

**REGULAR SESSION OF THE PAMLICO COUNTY COMMISSIONERS
MONDAY OCTOBER 18, 2010**

The Pamlico County Board of Commissioners met in regular session on Monday October 18, 2010 at 7:00 p.m. in the Patsy H. Sadler Room of the Pamlico County Courthouse. All Commissioners were present with exception of Commissioner Ann Holton. Also present were County Attorney Jim Hicks, County Manager Tim Buck, Finance Officer Mary Jane Westphal and Clerk to the Board Kathy P. Cayton.

Chairman Paul Delamar called the meeting to order.

Chairman Paul Delamar called for corrections, additions and/or deletions to the minutes of the October 4, 2010 meeting. There being none on a motion made by Commissioner Christine Mele and seconded by Commissioner Roy Brinson the following resolution was unanimously approved.

BE IT RESOLVED, the minutes of the Monday October 4, 2010 meeting are hereby approved and the Chairman signature is authorized thereon.

Chairman Paul Delamar asked if there were any additions and/or deletions to the agenda. There was one. On a motion made by Commissioner Kenny Heath and seconded by Commissioner Christine Mele the Board unanimously agreed to add change order number one for the Vandemere Treatment Plant Renovation.

Chairman Paul Delamar recognized Representative Alice Underhill and Senator Jean Preston who came before the Board to present the Order of the Long Leaf Pine Award posthumous to Mr. Joseph Otto Himbry Jr. for his dedication to providing affordable housing to the citizens of Pamlico County. Mr. Himbry's widow Ms. Vennie Himbry was in attendance to accept the award. The Order of the Long Leaf Pine Award is North Carolina's highest civilian award.

There were no speakers to speak during Public Comment Period.

The Board then turned their attention to the Consent Agenda.

On a motion made by Commissioner Kenny Heath and seconded by Commissioner Carl Ollison, the following resolutions were unanimously approved.

BE IT RESOLVED, the following Recreation Advisory Committee Members are hereby reappointed:

**Mr. Joe Andrews
 Ms. Barbara Ritchie
 Mr. Steve Smith
 Mr. Cody Ushry**

BE IT RESOLVED, the Water Department Write Offs of delinquent accounts for the years 2003-2006 in the amount of \$8,549 is hereby approved.

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

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

(R)= REVENUES (E)=EXPENDITURES		FISCAL YEAR 2010-2011	
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
300600 434264	INSURANCE CLAIMS REIMB.		\$649.20
307140 535300	M&R AUTO		\$649.20

Reason for Budget Revision: RECOGNIZE INSURANCE PAYMENT TO REIMBURSE VEHICLE REPAIR.

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(R)= REVENUES (E)=EXPENDITURES		FISCAL YEAR 2010-2011	
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104933 519900	CONTRACTED SERVICES		\$350.00
104933 522000	FOOD & PROVISIONS	\$350.00	

Reason for Budget Revision: TO RECOGNIZE FUNDS TO COVER PURCHASES FOR FOOD PROVISIONS PAID BY AGING WELL EXPO VENDORS.

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FISCAL YEAR 2010-2011

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) AMOUNT(-)	
		INCREASED	DECREASED
307140 519900	CONTRACTED SERVICES		\$5,225.00
307140 529005	SAFETY	\$3,125.00	
307140 555000	CAPITAL OUTLAY	\$2,100.00	

Reason for Budget Revision: TO ADJUST FUNDS TO COVER SAFETY EQUIPMENT AND CAPITAL ITEMS.

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

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

Name	Year	Tax/Ticket	Reason	Amount
Port Vandemere, Inc.	2010	27235/6395023	Computer Error	\$ 2,233.81
				\$ 2,266.94
		27235/6395030		\$ 2,266.94
				\$ 1,190.27
		\$ 1,847.73		
Above All Roofing	2010	0034099/6379687		\$ 289.25
Musch, John	2010	19959/6385693	boat sold	\$ 349.32
Groom, Michelle	2010	27849/6396841	boat not in County	\$ 300.69
GE Capital	2010	19912/6385638	Clerical error	\$ 58.26
Holt, Frances	2010	2455450/6391484	Clerical error	\$ 440.67
Norris, Carl	2010	28224/6397357	System error	\$ 8.17
				Double listed
Banks, Walter	2010	225800/6389530		\$ 10.08
Tiesman, Allameshia	2008	7072894/13514		\$ 12.32
Marshall, George	2010	3522300	Disabled Vet	\$ 45,000
Bell, Ruth	2010	8128	SCE	\$ 25,000
Hudson, David	2010	2570000	SCE	\$ 25,000
Lee, Robin	2010	327500	SCE	\$ 25,000

The Board then turned their attention to the Correspondence Agenda.

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

BE IT RESOLVED, the following Water Department ORC Transition Plan is hereby approved.

October 28, 2010:

**Paul Campbell designated back-up ORC Distribution System
Edward Riggs remains ORC Distribution System**

**Paul Campbell designated or ORC Backflow and Cross-Connection
Edward Riggs designated back-up ORC Backflow and Cross-Connection**

**Al Gerard designated back-up ORC Wastewater Discharge Systems
Edward Riggs remains ORC Wastewater Discharge Systems**

**Charles Hardison remains ORC Plant
Edward Allen designated back-up ORC plants**

January 29, 2011

**Paul Campbell designated ORC Distribution System
Edward Riggs designated back-up ORC Distribution System**

**Al Gerard designated ORC Wastewater discharge Systems
Ed Riggs designated back-up ORC wastewater Discharge Systems**

July 1, 2010

**Paul Campbell ORC Distribution System
Al Gerard back-up ORC distribution System**

Paul Campbell ORC Backflow and Cross-Connection

**Al Gerard ORC Wastewater Discharge Systems
Charles Hardison back-up ORC Wastewater Discharge Systems**

BE IT FURTHER RESOLVED, this plan excludes salary increases.

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

BE IT RESOLVED, that Mr. Henry Rice, Superintendent Representative and Mr. Tom McCarthy, At Large Representative are hereby appointed to the JCPC Board.

A motion was made by Commissioner Kenny Heath and seconded by Commissioner Jimmy Spain **to table** the request for someone to replace Paul Delamar on the JCPC Board as the Defense Attorney Representative.

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

BE IT RESOLVED, the following changes to the personnel policy are hereby approved.

Article I Revised definitions to comply with amendments to the State Personnel Act

Article III: The Pay Plan:
Revised language regarding salary plan based on hire rate, minimum and maximum rates for each grade

Pay Rates in Promotion, Demotion, Transfer, and Reclassification
Added language regarding voluntary transfer to lower salary grade

Overtime/Compensatory Time
Revised language to be consistent with payroll schedule

Pay Schedule
Revised language to be consistent with payroll schedule

Longevity Pay Plan
Revised language regarding eligibility requirements, added language regarding verification of aggregate service credit, added language to payment of longevity pays regarding retirement contribution deductions

Article IV. Recruitment and Employment
Revised the anti-discrimination language to be compliant with Genetic Information Nondiscrimination Act of 2008 ("GINA")

Provisional Period
Added language regarding appeal rights

Probationary Period
Revised language to comply with amendments to the State Personnel Act

Article V. Conditions of Employment

Work Week
Revised language to be consistent with payroll schedule

Dress Code
Added section to policy

Limitation of Employment of Relatives

Revised language consistent with Chapter 153A-103(1) of NC General Statutes

Travel Policy

Added per diem section to policy, revised language referring to Estimated Travel Expense Request Form

Article VI. Holidays and Leaves of Absence

Added language to Transfer of Sick Leave: transfer must be completed within one year from the employee's date of hire

Family and Medical Leave Policy

Revised based on recent regulations clarifying the military leave provisions of the Family and Medical Leave Act

Leave Without Pay

Added section to policy

Article VII. Separation, Disciplinary Action and Reinstatement

Resignation

Added language:

Three consecutive days of absence without contacting the immediate supervisor or Department Head is considered to be a voluntary resignation

Disciplinary Actions: Local Government Employees Subject to the State Personnel Act

Revised these sections to comply with amendments to the State Personnel Act

Article VIII. Grievance Procedure

Revised these sections to comply with amendments to the State Personnel Act

Article X. Alcohol and Drug-Free Workplace

Revised language to current employee testing: defining property damage in excess of or estimated to be in excess of \$2000

Article XI. Internet Acceptable Use Policy

Blogging, Social Network Sites, and Off-Duty Electronic Communication
Added section to policy

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

BE IT RESOLVED, that the Vandemere Treatment Plant Renovation Change Order Number One in the amount of up to \$20,000 is hereby approved.

There being no further business on a motion made by Commissioner Jimmy Spain, the Board adjourned until Monday November 1, 2010 at 7:00 p.m.

Chairman

Clerk to the Board