

**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, MARCH 19, 2018**

The Pamlico County Board of Commissioners met in regular session on Monday, March 19, 2018 at 7:00 pm in the Patsy H. Sadler Room of the Pamlico County Courthouse. All Commissioners were present with the exception of Commissioner Pat Prescott. Also present were County Attorney Jim Hicks, County Manager Tim Buck, Finance Officer Bill Fentress, and Clerk to the Board Courtney L. Norfleet.

Chairman Ed Riggs called the meeting to order.

Chairman Ed Riggs asked if there were any corrections, additions, and/or deletions to the regular session minutes of the March 19, 2018 meeting. There being none, on a motion made by Commissioner Candy Bohmert and seconded by Commissioner Paul Delamar, the following resolution was unanimously approved.

BE IT RESOLVED, the regular session minutes of the Monday, March 19, 2018 meeting are hereby approved and the Chairman’s signature is authorized thereon.

Chairman Ed Riggs asked if there were any additions, and/or deletions to the agenda. There was one (1). On a motion made by Commissioner Candy Bohmert and seconded by Commissioner Paul Delamar, the following addition was approved.

- One (1) Budget Amendment

The Board then turned their attention to the Consent Agenda. The request for approval to return request to Planning Board was pulled from the Consent Agenda and placed on the Correspondence Agenda.

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

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

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 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-5180-525100	Auto Supplies		\$2,000.00
10-5180-529000	Departmental Supplies	\$1,950.00	
10-5180-549100	Dues & Subscriptions	\$ 50.00	

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

Department: Register of Deeds

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-0600-400000	Miscellaneous Revenue	\$950.00	
10-4180-529000 VET	Departmental Supplies-VET	\$950.00	

Reason for Budget Revision: To recognize revenue donations received for Thank-A-Vet program and establish budget for expenditure line.

Department: Sheriff's Department

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-0400-438312	Sheriff-Miscellaneous Revenue	\$6,630.00	
10-4310-539800	Drug Enforcement	\$6,630.00	

Reason for Budget Revision: To recognize donation received and increase the expenditure line.

Department: Recycling

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-0000-439900	Fund Balance Appropriation	\$3,400.00	
10-4721-519960	Scrap Tire Distribution	\$3,400.00	

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

Department: **Water Department**

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
30-7140-535300	M & R Auto		\$500.00
30-7140-531000	Travel	\$500.00	

Reason for Budget Revision: To move funds to cover continuing education and travel.

Department: **Animal Control**

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-4380-549100	Dues & Subscriptions		\$700.00
10-4380-535300	M & R Auto	\$700.00	

Reason for Budget Revision: To move funds to install a radio and purchase a console for the Animal Control truck.

Department: **Soil Conservation**

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-4961-529005	Safety Supply & Equipment	\$400.00	
10-4962-523000	Education Supplies	\$150.00	
10-4961-531000	Travel		\$550.00

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

Department: Elections

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-4170-517000	Per Diem		\$3,000.00
10-4170-538100	Programming	\$3,000.00	
10-4170-531000	Travel		\$1,000.00
10-4170-519900	Contracted Services	\$1,000.00	

Reason for Budget Revision: To move funds to cover expenses for the May 8, 2018 Primary Election.

Department: Sheriff's Department

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-4310-539801	Controlled Substance Expense		\$3,000.00
10-4310-539801 RCAR	Controlled Substance Expense-Rental Car	\$3,000.00	

Reason for Budget Revision: To move funds to cover expenses for Sheriff's department renting cars.

Department: **Health Department**

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-5127-512100	Salaries & Wages		\$4,300.00
10-5129-512100	Salaries & Wages	\$ 300.00	
10-5159-512100	Salaries & Wages	\$4,000.00	
10-5167-512100	Salaries & Wages		\$1,100.00
10-5171-512100	Salaries & Wages	\$1,100.00	
10-5110-518100	FICA	\$ 800.00	
10-5127-518100	FICA		\$ 800.00
10-5159-518100	FICA	\$ 200.00	
10-5160-518100	FICA	\$ 100.00	
10-5163-518100 PMH	FICA		\$ 300.00
10-5110-518101	Medicare	\$ 200.00	
10-5124-518101	Medicare		\$ 50.00
10-5127-518101	Medicare		\$ 150.00
10-5129-518101	Medicare	\$ 50.00	
10-5159-518101	Medicare	\$ 100.00	
10-5160-518101	Medicare	\$ 100.00	
10-5163-518101 PMH	Medicare		\$ 50.00
10-5164-518101	Medicare		\$ 50.00
10-5167-518101	Medicare		\$ 100.00
10-5171-518101	Medicare	\$ 100.00	
10-5190-518101	Medicare		\$ 50.00
10-5151-518101 OS	Medicare		\$ 100.00
10-5110-518200	Retirement	\$ 900.00	
10-5111-518200	Retirement	\$ 400.00	
10-5124-518200	Retirement		\$ 50.00
10-5127-518200	Retirement		\$ 700.00
10-5129-518200	Retirement	\$ 50.00	
10-5159-518200	Retirement	\$ 300.00	
10-5160-518200	Retirement		\$ 150.00
10-5163-518200	Retirement		\$ 100.00
10-5163-518200 PMH	Retirement		\$ 100.00
10-5165-518200	Retirement		\$ 500.00
10-5168-518200	Retirement		\$ 100.00
10-5171-518200	Retirement	\$ 100.00	
10-5190-518200	Retirement		\$ 50.00
10-5110-518300	Group Insurance	\$ 300.00	
10-5111-518300	Group Insurance	\$ 150.00	
10-5127-518300	Group Insurance		\$ 400.00
10-5159-518300	Group Insurance	\$ 550.00	
10-5160-518300	Group Insurance		\$ 400.00
10-5165-518300	Group Insurance		\$ 700.00
10-5168-518300	Group Insurance		\$ 50.00
10-5171-518300	Group Insurance	\$ 50.00	
10-5180-518300	Group Insurance	\$ 4,000.00	
10-5190-518300	Group Insurance		\$ 3,660.00
10-5191-518300	Group Insurance	\$ 160.00	

Reason for Budget Revision: To reallocate salaries and benefits to correct programs.

Department: Veterans Office

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-5820-518500	Unemployment Insurance Benefits		\$180.00
10-5820-529000	Departmental Supplies		\$150.00
10-5820-532001	Postage		\$ 50.00
10-5820-549100	Dues & Subscriptions		\$ 50.00
10-5820-549904	Veterans Parade		\$ 90.00
10-5820-531000	Travel	\$520.00	

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

Department: DSS

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-0212-435520	Level III HCCBG Reimbursement		\$49,048.00
10-0212-435551	In Home Aide DSS	\$49,048.00	

Reason for Budget Revision: To reflect how the revenue is actually being posted.

Department: DSS

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-5373-529000 CAP	Departmental Supplies – CAP	\$17,000.00	
10-0212-435483	CAP Medicaid Supply	\$17,000.00	

Reason for Budget Revision: To change budget to reflect actual spending.

Department: Tax Office

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-0000-439900	Fund Balance Appropriation	\$30,000.00	
10-4140-519900	Contracted Services	\$25,000.00	
10-4140-519200	Professional Services	\$ 5,000.00	

Reason for Budget Revision: To move funds to cover Vincent Valuations, LLC costs.

Department: DSS

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-5310-535600	M & R Buildings	\$33,000.00	
10-0212-435310	Admin. Reimbursement	\$10,850.00	
10-5310-519200	Professional Services		\$2,000.00
10-0000-439900	Fund Balance Appropriation	\$20,150.00	

Reason for Budget Revision: To move funds for temporary repair for the HVAC system.

Department: Sheriff/Jail

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-4310-535200	M & R Equipment		\$ 4,101.35
10-4310-529005	Safety Supply & Equipment		\$ 4,473.35
10-4320-535600	M & R Buildings		\$ 7,320.15
10-4320-539500	Training		\$12,228.37
10-4320-529000	Departmental Supplies		\$ 1,017.46
10-4321-512100	Salaries & Wages		\$25,000.00
10-4310-512100	Salaries & Wages	\$23,574.70	
10-4320-512200	Overtime	\$20,565.98	
10-4320-512100	Salaries & Wages	\$10,000.00	

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

BE IT RESOLVED, Animal Control Officer, Berkley Hill’s request for approval to utilize volunteer, Mr. Bobby Hacker, to assist with Animal Control calls is hereby approved.

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

BE IT RESOLVED, the request to recuse Commissioner Carl Ollison from the vote on returning a request to the Planning Board due to a conflict of interest is hereby approved.

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

BE IT RESOLVED, the Pamlico County Board of Commissioners hereby approve Medical Investors Group, the developers of Bay River Landing’s request to extend the time allotted (18 months) for final plat approval under Article 9.5 of the Pamlico County Subdivision Ordinance.

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 contract with Ronnie Ireland Electrical Service, Inc. to connect the kitchen panel to the generator at a price of \$4,680 and a fund balance appropriation to the Public Buildings Capital Outlay line to fund the project is hereby approved.

Department: Public Buildings

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-0000-439900	Fund Balance Appropriation	\$4,680.00	
10-5000-555000	Capital Outlay	\$4,680.00	

Reason for Budget Revision: To move funds to connect the kitchen portion of the Jail to the existing generator.

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

BE IT RESOLVED, the request to purchase a video visitation system for the Jail from Black Creek at a cost of \$83,907 with a fund balance appropriation to the Jail Capital Outlay line and with authorization of the County Manager to sign contract documents is hereby approved.

Department: Jail

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-0000-439900	Fund Balance Appropriation	\$83,907.00	
10-4320-555000	Capital Outlay	\$83,907.00	

Reason for Budget Revision: To move funds to purchase a new video visitation system for the Jail.

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

BE IT RESOLVED, the request to purchase a new camera system for the Water Department Office renovations from JNB Tek, LLC in the amount of \$3,211.04 is hereby approved.

On a motion made by Commissioner Candy Bohmert and seconded by Commissioner Carl Ollison, the following resolution was passed by majority with Commissioners Paul Delamar and Missy Baskervill dissenting.

BE IT RESOLVED, the request to purchase a new phone system for the Water Department Office renovations from JNB Tek, LLC in the amount of \$2,896.13 is hereby approved.

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

BE IT RESOLVED, the request for direction regarding legal action related to opioid crisis is hereby tabled.

On a motion made by Commissioner Candy Bohmert and seconded by Commissioner Missy Baskervill, the Pamlico County Board of Commissioners met in closed session pursuant to NCGS § 143-318.11(a)(3)(6) to discuss the lawsuits: *Despina Lucas v. Pamlico County, et. al.*; *Jackson v. Pamlico County Sheriff, et. al.*; and *Coastal Marketing & Development Co., et. al. vs. Pamlico County* and qualifications and starting salary.

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

No action was taken in closed session.

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

BE IT RESOLVED, the County Manager is hereby authorized to work with staff to reclassify the GIS Coordinator position from a Grade 66 to a Grade 68 and to extend an appropriate competitive starting salary to candidate.

There being no further business, on a motion made by Commissioner Paul Delamar and seconded by Commissioner Ann Holton, the Board adjourned until Monday, April 2, 2018.

Chairman

Clerk to the Board