

**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, OCTOBER 19, 2020**

The Pamlico County Board of Commissioners met in regular session on Monday, October 19, 2020 at 7:00 pm in the Courtroom of the Pamlico County Courthouse. All Commissioners were present. Also present was County Attorney Dave Baxter, County Manager Tim Buck, 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, October 05, 2020 regular session minutes. There being none, on a motion made by Commissioner Carl Ollison and seconded by Commissioner Candy Bohmert, the following resolution was unanimously approved.

BE IT RESOLVED, the regular session minutes of the Monday, October 05, 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 three (3) additions and one (1) deletion. On a motion made by Commissioner Paul Delamar and seconded by Commissioner Missy Baskervill, the following additions were approved:

- Request for approval of Budget Amendment for Board of Elections – **item 1**
- Request for approval of Community Participation Plan – **item 5a**
- Request for approval to set Public Hearing – **item 5b**

On a motion made by Commissioner Missy Baskervill and seconded by Commissioner Candy Bohmert, the following item was deleted:

- Closed Session pursuant to NCGS §143-318.11(a)(3).

The Board then turned their attention to the Correspondence Agenda.

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 Budget Amendments are hereby approved.

Department: Emergency Management

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 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100213-434359	HSGP-EMW-2020-SS-00023	\$61,000.00	
104330-541059	EMS-Equipment-2020	\$61,000.00	

Reason for Budget Revision: To set up budget for new EMS grant EMW-2020-SS-00023.

Department: Health Department

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100211-435121	Immunization	\$9,309.00	
105129-512100	Salaries and Wages	\$4,000.00	
105129-518100	FICA	\$248.00	
105129-518101	Medicare	\$45.00	
105129-523900	Medical Supplies	\$1,207.00	
105129-529000	Departmental Supplies	\$3,809.00	

Reason for Budget Revision: To recognize additional funds received to serve participants in the program.

Department: Health Department

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100211-435510	Aid To Counties	\$311.08	
105110-519900	Contract Services	\$311.08	

Reason for Budget Revision: To recognize increase in funding.

Department: Health Department

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100212-435434	COVID Adv 2020- Foster Care	\$6,900.00	
100212-435436	COVID Adv 2020- CPS	\$6,119.00	
100212-435438	COVID Adv 2020- APS	\$1,451.00	
105310-549710	COVID Adv- Foster Care Exp	\$6,900.00	
105310-549715	COVID Adv- CPS Exp	\$6,119.00	
105310-549720	COVID Adv- APS Exp	\$1,451.00	

Reason for Budget Revision: To recognize advanced funds from state for COVID expenses.

Department: Enhancement/Preservation

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
350000-439900	Fund Balance Appropriation	\$ 3,670.88	
354180-555000	Capital Outlays	\$ 3,670.88	

Reason for Budget Revision: To move unused funds from prior year to current year.

Department: Board of Elections

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FISCAL YEAR 2020-2021

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100300-434175	Elections – 2020 CARES Grant	\$ 38,438.00	
104170-512600	Salaries & Wages P/T	\$ 10,000.00	
104170-529000	Departmental Supplies	\$ 20,000.00	
104170-534000	Printing & Binding	\$ 8,438.00	

Reason for Budget Revision: To set up budget for Elections 2020 CARES Grant.

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

BE IT RESOLVED, the following Floating Holiday Policy is hereby approved.

County of Pamlico
Employee Appreciation Floating Holiday

In recognition of the service of eligible County employees, the County is providing a one-time Floating Holiday benefit. The Floating Holiday is a one-time one day (8 hours) Floating Holiday effective November 1, 2020 for eligible County employees to be used during the period of November 1, 2020 – January 29, 2021. If the Floating Holiday is not used between November 1, 2020 – January 29, 2021, it will expire effective January 30, 2021 and employees will forfeit the Floating Holiday.

Eligibility Employees must meet all of the following criteria:

- Full time employee regularly scheduled to work forty (40) hours per week and is designated by the Board of Commissioners as a regular full-time appointment to a regular, established position;
- Employed with the County of Pamlico as of October 5, 2020, the date the special leave was approved by the Board of Commissioners; and
- Eligible to earn vacation leave on November 1, 2020.

Provisions for Working Other than a Basic Workweek

Regular / permanent employees working other than a basic workweek (20 hours or more per week) shall receive a pro-rata amount of the 1 day (8 hours).

Employees on Leave Without Pay (LWOP)

Employees on LWOP, other than workers' compensation and military leave, shall be credited with the Floating Holiday upon their return to employment based on their position at the time of the beginning of LWOP. The effective date of the return to work must occur between November 1, 2020 – January 29, 2021, otherwise, the Floating Holiday will be forfeited.

Employees on workers' compensation leave or military leave shall be credited with the Floating Holiday as of November 1, 2020 and the leave will be available for use as allowed by policy during the period of November 1, 2020 – January 29, 2021.

Scheduling and Use of Leave

- Floating Holiday shall be taken only upon appropriate authorization from the employee's supervisor.
- Floating Holiday may be used for any purpose for which annual vacation leave is used.
- Floating Holiday shall be used prior to earned compensatory time and annual vacation leave.
- Floating Holiday may be used in lieu of sick leave. The use of Floating Holiday in lieu of sick leave shall be decided upon initial request of leave.
- Floating Holiday shall be taken in a full day increment consistent with annual vacation leave as defined in the Personnel Policy.
- Floating Holiday cannot be used to resolve negative leave balance liabilities that were the result of leave that occurred prior to November 1, 2020.

Accounting for Special Leave

- Floating Holiday shall be accounted for separately from all other accrued leave.
- Floating Holiday shall not be combined with vacation leave to determine the 240 maximum vacation leave payout upon separation.
- Floating Holiday shall not be subject to conversion to sick leave.

Separation

Floating Holiday balances shall not be paid out upon termination of employment.

Implementation and Administration

It is the employee's responsibility to request the use of the Floating Holiday and supervisors must make reasonable efforts to arrange schedules whereby employees will be given an opportunity to use the Floating Holiday prior to the expiration date.

Floating Holiday shall be accounted for as an **FH** on the Hours Annual Leave Taken line of the timesheet.

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

BE IT RESOLVED, the request to purchase a large format copier, serving the GIS Coordinator, for approximately \$6,400 and authorize Finance Officer and County Manager to make necessary budget amendments to facilitate the purchase including fund balance appropriations is hereby approved.

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

BE IT RESOLVED, the appointment to the Local and Regional Library Board is hereby tabled.

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

BE IT RESOLVED, the request to ratify contract with consultant for Accreditation is hereby approved.

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

BE IT RESOLVED, the CDBG Citizen Participation Plan is hereby approved.

**PAMLICO COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT
2020-2021 PROGRAM FUNDING YEARS
RESOLUTION TO ADOPT**

A Resolution Authorizing the Adoption of the Citizen Participation Plan for Pamlico County during the North Carolina Small Cities Community Development Block Grant (CDBG) Programs.

WHEREAS, the **COUNTY** intends to participate in the 2020-2021 Small Cities CDBG Programs under the Housing and Community Development Act of 1974, as amended; and

WHEREAS, the CDBG infrastructure program is administered by the North Carolina Department of Environmental Quality (DEQ), Division of Water Infrastructure (DWI); and

WHEREAS, the CDBG economic development, neighborhood revitalization, and coronavirus programs are administered by the North Carolina Department of Commerce (DOC), Rural Economic Development Division (REDD); and

WHEREAS, the CDBG disaster recovery and disaster mitigation programs are administered by the North Carolina Department of Public Safety (DPS), Office of Recovery and Resiliency (ORR); and

WHEREAS, the Citizen Participation Plan is required under these programs;

THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pamlico County, North Carolina:

1. That the following designees, and/or successors so titled, are hereby authorized as Citizen Participation Coordinators:

Timothy A. Buck, County Manager

Courtney L. Norfleet, Clerk to the Board

2. That this Citizen Participation Plan is hereby submitted and adopted and to be used throughout the implementation of the Pamlico County FY 2020-2021 CDBG Program.

Adopted this 19th day of October, 2020.

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

BE IT RESOLVED, the request to set public hearing for November 02, 2020 for CDBG-CV is hereby approved.

Health Director Scott Lenhart presented to the Board of Commissioners his quarterly report.

There being no further business, on a motion made by Commissioner Missy Baskervill and seconded by Commissioner Candy Bohmert, the Board adjourned until Monday, November 02, 2020 at 7 pm.

Chairman

Clerk to the Board