

**REGULAR SESSION OF THE PAMLICO COUNTY BOARD OF
COMMISSIONERS
MONDAY DECEMBER 7, 2009**

The Pamlico County Board of Commissioners met in regular session on Monday December 7, 2009 at 7:00 p.m. in the Patsy H. Sadler Room of the Pamlico County Courthouse. All Commissioners were present. Also present were County Attorney Jim Hicks, County Manager Tim Buck and Clerk to the Board Kathy P. Cayton.

Chairman Paul Delamar called the meeting to order.

Reverend Grady Simpson gave the invocation and Chairman Delamar led the assemblage in the Pledge of Allegiance.

Chairman Paul Delamar asked for corrections, Additions and/or deletions of the regular and closed session minutes on the November 16, 2009 minutes. Commissioner Carl Ollison requested the closed session minutes be pulled for discussion at the end of the meeting.

On a motion made by Commissioner Roy Brinson and seconded by Commissioner Jimmy Spain, the following resolution was unanimously approved.

BE IT RESOLVED, the regular session minutes of the November 16, 2009 meeting are hereby approved and the Chairman's signature is authorized thereon.

Chairman Paul Delamar turned the meeting over to County Attorney Jim Hicks who conducted the election of Chairman. The Board elected to nominate and vote for the Chairman and Vice-Chairman together.

Commissioner Roy Brinson nominated Commissioner Paul Delamar as Chairman and Commissioner Ann Holton as Vice-Chairman Commissioner Carl Ollison seconded the nomination.

County Attorney Jim Hicks called the nominations closed.

On a motion made by Commissioner Carl Ollison and seconded by Commissioner Christine Mele, the Board unanimously approved Commissioner Paul Delamar as Chairman and Commissioner Ann Holton as Vice-Chairman.

Chairman Paul Delamar and Vice-Chairman Ann Holton thanked Board Members for their votes and support.

Chairman Paul Delamar called for reaffirmation of the appointments of County Attorney Jim Hicks, County Manager Tim Buck and Clerk to the Board Kathy P. Cayton.

On a motion made by Commissioner Christine Mele and seconded by Commissioner Ann Holton, the Board unanimously approved the reappointments of County Attorney Jim Hicks, County Manager Tim Buck and Clerk to the Board Kathy P. Cayton.

Chairman Paul Delamar recognized Mr. Mark Garner and Mr. Blaine Humphries from Rivers & Associates who came before the Board to discuss the proposed pressure improvement for the Arapahoe/Minnesott Beach area. Mr. Mark Garner gave an overview of the final alternative for the project recommended as alternative 4a. The cost of alternative 4a will be approximately \$4.4 million to include engineering, legal fees and contingency with a bid date around the summer of 2010. Alternative 4a will place the tank closer to Arapahoe and require two (2) booster stations. They also presented request for approval of a Professional Services Agreement, Memorandum of Design Scope of Services and Memorandum of Potential Funding Opportunities.

On a motion made by Commissioner Kenny Heath and seconded by Commissioner Christine Mele, the following resolution was unanimously approved.

BE IT RESOLVED, that Alternative 4a for the Arapahoe/Minnesott Beach project which will place the water tank closer to Arapahoe and require two (2) booster stations to include the Town of Vandemere is hereby approved.

BE IT FURTHER RESOLVED, that Rivers and Associates will apply for USDA funding for this project.

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

BE IT RESOLVED, the contract for services between Pamlico County and Rivers and Associates in the amount of \$665,000 is hereby approved with the following amendments.

- 1. Include the Town of Vandemere in the project.**
- 2. Include Rivers and Associates completing the application work for USDA.**

County Manager Tim Buck gave the Board an update on Bay Harbor. The waterline tie in has been started, but due to weather conditions was stopped. The tie in should continue on December 8th. The Department of Transportation declared the road as private and cannot certify it. The County engineer will qualify it.

Chairman Paul Delamar asked if there were any additions and/or deletions to the agenda.

On a motion made by Commissioner Ann Holton and seconded by Commissioner Jimmy Spain, the Board unanimously agreed to delete two (2) items on the agenda.

There were no members of the public to speak during public comment period.

The Board then turned their attention to the Consent Agenda.

On a motion made by Commissioner Ann Holton and seconded by Commissioner Christine Mele, the following resolutions were unanimously approved.

BE IT RESOLVED, the following resolution approving the Department of Transportation Comprehensive Transportation Plan.

***Resolution
Adopting a Comprehensive Transportation Plan
For Pamlico County, North Carolina***

WHEREAS, Pamlico County, the Down East Rural Planning Organization and the Transportation Planning Branch, North Carolina Department of Transportation actively worked to develop a comprehensive transportation plan for the Pamlico County; and

WHEREAS, the County and the Department of Transportation are directed by North Carolina General Statutes 136-66.2 to reach agreement for a transportation system that will serve present and anticipated volumes of traffic in the County; and

WHEREAS, it is recognized that the proper movement of traffic within and through Pamlico County is a highly desirable element of the comprehensive plan for the orderly growth and development of the County; and

WHEREAS, after full study of the plan, the Pamlico County Board of Commissioners feel it to be in the best interest of Pamlico County to adopt a plan pursuant to General Statutes 136-66.2;

NOW THEREFORE, BE IT RESOLVED: that the Pamlico County Comprehensive Transportation Plan as shown on a map dated September 30, 2009, be approved and adopted as a guide in the development of the transportation system in Pamlico County and the same is hereby recommended to the North Carolina Department of Transportation for its subsequent adoption.

Upon a motion made by Commissioner Ann Holton seconded by Commissioner Christine Mele and, upon being put to a vote, was carried unanimously, the Commissioners adopted this resolution on the 7th day of December 2009.

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

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.

(R)= REVENUES (E)=EXPENDITURES **FISCAL YEAR 2009-2010**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
10 4110 519000	Professional Services		60,000.00
10 4110 519002	Professional Services - Legal	60,000.00	

Reason for Budget Revision: : Reallocate line item to actual expenditure item

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(R)= REVENUES (E)=EXPENDITURES **FISCAL YEAR 2009-2010**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
10 0400 438323	Senior Services – Health Promotion	1,080.00	
10 4933 519900	Senior Services – Contracted Services	1,080.00	

Reason for Budget Revision: : Donation from Pamlico Foundation for Aged, restricted for Painting and Craft classes

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(R)= REVENUES (E)=EXPENDITURES **FISCAL YEAR 2009-2010**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
10 0213 434322	Public Safety Grant		58.53
10 4310 555000	Sheriff – Capital Outlay		58.53

Reason for Budget Revision: : Deobligate remaining funds from Governor Crime Commission Taser Grant

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(R)= REVENUES (E)=EXPENDITURES FISCAL YEAR 2009-2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
10 5129 529000	Health – Department Supply		12.08
10 5129 555000	Health – Capital Outlay	12.08	

Reason for Budget Revision: : Adjust for final cost of lab fridge and alarm

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
10 0214 435205	Senior Services – Operations		145.00
10 4945 512600	Senior Services – P/T Salary		135.00
10 4945 518100	Senior Services – FICA		8.00
10 4945 518101	Senior Services – Medicare		2.00

Reason for Budget Revision: : Reduced award from Eastern Carolina Council Agency

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(R)= REVENUES (E)=EXPENDITURES FISCAL YEAR 2009-2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
10 0211 435515	Health – Bioterrorism		78,678.00
10 5111 512600	Health – P/T Salary		23,000.00
10 5111 518100	Health – FICA		1,426.00
10 5111 518101	Health – Medicare		334.00
10 5111 518200	Health – Retirement		1,142.00
10 5111 518210	Health – 401K		60.00
10 5111 518300	Health – Group Insurance		3,600.00
10 5111 519900	Health – Contracted Services		20,000.00
10 5111 523900	Health – Medical Supplies		5,000.00
10 5111 525100	Health –		1,000.00
10 5111 529000	Health – Departmental Supplies		22,116.00
10 5111 545000	Health – Ins & Bonds		1,000.00

Reason for Budget Revision: : Phase III - H1N1 funding from State

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(R)= REVENUES (E)=EXPENDITURES FISCAL YEAR 2009-2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
10 0211 435161	WIC Client	3,168.00	
10 0211 435162	WIC Nutrition	792.00	
10 5167 529000	WIC – Dept Supplies	3,168.00	
10 5168 529000	WIC – Dept Supplies	792.00	

Reason for Budget Revision: increase WIC program, additional allocation from State

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(R)= REVENUES (E)=EXPENDITURES FISCAL YEAR 2009-2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
10 0213 434342	Emergency Management Grant	9,350.00	
10 4332 529005	HazMat Exercise Expense	9,350.00	

Reason for Budget Revision: Recognize award of Homeland Security HazMat Emergency Preparedness Grant and related expenditures

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
10 0400 438351	Senior Services – Supper Club	460.00	
10 4930 522000	Senior Services – Food	460.00	

Reason for Budget Revision: Recognize Supper Club revenue collected and related expense

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(R)= REVENUES (E)=EXPENDITURES		FISCAL YEAR 2009-2010	
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
10 0214 434934	Senior Services – Small Home Repairs		1,407.00
10 4937 558000	Senior Services – Small Home Repairs		1,564.00
10 0000 439900	General Fund – Fund Balance Approp		157.00

Reason for Budget Revision: Adjustment per revised HCCBG funding and related county match

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(R)= REVENUES (E)=EXPENDITURES		FISCAL YEAR 2009-2010	
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
10 5820 532000	Veteran Services – Phone		430.00
10 5820 531000	Veteran Services – Travel		90.00
10 5820 549100	Veteran Services – Dues		20.96
10 5820 529000	Veteran Services – Department Supplies	540.96	

Reason for Budget Revision: Transfer between expense accounts to cover cost of 2 file cabinets to replace broken cabinets

BE IT RESOLVED, the following Tax Release and Relief is hereby approved.

Name	Year	Tax/Ticket	Reason	Amount
Slade, Robert	06-09	8818/K051-21-16	Clerical error	\$ 1,708.00

The Board then turned their attention to the Correspondence Agenda.

On a motion made by Commissioner Jimmy Spain and seconded by Commissioner Kenny Heath, the following resolution was unanimously approved.

BE IT RESOLVED, the request for approval from Ms. Linda Potter, Senior Services Director of the funding of a General Purpose Grant is hereby approved.

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

BE IT RESOLVED, the request from Water Operations Supervisor for approval of change order #4 for the Millpond Plant Repairs in the amount of \$13,548.75 is hereby approved.

On a motion made by Commissioner Christine Mele and seconded by Commissioner Ann Holton, the following resolution was unanimously approved.

BE IT RESOLVED, the following Bottle Water Distribution Policy is hereby approved.

BOTTLE WATER DISTRIBUTION POLICY

POLICY PURPOSE:

To establish a policy for the distribution of bottled water.

POLICY:

Planned outages

Customers will be given at least seven (7) days advance notice for a planned outage. Direct notices will be distributed via U.S. mail or by hand delivery. A press release will be issued to the local media.

Bottled water will not be distributed unless otherwise directed by the governing body.

If pressure is lost during the planned outage, North Carolina Public Water Supply protocols will be followed for issuance of low pressure advisories. Once pressure is restored, water samples will be taken and tested by a certified lab.

Unplanned Outages

If pressure is lost during an unplanned outage, North Carolina Public Water Supply protocols will be followed for issuance of low pressure advisories. Once pressure is restored, water samples will be taken and tested by a certified lab.

In the event of an unplanned or emergency outage, bottled water will be distributed to customers door to door when feasible. When more than 100 households are affected, emergency management will be notified to establish a distribution point and customers will be informed of the pickup location. Outages part of a declared state of emergency such as storms that effects a large segment of the customer base will be managed according to the Emergency Operations Plan and coordinated with Emergency Management. For safety purposes, distribution of water and notices will be suspended after 8:00 pm. Staff will resume activities at 8:00 am the following morning.

On a motion made by Commissioner Jimmy Spain and seconded by Commissioner Ann Holton, the following resolution was unanimously approved.

BE IT RESOLVED, that Commissioner Christine Mele is hereby appointed to the Civilian Military Community Council.

There were no applications brought before the Board regarding the Appointment to the Child Fatality Prevention Team.

On a motion made by Commissioner Ann Holton and seconded by Commissioner Roy Brinson, the following resolution was unanimously approved.

BE IT RESOLVED, that Mr. Fredrick Buck is hereby reappointed to the Western Bay River Sewer Board.

On a motion made by Commissioner Carl Ollison and seconded by Commissioner Jimmy Spain, the Board went into closed session in accordance with G.S. 143.318.11(a)6 to discuss the November 16, 2009 closed session minutes.

On a motion made by Commissioner Ann Holton and seconded by Commissioner Kenny Heath, the Board went back into open session.

No action was taken in closed session.

On a motion made by Commissioner Roy Brinson and seconded by Commissioner Kenny Heath, the following resolution was unanimously approved.

BE IT RESOLVED, the closed session minutes of the November 16, 2009 meeting are hereby approved and the Chairman's signature is authorized thereon.

There being no further business on a motion made by Commissioner Carl Ollison and seconded by Commissioner Jimmy Spain, the Board adjourned until Monday January 4, 2010 at 7:00 p.m.

Chairman

Clerk to the Board