

## REGULAR SESSION OF THE PAMLICO COUNTY BOARD OF COMMISSIONERS

**MONDAY, MARCH 7, 2016**

The Pamlico County Board of Commissioners met in regular session on Monday, March 7, 2016 at 7:00 p.m. in the Patsy H. Sadler Room of the Pamlico County Courthouse. All Commissioners were present, with the exception of Commissioner Christine Mele. 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 session minutes of the February 15, 2016 meeting. There being none, on a motion made by Commissioner Ed Riggs and seconded by Commissioner Ann Holton, the following resolution was unanimously approved.

**BE IT RESOLVED, the regular session minutes of the Monday, February 15, 2016 meeting are hereby approved and the Chairman's signature is authorized thereon.**

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 Paul Delamar and seconded by Commissioner Ed Riggs, the following deletion was unanimously approved.

- Item 11—Request to Declare Surplus Property

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 Reliefs & Releases are hereby approved.**

Name	Year	Tax/Ticket	Reason	Amount
David Marchand	13-15	6525658/6554728/ 6581011	Pier on Tax Card owned by HOA	\$ 329.33
River Dunes Investment	2013	6526464	Coding Error	\$1957.96
Robert Pederson	13-15	6514607/6544003/ 6570603	Boat double listed with Taxpayer #0039940	\$ 746.66
Ashley Cahoon	12-14	6488386/6533364/ 6562759	House double listed at Reval	\$2242.60
Robbin Sharpe	14-15	6541004/6567816	Robbin Sharpe Deceased/Rebill under Charles Williams IV	\$ 64.67
Linda Nash	2015	6576554	Boat sold 2014/copy of Bill of Sale on file	\$ 163.06
River Dunes Investment Property, LLC	12-14	6473249/6526474/ 6555508	Property taken by DWQ for storm water runoff.	\$2030.84
Whittaker Harbor Inc.	12-14	6479223/6523824/ 6552915	Error in acreage & Code	\$2406.91
Emily Smilor	2014	6541732	Transfer Error	\$ 135.60
James Pierce	2014	6564348/6564349	Double listed/SCE not applied	\$ 269.38
Gilbert Fenderson Estate	12-15	6484354/6532381/ 6561829/6588444	Error in acreage due to portion in road R/W	\$ 101.76
Carvel Lawson	12-15	6470934/6516029/ 6545387/6571944	Error in acreage due to portion of lot in road R/W	\$ 55.62
April Savage	2007	1091	Plates returned to DMV	\$ 6.52

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

*Department: Recreation*

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**FISCAL YEAR 2015-2016**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
10-6120-525100	Auto Supplies		\$5,000.00
10-6120-535100	M & R Grounds	\$5,000.00	

*Reason for Budget Revision:* To move funds to cover work to the baseball fields.

*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>
10-4930-512100	Salaries & Wages		\$36,536.00
10-4930-512700	Longevity		\$ 836.16
10-4930-518100	FICA Expense		\$ 92.71
10-4930-518101	Medicare Expense		\$ 22.11
10-4930-518200	Retirement Expense		\$ 2,812.33
10-4930-518300	Group Insurance		\$14,818.01
10-4934-412100	Salaries & Wages	\$24,956.00	
10-4934-512700	Longevity	\$ 361.86	
10-4934-518100	FICA Expense	\$ 92.71	
10-4934-518101	Medicare Expense	\$ 22.11	
10-4934-518200	Retirement Expense	\$ 1,519.07	
10-4934-518300	Group Insurance	\$ 7,388.09	
10-4945-512101	Nonexempt Salaries	\$ 8,080.00	
10-4945-512700	Longevity	\$ 474.30	
10-4945-518200	Retirement Expense	\$ 1,293.26	
10-4945-518300	Group Insurance	\$ 7,429.92	
10-4945-512600	Salaries & Wages P/T	\$ 3,500.00	

Reason for Budget Revision: To move funds that were put in Senior Center budget that should have been put in appropriate programs.

*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>
10-4930-512100	Salaries & Wages		\$134.00
10-4933-519900	Contracted Services	\$134.00	

Reason for Budget Revision: To adjust line items to actual funding and cost.

*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>
10-0400-438309	Senior Services Tours		\$15,000.00
10-4930-549880	Tours		\$15,000.00

*Reason for Budget Revision:* No tours planned and no funding to be provided.

*Department: Environmental Health*

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**FISCAL YEAR 2015-2016**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-5180-529000	Departmental Supplies	\$700.00	
10-5180-532001	Postage		\$200.00
10-5180-525100	Auto Supplies		\$500.00

*Reason for Budget Revision:* To move funds to cover necessary Environmental Health supplies for the rest of the fiscal year.

*Department: Sheriff*

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**FISCAL YEAR 2015-2016**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-4321-512200	Overtime		\$1,700.00
10-4310-512200	Overtime	\$1,700.00	

*Reason for Budget Revision:* To move funds to cover projected shortfall.

*Department: Water 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>
30-7140-519500	Engineering		\$20,000.00
30-7140-519900	Contracted Services	\$20,000.00	

Reason for Budget Revision: To move funds to cover projected shortfall.

*Department: Animal Control*

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**FISCAL YEAR 2015-2016**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-4380-531000	Travel		\$500.00
10-4380-519900	Contracted Services	\$500.00	

Reason for Budget Revision: To move funds to cover vet care and the investigation of animals that is in the care of Animal Control.

*Department: Emergency Management*

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**FISCAL YEAR 2015-2016**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-0223-434336	Eastern Regional Advisory Council	\$16,504.00	
10-4330-555000	Capital Outlay	\$16,504.00	

Reason for Budget Revision: To recognize radio equipment donated by Eastern Regional Advisory Council.

*Department: Health 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>
10-5111-535200	M & R Equipment	\$1,021.21	
10-5111-519900	Contracted Services		\$521.21
10-5111-532000	Telephone		\$500.00

*Reason for Budget Revision:* To move funds to cover the cost of repairing the generator.

*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>
10-0214-434937	Senior Services MIPPA Grant	\$780.00	
10-4948-526600 (MIPPA)	Office Supplies	\$630.00	
10-4948-532001 (MIPPA)	Postage	\$ 50.00	
10-4948-537000 (MIPPA)	Advertising	\$100.00	

*Reason for Budget Revision:* To budget new MIPPA grant funds as projected in the grant application.

*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>
10-4320-521200	Uniforms		\$521.77
10-4321-521200	Uniforms		\$193.23
10-4310-531000	Travel	\$715.00	

*Reason for Budget Revision:* To cover expenses for Sheriff Conference – NCSA.

*Department: Recycling 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>
10-4721-525100	Auto Supplies		\$6,000.00
10-4721-512200	Overtime		\$ 500.00
10-4721-535100	M & R Grounds		\$ 250.00
10-4721-519900	Contracted Services	\$6,000.00	
10-4721-533001	Water & Sewer	\$ 500.00	
10-4721-521200	Uniforms	\$ 250.00	

Reason for Budget Revision: To move funds to cover budget deficits.

*Department: Recreation*

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**FISCAL YEAR 2015-2016**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-0213-449293	Trillium Handicap Inclusive Playground	\$275,000.00	
10-6120-519900 (IPGRD)	Contracted Services	\$275,000.00	

Reason for Budget Revision: To recognize grant monies and increase expense account for building a handicap inclusive playground.

*Department: County Manager*

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**FISCAL YEAR 2015-2016**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-4120-549100	Dues & Subscriptions	\$100.00	
10-4120-526000	Office Supplies		\$100.00

Reason for Budget Revision: To move funds to cover upcoming dues.

*Department: Health*

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**FISCAL YEAR 2015-2016**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-0211-435164	Maternal Health	\$20,000.00	
10-0211-435125	Aids State	\$ 2,049.00	
10-0211-435121	Immunization Action Plan		\$ 24.00
10-0211-435165	Health Promotion Risk Reduction	\$ 4,159.00	
10-0211-435154	Women Preventive Health Local		\$1,980.00
10-0211-435164	Maternal Health		\$ 545.00
10-5163-531000	Travel	\$ 625.00	
10-5163-512100	Salaries & Wages	\$ 5,000.00	
10-5163-519900	Contracted Services	\$ 3,455.00	
10-5163-529000	Departmental Supplies	\$10,375.00	
10-5190-523900	Medical Supplies & Materials	\$ 299.00	
10-5190-529000	Departmental Supplies	\$ 650.00	
10-5190-531000	Travel	\$ 1,100.00	
10-5129-523900	Medical Supplies & Materials		\$ 24.00
10-5165-529000	Departmental Supplies	\$ 1,000.00	
10-5165-531000	Travel	\$ 1,000.00	
10-5165-512100	Salaries & Wages	\$ 2,160.00	
10-5164-532001	Postage		\$ 500.00
10-5164-523900	Medical Supplies & Materials		\$ 1,480.00

Reason for Budget Revision: To adjust line items to reflect the changes in State funding.

*Department: Register of Deeds (Enhancement & Preservation Fund)*

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**FISCAL YEAR 2015-2016**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
35-0226-441800	Enhancement & Preservation Funds	\$4,934.92	
35-4180-529000 MAJ	Departmental Supplies	\$2,250.00	
35-4180-555000	Capital Outlay	\$2,684.92	

Reason for Budget Revision: To recognize automated preservation funds and increase expenditure lines.



*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>
10-0000-439900	Fund Balance Appropriated	\$28,357.18	
10-4310-555000	Capital Outlay	\$28,357.18	

*Reason for Budget Revision:* To move funds to budget for the installation of metal detectors, handheld metal detector wands, and security card swipes.

**BE IT RESOLVED, the Pamlico County Tax Office Monthly Report, January, 2016 is hereby approved.**

**BE IT RESOLVED, the request to contract with a shredding vendor to dispose of documents per the records retention schedule is hereby approved.**

**BE IT FURTHER RESOLVED, the request for a Budget Amendment from General Fund Balance/Water Fund Balance and increasing Governing Body Contracted Services to cover a not to exceed cost of \$3,500 is hereby approved.**

**BE IT RESOLVED, the Resolution Supporting a Law Prohibiting Hunting within 500 Feet of Existing Duck Blind is hereby approved.**

**RESOLUTION IN SUPPORT OF SESSION LAW 1981-581**

Whereas, North Carolina Session Law 1981-581 (Law) was established to provide for safe distances for hunting migratory wild waterfowl in Carteret and Pamlico Counties; and

Whereas, the Law enhances the safety of all hunters by establishing safe distances for discharging of firearms; and

Whereas, duck hunting and the land associated with that traditional recreational sport is a key contributor to Pamlico County's local economy, and tax base; and

Whereas, the Law maintains the quality of hunting experiences for all hunters and has successfully done so since enacted in 1981; and

Whereas, the Pamlico County Board of Commissioners (Board) desires to reduce the possibility of unfortunate confrontations between hunters; and

Whereas, the Board supports Pamlico County landowner rights and takes into consideration the rights of all hunters in Pamlico County; and

Whereas, there is a history of locally desired laws supported by the North Carolina General Assembly,

Now Therefore Be It Resolved, the Pamlico County Board of Commissioners adopts this resolution in support of Session Law 1981-581 to provide for safe distances for hunting migratory wild waterfowl in Carteret and Pamlico Counties.

Be It Further Resolved, the Pamlico County Board of Commissioners urges the General Assembly to take no action regarding any proposed changes to Session Law 1981-581.

Adopted this the 7<sup>th</sup> day of March, 2016

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 to approve Budget Amendments for Sheriff/Jail/Dispatch are hereby approved.**

*Department: Sheriff/Jail/Dispatch*

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**FISCAL YEAR 2015-2016**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-0200-434326	Jail Fees-Other	\$24,814.00	
10-0600-434262	Insurance Claims Loss-Sheriff	\$ 4,686.00	
10-4310-512200	Sheriff- Overtime	\$ 9,850.00	
10-4320-512200	Jail – Overtime	\$ 9,850.00	
10-4321-512200	Dispatch – Overtime	\$ 8,000.00	
10-4310-535300	Sheriff – M & R Auto	\$ 7,500.00	
10-4321-518300	Dispatch – Group Insurance		\$5,700.00

Reason for Budget Revision: To move funds to cover projected shortfalls.

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

**BE IT RESOLVED, Sheriff Davis' request to establish an electronic Monitoring Program is hereby approved.**

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

**BE IT FURTHER RESOLVED, the request to approve Budget Amendments for Sheriff Davis' Electronic Monitoring Program is hereby approved.**

*Department: Jail*

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**FISCAL YEAR 2015-2016**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-0200-434309	State Misdemeanant Program	\$5,000.00	
10-0200-434310	Electronic Monitoring Program	\$2,000.00	
10-4320-529000 (SEMP)	Departmental Supplies	\$3,000.00	
10-4320-519900 (SEMP)	Contracted Services	\$4,000.00	

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*Reason for Budget Revision:* To set up budget for the Sheriff Electronic Monitoring Program.

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 to Appoint Chairman Pat Prescott as Replacement of Commissioner Paul Delamar on the DSS Board is hereby approved.**

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

**BE IT RESOLVED, the Records Retention Schedules for Tax, Veteran's Services, Social Services, Register of Deeds, and County Administration are hereby approved.**

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

**BE IT RESOLVED, the request to enter into a one (1) year contract with US Cellular for County cell phones that are issued to County employees, which does not include County Commissioners 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 Monday, March 21, 2016 at 7:00 p.m.

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Chairman

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Clerk to the Board