

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

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

Vice-Chairman Pat Prescott called the meeting to order.

Vice-Chairman Pat Prescott recognized Reverend Grady Simpson to lead the assemblage in prayer. Vice-chairman Pat Prescott led the assemblage in the Pledge of Allegiance.

Vice-Chairman Pat Prescott asked if there were any corrections, additions, and/or deletions to the June 19, 2017 minutes. There being none, on a motion made by Commissioner Candy Bohmert and seconded by Commissioner Ann Holton, the following resolution was unanimously approved.

BE IT RESOLVED, the regular session minutes of the Monday, June 19, 2017 meeting are hereby approved and the Chairman's signature is authorized thereon.

Vice-Chairman Pat Prescott 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.

The Board then turned their attention to the Consent Agenda.

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

BE IT RESOLVED, the following Budget Amendment for salary increases for Fiscal Year 2017-2018 is hereby approved.

Department: **Various**

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 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-4210-512100	Salaries & Wages		\$43,000.00
10-4210-518100	FICA Expense		\$ 1,860.00
10-4210-518101	Medicare Expense		\$ 435.00
10-4210-518200	Retirement		\$ 2,376.00
10-4210-518210	401K Employer Contribution		\$ 750.00
10-4210-535200	M & R Equipment		\$13,136.00
10-4121-512100	Salaries & Wages	\$ 834.00	
10-4121-512700	Longevity	\$ 13.00	
10-4121-518100	FICA Expense	\$ 52.00	
10-4121-518101	Medicare Expense	\$ 12.00	
10-4121-518200	Retirement	\$ 64.00	
10-4121-518600	Workers Comp.	\$ 4.00	
10-4130-512100	Salaries & Wages	\$ 1,072.00	
10-4130-512700	Longevity	\$ 39.00	
10-4130-518100	FICA Expense	\$ 68.00	
10-4130-518101	Medicare Expense	\$ 16.00	
10-4130-518200	Retirement	\$ 84.00	
10-4130-518600	Workers Comp.	\$ 4.00	
10-4140-512100	Salaries & Wages	\$ 7,731.00	
10-4140-512700	Longevity	\$ 176.00	
10-4140-518100	FICA Expense	\$ 490.00	
10-4140-518101	Medicare Expense	\$ 115.00	
10-4140-518200	Retirement	\$ 600.00	
10-4140-518600	Workers Comp.	\$ 30.00	
10-4170-512100	Salaries & Wages	\$ 3,365.00	
10-4170-512700	Longevity	\$ 50.00	
10-4170-518100	FICA Expense	\$ 212.00	
10-4170-518101	Medicare Expense	\$ 49.00	
10-4170-518200	Retirement	\$ 259.00	
10-4170-518600	Workers Comp.	\$ 13.00	
10-4310-512100	Salaries & Wages	\$ 9,908.00	
10-4310-512700	Longevity	\$ 140.00	
10-4310-518100	FICA Expense	\$ 623.00	
10-4310-518101	Medicare Expense	\$ 145.00	
10-4310-518200	Retirement	\$ 807.00	
10-4310-518210	401K Employer Contribution	\$ 330.00	
10-4310-518600	Workers Comp.	\$ 296.00	
10-4330-512100	Salaries & Wages	\$ 2,119.00	
10-4330-512700	Longevity	\$ 32.00	
10-4330-518100	FICA Expense	\$ 133.00	

10-4330-518101	Medicare Expense	\$ 32.00
10-4330-518200	Retirement	\$ 163.00
10-4330-518600	Workers Comp.	\$ 72.00
10-4350-512100	Salaries & Wages	\$ 2,680.00
10-4350-512700	Longevity	\$ 56.00
10-4350-518100	FICA Expense	\$ 169.00
10-4350-518101	Medicare Expense	\$ 39.00
10-4350-518200	Retirement	\$ 208.00
10-4350-518600	Workers Comp.	\$ 55.00
10-4721-512100	Salaries & Wages	\$ 732.00
10-4721-512700	Longevity	\$ 33.00
10-4721-518100	FICA Expense	\$ 47.00
10-4721-518101	Medicare Expense	\$ 11.00
10-4721-518200	Retirement	\$ 58.00
10-4721-518600	Workers Comp.	\$ 76.00
10-4930-512100	Salaries & Wages	\$ 2,832.00
10-4930-512700	Longevity	\$ 76.00
10-4930-518100	FICA Expense	\$ 180.00
10-4930-518101	Medicare Expense	\$ 43.00
10-4930-518200	Retirement	\$ 220.00
10-4930-518600	Workers Comp.	\$ 31.00
10-4961-512100	Salaries & Wages	\$ 1,298.00
10-4961-512700	Longevity	\$ 29.00
10-4961-518100	FICA Expense	\$ 82.00
10-4961-518101	Medicare Expense	\$ 20.00
10-4961-518200	Retirement	\$ 101.00
10-4961-518600	Workers Comp.	\$ 32.00
10-4962-512100	Salaries & Wages	\$ 270.00
10-4962-518100	FICA Expense	\$ 17.00
10-4962-518101	Medicare Expense	\$ 4.00
10-4962-518200	Retirement	\$ 21.00
10-4962-518600	Workers Comp.	\$ 1.00
10-5000-512100	Salaries & Wages	\$ 969.00
10-5000-512700	Longevity	\$ 6.00
10-5000-518100	FICA Expense	\$ 27.00
10-5000-518101	Medicare Expense	\$ 7.00
10-5000-518200	Retirement	\$ 33.00
10-5000-518600	Workers Comp.	\$ 21.00
10-5110-512100	Salaries & Wages	\$ 4,015.00
10-5110-512700	Longevity	\$ 12.00
10-5110-518100	FICA Expense	\$ 249.00
10-5110-518101	Medicare Expense	\$ 58.00
10-5110-518200	Retirement	\$ 306.00
10-5110-518600	Workers Comp.	\$ 96.00
10-4380-512100	Salaries & Wages	\$ 1,124.00
10-4380-512700	Longevity	\$ 17.00
10-4380-518100	FICA Expense	\$ 70.00
10-4380-518101	Medicare Expense	\$ 17.00
10-4380-518200	Retirement	\$ 86.00
10-4380-518600	Workers Comp.	\$ 19.00

10-5310-512100	Salaries & Wages	\$ 8,479.00
10-5310-512700	Longevity	\$ 177.00
10-5310-518100	FICA Expense	\$ 537.00
10-5310-518101	Medicare Expense	\$ 126.00
10-5310-518200	Retirement	\$ 657.00
10-5310-518600	Workers Comp.	\$ 64.00
10-6120-512100	Salaries & Wages	\$ 3,937.00
10-6120-512700	Longevity	\$ 135.00
10-6120-518100	FICA Expense	\$ 252.00
10-6120-518101	Medicare Expense	\$ 59.00
10-6120-518200	Retirement	\$ 309.00
10-6120-518600	Workers Comp.	\$ 120.00

Reason for Budget Revision: To spread salaries and benefits to the respective department and line.

BE IT RESOLVED, the following Fiscal Year 2017-2018 Fee Schedule is hereby approved.

Pamlico County, North Carolina

Resolution Adopting and Setting System Fees for FY 2017-2018

BE IT RESOLVED, that the following fees are hereby adopted and set for Fiscal Year 2017-2018:

BUILDING INSPECTIONS FEE SCHEDULE

Permit Type	Residential	Commercial
FEMA Development Fee	\$25.00	
Building	\$40.00 + \$0.12 Sq. Ft.	\$40.00 + \$0.16 Sq. Ft.
Insulation	\$40.00 + \$0.04 Sq. Ft.	\$40.00 + \$0.06 Sq. Ft.
Electrical	\$ 40.00 + \$0.06 Sq. Ft.	\$40.00 + \$0.10 Sq. Ft.
	Camper \$50.00	
	Temporary Electric Pole \$50.00	
	Electric to Pier \$40.00	
	Electric LPP \$40.00	
	Electrical Reconnection Fee \$40.00	

	<p>Electric Service Change or New Electrical Installation to existing structures:</p> <p>60 to 100 amp \$50.00 200 amp \$75.00 400 amp \$100.00 \$40.00 per 100 amp over 400 amp</p>	
Plumbing	\$40.00 + \$0.06 Sq. Ft.	\$40.00 + \$0.08 Sq. Ft.
Mechanical	\$40.00 + \$0.06 Sq. Ft.	\$40.00 + \$0.08 Sq. Ft.
Single Wide Mobile Home	<p>Development Permit \$10.00 Set-Up (Building) \$25.00 Electrical \$30.00 Mechanical \$30.00 Plumbing \$30.00 FEMA Fee <u>\$25.00</u> Total \$150.00</p>	
Double Wide Mobile Home	<p>Development Permit \$10.00 Set-up (Building) \$50.00 Electrical \$30.00 Mechanical \$30.00 Plumbing \$30.00 FEMA Fee <u>\$25.00</u> Total \$175.00</p>	
Construction Trailers	<p>Temporary \$60.00 Electrical <u>\$40.00</u> Total \$100.00</p>	
Modular Homes & Elevation	<p>General Contractor \$10.00 FEMA \$25.00 Building \$40.00 + \$0.12 Sq. Ft. Plumbing \$60.00 Mechanical \$60.00 Insulation \$60.00 Electrical \$100.00</p>	

Permits Required	Charge	
CAMA Minor Permits		\$100.00
Bulkhead/Jetty		\$40.00 + \$0.65 Lineal Ft
Piers, Walkways over Marsh, Boatlifts, Boat Ramps		\$40.00 + \$0.10 Sq. Ft.
Signs	32 sq. ft.	\$50.00
	Electric to signs	\$40.00
Storage Tanks	Above or below	\$40.00
Gas Dispensers		\$50.00
In Ground Swimming Pool	Electric	\$40.00
Minimum Permit Fee for any Permit		\$40.00
Re-Inspection Fee		\$40.00
Fire Inspection Fee		\$40.00
Institutional/Educational/Mercantile		\$75.00
Fire Inspection III		
Solar Panels	Commercial: \$150.00 minimum + \$5.00 per panel for 1 st 200 panels and \$2.50 per panel after Residential: \$40.00 minimum + \$3.00 per panel	

PLANNING BOARD

Planning Board	New subdivisions - \$50.00 Per Lot
----------------	------------------------------------

PARKS AND RECREATION DEPARTMENT

Program	Fee	Team	Monthly	Seasonal	Season

Girls Volleyball	\$30.00			Yes	Fall
Youth Soccer	\$30.00			Yes	Fall
Basketball	\$35.00			Yes	Fall/Winter
Adult Basketball (with Trophies)	\$450.00	Yes		Yes	Spring
Adult Basketball (w/o Trophies)	\$350.00	Yes		Yes	Spring Summer
Co-Ed Softball	\$350.00	Yes		Yes	Spring Summer
Hershey Track & Field	Free			Yes	Summer
Adult Women Volleyball	\$200.00			No	Fall

PAMLICO COUNTY TAX OFFICE

Copies	\$.25 (8.5 x 11 & 11x17)
Faxes	\$1.00 per page
Map Copies	
Color Map Copies	\$1.00
Personal Property Print Outs	\$25.00

ENVIRONMENTAL HEALTH FEES

Description	Charge
Lead Investigation for confirmed case	No Charge
On-Site Waste	
Water Improvement Permits	
Residential/Single Family Duplex	
New Permits (up to two acres)	\$ 200.00
Existing Systems	\$ 150.00
Repairs	No Charge
Redesign (1 visit)	\$200.00
Flow addition (2 visits)	\$200.00

Commercial/Multi-Family Existing	\$150.00
Repairs	No Charge
Redesign	\$200.00
Flow Addition (New)	\$200.00
Up to 1000 GPD	\$300.00
1000-2999 GPD	\$600.00
Over 3000 GPD	\$600.00
Non-Profit Organization up to 3000 GPD (NCDENR must approve)	\$150.00
Non-Profit Organization over 3000 GPD (NCDENR must approve)	\$100.00
Revisit Fee	\$50.00
Authorization to Construct Residential/Commercial **	
Conventional	\$100.00
Description	Charge
Mound (3 visits)	\$150.00
LPP (2 visits)	\$200.00
LPP and Mound (3 visits)	\$200.00
Pressure Manifold (2 visits)	\$150.00
Pressure Manifold Mound (3 visits)	\$200.00
Installation Inspection/Operation Permit	\$100.00
Annual Septic Tank Installer	
Swimming Pools (Public)	
Annual Operations Permit Fee	\$125.00
Additional Visits	\$75.00
Plan Review	\$200.00
Tattoo Parlors (by appointment)	
Permit (initial and annual)	\$200.00
Per Artist	\$100.00
Wells	
New Well testing	\$100.00
Site Approval /Grout Inspection/Well	\$200.00

Head Inspection	
Closure / Abandonment/ Irrigation	\$100.00
Additional Visits	\$50.00
Water Samples	
Bacteria	\$50.00
Inorganic	\$50.00
Pesticide	\$70.00
Volatile Organic	\$70.00
Petroleum	\$80.00
Medically Indicated	No Charge
Food and Lodging	
Plan Review and Application Fee	\$200.00

HEALTH DEPARTMENT

Patient Care	Medicaid rate plus 25%, Clinic Fee based off Medicaid Cost Settlement reports plus cost recover as needed
--------------	-----------------------------------------------------------------------------------------------------------

SENIOR SERVICES FEES

Description	Fees
Security Deposit for all who use building	\$100.00
Private, Non-Profit Organizations/Agencies comprised primarily of older adults	No Fee
Private for Profit Entities(must be sponsored by a county department)	\$15.00 per hour
Class Reunions and Family Reunions (requests must be made by a senior citizen)	\$150.00 at discretion of Director
Birthdays, Weddings and Anniversaries honoring a senior citizen	\$100.00

REGISTER OF DEEDS

Notarial Acts	\$5.00 each signature
Birth Certificate – certified copy	\$10.00

Birth Certificate registration one year or more after birth	Birth to be registered in another County - \$10.00 Papers prepared and registered in same county, with one certified copy - \$20.00 Papers prepared in another County, with one certified copy - \$10.00
Birth Record Amendment	\$10.00
Copies	\$.25 \$.50 \$3.00 \$4.00
Certified for which no other provisions is made	\$5.00 first page, \$2.00 each additional
Uncertified	Reasonable Amount
Comparison of Copy for Certification	\$5.00
Death Certificate – certified copy	\$10.00
Death Record – amendment	\$10.00
Instruments in General	\$26.00 up to first 15 pages, \$4.00 each additional page
Multiple Instruments	\$10.00 each additional instrument
Additional Indexing of names over 20	\$2.00 each additional name
Legitimation	\$10.00
For preparation of documents (does not include a certified copy)	\$10.00 to County \$24.00 to NC Vital Records \$15.00 to NC Vital Records for expedited service
Instruments except deeds of trust and mortgages	\$26.00 (1 st 15 pages); \$4 each additional page
Recording the first page up to 35 pages of Deeds of Trust and mortgages	\$64.00 (1 st 35 pages); \$4 each additional page
Maps and Plats	Issuing Certified Copy - \$5.00 Recording each original or revised copy \$21.00
Marriage License	Correcting Name with One Certified Copy - \$10.00 Issuing Certified Copy - \$10.00 Issuing Delayed Certificate, with one Certified Copy - \$20.00 Issuing License - \$60.00
Beer (County) License	On Premise – \$25.00

	Off Premise – \$5.00
Wine (County) License	On/Off Premise – \$25.00
Non-Standard Document Fee	\$25.00 in addition to all other fees
Notary Public Oath	\$10.00
Right-of-way plans	\$21.00 first page, \$5.00 each additional page
Uniform Commercial Code Fees – Standard and Non Standard Forms	If communicated in writing
Initial Financing Statement, correction statements, and all amendments, including terminations:	One Page or Two Pages - \$38.00 Three to Ten Pages - \$45.00 Over Ten Pages - \$45.00 plus \$2.00 per page over ten All Electronically Filed Statements - \$38.00 per document regardless of pages Termination Filed Concurrently with In Lieu Of Statement - \$38.00 for both Request for Information - \$38.00 Copies - \$2.00 each page

G.S. 165-11 provides that no fees may be charged for records furnished pursuant to a request by the Department of Military and Veterans Affairs in assisting persons to obtain any veterans benefits. G.S. 161-19(a) (1a) prohibits charging any fee for recording a record of satisfaction in connection with the cancellation of a deed of trust. Normal charge is \$10.00

WATER DEPARTMENT

Water Usage Rate	\$4.75/1,000 gallons (2 inch meters and less) \$6.76/1,000 gallons (3 inch meters and up)
Fixed Facility Fee	Flat Rate Monthly Charge for ¾ inch meter - \$15.50 Flat Rate Monthly Charge for 1 inch meter- \$15.50 Flat Rate Monthly Charge for 2 inch Meter or greater- \$40.50
Tap on Fees	

	¾ inch meter - \$1,360 1" meter - \$1,525 2" meter - \$7,500 3" or greater – Cost plus 20%
Meter Charge	¾" \$215.00 1" \$260.00 2" \$ 750.00 3" or greater – current cost
Returned Check or Draft	\$25.00
Special Reading at customer request	\$25.00
Deposit (non-owner)	\$75.00
Account Activation Fee	\$25.00
Service Fee	\$25.00, additional \$25.00 if after 4:00 pm
Meter Tampering	Triple the amount of losses/damages or \$500.00 whichever is greater
Broken Lock Fee	Current cost
Broken Angle Stop	Current cost

BOARD OF ELECTIONS

Voter List, Full (diskette, cd)	\$25.00
Voter List, Partial (diskette, cd)	Prorated
Copy	\$0.25 per sheet
Label, Avery 5160	\$0.25 per sheet
Notice of Candidacy Filing Fee	
Board of Education	\$5.00
Soil and Water Conservation	\$5.00
Municipal Board Member and Mayor	\$5.00
County Commissioner	1% of Annual Salary
Sheriff	1% of Annual Salary
Clerk of Court	1% of Annual Salary
Register of Deeds	1% of Annual Salary
All State and Federal Offices	Reference NCGS 163-107

BE IT FURTHER RESOLVED, that the Budget Officer and Finance Officer are hereby authorized and directed to take action necessary to accomplish the intent and purpose of this Resolution.

BE IT RESOLVED, the request to form an ad hoc committee to research recycling options is hereby approved.

BE IT FURTHER RESOLVED, the Recycling Committee is made up by Commissioner Ed Riggs, Ms. Sheri Rettew, Mr. Steve Hurst, and Ms. Jayne Stasser.

BE IT RESOLVED, the request to transfer the following flood buy out properties to the Town of Mesic is hereby approved:

- **K031-63**
- **K031-72** **LEASED BY Ms.Sadie McGlone until 04-21-2018**
- **K031-101** **LEASED BY Mr. Joe Ollison until 10-27-2026**
- **K032-3**
- **K032-39**

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

BE IT RESOLVED, the request to reappoint Ms. Carla Byrnes to the Eastern Carolina Workforce Development Board for a two year term is hereby approved.

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

BE IT RESOLVED, the appointment of voting delegate to the NCACC Annual Conference will be Commissioner Pat Prescott.

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

Chairman

Clerk to the Board