

**REGULAR SESSION MINUTES OF THE  
PAMLICO COUNTY BOARD OF COMMISSIONERS  
MONDAY, NOVEMBER 18, 2019**

The Pamlico County Board of Commissioners met in regular session on Monday, November 18, 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 Carl Ollison. Also present were County Attorney Jill Quattlebaum, 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 asked if there were any corrections, additions, and/or deletions to the Monday, November 04, 2019 regular session 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, November 04, 2019 meeting are hereby approved and the Chairman's signature is authorized thereon.**

Chairman Paul Delamar asked if there were any additions and/or deletions. There were two (2). On a motion made by Commissioner Candy Bohmert and seconded by Commissioner Doug Brinson, the following additions were approved.

- Request for authorization to county manager to approve change orders for HMGP 4019-031R, once received. **Item 3a**
- Request for authorization to county manager to approve bids and sign contracts related to bid opening for 2017 ESFRLP & ESFRLP-DR that took place on November 8, 2019. **Item 3b**
- Request for closed session pursuant to NCGS § 143-318.11(a)(3) to discuss *Bufflehead Point, LLC v. Pamlico County, Scott Lenhart, and the North Carolina Department of Health and Human Services* under Attorney-Client Privilege.

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

- Budget Amendment **Item 1a**

The Board then turned their attention to the Consent Agenda.

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

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

*Department: Water 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 (+)<br/>INCREASED</b> | <b>AMOUNT(-)<br/>DECREASED</b> |
|-----------------------|----------------------------|---------------------------------|--------------------------------|
| 307140-529000 KER     | Departmental Supplies      |                                 | \$ 2,000.00                    |
| 307140-529000 GRT     | Departmental Supplies      |                                 | \$ 2,000.00                    |
| 307140-529000 MIL     | Departmental Supplies      |                                 | \$ 2,000.00                    |
| 307140-529000         | Departmental Supplies      | \$ 6,000.00                     |                                |

*Reason for Budget Revision:* To cover upcoming expenses for hydrant repairs.

*Department: DSS*

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|-----------------------|----------------------------|---------------------------------|--------------------------------|
| 105310-535600         | M & R Buildings            | \$ 25,000.00                    |                                |
| 100212-435310         | Administrative Reimb DSS   | \$ 12,500.00                    |                                |
| 100000-439900         | Fund Balance Appropriation | \$ 12,500.00                    |                                |

*Reason for Budget Revision:* To cover unexpected cost with HVC System.

*Department: Soil & Conservation*

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**FISCAL YEAR 2019-2020**

| <b>ACCOUNT NUMBER</b> | <b>ACCOUNT DESCRIPTION</b> | <b>AMOUNT (+)<br/>INCREASED</b> | <b>AMOUNT(-)<br/>DECREASED</b> |
|-----------------------|----------------------------|---------------------------------|--------------------------------|
| 104961-531000         | Travel                     |                                 | \$ 288.00                      |
| 104961-526000         | Office Supplies            | \$ 288.00                       |                                |

*Reason for Budget Revision:* To move funds to cover upcoming office supply expenses for shelving and organization.

*Department: Sheriff Department*

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**FISCAL YEAR 2019-2020**

| <b>ACCOUNT NUMBER</b> | <b>ACCOUNT DESCRIPTION</b>      | <b>AMOUNT (+)<br/>INCREASED</b> | <b>AMOUNT(-)<br/>DECREASED</b> |
|-----------------------|---------------------------------|---------------------------------|--------------------------------|
| 100213-434328         | Controlled Substance Restricted | \$ 1,570.41                     |                                |
| 104310-539801         | Controlled Substance Expenses   | \$ 1,570.41                     |                                |

*Reason for Budget Revision:* To recognize Controlled Substance revenue and increase associated expenditure line.

*Department: Environmental Health*

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**FISCAL YEAR 2019-2020**

| <b>ACCOUNT NUMBER</b> | <b>ACCOUNT DESCRIPTION</b> | <b>AMOUNT (+)<br/>INCREASED</b> | <b>AMOUNT(-)<br/>DECREASED</b> |
|-----------------------|----------------------------|---------------------------------|--------------------------------|
| 105180-512100         | Salaries & Wages           |                                 | \$ 5,000.00                    |
| 105180-512200         | Overtime                   | \$ 5,000.00                     |                                |

*Reason for Budget Revision:* To move funds to cover overtime pay due to extended leave of an Environmental Health employee.

**BE IT RESOLVED, the 2020 Schedule of Values is hereby approved.**

**BE IT RESOLVED, change order number 1 for 6171 Florence Road is hereby approved.**

**BE IT RESOLVED, County Manager Tim Buck is hereby authorized to approve change orders for HMGP 4019-031R, once received.**

**BE IT RESOLVED, County Manager Tim Buck is hereby authorized to approve bids and sign contracts related to the bid opening for 2017 ESFRLP & ESFRLP-DR that took place on November 8, 2019.**

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

**BE IT RESOLVED, the following items were approved related to replacing HVAC System at the Human Services Building:**

- 1) Approve the proposal of Eneco East to install LG Variable refrigerant flow HVAC System at a cost of \$598,749;
- 2) Authorize the Chairman and staff to sign contracts and other documents; and
- 3) Authorize the Finance Officer to solicit proposals for financing the project; and

- 4) Authorize the County Manager and Finance Officer to make necessary budget amendments needed to facilitate the project.

On a motion made by Commissioner Ed Riggs and seconded by Commissioner Candy Bohmert, the Pamlico County Board of Commissioners met in closed session pursuant to NCGS §143-318.11(a)(3) to discuss litigation matters in *Bufflehead Point, LLC v. Pamlico County, Scott Lenhart, and the North Carolina Department of Health and Human Services*.

On a motion made by Commissioner Ed Riggs and seconded by Commissioner Doug Brinson, the Board went back into open session.

No action was taken in closed session.

There being no further business, on a motion made by Commissioner Doug Brinson and seconded by Commissioner Paul Delamar, the Board adjourned until Monday, December 02, 2019 at 7:00 pm.

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Chairman

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Clerk to the Board