

**PITT COUNTY BOARD OF COMMISSIONERS  
GREENVILLE, NORTH CAROLINA  
AUGUST 5, 2002 MINUTES**

The Pitt County Board of Commissioners met on Monday, August 5, 2002, at 9:00 AM in the Commissioners' Auditorium, Pitt County Office Building, 1717 W. 5th Street, Greenville, North Carolina.

**Commissioners present:**

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

**Commissioners Absent:**

Mark Owens, Jr., Chairman

**Staff present:**

Scott Elliott, County Manager  
Susan Banks, Clerk to the Board  
Melonie Bryan, Director of Financial Services  
Phil Dickerson, Director of Facility Services  
Edward Garrison, DSS Director  
Bobby Joyner, EMS Director  
Glen Moore, Planning Staff  
Ward Parker, Sheriff's Office  
James Rhodes, Planning Director  
John Bulow, Assistant County Manager  
JoAnne Burgdorff, County Attorney

**Call to Order**

Vice Chairwoman Ward called the meeting to order. She stated that the Chairman was unavailable for the meeting today.

**Invocation and Pledge**

The Invocation was offered by Commissioner James.  
The Pledge of Allegiance was led by Commissioner Shank.

**Approval of Agenda**

**Motion:**

**Motion to approve agenda as amended by including the restructuring of mental health.  
Motion made by Commissioner David Hammond.  
Motion seconded by Commissioner Eugene James.**

**Commissioner Johnson asked to add an item under Items for Decision #9, restructuring of mental health.**

**Motion Passed Unanimously.**

**Public Hearing**

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

**Information Provided with the Agenda**

As you are aware, Pitt County received a CDBG grant in the amount of \$379,000 in November, 1999. The funds were used to rehabilitate eight homes and provide replacements of two homes in Pitt County's planning jurisdiction (see attached summary report). The flood of September 1999 delayed the commencement of the FY 2000 program, however the project is now complete. As part of the CDBG grant close-out requirements of the North Carolina Division of Community Assistance, the County must now have a public hearing to officially close-out the grant and for the purpose of reviewing and assessing the performance of the CDBG program. As part of the public hearing, Planning and the Wooten Company staff will highlight the work completed using the CDBG funds.

**Meeting Notes**

Mr. Glen Moore stated that the CDBG project included eight homes had been done for \$379,000. The new grant program will include select homes throughout the county. He showed the Board examples of replacement dwellings that had been done through the CDBG project. He stated that this new grant program is for three years and the funds will be available for community assistance. Ten homes can be done per project. This money will come automatically. He stated the concentrated needs project is a continuation of a project.

Vice Chairwoman Ward opened the public hearing. No one came forward to speak.

**Motion:**

**Motion to close the public hearing.**

**Motion made by Commissioner David Hammond.**

**Motion seconded by Commissioner Randy Royal.**

**Motion Passed Unanimously.**

**Motion:**

**Follow staff recommendation and adopt the resolution authorizing chairman to sign all necessary close -out documents.**

**Motion made by Commissioner Glenn Bowen.**

**Motion seconded by Commissioner Eugene James.**

**Motion Passed Unanimously.**

**Public Addresses to the Board**

**Meeting Notes**

E.T. Vinson - said he had been a citizen of Pitt County since July 1977. He was elected as chairman of the Mental Health Area Board. He said he thought he had a better knowledge of mental health and greater knowledge of where it should be than many of those present. He spoke of Mental Health's positive accomplishments, increased collections and revenues, increase in services provided, and the administrative leadership and others work as a team. He said somebody's doing something right over there. He said these proposed changes in Mental Health are about governing, services, and several other options. The Board of County Commissioners

would decide and one of the options was for the County to take over the Mental Health governance. He said this decision was made with limited and inadequate information. Several people drew conclusions with that information. He asked who this decision would be best for, the County or Mental Health. He said the Board made this decision with unhealthy haste. He said this decision would have been made on July 15th but the public hearing was required prior to making such a decision. He said he knew the Commissioners feel undue pressure but how much better prepared they would have been if the business plan was already on the table. As Chairman of the Mental Health Area Board, must take offensive positions during this to be positively involved to make it the most beneficial for all concerned. Regardless of the Board's decision, he stated that he pledges his full support and will work to make the Pitt County Mental Health Program the best mental health program in the State. Services must be adequately and properly continued according to the law. Trust you will make a wise decision.

Tangela Patton - said she went before the Planning Board for a variance on her property. The road stopped and they are saying they need 40 ft. variance to get to the home. Vice Chairwoman Ward recognized Planning Director James Rhodes who informed the Board that Ms. Patton intends to appeal the Planning Board's decision to the Board of Commissioners. She has a map and will be on the August 19th agenda. This involves the Jackie Field Road near the Voice of America. Commissioner James said the variance does not have to be 40 feet. Vice Chairwoman Ward said this needs to be added to the next agenda for consideration. Commissioner James said he would like to have a map of the property. Mr. Rhodes said it includes three lots and they will provide a map for the Board prior to consideration.

Commissioner Bowen **motioned to** table this discussion until the August 19<sup>th</sup> Board meeting and instruct Planning Director James Rhodes to meet with Ms. Patton and provide any necessary documents to the Board so they can make an intelligent decision. Commissioner James seconded the motion and it was pass unanimously.

Nancy Colville – revisited the public hearing on mental health and her concerns. She said while the State encourages consumer input, there is not a number required for these subcommittees to move along. The subcommittees have been in place since January. The subcommittees are led by the leaders of Mental Health. She was at the CORE committee meeting prior to the public hearing. In reports, for the first time, the CORE committee received input from subcommittees. She was shocked at how far behind they are because people are not attending the meetings because they are consumers. She stated that Dr. Ames said that the providers are not available and he did not have a clue as where he was going to find providers for their services. She said Dr. Vinson, Chairman of the Area Board, had not attended meetings until he was put on the Area Board. She said the Mental Health Area Board has never helped the Board of County Commissioners and they have never had a concern for the public. People who have been on the Area Board have had their own personal agenda. She said the woman who spoke at the public hearing about the homeless is a recovering consumer. She and her husband are doing studies at ECU. Her husband is on the CORE committee and she is on the subcommittee. She said the woman and her husband have been meeting with Dr. Visingardi, in Raleigh. They are working behind the scenes. She stated that they are working behind the scenes to get the State to say that Pitt County Mental Health must be a multi-county program because they have not met the requirements. She said that as long as Deby Dihoff is allowed to pick her Area Board and department heads to do these programs, they will be loyal to her. She said she provided the Board with what is due in January and what is due in April. She stated that November 15th will begin the holidays and nothing will get done during the holidays. She said there is a small window of time from now to October, and this work needs to be done under the supervision of the County Manager.

Due January 1, 2003

- Planning
- Qualified Provider Network Development
- Service Monitoring & Oversight

- Evaluation
- Collaboration

Due April 1, 2003

All components of the Local Business Plan including:

- Service Management
- Financial Management & Accountability
- Access
- Revisions of previously submitted components

(As provided by Nancy Colville.)

Keith Cooper – spoke about the County absorbing the Mental Health. He stated his objection to this approach and that he supports a multi-county program. He said no single entity will shoulder all of the responsibilities. Pitt County would share resources with other counties. The disadvantage of the county takeover is that the County cannot afford it because there are already financial problems. The County takeover could jeopardize mental health services. State and county funds could be reduced for mental health. He said this could be pay back time for the Cherry Oaks controversy. He spoke of the Detox Program and he believed services could be jeopardized. He stated Ms. Dihoff is one of the most progressive area directors that has been employed at Pitt County Mental Health. She has streamlined services and promoted efficiency in mental health. She has seen to surplus, increased collections, and strengthened productivity. He said he laughed at that the suggestion of supplanting the Mental Health Area Board with the County Commissioners and the County Manager. He stated his support of the multi-county program.

Andy McLawhorn – stated that he was here with his wife to discuss a personal problem they have been having with a neighbor on their farm. He said he has lived there twenty-nine years and before that his father owned the property. He reviewed the numerous County Boards that he has served on including in 1995 he served as the Chairman of the Neuse River Council. He said he works as the Town of Ayden Parks and Recreation Director. He said he feels they have been wronged. He said the County staff has bent over backwards to work with this developer and help his neighbor. He spoke of how the property line has been filled in forty-eight inches. He said he has had pine trees and shrubs die because of the backed up water. He said this has been going on for a year because of neighbor. He said he is just asking the County to enforce the policies and laws. He said 3.9 acres has been filled as much as 4 feet with fill dirt since the flood. He said the Mobile Home Ordinance should be made effective in the area where there are five homes on the property. He spoke about the Erosion Control Plan implementation. He said he has not heard from the State yet. He said the State has some requirements and spoke of being allowed to fill less than an acre at a time means an engineer is not required. He said he has engineer drawings that show the fill line. If staff had not worked with the developer so hard, if the neighbor had followed the ordinances, the McLawhorn's would not be suffering and being harassed. He said they have been shot at and assaulted by his neighbor.

Commissioner Johnson said he had asked the County Manager to look into this situation the first week he was here. Mr. Elliott stated that he had corresponded with Mr. McLawhorn about his concerns on his property. Mr. McLawhorn said that the staff has tried to work with this person and the neighbor is making a mockery out of the situation.

#### **Items for Report**

*Manager's Report - Scott Elliott*

#### **Information Provided with the Agenda**

Reconsider Board Meeting Schedule for September

Staff has received a request to amend the Board meeting schedule for September. The September schedule was amended due to the Labor Day Holiday. The current meeting schedule is for the Board to meet on September 9th and 23.

A request has been made to change the meetings to:

- 1) September 16th and 30th, or
- 2) Cancel the September 9th meeting and meet only once on September 16th.

### **Meeting Notes**

Mr. Elliott informed the Board that Governor Easley is coming to Pitt County today to hold a press conference. The Governor plans to enlighten the public about the need to preserve monies he has set aside for flood recovery. He said he is holding the conference today at one of the flooded areas in the City of Greenville that still has not been cleaned up. Mr. Elliott said that most of the County flood recovery work is done but Greenville needs additional State funds. The City and the County need the funds that the Governor is holding back. Commissioner Shank said she could not support what the Governor he wants since Pitt County citizens needs would not be met first. Vice Chairwoman Ward said that the way she understands the situation is that the Governor has held this money in escrow for flood money and now the House of Representatives is saying that they are going to use the money. Pitt County and Greenville still need the \$1.4 million to complete the flood recovery work.

Commissioner James said it has been three years. The Governor froze this money. The money should have already come down to Greenville. These funds were appropriated for flood recovery and should be used for that purpose. Commissioner James said those people have been complaining, trailers are still sitting there and this area is in Greenville. He said they should let the Governor know how the Board feels about these funds. Commissioner Coulson spoke of how the Governor has basically stolen money from the local governments and is misleading people about these funds. He said the Board should send him a message and the Board would be sending the wrong message if they attend his visit. He stated that the Board should send the Manager to give the Governor their message. Commissioner Royal said if the Governor is saying he does not support removal of the funds by the House, then we should support the Governor. He suggested a letter be sent on this matter. He said a spokesperson went before the City but did not come before the County Board. He said he would oppose anybody's attempt to take the funds for a while. There are rats and rodents in that area and they are causing problems. Commissioner Hammond spoke of the Housing Authority for the early 1970's, Shady Knoll Park, where the trailers are rotting. He said the County should not be supportive when nothing is being done. Commissioner Johnson stated that he wanted to make it clear that this property being discussed is in the City of Greenville. There have been delays but by the City of Greenville. Mr. Elliott said that the County is well ahead of schedule on flood recovery and commended the Planning staff. He stated that the FEMA funded portion has been completed and there are just a handful of houses left for work. This has been a very good project due to Mr. Rhodes leadership. Commissioner James asked the Manager to convey it to the Governor that those funds are needed by the City of Greenville and Pitt County. Commissioner Bowen said the City staff said they have had trouble locating the owners of those trailers in the mobile home park being discussed. Commissioner Bowen said the County has a good planning department and we should be proud of them

### **Motion:**

**Motion to change the Board meeting dates for September to the 16th and 30th.**

**Motion made by Commissioner Tom Johnson.**

**Motion seconded by Commissioner Terry Shank.**

Commissioner Bowen asked who requested this change and what the reason was so the citizens could be informed. Commissioner Johnson stated that there is an election the next day following the September 9<sup>th</sup> scheduled meeting.

**Vote Record:**

<b>Beth Ward</b>	<b>Yes</b>
<b>Randy Royal</b>	<b>Yes</b>
<b>David Hammond</b>	<b>Yes</b>
<b>Terry Shank</b>	<b>Yes</b>
<b>Tom Johnson</b>	<b>Yes</b>
<b>Glenn Bowen</b>	<b>No</b>
<b>Eugene James</b>	<b>No</b>
<b>Tom Coulson</b>	<b>No</b>

**Total Yes Votes: 5**

**Total No Votes: 3**

**Motion Passed.**

*Preliminary Tar-Pamlico River Basin Floodplain Maps - James Rhodes*

**Information Provided with the Agenda**

On July 9th, Pitt County hosted a meeting for local officials to gain insight on the recently released Tar-Pamlico River Basin floodplain maps. Representatives from the North Carolina Floodplain Mapping Program and the Federal Emergency Management Agency presented information on the development, review and use of the maps. Approximately 35 individuals attended the meeting.

The July 9th meeting marked the beginning of the official review period for the preliminary maps. Through October 3, 2002, local officials, homeowners, and other affected individuals may file appeals and protests to request changes to the maps. In an effort to review the new map information with the public and to solicit public comment, Pitt County and the City of Greenville will each host a meeting for State officials to discuss the techniques used in map development and to preview the maps. County and City staff will be available to address site specific questions. Pitt County's meeting is scheduled for 6pm on Tuesday, September 3rd at the Agricultural Center Auditorium. Greenville will hold its meeting at 6pm on Wednesday, September 4th at Sheppard Memorial Library. The public may also view copies of the maps at the Pitt County Planning Department or Greenville Public Works. Additionally, the information can be viewed via the internet at [www.ncfloodmaps.com](http://www.ncfloodmaps.com).

**Meeting Notes**

Mr. Rhodes said the Chairman received a letter that the floodplain maps have been released. This triggered a review period until October 3, 2002. He said 60% of the County flows into Tar River Basin which is what the new maps cover. He stated that they will be having community meetings and presentations will be made at these meetings. The meetings will be held September 3 and 4. There are also public places to visit and view these maps as well as the County's website. He reviewed the old floodplain map versus the new maps. Some areas have been removed from the floodplain whereas other areas have been added. Mr. Rhodes encouraged the citizens to come out and look at the maps. Mr. Rhodes said they will be able to look in the future at maps and tell which areas need to be evacuated during crisis. They will be working with the Emergency Services office on the evacuation areas. He stated they are getting tremendous information from these maps. Commissioner James said that he questioned the Porter Road area and its designation.

*Quarterly Portfolio Investment Report - Melonie Bryan*

**Information Provided with the Agenda**

Each quarter, representatives from the firm Davenport & Co. make a presentation on the performance of the County's professionally managed portfolio. This report will provide information on the quarter ended June 30, 2002 and with performance data since inception. Based on the action taken during the Fiscal Year 2002-2003 budget deliberations, partial liquidation will begin on July 31, 2002 and be reflected in the next quarterly report.

Given the current market conditions, the Board might want to review the fund distribution and make adjustments. Staff will be available for questions.

Information on investment performance is included in a separate handout included with your agenda. It is on beige paper and is titled "Pitt County Hospital Proceeds Quarterly Investment Report" and dated August 5, 2002.

**Summary of Investment Performance – This Quarter  
April 1, 2002 – June 30, 2002**

Beginning Account Value	\$32,148,686
Ending Account Value	\$31,127,106
Fees Paid to Date	(40,485)
Net Return on Investments	(\$1,062,065)
Holding Period Return	-3.30%
Annualized Return	-12.61%

**Summary of Investment Performance – Since Inception  
Pitt County**

Initial Investment, 09/06/00	\$30,000,000
Net Account Value, 6/30/02	\$31,127,106
Fees Paid to Date (includes Davenport)	(300,365)
Net Return on Investments	\$826,741
Holding Period Return	2.76%
Annualized Return	1.51%

<b>Fixed Income Managers</b>	<b>June 30</b>	<b>Since Inception</b>
MDL Capital Management	3.39%	17.38%
Wachovia	3.59%	16.68%
<i>Total Fixed Income Portfolio</i>	<i>3.49%</i>	<i>17.03%</i>
<b>Equity Managers</b>		
Franklin Street Partners	-11.12%	-11.51%
Sovereign Asset Management	-11.04%	-7.75%
Trusco Capital Management	-10.73%	-14.54%
<i>Total Equity Portfolio</i>	<i>-10.97%</i>	<i>-11.27%</i>

**Meeting Notes**

Ms. Bryan said the decision was made to bring the portfolio down to \$24.0 million during the budget sessions since the money was needed for cash flow. The money managers were put on notice in mid-June. Ms. Bryan said the Board may need to reconsider the goals for these funds. If the long-term investment strategy has changed, staff may need to notify the money

managers so they can reconsider the type of investments to be made with these funds. Sean Ekert, Davenport and Company, said that this quarter was not the best during the investment period which is evident by the declines in the equity market. He noted that the overall market is down by 32% and the County's money managers percentages are down by 11%. However, they have performed better than the indexes. The overall portfolio has generated a small return since its inception. The money managers continue to believe that if the County continues with a long-term investment strategy with a strong group of managers, they will have a favorable asset management program selected. Due to the economy and the County's budget, it may be that the current investment strategy is not appropriate if these funds are going to continue to be used for the operations budget. Commissioner Hammond asked if there was a way to improve Trusco's investments and returns. Mr. Ekert said that while Trusco's performance is not what we would like for it to be, their performance has still been good considering the market. They have still beat the index.

Commissioner Johnson said that what the State does with the local government funds needs to be considered and whether the County could realize as much return or better than the money managers have done for this period of time. The cost of the money managers has to be considered. He questioned if the fees could be saved and possibly the County Finance Office could do better investing these funds.

Commissioner James said the Board was expecting to have a \$3.0 - \$4.0 million a year return. Ms. Bryan said the portfolio is still up with a \$1.1 million return and has made money over the whole time. Mr. Ekert said they looked at a 50-year period in five-year increments over the past and only once did it show a negative return. He said they have not shown an 8 to 8.5% return per year, which was their expectation, but if the funds can be invested for three years or more, then the opportunity of growth will be there. Returns over an extended period should average above the short term.

Commissioner Coulson said he believes it would be a mistake to pull the money out and they should stick with the current strategy. Commissioner Shank said she was quite pleased with the performance because she has been watching others performance. She said this Board cannot act on these funds until we know what the State is going to do on the budget. She stated she would like this on an agenda once the State budget has been adopted.

Commissioner Shank motioned, with a second by Commissioner Johnson, to wait until the State budget has been adopted, gather that information, and then consider the County's investment strategy. Commissioner Bowen said he did not believe a motion needed to be made on this matter. Commissioner Shank withdrew her motion and Commissioner Johnson accepted that change. Commissioner Royal said that these plans were based on having \$30 million and now that has decreased. He said that this Board must consider the economy, fund balance, and the County's need for more money. He said the funds are not coming in from the State, and there has been no modest tax increase locally. He stated Ms. Bryan's job is going to be very difficult and she's going to need direction on the \$26 million. He said the Board cannot talk about a long term strategy at this time. Ms. Bryan stated that she has asked Mr. Ekert to come back to Pitt County when the auditor comes back for report to the County in the fall, possibly early October.

Mr. Elliott said the Board needs to revisit the portfolio issue once the State does adopt a budget but they should also look at the fiscal year 2003-2004 and what needs to be done to meet that budget. He said the Board will need a strategy and to decide whether or not to continue to use these funds for balancing the budget. He stated once the State budget is adopted the Board may need to hold a special meeting.

#### **Items for Consent**

#### **Motion:**

**Commissioner Bowen asked to pull #4 for a question.  
Motion to approve items for consent as amended with item # 4 removed.  
Motion made by Commissioner Terry Shank.  
Motion seconded by Commissioner David Hammond.  
Motion Passed Unanimously.**

*Approval of Minutes - Susan Banks*

**Information Provided with the Agenda**

July 15, 2002 Regular Session

**Motion:**

**Approve July 15, 2002 regular session minutes.  
Motion made by Commissioner Terry Shank.  
Motion seconded by Commissioner David Hammond.  
Motion Passed Unanimously.**

*Concentrated Needs Community Development Block Grant (CDBG) Application - Glen Moore*

**Information Provided with the Agenda**

Beginning in 2003, Pitt County will receive scattered site CDBG funds automatically every three years from the North Carolina Division of Community Assistance. The County may also apply, on a competitive basis, for additional CDBG funds for concentrated needs (see attached Program Summary). Planning staff would like to pursue obtaining these additional funds. In order to do so, the Board of County Commissioners must hold two public hearings. The first of which will be to explain the CDBG program and to allow the citizens of Pitt County an opportunity to express their views concerning community development needs and priorities. The second public hearing will be to explain the proposed application that is to be submitted.

**Motion:**

**Set Public Hearings for the Board of County Commissioners August 19, 2002 and September 16, 2002 meetings.  
Motion made by Commissioner Terry Shank.  
Motion seconded by Commissioner David Hammond.  
Motion Passed Unanimously.**

*Releases Greater Than \$100 - Glenn Cutrell*

**Information Provided with the Agenda**

Tax Releases Greater Than \$100 for March 2002 (Meeting Date: April 15, 2002) and May 2002 (Meeting Date: June 17, 2002) were inadvertently omitted.

March 2002 - Total County Releases (Greater Than \$100) - 79 - \$ 13,402.55

March 2002 - Total City Releases (Greater Than \$100) - 46 - \$ 8,003.12

May 2002 - Total County Releases (Greater Than \$100) - 76 - \$ 13,605.90

May 2002 - Total City Releases (Greater Than \$100) - 29 - \$ 4,200.84

TCL0440

DATE 3/28/02

PITT COUNTY

TAX RELEASE FORM

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GREATER THAN \$100

NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
BATTLE, SYDELLE	1198577/0		78405	119.06
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11829350, BATTLE, SYDELLE.				
BATTLE, SYDELLE	1198519/0		78403	180.74
NOTE: 2001 - RELEASED MOBILE HOME. BILLED ON ACCOUNT NUMBER 11829350, BATTLE, SYDELLE.				
BELL, JIMMY WAYNE	2011456/7		78516	114.99
NOTE: 2001 - PRORATE TAXES ON VEHICLE.				
BENSON, DANNY & TRACY	1198979/0		78163	250.72
NOTE: 2001 - RELEASED MOBILE HOME. BILLED ON ACCOUNT NUMBER 11896840, RUBY MIDGETTE BENSON.				
BESS, DIANE	1194050/0		78183	106.39
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11552920, BESS, DIANE BULLOCK.				
BUTLER, ROBERT E	1199651/0		78254	293.22
NOTE: 2001 - RELEASED BOAT. BOAT SOLD PRIOR TO JANUARY 2001.				
CANNON, JOSEPH DAN	1110440/6		78446	108.94
NOTE: 2001 - PRORATE TAXES ON VEHICLE.				
CANNON, TONYA & MIKE	1183167/0		78065	471.27
NOTE: 2000 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11542650, MICHAEL CANNON.				
CHASE MANHATTAN AUTO CORP	1110444/0		78177	107.85
NOTE: 2001 - VEHICLE CHARGED IN ERROR.				
CHASE MANHATTAN AUTO CORP	1110444/0		78187	107.85
NOTE: 2001 - VEHICLE CHARGED TO INCORRECT ACCOUNT NUMBER.				
CHILBERG, PETER DIXON	1110111/1		78375	173.94
NOTE: 2001 - ADJUST VALUE ON VEHICLE.				
CRUZ, III JESUS & WF.	1177786/0		78108	170.97
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11829640, CRUZ, JESUS III.				
DUNN, JOHN R III	1187883/0		78020	105.09
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 267270, DUNN, JOHN RAY.				

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TAX RELEASE FORM  
GREATER THAN \$100

NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
DUNN, JOHN R III	1187883/0		78019	119.68
NOTE: 2000 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 267270, DUNN, JOHN RAY.				
EBRON, PHYLLIS	1175739/0		78174	260.56

NOTE: 1998 - RELEASED MOBILE HOME. BILLED ON ACCOUNT NUMBER 11984390,  
SAME NAME.

ELKS, CARLTON LEO	6010897/1	78168	100.18
NOTE: 1995 - PRORATE TAXES ON VEHICLE.			
FIRSTAR BANK NA	1060077/3	78471	113.85
NOTE: 2001 - VEHICLE CHARGED IN ERROR.			
FIRSTAR BANK NA	1060831/2	78486	110.49
NOTE: 2001 - VEHICLE CHARGED IN ERROR.			
FIRSTAR BANK NA	1060883/1	78477	140.78
NOTE: 2001 - VEHICLE CHARGED IN ERROR.			
FIRSTAR BANK NA	1060822/0	78463	101.29
NOTE: 2001 - VEHICLE CHARGED IN ERROR.			
FIRSTAR BANK NA	1060864/9	78478	118.86
NOTE: 2001 - VEHICLE CHARGED IN ERROR.			
FIRSTAR BANK NA	1060834/2	78479	110.49
NOTE: 2001 - VEHICLE CHARGED IN ERROR.			
FIRSTAR BANK NA	1060865/7	78491	237.83
NOTE: 2001 - VEHICLE CHARGED IN ERROR.			
FIRSTAR BANK NA	1060569/7	78484	100.02
NOTE: 2001 - VEHICLE CHARGED IN ERROR.			
FIRSTAR BANK NA	1060756/5	78481	115.26
NOTE: 2001 - VEHICLE CHARGED IN ERROR.			
FIRSTAR BANK NA	1060837/0	78492	110.49
NOTE: 2001 - VEHICLE CHARGED IN ERROR.			
FIRSTAR BANK NA	1060826/6	78473	100.70
NOTE: 2001 - VEHICLE CHARGED IN ERROR.			
FIRSTAR BANK NA	1060864/3	78493	151.24
NOTE: 2001 - VEHICLE CHARGED IN ERROR.			

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TAX RELEASE FORM  
GREATER THAN \$100

NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
FIRSTAR BANK NA	1060833/0		78467	118.99
NOTE: 2001 - VEHICLE CHARGED IN ERROR.				
FIRSTAR BANK NA	1060834/7		78495	110.49
NOTE: 2001 - VEHICLE CHARGED IN ERROR.				
FIRSTAR BANK NA	1060834/3		78464	114.56
NOTE: 2001 - VEHICLE CHARGED IN ERROR.				
GLISSON, BERNICE BOWEN	1199980/0		78223	101.76
NOTE: 2001 - REDUCED VALUE DUE TO BILL OF SALE. REDUCED VALUE ON MOTOR DUE TO WRONG YEAR CHARGED.				

GREEN, ROBERT LEE 1198453/0 78029 359.99

NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11767320,  
HAZEL GREEN.

GREENE, SHARON 1030463/2 78128 100.73

NOTE: 2001 - VEHICLE CHARGED IN ERROR.

HADDOCK, STEVE & PEGGY 1175233/0 78057 212.56

NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11948530,  
STEVEN EARL HADDOCK.

HOLLEY, THOMAS DAVID 1090329/7 78084 124.44

NOTE: 2001 - VEHICLE CHARGED IN ERROR.

HOWARD, GERALDINE 1181874/0 78462 171.49

NOTE: 1999 - RELEASED MOBILE HOME. BILLED IN ERROR.

HUBERS, TRAVIS GLEN 9010759/4 78277 180.86

NOTE: 1998 - VEHICLE CHARGED IN ERROR.

JACKSON, CARL EUGENE 4189675/0 78296 188.12

NOTE: 2001 - MOBILE HOME CHARGED IN ERROR.

JAMES, LEE ARTHUR & 1179644/0 59578 78058 369.82

NOTE: 2000 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11940560,  
GEORGE PERRY.

JAMES, LEE ARTHUR & 1179644/0 59578 78059 340.35

NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11940560,  
GEORGE PERRY.

JENKINS, ALLEN GRANT 1040365/4 78423 119.03

NOTE: 2001 - VEHICLE CHARGED IN ERROR.

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TAX RELEASE FORM  
GREATER THAN \$100

NAME ACCOUNT # PARCEL # RELEASE # TOTAL RELEASED

JHD INC 2011418/5 78397 149.67

NOTE: 2001 - VEHICLE CHARGED IN ERROR.

JONES, GEOGORY CHARLES & 1119169/0 47209 78110 155.51

NOTE: 1992 - RELEASE A PORTION OF THE MLPB CHARGE PER SANDRA SPELL WITH  
THE COUNTY LEGAL DEPARTMENT.

KILGORE, LOUISE 1198854/0 78047 115.41

NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11751480,  
TINA L. HARMON-HAWLEY.

LANIER, GARY DOUGLAS 1100275/4 78371 104.42

NOTE: 2001 - VEHICLE CHARGED IN ERROR.

LEO VENTERS MOTORS 1120242/7 78278 112.35

NOTE: 2001 - PRORATE TAXES ON VEHICLE.

LOFTIN, TIMOTHY FRANCIS 1110203/9 78231 106.05

NOTE: 2001 - VEHICLE CHARGED IN ERROR.

LOPEZ, ZULMA ROCIO IBARRA           1198876/0                               78159                   232.54  
     NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11894260,  
           LOPEZ, JULMA R. IBARRA.

MAXWELL, FOOD INC.                   1199147/0                               78018                   230.44  
     NOTE: MOBILE HOME DOUBLE CHARGED. ACCOUNTS 11991470 & 11547990.

MCDOW, PAMELA JEAN                  1170369/0                               78119                   221.78  
     NOTE: 2000 - RELEASED MOBILE HOME. TAXABLE IN CRAVEN COUNTY.

MCDOW, PAMELA JEAN                  1170369/0                               78118                   204.20  
     NOTE: 2001 - RELEASED MOBILE HOME. TAXABLE IN CRAVEN COUNTY.

MCLAWHORN, JEWEL                    1155347/0                               78284                   165.52  
     NOTE: 2001 - MOBILE HOME REPOSSESSED DECEMBER 2000.

MICHAUX, KODI RAY                   1110690/1                               78305                   155.52  
     NOTE: 2001 - RELEASED VEHICLE. DOUBLE BILLED. SEE ACCOUNT NUMBER  
           11106900, SAME NAME.

MURPHY, LINDA                        1187409/0                               78440                   183.21  
     NOTE: 2001 - RELEASED MOBILE HOME. BILLED ON ACCOUNT NUMBER 11554090,  
           DEMRY, LINDA.

MURPHY, LINDA                        1187409/0                               78441                   217.15  
     NOTE: 2000 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11554090,  
           DEMRY, LINDA.

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TAX RELEASE FORM  
GREATER THAN \$100

NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
NEWTON, NORA LEE	1110544/6		78192	105.27
NOTE: 2001 - VEHICLE CHARGED IN ERROR.				
OCONNOR, RAYMOND G JR	1200542/0		78148	243.98
NOTE: 2001 - RELEASED BOAT. TAXABLE IN ANOTHER COUNTY.				
OLSZEWSKI, CLIFFORD	1187691/0		78046	221.70
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11712690, SUMMER ANN MEASE.				
POLLARD, GLORIA LEE	1198483/0		78056	235.03
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11924870, GLORIA LEE POLLARD.				
RAMIREZ, JOSE CHAVEZ	1198637/0		78425	186.02
NOTE: 2001 - RELEASED MOBILE HOME. BILLED ON ACCOUNT NUMBER 11925420, RAMIREZ, JOSE CHAVEZ.				
RASBERRY & ASSOCIATC	1110319/0		78443	135.25
NOTE: 2001 - VEHICLE CHARGED IN ERROR.				
ROBINS, ROBERT JR &	1193329/0		78212	106.03
NOTE: 2001 - RELEASED MOBILE HOME. DID NOT BUY MOBILE HOME PERMIT WAS SIGNED FOR. NEW MOBILE HOME LISTED ON PARCEL NUMBER 63329.				
ROBINSON, LESLIE STANLEY	1120307/9		78411	149.94

NOTE: 2001 - VEHICLE CHARGED IN ERROR.

SMASH MOVIES & GAMES 1165787/0 78036 570.66

NOTE: 2001 - OUT OF BUSINESS IN 2000.

SMITH, CAMMIE DIANNA 1060375/8 78402 103.59

NOTE: 2001 - PRORATE TAXES ON VEHICLE.

THOMAS, STEPHEN WELLS 1201016/0 78225 133.89

NOTE: 2001 - RELEASED BOAT. TAXABLE IN BEAUFORT COUNTY.

TYER, BOBBY GORDON 1060761/3 78270 112.35

NOTE: 2001 - PRORATE TAXES ON VEHICLE.

VT INC. AS TSTEE WONI LT. 1110725/3 78293 123.58

NOTE: 2001 - VEHICLE CHARGED IN ERROR.

WACHOVIA AUTO LEASIPANY 1110319/2 78091 123.98

NOTE: 2001 - PRORATE TAXES ON VEHICLE.

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TAX RELEASE FORM  
GREATER THAN \$100

NAME ACCOUNT # PARCEL # RELEASE # TOTAL RELEASED

WEBB, RANDY LEE 1110309/9 78089 133.59

NOTE: 2001 - VEHICLE CHARGED IN ERROR.

WHIDBEE, MELVIN 1198858/0 78320 221.70

NOTE: 2002 - MOBILE HOME DOUBLE CHARGED ON ACCOUNT NUMBER 11826250.

WHIDBEE, MELVIN 1182621/0 78321 182.13

NOTE: 2000 - MOBILE HOME DOUBLE CHARGED ON ACCOUNT NUMBER 11826250.

WHITE, CHRISTINE 1198799/0 78070 290.22

NOTE: 2001 - RELEASED MOBILE HOME. TAXPAYER DID NOT OWN MOBILE HOME ON  
JANUARY 1,2001.

WHITE, JOY 1198882/0 78253 218.26

NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11876600,  
SAVAGE, CHARLES AND CAROLYN.

WHITFIELD, DEBORAH RENEE 9080921/8 78350 117.58

NOTE: 2000 - PRORATE TAXES ON VEHICLE.

WIEGARD, THOMAS L JR. 1201214/0 78330 136.14

NOTE: 2001 - RELEASED BOAT. BILLED PREPAID, SEE ACCOUNT NUMBER 11918130  
SAME NAME.

WILKES, GLORIA 1175914/0 78210 108.17

NOTE: 2001 - RELEASED MOBILE HOME. BILLED WITH TWO HOMES AND ONLY OWNS  
ONE.

WINCHELL, ROSS KIRKWOOD 1198543/0 78301 173.78

NOTE: 2001 - RELEASED MOBILE HOME. DID NOT OWN UNITL AUGUST 20,2001.

TOTAL RELEASES: 79 13402.55

THE RELEASE (G.S. 105-381 OR 382), CORRECTIONS (G.S. 105-325), OR REFUNDS  
 (G.S. 105-381 OR 382) OF TAX BILLS OUTLINED ABOVE ARE APPROVED BY THE PITT COUNTY  
 BOARD OF COMMISSIONERS.

CHAIRMAN OF THE BOARD		DATE APPROVED		
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DATE 3/28/02	CITY OF GREENVILLE		PAGE....	1
			TAX RELEASE FORM GREATER THAN \$100	
NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
BENSON, DANNY & TRACY	1198979/0		78163	170.68
	NOTE: 2001 - RELEASED MOBILE HOME. BILLED ON ACCOUNT NUMBER 11896840, RUBY MIDGETTE BENSON.			
BUTLER, ROBERT E	1199651/0		78254	265.19
	NOTE: 2001 - RELEASED BOAT. BOAT SOLD PRIOR TO JANUARY 2001.			
CHASE MANHATTAN AUTO CORP	1110444/0		78187	117.54
	NOTE: 2001 - VEHICLE CHARGED TO INCORRECT ACCOUNT NUMBER.			
CHASE MANHATTAN AUTO CORP	1110444/0		78177	117.54
	NOTE: 2001 - VEHICLE CHARGED IN ERROR.			
CHILBERG, PETER DIXON	1110111/1		78375	157.31
	NOTE: 2001 - ADJUST VALUE ON VEHICLE.			
COASTAL BEVERAGE	2011526/6		78459	118.95
	NOTE: 2001 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.			
COASTAL BEVERAGE CO	2011567/3		78460	328.05
	NOTE: 2001 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.			
COASTAL BEVERAGE CO	2011464/2		78504	291.46
	NOTE: 2001 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.			
COASTAL BEVERAGE CO	2011523/6		78509	214.83
	NOTE: 2001 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.			
COASTAL BEVERAGE CO	2011524/5		78470	214.83
	NOTE: 2001 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.			
COASTAL BEVERAGE CO	1120278/9		78480	138.20
	NOTE: 2001 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.			
COASTAL BEVERAGE CO	1120279/0		78483	138.20
	NOTE: 2001 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.			
COASTAL BEVERAGE CO	2011464/1		78489	291.46
	NOTE: 2001 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.			
COASTAL BEVERAGE CO	2011523/0		78505	431.50
	NOTE: 2001 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.			
COASTAL BEVERAGE CO	2011523/9		78512	214.83
	NOTE: 2001 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.			

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CITY OF GREENVILLE  
TAX RELEASE FORM  
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NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
COASTAL BEVERAGE CO	2011523/7		78510	214.83
NOTE: 2001 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.				
COASTAL BEVERAGE CO	2011566/1		78461	327.50
NOTE: 2001 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.				
COASTAL BEVERAGE CO	2011524/1		78514	214.83
NOTE: 2001 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.				
COASTAL BEVERAGE CO	2011524/0		78513	214.83
NOTE: 2001 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.				
COASTAL BEVERAGE CO	2011524/3		78475	214.83
NOTE: 2001 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.				
COASTAL BEVERAGE CO	2011523/8		78511	183.34
NOTE: 2001 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.				
COASTAL BEVERAGE CO	2011524/4		78472	214.83
NOTE: 2001 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.				
EASTERN OMNI CONSTR INC	1110282/6		78120	118.58
NOTE: 2001 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.				
FERGASON, DAWN S	1010242/3		78348	106.60
NOTE: 2000 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.				
FIRSTAR BANK NA	1060077/3		78471	112.87
NOTE: 2001 - VEHICLE CHARGED IN ERROR.				
FIRSTAR BANK NA	1060837/0		78492	110.13
NOTE: 2001 - VEHICLE CHARGED IN ERROR.				
FIRSTAR BANK NA	1060865/7		78491	213.11
NOTE: 2001 - VEHICLE CHARGED IN ERROR.				
FIRSTAR BANK NA	1060834/7		78495	110.13
NOTE: 2001 - VEHICLE CHARGED IN ERROR.				
FIRSTAR BANK NA	1060831/2		78486	110.13
NOTE: 2001 - VEHICLE CHARGED IN ERROR.				
FIRSTAR BANK NA	1060864/3		78493	143.07
NOTE: 2001 - VEHICLE CHARGED IN ERROR.				
FIRSTAR BANK NA	1060883/1		78477	134.72
NOTE: 2001 - VEHICLE CHARGED IN ERROR.				

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CITY OF GREENVILLE  
TAX RELEASE FORM  
GREATER THAN \$100

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NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
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FISH-NG ACCESSORIES	1120675/8	78419	167.29
NOTE: 2001 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.			
GRADY-WHITE BOATS,	2011439/6	78387	101.12
NOTE: 2001 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.			
HOLLEY, THOMAS DAVID	1090329/7	78084	133.09
NOTE: 2001 - VEHICLE CHARGED IN ERROR.			
KULIK, KAREN MARIE	1120129/4	78393	109.91
NOTE: 2001 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.			
L R GRIFFIN & ASSOC	2011519/7	78453	158.25
NOTE: 2001 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.			
LOPEZ, ZULMA ROCIO IBARRA	1198876/0	78159	154.24
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11894260, LOPEZ, JULMA R. IBARRA.			
MICHAUX, KODI RAY	1110690/1	78305	160.65
NOTE: 2001 - RELEASED VEHICLE. DOUBLE BILLED. SEE ACCOUNT NUMBER 11106900, SAME NAME.			
POLLARD, GLORIA LEE	1198483/0	78056	154.53
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11924870, GLORIA LEE POLLARD.			
RASBERRY & ASSOCIATC	1110319/0	78443	142.32
NOTE: 2001 - VEHICLE CHARGED IN ERROR.			
ROBINSON, LESLIE STANLEY	1120307/9	78411	155.61
NOTE: 2001 - VEHICLE CHARGED IN ERROR.			
SMITH III, BERT S	1110604/5	78062	113.54
NOTE: 2001 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.			
THOMAS, STEPHEN WELLS	1201016/0	78225	121.10
NOTE: 2001 - RELEASED BOAT. TAXABLE IN BEAUFORT COUNTY.			
WACHOVIA AUTO LEASIPANY	1110319/2	78091	112.13
NOTE: 2001 - PRORATE TAXES ON VEHICLE.			
WHITE, JOY	1198882/0	78253	141.32
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11876600, SAVAGE, CHARLES AND CAROLYN.			

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CITY OF GREENVILLE

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TAX RELEASE FORM  
GREATER THAN \$100

NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
WIEGARD, THOMAS L JR.	1201214/0		78330	123.12
NOTE: 2001 - RELEASED BOAT. BILLED PREPAID, SEE ACCOUNT NUMBER 11918130 SAME NAME.				

TOTAL RELEASES: 46 8003.12

THE RELEASE (G.S. 105-381 OR 382), CORRECTIONS (G.S. 105-325), OR REFUNDS (G.S. 105-381 OR 382) OF TAX BILLS OUTLINED ABOVE ARE APPROVED BY THE PITT COUNTY BOARD OF COMMISSIONERS.

\_\_\_\_\_  
CHAIRMAN OF THE BOARD

\_\_\_\_\_  
DATE APPROVED

**Motion:**

**Request that the Releases be approved as submitted and be retroactive to the date that they should have been approved.**

**Motion made by Commissioner Terry Shank.**

**Motion seconded by Commissioner David Hammond.**

**Motion Passed Unanimously.**

**Items for Decision**

*Approval of Shell Contract - Fire - Bobby Joyner*

**Information Provided with the Agenda**

The attached contract shell has been drafted to define the roles and responsibilities of both the County and each Volunteer Fire Department next fiscal year.

**NORTH CAROLINA  
PITT COUNTY**

**CONTRACT TO PROVIDE FIRE PROTECTION**

This contract, made and entered into this 1<sup>st</sup> day of July 2002, by and between Pitt County, hereinafter referred to as "County" and \_\_\_\_\_, a non-profit corporation organized pursuant to the laws of the State of North Carolina, hereinafter referred to as the "Fire Department", shall continue in force and effect for a term of one year or until terminated by either party according to the provisions contained hereto upon written notice to the other party.

**WITNESSETH**

That for and in consideration of the mutual covenants hereinafter contained, and pursuant to authority granted by G.S. 153A-233 and 69-25.5 the Fire Department and the County do hereby covenant and agree as follows.

WHEREAS, the Fire Department agrees to provide continuing fire protection to property within the \_\_\_\_\_ fire district, upon call of any resident or property owner within the said district, by dispatching equipment meeting National Fire Protection Association standards consisting of at least one (1) UL approved 750 GPM pumper, one (1) water wagon of at least 1,000 gallons in size, and adequately trained personnel to operate all of said equipment.

**SECTION 1:** Upon receipt of application for assistance, and on an annual basis, the County Emergency Services Coordinator shall inspect the Fire Department, its equipment, personnel, organization, and method of operation. A report shall be submitted to the Pitt County Board of Commissioners signifying whether such Department meets the minimum standards contained herein to be qualified to receive funds. The County will offer financial assistance to a qualified Fire Department for its maintenance and operation as approved in the annual budget. Payment shall be used for the purchase and maintenance of equipment and for the operation of the Department.

If during any inspection, it is determined that the Fire Department is not meeting minimum

standards as set forth in this contract, written notice setting out the deficiency must be given to the Fire Chief and at least two members of the Fire Department. This notice shall specify that a period of fifteen days shall be allowed to correct any deficiencies; at which time an re-inspection shall be made to determine if the deficiencies have been corrected. If corrections have not been made, the Board of County Commissioners and the Department shall be notified and payments to the Department shall cease until such time as the Fire Department has corrected the deficiencies; at which time reapplication can be made for financial assistance.

If deficiencies are found in a Department which has previously met the requirements of the Insurance Service Office, the Department of Insurance or guidelines adopted by Pitt County, the Insurance Services Office and the Department of Insurance shall be notified as to the conditions that exist in the Department causing the deficiency.

**SECTION 2:** The Fire Department receiving financial assistance shall meet the following minimum standards.

(a) The Fire Department shall be incorporated under the laws of the State of North Carolina and have tax exempt status from the Internal Revenue Service with proof submitted to the County Emergency Services Department. A municipal Fire Department shall be organized under an ordinance of the governing body of the incorporated city or town.

(b) The Fire Department shall have a Fire Chief, an Assistant Fire Chief, and other necessary officers, with a minimum of 20 personnel (18 designated as firefighters and 2 as traffic personnel). Eight (8) additional persons must be added to the roster for each substation. A list of all members, their addresses, telephone numbers, social security numbers, drivers' license numbers, and date of birth must be given to the County Emergency Services Department when they become members of the Department, and said information kept current at all times.

(c) All active members of the Fire Department in good standing shall have some identification to identify them as bonafide firemen. No one other than an active member in good standing shall be allowed to have this identification in his/her possession.

(d) The Fire Department must have the minimum equipment specified by the Insurance Service Office and the Department of Insurance as necessary for a 9S-Rating, and equipment specified by the County of Pitt.

(e) The Fire Department shall keep in effect a policy of general liability insurance in the amount of at least \$1,000,000 with combined single limit with contractual coverage endorsements; a policy of vehicle liability with insurance limits covering bodily injury, death and property damage claims in the amount of at least \$1,000,000 with combined single limits; and a policy of errors and omissions for each member of the Department which holds the County harmless from any liability. Copies of each insurance policy shall be provided to the County Emergency Services Department prior to any payments made by the County to the Fire Department.

(f) Pitt County will carry Workmen's Compensation Insurance on active members whose names are on file in the County Emergency Services Department. However, the County will not be responsible for any claims for accident, illness, disability, or hospitalization not covered by Workmen's Compensation.

(g) The Fire Department will carry out an organized training program which includes the training and qualifying of fire truck drivers. Each Department shall participate in a minimum of one drill each month with each fireman having a minimum of 36 hours of training per year.

(h) The Fire Chief of each Department is responsible for stressing "safety" throughout the Department and all activities. Emphasis shall be placed on safe driving habits when the firemen drive their own automobiles to the scene of the fire, as well as on safe practices while fighting a fire. Only qualified drivers shall drive a fire truck with a list of those drivers posted at the station and furnished to the each member of the Department. Drivers shall exercise caution at all times, allowing no one but active members of the Fire Department to ride the truck when responding to a fire or other emergency.

(i) An electric siren or air horn shall be mounted within the community so that it can be activated by the Pitt County Communications' Center for the adequate notification of all firemen. If all firemen are furnished pagers on the fire frequency 154.355 that can be activated by the Pitt

County Communications' Center, and the Insurance Services Office and the Department of Insurance agrees, the siren can be eliminated.

(j) The Fire Department shall respond to the call of the County Emergency Services Coordinator. It shall be the duty of the County Coordinator to take such steps as are necessary to ensure, in the event of such a call, that the district of a Department answering a call shall not be left unprotected.

(k) The Fire Chief within whose area the fire/emergency is located will be the final authority at the scene of the fire/emergency. Where a fire/emergency occurs in an area outside of any organized Department, the Fire Chief of the Department first arriving at the scene shall be the final authority.

(l) The Fire Chief, or the senior officer of the Department having responsibility at the scene, shall make a full investigation of each fire to determine, if possible, the cause of the fire. If any evidence of arson develops, the County Emergency Services Coordinator and other local and state authorities shall be notified.

(m) The Fire Department shall keep adequate and accurate records of all fire calls, as well as other records and reports that may be required. Fire reports on each fire will be sent to the County Emergency Services Department on a weekly basis. The Fire Chief will also be responsible for filing, with the County Emergency Services Department, any additional reports which are required by the State of North Carolina.

(n) The Fire Department shall account for all funds received and shall adopt the following accounting policies and guidelines.

1. An annual budget shall be presented to the County Emergency Services Department by March 1st of each year showing anticipated income and expenses for the coming year.
2. An annual financial statement showing the receipt, expenditures, other income and revenue shall be presented to the County Emergency Services Department by September 1st of each year.
3. Two signatures are required on all checks.
4. All checks shall be completed before being signed.
5. No checks shall be written to "cash".
6. Deposits shall be made in a timely manner to help maintain cash flow, increase interest earnings and to avoid loss of check and need to reissue.
7. Receipts attached to each deposit slip shall show source of revenue.
8. A journal showing receipts, disbursements by date and item shall be maintained.
9. Excerpts of minutes of meetings which amend the original budget ordinance of the Fire Department shall be sent to the County Emergency Services Department.
10. The County Emergency Services Department shall be furnished with names of individuals authorized to sign checks and shall be notified of any changes immediately.
11. A fidelity bond on persons appointed to sign checks shall be maintained and a copy of the bond shall be furnished to the County Emergency Services Department.
12. The County Finance Office will review accounting records for annual audit unless an independent audit is completed and a copy of such an audit is presented to the Pitt County Finance Office.

**SECTION 3:** The fire departments in the County shall, by mutual agreement, determine the areas in which each will give basic fire protection and within which each will solicit funds. Any disagreements shall be resolved by the Fire Commission. For those departments which may be approved for insurance rate reductions, the area of basic fire protection shall be determined with reference to the requirements of the Insurance Service Office.

When a fire department has met the requirements of the Insurance Service Office and

the Department of Insurance or guidelines adopted by the County of Pitt for providing fire protection to a community, a fire district may, upon application, be designated by the Board of Commissioners. The boundaries of the district will be fixed according to requirements of the County of Pitt.

**SECTION 4:** The County agrees to annually levy and collect an ad valorem property tax upon all taxable property lying within the boundaries of a rural fire protection tax district when approved by the voters of the district. A description of the boundaries are on file in the County Emergency Services Department.

The Tax Collector of the County shall collect the ad valorem taxes so levied and the County Finance Director shall make payment from said taxes, subject to the approval of the Pitt County Board of Commissioners, to the Fire Department on a monthly basis as collections are received as long as the Fire Department meets the standard guidelines set out herein.

Taxes levied and collected by the County for the \_\_\_\_\_ shall be based upon the rate of \_\_\_\_\_ cents per hundred dollars. The projected amount to be raised by this levy for Fiscal Year 2002-2003 is \$\_\_\_\_\_.

In addition, the County Commissioners have appropriated \$\_\_\_\_\_ from the general fund. The county will pay \$10.00 per fire call if the fire report is submitted to the Emergency Services Office by the 5<sup>th</sup> of the following month. Payment will be made to the Department each quarter.

**SECTION 5:** The Fire Department shall qualify and set up its organization for administering the Firemen's Relief Fund as outlined in G.S. 118-1 to 17. When any local fire department elects to qualify under said Act, the Pitt County Board of Commissioners will appoint two members to the local Firemen's Relief Board of Trustees. The Board of Trustees, once appointed or elected, shall carry out their duties as required in G.S. 118-1 to 17.

**SECTION 6:** The Fire Department must be a participant in the Mutual Aid Agreement in Pitt County. The Fire Department agrees that two (2) departments will be dispatched to all structure fires.

**SECTION 7:** Any fire department disclosing patient-related information to the public will no longer be recognized by the County and will lose their funding from the County, and their members will no longer be covered by the County's Workmen's Compensation Insurance.

In WITNESS WHEREOF the \_\_\_\_\_ has caused this Contract to be signed in its name by its President, and attested by its Secretary, and its corporate seal to be hereunto affixed and the three (3) Fire District Commissioners have set their hands and seals, and the County of Pitt has caused this Contract to be signed in its name by the Chairman of the Pitt County Board of Commissioners, and attested by the Clerk to the Board of Commissioners, and its official seal to be hereunto affixed, all by authority duly given, the day and year first above written.

\_\_\_\_\_

\_\_\_\_\_  
President, Fire Department

Attest: \_\_\_\_\_  
Secretary, Fire Department

\_\_\_\_\_  
Fire District Commissioner

\_\_\_\_\_  
Fire District Commissioner

\_\_\_\_\_  
Fire District Commissioner

PITT COUNTY

\_\_\_\_\_  
Chairman, Board of Commissioners

Attest: \_\_\_\_\_  
Clerk to the Board

Approved as to legal sufficiency by:

\_\_\_\_\_  
Attorney for Pitt County

"This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act."

\_\_\_\_\_  
Director of Financial Services

**Meeting Notes**

Commissioner Bowen asked Mr. Bobby Joyner about this blank contract. Mr. Joyner said this contract is a sample contract between the County and each of the volunteer fire departments for the next fiscal year.

**Motion:**

**Approve shell contract for Volunteer Fire Departments and direct staff to complete a separate contract for each fire department.**

**Motion made by Commissioner Glenn Bowen.**

**Motion seconded by Commissioner Terry Shank.**

**Motion Passed Unanimously.**

*Resolution Opposing Changes in Funding of State ALE (Alcohol Law Enforcement) Budget Through Local ABC Board Disbursements - Scott Elliott*

**Information Provided with the Agenda**

The House Appropriations Subcommittee on Justice and Public Safety is considering a proposal that would require funds otherwise distributed by ABC Boards to their governing bodies or to be used by local ABC Boards for operating expenses to be used to fund the entire budget for the Alcohol Law Enforcement Division within the Department of Crime Control and Public Safety. As a part of this proposal, an ABC Board's mandatory expenditures for law enforcement would become optional, and the statute provision mandating distributions for alcohol education from ABC Board's revenues would be deleted in its entirety. Further, the N.C. ABC Commission would be required to direct local ABC Boards to pay their respective pro rata share to fund ALE's budget (approx. \$7 million this year).

With ABC Board's law enforcement expenditures becoming optional, local governments would have to determine if they desired their ABC Boards to continue to fund law enforcement out of ABC distributions. With the elimination of the mandatory expenditures for alcohol education/treatment, it would appear that any funding of the programs would have to be directly through local governments, if at all.

**RESOLUTION TO DECLARE  
OPPOSITION TO PROPOSED LEGISLATION WHICH WILL MANDATE FUNDING OF  
STATE ALCOHOL LAW ENFORCEMENT AGENCY BY LOCAL A.B.C. BOARDS**

COUNTY OF PITT  
STATE OF NORTH CAROLINA

**WHEREAS**, local A.B.C. boards in the State of North Carolina, under General Statute 18B-805(c) (2), are mandated to expend at least 5% of gross receipts after distributions for alcohol law enforcement;

**AND WHEREAS**, the Pitt County A.B.C. Board complies with this law by funding 20% for its two local A.B.C. officers whose primary duties are enforcing the alcohol and illegal substance laws and regulations of North Carolina, including inspection of the 66 mixed beverage outlets in the City of Greenville, security of the ten Pitt County A.B.C. Stores, drug enforcement, instruction of RASE and BARS educational programs; and policing the 731 beer and wine permittees in Pitt County;

**AND WHEREAS**, there is proposed legislation now before the N.C. Appropriations Committee which will mandate local A.B.C. boards to fund the entire budget for the State's Alcohol Law Enforcement Agency under the Department of Crime Control and Public Safety. The amount of funding will be determined quarterly by the State A.B.C. Commission, and the amount owed shall be based on a board's proportionate share of gross receipts in comparison to total statewide gross receipts for the most recent fiscal year. Projected cost to the Pitt County A.B.C. Board in the 2002-03 fiscal year is \$131,600;

**AND WHEREAS**, if such legislation is passed, this distribution must be made prior to the law enforcement allocation under G.S. 18B-805 (c)(2), ultimately reducing this allocation for the Pitt County A.B.C. law enforcement budget, and prior to net profit being determined for the County of Pitt;

**THEREFORE**, be it resolved that the Pitt County Board of Commissioners opposes the proposed legislation to fund the State Alcohol Law Enforcement Agency through local funding, and supports the past and current law as set forth by G.S. 18B-805 (c)(2).

**PASSED, APPROVED, AND ADOPTED THIS THE 5TH DAY OF AUGUST, 2002.**

\_\_\_\_\_  
Beth B. Ward, Vice Chairwoman

ATTEST:

\_\_\_\_\_  
Susan J. Banks, Clerk

**Meeting Notes**

Mr. Elliott stated that since the agenda was done the House has taken action on the bill. The resolution has been amended to reflect the changes.

**Motion:**

**Adopt attached resolution in opposition to changes in funding of the State ALE through local ABC Board disbursements.**

**Motion made by Commissioner Glenn Bowen.**

**Motion seconded by Commissioner Terry Shank.**

Commissioner Johnson said this resolution needs to be distributed to other members of Legislature.

**Motion Passed Unanimously.**

*Social Services - Work First Block Grant Plan - Edward L. Garrison*

**Information Provided with the Agenda**

In 1997, Pitt County Department of Social Services developed its first biennial Work First County Block Grant Plan. The current "Plan" must be renewed. The Department is beginning the process of developing a third biannual plan. The Department of Social Services requests the County Board of Commissioners appoint a committee to develop the new plan. The Board of Social Services has approved a recommended list of committee members. A representative from the Board of Commissioners is needed to complete the list.

The Department of Social Services also requests the Board of County Commissioners approve a motion that Pitt County remain a standard county.

\*\*Applications have not been received from all of the individuals and have not been on file for 30 days. Susan Banks

Applications have been received from -Mrs. Ann Huggins  
Mr. Scott Elliott  
Mr. Tommy Tucker  
Mrs. Lynn James  
Mr. Barry Gaskins  
Mr. Jim Williams  
Rev. Howard Parker  
Dr. John Morrow  
Mrs. Joyce Jones  
Mr. Tom Savidge  
Mrs. Marta Koesling

Applications have not been received- Mr. Tyree Walker  
Mrs. Marilyn Williams  
Mr. Danny Alston  
Mrs. Diana Lucas  
Rev. Sidney Locks  
Mr. Tommy Joyner  
Mr. Randy Collier  
Dr. David Harrison  
Mr. Michael Best  
Ms. Susanne Sartelle  
Ms. Nancy Harrington

**Work First Block Grant Plan  
October 1, 2003 through September 30, 2005**

Federal regulations governing the Temporary Assistance for Needy Families (TANF) Program require states to submit biennial plans that describe the operation of their TANF programs. The primary TANF assistance program in North Carolina is the Work First Program. Since Work First is administered locally in each county, North Carolina law (G.S.108A-27) requires each county to submit a County Work First Block Grant Plan every two years. **The plan must be approved by the County Commissioners and is due to the Division of Social Services November 1, 2002.**

This fall Pitt County will develop a Work First Block Grant Plan, as described in NCGS Chapter 108A-27, to become effective October 1, 2003 through September 30, 2005.

**NCGS 108A-27 requires county commissioners to appoint a committee of local leaders to assist in the development of county Work First Block Grant Plans.** The Pitt County Board of Social Services approved a recommended list of committee members (see attached list) at its regular July board meeting and submit this list for your approval and/or recommendation. **A representative from the board of county commissioners is needed to complete the member list.**

The last area concerns the county planning designation of a standard or electing county plan. Pitt County has historically chosen to remain a standard county. Standard counties require county department of social services, in consultation with NC DHHS and the county board of commissioners to be responsible for establishing county outcomes and performance goals (108A-27.6). Electing counties require the boards of county commissioners to be responsible for establishing county outcomes and performance goals (108A. 27.3). The Pitt County Social Services Board approved a motion to recommend to the board of county commissioners that Pitt County remain a standard county. Notification of this decision must be submitted to the Division of Social Services by August 16, 2002. Attached you will find the appropriate form to record this decision.

**Motion:**

**Remain standard county and accept committee as recommended.**

**Motion made by Commissioner Terry Shank.**

**Motion seconded by Commissioner Randy Royal.**

**Commissioner Bowen asked if any of these people on the committee are business people.**

**Mr. Garrison said there are business people on the committee.**

**Motion Passed Unanimously.**

**Commissioner Bowen nominated Commissioner James as commissioner to serve on Work First committee.**

**Motion made by Commissioner Glenn Bowen.**

**Motion seconded by Commissioner Randy Royal.**

**Motion Passed Unanimously.**

*Grant Application Request-Sheriff's Department-STAR (Sheriff's Traffic Accident Reduction) Unit - Ward Parker*

**Information Provided with the Agenda**

The Sheriff's Office desires to submit a grant application for second year funding with the Governor's Highway Safety Program for the joint program with Craven and Greene counties. This grant will continue to provide for three deputies, with 75% of personnel costs and 50% coverage of equipment expenses.

Second year grant amount is \$141,648, with a local match by Pitt County of \$38,862.00.

**Motion:**

**To approve staff to file grant application for second year funding with a commitment of local match and to adopt the Local Resolution as attached.**

**Motion made by Commissioner David Hammond.**

**Motion seconded by Commissioner Randy Royal.**

Ward Parker stated that last January through June there were eighteen fatalities and that fatalities are now down.

**Motion Passed Unanimously.**

*Board Appointment Policy - Scott Elliott*

#### **Information Provided with the Agenda**

The County Manager, County Attorney and Clerk have worked to offer the revised Board Appointment Policy for the Board's consideration. This item was deferred from the July 15th Board meeting. Staff has reviewed and revised some areas in the policy. These changes will appear in bold or strike throughs in the policy which the Board . Staff requests that the Board to consider adoption of the revised policy. However, there is a need to discuss and determine how the Board wishes to make policy changes; either by majority vote or by two-thirds vote. Once this has been decided and the policy may be amended and adopted.

#### **Meeting Notes**

Mr. Elliott stated that the Clerk, Attorney and Manager met to discuss revisions to the Board Appointment Policy. He noted that the Board needed to decide on the voting matter. This change to have majority votes on waiving the terms of office would be a change to the first proposed policy. He said staff recommends the Board make the policy consistent throughout the policy.

Commissioner Johnson **moved** to approve the Board Appointment Policy with the inclusion Option 1 (majority of votes). Commissioner Hammond seconded the motion. Commissioner Coulson asked for further clarification. Commissioner Johnson explained the sections where this motion was applicable. Commissioner Bowen asked about the simple majority.

Commissioner Bowen said that he also wanted the section changed concerning electing people to the Boards to say that a majority vote is required versus the person with the highest number of votes being elected to a position. Chairman will conduct voting and the person with a majority vote will be selected. Commissioner Johnson accepted this change as an amendment to the policy.

#### **Motion:**

**Motion to approve the Board appointment policy and choose option 1 (using majority vote language.) Commissioner Bowen asked to amend the policy to correct "number of highest votes" to "majority of votes" under #4 concerning appointments.**

**Motion made by Commissioner Tom Johnson.**

**Motion seconded by Commissioner David Hammond.**

**Motion Passed Unanimously.**

### **PITT COUNTY BOARD OF COMMISSIONERS**

**General Policy  
for Appointment to Boards, Commissions and Committees  
As Adopted on August 5, 2002**

## GENERAL STATEMENT

This policy is established by the Board of County Commissioners (hereinafter referred to as "Board") to provide guidelines for use by the Board in the appointment and reappointment process to various boards and commissions.

1. **Advertisements: The Clerk to the Board of County Commissioners** (hereinafter referred to as "Clerk") will advertise for vacancies for all boards and commissions in the newspaper of general circulation in Pitt County. The publication will include a brief explanation of the Board's responsibilities and authority, and specific requirements for the position, if any. The Clerk's Office will maintain a file containing an overview of each board including any specific requirements for positions on each board, the approximate number of meetings per year and the approximate total time requirements per year.
2. **Initial application:** All individuals interested in serving on a board or commission must submit a written application form provided by the Clerk setting forth name, address, the name of the board(s) or commission(s) to which appointment is desired and the qualifications of the applicant for the appointment. Applications may be filed for several boards if desired. The application shall also include an affirmative statement that the applicant is a registered voter and resides in Pitt County. The application may be accompanied by additional written information which the applicant wishes the Board to consider, such as letters of reference in support of the appointment. Applications are mailed to the Board of Commissioners on a weekly basis, as received. The applications will be kept in the current file for two years from the date of submission and included in the computer database file in the Clerk's office. Discretion will be used when considering County employees for membership on any of the boards or commissions. (Attachment 1)
3. **Renewal or Update of Applications** – Upon the two year anniversary date of an application, the applicant will receive a letter from the Clerk inquiring as to their continued interest in remaining in the database of applicants. The applicant may complete a new application or may contact the Clerk's Office with any updated information and their request to remain in the database of applicants.
4. **Appointments** Applications for appointments shall be on file at least thirty (30) days before they are to be considered. Copies of all applications, with any supporting data, are mailed to commissioners on a weekly basis. The respective board which has the vacancy to be filled may submit to the Clerk its recommendations for consideration. At the Board of Commissioners' meeting, the Chairman shall open the floor for nominations. The Commissioners shall consider individuals for appointment from the list of applicants on file. Any Commissioner making a nomination may speak on behalf of the nominee. Should a Commissioner wish to submit a person who has not completed a timely application, the Board may vote to delay the appointment to allow this individual's completed application to be forwarded to all Commissioners for review prior to consideration. The Chairman will conduct the voting on the nominations and the person with the majority of votes will be selected. The last nomination will be considered first in the voting process. The process will follow from last nomination to the first nomination.
5. **Terms of Office:** The terms of office of members of all boards shall be three (3) years. Terms on all boards and commissions shall be staggered, with the terms of approximately one-third (1/3) of the membership expiring each year, to the end that, insofar as is possible, there shall be one (1) or more members with experience on each board or commission. No person shall serve more than two (2) consecutive full terms on the same board or commission. All members shall serve at the pleasure of the Board of Commissioners, regardless of the terms for which appointed, and the Board of Commissioners may in its discretion at any time remove any members of any boards or commissions. Any provision of terms of office can be waived by a simple majority vote.

6. **Attendance:** Although recognizing and appreciating that members of the various boards and commissions are generally citizen volunteers, the Board deems it essential that members of all County boards and commissions attend meetings regularly for the prompt and efficient transaction of County business. The Chair or his designee, of each board or commission shall maintain attendance records to be provided to the Clerk. The Chair shall forward a copy of this attendance record to the Clerk when requested. The Clerk will then provide each County Commissioner with a copy of these attendance records to assure the individual's eligibility for reappointment. Upon time for reappointment, the Board of Commissioners will take the attendance record into consideration, then vote to either allow these members to continue serving or to replace them with other applicants. Persons appointed to serve on boards or commissions shall be required to complete and return a signed "Affirmation of Understanding for Board Appointees" to the Clerk's Office. (Attachment 2)  
It is the responsibility of the Chairman of each board, to notify the Clerk if a member is not attending and has not fulfilled the attendance requirement. The Clerk will then attempt to contact the individual and report the information to the Board of Commissioners.
7. **Unexpired terms:** The Board intends to make appointments to fill unexpired terms, created by vacancies, as expeditiously as possible. The Board recognizes that the urgency of filling such vacancies may vary depending upon the circumstances of the vacancy. The Board shall make every effort to make appointments during the month for which they are due. In the event of an expired term, members shall continue to serve until a new member is appointed.
8. **Notice to Board of Commissioners of Vacancies:** The Clerk will provide the Board with a list of upcoming vacancies 30-60 days prior to expiration of terms. In advance of filling the vacancy, the Clerk will provide the Board with a list of applicants and any special requirements for filling the vacant position as provided by North Carolina General Statute, by-laws for the board/commission or determined by the Board of Commissioners. A master file of applications for each board will be maintained in the Clerk's office.
9. **Upcoming Vacancies:** In order to provide citizens with an opportunity to indicate their interest in serving on boards and commissions, a listings of upcoming vacancies will be publicized on the County page in the newspaper. In addition, an attempt will be made to broadcast vacancies on the government access channel.
10. **Limitations:** According to North Carolina General Statute 128-1.1 no person shall serve on more than two appointed boards at one time or shall not serve in more than one appointed office and one elected office at one time.
11. **Joint Membership Boards:** Boards that require membership from other agencies in addition to the County, will follow the General Statutes for that board. If not specified by General Statute, the boards shall adhere to this policy as a minimum requirement and should reflect these policies in their by-laws. Appointments for extraterritorial members and alternate members to municipal planning boards and board of adjustment shall be done in accordance with G.S. 160A-362 which requires a municipality to give representation to the residents of its extraterritorial zoning jurisdiction.
12. **Removal and Validity of Appointment:** Failure to follow this policy shall not affect the validity or legality of any appointment. All members serve at the pleasure of the Board of County Commissioners and may be removed with or without cause upon 30 days' written notice at the discretion of the Board of County Commissioners.
13. **Exceptions:** There are some boards or commissions which require an appointment for a longer or shorter term of office. There are appointments which are made due to a specific functional need. In these cases, this policy shall be modified to comply with any of these special requirements or needs. County employees may serve on boards, especially when representing the agency where they are employed. The Board of Commissioners must approve any exception made for an individual who does not reside in Pitt County.
14. **Modification of Requirements:** Because of the need for flexibility, the Board may by, a simple majority vote, decide to waive, vary, or otherwise modify the requirements of this policy on a case-by-case basis. It is the intention of the Board to abide by all North Carolina General Statutes governing County Boards and to follow any specific requirements of the by laws of incorporated boards.

15. **Appointments of County Commissioners to Boards:** At the second regular meeting of the Board of County Commissioners in December, the newly elected Chairman may make "Chairman's Appointments" for County Commissioners to serve as liaisons on various boards/commissions. These appointments are annual appointments made specifically by the Chairman of the Board of Commissioners. County Commissioners may also serve a term on boards, where specified that a county commissioner serve on a board. When filling a term longer than one year, the Commissioners are elected by majority vote of the Board, to fill those positions. These appointments must be consistent with the North Carolina General Statutes governing each board.

**Attachments**

- Attachment 1 – Interest to Serve on Board/Commissions
- Attachment 2 – Affirmation of Understanding for Board Appointees
- Attachment 3 – List of Boards including terms

Board appointment Policy Revisions as considered and adopted on August 5, 2002.

\_\_\_\_\_  
Beth B. Ward, Vice Chairwoman  
Pitt County Board of Commissioners

Attest:

\_\_\_\_\_  
Susan J. Banks, Clerk

Attachment 1

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**STATEMENT OF INTEREST TO SERVE**

If you are a Pitt County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Pitt County Board of Commissioners  
c/o Clerk to the Board  
1717 W. 5<sup>th</sup> Street  
Greenville, NC 27834

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

- 1. \_\_\_\_\_ 3. \_\_\_\_\_
- 2. \_\_\_\_\_ 4. \_\_\_\_\_

*\*If you are responding to a specific criteria for a position, please explain further:*

\_\_\_\_\_.

Full name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Residence Address: \_\_\_\_\_ Sex: \_\_\_\_\_  
City and Zip Code: \_\_\_\_\_ Race: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_  
City and Zip Code: \_\_\_\_\_

Home Phone No.: \_\_\_\_\_

Work Phone No.: \_\_\_\_\_

Fax No: \_\_\_\_\_

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Do you live within the extraterritorial jurisdiction of a municipality? Yes or No

Please list your County Commissioner District: \_\_\_\_\_  
(This information can be obtained from the Board of Elections at 252-830-4121)

Educational Background:

Name and Address of High School Attended: \_\_\_\_\_

Name and Address of College Attended: \_\_\_\_\_

Degree(s) Received: \_\_\_\_\_

Please list any military experience: \_\_\_\_\_

If you are presently serving as an elected or appointed official, please explain:

\_\_\_\_\_

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications.

Work Experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Volunteer Experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did you become aware of Pitt County volunteer opportunities:  
(Please circle the appropriate response)

Newspaper, Current Pitt County Volunteer, Radio, TV or Other

If other, please explain: \_\_\_\_\_

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25%, or three (3) meetings in any calendar years.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Please feel free to attach a resume if so desired)

**\*\*Note: When applying for a Pitt County Board or Commission, your application is considered a public record. The Board Appointment policy requires that applications be on file in the Clerk's Office 30 days prior to consideration for appointment.**

Attachment 2

### **AFFIRMATION OF UNDERSTANDING FOR BOARD APPOINTEES**

I understand that it is the purpose of the Board of County Commissioners of Pitt County to appoint Pitt County citizens to serve on various boards and commissions who will be active participants insuring that the interests of all the citizens of Pitt County will be well represented.

I will agree to serve on the \_\_\_\_\_ and abide by the following terms:

I will attend all meetings to the best of my ability. I understand that it is the board's policy to require attendance at 75% of all board/committee meetings. I, further understand, that if I fail to attend three meetings within one calendar year, the Board will be informed and then decide whether I shall continue to serve in this capacity. Under extenuating circumstances, such as my suffering an extended illness, which prevents my attendance at the meetings, I will inform the Chair of the board or commission on which I am serving and consider either taking a leave of absence or resigning to facilitate a new appointment.

I understand that as a result of my appointment to this position, that I may also be appointed to subcommittees of this board, where my attendance is important and required.

I affirm that I am a registered voter and reside within Pitt County. Should my residence change at any time, I will immediately notify the Clerk.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

*Appointment to the Committee on Employment of Persons with Disabilities - Susan Banks*

#### **Information Provided with the Agenda**

Thomas Tucker, Unit Manager of Department of Health and Human Services recommends Ms. Susan Gidley replace Ms. Debra Bulter on the Committee on Employment of Persons with Disabilities as a representation of Vocational Rehabilitation.

**Motion:**

**Motion to follow recommendation to appoint Susan Gidley from Vocational Rehabilitation on the Committee for Employment of People with Disabilities.**

**Motion made by Commissioner Terry Shank.**

**Motion seconded by Commissioner Eugene James.**

**Motion Passed Unanimously.**

*Appointment to the Pitt County A.B.C. Board - Susan Banks*

**Information Provided with the Agenda**

The ABC Board has recommended Charles Waller, Chariman of the Pitt County A.B.C. Board, be reappointed. Mr. Waller has served more than two full terms. Please see attached letter from the ABC Board members. They asked that the Board make an exception to the term limits in the case of Charles Waller.

A list of all applicants has been attached.

**Meeting Notes**

Commissioner Johnson nominated Charles Waller. Commissioner Coulson this was put off from the last meeting because Vice Chairwoman Ward was absent. He feels Chairman Owens should be here for this appointment.

**Motion:**

**Motion to delay action on appointment to the ABC Board until Chairman Owens can be present.**

**Motion made by Commissioner Randy Royal.**

**Motion seconded by Commissioner Eugene James.**

**Vote Record:**

<b>Tom Coulson</b>	<b>Yes</b>
<b>Beth Ward</b>	<b>Yes</b>
<b>Randy Royal</b>	<b>Yes</b>
<b>David Hammond</b>	<b>Yes</b>
<b>Glenn Bowen</b>	<b>Yes</b>
<b>Eugene James</b>	<b>Yes</b>
<b>Tom Johnson</b>	<b>Yes</b>
<b>Terry Shank</b>	<b>No</b>

**Total Yes Votes: 7**

**Total No Votes: 1**

**Motion Passed.**

*Budget Amendments - Rollovers to New Fiscal Year - Melonie Bryan*

**Information Provided with the Agenda**

The following budget amendments represent those Funds, Grants, or Departments that have unspent proceeds that need to be reappropriated for expenditure (or rolled over) into the new fiscal year once those balances have been determined after year-end. Most involve

appropriation of the relative fund balance, and some of the grants include appropriation of the necessary grant match from General Fund reserves.

Rollover budget amendments include:

- 1) State Excise (\$16,791.43) and Federal Asset Forfeiture funds (\$71,182.03)
- 2) School Capital Projects Fund 51 (\$1,089,019.50)
- 3) Pitt Soil & Water Department (\$4,383.90)
- 4) State Grants - Community Gun Violence Prosecution (\$58,931.15)
- 5) State Grants - HOME (\$105,467.56)
- 6) State Grants - Law Enforcement Block Grant (\$51,441.13)
- 7) State Grants - Gang/Property Crimes (\$8,282.05)
- 8) State Grants - Abuse You Lose (\$19,935.94)
- 9) State Grants - Star Grant (\$121,387.50)
- 10) State Grants - PCMH Disaster Planning (\$719)

**Department:** State/Federal Forfeiture

**Date of Request:** 7/22/02

**FY Budget:** 02-03

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
223601 499100 Rev	Fund Balance Appropriated – Federal Asset Forfeiture	16,791.43	
225601 528000 Exp	LE Supplies	4,796.95	
225601 539500	Training/Conference	4,731.91	
225601 551000	Office Furn & Equip	548.96	
225601 553001	LE Equipment	6,713.61	
223602 499100 Rev	Fund Balance Appropriated – State Excise	71,182.03	
225602 521200 Exp	Uniforms	304.04	
225602 526000	Office Supplies	3,263.80	
225602 528000	LE Supplies	33,238.56	
225602 539500	Training/Conference	1,063.42	
225602 539903	Drug Info	6,000.00	
225602 553001	LE Equipment	27,312.21	

**Department Justification:** (Please provide detailed explanation)

Carry forward funds to new year for State Excise Tax & Federal Asset Forfeiture.

**Department:** School Capital

**Date of Request:** 08-05-02

**FY Budget:** 02-03

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
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511000 499100 Rev	Fund Balance Appropriated	1,089,019.50
518000 551000 Exp	Office Furn & Equip	26,812.79
518000 552000 Exp	Computer Equip	400,000.00
518000 554001 Exp	Transportation Upgrades	10,539.00
518000 555001 Exp	Mobile Units	25,918.71
518000 555002 Exp	Gym Upgrades	8,801.00
518000 558103 Exp	Electrical	3,889.00
518000 558104 Exp	Roofing	168,684.50
518000 558105 Exp	Sewer	21,287.00
518000 558106 Exp	Canopies	126,846.50
518000 559000 Exp	Other Structures & Imprvments	190,955.00
518000 559100 Exp	Roadway/Paving	80,286.00
518000 559500 Exp	Towers, Tanks, Wells	25,000.00

**Department Justification:** (Please provide detailed explanation)

Rollover of budgeted School Improvement Projects from FY 01-02 to FY 02-03.

**Department:** Pitt Soil & Water

**Date of Request:** 8/5/02

**FY Budget:** 02-03

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
104960 560000	Soil & Water Conservation	3,746.28	
104960 539500	Training/Conference	637.62	
102900 499100	Fund Balance Appropriated	4,383.90	

**Department Justification:** (Please provide detailed explanation)

To reappropriate matching funds from the State for Soil & Water Conservation program which are available for carryover each year, as well as to carry over excess proceeds dedicated for No-Till Conference and Training.

**Department:** State Grants

**Date of Request:** 8-5-02

**FY Budget:** 02-03

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
109910 599101	Reserve for Grant Match		5,992.35

109810 598024	Transfer to Fund 24	5,992.35
243676 498010 Rev	Transfer from Fund 10	5,992.35
243676 426400 Rev	Federal Grant	47,938.80
243676 484000 Rev	Contributions & Donations (City Share)	5,000.00
245676 561000 Exp	Contracted Services	58,931.15

**Department Justification:** (Please provide detailed explanation)

Rollover to FY 02-03 of last quarter of Federal FY grant funds for the Community Gun Violence Prosecution Grant (7/02-9/02) and appropriation of the new year's grant (10/02-9/03).

**Department:** State Grants

**Date of Request:** 08/05/02

**FY Budget:** 02-03

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREAS
109910 599101	Reserve for Grant Match		13,097.00
109810598024	Transfer to Fund 24	13,097.00	
243641 498010 Rev	Transfer from Fund 10	13,097.00	
243641 426400 Rev	Fed Grant	92,370.56	
245641 535101 Exp	Building Repairs	96,828.00	
245641 569504 Exp	Admin Costs	8,639.56	

**Department Justification:** (Please provide detailed explanation)

Carry forward grant funds to new year for HOME grant.

**Department:** State Grants

**Date of Request:** 7/23/02

**FY Budget:** 02-03

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREAS
243612 426400 02-Rev.	Fed Cat Grant	46,096.85	
243612 498501 02	Local Match	5,122.20	
243612 449100 02	Interest	222.08	
245612 552000 02-Exp.	DP Equipment	51,441.13	
109910 599101	Grant Match		5,122.20
109810 598024	Interfund transfer	5,122.20	

**Department Justification:** (Please provide detailed explanation)

Carry forward grant funds to new year for Law Enforcement Block Grants.

**Department:** State Grants

**Date of Request:** 7/23/02

**FY Budget:** 02-03

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASES
243627 426400 02 Rev	Fed Categorical Grant	6211.51	
243627 498010 02 Rev	Interfund Transfer – Gen	2070.54	
245627 512000 02 Exp	Salaries	4342.17	
245627 512200 02	Overtime	935.04	
245627 518100 02	FICA Taxes	541.77	
245627 518200 02	Retirement	169.45	
245627 518201 02	401K Retire	230.37	
245627 518300 02	Hospital.	171.50	
245627 518400 02	Life Insurance	76.86	
245627 521200 02	Uniforms – Employees	300.00	
245627 528000 02	LE Supplies	83.06	
245627 531200 02	Travel	53.18	
245627 532100 02	Telephone	247.65	
245627 539500 02	Training/Conf	1131.00	
109810 598024	Interfund Transfer	2070.54	
109910 599101	Reserve for Grant Match		2070.54

**Department Justification:** (Please provide detailed explanation)

Carry forward grant funds to new year for Gang/Property Crimes grant.

**Department:** State Grants

**Date of Request:** 7/23/02

**FY Budget:** 02-03

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASES
243635 436000 02 Rev*	Non Fed Categorical Grant	19,935.94	
245635 526000 02 Exp	Office Supplies	5,671.34	
245635 531200 02	Travel Gen	5,348.42	
245635 532500 02	Postage	500.00	

245635 534100 02	Printing	2,500.00
245635 539500 02	Training/Conference	3,634.00
245635 561000 02	Contracted Services	2,261.06
245635 551000 02	Office Furniture & Equipment	21.12

**Department Justification:** (Please provide detailed explanation)

Carry forward grant funds to new year for Abuse You Lose grant.

**Department:** State Grants

**Date of Request:** 7/23/02

**FY Budget:** 02-03

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
109910 599101	Reserve for Grant Match		2514.15
109810 598024	Fund Transfer - Fund 24	2514.15	
243674-498010 02-Rev.	Fund Transfer - General	2514.15	
243674-436000 02- Rev.	Non Federal Categorical Grant	51618.74	
245674-512000 02- Exp.	Salaries	33194.86	
245674-518100 02	FICA	2546.50	
245674-518200 02	Retirement	1463.32	
245674-518201 02	401-K	1663.41	
245674-518300 02	Hospitalization	3272.57	
245674-518400 02	Life Insurance	225.30	

**Department Justification:** (Please provide detailed explanation)

To carry forward grant funds to new year for the STAR (Sheriff's Traffic Accident Reduction) grant.

**Department:** State Grants

**Date of Request:** 7/23/02

**FY Budget:** 02-03

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
245674 521200 02	Uniforms	1031.86	
245674 529000 02	Other Supplies	427.10	
245674 534100 02	Printing	1000.00	

245674 554000 02	Vehicles	812.84
245674 552001 02	Data Processing Equipment	347.00
245674 553001 02	Law Enforcement Equipment	2302.33
245674 542200 02	Software	250.00
245674 539500 02	Training	1176.00
245674 531200 02	Travel	534.32

**Department Justification:** (Please provide detailed explanation)

To carry forward funds to new year for the STAR (Sheriff's Traffic Accident Reduction) grant.

**Department:** State Grants

**Date of Request:** 7/23/02

**FY Budget:** 02-03

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
245674 528000 02	Law Enforcement Supples	3885.48	
243674 436000 02 Rev.	Non Federal Categorical Grant	67254.61	
245674 560017 02 Exp.	Craven County	21126.65	
245674 560023 02 Exp.	Greene County	46127.96	

**Department Justification:** (Please provide detailed explanation)

To carry forward funds to new year for the STAR (Sheriff's Traffic Accident Reduction) grant.

**Department:** State Grants

**Date of Request:** 7/24/02

**FY Budget:** 02-03

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
243671 499100 Rev	Fund Balance	719	
245671 529900 Exp	Misc Operating Expense	562	
245671 512600	Temporary & Part Time	145	
245671 518100	FICA	12	

**Department Justification:** (Please provide detailed explanation)

Rollover to FY 02-03 of remaining grant funds in the PCMH Disaster Planning Grant.

**Meeting Notes**



WHEREAS, Part 1 of Article 20 of Chapter 160A of the North Carolina General Statutes empowers the CITY and the COUNTY to enter into an interlocal agreement in order to execute an undertaking whereby a unit of local government exercises any power, function, public enterprise, right, privilege, or immunity either jointly with or on behalf of another unit of local government;

NOW, THEREFORE, for and in consideration of the mutual benefits, covenants, and promises contained herein, the parties hereto agree as follows:

1. Purpose. The purpose of this Agreement is to provide for the renovation, repair, maintenance, operation, and use of the property located at the southeastern corner of the intersection of Martin Luther King, Jr. Drive and Washington Street and as described in the deed recorded in Book C49, at Page 402, Pitt County Registry, said property being hereinafter referred to as the Humber House Property.
2. Effective Date. This Agreement shall not be effective unless the CITY receives written notice of the award, no later than December 31, 2002, of three (3) grants in the amount of FIFTY THOUSAND AND NO/100ths DOLLARS each for the purpose of renovating, repairing, and improving the Humber House Property with one award to be from the Mildred Sheffield Wells Charitable Trust, one award to be from the James J. and Mamie Richardson Perkins Trust, and one award to be from the West Memorial Fund. Within ten (10) days after receipt of notice of the award of the three (3) grants, the CITY shall send written notice to the COUNTY of the award and this Agreement shall be effective fifteen (15) days after the notice is sent.
3. City Responsibility. The CITY shall be responsible for the renovation, repair, maintenance, operation, and use of the Humber House Property. The CITY shall in its sole discretion be empowered to determine all matters relating to the

Humber House Property including, but not limited to, all matters relating to financing, repairing, renovating, improving, maintaining, operating, and using the Humber House Property.

4. County Financial Contribution. The COUNTY shall pay to the CITY the sum of ONE HUNDRED AND NO/100ths DOLLARS (\$100,000.00), said sum to be the full amount of the COUNTY responsibility for funding relating to the Humber House Property during the term of this Agreement. The COUNTY shall pay said sum to the CITY in two (2) equal installments of FIFTY THOUSAND AND NO/100ths DOLLARS (\$50,000.00) with the first installment to be made no later than thirty (30) days after written notice is sent by the CITY to the COUNTY requesting the payment after the commencement of construction activity related to the renovation, repair, and improvement of the Humber House Property and with the second installment to be made no later than fifteen (15) days after the commencement of the next fiscal year of the COUNTY immediately following the fiscal year when the first payment was made. The CITY shall utilize said sum only for the renovation, repair, improvement, and maintenance of the Humber House Property. The CITY shall provide the COUNTY with a report detailing the expenditures incurred for the renovation, repair, and improvement of the Humber House Property when the renovation, repair, and improvement is completed or January 1, 2004, whichever is later.
5. City Financial Responsibility. The CITY shall be responsible for securing the financing necessary for the renovation, repair, improvement, operation, use, and maintenance of the Humber House Property during the term of this Agreement,

other than the contribution paid by the COUNTY pursuant to paragraph 4. The CITY shall be entitled to use any proceeds or revenues derived or generated from the operation, leasing, use, or disposal of the Humber House Property for any purpose it deems appropriate in its sole discretion whether for use in connection with the Humber House Property or not

6. Amendment to Restrictive Covenants. The CITY and the COUNTY shall cooperate in securing amendments to the restrictive covenants relating to the Humber House Property which are currently set forth in the deed recorded in Book C49, at Page 402, Pitt County Registry.
7. Transfer of County Interest. The COUNTY shall convey to the CITY its interest in the Humber House Property as described in Deed Book C49 at Page 402, Pitt County Registry of Deeds so that the CITY possesses a fee simple interest in the Humber House Property, said conveyance to occur only after the CITY provides to the COUNTY written notice requesting the conveyance. The COUNTY shall convey the Humber House Property to the CITY within thirty (30) days after written notice is sent by the CITY to the COUNTY requesting its conveyance. It is understood and agreed that the CITY shall not send written notice making such request until amendments to the restrictive covenants relating to the Humber House Property occur which will permit said conveyance. Upon the recordation of the deed accomplishing said conveyance, this Agreement shall terminate.
8. Limitation on Disposal. The CITY shall not voluntarily sell or convey the fee simple interest of the Humber House Property during the period of time commencing on the effective date of this Agreement and terminating on

December 31, 2007, unless the COUNTY is reimbursed its contribution made pursuant to paragraph 4. After December 31, 2007, the CITY may voluntarily sell or convey the fee simple interest of the Humber House Property and the COUNTY shall not be entitled to any reimbursement of said contribution.

9. Damage or Destruction. In the event the Humber House Property is damaged or destroyed, the CITY shall be entitled to retain any insurance proceeds received as a result of said damage or destruction.
10. Employees. The CITY shall have the power to appoint the personnel necessary to perform its functions pursuant to this Agreement.
11. Grievance Procedure. In the event the CITY or COUNTY dispute or object to any expenditure, failure to act, or action by any party to this Agreement based upon its not being in accordance with the terms of this Agreement then any party shall provide written notice to the other party specifying the objection and the acts necessary to correct said objection. In the event the objection is not corrected within thirty (30) days after notice is sent, then the parties shall submit the objection to non-binding mediation prior to the pursuit of any available legal remedies.
12. Duration. The term of this Agreement shall be for a period of approximately twenty (20) years commencing on the effective as determined in accordance with the provisions of paragraph 2 and terminating on December 31, 2022, unless sooner terminated by the conveyance by the COUNTY to the CITY of its interest in the Humber House Property pursuant to the provisions of paragraph 7, in which event, this Agreement shall terminate upon the date of the recordation of the deed

accomplishing said conveyance. This Agreement may be extended for an additional term upon mutual agreement of the parties.

13. Condition After Full Term. In the event the term of this Agreement extends to December 31, 2022, the CITY shall ensure that the Humber House Property is, on said date, in reasonable condition for such a structure, ordinary wear and tear and act of God excepted.
14. Cancellation. This Agreement may be terminated by mutual agreement of the parties.
15. Notices. All notices, approvals, consents, requests or demands required or permitted to be given under this Agreement shall be in writing and shall be deemed sufficiently given when deposited in the mail, first-class postage prepaid, and addressed to the respective parties as follows:

CITY:  
City Manager  
City of Greenville  
P.O. Box 7207  
Greenville, NC 27835

COUNTY:  
County Manager  
Pitt County  
1717 W. Fifth Street  
Greenville, NC 27834

or to such other addresses as either party shall subsequently designate by notice given in accordance with this section.

16. Entire Agreement. This Agreement constitutes the entire understanding of the parties.
17. Binding Effect. This Agreement shall be binding upon the successors and assigns of the parties.
18. Continuing Obligation. The parties will make and execute all further instruments and documents required to carry out the purposes and intent of this Agreement.

19. Amendments. This Agreement shall not be modified or otherwise amended except in writing signed by the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, in duplicate originals, as of the day and year first above written, all pursuant to authority duly granted.

CITY OF GREENVILLE

By: \_\_\_\_\_  
Robert D. Parrott, Mayor

ATTEST:

\_\_\_\_\_  
Wanda T. Elks, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
David A. Holec, City Attorney

PITT COUNTY

By: \_\_\_\_\_  
Mark W. Owens, Jr., Chairman

ATTEST:

\_\_\_\_\_  
Susan Banks, Clerk to the Board

APPROVED AS TO FORM:

\_\_\_\_\_  
JoAnne Burgdorff, County Attorney

PRE-AUDIT CERTIFICATION

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Bernita Demery, Finance Director  
City of Greenville

## PRE-AUDIT CERTIFICATION

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

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Melonie Bryan, Finance Director  
Pitt County

### **Meeting Notes**

Mr. Phil Dickerson said that in addition to the agenda information, the Humber House is becoming an embarrassment and the City needs this agreement to pursue grant funds for improvements to this house. They are pursuing three grants in the amount of \$50,000 each. The deed does require maintenance. The grant holder must hold the property forever so the Humber family would have the right to agree to this to the transfer of the deed to the City. He said that last year they allocated funds for the maintenance of the house.

Commissioner Bowen **motioned** to offer house to the City with \$75,000 and assistance for grant money. Commissioner James seconded the motion.

Commissioner Johnson said he supports the recommendation of \$100,000 and that the County has been working on this problem for a long time. Mr. Dickerson said the \$100,000 was the City's request. He said the County offered \$50,000 last year but they did not accept it. Commissioner James said \$75,000 is a good compromise. Mr. Dickerson said there is a proposal before the Board of Commissioners for \$100,000.

If the grant does not come through, the agreement will not be void. Commissioner Hammond stated he supported deeding the house to the City because much work needs to be done or other possibilities need to be considered. Commissioner Shank said she would like to support giving the \$100,000 to the City and noted that the County would be giving the funds to the City for whatever they want to use them for on the house or otherwise.

Commissioner Johnson **moved** for a substitute motion for \$100,000 to be given to the City. Commissioner Shank seconded.

Commissioner James asked if the County has committed to the \$100,000. Mr. Dickerson said the County committed \$50,000 and budgeted \$100,000 last year. Commissioner Shank asked if the \$100,000 was intended for the maintenance of the house. Mr. Dickerson said the County did commit \$100,000 for maintenance last year. Commissioner Bowen and they put up \$100,000 to fix the house.

Vice Chairwoman Ward called for a vote on the substitute motion.

The substitute motion failed with a four to four vote. In favor of the motion were Vice Chairwoman Ward, Commissioner Shank, Commissioner Royal, and Commissioner Johnson. Opposed to the substitute motion were: Commissioner James, Commissioner Bowen, Commissioner Coulson, and Commissioner Hammond.

Vice Chairwoman Ward called for a vote on the original motion by Commissioner Bowen motion for \$75,000 to be dedicated to the City for the Humber House. In favor of the motion were: Commissioner Coulson, Commissioner James, and Commissioner Bowen. Opposed to the motion were: Commissioner Hammond, Commissioner Shank, Vice Chairwoman Ward, Commissioner Royal, and Commissioner Johnson.

The Vice Chairwoman Ward called for a break.

Vice Chairwoman Ward reconvened the meeting. Commissioner Hammond recognized some of the visitors in the audience.

Commissioner James asked to reconsider the Humber House item. Commissioner James **motioned** to follow staff recommendation pertaining to \$100,000 for the Humber House, authorize entering into an Interlocal Agreement with the City of Greenville and work with the City to help secure grants for the Humber House as needed. Commissioner Shank seconded the motion. The **motion passed** with a seven to one vote. Commissioner Hammond opposed the motion.

*Possible Mental Health Items - Tom Johnson*

This was an item added to this agenda.

**Meeting Notes**

Commissioner Johnson stated he wanted to offer some motions on the Mental Health matter.

Commissioner Johnson said the County has fulfilled the State obligations.

**Motion:**

**Move that staff begin all steps necessary to bring the Pitt County Mental Health Area Program under County control as a program of county government as of August 12, 2002. Commissioner Johnson offered the motion. Commissioner James seconded the motion.**

Commissioner Bowen asked if the County Manager could have this action done by the August 12<sup>th</sup> date. Mr. Elliott said he and the County Attorney had reviewed what needed to be done to put this into action. He said they could get it implemented by the proposed deadline.

Commissioner Royal asked if the Director of Mental Health should be asked to comment. He stated the Board should hear from Ms. Debra Dihoff. Ms. Dihoff said she could not shed more light on the situation than the comments made by Area Board Chairman E. T. Vinson. She said there are some intricacies of the State that have to be followed. She said she does not think one week is enough to change the governance of an agency.

**The motion was approved with a seven to one vote. Commissioner Royal opposed the motion.**

**Motion:**

**Move that a letter be drafted to the Secretary of the Department of Health and Human Services further informing the State of Pitt County's governance selection and actions taken.**

**Commissioner Johnson made the motion. Commissioner James seconded the motion. The motion was passed unanimously.**

**Motion:**

**Move to notify all currently serving Mental Health Area Board members that the Area Board, as of August 12, 2002 will become an Advisory Committee reporting to the Pitt County Board of Commissioners.**

**Commissioner Johnson made the motion.  
Commissioner Coulson seconded the motion.**

Ms. Burgdorff stated that according to the law the Area Board can serve as an advisory committee. Commissioner Hammond asked when a new board would be appointed, since this change for them to fall under Pitt County government. Mr. Elliott said appointments would be made as terms expire. The current members of the Area Board would be serving on an Advisory Committee for Mental Health.

**The motion passed unanimously.**

### **Commissioners' Comments**

### **Meeting Notes**

Commissioner Bowen said the Global Transpark (GTP) Commission of the Eastern Region receives money from the \$5 license tag. He said there are five different economic development regions in the State. A letter was received from Marc Basnight and Jim Black asking for them to be allowed to appoint three members to the Global Transpark Commission. He said that all counties currently have an equal number of members on the Commission. He said he resents this request. There is a movement in Raleigh to split up the Global Transpark into north and south regions. Marc Basnight lives in the north region. Commissioner Bowen said he went to East Carolina University to meeting being hosted by Chancellor Muse for a Global Transpark meeting. Dr. Muse is on the GTP commission. Felix Harvey's son-in-law is on the GTP Authority. His assistant is the Deputy Secretary to the Dept of Transportation. Commissioner Bowen said the commission is the only one that's trying to do what they are supposed to do for the GTP. There is a movement and it is not right that they want to use this County's \$5 tag funds for other counties. He provided a copy of a letter to all the commissioners from Marc Basnight.

### **Motion:**

**Motion to appoint Melvin McLawhorn as Chairman of the ABC Board.**

**Motion made by Commissioner Glenn Bowen.**

**Motion seconded by Commissioner Randy Royal.**

Commissioner Johnson said this was on the agenda and it was already handled. He said it was not the appropriate time to introduce such a motion that is not on the agenda. Commissioner Hammond said the Chairman is absent and they had decided to delay this until Chairman Owens could be present. Commissioner Shank said it is unreasonable to expect this Board to act on this item with no time for consideration.

### **Vote Record:**

<b>Tom Coulson</b>	<b>Yes</b>
<b>Beth Ward</b>	<b>Yes</b>
<b>Randy Royal</b>	<b>Yes</b>
<b>David Hammond</b>	<b>Yes</b>
<b>Glenn Bowen</b>	<b>Yes</b>
<b>Eugene James</b>	<b>Yes</b>
<b>Terry Shank</b>	<b>No</b>
<b>Tom Johnson</b>	<b>No</b>

**Total Yes Votes: 6**

**Total No Votes: 2**

**Motion Passed.**

Commissioner Bowen asked that a letter be sent to thank Charles Waller for his years as Chairman of the ABC Board.

Commissioner Johnson spoke about mental health. He said there are other departments of county government and mental health would function as other boards.

Commissioner Shank said the Board generally listens to public expressions and does not usually discuss what is brought under Public Addresses to the Board. She said it bothers her that much misinformation is brought through public addresses and it is not corrected for the public present and viewing the Board meetings.

Commissioner Coulson asked what information was presented that was incorrect. Commissioner Shank said she would review the public addresses and bring back the information that needs to be addressed and corrected.

**Closed Session** - *Personnel Item*

**Motion:**

**Motion to go into closed session on Personnel item. Ms. Burgdorff cited General Statute 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.**

**Motion made by Commissioner Glenn Bowen.**

**Motion seconded by Commissioner Eugene James.**

**Motion Passed Unanimously.**

**Motion to return to open session.**

**Motion made by Commissioner Glenn Bowen.**

**Motion seconded by Commissioner Eugene James.**

**Motion Passed Unanimously.**

**Motion:**

**Motion to follow the Manager's recommendation to give the Clerk a 1.2% increase retroactive up to July of 2001, an additional 1.2% for the next period of July 1, 2001 up to July 1, 2002 and effective July 1, 2002 the Clerk would be evaluated by the Manager utilizing the County's PEP (Partners for Effective Performance) evaluation system.**

**Motion made by Commissioner Glenn Bowen.**

**Motion seconded by Commissioner Eugene James.**

**Motion Passed Unanimously.**

**Adjourn**

**Motion:**

**Motion to adjourn the meeting at 11:35 a.m.**

**Motion made by Commissioner Eugene James.**

**Motion seconded by Commissioner Terry Shank.**

**Motion Passed Unanimously.**

Respectfully Submitted,

Susan J. Banks, CMC  
Clerk to the Board