**

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

**BE IT RESOLVED, the request from Sheriff Davis to improve Courtroom security with a budget of \$158,000 is hereby approved.**

**BE IT FURTHER RESOLVED, the County Manager is hereby directed to work with Sheriff Davis for more specific recommendations.**

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

**BE IT RESOLVED, the request from Mr. Garry Cooper to repair the leak in the 2<sup>nd</sup> floor breezeway of the Courthouse for \$3850 is hereby approved.**

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

**BE IT RESOLVED, the request for Commissioner Christine Mele to be reappointed to the Down East RPO is hereby approved.**

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

**BE IT RESOLVED, the request to hold a budget workshop on January 25, 2016 at 8:30 am is hereby approved.**

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

**BE IT RESOLVED, the request from Dennis Harrington to increase WIC Coordinator's hours from 32 to 40 hours per week is hereby approved.**

There being no further business, on a motion made by Commissioner Paul Delamar and seconded by Commissioner Kenny Heath, the Board adjourned until Tuesday, January 19, 2016 at 7:00 pm.

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Chairman

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Clerk to the Board