

**PITT COUNTY BOARD OF COMMISSIONERS
GREENVILLE, NORTH CAROLINA
NOVEMBER 19, 2001 MINUTES**

The Pitt County Board of Commissioners met on Monday, November 19, 2001, at 9:00 AM in the Commissioners' Auditorium, Pitt County Office Building, 1717 W. 5th Street, Greenville, North Carolina.

Commissioners present:

Tom Coulson, Commissioner
Randy Royal, Commissioner
Glenn Bowen, Vice Chairman
Eugene James, Commissioner
Mark Owens, Commissioner
Beth Ward, Commissioner
David Hammond, Chairman
Terry Shank, Commissioner
Tom Johnson, Commissioner

Staff present:

Susan Banks, Clerk to the Board
Melonie Bryan, Director of Financial Services
JoAnne Burgdorff, County Attorney
Phil Dickerson, County Engineer
Arlen Holt, PIO and Cable Coordinator
Dwane Jones, Planning Staff
Glen Moore, Planning Staff
Jeff Niebauer, Tax Collector
James Rhodes, Planning Director
Tom Robinson, County Manager
Joel Scales, Solid Waste Director
Michael Taylor, MIS Director

Call to Order

Summary of Information

Chairman Hammond called the meeting to order and welcomed everyone.

Invocation and Pledge

Summary of Information

The invocation was offered by Chairman Hammond.
The Pledge of Allegiance was led by Commissioner Ward.

Approval of Agenda

Motion:

Commissioner Coulson made a motion to have the Clerk make two corrections to the November 5, 2001 minutes on page 34 and 68.

Motion made by Vice Chairman Glenn Bowen.

Motion seconded by Commissioner Eugene James.

Vote Record:

Tom Coulson	Yes
Beth Ward	Yes
Randy Royal	Yes
David Hammond	Yes
Glenn Bowen	Yes
Terry Shank	Yes
Eugene James	Yes
Tom Johnson	Yes
Mark Owens	Yes

Total Yes Votes: 9

Total No Votes: 0

Motion Passed

Motion:

Motion to approve agenda as submitted.

Motion made by Commissioner Mark Owens.

Motion seconded by Commissioner Eugene James.

Vote Record:

Tom Coulson	Yes
Beth Ward	Yes
Randy Royal	Yes
David Hammond	Yes
Glenn Bowen	Yes
Terry Shank	Yes
Eugene James	Yes
Tom Johnson	Yes
Mark Owens	Yes

Total Yes Votes: 9

Total No Votes: 0

Motion Passed

Public Hearings

Public Hearing to amend Pitt County's Community Development Block Grant (CDBG) Project. - Glen Moore

Summary of Information

Pitt County's current CDBG program to rehabilitate eight homes and provide replacements of two homes is in need of amendment (see attached status report). It has been determined by staff that three of the homes in the program no longer meet the eligibility requirements spelled out by the North Carolina Department of Commerce, Division of Community Assistance. The three homes requested to be removed from the program are as follows:

CDBG Case # 3 - The property owner has died and the heirs, who now own the property, do not meet the income requirements of the program.

CDBG Case # 7 - The home has been destroyed by fire and no longer exists.

CDBG Case # 8 - The home has since become rental property and Pitt County's CDBG program is for homeowner/occupants only.

Staff would like to amend the current project by removing these three homes and replacing them with three homes, which meet the program requirements. In order to amend the current CDBG project, a public hearing must be held by the Board of County Commissioners. We are fast approaching a deadline with the State to have our CDBG funds obligated by February 18, 2002 and to complete the project by May 18, 2002, therefore we need to amend the project as soon as possible so work may begin on the three additional homes.

Mr. Don Harvey, with The Wooten Company, reviewed the history of this project. He noted that the flooding of 1999 had slowed the project down because of the impact of the flood. He said the public hearing is needed because three of the houses in the project have fallen by the wayside. He explained the three cases as noted in the summary of information. Glen Moore showed pictures of two of the properties. The three homes will be replaced with homes that meet the program guidelines.

Chairman Hammond opened the public hearing. No one came forward to speak. He asked for comments from the Board. Commissioner James asked for the figures for the project. Mr. Harvey said \$350,000 was originally budgeted and approved for scattered site housing with an additional \$29,000 for elimination of outhouses. Mr. Harvey said the \$29,000 would not be used. The County put \$17,500 into the project originally. The budget left is \$60,000 and would use \$20,000 for each home. Commissioner James said one of the purposes was to help people with homes that do not have bathrooms. Mr. Harvey said they have run into problems with ownership or heir problems. Two homes were involved in relocation projects. He said it is twice as expensive to move homes than to rehabilitate them. Mr. Harvey explained the way each county received funding from the State. He said the next allotment from Community Development Block Grant that will come to Pitt County will be for all of the County including the municipalities with the exception of Greenville. He said they did identify three homes that had outhouses but they did not meet the other criteria. Commissioner James asked about houses on Pug Moore Road.

Commissioner Bowen **motioned** to close the public hearing. The motion was seconded by Commissioner James and approved unanimously.

Mr. Harvey said they would look at Pug Moore Road again. Commissioner James said that he had been contacted by the United Steel Company on Stokes Road and they need water run to their facility. He said somebody needs to help that business get water and suggested the grantwriter could help with this problem. Mr. Harvey said that would fall more under the economic development projects but they would keep it in mind.

Motion:

After the Public Hearing, amend the current CDBG program by removing the three homes listed above and allowing staff to replace them with three homes, which meet the program requirements.

Motion made by Vice Chairman Glenn Bowen.

Motion seconded by Commissioner Beth Ward.

Vote Record:

Tom Coulson	Yes
Beth Ward	Yes
Randy Royal	Yes
David Hammond	Yes
Glenn Bowen	Yes
Terry Shank	Yes
Eugene James	Yes
Tom Johnson	Yes

Mark Owens **Yes**

Total Yes Votes: 9

Total No Votes: 0

Motion Passed

Public Addresses to the Board

Summary of Information

- Nancy Colville spoke about the architectural proposal. She said the Manager had informed the Board that the projected revenues would come in as a decrease this year. With the downturn of the economy, she asked for a more thorough explanation of why the Board did not choose to purchase the Physician's East property instead of build a new building for Social Services. She said it cost the County \$300,000 annually to provide the Board of Education office space. If the Board of Education could move out, it would allow a solution to the space crunch. She continued with comments about the cost on the tax rate and stated that Pitt County is the only county that is housing the Board of Education in their building. She asked that the Board of Commissioners weigh options very carefully.

Items for Report

Manager's Report - Tom B. Robinson

Summary of Information

- Joint meeting with School Board, either December 10 or 17 @ 7:00 pm
-ETJ Annexation/IOG Opinion Letter

- Manager's Resignation - Mr. Robinson said he had offered his resignation to the Chairman of the Pitt County Board of Commissioners on November 9th. He spoke about having been the Manager for eight years and how appreciative he is for being able to serve the public. He said he wanted to give Commissioners an opportunity to look at his replacement. His last day will be December 28 and he plans to take some vacation. He said it has been a pleasure to serve Pitt County and he will be going to Rockingham County as their County Manager.

- School Board Joint meeting – Mr. Robinson reported that the purpose of the joint meeting is to help discuss common objectives and try to make more progress. Specifically, the Boards should discuss the education compact and the School Board wants to show commissioners their progress. Mr. Robinson said the Board of Commissioners has stepped up for two years now with the increased funding based on the compact. The Schools have performance indicators to share with the Board. He said there are other subjects such as recreation and better use of school facilities for common uses that need to be discussed. He said they may want to consider policy development on use of school facilities. He also stated that the County may want to work with the school system to do long term planning for development by using comprehensive land use plan and maximize the use of schools. Mr. Robinson said he and Chairman Hammond have met with Dr. Priddy, School Superintendent and the School Board Chairman. The date of December 17 was the consensus of the Board of Commissioners for this joint meeting. Commissioner Royal said he welcomed the gathering of both bodies. Vice Chairman Bowen asked where the meeting would be held and suggested changing the meeting time for the regular board meeting. Commissioner James said not to spend a lot of money on the meeting. They discussed possible facilities. A reception will begin at 6:00 p.m. and the dinner will begin at 7:00 p.m.

Motion:

Motion to hold joint meeting with the Pitt County Board of Education on December 17 with a reception starting at 6:00 p.m. and dinner at 7:00 p.m. The location to be determined.

**Motion made by Commissioner Terry Shank.
Motion seconded by Commissioner Eugene James.**

Vote Record:

Tom Coulson	Yes
Beth Ward	Yes
Randy Royal	Yes
David Hammond	Yes
Glenn Bowen	Yes
Terry Shank	Yes
Eugene James	Yes
Tom Johnson	Yes
Mark Owens	Yes

Total Yes Votes: 9

Total No Votes: 0

Motion Passed

- ETJ report - Mr. Robinson said the County had received a letter from the Institute of Government about the municipalities extraterritorial jurisdictions (ETJ). The staff at the Institute of Government, Rich Ducker and David Lawrence said the County did not have standing in those matters. The choices were to do nothing, take letter to the North Carolina Association of County Commissioners requesting changes in the annexation laws; or as a parting recommendation from the Manager, for the County to strongly consider countywide zoning. Mr. Robinson said the County needs to work with the municipalities for a joint effort on comprehensive land use planning and do countywide zoning. Chairman Hammond said municipalities should offer courtesy to citizens when they sign petitions about extraterritorial jurisdictions and annexations. He said these issues are coming up more and more. Commissioner James asked if the Board could meet with each of the towns and the Planning Department and see if they would be interested in the County going around the towns with their zoning. The people would have a choice whether they want to be zoned by the county or the municipality. Commissioner Owens said this should be left as is and the Board needs to move on with the agenda.

**Directed Planning to pursue the development of a countywide zoning ordinance.
Motion made by Commissioner Randy Royal.
Motion seconded by Commissioner Terry Shank.**

Commissioner Owens spoke in opposition to the motion.

Mr. Rhodes said they would be presenting a comprehensive land use plan to the Board. He said with the many conflicting land uses coming forward, the need for zoning is becoming more apparent. He said it is important that the municipalities work together and the County would work with them.

Commissioner Coulson said he has been a proponent of strategic zoning and one benefit of the zoning is that it could block the municipalities from taking people into their town limits when they do not want to be taken in. He said he lives in Cherry Oaks and the City of Greenville has not done a thing for his area. However, Commissioner Coulson said the City can take you in but you have no representation. The City goes after the revenue. Strategic zoning could correct this situation. Vice Chairman Bowen said the City can take whatever they want even with zoning. Vice Chairman Bowen said the citizens he has talked to do not want Ayden, Grifton or the County to zone them. Commissioner Coulson said if the County could promote growth so the City and the County could grow mutually then the plans could work together. Mr. Robinson spoke about water and sewer planning and said they are looking at where these should go within the next few years. He said the real question is what is the desire for the true rural areas. He said there is

some value to zoning when it can protect people from some obnoxious uses. He said they could look at just the urbanized areas. Chairman Hammond said the County is growing fast and there needs to be some zoning in place. Vice Chairman Bowen said if people want growth they can move into urban areas. Vice Chairman Bowen said he did not have any problem with spot zoning but does not understand why people support countywide zoning. Commissioner Ward said strategic land use planning and zoning may be needed. She suggested the County look at how to do some strategic planning that would be compatible with the municipalities. She said the commissioners would not be facing some of the problems from citizens if there had been some zoning. Commissioner James said he is the only one that lives in rural Pitt County on this Board but he supported the Northwest zoning. He said he took some heat but he believes his land would be more valuable in ten years. He said he cannot support countywide zoning but could support some type of minimum zoning. He said if the people support it, then he will also support it. Commissioner Shank said that the key is that there are different levels of zoning and it does not have to be real restrictive. Mr. Rhodes said people with unwanted or unregulated uses would look for unzoned areas of the County to put the less appealing businesses, which is why he would not support spot or partial zoning. He said some minimum type of zoning should be put in place. He said allowances have to be made for special circumstances. Vice Chairman Bowen asked if people would lose their inherited property rights if the County was zoned. Mr. Rhodes stated it would be based on the matter at hand. Discussion pursued about land uses and plans. Commissioner Coulson suggested that the Board needs a separate meeting to explain about strategic zoning. Mr. Rhodes said that farming does have restrictions if they are located in an extraterritorial jurisdiction area. Vice Chairman Bowen asked the Attorney to report on the difference in municipalities controlling farmers versus the county controlling farming. Commissioner James spoke about having ten acres or more for farming. Mr. Rhodes said he was speaking about tax laws which are not the same. Commissioner Ward said that people owning ten acres or more in the extraterritorial jurisdiction have to comply with zoning regulations. If it is under the minimum regulations with the County, they could be protected. Commissioner Ward said zoning protects not only the landowners but the people who live around others.

Chairman Hammond called for a vote on the motion to consider pursuing countywide zoning.

Vote Record:

Tom Coulson	Yes
Beth Ward	Yes
Randy Royal	Yes
David Hammond	Yes
Glenn Bowen	No
Terry Shank	Yes
Eugene James	No
Tom Johnson	Yes
Mark Owens	No

Total Yes Votes: 6

Total No Votes: 3

Motion Passed

- MIS Program - Mr. Robinson said there is another computer program besides VICTOR that the MIS staff has implemented. The OPIS program that has been developed and implemented. Ralph Forbes presented the OPIS program which is the On-line Parcel Information System is an internet program that allows people to look up parcels of property by using an individual's name. This program is on Pitt County's homepage and available to the public. A reduction of foot traffic in the tax office has been a positive effect of this program. The MIS department has acquired other software which will allow them to enhance this program further by adding voter districts, polling places, water and sewer service areas and other benefits.

Monthly Financial Report - October, 2001 - Melonie Bryan

Summary of Information

Fund Balance - General Fund:	\$ 51,474,044.	(06/30/01)
designated)	\$ 7,556,285.	(Unreserved but
45.11%	\$ 36,234,747.	(Undesignated)

Total Budget: \$172,209,222.* 33.33% of Fiscal Year completed

*Excludes project funds such as CDBG, Hurricane Grants and Capital Construction accounts.

Summary of Revenues:	Oct 2001	YTD 01-02
General Operating Funds	\$ 6,517,181.	\$36,148,032.**
Enterprise Fund	319,827.	2,637,075.
All Other Funds	1,716,514.	8,437,556.
	\$ 8,553,522.	\$47,222,663.
Percent of Budget:	6.29%	27.42%

Summary of Expenditures:	Oct 2001	YTD 01-02
General Operating Funds	\$10,540,861.	\$37,127,101.
Enterprise Fund	897,457.	3,940,062.
All Other Funds	1,704,036.	7,851,922.
	\$13,142,354.	\$48,919,085.
Percent of Budget:	7.63%	28.41%

**Does not include any appropriated fund balance as budgeted.

Ms. Bryan said October shows expenditures exceeded revenues but little revenue is received during this month. She said it is not as bad as they had expected. Commissioner James asked if Ms. Bryan kept a record of Pitt Community College expenditures. He asked if she could provide an itemized list of their expenditures. He said they spend alot of money on advertisements yet they have too many students to provide all the classes. How much money is spent on advertising for Pitt Community College, what companies are being paid for advertising, what radio stations are used and if all the radio stations are owned by the same company or newspaper and if any individuals are being paid for marketing. He asked if they should keep advertising and the county taxpayers having to foot the bill for bringing in all these students from outside of Pitt County. Commissioner Coulson said he would like to look at the numbers of students coming from outside Pitt County and asked if the class would be held if there were not enough people from this area. Commissioner Bowen said the students paid tuition and now they are being billed for an additional \$56 before they can go to class.

Mr. Robinson reported that there would only be \$3,864.82 left in the fund for grants for the remaining of the year.

Monthly Tax Collections Report - Jeff Niebauer

Summary of Information

**SUMMARY OF 2001/2002
INFORMATION:**

**SUMMARY OF 2000/2001 FOR
COMPARISON:**

Tax collection activity Pitt County:				Difference
Total Oct 2001 Collections:	\$1,331,141	Total Oct 2000 Collections:	\$1,151,737	179,404
Total to Date 2001/2002:	\$20,485,975	Total to Date 2000/2001	\$19,843,453	642,522
Pitt County Levy:				
Oct 2001 Levy:	\$39,785,343	Oct 2000 Levy :	\$38,783,068	1,002,275
Oct 2001 Percent Collected:	50.24	Oct 2000 Percent Collected:	48.99	
Original Levy	49.81	Original Levy	48.20	
Supplemental & Vehicle	54.4	Supplemental & Vehicle	55.2	
Total collection activity all units including Pitt County:				
Total Oct 2001 Collections:	\$2,018,927	Total Oct 2000 Collections:	\$1,750,113	268,814
Total to Date 2001/2002:	\$31,377,834	Total to Date 2000/2001	\$29,277,424	2,100,410
Garnishments for Oct 2001:	\$61,924	Garnishments for Oct 2000:	\$78,364	(16,440)
Bankruptcy for Oct 2001:	\$3,432	Bankruptcy for Oct 2000:	\$1,984	1,448
Occupancy for Sept 2001:	\$83,834	Occupancy for Sept. 2000:	\$104,439	(20,605)
Occupancy Total to Date 01/02:	\$272,851	Occupancy Total to Date 00/01:	\$297,236	(24,385)
Gross Receipts Sept 2001	\$11,433	Gross Receipts Sept 2000	\$13,970	(2,537)
Gross Receipts total to Date	\$41,285	Gross Receipts total to Date	\$42,272	(987)

**COUNTY MANAGER OR STAFF'S
RECOMMENDATIONS OR COMMENTS:**

2000/2001 Collection Rate: 95.04	\$ 40,621, 374.00
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**1999/2000
Collection Rate:
94.91**

**\$
38,974,
281.00**

Overview of First Three Months of Pitt Television Channel - Arlen Holt

Summary of Information

On August 1, 2001, Pitt County Government's Office of Public Information (OPI) assumed program control of channel 13 on Cox Cable. Now that three months of channel development/operation have been completed, J. Arlen Holt, OPI's Director, will provide an overview of PITT TV's recent accomplishments, programming lineup, and communication goals, both short and long term.

Chairman Hammond praised Mr. Holt for his work on Pitt TV. Mr. Holt presented a lighthearted video showing highlights of this programming since its inception.

Commissioner James asked if they have sponsors yet for the public access channel. Mr. Holt said they have draft guidelines to be proposed at a later date. Commissioner James said Pitt Community College could help sponsor this program since they spend funds on marketing. Commissioner Owens said his concern is the total cost of the program. Commissioner Shank said sponsorship should be done very carefully because of conflict of interest.

Chairman Hammond called for a short break at this time.

Annual Investment Report for the Year 2000-01 - Melonie Bryan

Summary of Information

Davenport & Company, the County's investment advisor, will be present to discuss the performance of our professionally managed portfolio. As they have done in the past, they will have visuals and be available to answer any questions related to the \$30 million investment under professional management.

Chairman Hammond called the meeting back to order.

Ms. Bryan said Sean Ekert would be making a presentation. He provided a printed report and supplemental information. He said the events of September had a pretty big impact on the investment world. There was a dramatic decline in value in the United States. Since then the equity markets have rebounded. Over an extended period, which is Pitt County's focus, looked at five-year average returns on equity market. Over the long haul the equity investments will outperform the fixed income investments. This Board adopted a diverse package for these investments.

Fixed income package has experienced strong returns. Equity Managers have not performed as well because of the stock market. S&P 500 has declined by over 30% and largely in month of September due to the September 11th attacks. There has been a positive return of slightly more than 1%. Despite the declines, Pitt County's packages hav still had an incline.

MDL exceeded their benchmark. Wachovia has a strong return but did not meet the benchmark. Each equity manager experienced a decline.

Fixed income Index	13.63%
S&P Barra Value Index	-17.48%
S&P 500 Index	-29.32%

The recommendation is, the history is clear that the equity market will outperform the fixed market, so it is still their recommendation to keep the portfolio diversified. He said they do not recommend changing the County's portfolio. He said the investments have performed better than their peers. Commissioner James said the Managers are getting paid regardless of how the investments perform. Mr. Ekert said their fee grows based upon the value of the asset. Commissioner James said they received almost half of the growth. Mr. Ekert said they have already seen some recovery in Pitt County's portfolio. They are paid for assets under their management. Davenport and Company receive a flat fee. Each Manager receives a fee on the asset that they manage. The Managers fees will grow as they increase the assets. Commissioner Shank said she was surprised that they did as well as they did compared to others. Sovereign Management has done exceptionally well.

Chairman Hammond asked if the Board should consider reducing the number of Managers. Mr. Ekert said they would not recommend doing that because they have had positive returns for two of the four months.

Commissioner Coulson said he would like to see other options looked at. Ms. Bryan said there are severe restrictions that they are bound by. She said she could run these recommendations by the Local Government Commission. Commissioner Coulson said this ratchet program can only go up. Mr. Ekert said he would be glad to look into the plan Commissioner Coulson's recommending.

Pitt County Employee Incentive Program - Michael Taylor

Summary of Information

The Pitt County Employee Incentive Program was previously presented to the Board of Commissioners for consideration. Comments and suggestions were noted. Phil Dickerson and Mike Taylor have incorporated the comments and suggestions and submit a modified policy for further consideration.

Summary of changes:

- Department Heads and division heads in Human Service agencies and Law Enforcement are ineligible.
- Cannot fire staff to realize savings.
- Clarified increase in revenues should not result in an increase in fees or taxes.
- Attempted to simplify the process.
- Savings are returned to the general fund, enterprise fund or such fund required by law.
- Defined savings categories.
- Recurring
- One time
- Deferring (ineligible)

The program does not require the addition of any staff. Reference attachment for estimated costs of the program.

Estimated costs

Average Hourly Rate (including benefits):	\$21.55
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Estimated Average Hours of Staff Time Per Suggestion:	12
Estimated Number of Suggestions:	
Fixed Awards	10
Variable Awards	4
Invalid Suggestions	20
Total	34
Estimated Evaluation Costs (Staff Time):	$\$21.55 \times 12 \times 34 = \$8,792.40$
Estimated Costs - Fixed Awards:	$\$2,500.00$
Total Estimated Costs	$\$11,292.40^*$

*NOTE: No real costs for the variable awards will be realized other than the estimated staff time as detailed above. Any pay out of a variable award would be from actual savings. Costs of fixed awards would also be offset by the actual savings of the suggestion which can vary.

Mr. Michael Taylor and Mr. Phil Dickerson were reporting with follow up information from the past meeting.

Give incentive for staff to identify savings or revenues that would not reduce service or could increase service to citizens. Provide a mechanism for employees to be rewarded.

They made changes to the program as provided in their summary. Estimated costs were also provided. No additional staff would be required for the program. Full time or part time staff would be eligible. \$250.00

Department Heads would review and submit to a committee for determination of award.

Motion:

**Motion to approve with removal of III.A.
 Motion made by Vice Chairman Glenn Bowen.
 Motion seconded by Commissioner Eugene James.**

Mr. Dickerson said that the intention was to give one year to see the savings. Commissioner Ward suggested a formal application must be submitted so they could not claim it later. She supported the motion. Mr. Taylor said the year plan is for the savings to be documented. Commissioner Ward called the question. Mr. Robinson said by excluding the department heads and division heads you are eliminating a creative group of people. He said a 1.2% raise is the only way for a department head to get a raise. Commissioner Royal said he agreed but maybe the Board should consider a reduced amount of reward for supervisor or department head. Commissioner Coulson said if the savings do not end up back in the fund balance, it may be spent on something else.

Vote Record:
Tom Coulson Yes
Beth Ward Yes
Randy Royal Yes
David Hammond Yes
Glenn Bowen Yes
Terry Shank Yes
Eugene James Yes

Tom Johnson Yes
Mark Owens Yes

Total Yes Votes: 9
Total No Votes: 0
Motion Passed

Items for Consent

Motion:
Motion to approve items for consent as presented.
Motion made by Commissioner Eugene James.
Motion seconded by Commissioner Terry Shank.

Vote Record:
Tom Coulson Yes
Beth Ward Yes
Randy Royal Yes
David Hammond Yes
Glenn Bowen Yes
Terry Shank Yes
Eugene James Yes
Tom Johnson Yes
Mark Owens Yes

Total Yes Votes: 9
Total No Votes: 0
Motion Passed

*Budget Amendment - Old EMS Districts
- Melonie Bryan*

Summary of Information

This budget amendment appropriates funds received in collection of prior year taxes to the EMS districts that were in place at the time of the tax levy. (\$6,000 to Bell Arthur EMS, \$12,000 to Eastern Pines EMS, and \$5,000 to Ayden EMS)

Account No.	Title of Account	Increase	Decrease
2812172 410001	Ad Valorem	6,000	
2817101 569972	Bell Arthur EMS	6,000	
2812175 410001	Ad Valorem	12,000	
2817101 569975	Eastern Pines EMS	12,000	
2812176 410001	Ad Valorem	5,000	
2817101 569976	Ayden EMS	5,000	

*Sheriff's Department - Declare K-9 unit surplus and
approve for sale - Ward Parker*

Summary of Information

The Sheriff's Office has received notification that one of our dogs in the K-9 Unit, Carlo, is not able to perform his duties due to severe arthritis in one of his front legs. The animal has been with the Sheriff's Office approximately five years. His handler for the past three years, Jason Campbell would like to purchase the dog for \$1.00 and continue to care for him at his own expense. The Sheriff's Office is requesting that Deputy Jason Campbell be allowed to purchase

Carlo for \$1.00

Resolution for State Funding for Mid East Commission - Melonie Bryan

Summary of Information

Each year local governments must endorse their Lead Regional Organizations such as the Mid-East Commission in Region Q in order for the State to release the share of appropriated funds for that locality. Mid-East has asked the Pitt County Commissioners to endorse this release of State funds by adoption of the enclosed resolution.

The State amount allotted to Pitt County is \$16,695.77. If the Pitt County Board of Commissioners does not adopt the resolution, the funds would revert back to the State's general fund.

WHEREAS, Lead Regional Organizations have established productive voluntary working relationships with municipalities and counties across North Carolina;

WHEREAS, the 2001 General Assembly recognized this relationship through the appropriation of \$990,000 for each year of the biennium to help Lead Regional Organizations assist local governments with grant applications, economic development, community development, and to support local industrial development activities and other activities as deemed appropriate by local governments;

WHEREAS, these funds are not intended to be used for payment of member dues or assessments to a Lead Regional Organization or to supplant funds appropriated by the member governments; and

WHEREAS, in the event that a request is not made by Pitt County for release of these funds to the Lead Regional Organization, the available funds will revert to the State's general fund; and

WHEREAS, in Region Q, funds in the amount of \$55,000 will be used to assist with grant preparation; supplement salaries, fringes, travel and indirect costs for the Planning Department, the Community Development Department, and other departments as needed; and to conduct conferences, seminars or workshops as requested by our localities.

NOW, THEREFORE BE IT RESOLVED, that the County Commissioners requests the release of its share of these funds, \$16,695.77, to the Mid-East Commission at the earliest possible time in accordance with the provisions state law.

Witnessed this the 19th day of November, 2001 in Pitt County by:

Chairman

Attest:

Susan J. Banks, Clerk

Budget Amendment - Emergency Services - Melonie Bryan

Summary of Information

Emergency Services has received a donation from The Edward C. Smith Jr. & Christopher B. Smith Foundation, Inc. in the amount of \$6,000 for the purchase of a storage

trailer to be used for the Special Needs Disaster Planning Project. This budget amendment appropriates this donation and the related expenditure.

Account No.	Title of Account	Increase	Decrease
102800 484000	Contributions & Donations Revenue	\$6,000	
104330 555000	Other Equipment	\$6,000	

Budget Amendment - Sheriff's Department - Melonie Bryan

Summary of Information

The Sheriff's Office has received approval of grant funds referred to as COPS MORE 2001 (Community Oriented Policing Services). This grant was submitted in March 2001 and was approved by the US Department of Justice in October 2001. The funds are designated to purchase an automated fingerprint identification system for the ID Division in the Sheriff's Office. The federal funds total \$87,188 (75%) and the local cash match is \$29,062 (25%) which would come from the grant match reserve line item in the General Fund.

Account No.	Title of Account	Increase	Decrease
243673 426400	Federal Categorical Grant	87,188	
109910 599101	General Fund – Reserve Match		29,062
109810 598024	Fund Transfer – State Grants	29,062	
243673 498010	Interfund Transfer – General	29,062	
245673 553003	ID Equipment	116,250	

Approval of Minutes - Susan Banks

Summary of Information

October 29, 2001
November 5, 2001

Items for Decision

Closing Transfer Station at Noon on Saturdays - Joel Scales

Summary of Information

The transfer station currently operates Monday through Saturday 8 a.m. to 4 p.m. Saturday's typical traffic is a high volume of residential citizens. Most commercial traffic is finished by 10 a.m. on Saturdays. One reason we have tried to remain open all day on Saturday is to accommodate bulky items, (mattresses, furniture, etc) which we were unable to accept at the 14 recycling sites. We now have bulky item containers at all 14 sites throughout the county.

Hours of other comparable facilities:

Bertie County	Monday through Friday 7a.m. - 5 p.m., Saturday 7 a.m. - 2 p.m.
EJE Recycling	Monday through Friday 8 a.m. - 5 p.m., Saturday closed
Wilson County	Monday through Friday 8 a.m. - 4 p.m. Saturday 8 a.m.-3 p.m. (residential)
Edgecombe County	Monday through Friday 8 a.m. - 4 p.m. Saturday 8a.m. -11a.m.
Beaufort County	Monday through Friday 8 a.m. - 4 p.m. Saturday closed
Pitt County (current)	Monday through Friday 8 a.m. -4 p.m. Saturday 8 a.m. -4 p.m.

Proposed hours for Pitt County:

Monday through Friday 8 a.m. - 4 p.m. Saturday 8 a.m. - 12 noon
The change will save 4 employees 4 hours each in weekly overtime. This equates to 832 hours of overtime savings per year. The dollar savings are \$12,500.00 in payroll costs.

Other savings include utilities, gasoline, wear on machinery.

Mr. Joel Scales reviewed the people working during Saturdays and the cost savings that could be made. The intangible would be the morale of the employees because then they would not be working on holidays when other employees are off.

Motion:

Staff recommends that we close at noon on Saturdays effective December 1st, 2001.

Motion made by Commissioner Randy Royal.

Motion seconded by Commissioner Eugene James.

Commissioner Coulson said Saturdays is the only time when some people have time to do their work. He said the satellite places are full and he has not been able to drop things off. He said it would pose an inconvenience to the citizens. Vice Chairman Bowen said the citizens need to be informed.

Vote Record:

Beth Ward	Yes
David Hammond	Yes
Terry Shank	Yes
Tom Johnson	Yes
Randy Royal	Yes
Glenn Bowen	Yes
Eugene James	Yes
Mark Owens	Yes
Tom Coulson	No

Total Yes Votes: 8

Total No Votes: 1

Motion Passed

Adopt the Resolution supporting Pitt County Transportation Priorities for 2004-2010 Transportation Improvement Program (TIP) - James Rhodes

Summary of Information

The North Carolina Board of Transportation is currently soliciting transportation priorities from local governments for consideration in developing its 2004-2010 TIP (see Attachment 1). Historically, the County's priority listing has included proposed transportation projects located partially or entirely outside of the thoroughfare planning area of the Greenville Urban Area and other municipalities.

As you may recall, the two previously adopted Transportation Improvement Programs for 2000-2006 and 2002-2008 were developed following major changes to the TIP process. Changes included a lengthened TIP cycle (i.e., two-year process instead of an annual process) to allow for more public input, and a fiscally-balanced plan which accounts for inflation and cost overruns.

Attached is the recommended transportation priority listing for Pitt County based on previously adopted priorities and public comments received during the Board-established 30-day

comment period. (see Attachment 2). For comparison purposes, a summary of changes from the previous priority listing developed for the 2002-2008 TIP is included (see Attachment 3).

RESOLUTION NO. _____

RESOLUTION ESTABLISHING TRANSPORTATION PRIORITIES
TO BE PRESENTED TO THE NORTH CAROLINA DEPARTMENT
OF TRANSPORTATION

WHEREAS, the North Carolina Department of Transportation (NCDOT) has solicited information on project priorities and candidate projects for inclusion in the 2004-2010 Transportation Improvement Program (TIP); and

WHEREAS, the population of Pitt County has experienced a 2% annual growth rate between 1990 and 2000, resulting in an increase in population from 108,480 to 133,798 residents;

WHEREAS, the County's population is expected to maintain this growth rate through 2010 when the population will exceed 160,000 people;

WHEREAS, several transportation projects and improvements are necessary to accommodate the County's growth and its regional provision of services throughout Eastern North Carolina;

WHEREAS, the Pitt County Board of Commissioners met on the 19th day of November, 2001, to consider needed transportation improvements for all of Pitt County;

NOW, THEREFORE, BE IT RESOLVED by the Pitt County Board of Commissioners that the following transportation improvements, in priority order, are recommended to the North Carolina Department of Transportation for inclusion in the 2004-2010 Transportation Improvement Program:

- A. Greenville Urban Area Metropolitan Planning Organization
Endorse all transportation improvements as recommended by the Transportation Advisory Committee of the Greenville Urban Area Metropolitan Planning Organization
- B. Current Transportation Improvement Program (TIP) Projects outside or partially outside the Greenville MPO Planning Area

Project	Location & Description
1. NC 11-NC 903 (R-2250)	Greenville Southwest Loop, NC 11 to Greenville Bypass. Four-lane divided facility on new location with a bypass of Winterville.
2. US 264/NC 33 Connector (U-3430) [Unfunded List]	Construct connector on new location with bridge over the Tar River.
3. NC 33 (R-3407)	Greenville to Tarboro. Widen roadway to a multi-lane facility.
4. US 17 (R-2510)	Washington Bypass. Four lane divided freeway on new location.

C. Unmet Needs (As Identified in the Adopted Pitt County Thoroughfare Plan and by the Pitt County Board of Commissioners)

Major Collectors

1. NC 43 South Widening Widen NC 43 South to 5-lane facility from SR 1735 (Herman Garris Rd.) to Cox Crossing. Widen remainder to Craven County to meet minimum lane width requirements.
2. SR 1127 Widening Widen SR 1127 (Frog Level Rd.) to meet minimum tolerable lane width requirements to serve as a connector between US 13/US 264A and NC 903.
3. NC 43 North Widening Widen NC 43 North to meet minimum tolerable lane width requirements between US 264 Northwest Bypass and Falkland.
4. NC 33 East Widening Widen NC 33 East to meet minimum tolerable lane width requirements from Simpson to Beaufort County.
5. NC 33/SR 1759 Connector Construct 2-lane connector between NC 33 and SR 1759 (Tucker Rd.) on new location.
6. SR 2241, 1759, & 1723 Widening Widen SR 2241 (Ivy Rd.), SR 1759 (Tucker Rd.), & SR 1723 (Ayden Golf Club Rd.) to 2-lane major collector to meet minimum tolerable lane width requirements.

Safety Improvements for Intersections

1. NC 33 West, SR 1417 and SR 1414 Make necessary improvements to provide safer turn movements and to facilitate traffic flow adjacent to Belvoir Elementary School.
2. NC 11 and SR 1110 Install traffic signal at intersection to afford safe traffic movement off and onto NC 11 and SR 1110 (Hanrahan Road).
3. NC 11 and SR 1154 Install a median crossover to allow direct access to northbound lanes of NC 11 from SR 1154 (Elliot Dixon Road). Install deceleration lane with taper and acceleration lane with taper on southbound lane of NC 11 to provide safer access to and exit from SR 1154 (Elliot Dixon Road).
4. NC 903 and NC 102 Realign intersection with stop condition on westbound lane of NC 102.
5. US 264-A and SR 1127 Install traffic signal at intersection to afford save traffic movement off and onto US 264-A and SR 1127 (Frog Level Road).
6. Three intersections along Straighten and realign intersections in conjunction

SR 2241/SR 1723
Collectors above).

with widening project (B-2, Major

Bicycle Improvements

1. Coastal Carolina Rail-Trail Project

Construct the first segment of Rail-Trail project connecting the Stokes and Pactolus communities.

Adopted this the 19th day of November, 2001.

(Seal)

COUNTY OF PITT

Susan J. Banks
Clerk to the Board

David Hammond,
Chairman, Board of County
Commissioners

Motion:

Adopt the attached resolution for Pitt County's transportation priorities for the 2004-2010 Transportation Improvement Program. Authorize Dr. Johnson to present listing to the Board of Transportation at its November 29th meeting in Kinston. Motion made by Commissioner Eugene James. Motion seconded by Commissioner Randy Royal.

Vote Record:

Beth Ward	Yes
David Hammond	Yes
Terry Shank	Yes
Tom Johnson	Yes
Tom Coulson	Yes
Randy Royal	Yes
Glenn Bowen	Yes
Eugene James	Yes
Mark Owens	Yes

Total Yes Votes: 9

Total No Votes: 0

Motion Passed

Second Reading for Amendment to Soil Erosion and Sedimentation Control Ordinance for Single-Family Template Plan and Review Fee Reduction - Dwane Jones

Summary of Information

The Pitt County Soil Erosion and Sedimentation Ordinance was amended and updated at the December 18, 2001 Board of County Commissioners meeting to reflect current requirements of the Sedimentation Control and Pollution Act of 1974. It became effective on January 1, 2001.

Since that time, several single-family land disturbing activities have been detected that require a Soil Erosion and Sedimentation Control Plan. The County has devised a template plan submittal to reduce the burden on individuals disturbing a lot exclusively for a single-family dwelling (See Attachment 1). Phil Dickerson (Pitt County Engineer) has been instrumental in the development of this proposal. The template meets current requirements as cited in the Soil Erosion and Sedimentation Control Ordinance.

The purpose of the plan is to reduce the amount of time, expenditures and complexity involved in the construction of a single-family dwelling in contrast to larger developments, which require a more detailed-engineered plan.

Additionally, staff recommends a review fee reduction from \$200 to \$50 per disturbed acre for the aforementioned Single-Family Soil Erosion and Sedimentation Control Plans.

At the request of the Board, staff will provide an interpretation from the Division of Land Resources to remove "threatening or threatened" from Section 4-133 (Injunctive Relief) of the Soil Erosion and Sedimentation Control Ordinance.

Motion:

Adopt proposed amendments to the Soil Erosion and Sedimentation Control Ordinance and approve the revised fee schedule (See Attachment 2, sections 4-129 and 4-135).

Motion made by Vice Chairman Glenn Bowen.

Motion seconded by Commissioner Beth Ward.

Vote Record:

Tom Coulson	Yes
Randy Royal	Yes
Glenn Bowen	Yes
Eugene James	Yes
Mark Owens	Yes
Beth Ward	Yes
David Hammond	Yes
Terry Shank	Yes
Tom Johnson	Yes

Total Yes Votes: 9

Total No Votes: 0

Motion Passed

Resolution to implement the process of creating a County Service District to provide and fund emergency medical services. - JoAnne Burgdorff

Summary of Information

This Resolution spells out the process necessary and directs staff to begin creating a County Service District to provide emergency medical services and taxes for those services. See Resolution attached

Ms. Burgdorff informed the Board that this resolution spells out the process to move forward with the countywide tax for emergency medical services. In addition, she has provided a resolution for each municipality for them to join the process.

Motion:

Approve Resolution for moving forward with countywide tax for emergency services.

**Motion made by Commissioner Terry Shank.
Motion seconded by Commissioner Randy Royal.**

Commissioner James said he was opposed because he felt they should look at all the revenues before implementing this tax. He said they have not all been looked into before raising taxes. Commissioner Johnson said that the Board paid consultants to review this and make a recommendation. Vice Chairman Bowen said this was just approval of a resolution. Commissioner Ward said she thought the staff was still looking at all the options such as fee for services. Mr. Bobby Joyner agreed. He said the Board has given staff the authority to move forward and the committee is meeting three hours every week to come back in January with the recommendation. He can now move forward with meeting with each of the municipalities. Two members have resigned from the committee and they are looking at replacing them. Greenville has a member on this committee. Mr. Joyner said when they implement the fee for service and they are up and running, he hopes they will be able to reduce this tax. If they get an increase in the billing for Medicaid they may be able to reduce other costs.

Vote Record:

Beth Ward	Yes
David Hammond	Yes
Terry Shank	Yes
Mark Owens	Yes
Tom Coulson	Yes
Randy Royal	Yes
Glenn Bowen	Yes
Tom Johnson	Yes
Eugene James	No

Total Yes Votes: 8

Total No Votes: 1

Motion Passed

Adoption of Resolution to present to all County municipalities to approve their participation in the County Emergency Medical Services District - JoAnne Burgdorff

Summary of Information

Bobby Joyner will visit with each municipality in the County and secure the approved Resolution from their governing body.

Motion:

Recommend approval of Resolution and process.

Motion made by Commissioner Terry Shank.

Motion seconded by Commissioner Randy Royal.

Vote Record:

Tom Coulson	Yes
Randy Royal	Yes
Glenn Bowen	Yes
Tom Johnson	Yes
Beth Ward	Yes
David Hammond	Yes
Terry Shank	Yes
Mark Owens	Yes
Eugene James	No

Total Yes Votes: 8
Total No Votes: 1
Motion Passed

Timeline for creating the County Emergency Medical Services District and the Emergency Medical Services tax for fiscal year 2002-2003. - JoAnne Burgdorff

Summary of Information

To begin the process of establishing the County EMS District we need to proceed as follows:

- Adopt a Resolution to begin the process and instruct staff to move forward;
- Emergency Services Coordinator shall personally visit with each municipality with Pitt County and secure the adoption of a Resolution approving or disapproving their participation in the County Service District;
- After all Resolutions have been secured, EMS Coordinator shall prepare a report containing:
 - (1) a map of the proposed district, showing boundaries;
 - (2) a statement showing that the proposed district meets the standards set out in the statute;
 - (3) a plan for providing EMS services in the district;
 - (4) This report must be available for public inspection in the office of the clerk to the board for at least 4 weeks before the date of the public hearing.
 - (5) A public hearing.
 - (6) Adoption of a Resolution creating the service district.
 - (7) Tax assessment takes effect at the beginning of the next fiscal year.

Motion:

Approve timeline, direct staff to follow steps listed.

Motion made by Commissioner Terry Shank.

Motion seconded by Commissioner Randy Royal.

Vote Record:

Beth Ward	Yes
David Hammond	Yes
Terry Shank	Yes
Mark Owens	Yes
Tom Coulson	Yes
Randy Royal	Yes
Glenn Bowen	Yes
Tom Johnson	Yes
Eugene James	No

Total Yes Votes: 8

Total No Votes: 1

Motion Passed

Selection of Architect for new Social Services Building - Phil Dickerson

Summary of Information

The Engineering Department has received Statements of Qualifications for seven architectural firms. The following is a list of the firms and their locations:

Hite Associates	Greenville, NC
Ellinwood Design Associates, Ltd.	Greenville, NC
JKF Architecture	Greenville, NC
The East Group	Greenville, NC
Cherry Huffman Architects, P.A.	Raleigh, NC
The LSV Partnership, P.A.	Fayetteville, NC
Dunn and Dalton, P.A.	Kinston, NC

The Engineering Department believes that all of the firms have the qualifications to do the work. However, the County must select one firm to try to negotiate a contract with based on qualifications and without regard to price. However, if after negotiating with the firm chosen, based on qualifications, the County cannot reach an agreement with the firm, the County may initiate negotiations with another qualified firm. It is doubtful, however, that once negotiations are begun with a second firm, the County can legally resume negotiations with the first firm.

The common process for reaching a decision on hiring an architectural firm would be the following:

- 1) Solicit Statements of Qualification
- 2) Prepare a list of firms to be interviewed from the responses received to the solicitation
- 3) Interview of firms by the Pitt County Board of Commissioners
- 4) Negotiate a contract for the work

The Social Services Management Team, the Assistant County Manager and the County Engineer have met and compiled a list of firms that are recommended for an interview. The firms are the following:

JKF Architecture
Greenville, NC

The East Group
Greenville, NC

Cherry Huffman Architects, P.A.
Raleigh, NC

The LSV Partnership, P.A.
Fayetteville, NC

Motion:

Table decision on architectural firm until the new manager is on board.

Motion made by Commissioner Mark Owens.

Motion seconded by Commissioner Eugene James.

Commissioner Coulson said that there could be some conflict of interest because some of them may do business with some of the proposed architects and why is it not a staff decision. Commissioner James stated his support of the motion. Commissioner Owens said the financing of the project would come under the advice of the Manager and workings of the project. The Manager needs to be here that is going to be able to see the whole project through.

Vote Record:

Tom Coulson	Yes
Randy Royal	Yes
Glenn Bowen	Yes
Mark Owens	Yes
Beth Ward	Yes
David Hammond	Yes
Eugene James	Yes
Tom Johnson	No
Terry Shank	No

Total Yes Votes: 7

Total No Votes: 2

Motion Passed

Commissioners Comments:

-Commissioner Coulson spoke about the ABC store robbery and they are vulnerable. Commissioner James said their board should take action on this item. Send word to them that they are held responsible. Commissioner Johnson does not believe this board should give them instructions. Commissioner Coulson said he had heard that the manager is timid about approaching their board and this may not solve the problem. Vice Chairman Bowen said the ABC stores are not the only ones in danger. Chairman Hammond said they are going to put up new lighting at the Farmville store and at another store they are concerned about the number of females working at these stores. Commissioner Coulson said this board has a fiduciary responsibility for this function and because of that this board is responsible. Commissioner James said they can highly recommend the ABC board do it. Commissioner Royal said no comment.

Motion:

Commissioner Ward motioned to have the Clerk and Human Resources Officer to proceed with the search for a County Manager and follow the timeline and procedure that has been followed in the past. Commissioner James seconded the motion and passed unanimously.

Closed Session

Personnel Item

Summary of Information

Motion:

Motion to go into Closed session on personnel item, G.S. 1430318.11(a)(6) as announced by the County Attorney.

Motion made by Commissioner Eugene James.

Motion seconded by Vice Chairman Glenn Bowen.

Vote Record:

Beth Ward	Yes
David Hammond	Yes
Terry Shank	Yes
Tom Johnson	Yes
Tom Coulson	Yes
Randy Royal	Yes
Glenn Bowen	Yes
Eugene James	Yes
Mark Owens	Yes

Total Yes Votes: 9
Total No Votes: 0
Motion Passed

Motion:

Vice Chairman Bowen motioned, seconded by Commissioner James, to return to open session.

Vote Record:

Beth Ward	Yes
David Hammond	Yes
Terry Shank	Yes
Tom Johnson	Yes
Tom Coulson	Yes
Randy Royal	Yes
Glenn Bowen	Yes
Eugene James	Yes
Mark Owens	Yes

Total Yes Votes: 9
Total No Votes: 0
Motion Passed

Chairman Hammond said the Board has agreed to make an appointment on December 3, 2001 and will name an interim manager to serve beginning January 1, 2002.

Commissioner Royal motioned to adjourn the meeting at 12:10 pm. Vice Chairman Bowen seconded the motion and it was approved unanimously.

Respectfully Submitted,

Susan J. Banks, CMC
Clerk to the Board