

**PITT COUNTY BOARD OF COMMISSIONERS
GREENVILLE,NORTH CAROLINA
MONDAY, AUGUST 03, 2009 MINUTES**

Pitt County Board of Commissioners met on Monday, August 03, 2009 at 9:00 AM in the Commissioner's Auditorium, Pitt County Office Building, 1717 W 5th Street, Greenville, North Carolina.

Board Members Present:

Melvin McLawhorn, Chairman
Kenneth Ross, Vice Chairman
Mark Owens, Jr., Commissioner
Eugene James, Commissioner
David Hammond, Commissioner
Beth Ward, Commissioner
Tom Johnson, Commissioner
Jimmy Garris, Commissioner
Ephraigm Smith, Commissioner

Staff Present:

Scott Elliott, County Manager
Michael Taylor, Deputy County Manager, Chief Information Officer
Patricia Staton, Clerk to the Board
Janis Gallagher, County Attorney
Lisa Woodard Overton, Assistant County Attorney
Chris McDaniel, Assistant Financial Director
Florida Hardy, Human Resources Director
James Rhodes, Planning Director
Rebecca Clayton, Transportation Director
John Demary, Solid Waste & Recycling Director
Noel Lee, Emergency Management Director

Call to Order

Meeting Notes

Chairman McLawhorn called the meeting to order and welcomed everyone. He announced Commissioner Tom Johnson would be joining the meeting shortly.

Invocation and Pledge

Meeting Notes

The Invocation was given by Commissioner Jimmy Garris. The Pledge of Allegiance was led by Vice Chairman Kenneth Ross.

Approval of Agenda

Meeting Notes

Mr. Elliott requested moving the report from Dr. Beverly Reep to the August 17th meeting and Vice Chairman Ross requested the Winter Rural Fire District be moved from the consent agenda to discussion on the agenda.

Staff Recommendation

Approve agenda removing report from Dr. Beverly Reep and moving Winter Rural Fire District from consent to discussion.

Motion:

Approve agenda removing report from Dr. Beverly Reep and moving Winter Rural Fire District from consent to discussion.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Jimmy Garris.

Motion Passed Unanimously.

Public Hearings

Public Hearing for Rural Operating Assistance Program (ROAP) Grant Funds - Rebecca Clayton

Information Provided with the Agenda

The North Carolina Department of Transportation, Public Transportation Division provides funding to each county under the Rural Operating Assistance Program Grant (ROAP). A requirement of the grant application process is a public hearing must be held to provide the citizens of Pitt County the opportunity to comment on the proposed distribution of ROAP Grant funds. Funding is allocated into three categories: Elderly and Disabled Transportation Assistance Program (EDTAP), Work First/Employment Transportation, and Rural General Public (RGP). Allocated funds to Pitt County for each program are as follows: EDTAP - \$74,561 in formula funds and \$42,683 in supplemental funding. Work 1st/Emp - \$16,390 in formula funds and \$20,337 in supplemental funding. RGP - \$58,365 in formula funds and \$51,327 in supplemental funds. An overview of the grant from NCDOT/PTD is attached.

On June 25, the Pitt Area Transit Advisory Board met and voted on the recommended disbursement of all ROAP Grant funds. The file is attached.

Staff Recommendation

After conducting the public hearing, approve the Pitt Area Transit Advisory Board recommended disbursement of ROAP Grant funds. Approve the submission of the Rural Operation Assistance Program Grant, authorizing the County Manager as the certifying official.

See Appendix 1

Manager Comments

Concur with recommendation to approve ROAP program grant funds.

Meeting Notes

Ms. Rebecca Clayton spoke about the Rural Operating Assistance Program grant funds stating the North Carolina Department of Transportation, Public Transportation Division provides funding to each county under the Rural Operating Assistance Program Grant (ROAP). A requirement of the grant application process is a public hearing must be held to provide the citizens of Pitt County the opportunity to comment on the

proposed distribution of ROAP Grant funds. Funding is allocated into three categories: Elderly and Disabled Transportation Assistance Program (EDTAP), Work First/Employment Transportation, and Rural General Public (RGP). Allocated funds to Pitt County for each program are as follows: EDTAP - \$74,561 in formula funds and \$42,683 in supplemental funding. Work 1st/Emp - \$16,390 in formula funds and \$20,337 in supplemental funding. RGP - \$58,365 in formula funds and \$51,327 in supplemental funds. An overview of the grant from NCDOT/PTD is attached.

Chairman McLawhorn opened the public hearing.

Mickey Bokin, president of STAR. He spoke about the activities STAR will be offering. Mr. Bokin thanked the board for their support.

Chairman McLawhorn closed the public hearing.

Motion:

After conducting the public hearing, approve the Pitt Area Transit Advisory Board recommended disbursement of ROAP Grant funds. Approve the submission of the Rural Operation Assistance Program Grant, authorizing the County Manager as the certifying official.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Beth Ward.

Motion Passed Unanimously.

Lorenzo Basabe Rezoning -- Zoning Ordinance Map Amendment - James Rhodes

Information Provided with the Agenda

The Pitt County Planning Department is in receipt of a petition from Lorenzo Basabe requesting that his property be rezoned from General Commercial (GC) to Rural Agricultural (RA). The subject property is identified by the Tax Assessor's Office as Parcel Number 20664 and is located at the intersection of SR 1550 (Sheppard Mill Road) and SR 1551 (Bear Grass Road). The subject property is approximately 0.48 acres, the entirety of which is proposed for rezoning.

The Planning Board reviewed this rezoning request at its July 15th meeting and voted unanimously to recommend approval of the request and to advise that it is consistent with the Pitt County Comprehensive Land Use Plan and other applicable plans. Planning staff recommends approval and advises that the rezoning request is in general conformance with the land use plan given the adjacent residential and agricultural uses, as well as the site's designation as Rural Residential/Agricultural.

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

- July 18, 2009 through August 2, 2009 - Advertise public hearing in Daily Reflector and notify adjacent property owners
- August 3, 2009 - Board of County Commissioners Public Hearing

Staff Recommendation

Approve the request by Lorenzo Basabe to rezone 0.48 acres of his property, Parcel 20664, from General Commercial to Rural Agricultural, and find that the proposed request is reasonable and in the public interest, and is consistent with the Pitt County Comprehensive Land Use Plan.

Meeting Notes

Mr. James Rhodes provided the board with a PowerPoint presentation on Lorenzo Basabe Rezoning.



Lorenzo Basabe Rezoning Request

- Request by Lorenzo Basabe to rezone 0.48 acres located at the intersection of SR 1550 (Sheppard Mill Road) and SR 1551 (Beargrass Road), Parcel Number 20664, from General Commercial (GC) to Rural Agricultural (RA).



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Lorenzo Basabe Rezoning Request

- The Comprehensive Land Use Plan designates this parcel as **Rural Residential/Agricultural**.
- The Rural Residential/Agricultural Designation is intended for low density residential land uses including single-family and manufactured homes, agriculture, forestry, churches; very limited commercial, office, or public/institutional uses meeting locational criteria.



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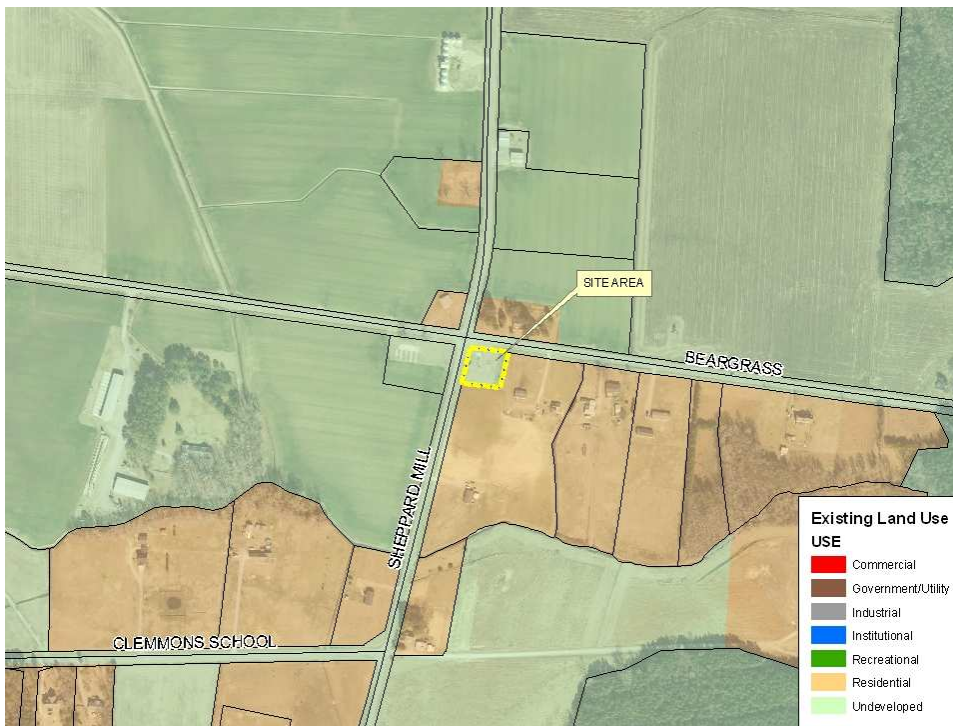
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- Locational criteria for non-residential uses would include frontage and access to a major State highway or secondary road, location at a major intersection, proximity to similar uses and spatial separation from non-compatible uses such as existing residential development.



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- The **Rural Agricultural (RA)** District is primarily intended to accommodate very low density residential uses as well as associated public and institutional uses, low intensity commercial uses, and agricultural-related industrial uses which are interspersed throughout areas that are principally characterized as rural in nature.



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- Given the adjacent residential and agricultural uses, the rezoning request is in general conformance with the Land Use Plan given the site's designation as Rural Residential/ Agricultural .



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Lorenzo Basabe Rezoning Request

- The Planning Board reviewed this rezoning request at its July 15th meeting and voted unanimously to recommend **approval** of the request and to advise that it is consistent with the Pitt County Comprehensive Land Use Plan and other applicable plans.



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Lorenzo Basabe Rezoning Request

- Planning staff recommends **approval** of the request by Lorenzo Basabe to rezone 0.48 acres located at the intersection of SR 1550 (Sheppard Mill Road) and SR 1551 (Beargrass Road) Parcel 20664, from General Commercial to Rural Agricultural and to advise that it is consistent with the Pitt County Comprehensive Land Use Plan and other applicable plans.



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Chairman McLawhorn opened the public hearing. No one spoke. Chairman McLawhorn closed the public hearing.

Motion:

Approve the request by Lorenzo Basabe to rezone 0.48 acres of his property, Parcel 20664, from General Commercial to Rural Agricultural, and find that the proposed request is reasonable and in the public interest, and is consistent with the Pitt County Comprehensive Land Use Plan.

Motion made by Commissioner Jimmy Garris.

Motion seconded by Commissioner David Hammond.

Motion Passed Unanimously.

Public Addresses to the Board

Information Provided with the Agenda

Meeting Notes

Ms. Rita Leggett spoke about the Candlewick Sanitary District. Ms. Leggett thanked (on behalf of the Candlewick Area Steering Committee and residents) the board, Mr. Elliott, Mr. Rhodes and McDavid and Associates for their assistance in creating the Candlewick Sanitary District. She spoke about the Clean Water Management Trust Fund agreeing to provide \$40,000 in grant funds to conduct a study in sewer needs in the district. She spoke about the grant agreement being due by August 7, 2009. She spoke about a local match of \$10,000. She asked the board to grant Candlewick Sanitary District the \$10,000 match funds.

Items for Report

Manager's Report - Scott Elliott

Information Provided with the Agenda

Next Meeting Dates;
August 17th - 6pm - Regular Meeting
September 21st - 9am - Regular Meeting

Detention Center Tour, August 3, 2009

Update regarding potential reuse of former Armory Reserve Center at airport

Update regarding provision of office space for probation officers

Meeting Notes

Mr. Elliott reviewed the next meeting dates of the board. Mr. Elliott gave an update on the potential reuse of the former Armory Reserve Center for the Sheriff's department. He said the county has received a new proposal at a lower cost. Mr. Elliott said he would report back to the board once he has received a detailed report from airport officials.

Mr. Elliott also updated the board on the provision of office space for probation officers. He stated the county has not received a official response. He said funds have not been budgeted.

Mr. Elliott reported the Board of Elections has moved to their new location at 1717 W. 5th Street.

Mr. Elliott announced Chairman McLawhorn and Commissioner James would hold a community meeting North of the River on August 18, 2009 at the Boys & Girls club.

Department Spotlight - Inspections Division, Planning & Development Department - Kiara Jones

Information Provided with the Agenda

The Office of Public Information, in conjunction with the Pitt County Inspections, a division of the Pitt County Planning & Development Dept., has produced the Inspections department spotlight. Department spotlights are short videos produced to highlight functions and services of Pitt County departments.

Spotlights are used to communicate with citizens and provide information about County departments that citizens may or may not already be aware of. The spotlights also run regularly on Suddenlink Communications PittTv, Channel 13.

Meeting Notes

Ms. Kiara Jones introduced the department spotlight on the Inspections Division.

Report from Pitt County School's Superintendent - Scott Elliott – moved to the August 17, 2009 meeting.

Information Provided with the Agenda

Pitt County Schools Superintendent, Dr. Beverly Reep, will appear before the Board to provide a brief update concerning matters of interest to the Board of County Commissioners as related to the school system. This was discussed and agreed upon by Chairman McLawhorn, School Board Chairman, Mary Grace Bright, Scott Elliott and Beverly Reep. Dr. Reep will appear before the Board on a regularly scheduled basis.

Items for Consent

Budget Amendment - Health Department - Administration - \$484 (No County Funds) - John Morrow

Information Provided with the Agenda

Pitt County Memorial Hospital Community Health Services support for Nutrition and Physical Activity programs.

Staff Recommendation

Approve as presented.

See Appendix 2

Manager Comments

Concur with recommendation to approve budget amendment.

Motion:

Approve as presented.

Motion made by Commissioner Jimmy Garris.

Motion seconded by Commissioner Beth Ward.

Motion Passed Unanimously.

Budget Amendment - Health Department - \$427 - Diabetes Recognition Program - (No County Funds) - John Morrow

Information Provided with the Agenda

Establish FY 09-10 Diabetes Recognition Program budget using carryover funding from FY 08-09.

Staff Recommendation

Approve as presented.

See Appendix 3

Manager Comments

Concur with recommendation to approve budget amendment.

Motion:

Approve as presented.

Motion made by Commissioner Jimmy Garris.

Motion seconded by Commissioner Beth Ward.

Motion Passed Unanimously.

Budget Amendment - Sheriff's Office - Federal Asset Seizure funds - \$29,990 (No County Funds) - Donna Preston

Information Provided with the Agenda

The Sheriff's Office has received \$29,990 from the US Marshal Service as an equitable sharing payment for federal seizures.

These are restricted funds and must be used for law enforcement purposes.

Staff Recommendation

Staff recommends approval of budget amendment as presented.

See Appendix 4

Manager Comments

Concur with recommendation to approve budget amendment.

Motion:

Staff recommends approval of budget amendment as presented.

Motion made by Commissioner Jimmy Garris.

Motion seconded by Commissioner Beth Ward.

Motion Passed Unanimously.

Budget Amendments - Grant Rollovers - Various Departments - \$935,421 - Melonie Bryan

Information Provided with the Agenda

The following State Grants need to be rolled over to the FY 09-10 budget. None of these grants require local match. The following grant amounts need to be rolled:

Single Family Rehabilitation 2008	\$354,499
Home Grant 07-08	\$140,750
USDA Rural Development	\$ 484
Home Grant 08-09	\$165,000
Hazard Mitigation Plan Update	\$ 30,775

Swift Creek Watershed Grant	\$182,000
NCHFA Urgent Repair	\$ 58,040
Environmental Education	\$ 1,108
Soil & Water	\$ 2,765

Staff Recommendation

Approve as submitted.

See Appendix 5

Manager Comments

Concur with recommendation to approve budget amendment.

Motion:

Approve as submitted.

Motion made by Commissioner Jimmy Garris.

Motion seconded by Commissioner Beth Ward.

Motion Passed Unanimously.

Budget Amendment - NCLM Conference - \$10,000 (Contingency) - Scott Elliott

Information Provided with the Agenda

This money will be the sponsorship donation for the NCLM state-wide meeting to be hosted by the City of Greenville in October 2009. The city will act as a reciprocal sponsor for the NCACC annual meeting to be hosted by Pitt County in August 2010.

Staff Recommendation

Approve as submitted.

See Appendix 6

Motion:

Approve as submitted.

Motion made by Commissioner Jimmy Garris.

Motion seconded by Commissioner Beth Ward.

Motion Passed Unanimously.

Budget Amendments - New Grants - Various Departments - \$172,609 - Melonie Bryan

Information Provided with the Agenda

Listed below are three grants that the county has received new funding for in fiscal year 09-10.

Cooperative Extension - Healthy Communities - \$27,609

2nd year Healthy Communities Pitt County Memorial Hospital Foundation funding (\$20,000) and carryover of FY 2008-09 unspent funds (\$7,609) - No local match required

Planning - NCHFA Urgent Repair - \$75,000

Urgent Repair program for FY 2008-09 - No local match required

Sheriff - Crisis Intervention Training - \$70,000

Continuation of CIT funding from East Carolina Behavioral Health (ECBH) - No local match required

Staff Recommendation

Approve as submitted.

See Appendix 7

Manager Comments

Concur with recommendation to approve budget amendment.

Motion:

Approve as submitted.

Motion made by Commissioner Jimmy Garris.

Motion seconded by Commissioner Beth Ward.

Motion Passed Unanimously.

Budget Amendment - Garage - \$2,500 - John Demary

Information Provided with the Agenda

This money is being appropriated to prepare a safety kit for each county vehicle in case a vehicle breaks down or is in an accident. Each kit will include a contact list, blank accident report, disposable camera, gas card procedures, and accident investigation procedures.

The estimated cost would be around \$2,500. The county has approximately 320 vehicles so the total cost per vehicle would be less than \$10. All the paper items such as the contact list, reports and procedures would be kept in a 5 x 11 1/2 envelope stored in the glove box as would the cameras.

Staff Recommendation

Approve as submitted.

See Appendix 8

Manager Comments

Concur with recommendation to approve budget amendment.

Motion:

Approve as submitted.

Motion made by Commissioner Jimmy Garris.

Motion seconded by Commissioner Beth Ward.

Motion Passed Unanimously.

Budget Amendment - Animal Shelter Donation - \$6,000 (No County Funds) - Michele Whaley

Information Provided with the Agenda

On behalf of the Petfinder.com Foundation, its Board of Directors, and The Animal Rescue Site, the Pitt County Animal Shelter received a grant in the amount of \$6,000 to fund a kennel cough vaccine program. This grant will allow the animal shelter to vaccinate approximately 2,400 dogs in a one year period.

Staff Recommendation

Approve as submitted.

See Appendix 9

Manager Comments

Concur with recommendation to approve budget amendment.

Motion:

Approve as submitted.

Motion made by Commissioner Jimmy Garris.

Motion seconded by Commissioner Beth Ward.

Motion Passed Unanimously.

Budget Amendment - Elections - \$13,397 - David Davis

Information Provided with the Agenda

Pitt County has received the HAVA DHHS Accessibility 2009 Grant. This has come at quite an opportune time due to the relocation of the Elections Office. As an in-kind match the County is providing the labor to install the wheelchair ramp, door-knob adapters, and handicapped parking signs. The total for this in-kind match comes to \$1,092.

The remainder of the grant is for accessible items to be used at our polling places and One-Stop sites. The total of this portion is \$12,096.95. The total amount of funds being awarded is \$13,396.95.

Staff Recommendation

Approve as submitted.

See Appendix 10

Manager Comments

Concur with recommendation to approve budget amendment.

Motion:

Approve as submitted.

Motion made by Commissioner Jimmy Garris.

Motion seconded by Commissioner Beth Ward.

Motion Passed Unanimously.

Budget Amendment - PATS - \$407 (No County Funds) - Melonie Bryan

Information Provided with the Agenda

Insurance money received for damage to 2008 Ford Van less \$100 deductible.

Staff Recommendation

Approve as submitted.

See Appendix 11

Manager Comments

Concur with recommendation to approve budget amendment.

Motion:

Approve as submitted.

Motion made by Commissioner Jimmy Garris.

Motion seconded by Commissioner Beth Ward.

Motion Passed Unanimously.

Approval of Minutes - Patricia Staton

Information Provided with the Agenda

July 13, 2009 - Regular Meeting

Staff Recommendation

Approve July 13, 2009 minutes as submitted.

Manager Comments

Concur with recommendation to approve minutes.

Motion:

Approve July 13, 2009 minutes as submitted.

Motion made by Commissioner Jimmy Garris.

Motion seconded by Commissioner Beth Ward.

Motion Passed Unanimously.

Items for Discussion

Increase and extend contract for Pitt County Solid Waste and Recycling Container Sites - John Demary

Information Provided with the Agenda

The County has one (1) year contracts dated August 1, 2008, with Management, Support & Development, Inc. and Truss-Denim Group to operate the fourteen (14) container sites. The contracts can be renegotiated for two (2) additional twelve (12) month terms upon mutual written agreement of both Parties. As a part of renegotiating the contracts, the two contractors have asked for monetary consideration in light of the fact that minimum wage increased on July 1, 2009.

Staff Recommendation

That the County agrees to extend both contracts for an additional twelve (12) months and increase the compensation of the contracts by \$.92 per hour. Truss-Denim Group's monthly pay would increase from

\$14,000 to \$15,450.15 and Management, Support & Development, Inc.'s monthly pay would increase from \$29,456.42 to \$32,066.69.

Manager Comments

Concur with recommendation to approve the contract renewals for the container/convenience sites.

Meeting Notes

Mr. John Demary spoke about the renewal of the contract for the Pitt County Solid Waste and Recycling Container Sites. He stated as a part of renegotiating the contracts, the two contractors have asked for monetary consideration in light of the fact that minimum wage increased on July 1, 2009.

Motion:

That the County agrees to extend both contracts for an additional twelve (12) months and increase the compensation of the contracts by \$.92 per hour. Truss-Denim Group's monthly pay would increase from \$14,000 to \$15,450.15 and Management, Support & Development, Inc.'s monthly pay would increase from \$29,456.42 to \$32,066.69.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Jimmy Garris.

Motion Passed Unanimously.

Policy for Naming Pitt County Facilities - Phil Dickerson

Information Provided with the Agenda

As requested by the Pitt County Board of Commissioners, staff has prepared a draft of a Policy for Naming Pitt County Facilities. The attached policy is intended as a first draft for Board consideration and any direction from the Board regarding changes will be appreciated.

Also attached is the Pitt County Policy for Naming and Dedication of Parks and Recreation Areas adopted by the Board on November 13, 2007. Due to the physical nature of park facilities and the relative cost of each, it is recommended that the policy regarding parks and recreation areas remain a separate policy.

Staff Recommendation

Accept the Pitt County policy for Naming County Public Facilities as a guideline adding language about land, property in-kind.

Manager Comments

It is recommended to consider removing the language discussing "financial contributions" (#3) under the 'Guidelines for Selection of Names'. It is possible that this could create a negative perception in terms of the public's opinion of how a facility is funded.

Meeting Notes

Mr. Phil Dickerson stated staff has prepared a draft policy to naming facilities for the board to review. Mr. Elliott said Mr. Dickerson has done a good job researching the policy. He said he received some responses. He said he would strike the section of the policy about people providing money in terms of a contribution. Mr. Elliott stated he does not think it is best to name a building after someone because of their monetary contribution.

Commissioner Johnson stated the board needs to consider a public facilities policy. He stated he is opposed to item #3 defining contributions. Commissioner Johnson stated items #1, 2 and 4 are acceptable.

Commissioner Garris stated one of the great privileges of living in a democracy is the privilege to disagree. He said section #3 regarding financial contributions is appropriate and would encourage citizens that are financially able to get involved and perhaps make a contribution. Commissioner Garris said this is part of the recreational policy and he does not think the board should consider the policy for buildings different. Commissioner Garris said he is in support of the policy with section #3 included.

Commissioner Ward stated section #3 should be a part of the policy. She said it does not restrict some of the other ideas for naming buildings in the policy. Commissioner Ward asked about donation of land. Mr. Dickerson said land is not addressed in the policy presented but staff could include language in the final policy. Commissioner Ward said the policy presented was good and asked staff to clarify the contribution to include the donation of property or land.

Commissioner Owens agreed with Commissioner Garris saying citizens have the right to agree or disagree. He said he does not think the board should advocate for something that says the right to name a building is for sale. Commissioner Owens said buying the right to put your name on something doesn't sit well with him. He said he likes the agreement without the financial contribution tied into it.

Commissioner James said he disagrees with Commissioner Owens. He said if someone does not want their name on a building then it does not have to be put on the building.

Commissioner Hammond said he sees it both ways. He stated the board will need to review each request very closely before making a decision.

Vice Chairman Ross stated he is agreement with the first three of the guidelines.

Commissioner Smith stated he does not like the idea of buying name rights to a building. He said this a free country; a dollar amount should not be placed upon naming a building.

Commissioner Garris said the policy should state money or in-kind service. He said the intent is not for selling buildings, it is giving the board a process for naming a building.

Chairman McLawhorn said he agrees with Commissioner Owens, money has a tendency to changes things.

Commissioner Ward motioned for the board to accept the process. She said this will give the board the opportunity to consider how the board will name buildings in the county. She said someone could pay a million dollars and the board could choose not put their name on the building.

Motion:

Accept the Pitt County policy for Naming County Public Facilities as a guideline adding language about land, property and in-kind money.

Motion made by Commissioner Beth Ward.

Motion seconded by Commissioner Jimmy Garris.

Discussion:

Commissioner Garris said consistency is important. He said included in the recreational policy adopted by the board it states the board will recognize an individual, group, organization or business that

makes a substantial contribution to the advancement, improvement and development of the parks and recreation areas in the form of donated property, donated money or in-kind services.

Vote Record:

David Hammond Yes

Beth Ward Yes

Eugene James Yes

Tom Johnson Yes

Mark Owens, Jr. No

Jimmy Garris Yes

Melvin McLawhorn No

Kenneth Ross Yes

Ephraigm Smith No

Voting Totals: Yes: 6 No 3

Motion Passed.

Items for Decision

Candlewick Area Sanitary District - Scott Elliott

Information Provided with the Agenda

As the Board is aware, the North Carolina Commission for Health Services has approved a resolution creating the Candlewick Area Sanitary District. The next step in the process is for the Pitt County Board of Commissioners to appoint a 3 member sanitary district board. Attached you will find a letter dated July 23, 2009 from Rita Leggett, Chair, Candlewick Area Steering Committee. The following individuals are being requested to be appointed to the new board:

Rita Leggett

Earl Wade

Bonnie Heath

Once these individuals are appointed, they will serve a term in office until the position comes up for filing. These positions on the sanitary district will be elected positions similar to that of a County Commissioner.

Also attached you will find an additional letter dated July 24, 2009 from the Steering Committee Chair. The District is formally asking Pitt County to provide \$10,000 grant to be used as a match toward their award of \$40,000 from the Clean Water Management Trust Fund (CWMTF). Funding for this would have to be appropriated from the \$100,000 set aside in contingency.

Staff Recommendation

Appoint Rita Leggett, Earl Wade and Bonnie Heath to serve 4 year terms on the Candlewick Area Sanitary District Board until the November election.

Meeting Notes

Mr. Elliott said the North Carolina Commission for Health Services has approved a resolution creating the Candlewick Area Sanitary District. The next step in the process is for the Pitt County Board of Commissioners to appoint a 3 member sanitary district board. Mr. Elliott stated anyone within the Candlewick

District can file for the 3 seats that will be on the November ballot. He said staff is recommending 4 year terms for the 3 seats.

Commissioner Owens asked to be excused from discussion or voting on the Candlewick Area Sanitary District due to the fact that he has assisted with the Candlewick Area Sanitary District.

Motion:

Excuse Commissioner Mark Owens, Jr., from discussion and voting on the Candlewick Area Sanitary District due to the fact that he has assisted with the Candlewick Area Sanitary District.

Motion made by Commissioner Beth Ward.

Motion seconded by Commissioner Jimmy Garris.

Vote Record:

David Hammond Yes

Beth Ward Yes

Eugene James Yes

Tom Johnson Yes

Mark Owens, Jr. Abstain

Jimmy Garris Yes

Melvin McLawhorn Yes

Kenneth Ross Yes

Ephraigm Smith Yes

Voting Totals: Yes: 8 No 0

Motion Passed.

Discussion:

Commissioner James asked what authority the Candlewick Area District will have. Mr. Elliott said they will have the same authority as a municipality. Mr. James said he was under the impression the Candlewick Area District residents would provide the \$10,000. Mr. James asked if the county funds the \$10,000 would the residents of Candlewick pay the money back. Mr. Elliott said his understanding is the residents of Candlewick are asking for a grant. He reminded the board the \$50,000 will be used for planning purposes to help determine where the services will come from.

Ms. Rita Leggett asked the board to consider the names submitted.

County Attorney Janis Gallagher recommended Commissioner Ward set the term at 2 or 4 years for the seats for the Candlewick Area Sanitary District Board.

Motion:

Appoint Rita Leggett, Earl Wade and Bonnie Heath to serve 4 year terms on the Candlewick Area Sanitary District Board until the November election.

Motion made by Commissioner Beth Ward.

Motion seconded by Commissioner David Hammond.

Vote Record:

David Hammond Yes

Beth Ward Yes

Eugene James Yes

Tom Johnson Yes

Mark Owens, Jr. Abstain
Jimmy Garris Yes
Melvin McLawhorn Yes
Kenneth Ross Yes
Ephraigm Smith Yes

Voting Totals: Yes: 8 No 0

Motion Passed.

Commissioner Ward asked if the residents were able to raise the \$10,000. Earl Wade, Candlewick resident, said in the long run the county will be paid back. Commissioner James said at the public hearing out at Candlewick he understood the residents would raise the money. He said the board is making a mistake, if the board does it for one area and are not able to do it for another area. Commissioner James said it is a good investment.

Commissioner Garris stated the board has proved to be supportive of the residents of Candlewick. He said his concern is the board has made contributions to capital projects rather than the planning projects. The area should be responsible for the planning money. He said the land owners who will benefit personally would be wiling to allocate the \$10,000 amongst the residents or owners.

Motion:

Pitt County grant \$10,000 to the newly sanitary district.

Motion made by Commissioner Beth Ward.

Motion seconded by Commissioner Tom Johnson.

Commissioner Ward asked would it be feasible for the board to ask Candlewick to pay the \$10,000 back to the county within a certain number of years. Mr. Wade said it would depend on the number of years. Commissioner Ward added to her motion the \$10,000 be paid back. Commissioner Johnson stated he would not want to give Candlewick Area Sanitary District a deadline. He said it is not much different from a contribution for planning and a contribution for construction. Commissioner Johnson said this should be considered as part of construction.

Substitute motion:

Pitt County will make a \$10,000 grant to the Candlewick Area Sanitary District providing the funds will be refunded in four years.

Motion made by Commissioner Eugene James.

Motion seconded by Commissioner Beth Ward.

Vote Record:

David Hammond No

Beth Ward Yes

Eugene James Yes

Tom Johnson No

Mark Owens, Jr. Abstain

Jimmy Garris Yes

Melvin McLawhorn Yes

Kenneth Ross Yes

Ephraigm Smith Yes

Voting Totals: Yes: 6 No 2

Information Provided with the Agenda

Inspections staff is recommending the addition of two new fees to offset expenses (staff time, vehicle use, etc.) related to required inspections for optional improvements. The first proposed fee is a \$50.00 charge to inspect meters for in-ground irrigation systems. As of July 1st, recently-enacted legislation requires the installation of a water meter devoted solely to a new irrigation system, instead of sharing a meter with a home or business. The meter installation must be inspected by the Inspections Department.

The second proposed fee is a \$50.00 charge to inspect residential sprinkler systems. Although the residential sprinkler systems are not yet required per Building Code, the sprinkler system is required to be inspected for compliance with prescribed standards if it is installed. Inspections staff members have seen an increase in the installation of residential sprinkler systems recently.

Staff Recommendation

Amend the Inspections Department fee schedule to include a \$50.00 fee for inspections associated with in-ground irrigation systems and residential sprinkler systems, with an effective date of September 1, 2009.

Manager Comments

Concur with recommendation to amend the fee schedule to add a charge for in-ground irrigation systems and sprinkler systems. (Note: the City of Greenville currently charges a separate inspection fee for irrigation systems.)

Meeting Notes

Mr. Rhodes said the Inspections staff is recommending the addition of two new fees to offset expenses (staff time, vehicle use, etc.) related to required inspections for optional improvements. The first proposed fee is a \$50.00 charge to inspect meters for in-ground irrigation systems. As of July 1st, recently-enacted legislation requires the installation of a water meter devoted solely to a new irrigation system, instead of sharing a meter with a home or business. The meter installation must be inspected by the Inspections Department. The second proposed fee is a \$50.00 charge to inspect residential sprinkler systems. Although the residential sprinkler systems are not yet required per Building Code, the sprinkler system is required to be inspected for compliance with prescribed standards if it is installed. Inspections staff members have seen an increase in the installation of residential sprinkler systems recently.

Vice Chairman Ross said he is against proposing a fee for inspections associated with in-ground irrigation systems and residential sprinkler systems.

Commissioner James said he agrees with Vice Chairman Ross. He stated there should not be a fee for families to protect their families. He asked about the \$40 fee charged to drop off at the landfill. Mr. Elliott said the commercial debris should not have been taken to the convenient site. Mr. Elliott said the county is trying to recoup the cost and charging \$40 per ton on residential commercial debris. Mr. Elliott said the policy changed July 1, 2009 with the new budget.

Commissioner Garris said the \$40 dollars has been built in the county's fee schedule. He said 1 month into the approved budget the board should not make changes to the fee schedule. Commissioner Garris said it is not appropriate for the board to change the fee schedule to add the two items being discussed.

Motion:

Do not amend the Inspections Department fee schedule to include a \$50.00 fee for inspections associated with in-ground irrigation systems and residential sprinkler systems, with an effective date of September 1, 2009.

Motion made by Commissioner Jimmy Garris.

Motion seconded by Vice Chairman Kenneth Ross.

Motion Passed Unanimously

Parking for ECU Football Games on County Property - Phil Dickerson

Information Provided with the Agenda

The attached email requests that the County consider allowing those people attending ECU football games to park in the jurors' parking lot between Third and Second Streets in Uptown Greenville. The only reservation that the staff has is that fans often leave their trash where they park.

Staff Recommendation

That ECU football game attendees be allowed to park in the County's juror parking lot on Greene Street between Second and Third Streets as well as "other" lots as needed provided ECU cause the parking lots to be cleaned up following their use by football game attendees. Permission is granted upon condition that such permission can be withdrawn upon a 30 day notice.

Manager Comments

Concur with recommendation to approve parking arrangement on county property for ECU football games.

Meeting Notes

Mr. Dickerson said the county received a request to consider allowing those people attending ECU football games to park in the jurors' parking lot between Third and Second Streets in Uptown Greenville. The only reservation that the staff has is that fans often leave their trash where they park.

Motion:

That ECU football game attendees be allowed to park in the County's juror parking lot on Greene Street between Second and Third Streets as well as "other" lots as needed provided ECU cause the parking lots to be cleaned up following their use by football game attendees. Permission is granted upon condition that such permission can be withdrawn upon a 30 day notice.

Motion made by Commissioner Beth Ward.

Motion seconded by Commissioner David Hammond.

Motion Passed Unanimously.

Selection of Seimens as the Design Firm for Energy Saving Improvements - Phil Dickerson

Information Provided with the Agenda

G.S. 143-64.31-33 specifies the process for selecting design professionals. The process is qualification based without regard for fee. G.S. 143-64.32b allows a public entity to exempt itself from the selection process at its sole discretion. A copy of the statute is attached.

As the Board will recall, Seimens was the consulting engineer that assisted the County with \$2.8M in the guaranteed energy savings program. At this time, Seimens has prepared an energy strategy and an

application for ARRA stimulus funds at no cost to the County. Our intent is to have Seimens accept informal competitive bids for the work if we receive ARRA stimulus money. This process should allow maximum opportunity for local contractors to participate in the work.

Staff Recommendation

Select Seimens as the County's engineer for the purposes of applying for ARRA funds and designing the improvements funded under the grants. Seimens is recommended because the Company has satisfactorily completed a Performance Contract in the amount of \$2.8 million and the Company is already familiar with the County's energy consuming systems.

Manager Comments

Concur with recommendation to approve the selection of Seimens as the county's design firm for energy saving improvements.

Motion:

Select Seimens as the County's engineer for the purposes of applying for ARRA funds and designing the improvements funded under the grants. Seimens is recommended because the Company has satisfactorily completed a Performance Contract in the amount of \$2.8 million and the Company is already familiar with the County's energy consuming systems.

Motion made by Commissioner Jimmy Garris.

Motion seconded by Commissioner David Hammond.

Motion Passed Unanimously.

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

Information Provided with the Agenda

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

A public meeting was advertised on the County Page in The Daily Reflector on June 13 and June 20, 2009. The meeting was held on June 24, 2009 in the Development Services Building at 7:00 p.m. Input received by telephone and by written statements from the municipalities was considered in finalizing the plan. A copy is on file in the Office of the Pitt County Manager and in the Sheppard Memorial Library.

Staff Recommendation

Adopt the resolution contained in Appendix C of the Plan.

Manager Comments

Concur with recommendation to approve the 4th three year update to the county's Solid Waste Management Plan.

Meeting Notes

Mr. Dickerson said Pitt County was required to develop a Solid Waste Management Plan in 1997 with scheduled updates at three-year intervals. The Plan sets forth the present status of the solid waste program in unincorporated Pitt County as well as its municipalities.

Motion:

Adopt the resolution contained in Appendix C of the Plan.

Motion made by Commissioner David Hammond.

Motion seconded by Vice Chairman Kenneth Ross.

Motion Passed Unanimously.

County Home Road Widening Project - James Rhodes

Information Provided with the Agenda

The North Carolina Department of Transportation has agreed to widen County Home Road to facilitate a center turn lane which will extend southward from the Pitt County Council on Aging property to the existing center turn lane along the frontage of Wintergreen Primary and Intermediate schools. The project also includes the installation of right hand turn (deceleration)lanes for the Pitt County Community Schools and Recreation property/Council on Aging offices and for the Pitt County Farmers Market/Village of Yesteryear/Pitt County Animal Shelter/Bells Fork Convenience site. Work on this project began in June and is anticipated to be complete by August 25, 2009.

The North Carolina Department of Transportation plans to fund most, if not all, of this project through the 2009-2010 operating budget. However if additional funding is needed the funds will be provided from the 2010-2011 Secondary Road Improvement Program.

Staff Recommendation

Adopt the attached resolution which acknowledges that the 2010-2011 Secondary Road Improvement Program will be the supplemental funding source if additional funding is needed to complete the County Home Road Widening project.

Manager Comments

Concur with recommendation to approve the attached resolution regarding the improvements to County Home Rd. According to NCDOT, approximately \$300,000 has been budgeted for this project. It is possible that \$100,000 of funding from next year's Secondary Road Improvement Program would need to be allocated toward this project as well. As a point of reference, the total FY 08-09 funding in this program was \$2.45m and \$2.19m in FY 09-10.

Meeting Notes

Mr. Rhodes said the North Carolina Department of Transportation has agreed to widen County Home Road to facilitate a center turn lane which will extend southward from the Pitt County Council on Aging property to the existing center turn lane along the frontage of Wintergreen Primary and Intermediate schools. The project also includes the installation of right hand turn (deceleration)lanes for the Pitt County Community Schools and Recreation property/Council on Aging offices and for the Pitt County Farmers Market/Village of Yesteryear/Pitt County Animal Shelter/Bells Fork Convenience site. Work on this project began in June and is anticipated to be complete by August 25, 2009.

Motion:

Adopt the attached resolution which acknowledges that the 2010-2011 Secondary Road Improvement Program will be the supplemental funding source if additional funding is needed to complete the County Home Road Widening project.

Motion made by Commissioner Tom Johnson.

Motion seconded by Commissioner Jimmy Garris.

Motion Passed Unanimously.

EMS Bad Debt Write Off - Melonie Bryan

Information Provided with the Agenda

Pitt County brought the EMS collections process in-house in July 2005. No write-off of any uncollectible accounts has occurred since that time. This item requests permission to write-off accounts from FY 2005-06 and FY 2006-07 (>24 months old) that have had no activity. These accounts are both self pay (Bill Patient) and 3rd party covered (Insurance).

We are currently billing within 30 days of service and have seen collections increase. This is due to timeliness, improvements in field documentation, electronic interfaces with 3rd party payers and more aggressive collection efforts. It is our intention to bring an annual write-off forward each year hereafter (ie: July 2010 - write off FY 2007-08) but the amounts should be smaller as our processes continue to improve.

The accounts are broken down as follows:

July 1, 2005 - June 30, 2006

Bill Patient	\$712,995.10
Insurance	\$220,598.88

TOTAL	\$933,593.98
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July 1, 2006 - June 30, 2007

Bill Patient	\$870,598.67
Insurance	\$ 92,246.63

TOTAL	\$962,845.30
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Staff Recommendation

Approve as submitted.

Manager Comments

Concur with recommendation to approve the bad debt write-off EMS billing from past years (FY 05-06 & 06-07).

Motion:

Approve as submitted.

Motion made by Commissioner Mark Owens, Jr.

Motion seconded by Commissioner Eugene James.

Discussion:

Commissioner Ward said she wanted the public to understand the bad debt write-offs are from years when the county did not have in house collections for EMS. Mr. Elliott said the write-offs are 24 months or greater.

Motion Passed Unanimously.

Information Provided with the Agenda

Full Title of Resolution:

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF PITT, NORTH CAROLINA, AUTHORIZING CERTAIN ACTIONS TAKEN AND TO BE TAKEN IN CONNECTION WITH A “QUALIFIED SCHOOL CONSTRUCTION BOND” FOR THE PITT COUNTY BOARD OF EDUCATION, INCLUDING THE FILING OF APPLICATIONS TO THE NORTH CAROLINA DEPARTMENT OF EDUCATION, AND PROVIDING FOR CERTAIN OTHER RELATED MATTERS

Qualified School Construction Bonds (QSCB) are new bonds established as part of the American Recovery Reinvestment Act for the specific use of construction (both new and additions), rehabilitation or repair of a public school. As the Board is aware, the Board of Education has been working to establish a list of projects and has previewed this list with the Commissioners over the past year.

The project that appears to best fit these bonds is the addition/renovation project scheduled for Farmville Central High School. The County's allocation of the state's allocation of QSCBs is \$2.8m and would cover the anticipated cost of this work. Bids will be in hand prior to issuance of any bonds or financing. These QSCBs are anticipated to have a 0% interest rate which allows the County's funds to go further as there is no interest repayment component to the debt service.

The adoption of this resolution will support the Board of Education's application the NC Department of Education and will allow staff to take the necessary steps to move this forward in the fall once the application has been reviewed. Further information will be brought forward to the Board for consideration and action as staff learns more during the application process (applications were due in Raleigh by July 31, 2009).

Staff Recommendation

Adopt resolution as presented and direct staff to work with the Board of Education staff on this application/financing process.

Manager Comments

Concur with recommendation to approve resolution for QSCB's.

Motion:

Adopt resolution as presented and direct staff to work with the Board of Education staff on this application/financing process.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Jimmy Garris.

Motion Passed Unanimously.

NCACC - Voting Delegate for Annual Conference - Scott Elliott

Information Provided with the Agenda

The Board needs to elect a voting delegate for the 102nd Annual Conference of NC Association of County Commissioners to be held in Catawba County, N.C. on August 27-30, 2009. Commissioners attending are: McLawhorn, Hammond, Garris, Ward, Johnson and Ross.

Each county is asked to select a voting delegate for the Annual Conference. The delegate will cast Pitt County's vote during the annual business session, which will be held in the afternoon on Saturday, Aug. 29.

Staff Recommendation

Motion to appoint a Commissioner Melvin McLawhorn as voting delegate for NCACC Annual Conference.

Motion:

Motion to appoint Chairman Melvin McLawhorn as voting delegate for the NCACC Annual Conference.

Motion made by Vice Chairman Kenneth Ross.

Motion seconded by Commissioner David Hammond.

Motion Passed Unanimously.

Appointment to the Mid-East Commission - Patricia Staton

Information Provided with the Agenda

Joe Shambley's term on the Mid-East Commission expired 7/12/09 and he is not eligible for reappointment due to serving the maximum number of terms. Tim Ware, with the Mid-East Commission is recommending Marvin Moyer for appointment to replace Mr. Shambley. If appointed, his term will expire 7/12/11.

Staff Recommendation

Motion to appoint Marvin Moyer to replace Joe Shambley on the Mid-East Commission.

Motion:

Motion to appoint Marvin Moyer to replace Joe Shambley on the Mid-East Commission.

Motion made by Commissioner Jimmy Garris.

Motion seconded by Commissioner Eugene James.

Motion Passed Unanimously.

Winter Rural Fire District - Noel Lee

Information Provided with the Agenda

Attached is the FY 09-10 Town of Winterville fire contract to provide fire protections for the Winter Rural Fire District. This contract closely mirrors the recent contract to the Town of Ayden for the fire protection of Nedy Fire District.

Also attached is a letter from Bill Whisnant, Winterville Town Manager, stating the amount of funds the Winterville Board of Alderman approved for FY 09-10 for services to be provided by the Winterville Fire Department within the Winter Rural Fire District. The amount of funding request by the Town of Winterville for these services has been reviewed and approved by the Three Person Fire Commission of the Winter Rural Fire District.

Staff Recommendation

Approve fire contract with the Town of Winterville for the Winterville Fire Department to provide fire protection Winter Rural Fire District.

Manager Comments

Concur with recommendation to approve the contract with the Town of Winterville for the Winter Rural Fire District.

Meeting Notes

Vice Chairman Ross asked if the county gave the Rural Fire Department \$10,000 for a new truck. Mr. Noel Lee, Director Emergency Management, said no, the county does not contract with the Winterville Rural Association. He said they are no longer recognized as a fire department with Pitt County or the state.

Commissioner Garris said it is important the significant contribution the rural fire departments make. He said the Winterville Rural Fire Department is subcontracted by the Winterville Fire Department. The county is responsible for providing fire protection to the unincorporated areas. Mr. Elliott said the contract is with the county. Janis Gallagher, County Attorney said the rural is not an entity that can be contracted with to provide fire protection because they are not recognized by the state.

Motion:

Approve fire contract with the Town of Winterville for the Winterville Fire Department to provide fire protection to Winter Rural Fire District.

Motion made by Commissioner Tom Johnson.

Motion seconded by Commission Jimmy Garris.

Motion Passed Unanimously.

Closed Session

Closed Session for Economic Development Matters G.S. 143-318.11(a)(4) - Scott Elliott

Information Provided with the Agenda

G.S. 143-318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body.

Staff Recommendation

Move to go into closed session pursuant to NCGS 143-318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body.

Motion:

Move to go into closed session pursuant to NCGS 143-318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body.

Motion made by Commissioner Beth Ward.

Motion seconded by Commissioner Eugene James.

Motion Passed Unanimously.

Motion:

Return to open session.

Motion made by Commissioner Jimmy Garris.

Motion seconded by Vice Chairman Kenneth Ross.

Motion Passed Unanimously.

Commissioners' Comments

Adjourn

Motion:

Adjourn meeting at 11:25am.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Eugene James.

Motion Passed Unanimously.

Respectfully Submitted,

Patricia A. Staton
Clerk to the Board

Appendix 1

Public Hearing for Rural Operating Assistance
Program (ROAP) Grant Funds

FY2010 STATE RURAL OPERATING ASSISTANCE PROGRAM
North Carolina Department of Transportation
Public Transportation Division

Introduction

The Rural Operating Assistance Program (ROAP) is a state funded public transportation grant program administered by the North Carolina Department of Transportation Public Transportation Division (NCDOT-PTD). ROAP includes the following programs:

- Elderly and Disabled Transportation Assistance Program (EDTAP)
- Employment Transportation Assistance Program (EMPL)
- Rural General Public (RGP) Program
- Supplemental ROAP Funds

A county has the option of requesting ROAP funds for a single program or for all of these programs. Counties also have the option of requesting an amount less than the total funds allocated in any program. A county should only apply for an amount of ROAP funds that can be expended by June 30, 2010, as the funds cannot be carried over into the next fiscal year. Total allocations of the funds should be managed so that services can be continued for the twelve-month period of July 1, 2009 to June 30, 2010.

ROAP funds are to be used for the operating cost of trips or for other services, but not for administrative or capital costs. Refer to the Matrix of Eligible Transportation Expenses for examples of allowable operational assistance that can be provided under these programs.

Eligibility/Responsibilities

County governments (Board of County Commissioners) are the only eligible applicants for ROAP funds. All counties must submit an annual application to receive ROAP funds. As a general rule, each county is eligible to receive an allocation from each program, however counties that do not provide transportation services to the general public are not provided a RGP allocation.

It will be the responsibility of county governments to sub-allocate and distribute the funds to local agencies as allowed within the program guidelines. While fuel prices have substantially increased the cost of service, it is the intent of the program that these funds be used to provide transportation and other services when other funding sources are not available. The General Assembly must have an approved and certified state budget before ROAP funds can be disbursed. The state will divide the county's allocation into two to four equal amounts and disburse ROAP funds throughout the year. The period of performance will remain July 1, 2009 - June 30, 2010 regardless of the dates the ROAP funds are disbursed to the county.

II. Program Guidelines

Elderly and Disabled Transportation Assistance Program Description

The Elderly Disabled Transportation Assistance Program (EDTAP), originally enacted by legislation in the 1989 Session of the North Carolina General Assembly, provides operating assistance funds for the transportation of the state's elderly and disabled citizens. This transportation assistance allows the elderly and disabled to reside for a longer period in their homes, thereby enhancing their quality of life.

Allocation Formula

The following formula was used to determine the county allocation of the funds available:

- 50% divided equally among all counties;
- 22 ½ % based upon the number of elderly (60 years or older) residents per county as a percentage of the state's total elderly population;
- 22 ½ % based upon the number of disabled residents per county as a percentage of the state's total

disabled population; and
5% based upon a population density factor that recognizes the higher transportation costs in rural, sparsely populated counties.

Eligibility Criteria

For the purposes of EDTAP, an elderly person is defined as one who has reached the age of 60 or more years. A disabled person is defined as one who has a physical or mental impairment that substantially limits one or more major life activity, an individual who has a record of such impairment, or an individual who is regarded as having such impairment. Certification of eligibility will be the responsibility of the county.

Eligible Expenses

ROAP funds are to be used for trips or other services; not for capital or administrative expenses. Refer to the Matrix of Eligible Transportation Expenses for examples of allowable transportation or services that can be provided under these programs. A fare may be charged for eligible EDTAP services. Any fares collected must be used to provide more EDTAP transportation service.

Restrictions

EDTAP funds are to be used to provide trips and/or other services for elderly and disabled individuals when other funding sources are not available. The county can sub-allocate EDTAP funds to any government agency or 501(c)3 non-profit organization that provides services to individuals with transportation needs. Priority should be given to the Section 5311 Community Transportation System providing coordinated transportation services in the county. If the EDTAP funds are sub-allocated to other agencies besides the Community Transportation System, these other agencies are encouraged to coordinate EDTAP-funded transportation trips with the local Community Transportation System. EDTAP funds may be used as matching funds for 5310, 5311 operating, 5316 and 5317 federally funded transportation programs as appropriate. EDTAP funds cannot be transferred to any other ROAP program.

EDTAP funded services are expected to be offered throughout the entire period of performance.

Employment Transportation Assistance Program

Description

The Employment Transportation Assistance Program (EMPL) is intended to help transitional DSS Work First clients, Workforce Development Program participants and/or the general public to travel to work and/or employment training.

Allocation Formula

The following formula was used to determine the county allocation of the funds available:

10% divided equally among all counties;

45% based upon the population of each county as a percentage of the total state population*; and

45% based upon the number of Work First caseloads per county as a percentage of the number of Work First caseloads in the state as of January 2008.

*Excludes the municipal population for counties with urbanized areas within their boundaries.

Eligibility Criteria

Priority should be given to the employment transportation needs of individuals that are not eligible to receive benefits from the Temporary Assistance for Needy Families (TANF) program or to participants in Workforce Development Programs, but the transportation disadvantage public with employment-related transportation needs can also be served with EMPL funding. Certification of eligibility will be the responsibility of the county.

Eligible Expenses

ROAP funds are to be used for operational activities; not for capital or administrative positions. Refer

to the Eligible Transportation Expenses Matrix for examples of allowable expenses under these programs.

Restrictions

Employment Transportation Assistance funds can only be sub-allocated to the Department of Social Services, Workforce Development Programs or to the Community Transportation System. If none of the Employment Transportation Assistance funds are sub-allocated to the Community Transportation System, subrecipients are encouraged to coordinate EMPL-funded trips with the Community Transportation System. EMPL funds may be used as matching funds for 5310, 5311 operating, 5316 and 5317 federally funded transportation programs as appropriate.

Formula Employment Transportation Assistance Program funds may be transferred to EDTAP or RGP if the funds are not needed for employment transportation needs within the county.

Supplemental EMPL funds cannot be transferred to the EMPL Program. The county must ensure that Work First and general public employment transportation needs are carefully and thoroughly assessed prior to transferring any EMPL funds to EDTAP or RGP. *Prior to transferring the funds the County Manager must provide written assurance to the Public Transportation Division that the employment transportation needs in the county have substantially been met.* EMPL funds that are transferred to EDTAP or RGP assume the requirements of the program to which the funds are transferred.

Additionally, Employment Transportation Assistance funds that are transferred to provide additional rural general public transportation services must be allocated to the Community Transportation System.

EMP funded services are expected to be offered throughout the entire period of performance.

Rural General Public Program

Description

The Rural General Public Program assistance funds are intended to provide transportation services to individuals from the county who are not human service agency clients and transportation disadvantaged. The county, in consultation with the Community Transportation System, must determine the RGP services to be provided with the formula RGP funds.

Allocation Formula

The following formula was used to determine the county allocation of the funds available:

- 50% divided equally among all eligible counties; and
- 50% based upon the rural population of each county as a percentage of the total state rural population. *

*Excludes the municipal population for counties with urbanized areas within their boundaries.

Eligibility Criteria

To use RGP funds, the passenger must live in the non-urbanized area of a county and either the origin or destination of the trip must be in the non-urbanized area. Certification of eligibility will be the responsibility of the county.

Restrictions

The formula RGP funds must be sub-allocated to the Community Transportation System. RGP funds should be used to provide transportation services to individuals not eligible for transportation services funded by any other means. RGP funds may be used as matching funds for Sections 5310, 5311, 5316

and 5317 federally funded transportation programs for only **operating** match, as appropriate. RGP funds cannot be transferred to any other ROAP program. RGP funded services are expected to be offered throughout the entire period of performance.

Supplemental ROAP Program

Description

We anticipate receiving similar authorization as we did this fiscal year to move funds from the Public Transportation Division's consolidated rural capital program to the Supplemental ROAP operating assistance programs upon General Assembly adoption of the FY10 budget. Requesting some or all of these supplemental funds is optional.

Allocation Formula

The Supplemental ROAP Program funds will be allocated using the same formulas used to allocate the formula ROAP funds.

Eligibility Criteria

The eligibility criteria of the Formula ROAP Programs apply to the Supplemental Programs.

Restrictions

These Supplemental ROAP funds shall be used to initiate new or expanded service or continue services that began operating after July 1, 2006 with Supplemental ROAP funds as the funding source. All restrictions that apply to the formula funds apply to the supplemental ROAP funds.

Appendix 2

**Budget Amendment - Health Department -
Administration - \$484 (No County Funds)**

Pitt County Finance

Budget Amendment Request

Department: Health - Administration

Date of Request: July 20, 2009

FY Budget: FY 2009/2010

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
153110 484000	Contributions & Donations	484.00	
155110 561000	Contract Services	484.00	

Department Justification: Pitt County Memorial Hospital Community Health Services support for Nutrition and Physical Activity programs.

NO COUNTY FUNDS

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 account	
Board of Commissioners	Agenda Item No. _____ Reference No. _____	

Appendix 3

**Budget Amendment - Health Department - \$427 -
Diabetes Recognition Program - (No County Funds)**

**Pitt County
Finance**

**Budget
Amendment
Request**

Department: Health – Diabetes Recognition Program

Date of Request: July 10, 2009

FY Budget: FY 2009/2010

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
153199 436500	DHHS funds	427.00	
155199 512600	Temporary & Part Time	249.00	
155199 518100	FICA	18.00	
155199 523000	Med/Tech Supplies	120.00	
155199 526000	Office Supplies	40.00	

Department Justification: Establish FY 09/10 Diabetes Recognition Program budget using carryover funding from FY 08/09.

NO COUNTY FUNDS

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 account	
Board of Commissioners	Agenda Item No. _____ Reference No. _____	

Appendix 4

**Budget Amendment - Sheriff's Office - Federal Asset
Seizure funds - \$29,990 (No County Funds)**

**Pitt County
Finance**

**Budget
Amendment
Request**

Department: Sheriff's Office

Date of Request: 7/8/09

FY Budget: 09-10

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
223601-426600	Federal Asset Seizure (Revenue)	\$29,990	
225601-553002	Communications Equipment	\$29,990	

Department Justification: (Please provide detailed explanation)

The Sheriff's Office has received \$ 29,990 from the US Marshal Service as an equitable sharing payment for federal seizures. These are restricted funds and must be used for law enforcement purposes.

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 account	
Board of Commissioners	Agenda Item No. _____ Reference No. _____	

Appendix 5

**Budget Amendments - Grant Rollovers - Various
Departments - \$935,421**

**Pitt County
Finance**

**Budget
Amendment
Request**

Department: Finance

Date of Request: 08/03/2009

FY Budget: 09-10

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
243724 426400	Federal Categorical Grant	354,499	
245724 561000	Contracted Services	35,107	
245724 569504	Administrative Costs	31,632	
245724 569512	Relocation	8,000	
245724 569513	Rehabilitation	279,760	

Department Justification: (Please provide detailed explanation)

Rollover to new fiscal year 2009-10.

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 account	
Board of Commissioners	Agenda Item No. _____ Reference No. _____	

Appendix 6

**Budget Amendment - NCLM Conference - \$10,000
(Contingency)**

**Pitt County
Finance**

**Budget
Amendment
Request**

Department: Finance

Date of Request: 08/03/2009

FY Budget: 09-10

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
104110 549900	Miscellaneous	10,000	
109910 599100	Contingency		10,000

Department Justification: (Please provide detailed explanation)

Sponsorship donation for the NCLM state-wide meeting.

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 & Captial account	
Board of Commissioners	Agenda Item No. _____ Reference No. _____	

Appendix 7

Budget Amendments - New Grants - Various
Departments - \$172,609

**Pitt County
Finance**

**Budget
Amendment
Request**

Department: NCHFA Urgent Repair 09-10

Date of Request: 08/03/2009

FY Budget: 09-10

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
243743 426400	Fed Categorical Grant	75,000	
245743 569504	Administrative Costs	7,800	
245743 569513	Rehabilitation	67,200	

Department Justification: (Please provide detailed explanation)

New Grant for 2009-10.

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 & Captial account	
Board of Commissioners	Agenda Item No. _____ Reference No. _____	

Appendix 8

Budget Amendment - Garage - \$2,500

**Pitt County
Finance**

**Budget
Amendment
Request**

Department: Garage

Date of Request: 08/03/2009

FY Budget: 09-10

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
824290 529000	Other Supplies	2,500	
822850 499100	Fund Balance Appropriated	2,500	

Department Justification: (Please provide detailed explanation)

Move money from garage fund balance to cover the costs of safety kits for county vehicles.

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 account	
Board of Commissioners	Agenda Item No. _____ Reference No. _____	

Appendix 9

**Budget Amendment - Animal Shelter Donation -
\$6,000 (No County Funds)**

**Pitt County
Finance**

**Budget
Amendment
Request**

Department: Finance

Date of Request: 08/03/2009

FY Budget: 09-10

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
102800 484000	Contributions & Donations	6,000	
104340 523800	Drugs	6,000	

Department Justification: (Please provide detailed explanation)

Grant received from Petfinder.com Foundation for vaccines.

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 & Captial account	
Board of Commissioners	Agenda Item No. _____ Reference No. _____	

Appendix 10

Budget Amendment - Elections - \$13,397

**Pitt County
Finance**

**Budget
Amendment
Request**

Department: Elections - HAVA

Date of Request: 08/03/2009

FY Budget: 09-10

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
243701 436000	Non Fed Categorical	13,397	
245701 529000	Other Supplies	12,097	
245701 535100	Maintenance of Buildings	1,300	

Department Justification: (Please provide detailed explanation)

Help America Vote Grant.

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 & Captial account	
Board of Commissioners	Agenda Item No. _____ Reference No. _____	

Appendix 11

Budget Amendment - PATS - \$407 (No County
Funds)

**Pitt County
Finance**

**Budget
Amendment
Request**

Department: Finance

Date of Request: 08/03/2009

FY Budget: 09-10

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
2412800 485000	Insurance Proceeds	407	
2419402 535300	R/M – Vehicles	407	

Department Justification: (Please provide detailed explanation)

Insurance money received for damage to 2008 Ford Van.

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 account	
Board of Commissioners	Agenda Item No. _____ Reference No. _____	