

**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, APRIL 20, 2020**

The Pamlico County Board of Commissioners met in regular session on Monday, April 20, 2020 at 7:00 pm in the Patsy H. Sadler room of the Pamlico County Courthouse. All Commissioners were present. Also present were County Attorney Jill Quattlebaum, County Manager Tim Buck, Finance Officer Bill Fentress, and Clerk to the Board Courtney L. Norfleet.

Chairman Pat Prescott called the meeting to order.

Chairman Pat Prescott asked if there were any corrections, additions, and/or deletions to the Monday, April 06, 2020 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, April 06, 2020 meeting are hereby approved and the Chairman's signature is authorized thereon.

Chairman Pat Prescott asked if there were any additions and/or deletions. There were two (2) additions. On a motion made by Commissioner Ed Riggs and seconded by Commissioner Paul Delamar, the following additions were approved.

- Budget Amendments **Item 1a**
- Pamlico Rescue Request for Fund Advancement **Item 1b**

The Board then turned their attention to the Correspondence Agenda.

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

BE IT RESOLVED, Commissioner Missy Baskervill is hereby recused from the discussion and vote on the Shop Gut Channel Budget Amendment.

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 for approval of MUNIS upgrades in the amount of a one-time fee of \$15,700 and an increase of \$5,472 in annual maintenance charges is hereby approved.

On a motion made by Commissioner Paul Delamar and seconded by Commissioner Ed Riggs, the following resolution was 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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
307140-555000	Capital Outlays		\$ 30,000.00
307140-519900	Contracted Services	\$ 18,500.00	
307140-529000	Departmental Supplies	\$ 11,500.00	

Reason for Budget Revision: To move funds to cover scheduled work and supplies.

Department: **Recreation Department**

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FISCAL YEAR 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
106120-531000	Travel		\$ 500.00
106120-537000	Advertising		\$ 100.00
106120-545000	Insurance & Bonds		\$ 460.00
106120-549100	Dues & Subscriptions		\$ 50.00
106120-529005	Safety Supplies & Equipment		\$ 400.00
106120-532000	Telephone	\$ 1,510.00	

Reason for Budget Revision: To move funds to cover line item overruns and balance the line item for the remainder of the Fiscal Year.

Department: **Tax Department**

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FISCAL YEAR 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance Appropriation	\$ 4,000.00	
104140-519200	Professional Services	\$ 4,000.00	

Reason for Budget Revision: To recognize funds received for Tax Legal Services.

Department: Shop Gut Channel Grant

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FISCAL YEAR 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100213-430035	Shop Gut Channel Grant	\$ 7,223.99	
104920-519900	Contracted Services	\$ 7,223.99	

Reason for Budget Revision: To recognize additional State funding for Shop Gut Channel.

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

BE IT RESOLVED, the request to advance the monthly appropriations to Pamlico Rescue for May and June in the amount of \$112,166.66 is hereby approved.

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

BE IT RESOLVED, the request to advertise an opening for Accounting Tech IV position with the salary range of \$27,830 to \$31,500 and to increase Amanda Carey’s salary by 3% is hereby approved.

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

BE IT RESOLVED, the request for approval of the following classifications of positions excluded from paid Emergency Family Medical Leave Act (EFMLA) and Emergency Sick Leave is hereby approved.

Position	Emergency Responder (E)
Administration	
Administrative Assistant, Clerk to Board	E
County Manager	E
Personnel	
Personnel Officer	E
Finance	
Accounting Technician	N
Assistant Finance Officer	E
Finance Officer	E

Tax Office		
	Administrative Assistant	N
	Deputy Tax Collector	N
	GIS Coordinator	N
	Office Assistant	N
	Tax Administrator	N
	Tax Technician	N
Elections		
	Director of Elections	N
Register of Deeds		
	Administrative Assistant	N
	Register of Deeds	N
Sheriff's Department		
	Deputy	E
	Investigator	E
	School Resource Officer	E
	Sheriff	E
	Sheriff Administrative Assistant	E
	Sheriff Administrator	E
Dispatch		
	Dispatch	E
Jail		
	Assistant Jail Administrator	E
	Detention	E
	Jail Administrator	E
Emergency Management		
	Administrative Assistant	E
	Emergency Management Coordinator	E
Inspections		
	Administrative Assistant	N
	Building Inspector	N
Recycling		
	Handler/Driver	N
	Recycle Admin	N
Senior Services		
	Administrative Assistant	N
	Director	N
	Office Assistant	N
Soil Conservation		
	Cost Share Technician	N

Soil Conservation	
Administrator, Conservation Technician	N
Public Buildings	
Housekeeping Assistant	E
Maintenance Technician	E
Senior Maintenance Technician	E
Health Dept	
Administrative Assistant	E
Environmental Health Program Coordinator	E
Environmental Health Program Specialist	E
Health Director	E
Nutritionist	E
Office Assistant	E
Physician Extender	E
Processing Assistant	E
Public Health Nurse	E
Public Health Nursing Supervisor	E
Animal Control	
Animal Control Officer	N
Social Services	
Accounting Technician	E
Child Support Agent	E
Chore Workers	E
Computer Systems Manager	E
Director	E
Income Maintenance Caseworker	E
Income Maintenance Supervisor	E
Processing Assistant	E
Social Work Program Manager	E
Social Work Supervisor	E
Social Worker	E
Universal Worker	E
Universal Worker Supervisor	E
Veterans' Services	
Veterans Service Officer	N
Parks and Recreation	
Administrative Technician	N
Athletic Program Coordinator	N
Grounds Technician	N
Public Services Director	E
Senior Grounds Technician	N
Water Operations	
Field Operations Manager	E
Field Technician	E

Plant Operator	E
Senior Distribution Operator	E
Water Service	
Customer Service Representative	E
Utility Billing Specialist	E
Water Office Supervisor	E
Planning	
County Planner	N

Chairman Pat Prescott recognized County Manager Tim Buck to discuss Fiscal Year 2020-2021 Budget.

	<u>FY 2019-20</u>	<u>FY 2020-21</u>
Budgeted Revenues	\$19,422,439	\$18,803,934
Budgeted Expenses	\$22,011,013	\$21,369,120
Fund Balance Appropriation	\$ 2,588,574	\$ 0
Surplus/(Deficit)	\$ 0	(\$2,565,186)

Commissioner Paul Delamar stated that he is opposed to the idea of raising the budget.

Chairman Pat Prescott recognized Health Director Scott Lenhart to provide Health Department updates.

There being no further business, on a motion made by Commissioner Paul Delamar and seconded by Commissioner Candy Bohmert, the Board adjourned until Monday, May 04, 2020 at 7:00 pm.

Chairman

Clerk to the Board