

**REGULAR SESSION MINUTES OF THE  
PAMLICO COUNTY BOARD OF COMMISSIONERS  
MONDAY, NOVEMBER 20, 2017**

The Pamlico County Board of Commissioners met in regular session on Monday, November 20, 2017 at 7:00 pm in the Patsy H. Sadler Room of the Pamlico County Courthouse. All Commissioners were present with the exception of Commissioners Missy Baskervill and Ann Holton. Also present were County Attorney Arey Grady, 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 Paul Delamar declared the public hearing regarding Loan Documents for the Reelsboro Elevated Tower Project open. There were no members of the public to speak. Chairman Paul Delamar declared the public hearing closed.

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

**BE IT RESOLVED, the request for approval of Loan Documents for the Reelsboro Elevated Tower Project are hereby approved.**

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

**WHEREAS, Pamlico County owns an adult softball field located at the Alliance Recreational Park; and**

**WHEREAS, the aforementioned softball field is in need of repairs and cannot currently be utilized for play; and**

**WHEREAS, Alliance Park is in need of additional conventional and handicapped accessible swings; and**

**WHEREAS, estimated costs to repair the adult softball field, modify the field to accommodate soccer and football, and install additional swings are \$115,000; and**

**WHEREAS, the State of North Carolina has appropriated \$93,000 for the project; and**

**WHEREAS, local funds of \$22,000 are available for the project.**

**NOW THEREFORE BE IT RESOLVED, the Pamlico County Board of Commissioners supports the Pamlico County Recreation Department's efforts to renovate and repair the Alliance Park Adult Softball field.**

**BE IT FURTHER RESOLVED, a budget of \$93,000 in State appropriation and \$22,000 local funding for completing the project is approved; staff is authorized to make necessary budget amendments for the project.**

**This the 20<sup>th</sup> day of November, 2017**

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

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

<b>Name:</b>	<b>Year</b>	<b>Tax/Ticket</b>	<b>Reason</b>	<b>Amount</b>
James Sutton	15/16 2017	6564819/6591305 6618196	MH was on site #8 in MBMHP, on report for 2015, he no longer rented site #8, MH was replaced, Ronnie Southerland now	\$ 14.27
Michael Hernandez	2015 2016 2017	6569605/6569606 6596246/6596247 6623588/6623589	Anne checked Accurant, Florida address since 2014, Janice ckd STARS, no vehicles or valid plates since 06. Does not own.	\$ 35.43

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

*Department:* Health Department

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**FISCAL YEAR 2017-2018**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-0211-435154	Women Preventive Health Local	\$1,969.54	
10-5110-535200	M & R Equipment		\$1,969.54

*Reason for Budget Revision:* To recognize revenue from Medicaid cost settlement and increase M & R equipment expenditure line for refurbished phone system.

*Department:* Senior Services

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**FISCAL YEAR 2017-2018**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-0214-434948	SHIIP (Seniors Health Ins. Info Program)		\$272.00
10-4948-532000	Telephone		\$272.00

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

*Department:* Senior Services

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**FISCAL YEAR 2017-2018**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-4930-512100	Salaries & Wages		\$73,003.00
10-4930-512700	Longevity		\$ 942.00
10-4930-518100	FICA		\$ 4,792.00
10-4930-518101	Medicare		\$ 1,121.00
10-4930-518200	Retirement		\$ 5,865.00
10-4930-518300	Insurance		\$12,680.00
10-4930-518600	Workers Comp.		\$ 820.00
10-4945-512101	Nonexempt Salaries	\$23,019.00	
10-4945-512700	Longevity	\$ 518.00	
10-4945-518100	FICA	\$ 1,506.00	
10-4945-518101	Medicare	\$ 352.00	
10-4945-518200	Retirement	\$ 1,843.00	
10-4945-518300	Insurance	\$ 6,340.00	
10-4945-518600	Workers Comp.	\$ 258.00	
10-4934-512100	Salaries & Wages	\$27,157.00	
10-4934-512700	Longevity	\$ 424.00	
10-4934-518100	FICA	\$ 1,824.00	
10-4934-518101	Medicare	\$ 427.00	
10-4934-518200	Retirement	\$ 2,233.00	
10-4934-518300	Insurance	\$ 6,340.00	
10-4934-518600	Workers Comp.	\$ 312.00	
10-4931-512600	Salaries & Wages (Part-Time)	\$22,827.00	
10-4931-518100	FICA	\$ 1,462.00	
10-4931-518101	Medicare	\$ 342.00	
10-4931-518200	Retirement	\$ 1,789.00	

10-4931-518600

Workers Comp.

\$ 250.00

Reason for Budget Revision: To move funds in the correct programs for salaries and benefits.

*Department:* **FMA-Severe Repetitive Loss Grant**

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<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
21-0215-449286	Flood Mitigation Grant	\$304,221.00	
21-4923-557201	Soft Costs	\$ 65,811.00	
21-4923-558104	Elevation Costs	\$238,410.00	

Reason for Budget Revision: To set up budget for new grant – FY15 FMA Severe Repetitive Loss. FMA-PJ-04-NC-2015-007.

*Department:* **FMA-Repetitive Loss Grant**

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**FISCAL YEAR 2017-2018**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
22-0216-449285	Flood Mitigation Grant	\$398,747.70	
22-0216-449288	Flood Mitigation Participant	\$ 35,305.30	
22-0216-449288 HURL	Flood Mitigation Participant (Joanne Hurley)	\$ 3,000.00	
22-0216-449288 POTT	Flood Mitigation Participant (Ranona Potter)	\$ 3,000.00	
22-0216-449288 WALS	Flood Mitigation Participant (Shawn Walsh)	\$ 3,000.00	
22-4922-558104	Elevation Costs	\$346,500.00	
22-4922-557201	Soft Costs	\$ 96,553.00	

Reason for Budget Revision: To set up budget for new grant –FMA-RL. FMA-PJ-04-NC-2015-008.

*Department:* Health Department

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<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-5110-512100	Salaries & Wages	\$79,178.64	
10-5124-512100	Salaries & Wages		\$10,000.00
10-5127-512100	Salaries & Wages		\$15,000.00
10-5129-512100	Salaries & Wages	\$ 8,622.28	
10-5159-512100	Salaries & Wages	\$ 983.62	
10-5163-512100 PMH	Salaries & Wages		\$15,000.00
10-5164-512100	Salaries & Wages		\$35,000.00
10-5165-512100	Salaries & Wages	\$ 4,979.74	
10-5169-512100	Salaries & Wages		\$ 5,000.00
10-5170-512100	Salaries & Wages		\$10,000.00
10-5171-512100	Salaries & Wages	\$ 5,235.72	
10-5182-512100	Salaries & Wages		\$3,000.00
10-5151-512100 OS	Salaries & Wages		\$6,000.00

*Reason for Budget Revision:* To distribute salaries and wages to correct programs.

*Department:* Health Department

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<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-5110-518101	Medicare	\$ 889.00	
10-5124-518101	Medicare		\$ 150.00
10-5127-518101	Medicare		\$ 150.00
10-5129-518101	Medicare	\$ 78.00	
10-5160-518101	Medicare	\$ 81.00	
10-5163-518101 PMH	Medicare		\$ 100.00
10-5164-518101	Medicare		\$ 420.00
10-5165-518101	Medicare	\$ 72.00	
10-5167-518101	Medicare		\$ 47.00
10-5170-518101	Medicare		\$ 100.00
10-5171-518101	Medicare	\$ 47.00	
10-5151-518101 OS	Medicare		\$ 200.00

*Reason for Budget Revision:* To distribute Medicare to correct programs.

*Department:* Health Department

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**FISCAL YEAR 2017-2018**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-5110-518200	Retirement	\$7,960.00	
10-5111-518200	Retirement		\$ 750.00
10-5124-518200	Retirement		\$ 700.00
10-5127-518200	Retirement		\$ 700.00
10-5129-518200	Retirement	\$ 710.00	
10-5159-518200	Retirement	\$ 130.00	
10-5163-518200 PMH	Retirement		\$ 1,200.00
10-5164-518200	Retirement		\$ 2,300.00
10-5167-518200	Retirement		\$ 450.00
10-5170-518200	Retirement		\$ 750.00
10-5171-518200	Retirement	\$ 450.00	
10-5182-518200	Retirement		\$ 200.00
10-5190-518200	Retirement		\$ 200.00
10-5151-518200 OS	Retirement		\$ 2,000.00

Reason for Budget Revision: To distribute retirement to correct programs.

*Department:* Health Department

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**FISCAL YEAR 2017-2018**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-5110-518300	Group Insurance	\$15,580.00	
10-5111-518300	Group Insurance	\$ 1,000.00	
10-5124-518300	Group Insurance		\$ 2,500.00
10-5127-518300	Group Insurance		\$ 3,500.00
10-5129-518300	Group Insurance	\$ 1,900.00	
10-5159-518300	Group Insurance	\$ 450.00	
10-5160-518300	Group Insurance		\$ 750.00
10-5163-518300	Group Insurance		\$ 800.00
10-5163-518300 PMH	Group Insurance		\$ 3,000.00
10-5164-518300	Group Insurance		\$ 6,750.00
10-5165-518300	Group Insurance	\$ 2,370.00	
10-5167-518300	Group Insurance		\$ 700.00
10-5168-518300	Group Insurance		\$ 700.00

10-5169-518300	Group Insurance		\$ 700.00
10-5170-518300	Group Insurance		\$ 2,000.00
10-5171-518300	Group Insurance	\$ 550.00	
10-5180-518300	Group Insurance		\$ 500.00
10-5190-518300	Group Insurance	\$ 6,750.00	
10-5191-518300	Group Insurance		\$ 1,400.00
10-5151-518300	Group Insurance		\$ 400.00
10-5151-518300 OS	Group Insurance		\$ 4,900.00

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*Reason for Budget Revision:* To distribute group insurance to correct programs.

**BE IT RESOLVED, the request for approval of the following changes to payroll deduction process is hereby approved:**

1. Immediately stop payroll deductions for any new loan payments. (This will in turn at some point eliminate the need to hand deliver payments to SECU for loan payments. And take us out of the loop for ensuring employee payments are made.) It is Finance’s position that employees should handle their own financing via their own channels.
2. In reference to existing loan payments, Finance will continue to payroll deduct, thus not upsetting any contractual agreements the employee has made. However, the employee will pick up the check from Finance and hand deliver to SECU. Note: IF we ACH, we either have to allow SECU to draft our account or we must initiate ACH 1 day prior to payroll. Neither of these options is desirable by Finance.
3. Any employee that has a garnishment, 401k, loan, etc deduction (either currently or going forward) must sign a form that states that any fees charged by the recipient of those deductions must be paid by the employee and are not the responsibility of the County.
4. The County will charge a fee, where allowable, for any garnishments. Propose \$3 per occurrence fee.
5. As we do now, when offering any new benefits, services etc., only one vendor for that service will be contractually agreed upon by the Board and only one vendor chosen for any new benefit delivered. In the future, this will eliminate the hodgepodge selection of myriad vendors and reduce the numbers of different vendors with whom we must collaborate.

**BE IT RESOLVED, the request for approval of additional funds for Health Department floor repairs in the amount of \$15,000 is hereby approved.**

*Department:* Health Department

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**FISCAL YEAR 2017-2018**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-0000-439900	Fund Balance Appropriation	\$15,000.00	
10-5110-535100	M & R Grounds	\$15,000.00	

Reason for Budget Revision: To move funds to cover added expenses for Health Department repairs.

**BE IT RESOLVED, the request to cancel the second meeting in December is hereby approved.**

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

**BE IT RESOLVED, the request for approval to approve Mr. Thomas Vereen to the Eastern Carolina Workforce Development Board is hereby approved for a term of two years.**

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

**BE IT RESOLVED, the request for approval that Mr. Ray Bennett assist the Emergency Manager with Fire Inspections with a salary of \$45,000 is hereby approved.**

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

**BE IT RESOLVED, the County Manager will hereby develop a Request For Proposals for Beaver Management.**

On a motion made by Commissioner Candy Bohmert and seconded by Commissioner Ed Riggs, the Pamlico County Board of Commissioners met in closed session pursuant to NCGS §143-318.11(a)(3) to discuss Attorney-Client Privilege.

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

No action was taken in closed session.



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

**BE IT RESOLVED, the request for approval of an additional JCPC match in the amount of \$566.00 is hereby approved.**

*Department:* JCPC

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**FISCAL YEAR 2017-2018**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
10-5835-500000	Expenditure-Stillwaters	\$6,223.00	
10-0213-435832	Stillwaters	\$5,657.00	
10-0000-439900	Fund Balance Appropriation	\$ 566.00	

Reason for Budget Revision: To recognize additional revenue and realign funds per JCPC.

There being no further business, on a motion made by Commissioner Candy Bohmert and seconded by Commissioner Pat Prescott, the Board adjourned until Monday, December 4, 2017.

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Chairman

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Clerk to the Board