

**REGULAR SESSION MINUTES OF THE  
PAMLICO COUNTY BOARD OF COMMISSIONERS  
MONDAY, AUGUST 19, 2019**

The Pamlico County Board of Commissioners met in regular session on Monday, August 19, 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, Finance Officer Bill Fentress, 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 regular and closed session minutes of the Monday, August 05, 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 and closed session minutes of the Monday, August 05, 2019 meeting are hereby approved and the Chairman’s signature is authorized thereon.**

Vice-Chairman Ed Riggs asked if there were and additions, and/or deletions to the agenda. There were two (2). On a motion made by Commissioner Candy Bohmert and seconded by Commissioner Pat Prescott, the following items were unanimously approved.

- Authorize County Manager to waive Environmental Health and Building Inspection permit fees under certain conditions – **Item 5a**
- Authorize Designated Agents for HMGP DR-4393 – **Item 5b**

The Board then turned their attention to the Consent Agenda.

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

**BE IT RESOLVED, the following Tax Reliefs and Releases are hereby approved.**

<b>Name:</b>	<b>Year</b>	<b>Tax/Ticket</b>	<b>Reason</b>	<b>Amount</b>
Rodney L Watson & Debra L Watson	2019	6700996/670997		
Nelson Burke	2019	6678769	Did not own	\$ 156.09
Donald Boyd	2019	6700292	Taxpayer double billed	\$ 184.62
Town of Oriental	2019	6681149	Did not own	\$ 29.68
Catherine Baxley	2019	6702828/6702827	Fully exempt	\$ 216.08
Don Elsner	2019	6678498	Did not own	\$ 259.32
Charles Alexander	2016	6703588/90	Boat sold June 2018	\$ 141.96
	2017	6703589/91		
	18/19	6703592/6703593	Deferred bills created in error	\$ 1139.51

Helen Whealton & James Spencer	2019	6693957	Clerical Error Sq ftg incorrect	\$ 26.32
Larry Darma	09/10	6314030/6384383		
	11/12	6425542/6468464		
	13/14	6513672/6453133	Taxpayer Deceased Camper gone	\$ 35.50
John Higgins	2019	6682297	Does not own	\$ 76.81
Weyerhaeuser Co.	2019	6701058	Corrected Value	\$ 1103.57
Rosario & Sina Zubia	2019	6703152	Double Wide moved to Craven County 2017	\$ 277.30
Stephen Snyder	2019	6676368/6676369	Boat moved to FL Dec 2018	\$ 465.47
John Huber	2019	6692005	Listed under Acct# 217400	\$ 7.07
Joseph Thomas	2019	6700663	MH Demolished in Florence	\$ 3.78
Jeffrey Mitchell	2019	6677958/667957	Never Owned Marina Error	\$ 314.56
Kelli Spencer	2019	6678092	No Longer owns	\$ 13.78
Dennis Melton	2019	6678183/6703683	Motor Valued with Boat/Tag renewed every year	\$ 163.14
Ricky Marston	2019	6702246	Destroyed in Hurricane	\$ 7.21
Michelle Marston	2019	6677900	Did not own Jan 1 <sup>st</sup>	\$ 4.27
David Ezell	2019	6693289	Double Billed	\$ 3.33
Robert Pegram	2019	6698689	To Apply SCE	\$ 497.98
JSAN Carriers Inc	2019	6675382	Incorrect person Billed	\$ 578.91
Wade-Cary Enterprises Inc	2019	6702666	Release per Sarah	\$ 3330.59
Warren Cottrell	2018	6666785	Release per Sarah	\$ 28.33
Robert Berger	2019	6689378/6689376	Property no longer in Pamlico County as of	
	2019	6689377	11/1/18	\$ 97.34
Jordan Lapo	2019	6678052/6678053	Sold April 2018	\$ 32.14
Mott Blair	2019	6682102	Located in Pender Co Jan 1 <sup>st</sup>	\$ 137.06
Tim Halsey	2019	6676903	Boat destroyed in Hurricane Florence	\$ 339.67
Kenneth Hill Jr	2019	6678073	No longer owns	\$ 3.66
Hill's Painting-Pressure Washing	2019	6678604	Business closed	\$ 16.90
Ronald Bentley	2019	6693920	Sold 2018	\$ 2.00
Jeffrey Robinson	2019	6693470/6693471		
	2019	6693472/6693473		
	2019	6693474	No longer owns	\$ 219.10
Winston N Williams	2019	6680722	Property disposed of Dec 2018	\$ 7.54
Betty Sue Edwards	2019	6686677	MH removed in 2018	\$ 3.54
Michael F Trogon	2019	6682090	Moved to Brunswick Co 2018	\$ 57.24
Adam Christiansen	2019	6676803/6676802	No longer owns	\$ 25.73
Christian Michaels	2019	6678793	Taxpayer double billed	\$ 206.07
Cimarron Investment Company	2019	6677632	Boat Sold May 2018	\$ 271.52
Minnie H Rogers	2019	6683915/6699566	To Apply SCE	\$ 48.55
Richard Warner	15/16	6574586/6601046		
	17/18	6628376/6657542		
	2019	6686358	Taxpayer double billed	\$ 8.51
Marshall Eakes	2019	6687392	Sold 2018	\$ 160.92
Barry Alexander	2019	6678535	Boat sold 2018	\$ 889.49
Maurice Benton	2019	6680765	Deeded & Acreage incorrect	\$ 1.78

**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 2019-2020**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100211-435166	WIC BF Revenue	\$ 4,416.00	
105169-529000	WIC BF Departmental Supplies	\$ 4,416.00	

*Reason for Budget Revision:* To recognize special funding for equipment or approved services.

**Department: Health Department**

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**FISCAL YEAR 2019-2020**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
105110-512100	General Salaries & Wages		\$ 368,347.00
105111-512100	BT Salaries & Wages	\$ 25,000.00	
105124-512100	TB Control Salaries & Wages	\$ 11,100.00	
105127-512100	CD Salaries & Wages	\$ 8,500.00	
105129-512100	IMM Salaries & Wages	\$ 21,000.00	
105159-512100	BCCCP Salaries & Wages	\$ 10,703.00	
105160-512100	CH Salaries & Wages	\$ 6,680.00	
105163-512100	MH Salaries & Wages	\$ 4,000.00	
105163-512100 PMH	PMH Salaries & Wages	\$ 500.00	
105164-512100	FP Salaries & Wages	\$ 27,100.00	
105165-512100	HP Salaries & Wages	\$ 20,000.00	
105167-512100	WICC Salaries & Wages	\$ 48,984.00	
105168-512100	WICN Salaries & Wages	\$ 19,000.00	
105169-512100	WIC BF Salaries & Wages	\$ 3,800.00	
105170-512100	CC4C Salaries & Wages	\$ 300.00	
105171-512100	WICA Salaries & Wages	\$ 18,300.00	
105180-512100	EH Salaries & Wages	\$ 70,000.00	
105182-512100	Mosquito Salaries & Wages	\$ 1,250.00	
105190-512100	HIV/STD Salaries & Wages	\$ 14,400.00	
105191-512100	F&L Salaries & Wages	\$ 30,600.00	
105151-512100	PC Salaries & Wages	\$ 2,130.00	
105151-512100 OS	OS Salaries & Wages	\$ 25,000.00	

*Reason for Budget Revision:* Allocation of salary expenses from general to program areas.

**Department: Health Department**

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**FISCAL YEAR 2019-2020**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
105110-518100	General FICA		\$ 22,272.00
105111-518100	BT FICA	\$ 1,550.00	
105124-518100	TB FICA	\$ 688.00	
105127-518100	CD FICA	\$ 600.00	
105129-518100	IMM FICA	\$ 1,300.00	
105159-518100	BCCCP FICA	\$ 664.00	
105160-518100	CH FICA	\$ 1,500.00	
105163-518100	MH FICA	\$ 325.00	
105163-518100 PMH	PMH FICA	\$ 150.00	
105164-518100	FP FICA	\$ 1,500.00	
105165-518100	HP FICA	\$ 800.00	
105167-518100	WICC FICA	\$ 1,500.00	
105168-518100	WICN FICA	\$ 1,000.00	
105169-518100	WIC BF FICA	\$ 50.00	
105170-518100	CC4C FICA	\$ 75.00	
105171-518100	WICA FICA	\$ 650.00	
105180-518100	EH FICA	\$ 1,600.00	
105182-518100	Mosquito FICA	\$ 70.00	
105190-518100	HIV/STD FICA	\$ 1,700.00	
105191-518100	F&L FICA	\$ 3,300.00	
105151-518100	PC FICA	\$ 250.00	
105151-518100 OS	OS FICA	\$ 3,000.00	

*Reason for Budget Revision:* Allocation of salary expenses from general to program areas.

**Department: Health Department**

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**FISCAL YEAR 2019-2020**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
105110-518101	General Medicare		\$ 6,513.00
105111-518101	BT Medicare	\$ 363.00	
105124-518101	TB Medicare	\$ 161.00	
105127-518101	CD Medicare	\$ 123.00	
105129-518101	IMM Medicare	\$ 305.00	
105159-518101	BCCCP Medicare	\$ 155.00	
105160-518101	CH Medicare	\$ 97.00	
105163-518101	MH Medicare	\$ 60.00	
105163-518101 PMH	PMH Medicare	\$ 70.00	
105164-518101	FP Medicare	\$ 300.00	

105165-518101	HP Medicare	\$ 324.00
105167-518101	WICC Medicare	\$ 500.00
105168-518101	WICN Medicare	\$ 240.00
105169-518101	WIC BF Medicare	\$ 60.00
105170-518101	CC4C Medicare	\$ 50.00
105171-518101	WICA Medicare	\$ 250.00
105180-518101	EH Medicare	\$ 1,600.00
105182-518101	Mosquito Medicare	\$ 70.00
105190-518101	HIV/STD Medicare	\$ 210.00
105191-518101	F&L Medicare	\$ 800.00
105151-518101	PC Medicare	\$ 75.00
105151-518101 OS	OS Medicare	\$ 700.00

Reason for Budget Revision: Allocation of salary expenses from general to program areas.

**Department: Health Department**

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**FISCAL YEAR 2019-2020**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
105110-518200	General Retirement		\$ 33,263.00
105111-518200	BT Retirement	\$ 2,257.00	
105124-518200	TB Retirement	\$ 1,002.00	
105127-518200	CD Retirement	\$ 768.00	
105129-518200	IMM Retirement	\$ 1,896.00	
105159-518200	BCCCP Retirement	\$ 966.00	
105160-518200	CH Retirement	\$ 603.00	
105163-518200	MH Retirement	\$ 361.00	
105163-518200 PMH	PMH Retirement	\$ 56.00	
105164-518200	FP Retirement	\$ 2,447.00	
105165-518200	HP Retirement	\$ 1,806.00	
105167-518200	WICC Retirement	\$ 4,423.00	
105168-518200	WICN Retirement	\$ 1,716.00	
105169-518200	WIC BF Retirement	\$ 245.00	
105170-518200	CC4C Retirement	\$ 30.00	
105171-518200	WICA Retirement	\$ 1,653.00	
105180-518200	EH Retirement	\$ 6,321.00	
105182-518200	Mosquito Retirement	\$ 113.00	
105190-518200	HIV/STD Retirement	\$ 1,300.00	
105191-518200	F&L Retirement	\$ 2,800.00	
105151-518200	PC Retirement	\$ 200.00	
105151-518200 OS	OS Retirement	\$ 2,300.00	

Reason for Budget Revision: Allocation of salary expenses from general to program areas.

**Department: Health Department**

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**FISCAL YEAR 2019-2020**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
105110-518300	General Insurance		\$ 58,300.00
105111-518300	BT Insurance	\$ 1,700.00	
105124-518300	TB Insurance	\$ 1,200.00	
105127-518300	CD Insurance	\$ 1,000.00	
105129-518300	IMM Insurance	\$ 3,500.00	
105159-518300	BCCCP Insurance	\$ 1,500.00	
105160-518300	CH Insurance	\$ 1,500.00	
105163-518300	MH Insurance	\$ 900.00	
105163-518300 PMH	PMH Insurance	\$ 300.00	
105164-518300	FP Insurance	\$ 2,500.00	
105165-518300	HP Insurance	\$ 1,800.00	
105167-518300	WICC Insurance	\$ 6,100.00	
105168-518300	WICN Insurance	\$ 2,500.00	
105169-518300	WIC BF Insurance	\$ 150.00	
105170-518300	CC4C Insurance	\$ 50.00	
105171-518300	WICA Insurance	\$ 1,500.00	
105180-518300	EH Insurance	\$ 17,250.00	
105182-518300	Mosquito Insurance	\$ 50.00	
105190-518300	HIV/STD Insurance	\$ 4,000.00	
105191-518300	F&L Insurance	\$ 6,500.00	
105151-518300	PC Insurance	\$ 300.00	
105151-518300 OS	OS Insurance	\$ 4,000.00	

Reason for Budget Revision: Allocation of salary expenses from general to program areas.

**Department: DSS**

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**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
105470-500065	Child Welfare Adoption Promotion	\$ 13,760.00	
100000-439900	Fund Balance Appropriation	\$ 13,760.00	

Reason for Budget Revision: To recognize revenue adoption promotion received 06/26/19.

*Department: Sheriff 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 2019-2020**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
100400-435900	Installment Loan Proceeds	\$ 230,000.00	
104310-555000	Capital Outlay	\$ 230,000.00	

*Reason for Budget Revision:* To recognize loan proceeds for purchase of Sheriff vehicles.

**BE IT RESOLVED, the following contract with McClees Consulting Inc. for lobbying services is hereby approved.**

**CONTRACT AND AGREEMENT  
FOR SERVICES BY  
INDEPENDENT CONTRACTOR**

THIS CONTRACT AND AGREEMENT for services by an independent contractor (herein referred to as the "Contract") is made and entered into this 19<sup>th</sup> day of August 2019, by and between PAMLICO COUNTY, NORTH CAROLINA (herein "Client") and McCLEES CONSULTING, INC., of Pamlico County, NC (herein "Consultant").

**BACKGROUND**

Client is a duly organized county of the State of North Carolina, and having as its principal address: 202 Main Street, PO Box 776, Bayboro, North Carolina 28515. Consultant is a corporation, incorporated and operating under the laws of North Carolina, and having as its principal address: 45 White Farm Road, PO Box 430, Oriental, North Carolina 28571.

Client is in need of the expertise and services of Consultant to lobby on behalf of Client, to include but not be limited to transportation issues, tax issues, educational issues, and any issues affecting Pamlico County that are specifically requested by the Chairman of the County Commissioners. Consultant has experience in lobbying, is familiar with the goals of Client, and has skills, knowledge, abilities, and experience to benefit Client.

The parties desire to enter into this lobbying agreement.

THEREFORE, in consideration of the premises and of the agreements, stipulations, and covenants herein contained, and for other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

**1. Consultation.**

(a) Client hereby engages Consultant to render lobbying services and Consultant agrees to provide such services upon the terms and conditions of this Contract.

(b) Consultant is being retained because of the personal skill, expertise, and experience of Joseph D. McClees. All services to be performed under this Contract shall be performed personally by Joseph D. McClees with the assistance of S. Henri McClees, Attorney at Law, unless Client gives its prior written consent to another arrangement.

(c) Consultant shall report to the Chairman of the Board of County Commissioners of Pamlico County, and shall keep the County Manager informed of all activities.

**2. Term.** The term of the Contract shall begin on the first day of January 2020 and continue through the 31st day of December 2020.

**3. Consulting Fees.** Client shall pay to Consultant fees for services as follows:

(a) The sum of Twenty-Seven Thousand Five Hundred Dollars (\$27,500.00) for lobbying services, with Thirteen Thousand Seven Hundred Fifty Dollars (\$13,750.00) payable at the time of the execution of the Contract and Thirteen Thousand Seven Hundred Fifty Dollars (\$13,750.00) payable on or before the first day of January, 2020.

(b) Client shall reimburse Consultant for all lobbyist and principal registration online filing fees, totaling Seven Hundred Fifty-Six Dollars (\$756.00), payable on or about the first day of January 2020.

**4. Independent Contractor.** The parties acknowledge and agree the relationship of Consultant with Client is that of an independent contractor. Except as provided in this Contract, neither party shall exercise any control over the activities and operations of the other. Neither Client nor Consultant is liable or responsible for the acts, omissions, or defaults of the other in any manner.



Consultant, as well as any employees or independent contractors of Consultant, shall not be considered, under the provisions of this Contract or otherwise, to be employees of Client for any purpose whatsoever.

5. **Applicable Law.** The laws of North Carolina shall govern this Contract.

6. **Entire Agreement; Amendment.** This Contract supersedes all prior understandings and agreements and informal working arrangements between the parties, written and oral. This Contract may not be amended orally, but only by a writing duly executed by both parties.

IN WITNESS WHEREOF, the parties have executed this Contract the day and year first written above.

**BE IT RESOLVED, the request for Town of Bayboro to close Highway 304 September 7, 2019 from 2:00 pm – 7:00 pm for a Gospel, Blues, and Barbecue Festival is hereby approved.**

**BE IT RESOLVED, the request to change meeting date to Tuesday, September 03, 2019 due to Labor Day Holiday is hereby approved.**

**BE IT RESOLVED, the request to authorize the County Manager to waive Environmental Health and Building Inspections Permit Fees if in the opinion of the County Manager it is storm related and the circumstances related to the waiver were in effect prior to the expiration of the permit waiver is hereby approved.**

**BE IT RESOLVED, the request to designate County Manager Tim Buck as primary and Finance Officer Bill Fentress as secondary agents related to Hurricane Florence HMGP/CDBG Grants 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 to implement ESINET 911 System 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 the old Bayboro Town Hall in the amount of \$75,000 split up in two (2) payments of \$37,500 paid over two (2) fiscal years 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 appoint Ms. Brandi Robertson to the Down East RPO as Pamlico County's Municipal Appointment is hereby approved.**

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

**BE IT RESOLVED, the request to table vacancy on the Regional Library Board of Trustees 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 Pamlico County Board of Commissioners hereby proclaim September as Sickle Cell Awareness Month.**

**WHEREAS**, sickle cell disease is an inherited blood disorder that causes pain, infection, disability economic strain and even death and

**WHEREAS**, no definite cure for this disease exists, although treatment is available to help those with sickle cell lead more productive and rewarding lives; and

**WHEREAS**, treatment of these conditions often requires both emergency department care and hospitalization, and

**WHEREAS**, provision of services is a collaborative effort between major medical centers, regional educators/counselors, community-based programs, local health departments and the State Laboratory of Public Health; we realize that many of these interested parties and community advocates do not receive adequate, current and timely education about Sickle Cell Disease; and

**WHEREAS**, support for research on the treatment and management of this disorder as well as overall awareness, are vital to improving health and quality of life for persons with sickle cell disease; and

**NOW THEREFORE BE IT RESOLVED THAT:**

Paul J. Delamar, Chairman of the Board of Commissioners of Pamlico County, North Carolina do hereby proclaim support and declare September 2019 as Sickle Cell Disease Awareness Month.

There being no further business, on a motion made by Commissioner Ed Riggs and seconded by Commissioner Missy Baskervill, the Board adjourned until Tuesday, September 03, 2019 at 7:00 pm.

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Chairman

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Clerk to the Board