

**PITT COUNTY BOARD OF COMMISSIONERS  
GREENVILLE, NORTH CAROLINA  
FEBRUARY 16, 2004 MINUTES**

The Pitt County Board of Commissioners met on Monday, February 16, 2004, at 6:00 PM in the Commissioners' Auditorium, Pitt County Office Building, 1717 W. 5th Street, Greenville, North Carolina.

Commissioners present:

Eugene James, Chairman  
John Minges, Commissioner  
Jimmy Garris, Commissioner  
Beth Ward, Commissioner  
Glenn Bowen, Commissioner  
Tom Coulson, Commissioner  
David Hammond, Commissioner  
Randy Royal, Commissioner

Commissioners Absent:

Mark Owens, Jr., Vice Chairman

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  
Phil Dickerson, Deputy County Manager/Public Services  
JoAnne Burgdorff, County Attorney  
Michael Taylor, MIS Director  
Glenn Cutrell, Tax Assessor  
Debra Dihoff, Mental Health Area Director  
John Morrow, Director/Health Department  
Jeff Niebauer, Tax Collector  
Steve Tugwell, Planner II

**Call to Order**

**Meeting Notes**

Chairman James called the meeting to order.

**Invocation and Pledge**

The invocation was offered by Commissioner Hammond.  
The Pledge of Allegiance was led by Commissioner Bowen.

**Meeting Notes**

Commissioner Owens absent at this time.

**Approval of Agenda**

**Staff Recommendation**

Motion to approve the agenda.

**Motion:**

**Motion to approve the agenda. Commissioner James asked to add a letter of support for the Town of Bethel recreation. Commissioner Bowen suggested it be added under consent.**

**Motion made by Commissioner John Minges.**

**Motion seconded by Commissioner David Hammond.**

**Motion Passed Unanimously.**

**Presentation**

*NCACC Presentation of Outstanding County Program Award to  
Pitt County Planning Department for CRASH - Mapping Initiative - Scott Elliott*

**Information Provided with the Agenda**

Ed Wooters from the North Carolina Association of County Commissioners will present the Outstanding County Program Award to the Pitt County Planning Department for CRASH - Mapping Initiative. The CRASH (Community Response to Attain Safer Highways) program is one of many efforts by the Safe Communities Coalition to prevent injuries throughout the County. CRASH involves mapping of fatal and severe vehicle crash data to identify areas for enforcement personnel to establish intense patrols.

Pitt County Planning staff responsible for the mapping component include Eli Johnson, Tracy Cash, and James Rhodes. Safe Communities Coalition and CRASH task force members (see attached list), including Dr. Herb Garrison and Jennifer Smith with PCMH Injury Prevention Program, Melissa Larson with the Sheriff's Office and Phil Worthington with Greenville's Police Department, have used the information to target areas of concern and, consequently, have reduced traffic accidents. Sarah Minges is also recognized for her efforts to initiate the CRASH program.

The Outstanding County Program Awards honors innovative county programs in the categories of General Government, Human Services and Public Education. The awards are presented in February of each year. The Board of Directors approved the creation of the Outstanding County Program Awards 1991 as a way to recognize innovative programs that other counties might want to emulate. The intent of the Outstanding County Program Awards is to recognize and share information with other counties about programs that involve a uniquely innovative process, solution or idea to address a county or multijurisdictional issue and/or to prevent a future problem from developing.

**Staff Recommendation**

Congratulations on receipt of the Outstanding County Program award.

**Meeting Notes**

Mr. Elliott introduced Mr. Ed. Wooters from the North Carolina Association of County Commissioners.

**Public Hearings**

*Eastwood Rezoning -- Zoning Ordinance Map Amendment - Steve Tugwell*

**Information Provided with the Agenda**

The Pitt County Planning Department is in receipt of a petition from Mr. Floyd Eastwood requesting that a portion his property be rezoned from Rural Residential to General Commercial. This property is identified by the Tax Assessor's Office as Parcel Number 10065 and is located along the eastern side of SR 1529 (Old Creek Road). This property is approximately 11.6 acres, of which 5.49 acres is included in this rezoning request. There is an existing self-storage facility on this property.

The Planning Board reviewed this rezoning request at its January 21st meeting and by a unanimous vote recommended approval of the request.

The schedule for consideration of the rezoning request is as follows:

- January 29, 2004 through February 14, 2004 - Advertise public hearing (Attachment 1) in Daily Reflector and notify adjacent property owners (Attachment 2)
- February 16, 2004 - Board of County Commissioners Public Hearing

Attached is a flow chart that depicts the amendment process (Attachment 3) , a map of the property (Attachment 4), and a final staff report (Attachment 5).

### **Staff Recommendation**

Approve the request to rezone 5.49 acres of the property belonging to Mr. Floyd T. Eastwood, Parcel 10065, from Rural Residential to General Commercial.

### **Meeting Notes**

Mr. Steve Tugwell presented the Eastwood Zoning request located on Old Creek Road.

- Property is identified as tax parcel 10065 and is located on the eastern side of Old Creek Road north of its intersection with 264 Alternate in the Pactolus Township.
- This rezoning request is for 5.49 acres of the total 11.6 acre tract.
- Property is currently zoned Rural Residential.
- Current use- commercial.
- Existing structures- metal self-storage buildings.
- Comprehensive Land Use Plan designates this parcel as Suburban Residential.

Two photographs of property on Old Creek Road were shown.

Existing zoning map showing the ETJ.

Comprehensive Land Use Plan has it zoned as Suburban Residential. Non residential uses means a separation from non-compatible uses.

He provided examples of the general commercial uses that could be in this category.

The Planning Board voted to approve the request noting it is in conformance with the Land Use Plan.

- At it's January 21st meeting, the Planning Board voted unanimously to recommend approval of the rezoning request based on the following criteria:
  - Request is in conformance with the Land Use Plan and site meets guidelines provided for the General Commercial District.
  - The bulk of this site is currently used as commercial and is within one-half mile proximity to US 264 Alternate and adjacent to Pitt County Industrial Park.

Commissioner James asked why the entire 11 acres was not included. Mr. Tugwell said some of the property was already zoned and it is a combination of the two parcels. No plans have been made for the other part of the parcel.

### **Motion:**

**Motion to open public hearing.**

**Motion by Commissioner Hammond.**

**Motion seconded by Commissioner Royal.**

**Motion approved unanimously.**

**No one spoke**

### **Motion:**

**Approve the request to rezone 5.49 acres of the property belonging to Mr. Floyd T. Eastwood, Parcel 10065, from Rural Residential to General Commercial.**

**Motion made by Commissioner David Hammond.**

**Motion seconded by Commissioner Randy Royal.**

**Approve the request to rezone 5.49 acres of the property belonging to Mr. Floyd T. Eastwood, Parcel 10065, from Rural Residential to General Commercial.**

### **Motion:**

**Motion to close public hearing.**

**Motion by Commissioner Hammond.**  
**Commissioner Royal seconded motioned to close public hearing.**  
**Motion Passed Unanimously**

#### **Public Addresses to the Board**

#### **Meeting Notes**

Nancy Colville, resident of Greenville, spoke about a Mental Health article in today's paper stating that Pitt County may not be able to be a single county program. She spoke about the regional programs and asked what the Board is going to do about the State's concerns.

#### **Items for Report**

*Manager's Report - Scott Elliott*

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

Next Meeting Dates;  
March 15, 9am  
April 5, 9am

Other Information

#### **Meeting Notes**

Mr. Scott Elliott, County Manager, spoke to the items on the summary of information for his report.

Mr. Elliott reported that Congressman Frank Balance would be holding a constituents meeting on February 18, 2004 at J.H. Rose from 6-8 pm.

Mr. Elliott spoke regarding the comments a citizen made when addressing the Board. The letter was addressed to Deby Dihoff from the Health and Human Resources, regarding the LME status for Pitt County Mental Health. The letter asked Pitt County officials to come to Raleigh to discuss funding implications for Pitt County Mental Health as an LME. He reported that Chairman James, Melonie Bryan, Mr. E. T. Vincent, Deby Dihoff and himself will be going to Raleigh to meet with Department of Health and Human Resources officials. In their letter, it states the State's position and the mandate for a 200,000 population threshold. Mr. Elliott stated as a County, that desires to be a Single County, Pitt County would not have to meet that threshold. He will report back to the Board on this meeting later.

Mr. Elliott reported Congressman Frank Balance will be offering an Informal Economic Stimulus Summit for his congressional district on February 20, 2004, Martin County Tellus in Williamston from 10 am -12 pm.

Mr. Elliott reported on the Department Head workshop that took place on February 11, 2004. It was a time to for team building and to discuss how to promote Pitt County and services provided by the County.

Mr. Elliott spoke about a reception book signing for a book called Hurricane Floyd Remembered, Faces from the Flood. The book was written by State Treasurer, Richard Moore and Jay Barn. Proceeds will go to the American Red Cross and Salvation Army. The book signing will be held at the Hilton.

Mr. Elliott reported that Senator Dole will be in Grifton on February 19, 2004 for a Dedication of Community Facilities, which starts at 4 pm at the Grifton Fire Department.

Mr. Elliott welcomed Mr. Noel Lee, Emergency Services Director. Mr. Lee stated he was looking forward to working for Pitt County.

*Department Spotlight - Financial Services - Melonie Bryan*

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

The Department Spotlight will be provided by the Financial Services for this meeting.

**Staff Recommendation**

No action needed.

**Meeting Notes**

A video presentation was provided concerning the Financial Services Department.

*Centralized Purchasing Update - Melonie Bryan*

**Information Provided with the Agenda**

Financial Services staff has proactively, over the past year, reviewed our policies and processes to identify ways to increase efficiency and effectiveness. At the direction of the County Manager, the area of more centralized purchasing was identified as a goal to accomplish during the 2003-04 fiscal year. Movement to this type of purchasing should increase efficiency in departments throughout the County and help control costs.

As a step to this end, Financial Services will be issuing a Request for Proposal seeking a single vendor to work with for procuring office supplies. The County is looking for a vendor that will help us minimize hard costs such as the actual cost for the supplies as well as soft or processing costs such as check issuance and accounting savings. As we achieve success, the County will consider moving into other areas of purchasing such as maintenance items, janitorial supplies, etc. It is envisioned that this change will not create the need for new or additional staff. Staff will bring back information on the responses to the Commissioners for review and approval prior to awarding any work to the successful vendor.

A second item that will be implemented is the use of procurement cards. This "charge card" type system will reduce paperwork and volume of checks associated with purchases by the County. We will work with our existing banking partner to offer this service. Staff has researched this area and talked with other jurisdictions to ensure we can maintain fiscal integrity and an adequate audit trail. We will implement on a test basis in select departments prior to rolling out County-wide. Additionally, prior to beginning with the cards staff will bring a Procurement Card Use Policy to the Board for approval.

The timeline for this initiative is attached for your information.

**Staff Recommendation**

No action needed - for information only.

**Manager Comments**

Recommend that staff pursue developing both the RFP (Request for Proposals) and Procurement Card system. Details of each will be brought before the Board for approval before implementation.

**Meeting Notes**

Ms. Bryan reported that the Financial Staff is working on a more centralized purchasing process. They are developing a Request for Proposals for this service which will enable the County to have better pricing and a streamlined purchasing process.

Commissioner Hammond asked about direct deposit. Ms. Bryan said they are looking at direct deposit for other services. The County will save on checks, postage, and time. They estimate a savings of \$8,000 to \$9,000 per year. Staff time has been freed up to do other duties. They are also investigating the use of procurement cards. They will be updating policies and putting safeguards in place. The RFP is for office supplies only. If it is successful, it will be expanded to other products. Bidders are more aggressive if they think they are going to get all of the County's business. Commissioner Minges suggested meeting with the City of Greenville and Greenville Utilities Commission to do a combination bid package.

*Tax Collections Report - Jeff Niebauer*

**Information Provided with the Agenda**

Current year tax revenues continue to come in as expected. The tax collector's office is currently pursuing enforcement actions to collect outstanding taxes due.

**Staff Recommendation**

Approve the tax collection report as submitted.

**Manager Comments**

Concur with staff recommendation.

2003 – 2004		
TAXING UNIT	JANUARY 2004	TOTAL TO DATE
Pitt County		
Current Taxes	8,256,344.68	
Prior Years	138,081.72	39,229,645.89
prepay	21,589.89	1,402,104.02
Interest/Cost	73,335.13	21,589.89
Total Collected	8,489,351.42	273,788.23
Landfill Fees	521,120.13	40,927,128.03
Ayden Fire	5,922.54	2,908,725.73
*Ayden Rescue	77.78	39,199.07
Bell Arthur Fire	6,240.31	606.69
*Bell Arthur Rescue	7.88	19,323.57
Black Jack Fire	3,308.95	155.30
Clarks Neck Fire	2,555.23	19,134.17
Eastern Pines Fire	8,663.26	14,266.21
*Eastern Pines Rescue	89.11	89,752.27
Falkland Fire	7,230.97	612.75
Farmville Fire	4,457.84	51,686.38
Fountain Fire	2,132.89	26,119.22
Grimesland Fire	3,966.95	11,738.68
Pactolus Fire	5,431.71	19,534.98
Red Oak Fire	10,964.54	32,540.63
Simpson Fire	5,862.36	68,027.75
Sharp Point Fire	514.50	57,420.16
Staton House Fire	61,754.44	1,616.71
Stokes Fire	5,010.97	114,840.46
Winterville Fire	10,088.65	22,516.06
Grifton Fire	3,447.50	65,143.77
Gardnerville Fire	6,389.95	42,754.60
*Pitt EMS	292,529.17	31,664.55
		1,221,908.98
Ayden Town	13,176.28	
Bethel Town	38,368.39	88,540.10
Falkland Town	1,898.98	210,798.81
Farmville Town	12,722.17	8,941.40

Fountain Town	971.54	84,143.89
Grifton Town	6,953.64	7,644.14
Grimesland Town	5,438.65	45,711.68
Simpson Village	4,713.09	37,758.83
Winterville Town	16,865.09	57,809.43
City of Greenville	2,836,200.19	114,428.85
GRAND TOTAL	12,394,427.07	16,365,877.07
		62,808,070.92

**Motion:**

**Approve the tax collection report as submitted.  
 Motion made by Commissioner David Hammond.  
 Motion seconded by Commissioner John Minges.**

**Motion Passed Unanimously.**

**Items for Consent**  
*Consent Agenda*

**Staff Recommendation**

Motion to approve consent agenda items as presented.

**Motion:**

**Motion to approve consent agenda items with addition of letter of support for Town of Bethel PARTF grant application.  
 Motion made by Commissioner John Minges.  
 Motion seconded by Commissioner David Hammond.**

**Commissioner Garris asked about the refinancing of the COPS. Ms. Bryan said it would be about a \$2 million in the County's favor.**

**Commissioner Bowen said item #13 is just approving applying for the grant.**

**Motion Passed Unanimously.**

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

**Information Provided with the Agenda**

January 2004 Releases and Refunds Greater Than \$100

Releases - Pitt County (64) - \$ 12,068.42  
 Releases - City of Greenville (21) - \$ 3,859.68

Refunds Greater Than \$100 (3)

Chandler, James A. - \$ 220.00  
 Delecon, Inc. & Roy, Mark Staten - \$ 111.78  
 McLawhorn, Fountain Lee - \$ 141.82

**Staff Recommendation**

Approve as submitted.

## Manager Comments

Concur with staff recommendation.

TCL0440

DATE 1/30/04

PITT COUNTY

PAGE.... 1

TAX RELEASE FORM  
GREATER THAN \$100

NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
ALLEN, HASSEL DENNY	3100524/7		87543	270.10
NOTE: 2003 - VEHICLE CHARGED IN ERROR.				
ARREDONDO, JUAN	1212687/0		87406	256.79
NOTE: 2003 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 12082500, WALKER, REBECCA.				
ATKINS, JAMES ROBERT	3070913/7		87443	155.65
NOTE: 2003 - VEHICLE CHARGED IN ERROR.				
AZALEA HOMES OF GREE INC	3100286/4		87462	220.43
NOTE: 2003 - VEHICLE CHARGED IN ERROR.				
AZALEA MOBILE HOMES OF N C IN	299250/0	32647	87357	437.54
NOTE: 2003 - OUTBUILDINGS REMOVED AND BUILDINGS ADJUSTED.				
BALDREE, JOSEPH & SANDRA	1148956/0		87346	104.65
NOTE: 2003 - RELEASED MOBILE HOME. DOUBLE LISTED ON THIS ACCOUNT.				
BLUM, MICHELLE J	3090759/6		87235	155.62
NOTE: 2003 - VEHICLE CHARGED IN ERROR.				
BOYD, GLORIA CORBITT	1189459/0		87418	233.75
NOTE: 2003 - RELEASED MOBILE HOME. MOBILE HOME NOT ON PARK REPORT AND WAS REPOSSESSED BY COMPANY IN 2002.				
BRIGHT, BOB	1188108/0		87373	124.92
NOTE: 2000 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11816690, BRIGHT, ROBERT CLAYTON.				
BRIGHT, BOB	1188108/0		87371	108.69
NOTE: 2002 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11816690, BRIGHT, ROBERT CLAYTON.				
BRIGHT, BOB	1188108/0		87372	106.29
NOTE: 2001 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11816690, BRIGHT, ROBERT CLAYTON.				
BRIGHT, ROBERT CLAYTON	1181669/0		87392	100.60
NOTE: 2001 - REDUCED VALUE AND RELEASED LANDFILL DUE TO MOBILE HOME FLOODED IN 1999. UNLIVEABLE PER GLENN CUTRELL.				
BRIGHT, ROBERT CLAYTON	1187264/0		87384	109.22
NOTE: 2003 - REDUCED VALUE AND RELEASED LANDFILL DUE TO MOBILE HOME FLOODED IN 1999. UNLIVEABLE PER GLENN CUTRELL.				

TAX RELEASE FORM  
GREATER THAN \$100

NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
BRIGHT, ROBERT CLAYTON	1187927/0		87388	100.60
NOTE: 2001 - REDUCED VALUE AND RELEASED LANDFILL DUE TO MOBILE HOME FLOODED IN 1999. UNLIVEABLE PER GLENN CUTRELL.				
BRIGHT, ROBERT CLAYTON	1187264/0		87383	103.69
NOTE: 2002 - REDUCED VALUE AND RELEASED LANDFILL DUE TO MOBILE HOME FLOODED IN 1999. UNLIVEABLE PER GLENN CUTRELL.				
BRIGHT, ROBERT CLAYTON	1181669/0		87393	108.97
NOTE: 2000 - REDUCED VALUE AND RELEASED LANDFILL DUE TO MOBILE HOME FLOODED IN 1999. UNLIVEABLE PER GLENN CUTRELL.				
BRIGHT, ROBERT CLAYTON	1187264/0		87385	118.76
NOTE: 2000 - REDUCED VALUE AND RELEASED LANDFILL DUE TO MOBILE HOME FLOODED IN 1999. UNLIVEABLE PER GLENN CUTRELL.				
BRIGHT, ROBERT CLAYTON	1187927/0		87389	108.97
NOTE: 2000 - REDUCED VALUE AND RELEASED LANDFILL DUE TO MOBILE HOME FLOODED IN 1999. UNLIVEABLE PER GLENN CUTRELL.				
BRYANT, MABLE W	1168085/0	4939	87427	117.60
NOTE: 2003 - RELEASED OAE AMOUNT. TAXPAYER QUALIFIED AND GOT OAE IN THE PAST.				
BUTTERWORTH, JOE III	1207120/0		87248	364.28
NOTE: 2002 - RELEASED BOAT. TAXABLE IN NEW HANOVER COUNTY. BOAT WAS  SOLD AUGUST 2002.				
CAROLINA DONOR SERV	3100404/4		87465	139.30
NOTE: 2003 - VEHICLE CHARGED IN ERROR.				
CAROLINA DONOR SERV	3100079/9		87464	161.00
NOTE: 2003 - VEHICLE CHARGED IN ERROR.				
COGDELL, JOYCE	1195338/0		87257	156.69
NOTE: 2003 - RELEASED MOBILE HOME. NOT LIVEABLE AT THIS TIME.				
CONNER, DEBBIE	1207709/0		87590	233.75
NOTE: 2003 - RELEASED MOBILE HOME. LISTED ON ACCOUNT 11754290, LOTZIN, ASCENCION V.				
CONNER, DEBBIE	1207709/0		87591	243.99
NOTE: 2002 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11754290, LOTZIN, ASCENCION V.				
CRAVEN, STACEY JYNELL	3040716/2		87561	145.73
NOTE: 2003 - VEHICLE CHARGED IN ERROR.				

TAX RELEASE FORM  
GREATER THAN \$100

NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
DAIL, BETTIE EASON NOTE: 2003 - VEHICLE CHARGED IN ERROR.	3090655/2		87331	165.17
DAIL, CLARA MAE NOTE: 2004 (2003 YEAR) - CREDIT FOR INCORRECT MOBILE HOME CHARGED ON THIS ACCOUNT.	74779/0		87332	120.88
DAIL, CLARA MAE NOTE: 2004 (2002 YEAR) - CREDIT FOR INCORRECT MOBILE HOME CHARGED ON THIS ACCOUNT.	74779/0		87333	124.47
DAIL, CLARA MAE NOTE: 2004 (2001 YEAR) - CREDIT FOR INCORRECT MOBILE HOME CHARGED ON THIS ACCOUNT.	74779/0		87334	122.69
ELLISON, WILLIE BRYANT, JR. NOTE: 2003 - RELEASED MOBILE HOME. PICKED UP AS REAL ESTATE ON PARCEL NUMBER 48018, ELLISON, WILLIE B AND WIFE LINDA B.	1183059/0		87246	374.25
GRIMES, WILLIE MACK NOTE: 2002 - ADJUST VALUE ON VEHICLE.	3010323/2		87562	241.62
GRIZZARD, BILLY EARL SR. & NOTE: 2003 - RELEASED MOBILE HOMES. LISTED ON ACCOUNT NUMBER 589650, GRIZZARD, BILLY EARL SR.	1118073/0		87299	192.39
HAGER, LOUANNE HODGE NOTE: 2003 - VEHICLE CHARGED IN ERROR.	3100078/4		87451	196.00
HARDY, REBECCA NOTE: 2003 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 10928130, LEGGETT, REBECCA LYNN.	1207825/0		87312	104.16
HARDY, REBECCA NOTE: 2002 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 10928130, LEGGETT, REBECCA LYNN.	1207825/0		87313	107.66
HITE ASSOCIATES, PC NOTE: 2002 - AUDIT AMENDMENT. CHANGED REMOVABLE WALL FROM PERSONAL TO REAL PER HARDING SUGG.	1191481/0		87244	332.80
HITE ASSOCIATES, PC NOTE: 2001 - AUDIT AMENDMENT. CHANGED REMOVABLE WALL FROM PERSONAL TO REAL PER HARDING SUGG.	1191481/0		87243	403.39
HOBGOOD, MICHAEL RAY NOTE: 2003 - VEHICLE CHARGED IN ERROR.	3090605/2		87503	201.50

TAX RELEASE FORM  
GREATER THAN \$100

NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
HOPKINS, TIHISHIA	1189364/0		87256	248.15
NOTE: 2003 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 1204970, MOORE, GEORGE WESLEY.				
HORTON, SHARON L.	1207862/0		87589	199.85
NOTE: 2002 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 12077730, FORBES, DEWANDA SHONELL.				
HORTON, SHARON L.	1207862/0		87588	193.61
NOTE: 2003 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 12077730, FORBES, DEWANDA SHONELL.				
HUDSON, JAMES JR	1212867/0		87230	176.81
NOTE: 2003 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 12082490, HUDSON, JEAN PARAMORE.				
JAMES, LEROY	3100709/5		87439	217.00
NOTE: 2003 - VEHICLE CHARGED IN ERROR.				
JOYNER, JANET DUNN	1213119/0		87593	247.68
NOTE: 2003 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11893100, BOLYARD, JANET DUNN AND JOYNER, JANET DUNN.				
LILES, JAMES D	1213348/0		87366	125.32
NOTE: 2003 - RELEASED BOAT. TAXABLE IN ONSLOW COUNTY.				
NEUHOFF, SHANNON BLAIR	3100386/4		87574	148.98
NOTE: 2003 - PRORATE TAXES ON VEHICLE.				
NEWTON, BARBARA CARMON	1173848/0	48994	87317	144.32
NOTE: 2002 - RELEASED MOBILE HOME. PICKED UP AS REAL AND PERSONAL ON THIS SAME ACCOUNT, SAME NAME.				
NEWTON, BARBARA CARMON	1173848/0		87316	140.15
NOTE: 2003 - RELEASED MOBILE HOME. PICKED UP AS REAL ON THIS SAME ACCOUNT, SAME NAME.				
PARKERS CHAPLE F W CH	3010266/8		87356	134.06
NOTE: 2002 - VEHICLE CHARGED IN ERROR.				
PAYTON, ELIZABETH	1128957/0	19104	87290	149.74
NOTE: 2003 - RELEASED OAE AMOUNT. TAXPAYER QUALIFIED.				
PAYTON, ELIZABETH THOBBS	1195516/0		87288	207.37
NOTE: 2003 - RELEASED MOBILE HOME. PICKED UP AS REAL ON PARCEL NUMBER 19104, PAYTON, ELIZABETH.				

TAX RELEASE FORM  
GREATER THAN \$100

NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
PERKINS, LINCIE WILLIAMS	1167993/0	21292	87426	116.84
NOTE: 2003 - RELEASED OAE AMOUNT. TAXPAYER QUALIFIED. HAS GOT OAE IN THE PAST.				
PETTUS, CARL J.	1189398/0		87530	282.31
NOTE: 2003 - RELEASED MOBILE HOME. PICKED UP AS REAL ESTATE ON PARCEL NUMBER 64164, PETTUS, CARL.				
PINKHAM, ROGER L.	1162321/0		87515	333.56
NOTE: 1998 - RELEASED MOBILE HOME. TRIPLED BILLED ON THIS ACCOUNT. SAME NAME. MOVED TO BEAUFORT COUNTY AND PREPAID IN 1997.				
PINKHAM, ROGER L.	1162321/0		87516	379.99
NOTE: 1997 - RELEASED MOBILE HOME. MOVED TO BEAUFORT COUNTY IN 1997 AND PREPAID.				
ROACH, EDNA SWAIN HEIRS	1188227/0		87509	115.09
NOTE: 2003 - RELEASED MOBILE HOME. DOUBLE LISTED ON THIS SAME ACCOUNT NUMBER, SAME NAME.				
ROBERSON, JARROD AUGUSTUS	3020059/5		87566	131.89
NOTE: 2002 - PRORATE TAXES ON VEHICLE.				
SHIRLEY, DORA AVERY	3050253/1		87360	104.92
NOTE: 2003 - VEHICLE CHARGED IN ERROR.				
STREETER, EDDIE LOUIS	1208933/0		87298	230.07
NOTE: 2003 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11983340, STREETER, EDDIE LOUIS.				
STRICKLAND, RICKY LEE	3080032/6		87287	218.67
NOTE: 2003 - VEHICLE CHARGED IN ERROR.				
UPTON, HILDA HUDSON	3010314/9		87545	133.16
NOTE: 2002 - VEHICLE CHARGED IN ERROR.				
WALKER, REBECCA	1210563/0		87405	268.91
NOTE: 2003 - RELEASED MOBILE HOME. BILLED IN ERROR.				
WHITNEY, MELISSA	1189541/0		87266	245.41
NOTE: 2003 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 12089200, DAVIS, MELISSA FAYE.				

TOTAL RELEASES: 64 12068.42

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

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

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

TCL0440

DATE 1/30/04

CITY OF GREENVILLE

PAGE.... 1

TAX RELEASE FORM  
GREATER THAN \$100

NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
ATKINS, JAMES ROBERT	3070913/7		87443	157.30
NOTE: 2003 - VEHICLE CHARGED IN ERROR.				
AZALEA MOBILE HOMES OF N C IN	299250/0	32647	87357	384.41
NOTE: 2003 - OUTBUILDINGS REMOVED AND BUILDINGS ADJUSTED.				
BOYD, GLORIA CORBITT	1189459/0		87418	148.91
NOTE: 2003 - RELEASED MOBILE HOME. MOBILE HOME NOT ON PARK REPORT AND WAS REPOSSESSED BY COMPANY IN 2002.				
BUTTERWORTH, JOE III	1207120/0		87248	329.46
NOTE: 2002 - RELEASED BOAT. TAXABLE IN NEW HANOVER COUNTY. BOAT WAS SOLD AUGUST 2002.				
CANNON, INEZ JOYNER	3030126/2		87473	109.25
NOTE: 2003 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.				
CAROLINA DONOR SERV	3100404/4		87465	142.39
NOTE: 2003 - VEHICLE CHARGED IN ERROR.				
CAROLINA DONOR SERV	3100079/9		87464	161.45
NOTE: 2003 - VEHICLE CHARGED IN ERROR.				
CONNER, DEBBIE	1207709/0		87591	160.70
NOTE: 2002 - RELEASED MOBILE HOME. LISTED ON ACCOUNT NUMBER 11754290,  LOTZIN, ASCENCION V.				
CONNER, DEBBIE	1207709/0		87590	148.91
NOTE: 2003 - RELEASED MOBILE HOME. LISTED ON ACCOUNT 11754290, LOTZIN, ASCENCION V.				
CRAVEN, STACEY JYNELL	3040716/2		87561	152.79
NOTE: 2003 - VEHICLE CHARGED IN ERROR.				
DONALDSON, ROSEMARY BOWEN	3100564/5		87499	133.16
NOTE: 2003 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.				
DONALDSON, SUSAN KING	3090658/1		87294	101.55
NOTE: 2003 - VEHICLE CHARGED IN ERROR.				
HAGER, LOUANNE HODGE	3100078/4		87451	192.20
NOTE: 2003 - VEHICLE CHARGED IN ERROR.				
HITE ASSOCIATES, PC	1191481/0		87244	300.98
NOTE: 2002 - AUDIT AMENDMENT. CHANGED REMOVABLE WALL FROM PERSONAL TO REAL PER HARDING SUGG.				

TCL0440

DATE 1/30/04

CITY OF GREENVILLE

PAGE.... 2

TAX RELEASE FORM  
GREATER THAN \$100

NAME	ACCOUNT #	PARCEL #	RELEASE #	TOTAL RELEASED
HITE ASSOCIATES, PC	1191481/0		87243	364.84
NOTE: 2001 - AUDIT AMENDMENT. CHANGED REMOVABLE WALL FROM PERSONAL TO REAL PER HARDING SUGG.				
JAMES, LEROY	3100709/5		87439	210.65
NOTE: 2003 - VEHICLE CHARGED IN ERROR.				
MURPHY, SHARON GREEN	2120066/0		87321	155.75
NOTE: 2002 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.				
NEUHOFF, SHANNON BLAIR	3100386/4		87574	130.89
NOTE: 2003 - PRORATE TAXES ON VEHICLE.				
ROBERSON, JARROD AUGUSTUS	3020059/5		87566	120.51
NOTE: 2002 - PRORATE TAXES ON VEHICLE.				
STANCIL, KIMBERLY LYNN	3090231/9		87269	111.70
NOTE: 2003 - VEHICLE CHARGED IN CITY LIMITS IN ERROR.				
UPTON, HILDA HUDSON	3010314/9		87545	141.88
NOTE: 2002 - VEHICLE CHARGED IN ERROR.				

TOTAL RELEASES: 21 3859.68

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

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

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

**Motion:**

**Approve as submitted.**

**Motion made by Commissioner John Minges.**

**Motion seconded by Commissioner David Hammond.**

**Motion Passed Unanimously.**

*Budget Amendment - Social Services - Donations for Neighbor to Neighbor Program- \$4,000 (No County Funds)  
- Edward L. Garrison*

**Information Provided with the Agenda**

The Department of Social Services has received a donation from Greenville Utilities Neighbor to Neighbor fuel assistance program. These funds will be used by the Department to provide heating and cooling assistance to clients of the Department who are also customer of Greenville Utilities. These funds supplement the other fuel assistance funds and provide assistance to clients who are ineligible for other assistance or when other funds are exhausted.

The Department is requesting a budget amendment to increase the expenditure and revenues line items by \$4,000.

No County funds are requested.

**Staff Recommendation**

Staff recommend the approval of the attached budget amendment to increase expenditures and revenues in the Donation line by \$4,000.

**Manager Comments**

Concur with staff recommendation.

Pitt County  
Finance

Budget Amendment Request

INVOICE NO:  
DATE: March 19, 2004

Department: SOCIAL SERVICES Date of Request: 01/28/04

FY Budget: FY 03/04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
165488-560504	GUC ENERGY	4,000	
162800-484003	CONTRIBUTIONS - GUC	4,000	

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

To budget the donation from Greenville Utilities Neighbor to Neighbor fuel assistance program.

If amendment deals with adding, deleting, or modifying a position, County Position No. (& State, if applicable) must be referenced. **County Position No.** \_\_\_\_\_

**State Position No.** \_\_\_\_\_

APPROVAL	SIGNATURE	DATE
Department Head		
Finance Department		
Human Resources	Required for actions involving Personal Services accounts.	
County Manager	Required for transfers between Personal Services, Operating & Capital accounts.	
Board of Commissioners	Agenda Item No. _____ Reference No. _____	

**Motion:**

**Staffs recommend the approval of the attached budget amendment to increase expenditures and revenues in the Donation line by \$4,000.**

**Motion made by Commissioner John Minges.**

**Motion seconded by Commissioner David Hammond.**

**Motion Passed Unanimously.**

*Budget Amendment - Social Services - CP&L, Project Share - \$103 - (No County Funds) - Edward L. Garrison*

**Information Provided with the Agenda**

The Department of Social Services has received notice of additional funding for Carolina Power & Light , Project Share for \$103. These funds will be used to assist the Department's clients with their energy needs.

The Department is requesting an amendment to increase both revenues and expenditures by \$103 to bring the line item accounts up to the level of funding provided by the N. C. Division of Social Services.

No additional County funds are requested.

**Staff Recommendation**

Staff recommends approval of the budget amendment to increase revenues and expenditures by \$103.

**Manager Comments**

Concur with staff recommendation.

Pitt County  
Finance

Budget Amendment Request

INVOICE NO:  
DATE: March 19, 2004

Department: SOCIAL SERVICES Date of Request: 02/04/04

FY Budget: FY 03/04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
165488-560500	CRISIS INTERVENTION	103	
162400-423000	SOCIAL SERVICES ADMINISTRATION	103	

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

To increase the line item budget to reflect the official funding authorizations received from the NC Division of Social Services.

If amendment deals with adding, deleting, or modifying a position, County Position No. (& State, if applicable) must be referenced. **County Position No.** \_\_\_\_\_

**State Position No.** \_\_\_\_\_

APPROVAL	SIGNATURE	DATE
Department Head		
Finance Department		
Human Resources	Required for actions involving Personal Services accounts.	
County Manager	Required for transfers between Personal Services, Operating & Capital accounts.	
Board of Commissioners	Agenda Item No. _____ Reference No. _____	

**Motion:**

**Staff recommends approval of the budget amendment to increase revenues and expenditures by \$103.**

**Motion made by Commissioner John Minges.**

**Motion seconded by Commissioner David Hammond.**

**Motion Passed Unanimously.**

*Budget Amendment - Health Department - March of Dimes & Maternal Health - \$ 21,489.88 - (No County Funds)  
- John H. Morrow*

**Information Provided with the Agenda**

This grant represents 2nd year funding for the Health Department to fund the Prematurity Awareness Campaign. Public education sessions are offered to business and industry throughout the County where young females work to make them aware of the causes of prematurity and dovetails with the Health Department's goal of reducing infant mortality. Additionally, through the Area Health Education Center (AHEC) information is provided to health care providers that can be shared with patients to further spread this message. No County funds are needed to match this effort.

**Staff Recommendation**

Approve as presented

**Manager Comments**

Concur with staff recommendation.

# 58 Pitt County  
Finance

Budget Amendment Request

INVOICE NO:  
DATE: March 19, 2004

Department: Health March of Dimes & Maternal Health Date of Request: Feb 2, 2004

FY Budget: FY 03/04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
153183 484000	Contributions & Donations	19,566.88	
155183 531705	GCA Incentives	1,760.00	
155183 523100	Educational Materials	3,720.00	
155183 561000	Contracted Services	8,408.00	
155183 539500	Training and Conferences	5,606.88	
155183 531200	Travel General	72.00	
153163 484000	Contributions and Donations	1,923.00	
155163 523100	Educational Materials	1,923.00	

**Department Justification: March of Dimes Grant to fund Prematurity Awareness Campaign.**

**No Additional County Funding Required**

\* Denotes new account number.

If amendment deals with adding, deleting, or modifying a position, County Position No. (& State, if applicable) must be referenced. **County Position No.** NA

**State Position No.** \_\_\_\_\_

APPROVAL	SIGNATURE	DATE
Department Head		
Finance Department		
Human Resources	Required for actions involving Personal Services accounts.	
County Manager	Required for transfers between Personal Services, Operating & Capital accounts.	
Board of Commissioners	Agenda Item No. _____ Reference No. _____	

**Motion:**

**Approve as presented**

**Motion made by Commissioner John Minges.**

**Motion seconded by Commissioner David Hammond.**

**Motion Passed Unanimously.**

*Budget Amendment - State Grants - Lagoon Closure Buyout Grant - \$64,350 - (No County Funds) - Melonie Bryan*

**Information Provided with the Agenda**

This budget amendment decreases the Lagoon Closure Buyout grant budget by \$64,350. The budget was originally set up for Pitt Soil and Water to manage grants to farmers for the N. C. Foundation for Soil and Water Conservation Districts. The monies will now pass directly to the farmers. For this reason budget is being closed.

**Staff Recommendation**

Approval of budget amendment as presented.

**Manager Comments**

Concur with staff recommendation.

**Motion:**

**Approval of budget amendment as presented.  
Motion made by Commissioner John Minges.  
Motion seconded by Commissioner David Hammond.**

**Motion Passed Unanimously.**

*Budget Amendment - Development Commission - \$5,000 (No County Funds) - Melonie Bryan*

**Information Provided with the Agenda**

This budget amendment appropriates \$5,000 which was awarded to the Pitt County Development Commission by the N. C. Eastern Region Partnership for assistance with the feasibility analysis for the Eastern N. C. Regional Science Center.

**Staff Recommendation**

Approval of budget amendment as submitted.

**Manager Comments**

Concur with staff recommendation.

Pitt County  
Finance

Budget Amendment Request  
DATE: March 19, 2004

Department: Industrial Development Date of Request: 1/28/04

FY Budget: 03-04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
262400 436000	Restricted Intergovernmental Funds	5,000	
269200 568907	NCER Grant Science Center	5,000	

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

The Pitt County Development Commission was awarded a \$5000 grant from the N.C. Eastern Region Partnership to assist with the feasibility analysis for the Eastern NC Regional Science Center.

If amendment deals with adding, deleting, or modifying a position, County Position No. (& State, if applicable) must be referenced.

**County Position No.**

**State Position No.**

APPROVAL  
Department Head

SIGNATURE

DATE

Finance Department

Human Resources

Required for actions involving Personal Services accounts.

County Manager

Required for transfers between Personal Services, Operating & Capital accounts.

Board of Commissioners

Agenda Item No. \_\_\_\_\_ Reference No. \_\_\_\_\_

**Motion:**

**Approval of budget amendment as submitted.**

**Motion made by Commissioner John Minges.**

**Motion seconded by Commissioner David Hammond.**

**Motion Passed Unanimously.**

*Budget Amendment - Sheriff - \$70,000 (No County Funds) - Melonie Bryan*

**Information Provided with the Agenda**

This budget amendment increases the revenue and related expense line for the Sheriff's contracted security services. The original budget for FY 03-04 has been surpassed and this amendment should serve the remainder of the fiscal year. This contracted service is directly reimbursed by the recipient.

**Staff Recommendation**

Approval of budget amendment as submitted.

**Manager Comments**

Concur with staff recommendation.

Pitt County  
Finance

Budget Amendment Request  
DATE: March 19, 2004

Department: Sheriff Date of Request: 01-28-04

FY Budget: 03-04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
102600 444102	Sheriff Contract Security Revenue	70,000	
104310 512201	Contract Salaries	70,000	

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

To increase the anticipated revenues and corresponding expense for contracted sheriff's security anticipated for remaining of fiscal year.

If amendment deals with adding, deleting, or modifying a position, County Position No. (& State, if applicable) must be referenced.

**County Position No.**

**State Position No.**

APPROVAL  
Department Head

SIGNATURE

DATE

Finance Department

Human Resources

Required for actions involving Personal Services accounts.

County Manager

Required for transfers between Personal Services, Operating & Capital accounts.

Board of Commissioners

Agenda Item No. \_\_\_\_\_ Reference No. \_\_\_\_\_

**Motion:**

**Approval of budget amendment as submitted.**

**Motion made by Commissioner John Minges.**

**Motion seconded by Commissioner David Hammond.**

**Motion Passed Unanimously.**

*Budget Amendment - Abuse You Lose Grant - \$5,000. (No County Funds) - Melonie Bryan*

**Information Provided with the Agenda**

This budget amendment appropriates an additional \$5,000 awarded to the Sheriff's Department for the Abuse You Lose Grant program. No county funds are required.

**Staff Recommendation**

Approval of budget amendment as presented.

**Manager Comments**

Concur with staff recommendation.

Pitt County  
Finance

Budget Amendment Request

INVOICE NO: Dd  
DATE: March 19, 2004

Department: Sheriff-Abuse You Lose Grant Date of Request: 02/09/04

FY Budget: 03-04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
245635 531200 04	Travel	1500.00	
245635 534100 04	Printing	1500.00	
245635 561000 04	Contracted Services	2000.00	
243635 436000 04 –Revenue	Non Fed Categorical Grant	5000.00	

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

To appropriate additional funds received from the state for the Abuse You Lose grant managed by the Pitt County Sheriff's Office. There is no county cash match required.

If amendment deals with adding, deleting, or modifying a position, County Position No. (& State, if applicable) must be referenced. **County Position No.** \_\_\_\_\_

**State Position No.** \_\_\_\_\_

APPROVAL	SIGNATURE	DATE
Department Head		
Finance Department		
Human Resources	Required for actions involving Personal Services accounts.	
County Manager	Required for transfers between Personal Services, Operating & Capital accounts.	
Board of Commissioners	Agenda Item No. _____ Reference No. _____	

**Motion:**

**Approval of budget amendment as presented.  
Motion made by Commissioner John Minges.  
Motion seconded by Commissioner David Hammond.**

**Motion Passed Unanimously.**

*Budget Amendment - Revaluation - \$13,000 - Melonie Bryan*

**Information Provided with the Agenda**

This budget amendment transfers \$13,000 from the Tax Assessor's Department in the General Fund to the Revaluation Fund. These monies are needed to provide an additional 30 days staffing of four employees in the Revaluation section to ensure enough time to receive and process appeals to property revaluation. If the additional 30 days should need to be extended, another budget amendment could be necessary and would be brought back to the Board.

**Staff Recommendation**

Approval of budget amendment as submitted.

**Manager Comments**

Concur with staff recommendation.

Pitt County  
Finance

Budget Amendment Request  
DATE: March 19, 2004

Department: Revaluation Date of Request: 2/6/03

FY Budget: 03-04

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
104140 561000	Contracted Services		13,000

109810 598025	Fund Transfer to Fund 25	13,000
252900 498010	Transfer from General Fund	13,000
255700 512000	Salaries	9,800
255700 518100	FICA Taxes	737
255700 518200	Retirement	479
255700 518201	401K Retirement	480
255700 518300	Hospitalization	1,504

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

Transfer of funds from the Tax Assessor's Department to the Revaluation Fund to provide an additional 30 days of staffing to allow sufficient support to accept and process appeals from the revaluation process.

If amendment deals with adding, deleting, or modifying a position, County Position No. (& State, if applicable) must be referenced.

**County Position No.**

**State Position No.**

APPROVAL	SIGNATURE	DATE
Department Head		
Finance Department		
Human Resources	Required for actions involving Personal Services accounts.	
County Manager	Required for transfers between Personal Services, Operating & Capital accounts.	
Board of Commissioners	Agenda Item No. _____ Reference No. _____	

**Motion:**

**Approval of budget amendment as submitted.  
 Motion made by Commissioner John Minges.  
 Motion seconded by Commissioner David Hammond.**

**Motion Passed Unanimously.**

*Monthly Financial Report - December 2003  
 - Melonie Bryan*

**Information Provided with the Agenda**

	Fund Balance - General Fund:	
	\$ 42,049,458.	(06/30/03 - Audited)
	\$ 34,631,074.	(Unreserved - \$11,643,300. designated)
		31.84%
Total Budget:	\$189,285,515.	50.00% of Fiscal Year 2003-2004 completed
Summary of Revenues:	Dec. 2003	YTD 03-04

General Operating Funds	\$ 14,412,510.	\$ 63,101,739.**
Enterprise Fund	913,331.	3,523,575.
All Other Funds	3,346,488.	15,884,067.
Totals	\$ 18,672,329.	\$ 82,509,381.
Percent of Budget:	9.86%	43.59%
Summary of Expenditures:	Dec. 2003	YTD 03-04
General Operating Funds	\$ 9,444,822.	\$ 60,678,499.
Enterprise Fund	496,667.	2,946,269.
All Other Funds	1,996,669.	12,973,644.
Totals	\$11,938,158.	\$ 76,598,412.
Percent of Budget:	6.31%	40.47%

\*\*Net of Fund Balance Appropriated.

**Staff Recommendation**

Accept for the record.

**Manager Comments**

Concur with staff recommendation to accept monthly financial report for the record.

# Monthly Financial Report

## General Operating Funds - December 2003

Revenue Categories	Total Budget	Monthly % Exp'd/Rec'd	Received Dec 2002	Received Dec 2003	Monthly Over/(Under)	Y-T-D FY 0203	Y-T-D FY0304	YTD Over/(Under)	YTD % Received
Ad Valorem Taxes	45,509,443	16.90%/16.07%	7,525,785	7,313,430	-212,355	29,915,144	31,793,183	1,878,039	69.86%
Sales Taxes	17,547,768	.09%/8.46%	0	1,485,075	1,485,075	3,204,266	5,406,992	2,202,726	30.81%
Investment Earnings	750,000	15.90%/8.42%	349,732	63,140	-286,592	53,748	283,387	231,639	38.05%
Other Revenues	9,428,092	17.32%/21.47%	1,981,207	2,024,421	43,214	4,857,856	5,431,037	573,181	57.60%
Public Health	7,728,294	6.42%/6.14%	475,292	474,160	-1,132	2,751,582	2,623,822	-127,760	33.95%
Social Services	28,615,798	9.50%/6.36%	2,689,891	1,821,313	-868,578	12,162,009	10,712,139	-1,449,870	37.43%
Mental Health	22,606,507	10.07%/5.45%	2,185,230	1,230,970	-954,260	8,862,660	6,849,179	-2,013,481	30.30%
Aggr. Fund Balance	12,728,405	.0%/0.0%	0	0	0	8,596,095	12,728,405	4,132,310	100.00%
<b>Total Revenues</b>	<b>144,914,307</b>	<b>11.06%/9.95%</b>	<b>15,207,137</b>	<b>14,412,509</b>	<b>-794,628</b>	<b>70,403,360</b>	<b>75,830,144</b>	<b>5,426,784</b>	<b>52.33%</b>

Expenditure Area	Total Budget	Current Month Spent	Current Spent (%)	Y-T-D Spent (\$)	Y-T-D Spent (%)	Balance Available
General Government	85,963,708	5,204,197	6.05%	37,306,840	43.40%	48,656,868
Public Health	7,728,294	590,861	7.65%	3,012,087	38.97%	4,716,207
Social Services	28,615,798	2,243,119	7.84%	11,837,296	41.37%	16,778,502
Mental Health	22,606,507	1,409,644	6.24%	8,522,276	37.70%	14,084,231
<b>Total Expenditures</b>	<b>144,914,307</b>	<b>9,447,821</b>	<b>6.52%</b>	<b>60,678,499</b>	<b>41.87%</b>	<b>84,235,808</b>

50.00% of FY03/04 is complete.

The General Operating Funds had revenues for the month of December totaling \$14,412,509 (net of fund balance appropriated). This is an decrease when compared to December 2002 as shown in the above chart. The bulk of the decrease is slower payments in the Human Services funds (Mental Health and Social Services) as compared to last December.

The General Operating Funds had expenditures for the month of December totaling \$9,447,821, or 6.52% of the budget. This again is typical for this point in the fiscal year. We will continue to closely monitor revenues and expenditures for the balance of the fiscal year to ensure the County stays on target. Hiring, travel and spending restrictions are still being enforced.

**Releases & Refunds - \$100 or Less**

**December 2003**

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

Total County Releases:	325	\$10,433.42
Total City Releases:	176	\$5,357.86
Total Tax Refunds:	57	\$1,573.09

**Motion:**

**Accept for the record.**

**Motion made by Commissioner John Minges.**

**Motion seconded by Commissioner David Hammond.**

**Motion Passed Unanimously.**

*Monthly Financial Report - January 2004 - Melonie Bryan*

**Information Provided with the Agenda**

Fund Balance - General Fund:  
\$ 42,049,458. (06/30/03 - Audited)  
\$ 34,631,074. (Unreserved - \$11,643,300. designated)  
31.84%

Total Budget: \$189,632,725. 58.33% of Fiscal Year 2003-2004 completed

Summary of Revenues:	Jan. 2004	YTD 03-04
General Operating Funds	\$ 15,538,673.	\$ 78,640,412.**
Enterprise Fund	725,139.	4,248,714.
All Other Funds	3,711,058.	19,595,126.
Totals	\$ 19,974,870.	\$ 102,484,252.

Percent of Budget: 10.53% 54.04%

Summary of Expenditures:	Jan. 2004	YTD 03-04
General Operating Funds	\$10,713,012.	\$ 71,391,511.
Enterprise Fund	516,213.	3,462,482.
All Other Funds	1,788,668.	14,762,312.
Totals	\$13,017,893.	\$ 89,616,305.

Percent of Budget: 6.86% 47.25%

\*\*Net of Fund Balance Appropriated.

**Staff Recommendation**

Accept for the record.

**Manager Comments**

Concur with staff recommendation to accept monthly financial report for the record.

## Monthly Financial Report

### General Operating Funds - January 2004

Revenue Categories	Total Budget	Monthly % Exp'd/Rec'd	Received Jan 2003	Received Jan 2004	Monthly Over/(Under)	FY 0203	Y-T-D FY03/04	YTD Over/(Under)	YTD % Received
Ad Valorem Taxes	45,509,443	19.12%/20.27%	8,514,623	9,224,338	709,715	38,429,767	41,017,521	2,587,754	90.13%
Sales Taxes	17,547,768	.0%/7.83%	0	1,373,181	1,373,181	3,204,266	6,780,174	3,575,908	38.64%
Investment Earnings	750,000	.0%/9.29%	-217,880	69,697	287,577	-164,132	355,084	519,216	47.34%
Other Revenues	9,428,092	6.01%/8.09%	688,014	763,170	75,156	5,545,870	6,194,206	648,336	65.70%
Public Health	7,732,476	10.16%/7.82%	747,741	604,836	-142,905	3,499,323	3,228,658	-270,665	41.75%
Social Services	28,619,798	8.73%/8.21%	2,462,254	2,350,291	-111,963	14,624,263	13,062,430	-1,561,833	45.64%
Mental Health	22,657,535	7.32%/5.09%	1,587,174	1,153,160	-434,014	10,449,833	8,002,339	-2,447,494	35.32%
Appr. Fund Balance	12,728,405	.06%/0.0%	5,656	0	-5,656	8,596,095	12,728,405	4,132,310	100.00%
<b>Total Revenues</b>	<b>144,973,517</b>	<b>10.03%/10.72%</b>	<b>13,787,582</b>	<b>15,538,673</b>	<b>1,751,091</b>	<b>84,185,285</b>	<b>91,368,817</b>	<b>7,183,532</b>	<b>63.02%</b>

Expenditure Area	Total Budget	Current Month Spent	Current Spent (%)	Y-T-D Spent (\$)	Y-T-D Spent (%)	Balance Available
General Government	85,963,708	6,882,748	8.01%	44,189,588	51.40%	41,774,120
Public Health	7,732,476	482,774	6.24%	3,494,861	45.20%	4,237,615
Social Services	28,619,798	2,107,215	7.36%	13,944,511	48.72%	14,675,287
Mental Health	22,657,535	1,240,275	5.47%	9,762,551	43.09%	12,894,984
<b>Total Expenditures</b>	<b>144,973,517</b>	<b>10,713,012</b>	<b>7.39%</b>	<b>71,391,511</b>	<b>49.24%</b>	<b>73,582,006</b>

\$8.33% of FY03/04 is complete.

The General Operating Funds had revenues for the month of January totaling \$15,538,673 (net of fund balance appropriated).

This is an increase when compared to January 2003 as shown in the above chart. The bulk of the increase is higher tax collections for the month as compared to last January and the change to monthly sales tax distributions.

The General Operating Funds had expenditures for the month of January totaling \$10,713,012, or 7.39% of the budget. This again is typical for this point in the fiscal year. We will continue to closely monitor revenues and expenditures for the balance of the fiscal year to ensure the County stays on target. Hiring, travel and spending restrictions are still being enforced.

**Releases & Refunds - \$100 or Less**

**January 2004**

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

Total County Releases:	265	\$9,318.21
Total City Releases:	126	\$3,965.25
Total Tax Refunds:	39 34	\$1,145.49

**FY 03-04 Reserve for Contingency**

109910-599100

<b>Original Budget</b>	<b>\$300,000</b>	
	-10,000	Bethel VFD - (08/18/03)
	-115,000	Insurance Premium - (09/08/03)
	-2,000	Whitfield Baseball - (12/15/03)
	<hr/>	
	\$173,000	

**FY 03-04 Reserve for Grant Match**

109910-599101

<b>Original Budget</b>	<b>\$150,000</b>	
	(7,524)	COPS Grant - Sheriff (07/07/03)
	(35,688)	HOME Grant - Planning (04/21/03)
	(12,000)	Camera Grant - Sheriff (08/04/03)
	(9,045)	Sheriff - Community Gun Violence (09/08/03)
	(9,399)	LEBG - Sheriff (08/04/03)
	(5,388)	LEBG - Sheriff (09/22/03)
	<hr/>	
<b>Balance</b>	<b>\$70,956</b>	

**Motion:**

**Accept for the record.**

**Motion made by Commissioner John Minges.**

**Motion seconded by Commissioner David Hammond.**

**Motion Passed Unanimously.**

*Set Public Hearing - Advance Refunding - COPS - Melonie Bryan*

**Information Provided with the Agenda**

Staff has identified an opportunity to save money through the advance refunding (refinancing) of some of the County's existing Certificates of Participation (COPS). These savings can be applied to future capital needs or to reduce the debt service burden of the County.

Statutorily, there are several steps which must be taken to effect this refunding. First, the County must hold a public hearing and adopt a "findings" resolution. Staff is recommending the public hearing be held on March 15, 2004 in order to make the Local Government Commission's (LGC) April agenda. The LGC meets once per month on the 1st Tuesday of the month and this will be our next opportunity for approval.

Detailed information regarding this advance refunding will be provided to the board at the time of the Public Hearing.

**Staff Recommendation**

Direct staff to advertise for and hold public hearing on the March 15, 2004 Board of Commissioners meeting.

**Manager Comments**

Concur with staff recommendation to pursue this proposed advance refunding (refinancing).

**Motion:**

**Direct staff to advertise for and hold public hearing on the March 15, 2004 Board of Commissioners meeting.**

**Motion made by Commissioner John Minges.**

**Motion seconded by Commissioner David Hammond.**

**Motion Passed Unanimously.**

*Permission to Apply- Grant Funding- Drug Court Program - \$450,500 - Ward Parker*

**Information Provided with the Agenda**

The Sheriff's Office, in partnership with the District Attorney's Office and Mental Health, is requesting permission to apply for a Department of Justice grant. This request will include funding for personnel to implement and administer a Drug Court Program in Pitt County. A drug court is a special court given the responsibility to handle cases through an extensive supervision and treatment program. This enables the court to divert substance abuse offenders from jail into a treatment program with judicial supervision. Studies have concluded that drug courts reduce the cost of incarceration, court costs, medical costs, and social services costs. This federal grant is for three years with a project total of \$450,000. The 25% required match will be a combination of in-kind resources and approximately \$20,000 in cash county dollars budgeted in FY 04-05. The grant deadline, filed electronically, is February 27, 2004.

**Staff Recommendation**

Direct staff of the Sheriff's Office to complete application and submit to the Dept. of Justice by due date.

## **Manager Comments**

Concur with staff recommendation. Cash match of \$20,000 will be proposed to be included in the FY 04-05 budget.

### **Motion:**

**Direct staff of the Sheriff's Office to complete application and submit to the Dept. of Justice by due date.**

**Motion made by Commissioner John Minges.**

**Motion seconded by Commissioner David Hammond.**

**Motion Passed Unanimously.**

*Mental Health Quarterly Report on Business Plan Implementation and GS 122C Quarterly Report on Fiscal and Service Activity - Debra Dihoff*

## **Information Provided with the Agenda**

This is the third time Pitt Mental Health has submitted a quarterly report on progress towards implementing our business plan. This report covers the period of time from October through December, 2003. The attached report details specific actions completed in each area of the plan, as well as barriers to progress.

Important accomplishments include the following:

- Several key Local Management Entity positions filled and functional
- Request for Proposal Process used for Child and Family Divestiture and Assertive Community Treatment Team Service
- Applied for Trust Fund dollars to build Community Capacity
- Child Outpatient services provided at Grifton Elementary for easy access
- Began review process for provider entry into network
- Developed and implemented transition plans for non-targets
- Initiated regular electronic provider updates
- Completed monitoring of providers each month
- Completed Integrated Payment and Reporting System (IPRS) / HIPAA Compliance required by State
- Developed mini-grant procedure to help develop capacity in the community to serve non-targets
- Implemented model best practice psycho educational training curriculum

We are requesting approval of a change to the divestiture plan initially approved by the County Commissioners in our business plan. Specifically, we must divest early childhood services (10 positions) effective July 1, 2004. The funding for this program will go to the Children's Developmental Services Administration (CDSA), formerly the Developmental Evaluation Center (DEC) here in Greenville. We expect that our five early intervention case managers will apply for and receive those same positions at the Greenville CDSA. Our hope is that our 5 paraprofessional positions will be transferred to the Pitt County Health Department.

Additionally, Mental health must report quarterly to the county commissioners regarding their finances and their service delivery, as required in GS 122C-117. This report covers the second quarter of FY 04, October through December 2003. Topics covered include:

- Quarterly Services Report (see attachment)
  - types of services provided
  - numbers served
  - services requested/but not delivered (wait list)

- Year End Financial Report (see attachment)
  - revenues
  - expenditures
  - cash balance

### **Staff Recommendation**

Accept Mental Health Quarterly Report and also approve change in the Business Plan to direct Early Childhood services effective July 1, 2004.

### **Manager Comments**

Concur with staff recommendation.

### **Motion:**

**Accept Mental Health Quarterly Report and also approve change in the Business Plan to direct Early Childhood services effective July 1, 2004.**

**Motion made by Commissioner John Minges.**

**Motion seconded by Commissioner David Hammond.**

### **Motion Passed Unanimously.**

*Resolution in Support of Retaining a Strong Defense Related Presence - Eugene James*

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

Chairman James received a letter from Sylvia Nesbitt, North Carolina's Eastern Region Organization, requesting support of the military in eastern North Carolina. Resolution attached.

### **Staff Recommendation**

Adopt Resolution

### **Manager Comments**

Recommend adopting resolution and also forwarding copies to the County's Congressional Delegation as well as the Local Legislative Delegation.

### **RESOLUTION IN SUPPORT OF RETAINING A STRONG DEFENSE RELATED PRESENCE IN THE EASTERN REGION AND THE STATE**

**WHEREAS**, the Military presence is a major economic engine in Eastern North Carolina; and

**WHEREAS**, the Military's economic impact is in excess of \$7.6 billion dollars, before any multiplier effect; and

**WHEREAS**, the North Carolina General Assembly has directed East Carolina and NC State Universities to collaborate on an in-dept Military Economic Impact Study to document the military's contribution and importance to state's economy; and

**WHEREAS**, the Department of Defense FY 2005 BRAC (Base Realignment and Closure) review may pose a serious threat to the continued presence of some of our military installations; and

**WHEREAS**, the closing or downsizing of our military installations could have a devastating effect on the Eastern North Carolina economy; and

**WHEREAS**, the Governor recognizes the importance of the Military presence and has assigned the Lt. Governor to take the lead on Military Affairs issues; and

**WHEREAS**, the Governor's Economic Development Advisory Board will recognize, support and quantify the effect that the military has on the state's economy and encourage the development of military industry in the state; and

**WHEREAS**, the North Carolina Department of Commerce is developing a coordinated statewide plan for defense related issues;

**NOW, THEREFORE, BE IT RESOLVED** that the Pitt County Board of Commissioners strongly supports the States' efforts to resist any base closures/realignments in the upcoming BRAC 2005 review process. Also, the Pitt County Board of Commissioners strongly supports the States' efforts to promote North Carolina as an excellent location for organizations displaced by BRAC actions in other states and efforts to recruit defense related companies.

This is the 16th day of February, 2004.

Signed: \_\_\_\_\_  
Eugene James, Chairman

Attested: \_\_\_\_\_  
Susan J. Banks, Clerk to the Board

**Motion:**

**Adopt Resolution**

**Motion made by Commissioner John Minges.**

**Motion seconded by Commissioner David Hammond.**

**Motion Passed Unanimously.**

*Request from Belvoir Volunteer Fire Department for North Carolina DOT to Pave a Drive way  
- Scott Elliott*

**Information Provided with the Agenda**

The Belvoir Fire Department has requested that the Pitt County Board of Commissioners provide a letter of support to the Department of Transportation to pave the driveway of their recent addition from the highway to their garage door. Please reference attached letter.

**Staff Recommendation**

Approval for Chairman to Write Letter of Support.

**Motion:**

**Approval for Chairman to Write Letter of Support.**

**Motion made by Commissioner John Minges.**

**Motion seconded by Commissioner David Hammond.**

**Motion Passed Unanimously.**

*Approval of Minutes - Susan Banks*

**Information Provided with the Agenda**

February 2, 2004

**Staff Recommendation**

Approve as submitted.

**Motion:**

**Approve as submitted.**

**Motion made by Commissioner John Minges.  
Motion seconded by Commissioner David Hammond.**

**Motion Passed Unanimously.**

*Letter of Support for PARTF Grant from Town of Bethel - Eugene James*

**Information Provided with the Agenda**

The Friends of the Bethel "Field of Dreams" Park have applied for matching funds for a \$250,000 fund that the Town of Bethel is putting up for the first phase of the Bethel "Field of Dreams" Park. Mr. Ken S. Perry, Chairman of the Bethel Recreation Committee has requested that the Board of Commissioners send a letter of support to the PARTF (Park Trust and Recreation Fund Grant) committee members as well as elected officials noted in their request.

**Staff Recommendation**

Motion to send a letter of support for the Town of Bethel "Field of Dreams" PARTF grant application.

**Motion:**

**Motion to send a letter of support for the Town of Bethel "Field of Dreams" PARTF grant application.**

**Motion made by Commissioner John Minges.  
Motion seconded by Commissioner David Hammond.**

**Motion Passed Unanimously.**

**Items for Decision**

*Advertisement of Unpaid Tax Liens on Real Property - Jeff Niebauer*

**Information Provided with the Agenda**

Annual advertisement of all unpaid real property taxes. This advertisement follows the requirements of N.C.G.S. 105-369.

**Staff Recommendation**

Approve as Submitted

**Manager Comments**

Concur with Tax Collector's recommendation to advertise unpaid tax liens on real property.

Order for Advertisement of 2003  
Real Property for Failure to Pay Taxes  
Pitt County, North Carolina

As required by G.S. 105-369 **ADVERTISEMENT OF UNPAID TAX LIENS ON REAL PROPERTY.**

It is hereby ordered that the Pitt County Tax Collector will cause to have published once in the local newspapers all unpaid 2003 tax lien's on real property during the week of March 17, 2004, Advertisements will combine the liens of Pitt County, City of Greenville, Town of Bethel, Grimesland, Falkland and the Village of Simpson including assessments and special district taxes thereon.

Date \_\_\_\_\_

\_\_\_\_\_  
Eugene James, Chairman

## **Meeting Notes**

**Mr. Niebauer**

**Motion:**

**Approve as Submitted**

**Motion made by Commissioner Randy Royal.**

**Motion seconded by Commissioner Beth Ward.**

**Commissioner Mingos asked how much unpaid tax do we have out there. Mr. Niebauer said he did not have those figures but would supply them. Commissioner Mingos asked if the County could sell tax liens.**

**Motion Passed Unanimously.**

*Approval of Contract for Services with Liberty Network of Child and Family Services - Debra Dihoff*

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

Pitt Mental Health is divesting Child and Family services per the Board of Commissioner's approved business plan. The plan specified that Child and Family services would be divested during 03-04. A decision has been made to split the child services into two contracts, divesting the EARTH (Eastern Area Residential Treatment Home/Level III residential care and day treatment for children ages seven to twelve) first, on April 1, and divesting the outpatient services July 1, 04 (technically in fiscal year 05). The divestiture process previously presented to the county commissioners including review by a qualified team, and review by the advisory board has all been followed. Competition was encouraged through an open process involving advertising and soliciting of the current network of providers, resulting in three proposals. Liberty Network was the unanimous choice of all of the above review entities

We are asking for approval of two contracts: one is a lease and the other is a Service Agreement. The lease contract is in the amount of \$5,440 for April 1 through June 30, 2004. The residential space is being leased at fair market value and the common space is being leased at square footage which equals debt service. They will provide their own telephones, housekeeping and will sublet one computer from Pitt County.

Service Agreement for EARTH is for Residential, Day Treatment and Outpatient Services in an amount not to exceed \$127,173.25 for services rendered over a 3 month period.

### **Staff Recommendation**

Approval of Lease and Service Contract

### **Manager Comments**

Concur with staff recommendation for both space lease and service contract. It should be noted that the initial RFP process had proposed to divest (privatize) all components of the Child and Family Services Division of the Mental Health Department. The proposed lease and service contract in this agenda item will cover the existing "EARTH" component of the original RFP. The remaining services as they relate the original RFP will be presented to the Board for separate contract approval in the near future. This will then have an implementation date of 7-1-04.

## **Meeting Notes**

Ms. Debra Dihoff came forward.

**Motion:**

**Approval of Lease and Service Contract**

**Motion made by Commissioner David Hammond.**

**Motion seconded by Commissioner Beth Ward.**

## Discussion:

Mr. Elliott said this is the first divestiture so he would like to Ms. Dihoff explain so the public and Board will understand the process. Ms. Dihoff said this is the largest divestiture to date. It was put it out for bid in October, 2003. Proposals were received in November. Children's services experts reviewed the proposals as well as the Advisory Committee. They decided to recommend a contract. It also includes use of a county building. They worked through negotiations with Liberty and worked on the RIF scheduling. It took from February to April to get ready. EARTH program and Day Treatment is in this service. The first part includes 12 positions and those employees have been given more than a 30 day notice. They may interview and offer their positions. The employees will receive the letter after the Board takes this action. They felt good about the proposals they received. Commissioner Garris asked how many of the 12 staff members will go to work for the company. Ms. Dihoff said she anticipates 100% of the employees being hired. Commissioner Coulson asked where the number comes from for this property. Ms. Dihoff responded that this was fair market value for renting a group home. The EARTH facility is larger than the average group home so they ended up figuring the total housing facility needed and the fair market value of \$7.00 per square foot. It is an increase of what the County will get paid for the facility. The County will receive \$123,000 if what the State dictates to Mental Health for Day Treatment and Residential. A Service contract will be issued for Day Treatment at \$21 per hour times how many kids will be treated. It is dependent upon providing the service. The limit is \$127,000. Ms. Dihoff said they would have to evaluate the program, shift funds, and possibly change the contract. Commissioner Coulson asked if there are savings, where would the money go. Ms. Dihoff said they have to have enough earnings to justify keeping those dollars. Commissioner Hammond asked how many other counties contract with Liberty. Ms. Dihoff said they have another wing that has contracts with Wilson, Greene and other communities. They want to have a strong robust program. Commissioner Hammond asked her to provide that information to the Board. Mr. Elliott said this is part I of this RFP process. A second contract will come in about 30 days with the remainder of the amount of the \$1.2 million. They will start the first contract on April 1. Mr. Elliott said he was more comfortable doing the EARTH portion first. Ms. Dihoff said this is a 501C3 corporation. They have their own liability coverage.

## Motion Passed Unanimously.

*Support of Position Statement for a Strong "Single County" Local Management Entity (LME) - Debra Dihoff*

## Information Provided with the Agenda

We are seeking your approval of the attached position statement. We suggest that you mail a letter showing support to the following entities should you choose to support this statement.

Association of County Commissioners  
Legislative Delegates  
Legislative Oversight Committee  
Dr. Rich Visingardi, Director of Division of Mental Health/Developmental Disabilities/Substance Abuse Services  
Secretary Carmen Hooker Odom  
Governor Mike Easley  
NC Council of Community Programs

## Staff Recommendation

Support of the attached position statement.

## Manager Comments

Recommend that the Board consider adopting the position statement as outlined in the attachment.

**Position Statement Supporting the Role of a Strong Single-County LME  
2-16-04**

We, the Pitt County Commissioners believes that it is critical for county government and area authorities/county programs/Local Management Entities (LME), to forge new partnerships if we are to assure that the intent of the mental health reform movement is, in fact and in spirit, accomplished.

We must have a strong, local, publicly managed mental health/developmental disabilities/substance abuse (MH/DD/SA) system in order to serve our people.

A local, public management role must be strong in both service management and systems management through the Area Board Authority/county program/LME including the capacity and authority to insure a safe, accessible, service system.

The Pitt County Board of County Commissioners support the following:

- 1 That the contract between LMEs and providers include an enrollment process to the LME provider network, as opposed to direct enrollment at the state level. The system must be conducive to direct monitoring of providers in order to insure quality and safety for clients, and allow for greater local control over expenditures that lead to increases in local county Medicaid match.
- 2 Recognize the need for funding and flexibility to develop community capacity in both management and services prior to reduction in services and beds in hospitals or institutions. The funding model must take into account the variety of services currently provided by area programs, e.g., guardianship, not currently compensated and it must be sufficient enough to assure public safety.
- 3 Support flexibility in management so that incentives to provide and maintain the public safety of individuals and communities are accomplished locally.
- 4 The LMEs must have the authority to determine which functions it retains and which it divests based on what's best for consumer care and protection and including such factors as conflict of interest, access, consumer choice, the provider's ability to provide equal or higher quality care, and continuity of care.
- 5 There is a local public role that must be performed and the necessary authority must be present for that to happen. Without this authority, the ability to manage growth in county Medicaid expenditures and local costs will be nullified. Furthermore consumer protections will be seriously weakened and the economic sustainability of the service system will be threatened

\_\_\_\_\_  
**Susan J. Banks, Clerk to the Board**

\_\_\_\_\_  
**Eugene James, Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**Motion:**

**Support of the attached position statement  
Motion made by Commissioner Randy Royal.  
Motion seconded by Commissioner David Hammond.**

**Dr. E. T. Vinson spoke to the critical need to forge new partnerships to ensure the intent of the Mental Health reform movement will be accomplished. It's inherent to maintain the Mental Health center. Services must be strong and provide a safe and accessible service system. Dr. Vinson said they believe the County needs a strong locally managed mental health and substance abuse system. A local public management role must be strong in both services and system management. He asked that once this statement has been approved, please send a letter to the numerous people requested and named on the**

resolution. He thanked the Board for their mutual concern, stating they need to stay strong in their commitment. Chairman James asked Dr. Vinson about his comment about partnerships. Dr. Vinson said that in the request, the County and Mental Health need to stand together and be strong in this commitment. He said that the Advisory Committee members feel that this is a forging of partnerships with the County Commissioners and other entities related to accomplish the goals of Pitt County and the Mental Health. He said they will continue to cultivate and deepen these relationships.

**Motion Passed Unanimously.**

*Proposed Agreement To Purchase Fuel From Country Mart - Phil Dickerson*

**Information Provided with the Agenda**

A recent survey of County drivers resulted in approximately 150 responses. The responses overwhelmingly indicated that the drivers felt that purchasing gasoline from Trade Oil Company was a good system. However, several suggested that the County also purchase fuel from Country Mart. We have talked with the owner of Country Mart, Mr. Kenneth Smith, and he has agreed to sell fuel to the County on the same terms that Trade Mart now sells to the County.

Although considerable additional work on the County's part will be necessary to track purchases of fuel from multiple sources, there appears to be some good reasons to purchase fuel from Country Mart. The first is that the existing Country Mart and a proposed store will be in an area not covered by Trade Mart. The price should be about the same. The Country Mart Store has a means of providing fuel during electrical power outages and it is open 24 hours a day.

**Staff Recommendation**

That the Board authorize it's Chairman to execute a contract to allow the County to purchase fuel from Country Mart Stores.

**Manager Comments**

Concur with staff recommendation to execute an additional contract to purchase vehicle fuel.

This Contract made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2004 by and between Country Mart, Inc. a North Carolina Company hereinafter referred to as "Company" and Pitt County, a political subdivision of the State of North Carolina, hereinafter referred to as "County".

WITNESSETH

Whereas the County invited proposals for furnishing gasoline to the County's fleet of vehicles and;

Whereas Trade Oil Company submitted the most advantageous proposal, considering price, convenience and overall economic advantage and efficiency to the County and;

Whereas Country Mart, Inc. has one or more stores in Pitt County in areas not near Trade Oil Company stores and:

Whereas Country, Mart, Inc. has offered to match the pricing and dispensing system being offered by Trade Oil Company and;

Whereas in consideration of the mutual benefits to both parties, Pitt County and Country Mart, Inc; each intending to be legally bound agree as follows:

**SECTION I     DEFINITIONS:**

- 1.1     County – Pitt County
- 1.2     Company - Country Mart, Inc.
- 1.3     Board - Pitt County Board of Commissioners

- 1.4 Effective Date - The first day of the first month following execution of this Contract.
- 1.5 Pump Price - The price of gasoline displayed at the pump at the station where gasoline is purchased at the time it is purchased.

## SECTION II TERM AND TERMINATION:

The Term of this Contract shall begin on the Effective Date and continue through the last day of the first month following the expiration of a sixty (60) day written notice delivered by either party to this Contract to the other party.

- 2.1 Either party may terminate this Contract **for cause** upon ten (10) days written notice to the other party.
- 2.2 Either party may terminate this Contract **without cause** upon sixty (60) days written notice to the other party.

## SECTION III INSURANCE:

- 3.1 Policies - The Company shall at all times during the term of this Contract and any renewals thereof, maintain in full force and effect the following insurance coverage:
  - (a) Workers' Compensation, according to North Carolina Statute;
  - (b) Employers' Liability, in the amount of \$100,000/\$500,000;
  - (c) Automobile Liability, in the amount of \$1,000,000 and
  - (d) General Liability, in the amount of \$1,000,000 with excess liability of \$5,000,000 for each occurrence.
- 3.2 All coverage shall be written by insurance companies licensed to do business in the State of North Carolina. The County shall be named as an additional insured in all of said policies. The Company shall furnish to the County certificates of insurance or other evidence satisfactory to the County of said coverage within thirty (30) days of the execution of this Contract. The certificates shall state the policies shall not be canceled or altered without providing the County at least thirty (30) days written notice.
- 3.3 Indemnification - The Company shall indemnify and hold the County harmless from all claims, damages, fines, penalties, costs, and expenses, including, but not limited to, reasonable attorney's fees, arising out of any act or omission (whether such acts or omissions are negligent, intentional, or otherwise) of the Company or its officers, agents or employees. The Company further agrees to indemnify and reimburse the County for all costs and expenses, including, but not limited to, reasonable attorney's fees incurred by the County in the enforcement of this Contract.

## SECTION IV HOURS:

The Company agrees to dispense gasoline to County vehicles during its stores' normal operating hours except for the following:

- 4.1 The Company and the County shall negotiate the operating hours in the location of stores to be open for dispensing gasoline during emergency situations. The Company and the County shall designate those individuals who are to be contacted for such negotiations in an emergency situation.
- 4.2 The Company shall designate a store or stores which shall dispense gasoline at all times outside normal operating hours. The County and the

Company shall agree in writing on the designated stores which agreement shall become Exhibit A to this Contract.. Should the County and the Company fail to agree within 10 days of the execution of this Contract, the County reserves the right to give notice of termination of this contract and immediately begin to dispense gasoline from other sources.

SECTION V COMPENSATION:

- 5.1 The County shall pay the Company the sum of all gasoline purchases at pump price less two per cent (2%). Payment shall be made by mail with mailing occurring within ten (10) working days following the receipt of an acceptable invoice.

SECTION VI COUNTY RESPONSIBILITIES:

- 6.1 The County shall designate in writing to the Company those individuals who shall receive credit cards and shall distribute those cards to the appropriate individuals.
- 6.2 The County shall notify the Company by telephone followed by immediate written notification when a credit card is to be canceled.
- 6.3 The County shall be responsible for the gasoline purchases by all individuals the County has authorized through the issuance of a credit card, provided the Company exercises reasonable care to insure that the purchaser is an authorized card holder.

SECTION VII COMPANY'S RESPONSIBILITIES:

- 7.1 The Company shall dispense gasoline to County vehicles during the hours set out in SECTION IV of this Contract.
- 7.2 The Company shall bill the County through issuance of a monthly itemized invoice.
- 7.3 The Company shall take all necessary steps to confirm the identity of any County purchaser, and shall furnish proof of identity to the County upon request.
- 7.4 The Company's monthly invoice shall include the following information for all purchases:
- 1) Name of purchaser
  - 2) Vehicle Identification Number for vehicle receiving gasoline
  - 3) Time, date and location of purchase
  - 4) Odometer reading for vehicle receiving gasoline
- 7.5 The Company shall furnish the information required in Section 7.4 to the County's Management Information Systems Department in electronic form, if requested, by the County.

SECTION VIII MISCELLANEOUS PROVISIONS:

- 8.1 Waiver: The failure of either party to enforce any term of this Contract on one or more occasions will not constitute a waiver of the rights or remedies of either party to enforce such or any other term of this Contract on any other occasion.

- 8.2 Modification: This Agreement may be modified only by a written modification signed by all parties.
- 8.3 Notice: Notice, when required to be given in accordance with this Contract, shall be by certified mail, verified facsimile or personal delivery to all parties, addressed as follows:

As to COUNTY: Pitt County Manager  
1717 W. 5th Street  
Greenville, North Carolina 27834

As to COMPANY: Mr. Kenneth Smith  
Country Mart, Inc.  
4787 NC Hwy 11 North  
Bethel, North Carolina 27812

8.4 Entire Agreement:

This Contract contains the entire agreement between the parties and there are no other agreements, oral, written express or implied.

Executed in duplicate originals on the date first above written by the parties.

COMPANY:  
Country Mart, Inc.

COUNTY:  
Pitt County

By \_\_\_\_\_

By \_\_\_\_\_

D. Scott Elliott  
County Manager

(CORPORATE SEAL)

(CORPORATE SEAL)

ATTEST \_\_\_\_\_

ATTEST \_\_\_\_\_

Susan J. Banks, Clerk

This instrument has been pre-audited in a manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Finance Officer

**Meeting Notes**

Mr. Dickerson said there is a existing contract with Trade Oil Company. They did a survey of employees using the county cars and gas system. Mr. Dickerson said they identified that there was no place to purchase gas in the north of the river area.

**Motion:**

**That the Board authorize it's Chairman to execute a contract to allow the County to purchase fuel from Country Mart Stores.**

**Motion made by Commissioner Tom Coulson.**

**Motion seconded by Commissioner Beth Ward.**

**Commissioner Garris said there will be additional work on the County's part and he wanted to be assured that it is a good use of County time and investment. He said Mr. Williams gives back to the County and community. Mr. Dickerson said the data will have to be merged but it will not be difficult to do this one**

additional contract. The change is worth the investment. Commissioner Hammond said what bothers him is the different prices from one station to another. There is 7 to 10 cents disparity in gas prices. Other counties have cheaper gas prices. Mr. Dickerson said the terms are 2% below pump price. Mr. Dickerson said there are no terms on these contracts. The Trade Oil contract offers a 3.5 cents discount.

Commissioner Minges asked what will be required for the computer system to be changed to take on this contract and how much time will it take. Mr. Mike Taylor, MIS Director, said the information the County receives is the mileage and staff uses that information to schedule oil changes and such for automobile maintenance. He said there would be manual records from Country Mart. Commissioner James said they are also talking to the Hospital. He said Country Mart is usually cheaper on gas.

**Motion Passed Unanimously.**

*Increase in Fixed Asset Threshold - \$3,000 to \$5,000 - Melonie Bryan*

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

Fixed assets are items of substantial value which, when accumulated, determine the County's investment in furniture, fixtures, buildings, equipment and rolling stock. The County's fixed asset threshold is currently \$3,000/item. It was set at this amount in January 2002.

At that time, staff expressed a long term goal to establish \$5,000 as the asset capitalization threshold to align ourselves with the recommendations of the Local Government Commission (LGC), the Institute of Government (IOG) and the Government Finance Officers Association (GFOA). It is also the recommended threshold of our independent audit firm, Martin Starnes and Associates. Staff will continue to track and inventory purchases - however, only the more expensive items will be captured as assets on our financial statements.

As we prepare for the upcoming Fiscal Year 2004-2005 process, staff would like to see the threshold raised for purchases after July 1, 2004. This will ensure the departments budget their funds in the appropriate categories in their new budget worksheets.

### **Staff Recommendation**

Recommend the fixed asset capitalization threshold be raised to \$5,000 effective July 1, 2004.

### **Manager Comments**

Concur with staff recommendation to increase 'fixed asset threshold'.

### **Meeting Notes**

Ms. Bryan asked the Board to increase the fixed asset threshold from \$3,000 to \$5,000. It was set as a goal in 2002.

### **Motion:**

**Recommend the fixed asset capitalization threshold be raised to \$5,000 effective July 1, 2004.**

**Motion made by Commissioner David Hammond.**

**Motion seconded by Commissioner Randy Royal.**

Commissioner Minges asked if there is an annual review of fixed asset. Ms. Bryan said there is an annual report sent out to confirm the assets. There is an inventory tracking system for computer equipment, handguns and small items as well as annual reconciliation of fixed assets. Ms. Bryan said the departments do this check once a year. Commissioner Minges asked if there is an audit of this services

**Motion Passed Unanimously.**

*Homeland Security Grant 2003-2004 Phase II - \$411,836  
- John K. Bulow*

## **Information Provided with the Agenda**

Previously, the Board approved the Memorandum of Agreement for the Homeland Security Grant, Phase II in the amount of \$411,836. As required by the grant, the Domestic Terrorism Task Force (DTTF) has met several times to evaluate the best manner to spend these 100% grant funds. The Task force unanimously voted as their first priority to enhance the communication system of Pitt County and to develop some form of interoperability so that the different components of the responding units to a major disaster scene could speak directly with one another. A large segment of the various agencies involved are using 1960's radio technology and much of the equipment involved is over thirty years old. Response to major events is hampered by areas of the County where communication is non-existent (dead spots), pager malfunction, and the inability to communicate between fire, police, law enforcement, and emergency management. Several other recommendations affecting other areas of emergency response are also addressed. After much discussion and sub-committee work the following recommendations are put forth for consideration by the Board:

### **Enhancement of the Radio System \$159,500**

This element would include raising current antennas at the Wintergreen site to higher elevations and purchasing new base stations to allow for additional channel capacity. A new generator is also recommended for the tower site as the existing one is very old. Also complimentary equipment will have to be installed in the 911 Center consoles to accommodate these radios.

### **Interoperability Channel Device \$60,000**

This device is used link various radio frequencies to a common computer to allow currently non-compatible radios to talk together directly. This device makes the current radio frequencies act similar to an 800mhz trunked system whereby "talk groups" of different fire departments can talk on a direct common frequency as an example. This system needs to be mobile and in an air conditioned and heated environment.

### **Travel Trailer & Truck \$55,000**

FEMA took back the travel trailer the County received after Hurricane Floyd during the recent event of Hurricane Isabel. The County was told not to expect it back. The interoperability equipment needs to be housed in a secure and temperature controlled environment. Thus a travel trailer is recommended. The trailer can also function as a command center for many situations just as the FEMA trailer did in the past. Grant rules state that vehicles can only be purchased for dedicated uses and the proposed vehicle is to be used to tow the trailer. It could also tow Red Cross trailers when shelters are opened taking that load off Building & Grounds.

### **Ham Radio Equipment \$97,000**

The local Ham Radio operators are an extremely important component to the County's emergency system. In each emergency they provide staff and equipment to operate a communications system in the Emergency Operations Center and each of the schools opened as a shelter. This short wave system serves as the emergency back-up system in case all other systems fail as it less susceptible to outage than the frequency range the County systems use. During the Hurricane Isabel, this was the only functional system in Hyde County for three days. It allows direct communication with Emergency Management in Raleigh when the phone and radio systems are down. The funds recommended would be used to purchase a mobile antenna trailer that could be moved as a self contained unit to any disaster site to allow communication. Other equipment to enhance the operational system is involved.

### **USAR Team (Urban Search & Rescue) \$10,000**

The funds allocated to this function would be used to enhance the capability of this team that serves as the only regional team to respond to building collapses, cave-in situations or explosion damaged structures.

### **Radio Push Packages \$10,336**

This funding would be used to purchase several types of portable radios to be kept in Emergency Services to be used in different disaster situations. One package would have a high capability so that they could be issued to Captains and Chiefs from multiple agencies assisting in a large disaster scene to assist in direct communication. A second package would have a less capability and would be issued to line disaster responders to enhance communication at a disaster scene. A third package would be used primary in searches for lost persons in a natural area. These would be very low cost radios similar to the "talk about" radios used by sportsmen.

### **Red Cross Trailers \$20,000**

The Red Cross uses six mobile trailers stocked with cots, blankets, cell phones, generators, and other equipment to supply the shelters that Emergency Services opens in times of emergency at various school sites.

As a result of the experiences of Hurricane Flood, County citizens are more readily seeking shelter than in the past. It has become necessary to open more schools on a routine basis. As part of our operational planning to address this need, two other schools will be designated as primary shelters and these trailers are needed to supply these shelters.

#### **Staff Recommendation**

Approve allocation as recommended by the Domestic Terrorism Task Force.

#### **Manager Comments**

Concur with recommendation of Domestic Terrorism Task Force.

#### **Meeting Notes**

Mr. John Bulow said they have a Memorandum Of Understanding with the State for Phase II of the Homeland Security Grant. Domestic Terrorism Task Force must meet on this and one primary need found was problems with radio systems. There are questions about the 800 trunking system and it would benefit Pitt County to have what is currently in place, serviced and maintained. A subcommittee was appointed.

#### **Motion:**

**Approve allocation as recommended by the Domestic Terrorism Task Force and approve use of saved funds in USAR.**

**Motion made by Commissioner Jimmy Garris.**

**Motion seconded by Commissioner Beth Ward.**

**Mr. Bulow stated there is a great deal of radio equipment and the prices are generalized. The Urban Search and Rescue (USAR) is under funded. They are asking for \$60,000 and asking if they save money that they can transfer these funds to the USAR side.**

**Motion Passed Unanimously.**

*Adoption of Project Ordinance - 2004 Board of Education Construction Projects - Scott Elliott*

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

The attached ordinance reflects the sources and uses of funds for the 2004 Board of Education construction projects. This ordinance reflects the results of the Board of Commissioners discussions during the FY03-04 budget process, the July 7, 2003, August 18, 2003 and September 8, 2003 meetings. Projects are currently starting and the appropriate budget needs to be established to correctly track the expenditures.

As you are aware, much of this package of projects will be funded with Certificates of Participation. As we move forward, additional actions will be needed to complete the issuance process and staff will bring forward items for decision as required.

#### **Staff Recommendation**

Adopt the attached Ordinance to allow the Financial Services department to begin tracking and paying expenses related to this slate of projects.

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

**February 16, 2004**

**BOARD OF EDUCATION PROJECTS - 2004**

**UPON MOTION** by Commissioners David Hammond and seconded by Commissioner Randy Royal, the Pitt County Board of Commissioners unanimously adopted the following Capital Project Ordinance.

**BE IT ORDAINED** by the Pitt County Board of Commissioners pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted to construct and renovate various facilities for the Pitt County Board of Education on sites located throughout Pitt County.

**Section 1.** The project authorized is to construct and renovate various facilities for the Pitt County Board of Education on sites located throughout Pitt County. The projects will be funded through a mix of Pitt County Fund Balance, Board of Education Fund Balance and Certificates of Participation. These projects are a part of the overall project list collectively referred to as the 2004 capital improvement package as discussed and approved by the Board of Commissioners on July 7, 2003, August 18, 2003 and September 8, 2003.

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

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

Fund Balance – Board of Education	\$ 1,500,000.
Fund Balance – Pitt County	\$ 1,565,000.
Fund Balance – Pitt County Capital Reserve	\$ 1,300,000.
Certificates of Participation (COPs)	\$30,000,000.
Equipment – Child Nutrition Program	\$ 526,694.
State Bond Funds	<u>\$ 250,000.</u>
<b>TOTAL REVENUES</b>	<b>\$35,141,694.</b>

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

PK-5 School	\$ 8,225,500.
PK-8 School	\$11,620,200.
Chicod Addition	\$ 3,000,000.
Wintergreen Intermediate Addition	\$ 2,400,000.
A/C Improvements – 10 Gyms	\$ 800,000.
DHConley Additions – Classrooms/Cafeteria	\$ 3,000,000.
Science Labs (6-8)	\$ 800,000.
Technology (6-12)	\$ 1,000,000.
Deferred Maintenance	\$ 800,000.
Athletic Equity - AGHS, FCHS, NPHS	\$ 1,350,000.
Auditoriums Renovations – AGHS, FCHS, NPHS	\$ 1,680,994.
Closing / Issuance Costs	<u>\$ 465,000.</u>
<b>TOTAL EXPENDITURES</b>	<b>\$35,141,694.</b>

**Section 5.** The Deputy County Manager / Financial Services is hereby directed to maintain within the Capital Projects Funds sufficient specific detailed accounting records in accordance with general accepted accounting principals.

**Section 6.** The Deputy County Manager / Financial Services is directed to report on the financial status of these projects as requested by the Board.

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

**NOW, THEREFORE, BE IT RESOLVED** this 16th day of February, 2004 that the Pitt County Board of Commissioners endorsed this Capital Project Ordinance for the construction and renovation of various facilities for the Pitt County Board of Education.

---

Eugene James  
Chairman, Board of Commissioners

---

Susan J. Banks  
Clerk to the Board

## Meeting Notes

Mr. Elliott said the Board has the Board of Education project list. The Finance Department has prepared the project ordinance and they are working to finalize the use of these funds. There is \$30 million to finance in Certificates of Participation and a \$1.5 million fund balance. This represents a two cent tax to be put in for the Board of Education's COPS financing.

### Motion:

**Adopt the attached Ordinance to allow the Financial Services department to begin tracking and paying expenses related to this slate of projects.**

**Motion made by Commissioner David Hammond.**

**Motion seconded by Commissioner Randy Royal.**

Mr. Elliott spoke of the closing costs saying it may be balanced out. Ms. Bryan said the County has not issued any debt and they are trying to identify a site for the K-8 school. They will be bringing forward a findings resolution for K-5 in March. They have not purchased a site but have identified options. Commissioner Coulson said he has strong objections to how they are spending the money. He said he has problems with this because the School Board does not have their priorities set right.

Commissioner Bowen asked if the County's hiring outside attorneys to draw up these documents. Ms. Bryan said they use an outside attorney firm in Raleigh. Staff attorneys cannot do bond work. Commissioner Garris said he agreed with Commissioner Coulson's comments but the majority of this board voted to approve this request. Chairman James said he feels like Commissioner Garris but will support this request.

Commissioner Coulson said he could vote for this but wanted to know if anything would be effected if he opposed it. Ms. Bryan stated it would probably not effect the bond ratings buy may raise questions by the rating agencies.

**Motion Passed Unanimously.**

*Appointment to the Ayden Planning Board - Susan Banks*

## Information Provided with the Agenda

Ed Whaley, seat #4 which represents the Ayden ETJ has resigned from the Ayden Planning Board. This vacancy has been advertised. The Town of Ayden has recommended BJ Craft for this position. Ms. Craft was on the board as a Town member but has relocated to the ETJ area.

### Staff Recommendation

Accept the Ayden Town Board's recommendation to appoint BJ Craft.

### Motion:

**Nominate Wayne Dixie Harris.**

**Motion made by Commissioner Glenn Bowen.**

**Motion seconded by Commissioner David Hammond.**

**Commissioner Hammond spoke about Wayne Harris and his work with Senator Walter Jones.**

**Motion Passed Unanimously.**

*Appointments to the PCMH Board of Trustees - Susan Banks*

**Information Provided with the Agenda**

The following members on the PCMH Board of Trustees terms expire March 31, 2004. They have completed their first five-year term and are eligible to be reappointed for a second five-year term.

Paul Camnitz  
Frances Moye  
Billy Peaden

Attendance record is attached.

**Staff Recommendation**

No recommendation.

**Motion:**

**Reappointment of three members, Paul Camintz, Frances Moye, Billy Peaden.**

**Motion made by Commissioner Jimmy Garris.**

**Motion seconded by Commissioner Beth Ward.**

**Motion Passed Unanimously.**

*Appointments to Board of Equalization & Review - Susan Banks*

**Information Provided with the Agenda**

Applicants are listed in the category for which they qualify:

1. Licensed property appraiser - Porter Stokes  
Andy Piner
2. Attorney, Accountant or other professional - Jeremy King, Attorney  
Edna Corbett, Retired Nurse
3. Small Business owner - Ed Congleton  
Paul Davenport
4. Individual engaged in the commercial production of agricultural, livestock, timber or horticultural products - Paul Davenport  
Robert Halstead, Jr.
5. Single family residential property owner - Joe Shambley  
Edna Corbett  
John Shepherd  
Bobby Tripp

Initially, each appointment will be for a one year term.

**Staff Recommendation**

The Board will need to appoint five regular members and two alternates. The Board will need to consider an exception to the 15 day policy when making appointments to the Board of Equalization & Review.

**Meeting Notes**

Mr. Scott Elliott, County Manager, reported on the applicants list. Mr. Elliott spoke about the resolution adopted by the Board.

**Motion:**

Andy Piner for appraiser.  
Motion made by Commissioner Jimmy Garris.  
Motion seconded by Commissioner Beth Ward.

**Motion Passed Unanimously.**

Commissioner Ward nominated Paul Davenport for small business owner.  
Commissioner Coulson nominated Ed Congleton.  
The Board voted on Ed Congleton.

Mr. Elliott noted the resolution that was passed by this Board on September 22, 2003 with the particular positions.

**Vote Record:**

John Minges	Yes
Jimmy Garris	Yes
Beth Ward	No
Glenn Bowen	Yes
Tom Coulson	Yes
David Hammond	Yes
Eugene James	Yes
Randy Royal	Yes

**Total Yes Votes: 7**

**Total No Votes: 1**

**Motion Passed.**

Commissioner Bowen said he would like to make the motion for Paul Davenport to be an alternate. Mr. Elliott said there are other categories Mr. Davenport may qualify for so Commissioner Bowen may want to hold this nomination until later.

Commissioner Bowen stated that Ed Congleton is from north of the river along with Paul Davenport and he would appreciate it if they could get someone from the southern part of the County. He also said that Robert Halstead's father was on the Board of Education a long time ago and he is a farmer.

The Board voted on Paul Davenport with Commissioners Coulson, Hammond and Royal voting for Davenport and Commissioner Bowen, Garris, James, Ward and Minges were opposed. The vote was 3 to 5 so Chairman James announced that, Robert Halstead, Jr., would fill the individual engaged in commercial production of agricultural, livestock, timber or horticultural products.

**Vote Record:**

John Minges	No
Jimmy Garris	No
Beth Ward	No
Glenn Bowen	No
Tom Coulson	Yes
David Hammond	Yes
Eugene James	No
Randy Royal	Yes

**Total Yes Votes: 3**

**Total No Votes: 5**

**Motion Failed to appoint Paul Davenport for this seat.**

Commissioner Bowen said he would like to make the motion for Paul Davenport to be an alternate. Mr. Elliott said there are other categories Mr. Davenport may qualify for, so Commissioner Bowen may want to hold this nomination until later.

Commissioner Garris nominated Joe Shambley for single family residential owner position. Commissioner Ward nominated Paul Davenport. The Board voted on the motion to nominate Paul Davenport for single family residential property owner. The motion passed 6 to 2 with Commissioners Bowen, Coulson, Hammond, James, Royal and Ward in favor of Paul Davenport and Commissioners Garris and Minges opposed.

**Vote Record:**

John Minges	No
Jimmy Garris	No
Beth Ward	Yes
Glenn Bowen	Yes
Tom Coulson	Yes
David Hammond	Yes
Eugene James	Yes
Randy Royal	Yes

**Total Yes Votes: 6**

**Total No Votes: 2**

**Motion Passed.**

Commissioner Minges nominated Jeremy King to fill the attorney, accountant or other professional position. Chairman James stated that Jeremy King was born and raised in Pitt County, he attended Rose High School and is involved in Pitt County. Commissioner Bowen said according to the resolution adopted by the Board he does not qualify.

Chairman James asked Attorney, JoAnne Burgdorff, for direction. Ms. Burgdorff state the Board passed the resolution in September and it is this Board's resolution, the Board has the capacity to make changes to resolution.

Commissioner Garris stated he was supportive of the resolution, but would vote for this exception because this is the only attorney that has applied. Commissioner Bowen said the Board could change the qualifications. Commissioner Bowen then nominated Joe Shambley.

The Board voted on the nomination of Joe Shambley to fill the attorney, accountant or other professional. The nomination failed due to a tie vote. In favor were Commissioners Bowen, Hammond, Royal and Ward. Opposed to this nomination were Commissioners Coulson, Garris, James and Minges.

**Vote Record:**

John Minges	No
Jimmy Garris	No
Beth Ward	Yes
Glenn Bowen	Yes
Tom Coulson	No
David Hammond	Yes
Eugene James	No
Randy Royal	Yes

**Total Yes Votes: 4**

**Total No Votes: 4**

**Motion Failed.**

Chairman James then called on a vote on the nomination of Jeremy King to fill attorney, accountant or other professional, which passed 5 to 3. Commissioners Bowen, Hammond and Royal opposed the nomination. Commissioners Ward, Minges, James, Garris and Coulson were in favor. Jeremy King was elected to fill attorney seat.

**Vote Record:**

John Minges	Yes
Jimmy Garris	Yes
Beth Ward	Yes

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

**Total Yes Votes: 5**

**Total No Votes: 3**

**Motion Passed.**

Mr. Elliott said regarding the two alternate positions, the Board could consider the remaining names or wait until later since it is still being advertised. The Board proceeded with filling the alternate seats.

**Motion:**

Commissioner Garris nominated Joe Shambley for alternate 1 position.

Commissioner Minges nominated Edna Corbett for alternate 2 position.

Commissioner Ward motioned to accept the two alternate nominations.

Commissioner Hammond second and the motion passed unanimously.

**Motion Passed Unanimously.**

**Commissioners' Comments**

**Meeting Notes**

Commissioner Bowen spoke about policy changes.

**Adjourn**

**Staff Recommendation**

Motion to adjourn meeting.

**Motion:**

**Motion to adjourn meeting at 7:45pm.**

**Motion made by Commissioner David Hammond.**

**Motion seconded by Commissioner John Minges.**

**Motion Passed Unanimously.**

Respectfully Submitted,

Susan J. Banks, CMC  
Clerk to the Board