

**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, JANUARY 07, 2019**

The Pamlico County Board of Commissioners met in regular session on Monday, January 07, 2019 at 7:00 pm in the Patsy H. Sadler room of the Pamlico County Courthouse. All Commissioners were present with the exception of Commissioner Candy Bohmert. Also present were County Attorney Dave Baxter, 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 recognized Reverend Grady Simpson to lead the assemblage in prayer. Chairman Paul Delamar led the assemblage in the Pledge of Allegiance.

Chairman Paul Delamar asked if there were any corrections, additions, and/or deletions to the regular session minutes of the Monday, December 03, 2018 meeting. On a motion made by Commissioner Pat Prescott and seconded by Commissioner Ed Riggs, the following resolution was unanimously approved.

BE IT RESOLVED, the regular session minutes of the Monday, December 03, 2018 meeting are hereby approved and the Chairman's signature is authorized thereon.

Chairman Paul Delamar asked if there were any additions and/or deletions to the agenda. There were three (3). On a motion made by Commissioner Missy Baskervill and seconded by Commissioner Ed Riggs, the following additions were unanimously approved:

- (1) Budget Amendment
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- Personnel changes recommended by Senior Services Director Violet Ollison

There were no members of the public to speak during public comment period.

The Board then turned their attention to the Consent Agenda.

On a motion made by Commissioner Doug Brinson and seconded by Commissioner Missy Baskervill, the following resolutions were unanimously approved.

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

Department: Enhancement/Preservation

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
350226-441800	Enhancement & Preservation FDS	\$ 3,070.32	
354180-555000	Capital Outlays	\$ 3,070.32	

Reason for Budget Revision: To recognize Enhancement/Preservation revenue and increase capital outlay for marriage records preservation 1962 – 1985

Department: Health

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FISCAL YEAR 2018-2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105190-519900	Contract Services	\$ 2,000.00	
105190-512100	Salaries & Wages		\$ 1,000.00
105190-531000	Travel		\$ 1,000.00

Reason for Budget Revision: Transfer money to cover the cost of services provided by NOVA for our STD patients. Money also needs to be moved to cover the cost of Dr. Carperos examining our patients for STD's.

Department: Senior Center

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FISCAL YEAR 2018-2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100400-438303	General Revenue (Christmas Donation)	\$ 200.00	
104945-529000	Departmental Supplies	\$ 200.00	

Reason for Budget Revision: To recognize Donation for Seniors Christmas and increase expenditure line.

Department: Recycling

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FISCAL YEAR 2018-2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104721-519900	Contracted Services	\$ 15,000.00	
104721-512600	Salaries & Wages		\$ 15,000.00

Reason for Budget Revision: To move funds to cover La Bella Solid Waste Engineering cost (recycling)

Department: FY17 NCHFA Grant

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FISCAL YEAR 2018-2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
240217-449284	2017 NCHFA	\$ 150,000.00	
244924-557201	Soft Cost	\$ 30,000.00	
244924-558205	Hard Cost	\$ 120,000.00	

Reason for Budget Revision: To set up budget for NCHFA Grant 2017 ESFRLP-DR

Department: FY16-008 FMA Grant

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FISCAL YEAR 2018-2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
260218-449281	FY 16-008 FMA Grant Revenue	\$ 1,198,292.00	
264926-557201	Soft Costs	\$ 396,450.00	
264926-558104	Elevation Costs	\$ 801,842.00	

Reason for Budget Revision: To set up budget for FMA-PJ-04-NC-2016-008 (RL) Grant

Department: Flood Mitigation Grant

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FISCAL YEAR 2018-2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
270215-449286	FMA Grant (SRL)	\$ 173,933.00	
274927-557201	Soft Costs	\$ 39,050.00	
274927-558104	Elevation Costs	\$ 134,883.00	

Reason for Budget Revision: To set up budget for FMA 16-016 (SRL) Grant

BE IT RESOLVED, the request for approval of Loan Documents from First Citizens Bank for Pamlico County Law Enforcement Center HVAC Replacement project is hereby approved.

BE IT RESOLVED, the request for approval of reclassification of Tax Technician position from grade 60 to 61 is hereby approved.

BE IT RESOLVED, the request for approval of reclassification of Plant Operator I to Field Tech I is hereby approved.

BE IT RESOLVED, the request for approval of bid selection for 2017 ESFRLP-DR NC Housing Finance Agency is hereby approved.

<u>Address</u>	<u>Contractor</u>	<u>Amount</u>
2300 Don Lee Rd.	J.E. Dillahunt	\$22,800
102 Chinchilla Dr.	J.E. Dillahunt	\$38,305
1031 Moores Swamp Rd.	J.E. Dillahunt	\$29,180
502 N. Water Street	Holland Construction	\$39,820
1538 Old Bay River Rd.	J.E. Dillahunt	\$39,755
3728 NC HWY 304	J.E. Dillahunt	\$44,430

BE IT RESOLVED, the request for approval of intent to lease a county owned property that was advertised in the New Bern Sun Journal edition on November 16, 2018 is hereby approved.

Tract 1: 1.29 acres located at 31 Upperneck Rd., Bayboro

BE IT RESOLVED, the following Budget Amendment is hereby approved.

Department: Recycling

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FISCAL YEAR 2018-2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104721-519900	Contracted Services	\$ 12,000.00	
104721-535100	M & R Grounds		\$ 9,000.00
104721-535200	M & R Equipment		\$ 3,000.00

Reason for Budget Revision: To move budget to cover contracted services overage.

BE IT RESOLVED, the following Budget Amendment is hereby approved.

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FISCAL YEAR 2018-2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104721-525100	Auto Supplies	\$ 2,500.00	
104721-535200	M & R Equipment		\$ 2,500.00

Reason for Budget Revision: To move budget to cover auto supplies overage.

BE IT RESOLVED, the request for approval of reclassifying the Senior Service Accounting Tech I position to Office Assistant IV is hereby approved.

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

BE IT RESOLVED, Commissioner Pat Prescott is hereby appointed to the Trillium Health Resources Board.

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

BE IT RESOLVED, Commissioner Paul Delamar is hereby appointed to the CAP-DA Board.

Boards and/or Committees	Current Member	Term/Length	Commissioner Required	Meeting Location	Days or Evenings
Buildings & Grounds Committee	Paul Delamar Carl Ollison Ed Riggs				
CAP-DA	Paul Delamar				
Child Fatality Prevention		For Term	Yes	Pamlico County	4 th Tuesday 12:00 p.m.
Civilian Military CADC	Candy Bohmert		No	Varies	Usually in afternoon
CJPP	Tim Buck	3 years	Yes		
Coastal Community Action	Pat Prescott		Any Elected Official	CCA Office, Newport	4 th Tuesday every other month 9:00 a.m.

Coastal Resources Advisory Council	Candy Bohmert				
Craven Transportation Committee	Paul Delamar	For Term	No	Varies New Bern	Once each quarter 12:00
Eastern Carolina Workforce Development Board	Candy Bohmert		Yes	New Bern	Quarterly 2:00 pm
Trillium Health Resources	Pat Prescott	For Term	No	New Bern	3 rd Tuesday of every other month 7:00 pm
Eastern Carolina Council	Pat Prescott Carl Ollison (Alt)			Craven County	
Health Board	Ed Riggs		Yes	Health Depart.	2 nd Monday every Month 7:30 pm

Home Community Block Grant Advisory Board	Pat Prescott				
Hurricane Committee	Pat Prescott Doug Brinson Paul Delamar				
LEPC	Candy Bohmert				
Fire Chief's Commission	Ed Riggs		Yes	Pamlico County	Quarterly
Nursing Home Advisory Board	Pat Prescott	Indefinite	No	Pamlico County	Days
Pamlico Community College	Paul Delamar		No	Grantsboro	4 th Tuesday every month 7:00 pm

Pamlico County and Regional Library Trustee Board	Paul Delamar				
Partnership for Children	Ann Holton		Yes		
Planning Board	Carl Ollison		No		Last Tuesday of the Month
RTPO	Candy Bohmert Ed Riggs (Alt)				
Social Services Board	Pat Prescott	Yes			

Senior Center Advisory Board	Pat Prescott				
Water Committee	Candy Bohmert Ed Riggs Carl Ollison			Patsy H. Sadler Room Courthouse	Last Monday of the month 2:00 pm

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Chairman Paul Delamar recognized County Manager Tim Buck to discuss with the Board a storm debris extension. On a motion made by Commissioner Pat Prescott and seconded by Commissioner Missy Baskervill, the following resolution was unanimously approved.

BE IT RESOLVED, the Pamlico County Board of Commissioners hereby establishes a deadline of January 31, 2019 to submit written request for Hurricane Florence debris removal of any debris not placed in the right of way by the deadlines.

BE IT FURTHER RESOLVED, written requests will be accepted to determine the needs for any additional pickup and to establish feasibility for pickup and is not a commitment by Pamlico County of additional pickup.

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

BE IT RESOLVED, the County Manager is hereby directed to create a form that includes property address; storm damage; intended repairs; photographic evidence (if available); and an estimate of when the demo or the debris will be put on the right-of-way with the intent to inspect.

BE IT FURTHER RESOLVED, the County Manager is hereby directed to post aforementioned form online, in the newspaper, and to send a CodeRED call out to all citizens.

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

BE IT RESOLVED, the request to move the second meeting in January to January 22, 2019 due to the Martin Luther King, Jr Holiday is hereby approved.

There being no further business, on a motion made by Commissioner Missy Baskervill and seconded by Commissioner Ed Riggs, the Board adjourned until Tuesday, January 22, 2019 at 7:00 pm.

Chairman

Clerk to the Board