

**PITT COUNTY BOARD OF COMMISSIONERS  
GREENVILLE, NORTH CAROLINA  
OCTOBER 21, 2002 MINUTES**

The Pitt County Board of Commissioners met on Monday, October 21, 2002, at 9:00 AM in the Commissioners' Auditorium, Pitt County Office Building, 1717 W. 5th Street, Greenville, North Carolina.

**Commissioners present:**

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

**Staff present:**

Scott Elliott, County Manager  
Susan Banks, Clerk to the Board  
Melonie Bryan, Director of Financial Services  
Phil Dickerson, Director of Facility Services  
Dwane Holder, Mental Health  
Edward Garrison, DSS Director  
Duane Jones, Planning Department  
Bobby Joyner, EMS Director  
Jeff Niebauer, Tax Collector  
Ward Parker, Sheriff's Department  
James Rhodes, Planning Director

**Call to Order**

Chairman Owens called the meeting to order and welcomed everyone.

**Invocation and Pledge**

The invocation was offered by Vice Chairwoman Ward.  
The Pledge of Allegiance was led by Commissioner Johnson.

**Approval of Agenda**

**Motion:**

**Motion to approve agenda as submitted.**

**Motion made by Commissioner David Hammond.**

**Motion seconded by Commissioner Randy Royal.**

**Motion Passed Unanimously.**

**Public Addresses to the Board**

**Meeting Notes**

Lila Green – questioned why her flood grant was rescinded and now her home is gone. Chairman Owens asked her to leave her name, address and phone number so this matter could be researched and she would be contacted. There was discussion concerning her moving into the city limits. She said she just moved to the City about three months ago. She said all the paperwork was done and the grant was awarded but then rescinded by Eddy Davis.

Betty Moore - spoke about the ABC Board compensation. She asked how a member that serves on a board can receive compensation once their term has expired. She said she is aware there are policies and procedures that are followed by this Board. She can not understand why there is a board member that has stayed on the committee long enough to accumulate 25 years and then receives compensation from the County. This is an opportunity to correct this situation. If you choose to serve on a board or committee and it is your privilege, and if you are appointed it does not mean you will receive compensation. She said she did not understand why one individual is receiving compensation. She stated this needs to be revisited considering the decrease in funding and the budget restraints that are in place.

Commissioner Johnson said he felt a response was needed to Ms. Moore's comments. Commissioner Bowen said the Board's policy is not to respond to public addresses. Ms. Moore said this whole matter needs to be made clear to the public that committee members are supposed to serve with no compensation.

**Items for Report**

*Manager's Report - Scott Elliott*

**Information Provided with the Agenda**

ECVC Banquet - November 7 @ Hilton Inn, tickets still available, please notify the Clerk if you plan to attend.

Community Reception for Retiring Legislators - November 19 at Hilton, 5-7 pm, ceremony at 6pm.

Joint Meeting with School Board - November 25, 2002 location to be determined, discuss achievement results, long range education plan and finances

**Meeting Notes**

Mr. Elliott also informed the Board that Pitt County is hosting the Eastern Regional Clerks Association Meeting on Friday, November 1, 2002.

*Tax Collector's Monthly Report - Jeff Niebauer*

**Information Provided with the Agenda**

Tax Collections were increased by 18.62% over last year's totals. Pitt County's current collection rate is 49.47. For the month of September 2002 current and prior year collections have increased.

# Pitt County Tax Collector's Report

**SUMMARY OF 2002/2003 INFORMATION:**

Tax collection activity Pitt  
County:

Total Sept 2002 Collections:	\$2,808,013
Total to Date 2002/2003:	\$20,377,155

Pitt County Levy:

Sept 2002 Levy:	\$40,497,242
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Sept 2002 Percent Collected:	49.47
Original Levy	49.3
Supplemental & Vehicle	52.2

Total collection activity all units including  
Pitt County:

Total Sept 2002 Collections:	\$4,262,155
Total to Date 2002/2003	\$31,282,879

Garnishments for Sept 2002:	\$91,241
Bankruptcy for Sept 2002:	\$10,548
Occupancy for Aug 2002:	\$97,067
Occupancy Total to Date 01/02:	\$199,264
Gross Receipts Aug 2002	\$14,258
Gross Receipts total to Date	\$28,542

TAXING UNIT	SEPTEMBER 2002	TOTAL TO DATE
<b>Pitt County</b>		
Current Taxes	2,569,139.11	19,533,277.87
Prior Years	204,309.74	733,857.22
Interest/Cost	34,564.39	110,020.16
<b>Total Collected</b>	<b>2,808,013.24</b>	<b>20,377,155.25</b>
<b>Landfill Fees</b>	<b>212,866.45</b>	<b>1,678,768.33</b>

Ayden Fire	2,325.15	15,835.02
Ayden Rescue	217.65	502.24
Bell Arthur Fire	3,133.89	29,270.89
Bell Arthur Rescue	99.09	497.09
Black Jack Fire	1,133.88	8,055.19
Clarks Neck Fire	884.69	5,193.49
Eastern Pines Fire	6,259.53	58,111.07
Eastern Pines Rescue	299.14	1,042.65
Falkland Fire	4,458.26	25,758.40
Farmville Fire	1,679.92	11,107.03
Fountain Fire	712.55	4,050.68
Grimesland Fire	1,677.73	9,183.06
Pactolus Fire	1,582.87	15,288.05
Red Oak Fire	2,108.50	29,735.94
Simpson Fire	4,000.95	34,250.72
Staton House Fire	8,538.45	49,497.81
Stokes Fire	1,344.13	8,926.00
Winterville Fire	4,047.19	37,212.75
Grifton Fire	2,827.26	28,240.75
Gardnerville Fire	1,610.02	12,469.51

Ayden Town	9,917.42	28,275.20
Bethel Town	19,738.24	112,677.03
Falkland Town	1,923.59	4,898.59
Farmville Town	11,102.99	35,708.35
Fountain Town	859.02	3,111.29
Grifton Town	5,506.45	18,144.39
Grimesland Town	2,783.98	20,156.11
Simpson Village	5,269.12	37,309.14
Winterville Town	12,297.84	33,477.01
City of Greenville	1,122,935.99	8,548,970.11

<b>GRAND TOTAL</b>	<b>4,262,155.18</b>	<b>31,282,879.14</b>
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**COMPARISON OF PERCENTAGES COLLECTED**

<b>Sep-02</b>	<b>Sep-01</b>
<b>49.47%</b>	<b>48.03%</b>

OCCUPANCY FOR AUG 2002 - 97,066.82  
 BANKRUPTCY FOR SEP 2002 - 10,547.51  
 GARNISHMENTS FOR SEP 2002 - 91,241.49  
 GROSS RECEIPT FOR AUG 2002 - 14,258.35

**Meeting Notes**

Commissioner Johnson said that income from various sources has continued to increase over the last year. Jeff Niebauer said ad valorem taxes has continued to increase but they are getting harder to collect.

**Motion:**

**Approve report as submitted.**

**Motion made by Vice Chairwoman Beth Ward.**

**Motion seconded by Commissioner David Hammond.**

**Motion Passed Unanimously.**

*Mental Health FY 02-03 1st Quarter Financial Report - Debra Dihoff*

**Information Provided with the Agenda**

In accordance with HB 381 (Mental Health System Reform ) GS 122C-115.1.(e) "Within 30 days of the end of each quarter of the fiscal year, the program director and finance officer of the county program shall present to each member of the board of county commissioners a budgetary statement and balance sheet that details the assets, liabilities, and fund balance of the county program. This information shall be read into the minutes of the meeting at which it is presented. The program director or finance officer of the county program shall provide to the board of county commissioners ad hoc reports as requested by the board of county commissioners."

**Meeting Notes**

Mr. Duane Holder reviewed the report as submitted to the Board. He said they have not received their final allocation letter from the State. He addressed questions concerning Medicaid collections. He said they have not done enough contracts to yield the income from Medicaid at this time. Commissioner Johnson spoke about the relationship between the County and Mental Health. Mr. Holder stated that this has been a very successful relationship.

**Motion:**

**Approve report as presented.**

**Motion made by Commissioner Glenn Bowen.**

**Motion seconded by Commissioner David Hammond.**

**Motion Passed Unanimously.**

*Application for National Pollutant Discharge and Elimination System, Phase II Requirements - Dwane Jones*

**Information Provided with the Agenda**

In December 1999, the United States Environmental Protection Agency (EPA) signed into law Phase II of the NPDES Stormwater Regulations. These regulations build upon the existing Phase I regulations in three ways: (1) it lowers the acreage threshold for construction activities from 5 acres down to 1 acre or more of disturbed area, (2) it provides an exemption for industrial facilities without outdoor storage of significant materials; and (3) it requires small municipal separate storm sewer systems (MS4s) to be permitted.

Those communities permitted under Phase II are required to develop and implement a comprehensive stormwater management program that includes six minimum measures: (1) public education and outreach on stormwater impacts; (2) public involvement/participation; (3) illicit discharge detection and elimination; (4) construction site stormwater runoff control; (5) post-construction stormwater management for new development and re-development; and (6) pollution prevention/good housekeeping for municipal operations. Pitt County, based on its population, is automatically designated as a Phase II community. As a result, the County must apply for permit coverage by March 10, 2003. The County will have 5 years to implement the components of the

permit. Bradley Bennett of the Division of Water Quality (Raleigh, NC) will be available to present information on this program.

### **Meeting Notes**

Mr. Duane Holder introduced Bradley Bennett from the Water Quality section. He stated that water sources have to be permitted and in 1990 the EPA adopted regulations on stormwater runoff because of concerns about pollutants. The EPA also adopted some new regulations on stream segments in urbanized areas. These changes effect construction sites such as one acre lots would require a permit. Under these new regulations, a stormwater management program must be implemented. Greenville is an urban area that requires a permit for stormwater management. These regulations include public education, public involvement, discharge detection and removal, construction site runoff and controls, and post construction. He stated that post construction seems to be getting the most attention. Pollution Prevention is being looked at in the Pitt County facilities. He stated that the North Carolina Department of Transportation owns the roadway and is responsible for the runoff systems in North Carolina. The State needed to implement this program in urban areas. There is a deadline in March to respond on the program for stormwater runoff for agencies that have a stormwater system. Pitt County has a system to control stormwater runoff. Minimum measures are being addressed in Pitt County. It will take a year to get the regulations in place across the State. Policies for designating other people that may need to be brought others into this program need to be considered. An individual can petition the State to ask for an area to be brought into this program. There will be public hearings on this program. There are no federal or state monies designated for this program. There are some programs where agencies can apply for funding. The State would review petitions from people or agencies. Local entities have to meet the deadline with or without State funding. Commissioner James said that he would not vote for this to be implemented without the funding. Commissioner Johnson asked who is on the committee from this area. Mr. Bennett stated there are representatives from across the State. Commissioner Johnson asked for a list of the commission members. Commissioner Johnson stated that this is another mandate from the State or Federal government without funding. Mr. Bennett said the State is trying to help with public education on this program. Commissioner Bowen said that the County has until March 10, 2003 for the application and then five years to submit the plan. Mr. Bennett said the application has to explain the timelines on how the program is going to be implemented.

### **Motion:**

**Motion to table due to there being plenty of time to apply and implement this program.**

**Motion made by Commissioner Glenn Bowen.**

**Motion seconded by Commissioner Eugene James.**

**Commissioner Shank asked what the cost would be for the County. Mr. Bennett said they do not have a budget in place and no additional funding has been given to his department. He estimated a cost of \$2.00 to \$7.00 per capita depending on the program the counties put in place.**

**Motion to table due to there being plenty of time to implement. Commissioner Coulson offered an amendment to the motion to send correspondence to representatives that this program will be done under protest because of lack of funding. Commissioner Johnson said to table means staff could not begin to work on this report. Mr. Elliott asked if staff could continue to work on the application during this time period. The Board agreed that staff could continue their work on the application.**

**Motion made by Commissioner Glenn Bowen.**

**Motion seconded by Commissioner Eugene James.**

### **Vote Record:**

**Mark Owens, Jr.           No**

**Beth Ward                 No**

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

**Total Yes Votes: 5**

**Total No Votes: 4**

**Motion Passed.**

*Presentation of the Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2002. - Melonie Bryan*

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

Bryan Starnes with the accounting firm of Martin Starnes & Associates will be present to review the June 30, 2002 financial statements with the Board of Commissioners. Mr. Starnes will be available to answer any questions the Board members may have.

This year's report is formatted differently from past years. In accordance with the Governmental Accounting Standards Board (GASB) Statement 34 pronouncements, we were required to modify our style of presentation to mirror a more "business-like" standard. The push to view governmental reports in the same format as private industry will make it easier for investors and the industry to review all statements and see similar data presentation. Pitt County, due to its size, was required to implement these changes in the first phase - other jurisdictions will continue to convert over the next two fiscal years.

This report was submitted to the Local Government Commission (LGC) on September 30, 2002 for review and comment. It has passed that review and been approved for publication. Additionally, it will be submitted to the Government Finance Officers Association (GFOA) for consideration in the annual "Certificate of Achievement for Excellence in Financial Reporting" awards program. The County has received this award for the past 12 years and staff believes this set of financial statements continues to meet the high standards imposed by the LGC and GFOA.

Pitt County's Comprehensive Annual Financial Report can be viewed by the public in the Clerk to the Board of Commissioners' Office at 1717 W. 5th St. Greenville, NC 27834.

### **Meeting Notes**

Ms. Bryan said this report looks different because of the changes required by GASB reporting. She said Pitt County is the first county in the State to turn in this report. This has been signed off and published in the State. The Management's discussion and audit is included. Commissioner Johnson spoke about the importance of this audit and the Board needing to hear the audit report. Commissioner Hammond commended Ms. Bryan and her staff for this professional and concise report.

### **Motion:**

**Accept report as presented.**

**Motion made by Commissioner David Hammond.**

**Motion seconded by Commissioner Randy Royal.**

### **Vote Record:**

<b>Mark Owens, Jr.</b>	<b>Yes</b>
<b>Beth Ward</b>	<b>Yes</b>

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

**Total Yes Votes: 8**

**Total No Votes: 1**

**Motion Passed.**

*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 September 30, 2002 and with performance data since inception. Based on the action taken during the Fiscal Year 2002-2003 budget deliberations, partial liquidation began on July 31, 2002 and is reflected in this report.

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

Color Information on investment performance is included in a separate handout for each County Commissioner. It is on beige paper and is titled "Pitt County Hospital Proceeds Quarterly Investment Report" and dated October 2002. Copies for the public can be obtained from the Clerk to the Board, 1717 W. 5th St., Greenville, NC 27834.

## Summary of Investment Performance - Since Inception

Pitt County

Prepared By Davenport & Company LLC

	Period Ending				Since Inception
	Dec 31	March 31	June 30	Sept 30	
<b>Fixed Income Managers</b>					
MDL Capital Management	0.04%	-1.03%	3.39%	5.55%	21.71%
Wachovia	0.25%	-0.35%	3.59%	6.18%	21.46%
<i>Total Fixed Income Portfolio</i>	<i>0.14%</i>	<i>-0.70%</i>	<i>3.49%</i>	<i>5.86%</i>	<i>21.59%</i>
<b>Equity Managers</b>					
Franklin Street Partners	10.96%	1.84%	-11.12%	-16.35%	-23.93%
Sovereign Asset Management	8.40%	1.05%	-11.04%	-14.59%	-19.30%
Trusco Capital Management	12.40%	1.28%	-10.73%	-18.21%	-27.71%
<i>Total Equity Portfolio</i>	<i>10.51%</i>	<i>1.39%</i>	<i>-10.97%</i>	<i>-16.33%</i>	<i>-23.65%</i>
<b>Total Portfolio</b>	<b>4.68%</b>	<b>0.27%</b>	<b>-3.30%</b>	<b>-5.10%</b>	<b>-1.16%</b>
<b>Indices:</b>					
Fixed Income Index (1)	-0.12%	-0.50%	4.03%	5.06%	24.17%
S&P Barra Value Index	7.98%	1.12%	-10.64%	-20.46%	-36.66%
S&P 500 Index	10.69%	5.47%	-13.40%	-17.28%	-43.95%

(1) Fixed Income Index = Merrill Lynch U.S. Domestic Master Bond Index, A Rated or Better

## Meeting Notes

Mr. Ekiert congratulated the Finance Staff for meeting the guidelines for reporting by GASB. He said that the September 30th quarter was a difficult time for the stock market. There was a decline of 17% in value. The fixed income portion performed well. He reported on the MDL 5.5% and Wachovia 6% increase for the quarter. The equity managers declined 14% since the close of this quarter but the equity market has increased since that time. He noted that the County withdrew funds and the value of the portfolio was reduced. The value of the portfolio was now \$21.87 million. There has been a 5.1% decline in the value for this quarter.

He reported on the decline in the S&P index of stocks over time. He said this portfolio was designed for a long-term investment strategy. These funds were not intended to be used to meet expenditures. He said if the County plans to continue to withdraw from these funds for meeting the budget, then the Board may want to reconsider the investment strategy.

Commissioner Hammond said the equity managers need to revise their strategy. This needs to be turned around. Commissioner Johnson said it has been two years since talking with money managers and the Board needs them to report to them. He asked Ms. Bryan to contact the money manager about coming to report to the Board at the second meeting in November or as soon as possible.

### **Motion:**

**Ask Money Managers to report directly to the Board second meeting in November or as soon as possible.**

**Motion made by Commissioner Tom Johnson.**

**Motion seconded by Commissioner Eugene James.**

**Commissioner Bowen motioned with a second from Commissioner Shank to delay the report until spring but the motion was withdrawn.**

**The original motion passed unanimously.**

*FY 02-03 Projected Operating Deficit - Scott Elliott*

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

In the current fiscal year of 02-03, there is projected to be a revenue deficit. Pitt County has budgeted \$2.9 million in anticipated reimbursements from the State. As the Board is aware, none of these funds were included in the recently adopted State budget. The State has given Counties the option of levying an additional half-cent sales tax. This is effective December 1, 2002. A Resolution was passed at the last meeting on October 7th authorizing this additional sales tax in Pitt County. This tax was made available to counties and municipalities in lieu of receiving the reimbursements from the State.

For the seven month period of December through June of 2003, Pitt County anticipates on receiving \$2.3 million (\$2,328,758) as projected by the North Carolina Association of County Commissioners (NCACC). This will result in a projected deficit of \$603,169.

The following is a list of potential options to deal with this deficit:

"Do nothing" - further erode fund balance

Freeze any remaining capital expenditures

Freeze travel (50% already cut out of FY 02-03 budget)

Freeze the filling of vacant positions

Require General fund departments to cut budget by factor of x%

Other?

**Meeting Notes**

Mr. Elliott said the Board adopted the resolution on implementing the half-cent sales tax which he anticipates \$2.3 million income from sales tax but there will still be a deficit of \$600,000 in this year's budget. He stated that he is looking to take measures to close the deficit. He stated that the County is looking at \$7.9 million deficit between revenues and expenditures for next year. The fund balance is 10%, not including the portfolio. He said they are projecting the fund balance for next year to be 7%. Mr. Elliott stated that Ms. Bryan said that if things progress as expected, at the end of June 30, the fund balance will be 10%. He stated that over \$9 million is in the current year's budget. Commissioner Johnson said the revenues from ad valorem taxes are still coming in well. He asked about sales tax. There has been no report for this year. The ad valorem growth has been budgeted. The projected deficit is from cuts from the State of North Carolina. There is no additional deficit than what the State has cut. To do additional freezes, the travel is essential for continuation of Pitt County government. Commissioner Johnson said they assumed some vacancies were going to be unfrozen and he said he was opposed to a new policy based upon retirements being frozen. Most of county government is mandated by the State or Federal governments. Only about 5% is available for local decisions. He said positions in programs such as Social Services should not be frozen and the staff should continue under operational decisions from the first of this fiscal year. Mr. Elliott stated that these decisions were implied but this would confirm staff's the actions. He stated that these actions are really just symbolic actions because they will not generate enough funds to make up for the losses.

**Motion:**

**In light of the fact that cuts were made during the budget process for the current budget (FY 02-03), it is recommended for General Government Departments to freeze travel and the filling of vacant positions (vacant positions appealed to the Manager on an emergency or as justified could be filled). Also, since Pitt County has a budget deficit of \$7.9 million for the new fiscal year of 03-04, it is important that the County take every measure available in the current fiscal year to see that the fund balance is not further eroded. It is recognized that these freezes will not begin to reduce the projected deficit. However, it is recommended to take some symbolic measures to address the situation.**

**Motion to accept the Manager's recommendation.**

**Motion made by Commissioner Glenn Bowen.**

**Motion seconded by Commissioner Tom Coulson.**

**Commissioner Johnson offered a substitute motion to continue to operate under the procedures adopted at the first of the year. This motion died due to lack of a second. Commissioner Bowen said he would accept the recommendation as long as staff could make appeals to the Manager on the freeze on travel and releasing vacant positions.**

**Vote Record:**

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

**Total Yes Votes: 8**

**Total No Votes: 1**

**Motion Passed.**

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

Joan Respass and the ABC Board auditor will be on hand to present the audit for the Fiscal Year ended June 30, 2002 and answer any questions.

The ABC Board audit is included as a separate handout from your agenda packet. Copies for the public can be obtained from the Clerk to the Board, 1717 W. 5th Street, Greenville, NC 27834 or by contacting the ABC Board directly at their administrative offices located at 2307 S. Memorial Drive, Greenville, NC 27834.

### **Meeting Notes**

Mr. Melvin McLawhorn, ABC Board Chairman, said that the sales have not been reflected in Pitt County. They are hoping the economy will improve. Ms. Joan Respass said they did their accounting procedures also had to be implemented under the GASB rules. She thanked the Board of Commissioners for the resolution they adopted opposing the local ABC Boards funding the local ALE positions. This plan would have cost the County but the bill did not pass. The State did access a fee for \$200 annual renewal on beer and wine licenses as well as some other funds.

She noted that they has a significant cost in hospitalization and credit card fees this year. Depreciation on equipment was noted and that they had fulfilled their obligation to law enforcement agency. She reviewed the allocations that went to education and rehabilitation, such as contributions to the Flynn Home and Mental Health. Total net profit for the year was \$582,628.56 which is 6.57% of total sales. They were under last year for liquor sales by the gallons. She reviewed each store sales. All stores have some profit but Bethel and Grimesland. Town commissioners of Grimesland have asked to keep this store open because of some of the growth that they anticipate from 80 new homesites. The Winterville store is a mixed beverage store. They are paying high lease payments for the Winterville store which brings their profit down. Their overall profit was \$582,000. Ms. Respass stated that in 2000-2001, there was a request for the \$700,000 disbursement from the ABC Board to the County to be increased to \$800,000 and paid quarterly. She said they overpaid the County by more than what they had taken in profit from sales. There was an extra \$150,000 disbursement plus the \$366,000 in their health plan increase but \$266,000 was paid to the county. With two big expenses, the 32.7% working capital for year was reduced. She noted that the minimum allowable working capital for ABC Boards must be for 2 weeks. She reviewed the minimum, maximum and actual working capital that was allowed.

She said including the cash stores and warehouse inventories they are not that far from the minimum level. The ABC Board said they need a working capital policy. They would have kept \$1 million if they had followed their plan. The State feels like they are getting in trouble and they should keep at least 10 weeks working capital instead of the 4.5 weeks they currently maintain. They are asking for \$100,000 relief this year. They have budgeted \$800,000 for the County but are requesting it be reduced to \$700,000. They have cut store and warehouse inventories. She said that at the end of June this year she was concerned that she did not have enough money to pay the bills.

Mr. Gordon Douglas, the ABC Board's external auditor, presented a summary of the financial status. He said he has been involved with the ABC Board for ten years. They have had money in the past to give more to the County but they are not in that position this year. He said they are down about \$290,000 from the prior fiscal year. The County Auditor recommends at least four weeks working capital. He said this board does a good job in producing the income and feels very strongly about them maintaining their working capital.

### **Motion:**

**Accept report for current fiscal year, change allocation from ABC Board for a reduction of \$100,000 to a total allocation \$700,000 for 2002-2003 fiscal year.**

**Motion made by Commissioner Tom Johnson.**

**Motion seconded by Vice Chairwoman Beth Ward.**

**Commissioner James asked if the allocation would go back to \$800,000 the next year.**

**Commissioner Johnson said that would be determined in the next budget year. Chairman Owens said it could be changed annually.**

**Motion Passed Unanimously.**

*ABC Board Matters - Board Member Compensation - Scott Elliott*

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

Commissioner James requested at the September 16th Board meeting that the topic of the ABC Board member "compensation" be brought back before the Commissioners.

As you are aware, the County Attorney has briefed the Board concerning this issue. N.C.G.S. 18B-700(g) has been referenced stating that "A local Board member may be compensated as determined by the appointing authority". The ABC Board members are now and have been receiving monthly direct payments and paid health insurance benefits.

**Motion:**

**Motion to bring this item back at the next meeting.**

**Motion made by Commissioner Glenn Bowen.**

**Motion seconded by Commissioner Tom Coulson.**

**Commissioner Johnson said this board is not considering hospitalization for people not on a board.**

**Motion Passed Unanimously.**

#### **Items for Consent**

*Approval of Consent Agenda*

**Motion:**

**Motion to approve items on the consent agenda.**

**Motion made by Vice Chairwoman Beth Ward.**

**Motion seconded by Commissioner Terry Shank.**

**Motion Passed Unanimously.**

*Releases and Refunds Greater Than \$100 - Glenn Cutrell*

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

September 2002 - Total County Releases (Greater Than \$100) - 69 - \$ 28,474.46

September 2002 - Total City Releases (Greater Than \$100) - 23 - \$ 10,370.95

Total Refunds (Greater Than \$100) - 5 - \$ 2,072.36

Adams, Genevia (Eve) - \$ 134.82

Agri Supply Inc of Greenville - \$ 1,016.77

Conway, Robert - \$ 639.49

Owens, Lloyd Wilton & wf Shelby P. - \$ 138.69  
 Riggs, Jeffrey DeWayne - \$ 142.59

TCL0440  
 DATE 9/30/02 PITT COUNTY TAX RELEASE FORM PAGE... 1  
 GREATER THAN \$100

NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
BALDWIN, DANTE DESHAWN NOTE: 2001 - VEHICLE CHARGED IN ERROR.	1090336/3		80698	111.43
BARNES, RICHARD H & NOTE: 2002 - DEFERRED TAXES CHARGED IN ERROR.	1074057/0	19442	80727	766.74
BARNES, RICHARD H & NOTE: 2002 - DEFERRED TAXES CHARGED IN ERROR.	1074057/0	19442	80724	685.98
BARNES, RICHARD H & NOTE: 2002 - DEFERRED TAXES CHARGED IN ERROR.	1074057/0	19442	80725	707.76
BARNES, RICHARD H & NOTE: 2002 - DEFERRED TAXES CHARGED IN ERROR.	1074057/0	19442	80728	825.72
BAYNOR, TRENTON NOTE: 1998 - MOBILE HOME CHARGED IN ERROR.	1175689/0		80631	183.16
BEAMAN, BRADLEY ERIC NOTE: 2001 - VEHICLE CHARGED IN ERROR.	1090730/8		80660	123.96
BECK, THOMAS R. & NOTE: 2002 - RELEASED MOBILE HOME AND LANDFILL.	1186856/0	56666	80646	276.97
BOYKIN ANCHOR COMPA NOTE: 2001 - VEHICLE CHARGED IN ERROR.	1120240/1		80703	158.65
BURNS, CHRIS COMMERCIAL NOTE: 2002 - RELEASE FOR ACREAGE SPLIT TO PARCEL NUMBER 54354 PER CORRECTION DEED BOOK 1315-119.	1183355/0	58471	80580	225.24
CBH PROPERTIES, LLC NOTE: 2002 - RELEASE AND RECHARGE DEFERRED TAXES TO CORRECT OWNER.	1174945/0	2127	80665	680.29
CBH PROPERTIES, LLC NOTE: 2002 - RELEASE AND RECHARGE DEFERRED TAXES TO CORRECT OWNER.	1174945/0	2127	80669	854.13
CBH PROPERTIES, LLC NOTE: 2002 - RELEASE AND RECHARGE DEFERRED TAXES TO CORRECT OWNER.	1174945/0	2127	80668	793.12
CBH PROPERTIES, LLC NOTE: 2002 - RELEASE AND RECHARGE DEFERRED TAXES TO CORRECT OWNER.	1174945/0	2127	80666	705.72
CONSECO, FINANCE CO NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11816640, JOE LUTHER.	1198958/0		80764	229.75

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NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
CONSECO, FINANCE CO	1198980/0		80629	228.63
NOTE: 2001 - RELEASED MOBILE HOME. LISTED AND PAID ON ACCOUNT NUMBER 11880050, SAMUEL HARRIS.				
CONSECO, FINANCE CO	1199303/0		80635	292.38
NOTE: 2001 - RELEASED MOBILE HOME. BILLED TO CONSECO IN ERROR. LISTED ON ACCOUNT NUMBER 11714110, LINDSEY HARRIS AND CRISSTY T.				
CORMACK, MILDRED MORRIS ETALS	1169713/0	4381	80836	345.75
NOTE: 1998 - LAND PRICED INCORRECTLY DUE TO KEYPUNCH ERROR.				
CORMACK, MILDRED MORRIS ETALS	1169713/0	4381	80835	322.72
NOTE: 1999 - LAND PRICED INCORRECTLY DUE TO KEYPUNCH ERROR.				
CORMACK, MILDRED MORRIS ETALS	1169713/0	4381	80832	266.76
NOTE: 2002 - LAND PRICE INCORRECT DUE TO KEYPUNCH ERROR.				
CORMACK, MILDRED MORRIS ETALS	1169713/0	4381	80834	299.69
NOTE: 2000 - LAND PRICED INCORRECTLY DUE TO KEYPUNCH ERROR.				
CORMACK, MILDRED MORRIS ETALS	1169713/0	4381	80833	276.65
NOTE: 2001 - LAND PRICED INCORRECT DUE TO KEYPUNCH ERROR.				
CRADDOCK, WESLEY EUGENE	2060720/7		80822	105.74
NOTE: 2002 - VEHICLE CHARGED IN ERROR.				
CRADDOCK, WESLEY EUGENE	2060720/4		80821	121.24
NOTE: 2002 - VEHICLE CHARGED IN ERROR.				
DAIL, EDWARD EARL	9110581/7		80780	114.05
NOTE: 1999 - PRORATE TAXES ON VEHICLE.				
DO, SON CAO	1120067/9		80647	162.53
NOTE: 2001 - PRORATE TAXES ON VEHICLE.				
EDGE, MELYDIA JAC	2050165/3		80785	129.47
NOTE: 2002 - PRORATE TAXES ON VEHICLE.				
FARMER, LILLIAN	1181251/0		80564	140.74
NOTE: 2000 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 10795840, ELIZABETH FARMER.				
FARMER, LILLIAN	1181251/0		80563	122.42
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 10795840, ELIZABETH FARMER.				

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TAX RELEASE FORM  
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NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
FLORES, SERGIO FLORES	1181646/0		80676	128.21
NOTE: 2002 - MOBILE HOME BILLED IN ERROR.				
FORBES, ADA HARDEE	1164877/0	7844	80730	790.16
NOTE: 2002 - ADJUST VALUE ON 2002 DEFERRED TAX BILLING DUE TO MARKET VALUE WAS INCORRECT DUE TO APPRAISAL ERROR.				

FORBES, ADA HARDEE 1164877/0 7844 80731 818.54

NOTE: 2001 - ADJUST VALUE ON 2001 DEFERRED TAX BILLING DUE TO MARKET VALUE WAS INCORRECT DUE TO APPRAISAL ERROR.

FORBES, ADA HARDEE 1164877/0 7844 80733 954.96

NOTE: 1999 - ADJUST VALUE ON 1999 DEFERRED TAX BILLING DUE TO MARKET VALUE WAS INCORRECT DUE TO APPRAISAL ERROR.

FORBES, ADA HARDEE 1164877/0 7844 80732 886.75

NOTE: 2000 - ADJUST VALUE ON 2000 DEFERRED TAX BILLING DUE TO MARKET VALUE WAS INCORRECT DUE TO APPRAISAL ERROR.

GARCIA, LYNNE LANGLEY 2060021/7 80830 104.55

NOTE: 2002 - VEHICLE CHARGED IN ERROR.

GODLEY, DALTON 1189466/0 80625 234.44

NOTE: 2002 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11624860, GODLEY, DALTON AND SPENCER, BRENDA.

HADDOCK, STEVEN EARL 1194853/0 80544 199.19

NOTE: 2002 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11269840, HADDOCK, STEVEN EARL AND WIFE PEGGY ANN.

HARDY, SHANNON ZIKAYYAH 1060957/5 80708 126.13

NOTE: 2002 - VEHICLE CHARGED IN ERROR.

HATTERAS HAMMOCKS, INC. 3774150/0 80773 6628.06

NOTE: 2002 - BUSINESS PERSONAL PROPERTY CHARGED IN THE CITY LIMITS IN ERROR. RELEASE AND RECHARGE TO ACCOUNT NUMBER 1194992/0.

HOLLOMAN, OSCAR L. & 20384/0 44005 80754 306.41

NOTE: 2002 - RELEASE AND RECHARGE TO ACCOUNT NUMBER 1191388/0 (SIGMON, KENNETH LYNN & WF. GEORGIA MCLAMB).

HOPKINS, LONNIE EARL 1198426/0 80763 214.92

NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11873990, SAME NAME.

HUNTER, ANGELA SHEPARD 2040685/0 80770 116.78

NOTE: 2002 - VEHICLE CHARGED IN ERROR.

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TAX RELEASE FORM  
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NAME ACCOUNT # PARCEL # RELEASE # TOTAL RELEASED

JACKSON, JESSIE SHERWOOD 2050084/6 80692 171.84

NOTE: 2002 - PRORATE TAXES ON VEHICLE.

LEGREAR, HAROLD J 2050658/6 80843 101.39

NOTE: 2002 - VEHICLE CHARGED IN ERROR.

MAYS, LORETTA CHARLOTTE 1162569/0 80548 204.19

NOTE: 2001 - RELEASED MOBILE HOME. DOUBLE LISTED ON THIS SAME ACCOUNT.

MCDANIEL, EVELYN CLARK 1195511/0 80562 123.62

NOTE: 2002 - RELEASED ENTIRE BILL. WILL REBILL.

MCLAUGHLIN, ANTHONY 1198885/0 80555 191.40

NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11876690,  
ANTHONY MCGLAUGHLIN.

MENTAL HEALTH ASSOC	1120203/5		80789	100.95
NOTE: 2001 - VEHICLE CHARGED IN ERROR.				
MIRACLE, WAYNE ANTHONY	2050472/8		80558	106.28
NOTE: 2002 - VEHICLE CHARGED IN ERROR.				
MOORE, GERALD ROGERS &	1171821/0		80851	111.25
NOTE: 2001 - RELEASED DUE DOUBLED BILLED ON THIS ACCOUNT.				
MOSLEY, TANTELANE DENISE	1198938/0		80711	261.82
NOTE: 2002 - RELEASED MOBILE HOME. BILLED ON ACCOUNT NUMBER 11973910, SAME NAME.				
MOYE, CYNTHIA	1195553/0		80839	193.92
NOTE: 2002 - RELEASED MOBILE HOME AND BILLED TO JAMES M. HOLMES PER REQUEST WITH CONSECO.				
MOYE, LOUISE H. LIFE ESTATE	1152286/0	63881	80746	663.00
NOTE: 2002 - CORRECT CONDITION FACTOR DUE TO RETENTION POND.				
NOBLES, MAXINE DIXON HEIRS	6012825/0	6151	80616	386.71
NOTE: 2002 - RELEASE AND RECHARGE HOUSE TO PARCEL NUMBER 42802 (MCCOTTER, LORETTA). CHARGED TO INCORRECT LOT.				
PARKER, SANDRA GREEN	1187448/0		80584	176.54
NOTE: 2001 - MOBILE HOME FLOODED.				
POMINVILLE, KAREN LYNN	2050080/6		80624	110.15
NOTE: 2002 - PRORATE TAXES ON VEHICLE.				

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TAX RELEASE FORM  
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NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
PORTER, CAROL DEAN	1060762/4		80674	157.65
NOTE: 2001 - VEHICLE CHARGED IN ERROR.				
ROGERS, SHIRLEY	1198759/0		80546	243.39
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11991530, SHIRLEY RODGERS.				
SIGMON, KENNETH LYNN &	1191388/0	19918	80753	345.44
NOTE: 2002 - RELEASE AND RECHARGE TO ACCOUNT NUMBER 20384/0 (HOLLOMAN, OSCAR L. & WF. CAROL P.).				
SPAIN, DAVID JATIE	98789/0		80552	300.89
NOTE: 2001 - RELEASED FOUR MOBILE HOMES AND LANDFILL FEE.				
SPAIN, DAVID JATIE	98789/0	54808	80551	309.83
NOTE: 2002 - RELEASED FOUR MOBILE HOMES AND LANDFILL.				
WHITE CONCRETE CO.	8598100/0		80808	271.43
NOTE: 2002 - ADJUST BILL FOR ASSETS OVERREPORTED.				
WHITE, GREGORY A	1201191/0		80706	181.10
NOTE: 2002 - RELEASED BOAT AND BOAT MOTOR. DOUBLE LISTED ON THIS SAME				

ACCOUNT.

WHITEHEAD, ADA	1181177/0		80547	167.91
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11940880, IDA WHITEHEAD.				
WILLIAMSON, JAMES M.	65946/0	35708	80632	979.40
NOTE: 2002 - RELEASE AND RECHARGE BUILDING TO PARCEL NUMBER 64059.				
WINDHAM, EDWARD CANNON HEIRS	8961750/0	25454	80620	360.60
NOTE: 2002 - RELEASE AND RECHARGE TO ACCOUNT NUMBER 1201399/0 (WINDHAM, RACHEL HAMILL).				
WISEMAN, CHRISTINE COURTNEY	1198537/0		80569	259.49
NOTE: 2002 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11974230, JIMENEZ, ANGEL.				
WYNN, JOSEPH DOUGLAS	1153005/0		80760	107.96
NOTE: 2002 - RELEASED MOBILE HOME. TAXABLE IN LENOIR COUNTY.				
ZHANG, NU	2031041/9		80702	119.82
NOTE: 2002 - VEHICLE CHARGED IN ERROR.				

TOTAL RELEASES:        69                    28474.46

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 9/30/02                    CITY OF GREENVILLE                    PAGE.... 1  
TAX RELEASE FORM  
GREATER THAN \$100

NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
BAKER, KEITH GARRY	2060278/5		80740	108.62
NOTE: 2002 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.				
CHERRY, PAMELA HOLLAND	2050714/7		80596	147.92
NOTE: 2002 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.				
COWARD, LATISHA LASHAE	1080047/1		80655	114.74
NOTE: 2001 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.				
CRADDOCK, WESLEY EUGENE	2060720/4		80821	129.65
NOTE: 2002 - VEHICLE CHARGED IN ERROR.				
CRADDOCK, WESLEY EUGENE	2060720/7		80822	115.63
NOTE: 2002 - VEHICLE CHARGED IN ERROR.				
DO, SON CAO	1120067/9		80647	147.91
NOTE: 2001 - PRORATE TAXES ON VEHICLE.				
EDGE, MELYDIA JAC	2050165/3		80785	117.10
NOTE: 2002 - PRORATE TAXES ON VEHICLE.				



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:**  
**Approve as submitted.**  
**Motion made by Vice Chairwoman Beth Ward.**  
**Motion seconded by Commissioner Terry Shank.**  
**Motion Passed Unanimously.**

*Budget Amendment - Solid Waste - Melonie Bryan*

**Information Provided with the Agenda**

This budget amendment brings forward from last fiscal year by way of fund balance, the insurance proceeds received related to the loader fire at the Solid Waste facility. The repairs have now been completed.

Department: Solid Waste Date of Request: 10-1-02

FY Budget: 02-03

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
602850 499100	Fund Balance Appropriated	21,283	
607200 535905	Fire Damage	21,283	

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

Brings forward insurance proceeds received at the end of last fiscal year for payment of repairs related to the loader fire at the Solid Waste facility that were recently completed and to be paid.

**Motion:**  
**Approval of budget amendment as submitted**  
**Motion made by Vice Chairwoman Beth Ward.**  
**Motion seconded by Commissioner Terry Shank.**  
**Motion Passed Unanimously.**

*Budget Amendment - State Grants - JCPC Juvenile Crime Prevention - Melonie Bryan*

**Information Provided with the Agenda**

This amendment brings forward unspent fund balance from last year from the JCPC Juvenile Crime Prevention program that must be returned to the State.

Department: State Grants Date of Request: 10-1-02

FY Budget: 02-03

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
243666 499100	Fund Balance	4,773	
245666 569399	Prior Year Refund	4,773	

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

Bringing unspent fund balance from the JCPC Pitt County Juvenile Crime Prevention Council program forward to new year in order to return to the State.

**Motion:**

**Approval of budget amendment as submitted.  
Motion made by Vice Chairwoman Beth Ward.  
Motion seconded by Commissioner Terry Shank.  
Motion Passed Unanimously.**

*Approval of Minutes - Trish Staton*

**Information Provided with the Agenda**

October 7, 2002

**Motion:**

**Motion made by Vice Chairwoman Beth Ward.  
Motion seconded by Commissioner Terry Shank.  
Motion Passed Unanimously.**

*Monthly Financial Report - September 2002 - Melonie Bryan*

**Information Provided with the Agenda**

Fund Balance - General Fund:	\$ 48,007,392.	(06/30/02)
designated)	\$ 40,854,227.	(Unreserved - \$9,693,614
	40.08%	

Total Budget: \$178,810,986. 25.00% of Fiscal Year completed

Summary of Revenues:	Sept 2002	YTD 02-03
General Operating Funds	\$ 7,151,158.	\$ 31,018,613.**
Enterprise Fund	426,102.	2,244,169.
All Other Funds	2,049,162.	6,419,198.
Totals	\$ 9,626,422.	\$ 39,681,981.
Percent of Budget:	5.38%	22.19%

Summary of Expenditures:	Sept 2002	YTD 02-03
General Operating Funds	\$ 9,972,529.	\$ 27,600,687.
Enterprise Fund	613,778.	1,493,001.
All Other Funds	3,867,796.	2,326,134.
Totals	\$ 13,873,052.	\$ 20,833,515.
Percent of Budget:	7.75%	11.7%

\*\*Net of Fund Balance Appropriated.

**Motion:**

**Accept for the record.**

**Motion made by Vice Chairwoman Beth Ward.**

**Motion seconded by Commissioner Terry Shank.**

**Motion Passed Unanimously.**

**Items for Decision**

*Budget Amendment-State Excise Tax on Controlled Substances - Ward Parker*

**Information Provided with the Agenda**

The Sheriff's Office has received funds from the state for taxes collected on controlled substances. These are restricted funds to be used solely for law enforcement purposes. These funds are being appropriated to the respective accounts in the budget.

Department: Sheriff-State Excise Tax Date of Request: 10/4/02

FY Budget: 02-03

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
223602 426500 -	Excise Tax on Controlled Substances-	19445.91	
225602 539500 -	Training	5000.00	
225602 528000	Law Enforcement Supplies	5000.00	
225602 539903	Drug Information	4000.00	
225602 553001	Law Enforcement Equipment	5455.91	

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

To appropriate funds received from the state for taxes collected on controlled substances since July 1, 2002.

**Motion:**

**Approve the budget amendment as presented.**

**Motion made by Commissioner Glenn Bowen.**

**Motion seconded by Commissioner Eugene James.**

**Motion Passed Unanimously.**

**A short break was held at this time.**

*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 has developed a new plan. The Department is submitting the new "Plan" for review and approval. The new "Plan" was developed and approved by a committee appointed by the County Board of Commissioners. The County Board of Social Services approved the new Work First County Block Grant Plan at their October 14, 2002 meeting.

The Department of Social Services requests the Board approve the Work First Block Grant Plan.

**Meeting Notes**

Mr. Ed Garrison, Social Services Director, stated he would like the Board to adopt the Work First Plan for Pitt County for 2003-04 and 04-05. Commissioner Royal commended Mr. Garrison and his staff of their work of moving families off of welfare. He stated concern about the tracking of these families.

Mr. Garrison said that there had been a 78.3% reduction in families on Work First. He said this Board appointed the committee that has overseen this program. County Manager and Commissioner James were on the committee as well as recipients and other agencies representatives. He said this program shows a commitment to people as they come to Social Services to help connect them with the STRIVE program, employment assistance, and instead of waiver for mothers not working for children under 1 year old, it has been reduced to the child being 6 months old. He said this is not a popular decision but the quicker people have to be off the program the quicker they will get back to work. He shared a success story as an example. He thanked the Board for their support. He said he is concerned about future support with the budget as it currently exists. Commissioner Johnson said that the Work First program show that it is working by people getting back in the workforce.

**Motion:**

**Approval of Work First Plan for fiscal years 2003-04 and 2004-05.**

**Motion made by Commissioner David Hammond.**

**Motion seconded by Commissioner Eugene James.**

**Commissioner Royal commended Mr. Garrison and staff on their work to move families off of welfare but is concerned about the tracking of these families.**

**Motion Passed Unanimously.**

*Budget Amendment - Sheriff's Traffic Accident Reduction Unit Grant (STAR). - Ward Parker*

**Information Provided with the Agenda**

The Sheriff's Office has received approval from the North Carolina Governor's Highway Safety Program to receive second year funding for the STAR grant. The new funding became effective October 1, 2002. This grant will continue to provide for three deputies, with 75% of personnel costs and 50% coverage of equipment expenses. This is a joint highway safety

program which includes Craven and Greene counties. The grant amount for Pitt County is \$141,648 which includes a local match of \$38,862.

**Motion:**

**To approve the budget amendment as presented.**

**Motion made by Commissioner Tom Johnson.**

**Motion seconded by Commissioner Randy Royal.**

**Motion Passed Unanimously.**

*Bell Arthur EMS Personnel - Bobby Joyner*

**Information Provided with the Agenda**

When the 2002-2003 budget for Emergency Medical Services was approved, there were funds in the budget to hire County personnel to operate Bell Arthur EMS and this is what the Captain said the squad wanted. This Captain resigned in July 2002. The new Captain came to me and asked if the squad could do their own hiring of personnel. I met with the squad on July 21, 2002, and discussed the option with them. They asked me to give them a chance. I met with the County Manager Scott Elliott, John Bulow and Melonie Bryan and discussed this with them. It was agreed to let the squad operate with their personnel as long as they could meet the requirements of the County contract and when the Emergency Medical Services Advisory Commission was appointed this would be presented to them to make a recommendation to the Pitt County Board of Commissioners.

The Emergency Medical Services Advisory Commission had its first meeting on September 26, 2002 and this was presented to them for a recommendation. It is their recommendation to let the Bell Arthur EMS squad operate with them hiring their own personnel as they have in the past; as long as they can meet the requirements in the County contract.

There needs to be a budget amendment made to move \$107,926.00 from Salary Increases Reserve to EMS Personnel. This will give Bell Arthur EMS the funds to hire their own personnel. This funding is within the guidelines used to fund the other squads.

**Meeting Notes**

Mr. Bobby Joyner said that they met with Bell Arthur who had asked to allow them to continue with the existing program. They took this request to the EMS Advisory Board who approved it and asked Mr. Joyner to take the request to the Board of Commissioners. Commissioner Johnson said this is an example of where the Board moved too fast on the EMS matter and the County should have left them alone. Commissioner James agreed with Commissioner Johnson.

**Department:** EMS District

**Date of Request:** 10-8-02

**FY Budget:** 02-03

<b>ACCOUNT NO.</b>	<b>TITLE OF ACCOUNT</b>	<b>INCREASE</b>	<b>DECREASE</b>
2817100 518999	Salary Increase Reserve		107,926
2817100 569902	EMS Personnel	107,926	

**Motion:**

**Recommend that the squad be allowed to hire their own personnel and operate as they have in the past; as long as they can meet the requirements in the County contract. Approve attached budget amendment as presented.**

**Motion made by Vice Chairwoman Beth Ward.  
Motion seconded by Commissioner Eugene James.  
Motion Passed Unanimously.**

*Greenville Urban Area Bicycle Master Plan - James Rhodes*

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

Over the past four years, the 37 member Greenville Urban Area Bicycle Task Force has developed a Bicycle Master Plan for the Greenville/Winterville area. County representatives from Community Schools and Recreation and the Planning Department served on the Task Force.

The Greenville Urban Area Bicycle Master Plan is intended as a tool in planning future bicycle transportation needs in our urban area with the goal of making our community more bicycle friendly. Major recommendations include: specific numbered bikeway routings; transportation development policies and cost-effective standards; increasing or continuing bicycle safety programs; promoting bicycling; and seeking funding from the state and private sources.

The Pitt County Planning Board has received a presentation about the plan earlier this year and offered comments and ideas. The plan is now being presented to the local governing boards in Greenville, Winterville and Pitt County prior to consideration for adoption by the Greenville Urban Area Metropolitan Planning Organization.

Copies of the plan are available from the Greenville Engineering Department (329-4467) and the Pitt County Planning Department (902-3250). Also, the Plan can be viewed in the Clerk to the Board of Commissioners' Office at 1717 W. 5th St., Greenville, NC 27834.

#### **Meeting Notes**

Mr. James Rhodes introduced Ron Sveikowsky, City of Greenville Planner. He has worked on the Bicycle Urban Area Master Plan. Mr. Sveikowsky said they are asking for the Board's approval of this plan. There are thirty-seven members of the task force. The charge was to develop a bicycle master plan. People began before the plan was complete to work on roadways, putting bike racks on Great Buses, and bike racks are being installed at popular places. The recommendation is that bicycles be considered as part of the Department of Transportation's plans as part of everyday life in the towns of Winterville, Greenville, ECU, and Pitt County. There are fifteen to twenty volunteers on the road system. They want a transportation system that takes all variables into account. Specific bike routes are supplied. He reviewed the highlights of the plan and requested the Board endorse this plan. The plan will be presented to Greenville City Council also for approval.

#### **Motion:**

**Recommend adoption of the Greenville Urban Area Bicycle Master Plan by the Greenville Urban Area Metropolitan Planning Organization.  
Motion made by Commissioner Tom Johnson.  
Motion seconded by Commissioner Randy Royal.  
Motion Passed Unanimously.**

*Solid Waste Transfer and Disposal Contract - Phil Dickerson*

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

The Engineering Department, after appropriate advertising, received bids for transfer and disposal of the County's solid waste on October 10, 2002 at 2:00 p.m. The lowest bid was \$24.50 per ton. Our present price is \$31.52 per ton. We estimate that next year's tonnage will be approximately 140,000. The bid produces an annual saving of approximately \$980,000.

A bid tabulation is attached.

**SOLID WASTE TRANSFER  
AND DISPOSAL CONTRACT  
BID TABULATION  
OCTOBER 10, 2002**

Company	Waste Industries, Inc. Post Office Box 3046 Greenville, NC 27836	Republic Services of N. C., LLC 1922 Republican Road Aulander, NC 27805	Waste Management, Inc. 10411 Globe Road Morrisville, NC 27560
Bid Bond	Yes	Yes	Yes
Addendum #1	Yes	Yes	Yes
Addendum #2	Yes	Yes	Yes
Addendum #3	Yes	Yes	Yes
1. Cost per ton	\$27.75	Add. #1 20.5 Ton 24.5 Ton Payload Payload \$25.50 \$24.50	\$31.50
2. Additional Charge	\$2.62	\$5.75	\$31.50
3. Fuel – Gallons per load	45	25	45

5. Gypsum Wall Board Loads	\$566.79	\$425	\$225
6. EJE Recycling Loads	\$172.50	\$160.00	\$95

**Meeting Notes**

Mr. Dickerson said that the Board made this happen by allowing them to spend money on this previously.

**Motion:**

**That the Pitt County Board of Commissioners authorize it's Chairman to execute a contract with Republic Services of North Carolina, LLC, the low bidder.**

**Motion made by Commissioner Eugene James.**

**Motion seconded by Commissioner Terry Shank.**

**Motion Passed Unanimously.**

*Citizen's Advisory Committee For Animal Control - Phil Dickerson*

**Information Provided with the Agenda**

Since Pitt County has assumed operational responsibility for the Animal Shelter, it is felt that a Citizen's Advisory Committee For Animal Control could provide valuable assistance in structuring a Shelter operation and general animal control program that will be responsive to the needs of the majority of Pitt County residents.

**CITIZENS ADVISORY COMMITTEE FOR  
PITT COUNTY ANIMAL CONTROL**

The Citizens Advisory Committee for Pitt County Animal Control is established for the following purposes:

To advise the County Staff and Board of Commissioners concerning Animal Shelter operations and Animal Control Policies in general.

To recommend schedules and changes thereto for the services provided.

To recommend and document operational procedures and changes thereto to the staff and/or Pitt County Board of Commissioners.

To advise the staff and the Pitt County Board of Commissioners regarding the development, design, and renovation of new and existing facilities.

To review and have input to the Animal Control Budget.

To promote spay and neuter programs and other animal population control programs in the community.

To organize and promote the solicitation of private funds and in kind contributions to the Animal Control Program.

To promote the adoption of unwanted animals.

The Committee shall meet at a time to be set by the Committee at least quarterly or more frequently when circumstances necessitate more frequent meetings. The staff shall make every reasonable effort to set a meeting time to accommodate each member's schedule. However, the members present shall constitute a quorum.

The Committee shall first make its recommendations to the staff. If the staff and committee cannot agree, then the Committee may present its recommendations to the County Manager.

The Committee membership shall consist of the following:

- 1 Veterinarian
- 1 SPCA Representative
- 1 Humane Society Representative
- 1 Pitt County Animal Control Representative
- 1 Saving Graces 4 Felines Representative
- 1 County Commissioner
- 1 Citizen at Large (Changed to 2 citizens at large)

Committee members shall be appointed by the Pitt County Board of Commissioners for a term of two years. Appointments for more than one term shall be governed by policies of the County in effect at the time the appointment is considered by the Board.

**Meeting Notes**

Commissioner Bowen suggested that the terms be staggered so everyone's term does not end at the same time. It was also requested that there be two citizens at large instead of one citizen at large.

**Motion:**

**That the Pitt County Board of Commissioners authorize the establishment of a Citizen's Advisory Committee For Animal Control to be appointed and to serve in compliance with the policies of the County in effect at the time of appointment, with the change of two citizens at large.**

**Motion made by Commissioner Terry Shank.**

**Motion seconded by Commissioner Eugene James.**

**Motion Passed Unanimously.**

*Budget Amendment - Insurance Reimbursement/Contingency - Melonie Bryan*

**Information Provided with the Agenda**

This budget amendment appropriates the funds received from our insurance coverage for damages sustained to equipment at the administrative complex as a result of a lightening strike. The amendment totals \$96,500, \$2,500 of which is our deductible that is being transferred from the County's contingency funds.

Department: Various Date of Request: 10/21/02

FY Budget: 02-03

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
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102800 485000	Insurance Settlements	96,500	
109910 599100	Contingency		2,500
104335 535200	Communications - R&Maint - Equip	3,000	
104240 535901	MIS - R&Maint - Computers	91,100	
165411 535200	DSS - R&Maint - Equip	400	
104260 535100	Engineering - R&Maint - Building	2,000	

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

Appropriation of insurance reimbursements for damages sustained to computer, telephone, and communications systems by lightning strike. The insurance deductible is being appropriated from Contingency funds.

**Motion:**

**Approval of budget amendment as submitted.**

**Motion made by Commissioner Randy Royal.**

**Motion seconded by Commissioner Terry Shank.**

**Motion Passed Unanimously.**

*Extension of Farmers Market Operating Schedule - Melonie Bryan*

**Information Provided with the Agenda**

At the request of Commissioner Bowen, this item is being submitted for consideration.

Background: Due to severe budget constraints, the Farmers Market budget was reduced along with other County departments during FY 02-03 budget preparation. This amounted to a \$590 reduction in salaries which accounted for approximately 43 hours of work that the Market was to deduct from their annual schedule at their discretion to remain within budget.

Extension of Hours: At Commissioner Bowen's request, Mitch Smith, County Extension Director, has submitted information on extending the Market's hours an additional 110 hours from November 24 through December 24 to operate Fridays (8:00 a.m. - 3:00 p.m.) and Tuesdays, Thursdays and Saturdays (8:00 a.m. - 1:00 p.m.). Salary and benefits for the employee to work these additional hours would require \$1,784.

Should the Board desire to fund the extension of hours for the Farmers Market, a budget amendment has been prepared for your consideration that would transfer the \$1,784 from the County's contingency reserves.

**Meeting Notes**

Commissioner Bowen said that he had been to the Farmer's Market on Saturday and talked with the people there. He said they feel that two days a week would be sufficient. He asked the Board to approve the funds to open the Farmers Market Fridays and Saturdays through the 24th of December, 2002.

**Motion:**

**Give them the funds to open it Fridays and Saturdays through the 24th of December.**

**Motion made by Commissioner Glenn Bowen.**

**Motion seconded by Commissioner Eugene James.**

Commissioner Johnson said the Board is again trying to bust the budget. He stated that the Board is freezing other things and now looking at extending services in other areas. Commissioner Shank said she was uncomfortable with setting this precedence. Vice Chairwoman Ward said she was not sure about how many vendors would remain out there through this date. Mr. Elliott said that it had been communicated with Mr. Mitch Smith about reducing the hours. Commissioner Bowen said he is proud of the Farmers Market. Commissioner Johnson said he visits the Farmers Market and observes who the members are but if Mr. Smith had felt the hours should be changed it would have been done over time.

**Vote Record:**

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

**Total Yes Votes: 5**

**Total No Votes: 4**

**Motion Passed.**

*Pitt County Organizational Chart Modifications and Position Reclassifications - Scott Elliott*

**Information Provided with the Agenda**

At the Board of Commissioners August 16, 2002 meeting, the Board considered and approved the implementation of Phase II of the Pitt County Classification Study. This agenda item addressed the equity of the positions within the County's pay plan as well as the Sheriff's recommendations for the Law Enforcement Incentive Plan.

As a result of the implementation of the Classification Study, I am proposing that the organizational chart of the County be modified. I am proposing that the Board approve the reclassification of three existing positions into three "Deputy County Manager" positions. These are as follows:

- |  |  |
|--|--|
| • Old Position/Title                   | New Position/Title                       |
| • Assistant County Manager             | Deputy County Manager/Community Services |
| • Director of Financial Services       | Deputy County Manager/Financial Services |
| • Director of Facilities & Development | Deputy County Manager/Public Services    |

It should be noted that through the Reclassification Study, all three of the above existing positions were placed on the same salary pay grade. Within the grade for each position, each of the three individuals are at different salary increment levels. The attached correspondence is a recommendation from the Mercer Group, Inc. concerning this matter. The three Deputy positions would obviously report to me and I would also have several direct reports departments of my own under this scenario. If approved, I would consider this group to be my primary "Management Team". Other top level department heads could also be asked to sit-in with the Management Team on an as needed basis (i.e. Chief Information Officer, etc.). As a matter of reference, I have included a copy of the County's current organizational chart.

As a side note, I would continue to utilize the concept of meeting with the "Central Staff" to go over the preparation of the Board's meeting agendas as well as any other items. Central

Staff includes the following departments/individuals": Financial Services, MIS, PIO, Legal, Clerk to the Board, Human Resources, Planning, Engineering and the Assistant County Manager.

#### **Meeting Notes**

Mr. Elliott stated that he is requesting the three positions be reclassified into new titles as described in the abstract. All three of these positions would be on the same pay grade but they do not have the same salary. In working with the Mercer Group, this was their recommendation as a natural outgrowth for a management team. He stated he would continue to utilize Central Staff as in the past. The main real change would have Mental Health reporting directly to the Manager. Commissioner Bowen said he understood that there would be no pay increases. Mr. Elliott stated that is correct. Commissioner Shank asked about joint supervision of the Clerk to the Board. She stated that the Clerk should be included on the organizational chart.

#### **Motion:**

**It is recommended to approve the reclassification of the above three positions and to amend the County's organizational chart to reflect this change.**

**Motion made by Commissioner Glenn Bowen.**

**Motion seconded by Vice Chairwoman Beth Ward.**

**Motion Passed Unanimously.**

*Appointment to the Juvenile Crime Prevention Council - Susan Banks*

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

Faris Dixon has been nominated by the Juvenile Crime Prevention Council to serve as a District Attorney representative on the board.

Celeste Crawford has been nominated by the Juvenile Crime Prevention Council to serve as the Mental Health Representative.

Applications are on file for these individuals.

#### **Motion:**

**Appoint Faris Dixon and Celeste Crawford to the Juvenile Crime Prevention Council.**

**Motion made by Commissioner Randy Royal.**

**Motion seconded by Commissioner Glenn Bowen.**

**Motion Passed Unanimously.**

*Appointment to the Breastfeeding Advisory Council - Susan Banks*

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

Catherine Sullivan is requesting Theresa Blount be appointed to the Breastfeeding Advisory Committee. Rhonda Argenbright and Theresa Blount will serve as a shared (50/50) position representing the PCMH in the Neonatal Intensive Care Unit. The expiration date for this seat is 8/21/2004.

#### **Motion:**

**Appoint Theresa Blount to the Breastfeeding Advisory Council.**

**Motion made by Vice Chairwoman Beth Ward.**

**Motion seconded by Commissioner Terry Shank.**

**Motion Passed Unanimously.**

#### **Commissioners' Comments**

**Meeting Notes**

Vice Chairwoman Ward said that the Commissioner Comments were initiated for the commissioners to report on the committees that they serve on. She said she would like for the commissioners to keep in mind that this was the purpose of these comments. She said items should not be brought up to vote on during this time.

**Adjourn****Motion:**

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

**Motion made by Commissioner Randy Royal.**

**Motion seconded by Commissioner Eugene James.**

**Motion Passed Unanimously.**

Respectfully Submitted,

Susan J. Banks, CMC  
Clerk to the Board