

**REGULAR SESSION OF THE PAMLICO COUNTY BOARD OF  
COMMISSIONERS  
MONDAY NOVEMBER 15, 2010**

The Pamlico County Board of Commissioners met in regular session on Monday November 15, 2010 at 7:00 p.m. in the Patsy H. Sadler Room of the Pamlico County Courthouse. All Commissioners were present. Also present were County Attorney Jim Hicks, Attorney Scott Hart, 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 asked if there were any corrections, additions and/or deletions to the open or closed session minutes of November 1, 2010 meeting. There being none, on a motion made by Commissioner Ann Holton and seconded by Commissioner Roy Brinson, the following resolution was unanimously approved.

**BE IT RESOLVED, the open and closed session minutes of the Monday November 1, 2010 meeting are hereby approved and the Chairman's signature is authorized thereon.**

Chairman Paul Delamar asked if there were any additions and/or deletions to the agenda. There was requests for two (2) additions and one (1) deletion.

On a motion made by Commissioner Roy Brinson and seconded Commissioner Ann Holton, the request for **the addition** of the two (2) following items were unanimously approved:

1. Approval of the Reelsboro Water Infrastructure Study
2. Addition of a booster pump station as an alternate bid

On a motion made by Commissioner Roy Brinson and seconded by Commissioner Jimmy Spain, the request **to delete** the public hearing regarding the financing of the water system was unanimously approved.

Chairman Paul Delamar requested approval of a resolution recognizing the Pamlico County Cross Country Team. He presented copies of the resolution to each team member in attendance.

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

**RESOLUTION  
OF THE PAMLICO COUNTY BOARD OF COMMISSIONERS  
RECOGNIZING THE PAMLICO COUNTY HIGH SCHOOL  
CROSS COUNTRY PROGRAM**

**WHEREAS**, recognition is hereby given to the Pamlico County High School Men's and Women's Cross Country Teams who under the leadership of Head Coach Adam Philipps and Assistant Coaches Rusty Meador and Paul Delamar completed the 2010 season as Men's Coastal Plains Conference and Eastern Region Champions, with both Men's and Women's teams advancing to the to the State Championship meet and;

**WHEREAS**, the Men's championship team being composed of Blake Hollister, Michael Ehmke, Mitch Meador, Adam Poole, Josh Boyette, Shawn McNeely and Roy Stocks is the only Pamlico County Men's Cross Country team to win a conference championship, regional championship and to advance to the state finals;

**WHEREAS**, Blake Hollister won the conference championship, was conference MVP and won the eastern regional championship with a school record time of 17:17 at the state finals and;

**WHEREAS**, the Women's team, consisting of Kara Wheeler, Sarah Watkins, Emma Conley, Nicole Edwards, Emma Wheeler, Rachel Ferrara and Mikayla Wayne, in its first year of competition advanced to the state finals;

**WHEREAS**, the 2010 Pamlico County Cross Country Team throughout the entire season has exhibited unselfishness, teamwork, and a positive attitude, and has represented Pamlico County in an exemplary manner;

**NOW, THEREFORE BE IT RESOLVED**, the Pamlico County Board of Commissioners hereby commend the Pamlico County High School Cross Country Team for its exceptional accomplishments during the 2010 season.

**BE IT RESOLVED** that the Clerk to the Board is authorized and directed to transmit an appropriate copy to the Pamlico County Board of Education and to each member and coach for said team.

s/s Paul J. Delamar \_\_\_\_\_  
Chairman

s/s Kathy P. Cayton  
Clerk to the Board

Chairman Paul Delamar then recognized Mr. Alex Rickard, Planning Director for East Carolina Council who came before the Board and presented the Croatan Regional Bike Plan Project.

On a motion made by Commissioner Ann Holton and seconded by Commissioner Roy Brinson, the following resolution was passed by majority vote. Commissioners Christine Mele, Kenny Heath and Jimmy Spain cast dissenting votes.

**RESOLUTION OF SUPPORT  
FOR THE DEVELOPMENT OF THE  
CROATAN REGIONAL BICYCLE PLAN**

**WHEREAS**, the Pamlico County Board of Commissioners of seeks to promote safe, efficient, and convenient bicycle transportation throughout the community and the region

**WHEREAS**, the North Carolina Department of Transportation has provided the necessary funds to develop the Croatan Regional Bicycle Plan for the counties of Carteret, Craven, Jones, Onslow, and Pamlico and their municipalities

**WHEREAS**, the Croatan Regional Bicycle Plan will be developed in coordination with local governments, the North Carolina Department of Transportation, the Jacksonville Urban Metropolitan Planning Organization, the Down East Rural Planning Organization, the National Forest Service, the North Carolina Trails Program, and other interested parties

**WHEREAS**, the Croatan Regional Bicycle Plan will provide synergy with the locally adopted plans by identifying necessary improvements to connect the municipalities and communities throughout the region

**WHEREAS**, the North Carolina Department of Transportation assigns additional points in the state's prioritization process to bicycle projects identified in locally adopted plans

**WHEREAS**, improving bicycle access improves recreational opportunities, promotes tourism and community vitality, encourages greater physical and social wellbeing, and reduces dependence on automobiles

**NOW, THEREFORE, BE IT RESOLVED**, by the Pamlico County Board of Commissioners:

Section 1: As part of its efforts to provide for a more sustainable and livable future for the citizens of Pamlico County the Board of Commissioners supports the creation of the Croatan Regional Bicycle Plan to identify opportunities for improving the safety and effectiveness of bicycle circulation throughout the region.

Section 2: The Croatan Regional Bicycle Plan will serve as a guideline and resource for local and state officials for future planning decisions related to the development of bicycle facilities throughout the region

Section 3: Communities that adopt this plan will mutually support one another in seeking state and federal funds to complete the recommendations identified in this plan.

Section 4: County staff is directed to participate in the development of this plan and update Council as appropriate.

s/s Paul J. Delamar  
Chairman

s/s Kathy P. Cayton  
Clerk to the Board

Mr. Brad Hufford of the Department of Commerce, Division of Community Assistance came before the Board to discuss Pamlico County's selection as a 21<sup>st</sup> Century Community. Mr. Hufford stated the objective of this program is to assist counties in economic shifts and to rethink strategies and their approaches to economic/community planning revitalization. Pamlico County's selection as a 21<sup>st</sup> Century Community is a great opportunity to continue and build especially from the efforts of the NC STEP Committee.

There were no members to speak during Public Comment Period.

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

**BE IT RESOLVED, the following budget amendments are hereby approved.**

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

<b>(R)= REVENUES (E)=EXPENDITURES</b>		<b>FISCAL YEAR 2010-2011</b>	
<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
105167 529000	DEPARTMENTAL SUPPLIES		\$80.00
105167 538100	PROGRAMMING	\$80.00	

*Reason for Budget Revision:* TO COVER THE EXPENSE OF A NEW PRINTER.

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<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
105180 535300	M & R AUTO		\$72.00
105182 535300	M & R AUTO	\$72.00	

*Reason for Budget Revision:* TO COVER EXPENSES OF AUTO REPAIRS FOR ENVIRONMENTAL HEALTH TRUCKS.

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<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
105169 525100	AUTO SUPPLIES		\$500.00
105169 529000	DEPARTMENTAL SUPPLIES		\$ 30.00
105169 531000	TRAVEL	\$530.00	

*Reason for Budget Revision:* TO COVER TRAVEL EXPENSES FOR REQUIRED TRAINING.

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<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
104310 555000	CAPITAL OUTLAY	\$35,750.00	
100600 400003	BANK PROCEEDS	\$35,750.00	

Reason for Budget Revision: TO RECOGNIZE FINANCING FOR POLICE TRANSPORT VAN.

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.

<b>(R)= REVENUES (E)=EXPENDITURES</b>		<b>FISCAL YEAR 2010-2011</b>	
<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>AMOUNT (+) INCREASED</b>	<b>AMOUNT(-) DECREASED</b>
474326 559999	FUND BALANCE RESERVE		\$130,283.00
474326 555000	CAPITAL OUTLAY	\$130,283.00	
474326 555000	CAPITAL OUTLAY	\$ 30,605.00	
474326 535200	M & R EQUIPMENT	\$ 25,000.00	
474326 518100	FICA EXPENSE	\$ 160.00	
474326 518101	MEDICARE EXPENSE	\$ 40.00	
470000 439900	FUND BALANCE	\$ 55,805.00	

Reason for Budget Revision: TO RECORD CAPITAL EXPENDITURES ONE TIME USE OF 911 FUND BALANCE.

**BE IT RESOLVED, the quarterly report from Eastern Carolina Behavioral Health is hereby approved.**

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

Name	Year	Tax/Ticket	Reason	Amount
Beaudreault, James	2010	223116/6338886	Assessment Error	\$ 20.73
Boomer, Love	2010	497000	SCE	\$ 38,640.00
Scotsman, Wm	2010	6382742	Out of Business	\$ 50.39
Fox, Frank	2010	27613	Reduction in Value	\$ 578.00
Bradshaw, Dennis	2010	19931/6385664	Boat year wrong	\$ 78.71
Voorhees, Robert	2010	18351/638722	Boat in Beaufort	\$ 131.40
Cosby, David	2010	19570/6385195	Boat Sold	\$ 17.41
Pinedale Food Mart	2010	7419/6404318	Incorrect listing	\$ 74.40
Hawk, Kenneth	2010	19094/6384529	In Craven Cty	\$ 58.34
Harrell, Christine	2007	7068514	Plates Returned	\$ 57.89

**BE IT RESOLVED, the following 2009 CDBG Community Revitalization Documents are hereby approved.**

**RESOLUTION BY THE COUNTY COMMISSIONERS**

**OF THE COUNTY OF PAMLICO**

**AUTHORIZING EXECUTION OF CDBG DOCUMENTS**

**WHEREAS**, the County of Pamlico has the need for community revitalization within many areas around the County; and

**WHEREAS**, the County of Pamlico has applied for funding from the State of North Carolina under the Small Cities Community Development Block Grant Program; and

**WHEREAS**, the County of Pamlico has been offered an \$800,000 grant under the 2009 Small Cities Community Development Block Grant Program – Community Revitalization Category;

**NOW, THEREFORE, BE IT RESOLVED**, by the County Commissioners of the County of Pamlico:

**THAT**, The County of Pamlico hereby accepts the State of North Carolina Small Cities Community Development Block Grant offer of \$800,000; and

**THAT**, Paul J. Delamar III, Chairman; Timothy A. Buck, County Manager; Mary Jane Westphal, Finance Officer; and Jayne Robb, County Planner/Economic Developer are hereby authorized to accept this grant offer on behalf of the County of Pamlico and execute the Grant Agreement, Funding Approval Form, and all related grant documents during implementation of the grant project; and

**THAT**, The County of Pamlico has substantially complied with or will substantially comply with all federal, state, and local laws, rules, regulations, and ordinances as applicable to the project.

Resolved this 15th day of November, 2010, at Bayboro, Pamlico County, North Carolina.

**COUNTY OF PAMLICO**

**FINANCIAL MANAGEMENT RESOLUTION**

**2009 CDBG COMMUNITY REVITALIZATION PROJECT**

**WHEREAS**, the County of Pamlico expects to receive a 2009 Community Development Block Grant – Community Revitalization Category in the amount of \$800,000; and

**WHEREAS**, the North Carolina Administrative Code Resolution (4 NCAC 19L) requires that the County of Pamlico designate a Grant Finance Officer, authorized individuals to execute grant requisitions, and a Depository for CDBG revenues;

**NOW, THEREFORE**, the Board of Commissioners of the County of Pamlico hereby resolves the following:

- (1) Mary Jane Westphal will serve as Grant Finance Officer and will be responsible for financial management of the 2009 program according to the requirements of 4 NCAC 19L.
- (2) First Citizens Bank, Bayboro, North Carolina is hereby designated as the official depository for revenues budgeted for the 2009 CDBG Community Revitalization Project.
- (3) Paul J. Delamar III, Chairman; Timothy A. Buck, County Manager; Mary Jane Westphal, Finance Officer; and Jayne Robb, County Planner/Economic Developer, are hereby designated as individuals certified to sign requisitions for 2009 CDBG funds.
- (4) That Kathy P. Cayton, Clerk to the Board, is hereby directed to sign the “Signatory Forms and Certifications” as the “Certifying Official: and return the forms along with all other materials as necessary to the respective agencies.

Resolved this 15th day of November, 2010 at Bayboro, Pamlico County, North Carolina.

**COUNTY OF PAMLICO**  
**GRANT PROJECT BUDGET ORDINANCE**

**2009 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

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

Section I. The project authorized is the Community Development Block Grant Project described in the 2009 CDBG Community Revitalization application between the County of Pamlico and the NC Division of Community Assistance. This project is also referred as the Jones Lane Revitalization Project.

Section II. The officers of the County of Pamlico are hereby directed to proceed with the grant project within the terms of the grant documents, the rules and regulations of the NC Division of Community Assistance and the budget contained herein.

Section III. The following revenues are anticipated to be available to complete the project.

Community Development Grant	<u>\$800,000</u>
<b>TOTAL REVENUES</b>	<b>\$800,000</b>

Section IV. The following amounts are appropriated for the project:

A. C-1 Project

1. Acquisition	\$50,000
2. Water Improvements	31,200
3. Sewer Improvements	51,600
3. Clearance	40,000
4. Relocation	229,000
5. Rehabilitation	24,000
6. Street Improvements	152,000
7. Flood & Drainage Improvements	34,200
8. Administration	<u>68,000</u>
Subtotal C-1 Expenditures	680,000

B. L-1 Project

1. Clearance	10,000
2. Relocation	98,000
3. Administration	<u>12,000</u>
Subtotal L-1 Expenditures	\$120,000

TOTAL PROJECT EXPENDITURES \$800,000

Section V. The finance officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and Federal and State Regulations.

Section VI. Funds may be advanced from the general funds for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner. Reimbursement to the general funds should be made in a timely manner.

Section VII. The finance officer is directed to report monthly on the financial status of each project element in Section IV and on the total grant revenues received or claimed.

Section VIII. The budget officer is directed to include an analysis of past and future costs and revenues on this grant project as a part of every budget submission made to this Board.

Section IX. Copies of this Grant Project Budget Ordinance shall be made available to the budget officer for direction in carrying out this project.

Adopted this 15th day of November, 2010 at Bayboro, Pamlico County, North Carolina.

**BE IT RESOLVED, the request to declare specific used County equipment as surplus is hereby approved. These items will be sold at the Pamlico County Auction to be held on December 11, 2010.**

The Board then turned their attention to the Correspondence Agenda.

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

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

Name	Year	Tax/Ticket	Reason	Amount
Galland, Daisy	2010	16931	Disabled Veteran Exclusion	\$ 45,000.00
Schofell, Stanley	2010	4996100	SCE	\$ 11,596.00
Buck, Rachel	2010	762000/6404514	Not in Bayboro	\$ 10.04
Miller, Juergen	2010	25721/6392769	Calculation error	\$ 10.60
GE Capital	2010	19912/6407778	Clerical error	\$ 43.19
Hancock, Judith	2010	18244/6383636	Clerical error	\$ 3.78
Krelie, Rosemary	2010	0035049/6407819	Clerical error	\$ 69.71
Frat Rat Sailing	2010	19648/6385295	Incorrect value	\$ 1,182.21
Cobb, Jonathan	05-07	19121/2684	Wrong Owner	\$ 185.89
				\$ 120.66
Philpott, Steven	2010	4287000/6399928	Boat Destroyed	\$ 8.92
Dunbar, Blake	2010	28212/6397298	Double listed	\$ 140.77
Whitaker Point Prop.	2010	20601/6386737	Appraisal Error	\$ 2,963.41
		26812/6367782	Exempt Property	\$ 654.31
	2007	26812/16821	Exempt Property	\$ 505.01
	2008	26812/17371	Exempt Property	\$ 505.01
	2009	26812/6324295	Exempt Property	\$ 505.01
	2007	20601/16772	Appraisal Error	\$ 2,963.41
	2008	20601/16772	Appraisal Error	\$ 2,963.41
	2009	2061/6316457	Appraisal Error	\$ 2,963.41

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

**BE IT RESOLVED, the request from Jail Administrator Russell Willis to increase Ms. Patricia Stembridge's salary to \$32,500 is hereby approved. Ms. Stembridge has been promoted to Assistant Jail Administrator.**

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

**BE IT RESOLVED, that Ms. Teresa Scott is hereby reappointed to the Pamlico County Health Board. Ms. Scott serves as a member of the public.**

A motion was made by Commissioner Kenny Heath and seconded by Commissioner Christine Mele, **to table** the request for the appointment of the Pharmacist and Dentist openings on the Health Board.

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

**BE IT RESOLVED, the Water Infrastructure Study of the Reelsboro area is hereby approved.**

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

**BE IT RESOLVED, the request for the addition of a third booster pump as an alternative bid in the Minnesott Beach/Vandemere bid package is hereby approved.**

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 client attorney privilege to discuss the Cutter Bay litigation.

A motion was made by Commissioner Ann Holton and seconded by Commissioner Jimmy Spain, the Board went back into open session.

The Board took no action in closed session.

There being no further business on a motion made by Commissioner Jimmy Spain and seconded by Commissioner Ann Holton, the Board adjourned until Monday December 6, 2010 at 7:00 p.m.

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Chairman

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Clerk to the Board

