

**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY MAY 07, 2018**

The Pamlico County Board of Commissioners met in regular session on Monday May 07, 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 Ann Holton. Also present were County Attorney Dave Baxter, County Manager Tim Buck, and Clerk to the Board Courtney L. Norfleet.

Chairman Ed Riggs called the meeting to order.

Chairman Ed Riggs recognized Reverend Grady Simpson to lead the assemblage in prayer. Chairman Ed Riggs led the assemblage in saying the Pledge of Allegiance.

Chairman Ed Riggs asked if there were any corrections, additions, and/or deletions to the regular session minutes of the Monday April 16, 2018 meeting and the budget workshop minutes of the Tuesday April 17, 2018 meeting. There was one addition:

- Commissioner Paul Delamar cast a dissenting vote for going into closed session.

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

BE IT RESOLVED, the budget workshop minutes of the April 17, 2018 meeting and the regular session minutes of the April 16, 2018 meeting are hereby approved, as amended.

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

- One (1) Budget Amendment – Jail **Item #2**

Chairman Ed Riggs asked if there were any members of the Public to speak during Public Comment Period. There was one (1).

1. John Cox – Developer, Windmill Pointe Subdivision. Mr. Cox spoke regarding ongoing issues he's had with Environmental Health.

The Board then turned their attention to the consent agenda. The requests for approval of pay back of cost settlement funds, Environmental Health fee schedule, and proposed budget meeting were pulled from the consent agenda and placed in the correspondence agenda.

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

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

Name:	Year	Tax/Ticket	Reason	Amount
Timothy Carawan	2017	6644908	REFUND Boat was double listed with Acct# 0040986	\$ 6.58
Neva Jones	13/17	6514098/6624157	MH was double listed with Acct# 0038389	\$ 313.36
Herbert Nobles, Jr.	2016	6606297/6606296		
	2017	6632722/6632721	Adjusted bill due to condition of asset	\$2061.35
Joe Kasperski	2010	6385397	Boat was listed in Craven County in 2010	\$ 86.61
Colon Gaskill	15/16	6579693/6606049	Boat was donated in June 2015 to Boat Angel-	
	2017	6632476	paperwork was supplied	\$ 179.22
Elizabeth Brinson	2017	6645788/6645789		
	2017	6645790/6645791	Clerical Error-Double Billed	\$ 629.44
Hilda Caraway	2017	6634874	Value Reduction due to house being destroyed	
			REFUND In Hurricane Matthew 2016	\$ 91.35
Falke Auto / Jon Dodson	2012	6464124/6499373		
	13/14	6509164/6538624		
	15/16	6565106/6591586	Rebilled as Discoveries with Penalties/	
	2017	6618503	Acct # 0041342	\$5409.37
CHR Investments, LLC	13/14	6520086/6550066		
	15/16	6576436/6602848		
	2017	6630173	REFUND Double taxation of Structure	\$1690.39
Miles Benedict	2017	6632918/6632919	REFUND Boat & Motor sold March 2016. Clerical Error	\$ 345.60

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

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 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-4110-531000	Travel		\$500.00
10-4110-537000	Advertising	\$500.00	

Reason for Budget Revision: To move funds to cover current line item overrun and also the advertisement of the 2018 Debris Contract Bid.

Department: DSS

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-5310-535200	M & R Equipment		\$3,000.00
10-5310-535600	M & R Buildings	\$3,000.00	

Reason for Budget Revision: To reflect actual spending.

Department: Register of Deeds

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-4180-549100	Dues & Subscriptions		\$20.00
10-4180-531000	Travel	\$20.00	

Reason for Budget Revision: To move funds to cover registration fee to the UNC School of Government.

Department: Soil Conservation

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-4961-531000	Travel		\$300.00
10-4961-525100	Auto Supplies	\$300.00	

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

Department: County Manager

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-4110-531000	Travel		\$250.00
10-4120-532001	Postage	\$250.00	

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

Department: Sheriff's Department

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-0000-439900	Fund Balance Appropriation	\$7,800.00	
10-4310-532000	Telephone	\$7,800.00	

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

Department: Sheriff's Department

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-4310-529000 MAJ	Departmental Supplies-Major		\$4,665.41
10-4310-535300	M & R Auto	\$4,665.41	

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

Department: Health Department

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-5167-519900	Contracted Services		\$ 101.00
10-5171-519900	Contracted Services		\$1,700.00
10-5167-533000	Electrical	\$ 101.00	
10-5171-512100	Salaries & Wages	\$1,500.00	
10-5171-518300	Group Insurance	\$ 200.00	
10-5182-525100	Auto Supplies		\$ 50.00
10-5182-518300	Group Insurance	\$ 50.00	

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

Department: Jail/Dispatch

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-0000-439900	Fund Balance Appropriation	\$5,000.00	
10-4321-512200	Overtime	\$4,000.00	
10-4320-512200	Overtime	\$1,000.00	

Reason for Budget Revision: To move funds to cover overtime in the Jail and Dispatch.

Department: Recycling

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-4721-531000	Travel		\$ 500.00
10-4721-535200	M & R Equipment		\$2,200.00
10-4721-519900	Contracted Services	\$2,700.00	

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

Department: Jail

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FISCAL YEAR 2017-2018

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-4320-531000	Travel		\$3,000.00
10-4320-535600	M & R Buildings	\$3,000.00	

Reason for Budget Revision: To move funds to cover the cost of painting, vents that need to be replaced and the repair of lights in the Jail for the upcoming Jail inspection.

BE IT RESOLVED, the request for approval to appoint Pamlico County Senior Services as the lead agency for the Home and Community Care Block Grant for Older Adults is hereby approved.

BE IT RESOLVED, the request for approval of change order for Pamlico County Water Department Office Renovation is hereby approved.

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

BE IT RESOLVED, the State of North Carolina’s requirement of the Health Department to pay back approximately \$26,000 in cost settlement funds is hereby tabled.

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

BE IT RESOLVED, the request for approval of Environmental Health Fee Schedule is hereby approved.

Environmental Health Fees

Description	FEES
<u>On-Site Waste Water</u>	
A. Improvement Permits	
Residential/Single Family Duplex	
New permits (up to 2 acres per lot).....	\$200.00
Existing system (1 visit).....	\$150.00
Repairs.....	No Charge
Redesign (1 visit).....	\$200.00
Flow addition (2 visits).....	\$200.00
Commercial/Multi-Family	
Existing.....	\$300.00
Repairs.....	No Charge
Redesign.....	\$300.00
Flow Addition.....	\$300.00
NEW	
Up to 1000 GPD.....	\$300.00
1000-2999 GPD.....	\$600.00
Over 3000 GPD.....	\$600.00

NCDENR MUST APPROVE:

Non-Profit Organization up to 3000 GPD.....	\$150.00
Non-Profit Organization over 3000 GPD.....	\$100.00
*Revisit Fee.....	\$50.00

B. Authorization to Construct and Final Inspection for Operational Permit (Residential/Commercial)

Conventional (1 visit)..... (Includes polystyrene and chambered)	\$200.00
Shallow (1 visit)..... (Includes polystyrene and chambered mound)	\$200.00
Mound (3 visits).....	\$250.00
LPP (2 visits).....	\$300.00
LPP and Mound (3 visits).....	\$300.00
Pressure Manifold (2 visits).....	\$250.00
Pressure Manifold Mound (3 visits).....	\$300.00
Maintenance entity operational permit (1 visit).....	\$80.00
*Repeat visit after initial denial for installer.....	\$50.00

Wells – Drinking and/or Irrigation

Per Ordinance

Site Approval/Installation (2 visits).....	\$200.00
Closure/Abandonment/Irrigation.....	\$100.00
Additional Visits.....	\$50.00

Water Samples

New Well Samples.....	\$100.00
Bacteria.....	\$50.00
Inorganic.....	\$50.00
Pesticide.....	\$70.00
Volatile Organic.....	\$70.00
Petroleum.....	\$80.00
Medically Indicated.....	No Charge

Other Services

Swimming Pools (Public)

Annual Operations Permit Fee.....	\$125.00
Additional Visits.....	\$75.00
Plan Review.....	\$175.00

Tattoo Parlors (by appointment)

Permit (initial and annual).....	\$200.00
Per Artist.....	\$100.00

Food and Lodging

Plan Review and Application Fee.....	\$200.00
Temporary Food Establishments.....	\$75.00

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

BE IT RESOLVED, the proposed budget workshop is hereby approved for Tuesday, May 22, 2018 at 6:00 p.m. in the Patsy H. Sadler Room of the Pamlico County Courthouse.

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 for approval of the 2017-2018 Audit Contract with Carr, Riggs, & Ingram in the amount of \$38,700 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 of swing purchase for Alliance Softball Field Renovation Project in the amount of \$7,351.34 from Barrs Recreation is hereby approved.

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

BE IT RESOLVED, the request for approval of the following appointments to Agriculture Advisory Board are hereby approved.

James B. Holton, III – Township 1

Alston W. Spruill, Jr. – Township 2

Benjamin Derek Potter – Township 3

Bobby Ray Hacker, Jr. – Township 4

Justin Harrison Lee – Township 5

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

BE IT RESOLVED, the request for approval of appointment to Regional Aging Advisory Committee is hereby tabled for two (2) weeks per Board practice.

There being no further business, on a motion made by Commissioner Paul Delamar and seconded by Commissioner Candy Bohmert, the Board adjourned until May 21, 2018 at 7:00 pm.

Chairman

Clerk to the Board