

**PITT COUNTY BOARD OF COMMISSIONERS
GREENVILLE, NORTH CAROLINA
SEPTEMBER 8, 2003 MINUTES**

The Pitt County Board of Commissioners met on Monday, September 8, 2003, at 9:00 AM 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
John Bulow, Deputy County Manager/Human Services
John Chaffee, Development Commission Director
Glenn Cutrell, Tax Assessor
Phil Dickerson, Deputy County Manager/Public Services
Edward Garrison, DSS Director
Florida Hardy, Director of Human Resources
Glen Moore, Planning Staff
John Morrow, Director/Health Department
Jeff Niebauer, Tax Collector
James Rhodes, Planning Director
Michael Taylor, MIS Director
JoAnne Burgdorff, County Attorney

Call to Order

Meeting Notes

Chairman Ward called the meeting to order and welcomed everyone.

Invocation and Pledge

Meeting Notes

The invocation was offered by Vice Chairman James.
The Pledge of Allegiance was led by Commissioner Coulson.

Approval of Agenda

Staff Recommendation

Motion to approve agenda as submitted.

Motion:

Motion to approve revised agenda as submitted.
Motion made by Vice Chairman Eugene James.
Motion seconded by Commissioner John Minges.
Motion Passed Unanimously.

Public Addresses to the Board

Meeting Notes

Lee Armstrong, who lives in Winterville, spoke about the Workforce Development Board. He spoke about his letter of resignation and the reinstatement of an employee at the Mid-East Commission. He said the private sector represents 51% of the membership on the Workforce Development Board. He explained the organization of the different entities involved with the Mid-East Commission. He emphasized how important these programs are and the effect of the lost of many jobs in this region. Any public entity could serve as the lead agency for the Workforce Development Board including Pitt Community College. He recommended Sue Dudley as a good addition to the Workforce Development Board.

Commissioner Bowen said he would like to see an investigation on this matter and would support someone else taking over this program if there are problems. Mr. Elliott said they were informed of this matter in the last couple of weeks. He said they would be going to Raleigh to meet on this matter and express Pitt County's concerns.

Items for Report

Manager's Report - Scott Elliott

Information Provided with the Agenda

Next meeting

- September 22 @ 6pm, Commissioners' Auditorium
- October 6 @ 9am, Commissioners' Auditorium

ECVC 38th Anniversary Banquet, October 30th, 6:30pm @ Greenville Hilton

Interim Emergency Services Director - Announcement

Meeting Notes

Mr. Elliott reviewed the following:

- o Next meeting dates and times
 - September 22 @ 6pm, Commissioners' Auditorium
 - October 6 @ 9am, Commissioners' Auditorium
- o Invitation to ECVC 38th Anniversary Banquet, October 30th, 6:30pm @ Greenville Hilton. A table has been secured. It was asked that the Commissioners let the Clerk know of their desire to attend the ECVC annual banquet.
- o Appointment of Interim Emergency Services Director - In light of Greg Hackett's resignation, Mr. Elliott announced the appointment of John Bulow, Deputy County Manager as Interim Emergency Services Director until the vacancy is filled. He said staff is meeting to discuss the Emergency Operations Center.
- o Register of Deeds asked that they close their office today from 1:30 to 3:00 pm for a funeral for an employee's husband.
- o Announced John Minges appointment to the Community and Economic Development Committee for the NACo.

Tax Collection Report for July - Jeff Niebauer

Information Provided with the Agenda

Tax collections for the month of July 2003 were down 7.16% compared to July 2002. Prior year collections were increased by \$28,301 compared to last year.

The Tax Collector's office will continue to use enforcement actions necessary to collect outstanding taxes due.

Staff Recommendation

Approve Tax Collection Report as submitted.

Manager Comments

Concur with staff recommendation.

Pitt County Tax Collector's Report

SUMMARY OF 2003/2004 INFORMATION:

SUMMARY OF 2002/2003 FOR COMPARISON:

				<u>Difference</u>	<u>% Chg</u>
Tax collection activity Pitt County:					
Total July 2003 Collections:	\$1,110,241	Total July 2002 Collections:	\$1,221,344	(111,103)	-9.10
Total to Date 2003/2004:	\$1,110,241	Total to Date 2002/2003	\$1,221,344	(111,103)	-9.10
Pitt County Levy:					
July 2003 Levy:	\$43,223,432	July 2002 Levy :	\$39,329,832	3,893,600	9.90
July 2003 Percent Collected:	4.62	July 2002 Percent Collected:	3.35		
Original Levy	0.9	Original Levy	1.6		
Vehicle	38.4	Vehicle	46.0		
Supplemental	71.4	Supplemental	47.0		
Total collection activity all units including Pitt County:					
Total July 2003 Collections:	\$1,761,855	Total July 2002 Collections:	\$1,897,715	(135,860)	-7.16
Total to Date 2003/2004	\$1,761,855	Total to Date 2002/2003	\$1,897,715	(135,860)	-7.16
Garnishments for July 2003:	\$112,582	Garnishments for July 2002:	\$119,215	(6,633)	-5.56
Bankruptcy for July 2003:	\$5,520	Bankruptcy for July 2002:	\$7,346	(1,826)	
Occupancy for June 2003:	\$91,294	Occupancy for June 2002:	\$95,280	(3,986)	-4.18
Occupancy Total to Date 02/03:	\$1,046,701	Occupancy Total to Date 01/02:	\$1,029,085	17,616	1.71
Gross Receipts June 2003	\$13,349	Gross Receipts June 2002	\$12,992	357	2.75
Gross Receipts total to Date	\$147,635	Gross Receipts total to Date	\$153,431	(5,796)	-3.78

STATEMENT OF TAXES
COLLECTED
BY THE PITT COUNTY TAX

COLLECTOR'S OFFICE

2003 - 2004

TAXING UNIT	JULY 2003	TOTAL TO DATE
Pitt County		
Current Taxes	754,710.70	754,710.70
Prior Years	313,294.41	313,294.41
Interest/Cost	42,236.13	42,236.13
Total Collected	1,110,241.24	1,110,241.24
Landfill Fees	64,297.26	64,297.26
Ayden Fire	810.51	810.51
*Ayden Rescue	165.79	165.79
Bell Arthur Fire	1,076.64	1,076.64
*Bell Arthur Rescue		
Black Jack Fire	410.80	410.80
Clarks Neck Fire	298.66	298.66
Eastern Pines Fire	2,222.28	2,222.28
*Eastern Pines Rescue	66.22	66.22
Falkland Fire	1,270.02	1,270.02
Farmville Fire	491.21	491.21
Fountain Fire	196.81	196.81
Grimesland Fire	501.97	501.97
Pactolus Fire	605.06	605.06
Red Oak Fire	2,382.87	2,382.87
Simpson Fire	2,497.13	2,497.13
Staton House Fire	484.42	484.42
Stokes Fire	258.49	258.49
Winterville Fire	2,447.68	2,447.68
Grifton Fire	486.71	486.71
Gardnerville Fire	1,077.37	1,077.37
*Pitt EMS	20,575.95	20,575.95
Ayden Town	12,734.96	12,734.96
Bethel Town	7,270.10	7,270.10
Falkland Town	14.67	14.67
Farmville Town	14,838.79	14,838.79
Fountain Town	1,035.25	1,035.25

Grifton Town	6,939.16	6,939.16
Grimesland Town	1,046.60	1,046.60
Simpson Village	1,445.72	1,445.72
Winterville Town	15,240.84	15,240.84
City of Greenville	488,424.31	488,424.31
GRAND TOTAL	1,761,855.49	1,761,855.49

Motion:
Approve Tax Collection Report as submitted.
Motion made by Commissioner David Hammond.
Motion seconded by Commissioner John Minges.
Motion Passed Unanimously.

Coordinated Permitting System - James Rhodes

Information Provided with the Agenda

On September 2, 2003, Pitt County began using new permitting software to coordinate activities among several agencies. The permitting system contains modules for Planning, Environmental Health, Building Inspections, and Emergency Services. MIS has assisted with customization of the software.

To facilitate permitting activities, a Permitting Center has been established. The Permitting Center is located at the main entrance to the Development Services Building and is comprised of personnel from Planning, Inspections and Environmental Health. The main objectives of the new system are to streamline the permitting process and improve customer service.

Staff Recommendation

This item is for report only. No action is requested at this time.

Meeting Notes

Mr. Rhodes gave a report on the Coordinated Permitting System. He said that the Public Information Office had worked hard with them to get the word out about this new coordinated system. He said after looking at and studying the needs, Management Information Systems staff took the lead in this project and began working on a coordinated plan. The Tidemark software was chosen in 2001 and a lot of programming has been done. The Quality Council stepped in and helped them to produce a better product. The Permitting Center is where the software is up and operating. Renovations have been made to the building by Buildings and Grounds for better functionality. They now have a One Stop Shop. Cheryl Rogers is the Permit Coordinator for the front desk operation. The software went live last week. They stream lined operations and have worked to ensure code compliance between agencies and will be sharing information. This software program interfaces with the Geographic Information System. Some of the benefits are: simplification of the processes, reduced staff time, better customer service, and many other benefits. A video was presented to help get the information to the public. Mr. Rhodes said this is only the beginning and they are looking at ideas on how to continue improvements. They will be looking at emailing permit requests and the public being able to check on the status of permits; looking at putting laptop computers out in the field with employees. He stated that a lot of

agencies and staff deserve credit such as Stephen Smith in Planning, Environmental Health, Inspections, Management Information Systems, Public Information Office, Buildings and Grounds and Finance. He invited the Commissioners to come visit the Permitting Center. Commissioner Owens asked how much this program had cost. Mr. Rhodes said the software was around \$180,000 and building renovations were absorbed by Buildings and Grounds. It is staffed by a position that was a transfer from another department.

Items for Consent

Consent Agenda

Staff Recommendation

Motion to approve items for consent.

Motion:

Motion to approve items for consent.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Randy Royal.

Motion Passed Unanimously.

Refunds Greater Than \$100 - Glenn Cutrell

Information Provided with the Agenda

Number of Refunds Greater Than \$100 - (5) - \$ 2,309.45

Banks and Collins Investments - \$ 312.59

Cannon, Elizabeth Waller - \$ 103.41

Hudson, William Earl & wf Eva Dunn - \$ 192.90

Overton's, Inc. - \$ 1,567.27

Ward, Ruth Laughinghouse - \$ 133.28

Staff Recommendation

Approve tax refunds as submitted.

Manager Comments

Concur with staff recommendation.

Motion:

Approve tax refunds as submitted.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Randy Royal.

Motion Passed Unanimously.

Request Public Hearing date to amend CDBG budget and statement of activities - September 22, 2003 - Glen Moore

Information Provided with the Agenda

Pitt County was awarded a Capacity Building Grant from the North Carolina Division of Community Assistance (DCA) to hire a Housing Coordinator for a period of 18 months. The

County filled the Housing Coordinator position in July and this individual has been assisting with the administration of the County's ongoing and expanding Low-income Housing Programs. This staff position is provided as part of a new faith-based affordable housing initiative developed by DCA and the Governor's Office. As a result of this new program, Pitt County has partnered with the North Carolina Baptist Men to provide new site-built homes to qualifying low-income citizens. Through this partnership, the NC Baptist Men will be providing volunteer labor, free of charge, to construct these homes. DCA has indicated that additional housing grant funds for volunteer-based housing programs would be available to the County for the purchase of building materials for the new homes. Staff, along with the assistance of the NC Baptist Men, has actively tried to obtain these additional funds from DCA with no success to date.

Staff has identified several successful applicants to receive one of these new site-built homes to be constructed on their existing property. The NC Baptist Men have been very patient through this process and have informed the County of their readiness to begin building houses. The delay in starting the project is currently the questionable funding from the State. As a temporary solution to this issue, DCA has suggested that the County use a portion of its existing Community Development Block Grant (CDBG) funds (\$400,000) to purchase the building materials so that the project may commence.

In order to take advantage of this option, the County must hold a public hearing to amend the CDBG budget and statement of activities to reflect a replacement housing option rather than the current status of only rehabilitation work.

Staff Recommendation

Set a public hearing date for September 22, 2003, for consideration of amending the County's CDBG budget and statement of activities.

Manager Comments

Concur with staff recommendation.

Motion:

Set a public hearing date for September 22, 2003, for consideration of amending the County's CDBG budget and statement of activities.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Randy Royal.

Motion Passed Unanimously.

Small Business Week Proclamation - Scott Elliott

Information Provided with the Agenda

The Chamber will be celebrating Small Business Week during September 15 -19th. They have requested the Board approve this week as Small Business Week. A proclamation is attached for the Board's consideration.

Staff Recommendation

Adopt Small Business Week Proclamation as submitted.

PITT COUNTY BOARD OF COMMISSIONERS

GREENVILLE, NORTH CAROLINA

***Small Business Week
In Pitt County
September 15 – 19, 2003***

WHEREAS, the Pitt County Board of Commissioners wishes to express their appreciation to the small businesses within all of Pitt County that have contributed to the ongoing improvement and successes of Pitt County and its residents; and

WHEREAS, small businesses continue to be a source of economic strength nationally, in North Carolina, and in Pitt County, representing more than 99.7% of all employees in the United States, and 75% of Pitt County manufacturers and distributors; and

WHEREAS, small businesses generate as much as 80% of net new jobs annually, representing 39% of high tech workers such as scientists, engineers, and computer workers, and generates up to 14% more patents per employee than large firms; and

WHEREAS, the Greenville, North Carolina Metropolitan Statistical Area, which includes all of Pitt County, has been ranked every year by the Milken Institute and Forbes Magazine as one of the country's best places for small business;

WHEREAS, five small businesses in Pitt County have earned recognition as Ernst & Young Entrepreneurs of the Year and collectively employ over 1000 people, and many of local small businesses hold safety, quality, and production records for their industries; and

WHEREAS, Pitt County small businesses include manufacturers, service providers, research and development teams, financiers, and many other types of companies; and

WHEREAS small businesses are firmly rooted in Pitt County and give back to the community in many ways, offering employment to our citizens, increasing our tax base, and creating a diverse, vibrant economy; and

WHEREAS their employees volunteer in our schools, support our charitable organizations with time and money.

NOW, THEREFORE, BE IT PROCLAIMED that September 15 -19th, 2003 is recognized and celebrated as Small Business Week in Pitt County.

ADOPTED this the 8th day of September, 2003.

Beth B. Ward, Chairman
Pitt County Board of Commissioners

ATTEST:

Susan J. Banks, Clerk

Motion:

Adopt Small Business Week Proclamation as submitted.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Randy Royal.

Motion Passed Unanimously.

Information Provided with the Agenda

The Quality Council and Pitt Training have partnered to promote quality initiatives and emphasize training on Total Quality Transformation (TQT) tools available to all County employees. The TQT training was redesigned to be presented as individual classes. These will be highlighted along with other quality topics during the month of October, National Quality Month.

The Pitt County Government New Employee Orientation was expanded to include an overview of TQT and the positive impact it can have on County operations. Current employees have an opportunity to attend this training along with new employees. As of March, 2003 TQT trainers, County employees certified in TQT, began providing monthly training.

The Quality Council's objective is to design the approach for the implementation of Pitt County Government's quality initiative. The Quality Council will establish the conceptual framework and become a driving force for quality improvement leading towards the designation of "Best in Class" for Pitt County Government. The Quality Council is comprised of the following members: Phil Dickerson, Engineering; Jo Morgan, Public Health; Julie Rawls, Social Services; Roxie Schneider, Human Resources; Mike Taylor, MIS; and Gina Wooten, Sheriff's Office.

The Quality Council and Pitt Training extend a welcome to any Commissioner wishing to attend. Please contact Pitt Training at 902.3067 to reserve a seat.

Staff Recommendation

Adopt the proclamation to recognize October, 2003 as Pitt County Quality Month.

Manager Comments

Concur with staff recommendation.

Proclamation

BY THE BOARD OF COMMISSIONERS OF PITT COUNTY

PITT COUNTY QUALITY MONTH 2003

WHEREAS, a commitment to excellence in service is essential to Pitt County's long-term economic welfare; and

WHEREAS, over the years, Pitt County employees have shown great personal pride and interest in developing quality services; and

WHEREAS, individual workers, managers, leaders, and government officials must all work to promote a standard of excellence in the delivery of quality services to our citizens; and

WHEREAS, the smallest to the largest County department, quality is a major concern of all who believe in the long-term existence of their operations; and

WHEREAS, October is National Quality Month, the Pitt County Quality Council will sponsor ongoing training in support of this national awareness campaign;

NOW, THEREFORE, the Pitt County Board of Commissioners, hereby proclaims October, 2003, as "**Quality Month**" in Pitt County, and encourages all employees to recognize

the benefits that Total Quality Transformation tools have in providing efficiency in County operations and moving Pitt County Government towards "Best in Class".

ADOPTED this the 8th day of September, 2003.

Pitt County Board of Commissioners

Beth B. Ward, Chairman

ATTEST:

Susan J. Banks, CMC, Clerk

October - Pitt County Quality Month - Class Schedule						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 10:30 - 11:30 Pitt County Quality Council Mike Taylor	2 10:45 - 12:00 Quality Begins With Me Carol-Ann Tucker	3	4
5	6	7 9:30 - 11:30 Effective Meetings Julie Rawls	8 3:00 - 5:00 TQT Overview Florida Hardy, Mike Taylor	9 2:00 - 5:00 Deployment Flow Chart Florida Hardy	10	11
12	13	14 8:30 - 12:30 Customer Service Carol Shields & Margaret Dixon	15	16 9:00 - 10:00 Ferox Field Analysis Phil Dickerson	17	18
19	20 3:30 - 5:00 Quality in Government Tom Coulson	21 9:30 - 11:00 Affinity Diagram Peter Swood	22	23 8:30 - 10:00 Nominal Group Technique Jo Morgan	24	25
26	27	28 10:30 - 12:00 Cause & Effect Diagram John Bulow	29	30 9:00 - 11:30 Sampling/Histogram/ Pareto Mike Taylor, Susan Banks, John Weaver	31	

Motion:

Adopt the proclamation to recognize October, 2003 as Pitt County Quality Month.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Randy Royal.

Motion Passed Unanimously.

Budget Amendment - Health Department - \$ 15,389.00 - John H. Morrow

Information Provided with the Agenda

Health Department Budget Amendment - \$15,389.00 - Health Administration - Carryover from previous fiscal year of Federal Funding for selected Bioterror Training and Education initiatives.

Staff Recommendation

Approve budget amendment as presented.

Manager Comments

Concur with staff recommendation.

20 Pitt County Budget Amendment Request
 Finance

INVOICE NO:
DATE: September 24, 2003

Department: Health Administration Date of Request: August 15, 2003

FY Budget: FY 03/04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
153110 436501	DHHS Funds	15,389.00	
155110 539600	Specialized Training	15,389.00	

Department Justification: Carryover from previous fiscal year of Federal Funding fro selected Bioterror Training and Education initiatives.

Motion:

Approve budget amendment as presented.
Motion made by Commissioner David Hammond.
Motion seconded by Commissioner Randy Royal.
Motion Passed Unanimously.

Budget Amendment - State Funded EOP Grant - \$11,550 - John Bulow

Information Provided with the Agenda

The Emergency Services Department has applied for and been approved grant funding by the North Carolina Department of Crime Control and Public Safety, Division of Emergency Management for the purpose of revision to the County Emergency Operation Plan (EOP) for all hazards with a special emphasis on Weapons of Mass Destruction (WMD). The applicable MOA has been previously routed and signed approved by the County and State. A contract has also been submitted for review and approval by the County staff for services with Excellent Inc. to complete this review and revision process by 12/31/03.

Staff Recommendation

Approve as submitted

Manager Comments

Concur with staff recommendation.

8/27/03

EOP Grant - \$11,500

Copy of the MOA with the State and a copy of the contract with "Excelliant Inc." will be attached when contract routing and review is completed by the County staff.

Trish Staton has been asked to scan these documents for inclusion with this Budget Amendment after the contract review is complete.

Thank you,
Greg Hackett
Director of Emergency Services
Pitt County
Finance

Budget Amendment Request
DATE: September 24, 2003

Department: State Grants - Emergency Services Date of Request: September 8, 2003

FY Budget: 03-04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
243689 436000	Emergency Operations Planning (EOP) Grant	11,550	
245689 561000	Contracted Services - Excelliant Inc.	11,550	

Department Justification: (Please provide detailed explanation)

NCEM grant for assistance to State and local governments in updating their Emergency operations Plan (EOP) for all hazards; with special emphasis on Weapons of Mass desuction (WMD) preparedness. Contract intiated with Excilliant Inc. and included herein for review and approval.

Motion:

Approve as submitted

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Randy Royal.

Motion Passed Unanimously.

Budget Amendment - Department of Homeland Security (DHS) Grant (Part I) - \$111,383 - John K. Bulow

Information Provided with the Agenda

DHS Grant provided through the NC Division of Emergency Management (NCEM) for reimbursement to states and local governments for the costs associated with purchasing equipment, conducting exercises, and conducting training for chemical, biological, radiological, nuclear, and explosive (CBRNE) terrorism events. The Pitt County Domestic Terrorism Task Force (DTTF) has diligently met and has recommended several items for this round of funding including: community emergency notification software and programming, first responder protective clothing for local law enforcement, upgrades to amateur radio equipment and protective equipment for local law enforcement explosive ordinance disposal team.

Staff Recommendation

Approve as submitted

Manager Comments

Concur with staff recommendation.

Pitt County
Finance

Budget Amendment Request
DATE: September 24, 2003

Department: State Grants - Emergency Services Date of Request: September 8, 2003

FY Budget: 03-04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
243690 549100	DHS - Grant - Part I (\$136,383 - TOTAL)	136,383	
	BREAKDOWN: Equipment - \$111,914		
	BREAKDOWN: Exercise - \$18,633		
	BREAKDOWN: Training - \$5,836		
245690 529000	Other Supplies & Materials - Equipment	111,914	
245690 539600	Specialized Training - Exercise	18,633	
245690 539500	Training	5,836	

Department Justification: (Please provide detailed explanation)

DHS Grant provided through the NC Division of Emergency Management (NCEM) for reimbursement to states and local governments for the costs associated with purchasing equipment, conducting exercises, and conducting training for chemical, biological, radiological, nuclear, and explosive (CBRNE) terrorism events.

Motion:

Approve as submitted

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Randy Royal.

Motion Passed Unanimously.

Budget Amendment - State Funded EMPG Grant Award - \$16,045 - John K. Bulow

Information Provided with the Agenda

In addition to already budgeted Emergency Management Planning Grant awards, the NC Department of Crime Control and Public Safety, Division of Emergency Management has provided additional funding in the amount of \$16,045 for the cost of developing and maintaining a comprehensive emergency management program. It is the intent of Emergency Services Department to improve response and communications capabilities in the field by equipping each departmental response vehicle with a fixed and dedicated cellular phone, mobile fax and mobile computer capabilities - 3 vehicles total. This will allow improved communications, efficient resource allocation/requests and communications with all levels of emergency management as well as event size-up and assessment.

Staff Recommendation

Approve as submitted

Manager Comments

Concur with staff recommendation.

Pitt County
Finance

Budget Amendment Request
DATE: September 24, 2003

Department: State Grants - Emergency Services Date of Request: September 8, 2003

FY Budget: 03-04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
243686 436000	Emergency Management Planning Grant (EMPG)	16,045	
245686 529000	Other Equipment & Supplies	16,045	

Department Justification: (Please provide detailed explanation)

NCEM grant for Emergency Services departmental improvements. It is intended to provide improved communications capabilities for departmental response vehicle with computers, mobile faxes with dedicated & fixed cellular phone capabilities in each of the departmental vehicles for those personnel on-call- Three total vehicles.

Motion:

Approve as submitted

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Randy Royal.

Motion Passed Unanimously.

Budget Amendment - Former EMS Districts - \$3500 - Melonie Bryan

Information Provided with the Agenda

This budget amendment, totaling \$3,500, estimates revenue receipts from back taxes and their distribution to former EMS Districts to which they are applicable.

Staff Recommendation

Approval of budget amendment for EMS Districts as submitted.

Manager Comments

Concur with staff recommendation.

Pitt County
Finance

Budget Amendment Request

INVOICE NO:
DATE: September 24, 2003

Department: EMS Districts Date of Request: 8-11-03

FY Budget: 03-04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
2812172 410001	Ad Valorem Taxes	1,000	
2817101 569972	Bell Arthur EMS	1,000	
2812175 410001	Ad Valorem Taxes	1,500	
2817101 569975	Eastern Pines EMS	1,500	
2812176 410001	Ad Valorem Taxes	1,000	
2817101 569976	Ayden EMS	1,000	

Department Justification: (Please provide detailed explanation)

Budget amendment to accommodate receipt of prior year taxes and disbursement to the former EMS Districts to which they are applicable.

Motion:

Approval of budget amendment for EMS Districts as submitted.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Randy Royal.

Motion Passed Unanimously.

Approval of Minutes - Susan Banks

Information Provided with the Agenda

August 18, 2003

Staff Recommendation

Motion to approve minutes of August 18, 2003 meeting.

Manager Comments

Concur with staff recommendation.

Motion:

Motion to approve minutes of August 18, 2003 meeting.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Randy Royal.

Motion Passed Unanimously.

Budget Amendment - Social Services - Home Community Care Block Grant - \$29,730 - Edward L. Garrison

Information Provided with the Agenda

The Department of Social Services has received notification from the Mid East Commission of the official allocation of grant funds for the Department's Home Community Care Block Grant program. This amendment is to increase the County's line item revenues and expenditures to reflect the total available funds. These funds are used to provide in-home aides to elderly clients who need assistance to remain in their homes. The allocation represents a \$29,730.00 increase over the funds available last Fiscal Year. This brings the total funding for Fiscal Year 2003/2004 to \$282,164.

The Department is requesting an amendment to increase revenues by \$26,757 and expenditures by \$29,730. The required local match of \$2,973 is providing by transferring the funds appropriated for Medicaid to HCCBG.

No additional County funds are requested.

Staff Recommendation

Staff recommends approval of budget amendment for Home Community Care Block Grant.

Pitt County
Finance

Budget Amendment Request

INVOICE NO:
DATE: September 24, 2003

Department: SOCIAL SERVICES Date of Request: 08/26/03

FY Budget: FY 03/04

ACCOUNT NO. TITLE OF ACCOUNT INCREASE DECREASE

165492-531600	In Home Aides	29,730
162400-426400	Federal Categorical Grant	26,757
165454-569300	Medicaid County Portion	2,973

Department Justification: (Please provide detailed explanation)

The Dept. has received notification of the allocation for Home Community Care Block Grant. This amendment is necessary to increase the revenue and expenditure line items to reflect the available grant funds.

Motion:

Staff recommends approval of budget amendment for Home Community Care Block Grant.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Randy Royal.

Motion Passed Unanimously.

Items for Discussion

Consideration of a Shorter Revaluation Cycle for Reappraisal of Real Property - Glenn Cutrell

Information Provided with the Agenda

Pitt County is currently on an 8-year cycle to reappraise real property. However, we have discussed other options during the past year at meetings ranging from the January 2003 Planning Retreat to the Fiscal Year 2003-2004 budget workshops.

NC General Statute 105-286 states that at least once every eight years a county must reappraise all real property. Also, any county may choose to advance or change the cycle by approval of the Board of County Commissioners through adoption of a resolution.

According to the data from the NC Association of Assessing Officers, approximately 50% of the 100 counties in the state had made the move to an alternative revaluation cycle. (2002 data). Counties like Cabarrus, Catawba, Orange, Rowan and Lenoir have moved to a 4-year cycle.

Nationally, the 8-year cycle of reappraisal of real property is the largest span in use. This means any modest annual increase in real property values will result in a major cumulative jump in value at the 8th year.

A shorter time span between reappraisals would keep the values in line with the current market and allow the County to recognize growth as it occurs through the timely adjustment of the value of the tax base. Our current real property tax values (as set in 1996) are at approximately 70% of the current market value.

More frequent revaluation will bring equity in that all homeowners will be paying their "fair share" of the property tax burden based on the true market value of their property.

More frequent revaluation of real property will also balance the burden between real and personal property taxation as personal property is revalued annually.

Lastly, the NC Property Tax Division assesses all property of Public Service companies (Sprint, CP&L, etc). These values are then supplied to the County. If a county's sales ratio (market value versus tax value) falls below 90%, the Public Service companies have their value reduced by the same percentage. In Pitt County, our sales ratio is usually below 90% by the 4th year of the revaluation period and we start losing Public Service company value. In the last 4 years, the County has lost approximately \$55,000,000 in tax value in this area alone which

resulted in a loss of \$375,000 in tax billing. A shorter reappraisal cycle would reduce or avoid this loss in revenue.

Therefore, it is the recommendation of staff to consider changing to a 4-year cycle and conduct the next revaluation in 2008. This action will level the equity in value between real and personal property, recognize additional revenues as the tax base changes to allow the County to better address the demands of growth and will minimize the loss of value with our Public Service companies.

Staff Recommendation

Tax Assessor recommends consideration of changing to a 4-year cycle and conduct the next revaluation in 2008.

Manager Comments

Concur with Tax Assessor's recommendation to shorten reval cycle. Recommend that a four year cycle be considered.

Meeting Notes

Commissioner Hammond acknowledged the presence of Ralph Love, School Board member, in the audience.

Mr. Cutrell said that Pitt County has been in an eight year revaluation cycle for years. He said that 50% of the counties in this State have gone to four to seven year cycles. He said an eight year cycle is the longest in the United States. The shorter cycle keeps values in line or more current. He stated that because of the eight year cycle this time the average change in values is around 30%. Real estate changes every eight years but personal property is changed annually. Personal property begins to absorb the tax. After four years, the State does a study concerning public utilities. The County has lost close to \$377,000 for the past eight years in public utilities. He said staff would like this Board to consider reducing the cycle to a four year cycle. Commissioner Coulson asked how much it costs to do revaluation. Mr. Cutrell said it costs around \$600,000 if done in four years. Ms. Bryan said this revaluation was costing \$1.3 million and would cost \$1.2 to \$1.5 million for two four-year cycles. Commissioner Coulson spoke about the \$375,000 being lost over a four year period. Commissioner Coulson said the real reason for a shorter cycle is to generate revenue but the revenue raised still comes from the taxpayers. He said staff has not made a compelling case to him. Mr. Cutrell said the same amount of money will be spent for four year or an eight year cycle. Mr. Elliott said it is a wash between the two cycles for the costs of performing the revaluation. Commissioner Owens said if they looked at the counties that have four year cycles, he could not see any benefit. If you increase the taxes for public utilities, the public will pay that cost. Vice Chairman James asked what percentage is public utilities. Mr. Cutrell said their value has actually been a loss since 1999 and the flood. He said the industries look forward to the shift because of the difference in personal property versus real property. Vice Chairman James said it would be an asset here in Pitt County to do a four-year cycle. Mr. Elliott said if the tax rate was increased each year, then when the eight year revaluation came up, there would be the possibility of a lower tax rate for it to be revenue neutral. He said he is supportive of the four-year cycle to create revenue. Commissioner Bowen said he did not think with the economy the way it is, that this Board should consider moving the schedule up.

Motion:

Table until next year's budget time.

Motion made by Commissioner Glenn Bowen.

Motion seconded by Commissioner Tom Coulson.

Mr. Cutrell said timing is the reason they have brought this up because they need to consider this for the 2004-05 budget cycle. Commissioner Bowen said the Board knows that there is going to be a big tax increase next year already. Vice Chairman James said this is not about raising taxes. Mr. Elliott said this is an opportunity to look at the tax rate for increases or decreases when its appropriate. Commissioner Garris said the four-year cycle is a good business approach because values stay more current. It is the Board's authority to keep the tax rate the same or change it. The Board has the power to make a revaluation revenue neutral and the cost is the same for two four-year cycles or an eight-year cycle. Commissioner Hammond asked if the County was still a low wealth County. Ms. Bryan said that most counties don't have the luxury of not raising taxes for eight years. This County had a fund balance of 45% that will be 20 to 22% next June and that does not leave a lot of flexibility in the budget process. Commissioner Owens said that changing from the eight-year revaluation to the four-year revaluation is an administrative way to raise taxes. Every time you have a reval you have an increase in the tax base. He said he wants the authority left with this Board to raise or lower taxes instead of it being an automatic increase. Commissioner Bowen said every year he's been a commissioner this Board has put \$50,000 into a fund for reval and asked why it is costing over a million dollars. Ms. Bryan said in a four-year cycle the County does not lose revenue. But when it is extended over an eight year period, the County loses revenues.

Vote Record on the motion to table this item:

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

Total Yes Votes: 5

Total No Votes: 4

Motion Passed.

Consideration of the Appointment of a Special Board of Equalization and Review - Glenn Cutrell

Information Provided with the Agenda

Under NCGS 105-322, upon adoption of a resolution so providing, the Board of County Commissioners may appoint a special Board of Equalization and Review. The special Board would review listings, assessed valuations, and hear property owner appeals concerning such listings and valuations. The adoption of such a resolution would delegate to the special Board the right to compromise, settle, or adjust the County's claims for taxes.

The resolution shall:

- Provide for membership, qualifications, and terms of office.
- Provide for the filling of vacancies on the Board.
- Be adopted no later than the first Monday in March of the year for which it is to be effective.
- The resolution may also authorize a taxpayer to appeal a decision of the special Board to the Board of County Commissioners.

Due to the anticipated number of appeals the 2004 Revaluation notices will generate, and the time needed to resolve these appeals, the Tax Assessor recommends the adoption of a resolution to appoint a special Board of Equalization and Review. This would allow the Board of County Commissioners to conduct regular business without undue interference, especially during the budget process in the spring of 2004.

Upon reviewing the counties of comparable size and population, Pitt County is the only county that does not utilize a special Board of Equalization and Review. Staff has attached data originally presented to the Board of County Commissioners at the January 2003 Retreat that illustrates this information.

Staff Recommendation

Approve creation of a special Board of Equalization and Review as allowed by N.C.G.S. 105-322 and direct staff to return with the proposed resolution and recommended membership to move this process forward.

Manager Comments

Concur with Tax Assessor's recommendation to appoint a separate Board of E&R.

Meeting Notes

Mr. Cutrell explained the request to consider appointing a special board for equalization and review. He said with revaluation coming up, they are expecting a higher amount of appeals. With the budget process coming up at the same time, staff thought this Board may want to consider appointing a board made up of business men, farmers, etc. to handle the appeals process. Mr. Cutrell said there were less than a dozen appeals during the last revaluation but the one in 1981 there was an onslaught of appeals. Commissioner Coulson said there is a series of levels for appeals. Mr. Cutrell said the appeal process starts with the Tax Office Staff, then the Board of Equalization and Review, Property Tax Commission and then Civil Court. Commissioner Coulson said he did not want to see this go outside of this Board's control. He said it is this Board's responsibility. Commissioner Hammond said the Manager is expecting a lot of appeals to come before this Board and he believes this should not be put on the shoulders of others. Commissioner Royal said this County has grown by 20-25% and he voiced concerns about whether the Board of Commissioners can give the time and attention that they need to give to this matter. He would support appointing a board to act in the review process for the citizens concerns. Commissioner Bowen asked about the deadline for a decision on this board. Mr. Cutrell said that the Board of Equalization and Review needs to be in place by mid February. Commissioner Bowen said he did not want staff recommending the members for this board.

Motion:

Approve creation of a special Board of Equalization and Review as allowed by N.C.G.S. 105-322 and direct staff to return with the proposed resolution and recommended membership to move this process forward.

Motion made by Commissioner Randy Royal.

Motion seconded by Commissioner Jimmy Garris.

Substitute Motion:

Table motion and direct staff to bring back recommendation for categories of membership.

Motion made by Commissioner Glenn Bowen.

Motion seconded by Commissioner Tom Coulson.

Motion Passed Unanimously.

Pitt County Schools Capital Projects Proposal- Next Steps - Scott Elliott

Information Provided with the Agenda

As the Board of Commissioners is well aware, the Board of Education was asked to reconsider its Capital Projects Proposal, dated August 11, 2003. This direction was given to the Board of Education after the Board of Commissioners August 18, 2003 meeting. Subsequently, the Board of Education called a special meeting on August 28, 2003. At the time of preparing the agenda packet for this Commissioners meeting, no official correspondence had been received regarding this topic.

For reference you will find the following two documents attached to this agenda abstract:

*Pitt County Schools-Capital Projects Proposal (dated August 11, 2003)

*Capital Projects Resolution for the Board of Education Projects

Both of these items are identical to what was in your August 18, 2003 agenda packet.

Staff Recommendation

None at this time. However, it is anticipated that the Manager's Office will receive the Board of Education's response prior to our meeting on September 8, 2003. This will be provided to the Board for your consideration once it is received.

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

Revenue

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

Meeting Notes

Mr. Elliott stated that there was not a response from the School Board at the time of printing this agenda. However, a letter was received from Dr. Priddy, Superintendent, and Jill Camnitz, School Board Chairman, on September 3, 2003 which was placed before each Commissioner this morning. The only difference from the first recommendation is that field houses are now referred to as Athletic Equity.

Commissioner Owens said this Board in essence had already approved the \$34.6 million. He said the School Board tried to reconsider the issue of equity. He said the betterment of the school children of this county is what the goal should be here. The School Board has attempted to come back with this proposal. Regardless of where the funds come from for these Certificates of Participation, its all taxpayers money. To meet the needs of the children, it doesn't matter where the funds come from.

Motion:

To accept and pass the Capital Projects resolution as Capital projects were presented by the School Board on August 28 and use County Fund Balance for the closing costs.

Motion made by Commissioner Mark Owens, Jr.

Motion seconded by Commissioner Randy Royal.

Commissioner Bowen said he would vote for this if Commissioner Owens would accept amending the motion for closing costs to be added to the amount borrowed. Mr. Elliott said \$1.3 million could be tagged for closing costs or it could be reduced by the \$500,000 expense. Vice Chairman James said this has already been voted on at the last meeting. The \$500,000 will raise taxes because it has to be paid by the public.

Substitute Motion:

Motion made by Commissioner Jimmy Garris as follows:

Motion seconded by Commissioner John Minges.

Appropriate funds for:

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 gyms -	\$ 800,000
D.H. Conley - 14 classrooms/cafeteria	\$ 3,000,000
Science Labs Grades 6-8 -	\$ 800,000
Technology Grades 6-12	\$ 1,000,000
Deferred Maintenance	\$ <u>800,000</u>
Total	\$31,645,700

Revenues:

Certificates of Participation	\$30,000,000
Fund Balance - local current expense	\$ 869,006
State Bond Balance	\$ <u>250,000</u>
Total	\$31,645,700

Commissioner Garris accepted the amendment to add back in to the revenues, the \$526,694 child nutrition funds and \$1,119,006 (\$250,000 and \$869,006) from County Fund Balance, as suggested by the County Manager.

Commissioner Garris thanked the Board of Education for diligently working with John Sinnett to come up with capital needs of \$216 million for the schools. He said this Board has committed to the funding of 15% of these capital projects and now they need to prioritize what is most important.

Mr. Elliott said that the State bond funds and the child nutrition funds need to be used because they are funds for specific purposes. Commissioner Hammond said this alters the recommendation from the School Board. Mr. Elliott said this Board would need to approve \$1.5 million use of schools fund balance. Chairman Ward said the child nutrition money has to be used but state bond balance could be left out. Commissioner Garris said that this plan will leave \$3,030,000 for their use. Vice Chairman James said the \$500,000 closing costs would have to be come up with by the County with this plan and he does not believe the County should have to put that in the funds to be borrowed. Commissioner Coulson said they have \$2.3 to \$2.5 million fund balance which they can do with what they choose.

Motion Passed Unanimously.

Motion:

Motion to authorize \$1.5 million local current expense and \$250,000 State Bond Funds for capital outlay to get equity in the schools.

Motion made by Commissioner Glenn Bowen.

Motion seconded by Commissioner Mark Owens, Jr.

Mr. Elliott said this leaves a difference of \$1,299,400 which is not funded.

Commissioner Garris said he recommends that money be spent on science labs. Athletics is important but since it is only dealing with a small portion of students and the board is only funding 15% of the identified needs, he adamantly request that the funds be used for academic equity. Commissioner Coulson said that out of \$216 million of identified needs, this was using the backdoor for them to fund these things. He supported the use of funds for science labs. Commissioner Royal said this Board is coming close to micromanaging these funds. He said there are priorities established by the School Board and that athletics helps make the total child. Commissioner Garris spoke again about academic equity and the education compact. The measurements are End of Grade tests, and they are seeing other academic improvements. The Education Compact has already expressed this Board's priorities. He spoke about the Pitt County Health Sciences program which trains children to take jobs that are high in the health science arena and spoke of the challenges of meeting No Child Left Behind.

Commissioner Minges said he was concerned because Dr. Priddy and Jill Camnitz had been asked to have someone come up to the Board meetings, representing these needs, and explaining their rationale on their priorities. He said there has been a lack of willingness to have that open discussion. He said he does not understand why the School Board meetings are not televised with this meeting room and equipment available to them. He noted that this is the last year of the education compact and he was concerned about why they have not come up and wanted to start discussions on the continuation of the education compact. Commissioner Minges stated his support of financing the science labs.

Chairman Ward said the School Board is an elected body and any capital outlay project has to come back to the Board of Commissioners. Once they decide on their projects, this Board still has to vote on the capital projects if they put the money back in for the schools. Commissioner Owens said the School Board has meetings with community participation and the input from the public has helped them determine these priorities. Commissioner Bowen said the health issue behind the athletic programs is

important to the children. He said Farmville wanted a field house for bathroom facilities. Vice Chairman James said in the 15% being considered, academics should be the top priorities. They have a choice in athletics but they have to take the academic courses. So they need to put the money in classrooms. Commissioner Hammond said the School Board has heard from the people. He spoke about the General Obligation bonds versus Certificates of Participation. He said they should use prudence and restraint in their expenditures. He does not believe this Board is micromanaging because the two boards disagree.

Vote Record:

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

Total Yes Votes: 7

Total No Votes: 2

Motion Passed.

The Board took a short break at this time.

The Board returned with all members present.

Commissioner Owens said that one item was not taken care of in the last discussion and he offered the following motion:

Motion:

To fund the closing costs associated with the Certificates of Participation with County Fund Balance.

Motion made by Commissioner Mark Owens, Jr.

Motion seconded by Commissioner Randy Royal.

Vote Record:

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

Total Yes Votes: 4

Total No Votes: 5

Motion Failed.

Motion:

The costs of funding the money to Pitt County Schools, Pitt Community College, and Community Schools capital improvement projects be prorated so that each agency pays

the same amount on the expense of the Certificates of Participation. The motion received no second.

Motion made by Commissioner Glenn Bowen.

Mr. Elliott said the funding for Community Schools and Pitt Community College projects were coming out of the County's fund balance so there would be no closing costs for those capital projects. The closing costs for the \$30 million is only for the Board of Education's capital projects. Vice Chairman James said the Board of Education can come up with the funds for the closing costs. He said this would not hold back the projects.

Items for Decision

Early Payoff of NC Technological Development Authority Loans for Technology Incubator - John Chaffee

Information Provided with the Agenda

The Board of Directors of the NC TDA has approved an early, discounted repayment of our TDA loans. We originally had two loans - \$150,000 and \$50,000 - for a total of \$200,000. The outstanding balance of those two loans as of September 9, 2003 is \$66,444. The discounted payoff offered by TDA and due on September 9 is \$59,679. Since we have two and one-half years remaining on the loan, the total savings to the county, including the discount and interest saved, is around \$18,000. The Development Commission has already budgeted \$31,714 for this fiscal year for debt service on the loans. Since \$7,929 in payments have been made this year, an additional \$35,894 would need to be taken from the Development Commission's fund balance for the payoff.

Staff Recommendation

Approve early payoff of the TDA loans and transfer the additional money needed for the payoff from the Development Commission's fund balance to Debt Service.

Manager Comments

Concur with staff recommendation.

Pitt County
Finance

Budget Amendment Request

INVOICE NO:
DATE: September 24, 2003

Department: Industrial Development Commission Date of Request: 8/28/03

FY Budget: 2003-2004

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
262900 499100	Fund Balance	35894	
269300 598030	Fund Transfer to Debt Service	35894	
302900 498026	Transfer from Industrial Development Commission	35894	

Department Justification: (Please provide detailed explanation)

Transfer to pay off NCTDA loan. Early payoff will result in a 10% discount and substantial interest savings.

Meeting Notes

Mr. Chaffee stated that there is an opportunity to save \$18,000 for an early payoff of a TDA loan. Two loans have mostly been paid off and they have offered a 10% discount if the County pays this loan off early. The Development Commission Board has voted to recommend early payoff of this loan. The balance due is \$66,444. They had budgeted around \$31,000 for debt service and it requires \$35,894 additional for the payoff.

Motion:

Approve early payoff of the TDA loans and transfer the additional money needed for the payoff from the Development Commission's fund balance to Debt Service.

Motion made by Commissioner John Minges.

Motion seconded by Commissioner David Hammond.

Motion Passed Unanimously.

Appeal of Penalty - Personal Property Tax Discovery - Allen Corbett/Corbett Farms, Inc. - Glenn Cutrell

Information Provided with the Agenda

As the Board of County Commissioners is aware, Tax Management Associates (TMA) has been conducting business personal property audits in conjunction with the staff of the Tax Assessor's office for the past several years. Mr. Corbett was an account reviewed by TMA this year. This audit review resulted in several pieces of farm equipment not reported. In accordance with N.C.G.S. 105-312, it is the duty of the Tax Assessor to discover and assess penalties to any unlisted property.

Mr. Corbett was notified of the audit findings by letter on June 10, 2003. He responded by letter dated June 28, 2003 asking for relief of penalties (see attached letter for his explanation). Our office responded by letter on July 8, 2003 to Mr. Corbett. We advised him that we were required by law to assess the penalties and the discovery stood as is. Mr. Corbett then contacted the County Manager's Office to be put on the agenda to appeal to the Board.

General Tax -	\$ 2,143.68
Penalties -	\$ 815.33
Total Tax -	\$ 2,959.01

Staff Recommendation

Tax Assessor and staff request the Board's continued support of the audit findings and the denial of the request for the relief of penalty as is the Board's current practice.

Manager Comments

Concur with Tax Assessor's recommendation to deny relief of penalty appeal.

Meeting Notes

Mr. Cutrell presented the appeal penalty as noted in the agenda abstract. The penalty was discovered by the Tax Assessor's office. Commissioner Bowen said after reviewing this item and talking with Mr. Corbett, he said he could see where Mr. Corbett made the mistake.

Motion:

Remove the \$815.33 penalty from Allen Corbett/Corbett Farms, Inc.

Motion made by Commissioner Glenn Bowen.

Motion seconded by Vice Chairman Eugene James.

Mr. Cutrell said the irrigation system and recycling system were part of the equipment that was discovered. The State categorizes the irrigation system as personal property.

Vote Record:

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

Total Yes Votes: 4

Total No Votes: 5

Motion Failed.

Motion:

Motion to concur with recommendation of Tax Assessor.

Motion made by Commissioner John Minges.

Motion seconded by Commissioner Randy Royal.

Mr. Elliott said he spoke with Mr. Corbett who said he farms and could not attend either of the Board meetings. Commissioner Garris said it was this Board's responsibility to go by the law.

Vote Record:

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

Total Yes Votes: 4

Total No Votes: 5

Motion Failed.

Motion:

Motion to request Mr. Corbett or his designee to come before this Board on September 22, 2003.

**Motion made by Commissioner John Minges.
Motion seconded by Commissioner Glenn Bowen.
Motion Passed Unanimously.**

Mr. Cutrell said the penalty was for the irrigation system and that the CPA and the State recognized this as personal property. Commissioner Garris asked if this penalty could be segregated among the equipment.

**Motion:
Motion to instruct the Tax Assessor to segregate the irrigation part of the penalty.
Motion made by Commissioner Jimmy Garris.
Motion seconded by Commissioner Glenn Bowen.**

Commissioner Royal said that it appears that this Board wants to relieve the man of the penalty so they should just do it and not put Mr. Corbett through coming before the Board.

**Substitute motion:
Motion to forgive the portion of the penalty for irrigation equipment for Corbett Farms, Inc.
Motion made by Commissioner Randy Royal.
Motion seconded by Commissioner David Hammond.**

Ms. Bryan said twice this summer the Board has had farmers come before them about releasing penalties and this Board upheld the Staff's recommendation. Commissioner Garris said this Board should support the Tax Assessor's recommendation.

The Substitute Motion Passed Unanimously.

**Motion:
Motion to rescind the request for Mr. Corbett's appearance at the next Board meeting.
Motion made by Commissioner John Minges.
Motion seconded by Commissioner Randy Royal.
Motion Passed Unanimously.**

*Approve Adoption Process for the 2004 Revaluation Schedule of Values
and Call for Public Hearing on September 22, 2003 - Glenn Cutrell*

Information Provided with the Agenda

In accordance with N.C.G.S. 105-317 (c) , the Tax Assessor shall submit the proposed Schedule of Values for the 2004 Revaluation to the Board of County Commissioners. Upon receipt of the proposed Schedule of Values, the Board of County Commissioners shall publish a statement in a newspaper having general circulation in the county stating:

(a) That the proposed schedules, standards, and rules to be used in appraising real property in the county have been submitted to the Board of County Commissioners and are available for public inspection in the Tax Assessor's office and the Clerk to the Board of County Commissioner's office; and

(b) The time and place of a public hearing on the proposed schedules, standards, and rules that shall be held by the Board of County Commissioners at least seven days before adopting the final schedules, standards, and rules.

Each Board Member has received a copy of the proposed schedules, standards and rules under separate cover with this agenda.

Staff Recommendation

Tax Assessor recommends publishing the required statements no later than September 13, 2003 and to hold public hearing on proposed schedule of values at the regular scheduled Board of Commissioners meeting September 22, 2003 at 6:00 p.m.

Manager Comments

Concur with Tax Assessor's recommendation to begin process in adopting the Schedule of Values for the 2004 revaluation and schedule the public hearing.

Statutory Required Steps To Adopt Schedule of Values for 2004

- 09/08/03 - Submit to Board of County Commissioners
Approve Public Hearing Date – September 22, 2003, 6:00 p.m.
- 09/13/03 - Publish Public Hearing date approved by Board of County Commissioners
- 09/22/03 - Hold public hearing at regularly scheduled meeting
- 10/06/03 - Board to adopt Schedule of Values for 2004 Revaluation
- 10/11/03 - Publish 1st Public Notice in newspaper
- 10/18/03 - Publish 2nd Public Notice in newspaper
- 10/25/03 - Publish 3rd Public Notice in newspaper
- 11/01/03 - Publish 4th and final Public Notice in newspaper
- 11/10/03 - Last day for public to appeal Schedule of Values
- 11/11/03 - Schedule of Values for 2004 finalized

Meeting Notes

Mr. Cutrell asked the Board to approve the adoption process and call a public hearing for the September 22, 2003 Board meeting in order to move forward with this process.

Motion:

Tax Assessor recommends publishing the required statements no later than September 13, 2003 and to hold public hearing on proposed schedule of values at the regular scheduled Board of Commissioners meeting September 22, 2003 at 6:00 p.m.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Randy Royal.

Motion Passed Unanimously.

Grant For Evaluation Of Alternatives For Public Water Supplies - Phil Dickerson

Information Provided with the Agenda

Some months ago, the County was notified that it would receive a grant from The North Carolina Rural Development Center, Inc. for the subject work. Since the maximum Capacity Building Grant is \$40,000, we assumed that the grant amount was \$40,000, and we budgeted for the work accordingly. We recently were informed that the Rural Center's Board liked the

approach the County is taking and decided to grant another \$40,000 in discretionary funds. With the County's contribution of \$40,000, that is required and budgeted, we now have \$120,000 to work with, and we need to adjust the budget accordingly. No additional County funds are required.

Staff Recommendation

Authorize the Deputy Manager/Financial Services to amend the budget to reflect the additional \$40,000 from the grant and authorize the County Manager to execute all agreements associated with the work.

Manager Comments

Concur with staff recommendation.

Pitt County
Finance

Budget Amendment Request
DATE: September 24, 2003

Department: Other Economic Development Date of Request: 08-27-03
FY Budget: 03-04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
102800 432012	N.C. Rural Development Center	80,000	
102800 432013	GTP	10,000	
102900 499100	Fund Balance Appropriated		10,000
104920 569005	NC Water	80,000	

Department Justification: (Please provide detailed explanation)

Appropriating funds received from Rural Development Center for water studies.

Motion:

Authorize the Deputy Manager/Financial Services to amend the budget to reflect the additional \$40,000 from the grant and authorize the County Manager to execute all agreements associated with the work.

Motion made by Commissioner Mark Owens, Jr.

Motion seconded by Commissioner David Hammond.

Motion Passed Unanimously.

Solid Waste Management Plan, Second Three-Year Update - Phil Dickerson

Information Provided with the Agenda

Pitt County was required to develop a Solid Waste Management Plan in 1997 with scheduled updates at three-year intervals. The Plan sets forth the present status of the solid waste program in unincorporated Pitt County as well as its municipalities. Municipalities have the option to draft their own plan or adopt the County's by resolution. The municipalities are expected to adopt the County's plan.

A public meeting was advertised on the County Page in The Daily Reflector after June 19, 2003 until the meeting was held on July 31, 2003 in the Development Services Building at 7:00 p.m. Public input received by telephone and by written statements from the municipalities was considered in finalizing the plan. A copy is on file in the Office of the Pitt County Manager and in the Sheppard Memorial Library.

Staff Recommendation

Adopt the resolution contained in Appendix C of the Plan.

Manager Comments

Concur with staff recommendation.

PITT COUNTY
RESOLUTION TO APPROVE THE PITT COUNTY SOLID WASTE PLAN UPDATE

WHEREAS, it is a priority of this community to protect human health and the environment through safe and effective management of municipal solid waste;

WHEREAS, the reduction of the amount and toxicity of the local waste stream is a goal of this community;

WHEREAS, equitable and efficient delivery of solid waste management services is an essential characteristic of the local solid waste management system;

WHEREAS, it is the goal of the community to maintain and improve its physical appearance and to reduce the adverse effects of illegal disposal and littering;

WHEREAS, the County of Pitt recognizes its role in the encouragement of recycling markets by purchasing recycled products;

WHEREAS, involvement and education of the citizenry is critical to the establishment of an effective local solid waste program;

WHEREAS, the State of North Carolina has placed planning responsibility on local government for the management of solid waste;

WHEREAS, NC General Statute 130A-309.09A(b) requires each unit of local government, either individually or in cooperation with other units of local government, to update the Ten Year Comprehensive Solid Waste Management Plan at least every three years;

WHEREAS, The Pitt County Solid Waste Department has undertaken and completed a long-range planning effort to evaluate the appropriate technologies and strategies available to manage solid waste effectively;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE COUNTY OF PITT:

That Pitt County's 2003 Ten Year Comprehensive Solid Waste Management Plan is accepted and endorsed by this governing body and placed on file with Clerk to the Board on this day, September 8, 2003.

Beth Ward, Chairman
Pitt County Board of Commissioners

Attest:

Susan Banks, Clerk to the Board

Motion:

Adopt the resolution contained in Appendix C of the Plan.

Motion made by Commissioner Mark Owens, Jr.

Motion seconded by Commissioner David Hammond.

Motion Passed Unanimously.

Adverse Reactions to Smallpox Vaccination Policy - Florida Hardy

Information Provided with the Agenda

On December 13, 2002, President Bush formally announced a voluntary national smallpox vaccination program. Section 304 of the Homeland Security Act of 2002 was adopted to ensure that employees who receive vaccination against smallpox incident to the Administration of Smallpox countermeasures as part of the Homeland Security Act will be covered for adverse medical reactions due to vaccination. The State of North Carolina on June 12, 2003 under Session Law 2003-169 passed House Bill 273-Adverse Reactions to Smallpox Vaccinations. This bill includes treatment of reaction to the smallpox vaccine as an occupational disease under the Workers' Compensation statute. The bill also includes amendments requiring counties that employ first responders and/or health department employees to enact a policy regarding sick leave and salary continuation for those employees absent from work due to an adverse reaction to the smallpox vaccination.

The policy will be placed in the Pitt County Administrative Policies and Procedures Manual.

The Board of Health, at their August 12, 2003 meeting, approved a motion to request the Board of Commissioners to adopt the proposed policy.

Staff Recommendation

Approve Adverse Reactions to Smallpox Vaccination Policy as submitted.

Manager Comments

Concur with staff recommendation to adopt new policy entitled "Adverse Reactions to Smallpox Vaccination".

On December 13, 2002, President Bush formally announced a voluntary national smallpox vaccination program. Section 304 of The Federal Homeland Security Act of 2002 was adopted to ensure that employees who receive vaccination against smallpox incident to the Administration of Smallpox countermeasures as part of the Homeland Security Act will be covered for adverse medical reactions due to vaccination. The State of North Carolina on June 12, 2003 under Session Law 2003-169 passed House Bill 273 -Adverse Reactions to Smallpox Vaccinations. As a result , the County of Pitt adopts this policy for Stage I of the Smallpox Vaccination Plan that affects only selected staff of the Pitt County Health Department.

POLICY:

The Board of Commissioners is of the opinion that it is in the best interest of the health, safety and welfare of the citizens of Pitt County that essential County employees be offered the vaccine in order that there be sufficient immunized personnel to assist the public in the event of an outbreak of Smallpox; therefore the Board of Commissioners establishes the following:

1. That the Director of Public Health identify those County employees for whom vaccination is recommended under Stage I of the North Carolina Pre-Event Smallpox Vaccination Plan. The employees identified will be carefully screened for possible contraindications and if appropriate will then be offered the opportunity to take the vaccine. Acceptance of the vaccine is completely voluntary.
2. If an employee who is offered the vaccine under Stage I elects to take the vaccine, and as a result of taking that vaccine becomes ill and requires medical care, the employee should file a Pitt County Government Employee's Report of Accident for Workers' Compensation benefits, go to the designated workers' compensation health care provider and follow all the guidelines of the County's Workers' Compensation policy. Coverage under Workers' Compensation is determined by the Workers' Compensation administrator.
3. If an employee who is offered the vaccine under Stage I elects to take the vaccine, and as a result of taking that vaccine becomes ill such that absence from work is required as certified by a health care provider, the employee shall be credited sick leave days (or whatever form of paid leave was used for such absence) up to seven calendar days from the day of lost work time. In order to avoid double payment, leave used for absences in which the employee receives compensation as covered under the County's Workers' Compensation program will not be credited. Employees are required to use available sick and/or personal leave or any other available paid leave during the first seven days of absence. Determination of whether the absence is the result of taking the vaccine is at the sole discretion of the Director of Public Health after consultation with the health care provider. Approval of the leave credit is at the sole discretion of the County Manager in consultation with the Director of Public Health, Human Resources Director and the employee's department head.
4. Absences from work for employees who must care for immediate family members that live in the same household with the employee that contracts vaccinia (the virus in the smallpox vaccine) as a result of the employee receiving the vaccine under the guidelines of Stage I will be handled on a case by case basis.

This policy is in effect for employees while in employment with Pitt County Government and under the County's Smallpox Pre-Event Vaccination Program Stage I in accordance with the North Carolina Smallpox Vaccination Plan and Section 304 of the Federal Homeland Security Act.

Meeting Notes

Ms. Hardy said the State mandated that the County adopt such a policy. This is to address Workers comp and the Smallpox disease. She said it had to be adopted within 90 days of notification. Vice Chairman James asked why this needs to be done. Dr. Morrow said the issue is that there are a lot of people not vaccinated now since the disease has not been prevalent in the more recent years. Commissioner Minges asked how many people have been vaccinated. Dr. Morrow said that over 1200 people in North Carolina have been vaccinated since January. Dr. Morrow said they have been asked not to release information specific to locations. Public Health and essential Hospital employees have been vaccinated.

Motion:
Approve Adverse Reactions to Smallpox Vaccination Policy as submitted.
Motion made by Commissioner Randy Royal.
Motion seconded by Commissioner John Minges.
Motion Passed Unanimously.

Budget Amendments - Rollovers to New Fiscal Year - Melonie Bryan

Information Provided with the Agenda

The following budget amendments represent a portion of those Funds, Grants, or Departments that have unspent proceeds that need to be reappropriated for expenditure (or rolled over) into the new fiscal year once those balances have been determined after year-end. Most involve appropriation of the relative fund balance, and some of the grants include appropriation of the necessary grant match from General Fund reserves.

Rollover budget amendments include:

- 1) State Grants - Domestic Violence Prevention II Grant (\$10,177.38)
- 2) State Grants - JCPC Juvenile Restitution Grant (\$1,590)
- 3) State Grants - JCPC Adolescent Outreach Services Grant (\$58,608)
- 4) State Grants - Soil Erosion & Sedimentation Control Grant (\$2,789)
- 5) State Grants - Community Gun Violence Grant (\$96,413)
- 6) School Improvement Projects (\$1,213,205)

Staff Recommendation

To approve the budget amendments as submitted.

Manager Comments

Concur with staff recommendation.

Pitt County
 Finance

Budget Amendment Request

INVOICE NO: Dd
 DATE: September 24, 2003

Department: State Grants - Dom. Violence II Date of Request: 08/19/03

FY Budget: 03-04

CCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
245616 512000 03	Salaries	6743.20	
245616 512200 03	Overtime	1108.91	
245616 518100 03	FICA	584.43	
245616 518200 03	Retirement	375.56	
245616 518201 03	401K	393.15	

245616 518400 03	Life Insurance	16.98
245616 526000 03	Office Supplies	148.38
245616529102 03	Computer Equipment	139.00
245616 531200 03	Travel	202.77
245616 553003 03	ID Equipment	465.00
243616 426400 03 (revenue)	Federal Categorical Grant	10,177.38

Department Justification: (Please provide detailed explanation)

Carry forward first year grant funds to new fiscal year for the Domestic Violence II grant.

Pitt County
Finance

Budget Amendment Request

INVOICE NO:
DATE: September 24, 2003

Department: State Grants - JCPC Date of Request: 8-13-03

FY Budget: 03-04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
243661 499100	Fund Balance	1,590	
245661 569399	Prior Year Refund	1,590	

Department Justification: (Please provide detailed explanation)

Bringing unspent fund balance from the JCPC Juvenile Restitution program forward to new year in order to return to the State.

Pitt County
Finance

Budget Amendment Request

INVOICE NO:
DATE: September 24, 2003

Department: State Grants Date of Request: 08-27-03

FY Budget: 03-04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
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193264 499100	Fund Balance Appropriated	58,608
195264 569399	Prior Year Refund	58,608

Department Justification: (Please provide detailed explanation)

Bringing unspent fund balance from the JCPC Adolescent Outreach program forward to new year in order to return to the State. This program is administered by Mental Health.

Pitt County
Finance

Budget Amendment Request

INVOICE NO:
DATE: September 24, 2003

Department: State Grants - Soil Erosion Date of Request: 8-25-03
FY Budget: 03-04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
243646 436000	Non Fed Categorical Grant	1,116	
245646 499100	Fund Balance Appropriated	1,673	
245646 529102	Computer Equipment	87	
245646 531200	Travel	2,102	
245646 534100	Printing	600	

Department Justification: (Please provide detailed explanation)

This amendment brings forward unspent funds from the prior year budget for the Soil Erosion & Sedimentation Control grant.

Pitt County
Finance

Budget Amendment Request

INVOICE NO:
DATE: September 24, 2003

Department: State Grants - Community Gun Violence Date of Request: 08-25-03
 FY Budget: 03-04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
109910 599101	Reserve for Grant Match		9,045
109810 598024	Transfer to Fund 24	9,045	
243676 498010	Interfund Transfer - From General Fund	9,045	
243676 426400	Fed Categorical Grant	72,368	
243676 484000	Contributions & Donations	15,000	
245676 561000	Contracted Services	96,413	

Department Justification: (Please provide detailed explanation)

This amendment brings forward to the new fiscal year unspent funds in the Community Gun Violence Grant.

Pitt County
 Finance

Budget Amendment Request
 DATE: September 24, 2003

Department: School Improvement Projects Date of Request: 8/25/03
 FY Budget: 03-04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
511000 499100	Fund Balance Appropriated	1,213,205	
518000 551000	Office Furniture & Equipment	26,813	
518000 552000	Computer Equipment	400,000	
518000 554001	Transportation Upgrades	10,539	
518000 555001	Mobile Units	22,058	
518000 555002	Gym Upgrades	8,801	
518000 558103	Electrical	3,889	
518000 552104	Roofing	418,598	
518000 558105	Sewer	17,275	
518000 558106	Canopies	62,529	
518000 559000	Other Structures & Improvements	217,703	

518000 559500 Towers, Tanks, Wells

25,000

Department Justification: (Please provide detailed explanation)

Rollover of budgeted and unspent School Improvement Project funds from prior year to current fiscal year.

Meeting Notes

Ms. Bryan said these budget amendments are all for rollover grants.

Motion:

To approve the budget amendments as submitted.

Motion made by Commissioner Jimmy Garris.

Motion seconded by Commissioner Randy Royal.

Motion Passed Unanimously.

Budget Amendment - Insurance and Bonding - \$115,000 - John K. Bulow

Information Provided with the Agenda

Pitt County has experienced a situation requiring a budget amendment in the Insurance and Bonding line item in the general fund. Specifically, an additional \$115,000 will need to be appropriated to this line item from contingency. This need is due to the dramatic increases in the professional/public officials and law enforcement liability policy premium. The following events lead to an increase in funding allocation.

The annual renewal process was occurring as normal in years past with the Steadfast Insurance Company with an expected renewal date of July 1, 2003. An expected increase in premium of \$33,000 was budgeted as one component of the insurance and bonding total:

At renewal the County received notice that Steadfast was not going to renew the policy. The County was given only 45 days to seek coverage from another company. Steadfast made a corporate decision to no longer offer this type of coverage!

Renewal applications were sent to two companies in this shrinking market by the local insurance agent through brokers to replace the Steadfast coverage with like coverage.

The local agent brought forth a proposal from AIG (the largest insurance company in the world) with a premium comparable to the previous year. An additional proposal was received from United National Insurance Company that was \$144,000 higher and was rejected at that point in time. The AIG policy was then bound with a binder.

A request was made of the local agent for a statement of coverage in association with the binder and upon examination determined the AIG coverage did not cover the law enforcement exposure. In fact, the AIG proposal did not replace the Steadfast coverage with like coverage as portrayed to the local agent.

Because of the exposure of law enforcement to potential lawsuits, the County bound the coverage with United National Insurance Company immediately when known in order to protect the County from catastrophic loss. This policy replaces the lost coverage with the exception of terrorism. To cover this specific exposure would cost an additional \$30,000.

Thus with having to pay an additional \$144,000 to secure adequate coverage, the additional appropriation is necessary to fund the total insurance expenses during the fiscal year. Unfortunately, there are few options for coverage in this market for this type of risk. This is due to the events of "9-11" as well as the faltering economy. Staff is constantly exploring all options to reduce premium costs, but immediate coverage is necessary to protect the assets of Pitt County.

It is significant to note that all insurance policies will be bid this spring prior for the 2004-2005 fiscal year. This will be n schedule as previously planned and stated at budget time.

Staff Recommendation

Approve the budget amendment to transfer \$115,000 from contingency to the insurance and bonding line item. (This additional premium will not include the terrorism coverage.)

Manager Comments

Concur with staff recommendation. Concerning this matter, the County has no real choice but to go with the higher premium. The funds for this budget amendment will need to come out of the County's budgeted contingency.

Pitt County
Finance

Budget Amendment Request
DATE: September 24, 2003

Department: Nondepartmental Date of Request: 08-27-03

FY Budget: 03-04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
109910 599100	Contingency		115,000
104999 545000	Insurance & Bonding	115,000	

Department Justification: (Please provide detailed explanation)

Transfer from Contingency to Insurance to cover significant increase in policy coverage this fiscal year.

Meeting Notes

Mr. Bulow said professional liability insurance policy covers the Board, employees, law enforcement and detention center personnel. He said an initial increase had been anticipated and budgeted. The Company decided to cancel the County's professional liability insurance so staff used an agent to find other coverage. They looked at AIG but they failed to cover law enforcement. United National was \$144,000 more but there was no alternative because the law enforcement and Detention Center employees could not be left uninsured. All insurance needs will be bid out this year.

Motion:

Approve the budget amendment to transfer \$115,000 from contingency to the insurance and bonding line item. (This additional premium will not include the terrorism coverage.)

**Motion made by Vice Chairman Eugene James.
Motion seconded by Commissioner Randy Royal.
Motion Passed Unanimously.**

Creation of new Board of Adjustment - James Rhodes

Information Provided with the Agenda

With the adoption of county-wide zoning on August 4, 2003, the Board agreed to restructure the Board of Adjustment (BOA) to provide representation throughout unincorporated Pitt County. The current composition of the BOA includes four members from the Northwest Planning Area and one from the NC 11 North Corridor Planning Area, along with two alternates (see Attachment 1). The BOA is responsible for hearing and deciding upon appeals, variance requests, and requests for interpretations, and acting upon special use permit applications.

Planning staff has identified three options for the restructuring of the BOA (see Attachment 2). After discussing the options with Rich Ducker of the Institute of Government and the County Attorney, staff recommends changing the composition of the five-member BOA to include two members from north of the Tar River and three from the south side. Existing members can be advised to apply for the new county-wide BOA, if they are interested in continuing their service on the board.

Staff Recommendation

Abolish the existing Board of Adjustment effective with appointment of new BOA members. Structure new Board of Adjustment to include two members from north of the Tar River and three members from the south side from county planning jurisdiction, along with two alternatives from anywhere in Pitt County.

Manager Comments

Concur with staff recommendation.

Pitt County Board of Adjustment Restructuring Options for Countywide Zoning

Background: As you are aware, the current Pitt County Board of Adjustment has served as such for the only previously zoned area of the county, the Northwest Planning Area. The existing 5 member Board of Adjustment is comprised of 4 residents from the Northwest Planning Area and 1 resident from the NC11 N. Planning Area, along with 2 alternates. Due to the adoption of Countywide Zoning by the Board of Commissioners on August 4, 2003, the current Board of Adjustment should be restructured to more equally represent the interests of the entire county. Staff has discussed the issue with Joanne Burgdorff, the County Attorney and Rich Ducker with the North Carolina Institute of Government. After further discussion, staff drafted the following three options in an attempt to achieve the common goal of countywide representation, as well as retention of a 5 member Board of Adjustment.

Option 1 – Creating New Board of Adjustment

The current Board of Adjustment has technically served as the Northwest Planning Area Board of Adjustment. The current Board could be repealed along with the Northwest Zoning Ordinance and the County could start over and solicit applicants for a new Countywide Board of Adjustment. The existing Board members would be notified of the change and encouraged to apply for the new Board of Adjustment.

Staff Comments: One drawback of option 1 would be getting the new members selected and trained prior to the effective date of countywide zoning, November 3, 2003. However, the existing Board would continue to serve until replaced.

Option 2 – Transition to Countywide Board of Adjustment

1. Add 3 members and 1 alternate member from the rest of the County with the intentions of reducing the size of the Board over time. The Board would be rather large in the beginning, but this will immediately address the issue of having countywide representation. This would also allow the County to retain the existing experienced members while the new members are in training.
2. Membership would be phased out north of the river down to 2 members and 1 alternate to establish a 5 member Board as with Option 1. As the other members terms expire the Commissioners could then begin reducing the membership north of the river.

Staff Comments: The drawbacks of option 2 would be that three of the existing members terms do not expire until April 2006 and term expiration dates should probably not be used as selection criteria. Also, section 2.3.3 of the zoning ordinance would have to be amended to reflect a temporarily larger Board. The benefit of option 2 is that the County would continue to have a trained and educated Board of Adjustment at all times.

Option 3 – Add additional members to the existing Board of Adjustment

Additional members could be added to the existing Board of Adjustment. This would result in a rather large Board with a total of anywhere from 7 to 11 members.

Staff Comments: Option 3 creates a Board that is too large, especially if comparable representation is given to other areas of the County as is the case with the Northwest Planning Area.

Staff Recommendation: In discussions between Planning Staff, the County Attorney and Mr. Ducker with the Institute of Government, all three options are permissible. However, County Staff and the Institute of Government concur that option 1 is the best and cleanest solution to the current issue with the Board of Adjustment.

Meeting Notes

Mr. Rhodes said that in moving forward with zoning, there is a need to restructure the Board of Adjustment. This Board hears appeals, variance requests, special use permits, and is a quasi-judicial Board. He said that a board of adjustment already exists for the northwest planning area. He reviewed the current makeup of the board. He reviewed the proposed options. He noted that typically Boards of Adjustment are five members. He stated that a bigger board would make it harder to process matters. The Board discussed the options proposed by the Planning Director and staff.

Motion:

Abolish the existing Board of Adjustment effective with appointment of new Board of Adjustment members. Structure new Board of Adjustment to include two members from north of the Tar River and three members from the south side from county planning jurisdiction, along with two alternative members from anywhere within Pitt County's planning jurisdiction.

Motion made by Vice Chairman Eugene James.

Motion seconded by Commissioner David Hammond.

Substitute Motion:

Motion that each district get the same amount of representation. Proposed were two members for super district and one at-large for a total of seven members.

Motion made by Commissioner Glenn Bowen.

Motion seconded by Commissioner Mark Owens, Jr.

The substitute motion was withdrawn.

Commissioner Coulson said 80% of the members would have to vote to approve any matter. He agreed with the proposal of five members. Mr. Rhodes said that districts 1, 5 and most of 3 are outside of the County's planning jurisdiction. Population was taken into account for this proposal. Vice Chairman James said this Board will be making the appointments to the Board of Adjustment and there only needs to be five members. They discussed the supermajority vote that is required on certain specific matters.

The Motion to abolish the existing Board of Adjustment effective with appointment of new Board of Adjustment members passed unanimously.

Appointment to the Mid-East Workforce Development Board - John K. Bulow

Information Provided with the Agenda

Joyce Jones was appointed to serve as the private-industry member at the July 21, 2003 meeting. (Seat #2) She is not eligible for this position because she does not work for the private sector.

Workforce Development staff recommends Sue Dudley be appointed to this seat, as she already serves on one of their committees.

Staff Recommendation

Recommend appointment of Sue Dudley to represent the private-industry sector on the Mid-East Workforce Development Committee.

Meeting Notes

Mr. John Bulow reported that the Board recently appointed Joyce Jones to this position but Ms. Jones is with a nonprofit corporation. This member must be from the private industry sector. There was a recommendation to appoint Sue Dudley to the Mid-East Workforce Development Committee.

Motion:

Recommend appointment of Sue Dudley to represent the private-industry sector on the Mid-East Workforce Development Committee.

Motion made by Commissioner Jimmy Garris.

Motion seconded by Vice Chairman Eugene James.

Motion Passed Unanimously.

Appointment to the Bethel Board of Adjustment - Alternate Member - Susan Banks

Information Provided with the Agenda

A member needs to be appointed to seat # 2 as the County's extraterritorial jurisdiction alternate representative.

Attached is the list of applicants.

Staff Recommendation

No recommended motion.

Motion:

Appoint Annette McRae, as an extraterritorial jurisdiction, to the Bethel Planning Board.

Motion made by Vice Chairman Eugene James.

Motion seconded by Commissioner Jimmy Garris.

Motion Passed Unanimously.

Commissioners' Comments

Meeting Notes

Commissioner Bowen said he is proud of the commissioners for the job done today. He said they had accomplished some hard matters today.

Commissioner Owens asked when the pre-agenda meetings would be televised.

Closed Session

Closed Session - Property Acquisition

Staff Recommendation

Motion to go into closed session under the authority of G. S. 143-318.11(a)(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

Motion:

Motion to go into closed session under the authority of G. S. 143-318.11(a)(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

Motion made by Commissioner Mark Owens, Jr.

Motion seconded by Commissioner John Minges.

Ms. Burgdorff read the General Statute 143-318.11(a)(5) for closed session.

Motion Passed Unanimously.

Motion:

Motion to add a personnel item to closed session.

Motion made by Commissioner Glenn Bowen.

Ms. Burgdorff stated she did not have the personnel statute for closed session with her but personnel was an acceptable closed session item.

Vote Record:

John Minges	Yes
Jimmy Garris	Yes
Mark Owens, Jr.	Yes
Beth Ward	Yes
Glenn Bowen	Yes

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

Total Yes Votes: 8

Total No Votes: 1

Motion Passed.

Return to Open Session

Staff Recommendation

Motion to return to open session.

Motion:

Motion to return to open session.

Motion made by Commissioner John Minges.

Motion seconded by Vice Chairman Eugene James.

Motion Passed Unanimously.

Adjourn

Staff Recommendation

Motion to adjourn the meeting.

Motion:

Motion to adjourn the meeting at 12:15pm.

Motion made by Commissioner Randy Royal.

Motion seconded by Vice Chairman Eugene James.

Motion Passed Unanimously.

Respectfully Submitted,

Susan J. Banks, CMC
Clerk to the Board