

**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISISONERS
MONDAY, JULY 15, 2019**

The Pamlico County Board of Commissioners met in regular session on Monday, July 15, 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 Paul Delamar. Also present were County Attorney Jill Quattlebaum, County Manager Tim Buck, and Clerk to the Board Courtney L. Norfleet.

Vice-chairman Ed Riggs called the meeting to order.

Vice-chairman Ed Riggs asked if there were any corrections, additions, and/or deletions to the Monday, July 01, 2019 minutes. 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 Monday, July 01, 2019 meeting are hereby approved and the Chairman’s signature is authorized thereon.

Vice-chairman Ed Riggs asked if there were any additions and/or deletions to the agenda. There were four (4) additions. On a motion made by Commissioner Doug Brinson and seconded by Commissioner Candy Bohmert, the following items were added to the consent and correspondence agenda:

- Neuse Road Water Main Relocation – low bidder. **Item 3a**
- Budget Amendment for part-time Animal Control Officer. **Item 3b**
- East Carolina Workforce Development Board vacancy – business. **Item 3c**
- Discussion of Property transfer/donation – Arapahoe VFD. **Item 8**

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 Tax Reliefs and Releases are hereby approved.

Name:	Year	Tax/Ticket	Reason	Amount
Helen Whealton	2019	6693957	Clerical Error-Square footage Incorrect	\$ 26.32
Larry Darma	09/10	6314030/6384383		
	11/12	6425542/6468464		
	13/14	6513672/6543133	Taxpayer Deceased	\$ 35.50
Mattie B McCabe Heirs	14/15	6557373/6584162		
	16/17	6611061/6639129		
	2018	6668781	Double Listed	\$ 584.80
Michael H Hunnings	2013	6521175/6521176		
	2014	6550351/6550352		
	2015	6576714/6576715		
	2016	6603121/6536219		
	2017	6630433/6630434		
	2018	6659552/6659553	Release & Delete Per Sarah	\$ 11.80

Jesse Randolph Jones	12/14	6590945/6703570		
	15/17	6581934/6634775		
	2018	6663804	Taxpayer deceased/Double Wide Repo	\$ 1447.99
Carolyn Fulmer	14/15	6675830/6675831		
	16/17	6675832/6675833		
	2018	6675891	Double Listed for a Partial Portion	\$ 165.95
Selma J Rowe	16/17	6675750/6675751		
	2018	6675752	Clerical Error	\$ 175.44
Randolph Malcolm Jones	14/15	6563865/6581036		
	16/17	6607343/6633822		
	2018	6662825	Mobile Home Repo 2013	\$ 592.95

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 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
109910-599035	Transfer to Enhancement/Preservation	\$ 4,083.68	
100000-439900	Fund Balance Appropriation	\$ 4,083.68	
350226-441800	Enhancement/Preservation Revenue	\$ 4,083.68	
354180-555000	Capital Outlays	\$ 4,083.68	

Reason for Budget Revision: To roll prior year funds into current year.

Department: **Sheriff – Summer Camp**

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FISCAL YEAR 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance Appropriation	\$ 9,560.00	
104310-549912	Summer Camp Expenses – Sheriff	\$ 9,560.00	

Reason for Budget Revision: To move unused funds into FY 19-20.

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 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance Appropriation	\$ 3,567.08	
104950-529004	Programming – YFA	\$ 3,567.08	

Reason for Budget Revision: To move unused funds into FY 19-20.

Department: **Buildings**

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 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance Appropriation	\$ 8,228.00	
105000-519900	Contracted Services	\$ 8,228.00	

Reason for Budget Revision: To rollover remaining unspent balance of 2019 PO (\$2,596.00) and increase budget (by \$5,632.00) for Brady Trane DSS HVAC maintenance contract.

Department: **Buildings**

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 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100400-435900	Loan Proceeds	\$ 125,796.50	
105000-555000 JAIL	Capital Outlays	\$ 125,796.50	

Reason for Budget Revision: To recognize further Loan proceeds in 2020 and rollover remaining unspent balance of 2019 PO to create budget for remaining anticipated Jail HVAC expenses.

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 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance Appropriation	\$ 155,753.43	
104721-555000	Capital Outlays	\$ 155,753.43	

Reason for Budget Revision: To rollover remaining unspent balance of 2019 PO to create budget for remaining anticipated Roll-Off Truck expense (Loan funds already received).

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 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance Appropriation	\$ 11,375.57	
104721-519900	Contracted Services	\$ 11,375.57	

Reason for Budget Revision: To rollover unspent balance of 2019 PO for LaBella Landfill Monitoring.

Department: Animal Control

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 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance Appropriation	\$ 11,105.00	
104380-512100	Salaries & Wages	\$ 11,105.00	

Reason for Budget Revision: To cover wages for a part-time Animal Control Officer.

BE IT RESOLVED, the following 2019-2020 Pay Classification Plan is hereby approved.

**2019- 2020
PAMLICO COUNTY PAY AND CLASSIFICATION PLAN**

GRADE	TITLE	FLSA	HIRE	After Prob/Prov		
				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	NE	20,551	21,784	29,934	38,667
	Processing Assistant II	NE				
	Programs Assistant	NE				
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	NE	23,229	24,622	33,834	43,705
	Office Assistant IV	NE				
	Patient Relations IV	NE				
	Processing Assistant IV	NE				
	Income Maintenance Technician	NE				
	Universal Worker					
	Technician	NE				
	Accounting Technician I	NE				
60	Administrative Technician	NE	23,805	25,233	34,674	44,788
	Grounds Technician I	NE				
	Plant Operator I	NE				
	Recycling					
	Handler/Driver	NE				
	Foreign Language					
	Interpreter	NE				
	In-Home Aide					
	Supervisor II	NE				
	Mapping Assistant	NE				
	Field Technician I	NE				
	Maintenance					
	Technician	NE				
61	Administrative Technician II	NE	24,395	25,859	35,533	45,899

	Administrator, Conservation Technician	NE				
	Assistant Register of Deeds	NE				
	Deputy Tax Collector I	NE				
	Income Maintenance Caseworker I	NE				
	Universal Worker I	NE				
	Office Assistant V	NE				
	Field Technician II	NE				
	Accounting Technician II	NE				
	Water Dept Billing Clerk	NE				
	Customer Service Representative I	NE				
	Patient Relations Representative V	NE				
62	Senior Grounds Technician	NE	25,000	26,500	36,415	47,038
	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				
	Customer Service Representative II	NE				
63	Administrative Assistant I	NE	25,620	27,157	37,318	48,204
	Income Maintenance Caseworker II	NE				
	Universal Worker II	NE				
	Deputy Tax Collector II	NE				
	Tax Technician I	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				
	Senior Maintenance Technician	NE				
65	Income Maintenance Investigator II	NE	27,830	29,500	40,537	52,362
	Accounting Technician IV	NE				
	Administrative Assistant II	NE				
	Child Support Agent II	NE				
	Income Maintenance Supervisor I	E				
	Universal Worker Supervisor I	E				

	Income Maintenance Caseworker III	NE				
	Tax Technician II	NE				
	Utility Billing Specialist	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	Appraiser	NE	29,222	30,975	42,564	54,981
	Sheriff's Administrative Assistant I	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				
	Administrative Assistant, Clerk to Board	NE				
68	Computer Systems Manager	NE	32,675	34,636	47,595	61,479
	Nutritionist III	NE				
	Animal Control Officer	NE				
	GIS Mapping	NE				
	Detention III	(> 10 yrs Experience)	NE			
	Dispatch III	(> 10 yrs Experience)	NE			
	Deputy II	(5 - 10 yrs Experience)	NE			
	Investigator I	(1 - 5 yrs Experience)	NE			
	School Resource Officer I	(1 - 5 yrs Experience)	NE			
	Sheriff's Administrative Assistant II					
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	NE				
	(> 10 yrs Experience)					
72	Field Operations Manager	E	40,376	42,799	58,812	75,968
	Public Health Nurse I	E				
	Environmental Health Program Coordinator	NE				
	Environmental Health Program Specialist	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
Sheriff

E
E

E Exempt from FLSA overtime provisions
Non-exempt from FLSA overtime provisions
NE

BE IT RESOLVED, the request for approval of Robert Hodge Construction Company as the low bidder for the Neuse Road Water Main Relocation Project is hereby approved.

BE IT RESOLVED, the request to hire a part-time Animal Control Officer at a rate of \$12.50 per hour and approval to make any Budget Amendments or Fund Balance Appropriations necessary to facilitate the request is hereby approved.

BE IT RESOLVED, the request to publicly announce a business position vacancy on the East Carolina Workforce Development Board is hereby approved.

Vice-Chairman Ed Riggs recognized Mr. Scott Lenhart, Director of Pamlico County Health Department to inform the Board of updates policy/general.

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

BE IT RESOLVED, the pay for all volunteer boards is hereby approved to be a minimum of \$50 per meeting.

A motion to exclude mileage for volunteer board members made by Commissioner Candy Bohmert and seconded by Commissioner Missy Baskervill failed by majority vote.

On a motion made by Commissioner Candy Bohmert and seconded by Commissioner Missy Baskervill, the following resolution was approved by majority with Commissioner Doug Brinson casting a dissenting vote.

BE IT RESOLVED, the Health Advisory Board will hereby consist of one (1) more Commissioner to make two (2).

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

BE IT RESOLVED, the Pamlico County Board of Commissioners hereby formally appoints the following people to serve on the Health Advisory Board:

- **Cliff Braly**
- **Lynn Hardison**
- **Sheri Rettew**
- **Paul Slobodian**
- **Ed Riggs**

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

BE IT RESOLVED, the Pamlico County Board of Commissioners hereby appoint Ms. Stephanie Scott to serve on the Health Advisory Board.

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

BE IT RESOLVED, the Pamlico County Board of Commissioners hereby appoint Commissioner Missy Baskervill to serve as the second Commissioner on the Health Advisory Board.

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

BE IT RESOLVED, Commissioner Pat Prescott is hereby appointed to serve on the Eastern Carolina Council Executive Committee.

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 for discussion regarding property transfer/donation to Arapahoe Fire Department is hereby tabled until the first meeting in August.

There being no further business, on a motion made by Commisisoner Missy Baskervill and seconded by Commissioner Candy Bohmert, the Board adjourned until Monday, August 5, 2019 at 7:00 pm.

Chairman

Clerk to the Board