

**Pitt County Board of Commissioners
Greenville, North Carolina
Monday, February 17, 2020 Minutes**

Board of Commissioners met on Monday, February 17, 2020 at 6:00 PM in the Eugene James Auditorium, Pitt County Office Building, 1717 W 5th Street, Greenville, North Carolina.

Board Members Present:

Melvin McLawhorn, Chair
Tom Coulson, Vice-Chair
Alex Albright, Commissioner
Mike Fitzpatrick, Commissioner
Ann Floyd Huggins, Commissioner
Chris W. Nunnally, Commissioner
Beth B. Ward, Commissioner
Lauren White, Commissioner
Mary Perkins-Williams, Commissioner

Staff Present:

Scott Elliott, County Manager
Janis Gallagher, County Attorney
Mike Taylor, Deputy County Manager/ Chief Information Officer
Brian Barnett, Deputy County Manager/Chief Financial Officer
Janna T. Singleton, Deputy Clerk to the Board
Mike Emory, Public Information & Media Relations Director
Randy Gentry, Emergency Management Director
Tim Corley, County Engineer
Sam Croom, Tax Administrator
Dr. John Silvernail, Public Health Director
Scott Darnell, Development Commission Director
Jim McArthur, Deputy Emergency Management Director/EMS Director
James Rhodes, Planning Director
Florida Hardy, Human Resources Director
John Demary, Solid Waste Director
Sheriff Paula Dance, Sheriff's Office
Ernest Moore, Budget Administrator Sheriff's Office
Lora Maynard, Grant Administrator Sheriff's Office
John Guard, Chief Deputy Sheriff's Office

Welcome

Chairman McLawhorn welcomed everyone to the meeting.

Call to Order

Chairman McLawhorn called the meeting to order.

Invocation and Pledge

Commissioner Ann Floyd Huggins provided the invocation. Commissioner Mike Fitzpatrick led the pledge.

Approval of Agenda

Motion:

Motion to remove item # 11 under items for consent (Rubber Tire Loader).

Motion made by Commissioner Chris W. Nunnally.

Motion seconded by Commissioner Mary Perkins-Williams.

Motion passed unanimously.

Motion:

Motion to approve the agenda.

Motion made by Commissioner Chris W. Nunnally.

Motion seconded by Commissioner Mary Perkins-Williams.

Motion passed unanimously.

Presentation

Thriving Small Town Strategy - Scott Darnell

Information Provided with the Agenda

Scott Darnell, Industrial Development Director, will be making a presentation on Thriving Small Town Strategy.

Staff Recommendation

Presentation only.

Meeting Notes

Mr. Darnell presented the following power point presentation.

See Appendix 1

Commissioner Albright asked for clarification on the sponsorship of this program to move forward. Mr. Darnell said you will be sponsoring the cost of the program to move forward.

Commissioner Perkins Williams asked for the grant information be sent to the commissioners. Mr. Elliott stated in 2018 the Board approved the receipt of funds from the North Carolina General Assembly that is a joint grant between the County and the City of Greenville. These funds are to be used for economic development. She asked if the money will be spent on a strategic plan. Mr. Darnell stated each town will develop a

strategic plan.

Commissioner Ward stated this is a follow up from the Small Town Summit meeting held in December, 2019.

Commissioner White thanked Mr. Darnell and stated she looks forward to working with municipalities in this effort.

Commissioner Nunnally asked if Pitt County Development Commission approved the expenditures. Mr. Darnell stated this is county money not Development Commission money but the Development Commission Board is aware.

Ms. Gallagher stated the Department of Commerce has to approve the expenditures. She stated if the Department of Commerce approves, Mr. Darnell will bring forth a contract for the Board to approve.

Commissioner Perkins-Williams expressed her concerns with a motion being made when this was only an item for presentation.

Motion:

Motion to approve the concept of 1 Pitt with Pitt County using grant funds to assist small towns with strategic plans and move to the next step.

Motion made by Commissioner Ann Floyd Huggins.

Motion seconded by Vice-Chair Tom Coulson.

Motion passed unanimously.

ECVC Recycling Update

Information Provided with the Agenda

ECVC staff will present to the board updates on the recycling and contract updates with the county.

Staff Recommendation

Presentation only.

Meeting Notes

Ms. Lisa Ward Ross, President of East Carolina Vocational Center, presented the following power point presentation.

See Appendix 2

Ms. Ward Ross stated the past year has been a stressful time for residential recycling. She stated the former business model does not fit the new normal of tough recycling economics. She stated a new business model that covers service costs regardless of commodity values is needed. She proposed tipping fees increase for the current \$34.50 to

\$80 per ton for the remainder of the fiscal year and increasing to \$100 starting July 1, 2020.

Chairman McLawhorn stated recycling has become a national epidemic.

Mr. Elliott stated recycling is a part of the Solid Waste Department. He stated this is separate and apart from the general fund and operates as an enterprise fund.

Chairman McLawhorn recognized Mayor Gloristine Brown for being in attendance. He also recognized Chris Rudkowski a MPA student at East Carolina Univeristy for being in attendance.

Public Hearings

Angel Herrera Conditional District Rezoning – Zoning Ordinance Map Amendment - James Rhodes

Information Provided with the Agenda

The Pitt County Planning Department is in receipt of a petition from Angel Herrera requesting that his property be rezoned from Light Industrial (LI) to General Commercial (Conditional District) (GC(CD)) to allow the operation of an automobile repair service, automobile towing service, motor vehicles sales, and tire sales. The subject property is identified by the Tax Assessor's Office as Parcel Number 01966, and is located on the northeastern corner of the intersection of US 264 East and SR 1564 (Old Washington Road) in the Pactolus Township. The subject property is 1.71 acres, the entirety of which is proposed for rezoning.

The subject property was previously rezoned by the Board of Commissioners on April 18, 2005 from Rural Agricultural (RA) to Light Industrial (LI). As per the minutes of the public hearing, it was indicated that the property owner at the time (James T. Boyd) planned to operate a fencing business on the site, however, the rezoning request was not conditional and the property was never developed for the stated purpose. On December 3, 2019, Planning staff became aware of an automobile repair business that was operating on the subject property and observed that a large number of vehicles had accumulated on the site. It was determined that the use is operating without a zoning compliance permit and is not permitted within the current LI zoning district. The proposed request is an effort to bring the property into compliance.

Pitt County Planning staff finds that this request is consistent with the Pitt County Comprehensive Land Use Plan given the subject property's future land use designation as a Commercial Crossroads Community, as well as its location within close proximity to other General Commercial and General Industrial-zoned property. Planning staff also finds that this request is reasonable and in the public interest because the subject property is located along a major thoroughfare (US 264 East) within an area that is designated for commercial crossroads development. In addition, there are several existing General

Commercial-zoned properties located within close proximity to the subject property.

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

- February 1, 2020 through February 16, 2020 - Advertise public hearing (Attachment 1) in Daily Reflector and notify adjacent property owners (Attachment 2)
- February 17, 2020 - Board of County Commissioners Public Hearing

Attached is a written statement by the Planning Board on the request's consistency with the Pitt County Comprehensive Land Use Plan (Attachment 3), a list of adjacent property owners (Attachment 4), the application for the request (Attachment 5), a flow chart that depicts the amendment process (Attachment 6), a conceptual sketch plan for the proposed use (Attachment 7), a final staff report (Attachment 8), and letters from adjacent property owners, Ronnie Little and Ernest Dickens Heirs (Attachment 9)

Staff Recommendation

Adopt the following consistency statement:

The request is consistent with the Pitt County Comprehensive Land Use Plan given the subject property's future land use designation as a Commercial Crossroads Community, as well as its location within close proximity to other General Commercial and General Industrial-zoned property.

The request is reasonable and in the public interest because the subject property is located along a major thoroughfare (US 264 East) within an area that is designated for commercial crossroads development. In addition, there are several existing General Commercial-zoned properties located within close proximity to the subject property. Approve the request by Angel Herrera to rezone 1.71 acres located on the northeastern corner of the intersection of US 264 East and SR 1564 (Old Washington Road), Parcel 01966, from Light Industrial (LI) to General Commercial (Conditional District (GC(CD))) to allow automobile repair service, automobile towing service, motor vehicles sales, and tire sales with additional conditions shown in the staff report to address the proposed land uses, final site plan requirements, floodplain, soil erosion and sedimentation control, stormwater, building inspections, wastewater disposal and NCDOT requirements.

Meeting Notes

Mr. Rhodes presented the following power point presentation.

See Appendix 3

Chairman McLawhorn declared the public hearing open.

Mr. Elliott read a letter from Karen Hannah a citizen who was unable to attend.

See Appendix 3

Chairman McLawhorn declared the public hearing closed.

Chairman McLawhorn asked Mr. Rhodes if he was aware of Ms. Hannah's concerns. Mr. Rhodes stated yes that his office received the email. He stated this property is already zoned as light industrial. He stated the board could propose limitation to hours of operations. Mr. Rhodes stated the landscaping nor has the fencing been installed.

Commissioner Perkins-Williams expressed her concerns with this rezoning request. She requested the board to delay action until they had heard further of Ms. Hannah's concerns.

Commissioner Albright asked for options in regard to downward lighting on the adjacent properties.

Commissioner Nunnally stated he would like to add a time limit for the operation of air tools and air compressing machines from 6 AM to 7 PM to the conditional use permit.

Motion:

Motion to table this rezoning request.

Motion was made by Commissioner Mary Perkins-Williams.

No second was made.

Motion:

Adopt the following consistency statement:

The request is consistent with the Pitt County Comprehensive Land Use Plan given the subject property's future land use designation as a Commercial Crossroads Community, as well as its location within close proximity to other General Commercial and General Industrial-zoned property.

The request is reasonable and in the public interest because the subject property is located along a major thoroughfare (US 264 East) within an area that is designated for commercial crossroads development. In addition, there are several existing General Commercial-zoned properties located within close proximity to the subject property.

Motion made by Commissioner Chris W. Nunnally.

Motion seconded by Commissioner Lauren White.

Motion passed

Vote Record:

Beth B. Ward Yes

Tom Coulson Yes

Melvin McLawhorn Yes

Mary Perkins-Williams No

Ann Floyd Huggins Yes

Alex Albright Yes

Mike Fitzpatrick Abstain

Chris W. Nunnally Yes

Lauren White Yes

Voting Totals:

Yes: 7 No: 1 Abstain: 1

Motion:

Approve the request by Angel Herrera to rezone 1.71 acres located on the northeastern corner of the intersection of US 264 East and SR 1564 (Old Washington Road), Parcel 01966, from Light Industrial (LI) to General Commercial (Conditional District (GC(CD))) to allow automobile repair service, automobile towing service, motor vehicles sales, and tire sales with additional conditions shown in the staff report to address the proposed land uses, final site plan requirements, floodplain, soil erosion and sedimentation control, stormwater, building inspections, wastewater disposal and NCDOT requirements.

Motion made by Commissioner Chris W. Nunnally.

Motion seconded by Commissioner Lauren White.

Motion passed

Vote Record:

Beth B. Ward Yes

Tom Coulson Yes

Melvin McLawhorn Yes

Mary Perkins-Williams No

Ann Floyd Huggins Yes

Alex Albright Yes

Mike Fitzpatrick Abstain

Chris W. Nunnally Yes

Lauren White Yes

Voting Totals:

Yes: 7 No: 1 Abstain: 1

Motion:

Motion to approve the following additional conditions:

- The lot shall not be maintained, used, or operated as a salvage yard for storing, keeping, buying, or selling wrecked, scrapped, ruined, or dismantled motor vehicles or motor vehicle parts. No more than two (2) unlicensed, used motor vehicles which cannot be operated under their own power may be kept or stored on the property for a period of 15 days or more.
- No zoning compliance permit shall be issued until a site plan, prepared in accordance with Appendix B of the Zoning Ordinance, is submitted to Pitt County Planning for review and approval. The site plan shall include, but is not limited to, the following:
 - A minimum 50-foot wide highway buffer yard is required along the entire property line adjacent to the US 264 rights-of-way.
 - Side and/or rear buffer yards not less than 20 feet wide where the proposed

- development abuts a residential zoning district or residentially-used lots.
- A landscaping plan is required and shall include a combination of trees, shrubs, grasses, and other ground cover in accordance with the requirements of Section 7(D)(4) “Landscaping of Buffer Yards”.
 - Accessory buildings as well as parking and loading areas shall not be located within any required buffer yard.
- Required parking spaces, access drives, and loading areas shall be paved and maintained with concrete, asphalt, or similar material of sufficient weight and thickness and consistency to support anticipated traffic volumes and weights.
 - A floodplain development permit is required prior to development within the special flood hazard area.
 - A soil erosion and sedimentation control plan shall be submitted for any future development of this property that results in land disturbance over one (1) acre.
 - This site must comply with the Pitt County Stormwater Ordinance for Nutrient Control. Nutrient loading and peak flow calculations shall be reviewed and approved prior to any improvements involving more than one-half acre.
 - Obtain all required permits from Pitt County Inspections to occupy the existing mobile office trailer, and comply with all applicable Environmental Health requirements for wastewater disposal.
 - Obtain a driveway permit from NCDOT and comply with all requirements for access to the subject property.
 - Limiting time of operation for air tools and air compressing machines from 6 AM to 7 PM.
 - Look into downward lighting options.

Motion made by Commissioner Chris Nunnally.

Motion seconded by Commissioner Lauren White.

Motion passed

Vote Record:

Beth B. Ward Yes

Tom Coulson Yes

Melvin McLawhorn Yes

Mary Perkins-Williams No

Ann Floyd Huggins Yes

Alex Albright Yes

Mike Fitzpatrick Abstain

Chris W. Nunnally Yes

Lauren White Yes

Voting Totals:

Yes: 7 No: 1 Abstain: 1

Woodmoor Farms Subdivision Road Improvements - James Rhodes

Information Provided with the Agenda

At the February 3rd meeting, the Board adopted a resolution declaring the cost and preliminary assessment roll for the Woodmoor Farms Subdivision road improvements and set a public hearing for February 17th for the purpose of confirming the assessment roll. As required by Statute, the public hearing has been advertised and benefitted property owners have been noticed via first class mail (see Attachment).

Staff Recommendation

After holding public hearing, 1) Confirm Assessment Roll for Woodmoor Farms Subdivision Road Improvements; and 2) Direct the Tax Collector to publish that the roll has been confirmed.

Meeting Notes

Mr. Rhodes presented the following Power Point Presentation.

See Appendix 4

Chairman McLawhorn declared the public hearing open.

Gilbert Riddle, 1647 Trails End, thanked the Board of their work on the road improvements in Woodmoor Farms.

Chairman McLawhorn declared the public hearing closed.

Motion:

After holding public hearing, 1) Confirm Assessment Roll for Woodmoor Farms Subdivision Road Improvements; and 2) Direct the Tax Collector to publish that the roll has been confirmed.

Motion made by Commissioner Mary Perkins-Williams.

Motion seconded by Commissioner Beth B. Ward.

Motion passed unanimously.

EMS Oversight Ordinance Changes - Jim McArthur, Randy Gentry

Information Provided with the Agenda

The EMS-OC formed a subcommittee to review and recommend updates to the EMS OC Ordinance. Several changes were recommended by the subcommittee to the full committee. Upon review and unanimous approval by the EMS OC the changes are being recommended to the County Commissioners for approval moving forward.

Changes include (in no specific order)

1. Separating the EMS and Non-Emergency Franchise sections into two separate ordinances
2. Including Public Health Director as a voting member of the EMS-OC moving forward
3. Language corrections/updates to be more correct with current practice.

All of the documents are attached for review.

Staff Recommendation

Recommend to approve changes as presented. Approving separation of the two ordinances to be stand alone for EMS and Non-Emergency Franchise Ordinance respectively. Addition of the Public Health Director as a voting member of the EMS-OC.

Approval of language changes/updates in the ordinances.

Motion to add Pitt County Public Health Director as a voting member and appoint Dr. John Silvernail to the newly created seat.

Manager's Comments

Concur with recommendation of staff and the EMS-OC on proposed changes to the existing ordinance and separating out the non-emergency service to a separate ordinance.

Meeting Notes

Mr. McArthur presented the following power point presentation.

See Appendix 5

Chairman McLawhorn declared the public hearing open.

No one spoke.

Chairman McLawhorn declared the public hearing closed.

Motion:

Recommend to approve changes as presented. Approving separation of the two ordinances to be stand alone for EMS and Non-Emergency Franchise Ordinance respectively. Addition of the Public Health Director as a voting member of the EMS-OC.

Approval of language changes/updates in the ordinance and to add Pitt County Public Health Director as a voting member and appoint Dr. John Silvernail to the newly created seat.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Ann Floyd Huggins.

Motion passed unanimously.

Public Addresses to the Board

Lee Pascaso, 1019 W. Wright Road, stated he was in attendance to discuss the salary request for the Sheriff's Office command staff. He stated he is in favor of the salary increases and urged the board to approve the Sheriff's request.

Items for Report

January 2020 Tax Collection Report - Sam Croom

Information Provided with the Agenda

The Pitt County fiscal year to date (July 1, 2019 through January 31, 2020) combined collection rate for real and personal property is 94.59%. The combined rate one year ago for real and personal property was 95.58%. Pitt County Tax Administration continues to pursue all outstanding taxes using the necessary remedies available through the North Carolina General Statutes, including bank attachments, wage and salary garnishments, sheriff levies, rent attachments, the NC Debt Setoff Program, and in rem foreclosures.

Staff Recommendation

To approve the January 2020 Tax Collection Report as presented.

See Appendix 6

Manager's Comments

Concur with staff recommendation to approve the monthly tax collection report.

Meeting Notes

Mr. Croom stated Pitt County fiscal year to date (July 1, 2019 through January 31, 2020) combined collection rate for real and personal property is 94.59%. The combined rate one year ago for real and personal property was 95.58%. He stated Pitt County Tax Administration continues to pursue all outstanding taxes using the necessary remedies available through the North Carolina General Statutes, including bank attachments, wage and salary garnishments, sheriff levies, rent attachments, the NC Debt Setoff Program, and in rem foreclosures.

Motion:

To approve the January 2020 Tax Collection Report as presented.

Motion made by Commissioner Mary Perkins-Williams.

Motion seconded by Commissioner Mike Fitzpatrick.

Motion passed unanimously.

Monthly Financial Report for General Fund and Solid Waste Fund as of January 30, 2020
- Brian Barnett

Information Provided with the Agenda

Attached is the Monthly Financial Report for county general and solid waste operating funds, as of January 30, 2020. Activity reported reflects 7 months (58.33%) of Fiscal Year 2019-2020.

General Fund

For year-to-date totals through January 2020, general operating fund actual revenues have been collected at a rate of 67.3% of anticipated revenues. The County has spent 57.2% of budgeted general operating fund expenditures. Revenues have been collected slightly lower as a percentage of those collected in the prior year, while expenditures have been spent at a slightly higher percentage of budget than the prior year. Expenditures over revenues are higher this January compared to prior year, due to the purchase of the Warren Farm Property.

Solid Waste

As of January 30, 2020, solid waste enterprise operating fund actual revenues have been collected at a rate of 72.50% of anticipated revenues. Solid Waste has spent 52.24% of budgeted solid waste operating expenditures.

Staff Recommendation

Approve January 2020 Monthly Financial Report as presented.

See Appendix 7

Manager's Comments

Concur with staff recommendation to approve monthly financial reports.

Meeting Notes

Mr. Barnett stated for year-to-date totals through January 2020, general operating fund actual revenues have been collected at a rate of 67.3% of anticipated revenues. The County has spent 57.2% of budgeted general operating fund expenditures. He stated revenues have been collected slightly lower as a percentage of those collected in the prior year, while expenditures have been spent at a slightly higher percentage of budget than the prior year. He stated expenditures over revenues are higher this January compared to prior year, due to the purchase of the Warren Farm Property.

Mr. Barnett also stated as of January 30, 2020, solid waste enterprise operating fund actual revenues have been collected at a rate of 72.50% of anticipated revenues. He stated Solid Waste has spent 52.24% of budgeted solid waste operating expenditures.

Mr. Elliott stated a detailed report will be brought back to the board to discuss the solid waste fund.

Motion:

Approve January 2020 Monthly Financial Report as presented.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Ann Floyd Huggins.

Motion passed unanimously.

Manager's Report - Scott Elliott

Information Provided with the Agenda

Next Meeting Dates:

March 9, 2020 at 9:00 a.m.

March 23, 2020 at 6:00 p.m.

NACo Legislative Conference - February 29 - March 4, 2020 - Washington D.C.

Report Concerning Property Disposition - 761 Maple Ridge Road

Staff Recommendation

Report Only.

Meeting Notes

Mr. Elliott reminded the Board of the next meeting dates of March 9, 2020 at 9:00 a.m. and March 23, 2020 at 6:00 p.m.

Mr. Elliott reminded the Board of the NACo Legislative Conference being held February 29-March 4 in Washington D.C.

Items for Consent

Approval of Minutes - Kimberly Hines

Information Provided with the Agenda

Minutes from January 27, 2020 (CIP Budget Workshop) and February 3, 2020 (regular meeting) have been prepared for the Board's consideration.

Staff Recommendation

Motion to approve minutes.

Manager's Comments

Concur with staff recommendation to approve minute(s).

Motion:

Motion to approve minutes.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Lauren White.

Motion passed unanimously.

Budget Amendment - Industrial Development - Insurance Proceeds - \$10,050 (No County Funds) - Brian Barnett

Information Provided with the Agenda

The County has received \$10,050 in insurance proceeds for an accident that damaged the Industrial Development Shell Building. The funds will be used to repair the building.

Staff Recommendation

Approve budget amendment as presented.

See Appendix 8

Manager's Comments

Concur with staff recommendation to approve budget amendment.

Motion:

Approve budget amendment as presented.
Motion made by Commissioner Beth B. Ward.
Motion seconded by Commissioner Lauren White.
Motion passed unanimously.

Budget Amendment - Public Health- NC Baby Love- \$15,000 (No County Funds) - John Silvernail

Information Provided with the Agenda

NC Baby Love program Agreement Addendum Revision #2 provides additional Healthy Start Title V funding to assist the Local Health Department with the purchase of educational and promotional materials for Baby Love Plus program participants. These promotional items will encourage the completion of educational and counseling sessions by enrolled participants and to enhance outreach efforts within the service area.

This funding increase resulted from the federal government's authorization to re-obligate funds under Expanded Authority and the decision by the U.S. DHHS, HRSA, Maternal and Child Health Bureau, to provide a one-time increase of funding to current project sites.

Staff Recommendation

Approve as Presented.

See Appendix 9

Manager's Comments

Concur with staff recommendation to approve budget amendment.

Motion:

Approve as Presented.
Motion made by Commissioner Beth B. Ward.
Motion seconded by Commissioner Lauren White.
Motion passed unanimously.

Budget Amendment- Public Health- Food & Lodging \$2,000 (No County Funds) - John Silvernail

Information Provided with the Agenda

Budget amendment is to recognize a grant received by Public Health from the FDA. The purpose of the grant would be used to purchase supplies and other materials for ongoing efforts by staff in their mission to protect the public and their health through the conduction of inspections, training and complaint investigation including food illness. This grant is a continuation of their involvement and efforts with AFDO (Food and Drug Officials) and their National Voluntary Retail Program Standards which is a standardized system of developing standard operating procedures, standardized inspections, and staff training that can be used by different jurisdictions within NC and US.

Staff Recommendation

Approve as Presented
See Appendix 10

Manager's Comments

Concur with staff recommendation to approve budget amendment.

Motion:

Approve as Presented
Motion made by Commissioner Beth B. Ward.
Motion seconded by Commissioner Lauren White.
Motion passed unanimously.

Budget Amendment - Sheriff's Office - 2020 Joint Law Enforcement Operations (JLEO)
Task Force - \$7,500 (No County Funds) - Chauncey Congleton

Information Provided with the Agenda

Requesting approval for a supplemental award to the 2020 JLEO agreement between the Pitt County Sheriff's Office and the US Marshals Service. This agreement is for overtime reimbursement by the US Marshals Service for a deputy designated by the Sheriff to participant on the Carolinas Regional Fugitive Task Force. The amount approved for reimbursement from the supplemental award is \$7,500 for the period of October 1, 2019 through September 30, 2020.

Staff Recommendation

Staff recommends approval of the budget amendment as presented.

See Appendix 11

Manager's Comments

Concur with staff recommendation to approve budget amendment.

Motion:

Staff recommends approval of the budget amendment as presented.
Motion made by Commissioner Beth B. Ward.
Motion seconded by Commissioner Lauren White.
Motion passed unanimously.

Budget Amendment - ECVC Housekeeping Contract - \$2,396 - Contingency - Brian Barnett

Information Provided with the Agenda

The attached budget amendment transfers funds from Contingency to the Housekeeping Contract budget. Additional funds are needed to cover the cost of cleaning the Earth Building (DSS Annex) from December 2019 - June 2020. Cost for cleaning the Earth

Building (DSS Annex) will be added to the annual ECVV Housekeeping Contract.

Staff Recommendation

Approve as submitted.

See Appendix 12

Manager's Comments

Concur with staff recommendation to approve budget amendment.

Motion:

Approve as submitted.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Lauren White.

Motion passed unanimously.

Budget Amendment - Healthy People Healthy Communities - \$220 (No County Match) - John Silvernail

Information Provided with the Agenda

Budget amendment is to recognize client fees received for the services provided through the Healthy People Healthy Communities grant. This grant program expands the NC Diabetes Prevention Program that is currently being operated through the Pitt County Health Department, reducing chronic diseases specific to diabetes and heart disease with evidence based interventions.

Staff Recommendation

Approve budget amendment as submitted.

See Appendix 13

Manager's Comments

Concur with staff recommendation to approve budget amendment.

Motion:

Approve budget amendment as submitted.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Lauren White.

Motion passed unanimously.

Industrial Development - Rural Demolition Grant Application - Kelly Andrews

Information Provided with the Agenda

IDC would like to apply for a Rural Demolition grant to cover costs to remove old house from the property formerly known as the Warren Property in order to continue efforts to

make the site shovel ready for future industrial development. Estimated cost for removal is \$29,825. Grant requires a 25% grant match of total project cost which is estimated to be \$7,500. Funds are included within the 2019-20 IDC budget.

Staff Recommendation

Approval to apply for a Rural Demolition grant.

Manager's Comments

Concur with staff recommendation to approve rural demolition grant.

Motion:

Approval to apply for a Rural Demolition grant.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Lauren White.

Motion passed unanimously.

Annual Independent CPA Audit Contract - (\$125,000) - Brian Barnett

Information Provided with the Agenda

In accordance with NCGS 159-34, Pitt County receives an annual independent CPA audit of its accounting records after the close of each fiscal year. Staff is presenting the annual audit contract between Pitt County and Martin Starnes and Associates for audit and review of the County's FY 2019-2020 accounting records. The current year's Annual Audit, preparation of the financial statements, and assistance with preparation of the Annual Financial Information Report is proposed to be performed for an amount not to exceed \$125,000.

Staff Recommendation

Approve contract as presented and authorize signature by chairman.

See Appendix 14

Manager's Comments

Concur with staff recommendation to approve annual CPA audit contract.

Motion:

Approve contract as presented and authorize signature by chairman.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Lauren White.

Motion passed unanimously.

Tax Administration Adjustment Refunds - Sam Croom

Information Provided with the Agenda

Refunds of \$100 or more from the period of January 1, 2020 through January 31, 2020,

created by adjustment or other property valuation change or correction are submitted for approval by the Pitt county Board of Commissioners in accordance with NCGS 105-38. The attached report details releases and refunds for the period listed. Refunds total \$8,786.20, including \$2,238.40 processed in NCPTS and \$6,547.80 processed in NCVTS.

Staff Recommendation

To approve the refunds as presented, and direct staff to prepare the refunds.

See Appendix 15

Manager's Comments

Concur with staff recommendation to approve Tax Administration Adjustment Refunds.

Motion:

To approve the refunds as presented, and direct staff to prepare the refunds.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Lauren White.

Motion passed unanimously.

Purchase of a Rubber Tire Loader - John Demary (removed)

Information Provided with the Agenda

Pitt County Solid Waste and Recycling was approved in the FY 19-20 CIP and in the FY 19-20 Budget to purchase a new rubber tire loader. The loader will be to replace the 2012 Hyundai loader which has over 10,000 hours. The cost of the new machine is \$273,375. The list price for this machine is \$349,877. Pitt County will purchasing the equipment through the North Carolina State Contract program. This procurement program allows the County to purchase equipment without having to go through the formal bidding process. Buying through the North Carolina State contract will save the County 22% off the list price and the county will receive an additional 2.75% discount from Gregory Poole.

Staff Recommendation

To allow Pitt County Solid Waste and Recycling to purchase, off the North Carolina Contract program, new loader at a cost of \$273,375 from Gregory Poole.

Manager's Comments

Concur with staff recommendation to approve purchase of rubber tire loader.

Motion:

To allow Pitt County Solid Waste and Recycling to purchase, off the North Carolina Contract program, new loader at a cost of \$273,375 from Gregory Poole.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Lauren White.

Motion passed unanimously.

It is noted this item was removed from the agenda.

Items for Discussion

Sheriff's Office - Salary Adjustments - Paula Dance

Information Provided with the Agenda

The Sheriff's Office has conducted a salary analysis comparing the Pitt County Sheriff's Office to the Greenville Police Department. Our research concluded that Sheriff's Office employees are paid significantly less than those with similar job classifications at the Police Department. To correct this disparity the Sheriff's Office will be recommending a new minimum salary grade for multiple positions. This grade will be based on the Pitt County Classification and Pay Plan with an emphasis on comparable salaries to that of the Greenville Police Department. Those currently employed by the Sheriff's Office would be placed in their job classification's new salary grade and keep their salary step as reward for longevity. If supported by the Pitt County Board Commissioners, these changes will be included in our 2020-2021 recommended budget.

Staff Recommendation

Advise if the board supports the recommended salary adjustments prior to building the Sheriff's Office 2020-2021 recommended budget around these numbers.

Manager's Comments

After the specifics of the Sheriff's Office proposal are presented, it requested that county staff (HR, Finance, etc.) be given the opportunity and time to analyze the information and bring back an analysis to the board.

Meeting Notes

Mr. Moore presented the following power point presentation.

See Appendix 16

Mr. Elliott stated the county is beginning the budget process for FY 20- 21. He stated Human Resources is working on this request.

Commissioner Nunnally asked for a number breakdown for each rank. Mr. Moore stated he will get that information.

Mr. Elliott asked how many positions are in this request. Mr. Moore stated approximately 40-50 positions.

Chairman McLawhorn stated the county strives to match other counties. He stated he assures the County Manager and Finance Officer will look thoroughly into this request.

Items for Decision

Reject all Bids for the Operations of the 14 Convenience Sites - John Demary, Tim Corley

Information Provided with the Agenda

At the April 8, 2019 Board of Commissioners' meeting Staff reported to the Board Request for Proposals (RFP) would be sent out for interested companies to Bid on the operations of the 14 Convenience Sites. RFPs were sent out and bids were received on January 7, 2020. After reviewing all the Bids and meeting with Staff, it was decided to recommend to the Board of Commissioners to reject all bids. Staff would like to meet with Truss-Denim, Inc. and Management, Support & Development and renegotiate the current contracts.

Staff Recommendation

Reject all bids received on January 7, 2020 for the operations of the 14 Convenience Sites and allow staff to negotiate the current contracts with Truss-Denim and Management, Support

See Appendix 17

Manager's Comments

Concur with staff recommendation to reject bids and negotiate with the existing two contractors of the 14 convenience sites.

Meeting Notes:

Commissioner Nunnally asked the take home pay for the site workers. Mr. Demary stated that is being discussed in the contract negotiation.

Motion:

Reject all bids received on January 7, 2020 for the operations of the 14 Convenience Sites and allow staff to negotiate the current contracts with Truss-Denim and Management, Support.

Motion made by Commissioner Mary Perkins-Williams.

Motion seconded by Commissioner Beth B. Ward.

Motion passed unanimously.

Penalty Waiver Request by Bristol Hospitality, LLC, DBA Fairfield Inn & Suites - Sam Croom

Information Provided with the Agenda

Kent Schwarz, Attorney for Fairfield Inn & Suites, contacted Tax Administration regarding a waiver of the occupancy failure-to-file penalties for periods April 2018 through March 2019 totaling \$30,328,20. Fairfield Inn & Suites claims their Accounting Firm failed to file returns and did not notify them of their obligations until Tax Administration contacted them in May 2019. Fairfield Inn & Suites has paid all taxes and agrees to pay the failure-to-pay penalties totaling \$12,131.25. Mr. Schwarz's request

complies with the North Carolina Department of Revenue's Good Compliance Penalty Waiver policy once the failure-to-pay penalties are paid.

Staff Recommendation

Tax Administration recommends granting the failure-to-file penalty waiver based on good compliance and conditioned on Fairfield Inn paying the failure-to-pay penalties.

See Appendix 18

Manager's Comments

Concur with staff recommendation to consider granting relief on the failure-to-file penalty.

Motion:

Tax Administration recommends granting the failure-to-file penalty waiver based on good compliance and conditioned on Fairfield Inn paying \$12,131.25 in failure - to -pay penalties.

Motion made by Commissioner Mary Perkins-Williams.

Motion seconded by Commissioner Beth B. Ward.

Motion passed unanimously.

2020 Limited Obligation Bonds (LOBS) Update and Schedule Public Hearing Date - Brian Barnett

Information Provided with the Agenda

Provide an update of the 2020 Limited Obligation Bonds (LOBS) process and schedule a public hearing for Monday March 9th at 9AM during the regular scheduled Board of County Commissioners' Meeting.

Staff Recommendation

Review update and set public hearing date and time.

Meeting Notes:

Mr. Barnett stated in meeting with Pitt County Schools this item will need to be tabled and come back later in the year. He stated the bids for the renovation of AG Cox came in over budget. He stated Pitt County Schools is looking over the bids and possibly will re bid this project.

Appointments and Reappointments to the Board of Equalization and Review - Scott Elliott

Information Provided with the Agenda

Sam Croom, Tax Administrator, is recommending the reappointment of Edwin C. Congelton and John Sheppard to the Pitt County Board of Equalization and Review. Both terms expire March 6, 2020 and Mr. Congleton and Mr. Sheppard have agreed to serve

another term. If reappointed, Mr. Congleton and Mr. Sheppard will serve another full term that expires March 6, 2023.

Mr. Croom is also recommending that Mr. Jerry Shackelford be appointed to the Board of Equalization and Review. Mr. Shackelford will be replacing Coby Heath whose term has expired. If appointed, Mr. Shackelford will serve a full term starting March 06, 2020 and expiring March 6, 2023.

Staff Recommendation

Motion to reappoint Mr. Edwin Congleton and Mr. John Sheppard and to appoint Mr. Jerry Shackelford to the Board of Equalization and Review.

See Appendix 19

Motion:

Motion to reappoint Mr. Edwin Congleton and Mr. John Sheppard and to appoint Mr. Jerry Shackelford to the Board of Equalization and Review.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Lauren White.

Motion passed unanimously.

Reappointment to the Board of Health - Scott Elliott

Information Provided with the Agenda

Dr. Silvernail, Public Health Director, is recommending that Ms. Martha Engelke be reappointed to serve in the nurse position on the Board of Health. If reappointed, Ms. Engelke will serve another full term that expires 02/1/2023.

Staff Recommendation

Motion to reappoint Ms. Martha Engelke be reappointed to serve in the nurse position on the Board of Health.

See Appendix 20

Motion:

Motion to reappoint Ms. Martha Engelke be reappointed to serve in the nurse position on the Board of Health.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Vice-Chair Tom Coulson.

Motion passed unanimously.

Closed Session

Closed Session for 143-318.11(a)(3) Attorney Client Privilege, 143-318.11(a)(6)Personnel, 143-318.11 (a)(1) Closed Session Minutes - Janis Gallagher

Information Provided with the Agenda

It is suggested that this Board go into closed session pursuant to North Carolina General Statute 143-318.11(a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; G.S. 143-318.11 (a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee and G.S. 143-318.11 (a)(1) to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.

Staff Recommendation

Move to go into closed session pursuant to North Carolina General Statute 143-318.11(a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; G.S. 143-318.11 (a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee and G.S. 143-318.11 (a)(1) to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.

Motion:

Move to go into closed session pursuant to North Carolina General Statute 143-318.11(a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; G.S. 143-318.11 (a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee and G.S. 143-318.11 (a)(1) to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.

Motion made by Commissioner Ann Floyd Huggins.

Motion seconded by Vice Chairman Tom Coulson.

Motion passed unanimously.

Motion:

Motion to return to open session.

Motion made by Commissioner Lauren White

Motion seconded by Commissioner Beth Ward.

Motion passed unanimously.

Motion:

Motion to raise Lisa Nichols, Register of Deeds salary by 7.2% which reflects a 2.4% increase for the last three years effective next pay period.

Motion made by Commissioner Chris Nunnally.

Motion seconded by Commissioner Mary Perkins-Williams.

Vote Total

Yes: 6 No: 3

Vote Record

Beth B. Ward: Yes

Tom Coulson: No

Melvin McLawhorn: Yes

Mary Perkins-Williams: Yes

Ann Floyd Huggins: Yes

Alex Albright: Yes

Mike Fitzpatrick: No

Chris W. Nunnally: Yes

Lauren White: No

Motion:

Motion to approve the closed session content from the February 3, 2020 closed session minutes.

Motion made by Commissioner Lauren White.

Motion seconded by Commissioner Beth Ward.

Commissioners' Comments/Committee Reports

Commissioner Albright stated \$1M has been received in grants for the Soil and Water snagging project.

Commissioner White stated Black Jack Fire Department will be having a Pancake and Sausage supper on Friday, February 21st. She encouraged everyone to attend.

Commissioner Perkins-Williams stated in follow up to the citizen inquiring about Walmart being built behind the Staton House Fire department, Walmart will not be building due to a change in company policy. She also encouraged the residents of District 2 to apply to serve on the County Boards and Committees.

Adjourn

Motion:

Motion to adjourn the meeting at 8:21 p.m.

Motion made by Commissioner Mary Perkins-Williams.

Motion seconded by Commissioner Lauren White.

Motion passed

Vote Record:

Beth B. Ward Yes
Tom Coulson Yes
Melvin McLawhorn Yes
Mary Perkins-Williams Yes
Ann Floyd Huggins Yes
Alex Albright Yes
Mike Fitzpatrick No
Chris W. Nunnally Yes
Lauren White Yes

Voting Totals:
Yes: 8 No: 1

Respectfully Submitted,

Janna T. Singleton
Deputy Clerk to the Board

Appendix 1

Thriving Small Town Strategy



PITT COUNTY
DEVELOPMENT
COMMISSION

1
P
itt

7 Strategies for Fostering Rural Economic Vitality



Entrepreneurship

Create Networks to Support Entrepreneurs and
Micro Business Development



Think Local

Support Local Businesses First



Business
Development

Retain and Grow Local Businesses



Business
Recruitment

Help Start New Businesses in Your Community



Downtown
Revitalization

Implement a Downtown Revitalization Program



Support
Agriculture

Organize Farmers Markets and Community Supported
Agriculture (CSA)

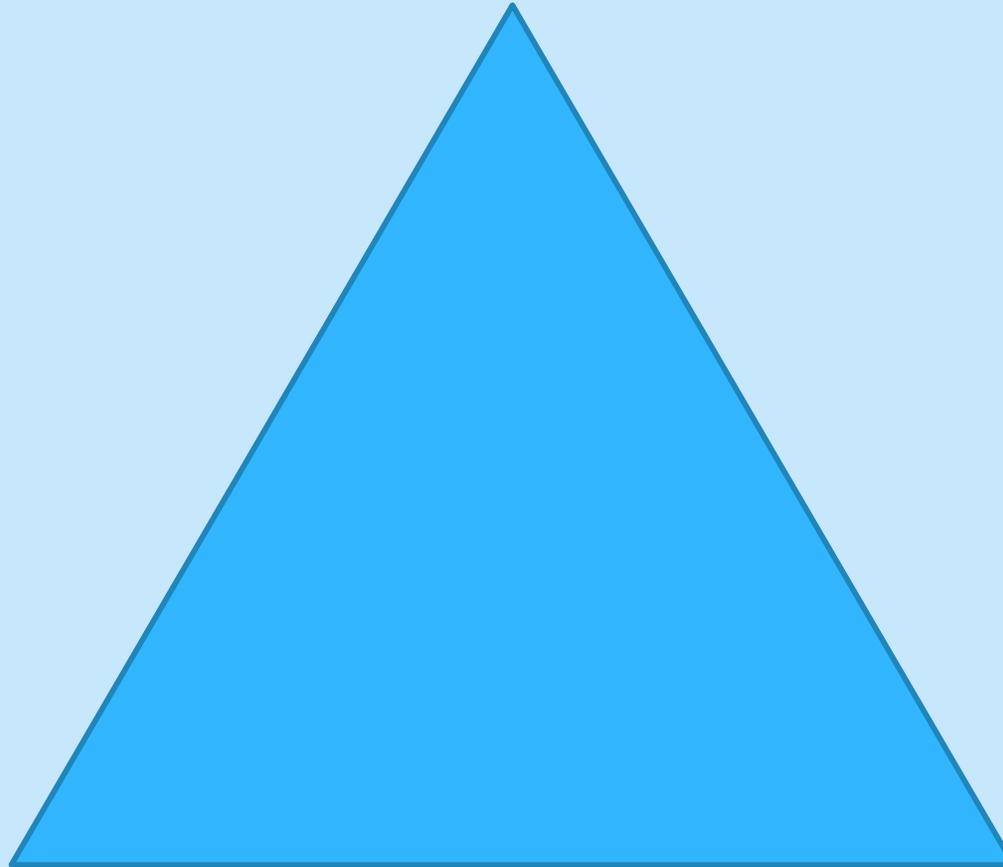


Tourism
Development

Develop Visitor Amenities – Rural and Geotourism

1P_{itt} Roles

SPONSOR



Change Management

Project Management

Strategic Project Focus

- Customized for each town. Downtown Strategies PM
- Builds upon foundation, recognizes opportunities
- Data driven approaches. Objective focused.
- Identifies priority areas
- Recognizes holistic environment for economic vitality
- Utilization of national best practices
- Stronger foundation to support towns
- Positions higher return/success for investments
- Establishes program based opportunities to reinforce change management

Appendix 2

ECVC Recycling Update

Rethinking Recycling

Update on ECVC Recycling Program

02/17/2020

Residential Recycling: Then . . .

Processing



Commodity Price



1990s

Costs low due to inbound material being clean and heavy

\$60 / Ton

Commodity values strong due to supply/demand and clean material

\$200 / Ton

(U.S. averages)

Strains on Existing Business Model



- Changes to Commodity Mixes
 - *18M tons in 2000 → ~2M in 2015*



- Limited End Markets
 - *HDPE (Good) → off-spec PET (Limited)*

2000



48,000 plastic bottles = 1 ton¹

2015



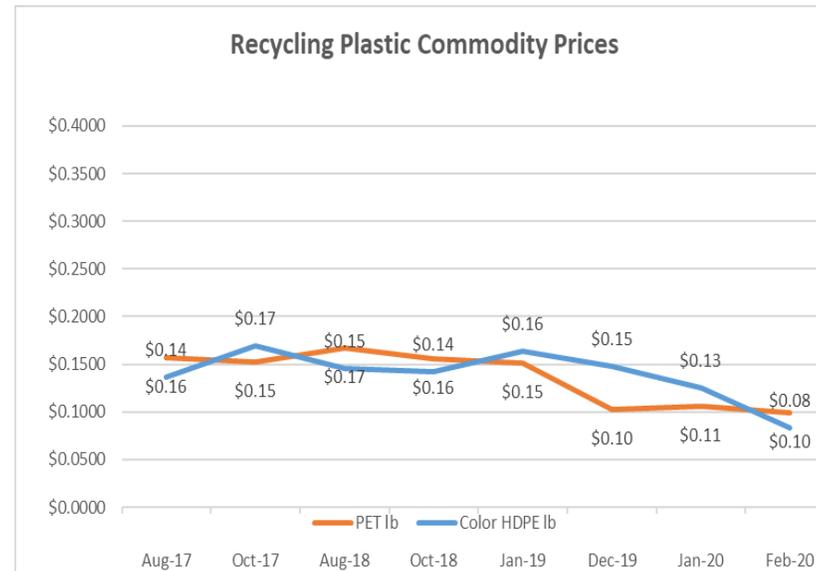
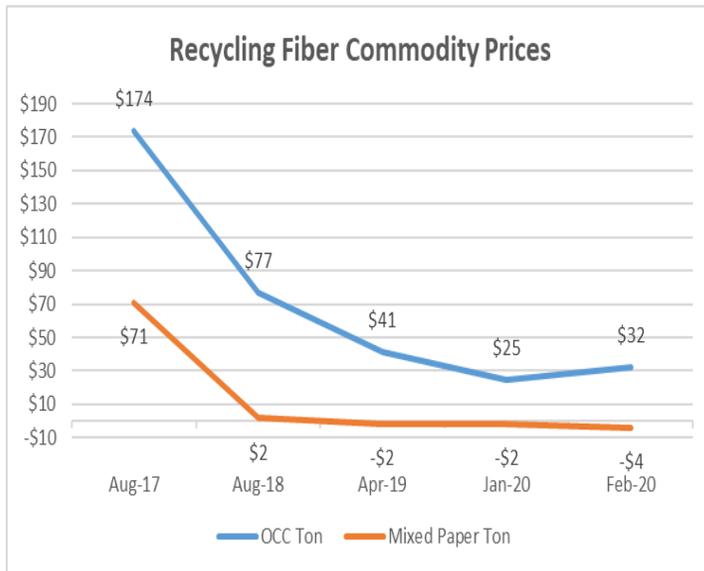
92,000 plastic bottles = 1 ton¹

- Light-Weighting
 - *Water Bottles → ~2x transactions*

Strains on Existing Business Model



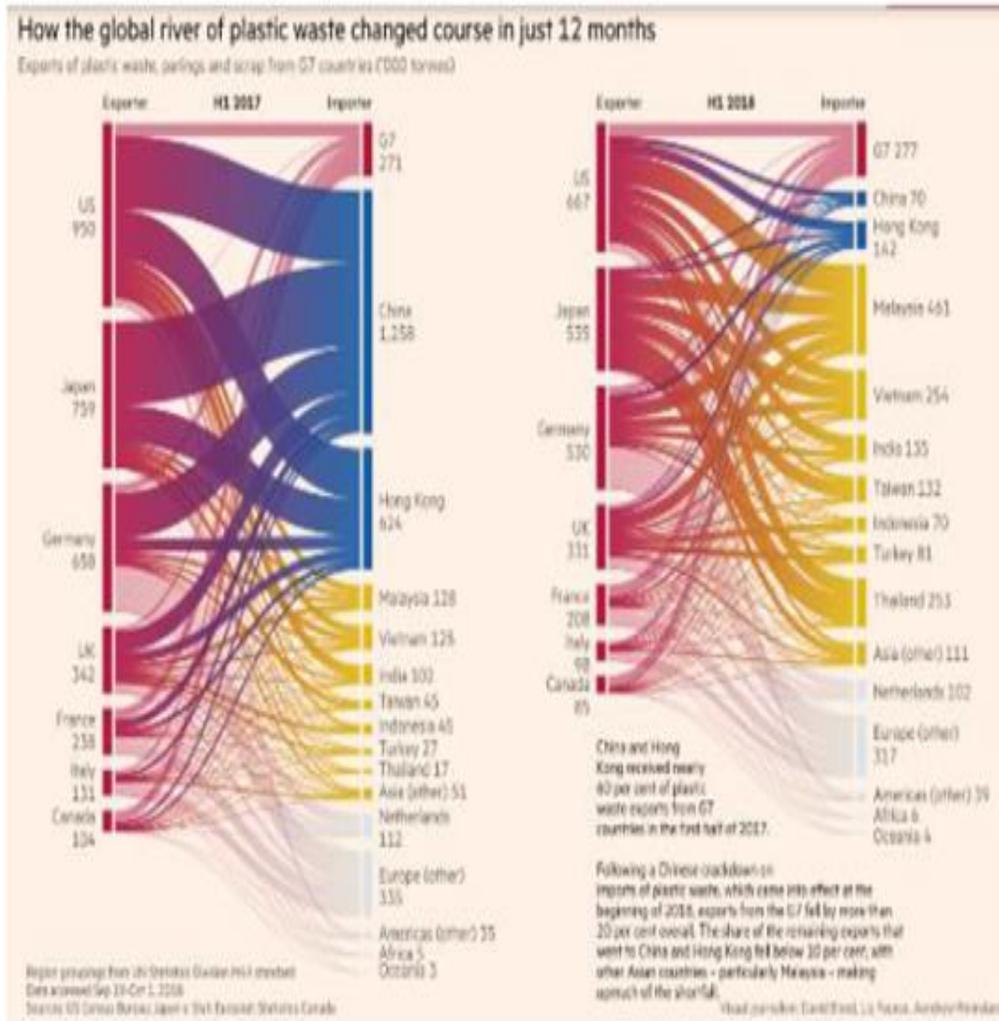
- Contamination Up
 - *Single-stream = comingled/no sorting at home*
 - *Wish-cycling = put in bin and hope its recyclable*
 - *7% 2009 → 30% 2019*



(U.S. figures)

- Declining Commodity Prices
 - *OCC (corrugated cardboard) ↓82%*
 - *Mixed paper ↓105% (negative value)*
 - *PET (water/soda bottles) and Color HDPE (detergent bottles) ↓38%*

Shifts in Commodity Markets



Source: Financial Times, Oct 24, 2018

• China's National Sword (2017)

- *Ban on many materials*
- *Stringent quality requirements on others*
 - *<0.5% contamination*

• Alternative Markets

- *Saturated, unprepared for influx*

• Supply and Demand Economics

- *Excess material results in low/negative values*
- *65% had positive value 2017 → 35% 2018*

Residential Recycling: . . . Now

Processing



Commodity Price



1990s

Costs lower due to inbound material being cleaner and heavier

\$60 / Ton

Commodity values strong, due to Supply & Demand and cleaner material

\$200 / Ton

2019

Dramatically higher labor/equipment costs due to contamination, along with lighter material

\$120 / Ton

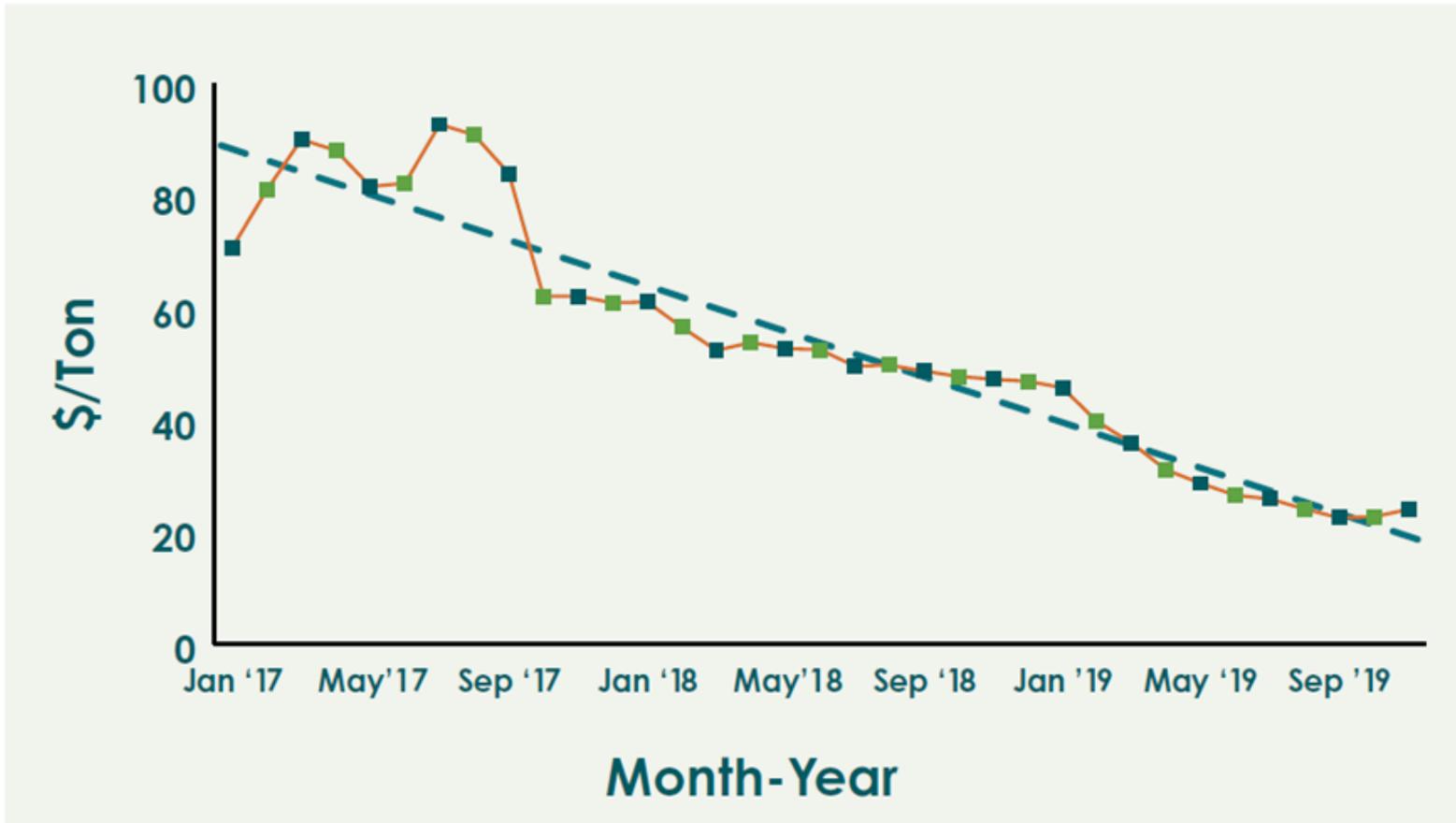
Average values already down significantly due to National Sword, further declines due to saturated alternative markets

\$ 70 / Ton

(U.S. averages)

Latest Headline : Value of Curbside Materials Drops 66% in 2 Years

Figure 20: Blended Material Values (Including residues) January 2017 – November 2019

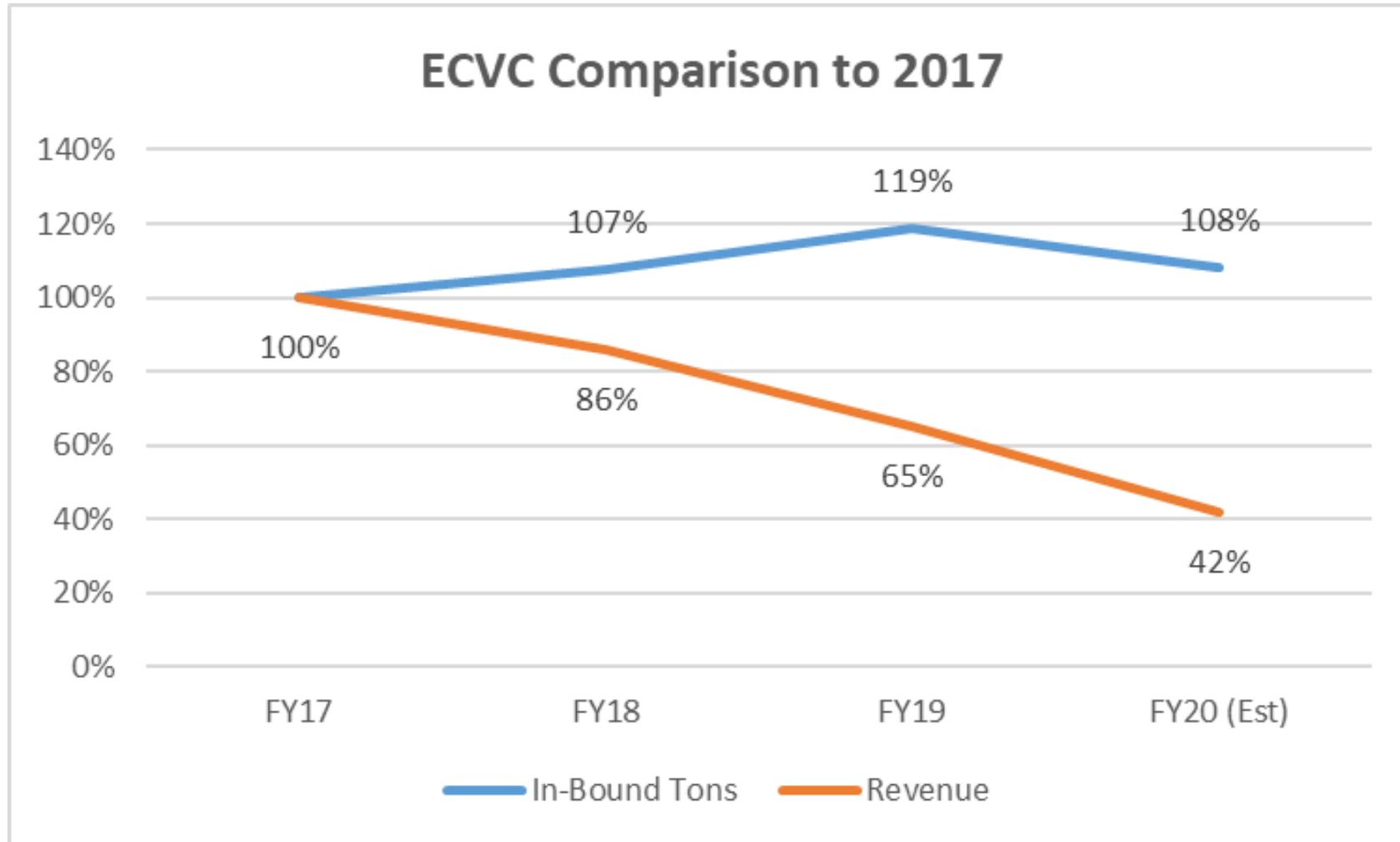


\$90/ton 2017 → \$30/ton 2019

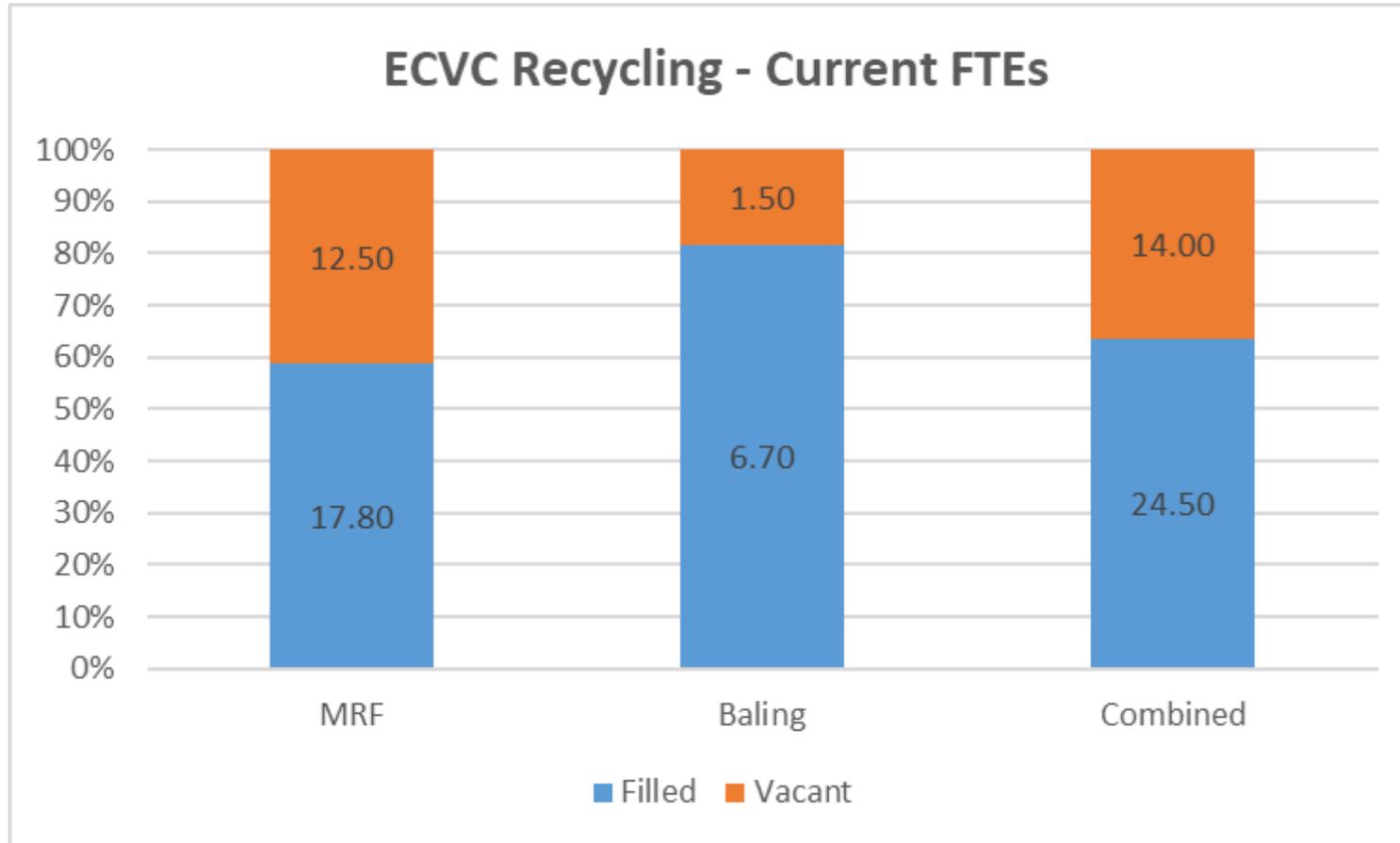
(U.S. averages)

Source: The Recycling Partnership

Upside Down



Losing Jobs

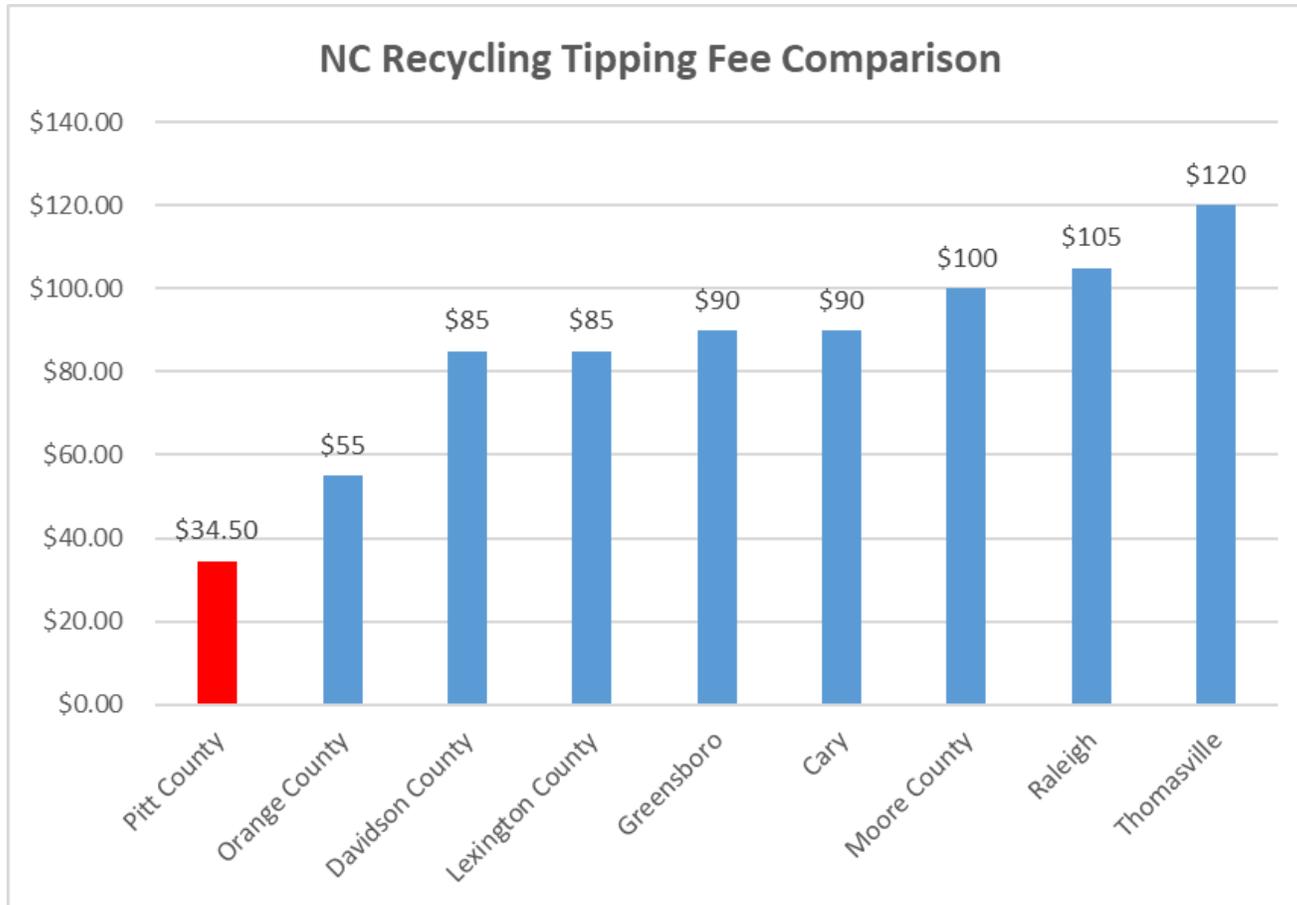


- **Headcount**
 - *60 in 2017 → 49 currently*
- **High vacancy rates**
 - *Materials Recovery Facility (MRF) = 41%*

Need Long-Term Solution

- Most stressful time for residential recycling in our 26+ year history with Pitt County
- Old business model no longer works
 - Does not fit the “new normal” of tough recycling economics
- Need a new model that can stand on its own
 - Cover service costs regardless of commodity values
 - Right-cycling not Any-cycling
 - Robust public education

Short-Term Fix



- Proposed tipping fee increases

- *Managed to keep fees low for many years thanks to in-kind offsets by Pitt County*
 - *Residue removal*
 - *Equipment*
- *\$34.50 current → \$80 per ton for rest of this fiscal year*
- *\$100 per ton beginning July 1, 2020*



Appendix 3

Angel Herrera Conditional District Rezoning –
Zoning Ordinance Map Amendment

PUBLIC NOTICE
Pitt County Zoning Ordinance
Map Amendment

The Pitt County Board of Commissioners will hold a **public hearing on Monday, February 17, 2020, at or after 6:00 pm** regarding a proposed Map Amendment (Rezoning) to the Pitt County Zoning Map. This hearing will be held in **the Eugene James Auditorium in the County Administration Building located at 1717 W. 5th Street, Greenville, N.C.**

The Pitt County Planning Department is in receipt of a petition from Angel Herrera requesting that his property be rezoned from Light Industrial (LI) to General Commercial (Conditional District) (GC(CD)) to allow the operation of an automobile repair service, automobile towing service, motor vehicles sales, and tire sales. The subject property is identified by the Tax Assessor's Office as Parcel Number 01966, and is located on the northeastern corner of the intersection of US 264 East and SR 1564 (Old Washington Road) in the Pactolus Township. The subject property is 1.71 acres, the entirety of which is proposed for rezoning. Citizens interested in obtaining additional information on the proposed rezoning should contact the Pitt County Planning Department (252-902-3250).

The purpose of the public hearing is to gather public comment and input on the proposed amendment (Rezoning) prior to consideration by the Board of County Commissioners. Those persons unable to attend the hearing may submit written questions or comments to the Clerk to the Board before the meeting. The mailing address is:

Clerk to the Board
Pitt County
1717 W. 5th Street
Greenville, NC 27834



**PITT COUNTY
PLANNING DEPARTMENT
DEVELOPMENT SERVICES BUILDING
1717 W. 5TH STREET
GREENVILLE, NORTH CAROLINA 27834-1696
TELEPHONE: (252) 902-3250
FAX: (252) 830-2576**

**JAMES F. RHODES, AICP
DIRECTOR**

Notice of Public Hearing

TO: Adjacent Property Owner

FROM: Eric T. Gooby, AICP, Senior Planner

RE: **Notice to Adjacent Property Owners; Public Hearing** for Zoning Map Amendment; Conditional Rezoning Request by Angel Herrera

DATE: February 4, 2020

The Pitt County Board of Commissioners will hold a **public hearing on Monday, February 17, 2020, at or after 6:00 pm** regarding a proposed Map Amendment (Conditional District Rezoning) to the Pitt County Zoning Map. This hearing will be held in **the Eugene James Auditorium in the County Administration Building located at 1717 W. 5th Street, Greenville, N.C.**

The Pitt County Planning Department is in receipt of a petition from Angel Herrera requesting that his property be rezoned from Light Industrial (LI) to General Commercial (Conditional District) (GC(CD)) to allow the operation of an automobile repair service, automobile towing service, motor vehicles sales, and tire sales. The subject property is identified by the Tax Assessor's Office as Parcel Number 01966, and is located on the northeastern corner of the intersection of US 264 East and SR 1564 (Old Washington Road) in the Pactolus Township. The subject property is 1.71 acres, the entirety of which is proposed for rezoning. Citizens interested in obtaining additional information on the proposed rezoning should contact the Pitt County Planning Department (252-902-3250).

The purpose of the public hearing is to gather public comment and input on the proposed amendment (Conditional District Rezoning) prior to consideration by the Board of County Commissioners. Those persons unable to attend the hearing may submit written questions or comments to the Clerk to the Board before the meeting. The mailing address is:

Clerk to the Board
Pitt County
1717 W. 5th Street
Greenville, NC 27834



**PITT COUNTY
PLANNING DEPARTMENT
DEVELOPMENT SERVICES BUILDING**
1717 W. 5TH STREET
GREENVILLE, NORTH CAROLINA 27834-1696
TELEPHONE: (252) 902-3250
FAX: (252) 830-2576

**JAMES F. RHODES, AICP
DIRECTOR**

***PLANNING BOARD STATEMENT ON CONSISTENCY
WITH THE PITT COUNTY COMPREHENSIVE LAND USE PLAN***

The Pitt County Planning Board finds that this request is consistent with the Pitt County Comprehensive Land Use Plan given the subject property's future land use designation as a Commercial Crossroads Community, as well as its location within close proximity to other General Commercial and General Industrial-zoned property.

The Pitt County Planning Board also finds that this request is reasonable and in the public interest because the subject property is located along a major thoroughfare (US 264 East) within an area that is designated for commercial crossroads development. In addition, there are several existing General Commercial-zoned properties located within close proximity to the subject property.

The Pitt County Planning Board recommends approval of the request by Angel Herrera to rezone 1.71 acres located on the northeastern corner of the intersection of US 264 East and SR 1564 (Old Washington Road), Parcel 01966, from Light Industrial (LI) to General Commercial (Conditional District (GC(CD))) to allow automobile repair service, automobile towing service, motor vehicles sales, and tire sales.


Chairman, Pitt County Planning Board

ADJACENT PROPERTY OWNERS

BAYNOR TRENTON W
 BAYNOR ELIZABETH J
 5105 OLD WASHINGTON RD
 WASHINGTON NC 27889

BEST JEFFREY DONNELL
 BEST LYNDA CHAPMAN
 7795 US HIGHWAY 264 E
 WASHINGTON NC 27889

BOYD GEORGIA H
 BOYD HUS, ETAL
 5147 OLD WASHINGTON ROAD
 WASHINGTON NC 27889

BUCIO GABRIEL HINOJOSA
 VASQUEZ MINERVA B.
 5112 OLD WASHINGTON ROAD
 WASHINGTON NC 27889

DEPARTMENT OF TRANSPORTATION
 P O BOX 2095
 GREENVILLE NC 27836

DICKENS ERNEST ETALS HEIRS
 PO BOX 2351
 WASHINGTON NC 27889

DICKENS ERNEST HEIRS
 7806 US 264 E
 WASHINGTON NC 27889

DICKERSON WILLIAM EARL LIFE ESTATE
 DICKERSON ELIZABETH DELOIS REMAIN
 5128 OLD WASHINGTON RD
 WASHINGTON NC 27889

EVANS JAMES FRANKLIN III
 7798 US HWY 264 E
 WASHINGTON NC 27889

GONZALEZ ROBIN ROMERO
 5120 OLD WASHINGTON RD
 WASHINGTON NC 27889

HANNAH KAREN
 7825 US 264 E
 WASHINGTON NC 27889

HERRERA ANGEL AVILA
 SIMPSON MARISSA PABLO
 566 CHICOD ST
 GRIMESLAND NC 27837

JONES TINA MARIE
 JONES JUSTIN BRIAN
 5129 OLD WASHINGTON RD
 WASHINGTON NC 27889

LITTLE JOHN S HEIRS
 3634 COUSINS DR
 SPRINGDALE MD 20774

LITTLE RONNIE LEE
 7806 US 264 E
 WASHINGTON NC 27889

MCMULLEN FLORENCE
 KELLY MARION
 746 LANIER AVE
 ROCKY POINT NC 28457

MOORE JIMMY E
 933 NORTH BRIDGE ST
 WASHINGTON NC 27889

SEAY LILLIE WARREN HEIRS
 1140 LILLIE LN
 WASHINGTON NC 27889

SEAY THOMAS EUGENE
 1124 LILLIE LANE
 WASHINGTON NC 27889

SMITH LONNIE
 SMITH THEOLA
 104 KIMBERLY DR
 GREENVILLE NC 27834

SUGG ELEANOR NETHERCUTT
 6583 GUM SWAMP RD
 AYDEN NC 28513

TRIUMPH MISSIONARY BAPTIST CH
 7874 US 264
 GREENVILLE NC 27834



REZONING APPLICATION PITT COUNTY, NORTH CAROLINA

1717 W. 5th Street
Greenville, NC 27834-1696
Phone: (252) 902-3250
Fax: (252) 830-2576

Staff Use Only	
Parcel #:	<u>01966</u>
Appl. #:	<u>19-08</u>
Date Rec'd:	<u>12-2-19</u>
Fee Amt.:	<u>\$250.00</u>

** Guadalupe Hernandez 252-214-2542 **

PLEASE NOTE YOU ARE STRONGLY ADVISED TO CONSULT WITH PLANNING STAFF REGARDING THIS REQUEST PRIOR TO SUBMITTAL

OWNER/APPLICANT INFORMATION

OWNER: Marissa R Simpson
ADDRESS: 566 Chicod St
PHONE #: 252-916-9401

APPLICANT: Angel Avila Herrera
ADDRESS: 5159 Old Washington St
PHONE #: 252-375-5124

PROPERTY INFORMATION

PROPERTY LOCATION (Address or Description): 5159 Old Washington Road

PROPERTY SIZE (sq. ft. or acres): 1.71 Acres ROAD FRONTAGE: _____

METES AND BOUNDS DESCRIPTION AND SCALED MAP OF PROPERTY ATTACHED?: YES NO

REZONING REQUEST

EXISTING ZONING (check one):

- RURAL AGRICULTURAL (RA)
- RURAL RESIDENTIAL (RR)
- LOW DENSITY RESIDENTIAL (R40)
- SUBURBAN RESIDENTIAL (SR)
- MULTIFAMILY RESIDENTIA (MFR)
- RURAL COMMERCIAL (RC)
- OFFICE AND INSTITUTIONAL (OI)
- GENERAL COMMERCIAL (GC)
- HEAVY COMMERCIAL (HC)
- LIGHT INDUSTRIAL (LI)
- GENERAL INDUSTRIAL (GI)

PROPOSED ZONING (check one):

- RURAL AGRICULTURAL (RA)
- RURAL RESIDENTIAL (RR)
- LOW DENSITY RESIDENTIAL (R40)
- SUBURBAN RESIDENTIAL (SR)
- MULTIFAMILY RESIDENTIA (MFR)
- RURAL COMMERCIAL (RC)
- OFFICE AND INSTITUTIONAL (OI)
- GENERAL COMMERCIAL (GC)
- HEAVY COMMERCIAL (HC)
- LIGHT INDUSTRIAL (LI)
- GENERAL INDUSTRIAL (GI)



IS THIS REQUEST FOR A CONDITIONAL ZONING DISTRICT? YES NO

IF YES, PLEASE INDICATE ALL PROPOSED USES: Automobile repair service, Automobile Towing Service, Motor Vehicle Sales, Tire Sales/Service

NOTE: Every petition for the reclassification of property to a CONDITIONAL ZONING DISTRICT shall be accompanied by a site plan containing the requisite information specified in Appendix B of the Pitt County Zoning Ordinance. In the course of evaluating the proposed use, the Board of Commissioners may request additional information deemed appropriate to provide a complete analysis of the proposal.

Application must be completed in full and returned with the application fee to the Planning Department at least twenty (20) days prior to the regularly scheduled public meeting for the purpose of zoning amendments. No application will be considered until all required information is submitted along with a metes and bounds description of the property and a scaled map. The undersigned states that all information given herein is true and authorizes county staff to enter onto the property to ensure all applicable rules and regulations are being met.

X OWNER/APPLICANT SIGNATURE: Angel Avila Herrera DATE: 12-2-19
Marissa P. Simpson

NOTE: If the applicant is not the property owner, a notarized signature of the property owner is required on this application unless amendment is initiated by Pitt County.

I, _____, being the Owner of the property described herein, do hereby authorize _____ to initiate a rezoning request of this property.

Signature Date

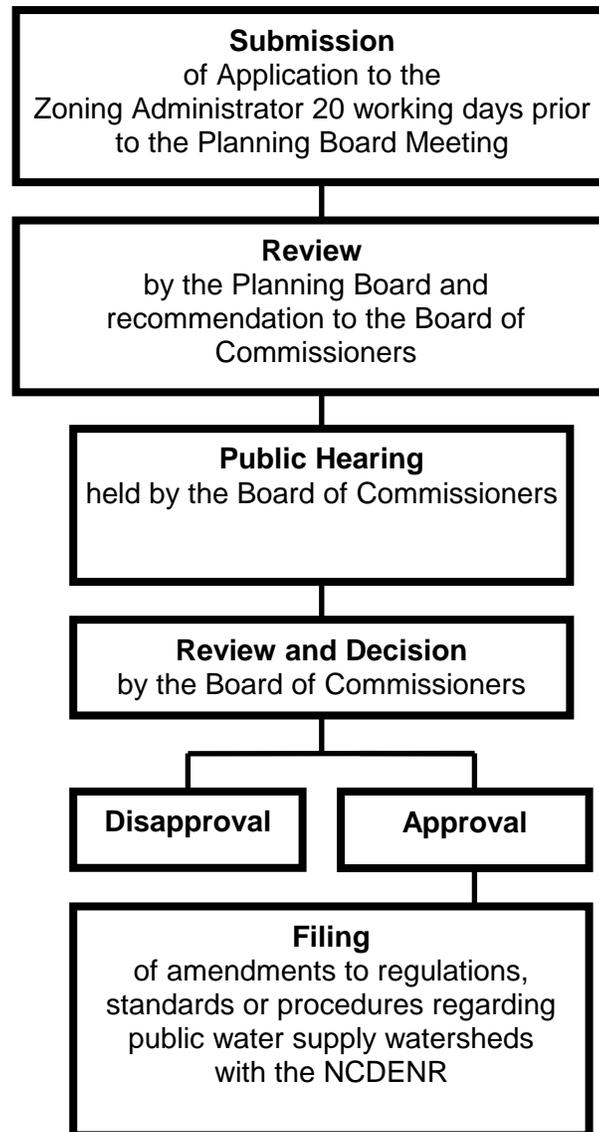
Sworn to and subscribed before me, this the _____ day of _____, 20_____.

Notary Public

My Commission Expires:

PLANNING BOARD RECOMMENDATION: <input type="checkbox"/> APPROVED	MEETING DATE: <u>1-15-20</u>
<input type="checkbox"/> DENIED	
BOARD OF COMMISSIONERS DECISION: <input type="checkbox"/> APPROVED	MEETING DATE: <u>2-17-20</u>
<input type="checkbox"/> DENIED	
ZONING OFFICER SIGNATURE: _____	DATE: _____
CONDITIONS/COMMENTS: _____	

A-1-6
General Rezoning and Text Amendments



TOWING STORAGE

Waste → Container

MORE TREES

Mail Box

Entry ↓

FENCE

EXTRA PARKING

Shop

TIRE ETC

Office

FENCE

parking

Electricity pole & Fuel & Light pole

OLD WASHINGTON RD

CARS FOR SALE BY DEALER

TREES

264

Future



REZONING STAFF REPORT

ANGEL HERRERA

Case: REZ 19-08

ACTION REQUESTED: Rezone 1.71 acres from **Light Industrial (LI)** to **General Commercial (Conditional District) (GC(CD))** to allow “automobile repair service, automobile towing service, motor vehicles sales, and tire sales”.

APPLICANT INFORMATION

Property Owner:

Name: Angel A. Herrera & Marissa P. Simpson
Address: 566 Chicod Street
City, State, ZIP: Grimesland, NC 27837

Applicant

Name: Angel A. Herrera
Address: 566 Chicod Street
City, State, ZIP: Grimesland, NC 27837

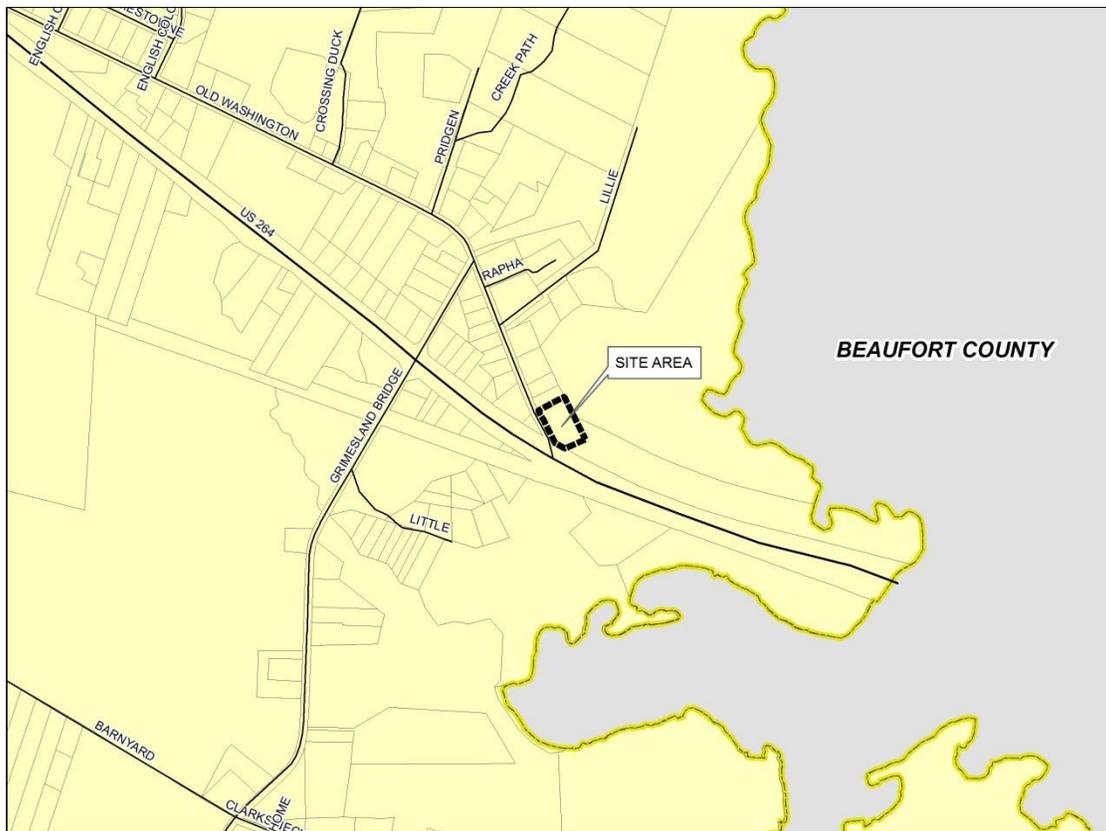
SITE DATA

Location: Northeastern corner of the intersection of US 264 East and SR 1564 (Old Washington Road)

Parcel Number: 01966
Township: Pactolus
Property Address: 5159 Old Washington Road
Total Size: 1.71 acres
Rezoning Area: 1.71 acres
Frontage: Approx. 305' along SR 1564,
 Approx. 78' along US 264 E

Current Use: Commercial (Auto Repair)
Existing Structures: Mobile office trailer and carport

VICINITY MAP



GENERAL DESCRIPTION OF AREA

The uses in this area are predominantly a mix of residential, commercial, agricultural, industrial, and institutional land uses. The subject property is within one mile of several General Commercial and General Industrial-zoned properties along US 264 East, including a used car dealership, two commercial shell buildings, and a stone products business.

SITE PHOTOS



View of subject property from US 264



View to the north along Old Washington Rd.



View to the east along US 264



View to the west along US 264



Adjacent residential uses along Old Washington Rd.



Adjacent residential uses along Old Washington Rd.



Opposite corner of US 264/Old Washington Rd. intersection



Commercial land use in vicinity along US 264



Commercial land use in vicinity along US 264



Commercial land use in vicinity along US 264

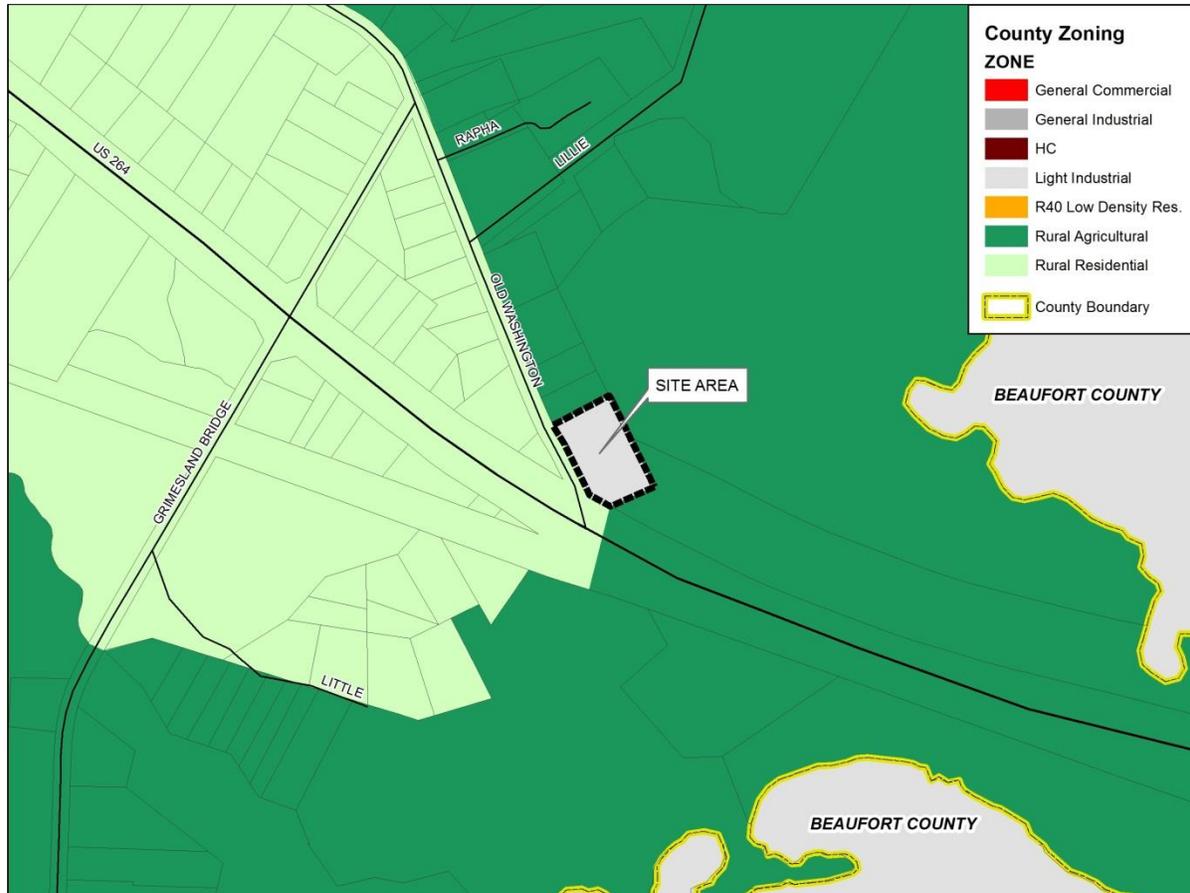


Commercial land use in vicinity along US 264

ZONING ORDINANCE REVIEW

CURRENT ZONING: *Light Industrial (LI)*

Description: Primarily intended to accommodate limited manufacturing, warehousing, wholesale and related commercial support uses that have little or no adverse impact upon surrounding properties. This district is intended for areas that have access to major thoroughfares and the necessary utilities to support such development.



Zoning Map

PROPOSED ZONING: *General Commercial (GC)*

Description: Primarily intended to accommodate a range of retail, service, office, limited wholesale and moderate density multifamily residential uses in areas that have access to major thoroughfares and the necessary utilities to support such development.

Conditional Zoning District: Yes No

Proposed Use: Automobile repair service, automobile towing service, motor vehicles sales, and tire sales

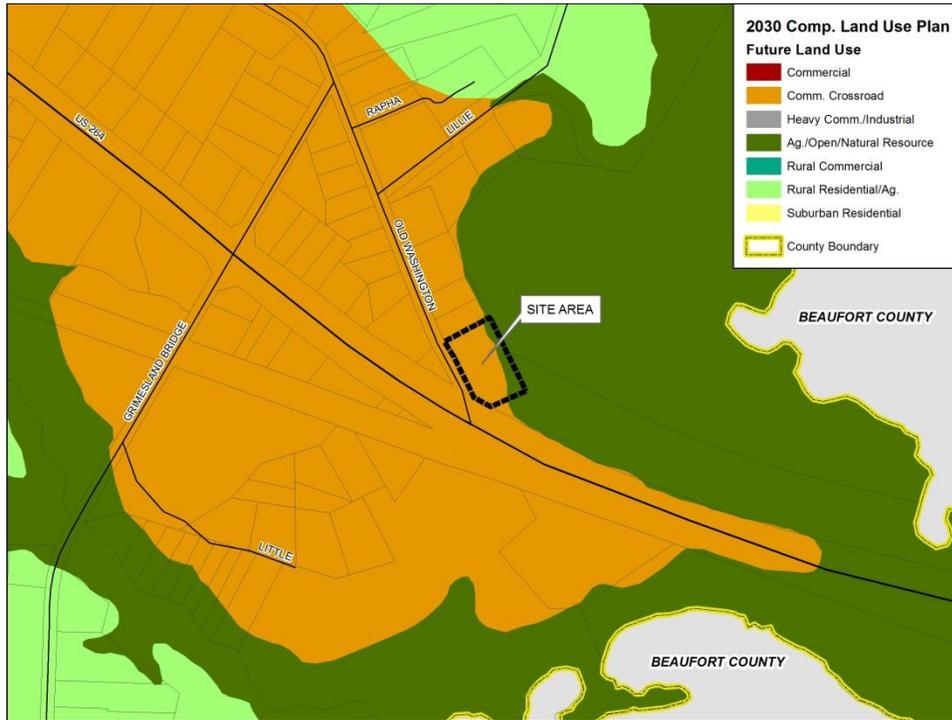
NOTE: Any land use established at this location will be required to meet the development standards of the zoning ordinance including, but not limited to: parking, screening, buffering, and sign standards.

In addition to the general zoning district, a **Conditional Zoning District** allows for the approval of a proposal for a specific use with reasonable conditions to assure the compatibility of the proposed use with the use and enjoyment of neighboring properties. All regulations which apply to a general use district also apply to the corresponding conditional zoning district. All other regulations which may be offered by the property owner and approved by the Board of Commissioners as part of the rezoning process shall also apply.

COMPREHENSIVE LAND USE PLAN

FUTURE LAND USE DESIGNATION: *Commercial Crossroads Community*

Description: Limited commercial land uses that are appropriate to crossroads development. Appropriate land uses include a mix of residential, public/institutional, and commercial uses. Residential uses can be located near non-residential uses with appropriate buffers. Land uses within this category could develop with public sewer or private septic tank systems. This category is designated at prominent crossroads locations throughout the County where existing commercial development provides goods and services to a larger surrounding population.



Future Land Use Map



Existing Land Use

DEVELOPMENT STANDARDS AND REQUIREMENTS

- The proposed uses are permitted by right within the General Commercial district.
- The subject property is located within the **Highway Corridor Overlay District** and is subject to the requirements of Section 7(D) of the Pitt County Zoning Ordinance.
- A portion of the property is located within a special flood hazard area. A floodplain development permit is required prior to development.
- Any future development of this property that results in land disturbance over one acre will require the review and approval of a soil erosion and sedimentation control plan.
- This site must comply with the Pitt County Stormwater Ordinance for Nutrient Control. Nutrient loading and peak flow calculations must be reviewed and approved prior to any improvements involving more than one-half acre.
- No zoning compliance permit shall be issued until a site plan, prepared in accordance with Appendix B of the Zoning Ordinance, is submitted to Pitt County Planning for review and approval. The site plan shall include, but is not limited to, the following:
 - A minimum 50-foot wide highway buffer yard is required along the entire property line adjacent to the US 264 rights-of-way.
 - Side and/or rear buffer yards not less than 20 feet wide where the proposed development abuts a residential zoning district or residentially-used lots.
 - A landscaping plan is required and shall include a combination of trees, shrubs, grasses, and other ground cover in accordance with the requirements of Section 7(D)(4) "Landscaping of Buffer Yards".
 - Accessory buildings as well as parking and loading areas shall not be located within any required buffer yard.
- Required parking spaces, access drives, and loading areas shall be paved and maintained with concrete, asphalt, or similar material of sufficient weight and thickness and consistency to support anticipated traffic volumes and weights.
- The mobile office trailer and proposed shop shall be permitted and inspected by Pitt County Inspections.
- The site must comply with any applicable Environmental Health regulations for wastewater disposal.
- The location and design of any driveways for the subject property shall be reviewed and approved by the North Carolina Department of Transportation.

PLANNING STAFF REVIEW AND RECOMMENDATION

The subject property was previously rezoned by the Board of Commissioners on April 18, 2005 from Rural Agricultural (RA) to Light Industrial (LI). As per the minutes of the public hearing, it was indicated that the property owner at the time (James T. Boyd) planned to operate a fencing business on the site, however, the rezoning request was not conditional and the property was never developed for the stated purpose.

On December 3, 2019, Planning staff became aware of an automobile repair business that was operating on the subject property and observed that a large number of vehicles had accumulated on the site. It was determined that the use is operating without a zoning compliance permit and is not permitted within the current LI zoning district. The proposed request is an effort to bring the property into compliance.

Pitt County Planning staff finds that this request is consistent with the Pitt County Comprehensive Land Use Plan given the subject property's future land use designation as a Commercial Crossroads Community, as well as its location within close proximity to other General Commercial and General Industrial-zoned property.

Planning staff also finds that this request is reasonable and in the public interest because the subject property is located along a major thoroughfare (US 264 East) within an area that is designated for commercial crossroads development. In addition, there are several existing General Commercial-zoned properties located within close proximity to the subject property.

Staff recommends approval of the request by Angel Herrera to rezone 1.71 acres located on the northeastern corner of the intersection of US 264 East and SR 1564 (Old Washington Road), Parcel 01966, from Light Industrial (LI) to

General Commercial (Conditional District (GC(CD))) to allow automobile repair service, automobile towing service, motor vehicles sales, and tire sales with the following additional conditions:

Additional Conditions:

- The lot shall not be maintained, used, or operated as a salvage yard for storing, keeping, buying, or selling wrecked, scrapped, ruined, or dismantled motor vehicles or motor vehicle parts. No more than two (2) unlicensed, used motor vehicles which cannot be operated under their own power may be kept or stored on the property for a period of 15 days or more.
- No zoning compliance permit shall be issued until a site plan, prepared in accordance with Appendix B of the Zoning Ordinance, is submitted to Pitt County Planning for review and approval. The site plan shall include, but is not limited to, the following:
 - A minimum 50-foot wide highway buffer yard is required along the entire property line adjacent to the US 264 rights-of-way.
 - Side and/or rear buffer yards not less than 20 feet wide where the proposed development abuts a residential zoning district or residentially-used lots.
 - A landscaping plan is required and shall include a combination of trees, shrubs, grasses, and other ground cover in accordance with the requirements of Section 7(D)(4) "Landscaping of Buffer Yards".
 - Accessory buildings as well as parking and loading areas shall not be located within any required buffer yard.
- Required parking spaces, access drives, and loading areas shall be paved and maintained with concrete, asphalt, or similar material of sufficient weight and thickness and consistency to support anticipated traffic volumes and weights.
- A floodplain development permit is required prior to development within the special flood hazard area.
- A soil erosion and sedimentation control plan shall be submitted for any future development of this property that results in land disturbance over one (1) acre.
- This site must comply with the Pitt County Stormwater Ordinance for Nutrient Control. Nutrient loading and peak flow calculations shall be reviewed and approved prior to any improvements involving more than one-half acre.
- Obtain all required permits from Pitt County Inspections to occupy the existing mobile office trailer, and comply with all applicable Environmental Health requirements for wastewater disposal.
- Obtain a driveway permit from NCDOT and comply with all requirements for access to the subject property.

Staff Recommendation: Approval

Board of Commissioners Public Hearing Date: 2/17/2020

PLANNING BOARD RECOMMENDATION:

APPROVAL

DATE: 1/15/2020

DENIAL

VOTE: 7-0

Additional Conditions (if any):

Reasons for Denial (if applicable):

N/A

1/12/20

TO: Pitt County Planning Dept

RE: Rezoning Request for Angel Herrera
US 264 & SR 1564

my concern is the possibility of a
decrease in my property value.

Ronnie Little
7806 US 264E
Washington NC
27889

1/12/20

TO: Pitt County Planning Dept.

RE: Renoning Request for Angel Herrera
US264E & SR 1564

my concern is the possibility of a
decrease in my property value.

Ernest Dickens Heins
7806 US 264E
Washington NC
27889



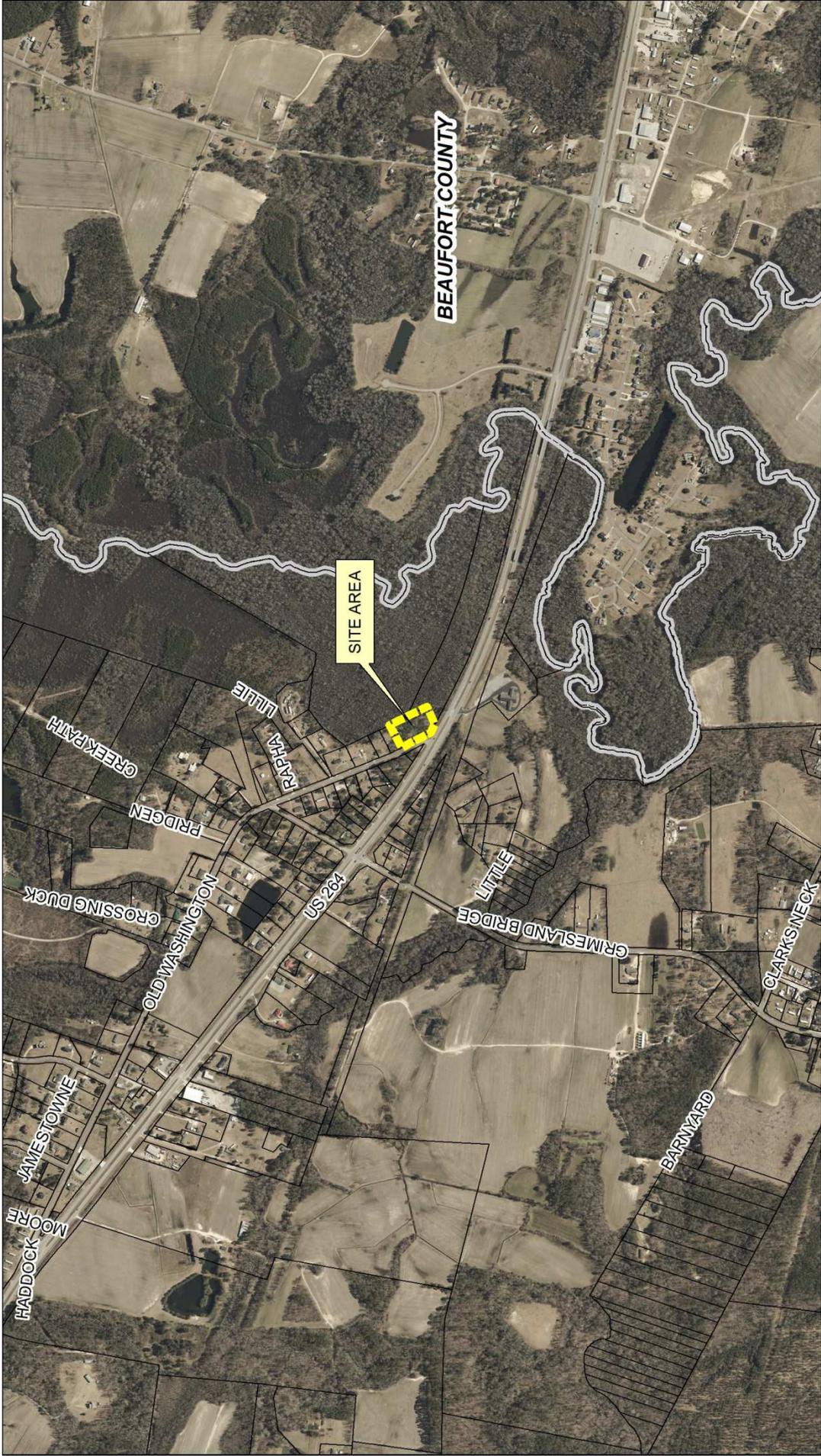
Angel Herrera Rezoning Request

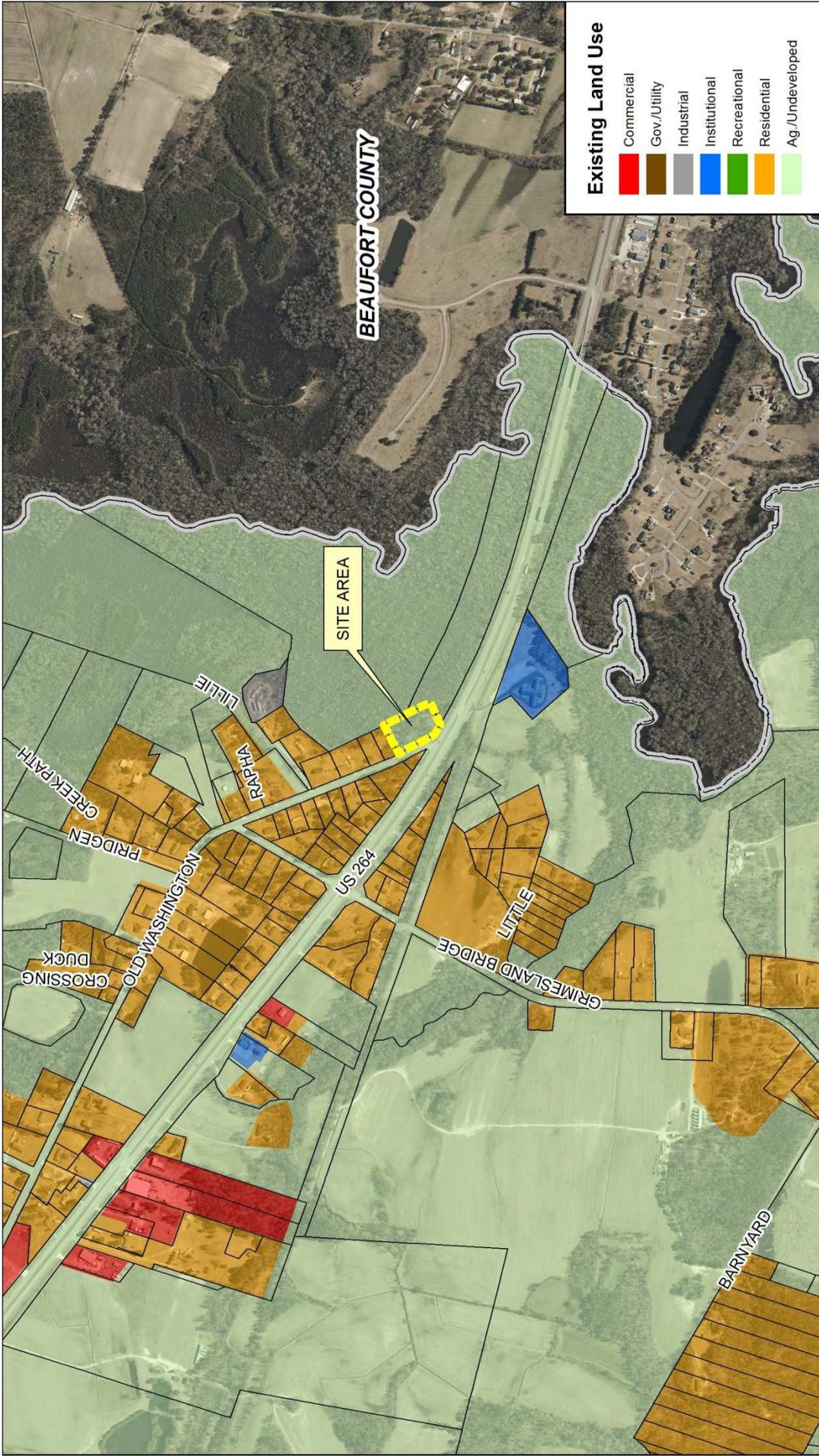
James Rhodes, AICP
Planning Director
February 17, 2020

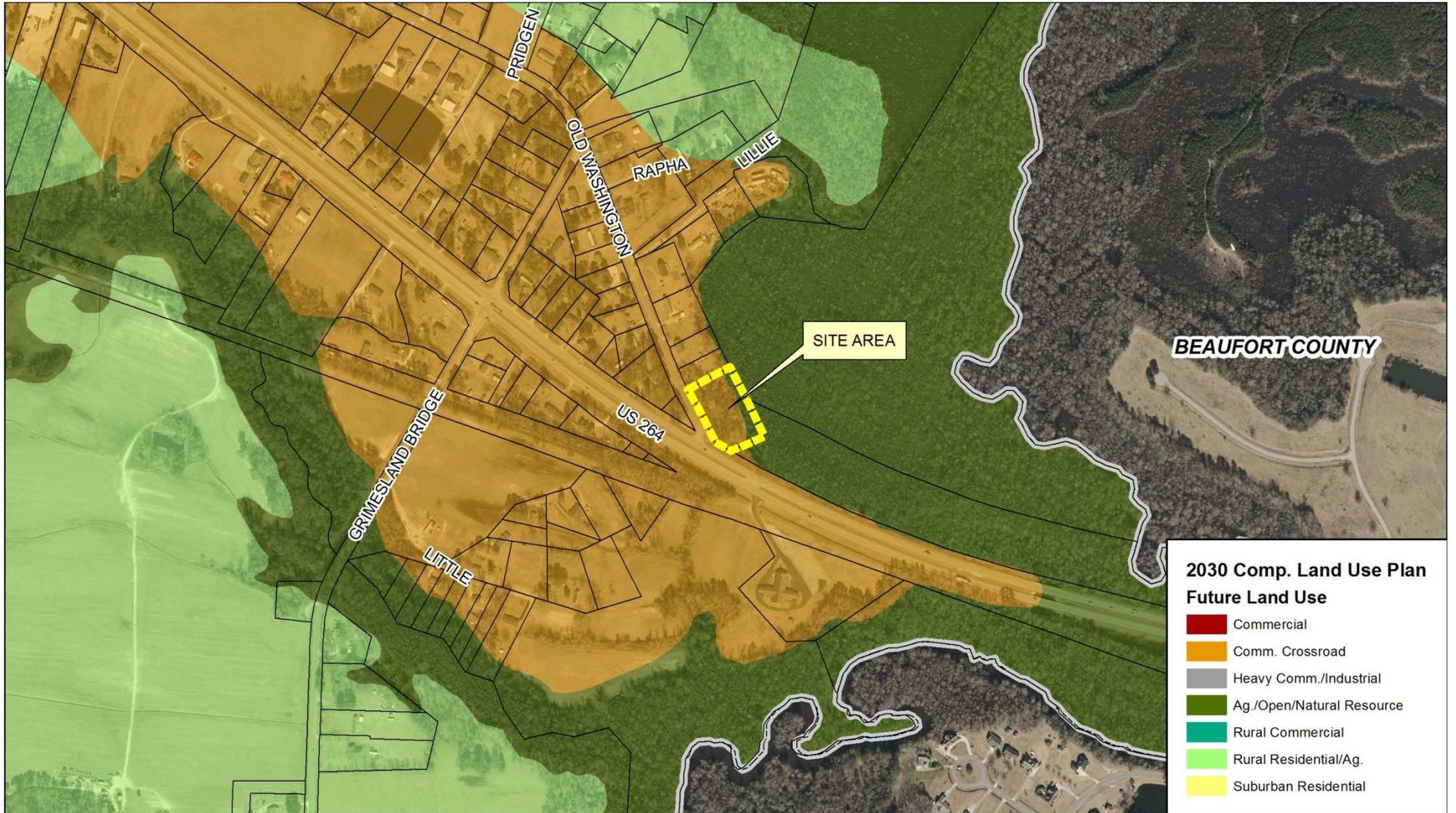
- Request by Angel Avila Herrera to rezone 1.71 acres of his property (Parcel Number 01966), located on the northeastern corner of the intersection of US 264 East and SR 1564 (Old Washington Road), from Light Industrial (LI) to General Commercial (Conditional District) (GC(CD)) to allow “automobile repair service, automobile towing service, motor vehicle sales, and tire sales”.

- The subject property was previously rezoned by the Board of Commissioners on April 18, 2005 from Rural Agricultural (RA) to Light Industrial (LI).
- As per the public hearing minutes, it was indicated that the property owner at the time (James T. Boyd) planned to operate a fencing business on the site.
- Rezoning request was not conditional and the property was never developed for the stated purpose.

- On December 3, 2019, Planning staff became aware of an automobile repair business that was operating on the subject property and observed that a large number of vehicles had accumulated on the site.
- It was determined that the use is operating without a zoning compliance permit and is not permitted within the current **LI** zoning district.
- The proposed request is an effort to bring the property into compliance.





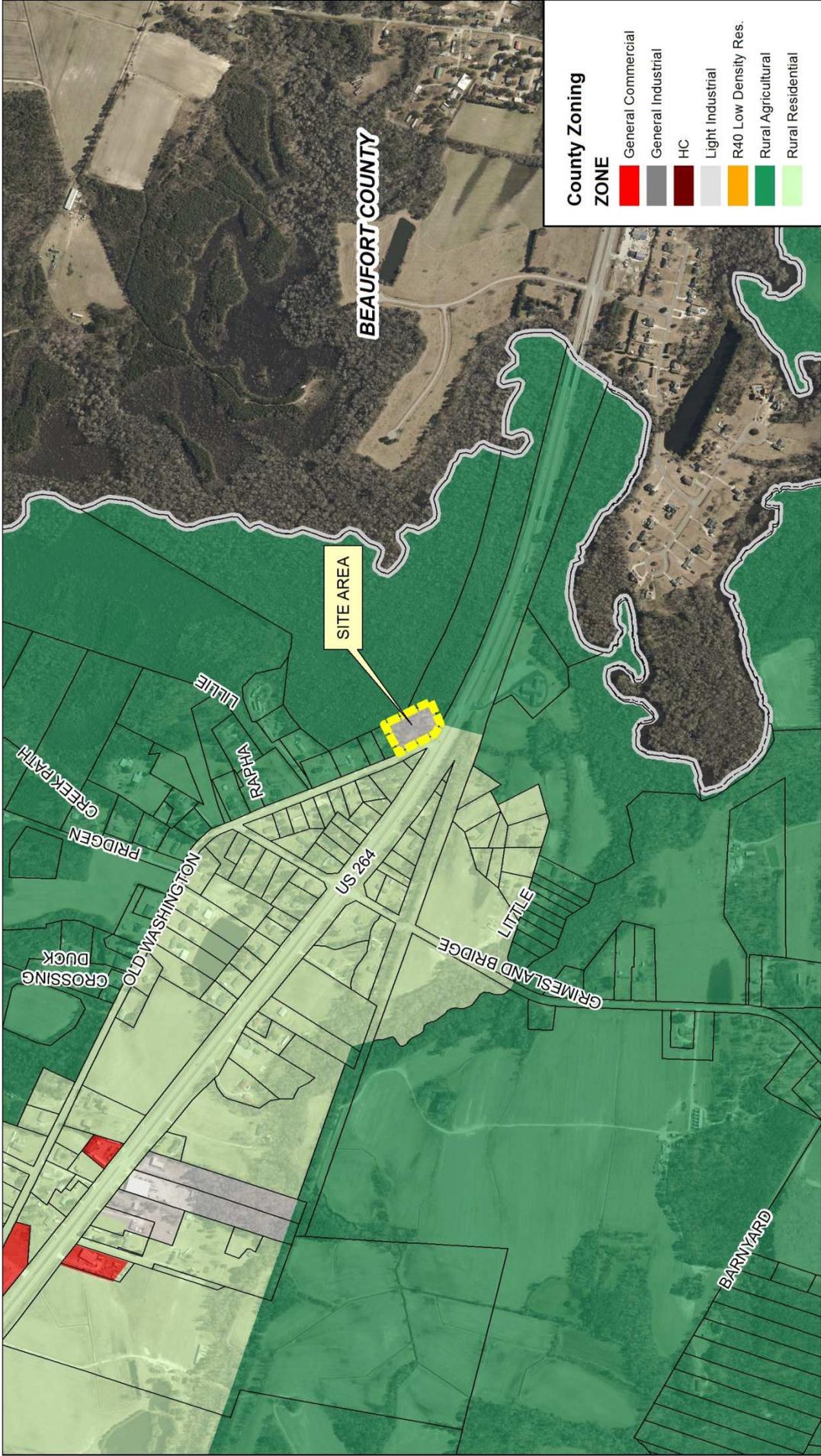


2030 Comp. Land Use Plan
Future Land Use

- Commercial
- Comm. Crossroad
- Heavy Comm./Industrial
- Ag./Open/Natural Resource
- Rural Commercial
- Rural Residential/Ag.
- Suburban Residential

- The **Commercial Crossroads Community** designation is intended to include limited commercial land uses that are appropriate to crossroads development. Appropriate land uses include a mix of residential, public/institutional, and commercial uses. Residential uses can be located near non-residential uses with appropriate buffers.

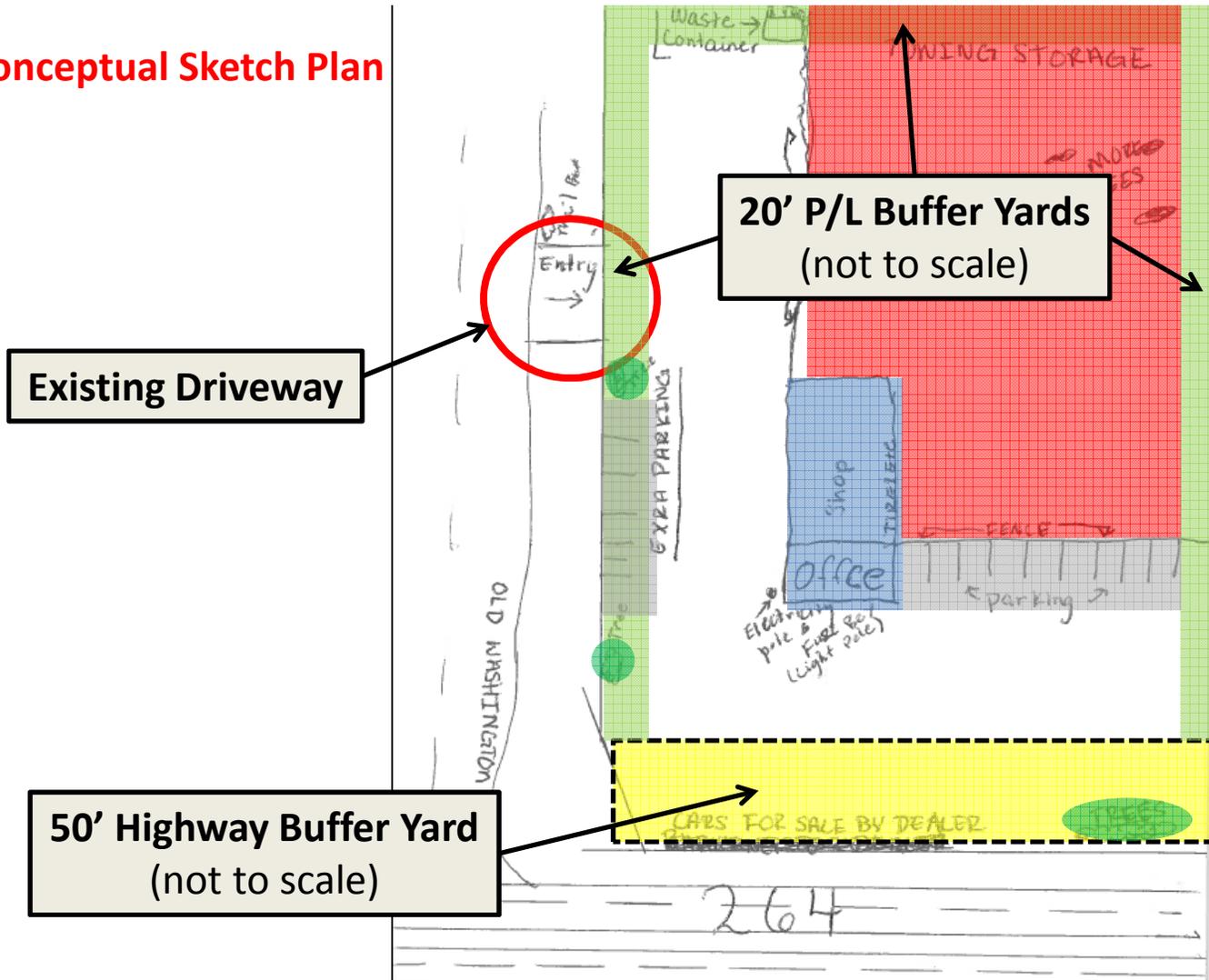
- Land uses within this category could develop with public sewer or private septic tank systems.
- This category is designated at prominent crossroads locations throughout the County where existing commercial development provides goods and services to a larger surrounding population.



- The **General Commercial (GC)** district is primarily intended to accommodate a range of retail, service, office, limited wholesale and moderate density multifamily residential uses in areas that have access to major thoroughfares and the necessary utilities to support such development.

- A **Conditional Zoning District** allows for the approval of a proposal for a specific use with reasonable conditions to assure the compatibility of the proposed use with the use and enjoyment of neighboring properties.
- Proposed uses: **Automobile Repair Service, Automobile Towing Service, Motor Vehicle Sales, and Tire Sales**

Conceptual Sketch Plan



Existing Driveway

20' P/L Buffer Yards
(not to scale)

50' Highway Buffer Yard
(not to scale)

- No zoning compliance permit shall be issued until a site plan, prepared in accordance with Appendix B of the Zoning Ordinance, is submitted to Pitt County Planning for review and approval.
- The site is in the **Highway Corridor Overlay**. The site plan shall include, but is not limited to, the following:
 - A minimum 50-foot wide highway buffer yard.
 - Side and/or rear buffer yards not less than 20 feet wide where the proposed development abuts a residential zoning district or residentially-used lots.
 - Landscaping plan is required.

- Other requirements shall be met prior to development, including:
 - Floodplain development permit is required.
 - Soil Erosion and Sedimentation Control plan may be required if >1.0 acre of land is disturbed.
 - Stormwater calculations must be reviewed and approved for development greater than 1/2-acre.
 - Parking spaces, access drives, and loading areas shall be paved with concrete, asphalt, or similar material.
 - Site must comply with applicable Environmental Health regs for wastewater disposal.
 - Driveways must be reviewed and approved by NCDOT.

- Pitt County Planning staff finds that this request is **consistent** with the Pitt County Comprehensive Land Use Plan given the subject property's future land use designation as a Commercial Crossroads Community, as well as its location within close proximity to other General Commercial and General Industrial-zoned property.

- Planning staff also finds that this request is **reasonable** and **in the public interest** because the subject property is located along a major thoroughfare (US 264 East) within an area that is designated for commercial crossroads development. In addition, there are several existing General Commercial-zoned properties located within close proximity to the subject property.

- The Pitt County Planning Board reviewed this request at its November 20, 2019, 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, and is reasonable and in the public interest.

- Staff recommends the following motions:
 - **Motion 1:** Adopt the following consistency statement:
 - The request is consistent with the Pitt County Comprehensive Land Use Plan given the subject property's future land use designation as a Commercial Crossroads Community, as well as its location within close proximity to other General Commercial and General Industrial-zoned property.

- Staff recommends the following motions:
 - **Motion 1:** Adopt the following consistency statement:
 - The request is reasonable and in the public interest because the subject property is located along a major thoroughfare (US 264 East) within an area that is designated for commercial crossroads development. In addition, there are several existing General Commercial-zoned properties located within close proximity to the subject property.

- **Motion 2:** Approve the request by Angel Herrera to rezone 1.71 acres located on the northeastern corner of the intersection of US 264 East and SR 1564 (Old Washington Road), Parcel 01966, from Light Industrial (LI) to General Commercial (Conditional District (GC(CD))) to allow automobile repair service, automobile towing service, motor vehicles sales, and tire sales with the following additional conditions:

- **Additional Conditions:**

- The lot shall not be maintained, used, or operated as a salvage yard for storing, keeping, buying, or selling wrecked, scrapped, ruined, or dismantled motor vehicles or motor vehicle parts. No more than two (2) unlicensed, used motor vehicles which cannot be operated under their own power may be kept or stored on the property for a period of 15 days or more.

- **Additional Conditions (cont'd):**
 - No zoning compliance permit shall be issued until a site plan, prepared in accordance with Appendix B of the Zoning Ordinance, is submitted to Pitt County Planning for review and approval. The site plan shall include, but is not limited to, the following:
 - A minimum 50-foot wide highway buffer yard is required along the entire property line adjacent to the US 264 rights-of-way.
 - Side and/or rear buffer yards not less than 20 feet wide where the proposed development abuts a residential zoning district or residentially-used lots.

- **Additional Conditions (cont'd):**

- A landscaping plan is required and shall include a combination of trees, shrubs, grasses, and other ground cover in accordance with the requirements of Section 7(D)(4) “Landscaping of Buffer Yards”.
- Accessory buildings as well as parking and loading areas shall not be located within any required buffer yard.
 - Required parking spaces, access drives, and loading areas shall be paved and maintained with concrete, asphalt, or similar material of sufficient weight and thickness and consistency to support anticipated traffic volumes and weights.

- **Additional Conditions (cont'd):**
 - A floodplain development permit is required prior to development within the special flood hazard area.
 - A soil erosion and sedimentation control plan shall be submitted for any future development of this property that results in land disturbance over one (1) acre.
 - This site must comply with the Pitt County Stormwater Ordinance for Nutrient Control. Nutrient loading and peak flow calculations shall be reviewed and approved prior to any improvements involving more than one-half acre.

- **Additional Conditions (cont'd):**
 - Obtain all required permits from Pitt County Inspections to occupy the existing mobile office trailer, and comply with all applicable Environmental Health requirements for wastewater disposal.
 - Obtain a driveway permit from NCDOT and comply with all requirements for access to the subject property.



PUBLIC HEARING
ANGEL HERRERA
REZONING

- Staff recommends the following motions:
 - **Motion 1:** Adopt the following consistency statement:
 - The request is consistent with the Pitt County Comprehensive Land Use Plan given the subject property's future land use designation as a Commercial Crossroads Community, as well as its location within close proximity to other General Commercial and General Industrial-zoned property.

- Staff recommends the following motions:
 - **Motion 1:** Adopt the following consistency statement:
 - The request is reasonable and in the public interest because the subject property is located along a major thoroughfare (US 264 East) within an area that is designated for commercial crossroads development. In addition, there are several existing General Commercial-zoned properties located within close proximity to the subject property.

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- **Additional Conditions (cont'd):**
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- **Additional Conditions (cont'd):**
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 - A soil erosion and sedimentation control plan shall be submitted for any future development of this property that results in land disturbance over one (1) acre.
 - This site must comply with the Pitt County Stormwater Ordinance for Nutrient Control. Nutrient loading and peak flow calculations shall be reviewed and approved prior to any improvements involving more than one-half acre.

- **Additional Conditions (cont'd):**
 - Obtain all required permits from Pitt County Inspections to occupy the existing mobile office trailer, and comply with all applicable Environmental Health requirements for wastewater disposal.
 - Obtain a driveway permit from NCDOT and comply with all requirements for access to the subject property.

Appendix 4

Woodmoor Farms Subdivision Road Improvements



**PITT COUNTY
PLANNING DEPARTMENT
DEVELOPMENT SERVICES BUILDING**
1717 W. 5th STREET
GREENVILLE, NORTH CAROLINA 27834-1696
TELEPHONE: (252) 902-3250
FAX: (252) 830-2576

JAMES F. RHODES, AICP
DIRECTOR

February 4, 2020

Dear Property Owner:

As a property owner within Woodmoor Farms Subdivision with frontage along a recently improved street, you are receiving this letter, along with the following attachments associated with the Woodmoor Farms Subdivision street improvement project:

1. Resolution Declaring Cost and Preliminary Assessment Roll for Woodmoor Farms Subdivision Road Improvements;
2. Map of properties subject to the assessment; and
3. Notice of Preliminary Assessment Roll and Hearing Thereon.

Please note that the February 17, 2020, public hearing (at or after 6:00pm) is the final opportunity for you, as a benefitted property owner, to address the Pitt County Board of Commissioners concerning the street improvement project and, specifically, the assessment roll.

Feel free to contact me (252-902-3250) if you have any questions concerning this information.

Sincerely,

A handwritten signature in black ink, appearing to read "James F. Rhodes".

James F. Rhodes, AICP
Pitt County Planning Director

RESOLUTION DECLARING COST AND
PRELIMINARY ASSESSMENT ROLL FOR
WOODMOOR FARMS SUBDIVISION ROAD IMPROVEMENTS

WHEREAS, the Pitt County Board of Commissioners (“Board”) adopted a Final Assessment Resolution for Woodmoor Farms Subdivision Road Improvements on June 18, 2018 to finance road repairs to portions of Trails End and Wesley Lane, as well as Mares Way, Saddle Way and Trotters Way to NDCOT standards (“Project”) by special assessments against the benefited property; and

WHEREAS, the Project has been completed at a cost of \$541,866.05; and

WHEREAS, the NC Board of Transportation accepted the Project streets to the State system for maintenance on December 5, 2019; and

WHEREAS, the Board has prepared a proposed preliminary assessment roll showing the individual assessments upon the property benefitted by the Project.

NOW, THEREFORE, BE IT RESOLVED, pursuant to NCGS §153A-194, as follows:

1. That the road repairs to portions of Trails End and Wesley Lane, as well as Mares Way, Saddle Way and Trotters Way to NCDOT standards has been completed at a cost of \$541,866.05.
2. That the proposed preliminary assessment roll attached hereto as Exhibit A is hereby adopted as the preliminary assessment roll for the Project assessment.
3. That the Clerk to the Pitt County Board of Commissioners is hereby directed to make available during regular office hours, in the Clerk’s office, the adopted preliminary assessment roll for the purpose of inspection by the public from this day through the date of the public hearing described herein.
4. A public hearing on all matters covered by this Resolution shall be held on February 17, 2020 during the regular meeting of the Board of Commissioners at 6:00 p.m. in the Eugene James Auditorium located at 1717 W. 5th Street, Greenville, NC 27834 (or at such other time and place to which the meeting of the Board may be adjourned) for the purpose of hearing all interested persons in respect to the special assessments made by this Resolution. The Clerk to the Board is hereby directed to cause to be published a notice of the completion of said assessment roll and notice of said meeting, and to mail to each owner of the property included herein assessed a copy of this Resolution. Following that hearing, the Board may annul, modify or confirm the assessments, in whole or in part, either by confirming the preliminary assessments against any or all of the lots or parcels described in the preliminary assessment roll, or by

canceling, increasing or reducing them as may be proper in compliance with the basis of assessment.

This the 3rd day of February, 2020.



Chairman Melvin McLawhorn
Pitt County Board of Commissioners

ATTEST:



Kimberly W. Mines
Clerk to the Board, CMC



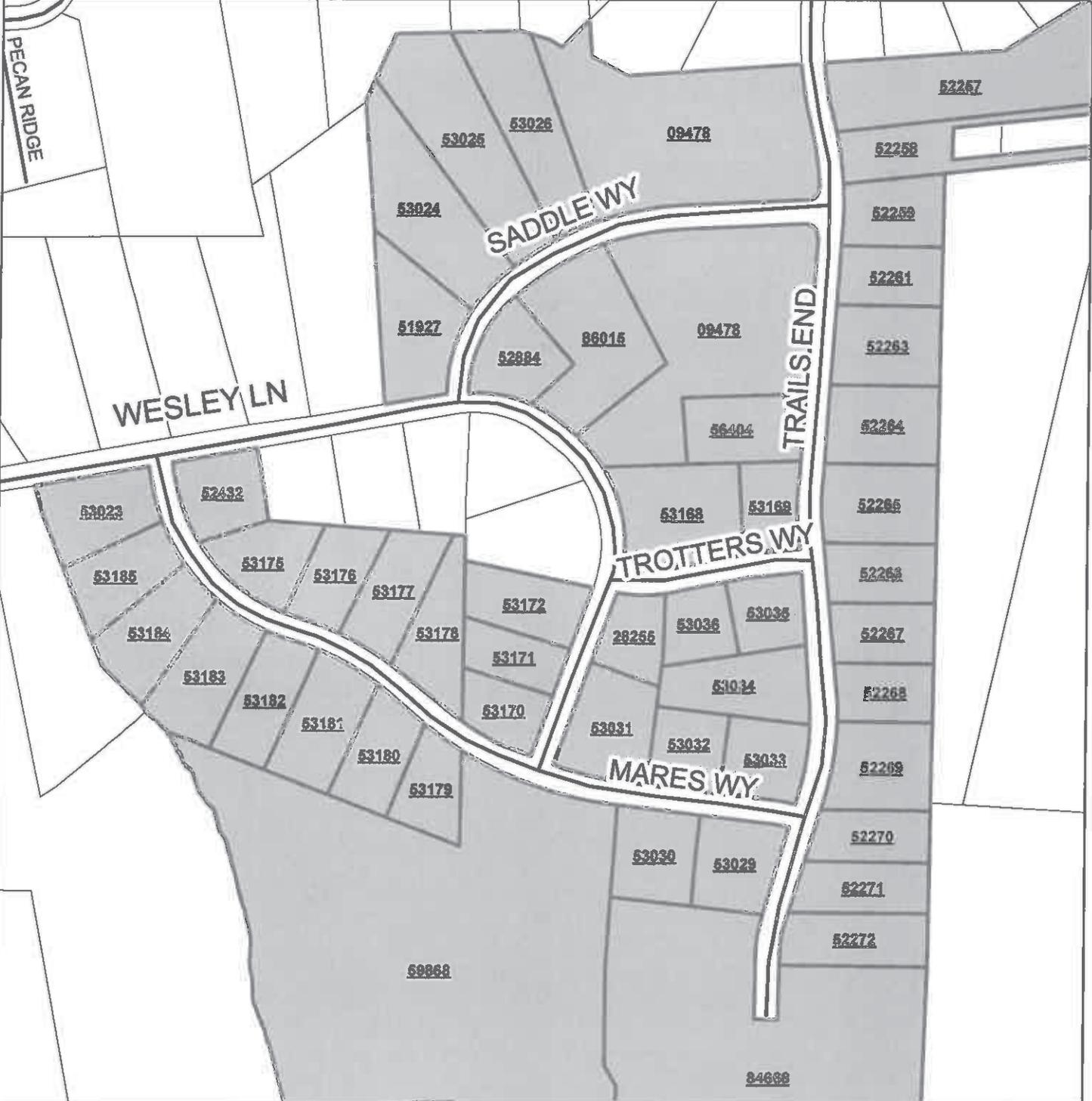
Woodmoor Farms Preliminary Assessment Roll

PIN		OWNER	MAILING ADDRESS	PROPERTY ADDRESS	TOTAL ASSESSMENT	ANNUAL INSTALLMENT
1	09478	Randall Minton Ashleigh Minton	509 Vernon White Road Winterville, NC 28590	1570 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
2	28255	Stephen Hamilton Elizabeth Hamilton	1533 Saddle Way Greenville, NC 27858	2137 Wesley Ln. Greenville, NC 27858	\$10,624.82	\$1,062.48
3	51927	John Willis Lori Willis	1536 Saddle Way Greenville, NC 27858	1536 Saddle Way Greenville, NC 27858	\$10,624.82	\$1,062.48
4	52257	Johnny Jackson Denise Jackson	1531 Trails End Greenville, NC 27858	1531 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
5	52258	Patrick Cole Wendy Cole	1543 Trails End Greenville, NC 27858	1543 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
6	52259	Jason Thompson Shawna Thompson	1553 Trails End Greenville, NC 27858	1553 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
7	52261	Brad Boyd Laura Boyd	1566 Trails End Greenville, NC 27858	1566 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
8	52263	Kenneth Moses Donna Moses	1579 Trails End Greenville, NC 27858	1579 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
9	52264	Rufus Buck, Jr.	1593 Trails End Greenville, NC 27858	1593 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
10	52265	Rufus Buck Christine Buck	1609 Trails End Greenville, NC 27858	1609 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
11	52266	Scott Haddock Jenny Bolton	1623 Trails End Greenville, NC 27858	1623 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
12	52267	John Banks, Jr. Susan Banks	1635 Trails End Greenville, NC 27858	1635 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
13	52268	Gilbert Riddle Hermine Riddle	1647 Trails End Greenville, NC 27858	1647 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
14	52269	Michael Askew Glenda Askew	1659 Trails End Greenville, NC 27858	1659 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
15	52270	John Byron Dickens Cathy Dickens	1677 Trails End Greenville, NC 27858	1677 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
16	52271	Charles Peele Pamela Peele	304 Lejeune Road Cape Carteret, NC 28584	1687 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
17	52272	Linda Hoffer William Hoffer	1697 Trails End Greenville, NC 27858	1697 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
18	52432	Stephen Rhue Cindy Rhue	2024 Wesley Lane Greenville, NC 27858	2024 Wesley Lane Greenville, NC 27858	\$10,624.82	\$1,062.48
19	52884	Stephen Hamilton Elizabeth Hamilton	1533 Saddle Way Greenville, NC 27858	2081 Wesley Lane Greenville, NC 27858	\$10,624.82	\$1,062.48
20	53023	Darrell Campanella Kimberly Speight	2008 Mares Way Greenville, NC 27858	2008 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48

21	53024	Jeffrey Keough Jean Keough	1522 Saddle Way Greenville, NC 27858	1522 Saddle Way Greenville, NC 27858	1522 Saddle Way Greenville, NC 27858	\$10,624.82	\$1,062.48
22	53025	Robert McAdam Linda McAdam	1512 Saddle Way Greenville, NC 27858	1512 Saddle Way Greenville, NC 27858	1512 Saddle Way Greenville, NC 27858	\$10,624.82	\$1,062.48
23	53026	Christopher Candler	1504 Saddle Way Greenville, NC 27858	1504 Saddle Way Greenville, NC 27858	1504 Saddle Way Greenville, NC 27858	\$10,624.82	\$1,062.48
24	86015, (pre- viously 53027)	Gwynne Venters Wilson Todd Venters	1513 Saddle Way Greenville, NC 27858	1513 Saddle Way Greenville, NC 27858	1513 Saddle Way Greenville, NC 27858	\$10,624.82	\$1,062.48
25	53029	Charles Smith Jacqueline Smith	1682 Trails End Greenville, NC 27858	1682 Trails End Greenville, NC 27858	1682 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
26	53030	Jennifer Campbell	2126 Mares Way Greenville, NC 27858	2126 Mares Way Greenville, NC 27858	2126 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48
27	53031	John Cope Pamela Cope	2115 Mares Way Greenville, NC 27858	2115 Mares Way Greenville, NC 27858	2115 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48
28	53032	Stephen Polinski Linda Polinski	2131 Mares Way Greenville, NC 27858	2131 Mares Way Greenville, NC 27858	2131 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48
29	53033	Thaddius Roberts Megan Roberts	1660 Trails End Greenville, NC 27858	1660 Trails End Greenville, NC 27858	1660 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
30	53034	Donald Shackelford Wilma Shackelford	1644 Trails End Greenville, NC 27858	1644 Trails End Greenville, NC 27858	1644 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
31	53035	David Cundiff Katherine Cundiff	1630 Trails End Greenville, NC 27858	1630 Trails End Greenville, NC 27858	1630 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
32	53036	Robert Hopkins Teresa Hopkins	2114 Trotters Way Greenville, NC 27858	2114 Trotters Way Greenville, NC 27858	2114 Trotters Way Greenville, NC 27858	\$10,624.82	\$1,062.48
33	53168	Brandon Locklear Andrea Locklear	2121 Trotters Way Greenville, NC 27858	2121 Trotters Way Greenville, NC 27858	2121 Trotters Way Greenville, NC 27858	\$10,624.82	\$1,062.48
34	53169	Joel Camden	1608 Trails End Greenville, NC 27858	1608 Trails End Greenville, NC 27858	1608 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
35	53170	Gordon Vann Ginger Vann	2156 Wesley Lane Greenville, NC 27858	2156 Wesley Lane Greenville, NC 27858	2156 Wesley Lane Greenville, NC 27858	\$10,624.82	\$1,062.48
36	53171	James Mitchell Patricia Mitchell	2146 Wesley Lane Greenville, NC 27858	2146 Wesley Lane Greenville, NC 27858	2146 Wesley Lane Greenville, NC 27858	\$10,624.82	\$1,062.48
37	53172	Darrell Elks Cameron Elks	2134 Wesley Lane Greenville, NC 27858	2134 Wesley Lane Greenville, NC 27858	2134 Wesley Lane Greenville, NC 27858	\$10,624.82	\$1,062.48
38	53175	Jonathan Golden Teresa Golden	2033 Mares Way Greenville, NC 27858	2033 Mares Way Greenville, NC 27858	2033 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48
39	53176	George Jenkins	2049 Mares Way Greenville, NC 27858	2049 Mares Way Greenville, NC 27858	2049 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48
40	53177	Brian O'Hara Amanda O'Hara	2061 Mares Way Greenville, NC 27858	2061 Mares Way Greenville, NC 27858	2061 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48
41	53178	Larry Richmond Nancy Richmond	2073 Mares Way Greenville, NC 27858	2073 Mares Way Greenville, NC 27858	2073 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48
42	53179	Glenn Gentile Judith Gentile	2080 Mares Way Greenville, NC 27858	2080 Mares Way Greenville, NC 27858	2080 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48
43	53180	Robert DeSoto Hannah DeSoto	2070 Mares Way Greenville, NC 27858	2070 Mares Way Greenville, NC 27858	2070 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48

44	53181	Stephen Jones Kelli Jones	2058 Mares Way Greenville, NC 27858	2058 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48
45	53182	Joseph Dobyns Dianna Perkins	2046 Mares Way Greenville, NC 27858	2046 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48
46	53183	Ryan NyQuist	P.O. Box 642 Greenville, NC 27835	2034 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48
47	53184	Charles Meadows Cui Meadows	2024 Mares Way Greenville, NC 27858	2024 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48
48	53185	Camelot III, LLC	P.O. Box 4936 Emerald Isle, NC 28594	2016 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48
49	84668	David Griffith	P.O. Box 3706 Wilmington, NC 28406	1703 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
50	56404	David Thompson Hannah Thompson	1592 Trails End Greenville, NC 27858	1592 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
51	59868	Susan Watkins Hilary Watkins	2102 Mares Way Greenville, NC 27858	2102 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48

Woodmoor Farms Preliminary Assessment Roll Properties



Legend

-  Woodmoor Farms Properties (Parcel #)
-  Roads
-  Parcels



Date: 1/28/2020



1 in = 350 ft

Map Produced By:
Pitt County Planning Department



T:\GIS\Special_Projects\Subdivisions\Woodmoor_Woodmoor_Farms_Petition\signed\petitions\Woodmoor_Woodmoor_Farms_PetitionFinal.mxd

**NOTICE OF PRELIMINARY ASSESSMENT ROLL
AND HEARING THEREON**

PITT COUNTY, NC – THE PUBLIC WILL TAKE NOTICE that a Preliminary Assessment Roll providing for the special assessments to pay for street improvements to the Woodmoor Farms Subdivision was prepared by directive of the Pitt County Board of Commissioners on the 3rd day of February, 2020. A copy of the Preliminary Assessment Roll is available for inspection in the office of the Clerk to the Board of County Commissioners.

The Pitt County Board of Commissioners will hold a public hearing on the Preliminary Assessment Roll at 6:00 p.m. or thereafter, on the 17th day of February 2020 in the Eugene James Commissioners Auditorium, Pitt County Administration Building, 1717 W. 5th Street, Greenville, North Carolina for the purpose of hearing all interested persons and confirming the Assessment Roll.

Kimberly W. Hines
Clerk to the Board

CERTIFICATE OF MAILING
N.C. Gen. Stat. §153A-191

I hereby certify that on this day a copy of the Resolution Declaring Cost and Preliminary Assessment Roll for Woodmoor Farms Subdivision Road Improvements, adopted by the Pitt County Board of Commissioners on February 3, 2020, was mailed to each owner of property subject to assessment by depositing it enclosed in a first-class postage prepaid, properly addressed envelope in an official depository under the exclusive care and custody of the United States Post Office addressed as follows:

Randall Minton	Ashleigh Minton	509 Vernon White Road	Winterville, NC 28590
Stephen Hamilton	Elizabeth Hamilton	1533 Saddle Way	Greenville, NC 27858
John Willis	Lori Willis	1536 Saddle Way	Greenville, NC 27858
Johnny Jackson	Denise Jackson	1531 Trails End	Greenville, NC 27858
Patrick Cole	Wendy Cole	1543 Trails End	Greenville, NC 27858
Jason Thompson	Shawna Thompson	1553 Trails End	Greenville, NC 27858
Brad Boyd	Laura Boyd	1565 Trails End	Greenville, NC 27858
Kenneth Moses	Donna Moses	1579 Trails End	Greenville, NC 27858
Rufus Buck, Jr.		1593 Trails End	Greenville, NC 27858
Rufus Buck	Christine Buck	1609 Trails End	Greenville, NC 27858
Scott Haddock	Jenny Bolton	1623 Trails End	Greenville, NC 27858
John Banks, Jr.	Susan Banks	1635 Trails End	Greenville, NC 27858
Gilbert Riddle	Hermine Riddle	1647 Trails End	Greenville, NC 27858
Michael Askew	Glenda Askew	1659 Trails End	Greenville, NC 27858
John Byron Dickens	Cathy Dickens	1677 Trails End	Greenville, NC 27858
Charles Peele	Pamela Peele	304 Lejeune Road	Cape Carteret, NC 28584
Linda Hofler	William Hofler	1697 Trails End	Greenville, NC 27858
Stephen Rhue	Cindy Rhue	2024 Wesley Lane	Greenville, NC 27858
Stephen Hamilton	Elizabeth Hamilton	1533 Saddle Way	Greenville, NC 27858
Darrell Campanella	Kimberly Speight	2008 Mares Way	Greenville, NC 27858
Jeffrey Keough	Jean Keough	1522 Saddle Way	Greenville, NC 27858
Robert McAdam	Linda McAdam	1512 Saddle Way	Greenville, NC 27858
Christopher Candler		1504 Saddle Way	Greenville, NC 27858
Gwynne Venters	Wilson Todd Venters	1513 Saddle Way	Greenville, NC 27858
Charles Smith	Jacqueline Smith	1682 Trails End	Greenville, NC 27858
Jennifer Campbell		2126 Mares Way	Greenville, NC 27858
John Cope	Pamela Cope	2115 Mares Way	Greenville, NC 27858
Stephen Polinski	Linda Polinski	2131 Mares Way	Greenville, NC 27858
Thaddius Roberts	Megan Roberts	1660 Trails End	Greenville, NC 27858
Donald Shackelford	Wilma Shackelford	1644 Trails End	Greenville, NC 27858
David Cundiff	Katherine Cundiff	1630 Trails End	Greenville, NC 27858
Robert Hopkins	Teresa Hopkins	2114 Trotters Way	Greenville, NC 27858

Brandon Locklear	Andrea Locklear	2121 Trotters Way	Greenville, NC 27858
Joel Camden		1608 Trails End	Greenville, NC 27858
Gordon Vann	Ginger Vann	2156 Wesley Lane	Greenville, NC 27858
James Mitchell	Patricia Mitchell	2146 Wesley Lane	Greenville, NC 27858
Darrell Elks	Cameron Elks	2134 Wesley Lane	Greenville, NC 27858
Jonathan Golden	Teresa Golden	2033 Mares Way	Greenville, NC 27858
George Jenkins		2049 Mares Way	Greenville, NC 27858
Brian O'Hara	Amanda O'Hara	2061 Mares Way	Greenville, NC 27858
Larry Richmond	Nancy Richmond	2073 Mares Way	Greenville, NC 27858
Glenn Gentile	Judith Gentile	2080 Mares Way	Greenville, NC 27858
Robert DeSoto	Hannah DeSoto	2070 Mares Way	Greenville, NC 27858
Stephen Jones	Kelli Jones	2058 Mares Way	Greenville, NC 27858
Joseph Dobyns	Dianna Perkins	2046 Mares Way	Greenville, NC 27858
Ryan Nyquist		P.O. Box 642	Greenville, NC 27835
Charles Meadows	Cui Meadows	2024 Mares Way	Greenville, NC 27858
Camelot III, LLC		P.O. Box 4936	Emerald Isle, NC 28594
David Griffith		P.O. Box 3706	Wilmington, NC 28406
David Thompson	Hannah Thompson	1592 Trails End	Greenville, NC 27858
Susan Watkins	Hilary Watkins	2102 Mares Way	Greenville, NC 27858

This the 4th day of February, 2020.

Pitt County Planning Department

By: 
 James Rhodes, Director

RESOLUTION CONFIRMING
THE ASSESSMENT ROLL FOR
WOODMOOR FARMS SUBDIVISION ROAD IMPROVEMENTS

WHEREAS, the Pitt County Board of Commissioners (“Board”) adopted a Resolution Declaring Cost and Preliminary Assessment Roll for Woodmoor Farms Subdivision Road Improvements on February 3, 2020; and

WHEREAS, on February 3, 2020, the Board also set a public hearing for February 17, 2020 in accordance with North Carolina General Statute 153A-194; and

WHEREAS, the Board published notice of the Public Hearing in the Daily Reflector on Thursday, February 6, 2020 and again on Saturday, February 15, 2020; and

WHEREAS, Notice of the Hearing was mailed by first class mail to each owner of property listed in the roll on February 4, 2020, and a Certificate of Service is on file with the Clerk to the Board; and

WHEREAS, a Public Hearing was in fact held on February 17, 2020.

NOW, THEREFORE, BE IT RESOLVED, pursuant to NCGS §153A-195, as follows:

1. That the Assessment Roll attached to this Resolution as Exhibit A is hereby CONFIRMED, as of this date, February 17, 2020, at 6:00 p.m.
2. A copy of this Roll shall be delivered to the Pitt County Tax Collector for collection in the same manner as property taxes,
3. The Pitt County Tax Collector is directed to publish notice that the roll has been confirmed in accordance with North Carolina General Statute 153A-196.

This the 17th day of February, 2020.

Melvin McLawhorn
Pitt County Board of Commissioners

ATTEST:

Kimberly W. Hines
Clerk to the Board, CMC

Woodmoor Farms Assessment Roll

	PIN	OWNER	MAILING ADDRESS	PROPERTY ADDRESS	TOTAL ASSESSMENT	ANNUAL INSTALLMENT
1	09478	Randall Minton Ashleigh Minton	509 Vernon White Road Winterville, NC 28590	1570 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
2	28255	Stephen Hamilton Elizabeth Hamilton	1533 Saddle Way Greenville, NC 27858	2137 Wesley Ln. Greenville, NC 27858	\$10,624.82	\$1,062.48
3	51927	John Willis Lori Willis	1536 Saddle Way Greenville, NC 27858	1536 Saddle Way Greenville, NC 27858	\$10,624.82	\$1,062.48
4	52257	Johnny Jackson Denise Jackson	1531 Trails End Greenville, NC 27858	1531 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
5	52258	Patrick Cole Wendy Cole	1543 Trails End Greenville, NC 27858	1543 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
6	52259	Jason Thompson Shawna Thompson	1553 Trails End Greenville, NC 27858	1553 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
7	52261	Brad Boyd Laura Boyd	1565 Trails End Greenville, NC 27858	1565 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
8	52263	Kenneth Moses Donna Moses	1579 Trails End Greenville, NC 27858	1579 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
9	52264	Rufus Buck, Jr.	1593 Trails End Greenville, NC 27858	1593 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
10	52265	Rufus Buck Christine Buck	1609 Trails End Greenville, NC 27858	1609 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
11	52266	Scott Haddock Jenny Bolton	1623 Trails End Greenville, NC 27858	1623 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
12	52267	John Banks, Jr. Susan Banks	1635 Trails End Greenville, NC 27858	1635 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
13	52268	Gilbert Riddle Hermine Riddle	1647 Trails End Greenville, NC 27858	1647 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
14	52269	Michael Askew Glenda Askew	1659 Trails End Greenville, NC 27858	1659 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
15	52270	John Byron Dickens Cathy Dickens	1677 Trails End Greenville, NC 27858	1677 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
16	52271	Charles Peele Pamela Peele	304 Lejeune Road Cape Carteret, NC 28584	1687 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
17	52272	Linda Hofler William Hofler	1697 Trails End Greenville, NC 27858	1697 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
18	52432	Stephen Rhue Cindy Rhue	2024 Wesley Lane Greenville, NC 27858	2024 Wesley Lane Greenville, NC 27858	\$10,624.82	\$1,062.48
19	52884	Stephen Hamilton Elizabeth Hamilton	1533 Saddle Way Greenville, NC 27858	2081 Wesley Lane Greenville, NC 27858	\$10,624.82	\$1,062.48
20	53023	Darrell Campanella Kimberly Speight	2008 Mares Way Greenville, NC 27858	2008 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48

21	53024	Jeffrey Keough Jean Keough	1522 Saddle Way Greenville, NC 27858	1522 Saddle Way Greenville, NC 27858	\$10,624.82	\$1,062.48
22	53025	Robert McAdam Linda McAdam	1512 Saddle Way Greenville, NC 27858	1512 Saddle Way Greenville, NC 27858	\$10,624.82	\$1,062.48
23	53026	Christopher Candler	1504 Saddle Way Greenville, NC 27858	1504 Saddle Way Greenville, NC 27858	\$10,624.82	\$1,062.48
24	86015, (pre- viously 53027)	Peter Christopher Kruse	1513 Saddle Way Greenville, NC 27858	1513 Saddle Way Greenville, NC 27858	\$10,624.82	\$1,062.48
25	53029	Charles Smith Jacqueline Smith	1682 Trails End Greenville, NC 27858	1682 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
26	53030	Jennifer Campbell	2126 Mares Way Greenville, NC 27858	2126 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48
27	53031	John Cope Pamela Cope	2115 Mares Way Greenville, NC 27858	2115 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48
28	53032	Stephen Polinski Linda Polinski	2131 Mares Way Greenville, NC 27858	2131 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48
29	53033	Thaddius Roberts Megan Roberts	1660 Trails End Greenville, NC 27858	1660 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
30	53034	Donald Shackelford Wilma Shackelford	1644 Trails End Greenville, NC 27858	1644 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
31	53035	David Cundiff Katherine Cundiff	1630 Trails End Greenville, NC 27858	1630 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
32	53036	Robert Hopkins Teresa Hopkins	2114 Trotters Way Greenville, NC 27858	2114 Trotters Way Greenville, NC 27858	\$10,624.82	\$1,062.48
33	53168	Brandon Locklear Andrea Locklear	2121 Trotters Way Greenville, NC 27858	2121 Trotters Way Greenville, NC 27858	\$10,624.82	\$1,062.48
34	53169	Joel Camden	1608 Trails End Greenville, NC 27858	1608 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48
35	53170	Gordon Vann Ginger Vann	2156 Wesley Lane Greenville, NC 27858	2156 Wesley Lane Greenville, NC 27858	\$10,624.82	\$1,062.48
36	53171	James Mitchell Patricia Mitchell	2146 Wesley Lane Greenville, NC 27858	2146 Wesley Lane Greenville, NC 27858	\$10,624.82	\$1,062.48
37	53172	Darrell Elks Cameron Elks	2134 Wesley Lane Greenville, NC 27858	2134 Wesley Lane Greenville, NC 27858	\$10,624.82	\$1,062.48
38	53175	Jonathan Golden Teresa Golden	2033 Mares Way Greenville, NC 27858	2033 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48
39	53176	George Jenkins	2049 Mares Way Greenville, NC 27858	2049 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48
40	53177	Brian O'Hara Amanda O'Hara	2061 Mares Way Greenville, NC 27858	2061 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48
41	53178	Larry Richmond Nancy Richmond	2073 Mares Way Greenville, NC 27858	2073 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48
42	53179	Glenn Gentile Judith Gentile	2080 Mares Way Greenville, NC 27858	2080 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48
43	53180	Robert DeSoto Hannah DeSoto	2070 Mares Way Greenville, NC 27858	2070 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48

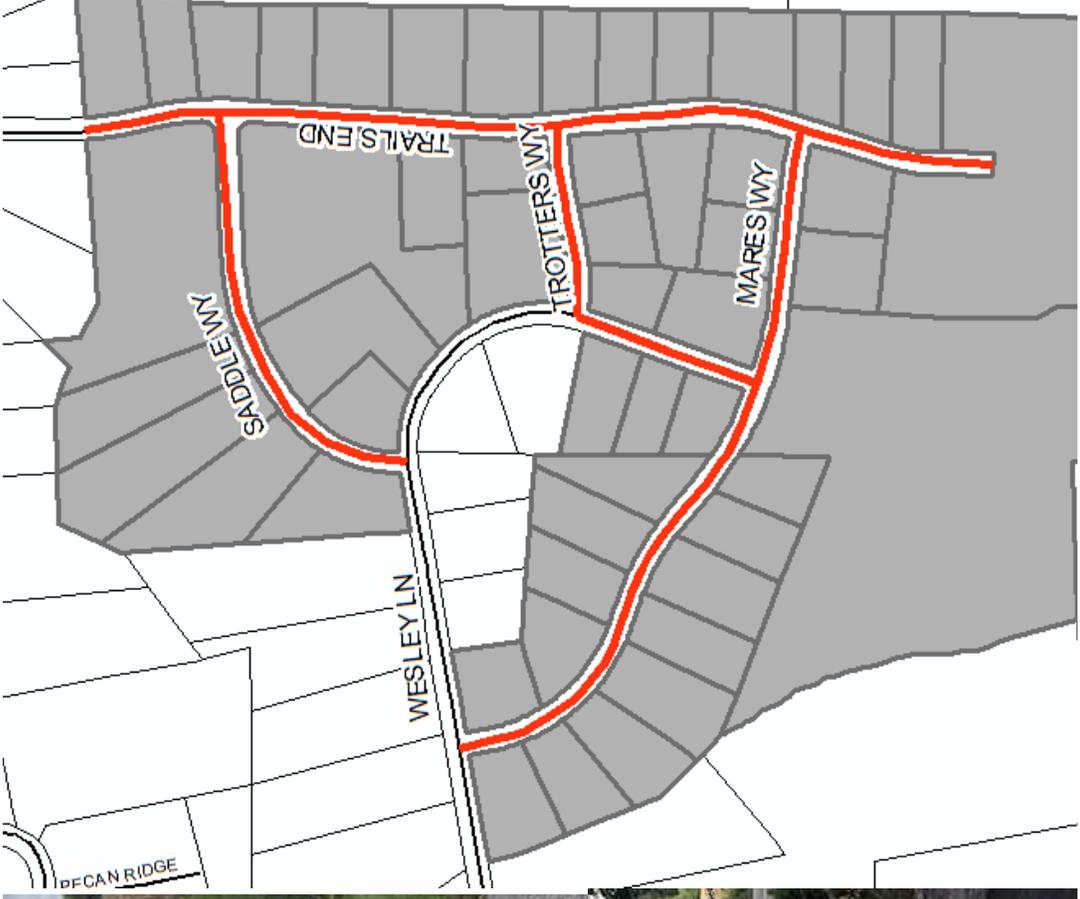
44	53181	Stephen Jones Kelli Jones	2058 Mares Way Greenville, NC 27858	2058 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48	
45	53182	Joseph Dobyms Dianna Perkins	2046 Mares Way Greenville, NC 27858	2046 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48	
46	53183	Ryan NyQuist	P.O. Box 642 Greenville, NC 27835	2034 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48	
47	53184	Charles Meadows Cui Meadows	2024 Mares Way Greenville, NC 27858	2024 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48	
48	53185	Camelot III, LLC	P.O. Box 4936 Emerald Isle, NC 28594	2016 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48	
49	84668	David Griffith	P.O. Box 3706 Wilmington, NC 28406	1703 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48	
50	56404	David Thompson Hannah Thompson	1592 Trails End Greenville, NC 27858	1592 Trails End Greenville, NC 27858	\$10,624.82	\$1,062.48	
51	59868	Susan Watkins Hilary Watkins	2102 Mares Way Greenville, NC 27858	2102 Mares Way Greenville, NC 27858	\$10,624.82	\$1,062.48	



Woodmoor Farms Subdivision Street Improvements

James Rhodes, AICP
Planning Director
February 17, 2020

- On December 5, 2019 – North Carolina Department of Transportation accepted maintenance responsibilities for Saddle Way, Trotters Way and Mares Way and portions of Trails End and Wesley Lane in Woodmoor Farms Subdivision.
- Total cost of project \$541,866 divided equally among the 51 benefitted property owners over a 10 year period = \$10,624.82/owner
- Annual assessment = \$1,062.48





- On February 3rd the Board adopted a resolution declaring the cost and preliminary assessment roll for the Woodmoor Farms Subdivision road improvements and set a public hearing for Monday, February 17th for the purposes of confirming the assessment roll.
- Notice of the public hearing was provided in the local newspaper and benefitted property owners were mailed notice through first class mail on February 4th.

- One change of ownership occurred on January 24th after the Preliminary Assessment Roll was prepared. Parcel # 86015 (1513 Saddle Way) transferred to Peter Christopher Kruse. A revised Assessment Roll reflecting the change has been provided to the Clerk to include with the Resolution Confirming the Assessment Roll.

Recommendations

- Adopt Resolution Confirming Assessment Roll for Woodmoor Farms Subdivision Road Improvements.
- Direct the Tax Collector to publish that the roll has been confirmed.



Recommended Motions

Public Hearing

February 17, 2020

1717 West 5th Street Greenville, NC 27834 • 252-902-3250 • www.PittCountyNC.gov/PLN

Recommendations

- Adopt Resolution Confirming Assessment Roll for Woodmoor Farms Subdivision Road Improvements.
- Direct the Tax Collector to publish that the roll has been confirmed.

Appendix 5

EMS Oversight Ordinance Changes



EMS Oversight Ordinance Public Hearing





EMS-Oversight

- Responsibility of EMS - Oversight Committee to periodically review the Ordinance
- Chairman (Dr. Michael Brown) appointed subcommittee to review the ordinance
- 2 meetings of the subcommittee were held for ordinance review and update



EMS-Oversight

- Amendments recommended to the Ordinance by sub-committee
 1. Separation of the EMS and Non-Emergency Franchise sections into two separate ordinances.
 2. Addition of Pitt County Public Health Director to the committee as a voting member
 3. Several language corrections/updates to be more up to date with current practice



EMS-Oversight

- Amendments were presented to full EMS-Oversight Committee at January 2020 meeting by Chairman Dr. Brown.
- EMS-OC unanimously accepted amendments as presented at the January 2020 meeting.
- In the original Non-E franchise ordinance a public hearing was required to make changes to the ordinance along with approval of Board of County Commissioners



EMS-Oversight

Staff Recommendations

- Recommend to hold public hearing

- Recommend approve ordinances as amended

- Recommend addition of Pitt County Public Health Director as voting member to the EMS-Oversight Committee
 - Appoint Dr. John Silvernail to EMS-OC in the Pitt County Public Health Director Seat on the EMS-OC

EMS SYSTEM OVERSIGHT ORDINANCE

Purpose:

Finding that it is necessary to assure the provision of quality, cost effective emergency medical services to promote the public health, safety, welfare and convenience of its citizens, the Pitt County Board of Commissioners hereby establishes an EMS Oversight Committee and adopts the following rules for the EMS System Plan.

Section 1. The Pitt County Emergency Medical Services System Plan Oversight Committee

There is hereby created the Pitt County Emergency Medical Services System Plan Oversight Committee (hereinafter referred to as the "EMS Oversight Committee"). This Committee will provide oversight for the EMS System Plan.

A. *Membership*

Membership shall consist of the following ten (10) members:

1. One (1) County Commissioner, who shall be appointed by the Chairman of the Pitt County Board of Commissioners;
2. One (1) Medical Director, who shall be appointed by the Pitt County Board of Commissioners at the recommendation of the Chair of the East Carolina University Brody School of Medicine Emergency Medicine Department, and who shall be the Medical Director of the Pitt County EMS System Plan;
3. One (1) Continuing Education Representative from Pitt Community College (PCC), who shall be appointed by the Pitt County Board of Commissioners at the recommendation of the President of PCC;
4. One (1) Vidant Medical Center representative, who shall be appointed by the Pitt County Board of Commissioners at the recommendation of the President of Vidant Medical Center;
5. One (1) representative from Pitt County Emergency Management, who shall be appointed by the Pitt County Board of Commissioners at the recommendation of the EM Director;
6. One (1) representative from the Pitt County Association of Rescue/EMS (PCAREMS), who shall be appointed by the Pitt County Board of Commissioners, and who shall be the current President of PCAREMS;
7. One (1), the Pitt County Director of Public Health, as appointed by the Pitt County Board of Health, who shall be appointed by the Pitt County Board of Commissioners;
8. Three (3) citizens at large, who shall be appointed by the Pitt County Board of Commissioners;

B. *Liaisons*

The following positions shall serve in a non-voting capacity as a resource for the EMS Oversight Committee:

1. The Pitt County Attorney or the Attorney's designee from the Pitt County Legal Department;
2. The Pitt County Finance Director or the Finance Director's designee from the Pitt County Finance Department;
3. A representative from the City of Greenville Fire and Rescue Department;
4. A representative from a non-emergency provider, appointed by the Pitt County Board of Commissioners.
5. The Chair of the East Carolina University Brody School of Medicine Emergency Medicine Department;

C. *Term of Office*

1. With the exception of citizen at large seats, all EMS Oversight Committee members shall serve for as long as they hold their respective positions with the agency they represent, or until the agency they represent recommends replacement.

2. All citizen at large members are eligible to serve two (2) three-year terms as follows:

One (1) person will begin with a one-year term;

One (1) person will begin with a two-year term;

One (1) person will begin with a three-year term;

Thereafter, each eligible person will serve a three-year term upon expiration of these beginning terms. If any citizen at large is unable to complete their term of office, the Pitt County Board of Commissioners shall appoint a citizen to fill the unexpired term in accordance with the Board of Commissioner's General Policy for Appointment to Boards, Commissions and Committees.

3. All members appointed by the Pitt County Board of Commissioners shall be selected and shall serve in accordance with requirements of the Pitt County Board of Commissioners General Policy for Appointment to Boards, Commissions and Committees.

D. *Powers of Committee*

1. The duties and powers of the EMS Oversight Committee shall be as specified herein and the EMS Oversight Committee shall make rules and regulations necessary to carry out the provisions of this Ordinance.
2. The EMS Oversight Committee will meet four times a year or may be called as needed to address urgent business by the Pitt County Director of Emergency Management or the Chairman of the EMS Oversight Committee. Annually, at its meeting in which Officers are elected, the EMS Oversight Committee will also set and adopt its meeting schedule for that year.
3. The EMS Oversight Committee shall, from time to time, review the regulations and requirements contained herein and make recommendations to its liaison to the Pitt County Board of Commissioners of any amendments or changes which it deems advisable.

E. *Voting Rights and Responsibilities of Members*

1. All members of the EMS Oversight Committee shall have full and equal voting rights and responsibilities on matters brought before the EMS Oversight Committee.

2. All members must vote on all matters brought before the Oversight Committee unless excused for a specific stated conflict of interest. A conflict of interest is defined to include the following (i) a matter that involves the member's own official conduct as a member of the EMS Oversight Committee, or (ii) a matter being considered that is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. If an objection is raised to member's participation and that member does not recuse himself or herself, the remaining members of the board shall by majority vote rule on the objection.
3. A Chairperson and Vice-Chairperson shall be elected each year at the EMS Oversight Committee's first meeting in the County's fiscal year. The County Attorney or her designee shall preside over the election of officers. Any voting member of the EMS Oversight Committee is eligible to be nominated and serve as Chairperson or Vice Chairperson. Nominations do not require a second. Members nominated shall be voted on individually in reverse order, with the last nomination being voted on first. The positions of Chairperson and Vice Chairperson shall be filled by a majority vote of the EMS Oversight Committee.
4. The EMS Oversight Committee shall not conduct business unless a quorum is present. A quorum is defined as a majority of appointed members, excluding vacant seats.

F. *Duties of EMS Oversight Committee*

The duties of the EMS Oversight Committee shall be to provide oversight of EMS activities in Pitt County to assure that each EMS provider's equipment, personnel, and method of operation, are adequate to furnish emergency medical services to the area the provider covers. These activities shall include the following:

1. Reviewing and making recommendations for improvement of EMS services;
2. Promoting other activities to improve EMS services in Pitt County;
3. Reviewing the annual budget package for EMS providers;
4. Advising the Board of Commissioners concerning restructuring and/or consolidating districts as necessary.
5. Advising the Director of Emergency Management on matters relating to the enforcement of this Ordinance, and developing and recommending to the Director, for approval by the Pitt County Board of Commissioners, such standards of care, policies, regulations, procedures and actions which will maintain and improve the quality of both emergency medical services and non-emergency ambulance services for the citizens of Pitt County;
6. Reviewing the compliance with this Ordinance and Emergency Services Ordinance No.5 (Non-Emergency Ambulance Franchise Ordinance) by EMS providers and non-emergency franchisees;
7. Reviewing compliance of measureable "performance standards" by all EMS providers;
8. Reviewing reports of inspections conducted by the Emergency Management Director or his designee;

9. Reviewing applications and making a recommendation to the Board of County Commissioners, when the Department of Emergency Management has received a complete application for a non-emergency ambulance franchise submitted under Emergency Services Ordinance No. 5.
10. Supporting and encouraging non-profit providers to conduct fund raisers and utilize volunteers for cost effectiveness;

Section 2. EMS Providers Providing 911 Emergency Response, Care and Transport in Pitt County

A. *Contract.*

Each Agency providing 911 Emergency Response, Care and Transport in Pitt County shall have a valid contract with Pitt County. The terms of this contract shall be followed by the agency to assure proper care for the citizens and visitors of Pitt County. Without a valid contract to provide these services, an agency is not permitted to operate in Pitt County.

B. *Financial Assistance:*

Agencies requesting financial assistance from Pitt County will follow the terms of the contract.

This Ordinance is adopted and made effective this the 17th day of February, 2020,

Melvin McLawhorn, Chair
Pitt County Board of Commissioners

Attest:

Kimberly W. Hines
Clerk to the Board

Appendix 1: Historical Notes Regarding Amendments

December 16, 2013

1. This Ordinance was adopted, and it repealed and replaced the Ordinance Establishing A Franchise for Non-Emergency Ambulance Operators and Creating an Oversight Committee for Both Emergency Medical Services Providers and Non-Emergency Ambulance Operators in Pitt County.

February 17, 2020

1. Membership increased to 10 with the addition of Public Health Director as voting member.
2. Changed the meeting schedule to four times a year, from meeting once every two months.
3. Defined what constitutes a conflict of interest.
4. Added clarifying language to refer to committee as the EMS Oversight Committee throughout ordinance.
5. Made changes and clarification to language throughout to better reflect the practice of the EMS Oversight Committee.
6. Section 3 –Non-Emergency Ambulance Franchises was removed from this Ordinance and made its own standalone ordinance with some minor revisions.

EMS SYSTEM OVERSIGHT ORDINANCE

Purpose:

Pursuant to authority granted in NCGS 153A 250, NCGS 153A 46 and NCGS 153A 123, and upon a finding that it is necessary to assure the provision of quality, cost effective ambulance service emergency medical services to promote the public health, safety, welfare and convenience of its citizens, the Pitt County Board of Commissioners hereby establishes an EMS Oversight Committee and adopts the following rules for the EMS System Plan, emergency and non-emergency ambulance providers in Pitt County.

Section 1. The Pitt County Emergency Medical Services System Plan Oversight Committee

There is hereby created the Pitt County Emergency Medical Services System Plan Oversight Committee (hereinafter referred to as the "EMS Oversight Committee"). This Committee will provide oversight for the EMS System Plan, both emergency medical services providers and non-emergency ambulance providers.

A. Membership

Membership shall consist of the following nine ten (109) members:

1. One (1) County Commissioner, who shall be appointed by the Chairman of the Pitt County Board of Commissioners;
2. One (1) Medical Director, who shall be appointed by the Pitt County Board of Commissioners at the recommendation of the Chair of the East Carolina University Brody School of Medicine Emergency Medicine Department, and who shall be the Medical Director of the Pitt County EMS System Plan;
3. One (1) Continuing Education Representative from Pitt Community College (PCC), who shall be appointed by the Pitt County Board of Commissioners at the recommendation of the President of PCC;
4. One (1) Vidant Medical Center representative, who shall be appointed by the Pitt County Board of Commissioners at the recommendation of the President of Vidant Medical Center;
5. One (1) representative from Pitt County Emergency Management, who shall be appointed by the Pitt County Board of Commissioners at the recommendation of the EMS-EM Director;
6. One (1) representative from the Pitt County Association of Rescue/EMS (PCAREMS), who shall be appointed by the Pitt County Board of Commissioners, and who shall be the current President of PCAREMS;
- 6-7. One (1), the Pitt County Director of Public Health, as appointed by the Pitt County Board of Health, who shall be appointed by the Pitt County Board of Commissioners;
- 7-8. Three (3) citizens at large, who shall be appointed by the Pitt County Board of Commissioners;

B. Liaisons

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| The following positions shall serve in a non-voting capacity as a resource for the EMS Oversight Committee:

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1. The Pitt County Attorney or the Attorney's designee from the Pitt County Legal Department;
2. The Pitt County Finance Director or the Finance Director's designee from the Pitt County Finance Department;
3. A representative from the City of Greenville Fire and Rescue Department;
4. A representative from a non-emergency provider, appointed by the Pitt County Board of Commissioners.
5. The Chair of the East Carolina University Brody School of Medicine Emergency Medicine Department;

C. *Term of Office*

1. With the exception of citizen at large seats, all EMS Oversight Committee members shall serve for as long as they hold their respective positions with the agency they represent, or until the agency they represent recommends replacement.
2. All citizen at large members are eligible to serve two (2) three-year terms as follows:
 - One (1) person will begin with a one-year term;
 - One (1) person will begin with a two-year term;
 - One (1) person will begin with a three-year term;

Thereafter, each eligible person will serve a three-year term upon expiration of these beginning terms. If any citizen at large is unable to complete their term of office, the Pitt County Board of Commissioners shall appoint a citizen to fill the unexpired term in accordance with the Board of Commissioner's General Policy for Appointment to Boards, Commissions and Committees.
3. All members appointed by the Pitt County Board of Commissioners shall be selected and shall serve in accordance with requirements of the Pitt County Board of Commissioners General Policy for Appointment to Boards, Commissions and Committees.

D. *Powers of ~~Committee~~Members*

1. The duties and powers of the EMS Oversight Committee shall be as specified herein and the EMS Oversight Committee shall make rules and regulations necessary to carry out the provisions of this Ordinance.
2. The EMS Oversight Committee will meet four times a year~~shall meet bi-monthly~~, or may be called as needed to address urgent business by the Pitt County Director of Emergency Management or the Chairman of the EMS Oversight Committee. Annually, at its meeting in which Officers are elected, the EMS Oversight Committee will also set and adopt its meeting schedule for that year.
3. The EMS Oversight Committee shall, from time to time, review the regulations and requirements contained herein and make recommendations to its liaison to the Pitt County Board of Commissioners of any amendments or changes which it deems advisable.

E. *Voting Rights and Responsibilities of Members*

1. All members of the EMS Oversight Committee shall have full and equal voting rights and responsibilities on matters brought before the EMS Oversight Committee.

2. All members must vote on all matters brought before the Oversight Committee unless excused for a specific stated conflict of interest. A conflict of interest is defined to include the following (i) a matter that involves the member's own official conduct as a member of the EMS Oversight Committee, or (ii) a matter being considered that is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. If an objection is raised to member's participation and that member does not recuse himself or herself, the remaining members of the board shall by majority vote rule on the objection. -by a majority vote of those members present.

~~3. The Pitt County Director of Emergency Management shall serve as staff and act as Chairman until a Chairperson is elected from the membership at the first meeting of the Oversight Committee. Thereafter, the Pitt County Director of Emergency Management shall serve as liaison between the Oversight Committee and the Pitt County Board of Commissioners.~~

~~4.3. A Chairperson and Vice-Chairperson shall be elected each year at the EMS Oversight Committee's first meeting in the County's fiscal year. September meeting of the Oversight Committee, or the first meeting held thereafter if no meeting is held in September.~~ The County Attorney or her designee shall preside over the election of officers. Any voting member of the EMS Oversight Committee is eligible to be nominated and serve as Chairperson or Vice Chairperson. Nominations do not require a second. Members nominated shall be voted on individually in reverse order, with the last nomination being voted on first. The positions of Chairperson and Vice Chairperson shall be filled by a majority vote of the EMS Oversight Committee.

~~5.4. The EMS Oversight Committee shall not conduct business unless a quorum is present. A quorum is defined as a majority of appointed members, excluding vacant seats.~~

F. *Duties of EMS Oversight Committee*

The duties of the EMS Oversight Committee shall be to provide oversight of EMS activities in Pitt County to assure that each EMS provider's equipment, personnel, and method of operation, ~~training and skills~~ are adequate to furnish emergency medical services to the area the provider covers. These activities shall include the following:

1. ~~Providing ongoing evaluation~~ Reviewing and making recommendations for improvement of EMS services;

~~2. Providing public information campaigns;~~

~~3.2. Promoting other activities to improve EMS services in Pitt County;~~

~~4.3. Reviewing the annual budget package for EMS providers;~~

~~5.4. Reviewing Pitt County's EMS service areas (districts) to~~ Advise the Board of Commissioners concerning restructuring and/or consolidating districts as necessary, ~~to carry out the Oversight Committee's mission of providing quality cost effective EMS services throughout the County;~~

~~6.5. Advising the Director of Emergency Management on matters relating to the enforcement of this Ordinance, and developing and recommending to the Director, for approval by the Pitt County Board of Commissioners, such standards of care, policies, regulations, procedures and actions which will maintain and improve the quality of both emergency medical services and non-emergency ambulance services for the citizens of Pitt County;~~

~~7.6. Reviewing the compliance with this Ordinance~~ and Emergency Services Ordinance No.5 (Non-Emergency Ambulance Franchise Ordinance) by EMS providers and non-emergency franchisees;

| ~~8.7.~~ Reviewing compliance of measurable “performance standards” by all EMS providers;

| ~~9. Reviewing compliance of measurable “performance standards” by all non-emergency franchisees;~~

| ~~10.8.~~ Reviewing reports of inspections conducted by the Emergency Management Director or his designee;

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~~11-9. Reviewing applications and making a recommendation to the Board of County Commissioners, when the Department of Emergency Management has received a complete application for a non-emergency ambulance franchise submitted under Emergency Services Ordinance No. 5. Scheduling and conducting a hearing on application for franchise upon request by the Director of Emergency Management upon receipt of a complete application for a franchise.~~

~~12-10. Supporting and encouraging non-profit providers to conduct fund raisers and utilize volunteers for cost effectiveness;~~

Section 2. EMS Providers Providing 911 Emergency Response, Care and Transport in Pitt County

A. Contract:

Each Agency providing 911 Emergency Response, Care and Transport in Pitt County shall have a valid contract with Pitt County. The terms of this contract shall be followed by the agency to assure proper care for the citizens and visitors of Pitt County. Without a valid contract to provide these services, an agency is not permitted to operate in Pitt County.

B. Financial Assistance:

Agencies requesting financial assistance from Pitt County will follow the terms of the contract.

Section 3. Non-Emergency Ambulance Franchises

~~Any person or corporation seeking a franchise in the County shall make application to the Pitt County Department of Emergency Management. The applicant will provide any information the County shall deem reasonably necessary for a fair determination of the capability of the applicant to provide non-emergency ambulance services in the County in accordance with the requirements of state law and the County as detailed herein.~~

~~Each applicant for franchise must be able to provide transport services twenty-four (24) hours a day, seven (7) days per week, fifty-two (52) weeks per year within the County.~~

A. Contents of Application for Franchise

~~Applicants will follow the guidelines established by the County and use such forms as may be required by the County which shall contain the following:~~

- ~~1. A non-refundable fee of twelve hundred dollars (\$1200.00) shall accompany all original applications before consideration will be given to the application.~~
- ~~2. The name and address of the applicant for franchise.~~
- ~~3. The trade and all other names, if any, under which the applicant does business, along with a certified copy of an assumed name certificate stating such name or names or articles of incorporation stating such name or names.~~
- ~~4. A complete resume of the training and experience of the applicant in the transportation and care of patients.~~
- ~~5. A full description of the type and level of service to be provided.~~
- ~~6. A description of the physical location of the place or places from which the applicant intends to operate.~~
- ~~7. The manner in which the public will be able to obtain service and how the non-emergency ambulances will be dispatched.~~

- ~~8. An audited financial statement of the applicant as the same pertains to operations in Pitt County; said financial statement to be in such form and in such detail as may be required by the County.~~
 - ~~9. A description of the applicant's capability to provide non-emergent ambulance transport services.~~
 - ~~10. An accurate estimate of the minimum and maximum number of minutes to respond to calls service within the County.~~
 - ~~11. An accurate and current listing of all employees showing each person's address, phone number, driver's license number, last four digits of the social security number, and date of birth. Additionally, a current copy of each individual's current state certification shall be kept on file at all times.~~
 - ~~12. An accurate and current listing of all ambulance apparatus that will be used by the applicant to provide ambulance transport services. This listing will include the make, model, agency ID number, Vehicle Identification Number (VIN) and state permit number.~~
 - ~~13. A certificate of insurance in a form acceptable to Pitt County, which documents that the applicant has complied with insurance coverage requirements:
 - ~~a. General liability insurance in the amount of at least \$1,000,000 per occurrence, \$2 million umbrella coverage, for a combined total of \$3 million, with a combined single limit with contractual coverage endorsements;~~
 - ~~b. Vehicle liability with insurance limits covering bodily injury, death and property damage claims in the amount of at least \$1,000,000 per occurrence, \$2 million umbrella for combined coverage of 3 million, with combined single limits;~~
 - ~~c. Professional liability, errors and omissions insurance for all personnel in the minimum amount of \$1,000,000, per occurrence, \$3 million combined coverage.~~
 - ~~d. Copies of each insurance policy listed above with original, signed, insurance certificates noting that the County shall be notified 30 days prior to any cancellation or change of any such insurance coverage. All said insurance policies shall hold the County harmless of any liability for the covered acts.~~~~
 - ~~14. A fee schedule that outlines all charges and rates for services and loaded mileage.~~
 - ~~15. Documentation of a training program that provides a minimum of 24 hours of annual continuing education; and should also include:
 - ~~a. Blood borne Pathogens — Infectious Control Training~~
 - ~~b. Vehicle Operations — Driver Training~~
 - ~~c. HIPAA Privacy and Security Training~~
 - ~~d. Harassment and Hostile Work Place~~
 - ~~e. Agency Standard Operational Guidelines (SOG)~~~~
- ~~B. Consideration of Application for Franchise.~~
- ~~1. Pitt County Department of Emergency Management shall receive all applications for franchise from applicants.~~

~~2. Pitt County Department of Emergency Management shall evaluate each application for compliance with the requirements of this Ordinance before presenting application to the Oversight Committee.~~

~~3. After consideration by the Oversight Committee, the Application shall be presented to the Pitt County Board of Commissioners with the recommendation of the Oversight Committee concerning an award or denial of a franchise to the applicant.~~

~~C. No Franchise Shall Be Required For:~~

~~1. Any entity rendering mutual aid assistance in the case of a disaster, major catastrophe, mutual aid, or emergency when the resources of Pitt County are insufficient or unable to cope, and assistance has been requested.~~

~~2. Any entity operated from a location or headquarters outside of Pitt County, transporting to facilities located within Pitt County, or picking up patients within Pitt County for transportation to locations outside of Pitt County.~~

~~3. Ambulances owned and operated by an agency of the United States Government.~~

~~4. Vehicles owned and operated by EMS Providers chartered by the State of North Carolina as corporations and under contract to Pitt County to operate in Pitt County to provide emergency medical services, or municipal EMS Providers, all of which are operating as part of the County EMS Plan as of the effective date of this Ordinance.~~

~~5. Any entity providing ambulance transportation services within the meaning of this Ordinance that are part of a state-certified hospital based specialty care transportation program.~~

~~D. State Permits and County Franchise Requirements~~

~~1. No person either as owner, agent, or otherwise, shall furnish, operate, conduct, maintain, advertise, or otherwise be engaged in or profess to be engaged in the transportation of patients within Pitt County, unless the person holds a valid permit for each ambulance used in such business or service issued by the NCOEMS, and has been granted a franchise for the operation of such by Pitt County, pursuant to this Ordinance.~~

~~2. Each franchisee shall secure and retain all State and Federal licenses required to handle drugs under DEA or other regulations.~~

~~3. Compliance with Law: Each franchised ambulance operator shall comply at all times with the requirements of this Ordinance, and all applicable federal, state and local laws relating to taxes, health, sanitation, safety, and equipment.~~

~~E. Standards for Mobile Communication~~

~~1. Each ambulance vehicle shall be equipped with an operational two-way radio capable of establishing good quality voice communications within the geographic confines of the County to each hospital emergency department and the County.~~

~~2. Each Non-Emergency Franchisee shall maintain current authorization and Federal Communication Commission licenses for all frequencies and radio transmitters operated by that provider. Copies of all authorizations and licenses shall be on display and available for inspection per the Federal Communication Commission's rules and regulations.~~

- ~~3. Each base of operation must have at least one (1) open telephone line. Telephone numbers must be registered with each law enforcement agency and Pitt 911 Communications Center in Pitt County.~~
- ~~4. Although not required, each Franchisee may join the County's 700 MHz radio system system as a partnering agency, subject to the terms and conditions established by the County for each partnering agency.~~

~~F. Other Requirements of all Franchisees~~

~~All Franchisees must:~~

- ~~1. Have the minimum equipment as specified by the NCOEMS and as specified in the guidelines adopted by the County and the County Medical Director.~~
- ~~2. Participate in County mutual aid agreement.~~
- ~~3. Agree that disclosure of protected and specific patient-related information to the public is forbidden, and comply with all provisions of the HIPAA privacy and security rules, as well as the HITECH Act, and all other applicable laws, regulations and rules concerning protected health information.~~
- ~~4. Keep strictly confidential all records and information as required by law, ordinance, and policy, including, but not limited to, information shared in the Pitt County EMS Quality Management Committee, personnel information, drug screen results, and other confidential information.~~
- ~~5. Be responsible for keeping accurate records of all calls, as well as other records and reports required by the County or the State of North Carolina.~~
- ~~6. Adopt a written policy to assure that all employees are free from impairing substances, including alcohol and drugs, while performing services under this franchise. A copy of the Franchisee's written policy shall be provided to Pitt County within thirty (30) days of awarding of franchise.~~
- ~~7. Adopt a written policy to assure appropriate and lawful usage of social media by all employees while performing services under this franchise. A copy of the Franchisee's written policy shall be provided to Pitt County within thirty (30) days of awarding of franchise.~~

~~G. Franchise Renewal~~

~~A single year franchise pursuant to this Ordinance shall be valid for a term of one (1) year (12 months). This term will follow the County's fiscal year and run from July 1 of a given year to June 30 of the subsequent calendar year.~~

- ~~1. The franchise may be renewed following the submission of an application and payment of a twelve hundred-dollar fee (\$1200.00).~~
- ~~2. Renewal fee is due sixty (60) days prior to renewal date, or the franchise may not be renewed.~~

~~H. Enforcing Agency~~

~~The Pitt County Department of Emergency Management shall be the enforcing agency for the regulations contained in this Ordinance and shall establish policies, procedures and standards for the evaluation of non-emergency ambulance franchise applications and shall:~~

~~4. Require and receive monthly reports from franchisees to include:~~

- ~~a. Record of dispatch: Showing time call for transport was received, time ambulance dispatched, time arrived on scene, time arrived at destination, time in service, and time returned to base.~~
- ~~b. Trip record: The trip record shall be so designed as to provide the patient with a copy of it and may serve as a receipt for any charges paid.~~
- ~~c. Daily report log: Shall be maintained for the purpose of identifying all persons transported in any given day.~~
- ~~d. Daily driver and attendant checklist and inspection report: Shall list contents and description of operations for each vehicle, signed by the individual verifying vehicle operations and equipment.~~

~~2. Inspect the premises, vehicles, equipment, and personnel of franchisees to assure compliance to this Ordinance and perform any other inspections as deemed necessary.~~

~~3. With approval of the Oversight Committee, recommend to the Pitt County Board of Commissioners the temporary or permanent suspension of a franchise in the event of non-compliance with the terms of this Ordinance.~~

~~4. Maintain all records required by this Ordinance and other applicable State and County regulations.~~

~~I. Complaints, Violations and Penalties:~~

~~It shall be a violation of this Ordinance for anyone to file a frivolous complaint against any franchisee or any employee or representative of a franchisee, with the intent to cause a fine, suspension, probation or termination of any ambulance franchise granted herein.~~

~~1. The Pitt County Department of Emergency Management shall assure Due Process for any complaints or report of ordinance violations as follows:~~

- ~~a. Require written complaints filed against a franchisee be submitted to the Pitt County Department of Emergency Management.~~
- ~~b. Provide a hearing by the Oversight Committee where both sides have an opportunity to present their case regarding the written complaint, in writing or in person.~~
- ~~c. Oversight Committee shall deliberate following hearing, excluding any parties who were involved in the complaint.~~
- ~~d. The decision of the Oversight Committee regarding the written complaint shall be sent by mail to all parties within fifteen (15) days of the hearing, providing procedures for appeal.~~
- ~~e. Upon receipt of the Oversight Committee's written decision, franchisee will have fifteen (15) days to send a written appeal to the Pitt County Board of Commissioners.~~
- ~~f. Upon receipt of written appeal from franchisee, the Pitt County Board of Commissioners shall render a decision in writing within thirty (30) days. The decision, at their discretion, may include, but is not limited to, probation, suspension, fines or termination of franchise.~~

~~2. Penalties may be imposed for violations of or acts of non-compliance with any of the franchise terms of this Ordinance. Penalties may be imposed and collected by Pitt County Department of Emergency Management as follows:~~

- ~~a. First offense: Penalty of five hundred dollars (\$500.00);~~
- ~~b. Second offense: (If within one (1) year of the first offense) Penalty of one thousand dollars (\$1,000.00);~~
- ~~c. Third offense: (If within one (1) year of the second offense) Penalty of two thousand dollars (\$2,000.00);~~
- ~~d. Fourth offense: (If within one (1) year of the third offense) shall cause the Oversight Committee to recommend to the Pitt County Board of Commissioners the permanent termination of the franchise.~~
- ~~e. Penalties for any offense may include monetary penalties, suspension, probation, and/or termination of the franchise.~~

~~3. Default in any of the terms or conditions of the Ordinance by Non-Emergency Franchisees may cause termination of the franchise at the discretion of the County.~~

~~J. Cessation of Activity upon Termination of Franchise~~

- ~~1. Upon suspension, revocation, or termination of a franchise such franchised ambulance operator shall immediately cease operations.~~
- ~~2. Upon suspension, revocation, or termination of a driver's license, attendant's certification or Emergency Medical Technician Certificate, such persons shall cease to drive an ambulance, perform service, or attend an ambulance.~~
- ~~3. The franchisee shall not permit any person whose license or credentials are invalid to drive an ambulance or provide medical care in conjunction with the ambulance operator.~~
- ~~4. Either party may terminate the franchise upon sixty (60) days' written notice to the other party. After a notice of service termination is given, the non-emergency ambulance provider may reapply for a franchise.~~

~~K. Change of Ownership~~

- ~~1. Prior approval of the Pitt County Department of Emergency Management shall be required where ownership, control, or right of control of more than ten (10) percent of the franchise is to be acquired by a person or group of persons acting in concert, none of whom own or control ten (10) percent or more of such right of control, singularly or collectively, at the date of the franchise. By its acceptance of the franchise, the franchisee specifically agrees that any such acquisition occurring without prior approval of the Pitt County Department of Emergency Management shall constitute a violation of the franchise by the franchisee and shall be cause for penalties at the option of the Oversight Committee and/or the Pitt County Board of Commissioners.~~
- ~~2. Any change of ownership of a franchised ambulance operator without the approval of the Pitt County Department of Emergency Management shall terminate the franchise immediately. A new application and fee shall be required to request franchise under new ownership or control.~~
- ~~3. No franchise may be sold, assigned, mortgaged, or otherwise transferred without the approval of the Pitt County Department of Emergency Management. Each franchised~~

~~ambulance operator, its equipment, and the premises designated in the application, and all records relating to its maintenance and operation, as such, shall be open to inspection by the State of North Carolina, Pitt County, or their designated representative's at all reasonable times.~~

This Ordinance is adopted and made effective this the _____ day of _____, ~~2013~~2020, by the Pitt County Board of Commissioners, and hereby repeals and replaces the Ordinance ~~Establishing A Franchise for Non-Emergency Ambulance Operators and Creating and Oversight Committee for Both Emergency Medical Services Providers and Non-Emergency Ambulance Operators in Pitt County.~~

~~Melvin McLawhorn~~ Jimmy Garris,
Chairman
Pitt County Board of Commissioners

Attest:

Kimberly W. Hines
Clerk to the Board

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Appendix 1: Historical Notes Regarding Amendments

December 16, 2013

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NON-EMERGENCY AMBULANCE FRANCHISE ORDINANCE

Any person or corporation seeking a franchise in the County shall make application to the Pitt County Department of Emergency Management. The applicant will provide any information the County shall deem reasonably necessary for a fair determination of the capability of the applicant to provide non-emergency ambulance services in the County in accordance with the requirements of state law and the County as detailed herein.

Each applicant for franchise must be able to provide transport services twenty-four (24) hours a day, seven (7) days per week, fifty-two (52) weeks per year within the County.

A. Contents of Application for Franchise

Applicants will follow the guidelines established by the County and use such forms as may be required by the County which shall contain the following:

1. A non-refundable fee of twelve hundred dollars (\$1200.00) shall accompany all original applications before consideration will be given to the application.
2. The name and address of the applicant for franchise.
3. The trade and all other names, if any, under which the applicant does business, along with a certified copy of an assumed name certificate stating such name or names or articles of incorporation stating such name or names.
4. A complete resume of the training and experience of the applicant in the transportation and care of patients.
5. A full description of the type and level of service to be provided.
6. A description of the physical location of the place or places from which the applicant intends to operate.
7. The manner in which the public will be able to obtain service and how the non-emergency ambulances will be dispatched.
8. An audited financial statement of the applicant as the same pertains to operations in Pitt County; said financial statement to be in such form and in such detail as may be required by the County.
9. A description of the applicant's capability to provide non-emergent ambulance transport services.
10. An accurate estimate of the minimum and maximum number of minutes to respond to calls service within the County.
11. An accurate and current listing of all employees showing each person's address, phone number, driver's license number, last four digits of the social security number, and date of birth. Additionally, a current copy of each individual's current state certification shall be kept

on file at all times.

12. An accurate and current listing of all ambulance apparatus that will be used by the applicant to provide ambulance transport services. This listing will include the make, model, agency ID number, Vehicle Identification Number (VIN) and state permit number.
13. A certificate of insurance in a form acceptable to Pitt County, which documents that the applicant has complied with insurance coverage requirements.
 - a. General liability insurance in the amount of at least \$1,000,000 per occurrence, \$2 million umbrella coverage, for a combined total of \$3 million, with a combined single limit with contractual coverage endorsements;
 - b. Vehicle liability with insurance limits covering bodily injury, death and property damage claims in the amount of at least \$1,000,000 per occurrence, \$2 million umbrella for combined coverage of 3 million, with combined single limits;
 - c. Professional liability, errors and omissions insurance for all personnel in the minimum amount of \$1,000,000, per occurrence, \$3 million combined coverage.
 - d. Copies of each insurance policy listed above with original, signed, insurance certificates noting that the County shall be notified 30 days prior to any cancellation or change of any such insurance coverage. All said insurance policies shall hold the County harmless of any liability for the covered acts.
14. A fee schedule that outlines all charges and rates for services and loaded mileage.
15. Documentation of a training program that provides a minimum of 24 hours of annual continuing education; and should also include:
 - a. Blood borne Pathogens – Infectious Control Training
 - b. Vehicle Operations – Driver Training
 - c. HIPAA Privacy and Security Training
 - d. Harassment and Hostile Work Place
 - e. Agency Standard Operational Guidelines (SOG)

B. *Consideration of Application for Franchise.*

1. Pitt County Department of Emergency Management shall receive all applications for franchise from applicants.
2. Pitt County Department of Emergency Management shall evaluate each application for compliance with the requirements of this Ordinance before presenting application to the Pitt County Emergency Medical Services System Plan Oversight Committee (hereinafter referred to as the "EMS System Oversight Committee) as established in Pitt County's EMS System Oversight Ordinance (Emergency Services Ordinance No. 4).
3. After consideration by the EMS System Oversight Committee, the Application shall be presented to the Pitt County Board of Commissioners with the recommendation of the EMS System Oversight Committee concerning an award or denial of a franchise to the applicant.

C. *No Franchise Shall Be Required For:*

1. Any entity rendering mutual aid assistance in the case of a disaster, major catastrophe, mutual aid, or emergency when the resources of Pitt County are insufficient or unable to cope, and assistance has been requested.
2. Any entity operated from a location or headquarters outside of Pitt County, transporting to facilities located within Pitt County, or picking up patients within Pitt County for transportation to locations outside of Pitt County.
3. Ambulances owned and operated by an agency of the United States Government.
4. Vehicles owned and operated by EMS Providers chartered by the State of North Carolina as corporations and under contract to Pitt County to operate in Pitt County to provide emergency medical services, or municipal EMS Providers, all of which are operating as part of the County EMS Plan as of the effective date of this Ordinance.
5. Any entity providing ambulance transportation services within the meaning of this Ordinance that are part of a state-certified hospital based specialty care transportation program.

D. *State Permits and County Franchise Requirements*

1. No person either as owner, agent, or otherwise, shall furnish, operate, conduct, maintain, advertise, or otherwise be engaged in or profess to be engaged in the transportation of patients within Pitt County, unless the person holds a valid permit for each ambulance used in such business or service issued by the NCOEMS, and has been granted a franchise for the operation of such service by Pitt County, pursuant to this Ordinance.
2. Each franchisee shall secure and retain all State and Federal licenses required to handle drugs under DEA or other regulations.
3. Compliance with Law: Each franchised ambulance operator shall comply at all times with the requirements of this Ordinance, and all applicable federal, state and local laws relating to taxes, health, sanitation, safety, and equipment.

E. *Standards for Mobile Communication*

1. Each ambulance vehicle shall be equipped with an operational two-way radio capable of establishing good quality voice communications within the geographic confines of the County to each hospital emergency department and the County's 911 Communications Center.
2. Each Non-Emergency Franchisee shall maintain current authorization and Federal Communication Commission licenses for all frequencies and radio transmitters operated by that provider. Copies of all authorizations and licenses shall be on display and available for inspection per the Federal Communication Commission's rules and regulations.
3. Each base of operation must have at least one (1) open telephone line. Telephone numbers must be registered with each law enforcement agency and Pitt 911 Communications Center in Pitt County.
4. Although not required, each Franchisee may join the County's 700 MHz radio system system as a partnering agency, subject to the terms and conditions established by the County for each partnering agency.

F. *Other Requirements of all Franchisees*

All Franchisees must:

1. Have the minimum equipment as specified by the NCOEMS and as specified in the guidelines adopted by the County and the County Medical Director.
2. Participate in County mutual aid agreement.
3. Agree that disclosure of protected and specific patient-related information to the public is forbidden, and comply with all provisions of the HIPAA privacy and security rules, as well as the HITECH Act, and all other applicable laws, regulations and rules concerning protected health information.
4. Keep strictly confidential all records and information as required by law, ordinance, and policy, including, but not limited to, information shared in the Pitt County EMS Quality Management Committee, personnel information, drug screen results, and other confidential information.
5. Be responsible for keeping accurate records of all calls, as well as other records and reports required by the County or the State of North Carolina.
6. Adopt a written policy to assure that all employees are free from impairing substances, including alcohol and drugs, while performing services under this franchise. A copy of the Franchisee's written policy shall be provided to Pitt County within thirty (30) days of awarding of franchise.
7. Adopt a written policy to assure appropriate and lawful usage of social media by all employees while performing services under this franchise. A copy of the Franchisee's written policy shall be provided to Pitt County within thirty (30) days of awarding of franchise.
8. Shall maintain and upon request of the Pitt County EMS Director shall make available dispatch records, call reports, and daily inspection records.

G. *Franchise Renewal*

A single year franchise pursuant to this Ordinance shall be valid for a term of one (1) year (12 months). This term will follow the County's fiscal year and run from July 1 of a given year to June 30 of the subsequent calendar year.

1. The franchise may be renewed following the submission of an application and payment of a twelve hundred-dollar fee (\$1200.00).
2. Renewal fee is due sixty (60) days prior to renewal date, or the franchise may not be renewed.

H. *Enforcing Agency*

The Pitt County Department of Emergency Management shall be the enforcing agency for the regulations contained in this Ordinance and shall establish policies, procedures and standards for the evaluation of non-emergency ambulance franchise applications and shall:

1. Inspect the premises, vehicles, equipment, and personnel of franchisees to assure compliance to this Ordinance and perform any other inspections as deemed necessary.
2. With approval of the EMS System Oversight Committee, recommend to the Pitt County Board of Commissioners the temporary or permanent suspension of a franchise in the event of non-compliance with the terms of this Ordinance.

3. Maintain all records required by this Ordinance and other applicable State and County regulations.

I. *Complaints, Violations and Penalties:*

1. The Pitt County Department of Emergency Management shall assure Due Process for any complaints or report of ordinance violations as follows:
 - a. Require written complaints filed against a franchisee be submitted to the Pitt County Department of Emergency Management.
 - b. Provide a hearing by the EMS System Oversight Committee where both sides have an opportunity to present their case regarding the written complaint, in writing or in person.
 - c. EMS System Oversight Committee shall deliberate following the hearing.
 - d. The decision of the EMS System Oversight Committee regarding the written complaint shall be sent by mail to all parties within fifteen (15) days of the hearing, providing procedures for appeal.
 - e. Upon receipt of the EMS System Oversight Committee's written decision, franchisee will have fifteen (15) days to send a written appeal to the Pitt County Board of Commissioners.
 - f. Upon receipt of written appeal from franchisee, the Pitt County Board of Commissioners shall render a decision in writing within thirty (30) days. The decision, at their discretion, may include, but is not limited to, probation, suspension, fines or termination of franchise.
2. Penalties may be imposed for violations of or acts of non-compliance with any of the franchise terms of this Ordinance. Penalties may be imposed and collected by Pitt County Department of Emergency Management as follows:
 - a. First offense: Penalty of five hundred dollars (\$500.00),
 - b. Second offense: (If within one (1) year of the first offense) Penalty of one thousand dollars (\$1,000.00),
 - c. Third offense: (If within one (1) year of the second offense) Penalty of two thousand dollars (\$2,000.00),
 - d. Fourth offense: (If within one (1) year of the third offense) shall cause the EMS System Oversight Committee to recommend to the Pitt County Board of Commissioners the permanent termination of the franchise.
 - e. Penalties for any offense may include monetary penalties, suspension, probation, and/or termination of the franchise.
3. Default in any of the terms or conditions of the Ordinance by Non-Emergency Franchisees may cause termination of the franchise at the discretion of the County.

J. *Cessation of Activity upon Termination of Franchise*

1. Upon suspension, revocation, or termination of a franchise such franchised ambulance operator shall immediately cease operations.
2. Upon suspension, revocation, or termination of a driver's license, attendant's certification or

Emergency Medical Technician Certificate, such persons shall cease to drive an ambulance, perform service, or attend an ambulance.

3. The franchisee shall not permit any person whose license or credentials are invalid to drive an ambulance or provide medical care in conjunction with the ambulance operator.
4. Either party may terminate the franchise upon sixty (60) days' written notice to the other party. After a notice of service termination is given, the non-emergency ambulance provider may reapply for a franchise.

K. *Change of Ownership*

1. Prior approval of the Pitt County Department of Emergency Management shall be required where ownership, control, or right of control of more than ten (10) percent of the franchise is to be acquired by a person or group of persons acting in concert, none of whom own or control ten (10) percent or more of such right of control, singularly or collectively, at the date of the franchise. By its acceptance of the franchise, the franchisee specifically agrees that any such acquisition occurring without prior approval of the Pitt County Department of Emergency Management shall constitute a violation of the franchise by the franchisee and shall be cause for penalties at the option of the EMS System Oversight Committee and/or the Pitt County Board of Commissioners.
2. Any change of ownership of a franchised ambulance operator without the approval of the Pitt County Department of Emergency Management shall terminate the franchise immediately. A new application and fee shall be required to request franchise under new ownership or control.
3. No franchise may be sold, assigned, mortgaged, or otherwise transferred without the approval of the Pitt County Department of Emergency Management. Each franchised ambulance operator, its equipment, and the premises designated in the application, and all records relating to its maintenance and operation, as such, shall be open to inspection by the State of North Carolina, Pitt County, or their designated representative's at all reasonable times.

This Ordinance is adopted and made effective this the 17th day of February, 2020.

Melvin McLawhorn, Chair
Pitt County Board of Commissioners

Attest:

Kimberly W. Hines
Clerk to the Board

Appendix 1: Historical Notes Regarding Amendments

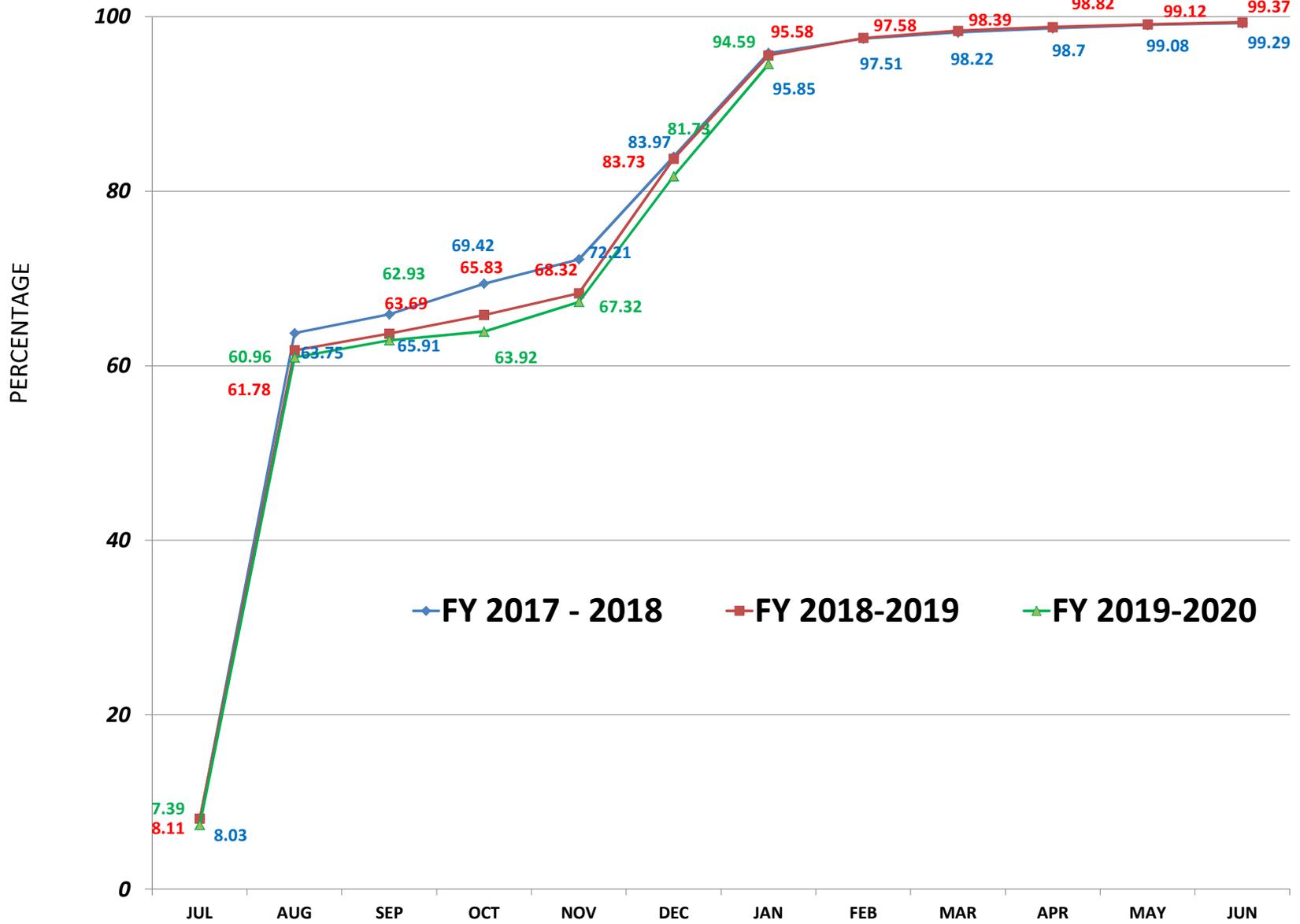
February 17, 2020

1. These provisions regarding Non-Emergency Ambulance Franchises were made its own standalone ordinance. Previously this language was Section 3 of the EMS System Oversight Ordinance (Emergency Services Ordinance No. 4).
2. Added language to clarify that Oversight Committee meant EMS System Oversight Committee.
3. Added language to clarify that franchises must be able to communicate with the County's 911 Communication Center.
4. Changed reporting requirements for franchises, now franchises must only maintain reports and make them available to Pitt County staff upon request.
5. Deleted language regarding frivolous complaints.
6. Deleted language regarding excluding certain parties during the deliberation portion of the complaint procedure.

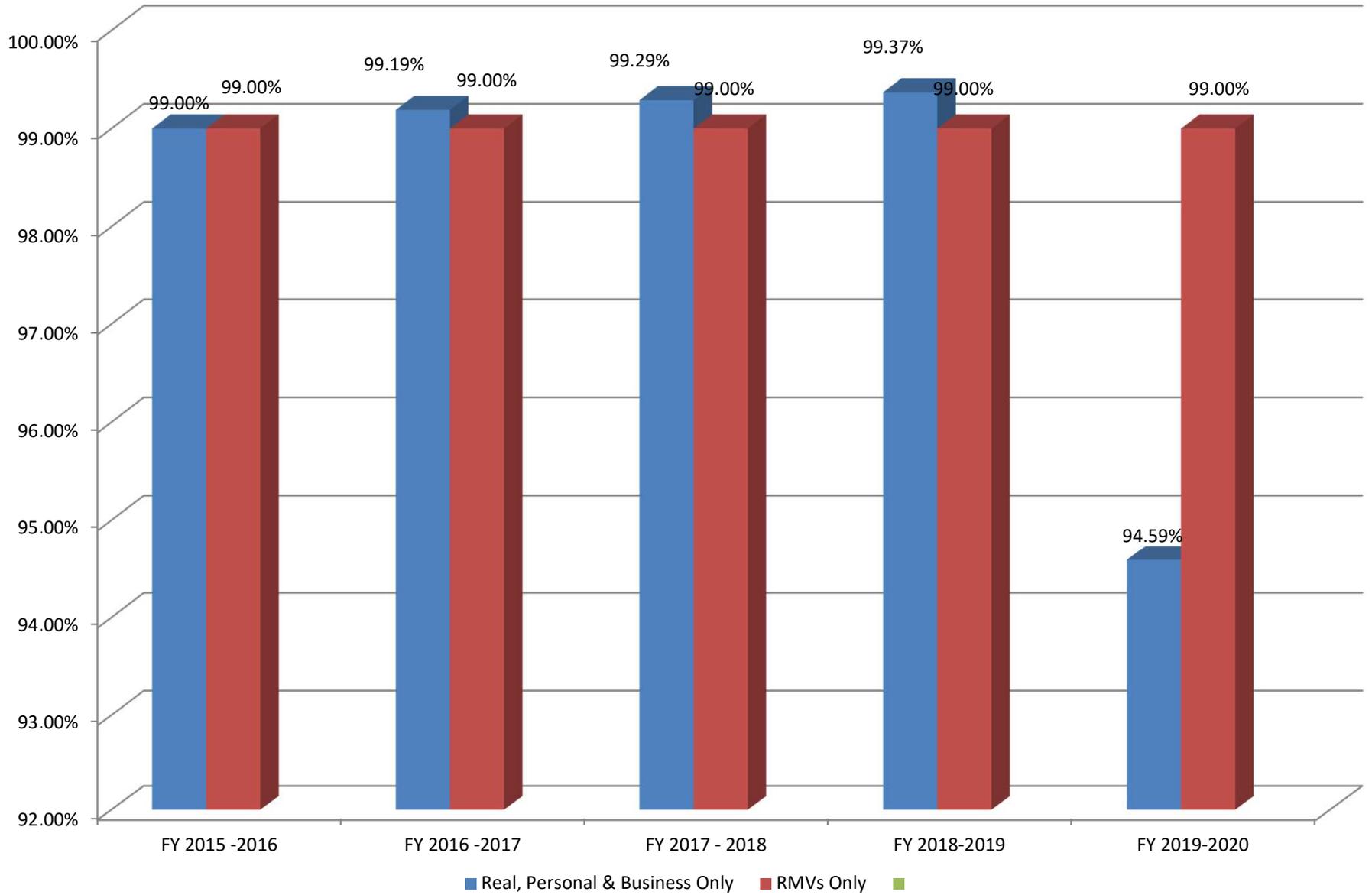
Appendix 6

January 2020 Tax Collection Report

REAL AND PERSONAL PROPERTY TAX COLLECTION RATES: FISCAL YEAR TO DATE (FYTD) BY MONTH



PITT COUNTY PROPERTY TAX COLLECTION RATES BY FISCAL YEAR





JANUARY 2020 TAX COLLECTION REPORT

1. CURRENT FISCAL YEAR (FY) NET TAX LEVY - PRINCIPAL

	CURRENT FYTD	FYTD 18-19	DIFFERENCE	PERCENTAGE DIFFERENCE
Fiscal year to date (FYTD) net tax levy for real and personal property:	\$86,815,259.45	\$80,657,526.14	\$6,157,733.31	7.63% increase

2. COUNTY TAX AND FEE COLLECTIONS -- CURRENT FISCAL YEAR ONLY

	CURRENT	ONE YEAR AGO	DIFFERENCE	PERCENTAGE DIFFERENCE
Pitt current year taxes and fees collected during the current month:	\$13,095,929.31	\$10,106,689.73	\$2,989,239.58	29.58% increase

3. COUNTY TAX AND FEE COLLECTIONS -- ALL COLLECTIBLE YEARS

	CURRENT	ONE YEAR AGO	DIFFERENCE	PERCENTAGE DIFFERENCE
Current month collections of Pitt taxes and fees (all collectible years):	\$13,143,233.84	\$10,165,193.95	\$2,978,039.89	29.30% increase

4. TAX COLLECTION RATE - REAL AND PERSONAL PROPERTY

<u>FY 19-20:</u>	94.59%	<u>FY 18-19:</u>	95.58%	<u>DIFFERENCE</u>	-0.99%	decrease
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5. PITT COUNTY PROPERTY TAXES AND FEES FISCAL YEAR TO DATE COLLECTIONS

TAX YEAR	COLLECTED	COLLECTED RATE	UNCOLLECTED	UNCOLLECTED RATE
2019:	\$87,420,699.92	94.36%	\$5,218,001.19	5.64%
Prior Year Taxes:	\$472,564.46	99.81%	\$1,622,057.36	0.19%

6. PITT COUNTY PROPERTY TAXES RECEIVED THROUGH COLLECTIONS ACTIONS FYTD

	FYTD 19-20	FYTD 18-19	DIFFERENCE	PERCENTAGE
Bank Attachments	\$218,557.60	\$610,970.81	-\$392,413.21	-64.23%
Wage Garnishments	\$146,984.22	\$266,395.22	-\$119,411.00	-44.82%
Rent Attachments	\$224,931.45	\$313,419.03	-\$88,487.58	-28.23%
Sheriff Levy	\$65,958.43	\$205,668.17	-\$139,709.74	-67.93%
Escheated funds	\$238,859.89	\$389,221.35	-\$150,361.46	-38.63%
Final notices	\$1,021,749.41	\$780,817.44	\$240,931.97	30.86%
Foreclosure warning	\$264,460.92	\$354,905.42	-\$90,444.50	-25.48%
Payment plans	\$521,834.08	\$589,633.14	-\$67,799.06	-11.50%
Called Citizens	\$549,399.01	\$203,283.68	\$346,115.33	170.26%
Manager/Paralegal	\$2,708,819.35	\$77,317.92	\$2,631,501.43	3403.48%

7. NC DEBT SETOFF PROGRAM FUNDS RECEIVED FYTD

	FY 19-20:	FY 18-19:	DIFFERENCE	PERCENTAGE
	\$4,261.73	\$16,243.14	(\$11,981.41)	-73.76% decrease

8. OCCUPANCY TAX COLLECTIONS RECEIVED FYTD

	FY 19-20:	FY 18-19:	DIFFERENCE	PERCENTAGE
	\$1,469,556.73	\$1,520,045.49	(\$50,488.76)	-3.32% decrease

9. SHORT TERM RENTAL/LEASED MOTOR VEHICLE GROSS RECEIPTS TAX IN LIEU OF VEHICLE PROPERTY TAX

	FYTD 19-20	FYTD 18-19	DIFFERENCE	PERCENT DIFFERENCE
FYTD Pitt County tax:	\$114,297.20	\$110,350.21	\$3,946.99	3.58% increase
FYTD Greenville tax:	\$103,598.42	\$99,874.04	\$3,724.38	3.73% increase
FYTD TOTAL TAX:	\$217,895.62	\$210,224.25	\$7,671.37	3.65% increase

10. SHORT TERM RENTAL/LEASED HEAVY EQUIPMENT GROSS RECEIPTS TAX REPORTED QUARTERLY

		Quarterly Total -- One Year Ago:	DIFFERENCE	PERCENT DIFFERENCE
Pitt County Quarterly Total:	\$91,577.51	\$50,805.88	\$40,771.63	80.25% increase

11. PITT COUNTY NET VEHICLE REVENUE FROM TAG & TAX TOGETHER

	FYTD 19-20	FYTD 18-19	DIFFERENCE	PERCENT DIFFERENCE
MONTHLY NET VEHICLE PROPERTY TAX COLLECTIONS:	\$892,073.29	\$5,790,017.44	\$5,292,655.57	9% increase

Per NC Dept. of Revenue NCVTS tax collection percentages reported to NC counties is 99%.

Appendix 7

Monthly Financial Report for General Fund and Solid
Waste Fund as of January 30, 2020

PITT COUNTY - SOLID WASTE FUND - MONTHLY FINANCIAL REPORT

FISCAL 2019-2020 REVENUES - Period 7 (58.33%)										FISCAL YEAR 2018-2019		
ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	YTD ACTUAL	\$\$ Diff	% Diff
TOTAL REVENUES			\$ (10,750,842.00)	\$ -	\$ (10,750,842.00)	\$ (7,794,499.12)	\$ -	\$ (2,956,342.88)	72.50%	\$ (7,429,766.81)	\$ 364,732.31	4.91%

FISCAL 2019-2020 EXPENDITURES - Period 7 (58.33%)										FISCAL YEAR 2018-2019		
ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	YTD ACTUAL	\$\$ Diff	% Diff
TOTAL EXPENDITURES			\$ 10,750,842.00	\$ -	\$ 10,750,842.00	\$ 5,615,789.81	\$ -	\$ 5,135,052.19	52.24%	\$ 5,963,364.09	\$ 347,574.28	5.83%

BUDGET VS ACTUAL			
	REVISED BUDGET	YEAR TO DATE	%
REVENUES	\$ (10,750,842.00)	\$ (7,794,499.12)	72.50%
EXPENDITURES	\$ 10,750,842.00	\$ 5,615,789.81	52.24%

EARNINGS/(LOSS)	Fiscal Year 2019-20	Fiscal Year 2018-19
	ACTUALS	ACTUALS
REVENUES	\$ (7,794,499.12)	\$ (7,429,766.81)
EXPENDITURES	\$ 5,615,789.81	\$ 5,963,364.09
RATIO	138.8%	124.6%

COUNTY OF PITT
GENERAL FUND
MONTHLY FINANCIAL REPORT
as of January 30, 2020

	FY 2020 Revised Budget	FY 2020 Month-To-Date	FY 2020 Year-To-Date	% of Budget	FY 2019 Revised Budget	FY 2019 Year-To-Date	% of Budget
REVENUES							
General Government							
Taxes - Ad Valorem	94,430,317	13,338,684.30	86,739,869.23	91.9%	89,324,259	81,384,136.48	91.1%
Taxes - Other	20,681,822	1,927,369.83	7,515,045.62	36.3%	19,773,999	6,160,696.41	31.2%
Intergovernmental - Unrestricted	300,000	-	-	0.0%	300,000	-	0.0%
Intergovernmental - Restricted	582,200	36,840.90	474,433.73	81.5%	536,250	350,372.48	65.3%
Permits & Fees	2,142,750	197,897.62	1,296,412.98	60.5%	2,137,694	1,302,198.49	60.9%
Sales & Services	5,525,497	1,190,198.47	3,621,352.21	65.5%	5,114,077	3,179,442.64	62.2%
Other Revenues	14,930,303	2,514,368.28	4,737,909.92	31.7%	9,447,892	3,800,756.41	40.2%
Public Health	11,819,791	341,169.14	5,641,362.82	47.7%	11,703,277	5,735,800.85	49.0%
DSS	31,737,117	1,181,682.38	12,714,874.04	40.1%	29,379,276	12,938,912.26	44.0%
Court Facility	384,576	33,345.69	232,327.26	60.4%	328,336	168,285.67	51.3%
Mental Health	663,500	47,719.93	372,845.53	56.2%	648,500	368,286.46	56.8%
Total Revenues	183,197,873	20,809,276.54	123,346,433.34	67.3%	168,693,560	115,388,888.15	68.4%

EXPENDITURES							
General Government							
Governing Board	250,040	18,206.06	145,174.38	58.1%	242,332	154,663.16	63.8%
County Manager	525,213	48,683.93	319,806.96	60.9%	481,081	287,459.73	59.8%
Financial Services	869,702	92,325.37	508,873.58	58.5%	825,309	435,095.66	52.7%
Tax Administration	2,704,498	261,744.44	1,437,552.23	53.2%	2,534,134	1,304,312.84	51.5%
Legal	589,532	64,857.61	361,718.94	61.4%	571,603	324,715.88	56.8%
Elections	1,025,912	62,861.59	541,745.98	52.8%	703,513	504,493.77	71.7%
Register of Deeds	643,506	62,950.94	365,950.03	56.9%	618,212	348,904.82	56.4%
Public Information	236,296	25,531.50	130,921.11	55.4%	212,891	123,603.17	58.1%
Human Resources	668,506	65,009.34	399,295.31	59.7%	628,042	351,137.20	55.9%
Imaging Svcs/Mail Room	160,993	16,667.23	98,452.17	61.2%	149,955	87,140.53	58.1%
MIS	2,780,258	609,949.96	1,879,758.21	67.6%	2,709,022	1,690,621.20	62.4%
GIS	421,783	67,709.99	225,918.33	53.6%	413,170	223,700.97	54.1%
Buildings & Grounds	2,440,782	191,214.88	1,269,568.57	52.0%	2,381,597	1,235,051.65	51.9%
Housekeeping	378,192	31,471.55	218,535.24	57.8%	366,000	214,816.56	58.7%
Sheriff	14,897,985	1,558,481.88	8,187,991.43	55.0%	14,127,557	8,045,305.78	56.9%
Detention Center	15,963,745	1,833,204.12	9,431,992.59	59.1%	15,040,963	8,456,329.44	56.2%
Jail Health Services	2,200,732	171,707.96	1,167,160.70	53.0%	2,161,717	1,095,475.72	50.7%
Jail Inmate Coordinator	63,366	6,814.29	39,269.37	62.0%	60,754	35,676.09	58.7%
School Security	916,166	86,319.27	499,580.49	54.5%	930,850	293,475.03	31.5%
Emergency Management	898,714	116,221.51	483,810.11	53.8%	967,264	513,815.94	53.1%
Communications	2,173,481	213,560.43	1,409,688.75	64.9%	2,046,153	1,091,174.26	53.3%
Planning - E911	128,673	(4,976.37)	74,719.06	58.1%	113,569	85,567.70	75.3%
Animal Services	969,999	93,145.42	497,160.55	51.3%	881,028	463,186.29	52.6%
Inspections	453,398	48,265.14	265,821.96	58.6%	436,690	249,136.88	57.1%
Medical Examiner	195,000	16,930.00	109,640.00	56.2%	125,200	113,710.00	90.8%
Other Public Safety	303,250	25,588.21	136,301.05	44.9%	305,250	105,340.58	34.5%
Transportation	4,500	781.20	2,362.20	52.5%	4,500	2,697.00	59.9%
Planning	927,225	85,949.13	517,003.54	55.8%	863,599	472,457.97	54.7%

COUNTY OF PITT
GENERAL FUND
MONTHLY FINANCIAL REPORT
as of January 30, 2020

		FY 2020	FY 2020	FY 2020	% of Budget	FY 2019	FY 2019	% of Budget
		Revised Budget	Month-To-Date	Year-To-Date		Revised Budget	Year-To-Date	
	Other Economic Development	231,075	-	173,913.35	75.3%	231,075	173,913.35	75.3%
	Engineering	129,906	15,119.13	79,217.89	61.0%	123,467	68,968.55	55.9%
	Cooperative Extension	361,911	29,201.67	172,178.92	47.6%	324,271	127,891.89	39.4%
	Soil & Water	314,663	31,799.23	179,018.69	56.9%	292,024	165,183.47	56.6%
	Farmers' Market	46,523	5,003.65	28,743.73	61.8%	48,601	27,332.95	56.2%
	Non-Departmental	6,821,739	188,839.41	5,593,439.24	82.0%	1,896,135	1,096,534.84	57.8%
	Other Human Services	267,017	20,126.00	166,382.00	62.3%	258,147	161,584.00	62.6%
	Veterans' Services	206,261	21,917.75	126,404.77	61.3%	201,846	112,279.23	55.6%
	Pitt County Schools	41,905,920	3,380,493.33	24,163,453.31	57.7%	40,550,269	23,712,656.94	58.5%
	Pitt Community College	6,094,738	499,561.50	3,546,930.50	58.2%	5,988,438	3,484,922.19	58.2%
	Cultural & Recreational	721,819	168,454.00	536,362.00	74.3%	669,194	516,895.00	77.2%
	Recreation	99,505	4,517.37	21,879.87	22.0%	68,730	25,946.41	37.8%
	Interfund Transfer	27,489,404	2,373,377.00	15,440,137.00	56.2%	24,909,825	14,064,226.00	56.5%
	Contingency	110,961	-	-	0.0%	170,194	-	0.0%
	General Government	138,592,889	12,609,586.62	80,953,834.11	58.4%	126,634,171	72,047,400.64	56.9%
	Public Health	11,819,791	1,137,703.88	6,321,045.76	53.5%	11,703,277	6,037,941.48	51.6%
	DSS	31,737,117	3,275,912.65	16,853,868.66	53.1%	29,379,276	15,381,681.58	52.4%
	Court Facility	384,576	28,098.93	200,599.96	52.2%	328,336	192,204.51	58.5%
	Mental Health	663,500	47,219.93	369,964.90	55.8%	648,500	371,049.56	57.2%
	Total Expenditures	183,197,873	17,098,522.01	104,699,313.39	57.2%	168,693,560	94,030,277.77	55.7%

Difference 18,647,119.95

21,358,610.38

Notes:

1. YTD Jan 30, 2020 represents 58.33% of fiscal year completed
2. General Fund (GF) Fund Balance (FB) @ June 30, 2019
 Total FB = \$42,805,182
 Available FB = \$28,911,583
 Available FB as % of GF Expenditures = 19.57%
3. Total GF FB appropriated for FY 20 = \$4,000,000
4. MTD Expenditures includes November interfund transfers.
5. YTD Expenditures include encumbrances.

Contingency

Original Budget	100,000	
	(4,872)	Housekeeping Contract Adjustment
	(25,000)	Farmville Library Capital Project
	(2,000)	Property Appraisal
	(15,000)	Bethel Senior Center
Available	53,128	

Grant Match

General Grant Match	50,000	
Available	50,000	

Appendix 8

**Budget Amendment - Industrial Development -
Insurance Proceeds - \$10,050 (No County Funds)**

Appendix 9

**Budget Amendment - Public Health- NC Baby Love-
\$15,000 (No County Funds)**

Division of Public Health

Agreement Addendum

FY 19-20

Pitt County Health Department

Local Health Department Legal Name

Women's and Children's Health Section /
 Women's Health Branch

DPH Section / Branch Name

129 Baby Love Plus

Activity Number and Description

Tonya Daniel, 919-707-5686,
 tonya.daniel@dhhs.nc.gov

DPH Program Contact
 (name, phone number, and email)

06/01/2019 – 05/31/2020

Service Period

DPH Program Signature **Date**
 (only required for a negotiable agreement addendum)

07/01/2019 – 06/30/2020

Payment Period

- Original Agreement Addendum**
 Agreement Addendum Revision # 2

I. Background: No change.

II. Purpose:
 This Agreement Addendum Revision #2 provides additional Healthy Start funding to assist the Local Health Department with the purchase of educational and promotional materials for Baby Love Plus program participants. This funding increase resulted from the federal government's authorization to reobligate funds under Expanded Authority and the decision by the U.S. DHHS, HRSA, Maternal and Child Health Bureau, to provide a one-time funding increase to current project sites.

III. Scope of Work and Deliverables:
As of February 1, 2020, this Agreement Addendum Revision #2 adds Paragraph 15 as follows:

15. Purchase and distribute promotional items to encourage the completion of educational and counseling sessions by enrolled participants and to enhance outreach efforts within the service area. Items may include, but are not limited to, educational materials, personal care items, health promotion and safety items (cribs, portable cribs, play yards, sleep sacks, diapers, scales, etc.), and promotional items (t-shirts, lunch bags, water bottles, etc.) to support fulfillment of program components. Items must be stored in a secure space and an inventory log must be maintained by program staff. Each recipient of an incentive item must provide a complete signature (first and last name) and include date when they receive items on a written log. Original copies of distribution logs shall be made available for review during required site visits.

 Health Director Signature (use blue ink)

 Date

Local Health Department to complete: (If follow-up information is needed by DPH)	LHD program contact name: _____ Phone number with area code: _____ Email address: _____
---	---

- IV. **Performance Measures/Reporting Requirements:** No change.
- V. **Performance Monitoring and Quality Assurance:** No change.
- VI. **Funding Guidelines or Restrictions:** No change.

Supplement reason: In AA+BE or AA+BE Rev -OR- -

CFDA #: 93.926 Federal awd date: 3/18/19 Is award R&D? no FAIN: H49MC00088 Total amount of fed awd: \$ 1,182,210

CFDA Healthy Start Initiative: Eliminating Disparities in name: Perinatal Health	Fed award project description: Eliminating Disparities in Perinatal Health	Fed award agency: DHHS, Health Resources and Services Administration	Federal award indirect cost rate: n/a	%
				%

Subrecipient	Subrecipient DUNS	Fed funds for This Supplement	Total of All Fed Funds for This Activity	Subrecipient	Subrecipient DUNS	Fed funds for This Supplement	Total of All Fed Funds for This Activity
Alamance	965194483	=	=	Jackson	019728518	=	=
Albemarle	130537822	=	=	Johnston	097599104	=	=
Alexander	030495105	=	=	Jones	095116935	=	=
Anson	847163029	=	=	Lee	067439703	=	=
Appalachian	780131541	=	=	Lenoir	042789748	=	=
Beaufort	091567776	=	=	Lincoln	086869336	=	=
Bladen	084171628	=	=	Macon	070626825	=	=
Brunswick	091571349	=	=	Madison	831052873	=	=
Buncombe	879203560	=	=	MTW	087204173	=	=
Burke	883321205	=	=	Mecklenburg	074498353	=	=
Cabarrus	143408289	=	=	Montgomery	025384603	=	=
Caldwell	948113402	=	=	Moore	050988146	=	=
Carteret	058735804	=	=	Nash	050425677	\$50,000	\$154818
Caswell	077846053	=	=	New Hanover	040029563	=	=
Catawba	083677138	=	=	Northampton	097594477	=	=
Chatham	131356607	=	=	Onslow	172663270	=	=
Cherokee	130705072	=	=	Orange	139209659	=	=
Clay	145058231	=	=	Pamlico	097600456	=	=
Cleveland	879924850	=	=	Pender	100955413	=	=
Columbus	040040016	=	=	Person	091563718	=	=
Craven	091564294	=	=	Pitt	080889694	\$15000	\$284,441
Cumberland	123914376	=	=	Polk	079067930	=	=
Dare	082358631	=	=	Randolph	027873132	=	=
Davidson	077839744	=	=	Richmond	070621339	=	=
Davie	076526651	=	=	Robeson	082367871	=	=
Duplin	095124798	=	=	Rockingham	077847143	=	=
Durham	088564075	=	=	Rowan	074494014	=	=
Edgecombe	093125375	\$10,000	\$98255	RPM	782359004	=	=
Foothills	782359004	=	=	Sampson	825573975	=	=
Forsyth	105316439	=	=	Scotland	091564146	=	=
Franklin	084168632	=	=	Stanly	131060829	=	=
Gaston	071062186	=	=	Stokes	085442705	=	=
Graham	020952383	=	=	Surry	077821858	=	=
Granville-Vance	063347626	=	=	Swain	146437553	=	=
Greene	091564591	=	=	Toe River	113345201	=	=
Guilford	071563613	=	=	Transylvania	030494215	=	=
Halifax	014305957	\$10,000	\$143491	Union	079051637	=	=
Harnett	091565986	=	=	Wake	019625961	=	=
Haywood	070620232	=	=	Warren	030239953	=	=
Henderson	085021470	=	=	Wayne	040036170	=	=
Hoke	091563643	=	=	Wilkes	067439950	=	=
Hyde	832526243	=	=	Wilson	075585695	=	=
Iredell	074504507	=	=	Yadkin	089910624	=	=

Activity 129	AA	13A1 530A JA	13A1 530B JA	Proposed Total	New Total
Service Period		06/01-03/31	04/01-05/31		
Payment Period		07/01-04/30	05/01-06/30		
01 Alamance		0	0	0	0
D1 Albemarle		0	0	0	0
02 Alexander		0	0	0	0
04 Anson		0	0	0	0
D2 Appalachian		0	0	0	0
07 Beaufort		0	0	0	0
09 Bladen		0	0	0	0
10 Brunswick		0	0	0	0
11 Buncombe		0	0	0	0
12 Burke		0	0	0	0
13 Cabarrus		0	0	0	0
14 Caldwell		0	0	0	0
16 Carteret		0	0	0	0
17 Caswell		0	0	0	0
18 Catawba		0	0	0	0
19 Chatham		0	0	0	0
20 Cherokee		0	0	0	0
22 Clay		0	0	0	0
23 Cleveland		0	0	0	0
24 Columbus		0	0	0	0
25 Craven		0	0	0	0
26 Cumberland		0	0	0	0
28 Dare		0	0	0	0
29 Davidson		0	0	0	0
30 Davie		0	0	0	0
31 Duplin		0	0	0	0
32 Durham		0	0	0	0
33 Edgecombe		10,000	0	10,000	98,255
D7 Foothills		0	0	0	0
34 Forsyth		0	0	0	0
35 Franklin		0	0	0	0
36 Gaston		0	0	0	0
38 Graham		0	0	0	0
D3 Gran-Vance		0	0	0	0
40 Greene		0	0	0	0
41 Guilford		0	0	0	0
42 Halifax		10,000	0	10,000	143,491
43 Harnett		0	0	0	0
44 Haywood		0	0	0	0
45 Henderson		0	0	0	0
46 Hertford		0	0	0	0
47 Hoke		0	0	0	0
48 Hyde		0	0	0	0
49 Iredell		0	0	0	0
50 Jackson		0	0	0	0
51 Johnston		0	0	0	0
52 Jones		0	0	0	0
53 Lee		0	0	0	0
54 Lenoir		0	0	0	0
55 Lincoln		0	0	0	0
56 Macon		0	0	0	0
57 Madison		0	0	0	0
D4 M-T-W		0	0	0	0

60 Mecklenburg	0	0	0	0
62 Montgomery	0	0	0	0
63 Moore	0	0	0	0
64 Nash	50,000	0	50,000	154,818
65 New Hanover	0	0	0	0
66 Northampton	0	0	0	0
67 Onslow	0	0	0	0
68 Orange	0	0	0	0
69 Pamlico	0	0	0	0
71 Pender	0	0	0	0
73 Person	0	0	0	0
74 Pitt	15,000	0	15,000	284,441
75 Polk	0	0	0	0
76 Randolph	0	0	0	0
77 Richmond	0	0	0	0
78 Robeson	0	0	0	0
79 Rockingham	0	0	0	0
80 Rowan	0	0	0	0
D5 R-P-M	0	0	0	0
82 Sampson	0	0	0	0
83 Scotland	0	0	0	0
84 Stanly	0	0	0	0
85 Stokes	0	0	0	0
86 Surry	0	0	0	0
87 Swain	0	0	0	0
D6 Toe River	0	0	0	0
88 Transylvania	0	0	0	0
90 Union	0	0	0	0
92 Wake	0	0	0	0
93 Warren	0	0	0	0
96 Wayne	0	0	0	0
97 Wilkes	0	0	0	0
98 Wilson	0	0	0	0
99 Yadkin	0	0	0	0
Totals	85,000	0	85,000	681,005

Sign and Date - DPH Program Administrator <i>Jae Ann Smith</i> 1/8/2020	Sign and Date - DPH Section Chief <i>Kelly</i> 1/8/2020
Sign and Date - DPH Contracts Office <i>Wendy Anderson</i> 1/9/2020	Sign and Date - DPH Budget Officer <i>Samela</i> 1/24/2020

P2 1/24/2020

PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

Department: Public Health
 FY Budget: 2019-2020

Date of Request: 2.17.20

	ACCOUNT NO.	TITLE OF ACCOUNT	DECREASE	INCREASE
REVENUES	153141-436500	DHHS Funds		15,000
	ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
EXPENDITURES	155141-561000		15,000	
TOTAL			BALANCES	

Net Effect to Budget: Increasing budget by \$15,000

Department Justification: Agreement Addendum 129 Rev. 2
 Adding funds to NC Baby Love Plus program for program incentive items for participants

APPROVAL	SIGNATURE	DATE
Deputy County Manager – CFO		
Budget Administrator		
County Manager	Required for transfers between Personal Services, Operating & Capital Accounts	
Human Resources	Required for actions involving Personal Services Accounts	
Board of County Commissioners	Agenda Item # _____ Meeting Date _____ Reference # _____	
Creates Adjustment to a Fund Transfer Account <input type="checkbox"/>		

Appendix 10

**Budget Amendment- Public Health- Food & Lodging
\$2,000 (No County Funds)**

VOLUNTARY NATIONAL RETAIL FOOD
REGULATORY PROGRAM STANDARDS
(RETAIL STANDARDS) GRANT PROGRAM



November 21, 2019

Grant Number: G-SP-1910-08276
Project Title: Standard 9 Risk Factor Study
Award Value: \$2,000.00
Project Period: January 1, 2020 to December 31, 2020

Jeffrey Massengill
Environmental Health Program Specialist
Pitt County Health Department
1717 W 5th Street
Greenville, North Carolina 27834

Dear Jeffrey Massengill:

We have approved your application for Standard 9 Risk Factor Study as part of the Retail Standards Grant Program, funded by the United States Food and Drug Administration (FDA). Approval is based on review of the application submitted by you on behalf of Pitt County Health Department to the Association of Food and Drug Officials (AFDO).

As part of your application your agency has made an assurance that it will comply with all applicable Federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR Parts 74 and 92. Acceptance of this award and/or any funds provided by the Retail Standards Grant Program acknowledges agreement with all of the terms and conditions in this award letter.

Your award is based on the above-title project application, submitted to and approved by AFDO, and is subject to the following terms and conditions:

- **The grantee must complete the full scope of work and all tasks outlined in the approved grant application by December 31, 2020 unless a written exception is granted by the AFDO Programmatic Point of Contact for this grant award.**
- **Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance and in writing by the AFDO Programmatic Point of Contact prior to work being modified or completed.**
- The grantee must abide by the grant guidance for the program, available as a PDF file on the Retail Standards Grant Program portal at <http://afdo.org/retailstandards>. This portal is also the site where you can find additional information/updates regarding this grant program, and where you can log in for project status and submission of required reports.
- Per United States Department of Health and Human Services Grants Policy, expenses for food or beverage are generally not allowed unless it is part of a per diem allowance provided in conjunction with allowable travel.
- A Final Project Report must be submitted through the online grants portal no more than 45 days after December 31, 2020. As part of the final report, the grantee must provide a full accounting of all expenditures made with funds from this grant award, accompanied by the documentation specified in the reporting section of the grant guidance.
- As a reminder, recipients of funding through this program are required to assure that project activities achieve greater conformance with the FDA Voluntary National Retail Food Retail Program Standards, available at: http://afdo.org/fda_vnrfrps.

The amount of \$2,000.00 represents the full amount of funds to which you are entitled. Additionally, your award is bound by the following comments related to your project:

Grant awards are made with the understanding that Retail Standards Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

Please note, the Catalog of Federal Domestic Assistance (CFDA) number for this United States Food and Drug Administration grant, awarded to the Association of Food and Drug Officials (AFDO) on 8/11/2016, is 93.103. Your grant is considered a subaward under this AFDO grant.

If you have questions about this award, please contact your AFDO Programmatic Point of Contact. Additionally, the Retail Food Safety Specialist from your FDA Region is an integral part of your jurisdiction's successful completion of Retail Standards activities, and is available to assist with your funded project. Contact information for both individuals is listed below.

We appreciate your ongoing commitment to achieving greater conformance with the Voluntary National Retail Food Regulatory Program Standards.

Sincerely,



Steven Mandernach
Executive Director
Association of Food and Drug Officials
155 W. Market St.
3rd Floor
York, PA 17401

AFDO Programmatic Point of Contact:

Michael Turner
retailstandards@afdo.org
(850) 583-4593

Follow the link below to obtain contact information for the FDA Regional Food Specialist assigned to assist your jurisdiction:

<http://afdo.org/retailstandards/fdaregionalcontacts>

cc: Jenice Butler (jenice.butler@fda.hhs.gov)
Daniel Lukash (daniel.lukash@fda.hhs.gov)

Appendix 11

**Budget Amendment - Sheriff's Office - 2020 Joint
Law Enforcement Operations (JLEO) Task Force -
\$7,500 (No County Funds)**

Appendix 12

Budget Amendment - ECVC Housekeeping Contract
- \$2,396 - Contingency

PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

Department: Contingency to ECVC - Housekeeping Contract
FY Budget: 19-20

Date of Request: 2/17/20

	ACCOUNT NO.	TITLE OF ACCOUNT	DECREASE	INCREASE
REVENUES				
EXPENDITURES	109910 599100	Contingency		2,396
	104270 561004	Housekeeping	2,396	
TOTAL			BALANCES	

Net Effect to Budget: \$0

Department Justification: (Please provide detailed explanation)

Budget amendment to transfer funds from the Contingency line item to the Housekeeping line item to cover the cost of cleaning the Earth Building (DSS Annex) from December 2019 - June 2020. Cost for cleaning the Earth Building (DSS Annex) will be added to the annual ECVC Housekeeping Contract.

APPROVAL	SIGNATURE	DATE
Deputy County Manager – CFO		
Budget Administrator		
County Manager	Required for transfers between Personal Services, Operating & Capital Accounts	
Human Resources	Required for actions involving Personal Services Accounts	
Board of County Commissioners	Agenda Item # _____ Meeting Date _____ Reference # _____	
Creates Adjustment to a Fund Transfer Account <input type="checkbox"/>		

Appendix 13

**Budget Amendment - Healthy People Healthy
Communities - \$220 (No County Match)**

PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

Department: Public Health - Healthy People Healthy Communities
FY Budget: 19-20

Date of Request: 2/17/20

	ACCOUNT NO.	TITLE OF ACCOUNT	DECREASE	INCREASE
REVENUES	243849 441000	Client Fees		220
	ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
EXPENDITURES	245849 531705	GCA Incentatives	220	
TOTAL			BALANCES	

Net Effect to Budget: \$220

Department Justification: (Please provide detailed explanation)

Budget amendment is to recognize client fees received for the services provided through the Healthy People Healthy Communities grant. This grant program expands the NC Diabetes Prevention Program that is currently being operated through the Pitt County Health Department, reducing chronic diseases specific to diabetes and heart disease with evidence based interventions.

APPROVAL	SIGNATURE	DATE
Deputy County Manager – CFO		
Budget Administrator		
County Manager	Required for transfers between Personal Services, Operating & Capital Accounts	
Human Resources	Required for actions involving Personal Services Accounts	
Board of County Commissioners	Agenda Item # _____ Meeting Date _____ Reference # _____	
Creates Adjustment to a Fund Transfer Account <input type="checkbox"/>		

Appendix 14

Annual Independent CPA Audit Contract -
(\$125,000)

The of and	Governing Board Board of Commissioners
	Primary Government Unit (or charter holder) Pitt County, NC
	Discretely Presented Component Unit (DPCU) (if applicable) N/A

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Martin Starnes & Associates, CPAs, P.A.
	Auditor Address 730 13th Avenue Dr. SE, Hickory, NC 28602

Hereinafter referred to as Auditor

for	Fiscal Year Ending	Audit Report Due Date
	06/30/20	10/31/20

Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools or hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 28 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools or hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. Applicable to charter school contracts only: No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

29. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

30. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.

31. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

32. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: Auditor Governmental Unit Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:	Title:	Email Address:
Brian Barnett	Deputy County Manager/CFO	brian.barnett@pittcountync.gov

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees below. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year billings. Should the 75% cap provided below conflict with the cap calculated by LGC staff based on the prior year billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC 3 .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES

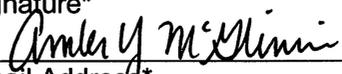
Primary Government Unit	Pitt County, NC
Audit Fee	\$ See fee section of engagement letter
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$ See fee section of engagement letter
Writing Financial Statements	\$ See fee section of engagement letter
All Other Non-Attest Services	\$ N/A
75% Cap for Interim Invoice Approval <i>(not applicable to hospital contracts)</i>	\$ 78,000.00

DPCU FEES (if applicable)

Discretely Presented Component Unit	N/A
Audit Fee	\$
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval <i>(not applicable to hospital contracts)</i>	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm*	
Martin Starnes & Associates, CPAs, P.A.	
Authorized Firm Representative (typed or printed)*	Signature*
Amber Y. McGhinnis	
Date*	Email Address*
01/31/20	amcghinnis@martinstarnes.com

GOVERNMENTAL UNIT

Governmental Unit*	
Pitt County, NC	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)*	Signature*
Melvin C. McLawhorn, Chair	
Date	Email Address
	king2006mac@yahoo.com

Chair of Audit Committee (typed or printed, or "NA")	Signature
N/A	
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

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

Primary Governmental Unit Finance Officer* (typed or printed)	Signature*
Brian Barnett, Deputy County Manager/CFO	
Date of Pre-Audit Certificate*	Email Address*
	brian.barnett@pittcountync.gov

**SIGNATURE PAGE – DPCU
(complete only if applicable)**

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
N/A	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
N/A	
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

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

DPCU Finance Officer (typed or printed)*	Signature*
N/A	
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all
required signatures prior to submission.

PRINT



Report on the Firm's System of Quality Control

To the Shareholders of Martin Starnes & Associates CPAs, P.A. and the
Peer Review Committee, North Carolina Association
Of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Martin Starnes & Associates CPAs, P.A. (the firm) in effect for the year ended December 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and an audit of an employee benefit plan.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Martin Starnes & Associates CPAs, P.A. in effect for the year ended December 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Martin Starnes & Associates CPAs, P.A. has received a peer review rating of pass.

Koonce, Wooten & Haywood, LLP

Koonce, Wooten & Haywood, LLP

May 3, 2018

Raleigh
4060 Barrett Drive
Post Office Box 17806
Raleigh, North Carolina 27619

919 782 9265
919 783 8937 FAX

Durham
3500 Westgate Drive
Suite 203
Durham, North Carolina 27707

919 354 2584
919 489 8183 FAX

Pittsboro
10 Sanford Road
Post Office Box 1399
Pittsboro, North Carolina 27312

919 542 6000
919 542 5764 FAX

Appendix 15

Tax Administration Adjustment Refunds



Pitt County Board of Commissioners meeting, Monday February 17, 2020

NCPTS Refunds for Board approval			
Refund Payee	Bill	Source	Refund Amount
Idalia Cornelio Garcia	0001061486-2018-2018-0000-00	IND	\$ 131.78
Margie Taylor	0000265523-2015-2015-0000-00	IND	\$ 201.50
Margie Taylor	0000265523-2016-2016-0000-00	IND	\$ 195.88
Margie Taylor	0000265523-2017-2017-0000-00	IND	\$ 195.04
Margie Taylor	0000265523-2018-2018-0000-00	IND	\$ 177.17
Margie Taylor	0000265523-2019-2019-0000-00	IND	\$ 179.09
Jenny Cook	0000234105-2019-2019-0000-00	REI	\$ 302.04
Jenny Cook	0000234105-2018-2018-0000-00	REI	\$ 289.71
Jenny Cook	0000234105-2017-2017-0000-00	REI	\$ 287.06
Jenny Cook	0000234105-2016-2016-0000-00	REI	\$ 279.13
	NCPTS refunds total		\$ 2,238.40

NCVTS Refunds for Board approval			
Refund Payee	Bill	Source	Refund amount
Steven Allen	0051601605-2019-2019-0000-00	RMV	\$ 197.39
Lenoir County Tax Department	0045209440-2018-2018-0000-00	RMV	\$ 605.42
Jacob Valevich	0051104485-2019-2019-0000-00	RMV	\$ 106.81
Worthington Farms, Inc	0016219706-2019-2019-0000-00	RMV	\$ 146.27
James Sheppard	0036882484-2018-2018-0000-00	RMV	\$ 149.80
Speed Carriers LLC	0049654678-2019-2019-0000-00	RMV	\$ 204.35
Speed Carriers LLC	0049740837-2019-2019-0000-00	RMV	\$ 162.84
Speed Carriers LLC	0049909939-2019-2019-0000-00	RMV	\$ 233.79
Speed Carriers LLC	0049910060-2019-2019-0000-00	RMV	\$ 233.79
Speed Carriers LLC	0049836046-2019-2019-0000-00	RMV	\$ 233.79
Speed Carriers LLC	0049880574-2019-2019-0000-00	RMV	\$ 286.05
Speed Carriers LLC	0049880550-2019-2019-0000-00	RMV	\$ 289.45
Speed Carriers LLC	0051002241-2019-2019-0000-00	RMV	\$ 398.00
William Poplin	0047829451-2018-2018-0000-00	RMV	\$ 246.13
Sybil Shirley	0050276883-2019-2019-0000-00	RMV	\$ 169.65
Johnny Baker	0023439719-2019-2019-0000-00	RMV	\$ 139.79
Alexis Everette	0048268028-2018-2018-0000-00	RMV	\$ 114.06
Jimmy Torres	0044864484-2019-2019-0000-00	RMV	\$ 204.59
Andrew Pritchard	0034979138-2018-2018-0000-00	RMV	\$ 162.38
Michael Lewis	0049557164-2019-2019-0000-00	RMV	\$ 134.48
Susan Simms	0050081987-2019-2019-0000-00	RMV	\$ 362.44
James Hilliard	0047221877-2018-2018-0000-00	RMV	\$ 114.79

Joshua Croom	0047697934-2018-2018-0000-00	RMV	\$ 267.44
Patrick Moynahan	0032253193-2018-2018-0000-00	RMV	\$ 180.99
Gerard Coye	0032043530-2018-2018-0000-00	RMV	\$ 102.65
Norman Casey	0051394403-2019-2019-0000-00	RMV	\$ 212.78
Norman Casey	0047573666-2018-2018-0000-00	RMV	\$ 119.63
Gilberto Velazquez Fuentes	0047632529-2018-2018-0000-00	RMV	\$ 236.44
Cynthia Journey	0042358919-2018-2018-0000-00	RMV	\$ 113.64
Heather Garrett-Starkie	0048257414-2018-2018-0000-00	RMV	\$ 190.33
Brent Anderson	0031953363-2018-2018-0000-00	RMV	\$ 121.02
Kevin Llewellyn	0032624159-2018-2018-0000-00	RMV	\$ 106.82
NCVTS refunds total			\$ 6,547.80

Appendix 16

Sheriff's Office - Salary Adjustments

A grayscale photograph of a white Sheriff's Office vehicle, possibly a patrol car or SUV, is shown from a side profile. The words 'Protect & Serve' are written in a script font on the side of the vehicle. The word 'SHERIFF' is visible on the lower part of the door. The vehicle is set against a dark background.

Salary Presentation

Paula S. Dance
Sheriff of Pitt County
02/17/2020



**Pitt County
Sheriff's Office**

Office of the Sheriff

Office versus Department

- Sheriffs hold an elected office like the Governor, Chief Justice of the Supreme Court, Attorney General, etc.
- Deputy Sheriffs are appointed by the Sheriff who answers only to the citizens.
- Police Chiefs are appointed by a civilian city administrator, and serve at that administrator's pleasure.



**Pitt County
Sheriff's Office**

Office of the Sheriff

Constitutionally Established

- North Carolina's 1776 Constitution established the Office of the Sheriff.
- The Office of the Sheriff predates city and county government by more than 92 years.
- Continues to have the duties and authorities of Sheriffs as they were under the common law of England.

100 West 3rd Street Greenville, NC 27834 • 252-902-2800 • www.PittCountySheriff.com



**Pitt County
Sheriff's Office**

Responsibilities

Service Responsibilities

Sheriff's Office

- General law enforcement services for the county and all municipalities
- Operation of the Detention Center
- Security of the Court

Police Department

- General law enforcement services for a municipality



**Pitt County
Sheriff's Office**

Responsibilities

Service Responsibilities

Sheriff's Office

- Service of Civil Process
- Concealed Carry Permits
- Handgun Purchase Permits
- Sex Offender Registration
- Offender Compliance Checks

Police Department



**Pitt County
Sheriff's Office**

Salary Comparison

Average Salary Comparison by Classification

Pitt County Sheriff's Office	
Rank	Average Salary
Sergeant	\$59,908
Lieutenant	\$67,031
Captain	\$75,867
Major	\$89,221
Chief Dep.	\$95,058

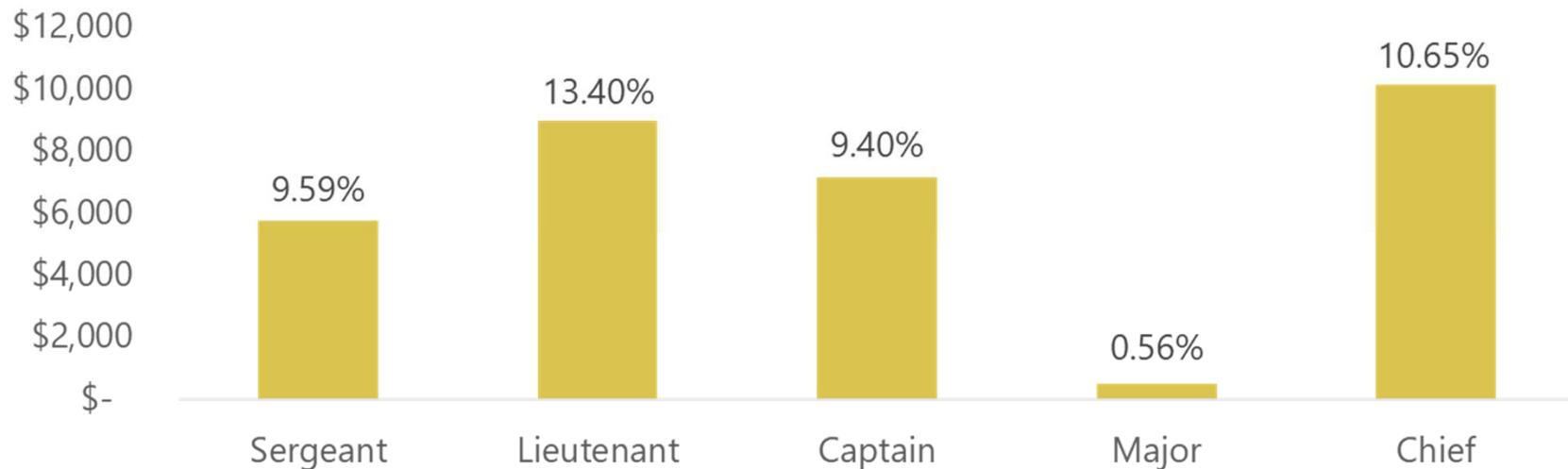
Greenville Police Department	
Rank	Average Salary
Sergeant	\$65,651
Lieutenant	\$76,011
Captain	\$83,002
Major	\$89,724
Dep. Chief	\$105,186



**Pitt County
Sheriff's Office**

Salary Comparison

Average Salary Variance by Classification





**Pitt County
Sheriff's Office**

Salary Comparison

Classification and Pay Plan Comparison by Salary Range

Pitt County Sheriff's Office	
Rank	Salary Range
Sergeant	\$52,255-\$82,586
Lieutenant	\$57,389-\$90,704
Captain	\$66,057-\$104,404
Major	\$76,033-\$120,170
Chief Dep.	\$87,514-\$138,320

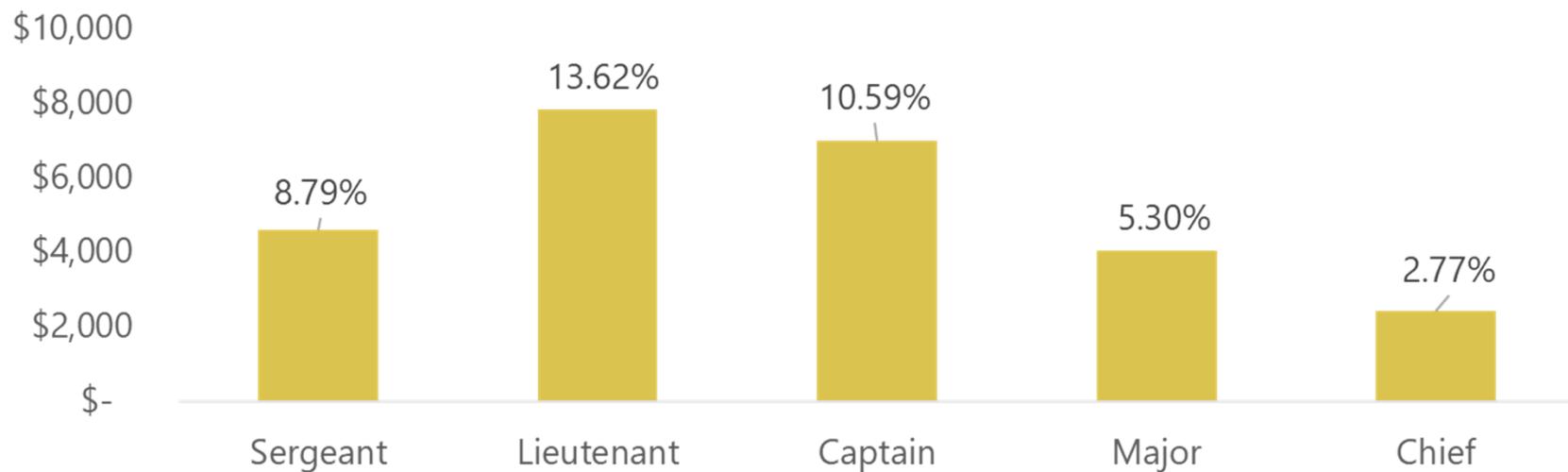
Greenville Police Department	
Rank	Salary Range
Sergeant	\$56,846-\$78,603
Lieutenant	\$65,208-\$96,283
Captain	\$73,050-\$107,848
Major	\$80,059-\$120,099
Dep. Chief	\$89,939-\$134,888



**Pitt County
Sheriff's Office**

Salary Comparison

Classification and Pay Plan Variance by Minimum Salary



100 West 3rd Street Greenville, NC 27834 • 252-902-2800 • www.PittCountySheriff.com



**Pitt County
Sheriff's Office**

Salary Adjustments

Requested Classification and Pay Plan Adjustments

Pitt County Sheriff's Office				
Rank	Current (Minimum)		Requested (Minimum)	
Sergeant	Grade 71	\$52,255	Grade 73	\$57,389
Lieutenant	Grade 73	\$57,389	Grade 76	\$66,057
Captain	Grade 76	\$66,057	Grade 79	\$76,033
Major	Grade 79	\$76,033	Grade 81	\$83,506
Chief Dep.	Grade 82	\$87,514	Grade 84	\$96,121



**Pitt County
Sheriff's Office**

Salary Adjustments

Costs for Classification and Pay Plan Adjustments

- Total costs for requested classification and pay plan adjustments will be \$631,213 for fiscal year 2020-2021.
- This amount includes an increase for salaries, merit/cola raises, and fringe benefits.
- Current employees would be placed in the new salary grade and keep their salary step as reward for longevity.
- The Sheriff's Office requests that the Pitt County Board of Commissioners prioritize funding for these adjustments during the 2020-2021 budget process.



QUESTIONS?

Appendix 17

**Reject all Bids for the Operations of the 14
Convenience Sites**

Company	Bond	Addendum	Hourly Rate	Monthly Rate
Truss Denim	X	X		
14 sites			\$10.26	\$45,856
Group I			\$10.26	\$16,377.16
Group II			\$10.26	\$16,377.16
Group III			\$10.26	\$16,377.16
Company	Bond	Addendum	Hourly Rate	Monthly Rate
Holden Temp	X	X		
14 sites			\$11.84	\$52,621.89
Group I			No bid	No bid
Group II			No bid	No bid
Group III			No bid	No bid
Company	Bond	Addendum	Hourly Rate	Monthly Rate
Republic Services	X	X		
14 sites			\$14.00	\$55,300
Group I			No bid	No bid
Group II			No Bid	No Bid
Group III			No Bid	No Bid
Company	Bond	Addendum	Hourly Rate	Monthly Rate
Precision Lawn	X	X		
14 sites			\$13.50	\$60,480
Group I			\$13.50	\$21,600
Group II			\$13.50	\$21,600
Group III			\$13.50	\$17,280

Company	Bond	Addendum	Hourly Rate	Monthly Rate
Management Support	X	X		
14 Site			\$12.93	\$57,202
Group I			No bid	No bid
Group II			\$12.93	\$20,429
Group III			\$12.93	\$16,344

Group I

Behel

Port Terminal- 911 Port Terminal Road, Greenville, NC

Stokes- 2453 NC903 North, Stokes, NC

Pactolus- 525 Second Street, Pactolus, NC

Wellcome- 673 Briley Road, Greenville, NC

Group II

Winterville- 4818 Reedy Branch Road, Greenville, NC

Stantonsburg Road- 3701 Stantonsburg Road, Greenville, NC

Falkland- 5661 NC43 North, Falkland, NC

Fountain-3879 US258, Fountain, NC

Farmville-3457 Wesley Church Road, Farmville, NC

Group III

Ayden-Grifton- 5171 Weyerhaeuer Road, Ayden, NC

Shelmerdine-8270 NC43 South, Ayden NC

Bells Fork-4554 County Home Road, Greenville, NC

Grimesland-3558 Avon Road, Grimesland, NC

Appendix 18

Penalty Waiver Request by Bristol Hospitality, LLC,
DBA Fairfield Inn & Suites



ATTORNEYS AT LAW

KENT L. SCHWARZ
LL.M. TAXATION

MEMBER OF NJ BAR
MEMBER OF NY BAR

Becker LLC
Eisenhower Plaza II
354 Eisenhower Parkway
Suite 1500
Livingston, New Jersey 07039

Direct: (973) 251-8904
Main: (973) 422-1100
Facsimile: (973) 422-9122

kschwarz@becker.legal

February 10, 2020

VIA FIRST CLASS MAIL

Pitt County Tax Administration
Attn: Sam Croom, Tax Administrator
111 S. Washington Street
Greenville, NC 27835

Re: Bristol Hospitality LLC – Request to Waive Penalties

To whom it may concern,

This firm represents Bristol Hospitality LLC (“Bristol Hospitality” or “Taxpayer”). On October 1, 2019, Bristol Hospitality received the attached Notice of Attachment & Garnishment from the Pitt County Tax Collector, disclosing a total balance of \$42,459.45 in unpaid penalties for the tax period April 2018 through March 2019, resulting from the late filing of hotel occupancy tax returns (25% penalty) and the late payment of hotel occupancy tax (10% penalty) (the “Notice”). However, for the reasons set forth below, including the fact that the client retained a reputable accounting firm to assist them with filing their occupancy tax returns and paying the required taxes on time, it is respectfully requested that the late filing penalties described in the Notice be waived on the basis set forth herein, due to the extraordinary facts of this case.

Bristol Hospitality began operating a Fairfield Inn & Suites in Greenville, North Carolina in 2018. Its owners reside in Pennsylvania and New Jersey, where they own and operate several hotels through affiliated entities, and were therefore not familiar with North Carolina laws.

Bristol Hospitality retained Dilip Patel & Company, LLP (the “Accounting Firm” or “DPC”) to assist with the timely filing of all of their tax returns. A specific accountant employed by DPC, was responsible for preparing all such tax returns for Bristol Hospitality and its affiliates during the periods in question. DPC did not prepare or indicate that the occupancy tax returns in question were due until a notice was received in May 2019. The notice was forwarded to DPC to handle. Accordingly, Bristol Hospitality had no reason to suspect that it was not in compliance with any occupancy tax filing obligations until the May 2019 notice.

Due to the accountant’s apparent personal issues, the accountant failed to prepare and file returns on time and in some cases make timely payments on behalf of the Taxpayer as was customary and took steps to actively conceal such failures from Bristol Hospitality and its

Pitt County Tax Administration
February 10, 2020
Page 2 of 2

affiliates. Once the problem was discovered in August of 2019, the Accounting Firm was notified and the accountant was terminated. Currently, the taxpayer and the Accounting Firm are taking steps to correct any late filings and issues regarding late payments and to ensure that all filings and payments are timely going forward. The actions of the accountant impacted a number of related entities in other taxing jurisdictions and the resulting clean-up costs and penalties are creating a hardship on the owners through no fault of their own.

Given the foregoing facts, the failure to timely file the returns and timely pay the related taxes cannot be considered a result of willful neglect as Bristol Hospitality exercised ordinary business care and prudence by retaining the Accounting Firm to assist them with their North Carolina and Pitt County tax filing and payment obligations. Therefore, due to Bristol Hospitality's good faith belief and reasonable reliance on the Accounting Firm's expertise, they had no reason to believe that some of their returns for periods 2018 and 2019 would not be prepared and filed on time.

While reasonable cause (reliance on a tax professional) is a strong, and we believe sufficient, basis for relief, additionally, pursuant to N.C.G.S. § 153A-155, part (e) states in part, "The governing board of the taxing county has the same authority to waive the penalties for a room occupancy tax that the Secretary of Revenue has to waive the penalties for State Sales and use taxes." One basis, the good compliance reason, allows every taxpayer one penalty waiver for certain tax types every three years. The purpose of the good compliance reason as a basis is to recognize that sometimes it may be difficult for a Taxpayer to comply with tax statutes, which considering the facts of this situation is most applicable to this matter. Further, the penalties listed in the Notice, N.C.G.S. 105-236(a)(3), are eligible for waiver. As a new taxpayer at the time, Bristol Hospitality clearly appears to meet the five conditions set forth in the State Penalty Waiver Policy in order for a taxpayer to qualify for a waiver with respect to the penalties in issue.

Accordingly, we respectfully request that the late filing penalties associated with the occupancy tax as mentioned on the Notice be waived for the reasons set forth herein. The taxpayer understands that the late payment penalties are not eligible for waiver in this case.

Please contact me at (973) 251-8904 should you have any questions, or if any additional information on behalf of Bristol Hospitality is required. Thank you for your time and attention to this matter.

Very truly yours,
BECKER LLC



Kent L. Schwarz, Esq.

Appendix 19

Appointments and Reappointments to the Board of
Equalization and Review

Applicant Interest Listing

Board of Equalization & Review

Chenele Coleman-Sellers
 1092 Worthington Road
 Winterville NC 28590

Day Phone: (252) 258-0644
 Evening Phone:
 Fax: (919) 237-1957
 E-mail: chenele1128@gmail.com

Gender: F
 Race: African
 District: 6
 Priority:

Applied for this board on: 5/19/2016

Application received/updated: 07/06/2017

Applicant's Attributes: District 6
 County Planning Jurisdiction
 South of the River
 VolAg Southeast

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>			
	Organization	Description	Date(s)
Education	ECPI University	AAS	
Education	Eastern High School		
Experience	Community Non-profits & Farms	Medical Asst, Customer Service, & Pu	
Experience	Department of Veteran Affairs	MSA	
Volunteer/Prof. Associations	Alliance Medical Ministry		
Volunteer/Prof. Associations	Veteran Affairs		

<u>Boards Assigned To</u>	
Home and Community Care Block Grant Committee	10/3/2016 to 10/3/2019
Person over 60 years of age	

Robert Corbett
 3879 Bell Road
 P.O. Box 61
 Fountain NC 27829

Day Phone: (252) 749-4421
 Evening Phone:
 Fax:
 E-mail: rcorbett27829@gmail.com

Gender: M
 Race: White
 District: 4
 Priority:

Applied for this board on: 1/29/2016

Application received/updated: 01/29/2016

Applicant Interest Listing

Applicant's Attributes: Fountain ETJ
 South of the River
 VolAg Southwest
 District 4

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>			
	Organization	Description	Date(s)
Education	Farmville High School		
Experience	Tobacco Processing		40+ yrs
Experience	Standard Commerical Tobacco		22+ yrs
Experience	Imperial Tobacco		18+ yrs
Experience	NC National Guard		
Volunteer/Prof. Associations	Fountain Wellness Ctr Board		
Volunteer/Prof. Associations	Rural Fire Board		
Volunteer/Prof. Associations	Meals on Wheels		
Volunteer/Prof. Associations	Past Fireman		

<u>Boards Assigned To</u>		
Fire District Commission		12/31/2017 to 12/31/2019
Fountain FD		

Kristoffer Rixon

400 Cooper Street
 Winterville NC 28590

Day Phone: (518) 570-5801
 Evening Phone:
 Fax:
 E-mail: kristofferixon@gmail.com

Gender: M
 Race: White
 District: 6
 Priority:

Applied for this board on: 2/11/2019

Application received/updated: 02/11/2019

Applicant's Attributes: South of the River
 VolAg Southeast
 Winterville City Limits

Applicant Interest Listing

District 6

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>			
	Organization	Description	Date(s)
Education	East Carolina University	Bachelor of Arts, Psychology	
Education	South Central High School	Diploma	
Experience	YouNow Inc	Trust and Safety Specialist	
Experience	ECU Dept. of Sociology	Graduate Assistant	
Volunteer/Prof. Associations	The Trevor Project	Volunteer Crisis Counselor	

Jerry Shackelford
 553 Cedar Ridge Drive
 Winterville NC 28590

Day Phone: (252) 215-2250
 Evening Phone: (252) 341-0889
 Fax: (252) 215-2251
 E-mail: jay@sa-res.com

Gender: M
 Race: White
 District: 5
 Priority:

Applied for this board on: 1/24/2020

Application received/updated: 01/24/2020

Applicant's Attributes: VolAg Southeast
 South of the River
 Winterville City Limits

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>			
	Organization	Description	Date(s)
	Shackelford & Associates	Partner/ Certified General Real Estate	
	East Carolina University	B.S. Business Administration	
	Arendell Parrott Academy	High School	

Date: February 5, 2020
 To: Pitt County Board of Commissioners and Mr. Scott Elliott
 From: Sam Croom
 Subject: 2020 Assignment Recommendations for the Board of Equalization and Review

I am recommending that Edwin C. Congleton and John Shepherd be reappointed to the Pitt County Board of Equalization and Review. Both individuals have agreed to serve another term.

Edwin C. Congleton attended 80% of the meetings held during 2019.
 John Shepherd attended 100% of the meetings held during 2019.

I am recommending the Jerry Shackelford with Shackelford & Associates be appointed to the Board. Mr. Shackelford has a Bachelor of Science degree in Business Administration from East Carolina University, and he is a Certified General Real Estate Appraiser with MAI (Member Appraisal Institute) and SRA (Senior Residential Appraiser) designations with the Appraisal Institute.

Current members of the Pitt County Board of Equalization and Review:

Member	Term Expires	Notes
Edwin Congleton	3/6/2020	Agreed to serve another term
Coby Heath	3/6/2020	Did not agree to serve another term
Jeremy King	2/28/2022	
Andy Piner	2/28/2022	
Danny Smith	2/28/2022	
John Shepherd	3/6/2020	Agreed to serve another term
Lauren White		Commissioner

Sincerely,



Samuel B. Croom
 Pitt County Tax Administrator



Board Members

<i>Seat</i>	<i>Name</i>	<i>Applicant District</i>	<i>First Appt.</i>	<i>Appt Date</i>	<i>Exp Date</i>	<i>Yrs Served (To Date)</i>	<i>Yrs Served (At Term End)</i>
Board of Equalization & Review							
5	Congleton, Edwin W	4	2/17/2004	3/6/2017	3/6/2020	15.98	16.06
	small business owner						
3	Heath, Coby S	3	4/18/2016	4/18/2016	3/6/2020	3.81	3.88
	Single Family residential prop						
6	King, Jeremy C	3	2/17/2004	2/28/2019	2/28/2022	15.98	18.04
	Note: Chair - reaffirmed 02/04/2019 Attorney, Accountant or other p						
7	Piner, Andy E	5	2/17/2004	2/28/2019	2/28/2022	15.98	18.04
	Licensed property appraiser						
4	Shepherd, John W	4	2/17/2004	3/6/2017	3/6/2020	15.98	16.06
	Engaged in commercial producti						
2	Smith, Danny W	2	4/21/2014	2/28/2019	2/28/2022	5.80	7.86
1	White, Lauren S	6	3/18/2019	1/13/2020	12/31/2020	0.89	1.79
	Chairman Appointment						

<i>Seat</i>	<i>Name</i>	<i>Applicant District</i>	<i>First Appt.</i>	<i>Appt Date</i>	<i>Exp Date</i>	<i>Yrs Served (To Date)</i>	<i>Yrs Served (At Term End)</i>
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Appendix 20

Reappointment to the Board of Health

Applicant Interest Listing

Board Of Health

Dick Adams 807 Chebistal Drive P. O. Box 490 Grifton NC 28530	Day Phone: (252) 524-5436 Evening Phone: Fax: E-mail:	Gender: M Race: District: Priority:
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Applied for this board on: 2/13/2003

Application received/updated: 03/18/2019

Applicant's Attributes: County
 Victim of a Crime
 District 6
 Grifton City Limits
 South of the River

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)			
	Organization	Description	Date(s)
Education	Lenoir Community College	Computer Courses	
Education	ECU		
Education	Bath HS		
Experience	DuPont	Retired Supervisor	
Volunteer/Prof. Associations	Pitt County Crime Stoppers		
Volunteer/Prof. Associations	NC Victims Compensation Com	Chairman	
Volunteer/Prof. Associations	Chamber of Commerce		
Volunteer/Prof. Associations	Scottish Rite Mason		

Charlotte-Anne Alexander 399 Branchwood Drive Winterville NC 28590	Day Phone: (252) 317-3782 Evening Phone: (252) 757-3888 Fax: E-mail: calexander@ck-attorneys.c	Gender: F Race: White District: 5 Priority:
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Applied for this board on: 7/17/2018

Application received/updated: 01/23/2020

Applicant Interest Listing

Applicant's Attributes: South of the River
 VolAg Southeast
 Winterville City Limits
 District 5

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)			
	Organization	Description	Date(s)
Education	Ohio State University	B.S Psychology and French	
Education	Upper Arlington HS	Diploma	
Experience	Colombo, Kitchin, Dunn, Balln P	Attorney	Mar. 14- Present
Experience	Mattox, Davis, Edwards, Alexan	Principal Attorney	July 08-Feb 14
Experience	Legal Aid of N.C.	Managing Attorney	July 03- June 08
Experience	Legal Aid of N.C.	Staff Attorney	Jan 1996-June 2003
Volunteer/Prof. Associations	Pitt County Citizen Academy	Graduate	
Volunteer/Prof. Associations	National Acadmey of Elder Law	Board Member	
Volunteer/Prof. Associations	Pitt Council on Aging	Board Member	

Charlene Best

1104 B Price Drive
 Greenville NC 27834

Day Phone: (252) 814-6490
 Evening Phone:
 Fax:
 E-mail: cbest_61@outlook.com

Gender: F
 Race: African
 District: 4
 Priority:

Applied for this board on: 11/29/2018

Application received/updated: 11/29/2018

Applicant's Attributes: Greenville City Limits
 VolAg Southwest
 South of the River

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)			
	Organization	Description	Date(s)

Applicant Interest Listing

Education	Pitt Community College	AAS Respiratory Tech.
Education	Capella University	Masters Health Administration
Education	Fayetteville State University	B.A. Business Administration
Education	D. H. Conley	Diploma
Experience	Lenior Memorial Hospital	Registered Respiratory Therp.
Experience	Scotland Memorial Hospital	
Experience	Greenville VA HCC	
Volunteer/Prof. Associations	Kingdom Impact	Health Fair

Josie Bowman

123 Farmington Road
Grimesland NC 27837

Day Phone: (252) 744-6412
Evening Phone: (252) 702-3870
Fax:
E-mail: bowmanj@ecu.edu

Gender: F
Race: White
District: 3
Priority:

Applied for this board on: 4/23/2018

Application received/updated: 04/23/2018

Applicant's Attributes: County Planning Jurisdiction
VolAg Southeast
South of the River
District 3

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)

Organization	Description	Date(s)
Mental Health Assocaition Pitt C	Volunteer	
College of Nursing	Instructor	
UNC Chapel Hill	BSN and MSN	
University of Alabama Birmingh	Nursing PhD	
Person Senior High School	Diploma	

Boards Assigned To

Applicant Interest Listing

VolAg Southeast

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>			
	Organization	Description	Date(s)
Education	ECPI University	AAS	
Education	Eastern High School		
Experience	Community Non-profits & Farms	Medical Asst, Customer Service, & Pu	
Experience	Department of Veteran Affairs	MSA	
Volunteer/Prof. Associations	Alliance Medical Ministry		
Volunteer/Prof. Associations	Veteran Affairs		

<u>Boards Assigned To</u>			
	Home and Community Care Block Grant Committee		10/3/2016 to 10/3/2019
	Person over 60 years of age		

Robert Corbett

3879 Bell Road
P.O. Box 61
Fountain NC 27829

Day Phone: (252) 749-4421
Evening Phone:
Fax:
E-mail: rcorbett27829@gmail.com

Gender: M
Race: White
District: 4
Priority:

Applied for this board on: 1/29/2016

Application received/updated: 01/29/2016

Applicant's Attributes: Fountain ETJ
South of the River
VolAg Southwest
District 4

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>			
	Organization	Description	Date(s)
Education	Farmville High School		
Experience	Tobacco Processing		40+ yrs
Experience	Standard Commerical Tobacco		22+ yrs

Applicant Interest Listing

Experience	Imperial Tobacco	18+ yrs
Experience	NC National Guard	
Volunteer/Prof. Associations	Fountain Wellness Ctr Board	
Volunteer/Prof. Associations	Rural Fire Board	
Volunteer/Prof. Associations	Meals on Wheels	
Volunteer/Prof. Associations	Past Fireman	

<u>Boards Assigned To</u>		
Fire District Commission		12/31/2017 to 12/31/2019
Fountain FD		

Thompson Forbes III

2313 Wheaton Village Drive
Greenville NC 27858

Day Phone: (252) 714-5693
Evening Phone: (252) 714-5693
Fax:
E-mail: forbest17@edu.edu

Gender: M
Race: White
District: 6
Priority:

Applied for this board on: 11/14/2013

Application received/updated: 07/06/2018

Applicant's Attributes: County Planning Jurisdiction
South of the River
Nurse
VolAg Southeast

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>			
	Organization	Description	Date(s)
Education	East Carolina University	MSN	
Education	Pitt Community College	Associate Degree Nursing	
Education	D.H. Conley High School	Diploma	
Experience	East Carolina University	Assistant Professor/College of Nursing	2017-present
Experience	PCMH	Asst. Nurse Manager/Neuroscience Int	2006-present
Volunteer/Prof. Associations	Sigma Theta TauBeta Nu Chapte	Treasurer	2017-2018

Applicant Interest Listing

Volunteer/Prof. Associations	Providers for Greater Access Boa	2017-present
Volunteer/Prof. Associations	NC Nurses Association Board	2014-present
Volunteer/Prof. Associations	Pitt County Physical Activity &	

Boards Assigned To

P.C. Nursing Home/Adult Care Community Advisory C	11/5/2019 to 11/5/2022
---	------------------------

Dagmar Herrmann-Estes

16 Palmetto Place
Greenville NC 27858

Day Phone: (252) 744-3586
Evening Phone: (443) 739-6110
Fax:
E-mail: damarestes48@gmail.com

Gender: F
Race: White
District: 5
Priority:

Applied for this board on: 1/2/2019

Application received/updated: 01/02/2019

Applicant's Attributes: VolAg Southeast
Greenville City Limits
South of the River

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)

	Organization	Description	Date(s)
Education	Saint Michael's College	B.S. Accounting	
Education	Buisness of Medicine Johns Hop	MBA	
Experience	East Carolina University	Director, Clinical Finance and Busines	
Experience	Johns Hopkins Medicine	Director A/R Operations/ Revenue Cyc	
Experience	Johns Hopkins Medicine	Advanced Senior Internal Auditor	
Experience	Certex U.S	Senior Accountant/Controller	
Experience	Carefirst of MD Blue Cross Blue	Sr. Financial Analyst	
Experience	Spherion	Financial Analyst Positions	
Experience	Erickson Senior Campus Living	Manager of Internal Control	
Experience	Vermont Center of Geographics	Business Manager	

Applicant Interest Listing

Volunteer/Prof. Associations	Champlain Industries	Director/Board of Directors
Volunteer/Prof. Associations	Association of Healthcare Interna	Director/Board of Directors

Charles Mayo Jr

5872 Hwy 43 N

P.O. Box 8

Falkland NC 27827

Day Phone: (252) 714-4200

Evening Phone: (252) 752-1252

Fax:

E-mail: cemayo@embarqmail.com

Gender: M

Race: White

District: 4

Priority:

Applied for this board on: 11/16/2005

Application received/updated: 04/08/2019

Applicant's Attributes: At large
 District 4
 South of the River
 VolAg Southwest
 Falkland ETJ

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)			
	Organization	Description	Date(s)
Education	ECU	business administration courses	
Education	Farmville High School		
Volunteer/Prof. Associations	Ambulance Service Advisory Bo		
Volunteer/Prof. Associations	Board of Health		
Volunteer/Prof. Associations	Town of Falkland	Commissioner	
Volunteer/Prof. Associations	Development Commission		

<u>Boards Assigned To</u>		
EMS System Plan Oversight Committee		6/13/2019 to 6/13/2022
At large		

Kristoffer Rixon

400 Cooper Street

Winterville NC 28590

Day Phone: (518) 570-5801

Evening Phone:

Fax:

Gender: M

Race: White

District: 6

Board Of Health

Tuesday, February 11, 2020

Applicant Interest Listing

E-mail: kristofferrixon@gmail.com

Priority:

Applied for this board on: 2/11/2019

Application received/updated: 02/11/2019

Applicant's Attributes: South of the River
 VolAg Southeast
 Winterville City Limits
 District 6

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)			
	Organization	Description	Date(s)
Education	East Carolina University	Bachelor of Arts, Psychology	
Education	South Central High School	Diploma	
Experience	YouNow Inc	Trust and Safety Specialist	
Experience	ECU Dept. of Sociology	Graduate Assistant	
Volunteer/Prof. Associations	The Trevor Project	Volunteer Crisis Counselor	

Marian Swinker
 974 Pocosin Rd
 Winterville NC 28590

Day Phone: (252) 321-5667
 Evening Phone:
 Fax:
 E-mail: swinkerm@frontier.com

Gender: F
 Race: White
 District: 4
 Priority:

Applied for this board on: 6/25/2018

Application received/updated: 06/25/2018

Applicant's Attributes: County Planning Jurisdiction
 VolAg Southwest
 South of the River
 District 4

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)			
	Organization	Description	Date(s)
	West Virginia University	Public Health	

Applicant Interest Listing

Brody School of Medicine	Physician/Admin. Occupational/Envio
University of Pittsburgh	BS Biology, MPH Enviornmental Heal
Brownsville Area High School	Diploma



201 Government Circle Greenville, N.C.27834 (252) 902-2305

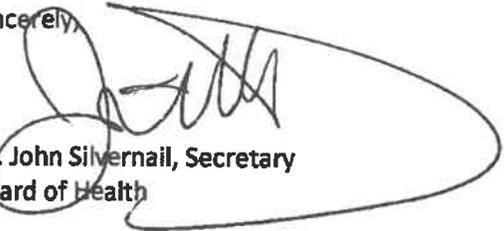
January 14, 2020

Janna Singleton
County Managers Office
1717 West 5th Street
Greenville, NC 27834

Ms. Singleton,

I would like to recommend Ms. Martha Engelke be reappointed to serve in the Nurse position on the Pitt County Board of Health. She has been a very good board member. For the year 2019 Ms. Engelke attended 9 out of 10 meetings. Her current appointment expires on 2/01/2020.

Sincerely,


Dr. John Silvernail, Secretary
Board of Health

Board Members

<i>Seat</i>	<i>Name</i>	<i>Applicant District</i>	<i>First Appt.</i>	<i>Appt Date</i>	<i>Exp Date</i>	<i>Yrs Served (To Date)</i>	<i>Yrs Served (At Term End)</i>
Board Of Health							
10	Coulson, Thomas R	6	1/11/2016	1/13/2020	12/31/2020	4.09	4.98
	Chairman Appointment						
1	Dixon, Faustina H	5	2/2/2009	9/1/2019	9/1/2022	11.03	13.59
	At large						
5	Engelke, Martha	5	2/1/2017	2/1/2017	2/1/2020	3.03	3.00
	Nurse						
9	Fleming, Rex	2	8/3/2015	4/1/2018	4/1/2021	4.53	5.67
	At large						
7	Harrell, Adam	5	3/20/2017	3/20/2017	3/20/2020	2.90	3.00
	Dentist						
6	Hayes, Mark T	5	3/16/2006	10/5/2018	10/5/2021	13.92	15.57
	Veterinarian						
11	McIntosh, Scott	3	7/8/2019	7/8/2019	5/1/2021	0.60	1.82
	Note: resigned						
	Optometrist						

<i>Seat</i>	<i>Name</i>	<i>Applicant District</i>	<i>First Appt.</i>	<i>Appt Date</i>	<i>Exp Date</i>	<i>Yrs Served (To Date)</i>	<i>Yrs Served (At Term End)</i>
2	Pack Smith, Kelli At large	5	7/1/2019	7/1/2019	7/1/2022	0.62	3.00
3	Patidar, Nitesh Pharmacist		6/3/2013	6/3/2019	6/3/2022	6.70	9.01
4	Ramsey, Keith M Physician	4	2/4/2008	9/1/2017	9/1/2020	12.03	12.58
8	Speight, Lowell Engineer	4	4/17/2017	4/17/2017	4/17/2020	2.82	3.00