

**PITT COUNTY BOARD OF COMMISSIONERS
GREENVILLE, NORTH CAROLINA
AUGUST 18, 2003 MINUTES**

The Pitt County Board of Commissioners met on Monday, August 18, 2003, at 6:00 PM in the Commissioners' Auditorium, Pitt County Office Building, 1717 W. 5th Street, Greenville, North Carolina.

Commissioners present:

Beth Ward, Chairman
Eugene James, Vice Chairman
John Minges, Commissioner
Jimmy Garris, Commissioner
Mark Owens, Jr., Commissioner
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, Deputy County Manager/Financial Services
JoAnne Burgdorff, County Attorney
Glenn Cutrell, Tax Assessor
Edward Garrison, DSS Director
Greg Hackett, EMS Director
John Morrow, Director/Health Department
Stephen Smith, Planner
Michael Taylor, MIS Director
Phil Dickerson, Deputy County Manager/Public Services
John Bulow, Deputy County Manager/Human Services

Call to Order

Meeting Notes

Chairman Ward called the meeting to order.

Invocation and Pledge

Meeting Notes

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

Approval of Agenda

Staff Recommendation

Motion to approve agenda as submitted.

Motion:

**Commissioner Bowen requested that the Rules of Procedure be moved to a later date.
Motion made by Commissioner Glenn Bowen.**

Motion seconded by Commissioner Mark Owens, Jr.

Motion Passed Unanimously.

Mr. Elliott asked to add to the agenda a request from the Town of Fountain requesting to hold a fireworks display this Saturday.

Commissioner Minges asked to move the item for consent, copier lease for print shop, to items for decision and approve the agenda as amended.

Motion made by Commissioner Randy Royal to accept the amendments and approve the agenda as amended.

Motion seconded by Vice Chairman Eugene James.

Motion Passed Unanimously.

Mayor Shirley Mitchell said they are having a centennial program Saturday night for the Town of Fountain and would like to have a fireworks display. She said she had contacted their insurance company and they would provide an insurance certificate for this one-time special event. She asked the Board to approve the fireworks display contingent on proof of insurance. Mr. Elliott said they would also need to check with the Pitt County Fire Marshal's Office to assure they have met any other requirements.

Motion:

Motion to approve Town of Fountain fireworks display for Saturday, August 23, 2003 to be held in the Town of Fountain contingent upon proof of liability insurance, a licensed expert performing the display and that all requirements have been met for the Fire Marshal's Office.

Motion made by Commissioner Glenn Bowen.

Motion seconded by Commissioner Randy Royal.

Motion Passed Unanimously.

Public Addresses to the Board

Meeting Notes

Wendy Howard – long term resident of Pitt County and interested in serving on the ABC Board. She has been observing the ABC Board meetings since March, 2003. She feels she would be able to make some positive contributions. She works in sales in North Carolina and supports the Chamber of Commerce. She said she is president of the Greater Greenville Kiwanis. She asked that the Board consider her for appointment to the ABC Board. She said she sent each commissioner a personal letter and stated that she feels qualified to serve on the ABC Board. She told the Board that she is willing and available to serve.

Charles Farley – a long time resident of Pitt County, stated he has had an application on file for the ABC Board for about six years. He said he is willing to serve and is available. He said he hoped that each commissioner would look upon his application favorably.

Nancy Colville - said she heard rumors about adding \$500,000 to the schools to pay for the loan that the County is giving them. She said these costs were going to be included in that amount and now she's hearing that there will be another half million dollars given to them. She stated concerns about how they will be able to pay for the things (or funding) the State is canceling. The newspaper says these expenses will have to be picked up locally and wants to know where the money will come from. She said that if they use the reserve for construction and furnishings in the school they may be short of funds. Funds will be short for debt service payments for the next three years for debt that has already occurred. She asked when do you get off the fence. She said Dr. Priddy does not decide where the funds come from. She said the

County has increased taxes by two cents and hopes they will not increase them again for the \$500,000.

Items for Report

Manager's Report - Scott Elliott

Information Provided with the Agenda

September meetings 8th at 9am and the 22nd at 6 pm.
Report on NCACC Meeting

Meeting Notes

Mr. Elliott reviewed the September meeting schedule, noting that the first meeting will be held September 8th at 9am instead of September 1st, due to the Labor Day Holiday. The second meeting in September will be held on September 22nd at 6pm.

Mr. Elliott reported that staff and commissioners attended the North Carolina Association of County Commissioners meeting last week in Guilford County. It was the 96th annual meeting and they attended sessions on "Best Practices in County Government."

He informed the Board that they have received invitations to attend a meeting on addressing substance abuse which has been scheduled for September 13th at the Greenville Hilton.

Department Spotlight - Tax Assessor - Glenn Cutrell

Information Provided with the Agenda

Glenn Cutrell will present the Tax Assessor spotlight.

Meeting Notes

Mr. Cutrell presented the Tax Assessor's spotlight. Mr. Cutrell reported that they have nineteen positions and are physically located downtown behind the Courthouse. A video presentation was then shown. The Board discussed the tax value of vehicles and how they are assessed. Commissioner Coulson said he would like to see how the Tax Assessor justifies the values in the book that they use for personal properties. Mr. Cutrell said he is using the fair market value from a book he has received from a vendor. Commissioner Coulson spoke of one of his cars and its value which he thought was inflated. He said this was a formal request to have Mr. Cutrell look into these values. Mr. Cutrell said he would like Commissioner Coulson's request in writing so he could be sure to answer all of his questions. Commissioner Hammond said he wanted to see the book that is used for determining vehicle values. He said the automobile dealers use a different kind of book.

Items for Consent

Approve Consent Agenda

Staff Recommendation

Motion to approve items for consent.

Motion:

Motion to approve items for consent as amended (move copier lease for print shop to decision).

**Motion made by Commissioner John Minges.
Motion seconded by Vice Chairman Eugene James.
Motion Passed Unanimously.**

Releases and Refunds Greater Than \$100 - Glenn Cutrell

Information Provided with the Agenda

July 2003 Releases and Refunds Greater Than \$100

Pitt County (123) - \$ 25,571.56
City of Greenville (40) - \$ 6,652.52

Refunds Greater Than \$100 - Number of Refunds (5)

Allen, Tracey L. - \$ 189.83
Brady, Rachael Lynn - \$ 137.09
Coker, Julie T. - \$ 151.28
Dunn, Tommie Lee - \$ 154.12
Thomas, Alton - \$ 165.32

Staff Recommendation

Approve as submitted.

Manager Comments

Concur with staff recommendation.

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GREATER THAN \$100

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NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
ADAMS, DELORES	1153583/0	29693	84934	223.93
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.				
ADAMS, WILLIAM DALTON &	51450/0	124	84935	140.00
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.				
ALVAREZ JR, JOE ANTHONY	1020295/6		84789	171.07
NOTE: 2000 - VEHICLE CHARGED IN ERROR.				
ATKINSON, FRED LEE LIFE EST.	47654/0	673	85048	109.77
NOTE: 2003 - RELEASE AND RECHARGE TO ACCOUNT NUMBER 1208771/0 (BERRY, DARNIS ATKINSON).				
ATKINSON, JOHNNIE MAE	1126456/0	21912	84936	391.12
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.				

BARAJAS, MARIA 1188147/0 85138 105.83
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11817960,
MARIE BARAJAS.

BARAJAS, MARIA 1188147/0 85139 103.18
NOTE: 2002 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11817960,
MARIE BARAJAS.

BARBER, MAE BELLE BUCK 1156036/0 26485 84938 269.39
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
PROCESS.

BARRETT, OLLIE AND 96485/0 32932 84939 209.58
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
PROCESS.

BLAKE, HAROLD R III 1207649/0 85115 122.42
NOTE: 2002 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11170660,
TENA LOUISE CRAVEN.

BLOUNT FERTILIZER, CO. INC. 1095198/0 85094 706.06
NOTE: 2003 - CREDIT FOR OVER REPORTING ON BP INVESTMENTS
ACCT # 1126526/0 FOUND ON TMA AUDIT.

BOLLICH, ANGELA M 3040924/8 84900 110.84
NOTE: 2003 - VEHICLE CHARGED IN ERROR.

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BOYD, RUBY A. LIFE ESTATE 1194025/0 2134 84940 176.06
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
PROCESS.

BRICKHOUSE, DONALD LF ESTATE 1117842/0 2957 84941 154.00
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
PROCESS.

BRIGGS, BEN L HEIRS & 1113171/0 11276 84942 140.00
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
PROCESS.

BROWN, HELEN K. 63657/0 2623 84943 216.16
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
PROCESS.

BRYANT, BETTY WORTHINGTON 1156523/0 2854 84944 222.81
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING

PROCESS.

BUCK, JAMES HAYWOOD 3040393/0 84902 140.43

NOTE: 2003 - VEHICLE CHARGED IN ERROR.

BYRUM, RUEBELLE DUNN 1231650/0 3283 84945 438.64

NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

CASTEVENS, WINIFRED CARTER 1165867/0 31255 84946 212.27

NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

COLEY, ANTHONY C. 1181302/0 85089 152.55

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

COLEY, CLEVELAND E. JR. 1204127/0 85050 478.55

NOTE: 2003 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11120370, COLEY, CLEVELAND E. THIS WAS A PREPAID BILL.

COLEY, MOLLY ADAMS 3040309/5 85080 121.04

NOTE: 2003 - VEHICLE CHARGED IN ERROR.

COPELAND, GLORIA MOORE 1189945/0 85136 110.13

NOTE: 2002 - RELEASED MOBILE HOME. TAXABLE IN BEAUFORT COUNTY.

COX, LEWIS W HEIR 1846600/0 4998 84948 144.89

NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

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NAME ACCOUNT # PARCEL # RELEASE # TOTAL RELEASED

CRANDELL, EDNA CARSON 14508/0 5168 84949 197.91

NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

DARDEN, AARON & 1180851/0 3151 84950 147.70

NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

DIXON, ANNIAS HEIRS & 2200100/0 6021 84951 159.39

NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

DIXON, LEONIA B. 56720/0 6125 84952 148.74

NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

DIXON, SUDIE MAE 1192199/0 5110 84953 150.03
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
PROCESS.

DUNN, TOMMIE LEE 2332050/0 62056 85029 127.79
NOTE: 2003 - RELEASED MOBILE HOME. PICKED UP AS REAL ON THIS SAME
ACCOUNT.

ELLISON, JOHN L. 1174908/0 13349 84954 269.64
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
PROCESS.

EVANS FAMILY FARM, INC. 1179802/0 85095 131.99
NOTE: 2003 - CREDIT FOR OVER REPORTING FOUND ON TMA AUDIT.

FIRSTAR BANK, N.A. 3040267/4 84861 806.98
NOTE: 2003 - ADJUST VALUE ON VEHICLE.

FLEMING, PEGGY W. 1080454/0 42293 84955 153.00
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
PROCESS.

FORBES, EDNA ALLEN 1170893/0 8981 84957 148.00
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
PROCESS.

FORD MOTOR CREDIT C 3040628/6 84804 150.48
NOTE: 2003 - VEHICLE CHARGED IN ERROR.

GARRIS EVANS LUMBER CO 2971850/0 85102 146.53
NOTE: 2003 - CREDIT FOR OVER REPORTING FOUND IN TMA AUDIT.

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NAME ACCOUNT # PARCEL # RELEASE # TOTAL RELEASED

GUIONS, DAVID 1199180/0 85142 373.30
NOTE: 2001 - RELEASED MOBILE HOME. BILLED BY PERMIT AND MR. GUIONS
NEVER GOT MOBILE HOME.

HAM, ROBERT E. & 98144/0 24016 84958 156.50
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
PROCESS.

HAMILL, JOYCE M. 80441/0 30948 84959 370.16
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
PROCESS.

HAMILTON, LAURA MYLES 2040286/9 85030 112.03
NOTE: 2002 - PRORATE TAXES ON VEHICLE.

HARRIS, JAMES 1187832/0 85091 278.82
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11871350,
JAMES HARRIS.

HARRIS, JAMES 1187832/0 85092 358.25
NOTE: 2000 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11871350,
JAMES HARRIS.

HART, GLADYS FAYE 1100255/0 10472 84960 208.93
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
PROCESS.

HAYES, SAM ROBERT 2070302/6 85075 156.24
NOTE: 2002 - VEHICLE CHARGED IN ERROR.

HEDGEPEETH, KENNETH & 1159796/0 84907 216.33
NOTE: 2003 - LISTING AMENDED DUE TO AUDIT.

HOGAN, GEORGE EDWARD & 1144987/0 48170 84779 187.41
NOTE: 2002 - RELEASED MOBILE HOME. MOVED TO WAYNE COUNTY AND WAYNE
MEADS MADE PARTIAL PAYMENT.

HOLLIS, MARTHA C. 71522/0 38548 84961 296.16

NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
PROCESS.

HOLMES, HAROLD LEROY 3040726/0 84792 114.58
NOTE: 2003 - VEHICLE CHARGED IN ERROR.

HOWARD, ARLEEN HARDY LFE EST 103049/0 19721 84962 140.00
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
PROCESS.

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NAME ACCOUNT # PARCEL # RELEASE # TOTAL RELEASED

HUDSON, JANIE SMITH 1180809/0 11482 84966 203.21
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
PROCESS.

HUGGINS, JERRY WAYNE 1198462/0 85140 194.54
NOTE: 2002 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11872740,
SHERONDA KESHON MOORE.

HUGGINS, JERRY WAYNE 1198462/0 85141 211.23
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11872740,
SHERONDA KESHON MOORE.

INTERCOASTAL BOAT TRT INC 3010829/9 84866 166.02

NOTE: 2003 - ADJUST VALUE ON VEHICLE.

INTERCOASTAL BOAT TRT INC 3010439/7 84864 179.70

NOTE: 2003 - ADJUST VALUE ON VEHICLE.

JUNE, CHARLES DONELSON 2100311/5 84968 101.87

NOTE: 2002 - VEHICLE CHARGED IN ERROR.

KORNEGAY, RUBY O 1123092/0 4730 84969 148.00

NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

LAUGHINGHOUSE, THELMA HARRIS 1191459/0 28156 84970 178.25

NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

LENTKOWSKI, ELIZABETH R. 1151969/0 12649 84971 202.47

NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

MACK, LASHONDA EVETTE 3040050/6 85078 117.44

NOTE: 2003 - VEHICLE CHARGED IN ERROR.

MANNING, DOROTHY BRAXTON 38473/0 14185 84972 148.00

NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

MAYO, JESSE JAMES HEIRS 5219550/0 14578 84973 188.29

NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

MCLAWHON, WILLIE WOOD 5860750/0 16396 84974 173.08

NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

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NAME ACCOUNT # PARCEL # RELEASE # TOTAL RELEASED

MERCER, LISSIE T. 33337/0 15181 84975 148.00

NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

MEYER, DORIS MAE 1146071/0 42506 84976 260.68

NOTE: 2003 - RELEASED OAE AMOUNTS. DROPPED IN ERROR DURING BILLING PROCESS.

MILLS, LLOYD B & 1132323/0 14956 85011 211.41

NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

MOORE, COLLICE C & 1148280/0 52602 85047 715.27
NOTE: 2003 - RELEASE AND RECHARGE PORTION TO PARCEL NUMBER 66561

DUE TO ANNEXATION.

MOORE, COLLICE C. & 1158123/0 55109 85043 148.58
NOTE: 2003 - RELEASE FOR CORRECTION OF ACREAGE AND FOR FIRE TAX DUE TO CITY ANNEXATION.

MOORE, GEORGE WESLEY 1204907/0 84831 274.62
NOTE: 2002 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11893640, HOPKINS, TIHISHIA.

MOORE, GEORGE WESLEY 1204907/0 84832 298.15
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11893640, HOPKINS, TIHISHIA.

MOORE, ROBERTA HORTON 45960/0 15392 84977 151.62
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

MOORE, WILLIE ERVIN 1189431/0 85090 107.86
NOTE: 2003 - RELEASED MOBILE HOME. DOUBLE LISTED ON THIS SAME ACCOUNT, SAME NAME.

MOSELY, DAVID 1187551/0 85017 157.96
NOTE: 2000 - RELEASED MOBILE HOME. LISTED AND PAID ON ACCOUNT NUMBER 11829470, MOSELEY, ANTHONY DAVID.

NELSON, LOU S. 1087824/0 44263 84978 298.14
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

NICHOLSON, WILLIE DAVID & 5993750/0 16935 84979 184.76
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

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NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
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OAKLEY, LINWOOD EARL & ALLIE	6074950/0	17280	84980	251.55
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NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

OUTLAND, NELLIE NICHOLS	1158264/0	17341	84981	245.49
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NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

PARAMORE, JUDY SMITH	3040740/3	85016	114.38
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NOTE: 2003 - VEHICLE CHARGED IN ERROR.

PAZ, SOFIA 1199130/0 85031 129.07
NOTE: 2002 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11817420,
REUBEN AND SOFIA ESCAMILLIA.

PAZ, SOFIA 1199130/0 85032 127.14
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11817420,
REUBEN AND SOFIA ESCAMILLIA.

PITT, RANDY & WF JO ANN 72423/0 28163 84982 246.99
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
PROCESS.

POFF, ROY DAVIS 3040222/1 85146 109.93
NOTE: 2003 - VEHICLE CHARGED IN ERROR.

POWELL, LILLIAN HICKS 6536075/0 18434 84983 185.53
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
PROCESS.

PRICE, CHRISTOPHER L 1182022/0 85062 225.58
NOTE: 1999 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11825520,
JOYCE MCCOY.

PRICE, CHRISTOPHER L 1182022/0 85060 187.98
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11825520,
JOYCE MCCOY.

PRICE, CHRISTOPHER L 1182022/0 85061 206.95
NOTE: 2000 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11825520,
JOYCE MCCOY.

PROFESSIONAL CHOICERNATIONAL 3040295/4 84889 143.37
NOTE: 2003 - PRORATE TAXES ON VEHICLE.

RANDALLS, ROBERT F. & 1173077/0 1969 84984 158.00
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
PROCESS.

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NAME ACCOUNT # PARCEL # RELEASE # TOTAL RELEASED

RASBERRY, JAMALE 1198934/0 84852 208.54
NOTE: 2002 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 12057570,
PAMELA SHERIE BRACKEN.

RAWLS, ALTON RAY 3040305/1 85104 111.53
NOTE: 2003 - PRORATE TAXES ON VEHICLE.

REA, FRANK 3030410/0 84829 203.48

NOTE: 2003 - PRORATE TAXES ON VEHICLE.

ROADWAY EXPRESS INC 3011187/9 84818 122.90

NOTE: 2003 - VEHICLE CHARGED IN ERROR.

ROGERS, THOMAS 1195168/0 19204 84963 378.55

NOTE: 1991 - MLPB CHARGE ADDED ON 1/28/2002 IN ERROR BY LEGAL DEPARTMENT. RELEASE PER THEIR REQUEST.

ROMULO, CHRISTINA 1208013/0 85033 228.30

NOTE: 2002 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11960010, BONIFACIO, OFELIA ROMULO AND ODILON, CHRISTINA ROMULO.

SHADLE, NANCY WOOD 85275/0 19775 84985 416.28

NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

SIXKILLER, RAVEN ANITA 1199085/0 85137 108.52

NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11976180, WILLIAM WELLINGTON BAILEY JR.

SMALL, WILLIE DAVID 3040019/2 84835 132.82

NOTE: 2003 - PRORATE TAXES ON VEHICLE.

SMITH, GARDNER CRAIG 3040819/1 85122 113.70

NOTE: 2003 - PRORATE TAXES ON VEHICLE.

SOLIS, CRYSTAL 1208043/0 85088 133.73

NOTE: 2002 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11813020, ANTHONY C. COLEY.

SOUTH CAROLINA WATEASSOCIATIO 3040388/2 85035 122.06

NOTE: 2003 - VEHICLE CHARGED IN ERROR.

SPIVEY, RICHARD LIVERMAN 7414049/0 20925 84986 165.76

NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

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NAME ACCOUNT # PARCEL # RELEASE # TOTAL RELEASED

STARCHER, KERRY 1208051/0 84871 183.71

NOTE: 2002 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11650450, KERRY LYNN STARCHER.

STOCKS, SAM BEAMON 1179847/0 28794 84987 213.78

NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

SUMRELL, EYVONNE W. & 1174125/0 2624 84964 148.97

NOTE: 1996 - MLPB CHARGE OF 133.10 WAS ENTERED IN ERROR BY LEGAL DEPARTMENT ON 7/14/03. RELEASED PER LEGAL DEPARTMENT.

TAYLOR, DORIS 1195323/0 85135 313.44
NOTE: 2002 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 12082390,

MAGGIE A. DIAMOND.

TYSON, BETTY 1132174/0 12413 84988 140.00
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

TYSON, CANDY DRAKE 1208084/0 85107 183.21
NOTE: 2002 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11622250, CANDY MICHELLE DRAKE.

UEBLER, RODNEY STEVEN 9080322/3 85105 137.92
NOTE: 1999 - VEHICLE CHARGED IN ERROR.

VERNON, WILLIAM DWIGHT & 1073400/0 41935 84989 276.32
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

WAINWRIGHT, ASHLEY RAY & 8341550/0 23718 84990 148.00
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

WARD, ANNIE BERNICE & 7441/0 27791 84991 133.08
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

WARD, DAVID EARL JR & 1184391/0 60793 84917 444.32
NOTE: 2002 - MOBILE HOME DISCOVERY ERROR. DOUBLE CHARGED AS REAL ESTATE ON PARCEL 60793. CREDIT FOR AMOUNT GARNISHED.

WARD, VIRGINIA D. 1127856/0 4452 84992 140.00
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

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DATE 7/31/03 PITT COUNTY PAGE.... 10
TAX RELEASE FORM
GREATER THAN \$100

NAME ACCOUNT # PARCEL # RELEASE # TOTAL RELEASED

WILLIAMS, JUANITA WORSLEY 15039/0 19685 84993 335.40
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

WILLIAMS, LENA 1174189/0 19224 84994 156.52
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.

WILLIAMSON, JOY DELAINE 3020049/4 84793 125.67
 NOTE: 2002 - PRORATE TAXES ON VEHICLE.

WILSON, LAURA FOREMAN LIFE 1127855/0 10487 84995 140.00
 NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
 PROCESS.

WOOTEN, NANCY 1208133/0 85012 215.57
 NOTE: 2002 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11985150,
 DARDEN, ERIC L..

WOOTEN, ROY & LOTTIE 9043650/0 25664 84996 140.00
 NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
 PROCESS.

WORTHINGTON, KATHY A. 1192597/0 14768 85084 273.23
 NOTE: 2003 - RELEASE AND RECHARGE TO ACCOUNT NUMBER 1208839/0
 (BLOUNT, BERNICE).

WORTHINGTON, KATHY A. 1192597/0 14768 85085 286.62
 NOTE: 2002 - RELEASE AND RECHARGE TO ACCOUNT NUMBER 1208839/0
 (BLOUNT, BERNICE).

ZINK, WARREN E & 1122977/0 46803 84997 410.91
 NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
 PROCESS.

TOTAL RELEASES: 123 25571.56

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

_____ CHAIRMAN OF THE BOARD	_____ DATE APPROVED
--------------------------------	------------------------

TCL0440
 DATE 7/31/03 CITY OF GREENVILLE PAGE.... 1

TAX RELEASE FORM
 GREATER THAN \$100

NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
ADAMS, DELORES	1153583/0	29693	84934	196.74
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.				
ADAMS, WILLIAM DALTON &	51450/0	124	84935	123.00
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.				
ALVAREZ JR, JOE ANTHONY	1020295/6		84789	161.93
NOTE: 2000 - VEHICLE CHARGED IN ERROR.				

ATKINSON, JOHNNIE MAE 1126456/0 21912 84936 343.63
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
PROCESS.

BARRETT, OLLIE AND 96485/0 32932 84939 184.13
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
PROCESS.

BOLLICH, ANGELA M 3040924/8 84900 120.25
NOTE: 2003 - VEHICLE CHARGED IN ERROR.

BRIDGERS, JON LARRY 7080537/7 85013 124.03
NOTE: 1997 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.
PRORATE TAXES ON VEHICLE.

BRIGGS, BEN L HEIRS & 1113171/0 11276 84942 123.00
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
PROCESS.

BROWN, HELEN K. 63657/0 2623 84943 189.91
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
PROCESS.

BRYANT, BETTY WORTHINGTON 1156523/0 2854 84944 195.76
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
PROCESS.

COLEY, MOLLY ADAMS 3040309/5 85080 129.47
NOTE: 2003 - VEHICLE CHARGED IN ERROR.

DARDEN, AARON & 1180851/0 3151 84950 129.76
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
PROCESS.

DPD LEASING CO INC 3040764/5 85051 141.65
NOTE: 2003 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.

TCL0440

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CITY OF GREENVILLE
TAX RELEASE FORM
GREATER THAN \$100

PAGE.... 2

NAME ACCOUNT # PARCEL # RELEASE # TOTAL RELEASED

EASTERN OMNI CONSTR INC 3040760/2 84824 140.42
NOTE: 2003 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.

ELLISON, JOHN L. 1174908/0 13349 84954 236.90
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
PROCESS.

FIRSTAR BANK, N.A. 3040267/4 84861 729.84
NOTE: 2003 - ADJUST VALUE ON VEHICLE.

FORD MOTOR CREDIT C 3040628/6 84804 156.10
 NOTE: 2003 - VEHICLE CHARGED IN ERROR.

GARRIS EVANS LUMBER CO 2971850/0 85102 132.53
 NOTE: 2003 - CREDIT FOR OVER REPORTING FOUND IN TMA AUDIT.

HOLMES, HAROLD LEROY 3040726/0 84792 123.63
 NOTE: 2003 - VEHICLE CHARGED IN ERROR.

HOWARD, ARLEEN HARDY LFE EST 103049/0 19721 84962 123.00
 NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
 PROCESS.

HUDSON, JANIE SMITH 1180809/0 11482 84966 178.54
 NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
 PROCESS.

JOHNSON, BENJAMIN F 3040307/5 85036 157.33
 NOTE: 2003 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.

LAUGHINGHOUSE, THELMA HARRIS 1191459/0 28156 84970 156.61
 NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
 PROCESS.

MACK, LASHONDA EVETTE 3040050/6 85078 126.21
 NOTE: 2003 - VEHICLE CHARGED IN ERROR.

MAYBERRY, TERESA RHODARMER 2040388/1 85004 101.26
 NOTE: 2002 - VEHICLE CHARGED IN ERROR.

MEYER, DORIS MAE 1146071/0 42506 84976 229.02
 NOTE: 2003 - RELEASED OAE AMOUNTS. DROPPED IN ERROR DURING BILLING
 PROCESS.

MOORE, ROBERTA HORTON 45960/0 15392 84977 133.21
 NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING
 PROCESS.

TCL0440

DATE 7/31/03

CITY OF GREENVILLE
 TAX RELEASE FORM
 GREATER THAN \$100

PAGE.... 3

NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
PITT, RANDY & WF JO ANN	72423/0	28163	84982	217.01
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.				
POWELL, LILLIAN HICKS	6536075/0	18434	84983	163.00
NOTE: 2003 - RELEASED OAE AMOUNT. DROPPED IN ERROR DURING BILLING PROCESS.				

CHAIRMAN OF THE BOARD

DATE APPROVED

Motion:

Approve as submitted.

Motion made by Commissioner John Minges.

Motion seconded by Vice Chairman Eugene James.

Motion Passed Unanimously.

Budget Amendment - Social Services - Smart Start Day Care - \$138,417 - Edward L. Garrison

Information Provided with the Agenda

The Department of Social Services has received the official notification of the initial allocation of Smart Start Day Care funds. These funds will be used provide Day Care services to eligible children. The funds will allow the Department to continue providing day care services at the current levels.

The Department is requesting a budget amendment to increase Smart Start Day Care revenues and expenditures by \$138,417. These are 100% State funds and no additional County funds are requested.

Staff Recommendation

Staffs recommend approval.

Manager Comments

Concur with staff recommendation.

Pitt County
Finance

Budget Amendment Request

INVOICE NO:
DATE: September 16, 2003

Department: SOCIAL SERVICES Date of Request: 07/17/03

FY Budget: FY 03/04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
165421-531403	DAYCARE - SMART START	138,417	
162400-423401	SMART START	138,417	

Department Justification: (Please provide detailed explanation)

The Dept. has received notification of the initial allocation for Smart Start Day Care funds. To reflect initial allocation of funds.

Motion:

Staff recommends approval.
Motion made by Commissioner John Minges.
Motion seconded by Vice Chairman Eugene James.
Motion Passed Unanimously.

Budget Amendment - Social Services - Special Adoption Fund - \$39,907 - Edward L. Garrison

Information Provided with the Agenda

The Department received a grant of State funds several years ago. The grant funds are to be used to enhance the Department's adoption program and services. The Department is requesting a budget amendment to roll over the remaining funds from FY 02/03 into FY 03/04. These funds will have to be returned to the NC Division of Social Services if they are not spent on approved programs to enhance the County's adoption programs.

The Department is requesting an amendment to increase Adoption expenditures by \$39,907 and re-appropriate the remaining funds from Fund balance.

Staff Recommendation

Staffs recommend approval

Pitt County
Finance

Budget Amendment Request

INVOICE NO:
DATE: September 16, 2003

Department: SOCIAL SERVICES Date of Request: 08/06/03
FY Budget: FY 03/04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
165421-540108	ADOPTION FUND	39,907	
162900-499100	FUND BALANCE APPROPRIATED	39,907	

Department Justification: (Please provide detailed explanation)

To rollover and appropriate the remaining funds from the Special Adoption Grant received several years ago.

Motion:
Staff recommends approval
Motion made by Commissioner John Minges.
Motion seconded by Vice Chairman Eugene James.
Motion Passed Unanimously.

Budget Amendment - Social Services - Regular Day Care - \$302,805 - Edward L. Garrison

Information Provided with the Agenda

The Department of Social Services has received the official notification of the initial allocation of funds for the regular Day Care program. These funds will be used to provide Day Care services to eligible children. The funds will allow the Department to continue to provide day care services at the current levels.

The Department is requesting a budget amendment to increase Day Care revenues and expenditures by \$302,805.00. These are 100% Federal and State funds and no additional County funds are required.

Staff Recommendation

Staffs recommend approval.

Manager Comments

Concur with staff recommendation.

Pitt County
Finance

Budget Amendment Request

INVOICE NO:
DATE: September 16, 2003

Department: SOCIAL SERVICES Date of Request: 08/06/03
FY Budget: FY 03/04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
165421-531401	DAYCARE - REGULAR	302,805	
162400-433061	DAY CARE	302,805	

Department Justification: (Please provide detailed explanation)

The Dept. has received notification of the allocation for the Regular Day Care program. To adjust the budget reflects initial allocation of funds.

Motion:
Staff recommends approval.
Motion made by Commissioner John Minges.
Motion seconded by Vice Chairman Eugene James.
Motion Passed Unanimously.

Budget Amendment - Emergency Services - \$2,500 - Greg P. Hackett

Information Provided with the Agenda

The Emergency Services Department has been awarded a grant by the State of North Carolina for the initial start-up and development of a local "Citizen's Corps Council." The Citizen's

Corps Council will be incorporated as a subcommittee to the Local Emergency Planning Committee (LEPC) as a means for the local citizens to have a voice in emergency planning efforts at the county level. The Citizen's Corps will be initially developed and implemented in partnership with the Pitt County Sheriff's Office and the Neighborhood

Staff Recommendation

Approve the budget amendment as submitted.

Manager Comments

Concur with staff recommendation.

Pitt County
Finance

Budget Amendment Request
DATE: September 16, 2003

Department: State Grants - Emergency Services Date of Request: August 7, 2003

FY Budget: 03-04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
243687 436000	Citizen Corps Council Grant	2,500	
245687 529000	Other Supplies and Materials	2,100	
245687 532500	Postage	100	
245687 534100	Printing	300	

Department Justification: (Please provide detailed explanation)

NCEM grant for the initial start-up and development of the Citizen Corps, which is intended to function as a subcommittee of the Local Emergency Planning Committee (LEPC) and provide a means for public input to emergency planning and preparedness at the county level.

Motion:

Approve the budget amendment as submitted.

Motion made by Commissioner John Minges.

Motion seconded by Vice Chairman Eugene James.

Motion Passed Unanimously.

Budget Amendment - Emergency Services - \$10,000 CERT - Greg P. Hackett

Information Provided with the Agenda

The Emergency Services Department has been awarded a \$10,000 grant by the State of North Carolina for the initial start-up, development and outfitting with specific equipment and resources for local "Community Emergency Response Teams" (CERT). The CERT Program will be developed as a means for the local citizens to respond in a limited capacity (when requested by Emergency Services Department) during times of large-scale disasters and when regular emergency response efforts are overwhelmed and/or unable to gain access to an area (e.g.,

areas of the county are isolated by floodwaters). The CERT Program will be initially developed and implemented in partnership with the Pitt County Sheriff's Office and the Neighborhood Watch Program.

Staff Recommendation

Approve the budget amendment as submitted.

Manager Comments

Concur with staff recommendation.

Pitt County
Finance

Budget Amendment Request
DATE: September 16, 2003

Department: State Grants - Emergency Services Date of Request: August 7, 2003

FY Budget: 03-04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
243688 436000	CERT Grant	10,000	
245688 529000	Other Equipment and Supplies (CERT Gear)	7,330	
245688 532500	Postage	370	
245688 534100	Printing	1,400	
245688 539500	Training	900	

Department Justification: (Please provide detailed explanation)

NCEM grant for the initial start-up and development of the Community Emergency Response Team (CERT) Program. These funds provide for initial training and outfitting of the teams and further establish an infrastructure for future teams to be developed upon.

Motion:

Approve the budget amendment as submitted.
Motion made by Commissioner John Minges.
Motion seconded by Vice Chairman Eugene James.
Motion Passed Unanimously.

Monthly Financial Report - July 2003 - Melonie Bryan

Information Provided with the Agenda

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

This amount will change - we are currently finalizing the audit of the year ended June 30, 2003.

Total Budget: \$181,479,602. 8.33% of Fiscal Year completed

Summary of Revenues:	July 2003	YTD 02-03
General Operating Funds	\$ 3,402,016.	\$ 3,402,016.**
Enterprise Fund	238,353.	238,353.
All Other Funds	1,388,710.	1,388,710.
Totals	\$ 5,029,079.	\$ 5,029,079.
Percent of Budget:	2.77%	2.77%
Summary of Expenditures:	July 2003	YTD 02-03
General Operating Funds	\$ 7,694,792.	\$ 7,694,792.
Enterprise Fund	225,271.	225,271.
All Other Funds	1,267,897.	1,267,897.
Totals	\$ 9,187,960.	\$ 9,187,960.
Percent of Budget:	5.06%	5.06%

**Net of Fund Balance Appropriated.

Staff Recommendation

Accept for the record.

Manager Comments

Concur with staff recommendation.

Item for Report

Releases & Refunds - \$100 or Less

July 2003

In accordance with North Carolina General Statute 105-381(b), the Finance Officer has approved and is reporting the following release and refund information:

Total County Releases:	223	\$7,487.31
Total City Releases:	110	\$3,436.43
Total Tax Refunds:	50	\$1,441.88

Motion:
Accept for the record.
Motion made by Commissioner John Minges.
Motion seconded by Vice Chairman Eugene James.
Motion Passed Unanimously.

Budget Amendment-Sheriff's Office - \$3,529 - Ward Parker

Information Provided with the Agenda

The Sheriff's Office has received a donation to purchase a used flat bottom boat to be used by the Water Emergency Response Team. Also, the Sheriff's Office has received funds from the court system that could be used to offset training costs for the Negotiations Team within the Sheriff's Office.

Staff Recommendation

Approve the budget amendment as presented.

Manager Comments

Concur with staff recommendation.

Pitt County
 Finance

Budget Amendment Request

INVOICE NO: Dd
 DATE: September 16, 2003

Department: Sheriff's Office Date of Request: 08/07/03

FY Budget: 03-04

CCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
104310 528000	Law Enforcement Supplies	2200.00	
104310 539600	Specialized Training	1329.00	
102800 484000 (revenue)	Contributions	2200.00	
102800 489000 (revenue)	Miscellaneous Revenue	1329..00	

Department Justification: (Please provide detailed explanation)

To appropriate funds received through donations and from monies received through the court system to be used to purchase a used boat for the Water Emergency Response Team and to be used in specialized training for the Negotiations Team within the Sheriff's Office.

Motion:
Approve the budget amendment as presented.
Motion made by Commissioner John Minges.
Motion seconded by Vice Chairman Eugene James.
Motion Passed Unanimously.

Budget Amendment - Health Department - \$ 2,578 - John H. Morrow

Information Provided with the Agenda

Health Department Budget Amendment - \$2,578.00 - The Health Department has received additional funding from Federal Grant via the NC DHHS for training and educational costs related to Bioterror Preparedness and Response.

Staff Recommendation

Approve budget amendment as presented.

Manager Comments

Concur with Health Director's recommendation.

18 Pitt County Budget Amendment Request
 Finance

INVOICE NO:
DATE: September 16, 2003

Department: Health Administration Date of Request: August 7, 2003

FY Budget: FY 03/04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
153110 436500	DHHS Funds	2,578.00	
155110 539600	Special Training	2,578.00	

Department Justification: The Health Dept has received additional funding from Federal Grant via the NC DHHS for training and educational costs related to Bioterror Preparedness and Response.

* Denotes new account number.

Motion:
Approve budget amendment as presented.
Motion made by Commissioner John Minges.
Motion seconded by Vice Chairman Eugene James.
Motion Passed Unanimously.

Approval of Minutes - Susan Banks

Information Provided with the Agenda

August 4, 2003

Staff Recommendation

Motion to approve August 4, 2003 minutes.

Manager Comments

Concur with staff recommendation to approve minutes.

Motion:

Motion to approve August 4, 2003 minutes.

Motion made by Commissioner John Minges.

Motion seconded by Vice Chairman Eugene James.

Motion Passed Unanimously.

Items for Discussion

Revision to July 21, 2003, 6pm meeting minutes - Glenn Bowen

Information Provided with the Agenda

A revision has been attached for the July 21, 2003, 6pm regular meeting minutes. Commissioner Bowen asked for a verbatim type re-write of a section of the discussion concerning the capital improvement plan.

Staff Recommendation

Motion to accept revision to July 21, 2003, 6pm meeting minutes.

** Replaced Discussion about Capital Improvements from the July 21, 2003, 6pm regular meeting minutes.

Items for Decision

Capital Improvement Plan

Motion:

Motion to issue COPS for capital improvement for \$30 million and to also take \$5 million from the general fund which will leave 20-22% of reserve, for a total of \$35 million in funding:

\$1.55 million for Pitt Community College

\$1.05 million to Community Schools and Recreation and the balance of

\$32.4 million for the Pitt County Schools for the school Board to identify the capital needs for future approval by this Board.

Motion made by Commissioner Jimmy Garris.

Motion seconded by Commissioner John Minges.

Discussion:

Commissioner Bowen asked of the money that goes to Pitt County Schools, are we not going to specify in the motion where the money actually goes? Commissioner Garris said he could make a substitute motion if he chooses, but the Board of Education has given this Board a list of their priorities in the \$57 million in immediate needs and they have been elected by the people to manage the school funds and he had no problem with them doing that. Commissioner Bowen stated Mr. Garris doesn't have any problem with them

deciding where the money goes? Chairman Ward asked the Manager to speak to this question. Mr. Elliott said this Board would have to adopt a budget ordinance, and since the County would be paying the bills on each of these projects, the ordinance will have to be addressed project by project. The money will be spent on the totals for each project. Ms. Bryan said when the County borrows capital money, the funds stay in the County's books and the County pays those bills and we account for it, not the school system. Commissioner Royal asked that since the Board of County Commissioners maintains that control could they not pass the amendment and then whatever time or sequence we could go on and priorities where the monies should go. Mr. Elliott said you could send the \$32.4 million to the schools or they could adopt it and ask them to reprioritize it and ask them to bring it back for this Board's consideration.

Commissioner Owens said that what Ms. Bryan said is what Mr. Elliott just said and that this Board does not need to identify priorities at this point in time, and this Board has to approve the allocation anyway. Commissioner Hammond said that five votes from this Board will prioritize the County's spending, but it won't prioritize the Board of Education because there are 12 members over there that will do that. Chairman Ward said it would come back to the Board for this Board to decide. Commissioner Hammond said not once it is approved. Chairman Ward said it would come back to this Board because it has to for capital outlay, but not operations.

Commissioner Bowen said unless its part of the motion, they can spend the money on whatever they want to. Ms. Bryan said the motion should say this Board has identified \$32.4 million for the schools and instruct them to return to this Board for approval on their priorities. Commissioner Garris said he is trying to spread out these funds by approving the \$35 million in funding this year and then come back next year and consider the balance of the request. The funds would be spread out over two years.

Commissioner Hammond said that Commissioner Garris made this same motion at the last meeting and wanted to know why he was going the certificate of participation route while cutting the \$50 million to \$35 million for capital needs that was requested of this Board. Commissioner Garris said that he did not make this same motion at the last meeting, the amount was the same but the source was not the same.

Commissioner Hammond said the amount was the same. Commissioner Garris said the reason for \$35 million was to spread out the burden on our taxpayers. If we look at the total needs that Pitt Community College, Pitt County Schools and Pitt Community Schools have presented, it's a total of \$65.86 million. He said he sees this Board going with \$35 million in funding or borrowing the \$30 million this year, and then coming back next year with the balance and the balance would then be \$30.86 million. He said so what they would be doing is spreading it out over two years and he thought it was a more realistic approach. Vice Chairman James called for the question. The Clerk restated the motion as:

Motion to issue COPS for capital improvement for \$30 million and to also take \$5 million from the general fund, for a total of \$35 million in funding:

\$1.55 million for Pitt Community College

\$1.05 million to Community Schools and Recreation and further,

\$32.4 million for the Pitt County Schools for the School Board to identify their capital needs for approval by this Board.

Commissioner Bowen said he did not think it was said that the funds for Pitt Community College were for capital improvement. Commissioner Minges said that COPS have to be for capital improvement. Chairman Ward said the motion has been made and called for the vote.

Vote Record:

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

Total Yes Votes: 7

Total No Votes: 2

Motion Passed.

Motion:

Motion to accept revision to July 21, 2003, 6pm meeting minutes.

Motion made by Commissioner Glenn Bowen.

Motion seconded by Vice Chairman Eugene James.

Commissioner Bowen said there was a misunderstanding at the next to the last meeting and asked the Clerk to rewrite these minutes in detail for the School Board.

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.

Efficiency Study - John Minges

Information Provided with the Agenda

Commissioner John Minges has asked that an agenda abstract be developed around the topic of the Pitt County Board of Commissioners conducting an efficiency study of county operations. In essence this study would involve the hiring of an independent consultant to study the efficiency and cost effectiveness of the county's departments and the services that are provided.

Meeting Notes

Commissioner Minges said he spoke with the County Manager and suggested looking at the efficiencies in the county departments. He said at the State Commissioners Conference there were vendors that could do efficiency studies, outsourcing, and possibilities for privatization and have them report directly to the Board of Commissioners. He suggested several proposals be

made to define the scope of the work. Commissioner Garris said he was supportive of improving cost effectiveness and efficiencies, but felt staff should look internally to keep cost under control. He said the County employees are best equipped to look at every aspect to maximize return on the taxpayers dollars. Commissioner Minges said employees have done an excellent job on efficiencies, such as MIS in saving money. He said he does not want the public to think that he thought otherwise. Commissioner Garris said in the private sector, they focus on cost reductions as one example, and in the budget they consider areas that would increase costs such as uncontrollables. He said at least 1.5% of the County's expenses are uncontrollable. He said he is in support of incorporating programs for cost reductions and have staff aggressively pursue those reductions. Chairman Ward said she understood that the request is to have department heads bring ideas for efficiencies to the Manager, the Manager bring those recommendations to the Board. Commissioner Bowen said he did not think a consultant needed to be hired, but there are some ex-county managers that are close by that would come in and look at County government. Vice Chairman James said it would be helpful to see what these people have to offer. Mr. Elliott asked if they wanted him to look internally and determine the scope of interest and what efficiencies could be created with or without a consultant. Commissioner Hammond said he does not support hiring a consultant that is going to tell the Board something they already know. He said the consultants usually concur with the staff.

Items for Decision

Copier Lease For Print Shop - Michael Taylor

Information Provided with the Agenda

The Print Shop provides or provisions all print services for Pitt County Government. In a continuing effort to minimize costs while maintaining quality service, the primary high volume copier lease has been reviewed. Pitt County Government is not required to bid this lease. However, to ensure an economical solution, proposals were evaluated from six (6) vendors. All vendors responded to the request with costs for the model most closely matching specifications. The costs ranged from \$1,125.00 per month to \$2,696.47 per month.

The current primary high volume copier lease is \$1,595.22 per month. Upon execution of the new lease, Pitt County Government will realize a \$470.22 per month savings (\$5,642.64 per year - \$28,213.20 entire lease period). The new equipment is digital which results in higher quality output while offering additional features. The proposed lease is for a period of sixty (60) months and funds are budgeted. It is recommended the County enter into a lease arrangement with Copy Pro of Greenville who submitted the lowest cost proposal. This will replace the current lease which expires August 2003.

Staff Recommendation

Approve lease as presented.

Manager Comments

Concur with staff recommendation.

Meeting Notes

Mr. Taylor said this is a lease proposal for high volume copier. He said the current lease is running \$1,595 per month. The new lease is for a digital machine and will save \$470.22 per month for a total of \$28,213.20 for the total lease period.

Motion:

Approve lease as presented.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Jimmy Garris.

Commissioner Garris said he commends Mr. Taylor and his organization on this matter. He said that Mr. Taylor went out and got bids from six different vendors and bidders which was not required, and as a result they are saving the County \$5,600 per year with this contract. He said this is the kind of efficiencies he wants county employees to look into.

Motion Passed Unanimously.

*Adoption of Capital Improvement Plan and Creation of Project Ordinances for Approved Projects
- Melonie Bryan*

Information Provided with the Agenda

Throughout the past several months, the Board and staff have worked to develop a Capital Improvement Plan to meet the needs of both the County and the Board of Education. At the July 7, 2003 meeting, the Board voted to fund \$35,000,000 in projects - \$1,050,000 for Community Schools and Recreation to build a Administrative Facility on County Home Road, \$1,550,000 for Pitt Community College (phase I) to match approved State Bond funds and \$32.4 million to address a portion of the Board of Education's Immediate Needs as identified in the Long Range Educational Plan. The Board of Education was to review their project list, reprioritize and return with revised recommended project list.

The Board of Education met on August 4 and August 11 to discuss and adopt a reprioritized list of projects. The County received the new list on August 12 and a copy is attached for the Board's consideration.

Therefore, we need to take the following actions:

(1) Review the Project List from the Board of Education - amend if needed and adopt (Attachment #1).

(2) Adopt the 10-Year Capital Improvement Plan incorporating any modifications necessary due to actions taken in Step #1 as listed above. The CIP included as Attachment #2 shows projects as approved July 7, 2003.

(3) Adopt the attached Capital Project Resolutions for each project (Attachment #3 - Pitt Community College, Attachment #4, Community Schools & Recreation and Attachment #5 - Board of Education).

As noted in the July 7, 2003 agenda, Staff will officially begin the debt issuance process through the Local Government Commission continuing the current relationships with Bond Counsel (Paul Billow) and Underwriter (Kent Lawrence) due to their familiarity with the County, its financial picture and our previous debt issuances and their structure. These relationships allow both of these firms to use their knowledge to gain the best product for the County as we move forward to structure this new debt issuance. As we move through the process, Staff will be returning with items which will need Board approval such as resolutions and findings as a part of the issuance process. If the need should arise, Bond Counsel and the Underwriter can be available at future board meetings as we move through the process to answer questions.

Staff Recommendation

Review and act on each item as listed above:

(1) Consider project list as reprioritized by the Board of Education.

(2) 10-Year Capital Improvement Plan - Pass motion to adopt proposed 10-year CIP including any changes that may be needed due to Item #1.

(3) Adopt Capital Project Resolutions as attached - Pitt Community College, Community Schools and Recreation and Board of Education.

Manager Comments

The following comments are offered regarding this agenda item:

- Closing costs on the COP's financing package for the \$30 million are not included as a line item cost for any of the three projects. At this point, Pitt County would need to fund these costs as an additional expenditure. These costs could run in the \$400-500k range.

- The County has been informed that each of the Board of Education projects has enough funds to build and provide the basic furnishings for each. However, items such as televisions and computers have not been budgeted for at this time.

- With the appropriation of \$1.5m in the BOE's fund balance (local current expense), a concern is raised about the BOE's future debt service obligations. The school system uses State ADM funds as well as restricted sales tax to meet this debt service obligation. This debt is a combination of COPS and G.O. bonds. The Board of Commissioners has been presented with a spreadsheet in the past from BOE staff that illustrates a short fall in ADM revenues in the next 2-3 years. This will required the BOE to utilize their fund balance in the future.

- It should go without saying that each new facility will incur new fixed costs that will require a future increase in the County's local current expense appropriation to the BOE. It is estimated that each new school will require roughly \$500k in additional appropriations for items such as utilities, insurance, maintenance staff and cafeteria workers. These costs would be handled as a part of the County's annual budget process before the opening of each new school facility. This is pointed out only as a FYI.

PITT COUNTY SCHOOLS
Capital Projects Proposal for August 11, 2003

<u>Project</u>	<u>Estimated Cost</u>
PK - 5 School for 600 students	\$ 8,225,500
PK - 8 School for 650 students	\$11,620,200
Chicod Addition	\$ 3,000,000
Wintergreen Intermediate Addition	\$ 2,400,000
Air Condition 10 Gymnasiums	\$ 800,000
DH Conley - 14 Classrooms/cafeteria	\$ 3,000,000
Science Labs Grades 6-8	\$ 800,000
Athletics - AGHS, FCHS, NPHS Fieldhouses	\$ 1,350,000
Auditorium Renovations AGHS, FCHS, NPHS	\$ 1,680,994
Technology Grades 6-12	\$ 1,000,000
Deferred Maintenance	\$ 800,000
Total	\$34,676,694
<u>Revenue</u>	
Certificates of Participation	\$32,400,000
Fund Balance -Local Current Expense	\$ 1,500,000
Kitchen Equipment - Child Nutrition Program	\$ 526,694
State Bond Balance	\$ 250,000
Total	\$34,676,694

PITT COUNTY
CAPITAL IMPROVEMENT PLAN

Estimates for Fiscal Year 2003-2004 through Fiscal Year 2012-2013

PROJECTS	Funding Source	YR 1							Future Years' Projection
		FY 02-03 Adopted Budget	FY 03-04 Adopted Budget	FY 04-05 Planning Year	FY 05-06 Planning Year	FY 06-07 Planning Year	FY 07-08 Planning Year	FY 09-10 Planning Year	
APPROVED / RECURRING									
Pitt County Schools - Current Annual Projects	C	750,000	750,000	750,000	750,000	750,000	750,000	750,000	3,750,000
PCC - Current Annual Projects	C	75,000	75,000	75,000	75,000	75,000	75,000	75,000	375,000
Economic Development Water/Sewer/Gas Projects w/ MIS Projects Countywide (DP Equip < \$300K)	C/O	717,438	707,438	705,288	695,298	682,452	650,436	TBD	TBD
Recurring Capital Outlay	C	333,050	500,000	500,000	500,000	500,000	500,000	500,000	2,500,000
Landfill Capital Outlay	C	100,000	0	0	0	0	0	0	0
EMS Trucks	C	0	400,000	0	0	0	0	0	0
EMS Facilities	C	0	500,000	0	0	0	0	0	0
PCC-Phase 1 & 2 Projects-Local Match	C	0	1,550,000	0	0	0	0	0	0
Comm Schls & Rec - Intergenerational Center	C	0	1,050,000	0	0	0	0	0	0
Board of Education Projects**	C/COPs	0	34,576,684	0	0	0	0	0	0
Subtotal		2,076,488	40,334,132	2,180,298	2,170,298	2,137,452	2,125,438		7,375,000
UNMET NEEDS									
Additional/Alternative Revenues Required									
Facilities									
Social Services Facility **	COP	0	0	0	0	11,250,000	0	0	0
Sheriff - Administration Bldg at Detention Center	COP	0	0	0	0	1,000,000	0	0	0
Building & Grounds - County Storage Building **	COP	0	0	300,000	0	300,000	0	0	0
Animal Shelter **	COP	0	0	0	0	800,000	0	0	0
Comm Schls & Rec - Intergenerational Center	TBD	0	0	0	2,717,480	0	0	0	0
Detention Center Expansion	TBD	0	0	0	0	15,000,000	0	0	0
Council on Aging Senior Center	TBD	0	0	0	0	0	0	0	3,954,281
Education									
Pitt County Schools - New School **	TBD	0	0	23,023,306	0	50,900,000	0	0	108,300,000
PCC-Phase 1 & 2 Projects-Local Match	TBD	0	0	2,850,000	0	0	0	0	0
PCC-Phase 3 Projects-All Local	TBD	0	0	0	0	0	0	0	21,314,290
PCC-Phase 4 Projects-Local Match	TBD	0	0	0	0	4,500,000	0	0	0
Public Safety									
Communications Equipment - Emerg Svcs	TBD*	0	0	14,500,000	0	0	0	0	0
Other Projects									
Tax Assessor - Mass Appraisal Software/Digital Photo	C	0	0	295,000	250,000	0	0	0	0
Register of Deeds - Office Shelving & Furniture	C	0	0	100,000	0	0	0	0	0
Register of Deeds - Imaging System	C	0	0	175,000	0	0	0	0	0
Mental Health - HVAC Renovations	C	0	0	0	0	0	0	0	0
Industrial Development - Technology Park	TBD	0	0	0	350,000	5,150,000	0	0	0
Elections - Voting Machines	TBD	0	0	0	1,300,000	0	0	0	0
ANNUAL TOTALS		2,076,488	40,334,132	43,423,604	6,787,778	91,037,452	2,125,438		140,943,511

* WoodrIDGE Project has offsetting acreage fee revenues.

** Funded through combination of COPs, Co. Fund Bal, BOE Fund Bal, SI Bonds and Child Nutrition Funds.

*** Could all be included in same bond package to save on issuance costs.

* Funding source(s) to be determined pending legislative changes to E911 Surcharge Fees.

07/01/03

C = Current Funding COP = Certificates of Participation
GO = General Obligation Bonds SB = State Bond Funds O = Other Funding Source TBD = To Be Determined

Attachment #3

**OFFICE OF THE PITT COUNTY BOARD OF COMMISSIONERS
GREENVILLE, NORTH CAROLINA**

August 18, 2003

COMMUNITY SCHOOLS & RECREATION CAPITAL PROJECT

UPON MOTION by David Hammond, seconded by John Minges, the Pitt County Board of Commissioners adopted the following Capital Project Ordinance.

BE IT ORDAINED by the Pitt County Board of Commissioners pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted to construct a facility for Community Schools & Recreation on the site located on County Home Road.

Section 1. The project authorized is to construct a facility for Community Schools and Recreation through the use of Fund Balance as a portion of the overall project collectively referred to as the 2003 capital improvement package as approved by the Board of Commissioners on July 7, 2003.

Section 2. The officers of this unit are hereby authorized to proceed within the terms of this resolution and the budget contained herein.

Section 3. The following revenues are hereby appropriated for the projects listed above:

Fund Balance	<u>\$1,050,000.</u>
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TOTAL REVENUES	1,050,000.
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Section 4. The following amounts are appropriated for the projects' expenditures:

Construction Costs	<u>\$1,050,000.</u>
--------------------	---------------------

TOTAL EXPENDITURES	\$1,050,000.
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Section 5. The Deputy County Manager - Financial Services is hereby directed to maintain within the Capital Projects Funds sufficient specific detailed accounting records in accordance with general accepted accounting principals. A budget amendment will be prepared to separate the costs into generally accepted construction categories once the final project budget is determined.

Section 6. The Deputy County Manager - Financial Services is directed to report on the financial status of this project as requested by the Board.

Section 7. Copies of this Capital Project Ordinance shall be made available to the Pitt County Manager and the Deputy County Manager - Financial Services for direction in carrying out this project.

NOW, THEREFORE, BE IT RESOLVED this 18th day of August, 2003 that the Pitt County Board of Commissioners endorsed this Capital Project Ordinance for the construction of a facility for the Community Schools and Recreation program.

Beth B. Ward
Chairman, Board of Commissioners

Susan J. Banks
Clerk to the Board

Attachment #4

**OFFICE OF THE PITT COUNTY BOARD OF COMMISSIONERS
GREENVILLE, NORTH CAROLINA**

August 18, 2003

PITT COMMUNITY COLLEGE

UPON MOTION by David Hammond and seconded by John Minges, the Pitt County Board of Commissioners adopted the following Capital Project Ordinance.

BE IT ORDAINED by the Pitt County Board of Commissioners pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted to allow Pitt Community College start the infrastructure development on the Bowen Farm property.

Section 1. The project authorized is to start the infrastructure development on the Bowen Farm Property through the use of County Fund Balance as a matching source for available State Bond Funding. This project is a portion of the overall capital project collectively referred to as the 2003 capital improvement package as approved by the Board of Commissioners on July 7, 2003.

Section 2. The officers of this unit are hereby authorized to proceed within the terms of this resolution and the budget contained herein.

Section 3. The following revenues are hereby appropriated for the projects listed above:

Fund Balance	<u>\$1,550,000.</u>
TOTAL REVENUES	\$1,550,000.

Section 4. The following amounts are appropriated for the projects' expenditures:

Construction Costs	<u>\$1,550,000.</u>
TOTAL EXPENDITURES	\$1,550,000.

Section 5. The Deputy County Manager - Financial Services is hereby directed to maintain within the Capital Projects Funds sufficient specific detailed accounting records in accordance with general accepted accounting principals. A budget amendment may be prepared to separate the costs into generally accepted construction categories once the final project budget is developed if that is deemed necessary.

Section 6. The Deputy County Manager - Financial Services is directed to report on the financial status of this project as requested by the Board.

Section 7. Copies of this Capital Project Ordinance shall be made available to the Pitt County Manager and the Deputy County Manager - Financial Services for direction in carrying out this project.

NOW, THEREFORE, BE IT RESOLVED this 18th day of August, 2003 that the Pitt County Board of Commissioners endorsed this Capital Project Ordinance for the infrastructure development of the Bowen Farm of Pitt Community College.

Beth B. Ward
Chairman, Board of Commissioners

Susan J. Banks
Clerk to the Board

Meeting Notes

Mr. Elliott said this item was carried over from the last Board meeting. He stated that after the last meeting he wrote the Board of Education a letter requesting they reprioritize their list for capital projects. The capital project list attached dated August 11, 2003, is the current list of priorities for capital projects as presented by the Board of Education. He said the total costs of the schools request is \$34,676,694 of which \$32.4 million would be funded with County dollars, (\$30 million with certificates of participation and \$2.4 million with County fund balance) and they would use school fund balance, child nutrition funds and State bond funds to fund the balance of costs.

Mr. Elliott said the Capital Improvement Program takes into account all the projects discussed in the past. He said they would like the Board to consider adopting the Capital Improvement Program and the capital project ordinances need to be adopted for Community Schools and Recreation for \$1,050,000, Pitt Community College for \$1,550,000 and Board of Education Projects for \$34,676,694.

Commissioner Hammond asked if any of this capital improvement money could end up in anybody's pocket. Mr. Elliott said these are capital funds and have to be put in a special fund and bills paid directly on project costs. The funds will not go to the school system but will remain in the County's funds. The facilities will be in Pitt County's name until they are complete and the debt is paid off. Commissioner Hammond asked about the furnishings. Mr. Elliott said that the Superintendent has told him that part of the money for furnishings are in these estimates and they can fund the remainder of the furnishings with their fund balance.

Commissioner Coulson said he wants these funds to be looked at closer by the Board. He said classroom construction is a critical need. He said the number of trailers is excessive. He questioned some of their priorities. He said the \$800,000 for air conditioning for gymnasiums, \$1,350,000 for athletics (field houses, etc) and \$1,680,994 for auditoriums needs to be reconsidered due to the need for classroom space. He said this Board needs to let them know that they do not agree with these things. He said this should be sent back to the School Board and tell them what this Board considers as critical needs. He said he did not intend to micromanage the School Board.

Motion (1):

Motion to send the School Board's list of priorities back to the School Board stating that the funds for gymnasiums, auditoriums renovations and field houses should be redirected to classrooms, technologies, and science labs.

Commissioner Minges asked if Commissioner Coulson would accept amending the motion to include closing costs of \$500,000. Commissioner Coulson accepted the amendment.

Motion made by Commissioner Tom Coulson.

Motion seconded by Vice Chairman Eugene James.

Commissioner Minges asked Ms. Burgdorff if this Board can make the School put the funds where this Board instructs them. Ms. Burgdorff said this Board can make that request but cannot direct what they do specifically. She said it is a very give and take arrangement. Mr. Elliott said once the project ordinance is adopted, the money is locked into the project that has been identified. They cannot redirect the funds to other projects. Commissioner Minges said if they save money off of a project, can they redirect those funds somewhere else. Ms. Bryan said they can only spend the funds on the specific projects and they must settle the debt first unless they petition the bond holders for an additional project. Commissioner Bowen asked about using the property to finance the debt. Mr. Elliott said the two new schools would be the major collateral for this package. Ms. Bryan said Conley High School has excess value which would also be used like a security package. Commissioner Bowen asked about the closing costs and where would the funds come from? Mr. Elliott said there is an estimated \$400,000 to \$500,000 in closing costs which would need to come out of the total package. He said the County would have to take the closing costs out of fund balance unless this Board directs the School Board to take the closing costs out of this financing package. Vice Chairman James asked where the growth is taking place in Pitt County? He questioned the priorities for athletics when the classrooms are needed so badly. It needs to be reconsidered.

Substitute Motion (2): Approve capital improvement funds for public education priority list and attachment 5, Board of Education Projects.

Motion made by Commissioner Randy Royal.

Motion seconded by Commissioner Mark Owens.

Commissioner Hammond asked if this motion was approved, he wanted assurance that the Finance Officer would not approve any checks to the schools except what was to go directly to the projects being funded. Mr. Elliott stated that Ms. Bryan pays the bills on the capital projects as the bills are submitted directly to her.

Commissioner Garris asked if this funding includes the \$500,000 closing costs? Commissioner Royal said the explanation from the Manager was that the closing costs would either come from COPS, or the schools could identify the funds themselves. Mr. Elliott said he would recommend using the schools fund balance. Commissioner Royal said he would include that in his substitute motion. Commissioner Bowen said the schools have a big fund balance and this Board should ask the Schools to take the closing costs out of their fund balance. Commissioner Royal said he asks public education to reduce the bottom line by the amount of closing costs. Commissioner Royal said the Manager suggests that the schools could fund the \$500,000 from the schools budget and added the schools funding and the closing costs to his motion. Commissioner Garris spoke about the motion including taking the closing cost out of the money they would be given. He said he was more supportive of the list of priorities they were given on July 29th which included the science lab renovations because with this new list they have substituted the science labs. Commissioner Owens said he withdrew his second to Commissioner Royal's motion because the motion was being changed and he did not

support the change. Commissioner Bowen said he would second Commissioner Royal's motion.

Chairman Ward said the motion was to approve the Schools project lists with the funding of the closing costs coming from the project funds. Mr. Elliott said he would need to know what projects they would take the \$500,000 closing costs from before the Board could adopt the project ordinance. Commissioner Royal said the schools could take these funds from their fund balance.

Substitute Motion (2) restated:

Approve capital improvement funds for the public education priority list, Attachment 5, Board of Education Projects and include the closing costs of \$500,000 to be funded from the Schools' fund balance.

Motion made by Commissioner Royal.

Motion seconded by Commissioner Bowen.

Vote on Motion (1) restated:

Motion to send the School Boards list of priorities back to the School Board stating that the funds for gymnasiums, auditoriums renovations and field houses should be redirected to classrooms, technologies, and science labs.

Commissioner Minges asked if Commissioner Coulson would accept amending the motion to include closing costs of \$500,000. Commissioner Coulson accepted the amendment.

Vote Record on Substitute Motion (2):

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

Total Yes Votes: 3

Total No Votes: 6

Motion Failed.

Vote Record Original Motion (1):

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

Total Yes Votes: 5

Total No Votes: 4

Motion Passed.

Adopt the following:

10-Year Capital Improvement Plan - adopt proposed 10-year CIP; and further, adopt Capital Project Resolutions as attached - Pitt Community College, Community Schools and Recreation.

Motion made by Commissioner David Hammond.

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.

Administration of Flood Damage Prevention Ordinance and Soil Erosion and Sedimentation Control Ordinance- Town of Ayden - Stephen Smith

Information Provided with the Agenda

The Town of Ayden is requesting to enter into an inter-local agreement for the County's administration of the Flood Damage Prevention Ordinance within the Town limits and its ETJ. The Town of Ayden is also requesting a similar agreement for the County's administration of the Soil Erosion and Sedimentation Control Ordinance within the Town limits and its ETJ. (See Attached)

At its July 14, 2003 meeting, the Ayden Town Commissioners agreed that it would be in the Town's best interest to enter into an inter-local agreement with the county for enforcement of these two ordinances. The proposed agreements would be very similar to existing agreements with Simpson, Grimesland, and Winterville. (See Attached)

Staff Recommendation

Authorize Chairman to sign inter-local agreements once the Town Board holds the required public hearing to adopt the Pitt County Flood Damage Prevention Ordinance and the Pitt County Soil Erosion and Sedimentation Control Ordinance.

Manager Comments

Concur with staff recommendation. (It should be noted that the Planning Department will not be asking for additional staff as a result of taking on various planning responsibilities of some of the municipalities. The only exception would be if the municipalities provided revenues to cover the expense of a new position.)

**NORTH CAROLINA
PITT COUNTY**

**INTERLOCAL AGREEMENT BETWEEN
TOWN OF AYDEN AND PITT COUNTY --
SOIL EROSION & SEDIMENTATION
CONTROL**

THIS AGREEMENT, made and entered into this the 18th day of August, 2003, by and between the Town of AYDEN, a municipal corporation organized and existing pursuant to the laws of the State of North Carolina, Party of the First Part and hereinafter referred to as the TOWN and Pitt County, a political subdivision of the State of North Carolina established and operating pursuant to the laws of the State of North Carolina, Party of the Second Part and hereinafter referred to as the COUNTY;

WITNESSETH:

WHEREAS, the TOWN and the COUNTY, pursuant to the authority granted by the North Carolina General Statutes 160A-461, hereby covenant and agree as follows:

1. That the TOWN hereby contracts with COUNTY to use the services of the Planning Department of COUNTY to administer the TOWN'S Soil Erosion and Sedimentation Control Ordinance within the corporate limits and extra-territorial jurisdiction of the TOWN.

2. That the COUNTY'S Soil Erosion Sedimentation Control Ordinance and any amendments thereto are hereby adopted by the TOWN, through execution of this Interlocal Agreement, as well as by Resolution of the Town Board, and the same shall apply within the corporate limits and extra-territorial jurisdiction of the TOWN.

3. That the services of the Pitt County Planning Department shall be performed at no cost to the TOWN. However, should any claims arise, the TOWN agrees to indemnify and hold COUNTY, its employees, agent and contractors harmless from any and all claims for liability, loss, injury, damages to persons or property, costs or attorney's fees resulting from any actions brought against Pitt County, its employees, agents, contractor, and Commissioners arising as a result of these services performed on behalf of the TOWN that are the subject matter of this Agreement.

4. That all fees and charges associated with administering the Soil Erosion and Sedimentation Control Ordinance as adopted by the Board of County Commissioners, shall be

collected by the TOWN and forwarded to the COUNTY, and shall be the sole property of COUNTY, and no part hereof shall be payable to the TOWN.

5. That all development located within the TOWN'S corporate limits or extra-territorial jurisdiction shall be subject to the rules and regulations set forth in the aforementioned Soil Erosion and Sedimentation Control Ordinance. All preliminary plats will be forwarded to the Pitt County Planning Department to determine if a Soil Erosion and Sedimentation Control Plan is required. The Pitt County Planning Department will notify the TOWN of the determination. If a plan is required, the TOWN will forward ten copies to the Pitt County Planning Department for review and consideration by the COUNTY'S Technical Review Committee. The Planning Department will notify the TOWN in writing of the action taken by the Technical Review Committee on Soil Erosion and Sedimentation Control Plans for sites located in the TOWN'S planning jurisdiction.

6. The TOWN is responsible for verification of compliance with the TOWN'S Zoning Ordinance and for any action necessary to enforce the applicable provision of the TOWN'S Zoning Ordinance.

7. That the Pitt County Planning Department will use every effort to enforce the Soil Erosion Sedimentation Control Ordinance, except that if any civil or criminal action becomes necessary, the TOWN shall bring any legal action as may be required to effectively enforce said Ordinance, upon written notice from the Pitt County Planning Department of such violations.

8. That this Agreement shall continue until such time as either the TOWN or COUNTY resolves to discontinue the Agreement and presents six (6) months written notice to the other party of said termination or upon mutual agreement of both parties.

9. This Agreement may only be modified in writing and executed by both parties.

10. That the effective date of this Interlocal Agreement shall be _____, 2003.

IN WITNESS WHEREOF, the Town of AYDEN has caused this Agreement to be signed in its name by its Mayor attested by its Clerk, and its Official Seal to be hereunto affixed, and Pitt County has caused this Agreement to be signed in its name by the Chairman of the Board of

Commissioners and attested by the Clerk of its Board and its Official Seal to be hereunto affixed,
the day and year first above written.

TOWN OF AYDEN

By: _____
Mayor

ATTEST:

Clerk

PITT COUNTY

By: _____
Beth Ward, Chairman

ATTEST:

Susan Banks, Clerk to the Board

**NORTH CAROLINA
PITT COUNTY**

**INTERLOCAL AGREEMENT
BETWEEN TOWN OF AYDEN AND PITT
COUNTY-FLOOD DAMAGE PREVENTION ORDINANCE**

THIS AGREEMENT, made and entered into this the 18th day of August, 2003, by and between the Town of Ayden, a municipal corporation organized and existing pursuant to the laws of the State of North Carolina, Party of the First Part and hereinafter referred to as the TOWN and Pitt County, a political subdivision of the state of North Carolina established and operating pursuant to the laws of the State of North Carolina, Party of the Second Part and hereinafter referred to as the COUNTY;

WITNESSETH:

WHEREAS, the TOWN and the COUNTY, pursuant to the authority granted by the North Carolina General Statutes 160A-461, hereby covenant and agree as follows:

1. That the TOWN hereby contracts with the COUNTY to use the services of the Planning Department of the COUNTY to administer the TOWN'S Flood Damage Prevention Ordinance within the corporate limits and extra-territorial jurisdiction of the TOWN.

2. That the COUNTY'S Flood Damage Prevention Ordinance and any amendments thereto are hereby adopted by the TOWN, through execution of this Interlocal Agreement, as well as by Resolution of the Town Board, and the same shall apply within the corporate limits and extra-territorial jurisdiction of the TOWN.

3. That the services of the Pitt County Planning Department shall be performed at no cost to the TOWN. However, should any claims arise, the TOWN agrees to indemnify and hold the COUNTY, its employees, agent and contractors harmless from any and all claims for liability, loss, injury, damages to persons or property, costs or attorney's fees resulting from any action brought against Pitt County, its employees, agents, contractor and Commissioners arising as a result of these services performed on behalf of the TOWN that are the subject matter of this Agreement.

4. That all fees and charges associated with administering the Flood Damage Prevention Ordinance as adopted by the Board of County Commissioners, shall be collected by the COUNTY, shall be the sole property of the COUNTY, and no part hereof shall be payable to the TOWN.

5. That all development to take place within the TOWN's corporate limits or extra-territorial jurisdiction shall be subject to the rules and regulations set forth in the aforementioned Flood Damage Prevention Ordinance. No building permits shall be issued for any property until the flood zone is determined and the necessary building standards are met if the property is located within the one hundred (100) year floodplain. If the structure is to be constructed within the flood hazard area, preliminary and final elevation certificates will be required. The Town of Ayden Inspections Department will be responsible for ensuring construction complies with the standards set forth in the Flood Damage Prevention Ordinance.

6. That the Pitt County Planning Department will use every effort to enforce the Flood Damage Prevention Ordinance, except that if any civil or criminal action becomes necessary, the TOWN shall bring any legal action as may be required to effectively enforce said Ordinance, upon written notice from the Pitt County Planning Department of such violations.

7. That this Agreement shall continue until such time as either the TOWN or COUNTY resolves to discontinue the Agreement and presents six (6) months written notice to the other

party of said termination or upon mutual agreement of both parties.

8. This Agreement may only be modified in writing and executed by both parties.

9. That the effective date of this Interlocal Agreement shall be _____, 2003.

IN WITNESS WHEREOF, the Town of Ayden has caused this Agreement to be signed in its name by its Mayor attested by its Clerk, and its Official Seal to be hereunto affixed, and Pitt County has caused this Agreement to be signed in its name by the Chairman of the Board of Commissioners and attested by the Clerk of its Board and its Official Seal to be hereunto affixed, the day and year first above written.

TOWN OF AYDEN

By: _____
Mayor

ATTEST:

Clerk

PITT COUNTY

By: _____
Beth Ward, Chairman

ATTEST:

Clerk

Meeting Notes

Stephen Smith reported that Ayden is requesting the County staff administer, the Flood Damage Prevention Ordinance and the Soil Erosion and Sedimentation Control Ordinance within the town limits. Plans will be submitted to Pitt County for their review. Currently, this service is provided for other communities such as Falkland, Grimesland, and Simpson.

Motion:

Authorize Chairman to sign inter-local agreements once the Town Board holds the required public hearing to adopt the Pitt County Flood Damage Prevention Ordinance and the Pitt County Soil Erosion and Sedimentation Control Ordinance.

Motion made by Commissioner John Minges.

Motion seconded by Commissioner Jimmy Garris.

Motion Passed Unanimously.

Budget Amendment - Emergency Services - Bethel Volunteer Fire Department - \$10,000 - Greg P. Hackett

Information Provided with the Agenda

Transfer \$10,000 from contingency to Emergency Services Department as contribution for the purchase of a new fire truck for Bethel Volunteer Fire Department (VFD) - Please see attached request from Bethel Town Manager Greg Zephir, et al.

Additionally:

The Emergency Services Department has historically for twenty-plus years aided county volunteer fire departments with the purchase of new trucks; demonstrating our support of their volunteer effort and ensuring quality equipment and service for the citizens of Pitt County.

This request was not initially made in the FY 2003-2004 budget process due to on-going negotiations with the contracting company and is being asked for at this time due to aging and unreliable equipment currently in use.

Purchase of this equipment will improve response capabilities for Bethel VFD and maintain quality service the citizens of their district.

The funds should be disbursed to Bethel VFD as soon as possible following approval as contract for purchase has been submitted to the Emergency Services and Finance Departments.

Staff Recommendation

Recommend transfer of funds from Contingency to C&D Fire Truck as outlined in the attached Budget Amendment.

Manager Comments

Concur with staff recommendation. It should be noted however that each Volunteer Fire Department (VFD) was asked at budget time if they would be purchasing a fire truck. This was suppose to have been reflected on their budget form that is submitted to the county. In the case of the Bethel VFD, this request was not made at that time. For that reason, this unbudgeted expense is being requested to come from the County's contingency fund.

Motion:

Recommend transfer of funds from Contingency to C&D Fire Truck as outlined in the attached Budget Amendment.

Motion made by Commissioner Glenn Bowen.

Motion seconded by Vice Chairman Eugene James.

Motion Passed Unanimously.

Pitt County
Finance

Budget Amendment Request

INVOICE NO:
DATE: September 16, 2003

Department: Emergency Date of Request: 8-07-03

FY Budget: 03-04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
109910-599100	BOCC Contingency		10,000
104330-569901	C&D Fire Truck	10,000	

Department Justification:

Transfer \$10,000 from BOCC Contingency to Contributions (104330-569901) for purchase of a new fire truck for Bethel Volunteer Fire Department – Please see attached request and other supporting documentation from Bethel Town Manager, Greg Zephir, et. al.

Budget Amendments - State Grants - Juvenile Crime Prevention Council - \$1,272 - Melonie Bryan

Information Provided with the Agenda

The Juvenile Crime Prevention Council grants received from the State Department of Juvenile Justice require return of unspent funds at the end of each grant's fiscal year. The attached budget amendment brings the unspent fund balance into the new year in order to write the check to return to the State for:

- 1) JCPC Juvenile Crime Prevention - \$1,062, and
- 2) JCPC Alternative Education - \$210.

Staff Recommendation

Approval of budget amendments as presented.

Manager Comments

Concur with staff recommendation.

Pitt County
Finance

Budget Amendment Request

INVOICE NO:
DATE: September 16, 2003

Department: State Grants Date of Request: 8-05-03

FY Budget: 03-04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
243660 499100	Fund Balance Appropriated – Alternative	210	

245660 569399	Prior Year Refund	210
243666 499100	Fund Balance Appropriated – Juvenile Crime Prev.	1,062
245666 569399	Prior Year Refund	1,062

Department Justification: (Please provide detailed explanation)

Bringing unspent fund balance from the JCPC Alternative Education and JCPC Juvenile Crime Prevention programs forward to new year in order to return to the State as required.

Motion:

Approval of budget amendments as presented.

Motion made by Commissioner Jimmy Garris.

Motion seconded by Commissioner John Minges.

Motion Passed Unanimously.

Appointment to the Winterville Board of Adjustment - Susan Banks

Information Provided with the Agenda

Both Wayne Avery and Claudie McLawhorn's term expired 6/30/03. According to our records, both members are not eligible for reappointment due to serving the maximum number of terms, however the Town of Winterville is recommending their reappointment. Please see the attached list of Interested applicants.

We have one application from David Mills.

This item was postponed from the July 7, 2003 meeting.

Staff Recommendation

No recommendation.

Meeting Notes

Ms. Banks reported that there were two positions open and only one applicant. Commissioner Garris said he had been working with the Town of Winterville to get applicants and would like the Board to reappoint Claudie McLawhorn to a seat and appoint David Mills as an alternate. He stated he was not having very good luck recruiting new applicants.

Motion:

Motion to reappoint Claudie McLawhorn and appoint David Mills as an alternate on the Winterville Board of Adjustment.

Motion made by Commissioner Jimmy Garris.

Motion seconded by Vice Chairman Eugene James.

Motion Passed Unanimously.

Appointments to the Greenville Planning & Zoning Commission - Susan Banks

Information Provided with the Agenda

1. Member Bobby Harrington has passed away. A new member needs to be appointed.

2. Member Kenneth Wilson has served the maximum term limit, and according to our records is not eligible for reappointment. A new member needs to be appointed.

3. Member Marvin Wells has moved outside of the ETJ and has resigned. A new member needs to be appointed.

4. Member Thomas Hines, who serves as the alternate position, has resigned. An alternate member needs to be appointed.

A list of Interested applicants is attached.

Staff Recommendation

No recommended motion.

Meeting Notes

Ms. Banks reported that there were three vacant seats and one vacant alternate seat.

Motion:

Motion to appoint Don Baker, William Peery and James Wilson to the Greenville Planning and Zoning Board.

Motion made by Commissioner Randy Royal.

Motion seconded by Commissioner John Minges.

Motion Passed Unanimously.

Appointment to the ABC Board - Susan Banks

Information Provided with the Agenda

The terms of Mamie Smith and Melvin McLawhorn will expire on August 31, 2003. Both members have served two full terms and are not eligible for reappointment under the regular appointment policy.

Mamie Smith and Melvin McLawhorn have attended all meetings in the past year.

Attached are letters requesting their terms be extended beyond the normal Board Appointment Policy. Please see the attachments.

Staff Recommendation

No recommended motion.

Meeting Notes

Commissioner Garris nominated, seconded by Commissioner Minges, Wendy Howard to the ABC Board. Commissioner Coulson nominated, seconded by Commissioner Minges, Charles Farley to the ABC Board. Commissioner Bowen stated that in light of Joan Respess, ABC Director who is retiring, he offered a substitute motion to extend both Mamie Smith and Melvin McLawhorn's term for one year. He asked Mr. Elliott to state his opinion on this matter. Mr. Elliott stated that he could support either appointments and felt they had qualified members remaining on that board. Vice Chairman James said he disagreed with Commissioner Bowen because the three remaining members are experienced and well qualified. Commissioner Coulson said Charles Waller is on that board and has been for years. Ms. Burgdorff stated that the General Statutes do not allow for partial terms on the ABC Board. Commissioner Bowen

said he questioned that assumption. Commissioner Royal stated that in this case he would withdraw his second to Commissioner Bowen's motion.

Motion:

Motion to appoint Wendy Howard to the ABC Board.

Motion made by Commissioner Jimmy Garris.

Motion seconded by Commissioner John Minges.

Motion Passed Unanimously.

Motion:

Motion to appoint Charles Farley to the ABC Board.

Motion made by Commissioner Tom Coulson.

Motion seconded by Commissioner John Minges.

Motion Passed Unanimously.

Motion to appoint Charles Waller as the Chairman of the ABC Board.

Motion made by Commissioner Mark Owens, Jr..

Motion seconded by Commissioner Jimmy Garris.

Motion Passed Unanimously.

Motion:

Motion to appoint Sammy Carson as the Vice Chairman of the ABC Board.

Motion made by Commissioner Glenn Bowen.

Motion seconded by Vice Chairman Eugene James.

Motion Passed Unanimously.

Reappointment to the Pitt County Jury Commission - Susan Banks

Information Provided with the Agenda

Dr. Ed Bright's term will expire 9/30/03. Eleanor Farr, Clerk of Superior Court, recommends Dr. Bright be reappointed to the Pitt County Jury Commission for a second term.

Staff Recommendation

No recommended motion.

Motion:

Motion to reappoint Ed Bright to the Jury Commission by acclamation.

Motion made by Commissioner John Minges.

Motion seconded by Commissioner Randy Royal.

Motion Passed Unanimously.

Commissioners' Comments

Meeting Notes

Commissioner Coulson asked how things were going with the investment funds (hospital portfolio) and were the funds ever redirected. Ms. Bryan said all of the equity investments were sold for a \$407,000 a few equities are on the books for 5.7.5%.

Adjourn

Staff Recommendation

Motion to adjourn meeting.

Motion:

Motion to adjourn meeting at 7:25pm.

Motion made by Vice Chairman Eugene James.

Motion seconded by Commissioner John Minges.

Motion Passed Unanimously.

Respectfully Submitted,

Susan J. Banks, CMC
Clerk to the Board