

**PITT COUNTY BOARD OF COMMISSIONERS
MINUTES FOR JANUARY 8, 2001**

The Pitt County Board of Commissioners met in a regular session on Monday, January 8, 2001, at 9:00 a.m. in the Commissioners' Auditorium, Pitt County Office Building, 1717 W. 5th Street, Greenville, North Carolina. The purpose of the meeting was to consider public business.

David Hammond, Chairman
Glenn Bowen, Commissioner
Tom Coulson, Commissioner
Eugene James, Commissioner
Thomas H. Johnson, Commissioner
Randy Royal, Commissioner
M. Theresa Shank, Commissioner
Beth B. Ward, Commissioner

Absent:

Mark W. Owens, Jr., Commissioner

Staff present were:

Thomas B. Robinson, County Manager
JoAnne Burgdorff, County Attorney
Susan J. Banks, Clerk to the Board
Arlen Holt, PIO and Cable Coordinator
Melonie Bryan, Director of Financial Services
John K. Bulow, Assistant County Manager

CALL TO ORDER – Chairman Hammond

INVOCATION AND PLEDGE

Invocation provided by Commissioner Royal.

The Pledge of Allegiance was led by Commissioner Shank.

Chairman Hammond asked to excuse Commissioner Owens from today's meeting.

UPON MOTION by Commissioner James, seconded by Vice Chairman Bowen, the Board voted unanimously to excuse Commissioner Owens from today's meeting.

APPROVAL OF AGENDA – Chairman Hammond

Mr. Robinson stated that John Chaffee has requested time on the agenda for a closed session item concerning economic development.

UPON MOTION by Commissioner James, seconded by Commissioner Royal, the Board voted unanimously to approve the agenda as amended.

APPROVAL OF MINUTES – Chairman Hammond

1. December 14, 2000
2. December 18, 2000

UPON MOTION by Commissioner Ward, seconded by Commissioner Shank, the Board voted unanimously to approve the minutes of the December 14 and 18, 2000 meetings.

PUBLIC ADDRESSES TO THE BOARD

- ? Nancy Colville spoke about the appointment of Commissioner Royal as the voting delegate for the Board of Commissioners at the Legislative Goals Conference. She stated concerns

about other commissioner appointments. She questioned why Commissioner Royal was appointed when other commissioners have more experience. She asked why this was not challenged by other commissioners. She spoke about the agenda preview meetings with the Manager and the commissioners. She was opposed to the Manager holding meetings with the commissioners and not allowing the public to attend. She requested that this issue be placed on the next agenda for discussion.

- ? Jane Barnhill stated that she was speaking for open government. She said a citizen attempted to attend the commissioner briefing and was turned away. She said there was a lot of concern in her area about these meetings. She asked about department heads attending these meetings. She said that these are planning sessions and asked that they be opened to the public.
- ? Keith Cooper asked that closure be brought to some of the matters that he brought to the Board over the previous year. He said the Board voted unanimously to form a Human Relations Council and then backed away from forming the council. He asked that this Board ask the School Board to establish a multi-cultural studies program. Senior Citizens prescription drugs is still a concern. He asked this Board to establish a fund for the expenses of senior citizens prescription drugs.

ITEMS FOR REPORT

Manager's Report – Tom Robinson

Mr. Robinson reported the following:

- a. Commissioner Workshop Session on the Northwest Area Land Use Plan and Zoning Ordinance at 7:00 pm, in the Commissioners' Auditorium
- b. Annual Legislative Goals Conference in Moore County, January 11-12, 2001

Cable Industry Activities – Arlen Holt

Mr. Holt stated that there have been numerous changes in the cable industry. There have been requests for rate increases by Time Warner and Cox Communication. Notifications must go out to cable subscribers in advance of implementing the rate increases. Adelphia, Falcon Charter, Time Warner and Cox Communication are the four providers in Pitt County. Sixty percent of the county population has the ability to receive cable services. System interconnectivity will allow the County to override cable services in times of emergency. Cox and Time Warner have already pledged support for this interconnectivity service. Time Warner, with the second largest number of subscribers, increased rates in 2000. They are looking to go online with American Online. It is a requirement that the Board of Commissioners must be advised of requests for cable rate increases. He recommended that the Board take the rate increase requests by Cox Communications under consideration but not take action on it at this time. Adelphia is the third largest system. The County is in the process of negotiating a new franchise with Adelphia. Falcon Charter has requested a transfer of ownership and the Board must hold a public hearing. Commissioner James asked about Cox Communications replaying the Board meetings. Mr. Holt said that the County has not initiated a PEG channel because the Board of Commissioners meetings are played on the government channel that is operated by the City of Greenville. Commissioner James said on Porter Road, the cable company started installations and then they stopped. He wanted to know if the County could work with Cox Communications to get some more people on cable. He said the County should take the initiative to get the additional citizens cable services.

Commissioner Shank **motioned**, seconded by Commissioner James, that Mr. Holt and staff return at the next meeting with a recommendation about which direction the County should go with this interconnectivity situation and use of the government access channel. The motion was passed unanimously.

Additional discussion occurred about how to get cable companies to expand to cover the remainder of the County with cable services. Mr. Holt said these are private companies and the County has set definitions for the companies. Mr. Robinson said he has spoken with Marvin Davis, City of Greenville about the replay schedule. He said that he was waiting to see what the

Board of Education wanted to do about cablecasting their meetings prior to bringing a solid recommendation from staff. Mr. Holt said that he has investigated the possibilities and will prepare a presentation for the Board.

Commissioner Royal asked about the value of the channel that the Board of Commissioners currently uses. Mr. Holt explained the fees of broadcasting the Board meetings by the City of Greenville. If the County goes to another channel, an additional person would be needed to offer this service because the County would need someone to program the channel on a regular basis.

Flood Recovery Crisis Housing Assistance Programs – James Rhodes and Sherrian Brown

Mr. Rhodes, Sherrian Brown and Doug Boyd were present today. Mr. Rhodes said the County home temporary site is being closed down. The primary activity now is the Buy-out Program (Hazard Mitigation Grant Program). Sixty-nine offers have been made, twenty-nine closings have taken place and thirty-nine people have chosen to opt out of the program. There has been \$5.5 million paid out in the program. Permanent housing has been secured for many people. Phase II was awarded on November 20 which is a small project which has \$1 million for eleven properties. Phase III has three properties which are over \$300,000. The State is considering Phase III. Phase IV has 6 properties.

The SARF program provides gap financing that assist people that were identified the need to move into comparable housing to what they previously were living in. Six families have qualified, some have downsized and some have not been eligible.

Other State programs for people who did not qualify for Buy-out Program:

- ? Repair and Rehab - \$1.3 million requested for 82 structures. 33 qualified, 9 completed for up to \$190,012, 4 bids have been awarded.
- ? Replacement Housing, includes homes with severe damage and that could not be repaired, 26 qualified, 2 replacements, 3 set up, up to \$300,000

Total amount awarded was \$27.6 million and \$2.4 million for pending programs. There has been \$6.0 million expended.

Mr. Robinson said this is a complicated and long-term project. He said SBA funds that were available earlier are no longer available because the deadline has passed.

Vice Chairman Bowen asked about people having to have property re-surveyed. Mr. Rhodes said everything is being surveyed after the flood. Commissioner Shank asked if there was anyway to speed up the process. Mr. Rhodes said things are progressing along. Mr. Rhodes said they are reassessing the needs and they may need additional funds for repair programs. Commissioner James asked why something should be resurveyed. Mr. Rhodes said this is property that is coming back to the County and it is required by the State.

Ms. Sherrian Brown, with South Lee Street Neighborhood, said that they have escalated their efforts to get people into homes. They have turned in seventy-six applications, and forty-six are pending. She said they are dealing with 1100 clients out of the County's Recovery Operations Center. Melva Gorham, Chris Darden and Kim Tyson were introduced as staff working with Ms. Brown. Ms. Brown shared some success stories. She thanked the Planning Staff of Pitt County and commented on the excellent working relationship they have with the staff. Commissioner Ward said that the move to work with Sherrian Brown and her staff was a great decision. She said they are working with the County, Greenville, Grifton and some of Farmville.

Mr. Rhodes introduced Doug Boyd who has worked on the temporary housing sites. He said they have housed more than 2500 families in travel trailers and mobile homes. They built ten trailer sites in four counties. Today they have 585 families in temporary housing. There are 1966 people in trailers. Travel trailers on are private sites so these families can stay there on their property while their homes are being repaired. He said that they have not made as much

progress in other counties and complemented the Pitt County Planning Staff. There are no longer any families on the County Home site. In Pitt County, ninety-five families are still housed in temporary housing. The program ends March 16, 2001 but fifty percent will still be in temporary housing. Many of those are due to a history of bad credit. He said they are trying to work through this issue but it is difficult. Mr. Boyd said he is working on getting a grant to help assist with the people that may still be in temporary housing after the March 16 deadline. If everything is covered in the block grant, then they will be able to take care of those people.

Mr. Boyd said seventy-seven families received \$10,000 from FEMA to get into a home. He said there are forty-four families of the seventy-seven families that abused the money and did not spend it correctly. Commissioner Coulson asked if the money can go into escrow for the people who do not have the money, so a landlord would get paid and the people could not be turned away. Commissioner Royal said there was a summit held a couple of weeks ago of survivors of the flood. He said there were about 250 or more people there. On February 11, there will be a whole different group meeting. He asked what to do with the list of complaints and problems. Mr. Boyd said that he received a fax of this list and will be meeting with someone on each of these complaints. He said they are looking at three areas of people who still have not gotten settled. They will be providing temporary housing to those who qualify. Sixty-seven cases are being worked on. He shared some stories of families. He said they are going to work to help these people. Mr. Boyd gave the statistics about mobile homes. He said there are churches coming forward helping people purchase the mobile homes where they have been living. He said that they are having trouble with kids tearing up these new units. He said they are not taking care of these units. Commissioner Royal asked to move on with the agenda.

Chairman Hammond called for a ten-minute break.

ITEMS FOR CONSENT (Items that are considered non-controversial, do not use county fund balance, or increase staff may be considered as part of the consent agenda.)

UPON MOTION by Commissioner Shank, seconded by Commissioner Ward, the Board voted unanimously to approve the items for consent as presented.

Commissioner Coulson asked about the budget amendment for Mental Health and how many children are affected. Ms. Bryan stated it serves four to five children per day.

1. Tax Releases and Refunds Greater than \$100

November 2000	Total County Releases (Greater Than \$100) –	59	\$
10,841.59			
November 2000	Total Greenville Releases (Greater Than \$100) –	14	\$ 2,842.42
	Total Refunds (Greater Than \$100) -	1	\$ 1,036.53

RELEASES GREATER THAN \$100.00

NAME	ACCOUNT #	PARCEL	AMOUNT
ADAMS, JERRY J. REF: 36968	1182349/0		201.97
NOTE:2000 - RELEASED MOBILE HOME DUE TO DOUBLE LISTED, SEE ACCOUNT 808390, ADAMS, JERRY EDWIN.			
ALLEN, BRADLEY F. REF: 37207	1187462/0		185.29
NOTE:2000 - MOBILE HOME DOUBLE CHARGED ON ACCOUNT NUMBER 1175373/0 (ALLEN, BRADLEY F.).			

ANGELL, GORDON BRENT & 1147069/0 11506 186.13
REF: 37208
NOTE:2000 - REDUCE VALUE ON RESIDENCE DUE TO FLOOD DAMAGE.

ASMO GREENVILLE OF NC. 70806/3 126.32
REF: 36980
NOTE:2000 - PRORATE TAXES ON VEHICLE.

ATKINS, II STEPHEN C. 1187871/0 222.06
REF: 37122
NOTE:2000 - MOBILE HOME LISTED IN ERROR.

AYERS, HORACE MURDOCK 60355/3 124.89
REF: 37041
NOTE:2000 - VEHICLE CHARGED IN ERROR.

B & M EQUIPMENT INC 70756/1 101.10
REF: 37217
NOTE:2000 - VEHICLE CHARGED IN ERROR.

BAWKLEY, JOEL 1187873/0 195.56
REF: 37125
NOTE:2000 - MOBILE HOME DOUBLE CHARGED ON ACCOUNT NUMBER
1182015/0.

BRIDGES, PATRICIA 1188124/0 126.41
REF: 37000
NOTE:2000 - MOBILE HOME DOUBLE CHARGED ON ACCOUNT NUMBER
1099087/0
(BRIDGERS, LYNWOOD & PATRICIA).

BROWN, DON 1188107/0 132.61
REF: 37090
NOTE:2000 - MOBILE HOME DESTROYED IN FLOOD.

BROWN, EDDIE ROY 70278/7 193.79
REF: 37051
NOTE:2000 - VEHICLE CHARGED IN ERROR.

BROWN, SHARON S 1187540/0 244.38
REF: 37209
NOTE:2000 - MOBILE HOME DOUBLE CHARGED ON ACCOUNT NUMBER
1182690/0.

CAROLINA SYSTEMS TEGY INC 70032/0 120.70
REF: 37037
NOTE:2000 - VEHICLE CHARGED IN ERROR.

CAROLINA SYSTEMS TEGY INC 70537/2 104.52

REF: 37036
NOTE:2000 - VEHICLE CHARGED IN ERROR.

CENTURA BANK LEASING 1183992/0 471.02
REF: 37145
NOTE:2000 - BUSINESS PERSONAL PROPERTY LISTED IN ERROR.

DAIL, CHRISTOPHER LEE 8110064/9 275.20
REF: 37175
NOTE:1998 - VEHICLE CHARGED IN ERROR.

DOUGHTIE, JOHN ANTHONY 1174039/0 175.03
REF: 37002
NOTE:2000 - MOBILE HOME DOUBLE CHARGED.

DUDLEY, PAMELA LYNN 70427/4 114.84
REF: 37070
NOTE:2000 - VEHICLE CHARGED IN ERROR.

F & D MOTOR CO INC 2669451/0 102.68
REF: 37117
NOTE:2000 - PENALTY APPLIED IN ERROR - EXTENSION GRANTED.

FILMORE, KIMBERLY 1187655/0 289.10
REF: 37003
NOTE:2000 - MOBLILE HOME DOUBLE CHARGED ON ACCOUNT NUMBER
1182019/0.

GAINER, TRAVIS 1187380/0 243.54
REF: 37067
NOTE:2000 - MOBILE HOME FLOODED IN 1999.

GARRETT, STEVEN EDWARD 1108854/0 110.24
REF: 37210
NOTE:2000 - MOBILE HOME CHARGED IN ERROR.

GARRIS, PATSY 1152400/0 120.62
REF: 37004
NOTE:2000 - MOBILE HOME DOUBLE CHARGED.

GENERAL ELECTRIC CACORP 10312/7 256.72
REF: 37174
NOTE:2000 - VEHICLE CHARGED IN ERROR.

GENERAL ELECTRIC CACORPORATION 10871/0 475.11
REF: 36991
NOTE:2000 - VEHICLE CHARGED IN ERROR.

HARDISON, DONNA KAY 1187776/0 174.68
REF: 37005
NOTE:2000 - MOBILE HOME FLOODED IN 1999.

HOWELL, PATSY G 60748/2 106.92
REF: 36966
NOTE:2000 - VEHICLE CHARGED IN ERROR.

JACKSON, DOUGLAS ALLAN 70201/9 146.88
REF: 37222
NOTE:2000 - VEHICLE CHARGED IN ERROR.

KING, IRENE CANNON 70431/8 103.24
REF: 36962
NOTE:2000 - VEHICLE CHARGED IN ERROR.

LANG, TAMELIA 1187955/0 166.87
REF: 37148
NOTE:2000 - MOBILE HOME CHARGED IN ERROR. SEE ACCOUNT NUMBER
1149808/0 FOR CORRECT LISTING.

LONG, HERBERT B. 1176180/0 154.22
REF: 37177
NOTE:2000 - RELEASED MOBILE HOME DUE TO MOVED FROM PITT COUNTY
MAY
1999.

MACKIE, TIMOTHY JAMES 50748/2 109.96
REF: 36978
NOTE:2000 - PRORATE TAXES ON VEHICLE.

MANUEL, FERNANDO & WF VICKIE B 1171420/0 267.04
REF: 37006
NOTE:2000 - MOBILE HOME CHARGED IN ERROR.

MCKITTRICK, THOMAS 1187851/0 209.80
REF: 37124
NOTE:2000 - MOBILE HOME DOUBLE CHARGED ON ACCOUNT NUMBER
1183031/0.

MCNEIL, BEATRICE DI 1188123/0 206.36
REF: 37007
NOTE:2000 - MOBILE HOME CHARGED IN ERROR.

MEEKS, PAT 1187411/0 221.98
REF: 37123
NOTE:2000 - MOBILE HOME DOUBLE CHARGED ON ACCOUNT NUMBER
1092569/0.

MINI STORAGE OF GREENVILLE,INC 1132726/0 30894 361.06
REF: 37211
NOTE:2000 - REDUCE VALUE DUE TO FLOOD DAMAGE.

MONJARAS, JOVENTINO P. 1181089/0 229.28
REF: 37092
NOTE:2000 - CHARGED FOR TWO MOBILE HOMES IN ERROR.

MORRIS, JAMES YANCY 20705/2 138.45
REF: 37115
NOTE:1999 - PRORATE TAXES ON VEHICLE.

OVERTON, SHEILA 1170496/0 196.42
REF: 37126
NOTE:2000 - MOBILE HOME DESTROYED IN FLOOD.

PERSON, WILBERT 1188083/0 204.95
REF: 37008
NOTE:2000 - MOBILE HOME DOUBLE CHARGED.

PRESSER, SUSAN 1187193/0 116.98
REF: 37009
NOTE:2000 - MOBILE HOME DOUBLE CHARGED.

PURSER, PAM 1188022/0 239.06
REF: 37087
NOTE:2000 - MOBILE HOME DOUBLE CHARGED ON ACCOUNT NUMBER
1182675/0.

ROBERSON, BERDIE REID 13824/0 18859 201.54
REF: 37010
NOTE:2000 - ADJUST VALUE ON HOUSE DUE TO FLOOD DAMAGE.

ROBERSON, MICHAEL RAY 1165569/0 174.30
REF: 37186
NOTE:2000 - RELEASED MOBILE HOME DUE TO FLOODED. TAXPAYER LISTED IN
ERROR.

ROBERSON, VICKY 1187317/0 173.38
REF: 37066
NOTE:2000 - MOBILE HOME CHARGED TO TAXPAYER IN ERROR.

SASCORP INC 70697/9 116.38
REF: 36969
NOTE:2000 - PRORATE TAXES ON VEHICLE.

SIMPSON, TAMMY 1176904/0 196.42
REF: 37068
NOTE:2000 - MOBILE HOME DOUBLE CHARGED.

SMITH, JAMES FRANKIE	70319/4	118.90
REF: 37131		
NOTE:2000 - VEHICLE CHARGED IN ERROR.		
SOSNE, MARC JEROME	70054/8	141.17
REF: 37084		
NOTE:2000 - VEHICLE CHARGED IN ERROR.		
SOUTHTRUST BANK OF A, NA	10537/3	103.92
REF: 37062		
NOTE:2000 - VEHICLE CHARGED IN ERROR.		
SPELL, DEANA	1187717/0	205.68
REF: 37014		
NOTE:2000 - MOBILE HOME DOUBLE CHARGED.		
STATON, IDA DUNCAN	60821/0	113.36
REF: 37110		
NOTE:2000 - VEHICLE CHARGED IN ERROR.		
TRIPP, BERNICE R. &	1168314/0	140.90
REF: 37069		
NOTE:2000 - MOBILE HOME CHARGED IN ERROR.		
WACHOVIA AUTO LEASIOF N C	9070116/7	113.76
REF: 37233		
NOTE:1999 - PRORATE TAXES ON VEHICLE.		
WELLS, CLARENCE	1188065/0	243.54
REF: 37212		
NOTE:2000 - MOBILE HOME CHARGED IN ERROR.		
WELLS, CLARENCE TED	1113717/0	127.29
REF: 37213		
NOTE:1999 - MOBILE HOME SOLD IN 1998.		
WILSON, LINDA R.	1162378/0	173.69
REF: 37086		
NOTE:2000 - MOBILE HOME REPOSSESSED IN 1999.		
WILSON, RICHARD ARDEN	70407/0	243.38
REF: 37073		
NOTE:2000 - PRORATE TAXES ON VEHICLE.		

TOTAL RELEASES: 59 \$10,841.59

RELEASES GREATER THAN \$100.00

NAME	ACCOUNT #	PARCEL	AMOUNT
ALLEN JR, JAMES SIDNEY	80428/9		146.56
REF: 37249			
NOTE:2000 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.			
BROWN, SHARON S	1187540/0		147.51
REF: 37209			
NOTE:2000 - MOBILE HOME DOUBLE CHARGED ON ACCOUNT NUMBER 1182690/0.			
GASKINS, JOYCE HADDOCK	70719/2		100.69
REF: 37039			
NOTE:2000 - VEHICLE CHARGED IN ERROR.			
GENERAL ELECTRIC CACORP	10312/7		228.56
REF: 37174			
NOTE:2000 - VEHICLE CHARGED IN ERROR.			
GENERAL ELECTRIC CACORPORATION	10871/0		405.19
REF: 36991			
NOTE:2000 - VEHICLE CHARGED IN ERROR.			
GREENVILLE POOL & SCO	70370/5		178.18
REF: 37034			
NOTE:2000 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.			
MCNEIL, BEATRICE DI	1188123/0		116.77
REF: 37007			
NOTE:2000 - MOBILE HOME CHARGED IN ERROR.			
MORRIS, JAMES YANCY	20705/2		112.61
REF: 37115			
NOTE:1999 - PRORATE TAXES ON VEHICLE.			
OVERTON, SHEILA	1170496/0		108.72
REF: 37126			
NOTE:2000 - MOBILE HOME DESTROYED IN FLOOD.			
PAMLICO INVESTMENTS	80182/2		802.98
REF: 37247			
NOTE:2000 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.			
SIMPSON, TAMMY	1176904/0		108.72
REF: 37068			
NOTE:2000 - MOBILE HOME DOUBLE CHARGED.			
SOSNE, MARC JEROME	70054/8		134.18

REF: 37084
 NOTE:2000 - VEHICLE CHARGED IN ERROR.

SOUTHTRUST BANK OF A, NA 10537/3 104.91
 REF: 37062
 NOTE:2000 - VEHICLE CHARGED IN ERROR.

WELLS, CLARENCE 1188065/0 146.84
 REF: 37212
 NOTE:2000 - MOBILE HOME CHARGED IN ERROR.

TOTAL RELEASES: 14 \$2,842.42

2. Budget Amendments – Grant Funds

Pitt County has received grant funding which needs to be appropriated into our existing budgets.

- a - \$1,736 – Juvenile Restitution Program – additional mid-year allocation which will be used to fund the office operation
- b - \$24,900 – Hazard Mitigation Grant – funding to help the County defray the costs of preparing the Hazard Mitigation Plan as required as a part of participation in the “buy-out” plan.

<u>Acct. No.:</u>	<u>Title of Account</u>	<u>Increase</u>	<u>Decrease</u>
245661 519300	Prof Services – Medical	600.00	
245661 526000	Office Supplies	736.00	
245661 529000	Other Supplies & Material	100.00	
245661 531200	Travel General	300.00	
243661 436000	JCPC Grant Funds	1,736.00	
102400 432022	Hazard Mitigation Grant	24,900.00	
104910 560904	Mitigation Plan	24,900.00	

3. Budget Amendments – Grant Funds

Pitt County has received grant funding which needs to be appropriated into our existing budgets.

- a - \$4,318 – Domestic Violence Prevention Unit – additional mid-year allocation which will be used to fund travel for the ongoing operation
- b - \$26,885.61 – Asset Seizure fund – Asset Seizure Fund – Federal seizure funds received in November. Restricted for Sheriff’s use.
- c - \$81,347 – SOS Youth Outreach – Pass through funding for an additional year of the SOS Youth Outreach grant administered through Cornerstone Church. New cycle fund from 11/00 – 08/01.

<u>Acct. No.:</u>	<u>Title of Account</u>	<u>Increase</u>	<u>Decrease</u>
245610 531200-01	Travel	4,318	
243610 436012-01	Domestic Violence Grant	4,318	
225601 553001	Law Enforcement Equipment	26,885.61	
223601 426500	Fed Asset Seizure Funds	26,885.61	
245611 560008-01	SOS Youth Outreach	81,347.00	
243611 426400-01	Federal Categorical Grant – SOS		

4. Budget Amendments – Emergency Management

a - \$2,500 – Contributions & Donations – The Emergency Management staff is developing a medical needs list for use in future disasters. The costs of developing this plan are coming in as donations.

<u>Acct. No.:</u>	<u>Title of Account</u>	<u>Increase</u>	<u>Decrease</u>
102800 484000	Contributions & Donations	2,500	
104330 569800	Special Medical Needs	2,500	

5. Budget Amendments for Mental Health

The Mental Health Finance Committee (December 7, 2000) and the full Mental Health Area Board (December 13, 2000) have approved attached budget amendments.

The first budget amendment is a reduction to the Willie M (Genesis) program budget in the amount of \$196,250. At the time of budget presentation and adoption, the Area Program anticipated a contractual agreement with Pitt County Schools to provide day treatment services. The current budget includes associated day treatment costs that will not be incurred this fiscal year; conversely, expected revenues for that service will also not be recognized. The amendment as presented reflects an equal reduction of those costs and anticipated receipts.

The second budget amendment is net increase in the amount of \$76,200 to cover contractual agreements for unanticipated emergency child residential placements. Throughout the fiscal year, Mental Health & DSS caseworkers work together to find appropriate residential placements for children requiring therapeutic treatment. This amendment represents services currently being rendered. Services are reimbursed by Medicaid residential funds are offsetting DSS guardianship funds.

<u>Acct. No.:</u>	<u>Title of Account</u>	<u>Increase</u>	<u>Decrease</u>
193236 433302	School Food Reimbursement-Genesis	6,500	
193236 434000	Medicaid	189,750	
195236 512000	Salaries	75,497	
195236 518100	Fica Taxes	5,783	
195236 518200	Retirement	3,689	
195236 518201	401 K Retirement	3,590	
195236 518300	Hospitalization	9,113	
195236 518400	Life Insurance	278	
195236 523100	Educational Materials	4,300	
195236 526000	Office Supplies	2,500	
195236 541200	Building Rent	17,500	
195236 541200	Contracted Services	65,000	
195236 561003	Food Service	9,000	
193237 434000	Medicaid	76,200	
195237 549716	Direct Service Allocation – DSS		36,960
195237 561000	Contracted Services	116,160	

6. Educational Leave – Tomekia Blackmon

Educational leave request for Ms. Tomekia Blackmon to attend ELEM at East Carolina University. This is required course for Ms. Blackmon, in order to pursue a Birth to Kindergarten Certification. This course will help Ms. Blackmon develop curriculum/plan outcomes to help her clients reach their maximum potential. Ms. Blackmon is part of our Early Intervention Program.

Ms. Blackmon's request is consistent with our Educational Leave Policy (3 hours) and is appropriate.

7. Educational Leave - Tony McKee

Educational leave request for Mr. Tony McKee to attend Program Development in Social work at East Carolina University. This is a required course for Mr. McKee in order to pursue a LCSW degree. This course will help Mr. McKee with methodologies in the development of social work programs that can be utilized within the mental health program. Mr. McKee is part of our Partial Hospital program.

Mr. McKee's request is consistent with our Educational Leave Policy, 1½ hours for part-time and is appropriate.

8. NC Hurricane Floyd Disaster Relief Fund

Pitt County Government has received an additional allocation of \$21,662.00 in donations from the Governor's Office from United Way of North Carolina. These funds will be distributed by the Department of Social Services and used to assist victims of the flooding caused by Hurricane Floyd. The funds must be spent by January 31, 2001.

<u>Acct. No.:</u>	<u>Title of Account</u>	<u>Increase</u>	<u>Decrease</u>
162800-484002	NC Hurricane Relief Donations	21,662	
169100-589000	Hurricane Floyd	21,662	

ITEMS FOR DECISION

Jail Food Contract for Correctional Services, Inc. – Tim Copeland

Mr. Robinson stated that Correctional FoodService Management is recommended to provide the food for the Detention Center and the Commissary.

UPON MOTION by Commissioner James, seconded by Commissioner Shank, the Board voted unanimously to approve the change being requested and authorize the contract with Correctional FoodService Management for the Pitt County Jail, Food Services/Detention Center and the Pitt County Jail, Commissary/Detention Center.

Jail Medical Contract – Tim Copeland

Mr. Robinson stated that there is an opportunity to enhance services and reduce liability with the proposed medical contract.

Mr. Copeland offered a short report on inmates and the categories they represent that are currently housed in the Detention Center. With 10,000 inmates in 2000, they clothed, housed and provided medical care for all of those inmates. He stated he had visited other facilities that had more services but were paying the same amount for services. Mr. Copeland said they prepared a request for proposal and sent it to Medical companies to provide services in this setting. They evaluated three proposals. Dr. Mark Cervi and Eastern Carolina Medical Care were negotiated with to provide medical services for the inmates at the Detention Center. He stated that this contract offers reduced liability and more services. Vice Chairman Bowen asked about the length of the contract. This is a three-year contract. They spent around \$680,000 for medical services last year in the Detention Center.

UPON MOTION by Commissioner James, seconded by Commissioner Ward, to follow the staff recommendation and award the Jail Medical Services contract to Dr. Mark Survey and Eastern Carolina Medical Services, Inc.

Commissioner Coulson commented that he objects to any contract that cost more in the third year. He stated he wanted to see the contracts in the future. Mr. Robinson said that in the past this service has increased five percent each year. This contract will increase 2.5% each year as negotiated. Mr. Copeland said the quality of care will be improved. There will be an exam when inmates are brought to the Detention Center.

Vice Chairman Bowen called for the question. The motion was approved unanimously.

FEMA Reimbursement – Phil Dickerson

- a. County Administrative Cost for municipal demolition
- b. Federal/State Reimbursement

Ms. Bryan said that the County is not receiving the funds as quickly as needed in the demolition and debris category. She said they are at a standstill with the State for reimbursements. She said this County is not alone in this problem. Project worksheets are done on estimates, and then the County receives 75% of the estimated damage. The State has not adjusted the expenses. There are contractors working for the County and they need to be paid. Ms. Bryan said she worked with the consultant that has assisted with FEMA reimbursable projects, and they sent a letter to the State explaining this concern. The money from the Federal Government is sitting in Raleigh and the State is not processing the allocations to the County. Mr. Robinson said that if this letter does not get some action from the State, then the Legislative Delegation will need to be brought into the process.

Mr. Dickerson said that Pitt County has been proactive in cleaning up the County following the flood. The County went into municipalities and helped with cleanup. In the buy-out program, the County had authorization to do the work within the municipalities but there was not enough administration money for the program. The municipalities are receiving the funding and getting the job done.

He asked for authorization to pursue the following options:

1. The municipality shall reimburse the County for administrative costs exceeding the cost allowed under the Project Worksheets for demolition. The excess cost is \$200 to \$300 per structure.
2. The municipality's request for demolition of each structure shall contain a complete work write up specifying the exact work to be done on that site.
3. Additional administration money shall be committed from FEMA.

UPON MOTION by Vice Chairman Bowen, seconded by Commissioner Ward, the Board voted unanimously to follow the staff recommendation to write municipalities and inform them that the program will be implemented as proposed.

Unpaved Road Improvement Pilot Project – James Rhodes and Danny Taylor

Mr. Robinson said that Pitt County was asked at a late date to be part of the Unpaved Road Improvement Pilot Project. Mr. Rhodes said that this is a new project, House Bill 1840, for improvement of some of the private roads that are not currently meeting State standards. In Division II, Pitt County would receive about \$105,000 that will improve approximately 3.5 miles of unpaved road.. He said that Pitt County was included because the County's subdivision standards already meet the State requirements.

The streets are distributed evenly across Pitt County. He asked for approval from the Board to authorize Pitt County's inclusion in this project. Mr. Danny Taylor said the program would be run like the Secondary Road Program. He said they would be working where the needs are greatest. Mr. Taylor said that the roads have been inventoried and compared to Pitt County's Planning records. They will return to the Board with a recommendation for the improvements to be made for older roads. Commissioner James asked about the Buck Parker Road. He said it is a cut through for school buses. The road is rocked but needs to be paved by the time the new school is opened.

Commissioner Coulson said that Raleigh is getting ready to propose a two-cent sales tax on gasoline. He said many of the roads are unsafe and need improvement.

UPON MOTION by Commissioner Ward, seconded by Commissioner Shank, motioned to authorize Chairman to sign a letter in support of Pitt County's participation in the Unpaved Road Improvement Pilot Program.

Schedule a Public Hearing to Consider Cable Transfer Request – Arlen Holt

Mr. Robinson stated that there has been a request to transfer Charter Communications to GANS Multimedia and the Board of Commissioners must hold a public hearing prior to consideration.

UPON MOTION by Commissioner James, seconded by Commissioner Ward, the Board voted unanimously to schedule a public hearing on consideration of request to transfer - Charter Communications to GANS Multimedia during the regular Board meeting on January 22, 2001.

Support for Greenville ETJ Extension and Zoning of Landfill Property – John Chaffee

Mr. Chaffee stated that this extension of the extraterritorial jurisdiction involved a 95.5 acre parcel situated west of the landfill. He said he was requesting to move forward in partnership with some other landowners for the City of Greenville to move forward with the extraterritorial jurisdiction and zone it light industrial zoning. Sewer service would be provided by the City.

Property owners have begun to work this property as light industrial. The County would benefit also because it could obtain another entrance to the south side of the landfill, which would improve safety since people entering the landfill would not have to cross the railroad tracks.

Commissioner James motioned, seconded by Commissioner Johnson, to authorize the Development Commission and County Engineer to petition the City of Greenville for an ETJ extension and light industrial (IU) zoning of County's Lewis property in conjunction with efforts of adjacent landowners. Vice Chairman Bowen offered an amendment supporting including anyone that has voiced an opinion that they do not want to come into this plan. Commissioner James and Johnson agreed to the amendment. The motion with the amendment was unanimously approved.

Appointment to Region Q Workforce Development Board – Susan Banks

Ms. Banks stated that John Carroll has resigned from the Region Q Workforce Development Board and she has received an application and letter of support for appointment of Mr. John Groesser, who has been serving on the JobLink/Programs Committee.

Vice Chairman Bowen stated that he had spoken with someone working with the Workforce Development Board and that they support the appointment of Mr. John Groesser as Mr. John Carroll's replacement.

UPON MOTION by Vice Chairman Bowen, seconded by Commissioner Shank, the Board voted unanimously to appoint John Groesser to the Mid-East Region Q Workforce Development Board replacing John Carroll.

ITEMS FOR DISCUSSION

Consideration of Night Meetings for Board of Commissioner meetings – Arlen Holt

Mr. Robinson stated that several commissioners have indicated that they want to have night meetings and that they have reviewed other government board meeting schedules for conflicts. Mr. Holt provided a chart of meeting schedules and conflicts. Commissioner Shank proposed the first meeting of the month be held on the first Monday of the month at 9:00 a.m. and then have the second meeting of the month on the Tuesday following the 3rd Monday. She suggested that the meeting may start at 6:00 p.m. so that citizens and staff could have dinner

and then come to the meeting. Commissioner James suggested to wait on this matter until Mr. Holt could come back to the Board with a recommendation about starting with a new television channel. He said that people are better informed because of the meetings being on television. Commissioner Coulson said that night meetings afford the public an opportunity to attend in person. Commissioner Ward spoke about changing the meeting and noted that the Board always goes over at least an hour so the Board should meet earlier. She said the Board should start the meetings at 5:30 or 6:00 p.m., and that staff could take off part of the day so they would not work all day and then work that night too. Vice Chairman Bowen said to table this discussion until Mr. Holt returns with a recommendation. Chairman Hammond noted that the past board members have indicated that they tried this before and the citizen participation was not improved.

Mr. Robinson said that if the Board was going to meet at night, they need to schedule to meet another day besides Monday because of other conflicts.

UPON MOTION by Vice Chairman Bowen, seconded by Commissioner James, the Board voted unanimously to table this item until the next meeting when Mr. Arlen Holt would return with additional information.

Vice Chairman Bowen motioned to allow Commissioner reports and the closed session to be held at this time and delay the Rules of Procedure until after lunch. Commissioner Ward seconded the motion and the motion passed unanimously.

Commissioners Comments

? Vice Chairman Bowen said he was a liaison on the School Board. He said he would like to resign and ask the Chairman to appoint Commissioner Coulson because he has some fresh ideas concerning schools. The Chairman asked Commissioner Coulson to serve as liaison for the Board of Commissioners with the School Board and he agreed.

? Chairman Hammond asked for a motion for Commissioner Royal to serve as voting delegate.

UPON MOTION Commissioner James, seconded by Vice Chairman Bowen, the Board voted unanimously to appoint Commissioner Royal as a voting delegate at the Legislative Goals Conference held by the North Carolina Association of County Commissioners in Pinehurst, North Carolina.

Commissioner Coulson said he feels the Board should vote on these appointments on a majority basis. He said he felt he and Commissioner Royal are very new at this and may not be as well informed as some of the senior commissioners.

Commissioner Shank said that there are people on this Board that have served on State committees and boards that may be more informed about this process. Commissioner James said this Board should inform Commissioner Royal about how they feel about items on the Legislative Goal agenda. Commissioner Royal asked to allow him to withdraw from this position as voting delegate at this time and appoint some other member of the Board.

UPON MOTION by Commissioner Royal, seconded by Commissioner Shank, the Board voted unanimously to appoint Vice Chairman Bowen as a voting delegate for the Pitt County Board of Commissioners at the Legislative Goals Conference.

? Chairman Hammond said he had spoken to Senator Warren about water systems in Pitt County. He stated that Senator Warren suggested that the Manager join with other counties and contact Mr. Billy Ray Hall and apply for some of these grants. Mr. Robinson said that Pitt County does not provide water service so they can not apply for these grants.

CLOSED SESSION

Ms. Burgdorff stated that the Board could go into closed session under the following authority:

N.C.G.S.143-318.11(a) 4 to discuss matters relating to the location or expansion of industries or other businesses in the areas served by the public body.

UPON MOTION by Commissioner Shank, seconded by Commissioner Ward, the Board voted unanimously to go into closed session.

UPON MOTION by Commissioner Ward, seconded by Commissioner Shank, the Board voted to return to open session.

UPON MOTION by Commissioner Ward, seconded by Commissioner Shank, the Board unanimously voted to recess for lunch until 12:40 p.m.

Chairman Hammond stated that the Board would break for lunch until 12:40 p.m.

Chairman Hammond called the meeting back to order at 12:45 p.m.

Review Rules of Procedure for Commissioners– JoAnne Burgdorff

Mr. Robinson stated that there was a need to update and revise the Rules of Procedure for the Board of Commissioners meetings in order to be consistent with the Board's actions.

Ms. Burgdorff reviewed areas that needed to be updated to reflect the way these matters are handled in the Board meetings. Each page was reviewed and adopted with changes as follows:

PITT COUNTY BOARD OF COUNTY COMMISSIONERS

GREENVILLE, NORTH CAROLINA

RULES OF PROCEDURE

FOR

PITT COUNTY BOARD OF COUNTY COMMISSIONERS

The following Rules shall be the Rules of Procedure adopted by the Pitt County Board of Commissioners, (hereinafter referred to as "Board") to follow when meeting to conduct public business:

DEFINITIONS - The following definitions shall apply with regard to these Rules of Procedure:

? **Agenda** - a list of things to be done and matter to be considered.

? **Agenda Preview Session** - information gathering session - no action taken

- ? **Consent Agenda** - a listing of items of a routine nature which do not generally need explanation or debate.
- ? **Quorum** - Five (5) members of the Board of Commissioners shall constitute a quorum.
- ? **Closed Session** - a meeting, excluding the public, where only certain permitted subjects may be discussed, as determined by the County Attorney. Generally no action is taken, but action is allowed under certain narrow conditions.
- ? **Sunshine List** - a listing of all persons, corporation, or other entities who have in writing requested notification of all meetings of the Board. The Board shall require individuals to pay a \$10.00 annual fee and renew said request annually.
- ? **Commissioners' Comments**, shall mean time for individual Board members to share information with other members of the Board and the public.

1. Regular Meetings

The Board shall hold a regular meeting on the First and Third Monday of each month, except that if a regular meeting day is a legal holiday, the meeting shall be held on the next business day. The meeting shall be held at the County Office Building and shall begin at 9:00 a.m. unless otherwise designated by the Board. As required by Statute 143-318.12(a) a schedule of these meetings shall be kept on file with the Clerk of the Board who shall publish the schedule and any changes therein shall notify all persons, organizations or entities requesting notice at least 48 hours prior to said meeting.

2. Special Meetings

The Chairman or any five members of the Board may at any time call a special meeting of the Board of Commissioners by signing a written notice stating the time and place of the meeting and the subjects to be considered. The Chairman or the

members who call the meeting shall cause the notice to be delivered to the County Manager and all Commissioners at least 48 hours before the meeting. The County Manager shall verify that all commissioners have received notice of the meeting and shall cause a copy of the notice to be posted on the official County bulletin board to be designated outside the Manager's Office at least 48 hours before the meeting, and will see that notice is given to all parties requesting same.

Only those items of business specified in the...

UPON MOTION by Commissioner Ward, seconded by Commissioner Royal, the Board voted to approve pages 1 and 2 as provided above.

Page 3 of Rules of Procedure

notice may be transacted at a special meeting, unless all members are present or those who are not present have signed a written waiver of this requirement.

Emergency meetings may be called by the Chairman or a majority of the members to deal with an unexpected circumstance which requires immediate consideration by the Board. In this situation the notice requirements of this rule do not apply. However, the person or persons who call an emergency meeting shall take all reasonable action to inform the other Board members, the press, and the public of the meeting at the earliest possible time, prior to the meeting. Only business connected with the emergency may be discussed at the meeting. After two business days or upon extenuating circumstances, the County Board of Commissioners reserves the right to vary the emergency or adverse weather conditions policy. The Board will meet within 48 hours of a declaration of emergency to address the appropriateness varying the emergency or adverse weather conditions policy.

3. Agenda

The County Manager, with in-put from the Chair, shall prepare the agenda for each meeting. A written request to have an item of business placed on the agenda must be received by the County Manager at least ten working days before the meeting. Any Commissioner, Department Head, citizen or group, by a timely and proper request, may request an item be placed on the agenda. Department Heads must send an Abstract detailing their request to the County Manager with backup data (if necessary for clarity) at least seven working days prior to the meeting. A copy of the Abstract and list of deadlines for submission are attached to these Rules for reference. Citizens may request to be placed on the Agenda by sending a written request to the County Manager detailing the subject matter to be presented and the length of time requested. The Chair reserves the right to refuse the request or to limit the amount of time for any request. The Chairman may restrict subject matter of agenda items. The Chairman may restrict time on any subject matter. Any individual commissioner may bring an agenda item to the Board meeting, which may be added to the meeting agenda by a majority vote.

UPON MOTION by Commissioner Ward, seconded by Commissioner Shank, the Board voted unanimously to approve Page 3 of the Rules of Procedures as presented above.

Page 4 of Rules of Procedure

The agenda shall include, for each item of business placed on it, as much background information on the subject as is available and feasible to reproduce. A copy of all proposed ordinances and resolutions shall be attached to the agenda. Large extensive documents may be located in the Clerk's Office for the Board of Commissioners and public review. A copy of the agenda and attached materials shall be available for public inspection as soon as they are completed. Each Commissioner shall receive a copy of the agenda for regular meetings at least 72

hours prior to the meeting.

Upon a majority vote at any meeting of the Board, other than a special or emergency meeting, any Board member may request that an item be placed on the agenda at the time of agenda approval.

4. Agenda Preview Sessions

The County Manager, certain members of staff, may meet informally with the commissioners, in groups of four or less, to discuss matters on the upcoming agenda and to seek clarification and additional information. The meetings are administrative in nature and not intended to be Board meetings for public review or input.

5. Public Address to the Board

There shall be a time set aside at each regular meeting of the Board for public comment. Each citizen or group who wishes to speak during this time must sign up on a sign up sheet, giving their name, the organization they represent (if any), address and the subject matter they wish to address prior to the start of the meeting. Only the person requesting to make the presentation may do so, unless otherwise permitted by the Chairman. The Chairman may recognize any citizen requesting to speak to the Board during the course of any meeting if deemed appropriate by a majority vote of those Board members present. Each citizen or organization shall be allowed 3

UPON MOTION by Commissioner Ward, seconded by Commissioner Shank, the Board voted unanimously to approve Page 4 of the Rules of Procedure as presented above.

Page 5 of Rules of Procedure

minutes for their presentation unless the Board, by majority vote, grants a greater

amount of time. Each speaker during the Public Comment period shall be limited to one appearance at each regular meeting of the Board. All citizens are expected to follow proper decorum and shall not use profanity nor defamatory speech. The Chair reserves the right to stop the presentation of any citizen who fails to follow these procedures and to remove any citizens who becomes disruptive or abusive. Commissioners are expected not to comment on matters brought to the Board during this time, but to delay action or comment until staff have had an opportunity to research the subject matter and to report necessary and relevant information to all members of the Board.

6. Order of Business

Items shall be placed on the agenda according to the “Order of Business.” The Order of Business for each regular meeting shall be as follows:

1. Call to Order
2. Determination of a Quorum (5 members constitutes a quorum)
3. Prayer and Pledge
4. Approval of minutes of previous meeting,
5. Discussion/adjustment, approval of agenda,
6. Scheduled Public hearing, if any,
7. Public Addresses to the Board
8. Administrative reports,
9. Committee reports or Scheduled presentations,
10. Consent Agenda,
11. Items for decision,

UPON MOTION by Commissioner Ward, seconded by Commissioner Coulson,

the Board voted unanimously to approve Page 5 of the Rules of Procedure as presented above.

Page 6 of Rules of Procedure

- 12. Items for discussion,
- 13. Commissioners' Comments
- 14. Closed Sessions.

By general consent of the Board, items may be considered out of order.

Commissioners' Comments of items requiring action will be for future agendas, and will not be acted upon at the meeting at which first presented unless it is the unanimous consensus of the Board that the item be acted on at the time of presentation.

Consent Agenda shall be introduced by a motion "to approve the Consent Agenda", and shall be considered by the Board as a single item. There shall be no debate or discussion by any member of the Board regarding any item on the Consent Agenda, beyond asking questions for simple clarification. On objection by any Board member to inclusion of any item on the Consent Agenda, that item shall be removed from the Consent Agenda forthwith. Such objection may be recorded at any time prior to completing the taking of a vote on the motion to approve the Consent Agenda. Items which have been objected to and removed from the Consent Agenda shall, immediately after the vote on the Consent Agenda has been taken, be considered individually and in the order in which the objections were raised. Approval of the motion to approve the Consent Agenda shall constitute approval, adoption or enactment of each motion, resolution, or other item of business thereon, exactly as if each had been acted upon individually. Items requiring appropriation of contingency or fund balance or hiring of new personnel shall not be placed on the consent agenda.

Debate by the Board

The Chairman must recognize each person who wishes to speak. No member shall speak for more than 3 minutes on the question under debate except by a majority vote of the members of the Board present and voting, nor more than once on the same question until all who wish to speak have had the opportunity to do so. In all meetings, each member, before speaking shall be recognized by the Chair. The speaker shall confine himself/herself to the question under debate and shall avoid all personal or indecorous language. No member shall interrupt another while speaking, except to rise for a point of order, the point to be briefly stated to the presiding officer, or to ask a question for information only. No person not a member of the Board shall speak on any matter pending before the Board without the unanimous consent of the Board members present. The County Attorney shall be the timekeeper for the enforcement of the time limit set on each member.

7. Organizational Meeting

On the first Monday in December following a general election in which county commissioners are elected, the Board shall meet at the regular meeting time and place. The newly-elected members of the Board shall take and subscribe the oath of office as the first order of business. As the second order of business, the Board shall elect a chairman and vice-chairman from among its members, who shall then immediately assume those positions for the ensuing year. The title “Chairman” and “Vice-Chairman” shall refer to persons who hold those positions, whether male or female. As the third order of business, the Board shall approve the bonds of the register of deeds, the sheriff and the finance officer in the first meeting in January. The fourth order of business of the Board shall be the adoption, request for change, or confirmation of the Rules of Procedure for the Board.

8. Election of the Chairman

The Chairman of the Board shall be elected annually at the first regular meeting in December and shall not be removed from the office unless becoming disqualified to serve as a member of the Board. Should removal occur, a new Chairman shall be elected from the remaining membership at the meeting following removal, to serve out the remainder of the term of Chairman.

9. Powers of the Presiding Officer

The Chairman shall preside at all meetings of the Board. A Board member must be recognized by the Chairman in order to address the Board. The Chairman shall have the following duties and powers:

- (a) To rule motions in or out of order including the right to rule out of order any motion patently offered for obstructive or dilatory purposes;
- (b) To determine whether a speaker has gone beyond reasonable standards of courtesy in his/her remarks and to entertain and rule on objections from other Board members on this ground;
- (c) To entertain and answer questions of parliamentary law or procedure, or to defer same to the County Attorney;
- (d) To call a brief recess at any time;
- (e) To adjourn in an emergency;
- (f) To call a special or emergency meeting;
- (g) To make ex officio Board member appointments to various boards and commissions as follows:

- Airport Authority*
- Board of Education (liaisons)*
- Chamber of Commerce (Board Chairman)*
- Council on Aging*
- Convention & Visitors Authority (liaison)*
- Development Commission*
- Juvenile Crime Prevention Council*
- Martin Community Action*
- Mental Health Area Board*
- Mid-East Commission*
- PCMH Board of Trustees (liaison)*
- PCC Board of Trustees (liaison)*

Planning (liaison)*
Sheppard Memorial Library*
Social Services (3 year term)*
Transportation Advisory Committee*

*Chairman's Appointments

Note: Other Boards which Commissioners must be elected by the Board of Commissioners to serve on are as follows:

Global Transpark Development Commission (3 year term)
Board of Health (3 year term)
PCMH Board of Trustees (5 year term)

UPON MOTION by Commissioner Shank, seconded by Commissioner Ward, the Board voted unanimously to approve Pages 6, 7 and 8 as presented above.

Page 9 of Rules and Procedure

10. Presiding Officer When The Chairman Is In Active Debate

The Chairman shall preside at meetings of the Board unless he becomes actively engaged in debate on a particular proposal, in which case, Chair shall designate another Board member to preside. The chairman shall resume the duty to preside as soon as action on the matter is concluded.

11. Duties of Vice-Chairman

Vice-Chairman presides and acts in the absence of the Chairman, when the Chairman is physically unable to attend the meeting.

12. Action by the Board

The Board shall proceed by motion. Any member, including the Chairman, may make a motion.

13. Second Required

All motions shall require a second.

14. One Motion at a Time

A member may make only one main motion at a time.

15. Adoption by Majority Vote

A motion shall be adopted by a majority vote of the votes cast, a quorum being present, unless otherwise required by law or these Rules..

16. Debate

The Chairman shall state the motion and then open the floor to debate on it. The Chairman shall preside over the debate according to these general principles:

- (a) The introducer, the member who makes the motion is entitled to speak first;
- (b) A member who has not spoken on the issue shall be recognized before someone who has already spoken;

UPON MOTION by Commissioner Shank, seconded by Commissioner Ward, the Board voted unanimously to approve Page 9 of the Rules of Procedure as presented above.

Pages 10, 11, 12, 13 of Rules of Procedure

- (c) To the extent possible, the debate shall alternate between the opponents and the proponents of the measure.
- (d) Any member has the right to appeal the ruling of the Chairman. Any ruling shall stand unless overruled by a 2/3 vote of the members present.

17. Amended Motion

No more than one amended motion may be made to the principal motion, at one time. This rule stands for the basic principle of parliamentary procedure that distinct issues will be considered and dealt with one at a time, and a new proposal may not be put forth until action on the preceding one has been concluded.

18. Procedural Motions

In addition to the amended motion, the following procedural motions, and no others, shall be in order. Procedural motions can be discussed.

- (a) To Adjourn. The motion may be made only at the conclusion of action on a pending matter; it may not interrupt deliberation of a pending matter.

- (b) To Take a brief Recess.
- (c) Call to Follow the Agenda. The motion must be made at the first reasonable opportunity or it is waived.
- (d) To Divide a Complex Motion and Consider it by Paragraph.
- (e) To Defer Consideration. A motion whose consideration has been deferred expires 60 days thereafter unless a motion to revive consideration is adopted during the 60 day period.
- (f) To Postpone and Reconsider at a Time Certain. A motion which allows a matter to be postponed until a time certain when it will be reconsidered on a future agenda without further action by a member to make sure that it comes back before the Board.
- (g) To Revive Consideration. Must be brought before the Board during the 60 day period following its deferral at a previous meeting.
- (h) Motion to End Debate The motion is not in order until there has been at least three (3) minutes of debate and every member has had one opportunity to speak.
- (i) To recess or postpone meeting to a Certain Time or Day.
- (j) To Refer to a committee. Forty-five days after a motion has been referred to a committee, the introducer may compel consideration of the measure by the entire Board, regardless of whether the committee has reported the matter back to the Board.
- (k) To Appeal Ruling of the Chairman. Must receive a 2/3 vote of all members present.

19. Renewal of Motion

A motion that is defeated may be renewed at any subsequent meeting.

20. Withdrawal of a Motion

A motion may be withdrawn by the introducer at any time before a vote.

21. Duty to Vote

Every member, including the Chairman, must vote unless excused by a majority vote of those members present. A member who wishes to be excused from voting shall so inform the Chairman, who shall take a vote of the remaining

members. The Board may excuse a member from voting on matters involving his or her own financial interest or own official conduct. A member, with a duty to do so, who fails to vote shall be counted as voting with the majority.

22. Introduction of Ordinances

A proposed ordinance shall be deemed to be introduced at the first meeting at which it is actually considered by the Board. There are certain statutory requirements which must be met in enacting an ordinance, including holding a public hearing in some, but not all cases.

23. Adoption of Ordinances

To be adopted at the meeting at which it is first introduced, an ordinance or any action with the effect of an ordinance (except the budget ordinance or any bond order) must receive the approval of all members of the Board of Commissioners. If the proposed ordinance is approved by a majority of those voting but not by all the members of the Board, or if the ordinance is not voted on at that meeting, it shall be considered at the next regular meeting of the Board. If it then or at any time thereafter within 100 days of its introduction receives a majority of the votes cast, a quorum being present, the ordinance is adopted.

24. Adoption of the Budget Ordinance

- (a) Any action with respect to the adoption or amendment of the budget ordinance may be taken at any regular or special meeting of the Board by a simple majority of those present and voting, a quorum being present;
- (b) No action taken with respect to the adoption or amendment of the budget ordinance need be published or is subject to any other procedure requirement governing the adoption of ordinances or resolutions by the Board.
- (c) The adoption and amendment of the budget ordinance and the levy of taxes in the budget ordinance are not subject to the revisions of any local act concerning initiative or referendum.

During the period beginning with the submission of the budget to the Board and ending with the adoption of the budget ordinance, the Board may hold any special meetings that may be necessary to complete its work on the budget ordinance. Any provisions of law concerning the call of special meetings do not apply during that period so long as (i) each member of the Board has actual notice of each special meeting called for the purpose of considering the budget, and (ii) no business other than consideration of the budget is taken up. This section does not allow the holding of closed meetings or executive sessions by the Board otherwise prohibited by law from holding such a meeting or session, and may not be construed to do so.

25. Closed Sessions

The County Attorney shall cite the North Carolina General Statutes granting authority for the Closed Session prior to going into closed session, and suggest the proper Motion to do so. The Board must vote to return to open session and then adjourn.

The Board may hold closed sessions as provided by law. It shall commence a closed session by a majority vote to do so and terminate a closed session in the same manner.

26. Quorum

The number required for a quorum shall not be affected by vacancies. If a member has withdrawn from a meeting without being excused by majority vote of the remaining members present, he/she shall be counted as present for the purposes of determining whether a quorum is present. The Board may compel the attendance of an absent member by ordering the sheriff to take the member into custody.

UPON MOTION by Commissioner James, seconded by Commissioner Shank, the Board voted seven to one to declare that regardless of the number of members present, five votes will constitute a majority. Commissioner Bowen offered an amendment to delay this motion until the Board could refer to the General Statutes but there was not a second to the amendment. Commissioner Bowen voted in opposition to the motion. Commissioner Owens was not present.

27. Public Hearings

Public hearings required by law or deemed advisable by the Board shall be organized by a special order, adopted by a majority vote, setting forth the subject, date, place and time of the hearing as well as any rules regarding the length of time each speak, etc. At the appointed time, the Chairman or his designee shall call the hearing to order and then preside over it. When the allotted time expires or no one who has not yet spoken wishes to do so, the Chairman or his designee shall declare the hearing ended.

28. Quorum at Public Hearings

At least five (5) members of the Board shall be required at all public hearings.

29. Minutes

Minutes shall be kept of all meetings of the Board, including Closed Sessions.

30. Effective Date

Adopted this the 5th day of April, 1999. Revised January 8, 2001.

31. Filling a Vacancy

- must be from same district
- must consult Executive Committee of Appropriate Party
- should Board of Commissioners not act on the vacancy within 60 days, the Clerk of Superior Court will be obligated to fill the vacancy.

32. Acknowledge that the County Attorney serves as Parliamentarian at all Board of County Commissioners meetings, with full cooperation and support of the Board.

PITT COUNTY BOARD OF
COUNTY COMMISSIONERS

By: _____
Chairman

ATTEST:

Clerk to the Board

UPON MOTION by Commissioner Ward, seconded by Commissioner Shank, the Board voted unanimously to approve the remainder of the Rules of Procedure to be corrected and returned to the Board for final approval.

MADE AN OFFICIAL PART OF THE "PITT COUNTY ADMINISTRATIVE PROCEDURES AND POLICY MANUAL" WHICH IS AVAILABLE FOR REVIEW IN ALL DEPARTMENTS.

Commissioner Royal suggested the Manager make his comments or concerns about how the Board addresses him in public. Mr. Robinson said that when staff makes mistakes, that he and other staff would appreciate receiving their constructive criticism privately and be praised in public. Commissioner Royal suggested the Board members be kinder or gentler to staff when they make presentations.

Vice Chairman Bowen spoke about the Board making policy and sticking to their policies.

COMMISSIONER REPORTS AND COMMENTS

No comments were made at this time.

BREAK FOR LUNCH

Chairman Hammond called for a recess for lunch.

WORKSHOP SESSION (continued)

Overview of County and Departmental Five-Year Goals – Tom Robinson

Mr. Robinson provided the Board with Five-year goals by the individual departments. A survey was presented to the Board and asked to complete and return to the Manager by January 19, 2001. He stated the agenda has summary background information on departmental goals. Commissioner Shank stated that this information was helpful but it would have been more effective if it had been in the same format from each department.

RECESS

UPON MOTION by Commissioner James, seconded by Vice Chairman Bowen, the Board voted unanimously to recess until 7:00 p.m. this evening. The Board meeting concluded at 2:15 p.m.

Respectfully submitted,

Susan J. Banks, CMC
Clerk to the Board