

**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, MAY 18, 2020**

The Pamlico County Board of Commissioners met in regular session via Zoom on Monday, May 18, 2020 at 7:00 pm in the Patsy H. Sadler room of the Pamlico County Courthouse. All Commissioners were present. Commissioner Carl Ollison and County Manager Tim Buck attended remotely via zoom. Also present were County Attorney Jill Quattlebaum, Finance Officer Bill Fentress, and Clerk to the Board Courtney L. Norfleet.

Chairman Pat Prescott called the meeting to order.

Chairman Pat Prescott led the assemblage in the Pledge of Allegiance.

Chairman Pat Prescott asked if there were any corrections, additions, and/or deletions to the Monday, May 04, 2020 regular and closed session minutes. There being none, on a motion made by Commissioner Candy Bohmert and seconded by Commissioner Paul Delamar, the following resolution was unanimously approved.

BE IT RESOLVED, the regular and closed session minutes of the Monday, May 04, 2020 meeting are hereby approved and the Chairman’s signature is authorized thereon.

Chairman Pat Prescott recognized Ms. Lisa Jackson and Mr. Steve Curtis with Pamlico County Schools to present their Fiscal Year 2020-2021 Budget to the Board of Commissioners.

		Actual		Requested	Increase
Local Current Expense	19-20	\$3,908,414		20-21 \$4,091,720	\$183,306
Capital Outlay	19-20	\$ 330,000		20-21 \$ 417,250	\$ 87,250
Total Funding	19-20	\$4,238,414		20-21 \$4,508,970	\$270,556

Chairman Pat Prescott recognized Dr. Jim Ross, Ms. Sherry Raby, and Mr. Scott Frazer with Pamlico Community College to present their Fiscal Year 2020-2021 Budget to the Board of Commissioners. He stated that their Plant Operations/General Administration request was a general 2.3% increase with a Capital Outlay request of \$110,000 to replace the air conditioning unit in the Brinson building.

Chairman Pat Prescott asked if there were any additions and/or deletions. There were five (5) additions. On a motion made by Commissioner Paul Delamar and seconded by Commissioner Missy Baskervill, the following additions were approved.

- Budget Amendment **Item 3a**
- Senior Services Employee Hours **Item 3b**
- Flood Damage Prevention Ordinance Ratification of Vote **Item 11**

- Request for Authorization to Post on Website the Electronic Sale of Surplus Goods **Item 3c**
- Fireworks, July 03, 2020 **Item 3d**

The Board then turned their attention to the Consent Agenda.

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

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100211-435510	Aid to Counties	\$ 678.72	
105110-529000	Departmental Supplies	\$ 678.72	

Reason for Budget Revision: To recognize increase in funding.

Department: **Golden Leaf Foundation**

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FISCAL YEAR 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
854985-539500 ACS	Training	\$ 7,727.38	
854985-539500 PCS	Training		\$ 7,727.38

Reason for Budget Revision: To move budget to cover Arapahoe Charter School expenses reimbursed by Golden Leaf, approved by Suzanne Keil.

Department: **DSS**

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FISCAL YEAR 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105310-512100	Salaries & Wages		\$ 6,000.00
105310-512600	Salaries & Wages PT	\$ 6,000.00	

Reason for Budget Revision: To move funds to reflect actual spending for CPS temporary worker.

Department: Data Processing

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FISCAL YEAR 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104121-518600	Worker's Comp		\$ 5,000.00
104210-512100	Salaries & Wages		\$ 22,000.00
104210-538100	Programming	\$ 27,000.00	

Reason for Budget Revision: To move funds to cover the Munis Upgrade costs.

Department: Health Department

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FISCAL YEAR 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105110-531000	Travel	\$ 250.00	
100211-435510	Aid to Counties	\$ 250.00	

Reason for Budget Revision: To recognize reimbursement of conference dues, Legal Conference.

Department: Sheriff Department

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FISCAL YEAR 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100226-403253	ABC Law Enforcement	\$ 1,070.52	
104310-539801	Controlled Substance Expenses	\$ 1,070.52	

Reason for Budget Revision: To recognize revenue received and increase associated expenditure line.

Department: Health Department

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FISCAL YEAR 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100211-435181	Food & Lodging	\$ 3,082.00	
105191-529000	Food & Lodging Departmental Supplies	\$ 3,082.00	

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

Department: DSS

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FISCAL YEAR 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105310-535200	Maintenance & Repair Equipment		\$ 700.00
105310-526000	Office Supplies	\$ 700.00	

Reason for Budget Revision: To move funds to cover line item overruns.

Department: Health Department

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FISCAL YEAR 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105110-532001	General Postage	\$ 150.00	
105110-533001	Water & Sewer	\$ 160.00	
105110-549100	Dues & Subscriptions	\$ 270.00	
105110-535200	M & R Equipment		\$ 500.00
105110-535300	M & R Auto		\$ 80.00
105111-519900	Contracted Services	\$ 57.00	
105111-525100	Auto Supply		\$ 57.00
105127-518300	Group Insurance	\$ 250.00	
105127-531000	Travel		\$ 250.00
105151-512100	Salaries & Wages	\$ 1,400.00	
105151-518101 OS	Medicare		\$ 200.00
105151-518200 OS	Retirement Expense		\$ 800.00
105151-518300 OS	Group Insurance		\$ 400.00

Reason for Budget Revision: To move funds to cover line item overruns.

Department: **Health Department**

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FISCAL YEAR 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105167-512100	Salaries & Wages	\$ 8,800.00	
105167-518101	Medicare	\$ 115.00	
105167-518300	Group Insurance	\$ 1,415.00	
105167-531000	Travel		\$ 500.00
105167-518100	FICA		\$ 600.00
105168-518200	Retirement		\$ 1,000.00
105168-518300	Group Insurance		\$ 1,490.00
105168-519900	Contracted Services		\$ 2,500.00
105168-531000	Travel		\$ 300.00
105169-512100	Salaries & Wages		\$ 2,000.00
105171-512100	Salaries & Wages		\$ 1,500.00
105171-518200	Retirement		\$ 440.00
105159-512100	Salaries & Wages	\$ 3,000.00	
105159-518100	FICA		\$ 100.00
105190-518300	Group Insurance		\$ 2,000.00
105190-531000	Travel		\$ 500.00
105190-523900	Medical Supplies		\$ 100.00
105190-529000	Departmental Supplies		\$ 100.00
105190-533000	Electrical		\$ 200.00

Reason for Budget Revision: To move funds to cover line item overruns.

Department: **DSS**

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FISCAL YEAR 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105310-533001	Water & Sewer	\$ 700.00	
105310-537000	Advertising		\$ 400.00
105310-549100	Dues & Subscriptions		\$ 300.00

Reason for Budget Revision: To move funds to cover line item overruns.

BE IT RESOLVED, the following Budget Amendment is hereby approved.

Department: **Water Department**

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FISCAL YEAR 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
307120-584210	Operating Transfer – General Fund	\$ 5,000.00	
307140-555000	Capital Outlays		\$ 5,000.00

Reason for Budget Revision: To move funds to cover cost charged to water per cost allocation plan.

BE IT RESOLVED, the Senior Services Director’s request to increase a current part-time employee’s hours to full time due to the increased need relating to COVID-19 issues is hereby approved.

BE IT FURTHER RESOLVED, the Finance Officer is hereby authorized to prepare necessary Budget Amendments to increase salaries with the offset being an increase in revenue coming from the COVID-19 Relief Funds.

Department: **Senior Services**

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FISCAL YEAR 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100600-400000	Miscellaneous Revenue	\$ 8,000.00	
104930-512100	Salaries & Wages	\$ 8,000.00	

Reason for Budget Revision: To recognize Covid Relief Revenue and hiring current P/T Senior Services employee additional hours.

BE IT RESOLVED, staff is hereby authorized to post on Pamlico County’s website a notice stating that surplus goods will be sold electronically via GovDeals.

BE IT RESOLVED, fireworks are hereby approved to be set off Friday, July 03, 2020 starting between 9:00 pm and 9:30 pm from the Green’s Creek bridge leading out of Oriental, NC.

BE IT RESOLVED, the Friendly Medical Transportation, LLC renewal application for non-emergency medical transport franchise service application is hereby approved.

BE IT RESOLVED, the vote to approve a starting salary of \$56,000 for the open Environmental Health Specialist position and to allow a candidate to transfer sick and annual leave from another jurisdiction is hereby ratified.

BE IT FURTHER RESOLVED, the vote to approve authorization to increase the salary of current Environmental Health Specialist employed by the County by up to 4% is hereby ratified.

BE IT RESOLVED, County Attorney Dave Baxter's request for approval of agreements to facilitate the Emergency Watershed Program (EWP) Grant is hereby approved.

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

BE IT RESOLVED, the two change orders to change handicap access from ramp to a platform lift and to install new footers required by the building inspector for the property located at 5889 Lowland Road in Pamlico County FY16 FMA Grant totaling \$10,150 are hereby approved.

Chairman Pat Prescott recognized County Manager Tim Buck to discuss CARES Act Funding.

A motion made by Commissioner Paul Delamar and seconded by Commissioner Ed Riggs to set the date and time for the Budget Workshop for Tuesday, May 26, 2020 at 6:00 pm. Following discussion on the motion, Commissioner Paul Delamar amended his motion to set the date and time for the Budget Workshop for Tuesday, May 26, 2020 at 9:00 am.

BE IT RESOLVED, the Pamlico County Board of Commissioners will hereby meet on Tuesday, May 26, 2020 at 9 am for a Budget Workshop.

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

BE IT RESOLVED, the vote to approve the Pamlico County Flood Damage Prevention Ordinance is hereby ratified.

There being no further business, the Board recessed until Tuesday, May 26, 2020 at 9:00 am.

Chairman

Clerk to the Board