

**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
TUESDAY, SEPTEMBER 04, 2018**

The Pamlico County Board of Commissioners met in regular session on Tuesday, September 04, 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 Carl Ollison. Also present were County Attorney Dave Baxter, 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 recognized Commissioner Ann Holton who led the assemblage in prayer. Chairman Ed Riggs led the assemblage in the Pledge of Allegiance.

Chairman Ed Riggs asked if there were any corrections, additions, and/or deletions to the minutes of the Monday, August 20, 2018 meeting. There being none, on a motion made by Commissioner Candy Bohmert and seconded by Commissioner Pat Prescott, the following resolution was unanimously approved.

BE IT RESOLVED, the regular session minutes of the Monday, August 20, 2018 meeting are hereby approved and the Chairman's signature is authorized thereon.

Chairman Ed Riggs recognized Mr. Sammy Spencer. Mr. Spencer came before the board as a representative of Florence/Whortonsville Volunteer Fire Department. He presented data regarding the width and road conditions of SR 1324 (Florence Road), Merritt.

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

BE IT RESOLVED, County of Pamlico will send a letter to North Carolina Department of Transportation (NC DOT) requesting SR 1324 be moved on the list to be widened.

Chairman Ed Riggs recognized Mr. HL Williams. Mr. Williams coached the Pamlico County 14U All-Star Softball team that went to the Babe Ruth Little League World Series in Jensen Beach, Florida. Mr. Williams introduced each of the team members that were in attendance to the Board. Chairman Ed Riggs read and presented a letter of commendation to the Team and Coach.

Chairman Ed Riggs asked if there were any additions and/or deletions to the agenda. There were a couple of changes.

1. Remove contents of Item 4: Request for approval to set Public Hearing for next meeting for financing Pamlico Human Services Center and Pamlico County Law

Enforcement Center HVAC Upgrades. Replace with Budget Transfer and Funds Request from Fire Marshal, Chris Murray.

2. Updated Resolution for Item 5.

Chairman Ed Riggs asked if there were any members of the public to speak during Public Comment period. There was one:

1. Ms. Traci Gibson. Ms. Gibson informed the Board that she wasn't happy with the Coach of the 14U All-Star Softball team.

The Board then turned their attention to the Consent Agenda.

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

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

Department: Cooperative Extension

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
10-4950-549120	VAD Applications	\$100.00	
10-4950-500000	Expenditure		\$100.00

Reason for Budget Revision: To move budget to cover VAD expenditures.

Department: Health Department

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FISCAL YEAR 2018-2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-0211-435000	Miscellaneous	\$1,046.72	
10-5110-529000	Departmental Supplies	\$1,046.72	

Reason for Budget Revision: To recognize additional revenue and increase expense line.

Department: **Health Department**

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FISCAL YEAR 2018-2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-0000-439900	Fund Balance Appropriation	\$23,031.85	
10-5170-519900	Contracted Services	\$23,031.85	

Reason for Budget Revision: To roll over CC4C funds from FY 18, position remained unfilled.

Department: **Health Department**

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FISCAL YEAR 2018-2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-0000-439900	Fund Balance Appropriation		\$177,955.90
10-0211-435154	Women Preventive Health Local	\$177,955.90	

Reason for Budget Revision: To roll over Medicaid Cost Settlement funds from FY 2017 (\$61,077.81) & FY 2018 (\$116,878.09) to current fiscal year.

Department: **Emergency Management**

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FISCAL YEAR 2018-2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-4330-535900	M & R Systems		\$ 750.00
10-4330-512600	Salaries & Wages – P/T		\$1,000.00
10-4110-555001	Special Board Projects		\$2,000.00
10-4330-529000	Departmental Supplies	\$2,750.00	
10-4330-535200 HSGP	M & R Equipment-HSGP	\$1,000.00	

Reason for Budget Revision: To move funds to purchase radio equipment for Emergency Management.

Department: E911

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FISCAL YEAR 2018-2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
47-0000-439900	Fund Balance Appropriation	\$10,000.00	
47-4326-555000	Capital Outlay	\$10,000.00	

Reason for Budget Revision: To move funds to replace a broken unit.

BE IT RESOLVED, the request for Budget Amendment to purchase radio units in the amount of \$3,750 is hereby approved.

BE IT RESOLVED, the request for approval of the following Reimbursement Resolution for Pamlico County Law Enforcement Center HVAC Upgrades is hereby approved.

PAMLICO COUNTY, NORTH CAROLINA

DECLARATION OF OFFICIAL INTENT TO REIMBURSE

EARLY PROJECT EXPENDITURES FROM LATER FINANCING PROCEEDS

WHEREAS Pamlico County intends to undertake a Project (as described below), use its own funds to pay initial Project costs, and then reimburse itself from financing proceeds for these early expenditures. The Finance Officer has advised the Board that it should adopt this Resolution to document the County's plans for reimbursement, in order to comply with certain federal tax rules relating to reimbursement from financing proceeds.

BE IT RESOLVED by the Board of Commissioners of Pamlico County, North Carolina, as follows:

1. The Project is the installation of new HVAC units in the Department of Social Services Building and the Law Enforcement Center (the "Project").
2. The County intends to advance funds for initial Project costs (including but not necessarily limited to, engineering fees, other up-front costs and preliminary construction costs associated with the Project), and then reimburse itself from financing proceeds. The expected type of financing for the Project (which is subject to change) is installment financing under G.S. Section 160A-20. The expected maximum amount of obligations to be issued or contracted for the Project (including allowances for reserves and financing costs) is approximately \$900,000.00.

3. Funds for the early Project expenditures may come from the County's General Fund, or any other specified fund.

4. The County intends for the adoption of this Resolution to be a declaration of its official intent to reimburse itself from financing proceeds for Project cost expenditures.

Adopted this 4th day of September, 2018.

BE IT RESOLVED, the request for approval of Asset Inventory Assessment Plan for Water System is hereby approved.

RESOLUTION BY PAMLICO COUNTY BOARD OF COMMISSIONERS

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing drinking water treatment works and drinking water distribution systems, and

WHEREAS, Pamlico County has need for and intends to conduct an asset inventory assessment project for the existing water supply, treatment and distribution system, and

WHEREAS, Pamlico County intends to request state grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF PAMLICO COUNTY:

That Pamlico County, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State grant award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system.

That the **Applicant** will provide for efficient operation and maintenance of the project upon completion.

That Edward Riggs, Jr., Chairman, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 4th day of September, 2018 at Bayboro, North Carolina.

BE IT RESOLVED, the request to reappoint the following Planning Board members for another four (4) year term beginning July 1, 2017 and ending June 30, 2021 is hereby approved.

- **John Buck III, At-Large**
- **Hiram Lupton, At-Large**
- **Maurice Benton, Township 3**
- **Carl Ollison, Township 4**

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

BE IT RESOLVED, the request for approval of an amendment to engineering fees in the amount of \$50,000 for the Reelsboro Elevated Storage Tank Replacement Project 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 approval to enter into contract with Caldwell Tanks, the lowest responsible bidder, at a price of \$1,384,200 for construction of the Reelsboro Elevated Storage Tank 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 to enter into contract with AC Shultes of Carolinas, the lowest responsible bidder, at a price of \$298,821 for Grantsboro/Kershaw WTP Wells and Plants Rehabilitation is hereby approved.

The Board discussed Bridge Replacement Projects B-5613 – Bayboro Bridge and B-5616 – Alligator Creek Bridge. They are requesting letters be written from emergency officials, towns, schools, Farm Bureau.

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

BE IT RESOLVED, the request to table Health Board appointments until next regular meeting per Board practice 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 Water Department write-offs is hereby approved.

2010

2W1	WATER ¾"-1"	\$3,105.46
5SC	WATER SERVICE CHARGE	\$250.00
		\$3,355.46

2011

2W1	WATER ¾"-1"	\$6,598.00
2W2	WATER 2"-8"	\$60.97
5NF	NSF FEE	\$75.00
5SC	WATER SERVICE CHARGE	\$867.02
ANGLE	¾" ANGLE STOP	\$70.00
BULLET	BROKEN BULLET LOCK	\$10.00
COSVC	CUTOFF SERVICE CALL	\$75.00
PLUG	MISSING PLUG	\$22.00
		\$7,777.99

2012

2W1	WATER ¾"-1"	\$9,764.32
2W2	WATER 2"-8"	\$133.68
5MI	WATER MISC.	\$25.00
5NF	NSF FEE	\$75.00
5SC	WATER SERVICE CHARGE	\$835.54
5WR	WATER RECONNECT FEE	\$425.00
BULLET	BROKEN BULLET LOCK	\$20.00
COLLAR	BROKEN COLLAR LOCK	\$60.00
COSVC	CUTOFF SERVICE CALL	\$125.00
		\$11,463.54

2013

2W1	WATER ¾"-1"	\$11,223.48
2W2	WATER 2"-8"	\$122.75
5MI	WATER MISC.	\$103.42
5NF	NSF FEE	\$50.00
5SC	WATER SERVICE CHARGE	\$165.04
5WR	WATER RECONNECT FEE	\$551.81
ACTV	ACTIVATION FEE (RENTAL)	\$25.00
BULLET	BROKEN BULLET LOCK	\$5.00
COLLAR	BROKEN COLLAR LOCK	\$10.00
COSVC	CUTOFF SERVICE CALL	\$25.00
		\$12,281.50
		\$56,840.03

2014

2W1	WATER ¾"-1"	\$9,754.25
2W2	WATER 2"-8"	\$20.00
5MI	WATER MISC.	\$83.59
5NF	NSF FEE	\$25.00
5SC	WATER SERVICE CHARGE	\$25.00
5WR	WATER RECONNECT FEE	\$731.23
ACTV	ACTIVATION FEE (RENTAL)	\$25.00
COLLAR	BROKEN COLLAR LOCK	\$60.00
COSVC	CUTOFF SERVICE CALL	\$25.00
		\$10,749.07

2015

2WF	WATER ¾"-1"	\$9,635.67
5NF	NSF FEE	\$123.50
5SC	WATER SERVICE CHARGE	\$924.98
5WR	WATER RECONNECT FEE	\$337.79
ACTV	ACTIVATION FEE (RENTAL)	\$75.00
BULLET	BROKEN BULLET LOCK	\$20.00
COSVC	CUTOFF SERVICE CHARGE	\$95.53
		\$11,212.47

SERVICES TOTALS

2W1	WATER ¾"-1"	\$50,051.18
2W2	WATER 2"-8"	\$337.40
		\$50,418.58

FEE TOTALS

5MI	WATER MISC.	\$212.01
5NF	NSF FEE	\$348.50
5SC	WATER SERVICE CHARGE	\$3,067.58
5WR	WATER RECONNECT FEE	\$2,045.83
ANGLE	¾" ANGLE STOP	\$70.00
ACTV	ACTIVATION FEE (RENTAL)	\$125.00
BULLET	BROKEN BULLET LOCK	\$55.00
COLLAR	BROKEN COLLAR LOCK	\$130.00
COSVC	CUTOFF SERVICE CHARGE	\$345.53
PLUG	MISSING PLUG	\$22.00
		\$6,421.45

\$56,840.03

On a motion made by Commissioner Candy Bohmert and seconded by Commissioner Ann Holton, the Pamlico County Board of Commissioners met in closed session pursuant to NCGS § 143-318.11(a)(3)(6) to discuss Attorney-Client Privilege and personnel matters.

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

Action was taken in closed session.

There being no further business, on a motion made by Ann Holton and seconded by Commissioner Ed Riggs, the Board adjourned until Monday, September 17, 2018 at 7:00 pm.

Chairman

Clerk to the Board