

**REGULAR SESSION MINUTES OF THE  
PAMLICO COUNTY BOARD OF COMMISSIONERS  
MONDAY, FEBRUARY 04, 2019**

The Pamlico County Board of Commissioners met in regular session on Monday, February 04, 2019 at 7:00 pm in the Patsy H. Sadler Room of the Pamlico County Courthouse. All Commissioners were present. 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 led the assemblage in prayer and led the assemblage in the Pledge of Allegiance.

Chairman Paul Delamar asked if there were any additions, corrections, and/or deletions to the regular session minutes of the Tuesday, January 22, 2019 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 Tuesday, January 22, 2019 meeting are hereby approved and the Chairman's signature is authorized thereon.**

Chairman Paul Delamar recognized Mr. Chris Burton of Carr, Riggs & Ingram to present the Fiscal Year 2018 Audit.

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

- One (1) Budget Amendment – Clerks' Certification Institute – **Item 4a**

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

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

*Department:* **Finance**

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**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100000-439900	Fund Balance Approp.	\$ 38,400.00	
104210-538100	Programming	\$ 38,400.00	

*Reason for Budget Revision:* To fund Munis upgrade and change from self-hosting to Tyler SaaS hosting.

*Department:* **Recycling**

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**FISCAL YEAR 2018-2019**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
104721-519900	Contracted Services	\$ 15,000.00	
104721-519000	Professional Services		\$ 15,000.00

*Reason for Budget Revision:* To correct keying error on BUA 19-064.

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

*Department:* **Recycling**

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**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100000-439900	Fund Balance APP	\$ 23,000.00	
104721-519900	Contracted Services	\$ 23,000.00	

*Reason for Budget Revision:* To cover LaBella contract and other recycling needs.

*Department: Recycling*

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**FISCAL YEAR 2018-2019**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100000-439900	Fund Balance APP	\$ 10,000.00	
104721-519900	Contracted Services	\$ 10,000.00	

*Reason for Budget Revision:* To cover LaBella contract.

**BE IT RESOLVED, the request for approval of essential capital is hereby approved.**

**BE IT RESOLVED, the request for approval of Budget Amendment for Clerks' Certification Institute is hereby approved.**

*Department: County Manager*

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**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
104120-531000	Travel	\$ 3,000.00	
104110-519900	Contracted Services		\$ 3,000.00

*Reason for Budget Revision:* To move money for clerk certification tuition.

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

**BE IT RESOLVED, the request for approval to contract for hosted MUNIS services with Tyler Technologies is hereby approved.**

A motion made by Commissioner Candy Bohmert and seconded by Commissioner Pat Prescott to replace the front-end loader at the Recycling Center at the cost listed in the Board packet was withdrawn.

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

**BE IT RESOLVED, staff is hereby approved to solicit bids for the front-end loader at the Recycling center and bring new and used options back to the full Board.**

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 for approval of Water Department Certification Policy is hereby approved.**

### **Pamlico County Water Department Certification Policy**

**Purpose:** This policy is established to address the market shortage of certified Water Plant/Field Operators and to provide incentives for current employees to receive training and Certification.

**Policy:** Employees as enumerated in Table 1. below whose primary job is Pamlico County Water Department Field/Plant Operations and who obtain and maintain current any of the certifications listed in Table 2, upon authorization of the department head and review by Human Resources Department, shall receive the greater of \$1,500 or 3% increase in pay. This will be effective for any of the certifications listed in Table 2. that are initially obtained after the date that this policy was approved. An employee must first obtain certifications required by their respective job description prior to being certified in other areas. For each eligible certification, Pamlico County Water Department will pay the cost for 1 class and up to three opportunities to take the test; the employee has the option of paying for additional classes and tests.

**Effective Date:** Upon adoption by the Pamlico County Board of Commissioners

#### **Table 1. List of Eligible Water Department Positions**

Field Technician I  
Field Technician II  
Plant Operator I  
Plant Operator II  
Senior Plant Operator  
Senior Distribution Operator  
Field Operations Manager

#### **Table 2. List of Eligible Certifications**

A Distribution  
B Distribution  
C Distribution  
Cross Connection  
A Well  
B Well  
C Well

Physical/Chemical 1  
Physical/Chemical 2

**BE IT RESOLVED, the Coastal Community Action Community Services Block Grant (CSBG) FY 2019-2020 application has been submitted to the Pamlico County Board of Commissioners for review.**

A motion made by Commissioner Missy Baskervill and seconded by Commissioner Carl Ollison to approve another round of pick up based on information presented was amended to pick up debris throughout Pamlico County twice more in the month of April.

**BE IT RESOLVED, the request to pick up debris throughout Pamlico County twice more in the month of April failed due to lack of majority vote with Commissioners Missy Baskervill, Doug Brinson, Candy Bohmert, and Ed Riggs casting dissenting votes.**

The consensus of the Board was to inform all citizens that filled out the Storm Debris Extension Request form in writing that because of the doubt of being reimbursed, the Board didn't approve the extension.

There being no further business, on a motion made by Commissioner Doug Brinson and seconded by Commissioner Candy Bohmert, the Board adjourned until Monday, February 18, 2019 at 7:00 pm.

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Chairman

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Clerk to the Board