

**REGULAR SESSION OF THE PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY JUNE 16, 2014**

<u>P.M.</u>	<u>NAME</u>	<u>SUBJECT</u>
7:00	Chairman Paul Delamar	Call Meeting to Order
		Approval of the June 2, 2014 open session minutes
7:00	Amy Coffee/Daniel Simpson	Open House Invitation
7:05	Public Hearing	Fiscal Year 2014-2015 Budget

Additions and/or deletions to the agenda

Public Comment Period

Public Comment Period: Each speaker is asked to limit comments to three (3) minutes. Direct comments to the full board, not to an individual board member or staff member. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment Segment.

1. 13-14-331 Public Hearing on the Fiscal Year 2014-15 Budget and Consideration of Approval of the Budget Ordinance.

CONSENT AGENDA

2. 13-14-332 Set public hearing on July 7, 2014 for closing out the 2009 CDBG CR Project.
3. 13-14-333 Request of appointment to D.S.S. Board. Action is to table to July 7, 2014.
4. 13-14-334 Request approval of Kershaw Water Treatment Plant Project Ordinance and establishment of fund.
5. 13-14-335 Budget Amendments

CORRESPONDENCE AGENDA

6. 13-14-336 Request approval to transfer balance of RGP funds to Craven County.
7. 13-14-337 Request approval of Debris contracts for 2014-2016.
8. 13-14-338 Request approval of accounting technical assistance.
9. 13-14-339 Request approval of authorizing budget officer to transfer funds pursuant to North Carolina General Statute 159-15.
10. 13-14-340 Request direction concerning senior citizen center board appointments.
11. 13-14-341 Request from health director to abolish two (2) positions and to establish two (2) new positions.
12. 13-14-342 Finance Officer to review fuel management options.
13. 13-14-343 Consideration of recessed session to June 30, 2014.

14. 13-14-344 Request permission to shock treat wells at Kershaw WTP
15. 13-14-345 Request reappointment of economic development board
- 16- 13-14-346 Request direction concerning joining Eastern Alliance

County Commissioner, County Attorney, County Manager, Finance Officer time and closed session if applicable.

**REGULAR SESSION OF THE PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY JUNE 2, 2014**

The Pamlico County Board of Commissioners met in regular session on Monday June 2, 2014 in the Patsy H. Sadler Room of the Pamlico County Courthouse. All Commissioners were present with exception of Commissioner Ann Holton. Also present were Attorney Dave Baxter, County Manager Tim Buck, Finance Officer Bill Fentress and Clerk to the Board Kathy P. Cayton.

Chairman Paul Delamar called the meeting to order.

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

Chairman Paul Delamar asked if there were any corrections additions and/or deletions to May 19, 2014 open and closed session and the May 21, 2014 budget session minutes. There being none. On a motion made by Commissioner Kenny Heath and seconded by Commissioner Christine Mele, the following resolution was unanimously approved.

BE IT RESOLVED, the open and closed session minutes of the May 19, 2014 and the May 21, 2014 budget session minutes are hereby approved and the Chairman's signature is authorized thereon.

Commissioner Ann Holton arrived.

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

BE IT RESOLVED, that a public hearing will be held on Monday June 16, 2014 for the FY 2014-2015 Budget.

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

BE IT RESOLVED, the following insurance changes are hereby approved for FY 2014-2015.

- Cigna Option Two (2)
- Sign with Cigna for dental, life, supplemental, and vision which results in two percent (2%) discount for health.
- County pays \$544.91 per month for employees
- Employee child coverage is \$2,630 per year.
- Increase dental benefit to Cigna Option three (3) to \$1,250 annual maximum
- County will pay vision coverage of employees only. The cost is \$6.80 per month

Board members suggested that the Budget Presentation be presented at the June 16, 2014 public hearing.

Chairman Paul Delamar recessed the Board of Commissioners.

Chairman Paul Delamar called the Board of Equalization and Review to order.

On a motion made by Commissioner Christine Mele and seconded by Commissioner Jimmy Spain, the following Board of Equalization and Review appeals were unanimously approved.

- **Thomas G. Cunningham** **K051-21-13**
No Change in value with the exception of the addition of the residential elevator

- **Edward and Cynthia Wetherington** **I052-13-1**
70 % reduction due to septic denial

- **Henry Frazer** **J082-487**
Value reduced to \$932,605

There being no further appeals on a motion made by Commissioner Carl Ollison and seconded by Commissioner Ann Holton the Board of Equalization and Review adjourned for the year.

Chairman Paul Delamar called the Board of Commissioners back to order.

There were no additions and/or deletions to the agenda.

There was one member of the public to speak during public comment period.

Mr. Simon Chen: Mr. Chen feels that even after the Board of Equalization and Review and the Property Tax Commission ruling that his property valuation was incorrect. The formula used for his property is different than the formula used for his neighbors. In addition, at the recommendation of commissioners, he had his property surveyed after his 2013 Board of E&R hearing. He indicates that the tax office did not utilize this information and no changes were made by the tax office.

The Board then turned their attention to the Consent Agenda.

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

BE IT RESOLVED, the Tax Collector's Monthly Report for the month of April is hereby approved.

BE IT RESOLVED, the request from the Board of Health for approval of the Pool Inspection Fees to be increased from \$125.00 to \$150.00 is hereby approved.

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

Department: Health

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 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000 202413	HEALTH DEPT.- RESTRICTED		\$2,500.00
100211 435165	HEALTH PROMO. RISK REDUCT.	\$2,500.00	
105165 523900	MEDICAL SUPPLIES	\$2,000.00	
105165 519900	CONTRACTED SERVICES	\$ 500.00	

Reason for Budget Revision: To move funds from non-reverting account to revenue and expenditure accounts.

Department: Health

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FISCAL YEAR 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105127 512100	SALARIES & WAGES		\$1,500.00
105151 512100	SALARIES & WAGES		\$1,500.00
105159 512100	SALARIES & WAGES		\$1,500.00
105160 512100	SALARIES & WAGES		\$1,500.00
105163 512100	SALARIES & WAGES		\$2,000.00
105190 512100	SALARIES & WAGES		\$2,000.00
105164 512100	SALARIES & WAGES		\$5,000.00
105163 512100PMH	SALARIES & WAGES		\$2,500.00
105170 512100	SALARIES & WAGES		\$2,500.00
105180 512100	SALARIES & WAGES	\$20,000.00	

Reason for Budget Revision: To move budget to cover the secretary position.

Department: Health

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 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105163 512100PMH	SALARIES & WAGES		\$2,800.00
105163 519900PMH	CONTRACTED SERVICES	\$2,800.00	
105170 512100	SALARIES & WAGES		\$1,372.00
105170 519900	CONTRACTED SERVICES	\$1,372.00	

Reason for Budget Revision: To move budget to cover contracted services with Craven County.

Department: Health

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FISCAL YEAR 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100211 435000	MISCELLANEOUS	\$400.00	
105127 531000	TRAVEL	\$149.31	
105160 531000	TRAVEL	\$189.44	
105163 531000	TRAVEL	\$ 44.00	
105164 531000	TRAVEL	\$ 17.25	

Reason for Budget Revision: To recognize reimbursement from the State for attendance at Intro to Public Health.

Department: Register of Deeds

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FISCAL YEAR 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104180 526000	OFFICE SUPPLIES		\$300.00
104180 534000	PRINTINGS	\$300.00	

Reason for Budget Revision: To move budget to cover ordering error.

Department: Animal Control

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FISCAL YEAR 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104380 525100	AUTO SUPPLIES		\$850.00
104380 521200	UNIFORMS	\$250.00	
104380 532000	TELEPHONE	\$600.00	

Reason for Budget Revision: To move budget to cover expected expenses.

Department: 4H

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FISCAL YEAR 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
600400 4352064H	CAMP FEES		\$5,000.00
607130 5290004H	DEPARTMENTAL SUPPLIES	\$5,000.00	

Reason for Budget Revision: To recognize revenue received from the Carolina East Foundation.

Department: Senior Services

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FISCAL YEAR 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+)	AMOUNT (-)
		INCREASED	DECREASED
104931 518500	UNEMPLOYMENT	\$ 3.00	
104931 518600	WORKER COMP.		\$ 3.00
104931 532000	TELEPHONE	\$192.00	
104931 519900	CONTRACTED SERVICES		\$192.00
104934 519900	CONTRACTED SERVICES	\$107.00	
104934 532000	TELEPHONE	\$268.00	
104934 522000	FOOD AND PROVISIONS		\$375.00
104933 529000	DEPARTMENTAL SUPPLIES		\$ 64.00
104933 531000	TRAVEL	\$ 64.00	

Reason for Budget Revision: To move budget to cover actual spending.

Department: Water

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FISCAL YEAR 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+)	AMOUNT (-)
		INCREASED	DECREASED
307140 529001	CHEMICALS	\$7,886.00	
307140 535000KER	M & R PLANT		\$1,386.00
307140 555000	CAPITAL OUTLAY	\$3,000.00	
307140 535000MIL	M & R PLANT	\$3,500.00	

Reason for Budget Revision: To move budget to cover the cost of Hep B vaccine.

Department: Recreation

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FISCAL YEAR 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+)	AMOUNT (-)
		INCREASED	DECREASED
106120 545000	INSURANCE AND BONDS		\$1,200.00
106120 549802	POP WARNER FOOTBALL		\$1,500.00
106120 532000	TELEPHONE	\$ 700.00	
106120 535300	M & R-AUTO	\$2,000.00	

Reason for Budget Revision: To move budget to cover remaining expenses for FY14.

Department: Maintenance

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FISCAL YEAR 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
105000 533000	ELECTRICAL		\$1,799.00
105000 521200	UNIFORMS	\$1,799.00	
105000 535300	M & R- AUTO		\$1,000.00
105000 525100	AUTO SUPPLIES	\$1,000.00	
105000 533002	NATURAL GAS	\$6,846.00	
105000 512200	OVERTIME		\$ 677.00
105000 531000	TRAVEL	\$ 275.00	
105000 529000	DEPARTMENTAL SUPPLIES	\$ 894.00	
105000 535600	M & R BUILDINGS	\$5,000.00	

Reason for Budget Revision: To move budget to cover remaining expenses for FY14.

Department: Recycling

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FISCAL YEAR 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
104721 512200	OVERTIME		\$1,200.00
104721 535200	M & R- EQUIPMENT		\$1,800.00
104721 519900	CONTRACTED SERVICES	\$ 800.00	
104721 535100	M & R- GROUNDS	\$ 330.00	
104721 529000	DEPARTMENTAL SUPPLIES	\$ 190.00	
104721 529005	SAFETY SUPPLIES		\$ 100.00
104721 531000	TRAVEL	\$ 100.00	
106120 529000	DEPARTMENTAL SUPPLIES	\$ 200.00	
106120 531000	TRAVEL	\$1,000.00	
106120 525100	AUTO SUPPLIES		\$1,000.00
104721 525100	AUTO SUPPLIES	\$6,720.00	
104721 518500	UNEMP. INS. EXPENSE		\$ 400.00
104721 532000	TELEPHONE	\$ 400.00	
106120 545000	INSURANCE & BONDS		\$1,000.00
104721 521200	UNIFORMS	\$1,000.00	
106120 537000	ADVERTISING		\$ 100.00
106120 535100	M & R- GROUNDS	\$ 100.00	
106120 532001	POSTAGE		\$ 200.00
104721 535200	M & R- EQUIPMENT	\$ 400.00	

Reason for Budget Revision: To move budget to cover remaining expenses for FY14.

Department: Health

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FISCAL YEAR 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105110 512100	SALARIES & WAGES		\$91,832.32
105164 512100	SALARIES & WAGES	\$1,696.24	
105151 512100	SALARIES & WAGES		\$ 1,696.24
105110 512103	SALARY SUPPLEMENT		\$ 461.00
105110 512700	PER DIEM	\$ 401.00	
105110 512102	SALARIES/BENEFITS PROG.	\$ 60.00	
105111 512102	SALARIES/BENEFITS PROG.	\$2,467.50	
105124 512102	SALARIES/BENEFITS PROG.	\$4,145.18	
105127 512102	SALARIES/BENEFITS PROG.	\$5,351.18	
105129 512102	SALARIES/BENEFITS PROG.	\$5,875.69	
105151 512102	SALARIES/BENEFITS PROG.	\$1,935.13	
105151 512102OS	SALARIES/BENEFITS PROG.	\$6,706.72	
105159 512102	SALARIES/BENEFITS PROG.	\$1,410.91	
105160 512102	SALARIES/BENEFITS PROG.	\$3,927.14	
105163 512102	SALARIES/BENEFITS PROG.	\$ 680.07	
105163 512102PMH	SALARIES/BENEFITS PROG.	\$2,437.73	
105164 512102	SALARIES/BENEFITS PROG.	\$12,448.39	
105165 512102	SALARIES/BENEFITS PROG.	\$2,104.03	
105167 512102	SALARIES/BENEFITS PROG.	\$7,904.23	
105168 512102	SALARIES/BENEFITS PROG.	\$2,397.17	
105169 512102	SALARIES/BENEFITS PROG.	\$482.71	
105170 512102	SALARIES/BENEFITS PROG.	\$2,606.32	
105172 512102	SALARIES/BENEFITS PROG.	\$444.18	
105180 512102	SALARIES/BENEFITS PROG.	\$18,588.63	
105182 512102	SALARIES/BENEFITS PROG.	\$56.30	
105190 512102	SALARIES/BENEFITS PROG.	\$1,949.63	
105191 512102	SALARIES/BENEFITS PROG.	\$7,913.48	
105180 518200	RETIREMENT EXPENSE	\$419.59	
105182 518200	RETIREMENT EXPENSE		\$225.00
105191 518200	RETIREMENT EXPENSE		\$194.59
105110 518300	GROUP INSURANCE		\$2,458.86
105124 518300	GROUP INSURANCE	\$1,585.80	
105129 518300	GROUP INSURANCE	\$1,837.20	
105151 518300OS	GROUP INSURANCE	\$3,535.86	
105151 518300	GROUP INSURANCE		\$4,500.00
105168 518300	GROUP INSURANCE	\$73.00	
105169 518300	GROUP INSURANCE		\$73.00
105111 518500	UNEMPLOY. INS. BENEFIT	\$1.23	
105110 518500	UNEMPLOY. INS. BENEFIT		\$43.14
105124 518500	UNEMPLOY. INS. BENEFIT	\$2.36	
105127 518500	UNEMPLOY. INS. BENEFIT	\$2.58	
105129 518500	UNEMPLOY. INS. BENEFIT	\$2.59	
105151 518500	UNEMPLOY. INS. BENEFIT	\$.78	
105151 518500OS	UNEMPLOY. INS. BENEFIT	\$3.19	
105159 518500	UNEMPLOY. INS. BENEFIT	\$.53	
105160 518500	UNEMPLOY. INS. BENEFIT	\$1.77	
105163 518500	UNEMPLOY. INS. BENEFIT	\$1.35	
105164 518500	UNEMPLOY. INS. BENEFIT	\$5.76	
105165 518500	UNEMPLOY. INS. BENEFIT	\$.87	
105167 518500	UNEMPLOY. INS. BENEFIT	\$3.42	
105168 518500	UNEMPLOY. INS. BENEFIT	\$1.04	
105169 518500	UNEMPLOY. INS. BENEFIT	\$.21	
105170 518500	UNEMPLOY. INS. BENEFIT	\$1.11	
105172 518500	UNEMPLOY. INS. BENEFIT	\$.18	
105180 518500	UNEMPLOY. INS. BENEFIT	\$9.58	

105180 518500	UNEMPLOY. INS. BENEFIT	\$.74	
105182 518500	UNEMPLOY. INS. BENEFIT	\$.02	
105191 518500	UNEMPLOY. INS. BENEFIT	\$3.83	
105110 518600	WORKERS COMP.		\$883.50
105180 518600	WORKERS COMP.	\$883.50	
105111 519900	CONTRACTED SERVICES	\$85.34	
105111 525100	AUTO SUPPLIES		\$185.72
105111 529000	DEPARTMENTAL SUPPLIES	\$55.95	
105111 529000MAJ	DEPARTMENTAL SUPPLIES		\$84.95
105111 531000	TRAVEL		\$32.06
105111 538100	PROGRAMMING		\$210.00
105124 519900TBMS	CONTRACTED SERVICES		\$86.96
105124 523900TBMS	MEDICAL SUPPLIES	\$86.96	
105165 519900	CONTRACTED SERVICES	\$170.00	
105165 523900	MEDICAL SUPPLIES		\$170.00

Reason for Budget Revision: To move budget to cover remaining expenses for FY14.

Department: Jail

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 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100200 434326	JAIL FEES- OTHER		\$24,660.00
104320 535600	M & R- BUILDINGS	\$24,660.00	

Reason for Budget Revision: To recognize additional Jail revenue for purchasing a new boiler.

Department: Jail

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FISCAL YEAR 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100200 434326	JAIL FEES- OTHER		\$6,300.00
104320 535600	M & R- BUILDINGS	\$6,300.00	

Reason for Budget Revision: To recognize additional Jail revenue to budget for painting at the Jail

Department: County Manager

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FISCAL YEAR 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104110 537000	ADVERTISING	\$ 1,500.00	
104330 519900	CONTRACTED SERVICES	\$ 3,600.00	
104110 555001	SPECIAL BOARD PROJECTS	\$ 4,000.00	
104110 549100	DUES AND SUBSCRIPTIONS	\$ 4,000.00	
104110 519900	CONTRACTED SERVICES	\$ 1,000.00	
100100 402012	AD VAL. TAXES- 2012	\$14,100.00	
300400 404003	RECONNECT FEES	\$ 3,600.00	
307120 519900	CONTRACTED SERVICES	\$ 3,600.00	

Reason for Budget Revision: To adjust budget to pay attached invoices.

Department: Jail

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FISCAL YEAR 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104320 533002	NATURAL GAS	\$1,500.00	
104320 531000	TRAVEL		\$1,500.00

Reason for Budget Revision: To move budget to cover natural gas expense due to harsh winter.

BE IT RESOLVED, the following tax reliefs and releases are hereby approved.

Name	Year	Tax/Ticket	Reason	Amount
Moore, Paula	2011	7073111/6420640	DMV Release	\$ 4.77
Hopkins, Eric	2007	7069951/94285	DMV Release	\$ 114.96
Herring, Robert	11-13	31425/6419386	DMV Release	\$ 55.52
Yeh, Jim	2013	26467/6521576	Land Use not applied	\$1161.54
Watson, Ebern	11-13	5866000/6443753	Double-listed	\$ 112.02
Dixon, Sandra	2011	5493/6485745	DW removed	\$ 511.38
Thomas, Debra	2013	22789/6518273	Value reduced	\$ 100.17
Gibbs, Esther	2011	7035647/6459037	DMV Release	\$ 26.84
Zubia, Sina	2012	7037937/6499138	DMV Release	\$ 5.61
Ostran, Peggy Van	2013	4320/6528955	DW Leasehold	\$ 312.87
Spain, Michael	2012	7044507/6498097	Vanity Plates never used	\$ 186.08
Bell, Jackie	12-13	23199-6474087	SCE not applied	\$ 139.45
W&W Developers	12-13	23168/6464434	Value Released	\$ 635.40
Ray, Aaron	08-09	7073742/10552	DMV Released	\$ 84.12
Tingle, Mollie	12-13	5663000/6485978	Clerical Error	\$1,710.85

BE IT RESOLVED, the request to assign Finance Officer Bill Fentress as a designated agent for the HMGP Grant is hereby approved.

The Board turned their attention to the Correspondence Agenda.

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

BE IT RESOLVED, the following Bulk Computer Purchase is hereby approved. Funds are available.

- Total machines: 125 (not including D.S.S.)
- XP machines or non-supported: 55
- Replacements recommended prior to 06/30/14: 13
- Upgrades recommended prior to 06/30/14: 9
- Total cost prior to 06/30/14: \$19,400 (includes contingency)

On a motion made by Commissioner Pat Prescott and seconded by Commissioner Kenny Heath, the Board **tabled** the request for Senior Center Appointments according to Board policy.

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

BE IT RESOLVED, the request from Dr. Cleve Cox to appoint Ms. Sally Belangia to fill the seat vacated by Ms. Everlene Henderson is hereby approved.

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

Per Diem Travel Policy

Changes in bold and underlined

Adopted August 2008, amended July 2013 and June 2014

All overnight travel for the County will be paid on a per diem rate shown below:

Breakfast - \$ 9

Lunch - \$ 13

Dinner - \$ 24

This results in a total per diem of \$46 for a full day of travel. You may receive partial per diem based on departure and return time. The following schedule determines eligibility:

Breakfast – Depart duty station prior to 6:00 am

Lunch – Depart duty station prior to 10:00 am (day of departure) and return after 2:00 pm (day of return)

Dinner - Return to duty station after 8:00 pm. If stopping for dinner would cause the employee to return after 8:00 pm when they would otherwise return before 8:00 pm, dinner will not be reimbursed.

When meals are included in conference or training, per diem will not be paid for the meals provided.

For day travel the employee will be reimbursed actual cost per receipt, this amount not to exceed the per diem rate for that meal. Meals paid for day travel are taxable and will be reimbursed on the employees pay check.

In the event you drive your personal vehicle for county business rather than a county vehicle, you will be reimbursed at the rate shown below:

If no government vehicle available*	\$.50 per mile
If government owned vehicle available	\$.285 per mile
If committed to use a government owned vehicle	\$.125 per mile

** requires a written statement from Public Building Supervisor stating no county vehicle available*

All day or overnight travel including all related expenses must be turned in for approval, prior to travel, on Estimated Travel Expense Request.

If travel distance is substantial as determined by the Department Head and confirmed by the County Finance Office, reimbursement or a cash advance for travel and related expenses, including dinner expenses, associated with the first night before an event begins the following morning may be considered. When making this determination of reimbursement/advance of funds, consideration is to be given to distance traveled and to the start time of the event in the morning following this first night.

If the travel is for an overnight trip and a cash advance is requested, the full amount for gas and per diem will advanced. In no event may the credit card be used for meals; allowable charges on the credit card include lodging, registration fees; gas for a county vehicle, books/supplies for classes.

No advance is available for day travel and no reimbursement may be made in excess of the per diem rate for that meal, this rate includes tax and tip. The employee will turn in the Final Travel Expense Report with related receipts as an attachment to their timesheet and reimbursement for meals and mileage will be included in their next paycheck. No reimbursement may be made without a receipt per IRS regulations.

All existing rules, regulation or policies not amended per this policy shall remain in effect.

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

BE IT RESOLVED, the change order for Ms. Willa Taylor in the 2009 CDBG-CR Program in the amount of \$7,125.00 is hereby approved.

On a motion made by Commissioner Ann Holton and seconded by Commissioner Kenny Heath, the Board went into closed session in accordance with G.S. 143.318.11(a)3 to discuss the R & R Development Civil Suit.

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

There was no action taken in closed session.

There being no further business on a motion made by Commissioner Kenny Heath and seconded by Commissioner Christine Mele, the Board adjourned until Monday June 16, 2014 at 7:00 p.m.

Chairman

Clerk to the Board

**Board of
Commissioners**

Paul Delamar
Chairman
At Large

Christine Mele
Vice Chair
Township #2

Ann Holton
At Large

Pat Prescott
Township #1

Jimmy Spain
Township # 3

Carl Ollison
Township # 4

Kenny Heath
Township # 5



COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

tim.buck@pamlicocounty.org

County Manager
Timothy A. Buck

Clerk to the Board
Kathy P. Cayton

County Attorney
Jimmie B. Hicks, Jr.

June 12, 2014

MEMORANDUM

To: Chairman Delamar and Board of Commissioners
From: Tim Buck, County Manager
Re: Public Hearing for Fiscal Year 2014-15 Budget

Attached is the recommended budget ordinance for fiscal year 2014-15. I am requesting time on the agenda to present an overview of the budget. The full budget is available in the clerk's office or on the County web site at www.pamlicocounty.org.

After the public hearing and contingent on public comments, I am requesting that the Board consider approval of the ordinance.

Board of Commissioners

Ann Holton Chairman
At Large

Paul Delamar Vice Chairman
At Large

Roy Brinson
Township #1

Christine Mele
Township #2

Jimmy Spain
Township # 3

Carl Ollison
Township # 4

Kenny Heath
Township # 5



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County Manager
Timothy A. Buck

Clerk to the Board
Kathy P. Cayton

County Attorney
Jimmie B. Hicks, Jr.

PUBLIC HEARING NOTICE

The Pamlico County Board of Commissioners will conduct a public hearing on the FY 2014-2015 Budget at 7:00 p.m. Monday June 16, 2014 in the Patsy H. Sadler Room of the Pamlico County Courthouse located at 202 Main Street Bayboro, NC. A copy of the budget will be available after June 1, 2014 for inspection at the County Manager's Office Monday- Friday 8:00 a.m.- 5:00 p.m. and on the website at www.pamlicocounty.org

Kathy P. Cayton
Clerk to the Board

**FISCAL YEAR 2014-2015
BUDGET ORDINANCE**

(updated 6/06/2014)

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF PAMLICO COUNTY, NORTH CAROLINA:

SECTION 1. The following amounts are hereby appropriated in the General Fund for the operations of the County Government and its activities for the Fiscal Year beginning July 1, 2014 and ending June 30, 2015, in accordance with the chart of accounts heretofore established for the County:

ADMINISTRATION:			\$1,122,907
	Governing Body	445,138	
	County Manager	177,208	
	Personnel	126,257	
	Finance	342,274	
	Data Processing	<u>32,030</u>	
TAX LISTING SUPERVISOR			451,101
BOARD OF ELECTIONS			132,833
REGISTER OF DEEDS			134,542
PUBLIC SAFETY:			\$2,903,399
	Sheriff	1,195,011	
	Jail	1,452,508	
	Dispatch	248,380	
	Medical Examiner	<u>7,500</u>	
EMERGENCY MANAGEMENT:			\$587,764
	Emergency Management	110,790	
	Fire Protection	69,342	
	Rescue Squad	<u>407,632</u>	
INSPECTIONS			165,508
RECYCLING:			\$167,477
	Recycling	157,877	
	Landfill Monitoring	<u>9,600</u>	
PLANNING:			\$53,876
	Planning Board	7,353	
	Planning	<u>46,523</u>	
SENIOR CENTER:			\$294,228
	Senior Center	181,571	
	HCCBG	19,063	
	Nutrition Program	79,830	
	Small Home Repair	5,418	
	Senior Center Operations	3,350	
	NRCOG Health	2,122	
	Senior's Health Insurance Information Program	<u>2,874</u>	
COOPERATIVE EXTENSION			105,569
NC DIVISION OF FOREST RESOURCES			\$80,485
SOIL CONSERVATION:			\$86,945
	Soil Conservation Cost Share	45,886	
	Soil Conservation	<u>41,059</u>	
PUBLIC BUILDINGS			403,354

**COUNTY OF PAMLICO
FISCAL YEAR 2014-2015
BUDGET ORDINANCE**

GENERAL HEALTH:		\$960,005
	Health	246,348
	Primary Care	170,919
	BioTerrorism	30,765
	TB Control	39,351
	Communicable Disease	21,146
	Immunization Action Plan	42,061
	Breast-Cervical Cancer	30,952
	Child Health	30,710
	Maternal Health	37,758
	Women Preventive Health	87,775
	Health Promotion	25,365
	WIC Client Services	62,854
	WIC Nutrition	15,102
	WIC Breast Feeding	4,634
	Child Services Coordinator	21,861
	Wise Women	0
	WIC Admin	4,384
	AIDS Control	18,833
	Food & Lodging	<u>69,187</u>
ENVIRONMENTAL HEALTH:		\$205,074
	Environmental Health	189,091
	Mosquito Control	<u>15,983</u>
ANIMAL CONTROL		81,306
EAST CAROLINA BEHAVIORAL HEALTH		\$34,593
	East Carolina Center	34,593
	ABC 7% Rehabilitation Funds	incl
	ABC Bottle Tax	<u>incl</u>
SOCIAL SERVICES:		\$3,356,391
	Social Services Department	2,139,136
	Chore State - In Home	1,400
	Jobs Program	11,000
	CAP DA	49,000
	LEVEL III	21,779
	Work First Transportation	5,576
	Medicaid Transportation	100,000
	Child Support/Blood	3,000
	Links Scholarship Program	5,000
	Special Assistance Aged/Disabled	101,339
	State Foster Care	7,608
	AFDC Foster Care IV-E	64,824
	Emergency Foster Care	2,500
	Medicaid Payment to State	1,000
	Aid to the Blind	1,200
	Adoption Assistance	17,000
	Crisis Intervention Program	104,471
	Carolina Power Utility Program	19,522
	Chore Services	68,413
	Day Care	536,798
	Transportation	45,603
	Transportation-RGP Grant	<u>50,222</u>
VETERANS SERVICE		20,010
DJJP-DEPARTMENT OF JUVENILE JUSTICE PARTNERSHIP:		\$87,811
	Juvenile Service Restitution	26,279
	Task Force Certification	232
	Intervention and Delinquency	<u>61,300</u>
PAMLICO COUNTY BOARD OF EDUCATION:		\$3,274,138
	Current Expense	3,124,138
	Capital Outlay	<u>150,000</u>
PAMLICO COMMUNITY COLLEGE:		612,411
LIBRARIES		\$196,092
RECREATION		329,823
DEBT SERVICE:		\$831,484
	Norris Building	0
	Law Enforcement Building	322,450
	PCHS Cafeteria	390,303
	DSS Building	<u>118,731</u>
GRAND TOTAL EXPENDITURES		<u>\$16,679,127</u>

**COUNTY OF PAMLICO
FISCAL YEAR 2014-2015
BUDGET ORDINANCE**

It is estimated that the following revenues will be available in the General Fund for the Fiscal Year beginning July 1, 2014 and ending June 30, 2015:

SECTION 2.	AD VALOREM TAXES:		\$9,793,575
	Taxes	2013 & prior 300,000	
	Taxes	2014 8,734,575	
	Taxes-DMV	660,000	
	Tax Penalties	<u>99,000</u>	
	SALES TAXES:		\$2,005,881
	Miscellaneous (State Hold Harmless Medicaid Funds)	202,464	
	Local Option Sales & Use Tax (LOSUT)	729,962	
	½% LOSUT Article 40	477,887	
	½% Restricted LOSUT Article 40	204,809	
	Add. ½% LOSUT Article 42	156,304	
	Add. Restricted ½% LOSUT Article 42	<u>234,455</u>	
	OTHER TAXES AND LICENSES:		\$102,738
	Revenue Stamps	65,000	
	Scrap Tire Disposal Tax	14,820	
	White Goods Disposal Tax	4,368	
	Utilities	12,000	
	Solid Waste	<u>6,550</u>	
	UNRESTRICTED INTERGOVERNMENTAL:		\$981,656
	ABC Net Revenues	35,000	
	Beer & Wine Excise Taxes	33,000	
	Facilities Fees	16,176	
	Court Ordered	680	
	Civil	1,200	
	Pistol Permits	1,000	
	Concealed Weapons	1,000	
	Concealed Weapons - Application Fee	3,600	
	Resource Officer Reimbursement	40,000	
	Jail Fee-Inmates From Other Counties	<u>850,000</u>	
	RESTRICTED-STATE-HEALTH:		\$390,194
	Mosquito Control	0	
	TB Control	2,113	
	Immunization Action Plan	3,079	
	Communicable Disease	10,077	
	Drug - Communicable Disease	659	
	TM - Med. SVC	500	
	Aids-State	540	
	Women Preventative Health Local	64,351	
	Comp. Breast/Cerv. Cancer Contr.	12,529	
	WIC Client Services	50,960	
	WIC Nutrition	15,000	
	Child Health	30,699	
	Maternal Health	6,174	
	PMH	25,244	
	Health Promotion	13,075	
	WIC Breast Feeding	4,400	
	WIC General Admin.	3,800	
	Child Services	20,678	
	Environmental Health	4,000	
	Medicaid	16,867	
	Aid to Counties Health	71,701	
	Bioterrorism	29,948	
	Hope	<u>3,800</u>	
	RESTRICTED-STATE-DSS:		\$2,223,772
	Smart Start	56,095	
	Administrative Reimbursement-DSS	1,316,990	
	Level III	18,530	
	CAP Mcaid	116,266	
	NRCOG Aide	84,416	
	Elderly Dis. Trans. Asst. Prog.	49,982	
	Work First	5,457	
	RGP-Grant	50,222	
	DayCare-nonFSA	480,703	
	State Foster Care	<u>45,111</u>	
	RESTRICTED-STATE-OTHER:		\$172,441
	ADM Funds	100,000	
	Veterans Officer	1,200	
	(DJJP) Juvenile Service Restitution	8,280	
	(DJJP) Intervention & Delinquency	61,363	
	(DJJP) Task Force	<u>1,598</u>	

**COUNTY OF PAMLICO
FISCAL YEAR 2014-2015
BUDGET ORDINANCE**

RESTRICTED-STATE-SENIOR SERVICES:		\$96,261
	Home Delivered Meals	28,449
	Congregate C1	27,110
	Small Home Repair	2,877
	USDA C1&C2	10,106
	Health Promotion	2,000
	Senior Center Operations	11,680
	HCCBG	11,127
	SHIIP	2,647
	ECC Fan	<u>265</u>
RESTRICTED-FEDERAL-DSS:		\$131,733
	Independent Living	5,000
	CSE-SFHF	1,200
	CSE-Incentive	13,837
	CSE-Setoff	200
	Max IV-E	11,496
	Medical Transportation	<u>100,000</u>
RESTRICTED-FEDERAL-OTHER:		\$46,041
	Emergency Management Supplement	20,023
	Cost Share District Technician	20,418
	Soil Conservation State Match Fund	3,600
	USDA - Soil Conservation Office Space	<u>2,000</u>
LOCAL REVENUES:		\$8,200
	ABC Bottle Tax	4,000
	7% Rehabilitation Funds	3,000
	ABC Law Enforcement	<u>1,200</u>
PERMITS AND FEES:		\$260,876
	Building Permits	65,000
	Reinspection Fees	0
	Subdivision Fees	0
	Insulation Fees	10,000
	Electrical Inspections	33,000
	Plumbing Inspection Fees	13,500
	Mechanical Permit Fees	19,000
	Development Permit/Flood Ord.	3,000
	Contractor's Permit Fee	2,000
	Fire Inspection	1,176
	Towns Tax Collections	15,000
	Elections Reimbursement	0
	Appl. Fees	50
	Recording Fees	52,000
	CAMA App.	300
	Environmental Health	38,000
	Patient Reimbursement	<u>8,850</u>
SALES AND SERVICES:		\$121,246
	Reproduction Fees	1,500
	Recycling Revenues	8,000
	Foundation For The Aged	1,000
	Food Stamp Claims	400
	Class Fees	1,275
	Recreation Revenues	8,300
	Administrative	7,835
	Senior Services Revenues	750
	Title III Hdm Income	4,000
	Senior Service Tours	15,000
	Jail Miscellaneous	24,900
	Sheriff - Vending Machine	5,800
	Small Home Repair	100
	Franchise Fees - Telemedia	225
	White Goods Sold	1,000
	Office-ASCS	34,821
	Title III Congregate	2,200
	NC Health Choice Enrollment Fee	2,100
	Level III	0
	Supper Club	0
	Street Sign	40
	Child Supplement	<u>2,000</u>
INVESTMENT EARNINGS:		\$10,000
	Interest Earned Investments	10,000
	Interest Earned (1994)	0
	Interest- Rice Scholarship	<u>0</u>
GENERAL FUND:		\$334,513
	General Fund Balance Appropriated	239,513
	Operating Transfer From Water	<u>95,000</u>
GRAND TOTAL REVENUES		<u>\$16,679,127</u>

**COUNTY OF PAMLICO
FISCAL YEAR 2014-2015
BUDGET ORDINANCE**

SECTION 1.

It is estimated that the following revenues will be available for the FY2020 Reappraisal for the Fiscal Year beginning July 1, 2014 and ending June 30, 2015:

	Percentage of Ad Valorum tax	\$42,000
	Investment Earnings	\$50
	Total	<u>\$42,050</u>

SECTION 2.

Reappraisal for the Fiscal Year beginning July 1, 2014 and ending June 30, 2015:

	Expenditures	\$0
	Total	<u>\$0</u>

SECTION 3.

The following amounts are hereby appropriated in the Board of Education budget for the operation of activities for the Fiscal Year beginning July 1, 2014 and ending June 30, 2015. The Current Expense figure equates to an ADM amount of approximately \$2,035. (The FY 2014-2015 ADM for Pamlico County is estimated by the Dept of Public Instruction to be 1,260 for the Pamlico County Schools and 275 for the Arapahoe Charter School. Total ADM of 1,535.) The Pamlico County Schools Budget Officer is authorized to make line item transfers within the existing Current Expense and Capital Outlay budgets. Any transfers between the Current Expense and Capital Outlay budgets must be approved the Pamlico County Board of Commissioners:

	Current Expense	\$3,124,138
	Capital Outlay	\$150,000
	Total	<u>\$3,274,138</u>

SECTION 4.

It is estimated that the following revenues will be available in the Board of Education budget for the Fiscal Year beginning July 1, 2014 and ending June 30, 2015:

	School share sales tax	\$148,913
	Contribution from General Fund	\$3,125,225
	Total	<u>\$3,274,138</u>

SECTION 5.

The following amounts are hereby appropriated in the Pamlico Community College budget for the operation of activities for the Fiscal Year beginning July 1, 2014 and ending June 30, 2015. (The expected Total Annual Enrollment for FY2014-2015 will be approximately 750. The Continuing Education Students population is approximately 2,200). The Pamlico Community College Budget Officer is authorized to make line item transfers within the existing Current Expense and Capital Outlay budgets. Any transfers between the Current Expense and Capital Outlay must be approved by the Pamlico County Board of Commissioners:

	Current Expense	562,411
	Capital	50,000
	Total	<u>\$612,411</u>

SECTION 6.

It is estimated that the following revenues will be available in the Pamlico Community College budget for the Fiscal Year beginning July 1, 2014 and ending June 30, 2015:

	Contribution from General Fund	<u>\$612,411</u>
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SECTION 7.

The following amounts are expected to be disbursed in the Water Service Fund during the Fiscal Year beginning July 1, 2014 and ending June 30, 2015:

	Expenditures	<u>\$3,026,848</u>
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SECTION 8.

The following is an estimate of revenues available to the Water Service Fund for the Fiscal Year beginning July 1, 2014 and ending June 30, 2015:

	FB Appropriated	\$0
	Charges for Utilities	\$2,195,494
	Tap-On & Connection Fees	\$35,000

**COUNTY OF PAMLICO
FISCAL YEAR 2014-2015
BUDGET ORDINANCE**

Reconnection Fees	\$15,000
Bad Check Charges	\$100
BRMSD	\$20,640
Contribution from Water Reserve Fund	\$517,814
DOT Reimbursement	\$242,800
Total	\$3,026,848

SECTION 9.

The following amount is expected to be disbursed in the Enhancement and Preservation Fund during the Fiscal Year beginning July 1, 2014 and ending June 30, 2015:

Expenditures	\$7,133
--------------	---------

SECTION 10.

The following is an estimate of revenues available to the Enhancement and Preservation Fund during the Fiscal Year beginning July 1, 2014 and ending June 30, 2015:

Percentage of fees collected	\$7,133
Fund Balance Appropriated	\$0
Total	\$7,133

SECTION 11.

The following amounts are expected to be disbursed in the Emergency Telephone System Fund during the Fiscal Year beginning July 1, 2014 and ending June 30, 2015:

Wireless E-911 Expenditures	\$99,000
Total	\$99,000

SECTION 12.

The following is an estimate of revenues available to the Emergency Telephone Fund during the Fiscal Year beginning July 1, 2014 and ending June 30, 2015:

Wireless E-911 Revenues	\$99,000
Total	\$99,000

SECTION 13.

The following amounts are expected to be disbursed in the CDBG/HMGP Funds during the Fiscal Year beginning July 1, 2014 and ending June 30, 2015:

CDBG 2437	\$215,258
HMGP 4019-001	\$200,000
HMGP 4019-032	\$5,032,540
HMGP 4019-031	\$6,554,919
Expenditures	\$12,002,717

SECTION 14.

The following is an estimate of revenues available to the CDBG/HMGP Funds during the Fiscal Year beginning July 1, 2014 and ending June 30, 2015:

CDBG 2437	\$215,258
HMGP 4019-001	\$200,000
HMGP 4019-032	\$5,032,540
HMGP 4019-031	\$6,554,919
Revenue	\$12,002,717

SECTION 15.

The following amounts are expected to be disbursed in the 4-H Funds during the Fiscal Year beginning July 1, 2014 and ending June 30, 2015:

Expenditures	\$12,200
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SECTION 16.

The following is an estimate of revenues available to the 4-H Fund during the Fiscal Year beginning July 1, 2014 and ending June 30, 2015:

Contribution from General Fund	\$5,000
United Way	\$7,200
	\$12,200

**COUNTY OF PAMLICO
FISCAL YEAR 2014-2015
BUDGET ORDINANCE**

SECTION 17.

There is hereby levied a tax rate as shown below per one hundred dollars (\$100) valuation on property listed for taxes as of January 1, 2014, located within the nine (9) Fire Districts listed for the purpose of raising revenue for the district. The rate of tax is based on an estimated total valuation of property for the purpose of taxation as listed.

Fire District	Assessed Value	Tax Rate	2014-2015 AdVal	2014-2015 Expenditure
Arapahoe	\$306,548,894	0.0323	\$99,015	\$99,015
Florence/ Whortonsville	\$182,963,619	0.0613	\$112,157	\$112,157
Grantsboro/ Silver Hill	\$82,298,661	0.0550	\$45,264	\$45,264
Olympia	\$26,412,272	0.0760	\$20,073	\$20,073
Reelsboro	\$89,367,498	0.0720	\$64,345	\$64,345
Southeast	\$554,167,841	0.0232	\$128,567	\$128,567
Triangle	\$103,129,592	0.0302	\$31,145	\$31,145
Vandemere Goose Creek Island	\$80,618,714	0.0300	\$24,186	\$24,186
	\$40,241,008	0.0600	\$24,145	\$24,145

There is appropriated to the Fire Districts tax in the amount as shown for any expenditure as allowed by law. In the event actual net proceeds exceed or fall short of the appropriated amounts, the actual net proceeds shall constitute the appropriation.

SECTION 18.

Pamlico County serves as the collection agent for the towns listed for the purpose of collection of property taxes. The applicable fee schedule per town is listed.

Town	Utility		
	Ad Val Fee	Fee	DMV Fee
Arapahoe	500	incl annual	4.5% of collected
Bayboro	2% of collected	2%	4.5% of collected
Grantsboro	500	incl annual	4.5% of collected
Mesic	500	incl annual	4.5% of collected
Minnesott	2% of collected	2%	4.5% of collected
Oriental	2% of collected	2%	4.5% of collected
Stonewall	500	incl annual	4.5% of collected
Vandemere	2% of collected	2%	4.5% of collected

SECTION 19.

The following amounts are expected to be disbursed for the Pamlico County High School Cafeteria Debt Service during the Fiscal Year beginning July 1, 2014 and ending June 30, 2015.

Expenditures Total \$390,303

SECTION 20.

The following is an estimate of revenues available to the Pamlico County High School Cafeteria Debt Service beginning July 1, 2014 and ending June 30, 2015:

School Lottery Proceeds \$100,000
School share sales tax \$290,303
\$390,303

SECTION 21.

The following amount is hereby appropriated to the Law Enforcement Center Debt Service for the Fiscal Year beginning July 1, 2014 and ending June 30, 2015:

Expenditures \$322,450

**COUNTY OF PAMLICO
FISCAL YEAR 2014-2015
BUDGET ORDINANCE**

SECTION 22.

It is estimated that the following revenues will be available to the Law Enforcement Center Debt Service for the Fiscal Year beginning July 1, 2014 and ending June 30, 2015:

Contribution from General Fund

\$322,450

SECTION 23.

There is hereby levied a tax at the rate of sixty two point five cents (\$.625) per one hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2014, located within Pamlico County for the purpose of raising revenues for the County. These revenues are listed as 2014 Ad Valorem Taxes in the General Fund Section of this Ordinance. The rate of tax is based on an estimated total valuation of property for the purpose of taxation of \$1,603,579,370. The estimated collection rates are 93.14% for real estate, 100% for utilities, and 100% for registered motor vehicles.

SECTION 24.

The Budget Officer may transfer monies from one appropriation to another within the same fund. The Budget Officer shall report such transfers at the next regular meeting of the Board of Commissioners, at which time they will be entered into the minutes thereof.

SECTION 25.

The Budget Officer may advance or loan monies between funds as necessary to maintain fund solvency, with a report of such action at the next regular meeting of the Board of Commissioners, at which time they will be entered into the minutes thereof.

SECTION 26.

Copies of the Budget Ordinance shall be furnished to the Finance Officer, the Tax Administrator, the Superintendent of the Pamlico County Schools, the President of Pamlico Community College, and filed with the Local Government Commission to assist them in the performance of their duties.

Paul Delamar, Chairman
Pamlico County Board of Commissioners

**Board of
Commissioners**

Paul Delamar
Chairman
At Large

Christine Mele
Vice Chair
Township #2

Ann Holton
At Large

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COUNTY OF PAMLICO

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tim.buck@pamlicocounty.org

County Manager
Timothy A. Buck

Clerk to the Board
Kathy P. Cayton

County Attorney
Jimmie B. Hicks, Jr.

2

June 12, 2014

MEMORANDUM

To: Chairman Delamar and Board of Commissioners
From: Tim Buck, County Manager
Re: Public Hearing
Close Out of 2009 CDBG CR Project

I request to set a public hearing on July 7, 2014 for close out of the 2009 CDBG CR Project.

PUBLIC HEARING NOTICE

Notice is hereby given that the County of Pamlico will hold a public hearing regarding the closeout of the 2009 CDBG Community Development Block Grant (CDBG) – Community Revitalization Grant Category on Monday, June 16, 2014 at 7:00 p.m. in the Commissioner's Board Room on the second floor of the Pamlico County Courthouse, NC Highway 55, Bayboro, NC 28515. The County received \$800,000 in 2009 CDBG community revitalization funds representing 100% of total program costs for housing clearance, replacement, rehabilitation and relocation activities. The hearing will provide a summary of the programs accomplishments. The hearing will also provide the public information regarding state and federal fair housing laws in accordance with CDBG regulations. Anyone having questions about the hearing may contact Tim Buck, County Manager, PO Box 776, Bayboro, NC 28515, phone 252-745-3133. The County of Pamlico is an equal opportunity employer and service provider. Persons with disabilities or who otherwise need assistance should contact Tim Buck, at 252-745-3133, TDD# 1-800-735-2962, or tim.buck@pamlicocounty.org at least 3 days in advance of the hearing. Accommodations will be made for all who request assistance with participating in the public hearing. This information is available in Spanish or any other language upon request. Please contact Tim Buck, County Manager at 252-745-3133 or at the County Manager's Office, 302 Main Street, Bayboro, NC 28515 for accommodations for this request. Esta información está disponible en español o cualquier otra lengua a petición. Entre en contacto con por favor el Buck del tim, encargado del condado en 252-745-3133 o en Oficina de encargado del condado, 302 Main Street, Bayboro, NC 28515 para las comodidades para esto petición.

Kathy Cayton

From: tim.buck@pamlicocounty.org
Sent: Friday, May 30, 2014 2:37 PM
To: David Harris
Cc: Kathy Cayton
Subject: Re: 2009 CDBG-CR Closeout Public Hearing Ad

Yes the 16th will work.
Sent from my Verizon Wireless BlackBerry

From: "C. David Harris" <cdharris@rsmharris.com>
Date: Fri, 30 May 2014 14:05:22 -0400
To: 'Timothy Buck' <tim.buck@pamlicocounty.org>
Cc: Kathy Cayton <kathy.cayton@pamlicocounty.org>
Subject: 2009 CDBG-CR Closeout Public Hearing Ad

Tim and Kathy. Can we send the attached notice to the Pamlico News for the 2009 CDBG-CR Closeout Public Hearing to be held on June 16? I need to get it to the Pamlico News today or if we wait until next week, I will need to send to the Sun Journal. Will June 16 work for the Closeout Public Hearing? David

J. David Harris
RSM Harris Associates, Inc.
2719 Graves Dr. Suite 2 P.O. Box 10037
Goldsboro, NC 27534 Goldsboro, NC 27532-0037
Office: 919-751-0909 Fax: 919-751-0909
Cell: 919-920-3355

**Board of
Commissioners**

Paul Delamar
Chairman
At Large

Christine Mele
Vice Chair
Township #2

Ann Holton
At Large

Pat Prescott
Township #1

Jimmy Spain
Township # 3

Carl Ollison
Township # 4

Kenny Heath
Township # 5



COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

tim.buck@pamlicocounty.org

County Manager
Timothy A. Buck

Clerk to the Board
Kathy P. Cayton

County Attorney
Jimmie B. Hicks, Jr.

June 12, 2014

MEMORANDUM

To: Chairman Delamar and Board of Commissioners
From: Tim Buck, County Manager
Re: Appointment to D.S.S. Board

Attached is an email request for an appointment to fill a vacancy on the D.S.S. Board. Board practice is to table for at least 2 weeks.

Timothy Buck

From: Deborah Jones [djones@pamlicodss.net]
Sent: Thursday, June 12, 2014 10:10 AM
To: Timothy Buck
Cc: Bob Johnson; Paul Delamar
Subject: DSS Board - replacing Miranda
Attachments: SKMBT_42314061120411.pdf

Tim, Is it too late to add to the agenda for the Commissioner meeting Monday Night? Miranda Simpson has resigned from the DSS Board. She is Commissioner appointed. Angelo Midgette has volunteered to serve on the Board.

- Length of residence in the Pamlico County 58 years _____ months
- Current Civic/Community Participation Salvation Army Advisory Board _____
Senior Services Board Active in my Church - Pamlico County Board of
 Health - RACC (Regional Agency Community Council) Committee Serving 14
 counties _____

Are you currently serving or have you ever served on a public board or committee? If so, please list below:

Board	Dates
<u>Yes see prior comment</u>	_____

Please provide a brief statement outlining why you wish to serve on the Advisory Board, Commission, or Committee you have indicated.

See comment on prior page -

C. Angelo Midgette
Applicant's Signature

Date

You may attach a resume to provide additional information.

Please return form to:
Pamlico County Manager's Office
P.O. Box 776
Bayboro, NC 28515
Or
Fax
252 745-5514

**Board of
Commissioners**

Paul Delamar
Chairman
At Large

Christine Mele
Vice Chair
Township #2

Ann Holton
At Large

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Township #1

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Township # 3

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Township # 4

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Township # 5



COUNTY OF PAMLICO

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FAX (252) 745-5514

tim.buck@pamlicocounty.org

County Manager
Timothy A. Buck

Clerk to the Board
Kathy P. Cayton

County Attorney
Jimmie B. Hicks, Jr.

June 12, 2014

MEMORANDUM

To: Chairman Delamar and Board of Commissioners
From: Tim Buck, County Manager
Re: Kershaw Water Treatment Plant Refurbishing Project Fund

Our Auditors have directed that the Kershaw Water Treatment Plant Refurbishing Project be set up as a capital project fund. To establish the fund, I am requesting that the Board approve the attached resolution establishing the Kershaw Water Treatment Plant Refurbishing Project fund.

Board of Commissioners

Paul Delamar, Chairman
At-Large

Christine Mele, Vice Chairman
Township #2

Ann A. Holton
At-Large

Pat Prescott
Township #1

Jimmy Spain
Township #3

Carl Ollison
Township #4

Kenny Heath
Township #5



COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

EMAIL:

TIM.BUCK@PAMLICOCOUNTY.ORG

County Manager
Timothy A. Buck

Clerk to the Board
Kathy P. Cayton

County Attorney
Jimmie B. Hicks, Jr.

**CAPITAL PROJECT BUDGET ORDINANCE
PAMLICO COUNTY KERSHAW WATER TREATMENT PLANT
REFURBISHING PROJECT**

BE IT ORDAINED by the Board of Commissioners of the County of Pamlico, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following **Capital Project Ordinance** is hereby adopted

Section I. The **project** authorized is the Refurbishing of Kershaw Water Treatment Plant.

Section II. The amount appropriated for the project is \$1,246,600 consisting of:

Engineering	\$ 145,000
Legal	5,000
Contingency	50,600
Construction	1,012,000
Alternate Bids	<u>34,000</u>
Total	\$1,246,600

Section III. The following revenues are anticipated to be available to Pamlico County to complete the **Project**:

Water Capital Reserves	\$ 669,677
Installment Purchase Financing	<u>576,923</u>
TOTAL AVAILABLE	\$1,246,600

ADOPTED this the 16th day of June, 2014.

ATTEST:

Clerk to the Board

Paul Delamar
Chairman
Pamlico County Board of Commissioners

COUNTY SEAL



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X

Type of Revision: Expenditure X Revenue _____

Department: Sheriff

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 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
104310 519900	CONTRACTED SERVICES		\$7,000.00
104310 532000	TELEPHONE	\$ 4,000.00	
104310 535300	M & R- AUTO	\$ 10,000.00	
104310 555000	CAPITAL OUTLAY		\$7,000.00

Reason for Budget Revision: To move budget to cover expenses for remainder of FY14.

Approved By:

Finance Officer

County Manager

June 16, 2014
Agenda Date

Clerk to the Board (For Board Approval)

PA 133

BUP

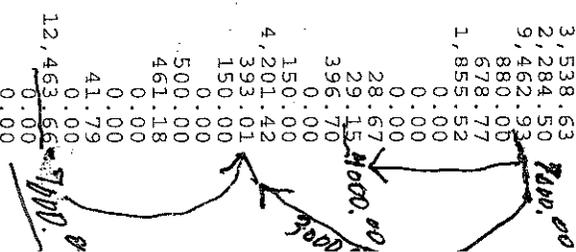
Org	Proj	Description	Rev Budget	Actual	Encumb	Available
104310		EXPENDITURE	0.00	0.00	0.00	0.00
104310		SALARIES & WAGES	579,501.00	545,623.36	0.00	33,877.64
104310		NONEMPT SALARIES	0.00	0.00	0.00	0.00
104310		OVERTIME	55,000.00	55,282.80	0.00	-282.80
104310		LONGEVITY	13,077.00	9,771.15	0.00	3,305.85
104310		SEPARATION ALLOWANCE	0.00	0.00	0.00	0.00
104310		FICA EXPENSE	41,328.00	36,285.54	0.00	5,042.46
104310		MEDICARE EXPENSE	9,665.00	8,481.93	0.00	1,183.07
104310		RETIREMENT EXPENSE	48,411.00	40,556.45	0.00	7,854.55
104310		401K EMPLOYER CONTRIBUTION	30,563.00	25,576.22	0.00	4,986.78
104310		GROUP INSURANCE	117,600.00	109,665.82	0.00	7,934.18
104310		UNEMPLOYMENT INSURANCE BENEFIT	3,344.00	62.09	0.00	3,281.91
104310		WORKERS COMP	29,083.00	25,544.37	0.00	3,538.63
104310		PROFESSIONAL SERVICES	3,500.00	1,215.50	0.00	2,284.50
104310		CONTRACTED SERVICES	27,000.00	17,457.07	0.00	9,542.93
104310		AUTO SUPPLIES	10,560.00	9,680.00	0.00	880.00
104310		DEPARTMENTAL SUPPLIES	99,489.00	98,810.23	0.00	678.77
104310		DEPARTMENTAL SUPPLIES	20,793.01	13,120.96	0.00	7,672.05
104310		SAFETY SUPPLY & EQUIPMENT	0.00	0.00	0.00	0.00
104310		PRINTING SUPPLIES	0.00	0.00	0.00	0.00
104310		TRAVEL	0.00	0.00	0.00	0.00
104310		TELEPHONE	5,227.00	5,198.33	0.00	28.67
104310		POSTAGE	20,500.00	20,470.85	0.00	29.15
104310		ELECTRICAL	1,002.00	605.30	0.00	396.70
104310		PRINTING & BINDING	0.00	0.00	0.00	0.00
104310		MAINT & REPAIR-EQUIPMENT	150.00	0.00	0.00	150.00
104310		M&R AUTO	5,500.00	1,298.58	0.00	4,201.42
104310		ADVERTISING	40,775.38	38,183.89	0.00	2,591.49
104310		TRAINING	150.00	0.00	0.00	150.00
104310		DRUG ENFORCEMENT	0.00	0.00	0.00	0.00
104310		CONTROLLED SUBSTANCE EXPENSES	19,500.00	19,000.00	0.00	500.00
104310		DRUG ENFORCEMENT ADMN USDJ	461.18	0.00	0.00	461.18
104310		DCT LEASING EQUIPMENT	0.00	0.00	0.00	0.00
104310		DUES AND SUBSCRIPTIONS	0.00	0.00	0.00	0.00
104310		MISCELLANEOUS	400.00	358.21	0.00	41.79
104310		CAPITAL OUTLAYS	0.00	0.00	0.00	0.00
104310		PRINCIPAL-SHERIFF CARS	37,189.60	24,725.94	0.00	12,463.66
104310		INTEREST-SHERIFF CARS	12,337.03	12,337.03	0.00	0.00
104310		INTEREST-SHERIFF CARS	440.43	440.43	0.00	0.00

Rev Budget	Actual	Encumb	Available
[Total: 1,232,546.63]	[Total: 1,119,752.05]	[Total: 8,095.01]	[Total: 104,310-532,000]
[Total: 8,095.01]	[Total: 104,699.57]	[Total: 102,712.21]	[Total: 1,158,027.19]
[Total: 102,712.21]	[Total: 0.00]	[Total: 102,712.21]	[Total: 1,195,797.59]
[Total: 0.00]	[Total: 102,712.21]	[Total: 1,164,510.00]	
[Total: 1,164,510.00]	[Total: 0.00]	[Total: 1,158,027.19]	
[Total: 1,158,027.19]	[Total: 1,195,797.59]		

Move \$ 7000 From 104310-519900
 \$ 4000 TO 104310-532000
 \$ 3000 TO 104310-535300

Move \$ 7000 From 104310-535000
 TO 104310-535300

James H. [Signature]
 06-04-2014
 Budget + Admin Unit



06/04/2014 11:17 | COUNTY OF PAMLICO **LIVE**
mjenkins | ACCOUNT INQUIRY

Org \ Object Proj Description
06/04/2014 11:17 | COUNTY OF PAMLICO **LIVE**

Rev Budget

Actual

Encumb

Available



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X

Type of Revision: Expenditure X Revenue _____

Department: Water

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 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
307140 531000	TRAVEL		\$900.00
307140 512200	OVERTIME	\$200.00	
307140 512201	ON CALL PAY	\$700.00	

Reason for Budget Revision: To move budget to cover expenses.

Approved By:

Finance Officer

County Manager

June 16, 2014
Agenda Date

Clerk to the Board (For Board Approval)

BA# 14-134

Board of Commissioners

Paul Delamar, Chairman
At-Large

Christine Mele, Vice Chairman
Township #2

Ann A. Holton
At-Large

Pat Prescott
Township #1

Jimmy Spain
Township #3

Carl Ollison
Township #4

Kenny Heath
Township #5



COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

EMAIL:

TIM.BUCK@PAMLICOCOUNTY.ORG

County Manager
Timothy A. Buck

Clerk to the Board
Kathy P. Cayton

County Attorney
Jimmie B. Hicks, Jr.

June 4, 2014

To: Finance Office

From: Water Department through Tim Buck, County Manager

Re: Line Item Transfers

Assuming there are no additional travel charges through year end, please make the following line item transfers:

<u>Line Item</u>	<u>Description</u>	<u>Action</u>	<u>Amount</u>
307140 531000	Travel	Decrease	900
307140 512200	Overtime	Increase	200
307140 512201	On Call Pay	Increase	700



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment X Line Item Transfer _____

Type of Revision: Expenditure X Revenue X

Department: Senior Services

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 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
100400 438303	GENERAL REVENUE	\$729.00	
104930 512700	LONGEVITY	\$550.00	
104945 512101	SALARY	\$179.00	

Reason for Budget Revision: To recognize additional revenue and to adjust above line items to actual cost.

Approved By:

Finance Officer

County Manager

June 16, 2014

Agenda Date

Clerk to the Board (For Board Approval)

Pamlico County Senior Services

Violet W Ollison
Director
Senior Services

BA#14135

P.O. Box 184
Alliance, NC 28509
Phone: (252) 745-7196
Fax: (252) 745-3144
E-mail: violet.ollison@pamlicocounty.org

Matilda Jones
Chairman, Senior Services
Advisory Committee

MEMORANDUM

TO: Bill Fentress

FROM: Violet W Ollison, Director

DATE: May 23, 2014

SUBJ: FY 2013-2014 Senior Center Operations and Senior Center General Purpose Funding

We are requesting the following budget revisions.

<u>Revenues</u>	<u>Name</u>	<u>Budget</u>	<u>inc</u>	<u>dec</u>	<u>Revised Budget</u>
100400.438303	General Revenue	750	729		1479

<u>Line Item</u>	<u>Name</u>	<u>Budget</u>	<u>inc</u>	<u>dec</u>	<u>Revised Budget</u>
104930.512700	Longevity	1738	550		2288
104945.512101	Salary		179		

Justification: To recognize addition revenue and to adjust above line items to actual cost

Your consideration of our request will be greatly appreciated. Please call me if you have any questions.

VWO



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X

Type of Revision: Expenditure X Revenue _____

Department: Senior Services

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 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
104937 558000	REHAB		\$1,377.00
104945 512101	SALARY	\$906.00	
104945 518100	FICA EXPENSE	\$ 98.00	
104945 518200	RETIREMENT	\$350.00	
104945 518101	MEDICARE EXPENSE	\$ 23.00	

Reason for Budget Revision: To adjust above line items to actual cost.

Approved By:

Finance Officer

County Manager

June 16, 2014
Agenda Date

Clerk to the Board (For Board Approval)

Pamlico County Senior Services

Violet W Ollison
Director
Senior Services

BA #14-136

P.O. Box 184
Alliance, NC 28509
Phone: (252) 745-7196
Fax: (252) 745-3144
E-mail: violet.ollison@pamlicocounty.org

Matilda Jones
Chairman, Senior Services
Advisory Committee

MEMORANDUM

TO: Bill Fentress

FROM: Violet W Ollison, Director

DATE: May 23, 2014

SUBJ: FY 2013-2014 HCCEG Senior Center Operations

We are requesting the following budget revisions.

<u>Line Item</u>	<u>Name</u>	<u>Budget</u>	<u>inc</u>	<u>dec</u>	<u>Rev Budget</u>
104937.558000	Rehab	3308		1377	1931
104945.512101	Salary	4424	906		5330
104945.518100	FICA expense	627	98		725
104945.518200	Retirement	0	350		350
104945.518101	Medicare Expense	144	23		167

Justification: To adjust above line items to actual cost.

Your consideration of our request will be greatly appreciated. Please call me if you have any questions.

VWO



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X _____

Type of Revision: Expenditure X _____ Revenue _____

Department: DSS

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 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
105310 529000	DEPARTMENTAL SUPPLIES	\$10.00	
105310 532000	TELEPHONE	\$900.00	
105310 533002	NATURAL GAS	\$500.00	
105310 532001	POSTAGE		\$1,410.00
105550 518500	UNEMPLOY. INS. BENEFIT	\$10.00	
105550 519900	CONTRACTED SERVICES	\$175.00	
105550 531000	TRAVEL		\$185.00

Reason for Budget Revision: To move budget to reflect actual FY14 spending.

Approved By:

Finance Officer

County Manager

June 16, 2014
Agenda Date

Clerk to the Board (For Board Approval)

BA#137

Marea Stewart

From: Deborah Jones [djones@pamlicodss.net]
Sent: Monday, June 02, 2014 10:00 AM
To: Bill Fentress
Cc: Marea Stewart
Subject: Budget Admendment

Below is the line item amendment I need for my accounts. With what I have here at the house, I think I got everything. I do not know if it makes a difference, but my total budget is not overspent.

10-5310-529000	\$ 10.00
10-5310-532000	\$ 900.00
10-5310-533002	\$ 500.00
10-5310-532001	(\$1,410.00)
10-5550-518500	\$ 10.00
10-5550-519900	\$ 175.00
10-5550-531000	(\$ 185.00)



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment X Line Item Transfer _____

Type of Revision: Expenditure X Revenue X

Department: Senior Services

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 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100400 438306	HDM INCOME	\$2,369.00	
104930 512600	SALARIES	\$2,100.00	
104930 529000	DEPARTMENTAL SUPPLIES	\$ 38.00	
104930 518101	MEDICARE EXP.	\$ 100.00	
104930 518100	FICA	\$ 131.00	

Reason for Budget Revision: To adjust above line items to actual cost.

Approved By:

Finance Officer

County Manager

June 16, 2014
Agenda Date

Clerk to the Board (For Board Approval)

Violet W Ollison
Director
Senior Services

BA #14-138

Pamlico County Senior Services

P.O. Box 184
Alliance, NC 28509
Phone: (252) 745-7196
Fax: (252) 745-3144

E-mail: violet.ollison@pamlicocounty.org

Matilda Jones
Chairman, Senior Services
Advisory Committee

MEMORANDUM

TO: Bill Fentress
FROM: Violet W Ollison, Director
DATE: May 23, 2014
SUBJ: FY 2013-2014 Senior Center Operations

We are requesting the following budget revisions.

<u>Revenues</u>	<u>Name</u>	<u>Budget</u>	<u>inc</u>	<u>dec</u>	<u>Revised Budget</u>
10400.438306	HDM Income	4000	2369		6369

<u>Line Item</u>	<u>Name</u>	<u>Budget</u>	<u>inc</u>	<u>dec</u>	<u>Revised Budget</u>
109430.5126000	Salaries	9612	2100		11712
104930.529000	Dept Supplies	640	38		678
104930.518101	Medicare Exp	738	100		838
104930.518100	FICA	3181	131		3312

Justification: To adjust above line items to actual cost.

Your consideration of our request will be greatly appreciated. Please call me if you have any questions.

VWO



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment X Line Item Transfer _____

Type of Revision: Expenditure X Revenue X

Department: Health

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 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100300 435113	ENVIRONMENTAL HEALTH FEES	\$18,500.00	
105180 512100	SALARIES & WAGES	\$18,500.00	

Reason for Budget Revision: To recognize additional revenue and offset salary for Office Assistant position.

Approved By:

Finance Officer

County Manager

June 16, 2014
Agenda Date

Clerk to the Board (For Board Approval)

BA#14139

MEMORANDUM

TO: Bill Fentress
FROM: Susan C. McRoy
DATE: June 6, 2014
RE: Budget Amendment

on Dennis E. Harrington

We have received more revenue from Environmental Health than was estimated during the budget process. This additional revenue will off-set the salary for the EH Office Assistant position. Please increase the following lines as shown below.

Account Number	Increase	Decrease
100300-435113	\$18,500	
105180-512100	\$18,500	



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X _____

Type of Revision: Expenditure X _____ Revenue _____

Department: DSS

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 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
105310 519200	PROFESSIONAL SERVICES	\$16,000.00	
105441 500000	IV-E FOSTER CARE		\$16,000.00

Reason for Budget Revision: To transfer budget to represent actual spending.

Approved By:

Finance Officer

County Manager

June 16, 2014
Agenda Date

Clerk to the Board (For Board Approval)



BA 14/140

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer _____ X
 Type of Revision: Expenditure(E) _____ E _____ Revenue (R) _____ E _____

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 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT(+) INCREASED	AMOUNT(-) DECREASED
10-5310-519200 (E) 10-5441-500000 (E)	Professional Services IV-E Foster Care	\$16,000.00	\$16,000.00

Reason for Budget Revision: _____ To transfer budget to represent actual spending.

Approved By:

Finance Officer

County Manager

Agenda Date

Clerk to the Board (For Board Approval)



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X _____

Type of Revision: Expenditure X _____ Revenue _____

Department: DSS

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 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
750000 302309	TRUSTEE- JASMINE LAPOINTE	\$157.31	
750000 302333	CHRISTMAS CHEER		\$157.31

Reason for Budget Revision: To correct the negative balance in trustee account.

Approved By:

Finance Officer

County Manager

June 16, 2014

Agenda Date

Clerk to the Board (For Board Approval)

BA#14-141



PAMLICO COUNTY Human Services Center

828 Alliance Main Street, Bayboro, NC 28515

(252) 745-4086

COURIER NO. 16-50-11

(252) 745-7384 (FAX)

Robert S. Johnson
Director

June 9, 2014

Marea Stewart
Assistant Finance Officer

This is a request to correct the negative balance in Jasmine LaPointe's payee account. In December 2013, in reimbursing Ms. Betler for purchases she had made for Jasmine LaPointe, Jasmine's account was overspent by \$157.31. Since that time, Ms Betler has taken into custody Julie Talkington. She is not receiving Room & Board for this child. Please see the attached bill of service from Ms. Betler in the amount of \$157.31.

Please offset the negative balance in Jasmine LaPointe's account from the Emergency Assistance Funds.

75-0000-302309 increase by \$157.31 *Jasmine LaPointe*
75-0000-302333 decrease by \$157.31 *Christmas Cheer*

Thank you for your assistance and please give me a call if you have any questions.

Sincerely,

Robert S. Johnson
Director

RSJ/dwj

Deborah Jones

From: Larry Maxey
Sent: Tuesday, May 27, 2014 10:08 AM
To: debbie green
Cc: Bob Johnson; Deborah Jones; Annie Donaldson
Subject: RE: Money owed

Bob,

Per our conversation Ms. Betler acknowledged her obligation to the agency of the approximately \$156.00 overpayment. She was to bring this money in but failed to do so after agreeing to be a placement for Julie Talkington (Jasmine LaPointe's cousin). She reported she did not have the funds to repay the overpayment by our agency because of the additional expense involved in hosting Julie.

Annie will secure a bill for Julie's expenses incurred by Ms Betler and we will use funds designated for emergency foster care funds and use this to negate her outstanding balance.

Thanks

*Larry Maxey, MSW
Children's Services Supervisor
Pamlico County Human Services
828 Alliance Main Street
Bayboro, NC 28515
Telephone (252) 745-4086
Fax (252) 745-7384*

Courier # 16-50-11

From: debbie green
Sent: Tuesday, May 27, 2014 9:49 AM
To: Larry Maxey
Cc: Bob Johnson; Deborah Jones
Subject: RE: Money owed

Please put the request in writing to her, and have me and Bob sign off on it. There needs to be a deadline given. If there is no response after that, let us know.

Debbie S. Green
Program Manager

Pamlico County Human Services Center
Department of Social Services
828 Alliance Main St.
Bayboro, NC 28515
Office: 252-745-4086 ext. 286
Fax: 252-745-7384

June 3, 2014

I, Anna Betler am submitting a bill of services for Julie Talkington in the amount of \$157.31 for room and board ,and clothing for her upkeep and maintenance in my home since April 28, 2014.

Anna Betler
June 3, 2014



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X

Type of Revision: Expenditure X Revenue _____

Department: DSS

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 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
105491 549907	DUKE ENERGY LIGP EXPENSE	\$17,122.00	
105491 518500	DUKE ENERGY LIGP		\$17,122.00

Reason for Budget Revision: To move monies to correct account.

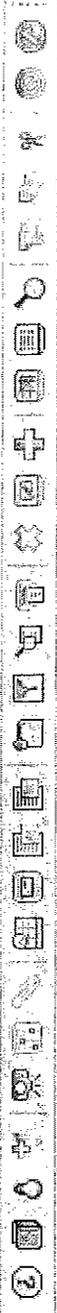
Approved By:

Finance Officer

County Manager

June 16, 2014
Agenda Date

Clerk to the Board (For Board Approval)



- Detail
- Months
- Seg Find
- Totals

Account

Fund 10 GENERAL Acct: 10-5491-518500

Org 105491 Duke Energy Acctname: Duke Energy LI&P

Object 518500 UNEMPLOY Type: Expense Status: Active

Project: ...

Multiyr Fund Account Notes Budget Rollup Group

JNK 105491-518500
 DEC 105491-518500

11/15/2006
 11/15/2006

From
 DDBA
 move to
 105491-549901

BA#1443

5 Year Comparison	Current Year	Fiscal Year 2014	Fiscal Year 2013	Fiscal Year 2012	Fiscal Year 2011	Fiscal Year :
Original Budget	.00	.00	.00	.00	.00	.00
Transfers In	17,122.00			.00	.00	.00
Transfers Out	.00			.00	.00	.00
Revised Budget	17,122.00			.00	.00	.00
Actual (Memo)	659.03			.00	.00	.00
Encumbrances	.00			.00	.00	.00
Requisitions	.00			.00	.00	.00
Available	16,462.97			.00	.00	.00
Percent used	3.85			.00	.00	.00

Display current year monthly amounts.

pr. bill
 please see BUA
 for above
 7/2
 bill



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X _____

Type of Revision: Expenditure _____ Revenue X _____

Department: Water

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 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
100000 439900	FUND BALANCE APPR.		\$223,600.00
300226 430320	CONTRIBUTION FROM CAP. RES.	\$223,600.00	

Reason for Budget Revision: To correct BA# 14-062.

Approved By:

Finance Officer

County Manager

June 16, 2014

Agenda Date

Clerk to the Board (For Board Approval)

Ref No: 12

correcting BUA

BA# 14-144

JESTO

Inc. 300226-430320
Dec 100000-439900

223,600.00
223,600.00

#14-062



COUNTY OF PAMLICO

BUDGET REVISION

Indicate Type: Budget Amendment X Line Item Transfer _____

Type of Revision: Expenditure X Revenue X

Department: Water

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 ~~2012~~-2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
307140 519500KER	ENGINEERING	\$145,000.00	
307140 519200KER	PROFESSIONAL SERVICES	\$ 5,000.00	
307140 559910KER	CONTINGENCY	\$ 50,600.00	
307140 555000KER	CAPITAL OUTLAY	\$246,000.00	
307140 535000KER	M & R PLANT- KERSHAW		\$ 3,000.00
307140 533000KER	ELECTRICAL-KERSHAW		\$ 15,000.00
307140 529001KER	CHEMICALS-KERSHAW		\$ 15,000.00
307140 555000	CAPITAL OUTLAY		\$ 40,000.00
307140 555000GRT	CAPITAL OUTLAY-GRANTSBORO		\$150,000.00
320000-101171- 100000-439900	WATER- CAPITAL RESERVES Fund Balance Transf.		\$223,600.00 ←

Reason for Budget Revision: To move monies to cover the refurbishing of the Kershaw WTP.

Approved By:

Maria Serrin

Deputy Finance Officer

[Signature]
County Manager

[Signature]
Clerk to the Board (For Board Approval)

January 6, 2014
Agenda Date



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X

Type of Revision: Expenditure X Revenue _____

Department: Public Works

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 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
105000 512100	SALARIES & WAGES		\$245.00
104722 535100	M & R GROUNDS	\$245.00	
105000 533002	NATURAL GAS		\$2,298.00
105000 533001	WATER & SEWER	\$2,298.00	
106120 535300	M & R AUTO		\$1,000.00
106120 533000	ELECTRICAL	\$1,000.00	

Reason for Budget Revision: To balance budget overruns.

Approved By:

Finance Officer

County Manager

June 16, 2014
Agenda Date

Clerk to the Board (For Board Approval)



PAMLICO COUNTY PARKS & RECREATION DEPARTMENT

BA#14-146

Garry W. Cooper
Director

Post Office Box 488
Bayboro, North Carolina 28515
www.pamlicocounty.org

Tel: (252) 745-4240
Fax: (252) 745-2301

To: Tim Buck, County Manager

Bill Fentress, Director

From: Garry W. Cooper, Director

Date: June 12, 2014

Subject: Budget Amendment/Line Item Transfers

I am requesting funds to be transferred within the three departments.
Recreation, Public Buildings, and Recycling budgets to balance line items overrun.

Therefore I am requesting funds be transferred from the following line items.

\$245.00 from 105000.512100 to 104722.535100

\$2,298.00 from 105000.533002 to 105000.533001

\$1,000.00 from 106120.535300 to 106120.533000

**Board of
Commissioners**

Paul Delamar
Chairman
At Large

Christine Mele
Vice Chair
Township #2

Ann Holton
At Large

Pat Prescott
Township #1

Jimmy Spain
Township # 3

Carl Ollison
Township # 4

Kenny Heath
Township # 5



COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

tim.buck@pamlicocounty.org

County Manager
Timothy A. Buck

Clerk to the Board
Kathy P. Cayton

County Attorney
Jimmie B. Hicks, Jr.

6

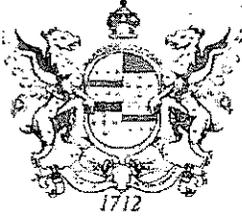
June 12, 2014

MEMORANDUM

To: Chairman Delamar and Board of Commissioners
From: Tim Buck, County Manager
Re: Transfer of ROAP Funds

Attached is a request from CARTS to transfer remaining Rural General Public Funds to Craven County. The Board has approved of the action in the past. Since time is of the essence, I have placed on the agenda and have requested our ROAP grant administrator to provide a recommendation and to attend the meeting. Contingent on the recommendation, I am requesting Board direction.

Craven County



Craven Area Rural Transit System
PUBLIC TRANSPORTATION
CARTS Interim Director: Milton E. Hodges, Jr.
P.O. Box 13605 - 2822 Neuse Blvd.
New Bern, North Carolina 28561
Phone: 252-636-4917 - Fax: 252-636-4919
1-800-735-2962 TDD/TTY
Email: carts@cravencounty.com



June 5, 2014

Tim Buck
Pamlico County Manager
828 Alliance Main St
Bayboro, NC 28515

Ref: Transfer of FY 2014 ROAP Funds

RECEIVED JUN 11 2014

Dear Mr. Buck,

Craven Area Rural Transit System is the designated Regional Transportation System for Craven, Jones, and Pamlico Counties. This designation as a Regional Transportation System allows the transfer of ROAP grant funds between the three counties.

It is estimated that Pamlico County will have FY 2014 ROAP Rural General Public (RGP) funds that will not be utilized in the amount of \$12,000. In addition, Pamlico County will have \$4,300 ROAP Employment funding that is not expected to be used during FY 2014. Craven County is requesting the transfer of \$12,000 of Rural General Public (RGP) and \$4,300 of Employment Funds to Craven County for FY 2014.

Check(s) can be sent to Craven County Finance at 402 Craven Street, New Bern, NC 28560 in the amount of \$12,000 for RGP and \$4,300 for Employment. Craven County will credit the appropriate line items for Craven and Pamlico Counties.

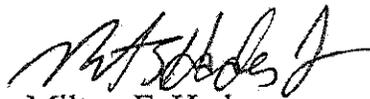


Printed on recycled paper

Please let me express appreciation from Craven County for working with CARTS on the transfer of the unutilized Pamlico County FY 2014 ROAP funds.

If you need additional information or have questions, please feel free to contact the CARTS office at 252-636-4917.

Sincerely,



Milton E. Hodges
CARTS Interim Director

MEH/ffm

CC: File

Deborah Jones, Pamlico County Finance

Rick Hemphill, Craven County Finance

**Board of
Commissioners**

Paul Delamar
Chairman
At Large

Christine Mele
Vice Chair
Township #2

Ann Holton
At Large

Pat Prescott
Township #1

Jimmy Spain
Township # 3

Carl Ollison
Township # 4

Kenny Heath
Township # 5



COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

tim.buck@pamlicocounty.org

County Manager
Timothy A. Buck

Clerk to the Board
Kathy P. Cayton

County Attorney
Jimmie B. Hicks, Jr.

June 12, 2014

MEMORANDUM

To: Chairman Delamar and Board of Commissioners
From: Tim Buck, County Manager
Re: Debris Contracts 2014-2016

On May 15, 2014 at 1:00 p.m., staff opened bids for debris management services. Please reference the attached bid tabulation sheets. Our contracted consultant, Barry Johnson recommends the following awards (see attached recommendations):

Phase I, Debris Clearing

Primary- Bobby Cahoon, see schedule for pricing
Secondary – Tag Grinding Services, Inc., see schedule for pricing.

Phase II, Vegetative and C&D Debris Removal

Primary - TFR Enterprises - \$7.00 /cy C&D, \$6.00 /cy Veg
Secondary - Tag Grinding - \$7.50 /cy C&D, \$7.00 /cy Veg

Vegetative Debris Disposal

Primary – Tag Grinding, \$3.95 per cubic yard
Secondary – TFR Enterprises, \$12.63 per cubic yard

I concur with Mr. Johnson's recommendations and request Board approval.



**JOHNSON ENVIRONMENTAL
& DISASTER CONSULTING SERVICES**

429 CAMWAY DR. • WILMINGTON, NC 28403
PH (910) 791-9361 • FAX (910) 796-9918
E-MAIL: mail@johnsonenv.com

May 29, 2014

Mr. Tim Buck, County Manager
Pamlico County
302 Main Street
P.O. Box 776
Bayboro, NC 28515

RE: CONTRACTOR RECOMMENDATIONS

- **2014/2016 Vegetative Debris Disposal Contract**
 - **Primary Award (1st Call) – Tag Grinding Services, Inc. (TAG); of Dadeville, AL**
 - **Secondary Award (2nd Call) – TFR Enterprises, Inc. (TFR), of Leander, TX**

Dear Mr. Buck,

For the past several years it has been our emergency planning objective to award a primary contract and secondary contract for **Vegetative Debris Reduction and Disposal** services. For the 2014/2016 fiscal year the bidding produced 2 bidders for **Vegetative Debris Reduction and Disposal** request for proposals. Attached are the bid evaluations from the bid opening 1PM, May 15, 2014. These evaluations lead us to the ultimate determination of 1st and 2nd place proposal contractors.

We discussed following the opening that it was disappointing that only 2 contractors bid the project. But given the project was adequately advertised and multiple contractors were alerted to the opportunity, we believe re-advertising may not improve results. Therefore, it was our determination we should proceed with the bids as received. From the bids received we find **Tag Grinding Services, Inc. (TAG)** of Dadeville, AL as the lowest overall priced contractor with a proposal for the scope of service of \$3.95 per cubic yard. **TFR Enterprises, Inc. (TFR)** of Leander, TX would be second place with a bid of \$12.63 for the scope of service.

Based on price only, **Tag Grinding Services, Inc. (TAG)** must be considered for primary contract recommendation, and **TFR Enterprises, Inc. (TFR)** as the secondary or backup contractor, being next overall lowest contractor. Prior to recommending either contractor, it was requested we complete a thorough due diligence and determine from references and other available mechanisms the competence of this contractor.

The following summarizes the due diligence completed for each contractor:

Tag Grinding Services, Inc. (TAG) – Primary Award Recommendation

Tag requests that financials *remain confidential* and the complete statement is provided in the due diligence section of the recommendation binder. However, we determine from evaluation of the documents received that TAG is a financially stable company, with assets and resources capable of financing cash flow for a significant debris generating event in Pamlico County. A Dunn & Bradstreet Report dated April 24, 2014 was received and reviewed. The D&B rates TAG as having average financial stress and the above average credit score ranking. The D&B report indicates no suits, liens, judgments, or bankruptcy proceedings. TAG maintains a regular bonding program, with their bonding agent offering an opinion of TAG's available bonding capacity of \$25M.

In regards to insurance, TAG presented a sample Certificate of Insurance and it was evaluated with the contract requirements. TAG's currently enforced insurance is equal to or greater than the minimum requirements for all liability limits, and have been requested to forward a Certificate of Insurance naming Pamlico County as an additional insured.

The Federal Government System for Award Management (SAM), located at <https://www.sam.gov/portal/public/SAM/>, was searched for **TAG Grinding Service, Inc. and Jerry Brooks**, signatory of proposal, on May 14, 2014, and were not found as an excluded entity from any governmental agency either procurement or non-procurement contracts.

Regarding references, TAG provided a list of four pages of debris related contracts, beginning in 2007 through current. Several major experiences of projects greater than 250,000 cubic yards were listed. Additionally, Tag was the primary contractor for the Town of Morehead City and Town of Beaufort following Hurricane Irene in 2011. Johnson Environmental provided debris monitoring services for the Morehead City project, and our impression of TAG and project manager Mr. Jerry Brooks is that of consummate professionals. Additionally, all references reached were satisfied with Tag's work product and would rehire them for similar services.

TFR Enterprises, Inc. (TFR)- Secondary Contract Recommendation

TFR appears to be financially stable. They had total revenues for the 12 month period ending December 31, 2013 of \$19.7M and managed payables in excess of \$8.3M. Dunn and Bradstreet rate TFR as 1R3, indicating 10 or more employees, with a fair credit score. Also, Dunn & Bradstreet rates TFR's financial stress as 4, which indicates moderate financial stress, and a Credit Score of 3, which is average. Regarding bonding, their Surety Company confirms that TFR has significant bonding experience for single bonds and they have been issued a single bond of \$50M. TFR has never failed to perform a bonded contract, and is a client in good standing and bonding is only improving.

In regards to insurance, TFR upon request provided two COI's with the Pamlico County named as an additional insured. The COI was evaluated and all currently enforced limits meet or exceed the required limits of the contract.

The Federal Government System for Award Management (SAM), located at <https://www.sam.gov/portal/public/SAM/> was searched for **TFR Enterprises, Inc.** and

Tipton F. Rowland (signatory of the contract documents); and was not found as an excluded entity from any governmental agency either procurement or non-procurement contracts, on May 13, 2014.

In regards to references, TFR provided a 6 page list of debris related contracts completed since 2005. Several references were provided and confirmed as completing debris projects in excess of 250,000 cubic yard. The results of calls to a sample of these references are attached in Section 4 of the Recommendation Binder. In summary, all the references reached explained their experience with TFR as satisfactory or above and that these entities would have no reservations in hiring TFR for similar work in the future.

It is our recommendation that *Tag Grinding Services, Inc. (TAG)* be awarded the primary contract and *TFR Enterprises, Inc. (TFR)* be awarded the secondary contract for **Vegetative Debris Disposal** for the period July 1, 2014 through June 30, 2016, these contractors being respectively 1st and 2nd place "lowest overall" qualified bidders and responsible as determined through the due diligence evaluation completed.

Sincerely,



Barry L. Johnson

Enclosures:

**Pamlico County - Phase II, Vegetative Debris Disposal
Bid Tabulation**

DATE: 5/15/14
TIME: 1:00PM

Company submitting proposal	Vegetative Debris Disposal
	1) Veg Debris Disposal \$ / cy
Tag Grinding	\$3.95
TFR Enterprises	\$12.63

Indicates 1st place bid

Indicates 2nd place bid



PAMLICO COUNTY
VEGETATIVE DEBRIS DISPOSAL CONTRACT

PART III – FORM OF PROPOSAL

TO: Mr. Tim Buck, County Manager
Pamlico County
PO Box 776
202 Main St.
Bayboro, NC 28515

DATE: April 23, 2014

FROM: TAG GRINDING SERVICES, INC.
(Bidder/Contractor)

PHONE: (256) 825-4400

ADDRESS: 1113 HORSESHOE BEND RD
DADEVILLE, AL 36853

UNIT PRICE BID: The undersigned, having carefully examined the Instructions to Bidders, **PAMLICO COUNTY- VEGETATIVE DEBRIS DISPOSAL CONTRACT** dated April 9, 2014 including the following addenda:

ADDENDUM # _____ DATED: _____

As well as the premises and conditions affecting the work, proposes to furnish all services, labor, materials and equipment called for to complete project in accordance with the contract documents for the following unit price amounts.

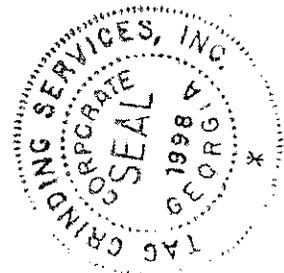
1) Unit Price No. 1 \$ 3.95 /cubic yard

J. W. Brooks
Signature

CHIEF FINANCIAL OFFICER
Title

GEORGIA
State of Incorporation

(Corporate Seal)



PAMLICO COUNTY
VEGETATIVE DEBRIS DISPOSAL CONTRACT

PART III - FORM OF PROPOSAL

TO: Mr. Tim Buck, County Manager
Pamlico County
PO Box 776
202 Main St.
Bayboro, NC 28515

DATE: May 8, 2014

FROM: TEB Enterprises, Inc
(Bidder/Contractor)

PHONE: (512) 200-3322 ADDRESS: 4001 Leander Dr.
Leander, Tx. 73041

UNIT PRICE BID: The undersigned, having carefully examined the Instructions to Bidders, **PAMLICO COUNTY- VEGETATIVE DEBRIS DISPOSAL CONTRACT** dated April 9, 2014 including the following addenda:

ADDENDUM # _____ DATED: _____

As well as the premises and conditions affecting the work, proposes to furnish all services, labor, materials and equipment called for to complete project in accordance with the contract documents for the following unit price amounts:

1) Unit Price No. 1 \$ 12.03 ^(TE) cubic yard

[Signature]
Signature

CEO
Title

Tennessee
State of Incorporation

(Corporate Seal)



**JOHNSON ENVIRONMENTAL
& DISASTER CONSULTING SERVICES**

429 CAMWAY DR. • WILMINGTON, NC 28403

PH (910) 791-9361 • FAX (910) 796-9918

E-MAIL: mail@johnsonenv.com

May 29, 2014

Mr. Tim Buck, County Manager
Pamlico County
302 Main Street
P.O. Box 776
Bayboro, NC 28515

RE: CONTRACTOR RECOMMENDATIONS

- **2014/2016 Phase I - Debris Clearing (Immediate Response)**

Primary Contractor

Bobby Cahoon Construction, Inc. of Grantsboro, NC

Second Call Contractor

Tag Grinding Services, Inc. of Dadeville, AL

Dear Mr. Buck,

On May 15, 2014 Pamlico County conducted a bid reading and tabulation for preposition **Immediate Response - Debris Clearing** contracts as part of our response and preparedness program. Johnson Environmental was tasked to assist in the procurement, evaluation and selection of two contractors to perform this scope of work; specifically, a primary contractor (or first call) and a secondary contractor (second call). The secondary contractor will be requested to respond if the primary fails to perform or at the discretion of the County if the event requires more than one contractor to complete the project expeditiously.

The participation in these "Request for Proposals" was considered satisfactory. Following examination of the bidding documents, three (3) companies' submitted proposals for the Phase I Debris Clearing Operations opportunity. The bids were then tabulated and evaluated (see attached) and the results indicate the lowest "overall" bidder as **Bobby Cahoon Construction, Inc. (BCC)**. The Phase I bids were the most challenging to evaluate; **Bobby Cahoon** and **Tag Grinding** were competitive with both companies submitting seven – 1st and seven – 2nd place bids when evaluating without the large dozer. The large dozer is a piece of equipment that would support catastrophic events only. This machine will damage any road it is put on. Therefore, as discussed, the primary award would go to **Bobby Cahoon Construction, Inc.** as the tie to local preference. The County also anticipates better response time from this contractor. **Tag Grinding Services, Inc. (Tag)** would be considered then next lowest bidder, and considered for second place award.

Due diligence documentation submission was not required under the Bidders Instructions for this contract. However, we did complete a brief evaluation of **Bobby Cahoon Construction, Inc.** and found no indication of federal debarment, results below. Evaluation of the currently enforced insurance coverages was found to meet the Contract Liability requirements for all but Vehicle Insurance. The contract requirement is for \$1,000,000 per occurrence, **BCC's** coverage is for \$750,000. A call was placed to Mr. Bobby Cahoon who indicated that they would increase the coverage if activated. **BCC** did perform Phase I services for Pamlico County following Hurricane Irene and staff explained they were satisfied with their performance.

The Federal Government System for Award Management (SAM), located at <https://www.sam.gov/portal/public/SAM/> was searched for **Bobby Cahoon Construction, Inc. and Teresa Cahoon** (signatory of the contract documents); and was not found as an excluded entity from any governmental agency either procurement or non-procurement contracts, on May 13, 2014.

Tag Grinding Services, Inc. was evaluated also for primary contract recommendation for the Debris Reduction and Disposal Contract, as well as the secondary recommendation for Phase II – Debris Removal services and were thoroughly vetted and found worthy of recommendation. Briefly, **Tag** maintains all required insurance coverages, has significant debris activation experience and was not found debarred from any federal programs, see results below:

The Federal Government System for Award Management (SAM), located at <https://www.sam.gov/portal/public/SAM/>, was searched for **TAG Grinding Service, Inc. and Jerry Brooks**, signatory of proposal, on May 14, 2014, and were not found as an excluded entity from any governmental agency either procurement or non-procurement contracts.

It is our recommendation that **Bobby Cahoon Construction, Inc.** be awarded the primary contract (or 1st call) for Immediate Response - Debris Clearing and that **Tag Grinding Services, Inc.** is awarded the secondary contract (or 2nd call) for Immediate Response - Debris Clearing.

Sincerely,



Barry L. Johnson

Enclosures:

Pamlico County - Phase I Debris Clearing, Bid Evaluation

DATE: 5/15/14
TIME: 1:00PM

Company:	TAG Grinding		TFR Enterprises		Bobby Cahoon Construction	
Equipment	# units	rate \$	# units	rate \$	# units	rate \$
6-10cy Dump Truck/ hourly rate	as needed	\$55.00	20	\$88.00	3	\$40.00
12-18cy Dump Truck/ hourly rate	as needed	\$65.00	25	\$105.00	15	\$60.00
19-25cy Dump Truck/ hourly rate	as needed	\$75.00	25	\$115.00	15	\$70.00
26+cy Dump Truck/ hourly rate	as needed	\$80.00	25	\$225.00	8	\$95.00
Knuckelboom	as needed	\$100.00	15	\$300.00	10	\$150.00
Excavator (1-2cy bucket)	as needed	\$110.00	10	\$200.00	5	\$100.00
Excavator (2-3cy bucket)	as needed	\$115.00	10	\$250.00	5	\$100.00
Backhoe/loader (1cy bucket)	as needed	\$65.00	10	\$175.00	5	\$125.00
Backhoe/loader (1.5cy bucket)	as needed	\$75.00	10	\$200.00	5	\$125.00
Front-end Loader (1.5-3cy bucket)	as needed	\$100.00	15	\$200.00	4	\$95.00
Front-end Loader (3-4cy bucket)	as needed	\$100.00	10	\$250.00	4	\$105.00
Dozer (1-2 cy blade)	as needed	\$110.00	5	\$200.00	4	\$90.00
Dozer (2-3 cy blade)	as needed	\$170.00	5	\$300.00	N/A	N/A
Chainsaw w/ operator (min 16"bar)	as needed	\$35.00	40	\$80.00	25	\$49.00
Laborer w/ Hand Tools	as needed	\$28.00	40	\$55.00	25	\$48.99
All Units Cost / hour		\$1,283.00		\$2,743.00		\$1,252.99

Indicates 1st place bid

Indicates 2nd place bid



Pamlico County - Phase I Debris Clearing, Bid Evaluation

DATE: 5/15/14

TIME: 1:00PM

Company submitting proposal	1st Place Bids	2nd Place Bids	3rd Place Bids
TAG Grinding	7	7	0
TFR Enterprises	0	0	14
Bobby Cahoon Construction	7	7	0

PAMLICO COUNTY
PHASE I - DEBRIS CLEARING CONTRACT

PART III - FORM OF PROPOSAL

TO: Mr. Tim Buck, County Manager
 Pamlico County
 PO Box 776
 202 Main St.
 Bayboro, NC 28515

DATE: May 15, 2014

FROM: Bobby Cahoon Construction, Inc.
 (Bidder/CONTRACTOR)

PHONE: 252-249-1617 ADDRESS: 6003 Neuse Rd.
Grantsboro, NC 28529

UNIT PRICE BID: The undersigned, having carefully examined the Instructions to Bidders, ***PAMLICO COUNTY - PHASE I - DEBRIS CLEARING CONTRACT*** dated April 9, 2014 including the following addenda:

ADDENDUM # N/A DATED: _____

As well as the premises and conditions affecting the work, proposes to furnish all services, labor, materials and equipment called for to complete the project in accordance with the contract documents for the following unit price amounts.

Equipment with Operator(s)

<u># Units Available</u>	<u>Type Equipment/Description</u>	<u>Hourly Rate/Unit</u>
3	Single Axle Dump Truck, 6-8 cy capacity, w/ Operator	\$ 40 ⁰⁰
15	Tandem Dump Truck, 12-18 cy capacity, w/ Operator	\$ 60 ⁰⁰
15	Tri-axle Dump Truck, 19-25 cy capacity, w/ Operator	\$ 70 ⁰⁰

PAMLICO COUNTY
PHASE I - DEBRIS CLEARING CONTRACT

PART III - FORM OF PROPOSAL

<u># Units Available</u>	<u>Type Equipment/Description</u>	<u>Hourly Rate/Unit</u>
8	Tractor Trailer Dump Truck, 26+ cy capacity, w/ Operator	\$ 95 ⁰⁰
10	Knuckleboom 10 ton lifting capacity, w/ Operator	\$ 150 ⁰⁰
5	Excavator, Hydraulic, 1-2 cy bucket, w/ Operator	\$ 100 ⁰⁰
5	Excavator, Hydraulic, 2-3 cy bucket, w/ Operator	\$ 100 ⁰⁰
5	Backhoe (wheeled, to include Skid Steers/Bobcats), with loader, 1cy bucket, w/ Operator	\$ 125 ⁰⁰
5	Backhoe, with loader, 1.5cy bucket, w/ Operator	\$ 125 ⁰⁰
4	Front-end loader (wheeled), 1.5 - 3 cy bucket, w/ Operator	\$ 95 ⁰⁰
4	Front-end loader (wheeled), 3+ cy bucket, w/ Operator	\$ 105 ⁰⁰
4	Dozer (tracked), 1-2 cy blade, w/ Operator	\$ 90 ⁰⁰
Ø	Dozer (tracked), 2-3 cy blade, w/ Operator	Ø

PAMLICO COUNTY
PHASE I - DEBRIS CLEARING CONTRACT

PART III - FORM OF PROPOSAL

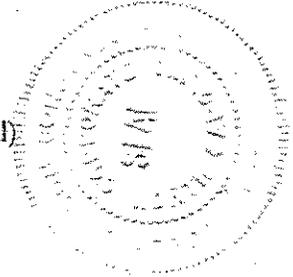
<u># Units Available</u>	<u>Type Equipment/Description</u>	<u>Hourly Rate/Unit</u>
25	Chainsaw, not less than 16' bar, w/ Operator	\$ 49 ⁰⁰
25	Laborer, with hand tools (i.e. shovels, axes, rakes, traffic control flags, etc.)	\$ 48 ⁹⁹

Deresa Johnson
Signature

President
Title

North Carolina
State of Incorporation

(Corporate Seal)



PAMLICO COUNTY
PHASE I - DEBRIS CLEARING CONTRACT

PART III - FORM OF PROPOSAL

TO: Mr. Tim Buck, County Manager
 Pamlico County
 PO Box 776
 202 Main St.
 Bayboro, NC 28515

DATE: April 23, 2014

FROM: TAG GROUNDING SERVICES INC
 (Bidder/CONTRACTOR)

PHONE: (252) 825-4400 ADDRESS: 1113 HORSESHOE BEND RD
DADEVILLE, AL. 36853

UNIT PRICE BID: The undersigned, having carefully examined the Instructions to Bidders, **PAMLICO COUNTY - PHASE I - DEBRIS CLEARING CONTRACT** dated April 9, 2014 including the following addenda:

ADDENDUM # _____ DATED: _____

As well as the premises and conditions affecting the work, proposes to furnish all services, labor, materials and equipment called for to complete the project in accordance with the contract documents for the following unit price amounts.

Equipment with Operator(s)

<u># Units Available</u>	<u>Type Equipment/Description</u>	<u>Hourly Rate/Unit</u>
<u>AS NEEDED</u>	Single Axle Dump Truck, 6-8 cy capacity, w/ Operator	<u>55.00</u>
<u>AS NEEDED</u>	Tandem Dump Truck, 12-18 cy capacity, w/ Operator	<u>65.00</u>
<u>AS NEEDED</u>	Tri-axle Dump Truck, 19-25 cy capacity, w/ Operator	<u>75.00</u>

PAMLICO COUNTY
PHASE I – DEBRIS CLEARING CONTRACT

PART III – FORM OF PROPOSAL

<u># Units Available</u>	<u>Type Equipment/Description</u>	<u>Hourly Rate/Unit</u>
AS NEEDED	Tractor Trailer Dump Truck, 26+ cy capacity, w/ Operator	80.00
AS NEEDED	Knuckleboom 10 ton lifting capacity, w/ Operator	100.00
AS NEEDED	Excavator, Hydraulic, 1-2 cy bucket, w/ Operator	110.00
AS NEEDED	Excavator, Hydraulic, 2-3 cy bucket, w/ Operator	115.00
AS NEEDED	Backhoe (wheeled, to include Skid Steers/Bobcats), with loader, 1cy bucket, w/ Operator	65.00
AS NEEDED	Backhoe, with loader, 1.5cy bucket, w/ Operator	75.00
AS NEEDED	Front-end loader (wheeled), 1.5 – 3 cy bucket, w/ Operator	100.00
AS NEEDED	Front-end loader (wheeled), 3+ cy bucket, w/ Operator	110.00
AS NEEDED	Dozer (tracked), 1-2 cy blade, w/ Operator	110.00
AS NEEDED	Dozer (tracked), 2-3 cy blade, w/ Operator	170.00

PAMLICO COUNTY
PHASE I - DEBRIS CLEARING CONTRACT

PART III - FORM OF PROPOSAL

<u># Units Available</u>	<u>Type Equipment/Description</u>	<u>Hourly Rate/Unit</u>
AS NEEDED	Chainsaw, not less than 16' bar, w/ Operator	35.00
AS NEEDED	Laborer, with hand tools (i.e. shovels, axes, rakes, traffic control flags, etc.)	28.00

Jay W. Barks
Signature

CHIEF FINANCIAL OFFICER
Title

GEORGIA
State of Incorporation

(Corporate Seal)





**JOHNSON ENVIRONMENTAL
& DISASTER CONSULTING SERVICES**

429 CAMWAY DR. • WILMINGTON, NC 28403
PH (910) 791-9361 • FAX (910) 796-9918
E-MAIL: mail@johnsonenv.com

May 29, 2014

Mr. Tim Buck, County Manager
Pamlico County
302 Main Street
P.O. Box 776
Bayboro, NC 28515

RE: **CONTRACTOR RECOMMENDATIONS**

- **2014/2016 Phase II – Vegetative and C&D Debris Removal Contract**
 - **Primary Award (1st Call) – TFR Enterprises, Inc. (TFR), of Leander, TX**
 - **Secondary Award (2nd Call) – Tag Grinding Services, Inc. (TAG); of Dadeville, AL**

Dear Mr. Buck,

For the past several years it has been our emergency planning objective to award a primary contract and secondary contractor for **Phase II – C&D and Vegetative Removal** services. For the 2014/2016 fiscal year the bidding produced 3 bidders for **Phase II- C&D and Vegetative Debris Removal** request for proposals. Attached are the bid evaluations from the bid opening 1PM, May 15, 2014. These evaluations lead us to the ultimate determination of 1st and 2nd place proposal contractors.

It is our determination, that **TFR Enterprises, Inc. (TFR)** of Leander, TX is the lowest overall priced contractor for Phase II Debris Removal. **TFR's** Phase II Removal proposals are first place for each scope of services, specifically: \$7.00/cy for C&D Debris Removal and delivery to the CEP subtitle D landfill in Tuscarora, and \$6.00/cy for load and haul of vegetative debris to the Grantsboro Vegetative Debris Management Site.

Second place contractor: we determine **Tag Grinding Services, Inc. (TAG)** of Dadeville, AL as the next lowest overall priced contractor for Phase II Debris Removal and Vegetative Debris Disposal services. **TAG's** Phase II Removal proposals are second place for each scope of services: \$7.50/cy for C&D Debris Removal and delivery to the CEP subtitle D landfill in Tuscarora, and \$7.00/cy for load and haul of vegetative debris to the Grantsboro Vegetative Debris Management Site.

Based on price only, **TFR Enterprises, Inc. (TFR)** must be considered for primary contract recommendation, and **Tag Grinding Services, Inc. (TAG)** as the secondary or backup contractor, being next overall lowest contractor. Prior to recommending either

contractor, it was requested we complete a thorough due diligence and determine from references and other available mechanisms the competence of this contractor.

The following summarizes the due diligence completed for each contractor:

TFR Enterprises, Inc. (TFR)- Primary Contract Recommendation

TFR appears to be financially stable. They had total revenues for the 12 month period ending December 31, 2013 of \$19.7M and managed payables in excess of \$8.3M. Dunn and Bradstreet rate TFR as IR3, indicating 10 or more employees, with a fair credit score. Also, Dunn & Bradstreet rates TFR's financial stress as 4, which indicates moderate financial stress, and a Credit Score of 3, which is average. Regarding bonding, their Surety Company confirms that TFR has significant bonding experience for single bonds and they have been issued a single bond of \$50M. TFR has never failed to perform a bonded contract, and is a client in good standing and bonding is only improving.

In regards to insurance, TFR upon request provided two COI's with the Pamlico County named as an additional insured. The COI was evaluated and all currently enforced limits meet or exceed the required limits of the contract.

The Federal Government System for Award Management (SAM), located at <https://www.sam.gov/portal/public/SAM/> was searched for *TFR Enterprises, Inc.* and *Tipton F. Rowland* (signatory of the contract documents); and was not found as an excluded entity from any governmental agency either procurement or non-procurement contracts, on May 13, 2014.

In regards to references, TFR provided a 6 page list of debris related contracts completed since 2005. Several references were provided and confirmed as completing debris projects in excess of 250,000 cubic yard. The results of calls to a sample of these references are attached in Section 4 of the Recommendation Binder. In summary, all the references reached explained their experience with TFR as satisfactory or above and that these entities would have no reservations in hiring TFR for similar work in the future.

Tag Grinding Services, Inc. (TAG) – Secondary Award Recommendation

Tag requests that financials *remain confidential* and the complete statement is provided in the due diligence section of the recommendation binder. However, we determine from evaluation of the documents received that TAG is a financially stable company, with assets and resources capable of financing cash flow for a significant debris generating event in Pamlico County. A Dunn & Bradstreet Report dated April 24, 2014 was received and reviewed. The D&B rates TAG as having average financial stress and the above average credit score ranking. The D&B report indicates no suits, liens, judgments, or bankruptcy proceedings. TAG maintains a regular bonding program, with their bonding agent offering an opinion of TAG's available bonding capacity of \$25M.

In regards to insurance, TAG presented a sample Certificate of Insurance and it was evaluated with the contract requirements. TAG's currently enforced insurance is equal to or greater than the minimum requirements for all liability limits, and have been requested to forward a Certificate of Insurance naming Pamlico County as an additional insured.

The Federal Government System for Award Management (SAM), located at <https://www.sam.gov/portal/public/SAM/>, was searched for **TAG Grinding Service, Inc. and Jerry Brooks**, signatory of proposal, on May 14, 2014, and were not found as an excluded entity from any governmental agency either procurement or non-procurement contracts.

Regarding references, TAG provided a list of four pages of debris related contracts, beginning in 2007 through current. Several major experiences of projects greater than 250,000 cubic yards were listed. Additionally, Tag was the primary contractor for the Town of Morehead City and Town of Beaufort following Hurricane Irene in 2011. Johnson Environmental provided debris monitoring services for the Morehead City project, and our impression of TAG and project manager Mr. Jerry Brooks is that of consummate professionals. Additionally, all references reached were satisfied with Tag's work product and would rehire them for similar services.

It is our recommendation that *TFR Enterprises, Inc. (TFR)* be awarded the primary contract and *Tag Grinding Services, Inc. (TAG)* be awarded the secondary contract for **Phase II – Vegetative and C&D Debris Removal** for the period July 1, 2014 through June 30, 2016, these contractors being respectively 1st and 2nd place "lowest overall" qualified bidders and responsible as determined through the due diligence evaluation completed.

Sincerely,



Barry L. Johnson

Enclosures:

**Pamlico County - Phase II, Veg and C and D Debris Removal
Proposals and Bid Evaluation**

**DATE: 5/15/14
TIME: 1:00PM**

Company submitting proposal	Veg & C&D Debris Proposal	
	1) C&D Debris Removal \$ / cy	2) Veg Debris Removal \$ / cy
D&J Enterprises	\$8.45	\$7.90
Tag Grinding	\$7.50	\$7.00
TFR Enterprises	\$7.00	\$6.00

Indicates 1st place bid
Indicates 2nd place bid

PAMLICO COUNTY
PHASE II - VEGETATIVE AND C&D DEBRIS REMOVAL
CONTRACT

PART III - FORM OF PROPOSAL

TO: Mr. Tim Buck, County Manager
Pamlico County
PO Box 776
202 Main St.
Bayboro, NC 28515

DATE: May 8, 2014

FROM: TFR Enterprises, Inc
(Bidder/CONTRACTOR)

PHONE: (512) 260-3322 ADDRESS: 601 Leander Dr.
Leander, Tx 78041

UNIT PRICE BID: The undersigned, having carefully examined the Instructions to Bidders, ***PAMLICO COUNTY - PHASE II - VEGETATIVE AND C&D DEBRIS REMOVAL CONTRACT*** dated April 9, 2014 including the following addenda:

ADDENDUM # _____ DATED: _____

ADDENDUM # _____ DATED: _____

As well as the premises and conditions affecting the work, proposes to furnish all services, labor, materials and equipment called for to complete the completion of project in accordance with the contract documents for the following unit price amounts.

1) Unit Price No. 1 \$ 7.00 /cubic yard

2) Unit Price No. 2 \$ 6.00 /cubic yard

[Signature]
Signature

CEO
Title

Tennessee
State of Incorporation

(Corporate Seal)

PAMLICO COUNTY
PHASE II - VEGETATIVE AND C&D DEBRIS REMOVAL
CONTRACT

PART III - FORM OF PROPOSAL

TO: Mr. Tim Buck, County Manager
Pamlico County
PO Box 776
202 Main St.
Bayboro, NC 28515

DATE: April 23, 2014

FROM: TAG GRINDING SERVICES, INC.
(Bidder/CONTRACTOR)

PHONE: (252) 825-4400

ADDRESS: 1112 HAMBORNE BEND RD
DADEVILLE, AL 36853

UNIT PRICE BID: The undersigned, having carefully examined the Instructions to Bidders, **PAMLICO COUNTY - PHASE II - VEGETATIVE AND C&D DEBRIS REMOVAL CONTRACT** dated April 9, 2014 including the following addenda:

ADDENDUM # _____ DATED: _____

ADDENDUM # _____ DATED: _____

As well as the premises and conditions affecting the work, proposes to furnish all services, labor, materials and equipment called for to complete the completion of project in accordance with the contract documents for the following unit price amounts.

1) Unit Price No. 1 \$ 7.50 /cubic yard

2) Unit Price No. 2 \$ 7.00 /cubic yard

[Signature]
Signature

[Signature]
Title

[Signature]
State of Incorporation

(Corporate Seal)



**Board of
Commissioners**

Paul Delamar
Chairman
At Large

Christine Mele
Vice Chair
Township #2

Ann Holton
At Large

Pat Prescott
Township #1

Jimmy Spain
Township # 3

Carl Ollison
Township # 4

Kenny Heath
Township # 5



COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

tim.buck@pamlicocounty.org

County Manager
Timothy A. Buck

Clerk to the Board
Kathy P. Cayton

County Attorney
Jimmie B. Hicks, Jr.

8

June 12, 2014

MEMORANDUM

To: Chairman Delamar and Board of Commissioners
From: Tim Buck, County Manager
Re: Accounting Technical Assistance

As part of our preparation for the FY 2013-14 audit, Finance Officer Bill Fentress is recommending that we seek technical consultation from an accounting firm and/or individual to assist with year-end close out reconciliations and preparation of financial statements. The Board has permitted this practice in the past. Cost is expected to not exceed \$18,000 and will come from the finance budget and fund balance. I am recommending and requesting approval.

Board of Commissioners

Paul Delamar
Chairman
At Large

Christine Mele
Vice Chair
Township #2

Ann Holton
At Large

Pat Prescott
Township #1

Jimmy Spain
Township # 3

Carl Ollison
Township # 4

Kenny Heath
Township # 5



COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

tim.buck@pamlicocounty.org

County Manager
Timothy A. Buck

Clerk to the Board
Kathy P. Cayton

County Attorney
Jimmie B. Hicks, Jr.

June 12, 2014

MEMORANDUM

To: Chairman Delamar and Board of Commissioners
From: Tim Buck, County Manager
Re: Year End Budget Amendments

In order to close out the 2013-14 fiscal year, budget amendments are necessary to keep accounts in balance. North Carolina General Statute 159-15 states the following: "The governing board by appropriate resolution or ordinance may authorize the budget officer to transfer moneys from one appropriation to another within the same fund subject to such limitations and procedures as it may prescribe. Any such transfers shall be reported to the governing board at its next regular meeting and shall be entered in the minutes." The Board approved this authority in adoption of the 2013-14 budget ordinance.

I am requesting that the Board approve the budget officer to make any transfers necessary to close out the fiscal year. Any actions will be reported at the next regular meeting.

10

Board of Commissioners

Paul Delamar
Chairman
At Large

Christine Mele
Vice Chair
Township #2

Ann Holton
At Large

Pat Prescott
Township #1

Jimmy Spain
Township # 3

Carl Ollison
Township # 4

Kenny Heath
Township # 5



County Manager
Timothy A. Buck

Clerk to the Board
Kathy P. Cayton

County Attorney
Jimmie B. Hicks, Jr.

COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

tim.buck@pamlicocounty.org

June 12, 2014

MEMORANDUM

To: Chairman Delamar and Board of Commissioners
From: Tim Buck, County Manager
Re: Senior Center Appointments

Tabled from the June 2nd meeting is a request from Senior Center Director, Ms. Violet Ollison requesting approval of the following recommended appointments:

- Mr. Garry Cooper to the Home Community Care Block Grant (HCCBG) and Senior Services Advisory Committees (SSAC)
- Ms. Annie Cutler to HCCBG and SSAC
- Ms. Nancy Hardison to the Pamlico County Foundation for the Aged (PCFA)
- Mr. Angelo Midgette to the PCFA

Attached is a memorandum from Ms. Ollison and biographical sketches for each applicant. I am requesting Board direction.

**Board of
Commissioners**

Paul Delamar
Chairman
At Large

Christine Mele
Vice Chair
Township #2

Ann Holton
At Large

Pat Prescott
Township #1

Jimmy Spain
Township # 3

Carl Ollison
Township # 4

Kenny Heath
Township # 5



COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

tim.buck@pamlicocounty.org

Tim Buck
5-27-14
9

County Manager
Timothy A. Buck

Clerk to the Board
Kathy P. Cayton

County Attorney
Jimmie B. Hicks, Jr.

May 28, 2014

MEMORANDUM

To: Chairman Delamar and Board of Commissioners
From: Tim Buck, County Manager
Re: Senior Center Appointments

Please reference the attached memorandum from Ms. Violet Ollison requesting various Senior Center appointments. Board practice is to table for two weeks. I am seeking Board direction.

Pamlico County Senior Services

Violet W Ollison
Director
Senior Services

P.O. Box 184
Alliance, NC 28509
Phone: (252) 745-7196
Fax: (252) 745-3144
E-mail: violet.ollison@pamlicocounty.org

Matilda Jones
Chairman, Senior Services
Advisory Committee

MEMORANDUM

TO: Tim Buck

FROM: Violet W Ollison, Director

DATE: May 19, 2014

SUBJ: Appointments to the Home Community Care Block Grant, Senior Services
Advisory and Pamlico County Foundation for the Aged, Inc. Boards

Approval is being requested to appoint new members, Mr. Gary Cooper and Ms. Annie Cutler to the Home Community Care Block Grant and Senior Services Advisory. Also approval is requested for Mr. Angelo Midgette and Ms. Nancy Hardison to the Pamlico County Foundation for the Aged, Inc. Attached are copies of their applications for appointments to county boards and committees.

Please contact me if you have any questions. Your consideration of our request will be greatly appreciated.

VWO

cc: file

attachments

APPLICATION FOR APPOINTMENT TO COUNTY BOARDS AND COMMITTEES	FAMLICO COUNTY P.O. BOX 776 BAYBORO, NC 28515
--	--

This application requests some general information based on your interest in applying for a position on a Pamlico County Advisory Board, Commission, Committee or Task Force.

Applicant Name: Beth Hardison Date of Application: 8/27/13

Home Address: PO Box 32, Grantsboro NC 28529

Phone: 252-571-0635

Email Address: beth.hardison@pamlicocounty.org

FAX Number: 252-745-3144

I am interested in serving on the following Board/Committee

PC Foundation for the Aged, Inc.

EMPLOYMENT AND EDUCATION

Employer <u>Pamlico Senior Services</u>	Graduate? <input checked="" type="checkbox"/> <u>Y</u> Major
Address <u>PO Box 184 - Alliance NC 28509</u>	High School <u>PCHS</u>
Phone: <u>252-745-7196</u>	College <u>PCC / Ashworth College</u>
Occupation: <u>Pamlico Senior Center Site Manager</u>	Graduate School <u>Working on Bachelor's Degree</u>
	Other <u>Assoc. Degree / Master's Degree / etc</u>

Are you a citizen of the United States? Yes No If yes, how long?

Length of residence in the Pamlico County 53 years 4 months

Current Civic/Community Participation (LICC)
Pamlico County Local Interagency
Coordinating Council

Visit residents @ Garden of Pamlico + Grantsbrooks
School - Church + Fundraisers

Are you currently serving or have you ever served on a public board or committee? If so, please list below:

Board	N/A	Dates
<hr/>		
<hr/>		

Please provide a brief statement outlining why you wish to serve on the Advisory Board, Commission, or Committee you have indicated.

I want to build valuable networks and relationships with fellow board members and by working together on issues they/ I care about. Grow as a leader the only way I can - through experience.

Beth Henderson
Applicant's Signature

8-27-13
Date

You may attach a resume to provide additional information.

Please return form to:
Pamlico County Manager's Office
P.O. Box 776
Bayboro, NC 28515
Or
Fax
252 745-5514

**APPLICATION FOR
APPOINTMENT TO COUNTY
BOARDS AND COMMITTEES**

**PAMLICO COUNTY
P.O. BOX 776
BAYBORO, NC 28515**

This application requests some general information based on your interest in applying for a position on a Pamlico County Advisory Board, Commission, Committee or Task Force.

Applicant Name: C ANGELO MIDGE TIE Date of Application: 2/26/2014

Home Address: 622 SCOTT STORE RD GRANITSBORO N.C. 28529

Phone: (252-) 671-9811

Email Address: _____

FAX Number: _____

I am interested in serving on the following Board/Committee

P.C. FOUNDATION FOR THE AGED, INC.

EMPLOYMENT AND EDUCATION

Employer <u>POTASH CORP (RETIRED)</u>	Graduate? Y/N	Major
Address _____	High School _____	
Phone: _____	College _____	
Occupation: _____	Graduate School _____	
	Other _____	

Are you a citizen of the United States? Yes No _____ If yes, how long? _____

Length of residence in the Pamlico County 58 years _____ months

Current Civic/Community Participation SENIOR SERVICES BOARD OF DIRECTORS,
P.C. HEALTH BOARD, SALVATION ARMY

Are you currently serving or have you ever served on a public board or committee? If so, please list below:

Board	Dates
P.C. HEALTH DEPT.	PRESENT
SALVATION ARMY	PRESENT

Please provide a brief statement outlining why you wish to serve on the Advisory Board, Commission, or Committee you have indicated.

C. Angelo Midgette
Applicant's Signature

2-26-2014
Date

You may attach a resume to provide additional information.

Please return form to:
Pamlico County Manager's Office
P.O. Box 776
Bayboro, NC 28515
Or
Fax
252 745-5514

**APPLICATION FOR
APPOINTMENT TO COUNTY
BOARDS AND COMMITTEES**

**PAMLICO COUNTY
P.O. BOX 776
BAYBORO, NC 28515**

This application requests some general information based on your interest in applying for a position on a Pamlico County Advisory Board, Commission, Committee or Task Force.

Applicant Name: Annie Cutler Date of Application: 4/10/2014

Home Address: 242 Fisher Turnpike Rd., Arapahoe NC 28510

Phone: 252 249-2235

Email Address: _____

FAX Number: _____

I am interested in serving on the following Board/Committee

EMPLOYMENT AND EDUCATION

Employer _____	Graduate? <input checked="" type="checkbox"/> N Major _____
Address _____	High School <u>Pamlico Central</u>
Phone: _____	College <u>Pamlico Community</u>
Occupation: _____	Graduate School _____
	Other _____

Are you a citizen of the United States? Yes No _____ If yes, how long? Life

Length of residence in the Pamlico County Life years _____ months

Current Civic/Community Participation None

Are you currently serving or have you ever served on a public board or committee? If so, please list below:

Board

Dates

Please provide a brief statement outlining why you wish to serve on the Advisory Board, Commission, or Committee you have indicated.

Annie Cutler

Applicant's Signature

Date

You may attach a resume to provide additional information.

Please return form to:
Pamlico County Manager's Office
P.O. Box 776
Bayboro, NC 28515
Or
Fax
252 745-5514

PAMLICO COUNTY SENIOR SERVICES
Volunteer Registration Form

THIS SECTION TO BE COMPLETED BY AGENCY

Type of registration NEW CHANGE DELETE

THIS SECTION TO BE COMPLETED BY VOLUNTEER

Annie Cutter
Name

4/10/2014
Date

242 Fisher Turnpike Rd.
Street Address

Same
Mailing Address

Arpahoe NC 28510
City State Zip Code

252 249-2235
Home / Work Number

7/4/45
Phone/Cell Number Birthday

Male Female

Gregory Cutter
Emergency Contact Person

202 251-4538
Phone/Cell Number

Retired
Present Occupation

Employer

Education (Circle Completed Years): 1 2 3 4 5 6 7 8 9 10 11 12 13 14 (15) 16+

AAs (Gen. Ed)
Degrees:

Field MOR (cert.)
Other

Licensed Driver (circle): Yes No

Car Available: Yes No

Liability Insurance: Yes No

Health (circle): Excellent Good Fair Poor

Services (v) All Applicable

<input checked="" type="checkbox"/> 1	Senior Services Advisory Committee	8	Senior Center
<input checked="" type="checkbox"/> 2	HCCBG Advisory Committee	9	Health Services
<input type="checkbox"/> 3	Pamlico Co Foundation for the Aged Inc	10	SHIP
<input type="checkbox"/> 4	Congregate Nutrition	11	Recreation
<input type="checkbox"/> 5	Home Delivered Meals	12	Special Events
<input type="checkbox"/> 6	Income Tax Assistance	13	Transportation
<input type="checkbox"/> 7	Clerical	14	Other Specify

Please list previous volunteer experience, including boards, commissions, committees, etc.:

PAMLICO COUNTY SENIOR SERVICES

**POLICY ON CONFIDENTIALITY AND DISSEMINATION OF CLIENT INFORMATION AND
VOLUNTEER STAFF VERIFICATION**

Given the nature of our work, it is imperative that we maintain the confidence of client information that we receive in the course of our work. Pamlico County Senior Services prohibits the release of any client information to anyone outside the organization unless required for purpose of providing personal care, payment, or In-Home care operations, and discussions of Protected Health Information (PHI) within the organization should be limited.

I understand that it is necessary, in the rendering of Pamlico County Senior Services clients services, that clients provide private personal information, and that such information may exist in a variety of forms such as electronic, oral, or written, and that all such information is strictly confidential and protected by federal and state laws.

I agree that I will comply with all confidentiality policies and procedures set in place by Pamlico County Senior Services during my entire association with Pamlico County Senior Services. I further agree to notify the Privacy Official of Pamlico County Senior Services immediately if I should become aware of a breach of client confidentiality.

This is not a contract of employment and does not alter the nature of the existing relationship between Pamlico County Senior Service and me.

Signature: Annie Cutler Date: 4/10/2014

Name Printed: Annie Cutler

Garry Cooper

February 17, 2014

175 Holland Dr.

P. O. Box 516

New Bern NC 28560

Bayboro NC 28515

252 671-5798

03/19/1958

Male

Caressa Cooper

252 617-2761

Director of Public Services

County of Pamlico

16 years

Recreation Administration

Licensed Driver: Yes

Car Available: Yes

Liability Insurance: Yes

Health: Good

Please list previous volunteer experience, including boards, commissions, committees, etc.:

Pamlico Youth Development Community Organization (PYDCO), Heart Works, North Carolina State Fire and Rescue Commission Board, University of North Carolina Visitor Board, President of Eastern North Carolina Youth Pop Warner Football League, Habitat for Humanity, Hope Clinic

PAMLICO COUNTY SENIOR SERVICES
Volunteer Registration Form

THIS SECTION TO BE COMPLETED BY AGENCY

Type of registration NEW CHANGE DELETE

THIS SECTION TO BE COMPLETED BY VOLUNTEER

Name Gary Cooper

Date 2-17-2014

Street Address _____

Mailing Address _____

City _____ State _____ Zip Code _____

Home / Work Number _____

Male Female

Phone/Cell Number _____ Birthday _____

Emergency Contact Person _____

Phone/Cell Number _____

Present Occupation _____

Employer _____

Education (Circle Completed Years): 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16+

Degrees: _____

Field _____

Other _____

Licensed Driver (circle): Yes No

Car Available: Yes No

Liability Insurance: Yes No

Health (circle): Excellent Good Fair Poor

Services (v) All Applicable

<input checked="" type="checkbox"/>	1	Senior Services Advisory Committee	<input type="checkbox"/>	8	Senior Center
<input checked="" type="checkbox"/>	2	HCCBG Advisory Committee	<input type="checkbox"/>	9	Health Services
<input type="checkbox"/>	3	Pamlico Co Foundation for the Aged Inc	<input type="checkbox"/>	10	SHIIP
<input type="checkbox"/>	4	Congregate Nutrition	<input type="checkbox"/>	11	Recreation
<input type="checkbox"/>	5	Home Delivered Meals	<input type="checkbox"/>	12	Special Events
<input type="checkbox"/>	6	Income Tax Assistance	<input type="checkbox"/>	13	Transportation
<input type="checkbox"/>	7	Clerical	<input type="checkbox"/>	14	Other Specify

Please list previous volunteer experience, including boards, commissions, committees, etc.:

PAMLICO COUNTY SENIOR SERVICES

**POLICY ON CONFIDENTIALITY AND DISSEMINATION OF CLIENT INFORMATION AND
VOLUNTEER STAFF VERIFICATION**

Given the nature of our work, it is imperative that we maintain the confidence of client information that we receive in the course of our work. Pamlico County Senior Services prohibits the release of any client information to anyone outside the organization unless required for purpose of providing personal care, payment, or In-Home care operations, and discussions of Protected Health Information (PHI) within the organization should be limited.

I understand that it is necessary, in the rendering of Pamlico County Senior Services clients services, that clients provide private personal information, and that such information may exist in a variety of forms such as electronic, oral, or written, and that all such information is strictly confidential and protected by federal and state laws.

I agree that I will comply with all confidentiality policies and procedures set in place by Pamlico County Senior Services during my entire association with Pamlico County Senior Services. I further agree to notify the Privacy Official of Pamlico County Senior Services immediately if I should become aware of a breach of client confidentiality.

This is not a contract of employment and does not alter the nature of the existing relationship between Pamlico County Senior Service and me.

Signature: Garny W. Cooper Date: 2-17-14

Name Printed: Garny W. Cooper

Garry Cooper

February 17, 2014

175 Holland Dr. New Bern NC 28560

252 745-3772 or 252 671-5798

garry.cooper@pamlicocounty.org

252 745-2301

Senior Services Advisory Committee

HCCBG Advisory Committee

County of Pamlico

Pamlico County High

P. O. Box 776 Bayboro NC 28515

University of North Carolina at Wilmington

Director of Public Services

Current Civic/Community Participation: Zion Hill United Church of Christ, Pamlico Juvenile Crime Prevention Council

Board

Pamlico County Board of Education

1998-2002 & 2010-2014

Pamlico County Parks & Recreation Advisory Board

2006 – Present

I believe I will be an asset to the committee. I will bring both experience and knowledge to the committee. I worked directly with seniors when I was employed by the City of Wilmington and the City of New Bern. My experiences were organizing field trips and daily activities as well as workouts and practices for Senior Games. I also assisted with Senior Games held at Lenoir Community College in Kinston and Hoggard High School in Wilmington.

**APPLICATION FOR
APPOINTMENT TO COUNTY
BOARDS AND COMMITTEES**

**PAMLICO COUNTY
P.O. BOX 776
BAYBORO, NC 28515**

This application requests some general information based on your interest in applying for a position on a Pamlico County Advisory Board, Commission, Committee or Task Force.

Applicant Name: Gary Cooper Date of Application: 2/17/2014

Home Address: _____

Phone: _____

Email Address: _____

FAX Number: _____

I am interested in serving on the following Board/Committee

EMPLOYMENT AND EDUCATION

Employer _____	Graduate? <input checked="" type="radio"/> Y <input type="radio"/> N	Major _____
Address _____	High School _____	
Phone: _____	College _____	
Occupation: _____	Graduate School _____	
	Other _____	

Are you a citizen of the United States? Yes No If yes, how long? 55

Length of residence in the Pamlico County 55 years 11 months

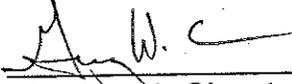
Current Civic/Community Participation _____

Are you currently serving or have you ever served on a public board or committee? If so, please list below:

Board

Dates

Please provide a brief statement outlining why you wish to serve on the Advisory Board, Commission, or Committee you have indicated.


Applicant's Signature

2-17-14
Date

You may attach a resume to provide additional information.

Please return form to:
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Or
Fax
252 745-5514

**Board of
Commissioners**

Paul Delamar
Chairman
At Large

Christine Mele
Vice Chair
Township #2

Ann Holton
At Large

Pat Prescott
Township #1

Jimmy Spain
Township #3

Carl Ollison
Township #4

Kenny Heath
Township #5



COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

tim.buck@pamlicocounty.org

County Manager
Timothy A. Buck

Clerk to the Board
Kathy P. Cayton

County Attorney
Jimmie B. Hicks, Jr.

June 12, 2014

MEMORANDUM

To: Chairman Delamar and Board of Commissioners
From: Tim Buck, County Manager
Re: Health Department Positions

Attached is a request from Health Director, Dennis Harrington to restructure two positions in the Health Department: **1**) convert Administrative Assistant I (grade 63) to Administrative Officer I (grade 67) position and **2**) convert Processing Assistant IV (grade 59 to Office Unit Work Supervisor I (grade 61).

The Administrative Assistant I position is currently budgeted at \$26,417. Converting the position to an Administrative Officer I position and setting the beginning salary at \$32,750 will increase the budget by approximately \$6,333, not including benefits.

The Processing assistant IV position is currently budgeted at \$22,827. Converting the position to an Office Unit Work Supervisor I position and setting the beginning salary at \$26,418 will increase the budget by approximately \$3,591, not including benefits.

Total cost of the proposal, not including benefits is \$9,924.

In regards to permanently changing the starting salaries and although we have taken these measures in the past, a special class within a grade is not recommended. This type of situation could be addressed within a salary study. A preferable method is to give the health director permission to hire up to these levels.

I support the effort to reclassify the positions and to hire up to \$32,750 and \$26,418 respectively though not establishing a new permanent hire classification. I am recommending and requesting approval.

Mr. Tim Buck, County Manager
302 Main Street
P.O. Box 776
Bayboro, NC 28515

Date: 6-11-14

RE: Extremely High Turnover of Key Personnel
Administrative Restructuring

Dear Mr. Buck:

As you know, I have lost several key professional and administrative staff of late, specifically, our billing clerk, our social worker, and now my administrative assistant.

We are at the point that two of us retain the administrative organizational history of the department as it currently functions and one person is basically trying to cover three jobs.

I must request immediate help to enable me to reclassify two position with state personnel to a level that will more appropriately meet the needs of the current organization. Additionally, I would ask for flexibility in hiring by establishing a new hiring rate in order to obtain qualified applicants.

Case in point, I advertised for the Billing Clerk twice, and received multiple applications only two of which qualified for an interview. One had no practical experience and would have had to start on ground level – no help to the department for up to 1 year. The second was a seasoned medical office billing expert – she interviewed beautifully and got rave recommendations. When I got to the point of offering her the position, the amount that I could offer (with your \$2500 increase above entry) ended up being \$11.35/hour. She wanted to work at the department, but she got another position in town making \$13.00/hour. Needless to say, she did not take our position.

Please know that I appreciate your help in providing the extra funds that you have graciously provided in several hiring situations (which on a couple positions helped us hire)! Also, please know that I understand and appreciate that the Commissioners are trying to hold the line for taxes and be the best stewards of County funds as possible. However, I am now facing a crisis that must be responded to and unfortunately, I need help from you and your Board.

Request to Reclassify:

Step 1 (one)

- (Abolish) Administrative Assistant I (grade 63) - to an
- My direct administrative assistant (Beth's Position)
- (Establish) Administrative Officer I (Grade 67).
- Entry/Hire Rate: \$32,750

This move will give me the flexibility to realign critical administrative duties spread throughout several positions currently into one position (at a higher level) where we can recruit the level of person, the experience, the skill set, and hopefully the potential of longevity so critical for our department if it is to survive. And, the combining of the duties and responsibilities will make the work flow more efficient and ultimately enable a more productive position.

Step 2 (two)

- (Abolish) Processing Assistant IV (grade 59) – to a
-old billing clerk position (Julie's Position)
- (Establish) Office Unit Work Supervisor I (Grade 61)
- Entry/Hire Rate: \$26,418

This would allow me to structure a position that could become an in-house billing expert, supervisor of the clerical staff in the clinical area, a fill-in in both areas as the need demands (reception, billing, and general administrative support). This is a strategic move to enable further restructuring using resources within our budget, plus to find the right person to perform and be stable in our department for some reasonable timeframe.

Again, In both situations above, I am asking permission establish a new hiring rate beyond the current rate for the grade and am ending up with the same number of employees – just at a more appropriate level for the current organizational needs

Your consideration of this request is greatly appreciated! I will be happy to discuss if you have questions: please call my cell 919-630-5095.

Sincerely,


Dennis. E. Harrington, MPH
Health Director

**Board of
Commissioners**

Paul Delamar
Chairman
At Large

Christine Meie
Vice Chair
Township #2

Ann Holton
At Large

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Township #1

Jimmy Spain
Township # 3

Carl Ollison
Township # 4

Kenny Heath
Township # 5



COUNTY OF PAMLICO

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FAX (252) 745-5514

tim.buck@pamlicocounty.org

County Manager
Timothy A. Buck

Clerk to the Board
Kathy P. Cayton

County Attorney
Jimmie B. Hicks, Jr.

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June 12, 2014

MEMORANDUM

To: Chairman Delamar and Board of Commissioners
From: Tim Buck, County Manager
Re: Fuel Management Recommendations

Finance Officer Bill Fentress will present an update on fuel management options. Action items for the Board are to 1) establish a project budget and 2) authorize selection of a product/vendor. Additional information is forthcoming and will be emailed out to Board members as it becomes available.

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Board of Commissioners

Paul Delamar
Chairman
At Large

Christine Mele
Vice Chair
Township #2

Ann Holton
At Large

Pat Prescott
Township #1

Jimmy Spain
Township # 3

Carl Ollison
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Kenny Heath
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tim.buck@pamlicocounty.org

June 12, 2014

MEMORANDUM

To: Chairman Delamar and Board of Commissioners
From: Tim Buck, County Manager
Re: June 30, 2014 Meeting

In order to efficiently close the year out, I am requesting that the Board recess the June 16, 2014 to June 30, 2014. This will allow us to take care of any "housekeeping" issues that arise to close out fiscal year 2013-14. If the meeting is not necessary, we will notify the Board and sunshine list at least 48 hours in advance.

**Board of
Commissioners**

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tim.buck@pamlicocounty.org



County Manager
Timothy A. Buck

Clerk to the Board
Kathy P. Cayton

County Attorney
Jimmie B. Hicks, Jr.

June 12, 2014

MEMORANDUM

To: Chairman Delamar and Board of Commissioners
From: Tim Buck, County Manager
Re: Kershaw Water Treatment Plant Refurbishing Project
Shock Treatment of Wells

In preparation of placing the Kershaw Water Treatment Plant back on line in July, 2014, our contracted engineer Blaine Humphrey has advised us to have the wells maintained and super chlorinated. Estimated costs are approximately \$19,000 that includes contingency. Although the work will not be completed under the construction contract, funds are available in the project budget to complete the work.

I am recommending and requesting to have the wells shock treated at an estimated cost of \$19,000.

**Board of
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COUNTY OF PAMLICO

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FAX (252) 745-5514

tim.buck@pamlicocounty.org

June 12, 2014

MEMORANDUM

To: Chairman Delamar and Board of Commissioners
From: Tim Buck, County Manager
Re: Reappointment of Economic Development Board

Economic Developer, Dee Sage is requesting reappointment of the attached Board members. I concur with Ms. Sage's recommendations.

PAMLICO COUNTY ECONOMIC DEVELOPMENT ADVISORY BOARD MEETING

DATE: June 11, 2014

NAME (initial)	re-appoint?	BUSINESS/INTEREST	PHONE #	E-MAIL
Dr. Cleve Cox <i>CC</i>	YES	Economic Development Advisory Board/PCC	249-1851 x 3007	ccox@pamlicocc.edu
Doug Cross <i>DC</i>	YES	Economic Development Advisory Board/ <i>Maritime</i>	745-3688	doug@bestseafood.com
Chuck Forrest	YES <i>per 8-13-14</i>	Economic Development Advisory Board/ <i>Agriculture</i>	745-3551	crforrest2@gmail.com
Commissioner Christine Mele <i>C.M.</i>	yes	Economic Development Advisory Board/ <i>Co. Comm.</i>	249-2344	'christinemele@yahoo.com'
Joyce Swimm <i>JS</i>	Yes	Economic Development Advisory Board/ <i>Chamber</i>	745-3008	executivedirector1@embarqmail.com
Doug Brinson	YES	Economic Development Advisory Board, Alternate/ <i>Agriculture</i>	249-0690	doug.brinson@yahoo.com
Beth Bucksot	BB <i>Yes</i>	Economic Development Advisory Board, Alternate/ <i>Chamber</i>	745-3215	oneway@embarqmail.com
Peter Waterson		Economic Development Advisory Board, Alternate/ <i>Maritime</i>	249-2222	pete.sme@gmail.com
Dee Sage		Director, Economic Development	745-3081	

**Board of
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Paul Delamar
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16

County Manager
Timothy A. Buck

Clerk to the Board
Kathy P. Cayton

County Attorney
Jimmie B. Hicks, Jr.

COUNTY OF PAMLICO

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(252) 745-3133 / 745-5195
FAX (252) 745-5514

tim.buck@pamlicocounty.org

June 12, 2014

MEMORANDUM

To: Chairman Delamar and Board of Commissioners
From: Tim Buck, County Manager
Re: Direction Concerning Eastern Alliance

The economic development advisory committee is recommending that the Board of Commissioners decline membership to the Eastern Alliance and request the allocation of remaining funds. Please see the attached. I am requesting Board direction.



COUNTY OF PAMLICO

DEPARTMENT OF ECONOMIC
DEVELOPMENT
POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3081
FAX (252) 745-3754

TO: TIM 
FROM: DEE 
DATE: JUNE 11, 2014
SUBJECT: RECOMMENDATION CONCERNING NCEA MEMBERSHIP

The Pamlico County Economic Development Advisory Board met on June 11, 2014, and unanimously passed a motion to recommend to the County Commissioners to decline the offer to join NCEast Alliance and request return of its share of unencumbered funds at the dissolution of NC's Eastern Region on June 30, 2014.

*Recommendation
by ED ADVISORY
BOARD*

PROPOSED RESOLUTION – NOT TO JOIN NCEA

BE IT RESOLVED, Pamlico County declines the offer to join NCEast Alliance.

THEREFORE, LET IT BE FURTHER RESOLVED, Pamlico County requests return of its share of unencumbered funds at the dissolution of NC's Eastern Region on June 30, 2014.

PROPOSED RESOLUTION – TO JOIN NCEA

BE IT RESOLVED, Pamlico County accepts the offer to join NCEast Alliance on July 1, 2014.

THEREFORE, LET IT BE FURTHER RESOLVED, Pamlico County allows its share of unencumbered funds (or \$25,000 of its share of unencumbered funds) to be transferred to NCEast Alliance to gain membership for five (5) years and membership services at \$0.45 per capita for five (5) years.