

**REGULAR SESSION MINUTES OF THE  
PAMLICO COUNTY BOARD OF COMMISSIONERS  
MONDAY, APRIL 3, 2017**

The Pamlico County Board of Commissioners met in regular session on Monday, April 3, 2017 at 7:00 pm in the Patsy H. Sadler Room of the Pamlico County Courthouse. All Commissioners were present. Also present were County Attorney Dave Baxter, County Manager Tim Buck, Finance Officer Bill Fentress, and Clerk to the Board Courtney L. Norfleet.

Chairman Paul Delamar called the meeting to order.

Chairman recognized Mr. Jerry Prescott to lead the assemblage in prayer. Chairman Paul Delamar led the assemblage in the Pledge of Allegiance.

Chairman Paul Delamar asked if there were any corrections, additions, and/or deletions to the regular minutes of the March 20, 2017 meeting. There being none, on a motion made by Commissioner Pat Prescott and seconded by Commissioner Candy Bohmert, the following resolution was unanimously approved.

**BE IT RESOLVED, the regular session minutes of the Monday, March 20, 2017 meeting are hereby approved and the Chairman's signature is authorized thereon.**

Chairman Paul Delamar asked if there were any additions and/or deletions to the agenda. There were none.

There were no members of the Public to speak during Public Comment Period.

On a motion made by Commissioner Carl Ollison and seconded by Commissioner Ed Riggs, the following resolutions were unanimously approved.

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

*Department: Soil Conservation*

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**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-4961-531000	Travel		\$1,107.00
10-4962-531000	Travel		\$1,082.00
10-4961-529000	Departmental Supplies	\$2,189.00	

Reason for Budget Revision: To move funds to purchase a drone for aerial photos to assist in justifying money request for storm debris removal.

*Department: Health Department*

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**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-5160-519900	Contracted Services		\$8,000.00
10-5160-529000 MAJ	Departmental Supplies-Major	\$8,000.00	

Reason for Budget Revision: To move funds to purchase laptops for the training and rollout of Patagonia in April.

*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 2016-2017**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-4930-512700	Longevity		\$407.36
10-4934-512700	Longevity	\$407.36	
10-4934-532001	Postage		\$ 86.00
10-4930-532001	Postage	\$ 86.00	

Reason for Budget Revision: To move funds to cover line item overruns.

*Department: Maintenance*

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**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-5000-533002	Natural Gas		\$2,000.00
10-5000-518300	Group Insurance		\$1,500.00
10-5000-549959	Courtroom/Clerk of Court		\$1,500.00
10-5000-529000	Departmental Supplies	\$5,000.00	

*Reason for Budget Revision:* To move funds to cover projected line item overruns.

*Department: Register of Deeds*

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**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-4180-549100	Dues & Subscriptions		\$110.00
10-4180-531000	Travel	\$110.00	

*Reason for Budget Revision:* To move funds to cover the cost of travel and registration for the district workshop to be held in May, 2017 in Williamston.

*Department: County Manager*

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**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-4120-535300	M & R Auto		\$50.00
10-4120-549100	Dues & Subscriptions	\$50.00	

*Reason for Budget Revision:* To move funds to cover 2017 dues for NC Association of County Clerks, Courtney L. Norfleet.

*Department: Commissioners*

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**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-4110-545000	Insurance & Bonds		\$2,700.00
10-4110-555001	Dues & Subscriptions	\$2,700.00	

Reason for Budget Revision: To move funds to cover the cost of the joint meeting held on February 20 and also to cover the cost to record the Quitclaim Deed for parcel H041-282 (Kenneth L. Miller).

*Department: Sheriff's Department/Jail*

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**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-0400-435900	Loan Proceeds	\$50,785.13	
10-0000-439900	Fund Balance Appropriated		\$50,785.13
10-4310-555000	Capital Outlay		\$39,338.50
10-4320-555000	Capital Outlay	\$39,338.50	

Reason for Budget Revision: To recognize loan proceeds and move Jail van expense to correct category. (From Sheriff to Jail)

*Department:* **Health Department**

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**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-5110-512100	Salaries & Wages		\$11,000.00
10-5110-512103	Salary Supplement		\$ 3,750.00
10-5110-518100	FICA Expense		\$ 1,000.00
10-5110-518101	Medicare Expense		\$ 250.00
10-5110-518200	Retirement Expense		\$ 2,500.00
10-5110-518300	Group Insurance		\$ 4,000.00
10-5110-531001	Travel In County		\$11,585.00
10-5124-512100	Salaries & Wages		\$ 5,000.00
10-5127-512100	Salaries & Wages		\$ 5,000.00
10-5129-512100	Salaries & Wages	\$13,500.00	
10-5129-518100	FICA Expense	\$ 700.00	
10-5129-518101	Medicare Expense	\$ 225.00	
10-5129-518200	Retirement Expense	\$ 850.00	
10-5129-518300	Group Insurance	\$ 3,000.00	
10-5151-512100	Salaries & Wages	\$ 500.00	
10-5151-512100 OS	Salaries & Wages		\$ 8,000.00
10-5151-518100 OS	FICA Expense		\$ 500.00
10-5151-518101 OS	Medicare Expense		\$ 100.00
10-5151-518200 OS	Retirement Expense		\$ 600.00
10-5151-518300 OS	Group Insurance		\$ 1,500.00
10-5167-512100	Salaries & Wages	\$ 6,500.00	
10-5167-518100	FICA Expense	\$ 500.00	
10-5167-518300	Group Insurance		\$ 1,500.00
10-5167-519900	Contracted Services	\$30,000.00	
10-5168-512100	Salaries & Wages	\$ 700.00	
10-5168-518300	Group Insurance		\$ 1,800.00
10-5171-512100	Salaries & Wages	\$ 2,000.00	
10-5171-518100	FICA Expense	\$ 100.00	
10-5171-518101	Medicare Expense	\$ 50.00	
10-5171-518200	Retirement Expense	\$ 160.00	
10-5171-518300	Group Insurance		\$ 700.00

*Reason for Budget Revision:* To move funds to cover line item overruns.

*Department: Sheriff's Department*

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**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-4310-529000 MAJ	Departmental Supplies-Major		\$669.86
10-4310-529000	Departmental Supplies	\$669.86	

Reason for Budget Revision: To move funds to purchase trail cameras for surveillance purposes.

*Department: Emergency Management*

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**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-4330-529000	Departmental Supplies		\$650.00
10-4330-535900	M & R Systems	\$650.00	

Reason for Budget Revision: To move funds for maintenance and repair on the County owned VHF radio system.

*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 2016-2017**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-5310-535200	M & R Equipment		\$5,884.00
10-5310-535600	M & R Buildings	\$5,884.00	

Reason for Budget Revision: To move funds to allow for the purchase of a new security system.

*Department:* Sheriff's Department

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**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-4310-529005	Safety Supply & Equipment		\$512.55
10-4310-529000	Departmental Supplies	\$512.55	

*Reason for Budget Revision:* To move funds to purchase a full table throw.

*Department:* E911

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**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
47-4326-555000	Capital Outlay	\$70,100.00	
47-0000-439900	Fund Balance Appropriated	\$70,100.00	

*Reason for Budget Revision:* To move funds for the E911 backup project.

*Department:* Recycling/Maintenance/Recreation

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**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-4721-519900	Contracted Services		\$ 550.00
10-4721-535200	M & R Equipment	\$ 550.00	
10-5000-533002	Natural Gas		\$ 1,000.00
10-5000-538100	Programming		\$ 1,000.00
10-5000-549959	Clerk of Court/Courtroom		\$ 1,000.00
10-5000-519900	Contracted Services	\$3,000.00	
10-6120-525100	Auto Supplies		\$ 550.00
10-6120-529000	Departmental Supplies		\$ 1,000.00
10-6120-529000 MAJ	Departmental Supplies-Major		\$ 1,000.00
10-6120-535100	M & R Grounds		\$ 650.00
10-4721-535200	M & R Equipment	\$3,200.00	

*Reason for Budget Revision:* To move funds to cover projected line item overruns.

*Department: Recreation*

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**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-6120-531000	Travel	\$ 70.00	
10-6120-519900	Contracted Services		\$ 70.00

Reason for Budget Revision: To move funds to cover training course “Competent Person Trenching & Shoring”.

*Department: Water Department*

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**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
30-7140-549800	Annual Monitoring Fee		\$1,000.00
30-7140-549800 MIL	Annual Monitoring Fee – Mill Pond	\$1,000.00	

Reason for Budget Revision: To move funds to cover line item overruns.

**BE IT RESOLVED, the request to retain the Human Services Planner Position, budgeted at \$38,819, and to scratch the proposal to fund Health Educator I and II Positions is hereby approved.**

**BE IT RESOLVED, the requested release of taxes in the amount of \$9,270.78 for 2012 and 2013 taxes on Parcel number I092-29-1 owned by Cox Family Properties, LLC is hereby approved.**

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

**JOINT RESOLUTION**

of

**PAMLICO COUNTY**

and

**TOWN OF ALLIANCE**

WHEREAS, PAMLICO COUNTY ("County") has adopted those certain regulations more commonly referred to as the "Ordinance Regulating the Construction Operation and Maintenance of Solar Energy Facilities", ("Ordinance"), applicable within the unincorporated areas of Pamlico County; and

WHEREAS, G.S. Section 153A-122 provides that a county ordinance may, upon resolution, be applicable within an incorporated municipality; and

WHEREAS, the TOWN OF ALLIANCE ("Town") desires that the Ordinance be applicable within the corporate limits of the Town, and to be administered and otherwise enforced by the County within the Town.

NOW THEREFORE, be it resolved by the parties as follows:

1. The Ordinance shall be applicable within the Town upon the adoption of this Resolution by the last party to execute the same.
2. Once effective within the Town, the County shall administer and otherwise enforce the Ordinance within the Town.
3. This Resolution may subsequently be withdrawn and rescinded by either party upon thirty (30) days advance written notice to the other; and thereafter, the Ordinance shall cease to have application with the Town.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2017 by the Town of Alliance.

**TOWN OF ALLIANCE**

---

Frank Willis, Mayor

ATTEST:

---

Linda Marshall, Town Clerk

-town seal-

Adopted this 3rd day of April, 2017 by Pamlico County.

**PAMLICO COUNTY**

---

Paul Delamar, Chairman

ATTEST:

---

Courtney L. Norfleet, Clerk

-county seal-

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

**BE IT RESOLVED, the request to recuse Commissioner Carl Ollison from the vote on approval of Change Order #2 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 Ann Holton and seconded by Commissioner Ed Riggs, the following resolution was unanimously approved.

**BE IT RESOLVED, the request for approval for Change Order #2 for the HMGP Elevation Project at 118 Pine Tree Lane, Mesic is hereby approved.**

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

**BE IT RESOLVED, the request to reappoint the following Board of Equalization and Review Members is hereby approved for a term of one (1) year.**

1. Missy Baskervill
2. Josh Rose
3. Derek Potter
4. Booker Jones
5. Mark Zettl
6. Wyatt Cutler
7. John Barlow

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

**BE IT RESOLVED, the request to appoint Mr. Christopher Scot to Joint Nursing Home and Adult Care Home Community Advisory Committee is hereby approved for a term of one (1) year.**

The Board discussed dates for the next Budget Workshop the last week of April. The consensus of the Board was to set the next Budget Workshop for Monday, April 24, 2017 at 7:00 pm in the Patsy H. Sadler Room of the Pamlico County Courthouse.

On a motion made by Commissioner Ann Holton and seconded by Commissioner Missy Baskervill, the Pamlico County Board of Commissioners met in closed session pursuant to NCGS § 143-318.11(a)(3) to discuss litigation matters in *Burton Farm Development vs. Pamlico County*.

On a motion made by Commissioner Ed Riggs and seconded by Commissioner Pat Prescott, the Board went back into open session.

No action was taken in closed session.

There being no further business, on a motion made by Commissioner Carl Ollison and seconded by Commissioner Candy Bohmert, the Board adjourned until Monday, April 17, 2017 at 7:00 pm.

---

Chairman

---

Clerk to the Board