

**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, AUGUST 20, 2018**

The Pamlico County Board of Commissioners met in regular session on Monday, August 20, 2018 at 7:00 pm in the Patsy H. Sadler Room of the Pamlico County Courthouse. All Commissioners were present. 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 additions, corrections, and/or deletions to the regular session minutes of the August 06, 2018 meeting. There being none, on a motion made by Commissioner Candy Bohmert and seconded by Commissioner Missy Baskervill, the following resolution was unanimously approved.

BE IT RESOLVED, the regular session minutes of the August 06, 2018 meeting are hereby approved and the Chairman’s signature is authorized thereon.

Chairman Ed Riggs asked if there were any additions or deletions to the agenda. There was one (1) change.

1. Change Item #10 to Request for approval to Appoint James Barton to the Planning Board.

The Board then turned their attention to the Consent Agenda. The request for approval of resolution authorizing opioid litigation was pulled from the consent agenda and placed on the correspondence agenda.

On a motion made by Commissioner Paul Delamar and seconded by Commissioner Missy Baskervill, 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 2018-2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-0211-435181	Food & Lodging	\$1,033.64	
10-5191-525100	Auto Supplies		\$300.00
10-5191-531000	Travel	\$1,333.64	

Reason for Budget Revision: To recognize Food & Lodging grant funds and increase expense lines.

Department: **Emergency Management**

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FISCAL YEAR 2018-2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-0213-434330	Homeland Security Grant	\$4,500.00	
10-4330-529000 HSGP	Departmental Supplies	\$4,500.00	

Reason for Budget Revision: To roll unused budget for HSGP grant.

Department: **Sheriff's Department**

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FISCAL YEAR 2018-2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-0200-434307	Summer Camp	\$250.00	
10-4310-529000	Departmental Supplies	\$250.00	

Reason for Budget Revision: To recognize donations and increase expenditure line item.

BE IT RESOLVED, the following FY 2018-19 Pay Classification Plan is hereby approved.

FY 2018-2019

PAMLICO COUNTY PAY & GRADE CLASSIFICATION PLAN

GRADE	TITLE	FLSA	HIRE	MIN	MID	MAX
51	In Home Aides	NE	19,094	20,240	27,813	35,926
52	Human Resources Aide	NE	19,568	20,742	28,502	36,817
53	Housekeeping Assistant	NE	20,053	21,257	29,210	37,730
54	Transportation Aide Processing Assistant II Programs Assistant	NE NE NE	20,551	21,784	29,934	38,667
55	Nutrition Site Manager	NE	21,060	22,324	30,676	39,625
56	Site Manager	NE	21,583	22,878	31,437	40,608
57	Processing Assistant III	NE	22,118	23,445	32,217	41,615
58			22,667	24,026	33,016	42,647
59	Deputy Register of Deeds Office Assistant IV Patient Relations IV Processing Assistant IV Income Maintenance Technician Universal Worker Technician Accounting Technician I	NE NE NE NE NE NE NE	23,229	24,622	33,834	43,705
60	Administrative Technician Animal Control Officer Grounds Technician I Plant Operator I Tax Technician I Recycling Handler/Driver Foreign Language Interpreter In-Home Aide Supervisor II Mapping Assistant Field Technician I Maintenance Technician	NE NE NE NE NE NE NE NE NE NE NE	23,805	25,233	34,674	44,788
61	Administrative Technician II Administrator. Conservation Technician Assistant Register of Deeds Deputy Tax Collector I Income Maintenance Caseworker I Universal Worker I Office Assistant V Tax Technician II Field Technician II Accounting Technician II Water Dept Billing Clerk Customer Service Representative I Patient Relations Representative V	NE NE NE NE NE NE NE NE NE NE NE NE NE NE	24,395	25,859	35,533	45,899

GRADE	TITLE	FLSA	HIRE	MIN	MID	MAX
62	Deputy Tax Collector II	NE	25,000	26,500	36,415	47,038
	Senior Grounds Technician	NE				
	Senior Maintenance Technician	NE				
	Athletic Program Coordinator	NE				
	Cost Share Technician	NE				
	Plant Operator II	NE				
	Detention I (1 - 5 yrs Experience)	NE				
	Dispatch I (1 - 5 yrs Experience)	NE				
63	Administrative Assistant I	NE	25,620	27,157	37,318	48,204
	Income Maintenance Caseworker II	NE				
	Universal Worker II	NE				
	Social Worker I	NE				
	Veterans Service Officer	E				
	Income Maintenance Investigator I	NE				
	Child Support Agent I	NE				
	Public Health Educator I	NE				
	Accounting Technician III	NE				
64	Recycle Admin	NE	26,255	27,831	38,243	49,399
	Senior Plant Operator	NE				
	Senior Distribution Operator	NE				
65	Income Maintenance Investigator II	NE	27,830	29,500	40,537	52,362
	Administrative Assistant II	NE				
	Child Support Agent II	NE				
	Income Maintenance Supervisor I	E				
	Universal Worker Supervisor I	E				
	Income Maintenance Caseworker III	NE				
	Universal Worker III	NE				
	Detention II (5 - 10 yrs Experience)	NE				
	Dispatch II (5 - 10 yrs Experience)	NE				
Deputy I (1 - 5 yrs Experience)	NE					
66	Administrative Assistant, Clerk to Board	NE	29,222	30,975	42,564	54,981
	Appraiser	NE				
	Sheriffs Secretary	NE				
67	Income Maintenance Supervisor II	E	30,683	32,524	44,692	57,730
	Universal Worker Supervisor II	E				
	Social Work Supervisor I	E				
	Accounting Specialist I	NE				
	Social Worker II	NE				
	Administrative Assistant III	NE				
68	Computer Systems Manager	NE	32,675	34,636	47,595	61,479
	Nutritionist III	NE				
	GIS Mapping	NE				
	Detention III (> 10yrs Experience)	NE				
	Dispatch III (> 10yrs Experience)	NE				
	Deputy II (5 - 10 yrs Experience)	NE				
	Investigator I (1 • 5 yrs Experience)	NE				
	School Resource Officer I (1 - 5yrs Experience)	NE				

GRADE	TITLE	FLSA	HIRE	MIN	MID	MAX
69	Social Worker III	NE	34,877	36,970	50,802	65,622
	Income Maintenance Supervisor III	E				
	AS Supervisor	E				
	Assistant Jail Administrator	E				
	Deputy III (> 10 yrs Experience)	NE				
	Investigator II (5 - 10 yrs Experience)	NE				
School Resource Officer II (5 - 10 yrs Experience)	NE					
70	Social Work Supervisor II	E	36,621	38,819	53,342	68,903
	Assistant Finance Officer	E				
	Social Worker IAT	NE				
	Environmental Health Specialist I	NE				
	Human Services Planner Evaluator II	NE				
	School Resource Officer III	NE				
71	County Planner	E	38,454	40,761	56,011	72,351
	Director of Elections	E				
	Water Office Supervisor	E				
	Building Inspector	NE				
	Investigator III (> 10 yrs Experience)	NE				
72	Field Operations Manager	E	40,376	42,799	58,812	75,968
	Public Health Nurse I	E				
	Environmental Health Program Coordinator	NE				
73	Social Work Supervisor III	E	42,395	44,939	61,752	79,767
	Public Services Director	E				
	Senior Services Director	E				
	Personnel Officer	E				
	Emergency Management Coordinator	NE				
	Jail Administrator	E				
	Sheriff Administrator I	E				
74	Social Work Program Manager	E	44,515	47,186	64,840	83,755
	Public Health Nurse II	E				
75	Public Health Nurse III	E	46,741	49,545	68,082	87,943
76	Public Health Nursing Supervisor I	E	49,078	52,023	71,486	92,340
77	Sheriff Administrator II	E	51,532	54,624	75,060	96,957
	Tax Administrator	E				
78	Local Health Director	E	54,108	57,355	78,813	101,805
79	Social Services Director	E	56,814	60,223	82,754	106,895
80	Assistant County Manager	E	59,654	63,234	86,892	112,240
	Finance Officer	E				
81	Physician Extender	E		66,395	91,236	117,852
	Unclassified:					
	County Manager	E				
	Register of Deeds	E				
	Sheriff	E				
E	Exempt from FLSA overtime provisions	NE	Non-exempt from FLSA overtime provisions			

BE IT RESOLVED, the request for approval to enter into a Beaver Maintenance Contract with Beaver Begone in the amount of \$3,640 is hereby approved.

BE IT RESOLVED, the request for approval for a citizen to present road data and a citizen petition at the next meeting is hereby approved.

BE IT RESOLVED, the request to change meeting date to Tuesday, September 04, 2018 due to Labor Day Holiday.

On a motion made by Commissioner Paul Delamar and seconded by Commissioner Candy Bohmert, the following resolution was passed by majority vote with Commissioner Ed Riggs casting a dissenting vote.

BE IT RESOLVED, the following Resolution Authorizing Opioid Litigation is hereby approved.

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
PAMLICO COUNTY, NORTH CAROLINA**

WHEREAS, Pamlico County Board of Commissioners has the authority to adopt resolutions with respect to county affairs of Pamlico County, North Carolina, pursuant to N.C. Gen. Stat. Ann. § 153A- 121;

WHEREAS, the Pamlico County Board of Commissioners has the authority to take action to protect the public health, safety, and welfare of the residents and citizens of Pamlico County;

WHEREAS, there exists a serious public health and safety crisis involving opioid abuse, addiction, morbidity, and mortality in Pamlico County;

WHEREAS, the diversion of legally produced controlled substances into the illicit market causes or contributes to the serious public health and safety crisis involving opioid abuse, addiction, morbidity, and mortality in Pamlico County;

WHEREAS, the opioid crisis unreasonably interferes with rights common to the general public of Pamlico County; involves a significant interference with the public health, safety, peace, comfort, and convenience of citizens and residents of Pamlico County; includes the delivery of controlled substances in violation of State and Federal law and regulations; and therefore, constitutes a public nuisance;

WHEREAS, the opioid crisis is having an extended and far reaching impact of the general public, health, and safety, of residents and citizens of Pamlico County and must be abated;

WHEREAS, the violation of any laws of the State of North Carolina, or of the United States of America controlling the distribution of a controlled substance is inimical, harmful, and adverse to the public welfare of the residents and citizens

of Pamlico County constitutes a public nuisance;

WHEREAS, the Pamlico County Board of Commissioners has the authority to abate, or cause to be abated, any public nuisance including those acts that unreasonably interfere with rights common to the general public of Pamlico County and/or involve a significant interference with the public health, safety, peace, comfort, and convenience of citizens and residents of Pamlico County;

WHEREAS, Pamlico County has expended, is expending, and will continue to expend in the future County funds to respond to the serious public health and safety crisis involving opioid abuse, addiction, morbidity, and mortality within Pamlico County; and

WHEREAS, the Pamlico County Board of Commissioners have received information that indicates that the manufacturers and wholesale distributors of controlled substances have distributed in Pamlico County, North Carolina, and surrounding areas, and may have violated Federal and/or State laws and regulations that were enacted to prevent the diversion of legally produced controlled substances into the illicit market.

NOW, THEREFORE, BE IT RESOLVED by the Pamlico County Board of Commissioners, assembled on this day at which a quorum is present, that based upon the above the Pamlico County Board of Commissioners are declaring the opioid crisis a public nuisance which must be abated for the benefit of Pamlico County and its residents and citizens.

BE IT FINALLY RESOLVED that all resolutions that are inconsistent with this resolution are rescinded.

ADOPTED this 20th day of August, 2018 by the Pamlico County Board of County Commissioners.

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

BE IT RESOLVED, Pamlico County Human Services Center HVAC Upgrades Project is hereby tabled pending information requested and to allow staff/engineer to negotiate price.

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

BE IT RESOLVED, Pamlico County Law Enforcement Center HVAC Upgrades is hereby awarded to low bidder, Eneco East, LLC in the amount of \$208,695.

BE IT FURTHER RESOLVED, the Chairman is hereby authorized to sign

necessary contract documents and Finance Officer is hereby authorized to arrange and enter into financing for the project.

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 to appoint Mr. James Barton to the Planning Board for Township 2 to fill unexpired term is hereby approved.

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

BE IT RESOLVED, the request to purchase meter reading handheld devices and appurtenances not to exceed \$25,000 is hereby approved.

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

BE IT RESOLVED, the request to appoint Dave Baxter as County Attorney is hereby approved.

There being no further business, on a motion made by Commissioner Paul Delamar and seconded by Commissioner Ann Holton, the Board adjourned until Tuesday, September 04, 2018 at 7:00 pm.

Chairman

Clerk to the Board