

**PITT COUNTY BOARD OF COMMISSIONERS
GREENVILLE, NORTH CAROLINA
JANUARY 14, 2002 MINUTES**

The Pitt County Board of Commissioners met on Monday, January 14, 2002, 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, Commissioner
Tom Johnson, Commissioner
Beth Ward, Vice Chairwoman
David Hammond, Commissioner
Eugene James, Commissioner
Mark Owens, Jr. Chairman

Commissioner Absent:

Terry Shank, Commissioner

Staff present:

Phil Dickerson, Interim County Manager
John Bulow, Assistant County Manager
Susan Banks, Clerk to the Board
Melonie Bryan, Director of Financial Services
JoAnne Burgdorff, County Attorney
Glenn Cutrell, Tax Assessor
Deby Dihoff, Mental Health Area Director
Edward Garrison, DSS Director
Mac Manning, Sheriff
John Morrow, Director/Health Department

Call to Order

Summary of Information

Chairman Owens welcomed everyone and called the meeting to order at 9:00 a.m.

Invocation and Pledge

Summary of Information

The invocation was offered by Commissioner Randy Royal.
The Pledge of Allegiance to the American flag was led by Vice Chairwoman Beth Ward.

Approval of Agenda

Summary of Information

Chairman Owens noted that pages 53-76 in the agenda were duplicates and needed to be removed from the package.

Commissioner Hammond noted that Commissioner Shank was absent. Chairman Owens said she called and asked to be excused and was therefore excused.

Chairman Owens stated that the PCMH appointment has been withdrawn from the agenda. Interim County Manager Phil Dickerson said an item needed to be added concerning the County's receipt of funds from the State for work on bioterrorism. It includes a budget amendment and hiring staff for work on a bioterrorism team. Dr. Morrow would address this item.

Motion:

Motion to approve the agenda as amended.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Eugene James.

Vote Record:

Tom Coulson	Yes
Beth Ward	Yes
Randy Royal	Yes
David Hammond	Yes
Glenn Bowen	Yes
Eugene James	Yes
Tom Johnson	Yes
Mark Owens, Jr.	Yes

Total Yes Votes: 8

Total No Votes: 0

Motion Passed.

Employee Service Awards

Summary of Information

Chairman Owens and Phil Dickerson presented the Employee Service Awards and a reception was held honoring these employees. Chairman Owens spoke on how much these employees are appreciated. Chairman Owens called for a short recess for the reception.

EMPLOYEE SERVICE AWARDS

5 Years

<u>RUBELLE</u> H. Arnold	Health Department
<u>JOYCE</u> W. Dail	Detention Center
<u>DONNA</u> L. Davis	MIS
<u>LAUREN</u> H. Gold	Mental Health
<u>CALVIN</u> R. Gurganus	Detention Center
<u>STARR</u> M. Henderson	Social Services
<u>HOWARD</u> A. Humphries	Sheriff
<u>FRAN</u> L. Hutchison	Mental Health
<u>VONDRA</u> L. Joyner	Health Department
<u>GLENN</u> Moore	Planning
<u>DENISE</u> M. Moore-Jones	Social Services
<u>ALESIA</u> L. Morning	Detention Center
<u>ANDREW</u> L. Payne	Social Services
<u>LISA</u> S. Price	Social Services

SYLVIA G. Reddick
BETTIE E. Tyson
JEFFERY E. Ward
ALESIA G. Woolard

Health Department
Tax Assessor
Mental Health
Social Services

10 Years

GLORIA H. Ambrose
MARY L. Carman
TRUDY G. Gordon
ANGELA Q. Glynn
MONA E. Joyner
TERRY L. Mills
SYLVIA D. Strickland
SUE B. Thomas

Health Department
Mental Health
Social Services
Tax Assessor
Tax Collector
MIS
Tax Assessor
Garage

15 Years

GREG D. Beacham
ROBERT L. May
AMANDA M. Moye

Communications
Detention Center
Industrial Development Commission

20 Years

LARRY G. Gay
PHYLLIS S. Parker

Detention Center
Social Services

25 Years

ACOLIA Simon-Thomas
BOB Moore

Mental Health
Mental Health

Public Addresses to the Board

Summary of Information

-Nickie Nichols – resides at 645 Fleming Lane, Ayden, NC. He spoke about being taken into the Grifton ETJ. He said he opposed it when it began and the Town of Grifton still took them in. He said there were a lot of people who did not want to be included. He gathered a petition of 109 names and had to explain to all these people about what it would mean for them to be taken into the town limits. He said that 278 people most of the 395 parcels. Grifton wants the County to pick a representative to represent them. He does not want a developer to represent these people. Milton Garris is a developer and he said he did not feel he would be a good representative for them. He said something is going on between Ayden and Grifton and possibility Winterville..

-Nancy Colville - She spoke about the error in the November 19th minutes where Commissioner James incorrectly named United Machine Works with “United Steel Corporation.” She said that Commissioner Coulson did not correct Commissioner James error although Commissioner Coulson works for United Machine Works. She stated that the next day Commissioner Coulson printed a letter in the Daily Reflector Web page personally attacking her. The letter mentioned Senator Warren was helping Commissioner Coulson with this matter. She stated that the land around United Machine Works is owned by Senator Warren, his family, and the Brown’s who own United Machine Works. She said they have water but this is about the

movement to bring "good" water to this area. She noted the cost to put in the water lines and that the company would benefit but the residents would also have to pay increased fees to compensate for the water line. She provided the Board with a copy of Commissioner Coulson's letter and a map showing the owners of the land parcels around United Machine Works.

Items for Consent

Approve Consent Agenda

Summary of Information

Chairman Owens asked for action on the consent items. Commissioner Bowen asked to remove item #7, budget amendment for Mental Health, so he could ask some questions.

Motion:

Motion to approve consent agenda except item # 7, Mental Health budget amendment.

Motion made by Commissioner Randy Royal.

Motion seconded by Commissioner David Hammond.

Vote Record:

Tom Coulson	Yes
Beth Ward	Yes
Randy Royal	Yes
David Hammond	Yes
Glenn Bowen	Yes
Eugene James	Yes
Tom Johnson	Yes
Mark Owens, Jr.	Yes

Total Yes Votes: 8

Total No Votes: 0

Motion Passed.

Health Department - Budget Amendment - \$46,000 Award - John H. Morrow

Summary of Information

Pitt County Health Department has been awarded \$46,000 of American Legacy Foundation Funding to be used for youth tobacco use prevention through June 30, 2002. The American Legacy Foundation was created through the Master Settlement Agreement of 1998 between 46 states and five U.S. territories and the tobacco industry.

Department: Health- Legacy

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
153148-436501	DHHS Funds	46,000.00	
155148-560022	Legacy	46,000.00	

Motion:

Motion made by Commissioner Randy Royal.

Motion seconded by Commissioner David Hammond.

Vote Record:

Tom Coulson	Yes
Beth Ward	Yes
Randy Royal	Yes
David Hammond	Yes
Glenn Bowen	Yes
Eugene James	Yes
Tom Johnson	Yes
Mark Owens, Jr.	Yes

Total Yes Votes: 8

Total No Votes: 0

Motion Passed.

Educational Leave - Patricia A. Daniels, Social Services - Edward L. Garrison

Summary of Information

The Social Service Department request permission to grant educational leave to Ms. Patricia A. Daniels.

Ms. Daniels is requesting Educational Leave to attend Pitt Community College for the winter session. She will be taking English 114 - Professional Research and she is requesting 2 hours of educational leave a week from January 7 to May 3, 2002. This course is directly applicable to her current position and her future career with the Social Services Department

Motion:

Staff recommends approval.

Motion made by Commissioner Randy Royal.

Motion seconded by Commissioner David Hammond.

Vote Record:

Tom Coulson	Yes
Beth Ward	Yes
Randy Royal	Yes
David Hammond	Yes
Glenn Bowen	Yes
Eugene James	Yes
Tom Johnson	Yes
Mark Owens, Jr.	Yes

Total Yes Votes: 8

Total No Votes: 0

Motion Passed.

Budget Amendment - County Capital Reserve - Melonie Bryan

Summary of Information

This budget amendment serves to close out a County Capital Reserve account that has not been utilized in several years. The remaining \$2,026 will be transferred to General Fund revenues, thereby decreasing the amount of Fund Balance Appropriated in the General Fund.

Department: County Capital Reserve

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
212900 499100	Fund Balance Appropriated	2026.48	
214999 598010	Transfer to General Fund	2026.48	
102900 498210	Transfer from Fund 210	2026.48	
102900 499100	Fund Balance Appropriated		2026.48

Motion:

**Approval of budget amendment as presented.
Motion made by Commissioner Randy Royal.
Motion seconded by Commissioner David Hammond.**

Vote Record:

Tom Coulson	Yes
Beth Ward	Yes
Randy Royal	Yes
David Hammond	Yes
Glenn Bowen	Yes
Eugene James	Yes
Tom Johnson	Yes
Mark Owens, Jr.	Yes

Total Yes Votes: 8

Total No Votes: 0

Motion Passed.

Budget Amendment - Home Grant Award - \$6,563 - Melonie Bryan

Summary of Information

This budget amendment increases the Home Grant award by \$6,563 over what has already been budgeted, in accordance with the award notification recently received.

Department: State Grants- Home Grant

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
243641 426400	Federal Categorical Grant	12,500	
243641 498010	Interfund Transfer- General Fund		5,937
245641 535101	Repair of Building	6,563	
109810 598024	Fund Transfer to Fund 24		5,937
109910 599101	Reserve for Grant Match	5,937	

Motion:

**Approval of budget amendment as presented.
Motion made by Commissioner Randy Royal.
Motion seconded by Commissioner David Hammond.**

Vote Record:

Tom Coulson	Yes
Beth Ward	Yes
Randy Royal	Yes

David Hammond Yes
 Glenn Bowen Yes
 Eugene James Yes
 Tom Johnson Yes
 Mark Owens, Jr. Yes

Total Yes Votes: 8
Total No Votes: 0
Motion Passed.

Budget Amendment - Debt Service

- Melonie Bryan

Summary of Information

As the Board is aware, the County successfully funded the renovation phase of the Courthouse improvements in October 2001. With that same transaction, we refinanced our outstanding 1992 debt issue. This budget amendment recognizes the savings to our anticipated debt payments included during the budget process for these two actions to reflect the actual payments due.

The 1992 bond issue payment savings will go back directly to reduce appropriated fund balance as will the Courthouse payment. The budget included extra funding as we anticipated a host of items to possibly be funded, but ended with just the Courthouse.

Department: Debt Services

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
302900 499100	Fund Balance	55,000	
309110 572018	Series 2001		115,102
309110 572008	COPS- 1992		124,405
309115571018	Series 2001		200,000
309115572008	COPS- 1992		150,000
302900 498010	Transfer from General Fund		644,507
109810 598030	Transfer to Debt Service		644,507
102900 499100	Fund Balance Appropriated		644,507

Motion:

Approval of budget amendment as presented.
Motion made by Commissioner Randy Royal.
Motion seconded by Commissioner David Hammond.

Vote Record:

Tom Coulson Yes
 Beth Ward Yes
 Randy Royal Yes
 David Hammond Yes
 Glenn Bowen Yes
 Eugene James Yes
 Tom Johnson Yes
 Mark Owens, Jr. Yes

Total Yes Votes: 8

Total No Votes: 0
Motion Passed.

North Carolina State Department of Transportation Request For Addition to State Maintained Secondary Road System- Jetty Place, Schooner Lane and Harbor Circle in Jon's Cove Subdivision - Tracy Cash

Summary of Information

The North Carolina Department of Transportation (NCDOT), after receiving a petition requesting that a road be added to the State Maintained Secondary Road System, investigates the situation to determine if the road meets their requirements. If after this investigation it is determined that the road meets certain criteria, the NCDOT District Engineer will request the County's endorsement for the addition by way of a resolution.

Attached is a letter from Danny R. Taylor, District Engineer, requesting the addition of Jetty Place, Schooner Lane and Harbor Circle in Jon's Cove Subdivision to the state system. Included with the letter is a resolution for your endorsement as well as a copy of the NCDOT Investigation Reports, the petitions from the property owners and a map illustrating the location of the roads.

Motion:

Approve the requests and endorse the Resolution.

Motion made by Commissioner Randy Royal.
Motion seconded by Commissioner David Hammond.

Vote Record:

Tom Coulson	Yes
Beth Ward	Yes
Randy Royal	Yes
David Hammond	Yes
Glenn Bowen	Yes
Eugene James	Yes
Tom Johnson	Yes
Mark Owens, Jr.	Yes

Total Yes Votes: 8
Total No Votes: 0
Motion Passed.

Approval of Minutes

Summary of Information

December 17, 2001, 9 AM
December 17, 2001, 7 PM

Motion:

Approve Minutes from December 17, 2001, 9 AM and December 17, 2001, 7 PM Board meetings.

Motion made by Commissioner Randy Royal.
Motion seconded by Commissioner David Hammond.

Vote Record:
Tom Coulson **Yes**
Beth Ward **Yes**
Randy Royal **Yes**
David Hammond **Yes**
Glenn Bowen **Yes**
Eugene James **Yes**
Tom Johnson **Yes**
Mark Owens, Jr. **Yes**

Total Yes Votes: 8
Total No Votes: 0
Motion Passed.

Budget Amendments - Social Services - CP&L Energy Program - \$601 - Edward L. Garrison

Summary of Information

The Department of Social Services has received notification from the NC Division of Social Services of \$601.00 in additional funds for the CP&L Energy program. The funds will be used to assist clients with their heating, cooling, and light bills.

No additional County funds are requested.

Department: Social Services

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
165488 560501	CP&L Energy Assistance	601.00	
162400 423000	Social Services Administration	601.00	

Motion:

The staff recommends approval.
Motion made by Commissioner Randy Royal.
Motion seconded by Commissioner David Hammond.

Vote Record:
Tom Coulson **Yes**
Beth Ward **Yes**
Randy Royal **Yes**
David Hammond **Yes**
Glenn Bowen **Yes**
Eugene James **Yes**
Tom Johnson **Yes**
Mark Owens, Jr. **Yes**

Total Yes Votes: 8
Total No Votes: 0
Motion Passed.

Releases and Refunds Greater Than \$100 - Glenn Cutrell

Summary of Information

November 2001 Total County Releases (Greater Than \$100) -	75	\$ 15,439.76
November 2001 Total Greenville Releases (Greater Than \$100) -	20	\$ 4,404.84
Total Refunds (Greater Than \$100) -		5
		\$ 1,382.59
First Union Bank		\$ 129.57
Firststar Bank NA		\$ 112.34
Perry, Linda & Averette, Jean		\$ 292.67
Ross, James Earl & Linda Dianne		\$ 639.93
Weeks, Gretchen S. and Hodges, Margaret S.		\$ 208.08

Motion:

Approve as submitted.

Motion made by Commissioner Randy Royal.

Motion seconded by Commissioner David Hammond.

Vote Record:

Tom Coulson	Yes
Beth Ward	Yes
Randy Royal	Yes
David Hammond	Yes
Glenn Bowen	Yes
Eugene James	Yes
Tom Johnson	Yes
Mark Owens, Jr.	Yes

Total Yes Votes: 8

Total No Votes: 0

Motion Passed.

*75th Anniversary of the Pitt County Historical Society, Inc.
- Susan Banks*

Summary of Information

Motion:

Adopt the Proclamation recognizing the 75th Anniversary of the Pitt County Historical Society, Inc.

BLACK HISTORY MONTH PROCLAMATION

Pitt County, North Carolina 2002

WHEREAS, the African-American experience in the United States is replete with stories of heroism, personal sacrifices, great innovations, and outstanding professional and personal achievements; and,

WHEREAS, “Black History Month” has been observed in this nation since 1926, when Dr. Carter G. Woodson initiated the first “Negro History Week” to insure the contributions of Black Americans were included in the records of our Nation’s history; and,

WHEREAS, the month of February was selected as "Black History Month" because of the many historic civil rights-related events that occurred in February, including the birth of Frederick Douglass, the birth of Abraham Lincoln, the birth of W.E.B. DuBois , co-founder of the NAACP, the passage of the 15th Amendment to the Constitution in 1870, which gave Black Americans the right to vote, the oath of office of the first Black U.S. Senator, Hiram B. Revels in 1870, the founding of the NAACP in 1909, and the famous student sit-in at a Woolworth's in Greensboro in 1960; and,

WHEREAS, the people of Pitt County should commemorate the month-long observance by learning more about the accomplishments of Black Americans in our County, our State, and our Nation; and,

NOW THEREFORE BE IT RESOLVED, that the Pitt County Board of Commissioners proclaims February 2002 as "Black History Month" in Pitt County, North Carolina, and encourages all citizens to enhance their knowledge of the history of Black Americans in the United States.

Adopted by the Pitt County Board of Commissioners on this day, February 4, 2002.

COUNTY OF PITT

Mark W. Owens, Jr., Chairman
Pitt County Board of Commissioners

ATTEST: _____
Clerk to the Board

**Motion made by Commissioner Randy Royal.
Motion seconded by Commissioner David Hammond.**

Vote Record:
Tom Coulson Yes
Beth Ward Yes
Randy Royal Yes
David Hammond Yes
Glenn Bowen Yes
Eugene James Yes
Tom Johnson Yes
Mark Owens, Jr. Yes

**Total Yes Votes: 8
Total No Votes: 0
Motion Passed.**

*Budget Amendments - Health Department Bioterrorism Regional Public Health Defense Teams
- John H. Morrow*

Summary of Information

North Carolina's best defense against Bioterrorism is detecting the release of an agent of bioterrorism as early as possible and taking aggressive action to prevent deaths. In response to September 11, 2001 the Governor has identified rainy day funding to improve public health's capability to respond to domestic terrorism threats such as anthrax, smallpox, or other agents. The state is funding the creation of seven regional public health teams consisting of four positions (physician epidemiologist, nurse epidemiologist, environmental health hygienist, and clerical support). Our team will be located here at the Pitt County Public Health Center. They will work

collaboratively with the regional hazardous material teams in covering a 25 county region. Their primary objective will be to improve surveillance systems throughout the region to detect and respond to bioterrorism threats.

State funding for six months of FY 2001-2001 is \$206,150

This funding includes rent, phone, travel, office supplies, general facility support.

No county funding is included.

(See attached letter of Jan. 9,2001)

Motion:

Motion made by Commissioner Randy Royal.

Motion seconded by Commissioner David Hammond.

Vote Record:

Tom Coulson	Yes
Beth Ward	Yes
Randy Royal	Yes
David Hammond	Yes
Glenn Bowen	Yes
Eugene James	Yes
Tom Johnson	Yes
Mark Owens, Jr.	Yes

Total Yes Votes: 8

Total No Votes: 0

Motion Passed.

Items for Decision

Budget Amendment - Mental Health - Melonie Bryan (Item was removed the consent agenda.)

Summary of Information

\$44,400 - This budget amendment appropriate prior year deferred revenues to cover expenses associated with technical assistance for Mental Health's National Accreditation review.

Department:	Mental Health		
ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
193209 483000	Prior Year Refund	44,400	
195201 519900	Professional Services	44,400	

Ms. Bryan explained that this item was for a \$44,000 budget amendment for a consultant for technical assistance for Mental Health to set their national accreditation. Ms. Bryan said that the Medicaid audit provided that Mental Health had a payback situation. They have to pay back \$56,000. This is the balance of money held in reserve that they can bring into their budget. She said they are trying to achieve national accreditation no later than June 2002. They have not had the expertise on staff to do so and they had to look outside Pitt County for the expertise. She said they found someone who works with accreditation and they need the extra assistance. She said they have received a nine-month deferral. The State requires accreditation to receive Medicaid dollars. This is a one-time expense for this year. She said they have staff assigned to

work with this technical assistance person. Commissioner Bowen asked how this person was chosen. Ms. Dihoff said the individual came highly recommended and has lots of experience.

Motion:

Approval of Mental Health budget amendment as presented

Motion made by Commissioner Randy Royal.

Motion seconded by Commissioner David Hammond.

Vote Record:

Tom Coulson	Yes
Beth Ward	Yes
Randy Royal	Yes
David Hammond	Yes
Glenn Bowen	Yes
Eugene James	Yes
Tom Johnson	Yes
Mark Owens, Jr.	Yes

Total Yes Votes: 8

Total No Votes: 0

Motion Passed.

Domestic Violence Prevention Unit Grant Application - Mac Manning

Summary of Information

The Sheriff's Department is requesting approval to apply for a grant from the N.C. Crime Commission for financial assistance for a Domestic Violence Prevention Unit. The program includes the addition of two positions-an Investigator and a Property Technician-that will assist with Domestic Violence Program and weapons seizure and handling. The application has not been completed at agenda submission, but copies will be provided by meeting date. The grant application deadline is January 31. The only local match required for the grant is in-kind contributions.

This grant, if awarded, would not begin until July 2002. Therefore, a budget amendment is not necessary at this time.

Motion:

Motion to approve moving forward with grant application and approval of grant application for submittal, and authorization for hiring, for the duration of the grant, one Investigator and one Property Technician.

Motion made by Commissioner Glenn Bowen.

Motion seconded by Vice Chairwoman Beth Ward.

Vote Record:

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

Mark Owens, Jr. Yes

Total Yes Votes: 8

Total No Votes: 0

Motion Passed.

Reappointment to Pitt Area Board - Mr. John Ferren - Deby Dihoff

Summary of Information

The Pitt Area Board recommends the reappointment of Mr. John Ferren. Mr. Ferren is a member in good standing and his term expired on December 31, 2001. He was first appointed to the Board on May 3, 1999.

Motion:

Motion for Reappointment of John Ferren on the Pitt County Mental Health Area Board.

Motion made by Commissioner Eugene James.

Motion seconded by Commissioner Glenn Bowen.

Vote Record:

Tom Coulson Yes

Beth Ward Yes

Randy Royal Yes

David Hammond Yes

Glenn Bowen Yes

Eugene James Yes

Tom Johnson Yes

Mark Owens, Jr. Yes

Total Yes Votes: 8

Total No Votes: 0

Motion Passed.

Health Department budget amendment on bioterrorism

Summary of Information

North Carolina's best defense against Bioterrorism is detecting the release of an agent of bioterrorism as early as possible and taking aggressive action to prevent deaths. In response to September 11, 2001 the Governor has identified rainy day funding to improve public health's capability to respond to domestic terrorism threats such as anthrax, smallpox, or other agents. The State is funding the creation of seven regional public health teams consisting of four positions (physician epidemiologist, nurse epidemiologist, environmental Health hygienist, and clerical support). Our team will be located here at the Pitt County Public Health Center. They will work collaboratively with the regional hazardous material teams in covering a 25 county region. Their primary objective will be to improve surveillance systems throughout the region to detect and respond to bioterrorism threats.

Dr. John Morrow stated that the Governor has identified funds for health and emergencies systems. There is \$206,150 for the first year for a bioterrorism team to be put in place in Pitt County. They would be stationed at the Pitt County Health Department but responsible for 25 county region. They would be charged with improve and prepare communities on how to respond if bioterrorism occurs. There are four positions as listed above.

Motion:

Motion to accept application and funding for bioterrorism and authorize hiring of staff for team.

Motion made by Vice Chairwoman Beth Ward.

Motion seconded by Commissioner Eugene James.

Vote Record:

Tom Coulson	Yes
Beth Ward	Yes
Randy Royal	Yes
David Hammond	Yes
Glenn Bowen	Yes
Eugene James	Yes
Tom Johnson	Yes
Mark Owens, Jr.	Yes

Total Yes Votes: 8

Total No Votes: 0

Motion Passed.

Budget Amendments - Schools Capital Projects & Debt Service - Melonie Bryan

Summary of Information

As the Board is aware, the Board of Education utilizes their restricted sales tax proceeds to cover debt service payments on all school construction and fund small capital outlay projects like mobile units, HVAC improvements and roofing. An additional source of funding for school debt is the State ADM funds.

As we reported to the Board earlier this year, the State revised their revenue estimates for ADM funding and approved the County for an amount less than anticipated during the FY 01-02 budget process. Therefore, now that we have fully audited balances, we have reviewed all of the school budgets related to debt service payments and capital outlay and made the necessary adjustments. The attached budget amendments complete the following actions:

Fund 200

- Reduces the ADM Funds to match the State's approval amount and appropriates available restricted fund balance to cover reduction. Also appropriates available restricted fund balance to cover portion of debt service requirements for the new high school that is due this fiscal year.

Fund 490

- Appropriates funds left over in the 1997 construction account to cover the balance of the debt service requirements for the new high school which are due this year. This action will close out this fund and is an allowable purpose for these leftover funds.

Fund 300

- Acknowledges receipt of the funds from Fund 200 and Fund 490 to make the high school debt payments.

Fund 510

- Reappropriates the residual balances in the Capital Outlay accounts (mobile units, parking improvements, etc) from the prior fiscal year.

These actions are accomplished with existing restricted fund balance and represent no new funding from Pitt County.

Ms. Bryan stated these are roll forward or carry over funds. The State approved a smaller amount and school system is using their fund balance.

Department: School Capital Reserve

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
202900 499100	Fund Balance	1,187,078	
202400 432050	ADM Funds		562,800
208600 598030	Transfer to Debt Service	624,278	

Department: Capital project- Elem Sch 97 COPS

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
491000 499100 97001	Fund Balance	824,688	
494999 598030	Transfer to Debt Service	824,688	

Department: Debt Service

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
302900 498020	Transfer from Fund 20	624,278	
302900 498490	Transfer from Fund 490	824,688	
309110 572019	Series 2000B HS	1,448,996	

Department: School Improvement Projects

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
511000 499100	Fund Balance	475,607	
518000 554001	Transportation Upgrades	10,539	
518000 555001	Mobile Units	89,697	
518000 555002	Gym Upgrades	8,801	
518000 558103	Electrical	26,432	
518000 558104	Roofing	121,825	
518000 558105	Sewer	21,287	
518000 558106	Canopies	38,372	
518000 559000	Other Structures & Improvements	33,955	
518000 559100	Roadways/Paving	99,699	
518000 559500	Towers, Tanks, Wells	25,000	

Motion:

**Approval of budget amendments as presented
 Motion made by Commissioner David Hammond.
 Motion seconded by Commissioner Randy Royal.**

Vote Record:

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

Mark Owens, Jr. Yes

Total Yes Votes: 8

Total No Votes: 0

Motion Passed.

Budget Amendment - State Grant Refunds - Melonie Bryan

Summary of Information

The following budget amendments appropriate fund balances for the repayment of unexpended funds in State grants for the prior fiscal year.

- \$4,114 - Juvenile Justice programs prior year grant reimbursement.
- \$9,797.40 - Rural Operating Assistance Program (ROAP) prior year grant reimbursement.

Department: Grants

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
243661 499100	Grant Fund Balance	4,114	
245661 569399	Refund- Prior Year Grant	4,114	

Department: State Grants

ACCOUNT NO.	TITLE OF ACCOUNTS	INCREASE	DECREASE
162900 499100	Fund Balance	9,797.40	
165476 569399	Refund Prior Year Grant	9,797.40	

Department: State Grants

ACCOUNT NO.	TITLE OF ACCOUNTS	INCREASE	DECREASE
243666 499100	Grant Fund Balance	4,839	
245665 569399	Refund Prior Year Grant	4,839	

Motion:

Approval of budget amendment as presented.

Motion made by Vice Chairwoman Beth Ward.

Motion seconded by Commissioner Tom Johnson.

Vote Record:

Tom Coulson	Yes
Beth Ward	Yes
Randy Royal	Yes
David Hammond	Yes
Glenn Bowen	Yes
Eugene James	Yes
Tom Johnson	Yes
Mark Owens, Jr.	Yes

Total Yes Votes: 8

Total No Votes: 0

Motion Passed.

Approval of Regular 8-year Revaluation Process - Melonie Bryan

Summary of Information

As you are aware, by Statue, the County is required to revalue property on at least an eight-year cycle. Our last revaluation was effective January 1, 1996. The process of reviewing the properties, setting the values and hearing appeals takes approximately 24 months. Therefore, to have our data for January 1, 2004 (next regularly scheduled revaluation date), the staff at the Tax Assessor's Office needs to begin the process in early 2002.

The County has been placing \$50,000 each year in a Revaluation Reserve Fund and has approximately \$400,000 in this fund for the 2004 revaluation. We will need to recruit for five (5) positions in order to complete the fieldwork and data gathering related to this process – (1) Supervisor, (1) Clerk and (3) Appraisers.

The attached budget amendment appropriates available funds to cover these positions and related costs through the end of the current fiscal year. These positions would be long term "temporary" positions and their duration would be approximately 2 years.

Department: Revaluation

Account No.	Title of Account	Increase	Decrease
255700 599102	Reserve		50,000
255700 512000	Salaries	45,000	
255700 518100	FICA	1,530	
255700 518200	Retirement	1,000	
255700 518201	401K	1,000	
255700 518300	Hospitalization	1,295	
255700 518400	Life Insurance	175	

Motion:

Direct staff to begin the 8-year revaluation process, approve the creation of the five positions and approve the attached budget amendment as submitted.

Motion made by Commissioner Eugene James.

Motion seconded by Commissioner David Hammond.

Vote Record:

Tom Coulson	Yes
Beth Ward	Yes
Randy Royal	Yes
David Hammond	Yes
Glenn Bowen	Yes
Eugene James	Yes
Tom Johnson	Yes
Mark Owens, Jr.	Yes

Total Yes Votes: 8

Total No Votes: 0

Motion Passed.

Business Personal Property Audits - Melonie Bryan

Summary of Information

Each year, the County struggles to capture as much ad valorem taxes as possible. We employ various collection efforts for accounts already billed and are constantly reviewing our property base to ensure we are billing for on all property. While we have internal staff that does some discovery, the Business Personal Property area often requires technical assistance to work through a business' inventory and determine what property is taxable.

In 1996-1998, the County conducted a very successful audit of its business personal property accounts. It makes sense that we should update this process every 3-4 years as businesses grow and, often, changes owners. We are at the point that it makes sense to update our records on the business personal property while we are simultaneously revaluing real estate.

Staff would like permission to seek proposals to conduct a business personal property audit this year. We will bring our recommendations and cost information back to the Board once the proposals are in hand to select the best-qualified firm to conduct the review.

Motion:

Direct staff to gather proposals and bring back to Board for award of work.

Motion made by Commissioner Randy Royal.

Motion seconded by Vice Chairwoman Beth Ward.

Commissioner James asked how much money has been made doing this program. Ms. Bryan noted that the amounts were supplied in the agenda package.

Vote Record:

Tom Coulson	Yes
Beth Ward	Yes
Randy Royal	Yes
David Hammond	Yes
Glenn Bowen	Yes
Eugene James	Yes
Tom Johnson	Yes
Mark Owens, Jr.	Yes

Total Yes Votes: 8

Total No Votes: 0

Motion Passed.

Increase in Fixed Asset Threshold - Melonie Bryan

Summary of Information

The County's fixed asset threshold is currently set at \$500. It has remained at this amount since Fiscal Year 1996/97. As the County moves toward the implementation of GASB34 in June 2002 and the accounting changes it will bring, we are reviewing our internal policies to determine if they need to be revised.

Fixed assets are items of substantial value which, when accumulated, determine the County's investment in furniture, fixtures, buildings, equipment and rolling stock. The current Local Government Commission (LGC) recommendation is to capitalize items with a value greater than \$5000. This level is also the recommended by the Government Finance Officers Association (GFOA), the Institute of Government (IOG) and Martin Starnes and Associates, the County's independent audit firm. Staff also surveyed both surrounding counties and comparably sized County's to see what their policies were and we found that ours was indeed low.

In the past, the County has used the fixed asset system as an inventory tracking system. This has caused an overload to our asset system and causes reconciliation problems each year at year-end. The County can track its equipment without clouding the fixed asset system through inventory tracking which is used throughout the County departments.

In keeping with the recommendations from the LGC, IOG and GFOA, staff recommends that we raise the County's fixed asset threshold to a minimum of \$2500 with a long-term goal of raising it to \$5000 - the state's recommendation for larger sized counties.

Motion:

Increase the fixed asset threshold to a minimum of \$3,000 item.

Motion made by Commissioner David Hammond.

Motion seconded by Vice Chairwoman Beth Ward.

Ms. Bryan said currently the fixed asset limit was \$500 but some changes are coming down. Several agencies recommend \$5,000 but she wasn't sure if the Board would support \$5,000. These are on the financial statement.

Vote Record:

Tom Coulson	Yes
Beth Ward	Yes
Randy Royal	Yes
David Hammond	Yes
Glenn Bowen	Yes
Eugene James	Yes
Tom Johnson	Yes
Mark Owens, Jr.	Yes

Total Yes Votes: 8

Total No Votes: 0

Motion Passed.

Offer to purchase County owned property. - JoAnne Burgdorff

Summary of Information

TJ Sawyer and wife, Jamie Sawyer have offered \$20,000.00 to purchase two (2) acres out of Parcel No. 030604 which is County owned property located on County Home Road.

The property is located outside the city limits of Greenville.

The offer must be published after acceptance to allow an upset bid period of ten days before closing.

Motion:

Motion not to sell county property.

Motion made by Commissioner Eugene James.

Motion seconded by Vice Chairwoman Beth Ward.

Vote Record:

Tom Coulson	Yes
Beth Ward	Yes
Randy Royal	Yes
David Hammond	Yes
Glenn Bowen	Yes

Eugene James Yes
Tom Johnson Yes
Mark Owens, Jr. Yes

Total Yes Votes: 8
Total No Votes: 0
Motion Passed.

Appointment and Reappointments to the Grifton Planning & Zoning Board - Susan Banks

Summary of Information

Attached is a letter from Michael Peoples, Town Administrator of Grifton, requesting the reappointment for Pat Whaley and Cindy Manning on the Grifton Planning & Zoning Board. If reappointed, Pat Whaley's term will expire 01/01/04. Cindy Manning's term will expire 01/01/05. Also, Wiley Price has been appointed by the Town Board which leaves a vacancy for the County's ETJ position.

Motion:

Reappoint Pat Whaley and Cindy Manning to a new term on the Grifton Planning & Zoning Board and appoint a person to fill Wiley Price's vacant seat.

Motion made by Commissioner Tom Johnson.

Motion seconded by Vice Chairwoman Beth Ward.

Vote Record:

Tom Coulson Yes
Beth Ward Yes
Randy Royal Yes
David Hammond Yes
Glenn Bowen Yes
Eugene James Yes
Tom Johnson Yes
Mark Owens, Jr. Yes

Total Yes Votes: 8
Total No Votes: 0
Motion Passed.

Commissioner Johnson nominated Milton Garris for Wiley Price's vacant position.
Commissioner Bowen nominated Ray Hardee.

Motion to close nominations.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Glenn Bowen.

Vote Record:

Tom Coulson Yes
Beth Ward Yes
Randy Royal Yes
David Hammond Yes
Glenn Bowen Yes
Eugene James Yes
Tom Johnson Yes
Mark Owens, Jr. Yes

Total Yes Votes: 8
Total No Votes: 0
Motion Passed.

Chairman Owens called for a vote on Ray Hardee. Commissioners Owens, Royal, Hammond, James, Coulson and Bowen voted for Mr. Hardee. Commissioners Ward and Johnson voted for Milton Garris. Mr. Ray Hardee was appointed to replace Wiley Price on the Grifton Planning and Zoning as one of the County's extraterritorial jurisdiction members.

Appointment to PCMH Board of Trustees - Susan Banks – Item tabled until later date

Summary of Information

Commissioner Eugene James has been filling Commissioner Glenn Bowen's unexpired term on the PCMH Board of Trustees. This term expires March 1, 2001. The Board may consider reappointing Commissioner James to a full five-year term on the PCMH Board of Trustees or make a new appointment.

Commissioners' Comments

Summary of Information

-Commissioner Coulson said as a manager of a small company he was concerned about Blue Cross Blue Shield Insurance and their increase in fees and spoke of the costs involved for a small company.

Commissioner Coulson said that last year there was talk about an animal shelter. People have volunteered time to work on this matter and this could be an opportunity for commissioners to organize an effort to fund this project. He encouraged his fellow commissioners to visit the animal shelter if they have not already visited.

Closed Session

Economic Development and Personnel Item

Summary of Information

Motion to go into closed session pursuant to NCGS 143-318.11(a)(6) to consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee; and (4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body.

Motion:

Motion to go into closed session pursuant to the cited General Statues.

Motion made by Commissioner Randy Royal.

Motion seconded by Commissioner Eugene James.

Vote Record:

Randy Royal	Yes
Tom Coulson	Yes
Beth Ward	Yes
David Hammond	Yes
Glenn Bowen	Yes

Eugene James Yes
Tom Johnson Yes
Mark Owens, Jr. Yes

Total Yes Votes: 8
Total No Votes: 0
Motion Passed.

Motion to return to open session.
Motion made by Commissioner David Hammond.
Motion seconded by Commissioner Eugene James.

Vote Record:
Tom Coulson Yes
Beth Ward Yes
Randy Royal Yes
David Hammond Yes
Glenn Bowen Yes
Eugene James Yes
Tom Johnson Yes
Mark Owens, Jr. Yes

Total Yes Votes: 8
Total No Votes: 0
Motion Passed.

Adjourn

Summary of Information

Chairman Owens announced that the Board had decided to increase compensation to Phil Dickerson for his role as Interim County Manager.

Motion:

Motion to adjourn at 11:00 a.m.
Motion made by Commissioner David Hammond.
Motion seconded by Commissioner Eugene James.

Vote Record:
Tom Coulson Yes
Beth Ward Yes
Randy Royal Yes
David Hammond Yes
Glenn Bowen Yes
Eugene James Yes
Tom Johnson Yes
Mark Owens, Jr. Yes

Total Yes Votes: 8
Total No Votes: 0
Motion Passed.

Respectfully Submitted,

Susan J. Banks, CMC
Clerk to the Board