

**PITT COUNTY BOARD OF COMMISSIONERS
GREENVILLE, NORTH CAROLINA
DECEMBER 16, 2002 MINUTES**

The Pitt County Board of Commissioners met on Monday, December 16, 2002, at 9:00 AM in the Commissioners' Auditorium, Pitt County Office Building, 1717 W. 5th Street, Greenville, North Carolina.

Commissioners present:

Beth B. Ward, Chairwoman
Eugene James, Vice Chairman
John Minges, Commissioner
Jimmy Garris, Commissioner
Mark Owens, Jr., Chairman
Glenn Bowen, Commissioner
Tom Coulson, Commissioner
David Hammond, Commissioner
Randy Royal, Commissioner

Staff present:

Scott Elliott, County Manager
Susan Banks, Clerk to the Board
Melonie Bryan, Director of Financial Services
John Bulow, Assistant County Manager
John Chaffee, Development Commission Director
Glenn Cutrell, Tax Assessor
Phil Dickerson, Director of Facility Services
Debra Dihoff, Mental Health Area Director
Bobby Joyner, EMS Director
Mac Manning, Sheriff
Glen Moore, Planner II
Jeff Niebauer, Tax Collector
James Rhodes, Planning Director
Michael Taylor, MIS Director

Call to Order

Information Provided with the Agenda

Chairwoman Ward called the meeting to order and welcomed everyone.

Invocation and Pledge

Information Provided with the Agenda

The invocation was offered by Commissioner Royal.
The Pledge of Allegiance was led by Commissioner Garris.

Approval of Agenda

Motion:

Commissioner James asked that item for decision #1 be postponed until a later meeting. There were no objections. Motion to approve agenda as amended. Motion made by Commissioner David Hammond. Motion seconded by Commissioner Eugene James.

Motion Passed Unanimously.

Public Hearings

Scattered Site 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 (DCA). The County has received notification from DCA that Pitt County is scheduled to receive a Scattered Site Housing allocation of \$400,000 (see attached notification letter). In order to receive these funds, the County will have to prepare an application involving all of the non-entitlement municipalities within the County. The first step in this process is to have the Board of County Commissioners hold a public hearing. At this public hearing Planning staff will explain the CDBG program and request permission from the Board to submit an application to receive these funds. No county match is required.

Staff sent a notification letter to all the non-entitlement municipalities regarding the CDBG program (see attached letter). On November 25th, Staff met with the interested municipalities, which consist of Ayden, Farmville, Fountain and Winterville to discuss the program. The CDBG eligibility requirements, as well as the program priorities were discussed at this meeting. The eligibility requirements for the CDBG program are: 1) applicant dwellings must be owner-occupied, and 2) applicants must be very low-income which is considered to be at or below 50% of the Pitt County median income.

The interested municipalities have been advised that their participation in this program in no way guarantees that a home(s) within their jurisdiction will be selected for the program. Homes with the greatest need will receive priority regardless of the location and, as in the County's past CDBG programs, emphasis will be given to homes with wastewater problems.

Local Government Participation Certification

Background:

The North Carolina Division of Community Assistance (DCA) has conditionally awarded Pitt County and its interested municipalities \$400,000 in Community Development Block Grant (CDBG) funds as part of the FY 2003 Scattered Site Housing Program (SSH). These funds are to be used to address the most critical housing needs of very low-income families within Pitt County. Activities paid with SSH funds must benefit persons with incomes at or below 50% of the Pitt County median income. In addition to FY 2003 funding, Pitt County and its municipalities will be eligible for additional funding every three years on a non-competitive basis.

Eligible uses of these SSH funds include: 1) rehabilitation of very low income owner-occupied single-family housing; 2) acquisition of very low income housing; 3) clearance of very low income housing; 4) relocation of very low income residents; 5) code enforcement limited to CDBG related units; 6) service delivery cost; and, 7) planning and administration costs.

Prior to being awarded the SSH funds officially, Pitt County, as lead agent of this project, must complete and submit an application to the Division of Community Assistance by January 6, 2003. This application must include the following plans: 1) a Community Development Plan – identifying the housing needs within the county; 2) a Housing Distribution Plan – identifying how the SSH

assistance will be delivered within the County and participating municipalities; 3) a Citizen Participation Plan – identifying members of the citizen participation committee and that committee's role in the SSH project; and 4) a Project Administration Plan – identifying the personnel that will deliver the assistance on behalf of the Project.

In addition to these plans, the application must include the following attachments: 1) Federal and State Certification; 2) a Summary Page; 3) a Financial Design Model; 4) a Project Schedule; 5) Project Budget Forms; 6) Civil Rights Lawsuits Disclosure Form; and, 7) a Local Government Participation Certification.

The purpose of the Local Government Participation Certification is to have written documentation for the file that demonstrates the intent of the municipalities within Pitt County to either participate or choose not to participate in this SSH Project. By not participating in this Project, the municipality waives its rights to be included in the aforementioned plans and committees for the FY 2003 Project. However, rights of participation in future SSH Projects within Pitt County will not be waived or forfeited.

Certification:

By signing below I certify that the Town of Ayden will participate in the FY 2003 Scattered Site Housing Program in Pitt County and request the Town of Ayden be considered in all committees, plans and activities relating to this SSH project.

**Signature of Mayor or Chief
Administrative Officer**

Date

By signing below I certify that the Town of Ayden declines participation in the FY 2003 Scattered Site Housing Program in Pitt County.

**Signature of Mayor or Chief
Administrative Officer**

Date

Certification:

By signing below I certify that the Town of Bethel will participate in the FY 2003 Scattered Site Housing Program in Pitt County and request the Town of Bethel be considered in all committees, plans and activities relating to this SSH project.

**Signature of Mayor or Chief
Administrative Officer**

Date

By signing below I certify that the Town of Bethel declines participation in the FY 2003 Scattered Site Housing Program in Pitt County.

**Signature of Mayor or Chief
Administrative Officer**

Date

Certification:

By signing below I certify that the Town of Falkland will participate in the FY 2003 Scattered Site Housing Program in Pitt County and request the Town of Falkland be considered in all committees, plans and activities relating to this SSH project.

**Signature of Mayor or Chief
Administrative Officer**

Date

By signing below I certify that the Town of Falkland declines participation in the FY 2003 Scattered Site Housing Program in Pitt County.

**Signature of Mayor or Chief
Administrative Officer**

Date

Certification:

By signing below I certify that the Town of Farmville will participate in the FY 2003 Scattered Site Housing Program in Pitt County and request the Town of Farmville be considered in all committees, plans and activities relating to this SSH project.

**Signature of Mayor or Chief
Administrative Officer**

Date

By signing below I certify that the Town of Farmville declines participation in the FY 2003 Scattered Site Housing Program in Pitt County.

**Signature of Mayor or Chief
Administrative Officer**

Date

Certification:

By signing below I certify that the Town of Fountain will participate in the FY 2003 Scattered Site Housing Program in Pitt County and request the Town of Fountain be considered in all committees, plans and activities relating to this SSH project.

Signature of Mayor or Chief

Date

Administrative Officer

By signing below I certify that the Town of Fountain declines participation in the FY 2003 Scattered Site Housing Program in Pitt County.

**Signature of Mayor or Chief
Administrative Officer**

Date

Certification:

By signing below I certify that the Town of Grifton will participate in the FY 2003 Scattered Site Housing Program in Pitt County and request the Town of Grifton be considered in all committees, plans and activities relating to this SSH project.

**Signature of Mayor or Chief
Administrative Officer**

Date

By signing below I certify that the Town of Grifton declines participation in the FY 2003 Scattered Site Housing Program in Pitt County.

**Signature of Mayor or Chief
Administrative Officer**

Date

Certification:

By signing below I certify that the Town of Grimesland will participate in the FY 2003 Scattered Site Housing Program in Pitt County and request the Town of Grimesland be considered in all committees, plans and activities relating to this SSH project.

**Signature of Mayor or Chief
Administrative Officer**

Date

By signing below I certify that the Town of Grimesland declines participation in the FY 2003 Scattered Site Housing Program in Pitt County.

**Signature of Mayor or Chief
Administrative Officer**

Date

Certification:

By signing below I certify that the Village of Simpson will participate in the FY 2003 Scattered Site Housing Program in Pitt County and request the Village of Simpson be considered in all committees, plans and activities relating to this SSH project.

**Signature of Mayor or Chief
Administrative Officer**

Date

By signing below I certify that the Village of Simpson declines participation in the FY 2003 Scattered Site Housing Program in Pitt County.

**Signature of Mayor or Chief
Administrative Officer**

Date

Certification:

By signing below I certify that the Town of Winterville will participate in the FY 2003 Scattered Site Housing Program in Pitt County and request the Town of Winterville be considered in all committees, plans and activities relating to this SSH project.

**Signature of Mayor or Chief
Administrative Officer**

Date

By signing below I certify that the Town of Winterville declines participation in the FY 2003 Scattered Site Housing Program in Pitt County.

**Signature of Mayor or Chief
Administrative Officer**

Date

Meeting Notes

Mr. Glen Moore stated the reason for holding the public hearing. Notification was sent to all municipalities except Greenville about this grant. Greenville is an entitlement City. They met with the municipalities that were interested.

Chairwoman Ward declared the public hearing open. Commissioner Hammond asked why some of the municipalities were not interested in the scattered site program. Mr. Moore said they may still be interested in applying for the concentrated needs program. Vice Chairman James asked how much money would be required by the County. Mr. Moore said there are no county matching funds required and this is done every three years. Vice Chairwoman Ward closed the public hearing.

Motion:

**After Public Hearing, authorize staff to submit application for Scattered Site CDBG funds.
Motion made by Commissioner Randy Royal.
Motion seconded by Commissioner Eugene James.**

Motion Passed Unanimously.

Public Addresses to the Board

Meeting Notes

Dr. Tom Johnson spoke about the portfolio money managers. He said this could be the first session of budget sessions for 2003-04. This meeting is to consider how to handle the proceeds from the hospital transfer. He said he believes the money managers will say this has been difficult times but feels there will be improvements in the next coming year. He said he believed the County should stay with the current plan until the budget is considered and then they will have a clearer vision.

Items for Report

Manager's Report - Scott Elliott

Information Provided with the Agenda

- Consider scheduling February 20th for joint Greenville City Council/Pitt County Board of Commissioners meeting.
- Legislative Luncheon, January 8th, 11:30 at Christine's in the Hilton
- 2002-03 NCACC Legislative Goals Conference, January 16-17, 2002, Durham, NC

Meeting Notes

Mr. Elliott reviewed the items on his report. He stated that the Greenville City Manager had proposed a joint meeting of the two boards for February 20th. They would prepare an agenda with topics of mutual consideration and topics of interest. The Managers and Chairpersons could meet to come up with the agenda. He wanted to know if there was interest by this Board to meet. Commissioner Bowen said all the municipalities in the county should be invited and they could each designate one spokesperson. Commissioner Hammond said he watched the City Council meeting and the City Manager had proposed a joint meeting between the Board of Commissioners and the Greenville City Council. Commissioner James said Greenville requested it and this board should agree to meet with them separately. Vice Chairwoman Ward asked for a consensus. She received a consensus to move forward with setting an agenda for the joint meeting proposed on February 20th.

Mr. Elliott reported that the Manager and Attorney have discussed and are working on a luncheon to meet with the Pitt County Delegation to discuss the proposed agenda for legislative goals.

Motion:

Motion to hold legislative luncheon.

Motion made by Commissioner Eugene James.

Motion seconded by Commissioner David Hammond.

Motion Passed Unanimously.

Mr. Elliott reviewed the remainder of his report and also noted the NCACC regional meeting on December 17th in Greenville at Pitt Community College.

*Department Spotlight - Development Commission
- John Chaffee*

Information Provided with the Agenda

The staff from the Development Commission will be presenting their Department Spotlight.

Meeting Notes

Mr. John Chaffee presented a PowerPoint overview of program.

Commissioner Bowen stated that Mr. Chaffee now serves on the Global Transpark Commission. He said the new plan that the Global Transpark Authority has submitted lists Pitt County as a competitor. Mr. Chaffee agreed that they perceive that they are competing with Pitt County for industry. Commissioner Bowen asked if the Board of Commissioners should go on record opposing their perspective as Pitt County being considered a competitor. Vice Chairwoman Ward suggested that this be brought back as an agenda item.

Commissioner James asked how much money from Pitt County has gone to the GTP Authority and how much the paying interest on funds from Pitt County. The response was that no money had gone to the Authority but the GTP is considered a regional park and has received the \$5 license tag fee. Vice Chairman James requested a report to the Board of the funds involved from Pitt County. Commissioner Bowen said the GTP Authority is the agency that is causing the problems.

Vice Chairwoman Ward said one mission as Chairwoman is to have items come back later if they are not on the agenda.

Tax Collector's Monthly Report - Jeff Niebauer

Information Provided with the Agenda

Year to Date tax collections have increased by 5.63% over last year's totals for Pitt County. Year to Date total collections for all entities are up 7.57%. Pitt County's current collection rate is 53.25.

Pitt County Tax Collector's Report

SUMMARY OF 2002/2003 INFORMATION:

SUMMARY OF 2001/2002 FOR COMPARISON:

Tax collection activity Pitt County:		Difference	% Chg
Total Nov. 2002 Collections:	\$1,467,649	Total Nov 2001 Collections: \$1,473,447	(5,798) -0.
Total to Date 2002/2003:	\$23,195,364	Total to Date 2001/2002 \$21,959,421	1,235,943 5.
Pitt County Levy:			
Nov 2002 Levy:	\$42,285,529	Nov 2001 Levy :	\$40,608,529 1,677,000 4.13
Nov 2002 Percent Collected:	53.25	Nov 2001 Percent Collected:	52.43
Original Levy	53.5	Original Levy	52.5
Supplemental & Vehicle	51.1	Supplemental & Vehicle	51.7
Total collection activity all units including Pitt County:			
Total Nov 2002 Collections:	\$2,290,448	Total Nov 2001 Collections:	\$2,280,922 9,526 C
Total to Date 2002/2003	\$36,207,292	Total to Date 2001/2002	\$33,657,907 2,549,385 7
Garnishments for Nov 2002:	\$116,831	Garnishments for Nov 2001:	\$74,800 42,031 5
Bankruptcy for Nov 2002:	\$2,373	Bankruptcy for Nov 2001:	\$3,117 (744)

Occupancy for Oct 2002:	\$100,749	Occupancy for Oct 2001:	\$86,647	14,102	1
Occupancy Total to Date 02/03:	\$381,136	Occupancy Total to Date ½:	\$359,498	21,638	€
Gross Receipts Oct 2002	\$11,772	Gross Receipts Oct 2001	\$14,325	(2,553)	1
Gross Receipts total to Date	\$51,141	Gross Receipts total to Date	\$55,610	(4,469)	€

STATEMENT OF TAXES COLLECTED
BY THE PITT COUNTY TAX COLLECTOR'S OFFICE
2002 - 2003

TAXING UNIT	NOVEMBER 2002	TOTAL TO DATE
Pitt County		
Current Taxes	1,272,949.79	21,922,169.76
Prior Years	161,417.65	1,093,697.81
Interest/Cost	33,281.08	179,496.30
Total Collected	1,467,648.52	23,195,363.87
Landfill Fees	127,050.11	1,911,418.25
Ayden Fire	1,873.77	19,599.74
Ayden Rescue	58.56	766.75
Bell Arthur Fire	2,482.39	33,495.08
Bell Arthur Rescue	971.44	1,580.71
Black Jack Fire	54.09	8,891.27
Clarks Neck Fire	852.27	6,928.92
Eastern Pines Fire	2,823.74	64,552.29
Eastern Pines Rescue	119.98	1,471.99
Falkland Fire	2,465.04	30,175.78
Farmville Fire	3,137.94	15,186.44
Fountain Fire	993.48	5,404.05
Grimesland Fire	1,331.04	11,565.96
Pactolus Fire	1,283.00	17,637.36
Red Oak Fire	2,433.33	33,621.59
Simpson Fire	1,670.09	38,248.74
Staton House Fire	1,461.00	52,323.64
Stokes Fire	1,242.65	11,171.14
Winterville Fire	2,640.65	42,207.50
Grifton Fire	1,683.51	31,201.98
Gardnerville Fire	1,605.67	15,052.36
Pitt EMS	30,482.72	480,115.71
Ayden Town	9,943.21	49,779.85
Bethel Town	12,450.21	136,475.87
Falkland Town	319.78	5,655.81
Farmville Town	7,654.38	57,124.85
Fountain Town	876.73	5,439.47

Grifton Town	5,288.85	29,419.09
Grimesland Town	1,893.39	26,148.93
Simpson Village	1,679.37	43,006.63
Winterville Town	12,374.50	60,025.70
City of Greenville	581,602.10	9,766,234.45
GRAND TOTAL	2,290,447.51	36,207,291.77

COMPARISON OF PERCENTAGES COLLECTED

Nov-02	Nov-01
53.25%	52.43%

OCCUPANCY FOR OCT 2002 - 100,749.12
 BANKRUPTCY FOR NOV 2002 - 2,372.51
 GARNISHMENTS FOR NOV 2002 - 116,830.86
 GROSS RECEIPT FOR OCT 2002 - 11,771.68

Meeting Notes

Mr. Niebauer said that collections are improving and the levy and garnishments are up over last year. He said this has been a good month and the next few weeks will tell as the deadline approaches for January 6th.

Motion:

Approve as Submitted

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Randy Royal.

Motion Passed Unanimously.

Public Forums for draft Countywide Zoning Ordinance - James Rhodes

Information Provided with the Agenda

The Planning Board and staff with assistance from The Wooten Company have developed a draft Countywide Zoning Ordinance and accompanying map. The first series of public forums to solicit input on the draft regulations and map will be held at the following dates and places:

Tuesday, January 7, 2003 @ Chicod Elementary School
 Thursday, January 9, 2003 @ Farmville Central High School
 Tuesday, January 14, 2003 @ Stokes Elementary School

All forums will begin at 4 p.m. and end at 8 p.m. An informal open house setting is scheduled between 4 to 7 p.m. to allow individuals to view the proposed map and ask questions of staff. A formal presentation will be made at 7 p.m.

Staff will announce the public forum dates at the December 16th meeting and review the remaining of the project schedule (see attached).

COUNTY-WIDE ZONING PROJECT SCHEDULE

May 2002	Field work and discussions with Wooten Co. regarding costs and roles and responsibilities.
June 2002	Complete field work and begin mapping component of project.
July 2002	Preliminary presentation to the Planning Board. Meet with Wooten Co. to draft zoning ordinance. Staff review of draft map. Also solicit preliminary input from other county agencies.
August 2002	Present draft zoning ordinance to Planning Board.
October 2002	Present draft zoning map to Planning Board. Receive comments from Planning Board on draft zoning ordinance and draft zoning map.
November 2002	Revise draft ordinance and draft map as necessary and schedule three public forums for January 2003.
December 2002	Distribute draft zoning ordinance and map to Planning Board. Advertise January public forums.
January 2003	Hold three public forums on the draft zoning ordinance and map. Amend as necessary factoring in public input and Planning Board comments.
February 2003	Present revised draft zoning ordinance and map to the Planning Board and schedule second set of public forums.
March 2003	Hold three public forums on the revised draft zoning ordinance and map. Amend as necessary factoring in public input and Planning Board comments.
April 2003	Present revised draft zoning ordinance to Planning Board. Request Board to set a public hearing date for May.
May 2003	Planning Board public hearing on draft zoning ordinance and zoning map. Request Board to make a recommendation to the Board of County Commissioners.
June 2003	Request public hearing by Board of Commissioners.
July 2003	Board of County Commissioners public hearing on draft zoning ordinance and zoning map.

Meeting Notes

Mr. James Rhodes reviewed the history behind the zoning efforts up until this point. One of the major goals during the land use plan was to have some zoning for protection of properties. There should be a similar pattern seen in the zoning ordinance that was seen in the comprehensive land use plan.

- Expand on applicability of Northwest Planning Area Zoning Regulation
- Minimal Restrictions (Regulate Major Offensive Land Uses)
- Liberal Non-Conforming Section

New to draft ordinance that was not included in the Northwest Planning Area Zoning Ordinance:

- Flood Damage Prevention Ordinance
- Water Supply Watershed Ordinance
- Sexually oriented business requirements
(Include Language from New Ordinance)

In April 2002, the Board of Commissioners adopted the Northwest Planning Area Zoning Ordinance. In the proposed ordinance, there will be minimal restrictions in the proposed zoning ordinance. There is a liberal existing use plan. Older uses will be grandfathered in and remain unaffected. Some existing ordinances will be incorporated in the proposed ordinance. There are some changes that need to be brought back from the Northwest Zoning Ordinance.

This Wednesday night the draft plan of the land use plan and zoning ordinance will be presented to the Planning Board. A six-month public review period will be held. A series of public meetings will then be held for public review and comments. A second set of public forums will be set in March. The schedule is for them to bring back the proposed zoning ordinance and map in June for the Board's approval in July.

Portfolio Fund Manager Presentations - Melonie Bryan

Information Provided with the Agenda

In the Spring of 2000, the County solicited proposals from Professional Fund Managers to invest the \$30 million in proceeds from Pitt County Memorial Hospital. The receipt of these funds was a negotiated concession as a part of the agreement to allow the Hospital to convert to private, not-for-profit status. In conjunction with the receipt of these funds, the County received expanded investment legislation from the State that allows these funds to be invested in both fixed and equity instruments. While the investment latitude is greater than most counties enjoy, it is still in keeping with State statutes and the established policies followed by the state's retirement funds.

The firm of Davenport and Co. worked with the County to develop the proposal format, develop investment policies/strategies and complete the initial screening of the interested managers. The board then heard presentations from 5 fixed income managers and 5 equity managers in the early summer. After the presentations, 5 managers were selected to handle our funds. Each manager has a different fee schedule and these were negotiated as a part of each manager's presentation. We have continued with these same fees since inception.

The five successful managers were:

- Wachovia - Fixed Income - \$7,500,000
- MDL Capital - Fixed Income - \$7,500,000
- Trusco Capital - Equity - \$5,000,000
- Sovereign Asset Management - Equity - \$5,000,000

Franklin-Street Partners - Equity - \$5,000,000

We have now been following the strategies approved back in 2000 for 2 years. Staff has updated the Board each quarter on the performance of the portfolio. However, at the quarterly update presentation in October, the Board members expressed an interest in hearing directly from the managers. Therefore, I invited the 5 professional fund managers to appear and discuss the past 2 years of portfolio performance. I asked them to discuss their investment philosophies, performance issues, future expectations and market outlook as well as insight on future changes to the portfolio's position.

After hearing from the managers, please ask questions as necessary. We will discuss future strategies at our January budget work session.

Meeting Notes

Ms. Bryan reviewed the history behind the funds from the transfer of the hospital. The County received legislative approval for these type of investments. In the October meeting, when the Board heard the update by Davenport, they asked for a review with the fund managers. All five managers are here today but no action is expected to be taken. This report follows two years in the investment cycle and now is a good time for an update. The Board should start considering any changes in January when they have their scheduled retreat.

The Fixed Managers presented first.

Wachovia – Fixed Manager

Wyndon Hibler from the First Union side (Wachovia and First Union are merging) reported on their investment guidelines, market and the County's specific portfolio.

- Yield higher than the index
- Average life longer than index
- Average Quality - AAA
- Overweight in corporates

Portfolio Comparison as of 11/30/02

	Pitt County	Lehman Brothers Intermediate U.S. Aggregate Index
Duration	3.68 years	2.98
Yield	5.59%	4.25%
Average Quality	AAA	AAA
Average life	4.72 years	4.06 years

Where Have We Been?

Since inception we have consistently outperformed the assigned benchmark.

In 2002, we maintained:

- Overweight in Treasury and Agency
- Underweight in corporates (and higher credit quality than benchmark).
- Rode the wave as investors sought safety from:
 - Economic recession,
 - Falling stock prices,
 - Corporate scandals,
 - Accounting malfeasance and fraud.

Where Are We Now:

We are positioning ourselves by:

- Reducing our weighting in the Treasury and Agency Sectors
- Increasing our Corporate Sector weighting.

- Reducing exposure to individual Corporate names.
- Adding to our Mortgage Sector weighting.
- Returning to more neutral duration position.

MDL Capital Management Inc. – Fixed Manager

Mark Syndor made the presentation from MDL Capital Management Inc. He reviewed their management team stating that they invest in high quality instrument. They have nothing less than A rating. They are not involved in malfeasance of corporate bonds. They use U.S. Treasury Bonds and their goal is to evaluate investments through the economic cycle. He reported that they outperformed the market significantly and planned to outperform the market during economic distress. He said MDL will be one of the better performing managers. The economy is growing and is recovering from the recession. The last quarter the portfolio performed at 4.14% compared to the Lehman Aggregate Total Return of 4.58%. For the last year, they have had an average maturity of 4.11 years. He said there is a lot of debt being issued and the threat of war will lead to a better economic environment. They maintain a shorter duration and noted that there is a lot of stimulus out there. Money is being pumped in the system. He said they have stayed away from corporate bonds which has worked well for them. The assets under their management are approximately \$4.5 million. He stated that they have not lost any clients over the past year. Commissioner Garris asked if the Lehman Brothers index was the same as the Lehman index because there is a difference in what they report and another report. Mr. Syndor stated the date may be what is making the difference.

PERFORMANCE SUMMARY

Time Period	Portfolio Total Return	Lehman Agg. Total Return
October, 2002	-0.14%	-0.46%
3 rd Q 2002	+4.14%	+4.58%
YTD 2002 (12/31/01-10/31/02)	+6.59%	+8.05%
1 Year Ending 10/31/02	+2.85%	+5.89%
Annualized Since Inception (9/30/00-10/31/02)	+10.37%	+10.06%

Ms. Bryan stated that no portion of any of their investments could be more than 3%. There are certain restrictions they have to meet by General Statute. She said the money managers are still very limited on what can be invested in for Pitt County. Vice Chairwoman Ward said the Board is meeting January 23rd to review this type of information. This is really a reporting time and the retreat is when all of this will be discussed in-depth. Sean Ekert from Davenport and Company said the reason for five investments is to maintain funds across different types of securities. There will be overlapping securities and it is their job to monitor them. Commissioner Hammond said that since inception, MDL Company continues to grow. They have been one of the leading managers. Assets have almost doubled since inception. Mr. Syndor thanked the Board for its support.

Trusco Capital - Equity Manager

Jim Savage and Marc Schneidau presented the report for Trusco.

	Market Value	% of Total	Est. Income	Yield
Cash Equivalents	\$ 119,898	4.1%	\$ 5,995	5.0%

Equity	\$2,839,786	95.9%	\$48,466	1.7%
Total	\$2,959,684	100.0%	\$54,461	1.8%

Total Market Value as of 12/10/02 \$3,187,112

Mr. Savage said the total market value was much better the fourth quarter. The third quarter was ugly for investments. The fourth quarter showed better earnings and dividend growth. They put a lot of weight in financials and industries. They provided a listing of the stocks in their portion of Pitt County's portfolio.

Mr. Schneidau reported that they are targeting 8.5%. All managers included have not experienced the most negative. Overall they are doing a very good job with all the managers. He presented a historical review of the past bear markets which showed the market average of 528 days with 32.2%. In the year 2002, the bear market was down for 932 days. He suggested the County rebalance its portfolio and stick to the 50/50 mixed. He said after three years back to back of negative returns, historically, there has been a return to positive performance. For the last the 900 days, the market has moved down. It is a record for them to start outperforming.

Commissioner Hammond asked if there is anything they can do to show a plus on page 2 of the report. In the last eight weeks, the market value is rebounding. The portfolio is up 7.7% and outperforming the benchmark. Commissioner Minges asked about the Tyco stock. Mr. Schneidau said that they did not sell Tyco when it was low and that they are rebounding.

Sovereign Asset Management – Equity Manager

Mr. Jim Moorhead, Vice President and Portfolio Manager, gave a report about Sovereign and its performance. Since 1979 they have invested in companies that not only pay a dividend but raise their dividend annually.

Mr. Moorhead showed how Sovereign has performed in general in the bear market. He reviewed their rates of return.

**Performance Summary
November 30, 2002**

Pitt County, North Carolina

Dividend Performers

Sector	Two Months Ending 11/30/02	Year to Date	Inception to Date
Total Portfolio	14.18	(10.96)	(3.85)
Equities	14.95	(12.66)	(5.47)
R1000 Value	14.18	(11.69)	(4.84)
S&P 500 Total	15.21	(17.24)	(16.96)

Sector	Market Value	%MV Current Quarter	%MV Previous Quarter	Annual Income	Yield
Cash Equivalents	113,340	2.9	5.7	2,040	1.8
Equities	3,739,761	97.1	94.3	67,166	1.8
Grand Total	3,853,100	100.0	100.0	69,207	1.8

Mr. Moorhead said that Sovereign's accounts were only down 4.2% in the bear market.

He reported on the status of the County's portfolio at end of November. They are down but still beat the S&P. It has been a very difficult market but they have come through it. He reported the total value of the portfolio at \$3.86 million. Financials make up 24.4% of Pitt County portfolio. Sovereign works well over the long term. He said they are in a rebound. Cross currents are affecting them. He said they do believe the economy is beginning to improve. Corporate profits are improving except 15% this quarter. Also, confidence in the stock market is a very important factor. He said that CEO's now have to certify that their returns are truthful. Commissioner Hammond asked how much the county has lost since inception of Sovereign and the fund managers fees.

Franklin Street Partners

Mr. Mackay Salley and Thomas Byrd reported on Franklin Street Partners.

They also spoke about their performance during a negative time for stocks. However, they have outperformed the S&P benchmark each time. This bear market was one of the worst he has seen in 35 years. They believe that this is close to the bottom. The equity market is changing. Volatility has increased and average holding period for stocks is not less than a year. Full disclosures are required. Stocks are cheap relative to other investments. He said he does not see inflation in this economy. Inventories are low. They will continue to hold on to Tyco and Carnival stock.

**PORTFOLIO SUMMARY
Pitt County, North Carolina – DVP Account
December 12, 2002**

Security Type	Total Cost	Market Value	Pct. Assets	Cur. Yield	Est. Annual Income
Equities					
COMMON STOCK	3,488,217.08	2,882,136.50	84.6	2.2	62,941.40
Cash & Equivalents					
CASH	523,770.52	523,770.52	15.4	5.9	30,692.95
Total Portfolio	4,011,987.60	3,405,907.02	100.0	2.7	93,634.35

Sheriff's Communications Center - Move Update - Mac Manning

Information Provided with the Agenda

The Board of County Commissioners received an update regarding the construction/renovation of the County Courthouse at its December 2, 2002 meeting. At this meeting, questions were raised concerning the move of the Sheriff's Communications Center back to the Courthouse. I will be in attendance at this meeting to update the Board concerning this move and answer any questions.

Meeting Notes

Sheriff Manning spoke about the move of the Sheriff's offices, specifically the Sheriff's communications office. He said he was included in the planning for the renovations at Courthouse and old annex when Tom Robinson was County Manager. He said the decision was made at the County level to limit the space for the Sheriff's office for those services they provide that are essential to the courthouse. Those are the plans that currently exists. The renovations include administrative offices, records and permit clerks as well as communications. Those are the front end of their operations for the Sheriff's office. He said when he took office as Sheriff, the

department was spread out. They are trying to consolidate their offices in the Courthouse. After 5:00 p.m., the only way people can access services is to call on the telephone. They hope to provide a 24 hour point of access for their citizens. He said Mr. Robinson asked the Department Heads to look at who their customers are and that is what he has done. During the course of planning for the courthouse, they discussed placing deputies in the courthouse during the weekends and outside of regular hours which would add security to the building. He said it would also help him with supervising his staff. He said he would be able to walk out of his office to his dispatchers to find out about crisis situations. He said there are a lot of court records that they maintain to backup the State database. They would be housed there and ready for the Clerk of Court use if needed. Sheriff Manning said 9-1-1 would have room to grow in the future when they vacate that space. Sheriff's communications could eventually be a backup for 9-1-1 communications. He said that the phones were supposed to be updated at the courthouse but the funds were cut during this budget cycle.

Commissioner Hammond asked how much the new consoles will cost for the communications center. Sheriff Manning said that they would actually have something that works more like a computer terminal. They are funded through the phone system and comes in under \$50,000 which is budgeted. He said the radio contract was on this agenda but removed. They were relying on MIS for the fiberoptic lines and all the issues need to be resolved. Commissioner Bowen spoke about the letter from the EMS Director to the County Manager stating his opposition to this change. Sheriff Manning said that letter was advocating a combined communications center which is not in place at this time. Commissioner Bowen said that there was talk about when the EMS Director retires that they would combine these operations. The Sheriff said that as far as emergency services goes he has a good perspective and this plan will not hinder the county's ability to respond to emergencies. Commissioner Bowen asked if this plan was good for Pitt County. Sheriff Manning said if it is good for the Sheriff's office, it will be good for the citizens of Pitt County. Vice Chairman James said that during the flood all the different agencies did their own thing. He said this was not best for the citizens of Pitt County. He said this would be a problem. Sheriff Manning said this move has nothing to do with the radio system that they use to communicate. He said the function of 911 is the way the citizens access help for an emergency. They pass the calls to an agency that can do something about the emergency.

Sheriff Manning said that the Sheriff's office needs a public counter with the communications center so they can provide 24 hour service. He said they lock their doors at 5:00 p.m. but they need to provide 24 hour access. Vice Chairman James said he knew of counties where the communications are combined and they are working fine. Commissioner Owens said that the Sheriff is here today to get approval of moving the Sheriff's communications center to the courthouse. Sheriff Manning said he wanted to have all his points of public contact would be in the same location. The door will be unlocked and Sheriff's staff will be available to the public once they move to the courthouse. Commissioner Owens asked about the tower. Sheriff Manning said their main transmitter is located behind Wntergreen Intermediate School so the tower has nothing to do with this move. Commissioner Owens asked him as Sheriff, if he saw any benefit of the Sheriff's communication center and the 9-1-1 communications being located together. The Sheriff said he did not see any benefit of them being located together because they have totally separate functions. Commissioner Coulson said that a former deputy posted language on the Daily Reflectors internet chat room in reference to animosity between the Sheriff's Department and 9-1-1 communications. He asked if the Sheriff believed there was animosity between them. Sheriff Manning said he didn't believe there was animosity but they do completely different jobs. Commissioner Coulson discussed the difference between the 911 center and the Sheriff's dispatchers. Sheriff Manning said that this animosity was past history. Commissioner Coulson asked if it could be coming from discrepancy in salaries. The Sheriff said that this was addressed in the new pay plan. Commissioner Coulson asked if they could relocate and combine the 911 center with the Sheriff's dispatchers. Sheriff Manning said they did not have the space to combine them and that was not part of their plan. He said the space they are freeing up by moving will free up space for the 911 center to expand if need be. Mr. Elliott said that he has talked with the Sheriff, Bobby Joyner, Nate Caddy about the pros and cons

of this move. They researched twenty-four counties, with 16 having combined communication centers. Mr. Elliott said that his recommendation is to go ahead and continue to have separate centers. He said Mr. Caddy supported this move of the Sheriff's communications back to the courthouse. Mr. Elliott said the 24-hour presence of the Sheriff's office at the courthouse was a good idea. He said he has no reservation in this recommendation.

Motion:

In light of the Sheriff's response to the questions and the Manager's recommendation, move to support the move of the Sheriff's communications center to the courthouse.

Motion made by Commissioner Mark Owens, Jr.

Motion seconded by Commissioner John Minges.

Vote Record:

John Minges	Yes
Jimmy Garris	Yes
Mark Owens, Jr.	Yes
Beth Ward	Yes
Glenn Bowen	No
Tom Coulson	Yes
David Hammond	Yes
Eugene James	No
Randy Royal	Yes

Total Yes Votes: 7

Total No Votes: 2

Motion Passed.

Items for Consent

Approval of Consent Items

Motion:

Motion to approve items for consent.

Motion made by Commissioner Eugene James.

Motion seconded by Commissioner David Hammond.

Motion Passed Unanimously.

Social Services-Budget Amendment-Day Care and Neighbor to Neighbor - Edward L. Garrison

Information Provided with the Agenda

The Department of Social Services has received a notification from the Pitt/Martin Partnership for Children that Pitt County will receive additional funds in the amount of \$269,111.00 to fund the remainder of this fiscal year. These are 100% state funds and will be used to continue children that are currently receiving day care and to provide day care services to children that are on the Department of Social Services' waiting list.

The Department is requesting a Budget Amendment of \$269,111.00 to increase Smart Start Day Care funds.

Greenville Utilities Neighbor to Neighbor program has made available \$4,000.00 in donated funds to assist Pitt County residents with their energy needs. The funds will be used to pay electric bills for the citizens of Pitt County.

The Department is seeking a Budget Amendment of \$3,900.00 to increase the line item to the amount of the available funds.

Additional County funds are not requested.

Pitt County
Finance

Budget Amendment Request

INVOICE NO:
DATE: February 14, 2003

Department: SOCIAL SERVICES Date of Request: 11/25/02

FY Budget: FY 02/03

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
165421-531403	DAY CARE SMART START	269,111	
162400-423401	SMART START	269,111	
165488-560504	GUC ENERGY	3,900	
162800-484000	CONTRIBUTIONS & DONATIONS	3,900	

Department Justification: (Please provide detailed explanation)

The Dept. has received notification of the additional funding for the regular Smart Start program for FY 02/03. The Department has received funding from Greenville Utilities Neighbor to Neighbor program to assist clients with their utility bills.

Motion:

Staff recommends approval.

Motion made by Commissioner Eugene James.

Motion seconded by Commissioner David Hammond.

Motion Passed Unanimously.

Health Department Budget Amendment - \$32,632. - John H. Morrow

Information Provided with the Agenda

Health Department has been notified that additional funding for Tuberculosis Communicable Disease Control has been approved. The Health Department is contracting with a registered nurse to perform activities related to this funding.

Pitt County
Finance

Budget Amendment Request

INVOICE NO:
DATE: February 14, 2003

Department: Health TB CDC Date of Request: November 25, 2002

FY Budget: 02/03

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
153125 436501	DHHS Funds	32,623.00	
155125 561000	Contracted Services	26,640.00	
155125 519700	Laboratory	3,493.00	
155125 523000	Medical, Technical Supplies	500.00	
155125 519600	X-Rays	1,800.00	
155125 531200	Travel – General	190.00	

Department Justification:

Health Department has been notified that additional funding for TB CDC has been approved. The Health Department is contracting with a registered nurse to perform activities related to this funding.

* Denotes new account number.

Motion:

Approve Budget Amendment request as presented
Motion made by Commissioner Eugene James.
Motion seconded by Commissioner David Hammond.

Motion Passed Unanimously.

Health Department Budget Amendment - \$3,000. - John H. Morrow

Information Provided with the Agenda

NC Dept Health and Human Services has provided funding for training local Public Health Department employees in areas related to Bioterrorism.

INVOICE NO:
DATE: February 14, 2003

Department: Health – Administration Date of Request: Nov 18, 2002

FY Budget: 02/03

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
153110 436501 *	DHHS Funds	3000.00	
155110 539600 *	Specialized Training/Conference	3000.00	

Department Justification: NC Dept Health and Human Services has provided funding for training local Public Health Department employees in areas related to Bioterrorism.

Motion:

Approve Budget Amendment as presented
Motion made by Commissioner Eugene James.
Motion seconded by Commissioner David Hammond.

Motion Passed Unanimously.

Releases Greater Than \$100 - Glenn Cutrell

Information Provided with the Agenda

November 2002 - Total County Releases (Greater Than \$100) - 71 - \$ 19,878.57
November 2002 - Total City Releases (Greater Than \$100) - 23 - \$ 3,479.67

TCL0440

DATE 11/27/02 PITT COUNTY PAGE.... 1

TAX RELEASE FORM
GREATER THAN \$100

NAME ACCOUNT # PARCEL # RELEASE # TOTAL RELEASED

BARRETT, JANICE LOUISE 2070150/6 81358 107.13
NOTE: 2002 - PRORATE TAXES ON VEHICLE.

BELL, MAVIS 1198733/0 81465 240.06
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11812150,
JAMES E. BELL % TABITHA BELL.

BRYANT, JACQUELYN ANNE 2031051/0 81380 103.90
NOTE: 2002 - VEHICLE CHARGED IN ERROR.

CANADY, NORMAN CREIG 2010415/0 81562 160.58
NOTE: 2002 - ADJUST BILL DUE TO VEHICLE PRORATION ON ACCOUNT
NUMBER 10113495.

CENTURA BANK 1090813/6 81461 121.26
NOTE: 2001 - VEHICLE CHARGED IN ERROR.

COGGINS, LARRY 1175086/0 81440 110.79
NOTE: 1998 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11453940,
ROSE CHESNUT.

COGGINS, LARRY 1154919/0 81436 234.54
NOTE: 1996 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11453940,
ROSE CHESNUT.

COGGINS, LARRY 1154919/0 81437 113.66
NOTE: 1995 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11453940,
ROSE CHESNUT.

CONNER, MARY 1199302/0 81367 330.37
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11925320,
VERA STATEN.

COWAN, PAUL EDWARD 2080913/2 81379 139.90
NOTE: 2002 - VEHICLE CHARGED IN ERROR.

COWARD, JENNIFER JONES 1164940/0 81473 174.14
NOTE: 2002 - RELEASED MOBILE HOME. JENNIFER AND DANNY COWARD DID NOT
LIVE AT THIS ADDRESS JANUARY 1,2002.

DANSEREAU, PIERRE L. 1144247/0 81349 126.25
NOTE: 2001 - RELEASED MOBILE HOME. FLOODED IN 1999.

DAVISON, JERMAINE FITZPATRICK 2070262/0 81372 163.13
NOTE: 2002 - VEHICLE CHARGED IN ERROR.

TCL0440
DATE 11/27/02 PITT COUNTY PAGE.... 2
TAX RELEASE FORM
GREATER THAN \$100

NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
DELLANO, ARTHUR J &	1188325/0	62117	81315	421.91
NOTE: 2002 - MOBILE HOME DOUBLE CHARGED ON ACCOUNT NUMBER 1186174/0 (SPAIN, JARVIS).				
DELLANO, ARTHUR J &	1188325/0	62117	81316	443.15
NOTE: 2001 - MOBILE HOME DOUBLE CHARGED ON ACCOUNT NUMBER 1186174/0 (SPAIN, JARVIS).				
DIXON, LESTER EARL	1199042/0		81368	213.92
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11877010, SARAH ANN SUGGS.				
DUNN, JANET	1199119/0		81378	254.87
NOTE: 2002 - MOBILE HOME CHARGED ON ACCOUNT NUMBER 1189310/0.				
FARRIOR, HUGH JR	1197404/0		81514	333.12
NOTE: 2001 - RELEASED MOBILE HOME. DID NOT OWN JANUARY 1,2002. PICKED UP AS REAL ESTATE ON PARCEL NUMBER 7460 FOR 2002.				
FIRSTAR BANK NA	2070770/0		81397	133.57
NOTE: 2002 - PRORATE TAXES ON VEHICLE.				
FOLEY, LINDA DARLENE	1198436/0		81314	109.33
NOTE: 2001 - MOBILE HOME DOUBLE CHARGED ON ACCOUNT NUMBER 11765600 (FOLEY, DARLENE BRAXTON).				
FREEMAN, ADDIE MAE	1111109/0		81336	299.11
NOTE: 2001 - RELEASED MOBILE HOME. LISTED AS REAL ESTATE ON ACCOUNT NUMBER 11028390, STRONG, ADDIE FREEMAN.				

FREEMAN, ADDIE MAE 1111109/0 81337 338.38
NOTE: 2000 - RELEASED MOBILE HOME. PICKED UP AS REAL ESTATE ON ACCOUNT
NUMBER 11028390, STRONG, ADDIE FREEMAN.

GREEN, BETTY PRISCILLA 1187901/0 81449 387.80
NOTE: 2000 - RELEASED MOBILE HOME. DID NOT OWN JANUARY 1.

GREENVILLE DENTAL L 2070867/5 81327 119.95
NOTE: 2002 - PRORATE TAXES ON VEHICLE.

GREGORY, PETER EDWARD 8120113/3 81323 110.41
NOTE: 1998 - PRORATE TAXES ON VEHICLE.

GRIFFIN, SONYA J. 1149291/0 81431 273.57
NOTE: 2000 - RELEASED MOBILE HOME. LISTED AS REAL ESTATE ON PARCEL
NUMBER 48015.

TCL0440
DATE 11/27/02 PITT COUNTY PAGE.... 3
TAX RELEASE FORM
GREATER THAN \$100

NAME ACCOUNT # PARCEL # RELEASE # TOTAL RELEASED

GRIFFIN, SONYA J. 1149291/0 81432 293.29
NOTE: 1999 - RELEASED MOBILE HOME. PICKED UP AS REAL ESTATE ON PARCEL
NUMBER 48015.

HACK, JASON B 2050059/8 81382 150.64
NOTE: 2002 - VEHICLE CHARGED IN ERROR.

HARDEE, LEON RAYMOND 2080327/2 81595 142.38
NOTE: 2002 - PRORATE TAXES ON VEHICLE.

HINES, PATRICIA CACCAMISS 1192537/0 81350 166.36
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11986770,
SAME NAME.

HODGES, WILLIS 1181046/0 81491 255.41
NOTE: 2000 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11763450,
WILLIAM AND SHASTA PINKHAM.

HODGES, WILLIS 1181046/0 81489 208.72
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11763450,
WILLIAM AND SHASTA PINKHAM.

HODGES, WILLIS 1181046/0 81492 284.26
NOTE: 1999 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11763450,
WILLIAM AND SHASTA PINKHAM.

HUDSON, TANYA RENEE 1122040/0 81601 108.58
NOTE: 1997 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11497110.

HUDSON, TANYA RENEE 1122040/0 81603 117.50
NOTE: 1996 - RELEASED MOBILE HOME. MOBILE HOME WAS SOLD FOR JUNK.

JONES, MEGAN 1198874/0 81520 168.37
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11624460,
MEGAN (JONES) CRAFT.

JOYNER, MARY 1198918/0 81334 232.80
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11169670,
JUANITA JOYNER.

LUJIMAR LLC 1187151/0 81470 330.88
NOTE: 2001 - MOBILE HOME DOUBLE CHARGED ON PARCEL 61665.

MARION SR, REX JOEL 1090349/3 81530 112.01
NOTE: 2001 - VEHICLE CHARGED IN ERROR.

TCL0440
DATE 11/27/02 PITT COUNTY PAGE.... 4

TAX RELEASE FORM
GREATER THAN \$100

NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
MOORE II, JOHN SAMUEL	1110296/7		81417	169.18
NOTE: 2001 - VEHICLE CHARGED IN ERROR.				
MOORE, WILLIAM PHILIP JR.	1137550/0	15538	81355	1459.87
NOTE: 2002 - DEFERRED TAXES ASSUMED BY NEW OWNER.				
MOORE, WILLIAM PHILIP JR.	1137550/0	15538	81352	1149.07
NOTE: 2002 - DEFERRED TAXES ASSUMED BY NEW OWNER.				
MOORE, WILLIAM PHILIP JR.	1137550/0	15538	81353	1208.57
NOTE: 2002 - DEFERRED TAXES ASSUMED BY NEW OWNER.				
MOORE, WILLIAM PHILIP JR.	1137550/0	15538	81354	1356.82
NOTE: 2002 - DEFERRED TAXES ASSUMED BY NEW OWNER.				
MOORING, DENNY EARL &	1101913/0		81418	213.81
NOTE: 2001 - RELEASED MOBILE HOME. DOUBLE LISTED ON THIS SAME ACCOUNT.				
MOORING, DENNY EARL &	1101913/0		81419	231.98
NOTE: 2000 - RELEASED MOBILE HOME. DOUBLE LISTED ON THIS SAME ACCOUNT.				
MOORING, DENNY EARL &	1101913/0		81422	318.82
NOTE: 1997 - RELEASED MOBILE HOME. DOUBLE LISTED ON THIS SAME ACCOUNT.				
MOORING, DENNY EARL &	1101913/0		81420	252.64
NOTE: 1999 - RELEASED MOBILE HOME. DOUBLED LISTED ON THIS SAME ACCOUNT.				
MOORING, DENNY EARL &	1101913/0		81421	282.64
NOTE: 1998 - RELEASED MOBILE HOME. DOUBLE LISTED ON THIS SAME ACCOUNT.				
MOYE CONSTRUCTION C INC	2070368/3		81343	144.77
NOTE: 2002 - VEHICLE CHARGED IN ERROR.				
MOYE CONSTRUCTION C INC	2070368/5		81342	144.77
NOTE: 2002 - VEHICLE CHARGED IN ERROR.				

PAYTON, JOHN 1198862/0 81412 183.21
NOTE: 2001 - RELEASED MOBILE HOME. BILLED TO SPENCER, GARY AND RUBY.
SEE ACCOUNT NUMBER 11875780.

PHILLIPS, MILTON 1171994/0 81545 293.52
NOTE: 1998 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11752800,
EDDIE JASPER ARMSTRONG.

PHILLIPS, MILTON 1171994/0 81543 250.72
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11976240,
EDDIE JASPER ARMSTRONG.

TCL0440
DATE 11/27/02 PITT COUNTY PAGE.... 5

TAX RELEASE FORM
GREATER THAN \$100

NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
PHILLIPS, MILTON	1171994/0		81544	311.21
NOTE: 2000 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11976240,				

EDDIE JASPER ARMSTRONG.

POLLARD, DANNY MORTIN 1198728/0 81424 117.37
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 682860,
RUBELLE SMITH POLLARD.

ROBERSON, DEBORAH 1189442/0 81423 123.29
NOTE: 2002 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11973870,
CHARLIE B. MOORE.

SEYMOUR, JIMMY R. 1191751/0 81333 123.28
NOTE: 2002 - RELEASED MOBILE HOME. PICKED UP AS REAL ON ACCOUNT NUMBER
11494360, SAME NAME.

SMITH, RICHARD STEPHEN JR & 1165138/0 81474 195.89
NOTE: 2001 - RELEASED MOBILE HOME. MOBILE HOME MOVED TO LENOIR COUNTY
AUGUST 2000.

STREET, CHRISTOPHER JASON 1197609/0 81560 385.03
NOTE: 2001 - RELEASED MOBILE HOME. REPO BY CONSECO. MOBILE HOME LOCATED
IN LENOIR COUNTY.

STREET, CHRISTOPHER JASON 1197609/0 81561 432.12
NOTE: 2000 - RELEASED MOBILE HOME. REPO BY CONSECO. MOBILE HOME LOCATED
IN LENOIR COUNTY.

STREET, CHRISTOPHER JASON 1197609/0 81559 349.69
NOTE: 2002 - RELEASED MOBILE HOME. REPO BY CONSECO. MOBILE HOME LOCATED
IN LENOIR COUNTY.

TEEL, JOHN R. & 1079597/0 41524 81467 612.84
NOTE: 2002 - ADJUST VALUE ON PARCEL DUE TO KEYPUNCH ERROR ON
LAND.

VITALE, MICHAEL RICHARD 2030167/2 81374 220.41
NOTE: 2002 - VEHICLE CHARGED IN ERROR.

WACHOVIA AUTO LEASIOF NC 2030391/0 81311 119.04
NOTE: 2002 - PRORATE TAXES ON VEHICLE.

WARD, PENNY TERISA 1175266/0 81359 196.82
NOTE: 2001 - MOBILE HOME DESTROYED IN FLOOD.

WELLS, CLARENCE TED 1188065/0 81505 233.74
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11984840,
HAZEL MEEKS.

TCL0440

DATE 11/27/02 PITT COUNTY PAGE.... 6
TAX RELEASE FORM
GREATER THAN \$100

NAME ACCOUNT # PARCEL # RELEASE # TOTAL RELEASED

WILKERSON, WALTER WILSON 8020915/5 81347 143.34
NOTE: 2002 - VEHICLE CHARGED IN ERROR.

WILLIAMS, OZ 1198156/0 81482 301.84
NOTE: 2002 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11962080,
SAME NAME.

WOOD, TIMOTHY MONROE 2070741/9 81495 114.88
NOTE: 2002 - PRORATE TAXES ON VEHICLE.

WRIGHT, JANUARY LEA 2070611/6 81298 101.39
NOTE: 2002 - VEHICLE CHARGED IN ERROR.

TOTAL RELEASES: 71 19878.57

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		
TCL0440				
DATE 11/27/02	CITY OF GREENVILLE TAX RELEASE FORM GREATER THAN \$100		PAGE.... 1	
NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
BRYANT, JACQUELYN ANNE	2031051/0		81380	114.37
	NOTE: 2002 - VEHICLE CHARGED IN ERROR.			
CANADY, NORMAN CREIG	2010415/0		81562	162.19
	NOTE: 2002 - ADJUST BILL DUE TO VEHICLE PRORATION ON ACCOUNT NUMBER 10113495.			
CARSON, WILLIAM STEWART	2080193/0		81609	117.97
	NOTE: 2002 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.			
CORBETT, MARY FORNES	2070475/2		81329	150.56
	NOTE: 2002 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.			
DAVISON, JERMAINE FITZPATRICK	2070262/0		81372	167.54
	NOTE: 2002 - VEHICLE CHARGED IN ERROR.			
FIRSTAR BANK NA	2070770/0		81397	120.80
	NOTE: 2002 - PRORATE TAXES ON VEHICLE.			
GREENVILLE DENTAL L	2070867/5		81327	108.49
	NOTE: 2002 - PRORATE TAXES ON VEHICLE.			
HACK, JASON B	2050059/8		81382	156.78
	NOTE: 2002 - VEHICLE CHARGED IN ERROR.			
HEWETT, GREGORY ALLEN	2080817/7		81600	124.92
	NOTE: 2002 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.			
JONES, STEVEN	2070180/5		81309	107.21
	NOTE: 2002 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.			
JONES, STEVEN	2070086/8		81310	179.90
	NOTE: 2002 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.			
LEE, KAY FISHER	2060717/9		81313	109.79
	NOTE: 2002 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.			
MANGIAPANE JR, CHARLES SAM	2080254/6		81508	543.77
	NOTE: 2002 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.			
MARION SR, REX JOEL	1090349/3		81530	123.08
	NOTE: 2001 - VEHICLE CHARGED IN ERROR.			
MOORE II, JOHN SAMUEL	1110296/7		81417	174.47
	NOTE: 2001 - VEHICLE CHARGED IN ERROR.			
TCL0440				
DATE 11/27/02	CITY OF GREENVILLE TAX RELEASE FORM GREATER THAN \$100		PAGE.... 2	
NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED

SELDON REST FARMS L 2010878/1 81387 145.47
NOTE: 2002 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.

SMITH, RICHARD STEPHEN JR & 1165138/0 81474 115.74
NOTE: 2001 - RELEASED MOBILE HOME. MOBILE HOME MOVED TO LENOIR COUNTY
AUGUST 2000.

SMITH, TERRY WAYNE 2080711/9 81598 161.08
NOTE: 2002 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.

WACHOVIA AUTO LEASIOF NC 2030391/0 81311 108.37
NOTE: 2002 - PRORATE TAXES ON VEHICLE.

WELLS, CLARENCE TED 1188065/0 81505 155.32
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11984840,
HAZEL MEEKS.

WESCO ENTERPRISES I 2080791/8 81572 116.25
NOTE: 2002 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.

WOOD, TIMOTHY MONROE 2070741/9 81495 103.90
NOTE: 2002 - PRORATE TAXES ON VEHICLE.

WRIGHT, JANUARY LEA 2070611/6 81298 111.70
NOTE: 2002 - VEHICLE CHARGED IN ERROR.

TOTAL RELEASES: 23 3479.67

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 Commissioner Eugene James.

Motion seconded by Commissioner David Hammond.

Motion Passed Unanimously.

Refund Greater Than \$100 - Glenn Cutrell

Information Provided with the Agenda

Total Number of Refunds Greater Than \$100 - (1) - \$ 129.16

GE Capital Auto Lease, Inc. - \$ 129.16

Motion:

Approve as submitted.

Motion made by Commissioner Eugene James.

Motion seconded by Commissioner David Hammond.

Motion Passed Unanimously.

Budget Amendment - Juvenile Crime Prevention State Grant - Melonie Bryan

Information Provided with the Agenda

The County has received notification of a reduction in funding from the Department of Juvenile Justice for FY 2002-03 JCPC grants in the amount of \$18,025. The original budget totaled \$355,256 and is spread across several agencies. Of the reduction, \$9,000 will be taken from administration--the Juvenile Crime Prevention Council. The remainder is being deducted from the various agencies (approximately 2.656% each), including Teen Court, Alternative Education, Juvenile Restitution, Resolve & Mediation, Rights of Passage, and Adolescent Outreach.

Pitt County
Finance

Budget Amendment
Request

INVOICE NO:
DATE: February 14, 2003

Department: State Date of Request: November 26, 2002

FY Budget: 02-03

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
243606 436000	Nonfederal Categorical Grant		734
245606 560006	JCPC Teen Court		734
243660 436000	Nonfederal Categorical Grant	1,065	
245660 569304	Schools (JCPC Alternative Educ.)		1,065

243661	436000 Rev	Nonfederal Categorical Grant	1,738
245661	519300	Professional Svcs - Medical (JCPC Juvenile	1,738
243662	536000 Rev	Nonfederal Categorical Grant	1,724
245662	569306	JCPC Resolve & Mediation	1,724
243666	436000 Rev	Nonfederal Categorical Grant	9,000
245666	526000	Office Supplies (JCPC Juvenile Crime	9,000
243675	436000 Rev	Nonfederal Categorical Grant	1,201
245675	569324	JCPC Right of Passage	1,201
193238	436000 Rev	Nonfederal Categorical Grant	2,563
195238	519900	Professional Svcs (JCPC Adolescent Outreach)	563
195238	523100	Educational Materials (JCPC Adolescent	1,000
195238	531200	Travel (JCPC Adolescent Outreach)	1,000

Department Justification: (Please provide detailed explanation)

Notification of budget reduction from Department of Juvenile Justice for FY 2002-03 totaling \$18,025. This reduction from the \$355,256 budget brings the county's JCPC funds to \$337,231. From the \$18,025 reduction, \$9,000 is being taken from administration and approximately 2.656% from each of the operating programs.

Motion:

The budget amendment reducing grant budgets in accordance with state cuts be approved.

Motion made by Commissioner Eugene James.

Motion seconded by Commissioner David Hammond.

Motion Passed Unanimously.

Budget Amendment - Recognition of new 1/2-Cent Sales Tax Proceeds - Melonie Bryan

Information Provided with the Agenda

As the Board is aware, the State did not fund approximately \$2.9 million in reimbursements due to Pitt County in their budget this year. And, the County, who had already adopted the new budget, did include these funds. Since the adoption of the current fiscal year budget, we have enacted a new 1/2-cent sales tax to generate some replacement revenue. The new tax is anticipated to generate approximately \$2.2 million in replacement revenue.

Therefore, at the recommendation of the Local Government Commission, via Memorandum #983, we are amending our budget to reflect the sales tax revenues. The balance of the shortfall (approximately \$700,000) is being addressed partially through the expenditure and hiring freezes we have in place and the possible use of additional fund balance as reported to the Board on October 21, 2002.

Department: Finance Date of Request: 12/05/02

FY Budget: 02-03

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
102800 432002	Homestead		60,000.00
102200 432010	Mfg Inventory Reimbursement		941,000.00
102200 418101	Intangibles		1,183,700.00
102200 418204	Food Stamps		91,400.00
102200 418205	Article 44 - 1/2 Cent Sales Tax	2,276,100.00	

Department Justification: (Please provide detailed explanation)

To remove unfunded reimbursements and replace with new sales tax - Fiscal Year 2002-03 budget.

Motion:

**Approve budget amendment as attached.
Motion made by Commissioner Eugene James.
Motion seconded by Commissioner David Hammond.**

Motion Passed Unanimously.

Approval of Minutes - Susan Banks

Information Provided with the Agenda

November 25, 2002, School Board meeting
December 2, 2002, Regular meeting

Motion:

**Motion made by Commissioner Eugene James.
Motion seconded by Commissioner David Hammond.**

Motion Passed Unanimously.

Items for Decision

Lease Agreement for Equipment for the Sheriff's Communications Center - Item was removed from agenda - Mac Manning

Information Provided with the Agenda

The Sheriff's Office is in the process of leasing upgraded equipment for its communications center. The 5 (five) year annual lease payment will be \$42,305.00 which includes \$6,048.00 for the maintenance contract. The total costs of the lease for the five year period will be \$211,525.00. Funds have been appropriated in the Sheriff's Office budget for this fiscal year to make the first payment. No action considered.

Penalty Appeal - Ultimate Hospitality DBA Wingate Inn - Glenn Cutrell

Information Provided with the Agenda

- Audit conducted by Tax Management Associates revealed that a hotel sign had not been listed.

- Taxpayer believed that this sign was charged as part of the real estate since it could not be removed without structural damage to the building, and was depreciated as such on their Federal Depreciation Schedule.

- Taxpayer agrees to pay the general tax, but requests that the penalty be waived due to their belief that this sign was charged as real estate. Amount of penalty is \$ 91.19. Amount of general tax is \$ 438.73.

- The Board of County Commissioners does have the power or authority to compromise or adjust the bill in accordance with N.C.G.S. 105-312 (k).

Meeting Notes

Mr. Cutrell stated that he had presented three requests for relief of penalty. He asked if there were any questions. Commissioner Owens asked if these businesses received a permit to install the hoods and such for them to become part of real estate. Has the equipment been put in. Mr. Cutrell said they were not submitted as personal property. They had a term of ten years or less. They did not put them on their county taxes but were on IRS taxes which is why they were discovered. Commissioner Owens said he has a problem with penalizing a taxpayer if they did what an ordinary person would do. Mr. Cutrell said they receive a letter. Commissioner Coulson said he did not believe the penalty should be accessed. Mr. Cutrell said he has worked as a tax consultant for 24 years now and he disagrees. He said that they have a CPA do their tax return. If this board relieves these penalties then they will have a flood of them. If this Board sends out the message that this Board will relieve these penalties then they will get worse. Commissioner Coulson said he does not believe people intentionally over look this tax. Commissioner Bowen said he questioned a sink being part of personal property but not an awning. An awning is part of the building.

Commissioner Bowen motioned to lower the penalty to half of the fee. Mr. Cutrell said these people are being treated by State law and it is standardized. The motion died with lack of a second. Commissioner James said all three are small businesses and need help. He believes they made a mistake.

Motion:

Waive the penalty for the three companies.

Motion made by Commissioner Eugene James.

Motion seconded by Chairman Mark Owens, Jr.

Commissioner Hammond said that this penalty was petty and knit picky. Commissioner Hammond called for the question. Commissioner Garris said this is sending a message and how many have been had in the past and are we going to give them a rebate. Mr. Cutrell said there have been very few penalties waived by this Board. Commissioner Garris asked if people that weren't waived in the past would receive a rebate. He said ignorance is no excuse when it comes to the law and especially when it comes to the IRS. Mr. Cutrell said there has only been one penalty that was released that he can remember. When they have been released of the penalty, they were in gray areas and not like these penalties.

Vote Record:

John Minges	No
Jimmy Garris	No
Mark Owens, Jr.	Yes
Beth Ward	No
Glenn Bowen	Yes
Tom Coulson	Yes
David Hammond	Yes
Eugene James	Yes
Randy Royal	Yes

Total Yes Votes: 6

Total No Votes: 3

Motion Passed.

Penalty Appeal - Boddie-Noell Enterprises DBA Skat's of Greenville - Glenn Cutrell

Information Provided with the Agenda

- Audit conducted by Tax Management Associates revealed that burglar alarms, a security system, sinks, exhaust hoods, and awnings had not been listed.
- Taxpayer assumed that since the real estate is classified as commercial construction for fast food, the sinks, exhaust hoods and awnings were charged as part of the real estate.
- No explanation was given for omitting the burglar alarms or security system.
- Taxpayer agrees to pay the general tax, but requests that the penalty be waived for all the discovered assets. Amount of penalty is \$ 209.23. Amount of general tax is \$ 630.04.
- The Board of County Commissioners does have the power or authority to compromise or adjust the bill in accordance with N.C.G.S. 105-312(k).

Motion:

Waive the penalty for the three companies.

Motion made by Commissioner Eugene James.

Motion seconded by Chairman Mark Owens, Jr.

Vote Record:

John Minges	No
Jimmy Garris	No
Mark Owens, Jr.	Yes
Beth Ward	No
Glenn Bowen	Yes
Tom Coulson	Yes

David Hammond Yes
Eugene James Yes
Randy Royal Yes

Total Yes Votes: 6
Total No Votes: 3
Motion Passed.

Penalty Appeal - Golden Corral of Greenville - Glenn Cutrell

Information Provided with the Agenda

- Audit conducted by Tax Management Associates revealed that sinks, exhaust hoods, coolers, and freezers had not been listed.

- Taxpayer assumed that since the real estate is classified as commercial construction for restaurants, the sinks, exhaust hoods, coolers, and freezers were charged as part of the real estate.

- Taxpayer agrees to pay the general tax, but requests that the penalty be waived. Amount of penalty is \$ 250.80. Amount of general tax is \$ 942.58.

- The Board of County Commissioners does have the power or authority to compromise or adjust the bill in accordance with N.C.G.S. 105-312(k).

Motion:

Waive the penalty for the three companies.
Motion made by Commissioner Eugene James.
Motion seconded by Chairman Mark Owens, Jr.

Vote Record:
John Minges No
Jimmy Garris No
Mark Owens, Jr. Yes
Beth Ward No
Glenn Bowen Yes
Tom Coulson Yes
David Hammond Yes
Eugene James Yes
Randy Royal Yes

Total Yes Votes: 6
Total No Votes: 3
Motion Passed.

Site Feasibility Study For Pitt County Board of Commissioners Location For Facility For Pitt County Council On Aging, Inc. and Pitt County Community Schools And Recreation - Phil Dickerson

Information Provided with the Agenda

The Pitt County Board of Commissioners requested that a committee chaired by Phil Dickerson, Deputy County Manager/Public Services, study the possibility of locating a Pitt County

Council on Aging Facility and a Pitt County Community Schools and Recreation Facility on the same site. The primary site to be considered was to be a site on the County Home Farm.

The Committee has completed its work. A summary of the Study is attached. A complete copy of the Study is available for examination by the general public in the Office of the Clerk to the Pitt County Board of Commissioners. A complete copy of the Study has also been mailed to the County Commissioners, the Study Committee Members and affected staff.

In addition to the information in the attached summary of the Study, there are advantages and disadvantages, that are not directly related to using County property for the facilities. Some of these advantages and disadvantages follow:

ADVANTAGES:

1. County Government can demonstrate a financial commitment to both agencies without actually having to expend funds that are needed for other purposes.
2. The County can, by providing the site for the facilities, place the agencies in a position to seek grant funds for the actual buildings.
3. The County can likely get the facilities built for much less direct investment of County money.
4. If the project does not grow to expectations, the unused land will still be retained by the County.
5. If the overall project becomes popular and grows beyond expectation, there is additional land available.

DISADVANTAGES:

1. The land will not be available for sale or for other uses if it is committed to the agencies at least for the length of the commitment. It will be permanently unavailable if it is actually utilized for the facilities.
2. Dedication of the land may increase the pressure to commit more funds to the projects at a time when budgets are very limited

In summary, it appears that it is very likely that the County has much to gain by committing the land to the Pitt County Council on Aging, Inc. and Pitt County Community Schools and Recreation. Conversely it appears that there is little likelihood that the County can lose anything dedicating the land.

INTRODUCTION

At its May 6, 2002 meeting, the Pitt County Board of Commissioners directed its Chairman to appoint a committee chaired by Phil Dickerson, Deputy County Manager/Public Services, to study the possibility of locating a Pitt County Council on Aging, Inc. facility and a Pitt County Community Schools and Recreation facility on the same site. The primary site to be considered would be a site located on the County Home Property.

The Study's primary focus is on the appropriateness of the location, as well as the possibility of efficiencies that might be achieved by locating the facilities adjacent to each other.

PROCESS

Prior to the Committee being formed, a memorandum was sent to Ms. Alice Keene, Director of Community Schools and Recreation and Dr. Charlie Byrd, Executive Director, Council on Aging, requesting information on their operations. The memorandum along with the responses is included in Appendix B. After receipt of the information and the formation of the Committee, meetings were held to receive further input from agency representatives. A site on the County Home Farm was selected and evaluated.

A conceptual site plan (Appendix C) was developed to depict some idea as to how the two entities could use the site to achieve their facility goals. It should be understood that this site plan is subject to field surveys and final site design.

LOCATION

The property under consideration on County Home Road is located approximately one mile south of Fire Tower Road, a major thoroughfare. Fire Tower Road intersects with several major transportation arteries including Charles Boulevard (NC 43), Arlington Boulevard, Evans Street and Memorial Drive. Upon completion of the Fire Tower Road improvements, the site will be accessible via multilane roads from most of the County.

The property on County Home Road is located centrally in the County (see Appendix A). The following are approximate distances to various locations:

Downtown Greenville	3.5 miles
Falkland	15 miles
Fountain	23 miles
Grifton	18 miles
Bethel	19 miles
Farmville	18 miles
Winterville	5 miles
Grimesland	11 miles
Ayden	9 miles
Simpson	6 miles
Pactolus	13 miles

It can be determined from these figures and census figures that a Pitt County Council on Aging facility and a Community Schools and Recreation facility, located on the property under study, would be within five miles of more than 58% of the Pitt County's population and within 10 miles of approximately 84% of the County's population. It should be pointed out that both organizations, who would like to use the site, have satellite programs in various locations around the County.

The property under study is adjacent to the Countryside Greenhouse operated by Pitt Community College. It is across the road from the Pitt County Farmers Market and the Pitt County Animal Shelter and within 1.5 miles of the Carmike Theater. There are grocery stores, a hardware store, restaurants, specialty shops and medical offices in close proximity to the property. Other attractions such as major shopping centers and the Medical Center are easy to access from the site via major thoroughfares. Due to the above considerations, users of the site will have enhanced opportunities to access goods and services as well as enjoyable off site activities in conjunction with their visit to either facility. The Greenhouse, the Animal Shelter and the Farmers Market will offer activities that are known to be particularly attractive to seniors. A conceptual site design can be seen in Appendix C of this report.

SITE SUITABILITY

The soils on the cleared portion of the property are generally considered to be very adequate to support the type of buildings that would be constructed on the site. The soils on the wooded area are less suitable but adequate to support building construction. The most likely limitation that will be encountered is soil wetness and the possibility of some regulated wetlands. A careful design of the site should be able to mitigate the negative effect of wetlands found on the property.

Utilities are available to the site. Greenville Utilities Commission serves the area with water, sewer and electricity. Natural gas could probably be made available to the property.

As discussed in the Location section of this report, the site has good access to the roadway system. However, it is likely that turn lanes will be required at the entrance and exits, when the site is developed. When the need justifies the services, it is likely that bus transportation can be made available to the property.

The property lies in the extraterritorial jurisdiction of the City of Greenville. Therefore, the City of Greenville dictates the use of the property. The property is zoned residential. However, there are exceptions for governmental uses as well as the potential for rezoning. Recreational facilities of the type proposed for this property are generally considered to be positive additions to an area. The property itself is large enough so that considerable expansion beyond the buildings conceived at this stage can be accomplished. In the event that the project grows far beyond expectations, the County has adjacent land, approximately 60 acres, that can be utilized if the presently proposed site is not adequate.

There has been some informal discussion about locating a Middle School on the County Home Farm. If a school is built on the Farm, there will be facilities at the school that can be utilized to accomplish the mission of Community Schools and Recreation as well as that of Council on Aging. Conversely facilities constructed by the two agencies could be useful to the school. Examples might be joint use of athletic facilities or assembly areas.

POTENTIAL SAVINGS DUE TO COOPERATIVE USES

Ms. Alice Keene and Dr. Charlie Byrd, as directed by the Committee, prepared a list of cooperative uses that could occur if the proposed facilities are located adjacent to each other. The tabulated results of that meeting follow:

Commissary

Joint use for:

- Special Events such as Fall Festivals or Holiday Celebrations
- Fundraisers for Senior Games

Specialized Crafts

Joint use of craft rooms designed for:

- Quilting
- Pottery
- Painting/Drawing

Gymnasium

Joint use for:

- Active recreation and sports
- Countywide Health Fairs
- District activities with senior clubs and NC Recreation and Park Society
- Countywide concerts such as Military Bands, Community Band, etc.

Parking and Landscaping

Both agencies should be able to realize considerable savings through shared parking and landscaping two adjacent areas.

As one can readily see, there is great potential for savings in the short, intermediate and long term. How the joint uses will occur, who will construct the improvements subject to joint use, etc., will be determined by how the development of the project proceeds, which agency's project is funded at what stage and other similar factors.

To summarize, the potential for joint uses one may look at are three categories.

The first is special events. Such events can be made bigger and better by utilizing both building, the athletic fields, the meeting rooms and the parking as required for a particular event.

The second is joint use of the parking on an ongoing basis. Although both agencies will operate their programs on the site, often at the same time, the peak use of the individual facilities will usually occur at different times. Therefore, less parking will be required than if the agencies were at different locations.

The third category is joint use of space in the facilities. The proposed gymnasium, craft rooms, kitchen and some other space can be used by both agencies. Therefore less total space and less cost will be required for the total project.

DESCRIPTION OF PROPOSED BUILDINGS

Both Pitt County Community Schools and the Pitt County Council on Aging, Inc., have conceptual designs for their proposed facility. Both concepts allow for several phases of construction. The time of construction and the phasing will be based on the availability of funds. The Council on Aging envisions a two-phase project with a total cost in 2002 dollars of approximately \$4,088,072. Community Schools and Recreation envisions a two-phase project with a total cost of \$2,903,535.

Appendix C of this report contains conceptual building layouts, types of uses for the buildings and preliminary cost estimates.

RECOMMENDATIONS

The Site Selection Committee recommends the following:

- 1) Set aside approximately 8.27 acres (Tract 2, Appendix C) for a building and appurtenances for Pitt County Community Schools and Recreation.
- 2) Convey approximately 8.24 acres (Tract 1, Appendix C) to Pitt County Council on Aging, Inc. with the stipulation that the property reverts to the County after ten years if the Council on Aging, Inc. has not constructed a building and improvements valued at least \$1,000,000 in 2002 dollars. The County may elect to adjust the required value by applying the Consumer Price Index to the original \$1,000,000 value until the time construction actually begins.
- 3) Set aside the approximately 23.5 acres of woodland for recreational development as required by Community Schools and Recreation and the Council on Aging (Tract 3, Appendix C).

- 4) Stipulate that each entity will grant the other easements and other instruments to grant access to shared facilities.

Meeting Notes

Mr. Dickerson said that this is the recommendation because a good amount of the county's population is in proximity of this proposed location and it is also a good reason for co-locating these facilities. They would share a park and some of the facilities. Commissioner Bowen congratulated Mr. Dickerson and others on a good job on this proposal. Commissioner Bowen said that if the Board approves this, then they can apply for all the grants they will need to get the funds for the facilities. Commissioner Owens asked what the value of the land was before it is divided among these entities. Mr. Dickerson responded that the value of the land in that location would be around \$25,000-\$30,000 per acre. Mr. Dickerson said they need 15-22 acres. He said they will need the 17-18 acres. Commissioner Owens was concerned about giving this portion of the property to be used for this since there is land behind it that would not have road frontage. Mr. Dickerson said the 23 acres located behind it has a less possibility of being used. Chairman Owens spoke concerns about value of property if you use the front pieces. Mr. Dickerson said there is another 60 acres or more on this site.

Alice Keene introduced the people on her advisory committee.

Motion:

The Site Selection Committee recommends the following:

- 1) Set aside approximately 8.27 acres (Tract 2, Appendix C) for a building and appurtenances for Pitt County Community Schools and Recreation.**
- 2) Convey approximately 8.24 acres (Tract 1, Appendix C) to Pitt County Council on Aging, Inc. with the stipulation that the property reverts to the County after ten years if the Council on Aging, Inc. has not constructed a building and improvements valued at least \$1,000,000 in 2002 dollars. The County may elect to adjust the required value by applying the Consumer Price Index to the original \$1,000,000 value until the time construction actually begins.**
- 3) Set aside the approximately 23.5 acres of woodland for recreational development as required by Community Schools and Recreation and the Council on Aging (Tract 3, Appendix C).**
- 4) Stipulate that each entity will grant the other easements and other instruments to grant access to shared facilities.**

Motion made by Chairman Mark Owens, Jr..

Motion seconded by Commissioner John Minges.

Commissioner James said it had in there that the County of Pitt would need to come up with \$1 million. Mr. Dickerson said that was an early estimate they made when they were looking at some property. Vice Chairman James said that this vote is just for the land and this does not obligate any funds. Commissioner Owens said it was his intent is to convey the property.

Motion Passed Unanimously.

Chairwoman Ward recognized the committee members, Dr. Charlie Byrd and Ms. Alice Keene. They thanked the Board for taking this action.

Information Provided with the Agenda

As part of MIS' key objectives, published in the FY2002-2003 budget, the following proposals are submitted for your consideration. With the events of September 11, 2001 and as a matter of sound business practice, MIS has identified three areas of business continuity to address. Business continuity is a main area of review by the auditors to ensure integrity of data/systems and the ability of the organization to sustain daily operations. Pitt County has received past unfavorable audit comments in this area. It is an area which should be proactively managed to ensure future comments are not realized.

The area for your consideration is data backup systems and UPS (uninterruptible power supply) needs. MIS staff have documented business requirements and entertained proposals from two to four vendors (depending on the component). The equipment needed to fulfill these requirements is: SAN (storage area network), UPS, and tape backup. This equipment is key infrastructure which virtually all County systems depend. Consider the analogy of a building's foundation. Without a firm foundation, the building is sub-standard, cannot function properly and could potentially collapse.

These components have been configured to provide a high level of availability for critical systems which support E 9-1-1, Sheriff's Office, and Emergency Services as well as core business functions such as financials, taxes, and human services. It is vital to the delivery of service for the public safety systems (e.g. a telecommunicator's ability to receive and dispatch a call in a timely manner to the correct responder based on data in their systems). This equipment will additionally support other key objectives of records imaging which will reduce the need for physical storage space for paper files. It is important to note that current systems are at or nearing capacity. Pitt County is faced with investing in this common infrastructure now that can be shared among all systems or continue to realize a higher proportional investment on a system by system basis.

With the renovations of the 1960's annex at the courthouse, a small area was reserved in the basement of the old jail to serve as a redundant site for County computer operations. This implementation will allow the County's data to be replicated to the alternate site. This will provide for minimal downtime in the event of equipment failure or disaster while ensuring the integrity of data which is required to conduct business. Again, this is key to ensuring public safety departments have the systems required to respond to citizens needs in a timely manner. In August of this year, the County Office Building sustained a substantial lightning strike which reeked havoc on computer operations resulting in computer systems being unavailable from 12 to 96 hours in some cases. Had this proposed equipment been in place, systems would have not been disrupted in mass or systems would have been unavailable for a more manageable time such as a couple of hours.

The two lease/purchase proposals are for 36 months and are the lowest quotes submitted. All vendors/equipment are offered via NC State contract pricing which has been formally bid. Additionally, staff negotiated substantially lower pricing which must be executed prior to 12/31/2002 to be honored. The tape backup and UPS are offered by Pioneer Standard at \$144,645.47 (\$4,383.45/mnth), while the SAN is offered by Dimension Data at \$290,359.00 (\$8,859.00/mnth), both NC companies. The cost breakdown follows:

Tape HW	Tape SW	UPS HW	Tape/UPS Services	Total
\$66,952.20	\$33,815.27	\$24,578.00	\$19,300.00	\$144,645.47
SAN HW	SAN SW		SAN Services	Total
\$215,589.00	\$56,270.00		\$18,500.00	\$290,359.00

Complete pricing and lease agreements are included. The proposals have been negotiated down \$202,666.32 from the NC state contract pricing which is an additional 50% savings. Funding for the remainder of the current fiscal year has been included in the budget. While this is a new lease, additional funding is not required. This lease will replace ones that have expired. This is in step with our "pay as you go" or "steady funding" philosophy which minimizes large spikes in the budget.



November 20, 2002

Bill Mayo
Pitt County North Carolina
1717 West 5th Street
Greenville, NC 27834

Dear Mr. Mayo:

Dimension Data and EMC Global Financial Services are pleased to provide the following preliminary lease quote, pending credit and equipment verification:

Lessee:	Pitt County North Carolina
Equipment:	EMC CX 400 storage system and related equipment
Sales Price:	\$290,359.00
Lease payment:	36 fixed, level monthly payments, each equal to 3.051% of the total amount financed. Based on a total amount financed of \$290,359.00 the monthly payment will be equal to \$8,859.00
Payment Amounts:	Payment amounts do not include sales, use and property taxes, freight and insurance.
End Of Lease Options:	At the end of the lease term the Lessee will purchase the equipment for \$1.
Conditions:	This proposal is valid until December 31, 2002 and is subject to final Equipment configuration and mutually acceptable lease documentation.

If you have any questions, please feel free to give Jason Shea, Channel Finance Manger a call @ 508-481-0577.

Agreed and Accepted,

Lessee

Title

Date

Meeting Notes

Mr. Michael Taylor explained the need for the equipment for business continuity. He said he had leases for three components. These components help sustain daily operations. The operation needs to be sustained in the event of flood or lightening strikes. Pitt County has migrated to a new system. These components are utilized by all departments of county government. Mental Health is taking minutes instead of seconds to schedule appointments and days to run billing instead of hours. This is an investment for Pitt County. Staff has negotiated pricing that is better than the cost of \$200,000 under State contracting.

Motion:

**Approve lease agreements as proposed.
Motion made by Commissioner Eugene James.
Motion seconded by Commissioner David Hammond.**

Commissioner Minges asked about the payment with IBM and said on the credit report the rates fluctuate. He asked if the staff would or could seek other funding for the project such as borrowing the money at a cheaper rate? Vice Chairman James said that the Board expects the staff to find the best deal or option for funding this project. Mr. Taylor said they could still look into other options including the County financing the project.

Motion Passed Unanimously.

Change of Focus for the Criminal Justice Partnership Act Grant - John K. Bulow

Information Provided with the Agenda

Due to the extended nature of the adoption of a State Budget, the County has only recently been informed that the Criminal Justice Partnership Act grant will be funded at \$91,344. In conversations with the Director of the CJPA program at the State Level, it is questionable whether this grant will survive the next round of budget cuts. The County is unable to operate the work program formerly known as CORP with this funding amount. The program was closed June 30, 2002 due to not knowing the allocated funding at budget time. Rather than to try to re-establish the CORP program, the parole officers, who also serve this class of felons, have recommended that the grant be used establish a contract for substance abuse and other psychiatric services with Mental Health within the funding available. A temporary employee would replace the former Work Team Coordinator and insure that parolees would be referred to the appropriate services. Mental Health would be contracted to provide the supervision of the employee and to develop private contractors to provide the actual services. It would be necessary to rent an office and group treatment space for the six-month period. The CJPA Advisory Committee discussed this issue on November 25, 2002 and voted to endorse this concept.

Meeting Notes

Mr. Bulow said that due to the reduction in funding they terminated staff in this program last fiscal year. Since then the State has approved funding for this new year but the committee is not recommending the work program be implemented again. He said the Parole officers asked to use these funds for help with getting clients in the substance abuse program at Mental Health.

They would be required to get treatment. Mr. Bulow said the advisory group met and recommended revising the program and develop a substance abuse program through Mental Health with these funds.

Motion:

That the Board of Commissioners vote to endorse the proposed change in focus for expenditure of Criminal Justice Partnership Funding; and, to authorize the Staff to amend the grant to reflect the treatment options proposed for Class I felons on parole within the new grant funding amount.

Motion made by Commissioner Randy Royal.

Motion seconded by Commissioner John Minges.

Commissioner James asked if the Judges had been included in this decision process. Mr. Bulow said the representative from the Judges did not attend the CJP meeting, but the State Program Administrator and the Probation/Parole staff felt this was the way to go with the funds. Commissioner Bowen stated that some mental health staff wanted the funds used for sexual offenders also. Mr. Bulow said if they are in this program then the funds could be used for their treatment.

Motion Passed Unanimously.

Approval of Local Business Plan for Pitt Mental Health - Debra Dihoff

Information Provided with the Agenda

The Local Business Plan is a requirement of HB 381 System Reform. This plan includes the recommendation from the Core Committee to change our Phase selection from Phase III to Phase II, meaning we would become, if approved, a certified local management entity January 2004 rather than July 2004.

**PITT COUNTY BOARD OF COMMISSIONERS
GREENVILLE, NORTH CAROLINA
DECEMBER 16, 2002**

**RESOLUTION FOR APPROVAL
OF THE
LOCAL BUSINESS PLAN
FOR THE
PITT MENTAL HEALTH**

WHEREAS, the State of North Carolina required that counties make substantial reform to the way services are delivered to those citizens needing mental health, developmental disabilities, substance abuse services and supports; and

WHEREAS, the plan outlines criteria to be used to select qualified providers in a way that is consistent with state policy, including but not limited to: acceptable practice models, consideration of size and economies of scale, and costs; and

WHEREAS, this project was of extreme importance to the Mental Health Center and the County of Pitt in order to meet State mandates for System Reform; and

WHEREAS, the process was exemplary through involving stakeholders representing the scope and diversity of Pitt County by including people with disabilities, family members, county commissioners, advisory committee members, agency and university representatives, providers, and county government employees; and

WHEREAS, citizens and staff dedicated many hours of extra effort to accomplish this task; and

NOW, THEREFORE, BE IT RESOLVED that the Pitt County Board of Commissioners hereby resolve to approve the Local Business Plan for the Pitt Mental Health Program and extend their thanks to all stakeholders and staff for their diligence and commitment in the development of this plan.

ADOPTED this the 16th day of December, 2002

Beth Ward, Chairwoman

ATTEST:

Susan J. Banks, Clerk

Meeting Notes

Ms. Dihoff said they are recommending that the business plan be approved. A correction was stated that "case management" will stay in the Mental Health program as a LME function and would not be a contracted service. Mr. Elliott stated he was in support of this recommendation.

A copy of the full plan is available to the public in the Clerk to the Board's office at 1717 W. 5th Street, Greenville.

Motion:

Move approval of the resolution to adopt the Local Business Plan for Pitt Mental Health as presented. Motion made by Commissioner Mark Owens, Jr.

Motion seconded by Commissioner David Hammond.

Motion Passed Unanimously.

Reappointment of Pitt County Mental Health Advisory Committee Members - Debra Dihoff

Information Provided with the Agenda

The Pitt County Mental Health Advisory Committee is requesting the reappointment of the following members:

Mr. Clifton Boyd (Represents Family Member or Individual from citizens organization (Developmental Disabilities) (Term expires 12-31-02). Mr. Boyd was appointed on March 18, 2002 to complete an unexpired term.

Mr. John Bulow (Represents Office of County Manager) (Term expires 12-31-02). Mr. Bulow's term has been on-going.

Both of these individuals are eligible for reappointment.

Motion:

**Approval of reappointment of Clifton Boyd and John Bulow to a four year term.
Motion made by Commissioner David Hammond.
Motion seconded by Commissioner Randy Royal.**

Motion Passed Unanimously.

Fire Protection District Commission Appointment - Bobby Joyner

Information Provided with the Agenda

The Simpson Fire Department is requesting that Charles Rice be appointed to their Fire District Commission. He will be replacing Max Poole who has asked the fire department to replace him.

Charles Rice's term will expire 12/31/2003.

Motion:

**Appoint to Fire Protection District Commission
Motion made by Commissioner Glenn Bowen.
Motion seconded by Commissioner John Minges.**

Motion Passed Unanimously.

Local Firemen's Relief Fund Board Appointment - Bobby Joyner

Information Provided with the Agenda

The following individuals need to be reappointed to the Local Firemen's Relief Fund. These individuals have been recommended by the respective fire department. They are as follows:

Barry S. Wood, Ayden Fire Department
Virgil E. O'Neal, Bell Arthur Fire Department
Stephen E. Scott, Belvoir Fire Department
Herber L. Briley, Bethel Fire Department
Jason R. Hardee, Black Jack Fire Department
Charles D. Squires, Clarks Neck Fire Department
Robert M. Milam, Eastern Pines Fire Department
David Carraway, Falkland Fire Department
H.P. Norman, Farmville Fire Department
James W. Gay, Fountain Fire Department
Glenn Loftin, Gardnerville Fire Department
Donald Johnson, Grifton Fire Department
William E. Holloman, Grimesland Fire Department
Roger Simmons, Pactolus Fire Department
William M. Smith, Red Oak Fire Department
Jimmy Letchworth, Sharp Point Fire Department
Johnnie Mayo, Simpson Fire Department
James Whichard, Staton House Fire Department
Carl Briley, Jr., Stokes Fire Department
Morris D. Luton, Winterville Fire Department

Meeting Notes

Mr. Joyner said these individuals represent the fire departments and it has to do with fire insurance.

Motion:

Appoint recommended list of individuals for another two-year term.

Motion made by Commissioner John Minges.

Motion seconded by Commissioner Eugene James.

Motion Passed Unanimously.

2003 Board Meeting Schedule - Scott Elliott

Information Provided with the Agenda

Attached is a meeting calendar for the Board's consideration. Recommendations have been included where a conflict in meetings occur. Please review and consider for adoption.

Pitt County Board of Commissioners
Year 2003 Board Meeting Schedule

Regular Meeting and Conferences (Deadline for Agenda Items)

*Recommend rescheduling January dates from January 6 and 20 to one meeting
January 13 Regular Meeting-9am (01/02)

1 Meeting in January because of Martin Luther King Day on January 20th.

January 16-17 Legislative Goals Conference, Raleigh
January 23 Board Retreat (Goal Setting Workshop, CIP, Financial Plan)

February 3 Regular Meeting-9am (1/30)
February 11-14 New Commissioners School, New Bern, NC
February 17 Regular Meeting-9am (2/6)

Feb 28-March 5 NACO Legislative Conference, Washington, D.C.

*Recommend rescheduling March dates from March 2 and 17th due to NACO meeting

March 10 Regular Meeting-9am (2/27)
March 24 Regular Meeting-9am (3/13)

April 7 Regular Meeting-9am (3/27)
April 21 Regular Meeting-9am (4/10)

May 5 Regular Meeting-9am (4/24)
May 14 NCACC Legislative Update, Raleigh
May 19 Regular Meeting-9am (5/8) Present overview, balanced budget to Board of Commissioners.

May 21-23 Hold workshops with Commissioners to review/ amend tentative budget

May 27-29 Hold open for additional workshops, if needed

June 2	Regular Meeting-9am (5/22) Manager's recommended budget and budget message presented to Board of Commissioners
June 10 (Tuesday)	Hold 2002-03 Budget public hearing at 7 p.m. (and possible budget adoption)
June 11-13	Available for additional workshops, if needed
June 16	Regular Meeting-9am (6/5) (Alternative date to adopt 2003-04 Budget)
July 7	Regular Meeting-9am (6/26)
July 12-16	NACO Annual Conference, New Orleans
July 21	Regular Meeting-9am (7/10)
August 4	Regular Meeting-9am (7/24)
August 18	Regular Meeting-9am (8/7)
August 14-17	NCACC Annual Conference, Guilford County
September 1	Offices Closed
September 8	Regular Meeting-9am (8/28)
September 22	Regular Meeting-9am (9/11)
October 6	Regular Meeting-9am (9/25)
October 20	Regular Meeting-9am (10/9)
November 3	Regular Meeting-9am (10/23)
November 17	Regular Meeting-9am (11/6)
December 1	Regular Meeting-9am (11/20)
December 15	Regular Meeting-9am (12/04)

Meeting Notes

Commissioner Minges motioned to approve the proposed calendar. Commissioner James offered a second.

Commissioner Bowen made a substitute motion to start the second meeting of the month at 4:30 p.m. with people being allowed to speak at the beginning and at close of the meeting. He said that way they would have another opportunity to speak if they could not be present at the beginning of the meeting. Commissioner Coulson second Commissioner Bowen's substitute motion.

Commissioner Garris suggested starting the meeting at 6:00 p.m. He said people do not get off work until 5:00 p.m. He said he supported the night meetings because it would send the message to citizens that the Board is accessible to the public.

Commissioner Bowen said he wanted to add as part of the motion a 90-day trial period and the Board would review this change in schedule in 90 days. He said the School board meets at 7:30 on the same night. This would give people the opportunity to speak at the beginning and the end of the meeting in case they were not present at one or the other times. Commissioner Owens said this had been tried before and was unsuccessful. He said this Board does not exclude the public and has made attempts to include the public. He said the Board needs to consider the staff.

Commissioner Bowen stated that at the beginning of the meeting would be the time for citizens to speak on agenda items and then at end of meeting they can speak again.

Commissioner Coulson said he knew this had been tried before, if it had been a failure, it should still be opened up and tried again.

Commissioner James said that at 9:00 a.m. this morning the room was full of citizens. He also noted that the meetings are now televised. He said all the commissioners have telephones and are all accessible. He said this Board has tried the night meetings before and the employees already have enough night meetings.

Chairwoman called for a vote on the substitute motion to hold the second meeting of the month at 4:30 and have public addresses at the beginning and the ending of the meeting.

Vote Record:

John Minges	Yes
Jimmy Garris	Yes
Mark Owens, Jr.	No
Beth Ward	No
Glenn Bowen	Yes
Tom Coulson	Yes
David Hammond	No
Eugene James	No
Randy Royal	No

Total Yes Votes: 4

Total No Votes: 5

Motion Failed.

Chairwoman Ward called for a vote on the original motion to follow the Manager's recommendation on the meeting calendar:

Vote Record:

John Minges	No
Jimmy Garris	No
Mark Owens, Jr.	Yes
Beth Ward	Yes
Glenn Bowen	No
Tom Coulson	No
David Hammond	Yes
Eugene James	Yes
Randy Royal	No

Total Yes Votes: 4

Total No Votes: 5

Motion Failed.

Motion:

Commissioner Royal motioned to have the second meeting of the month start at 5:00 p.m. Commissioner Coulson seconded this motion.

A vote was taken. Commissioner Owens requested a revote on this motion.

Vote Record:

John Minges	Yes
Jimmy Garris	Yes
Mark Owens, Jr.	No
Beth Ward	No
Glenn Bowen	No

Tom Coulson Yes
David Hammond No
Eugene James No
Randy Royal Yes

Total Yes Votes: 4
Total No Votes: 5
Motion Failed.

Motion:

Commissioner Owens motioned to approve the Manager's recommended meeting schedule. Commissioner James seconded the motion.

Motion:

Commissioner Coulson made a substitute motion to have the second meeting of the month at 5:00 p.m., for a 90 day trial period, and hold public addresses at the beginning and the end of the meeting.
Commissioner Royal seconded the motion.

Vote Record:

John Minges Yes
Jimmy Garris Yes
Mark Owens, Jr. No
Beth Ward No
Glenn Bowen Yes
Tom Coulson Yes
David Hammond No
Eugene James No
Randy Royal Yes

Total Yes Votes: 5
Total No Votes: 4
Motion Passed.

Chairwoman Ward asked about the calendar. She clarified that the first night meeting on the Board's regular schedule would begin on February 17, 2003.

Chairwoman's Appointments to Boards - Beth Ward

Information Provided with the Agenda

This item was postponed from the December 2, 2002 Board meeting.

Attached is a list of Boards/Committees which have commissioners serving on these boards. The first includes all boards with * for those appointed by the Chairman of the Board of Commissioners. Some of these positions carry a full term, versus the Chairman's appointments which typically have a one-year term.

The Social Services Board and the Board of Health positions are designated commissioner seats and will be addressed separately.

APPOINTMENTS OF COMMISSIONERS
EFFECTIVE DECEMBER 16, 2002

By: Chairwoman Beth B. Ward

BOARDS/COMMITTIES

COMMISSIONER

Airport Authority*	Jimmy Garris
Board of Education (liaisons)*	Tom Coulson
Chamber of Commerce*	John Minges
Council on Aging*	John Minges
Convention & Visitors Authority (liaison)*	Jimmy Garris
Development Commission*	Mark Owens
Emergency Medical Services Advisory Commission	Beth Ward
Health Board (4 year term)	Glenn Bowen
Juvenile Crime Prevention Council*	Tom Coulson
Martin Community Action*	Randy Royal
Martin/Pitt Partnership for Children*	David Hammond
Mental Health Area Board*	Randy Royal
Mid-East Commission*	Eugene James
PCMH Board of Trustees (5 yr. term)	Randy Royal
PCMH Board of Trustee (liaison)*	John Minges
PCC Board of Trustee (liaison)*	Beth Ward
Planning (liaison)*	Eugene James
Rural Planning Organization*	Glenn Bowen
Sheppard Memorial Library*	Tom Coulson
Social Services (3 year term)	Jimmy Garris
State-County Criminal Justice Committee*	Glenn Bowen
Transportation Advisory Committee*	Mark Owens

***Chairman's Appointments**

Meeting Notes

Vice Chairwoman Ward said that everyone had been contacted about serving and she presented her recommended list of members.

Motion:

**To accept Chairwoman's appointments of commissioners to boards/commissions.
Motion made by Commissioner Eugene James.
Motion seconded by Commissioner David Hammond.**

Motion Passed Unanimously.

Appointment of Commissioner to Board of Health - Susan Banks

Information Provided with the Agenda

Tom Johnson, Sr. previously served on the Board of Health as a County Commissioner. This vacancy must be filled by a county commissioner.

Motion:

Motion was made by Commissioner Eugene James, seconded by Commissioner David Hammond, to appoint John Minges to serve on the Board of Health. Commissioner Bowen stated that he had expressed an interest in serving on this board. Commissioners James and Hammond withdrew their motion.

Motion:

**Appoint a county commissioner Glenn Bowen to fill vacant seat on the Board of Health.
Motion made by Commissioner John Minges.
Motion seconded by Commissioner David Hammond.**

Motion Passed Unanimously.

Appointment of Commissioner to Social Services Board - Susan Banks

Information Provided with the Agenda

Terry Shank served as the county commissioner on the Social Services Board. This vacancy must be filled by a county commissioner.

Motion:

**Appoint a county commissioner Jimmy Garris to fill the vacant seat on the Social Services Board.
Motion made by Commissioner Eugene James.
Motion seconded by Commissioner John Minges.**

Motion Passed Unanimously.

*Commissioners Serving on County Boards
(Appointed by majority vote)*

Calendar Year 2003

<u>Commissioner</u>	<u>Board</u>	<u>Terms Expire</u>
Jimmy Garris	Social Services	December 31, 2005
Glenn Bowen	Health Board	December 31, 2006

John Chaffee
(was Glenn Bowen, 9/16/02)

Global TransPark

June 30, 2003

Randy Royal

PCMH Board of Trustees

April 2, 2006

Appointment/Reappointment to the Development Commission - Susan Banks

Information Provided with the Agenda

The Development Commission has five Board members whose terms are expiring, Tom Feldbush, Ferrell Blount, B.J. Craft, Henry Smith, and David Stowe. A sixth member, Gene Wall, recently resigned due to a relocation.

John Chaffee, Executive Director recommends Tom Feldbush for reappointment. Ferrell Blount's attendance falls short of the standards recommended by the Board of Commissioners. John Chaffee is asking his reappointment be left to the Board's discretion.

B.J. Craft, Henry Smith and David Stowe are finishing their second consecutive three-year terms and are not eligible for reappointment. John Chaffee recommends the following to replace the individuals that are not eligible for reappointment: William Farior, Anne McGaughey, Linda Weathersby, and Mark Roblee.

Meeting Notes

The Board discussed nominations including the following:

- District 4 - William Farior to replace David Stowe by Commissioner Owens
- District 4 - Anne McGaughey to replace Henry Smith by Commissioner Owens
- District 6 - Linda Weathersby to replace B. J. Craft
- District 5 – Antoinette (Toni) Blood who would replace Gene Wall

Motion:

Commissioner Owens nominated William Farior and Anne McGaughey. Commissioner Bowen nominated Linda Weathersby and Commissioner Minges nominated Antoinette Blood. Motion to accept these nominations by acclamation was made by Commissioner Eugene James. Motion seconded by Commissioner John Minges.

Motion Passed Unanimously.

A nomination was then made by Commissioner Bowen to appoint Thomas Bess to the Development Commission. Commissioner James motioned, seconded by Commissioner Bowen to accept this appointment by acclamation. A motion was made to reappoint Ferrell Blount by Commissioner James and seconded by Commissioner Owens.

Ms. Banks asked that the Board consider Tom Feldbush for reappointment, who had just been elected as the Chairman of the Development Commission, as recommended by John Chaffee. She also asked that the appointments other than the first four and Mr. Feldbush's reappointment be tabled until further clarification could be done on the appointments and the attendance of Mr. Ferrell Blount. She stated she would report to the Board at the next Board meeting once she had contacted Mr. Blount to see if there were extenuating circumstances that have made him unable to meet the attendance standards.

Both of these motions were later withdrawn due to confusion on the number of positions to be filled. The Clerk will bring these additional appointments back at the following meeting, once she has looked into the districts and attendance policy as requested.

Motion:

Motion to reappoint Tom Feldbush to the Development Commission.

**Motion made by Commissioner Eugene James.
Motion seconded by Chairman Mark Owens, Jr.**

Motion Passed Unanimously.

Appointment/Reappointment to the Industrial Revenue & Pollution Control Authority - Susan Banks

Information Provided with the Agenda

John Chaffee, Executive Director recommends the reappointment of Ted Cox and Jeffrey Savage to the Industrial Revenue & Pollution Control Authority. Mr. Chaffee is also recommending Antoinette "Toni" Blood for the vacant position, seat 2.

Motion:

Motion to reappoint Ted Cox and Jeffrey Savage to the Industrial Revenue & Pollution Control Authority.

Motion made by Commissioner Eugene James.

Motion seconded by Commissioner John Minges.

Vote Record:

John Minges	Yes
Jimmy Garris	Yes
Mark Owens, Jr.	No
Beth Ward	Yes
Glenn Bowen	Yes
Tom Coulson	Yes
David Hammond	Yes
Eugene James	Yes
Randy Royal	Yes

Total Yes Votes: 8

Total No Votes: 1

Motion Passed.

Motion:

Motion to appoint Mark Roblee to the vacant seat on the Industrial Revenue & Pollution Control Authority and accept by acclamation.

Motion made by Commissioner John Minges.

Motion seconded by Commissioner Eugene James.

Motion Passed Unanimously.

Appointment of Animal Cruelty Investigators - Susan Banks

Information Provided with the Agenda

Ms. Deyonne Brewer, President of the Pitt County Humane Society, has presented her annual request for appointments and reappointments of individuals as animal cruelty investigators. These individuals must provide a copy of their training/certification and they must sign a working agreement with the County.

Investigators must be reappointed annually.

Consider the following for appointment:

Deyonne Brewer, Bobbie Parsons, Karen Mills, Patricia Feeser DVM, Cora Tyson, Michele Whaley, and Tom Parsons

Meeting Notes

Ms. Banks stated that Ms. Michele Whaley is a county employee who supervises the Animal Shelter and has taken the required course. However, she stated that Ms. Whaley's name should be withdrawn because this could pose a conflict of interest. Otherwise, Ms. Banks stated that the County staff is in support of the appointments requested by the Pitt County Humane Society.

Motion:

Staff recommends following the recommendation of the Pitt County Humane Society and appoint the recommended individuals of Deyonne Brewer, Bobbie Parsons, Karen Mills, Patricia Feeser DVM, Cora Tyson, and Tom Parsons.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Eugene James.

Commissioner Bowen stated that in the past there has always been a note that these individuals have liability insurance under the Pitt County Humane Society. Ms. Banks agreed that they are required to provide certification that they are covered by liability insurance by the Humane Society and would note this in the minutes.

Motion Passed Unanimously.

Commissioners' Comments

Closed Session

Property Acquisition - G.S. 143-318.11 (a) (5) - Phil Dickerson

Information Provided with the Agenda

Properties to be discussed;

Speight, Watson and Brewer Property at the corner of First Street and Evans Street in Greenville

G.C.J. LLC Property on North Greene Street adjacent to the County Office Park

Meeting Notes

Ms. Burgdorff cited the General Statute 143-318.11(a)(5) to establish or instruct the staff or agent concerning negotiations of the price and terms of a contract concerning the acquisition of real property.

Motion:

Motion to go into closed session pursuant to G.S. 143-318.11(a)(5) to establish or instruct the staff or agent concerning negotiations of the price and terms of a contract concerning the acquisition of real property.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner John Minges.

Motion Passed Unanimously.

Return to open session

Motion:

**Motion to return to open session.
Motion made by Commissioner Randy Royal.
Motion seconded by Commissioner Eugene James.**

Motion Passed Unanimously.

Adjourn

Motion:

**Motion to adjourn at 12:45pm.
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