

REGULAR SESSION OF THE PAMLICO COUNTY BOARD OF COMMISSIONERS

MONDAY, SEPTEMBER 19, 2016

The Pamlico County Board of Commissioners met in regular session on Monday, September 19, 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 Jim Hicks, County Manager Tim Buck, and Clerk to the Board Courtney L. Norfleet.

Chairman Pat Prescott called the meeting to order.

Chairman Pat Prescott asked if there were any corrections, additions, and/or deletions to the regular session minutes of the September 6, 2016 meeting. There being none, on a motion made by Commissioner Ann Holton and seconded by Commissioner Kenny Heath, the following resolution was unanimously approved.

BE IT RESOLVED, the regular session minutes of the Tuesday, September 6, 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 were none.

Chairman Pat Prescott asked if there were any members of the Public to speak during Public Comment Period. There were two (2).

1. Mr. Charlie Gaskill: Mr. Gaskill spoke regarding the last meeting. He gave his opinion of the Board and promptly left the room.

2. Sheriff Chris Davis: Sheriff Davis thanked the Board for taking up the body camera issue on his behalf during the last meeting. He informed the Board that the Governor's Crime Commission Grant money is 6-8 months out and that unless otherwise instructed by the Board, he would proceed with the purchase without grant funding.

The Board then turned their attention to the Consent Agenda.

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

BE IT RESOLVED, the Tax Reliefs and Releases are hereby approved.

Name:	Year	Tax/Ticket	Reason	Amount
Robert Ward	2016	6591169	Sold Boat in December, 2015	\$ 33.04
Ray's Creekside Marina	2016	6592385	Boat sold in 2015 & moved out of county	\$ 28.30
Paul Brickhouse	2016	6592812	Value Appealed	\$300.83
Larry Caraway	2016	6616754	DVA not applied	\$303.75
John Hackett	12/13	6470015/6515129		
	14/15	6544508/6571089	Error in sketch and square footage	\$ 90.12
Burton Farm Development Co., LLC	2016	6602458	Double listed/value of common area to be billed to the units	\$433.02

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

Department: JCPC

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 2016-2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-0213-435832	Stillwaters	\$15,000.00	
10-5835-500000	Expenditure – Stillwaters	\$15,000.00	

Reason for Budget Revision: To recognize additional revenue for the 2017 budget year.

Department: Sheriff/Recreation

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FISCAL YEAR 2016-2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-0400-435900	Installment Loan Proceeds	\$109,547.99	
10-4310-555000	Capital Outlay	\$ 95,190.51	
10-4310-535300	M & R Auto	\$ 2,873.39	
10-4310-535300	M & R Auto	\$ 2,884.09	
10-6120-529000 MAJ	Departmental Supplies (Major)	\$ 8,600.00	

Reason for Budget Revision: To recognize First Citizens loan proceeds and fund purchase of 1 Chrysler 300S, 2 Ford F150 trucks and light upfit for Sheriff's Department and lawn mower for Recreation Department.

Department: Water Department

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FISCAL YEAR 2016-2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
30-7140-533000 VAN	Electrical - Vandemere		\$5,000.00
30-7140-533000 MIL	Electrical – Mill Pond		\$5,000.00
30-7140-533000 GRT	Electrical – Grantsboro		\$5,000.00
30-7140-533000	Electrical	\$15,000.00	

Reason for Budget Revision: To move funds to cover electrical bills.

Department: Senior Services

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FISCAL YEAR 2016-2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-0214-434948	SHIIP (Senior Health Insurance Information Prog)		\$552.00
10-4948-519900	Contracted Services		\$552.00

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

BE IT RESOLVED, the Budget Amendment for HMGP 4019-031 is hereby approved.

Pamlico County -HMGP 4019-031- Elevation of 54 Houses 7 Additional Houses (2016 Rescoping)

Project Budget Revisions Sept. 2016

Description	ORIGINAL BUDGET 10/17/14			AMENDED BUDGET 10/30/15			AMENDED BUDGET 9/6/16		
	House Elevation	Elevation Soft Costs	Total Elevation Costs	House Elevation Costs	Elevation Soft Costs	Total Elevation Costs	House Elevation Costs	Elevation Soft Costs	Total Elevation Costs
HMGP 4019-031 Grant Budget	\$5,460,420.00	\$1,111,800.00	\$6,572,220.00	\$5,432,217.00	\$1,140,003.00	\$6,572,220.00	\$5,262,770.00	\$1,309,450.00	\$6,572,220.00
Breakdown b Activity Costs									
Elevation Costs									
Elevation Construction	\$4,870,857.00			\$4,554,717.00			\$4,226,000.00		
Access				\$567,000.00			\$741,770.00		
Disconnect/Reconnect Utilities	\$127,500.00								
Access Steps/Ramps	\$153,000.00								
Setback (relocate) House on lot	\$39,063.00								
Post-Mitigation Elevation Certificate				\$40,500.00			\$25,000.00		
Subtotal Elevation Costs				\$5,162,217.00			\$4,992,770.00		
Project Management Services	\$270,000.00			\$270,000.00			\$270,000.00		
Total House Elevation Costs	\$5,460,420.00		\$5,460,420.00	\$5,432,217.00		\$5,432,217.00	\$5,262,770.00		\$5,262,770.00
Elevation Soft Costs									
Engineering Services		\$793,203.00			\$793,203.00			\$1,008,650.00	
Legal Services		\$25,500.00			\$25,500.00			\$25,500.00	
Asbestos Inspection Services		\$10,965.00							
Termite Inspection Services		\$4,335.00							
Termite & Asbestos Inspections					\$15,300.00			\$15,300.00	
Subtotal Professional Services		\$834,003.00			\$834,003.00			\$1,049,450.00	
Homeowner Temporary		\$277,797.00			\$306,000.00			\$260,000.00	
Total Elevation Soft Costs		\$1,111,800.00	\$1,111,800.00		\$1,140,003.00	\$1,140,003.00		\$1,309,450.00	\$1,309,450.00
TOTAL ELEVATION PROJECT COSTS			\$6,572,220.00			\$6,572,220.00			\$6,572,220.00

BE IT RESOLVED, the quote for Senior Center's floor installation in the amount of \$3,800 is hereby approved.

BE IT RESOLVED, the request for Mr. Bryan Harris to be reimbursed for approximately five (5) weeks of service as Interim Health Director Duties in the amount of \$762 is hereby approved.

BE IT RESOLVED, the FY 2016-17 Salary Grade Schedule is hereby approved.

2016 – 2017

PAMLICO COUNTY POSITION CLASSIFICATION TABLE SALARY SCHEDULE

GRADE	TITLE	HIRE	MIN	MID	MAX
51	In Home Aides	19,094	20,240	27,813	35,926
52	Human Resources Aide	19,568	20,742	28,502	36,817
53	Housekeeping Assistant	20,053	21,257	29,210	37,730
54	Transportation Aide Processing Assistant II Programs Assistant	20,551	21,784	29,934	38,667
55	Nutrition Site Manager	21,060	22,324	30,676	39,625
56	Site Manager	21,583	22,878	31,437	40,608
57	Processing Assistant III	22,118	23,445	32,217	41,615
58		22,667	24,026	33,016	42,647
59	Deputy Register of Deeds Office Assistant IV Patient Relations IV Processing Assistant IV Income Maintenance Technician Universal Worker Technician Accounting Technician I	23,229	24,622	33,834	43,705
60	Administrative Technician Animal Grounds Technician I Plant Operator I Tax Technician I Recycling Handler/Driver Foreign Language Interpreter In-Home Aide Supervisor II Mapping Assistant Field Technician I Maintenance Technician	23,805	25,233	34,674	44,788
61	Administrative Technician II Administrator , Conservation Assistant Register of Deeds Deputy Tax Collector I Income Maintenance Caseworker I Universal Worker I Office Assistant V Tax Technician II Field Technician II Accounting Technician II Water Dept Billing Clerk Customer Service Representative I Patient Relations Representative V	24,395	25,859	35,533	45,899

GRADE	TITLE	HIRE	MIN	MID	MAX
62	Deputy Tax Collector II Senior Grounds Technician Senior Maintenance Technician Athletic Program Coordinator Cost Share Technician Plant Operator II Detention I Dispatch I	25,000	26,500	36,415	47,038
63	Administrative Assistant I Income Maintenance Caseworker II Universal Worker II Social Worker I Veterans Service Officer Income Maintenance Investigator I Child Support Agent I Public Health Educator I Accounting Technician III	25,620	27,157	37,318	48,204
64	Assistant Building Inspector Recycle Admin Senior Plant Operator Senior Distribution Operator	26,255	27,831	38,243	49,399
65	Income Maintenance Investigator II Administrative Assistant II Child Support Agent II Income Maintenance Supervisor I Universal Worker Supervisor I Income Maintenance Caseworker III Universal Worker III Detention II Dispatch II Deputy I	27,830	29,500	40,537	52,362
66	Administrative Assistant, Clerk to Board Tax Appraiser GIS Mapping Sheriffs Secretary	29,222	30,975	42,564	54,981
67	Public Health Educator II Income Maintenance Supervisor II Universal Worker Supervisor II Accounting Specialist I Social Worker II Social Work Supervisor I Administrative Officer I	30,683	32,524	44,692	57,730
68	Computer Systems Manager Building Nutritionist III Human Services Coordinator III Assistant Finance Officer Detention III Dispatch III Deputy II	32,675	34,636	47,595	61,479

Investigator I
School Resource Officer I

GRADE	TITLE	HIRE	MIN	MID	MAX
69	Social Worker III Water Office Supervisor Income Maintenance Supervisor III Director of Elections AS Supervisor Assistant Jail Administrator Emergency Management Coordinator Deputy III Investigator II School Resource Officer II	34,877	36,970	50,802	65,622
70	Social Work Supervisor II Register of Deeds Social Worker IAT Environmental Health Specialist I Personnel Officer Human Services Planner Evaluator II School Resource Officer III	36,621	38,819	53,342	68,903
71	Senior Services Director County Planner Investigator III	38,454	40,761	56,011	72,351
72	Environmental Health Program Coordinator Field Operations Manager Public Health Nurse I Public Services Director	40,376	42,799	58,812	75,968
73	Social Work Supervisor III Jail Administrator Sheriff Administrator I	42,395	44,939	61,752	79,767
74	Social Work Program Manager Public Health Nurse II	44,515	47,186	64,840	83,755
75	Public Health Nurse III	46,741	49,545	68,082	87,943
76	Tax Administrator Public Health Nursing Supervisor I	49,078	52,023	71,486	92,340
77	Sheriff Administrator II	51,532	54,624	75,060	96,957
78	Local Health Director	54,108	57,355	78,813	101,805
79	Social Services Director	56,814	60,223	82,754	106,895
80	Assistant County Manager Finance Officer Sheriff	59,654	63,234	86,892	112,240
81	Physician Extender		66,395	91,236	117,852

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

BE IT RESOLVED, the bid of \$92,680 submitted by Gilbert Everett Builders, Inc. to elevate the home at 34 Middle Prong Road, Lowland under the HMGP Project is hereby approved.

<u>Gilbert Everett Builders, Inc.</u>	\$ 92,680
<u>Paul Woodard Construction, Inc.</u>	\$115,000
<u>Carolina Lead Abatement</u>	\$130,000

On a motion made by Commissioner Ed Riggs and seconded by Commissioner Christine Mele, the following resolution was passed by majority vote with Commissioners Kenny Heath and Carl Ollison casting dissenting votes.

BE IT RESOLVED, the consensus of the Board is to deny the water leak adjustment appeal – 14171 HWY 55, Bayboro, but allow County Manager Tim Buck to work with the customer on a payment plan.

On a motion made by Commissioner Paul Delamar and seconded by Commissioner Christine Mele, the Board went into closed session in accordance with NCGS §§§143-318.11(a)(3)(5)(6) to discuss Tax Administrator Qualifications, Health Director Qualifications and Salary, and Attorney-Client Privilege.

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

No action was taken in closed session.

On a motion made by Commissioner Paul Delamar and seconded by Commissioner Kenny Heath, the consensus of the Board is to implement Attorney advice regarding water Capital Reserve Fees.

There being no further business, on a motion made by Commissioner Paul Delamar and seconded by Commissioner Christine Mele, the Board adjourned until Monday, October 3, 2016 at 7:00 pm.

Chairman

Clerk to the Board