

**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, JUNE 01, 2020**

The Pamlico County Board of Commissioners met in regular session on Monday, June 01, 2020 at 7:00 pm in the Courtroom of the Pamlico County Courthouse. All Commissioners were present. County Attorney Jill Quattlebaum attended via Zoom. Also present were 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 recognized Reverend Grady Simpson to lead the assemblage in prayer. 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 18, 2020 regular session and Tuesday, May 26, 2020 recessed budget workshop minutes. There being none, on a motion made by Commissioner Doug Brinson and seconded by Commissioner Missy Baskervill, the following resolution was unanimously approved.

BE IT RESOLVED, the regular session minutes of the Monday, May 18, 2020 and the recessed budget workshop minutes of the Tuesday, May 26, 2020 meeting are hereby approved and the Chairman’s signature is authorized thereon.

Chairman Pat Prescott declared the public hearing for the Pamlico Sound Regional Hazard Mitigation Plan open. There were no members of the public to speak. Chairman Pat Prescott declared the public hearing closed.

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

	<u>REQUESTED</u>	<u>RECOMMENDED</u>
Revenues	18,803,934	18,988,434
Expenses	<u>21,976,190</u>	<u>20,890,170</u>
Difference	(3,172,156)	(1,901,736)
Fund Balance Allocation		1,901,736

Water Fund

	<u>REQUESTED</u>	<u>RECOMMENDED</u>
Revenues	2,601,600	2,601,600
Expenses	<u>2,884,932</u>	<u>2,829,392</u>
Difference	(282,792)	*(227,792)

*Deficit funded from capital reserve fund for debt service payment

A motion made by Commissioner Paul Delamar to defer Courthouse HVAC replacement and to appropriate \$86,000 to Pamlico Community College for HVAC replacement failed due to lack of a second.

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

BE IT RESOLVED, County Manager Tim Buck is hereby directed to change Pamlico Community College’s capital outlay budget to \$86,000 for HVAC replacement.

Chairman Pat Prescott recognized Commissioner Ed Riggs and Public Services Director Garry Cooper to present recycling options.

A motion made by Commissioner Ed Riggs and seconded by Commissioner Carl Ollison to keep a recycling bin at Reelsboro, Oriental, Bayboro, Vandemere, Arapahoe for one day each week Monday – Friday from 7 am to 6 pm, failed by majority vote with Commissioners Missy Baskervill, Doug Brinson, Pat Prescott, and Paul Delamar casting dissenting votes.

Chairman Pat Prescott recognized Commissioner Ed Riggs and Pamlico Rescue’s Captain TW Harris to explain the reason for the increase of Pamlico Rescue’s budget request.

On a motion made by Commissioner Paul Delamar and seconded by Commissioner Missy Baskervill, the following resolution was approved by majority vote with Commissioners Carl Ollison and Ed Riggs casting dissenting votes.

BE IT RESOLVED, County Manager Tim Buck is hereby directed to substitute one (1) car for an entry level position for Sheriff.

Chairman Pat Prescott asked if there were any additions and/or deletions. There were none.

Chairman Pat Prescott asked if there were any members of the Public that submitted public comments for Public Comment Period. There were two (2) submitted by email, both of which were distributed to the Board.

The Board then turned their attention to the Consent Agenda.

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

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

Name:	Year	Tax/Ticket	Reason	Amount
Sergei Dotsenko	17/18	6619213/6648113		
	2019	6677121	Clerical Error- Not on Marina listing after 2016	\$ 4872.21
Donald Harris	2019	6703586	Double Billed	\$ 290.58
Ronnie Brown	2019	6678694	Double Billed	\$ 90.20
Real Estate Development Group	11/12	6420699/6463419	Boat sank in 2010 per Henry Frazer and Ben Hollowell- Okayed by Leslie	\$ 1573.21
Tim Dutton	2013	6508495		
	2019	6678003	Boat was sold in October 2018	\$ 59.98
Johnny Schmidt	2019	6704257/6704258	Did Not Own	\$ 215.47
Robin Cox	18/19	6649316/6678230	Double billed with Craven County-boat in Craven	\$ 372.85
Mark Hancock	16/17	6617083/6643529		
	2018	6673110	Taxpayer Deceased	\$ 66.59
Bobby Hacker	2019	6691771	Mobile Home destroyed in April 2018-docs on file	\$ 239.77
Robert Norris	2018	6652838/6652839	Taxpayer Deceased	\$ 12.84
Tracy Smith	16/17	6592971/6619840		
	18/19	6648725/6677700	Taxpayer Deceased-Documents on file	\$ 328.68
Velma Teel	2020	6704825	Vehicle was in shop- owner hit deer	\$ 5.04
Horace Talmadge	17/18	6634976/6663983		
Cowell, Jr	2019	6692508	Wrong Owner	\$ 38.39
Kristen McFadden	2019	6704238/6704239	Taxpayer did not own	\$ 232.44
Kenneth Lury	18/19	6647256/6676326	Taxpayer sold boat 10/2017- bill of sale on file	\$ 926.45
Gary Mastrodonato	2019	6676659/6676660	Clerical Error- Boat should not have been billed- Flooded in Hurricane Florence	\$ 649.82
Eliborio Alvarez-Lugo	10/11	6538873/6385448		
	12/13	6469369/6414530		
	2014	6543935	Taxpayer has been out of the country since 2005	\$ 664.94
Last Chance NC, LLC / McDonalds 35678	2019	6676942	Clerical Error	\$ 145.04
Last Chance NC, LLC / McDonalds 35678	2019	6675643/6675644		
	2019	6675645/6675646	Clerical Error- Leaseholds should not have been discovered	\$ 1230.22
	2019	6675647		
Tracy King	2020	6705227	Gap Bill/Vehicle was in the shop	\$ 68.20
Willie Ahern / United States of America	15/16	6582915/6610393		
	17/18	6637022/6666069	Property seized by the United States of America / Government Exempt	\$ 3115.03
	2019	6694547		
Hobucken Gun Club/ Pamlico County	11/12	6424606/6467626		
	2014	6542387	Government Exempt	\$ 33.57
Sybil Carlisle / Pamlico County	10/11	6405082/6446010		
	12/13	6488515/6533486		
	2014	6562876	County acquired by foreclosure- Parcel H041-152	\$ 275.65
Sybil Carlisle / Pamlico County	15/16	6589476/6616193		
	17/18	6644414/6673952		
	2019	6702770	County acquired by foreclosure- Parcel H041-152	\$ 228.57
Sybil Carlisle / Pamlico County	10/11	6405081/6446009		
	12/13	6488514/6533485		
	2014	6562875	County acquired by foreclosure- Parcel H041-151	\$ 554.46
Sybil Carlisle / Pamlico County	15/16	6589475/6616192		

	17/18	6644413/6673951		
	2019	6702769	County acquired by foreclosure- Parcel H041-151	\$ 1223.02
Vance Northern, Heirs / Pamlico County	10/11	6705228/6440674		
	12/13	6483366/6528513		
	2014	6558072	County acquired by foreclosure- Parcel J032-9	\$ 818.88
Vance Northern, Heirs / Pamlico County	18/19	6669425/6698434	County acquired by foreclosure- Parcel J302-9	\$ 249.12

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
307120-531000	Travel		\$ 1,400.00
307140-526000	Office Supplies		\$ 300.00
307120-519900	Contracted Services	\$ 1,000.00	
307120-532000	Telephone	\$ 200.00	
307120-532001	Postage	\$ 500.00	

Reason for Budget Revision: To move funds to cover expenses for the remainder of the fiscal year.

Department: **DSS**

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FISCAL YEAR 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105310-512600	Salaries & Wages P/T		\$ 6,000.00
105310-519900	Contracted Services	\$ 6,000.00	

Reason for Budget Revision: To move funds to cover the cost of a CPS temporary worker.

Department: **Health Department**

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FISCAL YEAR 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100211-435512	COVID 19	\$ 56,266.00	
105115-519900	Contracted Services	\$ 18,666.00	
105115-523900	Medical Supplies	\$ 1,000.00	
105115-525100	Auto Supplies	\$ 500.00	
105115-529000	Departmental Supplies	\$ 5,000.00	
105115-529000 MAJ	Departmental Supplies	\$ 25,000.00	
105115-529005	Safety Supplies and Equipment	\$ 5,000.00	
105115-531000	Travel	\$ 100.00	
105115-532001	Postage	\$ 1,000.00	

Reason for Budget Revision: To recognize funds received for COVID 19 equipment and approved services.

Department: **Senior Services**

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FISCAL YEAR 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100400-438342	Title III Congregate Income	\$ 4,000.00	
104930-522000	Food and Provisions	\$ 4,000.00	

Reason for Budget Revision: To recognize donation and increase Food and Provisions expenditure line as requested by Donor.

Department: **Water Department**

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FISCAL YEAR 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
307140-526000	Office Supplies		\$ 354.01
307140-529001 VAN	Department Supplies & Chemicals	\$ 354.01	
307140-519500	Engineering Services		\$ 3,200.00
307140-529001 MIL	Department Supplies & Chemicals	\$ 3,200.00	
307140-529000 GRT	Departmental Supplies		\$ 2,200.00
307140-529001 GRT	Department Supplies & Chemicals	\$ 2,200.00	
307140-519500	Engineering Services		\$ 5,000.00
307140-549800	Annual Monitoring Fee	\$ 5,000.00	
307140-529000 KER	Departmental Supplies		\$ 2,000.00
307140-529000	Departmental Supplies	\$ 2,000.00	

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

Department: **Data Processing**

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FISCAL YEAR 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104210-512100	Salaries & Wages		\$ 16,000.00
104210-535200	M & R Equipment	\$ 16,000.00	

Reason for Budget Revision: To move funds to renew Office 365 Licenses.

Department: **DSS**

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FISCAL YEAR 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105481-500000 LIEAP	Expenditure	\$ 1,823.59	
100212-435310	Administrative Reimb. DSS	\$ 1,823.59	

Reason for Budget Revision: To recognize additional funding received from the State for LIEAP due to COVID 19.

Department: Stillwaters

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FISCAL YEAR 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100213-435831	DJJP-Juvenile Services Rest.		\$ 3,904.00
100213-435832	DJJP-Intervention-Delinquency	\$ 3,904.00	

Reason for Budget Revision: To move funds already received from the State from the latest approved JCPC Admin budget.

Department: Health Department

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FISCAL YEAR 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100600-400000	Miscellaneous Revenue	\$ 10,000.00	
105110-512100	Salaries & Wages	\$ 10,000.00	

Reason for Budget Revision: To recognize Covid Relief Revenue to increase Health Salary for Contact Tracer.

BE IT RESOLVED, the request for approval for Budget Officer to make any transfers, including fund balance appropriations, necessary to close out Fiscal Year 2019-2020 is hereby approved.

BE IT RESOLVED, the Health Director’s request to make an emergency hire for contact tracing duties is hereby approved.

BE IT RESOLVED, the Tax Administrator’s report of tax liens is received by the Board and permission to advertise is hereby approved.

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

BE IT RESOLVED, the Pamlico Sound Regional Hazard Mitigation Plan and Resolution is hereby approved.

**PAMLICO COUNTY
RESOLUTION ADOPTING THE
PAMLICO SOUND REGIONAL HAZARD MITIGATION PLAN**

WHEREAS, the County of Pamlico is vulnerable to an array of natural hazards that can cause loss of life and damages to public and private property; and

WHEREAS, the County and participating municipal jurisdictions desire to seek ways to mitigate situations that may aggravate such circumstances; and

WHEREAS, the development and implementation of a hazard mitigation plan can result in actions that reduce the long-term risk to life and property from hazard hazards; and

WHEREAS, it is the intent of the Pamlico County Board of Commissioners to protect its citizens and property from the effects of natural hazards by preparing and maintaining a local hazard mitigation plan; and

WHEREAS, it is also the intent of the Pamlico County Board of Commissioners to fulfill its obligation under North Carolina General Statutes, Chapter 166A: North Carolina Emergency Management Act and Section 322: Mitigation Planning of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to remain eligible to receive state and federal assistance in the event that a declared disaster affecting the County of Pamlico and

WHEREAS, the County of Pamlico participated in the planning process of the Pamlico Sound Regional Hazard Mitigation Plan and has prepared a regional hazard mitigation plan with input from the appropriate local and state officials; and

WHEREAS, the North Carolina Division of Emergency Management and the Federal Emergency Management Agency have reviewed the Pamlico Sound Regional Hazard Mitigation Plan for legislative compliance and have approved the plan pending the completion of local adoption procedures;

NOW, THEREFORE, be it resolved that the Board of Commissioners of Pamlico County hereby:

1. Adopts the Pamlico Sound Regional Hazard Mitigation Plan; and
2. Vests the Emergency Planner with the responsibility, authority, and the means to:
 - (a) Inform all concerned parties of this action.
 - (b) Cooperate with Federal, State and local agencies and private firms which undertake to study, survey, map, and identify floodplain or flood-related erosion areas, and cooperate with neighboring communities with respect to management of adjoining floodplain and/or flood-related erosion areas in order to prevent aggravation of existing hazards.
4. Appoints the Emergency Planner to assure that, in cooperation with the other participating jurisdictions, the Hazard Mitigation Plan is reviewed annually and every five years as specified in the Plan to assure that the Plan is in compliance with all State and Federal regulations and that any needed

revisions or amendments to the Plan are developed and presented to the Pamlico County Board of Commissioners for consideration.

5. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the 2020 Pamlico Sound Regional Hazard Mitigation Plan.

Adopted this 1st day of June, 2020.

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

BE IT RESOLVED, the public hearing for FY 2020-2021 Budget is hereby set for Monday, June 15, 2020 at 7:00 pm.

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

BE IT RESOLVED, the salary increases will hereby be effective the first full week of July's payroll.

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

BE IT RESOLVED, the Pamlico County Board of Commissioners will hereby hold its regularly scheduled meetings in the Courtroom that will be open for the public to attend using social distancing guidelines until such time that the limitation on mass gatherings is lifted.

BE IT FURTHER RESOLVED, the public will also have access to the meetings electronically via zoom until such time that the governor order regarding mass gatherings is lifted, at which time the Pamlico County Board of Commissioners will cease electronic broadcast by Zoom.

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

BE IT RESOLVED, Commissioner Ed Riggs and Mr. Reginald Hawkins are hereby reappointed to the Bay River Metropolitan Sewer District Board of Directors for a term of three (3) years.

There being no further business, on a motion made by Commissioner Paul Delamar and seconded by Commissioner Candy Bohmert, the Board adjourned until Monday, June 15, 2020 at 7:00 pm.

Chairman

Clerk to the Board