

**Pitt County Board of Commissioners
Greenville, North Carolina
Monday, May 18, 2020 Minutes**

Board of Commissioners met on Monday, May 18, 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, Chairman

Board Members Present via Teleconference:

Tom Coulson, Vice Chairman

Alex Albright, Commissioner

Mike Fitzpatrick, Commissioner

Ann Floyd Huggins, Commissioner

Christopher W. Nunnally, Commissioner

Beth B. Ward, Commissioner

Lauren White, Commissioner

Mary Perkins-Williams, Commissioner

Staff Present:

Scott Elliott, County Manager

Janis Gallagher, County Attorney

Kimberly Hines, Clerk to the Board

Mike Taylor, Deputy County Manager, Chief Information Officer

Brian Barnett, Deputy County Manager, Chief Financial Officer

Mike Emory, Public Information Officer

Randy Gentry, Emergency Services Director

Dr. John Silvernail, Public Health Director

John Demary, Solid Waste Director

Eddie Gonzalez Vega, Accounting Technician III

Sam Croom, Tax Administrator

Tim Corley, County Engineer

James Rhodes, Planning Director

Welcome

Chairman McLawhorn welcomed everyone to the meeting.

Call to Order

Chairman McLawhorn called the meeting to order.

Invocation and Pledge

Chairman McLawhorn offered the invocation and pledge.

Approval of Agenda

Motion:

Motion to approve the agenda with moving the Item for Discussion (Resolution for a Regional Approach to the Various "Phases" of Reopening the State of North Carolina) to Items for Report.

Motion made by Commissioner Chris W. Nunnally.

Motion seconded by Commissioner Alex Albright.

Motion passed unanimously.

Presentation

Employee Service Awards - Florida Hardy, Scott Elliott

Information Provided with the Agenda

Employees with 5, 10, 15, 20, and 25 years of service with Pitt County are recognized by the Board of Commissioners each quarter. Employees who reach these 5-year milestones during a quarter are honored at the next regularly scheduled Commissioners' meeting following that quarter. Due to COVID-19, employees from this quarter will receive their certificates and watches from their department head.

Staff Recommendation

No recommendation.

See Appendix 1

Manager's Comments

Due to the COVID-19 restrictions, each employees name will be read and recognized in regard to their length of service to their department and the citizens of Pitt County.

Meeting Notes

Mr. Elliott stated normally employees are recognized in person at a meeting but due to COVID-19 restrictions each employees name will be read and recognized in regard to their length of service. He stated certificates and lapel pins will be distributed by individual department heads. He stated he and the Human Resources Director hand delivered the watches to those being recognized with twenty years of service. Chairman McLawhorn congratulated the employees.

Public Hearings

Flood Damage Prevention Ordinance Amendments - James Rhodes

Information Provided with the Agenda

The National Flood Insurance Program (NFIP) was created in 1968 to reduce the loss of life and property and the rising disaster relief costs caused by flooding. The NFIP is a voluntary program based on a mutual agreement between the federal government and the local community. Pitt County has been a member of the NFIP since 1980, allowing citizens to purchase flood insurance. The Federal Emergency Management Agency (FEMA) published the first Flood Insurance Study (FIS) and Flood Insurance Rate Maps (FIRM) for Pitt County in 1983, and has published revised studies in 2004 and 2014, which were adopted by Pitt County.

On June 19, 2020, FEMA will publish an updated FIS for certain areas within Pitt County, primarily east of Greenville. Pitt County is required to adopt the revised FIS and its accompanying FIRMs to remain in good standing in the NFIP.

County staff, along with the staff of the NC Department of Public Safety (NCDPS), reviewed the County's Flood Damage Prevention Ordinance, and determined that the present ordinance requires some changes for clarification and to ensure consistency with the state model ordinance (See Attachment).

Staff Recommendation

After all comments are received during the public hearing, adopt the updated ordinance and updated FIRMs with an effective date of May 18th, 2020, and update the ordinance book.

Meeting Notes

Mr. Rhodes presented the following Power Point.

See Appendix 2

Mrs. Gallagher stated session law 2020-3 requires an additional twenty-four-hour period to collect additional public comments pursuant to North Carolina General Statute §166A-19.24.

Chairman McLawhorn declared the public hearing open.

No one spoke.

Chairman McLawhorn declared the public hearing closed.

Commissioner Albright asked why the properties are being taken off the flood plain map. Mr. Rhodes stated those areas are not subjected to the requirements of the 100-year flood plain. He stated there is a one percent chance within the 100-year period of flooding. He stated it is strictly a modeling affect. Mr. Rhodes stated the requirements are state mandated. He stated about twenty-eight acres have been removed.

Commissioner Floyd Huggins asked if the property owners are eligible for funding should they flood. Mr. Rhodes stated the authorization was secured from FEMA twenty years ago. He stated flood plain maps are continually refined. He stated some states are waiting 5-15 years before maps are updated. He stated North Carolina is fortunate to have updated maps available.

Commissioner Perkins-Williams stated she rode through her district during Hurricane Matthew and did not see any flooding in River creek.

Motion:

After all comments are received during the public hearing, adopt the updated ordinance and updated FIRMs with an effective date of May 18th, 2020, and update the ordinance book.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Mike Fitzpatrick.
Motion passed unanimously.

Public Addresses to the Board

Mr. Elliott provided the following comment from Mary Elaine Yontz, citizen, 1043 E Rock Spring Road. “Please base your decisions for our communities on science and on the recommendations of health professionals. I could support Commissioner Nunnally’s proposal, as reported in the Sunday-Monday Daily Reflector.

Items for Report

Public Health Director's COVID-19 Report - Scott Elliott

Information Provided with the Agenda

Dr. John Silvernail will attend to provide an update on the Coronavirus/COVID-19 response.

Staff Recommendation

Report only.

Meeting Notes

Chairman McLawhorn asked the Commissioners to write their questions down during Dr. Silvernail and Dr. Waldrum’s presentations so they may move through the items timely.

Dr. Silvernail presented the following Power Point presentation.

See Appendix 3

Vidant Health COVID-19 Report - Scott Elliott

Information Provided with the Agenda

Dr. Michael Waldrum will attend to provide an update on the Coronavirus/COVID-19 response on behalf of Vidant Health.

Staff Recommendation

Report only.

Meeting Notes

Mr. Waldrum presented the following Power Point presentation.

See Appendix 4

Chairman McLawhorn asked for the racial breakdown of the seventy-three individuals currently admitted at Vidant. Dr. Waldrum stated he does not have that specific information with him; however globally the majority of infected individuals and/or COVID related deaths have been African American, elderly and individuals with obesity, diabetes, hypertension and Chronic Obstructive Pulmonary Disease (COPD). Chairman McLawhorn

stated proactive measures need to be continually taken to protect those individuals. He spoke of having more available testing within the community and having accessible testing near the housing authority and churches. Chairman McLawhorn asked if there are any local cases of children affected by the virus. Dr. Silvernail stated he is unaware of any cases in North Carolina at this time. He stated cases of children have been reported in the United Kingdom as well as New York state. Chairman McLawhorn asked about cases within nursing homes. Dr. Silvernail stated there was a nursing home in Ayden that met the requirements of the state for an outbreak. He stated an outbreak is defined as two or more individuals. He stated two staff members and one patient tested positive at the Ayden facility. He stated the transmission of infection was not connected between the three individuals. He stated all staff and residents were tested within the facility and none of the remaining individuals tested positive.

Commissioner White stated Dr. Silvernail was directed at last week's Board of Health meeting to draft a proposed plan in the event Pitt County is able to reopen. She stated in the event a resolution is passed this evening, seeking local control, what guidelines Dr. Silvernail's plan would include. Dr. Silvernail stated personal care (hair dressers, nail salons, tattoo parlors, etc.) would require limited occupancy and face coverings. He stated if individuals arrived dressed and ready at gyms and gymnasiums and equipment was spaced appropriately, he believes they could reopen safely and the risk of transmission would be low. He stated he has spoken with several churches and trying to keep elderly members attending virtually. Commissioner White asked Dr. Silvernail if he would be able to confirm the plan in the next few days, in the event a resolution was passed this evening. Dr. Silvernail stated yes. Commissioner White asked what the current capacity is at Vidant Health. Dr. Waldrum stated the totally bed capacity is seventy percent occupancy.

Commissioner Nunnally spoke of phasing through a reopening. He stated as we start to phase into a reopening strategy, what advice Dr. Silvernail has for businesses that are seeking to reopen. Dr. Silvernail stated he stresses the importance of social distancing. He stated hand hygiene remains important. He stated he has met with some local employers to help them implement social distancing. He encouraged sick individuals to stay home. Dr. Waldrum stated it is important that everyone play a role in the recovery of a safe environment. He encouraged masking, washing and social distancing. Dr. Waldrum stated the Center for Disease Control and Prevention (CDC) has guidelines on their website for businesses in regard to safe reopening's. Commissioner Nunnally asked how the community can be encouraged to continue wearing masks and social distancing. Dr. Waldrum stated firm data is available at Vidant Medical Center in regard to universal masking. He encouraged other businesses to adopt similar policies in regard to masking. Commissioner Nunnally asked what is being done to ensure over-capacity is available at Public Health and Vidant Health. Dr. Silvernail stated testing is broadly available throughout the community. He stated the Walmart site has not worked as well as expected. He stated other large chain stores may be enlisted for testing sites. He stated he has two CDC nurses. He stated they are working on a partnership with East Carolina University for tracking and tracing within the county. Dr. Waldrum stated he has specific concerns. He stated North Carolina is under resourced by a significant factor in order to intervene proactively. He stated the issues need to be resolved locally and interagency collaboration is vital.

Commissioner Ward asked if the Board of Health has developed a plan for reopening. Dr. Silvernail stated he was directed to create a local plan. Commissioner Ward asked when

the Board of Health plans to review the plan. Dr. Silvernail stated Chairman Ramsey mentioned pulling the Board of Health back together in two weeks for a special called meeting. Commissioner Ward asked Dr. Waldrum what his opinion was in reopening within the next two weeks. Dr. Waldrum stated as the largest employer in eastern Carolina, they are struggling financially. He stated he understands the concern of the economy. He stated a plan has been developed at Vidant Medical Center and Vidant Health to reopen. He stated clinic visits are at eighty-two percent of normal volume and surgical volumes are increasing. He stated processes are in place to ensure things are being done safely (i.e. universal masking, hygiene, scanning upon entering). He stated Pitt County is on the upside of the curve in eastern North Carolina. He stated the data is very clear. Commissioner Ward stated the plans need to be in place before moving forward with a reopening.

Commissioner Floyd Huggins thanked Dr. Waldrum for stating some things she wanted to hear. She stated testing should be part of the plan. She asked if there was a goal within the proposed plan. Dr. Silvernail stated the state has requested five percent of the population. She asked if the new guidelines would be implemented in state inspections for restaurants, barber shops, salons, etc. Dr. Silvernail stated he does not have the authority to rewrite the guidelines. Commissioner Floyd Huggins stated she has talked with several pastors who have indicated they are in no hurry to re-enter their buildings.

Commissioner Fitzpatrick asked Dr. Silvernail if he believes businesses can begin the reopen if additional safety precautions and guidance taken. Dr. Silvernail stated yes.

Vice Chairman Coulson asked if there is a guarantee that COVID-19 can be cured. Dr.'s Silvernail and Waldrum both stated no. Vice Chairman Coulson asked how the county and hospital separate dying from and dying with COVID-19. Dr. Silvernail stated
Vice Chairman Coulson stated in two months, the best ever economy has been ruined.

Commissioner Albright stated he looks forward to hearing how the proposed plan will be developed. He stated he would like to see Pitt County offer increased testing. Dr. Silvernail stated a limited number of testing is available at the Health Department. He stated they have been required to maintain their mandated services. Commissioner Albright asked about conversation for regional approach. Dr. Silvernail stated there has been no specific information in regard to reopening from the State Health Department.

Commissioner Albright stated he concurs with Commissioner Ward in regard to a phase reopening.

Mr. Elliott stated Pitt County has been allotted \$3.1 million in CARES Act funding and testing could be one component of use of this funding.

Commissioner Perkins-Williams stated she ventured past her yard recently and noticed residents are not wearing masks. She stated the Governor announced today that North Carolina has the highest peak of new cases. She stated boundaries without borders have been opened. She stated when Pitt County opens, it will pressure the school system to open and that worries her. She encouraged citizens to continue to take precautions and follow the needed guidelines.

Commissioner White asked Dr. Waldrum if it is fair to say that citizens that were

hospitalized and tested positive for COVID-19 came in with another condition and then tested positive. Dr. Waldrum stated yes and its less than one percent of every 3,000. She confirmed with Dr. Silvernail that the state has closed negative test results and if he were able to confirm the negative results that the number would be lower. Dr. Silvernail stated he believes that they are not receiving all the negative testing results from the State. She confirmed that Dr. Silvernail would be able to compile a reopening plan within the week and hold a special meeting with the Board of Health if a resolution was passed by the Commissioners. Dr. Silvernail stated he could compile the report but the chairman of the Board of Health would have to call the meeting. She stated as far as the Commissioners input on reopening she fully trusts Dr. Silvernail to compile a plan in regard to reopening. She stated positive testing of COVID-19 is not the only factor effecting people's health.

Commissioner Nunnally asked if Dr. Silvernail's proposed local plan is in conformance with the NC Department Health and Human Services. Dr. Silvernail stated yes any plan proposed would be in compliance with the Department of Health and Human Services. Commissioner Nunnally asked if Dr. Silvernail feels comfortable with reopening Pitt County if the Governor goes into phase two. Dr. Silvernail stated yes.

Commissioner Floyd Huggins encouraged the plan to include testing for anyone that requests testing.

Commissioner Ward stated she concurs with Commissioner Nunnally.

Resolution for a Regional Approach to the Various "Phases" of Reopening the State of North Carolina - Scott Elliott

Information Provided with the Agenda

Several Commissioners have asked that an agenda item be prepared to consider having the board adopt a resolution regarding a regional approach to the reopening of North Carolina. There also has been input regarding face mask policies.

It has been asked that we attach the executed resolution on this topic that was approved by the Greenville City Council on May 11, 2020. Also, attached you will find an additional resolution that Commissioner Nunnally asked to be included for the board's consideration.

Staff Recommendation

Discussion only.

See Appendix 5

Meeting Notes

Mr. Elliott stated Commissioner White, Fitzpatrick and Vice-Chairman Coulson asked that an agenda item be prepared to consider adopting a resolution for a regional approach to reopening of North Carolina. He stated attached is the executive resolution passed by the Greenville City Council on May 11, 2020 and also a resolution created by Commissioner Nunnally.

Commissioner Nunnally stated the resolution was drafted in response to citizens in how we would respond to the reopening of Pitt County. He stated in the Governor's press

conference today, North Carolina would be moving into phase two on Friday, May 22nd. He stated he is more comfortable after listening to the Governor's press conference that North Carolina is going about reopening in the right way. He stated he thinks that action does not need to take place to move forward with his resolutions.

Commissioner White stated engaging in stall tactics is why people do not trust government. She stated if local government does not pass a resolution that the Governor will not know that we are seeking local control. She stated it is time to step up and support local businesses.

Commissioner Fitzpatrick stated he concurs with Commissioner White. He stated we need to allow businesses to open their doors.

Vice-Chairman Coulson stated he concurs with Commissioner White and Fitzpatrick. He stated he believes if counties across the state did not ask for local control that the Governor would not consider going into phase two. He stated passing a resolution would show that Pitt County would like local control. He stated if the commissioners have control they would be able to act faster if another spike in positive cases were to occur.

Motion:

Motion to adopt the short form resolution asking the Governor for a local approach to the reopening of Pitt County.

Motion made by Vice-Chair Tom Coulson.

Motion seconded by Commissioner Lauren White.

Motion failed

Vote Record:

Beth B. Ward No

Tom Coulson Yes

Melvin McLawhorn No

Mary Perkins-Williams No

Ann Floyd Huggins No

Alex Albright No

Mike Fitzpatrick Yes

Chris W. Nunnally No

Lauren White Yes

Voting Totals:

Yes: 3 No: 6

Pre-Budget Presentation: Solid Waste & Recycling Financial and Operational Report - John Demary

Information Provided with the Agenda

Present an overview/analysis of the operational and financial data of the Solid Waste & Recycling Department. The presentation will be a precursor to the department's formal budget presentation at the Commissioners upcoming budget workshops.

Staff Recommendation

Receive the report as information.

Meeting Notes

Mr. Demary presented the following Power Point presentation.

See Appendix 6

Commissioner Albright stated he would like to see the compassion of fees for the surrounding counties.

Commissioner Perkins-Williams stated she would like to see the information for Edgecombe County.

Pre-Budget Presentation: EMS Financial and Operations Report - Randy Gentry

Information Provided with the Agenda

Present an overview/analysis of the operational and financial data of the County's EMS functions as a part of the Emergency Management Department. The presentation will be a precursor to the department's formal budget presentation at the Commissioners upcoming budget workshops.

Staff Recommendation

Receive the report as information.

Meeting Notes

Mr. Gentry stated this week is EMS Week (May 17-23, 2020). He thanked emergency medical service providers.

Mr. Gentry presented the following Power Point presentation.

See Appendix 7

Commissioner Perkins-Williams asked if funding by EMS district tax and transportation was excluded in the Greenville City ETJ. Mr. Gentry stated yes.

Mr. Elliott stated all municipalities opted into a EMS District tax except the City of Greenville.

Pre-Budget Presentation: V.F.D. Financial and Operations Report - Randy Gentry

Information Provided with the Agenda

Present an overview/analysis of the operational and financial data of three of the county's V.F.D. (Volunteer Fire Departments) functions as a part of the Emergency Management Department. The departments are as follows:

Back Jack V.F.D.

Red Oak V.F.D.

Simpson V.F.D.

This report will focus on three departments seeking increased funding. The presentation will be a precursor to the department's formal budget presentation at the Commissioners upcoming budget workshops.

Staff Recommendation

Receive the report as information.

Meeting Notes

Mr. Gentry presented the following Power Point presentation.

See Appendix 8

Mr. Gentry stated a representative from Simpson and Red Oak is in attendance.

GFOA Popular Annual Financial Reporting (PAFR) Award for Fiscal Year Ended June 30, 2019 (5th Consecutive Year) - Brian Barnett

Information Provided with the Agenda

The Government Finance Officers Association of the United States and Canada (GFOA) has given an Award for Outstanding Achievement in Popular Annual Financial Reporting to the County of Pitt for its Popular Annual Financial Report for the fiscal year ended June 30, 2019. The Award for Outstanding Achievement in Popular Annual Financial Reporting is a prestigious national award recognizing conformance with the highest standards for preparation of state and local government popular reports.

In order to achieve an Award for Outstanding Achievement in Popular Annual Financial Reporting, a government unit must publish a Popular Annual Financial Report, whose contents conform to program standards of creativity, presentation, understandability and reader appeal. Pitt County has elected to utilize the PAFR not only for the simple and concise presentation of financial information, but also to report to the citizens the results of annual performance measurements. This marks the County's 5th consecutive year of receiving this award.

Special thanks goes to County Manager Scott Elliott, Budget Administrator Denise Urban, Budget & Grants Analyst Kelly Dixon, and Public Information Specialist Carla Hanson for the development of this award-winning publication.

Staff Recommendation

Accept award and recognize contributions of County departments in its achievement.

Meeting Notes

Mr. Barnett stated the Government Finance Officers Association of the United States and Canada (GFOA) has given an Award for Outstanding Achievement in Popular Annual Financial Reporting to the County of Pitt for its Popular Annual Financial Report for the fiscal year ended June 30, 2019. He stated the Award for Outstanding Achievement in Popular Annual Financial Reporting is a prestigious national award recognizing conformance with the highest standards for preparation of state and local government popular reports.

Motion:

Accept award and recognize contributions of County departments in its achievement.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Lauren White.

Motion passed unanimously.

Monthly Financial Report for General Fund and Solid Waste Fund as of April 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 April 30, 2020. Activity reported reflects 10 months (83.33%) of Fiscal Year 2019-2020.

General Fund

For year-to-date totals through April 2020, general operating fund actual revenues have been collected at a rate of 80.8% of anticipated revenues. The County has spent 79.5% 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 lower percentage of budget than the prior year. Expenditures over revenues are higher this April compared to prior year, due to the purchase of the Warren Farm Property. As of April 30, we are just starting to realize the effects of COVID-19 on General Fund revenues.

Solid Waste

As of April 30, 2020, solid waste enterprise operating fund actual revenues have been collected at a rate of 85.82% of anticipated revenues. Solid Waste has spent 75.94% of budgeted solid waste operating expenditures.

Staff Recommendation

Approve April 2020 Monthly Financial Report as presented.

See Appendix 9

Manager's Comments

Concur with staff recommendation to approve financial report(s).

Meeting Notes

Mr. Barnett stated for year-to-date totals through April 2020, general operating fund actual revenues have been collected at a rate of 80.8% of anticipated revenues. He stated the County has spent 79.5% 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 lower percentage of budget than the prior year. He stated expenditures over revenues are higher this April compared to prior year, due to the purchase of the Warren Farm Property. As of April 30, we are just starting to realize the effects of COVID-19 on General Fund revenues.

He stated as of April 30, 2020, solid waste enterprise operating fund actual revenues have been collected at a rate of 85.82% of anticipated revenues. He stated Solid Waste has spent 75.94% of budgeted solid waste operating expenditures.

Motion:

Approve April 2020 Monthly Financial Report as presented.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Chris W. Nunnally.

Motion passed unanimously.

April 2020 Tax Collection Report - Sam Croom

Information Provided with the Agenda

The Pitt County fiscal year to date (July 1, 2019 through April 30, 2020) combined collection rate for real and personal property is 98.41%. The rate one year ago for real and personal property was 98.82%. 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 garnishments, escheated funds attachments, sheriff levies, rent attachments, the NC Debt Setoff Program, and in rem foreclosure.

Staff Recommendation

To approve the April 2020 Tax Collection Report as presented.

See Appendix 10

Manager's Comments

Concur with staff recommendation to approve monthly Tax Collection Report.

Meeting Notes

Mr. Croom stated the Pitt County fiscal year to date (July 1, 2019 through April 30, 2020) combined collection rate for real and personal property is 98.41%. He stated the rate one year ago for real and personal property was 98.82 percent. 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 garnishments, escheated funds attachments, sheriff levies, rent attachments, the NC Debt Setoff Program, and in rem foreclosure.

Motion:

To approve the April 2020 Tax Collection Report as presented.

Motion made by Commissioner Lauren White.

Motion seconded by Commissioner Beth B. Ward.

Motion passed unanimously.

Manager's Report - Scott Elliott

Information Provided with the Agenda

Next Meeting Dates:

June 1, 2020 at 9:00 a.m. - in person at the Agricultural Extension Auditorium

June 15, 2020 at 6:00 p.m. - in person at Agricultural Extension Auditorium

Budget Workshops - June 2nd, 3rd and 4th - Ag Center - 8:00 a.m. - 12:00 noon - in person at Agricultural Extensions Center - Auditorium
Additional Budget Workshops - June 8-12th, 2020 - location- T.B.D.

June 16, 2020 at 7:00 p.m. Public Hearing on Budget - in person at Agricultural Extension Auditorium

Staff Recommendation

Report Only.

Meeting Notes

Mr. Elliott reminded the Board of the next meeting dates of June 1, 2020 at 9:00 a.m. and June 15, 2020 at 6:00 p.m. He stated both meetings will be held in person at Agricultural Extension Auditorium.

Mr. Elliott reminded the Board of budget workshops on June 2nd, 3rd and 4th at the Agricultural Extension Auditorium from 8:00 a.m. - 12:00 noon. He stated additional budget workshops, if needed, will be held June 8-12th, 2020 - location- T.B.D.

Mr. Elliott reminded the Board of the public hearing on the proposed budget on June 16, 2020 at 7:00 p.m. He stated the hearing will be held in person at Agricultural Extension Auditorium.

Mr. Elliott stated the Federal Cares Act the COVID-19 funding was given to counties that had less than 500,000 in population. He stated Pitt County will receive \$3.1 million to use for COVID-19 related expenses. He stated it is requested that we reach out to the municipalities. He stated further discussion will be held and a follow up will be reported back at a later date.

Commissioner Albright stated he would like to see the money spent on opening more testing sites.

Items for Consent

Approval of Minutes - Kimberly Hines

Information Provided with the Agenda

Minutes from the May 4, 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 minutes.

Motion:

Motion to approve minutes.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Mike Fitzpatrick.
Motion passed unanimously.

Budget Amendment - Sheriff's Office - Insurance Proceeds - \$737 (No County Funds) - Brian Barnett

Information Provided with the Agenda

The Sheriff's Office has received \$737 in insurance proceeds for a property damage loss resulting in the removal of equipment from one of the Sheriff's vehicles.

Staff Recommendation

Approve budget amendment as presented.

See Appendix 11

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 Mike Fitzpatrick.
Motion passed unanimously.

Budget Amendment - Sheriff's Office - JAG 2019 (Justice Assistance Grant) \$929 supplemental Award (No County Funds) - John Guard

Information Provided with the Agenda

The Sheriff's Office received a \$929 supplemental award for the 2019 Justice Assistance Grant for becoming National Incident-Based Reporting System (NIBRS) compliant. This grant is a joint application with the City of Greenville who is the awarding agency. All expenses will be 100% reimbursed up to \$30,955 for law enforcement equipment.

Staff Recommendation

Accept grant supplemental award and approve budget amendment as presented.

See Appendix 12

Manager's Comments

Concur with staff recommendation to approve budget amendment.

Motion:

Accept grant supplemental award and approve budget amendment as presented.
Motion made by Commissioner Beth B. Ward.
Motion seconded by Commissioner Mike Fitzpatrick.
Motion passed unanimously.

Budget Amendment- Public Health- WIC (Women Infant & Children) Special Funding - \$8,162 (No County Funds) - John Silvernail

Information Provided with the Agenda

Special Funding awarded to the Public Health WIC(Women Infant & Children) program for operational items that will provide support needed for response to COVID-19 pandemic.

Staff Recommendation

Approve as Presented

See Appendix 13

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 Mike Fitzpatrick.

Motion passed unanimously.

Budget Amendment- Public Health- Smile Safari Mobile Dental Unit \$52,968 (No County Funds) - John Silvernail

Information Provided with the Agenda

To recognize Medicaid Cost Study Funds for the purchase of Dentrax, a dental technology software for the practice management of the Smile Safari Mobile Dental Unit. The state Health Information System (HIS)will not be replaced and is currently breaking and not supported by the state. Local Health Departments were required to move to Electronic Medical Record Systems. EPIC, the EMR of the Pitt County Health department does not have a dental component. At the time of the mandated move off of HIS, Pitt County Health Department did not have a dentist. Dentrax software has clinical, business solutions to streamline the work flow efficiently and allow images chair side and submission of claims which are now done manually.

Staff Recommendation

Approve as Presented

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 Mike Fitzpatrick.

Motion passed unanimously.

Budget Amendment - Animal Shelter - Surety Payment - \$750,000 (No County Funds) - Brian Barnett

Information Provided with the Agenda

The Animal Shelter has received a \$750,000 surety payment for the Animal Shelter

Renovation and Expansion project. The surety payment covers the contractor's failure to perform the contractual obligation of the project.

Staff Recommendation

Approve budget amendment as presented.

See Appendix 14

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 Mike Fitzpatrick.

Motion passed unanimously.

Budget Amendment - EMS District - Insurance Proceeds - \$914 (No County Funds) - Brian Barnett

Information Provided with the Agenda

The EMS District fund has received \$914 in insurance proceeds for an accident involving a Bethel ambulance. Funds will be used to repair the vehicle.

Staff Recommendation

Approve budget amendment as presented.

See Appendix 15

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 Mike Fitzpatrick.

Motion passed unanimously.

Approval to Apply for Rachael Ray Save Them All COVID-19 Relief Program - \$7,500 (No County Funds) - Michele Whaley

Information Provided with the Agenda

The Rachael Ray Foundation has established a grant relief program for Best Friend Animal Society Network Partners to apply for funds under their Save Them All COVID-19 Relief Program Grants. These funds are for critical support and resources for pets in response to the COVID-19 pandemic.

Staff Recommendation

Permission for Pitt County Animal Services to apply for grant to assist with their efforts in the COVID-19 pandemic and response.

Manager's Comments

Concur with staff recommendation to apply for COVID-19 funds for Animal Services.

Motion:

Permission for Pitt County Animal Services to apply for grant to assist with their efforts in the COVID-19 pandemic and response.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Mike Fitzpatrick.

Motion passed unanimously.

2020 Essential Single Family Rehabilitation Loan Pool Grant (No County Funds) - \$190,000 - James Rhodes

Information Provided with the Agenda

The Planning Department has been awarded a 2020 Essential Single-Family Rehabilitation Loan Pool grant for \$190,000 (no local match). This grant is federally funded and is administered by the North Carolina Housing Finance Agency.

In addition to accepting the grant award and establishing the budget, the Board of Commissioners must authorize the County Manager to execute the Post Approval Documentation (PAD), designate staff who are authorized to handle the grant draw-down process by resolution and adopt the SFRLP20 Assistance Policy along with the Procurement and Disbursement Policy (See Attachment). All funding reimbursements will require signatures from two staff members. The recommended staff members are:

Jonas Hill - Planning Department;

Jason Bryant - Planning Department;

Denise Urban - Financial Services; and

Kelly Dixon - Financial Services.

Staff Recommendation

Approve the attached budget amendment, authorize the County Manager to execute the Post Approval Documentation (PAD), designate staff for draw-down authorization by resolution and adopt the ESFRLP20 Assistance Policy and Procurement and Disbursement Policy.

See Appendix 16

Manager's Comments

Concur with staff recommendation to approve all associated SFR funding documents.

Motion:

Approve the attached budget amendment, authorize the County Manager to execute the Post Approval Documentation (PAD), designate staff for draw-down authorization by resolution and adopt the ESFRLP20 Assistance Policy and Procurement and Disbursement Policy.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Mike Fitzpatrick.
Motion passed unanimously.

Tax Administration Adjustment Refunds - Sam Croom

Information Provided with the Agenda

Refunds of \$100 or more from the period of April 1, 2020 through April 30, 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 \$3,010.10, including \$432.22 processed in NCPTS and \$2,577.88 processed in NCVTS.

Staff Recommendation

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

See Appendix 17

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 Mike Fitzpatrick.

Motion passed unanimously.

Approval of Distribution of Juvenile Crime Prevention Council (JCPC) Funding for FY2020-2021 (No County Funds) - Scott Elliott

Information Provided with the Agenda

Each year the Juvenile Crime Prevention Council Board meets to consider funding requests for the County's annual funding allocation. Typically, more requests come in than there is funding to cover. Therefore, the committee reviews and prioritizes the requests. This process is now complete and the recommendation is attached to this abstract. There is also a program description attached for each program.

Staff Recommendation

Approve the recommended distribution as attached and direct staff to include in the County's 2020-2021 budget documents.

See Appendix 18

Manager's Comments

Concur with recommendation to approve JCPC fund distribution allocations for FY 20-21.

Motion:

Approve the recommended distribution as attached and direct staff to include in the County's 2020-2021 budget documents.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Mike Fitzpatrick.

Motion passed unanimously.

EMS Week Proclamation for May 17-23, 2020 - Jim McArthur

Information Provided with the Agenda

The week of May 17-23, 2020 is the 46th annual National Emergency Medical Services Week. The recognition of EMS workers was first started by President Gerald Ford in 1973 to celebrate EMS practitioners and the important work they do in our nation's communities. EMS Week brings together local communities and medical personnel to honor the dedication of those who provide the day-to-day lifesaving services of medicine's "front line." EMS Week is also an opportunity to publicize those contributions. Given the challenges facing our nation's healthcare system and the rapid pace of change, making sure the public and other stakeholders understand what EMS has to offer has never been more important.

Pitt County Emergency Management requested that the Pitt County Board of County Commissioners recognize all EMS providers by approving the attached 2020 Pitt County EMS Proclamation. This is a perfect time to recognize all EMS providers and all what they do for Pitt County. EMS Week 2020 "Ready Today. Preparing for Tomorrow".

Staff Recommendation

Approve the proclamation recognizing May 17-23, 2020 as Pitt County Emergency Medical Services Week.

See Appendix 19

Manager's Comments

Concur with staff recommendation to approve EMS Week Proclamation.

Motion:

Approve the proclamation recognizing May 17-23, 2020 as Pitt County Emergency Medical Services Week.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Mike Fitzpatrick.

Motion passed unanimously.

PATS (Pitt Area Transit System) Safety Plan (SSP) Revision - Cam Coburn

Information Provided with the Agenda

The System Safety Program Plan (SSPP) for PATS was developed utilizing established guidance listed in the procedural manuals of the North Carolina Department of Transportation Standard Operating Procedure. The SSPP consists of and addresses the required six (6) core elements:

1. Driver/Employee Selection
2. Driver/Employee Training
3. Safety Data Acquisition Analysis
4. Drug, Alcohol and Abuse Program
5. Vehicle Maintenance
6. Security

A priority of the Pitt Area Transit System is adherence to policies and procedures of the core elements. All of the elements listed are equal in importance and the policies and procedures must be met. Compliance in adopting this policy will ensure that Pitt Area Transit meets all Federal Transportation Administration (FTA) and North Carolina Department of Transportation Public Transportation Division (NCDOT/PTD) policies and regulations. The newly revised drug and alcohol plan as required by FTA and recently approved is included. This revised policy will replace the former policy as adopted June 5, 2017.

There were minor changes of language that was more of an updated revision to meet the NCDOT requirements. We added the Vision Statement of the County added the county values in the current order. Language was changed from "employees having possession of" to "employees having access to" to reflect digital accessibility and to reduce paper usage. The date of adoption of the drug/alcohol program is changed to 5/18/2020 to reflect the date of adoption. These are updates and there are no other changes as this is a required periodical updating.

Staff Recommendation

Motion to approve the Pitt Area Transit System Safety Plan.

Manager's Comments

Concur with staff recommendation to approve revisions to PATS Safety Plan.

Motion:

Motion to approve the Pitt Area Transit System Safety Plan.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Mike Fitzpatrick.

Motion passed unanimously.

Approval for Application of CARES Act Funding for PATS (Pitt Area Transit System) - Cam Coburn

Information Provided with the Agenda

The Public Transportation Division (PTD) of the North Carolina Department of Transportation (NCDOT) has informed Pitt Area Transit System of its eligibility to receive disbursements of CARES Act funding in response to COVID 19. The eligibility is for up to two consecutive years beginning January 20, 2020 with an expiration date of no later than June 30, 2022. These are federal funds with PTD being the disbursement agency. This is a 100% reimbursement funding source. There is no local match required and no public hearing requirement. There will be additional funding in the future, but an initial amount of \$214,506 is being offered by PTD within this fiscal year. This is based on the current 5311 formula of state/federal funding.

Staff Recommendation

To approve application for the CARES Act funding.

Manager's Comments

Concur with staff recommendation to approve PATS application for CARES Act Funding.

Motion:

To approve application for the CARES Act funding.
Motion made by Commissioner Beth B. Ward.
Motion seconded by Commissioner Mike Fitzpatrick.
Motion passed unanimously.

Items for Decision

Reappointment to the Board of Health - Scott Elliott

Information Provided with the Agenda

Dr. John Silvernail, Public Health Director, is recommending Mr. Lowell Speight be reappointed to serve as the Engineer representative on the Board of Health. If reappointed, Mr. Speight will serve another full term that expires April 17, 2023.

Staff Recommendation

Motion to reappoint Mr. Lowell Speight to serve as the Engineer representative on the Board of Health.

See Appendix 20

Motion:

Motion to reappoint Mr. Lowell Speight to serve as the Engineer representative on the Board of Health.
Motion made by Commissioner Beth B. Ward.
Motion seconded by Commissioner Ann Floyd Huggins.
Motion passed unanimously.

Reappointments to the Animal Services Advisory Board - Scott Elliott

Information Provided with the Agenda

Michele Whaley, Animal Services Director, is recommending that Ms. Amy Neal as the At-Large representative and Ms. Lauren Mercer-Hopkins as the Veterinarian representative be reappointed to the Animal Services Advisory Board. If reappointed, Ms. Neal will serve as a full term that expires April 6, 2023 and Ms. Mercer-Hopkins will serve another full term that expires March 12, 2023.

Staff Recommendation

Motion to reappoint Ms. Amy Neal as the At-Large representative and Ms. Lauren Mercer-Hopkins as the Veterinarian representative on the Animal Services Advisory Board.

See Appendix 21

Motion:

Motion to reappoint Ms. Amy Neal as the At-Large representative and Ms. Lauren Mercer-Hopkins as the Veterinarian representative on the Animal Services Advisory Board.
Motion made by Commissioner Lauren White.
Motion seconded by Commissioner Beth B. Ward.

Motion passed unanimously.

Reappointment to the Committee to Employee People with Disabilities - Scott Elliott

Information Provided with the Agenda

Pamela Hollingsworth, Chair of the Committee to Employee People with Disabilities, is recommending that Ms. Christina Bell be reappointed to the Committee to Employee People with Disabilities. If reappointed, Ms. Bell will serve another full term that expires February 20, 2023.

Staff Recommendation

Motion to reappoint Ms. Christina Bell to the Committee to Employee People with Disabilities.

See Appendix 22

Motion:

Motion to reappoint Ms. Christina Bell to the Committee to Employee People with Disabilities.

Motion made by Commissioner Ann Floyd Huggins.

Motion seconded by Commissioner Beth B. Ward.

Motion passed unanimously.

Reappointments to the P.C. Child Fatality Prevention Team - Scott Elliott

Information Provided with the Agenda

The P.C. Child Fatality Prevention Team is recommending that Ms. Lauren Jones, Mr. James Cox, Mr. James McArthur, and Ms. Marlo Blake be reappointed to the P.C. Child Fatality Prevention Team. If reappointed, Ms. Jones, Mr. Cox, Mr. McArthur and Ms. Blake will be serve another full term that expires April 4, 2023.

It is noted that Mr. James Cox and Ms. Marlo Blake have served the maximum number of terms and this would be an exception to the Board's Appointment Policy.

Staff Recommendation

Motion to reappoint Ms. Lauren Jones, Mr. James Cox, Mr. James McArthur, and Ms. Marlo Blake to the P.C. Child Fatality Prevention Team.

See Appendix 23

Motion:

Motion to reappoint Ms. Lauren Jones, Mr. James Cox, Mr. James McArthur, and Ms. Marlo Blake to the P.C. Child Fatality Prevention Team.

Motion made by Commissioner Ann Floyd Huggins.

Motion seconded by Commissioner Beth B. Ward.

Motion passed unanimously.

Commissioners' Comments/Committee Reports

Commissioner White apologized to the small business owners and citizens that are

struggling during this time and for the Government controlling how they operate their business.

Commissioner Perkins-Williams asked citizens to be mindful of wearing a mask and social distancing.

Adjourn

Motion:

Motion to adjourn meeting at 9:40 p.m.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Mary Perkins-Williams.

No vote took place.

Respectfully Submitted,

Kimberly W. Hines
Clerk to the Board

Appendix 1

Employee Service Awards

April 6, 2020 Service Awards 9:00am

FIVE YEARS

Araceli L. Ascencio Angel	Social Services
Timothy P. Banks	Detention Center
Davina A. Best	Public Health
Bettie P. Brooks	Public Health
Edward M. Bunting	Buildings and Grounds
Eva H. Carmon	Detention Center
David S. Culifer	911 Communications
Kelly G. Dixon	Financial Services
Freda Godley-Hines	Sheriff's Office
William D. Grant	Detention Center
James R. Hudson	Sheriff's Office
Michael W. Jordan	Sheriff's Office
Crystal D. Melton	Industrial Development Commission
Melonie J. Nixon	Social Services
Crystal N. Overton	Social Services
Rayburn R. Parker	Solid Waste
John D. Perry	Emergency Management
Andrew T. Rhodes	Emergency Management

TEN YEARS

Joseph M. Allen	Detention Center
Kathleen P. Artois	Public Health
Ashleigh N. Bahrman-Wilson	Sheriff's Office
Michael G. Cannon	Solid Waste
Mickey M. Carmon	Detention Center
Eric C. Massey	Sheriff's Office
Sonia G. McRae	Public Health
Chandra L. Mewborn	Social Services
William L. Moore	Detention Center
James C. Pierce	Detention Center
Kimberly A. Prayer	Public Health
Denise C. Price	Public Health
Delvin K. Vines	Detention Center

FIFTEEN YEARS

Sonya H. Capehart	Social Services
Keisha N. Craig	Social Services
Alton O. Davis	Detention Center
Catherine Dixon	Detention Center
Leigh H. Draper	Public Health
Dustin B. Ferrell	Detention Center
Bridget G. Hill	Auxiliary Services
Macon Moore	Sheriff's Office
Kathy S. Small	Management Information Systems
Jenny M. Sugg	Social Services

TWENTY YEARS

Janis E. Gallagher	Legal
Linda R. Mizzelle	Social Services

TWENTY-FIVE YEARS

Alva B. Jones-Hopkins	Social Services
James L. Marsal	Sheriff's Office

Appendix 2

Flood Damage Prevention Ordinance Amendments

2020 FDPO Amendments

Pitt County has participated in the National Flood Insurance Program (NFIP) since 1980.

Participation in the NFIP allows Pitt County citizens to purchase flood insurance.

Communities must adopt and enforce FEMA's minimum floodplain regulations.

The NC Floodplain Management Branch created a model ordinance that meets FEMA requirements which has been used by Pitt County since 2001.

This model was updated last year to meet FEMA standards, prompting these revisions to the Pitt County Ordinance.

Section 1. Statutory Authorization:

Removed individual county and municipal authorizations and replaced them with a blanket authorization to cover both and avoid redundancy.

Section 4. Objectives:

Added three new objectives;

- F. Minimize damage to private and public property due to flooding;
- G. Make flood insurance available to the community through the National Flood Insurance Program;
- H. Maintain the natural and beneficial functions of floodplains;

Section 5. Definitions:

Added the following definitions:

Alteration of a watercourse: A dam, impoundment, channel relocation, change in channel alignment, channelization, or change in cross-sectional area of the channel or the channel capacity, or any other form of modification which may alter, impede, retard or change the direction and/or velocity of the riverine flow of water during conditions of the base flood.

Area of Future-Conditions Flood Hazard: The land area that would be inundated by the 1-percent-annual-chance (100- year) flood based on future-conditions hydrology.

Design Flood: See “Regulatory Flood Protection Elevation.”

Development Activity: Any activity defined as Development which will necessitate a Floodplain Development Permit. This includes buildings, structures, and non-structural items, including (but not limited to) fill, bulkheads, piers, pools, docks, landings, ramps, and erosion control/stabilization measures.

Digital Flood Insurance Rate Map (DFIRM): The digital official map of a community, issued by the Federal Emergency Management Agency (FEMA), on which both the Special Flood Hazard Areas and the risk premium zones applicable to the community are delineated.

Flood-resistant material: Any building product [material, component or system] capable of withstanding direct and prolonged contact (minimum 72 hours) with floodwaters without sustaining damage that requires more than low-cost cosmetic repair. Any material that is water-soluble or is not resistant to alkali or acid in water, including normal adhesives for above-grade use, is not flood-resistant. Pressure-treated lumber or naturally decay-resistant lumbers are acceptable flooring materials. Sheet-type flooring coverings that restrict evaporation from below and materials that are impervious, but dimensionally unstable are not acceptable. Materials that absorb or retain water excessively after submergence are not flood-resistant. Please refer to Technical Bulletin 2, *Flood Damage-Resistant Materials Requirements*, and available from the FEMA. Class 4 and 5 materials, referenced therein, are acceptable flood-resistant materials.

Floodway encroachment analysis: An engineering analysis of the impact that a proposed encroachment into a floodway or non-encroachment area is expected to have on the floodway boundaries and flood levels during the occurrence of the base flood discharge. The evaluation shall be prepared by a qualified North Carolina licensed engineer using standard engineering methods and models.

Letter of Map Change (LOMC): An official determination issued by FEMA that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of Map Change include:

- A. Letter of Map Amendment (LOMA): An official amendment, by letter, to an effective National Flood Insurance Program map. A LOMA is based on technical data showing that a property had been inadvertently mapped as being in the floodplain, but is actually on natural high ground above the base flood

elevation. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.

- B. Letter of Map Revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.
- C. Letter of Map Revision Based on Fill (LOMR-F): A determination that a structure or parcel of land has been elevated by fill above the BFE and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.
- D. Conditional Letter of Map Revision (CLOMR): A formal review and comment as to whether a proposed project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study; upon submission and approval of certified as-built documentation, a Letter of Map Revision may be issued by FEMA to revise the effective FIRM.

Light Duty Truck: Any motor vehicle rated at 8,500 pounds Gross Vehicular Weight Rating or less which has a vehicular curb weight of 6,000 pounds or less and which has a basic vehicle frontal area of 45 square feet or less as defined in 40 CFR 86.082-2 and is:

- A. Designed primarily for purposes of transportation of property or is a derivation of such a vehicle, or
- B. Designed primarily for transportation of persons and has a capacity of more than 12 persons; or
- C. Available with special features enabling off-street or off-highway operation and use.

Manufactured Home Park or Subdivision: A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Map Repository: The location of the official flood hazard data to be applied for floodplain management. It is a central location in which flood data is stored and managed; in North Carolina, FEMA has recognized that the application of digital flood hazard data products carry the same authority as hard copy products. Therefore, the NCEM's Floodplain Mapping Program websites house current and historical flood hazard data. For effective flood hazard data the NC FRIS website (<http://FRIS.NC.GOV/FRIS>) is the map repository, and for historical flood hazard data the FloodNC website (<http://FLOODNC.GOV/NCFLOOD>) is the map repository.

Technical Bulletin and Technical Fact Sheet: A FEMA publication that provides guidance concerning the building performance standards of the NFIP, which are

contained in Title 44 of the U.S. Code of Federal Regulations at Section 60.3. The bulletins and fact sheets are intended for use primarily by State and local officials responsible for interpreting and enforcing NFIP regulations and by members of the development community, such as design professionals and builders. New bulletins, as well as updates of existing bulletins, are issued periodically as needed. The bulletins do not create regulations; rather they provide specific guidance for complying with the minimum requirements of existing NFIP regulations.

It should be noted that Technical Bulletins and Technical Fact Sheets provide guidance on the minimum requirements of the NFIP regulations. State or community requirements that exceed those of the NFIP take precedence. Design professionals should contact the community officials to determine whether more restrictive State or local regulations apply to the building or site in question. All applicable standards of the State or local building code must also be met for any building in a flood hazard area.

Temperature Controlled: Having the temperature regulated by a heating and/or cooling system, built-in or appliance.

The following existing definitions were updated:

Area of Shallow Flooding: A designated Zone AO or AH on a community's Flood Insurance Rate Map (FIRM) with base flood depths determined to be from one (1) to three (3) feet. These areas are located where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate, and where velocity flow may be evident.

~~**Existing building and existing structure” means any building and/or structure for which the “start of construction” commenced before January 6, 1983.**~~

Existing building and existing structure: Any building and/or structure for which the “start of construction” commenced before 1/6/1983, the effective date of the initial FIRM.

~~**Existing Manufactured Home Park or Manufactured Home Subdivision:** A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) was completed before the initial effective date of the Floodplain Management Regulations adopted by the community.~~

Existing Manufactured Home Park or Manufactured Home Subdivision: A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) was completed before 8/18/1980, the initial effective date of the floodplain management regulations adopted by the community.

~~**Floodway:** The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot.~~

Floodway: the channel of a river or other watercourse, including the area above a bridge or culvert when applicable, and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot.

Lowest Adjacent Grade (LAG): The lowest elevation of the ground, sidewalk or patio slab immediately next to the building, or deck support, after completion of the building.

~~**New Construction:** Structures for which the “start of construction” commenced on or after the effective date of the initial floodplain management regulations and includes any subsequent improvements to such structures.~~

New Construction: Structures for which the “start of construction” commenced on or after 8/18/1980, the effective date of the initial floodplain management regulations and includes any subsequent improvements to such structures.

~~**Non-Encroachment Area:** The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot as designated in the Flood Insurance Study report.~~

Non-Encroachment Area (NEA): The channel of a river or other watercourse, including the area above a bridge or culvert when applicable, and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot as designated in the Flood Insurance Study report.

~~**Post-FIRM:** Construction or other development for which the “start of construction” occurred on or after the effective date of the initial Flood Insurance Rate Map.~~

Post-FIRM: Construction or other development for which the “start of construction” occurred on or after 1/6/1983, the effective date of the initial Flood Insurance Rate Map.

~~**Pre-FIRM:** Construction or other development for which the “start of construction” occurred before the effective date of the initial Flood Insurance Rate Map.~~

Pre-FIRM: Construction or other development for which the “start of construction” occurred before 1/6/1983, the effective date of the initial Flood Insurance Rate Map.

Recreational Vehicle (RV): A vehicle, which is:

- A. Built on a single chassis;
- B. 400 square feet or less when measured at the largest horizontal projection;
- C. Designed to be self-propelled or permanently towable by a light duty truck; ~~and~~
- D. Designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel, or seasonal use; ~~and~~
- E. Is fully licensed and ready for highway use.

(For the purpose of this ordinance, “Tiny Homes/Houses” and Park Models that do not meet the items listed above are not considered Recreational Vehicles and should meet the standards of and be permitted as Residential Structures.)

Reference Level: The top of the lowest floor for structures within Special Flood Hazard Areas designated as Zone AH, AE, A, A99 or AO.

Substantial Damage: Damage of any origin sustained by a structure during any one-year period whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. **Substantial damage also means flood-related damage sustained by a structure on two separate occasions during a 10-year period for which the cost of repairs at the time of each such flood event, on the average, equals or exceeds 25 percent of the market value of the structure before the damage occurred.** See definition of **Substantial Improvement**.

The following definition was removed:

~~**Mean Sea Level:** For purposes of this Ordinance, the National Geodetic Vertical Datum (NGVD) as corrected in 1929, the North American Vertical Datum (NAVD) as corrected in 1988, or other vertical control datum used as a reference for establishing varying elevations within the floodplain, to which Base Flood Elevations (BFEs) shown on a FIRM are referenced. Refer to each FIRM panel to determine datum used.~~

Section 6. Lands to Which this Ordinance Applies

The language for this section was altered to include and clarify Extra-Territorial Jurisdictions.

~~This Ordinance shall apply to all Special Flood Hazard Areas within the jurisdiction, of Pitt County and within the jurisdiction of any other community, including Extra-Territorial Jurisdictions (ETJs), whose governing body agrees, by resolution, to such applicability.~~

This Ordinance shall apply to all Special Flood Hazard Areas within the jurisdiction, including Extra-Territorial Jurisdictions (ETJs), as allowed by law, of Pitt County and within the jurisdiction of any other community, including Extra-Territorial Jurisdictions (ETJs), whose governing body agrees, by resolution, to such applicability.

Section 7. Basis for Establishing the Special Flood Hazard Areas

The language for this section was altered to state that any Digital Flood Insurance Rate Maps panels are declared a part of this ordinance, as well as any future revisions of those panels will automatically become a part of this ordinance. Future revisions to the FIS and DFIRM panels that do not

change flood hazard data within the jurisdictional authority Pitt County are also adopted by reference and declared a part of this ordinance.

~~The Special Flood Hazard Areas are those identified under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its Flood Insurance Study (FIS) and its accompanying Flood Insurance Rate Maps (FIRM), for Pitt County dated July 7, 2014, which are adopted by reference and declared to be a part of this ordinance. Future revisions to the FIS or FIRM panels that do not change flood hazard data within the jurisdictional authority of Pitt County are also adopted by reference and declared to be part of this ordinance. Subsequent revisions to the FIRM should be adopted within six months.~~ The Special Flood Hazard Areas are those identified under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its Flood Insurance Study (FIS) dated June 19, 2020 for Pitt County and associated Digital Flood Insurance Rate Maps (DFIRM) panels, including any digital data developed as part of the FIS, which are adopted by reference and declared a part of this ordinance, and all revisions thereto after January 1, 2021. Future revisions to the FIS and DFIRM panels that do not change flood hazard data within the jurisdictional authority Pitt County are also adopted by reference and declared a part of this ordinance. Subsequent Letter of Map Revisions (LOMRs) and/or Physical Map Revisions (PMRs) shall be adopted within 3 months.

Section 13. Penalties for Violation

Clarification was added to specify the type of misdemeanor and the amount of the fine.

Violation of the provisions of this Ordinance or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with grants of variance or special exceptions, shall constitute a **Class 1** misdemeanor pursuant to NC G.S. § 143-215.58. Any person who violates this Ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than ~~\$50.00~~ (\$100.00) or imprisoned for not more than thirty (30) days, or both. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent Pitt County from taking such other lawful action as is necessary to prevent or remedy any violation.

Section 15. Floodplain Development Application, Permit and Certification Requirements

A. Application Requirements

“Mean sea level” was removed and replaced with “NAVD 1988” to establish consistent and accurate data.

“Zone AE, A or AO” was replaced with “Zone A, AE, AH, AO, and A99” to ensure all Special Flood Hazard Areas are covered under the ordinance.

“FEMA Form 81-65” was replaced with “FEMA Form 086-0-34.”

B. Permit Requirements

The following requirements were changed:

1. A **complete** description of **all** the development to be permitted under the floodplain development permit. (e.g. **house, garage, pool, septic, bulkhead, cabana, pier, bridge, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials, etc.**).
6. A statement that no fill material or other development shall encroach into the floodway or non-encroachment area of any watercourse, ~~as applicable.~~ **unless the requirements of Section 23 (A) have been met.**
7. The flood openings requirements, if in ~~Zones A, AO, AE or A1-30~~ **Zones A, AE, AH, AO and A99.**

The following requirements were added:

8. **Limitations of below BFE enclosure uses (if applicable). (i.e., parking, building access and limited storage only).**
9. **A statement, that all materials below BFE/RFPE must be flood resistant materials.**

C. Certification Requirements

“Mean sea level” was removed and replaced with “NAVD 1988” to establish consistent and accurate data.

“FEMA Form 81-31” was replaced with “FEMA Form 086-0-33.”

“FEMA Form 81-65” was replaced with “FEMA Form 086-0-34.”

The following definitions were changed:

A final as-built Elevation Certificate (~~FEMA Form 81-31~~) (**FEMA Form 086-0-33**) is required after construction is completed and prior to Certificate of Compliance/Occupancy issuance. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities. The Floodplain

Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to Certificate of Compliance/Occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make required corrections shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy. The Finished Construction Elevation Certificate certifier shall provide at least 2 photographs showing the front and rear of the building taken within 90 days from the date of certification. The photographs must be taken with views confirming the building description and diagram number provided in Section A. To the extent possible, these photographs should show the entire building including foundation. If the building has split-level or multi-level areas, provide at least 2 additional photographs showing side views of the building. In addition, when applicable, provide a photograph of the foundation showing a representative example of the flood openings or vents. All photographs must be in color and measure at least 3" × 3". Digital photographs are acceptable.

The following condition was added under *Floodproofing Certificate*:

A final Finished Construction Floodproofing Certificate (FEMA Form 086-0-34), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the issuance of a Certificate of Compliance/Occupancy. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certificate shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to Certificate of Occupancy. Failure to submit the certification or failure to make required corrections shall be cause to deny a Floodplain Development Permit. Failure to construct in accordance with the certified design shall be cause to deny a Certificate of Compliance/Occupancy.

The additional condition of “or \$5000 or less” for Accessory Structures was added under “5. *Certification Exemptions*.”

The following subheading was added:

6. Determinations for existing buildings and structures.

For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such

buildings and structures, the Floodplain Administrator, in coordination with the Building Official, shall:

- a. Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made;
- b. Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure;
- c. Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage; and
- d. Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the NC Building Code and this ordinance is required.

Section 16. Duties and Responsibilities of the Floodplain Administrator

“Mean sea level” was removed and replaced with “NAVD 1988” to establish consistent and accurate data.

“Zone AE, A or AO” was replaced with “Zone A, AE, AH, AO, and A99” to ensure all Special Flood Hazard Areas are covered under the ordinance.

The following duties were changed:

~~C.—Notify adjacent communities and the North Carolina Department of Crime Control and Public Safety, Division of Emergency Management, State Coordinator for the National Flood Insurance Program prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency (FEMA).~~ Notify adjacent communities and the North Carolina Department of Public Safety, Division of Emergency Management, State Coordinator for the National Flood Insurance Program prior to any alteration or relocation of a watercourse, and submit

evidence of such notification to the Federal Emergency Management Agency (FEMA).

U. Maintain a current map repository to include, but not limited to, ~~the~~ historical and effective FIS Report, historical and effective FIRM and other official flood maps and studies adopted in accordance with the provisions of Section 7 of this Ordinance, including any revisions thereto including Letters of Map Change, issued by FEMA. Notify State and FEMA of mapping needs.

Section 17. Corrective Procedures

Clarification was added to specify the type of misdemeanor and the fine.

Section 19. Provisions for Flood Hazard Reduction – General Standards

The following provisions were changed:

- D. All new Electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding to the Regulatory Flood Protection Elevation. These include, but are not limited to, HVAC equipment, water softener units, bath/kitchen fixtures, ductwork (cross over ductwork is excluded and must meet the BFE only by definition of RFPE), electric/gas meter panels/boxes, utility/cable boxes, hot water heaters, and electric outlets/switches.
 - (a) Replacements part of a substantial improvement, electrical, heating, ventilation, plumbing, air conditioning equipment, and other service equipment shall also meet the above provisions.
 - (b) Replacements that are for maintenance and not part of a substantial improvement, may be installed at the original location provided the addition and/or improvements only comply with the standards for new construction consistent with the code and requirements for the original structure.

The following definition was removed:

- H. ~~Any alteration, repair, reconstruction, or improvements to a structure, which is in compliance with the provisions of this Ordinance, shall meet the requirements of “new construction” as contained in this Ordinance.~~

Section 20. Provisions for Flood Hazard Reduction – Specific Standards

“Zone AE, A or AO” was replaced with “Zone A, AE, AH, AO, and A99” to ensure all Special Flood Hazard Areas are covered under the ordinance.

The following definitions and/or conditions were changed:

B. Non-Residential Construction. ~~New construction and substantial improvement of any commercial, industrial, or other non-residential structure shall have the reference level, including basement, elevated no lower than the Regulatory Flood Protection Elevation, as defined in Section 5 of this Ordinance. Structures located in A, AE, AO, and A1-30 Zones may be floodproofed to the Regulatory Flood Protection Elevation in lieu of elevation provided that all areas of the structure, together with attendant utility and sanitary facilities, below the Regulatory Flood Protection Elevation are watertight with walls substantially impermeable to the passage of water, using structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the floodproofing standards of this subsection are satisfied. Such certification shall be provided to the Floodplain Administrator as set forth in Section 15(C), along with the operational plan and the inspection and maintenance plan.~~ New construction and substantial improvement of any commercial, industrial, or other non-residential structure shall have the reference level, including basement, elevated no lower than the Regulatory Flood Protection Elevation, as defined in Section 5 of this Ordinance. Structures located in Zones A, AE, AH, AO, A99 may be floodproofed to the Regulatory Flood Protection Elevation in lieu of elevation provided that all areas of the structure, together with attendant utility and sanitary facilities, below the Regulatory Flood Protection Elevation are watertight with walls substantially impermeable to the passage of water, using structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. For AO Zones, the floodproofing elevation shall be in accordance with Section 24B. A registered professional engineer or architect shall certify that the floodproofing standards of this subsection are satisfied. Such certification shall be provided to the Floodplain Administrator as set forth in Section 15(C), along with the operational plan and the inspection and maintenance plan.

E. Additions/Improvements

1.

- ~~b. A substantial improvement, both the existing structure and the addition and/or improvements must comply with the standards for new construction.~~ A substantial improvement, with modifications/rehabilitations/improvements to the existing structure or the common wall is structurally modified more than installing a doorway, both the existing structure and the addition must comply with the standards for new construction.

- ~~2. Additions to post-FIRM structures with no modifications to the existing structure other than a standard door in the common wall shall require only the addition to comply with the standards for new construction.~~ Additions to pre-FIRM or post-FIRM structures that are a substantial improvement with no modifications/rehabilitations/improvements to the existing structure other than a standard door in the common wall, shall require only the addition to comply with the standards for new construction.

F. *Recreational Vehicles.* Recreational vehicles shall either:

- ~~1. Be on site for fewer than 180 consecutive days and be fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities, and has no permanently attached additions); or~~
- ~~2. Meet all the requirements for new construction.~~

1. Temporary Placement

- a. Be on site for fewer than 180 consecutive days; or
- b. Be fully licensed and ready for highway use. (A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities, and has no permanently attached additions.)

2. Permanent Placement. Recreational vehicles that do not meet the limitations of Temporary Placement shall meet all the requirements for new construction.

H. *Accessory Structures.*

~~An accessory structure with a footprint less than 150 square feet that satisfies the criteria outlined above does not require an elevation or floodproofing certificate. Elevation or floodproofing certifications are required for all other accessory structures in accordance with Section 7.~~ An accessory structure with a footprint less than 150 square feet or that is a minimal investment of \$5000 or less and satisfies the criteria outlined above is not required to meet the elevation or floodproofing standards of Section 20 B. Elevation or floodproofing certifications are required for all other accessory structures in accordance with Section 15 C.

The following definitions and/or conditions were added:

D. *Elevated Buildings*

2. Shall not be temperature-controlled or conditioned;

E. *Additions/Improvements*

4. Any combination of repair, reconstruction, rehabilitation, addition or improvement of a building or structure taking place during a one (1) year period, the cumulative cost of which equals or exceeds 50 percent of the market value of the structure before the improvement or repair is started must comply with the standards for new construction. For each building or structure, the one (1) year period begins on the date of the first improvement or repair of that building or structure subsequent to the effective date of this ordinance. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the actual repair work performed. The requirement does not, however, include either:
 - a. Any project for improvement of a building required to correct existing health, sanitary or safety code violations identified by the building official and that are the minimum necessary to assume safe living conditions.
 - b. Any alteration of a historic structure provided that the alteration will not preclude the structure's continued designation as a historic structure.
- I. *Tanks*. When gas and liquid storage tanks are to be placed within a Special Flood Hazard Area, the following criteria shall be met:
1. Underground tanks. Underground tanks in flood hazard areas shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty;
 2. Above-ground tanks, elevated. Above-ground tanks in flood hazard areas shall be elevated to or above the Regulatory Flood Protection Elevation on a supporting structure that is designed to prevent flotation, collapse or lateral movement during conditions of the design flood. Tank-supporting structures shall meet the foundation requirements of the applicable flood hazard area;
 3. Above-ground tanks, not elevated. Above-ground tanks that do not meet

the elevation requirements of Section B (2) of this ordinance shall be permitted in flood hazard areas provided the tanks are designed, constructed, installed, and anchored to resist all flood-related and other loads, including the effects of buoyancy, during conditions of the design flood and without release of contents in the floodwaters or infiltration by floodwaters into the tanks. Tanks shall be designed, constructed, installed, and anchored to resist the potential buoyant and other flood forces acting on an empty tank during design flood conditions.

4. Tank inlets and vents. Tank inlets, fill openings, outlets and vents shall be:
 - a. At or above the Regulatory Flood Protection Elevation or fitted with covers designed to prevent the inflow of floodwater or outflow of the contents of the tanks during conditions of the design flood; and
 - b. Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the design flood.

J. *Other Development*

1. Fences in regulated floodways and NEAs that have the potential to block the passage of floodwaters, such as stockade fences and wire mesh fences, shall meet the limitations of Article 5, Section F of this ordinance.
2. Retaining walls, sidewalks and driveways in regulated floodways and NEAs. Retaining walls and sidewalks and driveways that involve the placement of fill in regulated floodways shall meet the limitations of Section 23 of this Ordinance.
3. Roads and watercourse crossings in regulated floodways and NEAs. Roads and watercourse crossings, including roads, bridges, culverts, low-water crossings and similar means for vehicles or pedestrians to travel from one side of a watercourse to the other side, that encroach into regulated floodways shall meet the limitations of Section 23 of this Ordinance.
4. Commercial storage facilities are not considered “limited storage” as noted in this ordinance, and shall be protected to the Regulatory Flood Protection Elevation as required for commercial structures.

The following Sections were added:

Section 24. Standards for Areas of Shallow Flooding (Zone AO)

Located within the Special Flood Hazard Areas established in Section 7 are areas designated as shallow flooding areas. These areas have special flood hazards associated with base flood depths of one (1) to three (3) feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and indeterminate. In addition to Sections 19 and 20, all new construction and substantial improvements shall meet the following requirements:

- A. The reference level shall be elevated at least as high as the depth number specified on the Flood Insurance Rate Map (FIRM), in feet, plus a freeboard of two feet, above the highest adjacent grade; or at least two feet above the highest adjacent grade if no depth number is specified.
- B. Non-residential structures may, in lieu of elevation, be floodproofed to the same level as required in Section 24, Heading A, so that the structure, together with attendant utility and sanitary facilities, below that level shall be watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. Certification is required in accordance with Section 15, Heading C and Section 20. Heading B.
- C. Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

Section 25. Standards for Areas of Shallow Flooding (ZONE AH)

Located within the Special Flood Hazard Areas established in Section 7, are areas designated as shallow flooding areas. These areas are subject to inundation by 1-percent-annual-chance shallow flooding (usually areas of ponding) where average depths are one (1) to three (3) feet. Base Flood Elevations are derived from detailed hydraulic analyses are shown in this zone. In addition to Section 20, headings A and B, all new construction and substantial improvements shall meet the following requirements:

- A. Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

FLOOD DAMAGE PREVENTION ORDINANCE

- **Blue text = Changes from 2014 version to 2020 version**
- **Red text = Deleted from the 2020 version**

Section 1. Statutory Authorization

~~County: The Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Parts 3 and 4 of Article 18 of Chapter 153A; and Part 121, Article 6 of Chapter 153A of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare.~~

~~Municipal: The Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Parts 3, 5, and 8 of Article 19 of Chapter 160A; and Article 8 of Chapter 160A of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare.~~

The Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Article 6 of Chapter 153A; Article 8 of Chapter 160A; and Article 7, 9, and 11 of Chapter 160D (Effective January 1, 2021) of the North Carolina General Statutes, delegated to local governmental units the authority to adopt regulations designed to promote the public health, safety, and general welfare.

Therefore, the Board of County Commissioners of Pitt County, North Carolina, does ordain as follows:

Section 2. Finding of Fact

- The flood prone areas within the jurisdiction of Pitt County are subject to periodic inundation which results in loss of life, property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures of flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.
- These flood losses are caused by the cumulative effect of obstructions in floodplains causing increases in flood heights and velocities and by the occupancy in flood prone areas of uses vulnerable to floods or other hazards.

Section 3. Statement of Purpose

It is the purpose of this Ordinance to promote public health, safety, and general welfare and to minimize public and private losses due to flood conditions within flood prone areas by provisions designed to:

- Restrict or prohibit uses that are dangerous to health, safety, and property due to water or erosion hazards or that result in damaging increases in erosion, flood heights or velocities;
- Require that uses vulnerable to floods, including facilities that serve such uses, be protected against flood damage at the time of initial construction;

- C. Control the alteration of natural floodplains, stream channels, and natural protective barriers, which are involved in the accommodation of floodwaters;
- D. Control filling, grading, dredging, and all other development that may increase erosion or flood damage; and
- E. Prevent or regulate the construction of flood barriers that will unnaturally divert flood waters or which may increase flood hazards to other lands.

Section 4. Objectives

The objectives of this Ordinance are to:

- A. Protect human life, safety, and health;
- B. Minimize expenditure of public money for costly flood control projects;
- C. Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- D. Minimize prolonged business losses and interruptions;
- E. Minimize damage to public facilities and utilities (i.e. water and gas mains, electric, telephone, cable and sewer lines, streets, and bridges) that are located in flood prone areas;
- F. Minimize damage to private and public property due to flooding;
- G. Make flood insurance available to the community through the National Flood Insurance Program;
- H. Maintain the natural and beneficial functions of floodplains;
- I. Help maintain a stable tax base by providing for the sound use and development of flood prone areas; and
- J. Ensure that potential buyers are aware that property is in a Special Flood Hazard Area.

Section 5. Definitions

Unless specifically defined below, words or phrases used in this Ordinance shall be interpreted so as to give them the meaning they have in common usage and to give this ordinance its most reasonable application.

Accessory Structure (Appurtenant Structure): A structure located on the same parcel of property as the principal structure and the use of which is incidental to the use of the principal structure. Garages, carports and storage sheds are common urban accessory structures. Pole barns, hay sheds and the like qualify as accessory structures on farms, and may or may not be located on the same parcel as the farm dwelling or shop building.

Addition (to an existing building): An extension or increase in the floor area or height of a building or structure.

Alteration of a watercourse: A dam, impoundment, channel relocation, change in channel alignment, channelization, or change in cross-sectional area of the channel or the channel capacity, or any other form of modification which may alter, impede, retard or change the direction and/or velocity of the riverine flow of water during conditions of the base flood.

Appeal: A request for a review of the Floodplain Administrator's interpretation of any provision of this Ordinance.

Area of Shallow Flooding: A designated Zone AO or AH on a community's Flood Insurance Rate Map (FIRM) with base flood depths determined to be from one (1) to three (3) feet. These areas are located where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate, and where velocity flow may be evident.

Area of Special Flood Hazard: see **Special Flood Hazard Area (SFHA)**

Area of Future-Conditions Flood Hazard: The land area that would be inundated by the 1-percent-annual-chance (100- year) flood based on future-conditions hydrology.

Base Flood: The flood having a one (1) percent chance of being equaled or exceeded in any given year.

Base Flood Elevation (BFE): A determination of the water surface elevations of the base flood as published in the Flood Insurance Study. When the BFE has not been provided in a Special Flood Hazard Area, it may be obtained from engineering studies available from a Federal, State, or other source using FEMA approved engineering methodologies. This elevation, when combined with the Freeboard, establishes the Regulatory Flood Protection Elevation.

Basement: Any area of the building having its floor subgrade (below ground level) on all sides.

Building: see **Structure**

Chemical Storage Facility: A building, portion of a building, or exterior area adjacent to a building used for the storage of any chemical or chemically reactive products.

Design Flood: See "Regulatory Flood Protection Elevation."

Development: Any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

Development Activity: Any activity defined as Development which will necessitate a Floodplain Development Permit. This includes buildings, structures, and non-structural items, including (but not limited to) fill, bulkheads, piers, pools, docks, landings, ramps, and erosion control/stabilization measures.

Digital Flood Insurance Rate Map (DFIRM): The digital official map of a community, issued by the Federal Emergency Management Agency (FEMA), on which both the Special Flood Hazard Areas and the risk premium zones applicable to the community are delineated.

Disposal: As defined in NCGS 130A-290(a)(6), the discharge, deposit, injection, dumping, spilling, leaking, or placing of any solid waste into or on any land or water so that the solid waste or any constituent part of the solid waste may enter the environment or be emitted into the air or discharged into any waters, including groundwaters.

Elevated Building: A non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.

Encroachment: The advance or infringement of uses, fill, excavation, buildings, structures or development into a floodplain, which may impede or alter the flow capacity of a floodplain.

~~“Existing building and existing structure” means any building and/or structure for which the “start of construction” commenced before January 6, 1983.~~

Existing building and existing structure: Any building and/or structure for which the “start of construction” commenced before 1/6/1983, the effective date of the initial FIRM.

~~**Existing Manufactured Home Park or Manufactured Home Subdivision:** A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) was completed before the initial effective date of the Floodplain Management Regulations adopted by the community.~~

Existing Manufactured Home Park or Manufactured Home Subdivision: A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) was completed before 8/18/1980, the initial effective date of the floodplain management regulations adopted by the community.

Flood or Flooding: A general and temporary condition of partial or complete inundation of normally dry land areas from:

- A. The overflow of inland or tidal waters; and/or
- B. The unusual and rapid accumulation or runoff of surface waters from any source.

Flood Boundary and Floodway Map (FBFM): An official map of a community, issued by the Federal Emergency Management Agency, on which the Special Flood Hazard Areas and the floodways are delineated. This official map is a supplement to and shall be used in conjunction with the Flood Insurance Rate Map (FIRM).

Flood Hazard Boundary Map (FHBM): An official map of a community, issued by the Federal Emergency Management Agency, where the boundaries of the Special Flood Hazard Areas have been defined as Zone A.

Flood Insurance: The insurance coverage provided under the National Flood Insurance Program.

Flood Insurance Rate Map (FIRM): An official map of a community, issued by the Federal Emergency Management Agency, on which both the Special Flood Hazard Areas and the risk premium zones applicable to the community are delineated.

Flood Insurance Study (FIS): An examination, evaluation, and determination of flood hazards, corresponding water surface elevations (if appropriate), flood hazard risk zones, and other flood data in a community issued by the Federal Emergency Management Agency. The Flood Insurance Study report includes Flood Insurance Rate Maps (FIRMs) and Flood Boundary and Floodway Maps (FBFMs), if published.

Flood Prone Area: see **Floodplain**

Flood Zone: A geographical area shown on a Flood Hazard Boundary Map or Flood Insurance Rate Map that reflects the severity or type of flooding in the area.

Floodplain: Any land area susceptible to being inundated by water from any source.

Floodplain Administrator: The individual appointed to administer and enforce the Floodplain Management Regulations.

Floodplain Development Permit: Any type of permit that is required in conformance with the provisions of this Ordinance, prior to the commencement of any development activity.

Floodplain Management: The operation of an overall program of corrective and preventive measures for reducing flood damage and preserving and enhancing, where possible, natural resources in the floodplain, including, but not limited to, emergency preparedness plans, flood control works, floodplain management regulations, and open space plans.

Floodplain Management Regulations: This Ordinance and other zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances, and other applications of police power. This term describes Federal, State or local regulations, in any combination thereof, which provide standards for preventing and reducing flood loss and damage.

Floodproofing: Any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitation facilities, structures, and their contents.

Flood-resistant material: Any building product [material, component or system] capable of withstanding direct and prolonged contact (minimum 72 hours) with floodwaters without sustaining damage that requires more than low-cost cosmetic repair. Any material that is water-soluble or is not resistant to alkali or acid in water, including normal adhesives for above-grade use, is not flood-resistant. Pressure-treated lumber or naturally decay-resistant lumbers are acceptable flooring materials. Sheet-type flooring coverings that restrict evaporation from below and materials that are impervious, but dimensionally unstable are not acceptable. Materials that absorb or retain water excessively after submergence are not flood-resistant. Please refer to Technical Bulletin 2, *Flood Damage-Resistant Materials Requirements*, and available from the FEMA. Class 4 and 5 materials, referenced therein, are acceptable flood-resistant materials.

~~**Floodway:** The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot.~~

Floodway: the channel of a river or other watercourse, including the area above a bridge or culvert when applicable, and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot.

Floodway encroachment analysis: An engineering analysis of the impact that a proposed encroachment into a floodway or non-encroachment area is expected to have on the floodway boundaries and flood levels during the occurrence of the base flood discharge. The evaluation shall be prepared by a qualified North Carolina licensed engineer using standard engineering methods and models.

Freeboard: The height added to the Base Flood Elevation (BFE) to account for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, blockage of bridge openings, and the hydrological effect of urbanization of the watershed. The Base Flood Elevation (BFE) plus the freeboard establishes the Regulatory Flood Protection Elevation.

Functionally Dependent Facility: A facility which cannot be used for its intended purpose unless it is located in close proximity to water, limited to a docking or port facility necessary for the loading and unloading of cargo or passengers, shipbuilding, or ship repair. The term does not include long-term storage, manufacture, sales, or service facilities.

Hazardous Waste Management Facility: As defined in NCGS 130A, Article 9, a facility for the collection, storage, processing, treatment, recycling, recovery, or disposal of hazardous waste.

Highest Adjacent Grade (HAG): The highest natural elevation of the ground surface, prior to construction, immediately next to the proposed walls of the structure.

Historic Structure: Any structure that is:

- A. Listed individually in the National Register of Historic Places (a listing maintained by the US Department of Interior) or preliminarily determined by the Secretary of Interior as meeting the requirements for individual listing on the National Register;
- B. Certified or preliminarily determined by the Secretary of Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- C. Individually listed on a local inventory of historic landmarks in communities with a Certified Local Government (CLG) Program; or
- D. Certified as contributing to the historical significance of a historic district designated by a community with a Certified Local Government (CLG) Program.

Certified Local Government (CLG) Programs are approved by the US Department of the Interior in cooperation with the North Carolina Department of Cultural Resources through the State Historic Preservation Officer as having met the requirements of the National Historic Preservation Act of 1966 as amended in 1980.

Letter of Map Change (LOMC): An official determination issued by FEMA that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of Map Change include:

- A. Letter of Map Amendment (LOMA): An official amendment, by letter, to an effective National Flood Insurance Program map. A LOMA is based on technical data showing that a property had been inadvertently mapped as being in the floodplain, but is actually on natural high ground above the base flood elevation. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.
- B. Letter of Map Revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.
- C. Letter of Map Revision Based on Fill (LOMR-F): A determination that a structure or parcel of land has been elevated by fill above the BFE and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.
- D. Conditional Letter of Map Revision (CLOMR): A formal review and comment as to whether a proposed project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study; upon submission and approval of certified as-built documentation, a Letter of Map Revision may be issued by FEMA to revise the effective FIRM.

Light Duty Truck: Any motor vehicle rated at 8,500 pounds Gross Vehicular Weight Rating or less which has a vehicular curb weight of 6,000 pounds or less and which has a basic vehicle frontal area of 45 square feet or less as defined in 40 CFR 86.082-2 and is:

- A. Designed primarily for purposes of transportation of property or is a derivation of such a vehicle, or
- B. Designed primarily for transportation of persons and has a capacity of more than 12 persons; or
- C. Available with special features enabling off-street or off-highway operation and use.

Lowest Adjacent Grade (LAG): The lowest elevation of the ground, sidewalk or patio slab immediately next to the building, or deck support, after completion of the building.

Lowest Floor: The lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access, or limited storage in an area other than a basement area is not considered a building's lowest floor, provided that such an enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this Ordinance.

Manufactured Home: A structure, transportable in one or more sections, which is built on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities. The term Manufactured Home does not include a Recreational Vehicle.

Manufactured Home Park or Subdivision: A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Map Repository: The location of the official flood hazard data to be applied for floodplain management. It is a central location in which flood data is stored and managed; in North Carolina, FEMA has recognized that the application of digital flood hazard data products carry the same authority as hard copy products. Therefore, the NCEM's Floodplain Mapping Program websites house current and historical flood hazard data. For effective flood hazard data the NC FRIS website (<http://FRIS.NC.GOV/FRIS>) is the map repository, and for historical flood hazard data the FloodNC website (<http://FLOODNC.GOV/NCFLOOD>) is the map repository.

Market Value: The building value, not including the land value and that of any accessory structures or other improvements on the lot. Market value may be established by independent certified appraisal; replacement cost depreciated for age of building and quality of construction (Actual Cash Value); or adjusted tax assessed values.

~~**Mean Sea Level:** For purposes of this Ordinance, the National Geodetic Vertical Datum (NGVD) as corrected in 1929, the North American Vertical Datum (NAVD) as corrected in 1988, or other vertical control datum used as a reference for establishing varying elevations within the floodplain, to which Base Flood Elevations (BFEs) shown on a FIRM are referenced. Refer to each FIRM panel to determine datum used.~~

~~**New Construction:** Structures for which the "start of construction" commenced on or after the effective date of the initial floodplain management regulations and includes any subsequent improvements to such structures.~~

New Construction: Structures for which the "start of construction" commenced on or after 8/18/1980, the effective date of the initial floodplain management regulations and includes any subsequent improvements to such structures.

Nonconforming Building or Development: Any legally existing building or development which fails to comply with the current provisions of this Ordinance.

~~**Non-Encroachment Area:** The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot as designated in the Flood Insurance Study report.~~

Non-Encroachment Area (NEA): The channel of a river or other watercourse, including the area above a bridge or culvert when applicable, and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot as designated in the Flood Insurance Study report.

~~**Post-FIRM:** Construction or other development for which the "start of construction" occurred on or after the effective date of the initial Flood Insurance Rate Map.~~

Post-FIRM: Construction or other development for which the “start of construction” occurred on or after 1/6/1983, the effective date of the initial Flood Insurance Rate Map.

~~**Pre-FIRM:** Construction or other development for which the “start of construction” occurred before the effective date of the initial Flood Insurance Rate Map.~~

Pre-FIRM: Construction or other development for which the “start of construction” occurred before 1/6/1983, the effective date of the initial Flood Insurance Rate Map.

Principally Above Ground: At least 51% of the actual cash value of the structure is above ground.

Public Safety and/or Nuisance: Anything which is injurious to the safety or health of an entire community or neighborhood, or any considerable number of persons, or unlawfully obstructs the free passage or use, in the customary manner, of any navigable lake, or river, bay, stream, canal, or basin.

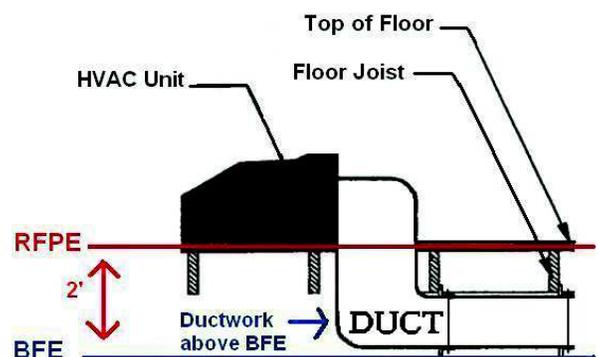
Recreational Vehicle (RV): A vehicle, which is:

- A. Built on a single chassis;
- B. 400 square feet or less when measured at the largest horizontal projection;
- C. Designed to be self-propelled or permanently towable by a light duty truck; ~~and~~
- D. Designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel, or seasonal use; ~~and~~
- E. **Is fully licensed and ready for highway use.**

(For the purpose of this ordinance, “Tiny Homes/Houses” and Park Models that do not meet the items listed above are not considered Recreational Vehicles and should meet the standards of and be permitted as Residential Structures.)

Reference Level: The top of the lowest floor for structures within Special Flood Hazard Areas designated as Zone AH, AE, A, A99 or AO.

Regulatory Flood Protection Elevation (RFPE): The elevation, in relation to mean sea level, to which the reference level of all structures and other development located within Special Flood Hazard Areas must be protected. Within areas where Base Flood Elevations (BFEs) have been determined, this elevation shall be the BFE plus two (2) feet of freeboard. For manufactured homes, the RFPE shall be the BFE plus two (2) feet provided that no portion of the manufactured home below the lowest floor is lower than the BFE. Allowable elements below the lowest floor are limited to electrical, plumbing, mechanical, and ductwork which are considered a standard part of the manufactured home. All electrical, mechanical, plumbing, and ductwork which is not a part of the manufactured home shall be no lower than two (2) feet above the BFE. Crossover ducts for double and triple wide manufactured homes are specifically exempted from this freeboard requirement provided that the bottom of all such crossover ducts are above the base flood elevation. In areas where no BFE has been established, this elevation shall be at least two (2) feet above the highest adjacent grade.



Remedy a Violation: To bring the structure or other development into compliance with State and community floodplain management regulations, or, if this is not possible, to reduce the impacts of its noncompliance. Ways that impacts may be reduced include protecting the structure or other affected development from flood damages, implementing the enforcement provisions of the Ordinance or otherwise deterring future similar violations, or reducing Federal financial exposure with regard to the structure or other development.

Repetitive Loss: Flood-related damage sustained by a structure on two separate occasions during a 10-year period for which the cost of repairs at the time of each such flood event, on the average, equals or exceeds 25 percent of the market value of the structure before the damage occurred.

Riverine: Relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

Salvage Yard: Any non-residential property used for the storage, collection, and/or recycling of any type of equipment, and including but not limited to vehicles, appliances and related machinery.

Solid Waste Disposal Facility: Any facility involved in the disposal of solid waste, as defined in NCGS 130A-290(a)(35).

Solid Waste Disposal Site: As defined in NCGS 130A-290(a)(36), any place at which solid wastes are disposed of by incineration, sanitary landfill, or any other method.

Special Flood Hazard Area (SFHA): The land in the floodplain subject to a one percent (1%) or greater chance of being flooded in any given year, as determined in Section 7 of this Ordinance.

Start of Construction: Includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of the building, whether or not that alteration affects the external dimensions of the building.

Structure: A walled and roofed building, a manufactured home, or a gas, liquid, or liquefied gas storage tank that is principally above ground.

Substantial Damage: Damage of any origin sustained by a structure during any one-year period whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. **Substantial damage also means flood-related damage sustained by a structure on two separate occasions during a 10-year period for which the cost of repairs at the time of each such flood event, on the average, equals or exceeds 25 percent of the market value of the structure before the damage occurred.** See definition of **Substantial Improvement**.

Substantial Improvement: Any combination of repairs, reconstruction, rehabilitation, addition, or other improvement of a structure, taking place during any one-year period for which the cost equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures which have incurred "substantial damage", regardless of the actual repair work performed. The term does not, however, include either:

- A. Any correction of existing violations of State or community health, sanitary, or safety code specifications which have been identified by the community code enforcement official and which are the minimum necessary to assure safe living conditions; or
- B. Any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.

Technical Bulletin and Technical Fact Sheet: A FEMA publication that provides guidance concerning the building performance standards of the NFIP, which are contained in Title 44 of the U.S. Code of Federal Regulations at Section 60.3. The bulletins and fact sheets are intended for use primarily by State and local officials responsible for interpreting and enforcing NFIP regulations and by members of the development community, such as design professionals and builders. New bulletins, as well as updates of existing bulletins, are issued periodically as needed. The bulletins do not create regulations; rather they provide specific guidance for complying with the minimum requirements of existing NFIP regulations.

It should be noted that Technical Bulletins and Technical Fact Sheets provide guidance on the minimum requirements of the NFIP regulations. State or community requirements that exceed those of the NFIP take precedence. Design professionals should contact the community officials to determine whether more restrictive State or local regulations apply to the building or site in question. All applicable standards of the State or local building code must also be met for any building in a flood hazard area.

Temperature Controlled: Having the temperature regulated by a heating and/or cooling system, built-in or appliance.

Variance: A grant of relief from the requirements of this Ordinance.

Violation: The failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in Section 14 through Section 23 is presumed to be in violation until such time as that documentation is provided.

Water Surface Elevation (WSE): The height, in relation to mean sea level, of floods of various magnitudes and frequencies in the floodplains of riverine areas.

Watercourse: A lake, river, creek, stream, wash, channel or other topographic feature on or over which waters flow at least periodically. Watercourse includes specifically designated areas in which substantial flood damage may occur.

Section 6. Lands to Which this Ordinance Applies

~~This Ordinance shall apply to all Special Flood Hazard Areas within the jurisdiction, of Pitt County and within the jurisdiction of any other community, including Extra-Territorial Jurisdictions (ETJs), whose governing body agrees, by resolution, to such applicability.~~

This Ordinance shall apply to all Special Flood Hazard Areas within the jurisdiction, including Extra-Territorial Jurisdictions (ETJs), as allowed by law, of Pitt County and within the jurisdiction of any other community, including Extra-Territorial Jurisdictions (ETJs), whose governing body agrees, by resolution, to such applicability.

Section 7. Basis for Establishing the Special Flood Hazard Areas

~~The Special Flood Hazard Areas are those identified under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its Flood Insurance Study (FIS) and its accompanying Flood Insurance Rate Maps (FIRM), for Pitt County dated July 7, 2014, which are adopted by reference and declared to be a part of this ordinance. Future revisions to the FIS or FIRM panels that do not change flood hazard data within the jurisdictional authority of Pitt County are also adopted by reference and declared to be part of this ordinance. Subsequent revisions to the FIRM should be adopted~~

~~within six months~~. The Special Flood Hazard Areas are those identified under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its Flood Insurance Study (FIS) dated June 19, 2020 for Pitt County and associated Digital Flood Insurance Rate Maps (DFIRM) panels, including any digital data developed as part of the FIS, which are adopted by reference and declared a part of this ordinance, and all revisions thereto after January 1, 2021. Future revisions to the FIS and DFIRM panels that do not change flood hazard data within the jurisdictional authority Pitt County are also adopted by reference and declared a part of this ordinance. Subsequent Letter of Map Revisions (LOMRs) and/or Physical Map Revisions (PMRs) shall be adopted within 3 months.

The initial Flood Insurance Rate Maps are as follows for the jurisdictional areas at the initial date:

Pitt County Unincorporated Area, dated January 6, 1983

Ayden, Town of, dated August 4, 1987

Bethel, Town of, dated January 2, 2004

Falkland, Town of, dated January 2, 2004

Farmville, Town of, dated April 1, 1982

Fountain, Town of, dated January 2, 2004

Greenville, City of, dated July 3, 1978

Grifton, Town of, dated February 17, 1982

Grimesland, Town of, dated January 2, 2004

Simpson, Village of, dated January 2, 2004

Winterville, Town of, dated February 24, 1978

Section 8. Establishment of Floodplain Development Permit

A Floodplain Development Permit shall be required in conformance with the provisions of this Ordinance prior to the commencement of any development activities within Special Flood Hazard Areas determined in accordance with the provisions of Section 7 of this Ordinance.

Section 9. Compliance

No structure or land shall hereafter be located, extended, converted, altered, or developed in any way without full compliance with the terms of this Ordinance and other applicable regulations.

Section 10. Abrogation and Greater Restrictions

This Ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this Ordinance and another conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

Section 11. Interpretation

In the interpretation and application of this Ordinance, all provisions shall be:

- A. Considered as minimum requirements;

- B. Liberally construed in favor of the governing body; and
- C. Deemed neither to limit nor repeal any other powers granted under State statutes.

Section 12. Warning and Disclaimer of Liability

The degree of flood protection required by this Ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering consideration. Larger floods can and will occur. Actual flood heights may be increased by man-made or natural causes. This Ordinance does not imply that land outside the Special Flood Hazard Areas or uses permitted within such areas will be free from flooding or flood damages. This Ordinance shall not create liability on the part of Pitt County or by any officer or employee thereof for any flood damages that result from reliance on this Ordinance or any administrative decision lawfully made hereunder.

Section 13. Penalties for Violation

Violation of the provisions of this Ordinance or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with grants of variance or special exceptions, shall constitute a [Class 1](#) misdemeanor pursuant to [NC G.S. § 143-215.58](#). Any person who violates this Ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than ~~\$50.00~~ (\$100.00) or imprisoned for not more than thirty (30) days, or both. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent Pitt County from taking such other lawful action as is necessary to prevent or remedy any violation.

Section 14. Designation of Floodplain Administrator

The Planning Director or his/her designee, hereinafter referred to as the "Floodplain Administrator", is hereby appointed to administer and implement the provisions of this Ordinance.

Section 15. Floodplain Development Application, Permit and Certification Requirements

- A. *Application Requirements.* Application for a Floodplain Development Permit shall be made to the Floodplain Administrator prior to any development activities located within Special Flood Hazard Areas. The following items shall be presented to the Floodplain Administrator to apply for a floodplain development permit:
 - 1. A plot plan drawn to scale which shall include, but shall not be limited to, the following specific details of the proposed floodplain development:
 - a. The nature, location, dimensions, and elevations of the area of development/disturbance; existing and proposed structures, utility systems, grading/pavement areas, fill materials, storage areas, drainage facilities, and other development;
 - b. The boundary of the Special Flood Hazard Area as delineated on the FIRM or other flood map as determined in Section 7, or a statement that the entire lot is within the Special Flood Hazard Area;
 - c. Flood zone(s) designation of the proposed development area as determined on the FIRM or other flood map as determined in Section 7;
 - d. The boundary of the floodway(s) or non-encroachment area(s) as determined in Section 7;
 - e. The Base Flood Elevation (BFE) where provided as set forth in Section 7, Section 16, or Section 21; and

- f. The old and new location of any watercourse that will be altered or relocated as a result of proposed development.
2. Proposed elevation, and method thereof, of all development within a Special Flood Hazard Area including but not limited to:
 - a. Elevation in relation to ~~mean-sea-level~~ NAVD 1988 of the proposed reference level (including basement) of all structures;
 - b. Elevation in relation to ~~mean-sea-level~~ NAVD 1988 to which any non-residential structure in ~~Zone AE, A or AO~~ Zone A, AE, AH, AO, and A99 will be floodproofed; and
 - c. Elevation in relation to ~~mean-sea-level~~ NAVD 1988 to which any proposed utility systems will be elevated or floodproofed.
 3. If floodproofing, a Floodproofing Certificate (~~FEMA Form 81-65~~) (FEMA Form 086-0-34) with supporting data, an operational plan, and an inspection and maintenance plan that include, but are not limited to, installation, exercise, and maintenance of floodproofing measures.
 4. A Foundation Plan, drawn to scale, which shall include details of the proposed foundation system to ensure all provisions of this Ordinance are met. These details include but are not limited to:
 - a. The proposed method of elevation, if applicable (i.e., fill, solid foundation perimeter wall, solid backfilled foundation, open foundation on columns/posts/piers/piles/shear walls); and
 - b. Openings to facilitate automatic equalization of hydrostatic flood forces on walls in accordance with Section 20(D)(3) when solid foundation perimeter walls are used in ~~Zones A, AO, AE, and A1-30~~ Zones A, AE, AH, AO, and A99.
 5. Usage details of any enclosed areas below the lowest floor.
 6. Plans and/or details for the protection of public utilities and facilities such as sewer, gas, electrical, and water systems to be located and constructed to minimize flood damage.
 7. Certification that all other Local, State and Federal permits required prior to floodplain development permit issuance have been received.
 8. Documentation for placement of Recreational Vehicles and/or Temporary Structures, when applicable, to ensure that the provisions of Section 20(F) and Section 20(G) of this Ordinance are met.
 9. A description of proposed watercourse alteration or relocation, when applicable, including an engineering report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map (if not shown on plot plan) showing the location of the proposed watercourse alteration or relocation.
- B. *Permit Requirements.* The Floodplain Development Permit shall include, but not be limited to:
1. A **complete** description of **all** the development to be permitted under the floodplain development permit. (e.g. house, garage, pool, septic, bulkhead, cabana, pier, bridge, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials, etc.).

2. The Special Flood Hazard Area determination for the proposed development in accordance with available data specified in Section 7.
3. The Regulatory Flood Protection Elevation required for the reference level and all attendant utilities.
4. The Regulatory Flood Protection Elevation required for the protection of all public utilities.
5. All certification submittal requirements with timelines.
6. A statement that no fill material or other development shall encroach into the floodway or non-encroachment area of any watercourse, ~~as applicable.~~ unless the requirements of Section 23 (A) have been met.
7. The flood openings requirements, if in ~~Zones A, AO, AE or A1-30~~ Zones A, AE, AH, AO and A99.
8. Limitations of below BFE enclosure uses (if applicable). (i.e., parking, building access and limited storage only).
9. A statement, that all materials below BFE/RFPE must be flood resistant materials.

C. *Certification Requirements*

1. *Elevation Certificates*

- a. An Elevation Certificate (~~FEMA Form 81-31~~) (FEMA Form 086-0-33) is required after the reference level is established. Within seven (7) calendar days of establishment of the reference level elevation, it shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the elevation of the reference level, in relation to ~~mean-sea-level~~ NAVD1988. Any work done within the seven (7) day calendar period and prior to submission of the certification shall be at the permit holder's risk. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to further work being permitted to proceed. Failure to submit the certification or failure to make required corrections shall be cause to issue a stop-work order for the project.
- b. A final as-built Elevation Certificate (~~FEMA Form 81-31~~) (FEMA Form 086-0-33) is required after construction is completed and prior to Certificate of Compliance/Occupancy issuance. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to Certificate of Compliance/Occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make required corrections shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy. The Finished Construction Elevation Certificate certifier shall provide at least 2 photographs showing the front and rear of the building taken within 90 days from the date of certification. The photographs must be taken with views confirming the building description and diagram number provided in Section A. To the extent possible, these photographs should show the entire building including foundation. If the building has split-level or multi-level areas, provide at least 2 additional photographs showing side views of the building. In addition, when applicable, provide a photograph of the foundation showing a representative example of the flood openings or vents. All photographs must be in color and measure at least 3" x 3". Digital photographs are acceptable.

2. Floodproofing Certificate

If non-residential floodproofing is used to meet the Regulatory Flood Protection Elevation requirements, a Floodproofing Certificate (FEMA Form ~~84-65~~ 086-0-34), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to ~~mean-sea-level~~ NAVD 1988. Floodproofing certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to permit approval. Failure to submit the certification or failure to make required corrections shall be cause to deny a Floodplain Development Permit. Failure to construct in accordance with the certified design shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy.

- a) A final Finished Construction Floodproofing Certificate (FEMA Form 086-0-34), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the issuance of a Certificate of Compliance/Occupancy. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certificate shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to Certificate of Occupancy. Failure to submit the certification or failure to make required corrections shall be cause to deny a Floodplain Development Permit. Failure to construct in accordance with the certified design shall be cause to deny a Certificate of Compliance/Occupancy.
3. If a manufactured home is placed within ~~Zone A, AO, AE, or A1-30~~ Zone A, AE, AH, AO, or A99 and the elevation of the chassis is more than 36 inches in height above grade, an engineered foundation certification is required in accordance with the provisions of Section 20(C)(2).
 4. If a watercourse is to be altered or relocated, a description of the extent of watercourse alteration or relocation; a professional engineer's certified report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map showing the location of the proposed watercourse alteration or relocation shall all be submitted by the permit applicant prior to issuance of a floodplain development permit.
 5. *Certification Exemptions.* The following structures, if located within ~~Zone A, AO, AE, or A1-30~~ Zone A, AE, AH, AO, or A99, are exempt from the elevation/floodproofing certification requirements specified in Section 15(C):
 - a. Recreational Vehicles meeting requirements of Section 20(F);
 - b. Temporary Structures meeting requirements of Section 20(G); and
 - c. Accessory Structures less than 150 square feet or \$5000 or less and meeting requirements of Section 20(H).

6. *Determinations for existing buildings and structures.*

For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the Building Official, shall:

- a. Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made;
- b. Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure;
- c. Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage; and
- d. Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the NC Building Code and this ordinance is required.

Section 16. Duties and Responsibilities of the Floodplain Administrator

The Floodplain Administrator shall perform, but not be limited to, the following duties:

- A. Review all floodplain development applications and issue permits for all proposed development within Special Flood Hazard Areas to assure that the requirements of this Ordinance have been satisfied.
- B. Review all proposed development within Special Flood Hazard Areas to assure that all necessary Local, State and Federal permits have been received, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
- C. ~~Notify adjacent communities and the North Carolina Department of Crime Control and Public Safety, Division of Emergency Management, State Coordinator for the National Flood Insurance Program prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency (FEMA).~~ Notify adjacent communities and the North Carolina Department of Public Safety, Division of Emergency Management, State Coordinator for the National Flood Insurance Program prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency (FEMA).
- D. Assure that maintenance is provided within the altered or relocated portion of said watercourse so that the flood-carrying capacity is maintained.
- E. Prevent encroachments into floodways and non-encroachment areas unless the certification and flood hazard reduction provisions of Section 23 are met.

- F. Obtain actual elevation (in relation to ~~mean-sea-level~~ NAVD 1988) of the reference level (including basement) and all attendant utilities of all new and substantially improved structures, in accordance with the provisions of Section 15(C).
- G. Obtain actual elevation (in relation to ~~mean-sea-level~~ NAVD 1988) to which all new and substantially improved structures and utilities have been floodproofed, in accordance with the provisions of Section 15(C).
- H. Obtain actual elevation (in relation to ~~mean-sea-level~~ NAVD 1988) of all public utilities in accordance with the provisions of Section 15(C).
- I. When floodproofing is utilized for a particular structure, obtain certifications from a registered professional engineer or architect in accordance with the provisions of Section 15(C) and Section 20(B).
- J. Where interpretation is needed as to the exact location of boundaries of the Special Flood Hazard Areas, floodways, or non-encroachment areas (for example, where there appears to be a conflict between a mapped boundary and actual field conditions), make the necessary interpretation. The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in this Ordinance.
- K. When Base Flood Elevation (BFE) data has not been provided in accordance with the provisions of Section 7, obtain, review, and reasonably utilize any BFE data, along with floodway data or non-encroachment area data available from a Federal, State, or other source, including data developed pursuant to Section 21(B)(2), in order to administer the provisions of this Ordinance.
- L. When Base Flood Elevation (BFE) data is provided but no floodway or non-encroachment area data has been provided in accordance with the provisions of Section 7, obtain, review, and reasonably utilize any floodway data or non-encroachment area data available from a Federal, State, or other source in order to administer the provisions of this Ordinance.
- M. When the lowest floor and the lowest adjacent grade of a structure or the lowest ground elevation of a parcel in a Special Flood Hazard Area is above the Base Flood Elevation (BFE), advise the property owner of the option to apply for a Letter of Map Amendment (LOMA) from FEMA. Maintain a copy of the LOMA issued by FEMA in the floodplain development permit file.
- N. Permanently maintain all records that pertain to the administration of this Ordinance and make these records available for public inspection, recognizing that such information may be subject to the Privacy Act of 1974, as amended.
- O. Make on-site inspections of work in progress. As the work pursuant to a floodplain development permit progresses, the Floodplain Administrator shall make as many inspections of the work as may be necessary to ensure that the work is being done according to the provisions of the local ordinance and the terms of the permit. In exercising this power, the Floodplain Administrator has a right, upon presentation of proper credentials, to enter on any premises within the jurisdiction of the community at any reasonable hour for the purposes of inspection or other enforcement action.
- P. Issue stop-work orders as required. Whenever a building or part thereof is being constructed, reconstructed, altered, or repaired in violation of this Ordinance, the Floodplain Administrator may order the work to be immediately stopped. The stop-work order shall be in writing and directed to the person doing or in charge of the work. The stop-work order shall state the specific work to be stopped, the specific reason(s) for the stoppage, and the condition(s) under which the work may be resumed. Violation of a stop-work order constitutes a misdemeanor.
- Q. Revoke floodplain development permits as required. The Floodplain Administrator may revoke and require the return of the floodplain development permit by notifying the permit holder in writing stating the reason(s) for the revocation. Permits shall be revoked for any substantial departure

from the approved application, plans, and specifications; for refusal or failure to comply with the requirements of State or local laws; or for false statements or misrepresentations made in securing the permit. Any floodplain development permit mistakenly issued in violation of an applicable State or local law may also be revoked.

- R. Make periodic inspections throughout the Special Flood Hazard Areas within the jurisdiction of the community. The Floodplain Administrator and each member of his or her inspections department shall have a right, upon presentation of proper credentials, to enter on any premises within the territorial jurisdiction of the department at any reasonable hour for the purposes of inspection or other enforcement action.
- S. Follow through with corrective procedures of Section 17.
- T. Review, provide input, and make recommendations for variance requests.
- U. Maintain a current map repository to include, but not limited to, ~~the~~ historical and effective FIS Report, historical and effective FIRM and other official flood maps and studies adopted in accordance with the provisions of Section 7 of this Ordinance, including any revisions thereto including Letters of Map Change, issued by FEMA. Notify State and FEMA of mapping needs.
- V. Coordinate revisions to FIS reports and FIRMs, including Letters of Map Revision Based on Fill (LOMR-Fs) and Letters of Map Revision (LOMRs).

Section 17. Corrective Procedures

- A. *Violations to be Corrected:* When the Floodplain Administrator finds violations of applicable State and local laws, it shall be his or her duty to notify the owner or occupant of the building of the violation. The owner or occupant shall immediately remedy each of the violations of law cited in such notification.
- B. *Actions in Event of Failure to Take Corrective Action:* If the owner of a building or property shall fail to take prompt corrective action, the Floodplain Administrator shall give the owner written notice, by certified or registered mail to the owner's last known address or by personal service, stating:
 - 1. That the building or property is in violation of the Floodplain Management Regulations;
 - 2. That a hearing will be held before the Floodplain Administrator at a designated place and time, not later than ten (10) days after the date of the notice, at which time the owner shall be entitled to be heard in person or by counsel and to present arguments and evidence pertaining to the matter; and
 - 3. That following the hearing, the Floodplain Administrator may issue an order to alter, vacate, or demolish the building; or to remove fill as applicable.
- C. *Order to Take Corrective Action:* If, upon a hearing held pursuant to the notice prescribed above, the Floodplain Administrator shall find that the building or development is in violation of the Flood Damage Prevention Ordinance, he or she shall issue an order in writing to the owner, requiring the owner to remedy the violation within a specified time period, not less than sixty (60) calendar days, nor more than one hundred twenty (120) calendar days. Where the Floodplain Administrator finds that there is imminent danger to life or other property, he or she may order that corrective action be taken in such lesser period as may be feasible.
- D. *Appeal:* Any owner who has received an order to take corrective action may appeal the order to the local elected governing body by giving notice of appeal in writing to the Floodplain Administrator and the clerk within ten (10) days following issuance of the final order. In the absence of an

appeal, the order of the Floodplain Administrator shall be final. The local governing body shall hear an appeal within a reasonable time and may affirm, modify and affirm, or revoke the order.

- E. *Failure to Comply with Order:* If the owner of a building or property fails to comply with an order to take corrective action for which no appeal has been made or fails to comply with an order of the governing body following an appeal, the owner shall be guilty of a [Class 1 misdemeanor pursuant to NC G.S. § 143-215.58](#) and shall be punished at the discretion of the court.

Section 18. Variance Procedures

- A. The Board of Adjustment as established by Pitt County, hereinafter referred to as the Appeal Board, shall hear and decide requests for variances from the requirements of this Ordinance.
- B. Any person aggrieved by the decision of the Appeal Board may appeal such decision to the Court, as provided in Chapter 7A of the North Carolina General Statutes.
- C. *Variances may be issued for*
1. The repair or rehabilitation of historic structures upon the determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and that the variance is the minimum necessary to preserve the historic character and design of the structure;
 2. Functionally dependent facilities if determined to meet the definition as stated in Section 5 of this Ordinance, provided provisions of Section 18(1) ((2), (3) and (5) have been satisfied, and such facilities are protected by methods that minimize flood damages during the base flood and create no additional threats to public safety; or
 3. Any other type of development, provided it meets the requirements of this Section.
- D. In passing upon variances, the Appeal Board shall consider all technical evaluations, all relevant factors, all standards specified in other Sections of this Ordinance, and:
1. The danger that materials may be swept onto other lands to the injury of others;
 2. The danger to life and property due to flooding or erosion damage;
 3. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
 4. The importance of the services provided by the proposed facility to the community;
 5. The necessity to the facility of a waterfront location as defined under Section 5 of this Ordinance as a functionally dependent facility, where applicable;
 6. The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;
 7. The compatibility of the proposed use with existing and anticipated development;
 8. The relationship of the proposed use to the Comprehensive Plan and Floodplain Management Program for that area;

9. The safety of access to the property in times of flood for ordinary and emergency vehicles;
 10. The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and
 11. The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges.
- E. A written report addressing each of the above factors shall be submitted with the application for a variance.
- F. Upon consideration of the factors listed above and the purposes of this Ordinance, the Appeal Board may attach such conditions to the granting of variances as it deems necessary to further the purposes and objectives of this Ordinance.
- G. Any applicant to whom a variance is granted shall be given written notice specifying the difference between the Base Flood Elevation (BFE) and the elevation to which the structure is to be built and that such construction below the BFE increases risks to life and property, and that the issuance of a variance to construct a structure below the BFE will result in increased premium rates for flood insurance up to \$25 per \$100 of insurance coverage. Such notification shall be maintained with a record of all variance actions, including justification for their issuance.
- H. The Floodplain Administrator shall maintain the records of all appeal actions and report any variances to the Federal Emergency Management Agency and the State of North Carolina upon request.
- I. *Conditions for Variances*
1. Variances shall not be issued when the variance will make the structure in violation of other Federal, State, or local laws, regulations, or ordinances.
 2. Variances shall not be issued within any designated floodway or non-encroachment area if the variance would result in any increase in flood levels during the base flood discharge.
 3. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
 4. Variances shall only be issued prior to development permit approval.
 5. Variances shall only be issued upon:
 - a. A showing of good and sufficient cause;
 - b. A determination that failure to grant the variance would result in exceptional hardship; and
 - c. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, or extraordinary public expense, create nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
- J. A variance may be issued for solid waste disposal facilities or sites, hazardous waste management facilities, salvage yards, and chemical storage facilities that are located in Special Flood Hazard Areas provided that all of the following conditions are met.
1. The use serves a critical need in the community.

2. No feasible location exists for the use outside the Special Flood Hazard Area.
3. The reference level of any structure is elevated or floodproofed to at least the Regulatory Flood Protection Elevation.
4. The use complies with all other applicable Federal, State and local laws.
5. Pitt County has notified the Secretary of the North Carolina Department of Crime Control and Public Safety of its intention to grant a variance at least thirty (30) calendar days prior to granting the variance.

Section 19. Provisions for Flood Hazard Reduction – General Standards

In all Special Flood Hazard Areas the following provisions are required:

- A. All new construction and substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse, and lateral movement of the structure.
- B. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
- C. All new construction and substantial improvements shall be constructed by methods and practices that minimize flood damages.
- D. **All new** Electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding to the Regulatory Flood Protection Elevation. These include, but are not limited to, HVAC equipment, water softener units, bath/kitchen fixtures, ductwork (**cross over ductwork is excluded and must meet the BFE only by definition of RFPE**), electric/gas meter panels/boxes, utility/cable boxes, hot water heaters, and electric outlets/switches.
 - (a) **Replacements part of a substantial improvement, electrical, heating, ventilation, plumbing, air conditioning equipment, and other service equipment shall also meet the above provisions.**
 - (b) **Replacements that are for maintenance and not part of a substantial improvement, may be installed at the original location provided the addition and/or improvements only comply with the standards for new construction consistent with the code and requirements for the original structure.**
- E. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system.
- F. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into flood waters.
- G. On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.
- ~~H. Any alteration, repair, reconstruction, or improvements to a structure, which is in compliance with the provisions of this Ordinance, shall meet the requirements of "new construction" as contained in this Ordinance.~~

- I. Nothing in this Ordinance shall prevent the repair, reconstruction, or replacement of a building or structure existing on the effective date of this Ordinance and located totally or partially within the floodway, non-encroachment area, or stream setback, provided there is no additional encroachment below the Regulatory Flood Protection Elevation in the floodway, non-encroachment area, or stream setback, and provided that such repair, reconstruction, or replacement meets all of the other requirements of this Ordinance.
- J. New solid waste disposal facilities and sites, hazardous waste management facilities, salvage yards, and chemical storage facilities shall not be permitted, except by variance as specified in Section 18(J). A structure or tank for chemical or fuel storage incidental to an allowed use or to the operation of a water treatment plant or wastewater treatment facility may be located in a Special Flood Hazard Area only if the structure or tank is either elevated or floodproofed to at least the Regulatory Flood Protection Elevation and certified in accordance with the provisions of Section 15(C).
- K. All subdivision proposals and other development proposals shall be consistent with the need to minimize flood damage.
- L. All subdivision proposals and other development proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.
- M. All subdivision proposals and other development proposals shall have adequate drainage provided to reduce exposure to flood hazards.
- N. All subdivision proposals and other development proposals shall have received all necessary permits from those governmental agencies for which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
- O. When a structure is partially located in a Special Flood Hazard Area, the entire structure shall meet the requirements for new construction and substantial improvements.
- P. When a structure is located in multiple flood hazard zones or in a flood hazard risk zone with multiple base flood elevations, the provisions for the more restrictive flood hazard risk zone and the highest Base Flood Elevation (BFE) shall apply.

Section 20. Provisions for Flood Hazard Reduction – Specific Standards

In all Special Flood Hazard Areas where Base Flood Elevation (BFE) data has been provided, as set forth in Section 7 or Section 21, the following provisions, in addition to the provisions of Section 19, are required:

- A. *Residential Construction.* New construction and substantial improvement of any residential structure (including manufactured homes) shall have the reference level, including basement, elevated no lower than the Regulatory Flood Protection Elevation, as defined in Section 5 of this Ordinance.
- B. *Non-Residential Construction.* ~~New construction and substantial improvement of any commercial, industrial, or other non-residential structure shall have the reference level, including basement, elevated no lower than the Regulatory Flood Protection Elevation, as defined in Section 5 of this Ordinance. Structures located in A, AE, AO, and A1-30 Zones may be floodproofed to the Regulatory Flood Protection Elevation in lieu of elevation provided that all areas of the structure, together with attendant utility and sanitary facilities, below the Regulatory Flood Protection Elevation are watertight with walls substantially impermeable to the passage of water, using structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the floodproofing~~

~~standards of this subsection are satisfied. Such certification shall be provided to the Floodplain Administrator as set forth in Section 15(C), along with the operational plan and the inspection and maintenance plan.~~ New construction and substantial improvement of any commercial, industrial, or other non-residential structure shall have the reference level, including basement, elevated no lower than the Regulatory Flood Protection Elevation, as defined in Section 5 of this Ordinance. Structures located in Zones A, AE, AH, AO, A99 may be floodproofed to the Regulatory Flood Protection Elevation in lieu of elevation provided that all areas of the structure, together with attendant utility and sanitary facilities, below the Regulatory Flood Protection Elevation are watertight with walls substantially impermeable to the passage of water, using structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. For AO Zones, the floodproofing elevation shall be in accordance with Section 24B. A registered professional engineer or architect shall certify that the floodproofing standards of this subsection are satisfied. Such certification shall be provided to the Floodplain Administrator as set forth in Section 15(C), along with the operational plan and the inspection and maintenance plan.

C. *Manufactured Homes.*

1. New and replacement manufactured homes shall be elevated so that the reference level of the manufactured home is no lower than the Regulatory Flood Protection Elevation, as defined in Section 5 of this Ordinance.
2. Manufactured homes shall be securely anchored to an adequately anchored foundation to resist flotation, collapse, and lateral movement, either by certified engineered foundation system, or in accordance with the most current edition of the State of North Carolina Regulations for Manufactured Homes adopted by the Commissioner of Insurance pursuant to NCGS 143-143.15. Additionally, when the elevation would be met by an elevation of the chassis thirty-six (36) inches or less above the grade at the site, the chassis shall be supported by reinforced piers or engineered foundation. When the elevation of the chassis is above thirty-six (36) inches in height, an engineering certification is required.
3. All enclosures or skirting below the lowest floor shall meet the requirements of Section 20(D).
4. An evacuation plan must be developed for evacuation of all residents of all new, substantially improved or substantially damaged manufactured home parks or subdivisions located within flood prone areas. This plan shall be filed with and approved by the Floodplain Administrator and the local Emergency Management Coordinator.

D. *Elevated Buildings.* Fully enclosed area, of new construction and substantially improved structures, which is below the lowest floor:

1. Shall not be designed or used for human habitation, but shall only be used for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator). The interior portion of such enclosed area shall not be finished or partitioned into separate rooms, except to enclose storage areas;
2. Shall not be temperature-controlled or conditioned;
3. Shall be constructed entirely of flood resistant materials at least to the Regulatory Flood Protection Elevation; and
4. Shall include, in ~~Zones A, AO, AE, and A1-30~~ Zones A, AE, AH, AO, and A99 flood openings to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of

floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet or exceed the following minimum design criteria:

- a. A minimum of two flood openings on different sides of each enclosed area subject to flooding;
- b. The total net area of all flood openings must be at least one (1) square inch for each square foot of enclosed area subject to flooding;
- c. If a building has more than one enclosed area, each enclosed area must have flood openings to allow floodwaters to automatically enter and exit;
- d. The bottom of all required flood openings shall be no higher than one (1) foot above the adjacent grade;
- e. Flood openings may be equipped with screens, louvers, or other coverings or devices, provided they permit the automatic flow of floodwaters in both directions; and
- f. Enclosures made of flexible skirting are not considered enclosures for regulatory purposes, and, therefore, do not require flood openings. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires flood openings as outlined above.

E. Additions/Improvements

1. Additions and/or improvements to pre-FIRM structures when the addition and/or improvements in combination with any interior modifications to the existing structure are:
 - a. Not a substantial improvement, the addition and/or improvements must be designed to minimize flood damages and must not be any more non-conforming than the existing structure.
 - b. ~~A substantial improvement, both the existing structure and the addition and/or improvements must comply with the standards for new construction.~~ A substantial improvement, with modifications/rehabilitations/improvements to the existing structure or the common wall is structurally modified more than installing a doorway, both the existing structure and the addition must comply with the standards for new construction.
2. ~~Additions to post-FIRM structures with no modifications to the existing structure other than a standard door in the common wall shall require only the addition to comply with the standards for new construction.~~ Additions to pre-FIRM or post-FIRM structures that are a substantial improvement with no modifications/rehabilitations/improvements to the existing structure other than a standard door in the common wall, shall require only the addition to comply with the standards for new construction.
3. Additions and/or improvements to post-FIRM structures when the addition and/or improvements in combination with any interior modifications to the existing structure are:
 - a. Not a substantial improvement, the addition and/or improvements only must comply with the standards for new construction.
 - b. A substantial improvement, both the existing structure and the addition and/or improvements must comply with the standards for new construction.
4. Any combination of repair, reconstruction, rehabilitation, addition or improvement of a building or structure taking place during a one (1) year period, the cumulative cost of which equals or exceeds 50 percent of the market value of the structure before the improvement or repair is

started must comply with the standards for new construction. For each building or structure, the one (1) year period begins on the date of the first improvement or repair of that building or structure subsequent to the effective date of this ordinance. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the actual repair work performed. The requirement does not, however, include either:

- a. Any project for improvement of a building required to correct existing health, sanitary or safety code violations identified by the building official and that are the minimum necessary to assume safe living conditions.
- b. Any alteration of a historic structure provided that the alteration will not preclude the structure's continued designation as a historic structure.

F. *Recreational Vehicles*. Recreational vehicles shall either:

~~1. Be on site for fewer than 180 consecutive days and be fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities, and has no permanently attached additions); or~~

~~2. Meet all the requirements for new construction.~~

1. Temporary Placement

- a. Be on site for fewer than 180 consecutive days; or
- b. Be fully licensed and ready for highway use. (A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities, and has no permanently attached additions.)

2. Permanent Placement. Recreational vehicles that do not meet the limitations of Temporary Placement shall meet all the requirements for new construction.

G. *Temporary Non-Residential Structures*. Prior to the issuance of a floodplain development permit for a temporary structure, the applicant must submit to the Floodplain Administrator a plan for the removal of such structure(s) in the event of a hurricane, flash flood or other type of flood warning notification. The following information shall be submitted in writing to the Floodplain Administrator for review and written approval:

1. A specified time period for which the temporary use will be permitted. Time specified may not exceed three (3) months, renewable up to one (1) year;
2. The name, address, and phone number of the individual responsible for the removal of the temporary structure;
3. The time frame prior to the event at which a structure will be removed (i.e., minimum of 72 hours before landfall of a hurricane or immediately upon flood warning notification);
4. A copy of the contract or other suitable instrument with the entity responsible for physical removal of the structure; and
5. Designation, accompanied by documentation, of a location outside the Special Flood Hazard Area, to which the temporary structure will be moved.

(+) H. *Accessory Structures*. When accessory structures (sheds, detached garages, etc.) are to be placed within a Special Flood Hazard Area, the following criteria shall be met:

1. Accessory structures shall not be used for human habitation (including working, sleeping, living, cooking or restroom areas);
2. Accessory structures shall not be temperature-controlled;
3. Accessory structures shall be designed to have low flood damage potential;
4. Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters;
5. Accessory structures shall be firmly anchored in accordance with the provisions of Section 19-A;
6. All service facilities such as electrical shall be installed in accordance with the provisions of Section 19(D); and
7. Flood openings to facilitate automatic equalization of hydrostatic flood forces shall be provided below Regulatory Flood Protection Elevation in conformance with the provisions of Section 20(D)(3).

~~An accessory structure with a footprint less than 150 square feet that satisfies the criteria outlined above does not require an elevation or floodproofing certificate. Elevation or floodproofing certifications are required for all other accessory structures in accordance with Section 7.~~ An accessory structure with a footprint less than 150 square feet or that is a minimal investment of \$5000 or less and satisfies the criteria outlined above is not required to meet the elevation or floodproofing standards of Section 20(B). Elevation or floodproofing certifications are required for all other accessory structures in accordance with Section 15(C).

I. *Tanks*. When gas and liquid storage tanks are to be placed within a Special Flood Hazard Area, the following criteria shall be met:

1. Underground tanks. Underground tanks in flood hazard areas shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty;
2. Above-ground tanks, elevated. Above-ground tanks in flood hazard areas shall be elevated to or above the Regulatory Flood Protection Elevation on a supporting structure that is designed to prevent flotation, collapse or lateral movement during conditions of the design flood. Tank-supporting structures shall meet the foundation requirements of the applicable flood hazard area;
3. Above-ground tanks, not elevated. Above-ground tanks that do not meet the elevation requirements of Section B (2) of this ordinance shall be permitted in flood hazard areas provided the tanks are designed, constructed, installed, and anchored to resist all flood-related and other loads, including the effects of buoyancy, during conditions of the design flood and without release of contents in the floodwaters or infiltration by floodwaters into the tanks. Tanks shall be designed, constructed, installed, and anchored to resist the potential buoyant and other flood forces acting on an empty tank during design flood conditions.
4. Tank inlets and vents. Tank inlets, fill openings, outlets and vents shall be:

- a. At or above the Regulatory Flood Protection Elevation or fitted with covers designed to prevent the inflow of floodwater or outflow of the contents of the tanks during conditions of the design flood; and
- b. Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the design flood.

J. *Other Development*

1. Fences in regulated floodways and NEAs that have the potential to block the passage of floodwaters, such as stockade fences and wire mesh fences, shall meet the limitations of Article 5, Section F of this ordinance.
2. Retaining walls, sidewalks and driveways in regulated floodways and NEAs. Retaining walls and sidewalks and driveways that involve the placement of fill in regulated floodways shall meet the limitations of Section 23 of this Ordinance.
3. Roads and watercourse crossings in regulated floodways and NEAs. Roads and watercourse crossings, including roads, bridges, culverts, low-water crossings and similar means for vehicles or pedestrians to travel from one side of a watercourse to the other side, that encroach into regulated floodways shall meet the limitations of Section 23 of this Ordinance.
4. Commercial storage facilities are not considered "limited storage" as noted in this ordinance, and shall be protected to the Regulatory Flood Protection Elevation as required for commercial structures.

Section 21. Standards for Floodplains Without Established Base Flood Elevations

Within the Special Flood Hazard Areas designated as Approximate Zone A and established in Section 7, where no Base Flood Elevation (BFE) data has been provided by FEMA, the following provisions, in addition to the provisions of Section 19, shall apply:

- A. No encroachments, including fill, new construction, substantial improvements or new development shall be permitted within a distance of twenty (20) feet each side from top of bank or five times the width of the stream, whichever is greater, unless certification with supporting technical data by a registered professional engineer is provided demonstrating that such encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.
- B. The BFE used in determining the Regulatory Flood Protection Elevation shall be determined based on the following criteria:
 1. When Base Flood Elevation (BFE) data is available from other sources, all new construction and substantial improvements within such areas shall also comply with all applicable provisions of this Ordinance and shall be elevated or floodproofed in accordance with standards in Section 19 and Section 20.
 2. When floodway or non-encroachment data is available from a Federal, State, or other source, all new construction and substantial improvements within floodway and non-encroachment areas shall also comply with the requirements of Section 20 and Section 23.

3. All subdivision, manufactured home park and other development proposals shall provide Base Flood Elevation (BFE) data if development is greater than five (5) acres or has more than fifty (50) lots/manufactured home sites. Such Base Flood Elevation (BFE) data shall be adopted by reference in accordance with Section 7 and utilized in implementing this Ordinance.
4. When Base Flood Elevation (BFE) data is not available from a Federal, State, or other source as outlined above, the reference level shall be elevated or floodproofed (nonresidential) to or above the Regulatory Flood Protection Elevation, as defined in Section 5. All other applicable provisions of Section 20 shall also apply.

Section 22. Standards for Riverine Floodplains With Base Flood Elevations but Without Established Floodways or Non-Encroachment Areas

Along rivers and streams where Base Flood Elevation (BFE) data is provided by FEMA or is available from another source but neither floodway nor non-encroachment areas are identified for a Special Flood Hazard Area on the FIRM or in the FIS report, the following requirements shall apply to all development within such areas:

- A. Standards of Section 19 and Section 20; and
- B. Until a regulatory floodway or non-encroachment area is designated, no encroachments, including fill, new construction, substantial improvements, or other development, shall be permitted unless certification with supporting technical data by a registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one (1) foot at any point within the community.

Section 23. Floodways and Non-Encroachment Areas

Areas designated as floodways or non-encroachment areas are located within the Special Flood Hazard Areas established in Section 7. The floodways and non-encroachment areas are extremely hazardous areas due to the velocity of floodwaters that have erosion potential and carry debris and potential projectiles. The following provisions, in addition to standards outlined in Section 19 and Section 20, shall apply to all development within such areas:

- A. No encroachments, including fill, new construction, substantial improvements and other developments shall be permitted unless:
 1. It is demonstrated that the proposed encroachment would not result in any increase in the flood levels during the occurrence of the base flood, based on hydrologic and hydraulic analyses performed in accordance with standard engineering practice and presented to the Floodplain Administrator prior to issuance of floodplain development permit, or
 2. A Conditional Letter of Map Revision (CLOMR) has been approved by FEMA. A Letter of Map Revision (LOMR) must also be obtained upon completion of the proposed encroachment.
- B. If Section 23(A) is satisfied, all development shall comply with all applicable flood hazard reduction provisions of this Ordinance.
- C. No manufactured homes shall be permitted, except replacement manufactured homes in an existing manufactured home park or subdivision, provided the following provisions are met:
 1. The anchoring and the elevation standards of Section 20(C); and

2. The no encroachment standard of Section 23(A).

Section 24. Standards for Areas of Shallow Flooding (Zone AO)

Located within the Special Flood Hazard Areas established in Section 7 are areas designated as shallow flooding areas. These areas have special flood hazards associated with base flood depths of one (1) to three (3) feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and indeterminate. In addition to Sections 19 and 20, all new construction and substantial improvements shall meet the following requirements:

- A. The reference level shall be elevated at least as high as the depth number specified on the Flood Insurance Rate Map (FIRM), in feet, plus a freeboard of two feet, above the highest adjacent grade; or at least two feet above the highest adjacent grade if no depth number is specified.
- B. Non-residential structures may, in lieu of elevation, be floodproofed to the same level as required in Section 24, Heading A, so that the structure, together with attendant utility and sanitary facilities, below that level shall be watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. Certification is required in accordance with Section 15, Heading C and Section 20, Heading B.
- C. Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

Section 25. Standards for Areas of Shallow Flooding (ZONE AH)

Located within the Special Flood Hazard Areas established in Section 7, are areas designated as shallow flooding areas. These areas are subject to inundation by 1-percent-annual-chance shallow flooding (usually areas of ponding) where average depths are one (1) to three (3) feet. Base Flood Elevations are derived from detailed hydraulic analyses are shown in this zone. In addition to Section 20, headings A and B, all new construction and substantial improvements shall meet the following requirements:

- A. Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

Section ~~24~~ 26. Legal Status Provisions

- A. *Effect on rights and liabilities under the existing Flood Damage Prevention Ordinance*

This Ordinance in part comes forward by re-enactment of some of the provisions of the Flood Damage Prevention Ordinance enacted August 18, 1980 as amended, and it is not the intention to repeal but rather to re-enact and continue to enforce without interruption of such existing provisions, so that all rights and liabilities that have accrued thereunder are reserved and may be enforced. The enactment of this Ordinance shall not affect any action, suit or proceeding instituted or pending. All provisions of the Flood Damage Prevention Ordinance of Pitt County enacted on August 18, 1980, as amended, which are not reenacted herein are repealed.

- B. *Effect upon outstanding Floodplain Development Permits*

Nothing herein contained shall require any change in the plans, construction, size, or designated use of any development or any part thereof for which a floodplain development permit has been granted by the Floodplain Administrator or his or her authorized agents before the time of passage of this Ordinance; provided, however, that when construction is not begun under such out-

standing permit within a period of six (6) months subsequent to the date of issuance of the out-standing permit, construction or use shall be in conformity with the provisions of this Ordinance.

C. *Severability*

If any section, clause, sentence, or phrase of the Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this Ordinance.

D. *Effective Date*

This ordinance shall become effective **May 18, 2020**.

E. *Adoption Certification*

I hereby certify that this is a true and correct copy of the Flood Damage Prevention Ordinance as adopted by the Board of County Commissioners of Pitt County, North Carolina, on the **18th day of May, 2020**.

WITNESS my hand and the official seal of Pitt County, this the **18th day of May, 2020**.

(signature)



Flood Damage Prevention Ordinance and Flood Map Updates

James Rhodes, AICP
Planning Director
May 18, 2020



Flood Damage Prevention Ordinance Amendments

- Pitt County has participated in the National Flood Insurance Program (NFIP) since 1980.
- Participation in the NFIP allows Pitt County citizens to purchase flood insurance.
- Communities must adopt and enforce FEMA's minimum floodplain regulations.
- The NC Floodplain Management Branch created a model ordinance that meets FEMA requirements which has been used by Pitt County since 2001.
- The state model was updated last year to meet FEMA standards, prompting these revisions to the Pitt County Ordinance.

- These changes include:
 - Adding a variety of definitions to provide clarity on what is covered under the ordinance.
 - Updates to multiple definitions to modernize and clarify intentions.
 - Updates to the language in Section 6 to further clarify jurisdictional applicability.
 - Clarification of misdemeanor and the relevant NC statute in Section 13.
 - Replacement of “Mean Sea Level” with “NAVD 1988” to establish more consistent and accurate data references.

- Updates to the language in Section 7 to include any current Digital Flood Insurance Rate Maps as part of this ordinance, and any future revisions that do not change flood hazard data will automatically become part of this ordinance.
 - The Special Flood Hazard Areas are those identified under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its Flood Insurance Study (FIS) dated June 19, 2020 for Pitt County and associated Digital Flood Insurance Rate Maps (DFIRM) panels, including any digital data developed as part of the FIS, which are adopted by reference and declared a part of this ordinance, and **all revisions thereto after January 1, 2021**. Future revisions to the FIS and DFIRM panels that do not change flood hazard data within the jurisdictional authority Pitt County are also adopted by reference and declared a part of this ordinance. Subsequent Letter of Map Revisions (LOMRs) and/or Physical Map Revisions (PMRs) shall be adopted within 3 months.

- Section 20. Provisions for Flood Hazard Reduction – Specific Standards
 - “Zone AE, A or AO” was replaced with “Zone A, AE, AH, AO, and A99” to ensure all Special Flood Hazard Areas are covered under the ordinance.
 - Adding floodproofing standards for AO zones.
 - Further clarification for substantial improvements/additions
 - Defining temporary and permanent placement for Recreational Vehicles (RVs)
 - Adding the condition of a \$5000 or less cost for the accessory structure exemption.
 - Adding standards for gas and liquid storage tanks.

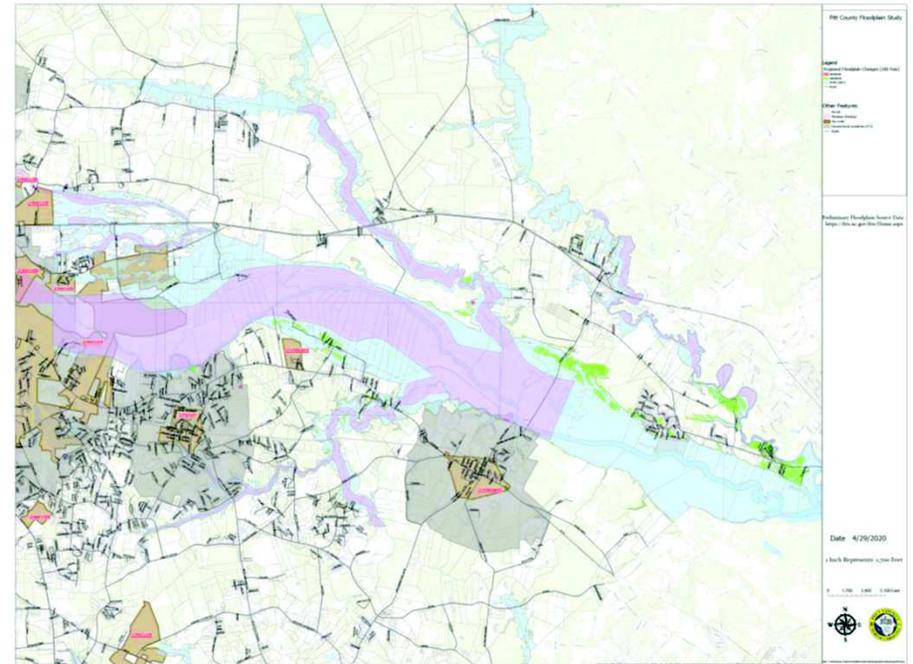
- Section 20. Provisions for Flood Hazard Reduction – Specific Standards
 - Adding the following section about “Other Development” standards
 - 1. Fences in regulated floodways and NEAs that have the potential to block the passage of floodwaters, such as stockade fences and wire mesh fences, shall meet the limitations of Article 5, Section F of this ordinance.
 - 2. Retaining walls, sidewalks and driveways in regulated floodways and NEAs. Retaining walls and sidewalks and driveways that involve the placement of fill in regulated floodways shall meet the limitations of Section 23 of this Ordinance.
 - 3. Roads and watercourse crossings in regulated floodways and NEAs. Roads and watercourse crossings, including roads, bridges, culverts, low-water crossings and similar means for vehicles or pedestrians to travel from one side of a watercourse to the other side, that encroach into regulated floodways shall meet the limitations of Section 23 of this Ordinance.
 - 4. Commercial storage facilities are not considered “limited storage” as noted in this ordinance, and shall be protected to the Regulatory Flood Protection Elevation as required for commercial structures.

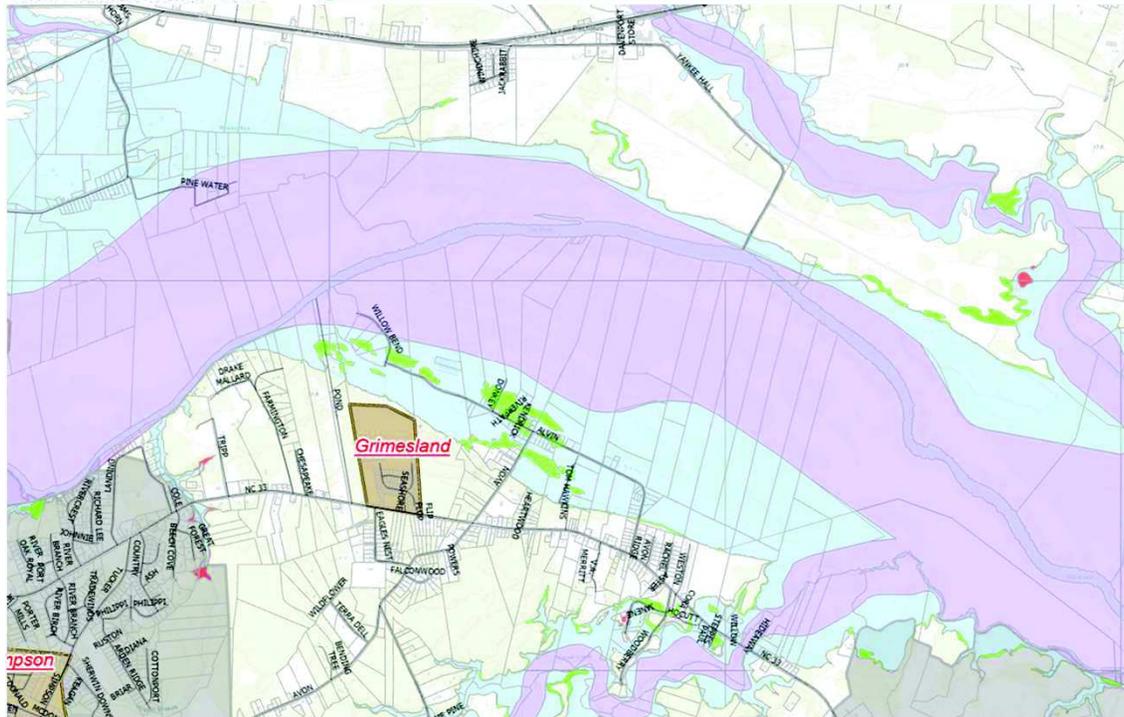


Flood Damage Prevention Ordinance Amendments

- Adding Sections 24 and 25, containing Standards for Areas of Shallow Flooding (Zones AO and AH)
 - At this time, Pitt County contains neither of these areas. This is strictly in preparation for any future map revisions that may introduce these areas.

- Most changes are east of Greenville
- 21 Acres Added to Special Flood Hazard Areas
- 658 Acres Removed from Special Flood Hazard Areas







Flood Damage Prevention Ordinance Amendments

- Recommendation: Approve Resolution
 - Adoption of Amended 2020 Flood Damage Prevention Ordinance & Flood Insurance Rate Maps with an effective date of May 20th, provided no public comments are received within 24 hours of the public hearing (NCGS166A-19.24)
 - Update of Pitt County Code of Ordinances



PUBLIC HEARING

**FLOOD DAMAGE PREVENTION
ORDINANCE AMENDMENTS
AND MAP UPDATES**



Flood Damage Prevention Ordinance Amendments

- Recommendation: Approve Resolution
 - Adoption of Amended 2020 Flood Damage Prevention Ordinance & Flood Insurance Rate Maps with an effective date of May 20th, provided no public comments are received within 24 hours of the public hearing (NCGS166A-19.24)
 - Update of Pitt County Code of Ordinances

**RESOLUTION CONFIRMING THE ADOPTION OF THE AMENDED 2020 FLOOD
DAMAGE PREVENTION ORDINANCE AND RELATED FLOOD INSURANCE RATE
MAPS**

WHEREAS, The Pitt County Board of Commissioners (“Board”) seeks to protect Pitt County citizens and property from the effects of flooding; and

WHEREAS, Pitt County participates in the National Flood Insurance Program thereby allowing citizens to purchase flood insurance, and must adopt revised FEMA studies, maps, and state-recommended amendments to remain in good standing with the program; and

WHEREAS, the Board published notice of a Public Hearing in the Daily Reflector on Friday, May 1, 2020, and again on Friday, May 15, 2020, to solicit comments on the proposed amendments; and

WHEREAS, a Public Hearing was in fact held on May 18, 2020; and

WHEREAS, an additional twenty-four-hour period was established to collect additional public comments pursuant to North Carolina General Statute §166A-19.24; and

WHEREAS, the Board voted to adopt the Amended Flood Damage Prevention Ordinance and Related Maps on May 18, 2020, provided no additional comments were received.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. That the adoption of the Flood Damage Prevention Ordinance and Related Flood Insurance Rate Maps attached to this Resolution as Exhibit A is hereby enacted, as of this date, May 20, 2020, at 12:00 p.m., provided no additional public comments are received within twenty-four hours following the Public Hearing.

2. A copy of this ordinance shall be delivered to the Clerk to the Board to be added to the Pitt County Code of Ordinances.

This the 18th day of May, 2020.

Melvin McLawhorn
Pitt County Board of Commissioners

ATTEST:

Kimberly W. Hines
Clerk to the Board, CMC

Appendix 3

Public Health Director's COVID-19 Report



Pitt County Commissioners COVID-19 Update

John L. Silvernail, MD, MPH

Pitt County Health Director

May 4, 2020



Introduction

- We are now a little more than 3 incubation cycles (6 weeks) since the first case of COVID-19 was identified in Pitt County
- New confirmed cases continue to occur but at a reasonable rate (2-4 per day)
- To date, only 2 Pitt County residents have died from COVID-19
- We have now had about 5 months of time to study COVID-19
 - Most infections we have had decades or centuries to study



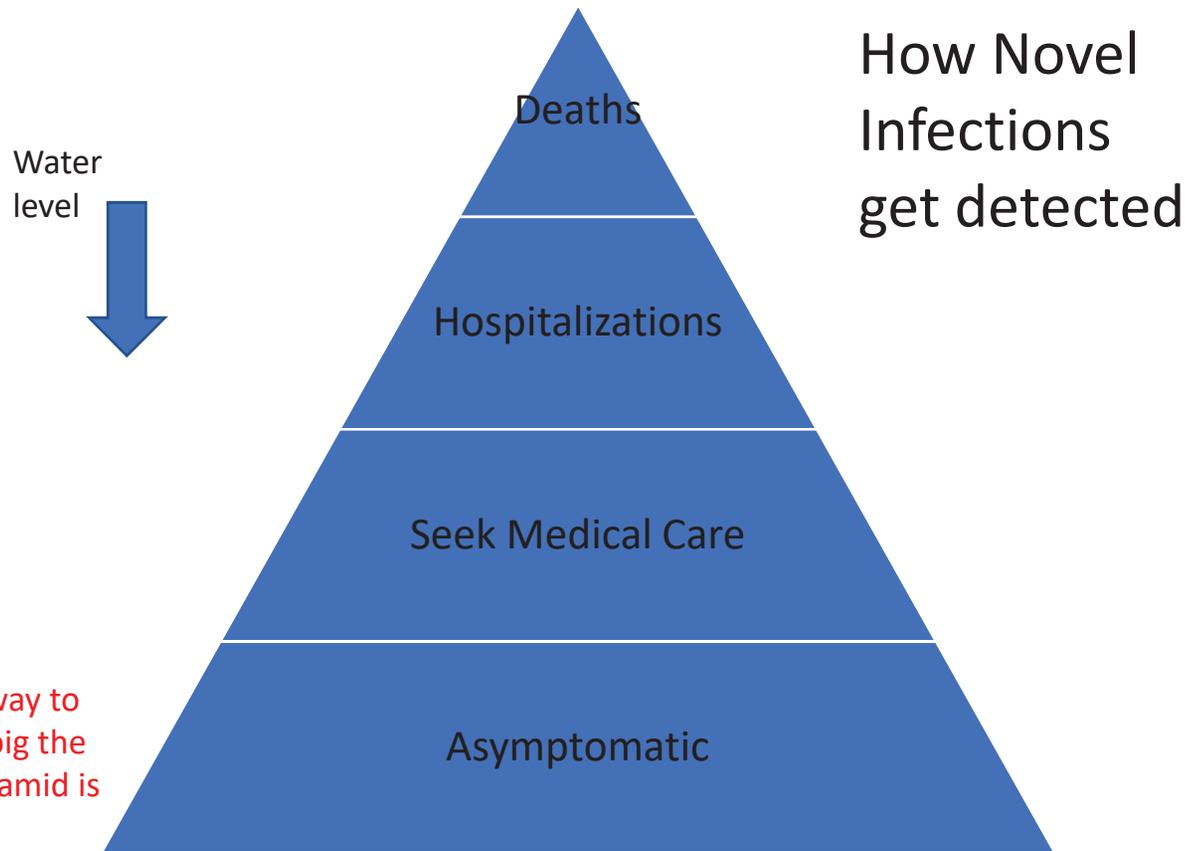
A BRIEF REVIEW OF NOVEL INFECTIONS

Challenges of Novel Infections Like COVID

- Little or no experience treating the infection
 - our experience is growing
- Limited diagnostic capabilities
 - No test
 - Limited availability of the test
 - Testing options and capacity have improved significantly

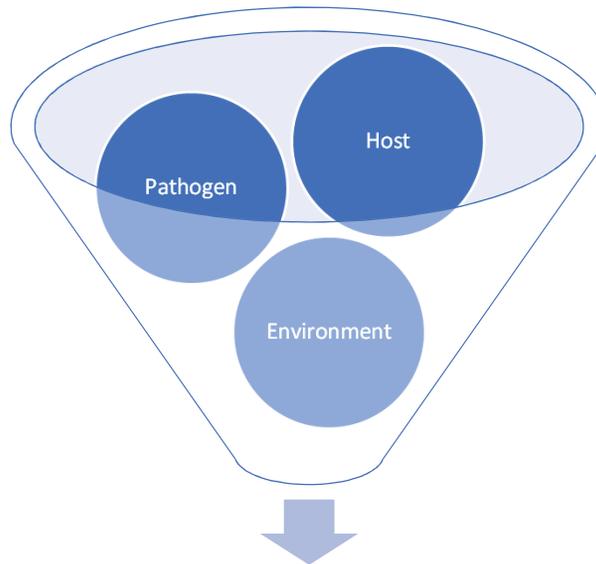
Challenges of Novel Infections Like COVID

- Limited or no treatment options for the infection
 - Some treatment options have emerged
- No vaccine for the infection
 - Research is progressing on a possible vaccine



Host, Pathogen, and Environment Relationship

For COVID-19 the pathogen seems unchanged at this time.



Host factors (age / underlying conditions) are probably closely tied to severity or outcome.

Environmental factors, like population density, significantly affect transmission.

Disease / Infection



COVID – 19 DATA

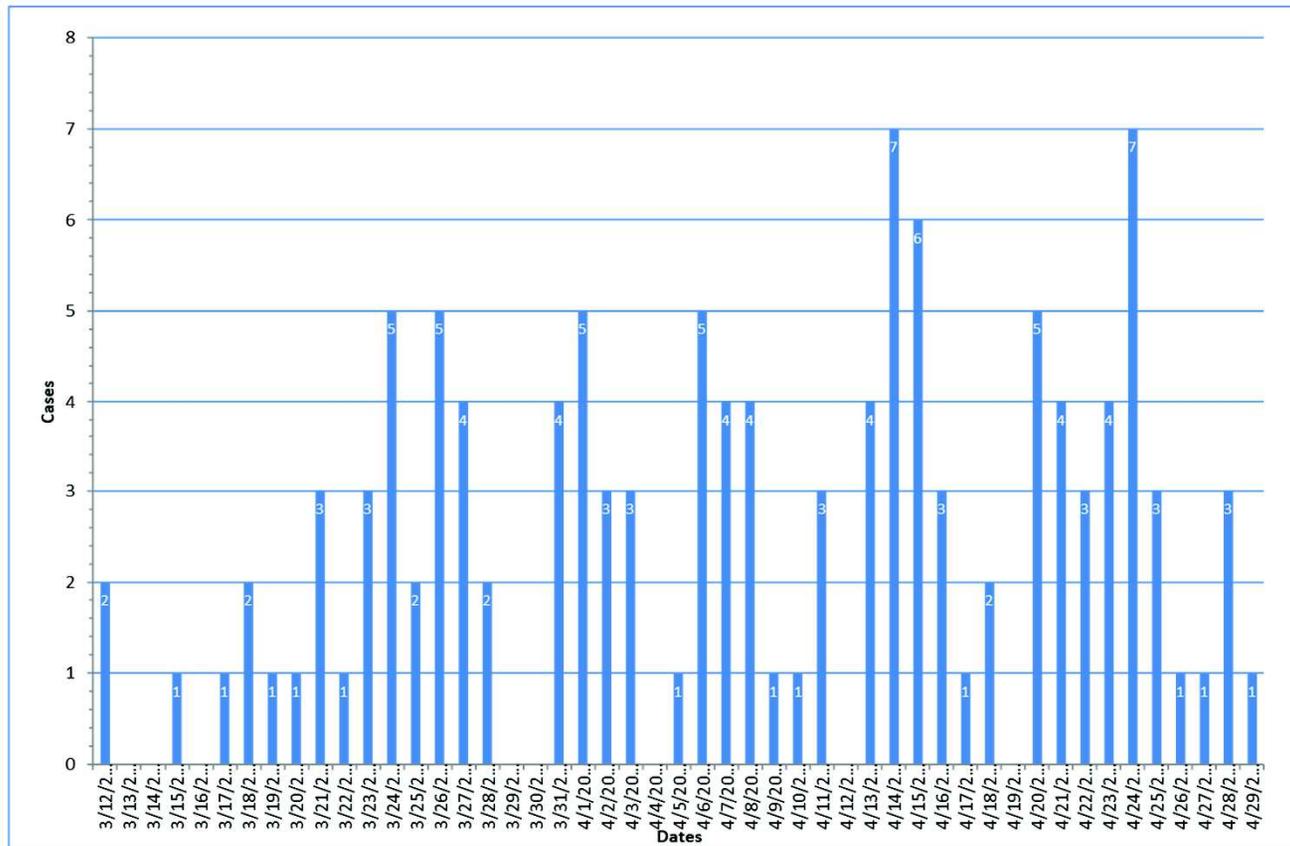


COVID -19 Data

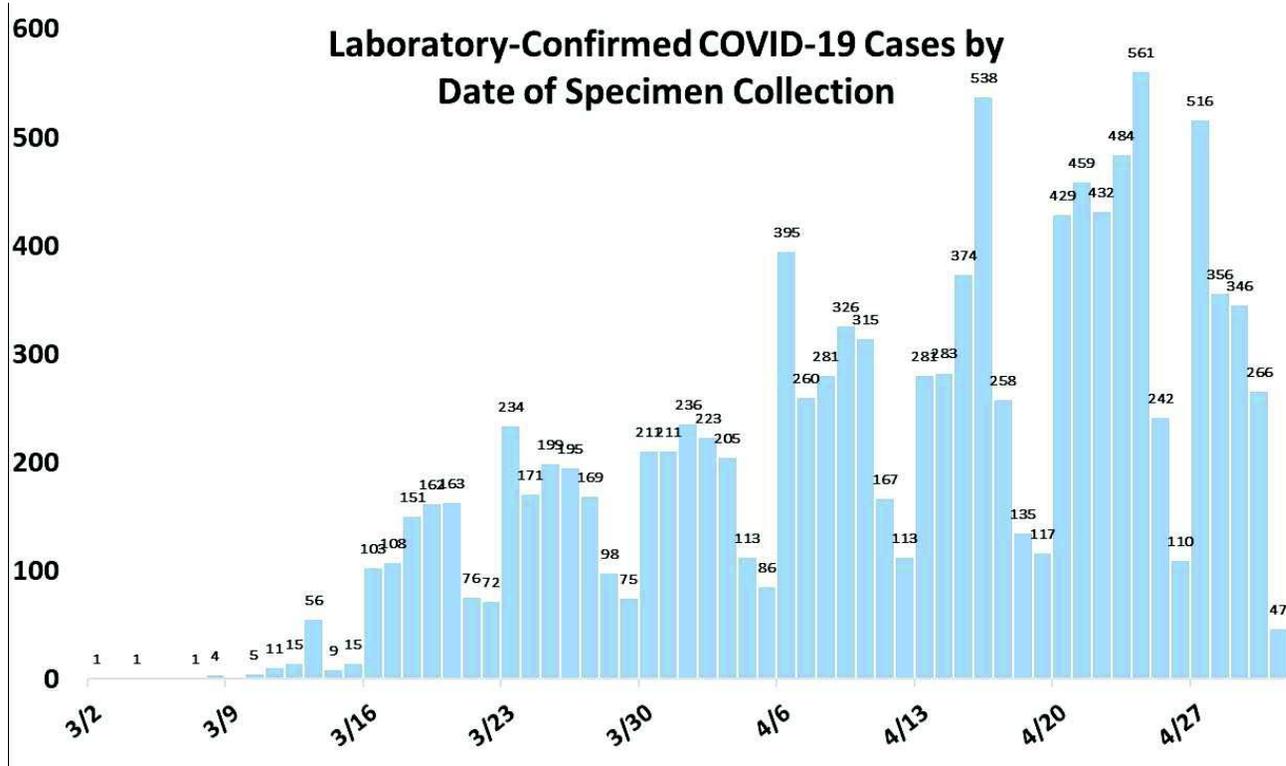
- We have tried to model our data after the state
 - This facilitates comparison between county and state data

Main Location — 201 Government Circle Greenville, NC 27834 • 252-902-2300 • www.PittCountyNC.gov/PCHD
Environmental Health — 1825 Hospital Drive Greenville, NC 27834 • 252-902-3200 • www.PittCountyNC.gov/EHD

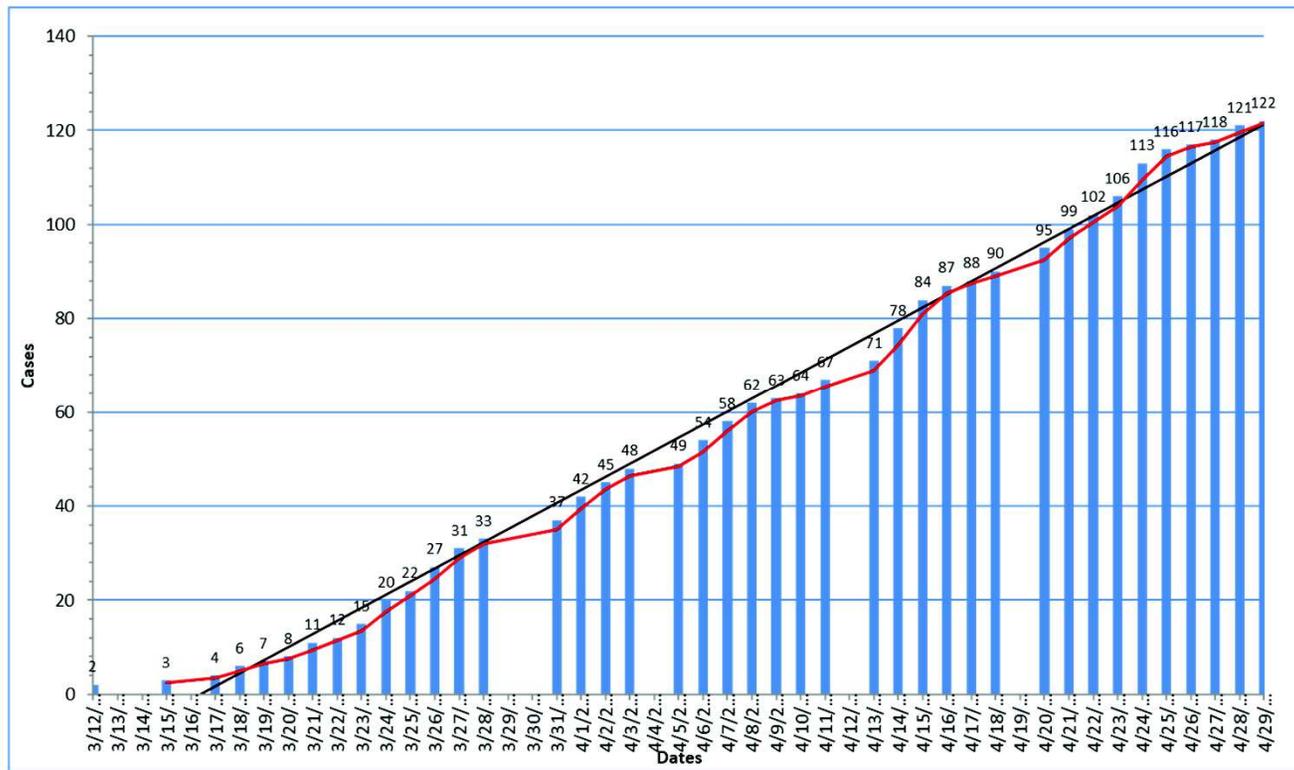
Pitt County Lab-Confirmed COVID-19 Cases by Date of Specimen Collected



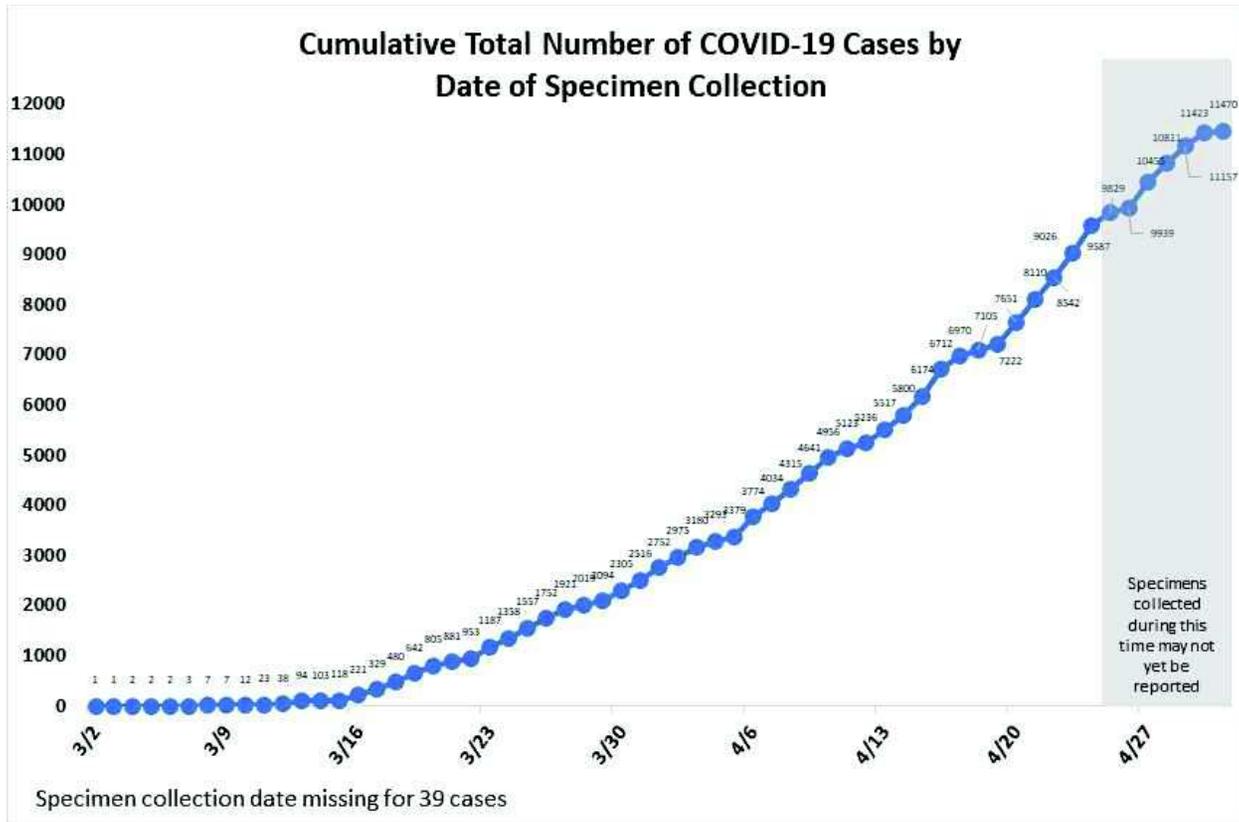
North Carolina Data



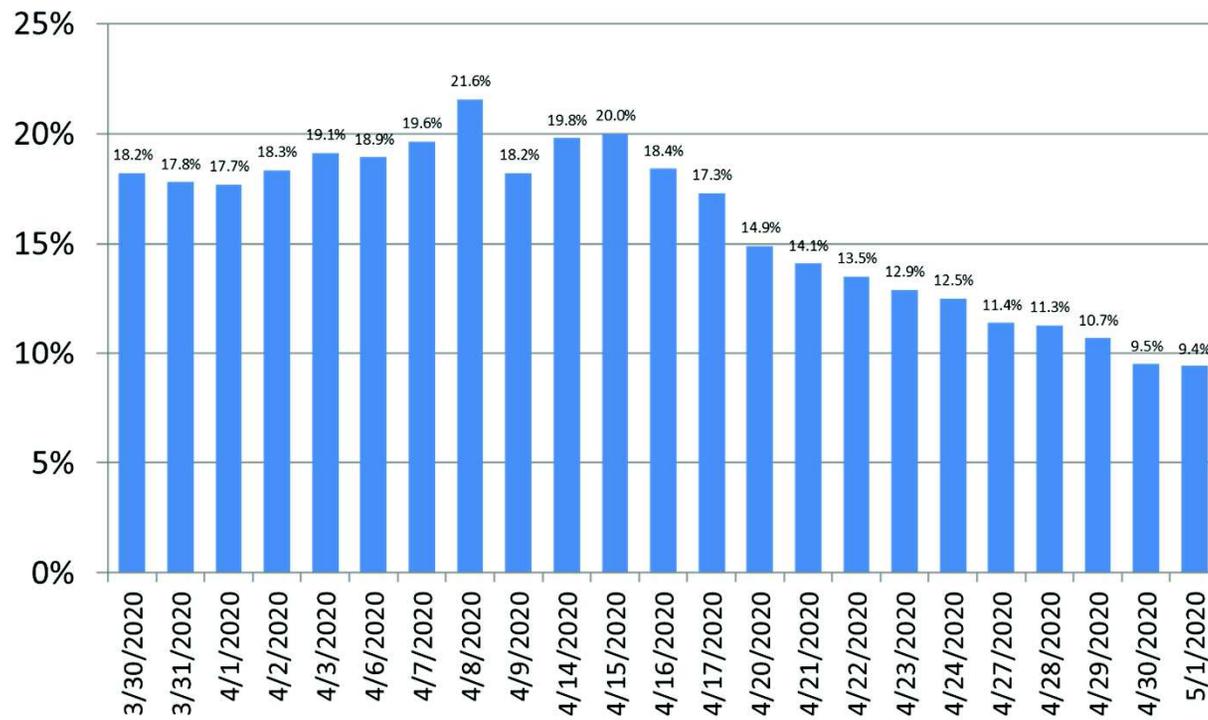
Pitt County Cumulative Number of COVID-19 Cases by Date of Specimen Collected



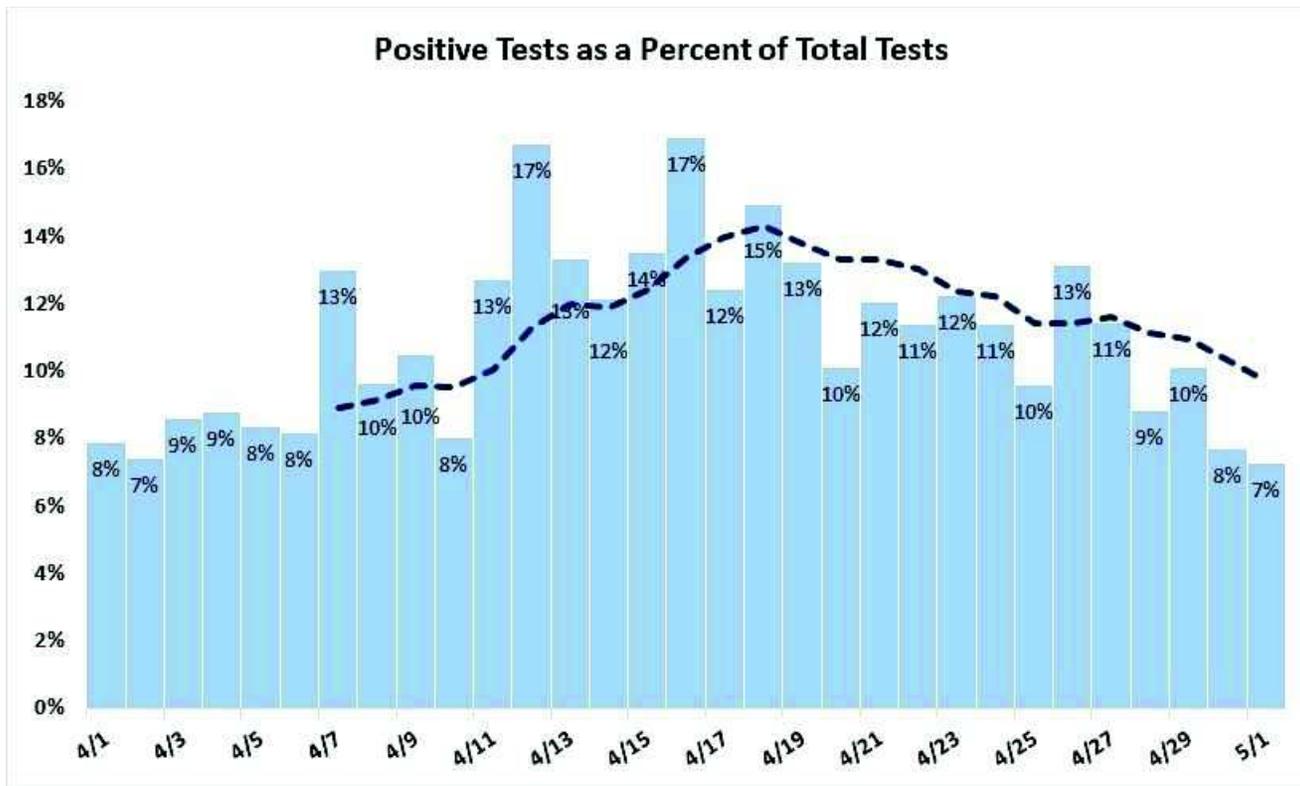
North Carolina Data



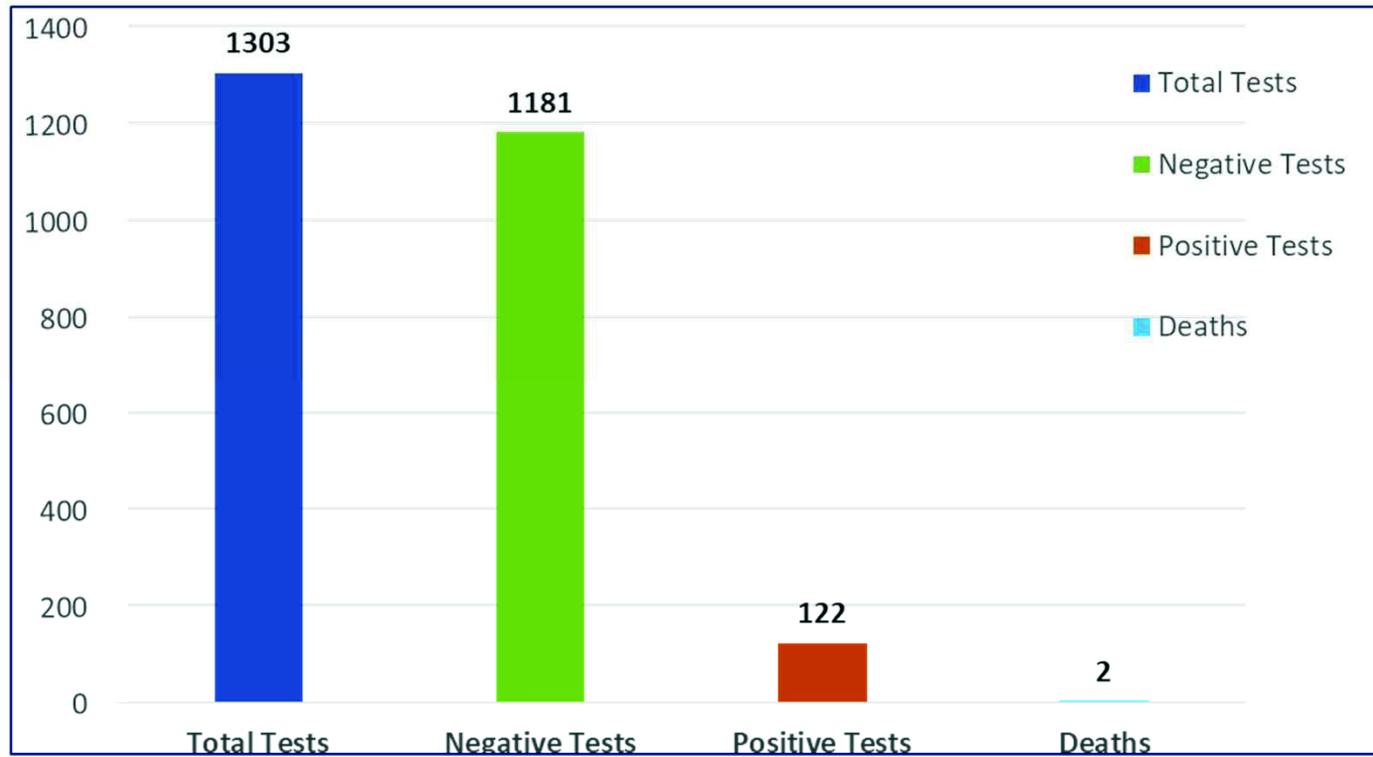
Pitt County COVID-19 Positive Tests As A Percent of Total Tests March 30, 2020 – May 1, 2020



North Carolina Data



Pitt County COVID-19 Test Results March 12, 2020 – May 1, 2020





**QUESTIONS,
COMMENTS,
FURTHER DISCUSSION?**



**THANK YOU FOR
YOUR ATTENTION!**

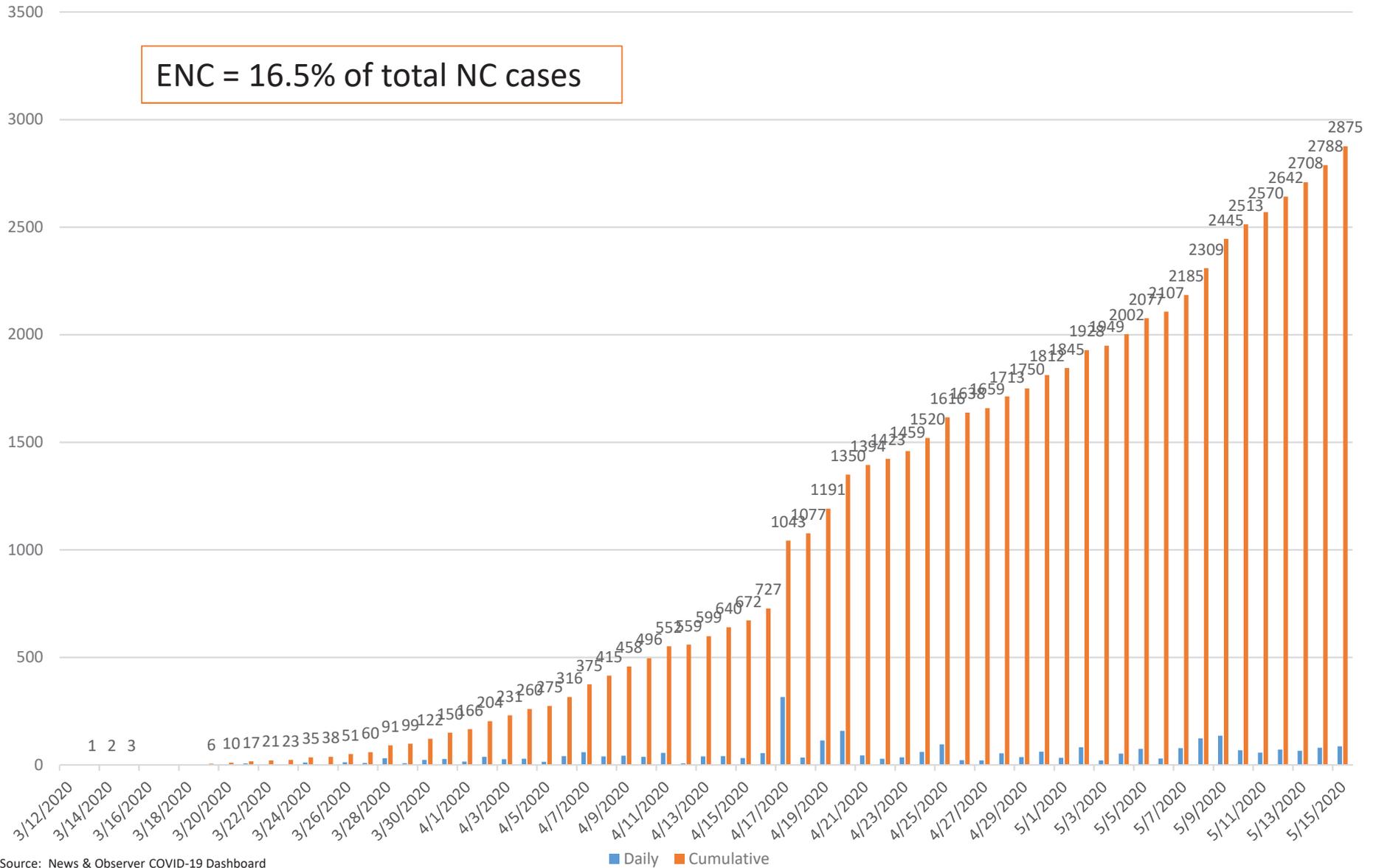
Appendix 4

Vidant Health COVID-19 Report

COVID-19 Positive Daily & Cumulative Case Count for ENC 29 counties (as of May 17th)

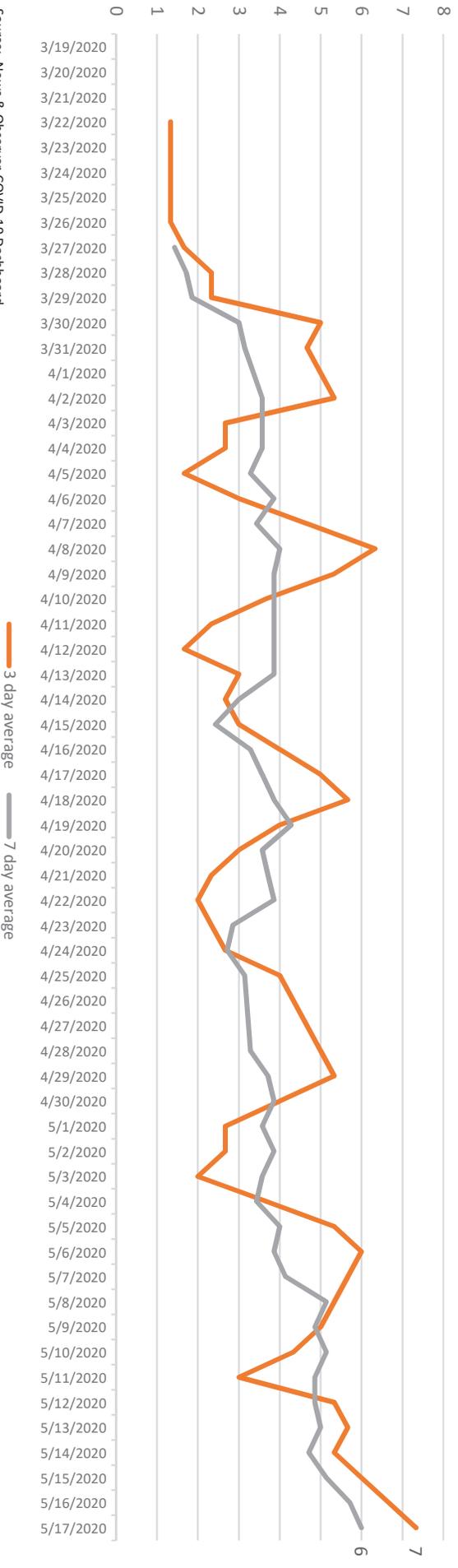
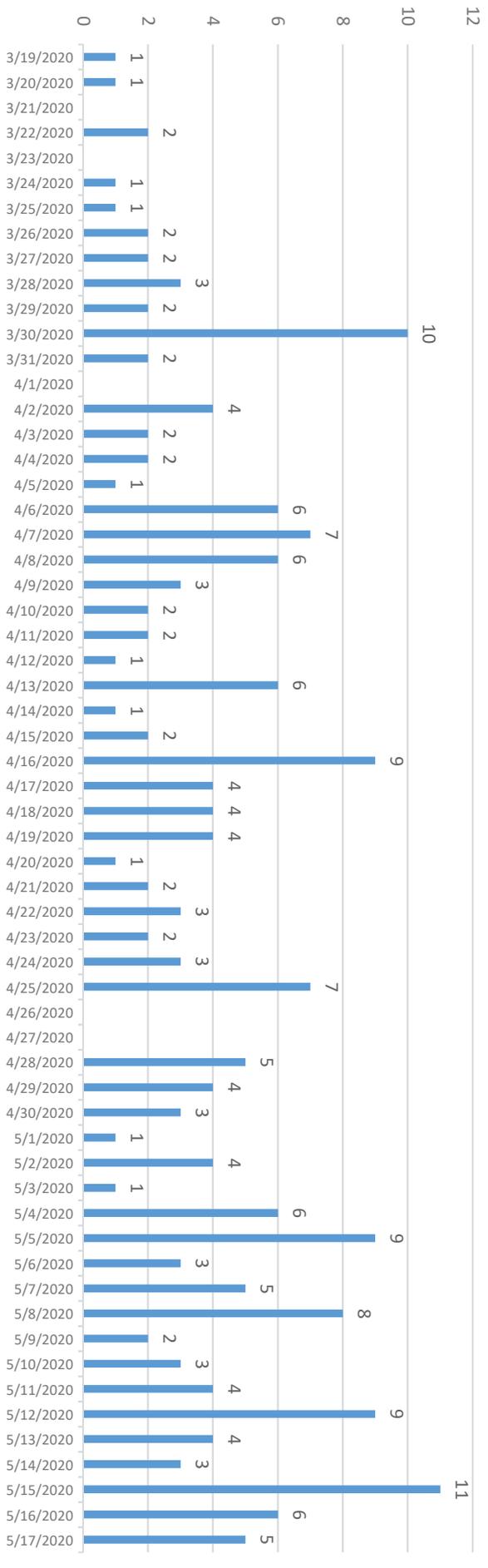


ENC = 16.5% of total NC cases



Source: News & Observer COVID-19 Dashboard

COVID-19 Positive Daily Case Count and 3/7 Day Rolling Average for Pitt County (as of May 17th)



Source: News & Observer COVID-19 Dashboard

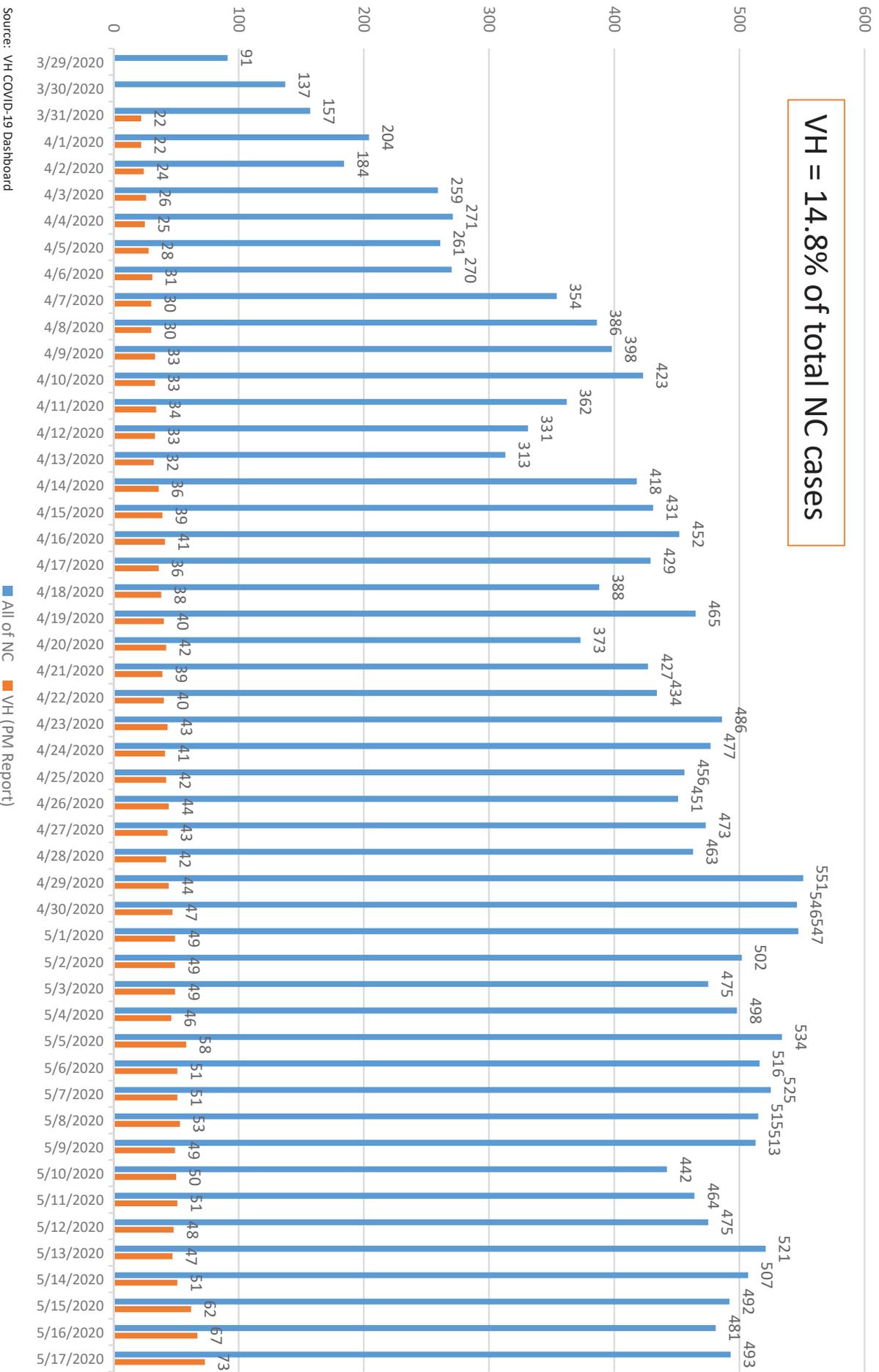
3 day average 7 day average

COVID-19 Positive Hospitalizations All of NC vs VH (as of May 17th)



VIDANT HEALTH™

VH = 14.8% of total NC cases



Source: VH COVID-19 Dashboard

■ All of NC ■ VH (PMI Report)



Vidant Medical Center

Daily Census - IP, ICU, Vent



Appendix 5

Resolution for a Regional Approach to the Various
"Phases" of Reopening the State of North Carolina

RESOLUTION NO. 018-20
RESOLUTION FOR A REGIONAL APPROACH TO THE
VARIOUS "PHASES" OF REOPENING THE STATE OF NORTH CAROLINA

WHEREAS, the President of the United States presented new federal guidelines April 16, 2020 entitled "Opening Up America Again," defining conditions for parts of the United States that have a downward trajectory of COVID-19 symptoms, a downward trajectory of documented cases; and effective testing and treatment of patients to begin opening up businesses through a phased-in approach;

WHEREAS, since the issuance of the Governor of North Carolina's March 10, 2020 executive order declaring a state of emergency and the issuance of states of emergency by Pitt County, the City of Greenville and other cities and towns in Pitt County, residents of Pitt County have been tested for the COVID-19 virus;

WHEREAS, the impact of COVID-19 has impacted the three major geographic regions of the State: the Coastal Plain, the Piedmont, and the Mountains *differently* in that the Coastal Plain (includes eastern region of North Carolina including Pitt County) is not as densely populated as the Piedmont area of the State, Coastal Plain has less people per square mile than the Piedmont area, and has had fewer COVID-19 cases;

WHEREAS, as of May 11, 2020, there are 167 confirmed cases of COVID-19 in Pitt County, and two (2) confirmed deaths in Pitt County as a result of COVID-19; and by contrast, on this same date in Mecklenburg County there are 2,106 confirmed cases of COVID-19 and sixty three (63) related deaths;

WHEREAS, City of Greenville began COVID-19 precautionary measures in March 2020, and has demonstrated the ability to initiate precautions to prevent the spread of disease and has implemented a highly effective program of contact tracing from the beginning of the pandemic;

WHEREAS, as a result of the COVID-19 pandemic, the Mayor of the City of Greenville issued local restrictions and prohibitions to lessen the spread of COVID-19;

WHEREAS, City of Greenville began meetings with the following community partners Pitt County, Pitt County Health Director, and Vidant Health to coordinate preventative efforts in March 2020 through the present, and held numerous press conferences informing the public and began a social distancing, disinfection and enhanced hygiene campaign;

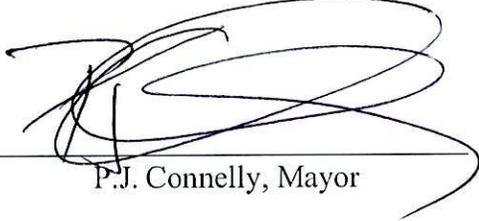
WHEREAS, the Pitt County economy is highly dependent upon retail, restaurant and other service industries, lacking significant manufacturing and other types of industry, and unemployment and hunger have increased in the area at an alarming rate; and the City Council is concerned that the risk of the rising economic impact and widespread food insecurity is now outpacing the risk of death from COVID-19 in this area;

WHEREAS, the 18-page plan for "Opening Up America Again" by the President of the United States identifies the circumstances necessary for areas of the country to allow employees to start returning to work, and Pitt County has a low incidence, a declining trajectory, a strong healthcare system, and has a population that has demonstrated its willingness to be compliant with social distancing, quarantine and hygiene measures; and

WHEREAS, just as North Carolina is not identical to other states, individual counties in North Carolina also have differing circumstances, risks and population dynamics; the City Council knows the circumstances and risks of the local population and can work with public health officials to determine systematic, reasonable measures in a *three-phase* plan to reopen, and will take measures to protect the health and safety of its citizens in line with the current recommendations;

NOW THEREFORE, the City Council urges the Governor to adopt an Order that allows for a regional approach to reopening the State of North Carolina by lessening the restrictions on the operation of businesses in eastern North Carolina (including Pitt County), and to give the City the authority to begin a cautious plan to reopen businesses in conjunction with recommendations from the Pitt County Health Director, and in compliance with federal recommendations.

Adopted this 11th day of May, 2020.

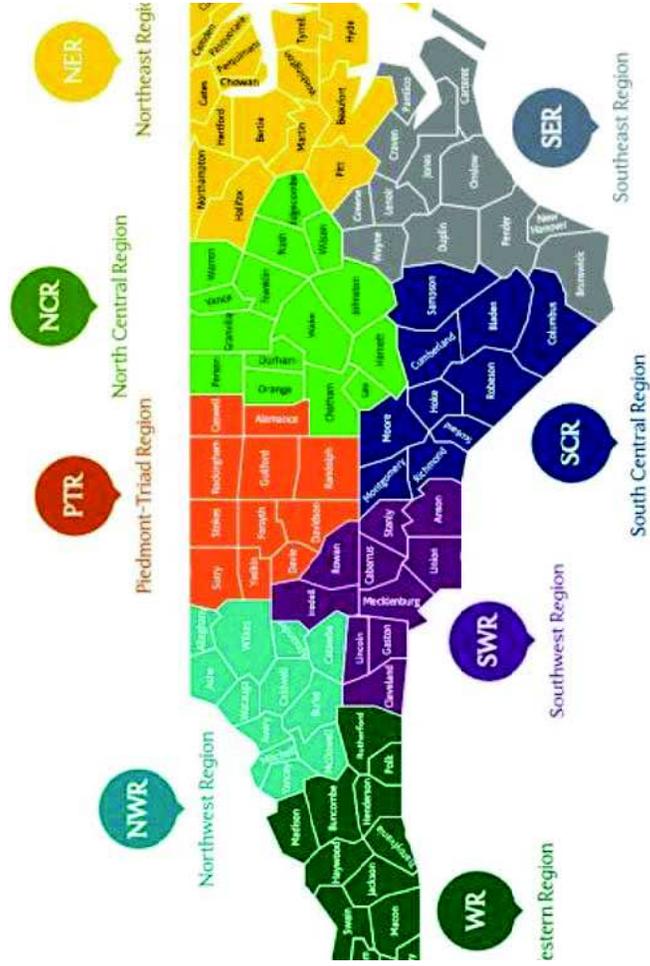


P.J. Connelly, Mayor

ATTEST:


Valerie Shiuwegar, City Clerk





DRAFT RESOLUTION NO. - 20

RESOLUTION OF THE PITT COUNTY BOARD OF COMMISSIONERS FOR A REGIONAL APPROACH TO THE VARIOUS “PHASES” OF REOPENING IN THE STATE OF NORTH CAROLINA

WHEREAS, Pitt County began COVID-19 precautionary measures in March 2020, weeks before the first case was confirmed in our area;

WHEREAS, Pitt County began meetings with community partners such as Vidant Health and the surrounding Greenville-MSA municipal governments to coordinate preventative efforts in March 2020 which continues to the present;

WHEREAS, as a result of the COVID-19 pandemic, with the authority of the majority of the Pitt County Board of Commissioners, the Chair signed North Carolina’s first “Stay at Home” order on Monday, March 23rd, 2020 which went into effect, Wednesday, March 25, 2020 of the same week;

WHEREAS, on March 27, 2020, the Governor of the State of North Carolina issued a statewide “Stay at Home Order”, Executive Order No. 121, which mandated restrictions on commerce and personal travel in order to limit the spread and impact of COVID-19 within the State of North Carolina;

WHEREAS, the Pitt County Health Department has implemented measures and tracked metrics to ensure that health care capacity was available to treat all COVID-19 related cases and the regular health care needs of the community, assisted health care providers and health care network in increasing COVID-19 testing and tracing capacity, and held public information sessions to educate the public on how to mitigate the effects of and effectively slow the continued spread of COVID-19 within the community;

WHEREAS, the President of the United States presented new federal guidelines on April 16, 2020 entitled "Opening Up America Again," defining conditions for parts of the United States that have a downward trajectory of COVID-19 symptoms, a downward trajectory of documented cases; and effective testing and treatment of patients to begin opening up businesses through a phased-in approach;

WHEREAS, the Governor of the State of North Carolina laid out a phased plan, reflecting similar goals and guidelines as in the President’s “Opening Up America Again”, for the safe and secure reopening of North Carolina in “North Carolina, Staying Ahead of the Curve”;

WHEREAS, on May 5, 2020, the Governor of the State of North Carolina issued Executive Order No. 138 Easing Restrictions on Travel, Business Operations, and Mass Gatherings, Phase 1 for the entire State of North Carolina to take effect May 8, 2020;

WHEREAS, on May 8, 2020, the entire State of North Carolina entered Phase 1 of structured reopening, with local jurisdictions retaining flexibility to impose more strict measures if their communities are move severely impacted by Covid-19;

WHEREAS, COVID-19 has impacted the eight major economic regions (as designated by the North Carolina Department of Commerce¹): Western, Northwest, Southwest, Piedmont Triad, Sandhills or South Central, North Central, Northeast, and Southeast differently, differently and Pitt-Greenville is part of the Northeast Region;

WHEREAS the Northeast is not a densely populated area of the State, has fewer active COVID-19 cases, has less community spread of COVID-19, and was able to significantly limit spread events due to the late arrival of infection compared to other areas of the State, and the early response of its communities to control the spread of COVID-19;

WHEREAS, while there is a risk of transmission through travel between the regions, the regions as presented are sufficiently large and self contained to mitigate the risk of border hopping to circumvent Public Health restrictions in place according to community metrics;

WHEREAS, the Health Directors and Local Governing Bodies of each region are particularly well situated to understand the needs of their communities, to communicate, and to consult with the North Carolina Department of Health and Human Services and the Office of the Governor on a region's satisfaction of state benchmarks according to the State of North Carolina Guidelines, to ensure that the cycling of Phases through the continued COVID-19 crisis is appropriately paced according to regional impacts and statistics;

WHEREAS, there is a continued need for the consistent application of Public Health Pandemic Mitigation measures across the entire State of North Carolina to reduce the impacts of COVID-19 on our communities, but a regional approach affords a more prescriptive plan according to each region's circumstances and will allow communities with limited COVID-19 infection to safely and strategically reopen their local economies;

WHEREAS, just as North Carolina is not identical to other states, the aforementioned regions in North Carolina also have differing circumstances, risks and population dynamics;

WHEREAS, a prescriptive phased approach to reopening with the North Carolina Department of Health and Human Services and the Office of the Governor of the

¹ Northeast: Pitt, Beaufort, Hyde, Dare, Tyrell, Washington, Martin, Halifax, Bertie, Northampton, Hertford, Gates, Chowan, Perquimans, Pasquotank, Camden, Currituck; Southeast: Green, Wayne, Lenoir, Craven, Pamlico, Jones, Carteret, Onslow, Duplin, Pender, New Hanover, Brunswick; North Central: Edgecombe, Wilson, Nash, Johnston, Harnett, Lee, Chatham, Wake, Franklin, Warren, Vance, Granville, Person, Durham, Orange; South Central: Sampson, Cumberland, Hoke, Moore, Montgomery, Richmond, Scotland, Robeson, Bladen, Columbus; Piedmont-Triad: Caswell, Rockingham, Stokes, Surry, Yadkin, Forsyth, Guilford, Alamance, Randolph, Davidson, Davie; Southwest: Anson, Stanly, Rowan, Iredell, Cabarrus, Union, Mecklenburg, Lincoln, Gaston, Cleveland; Northwest: Alleghany, Ashe, Watauga, Avery, Mitchell, Yancey, McDowell, Burke, Caldwell, Wilkes, Alexander, Catawba; Western: Rutherford, Polk, Henderson, Buncombe, Madison, Haywood, Transylvania, Jackson, Swain, Macon, Graham, Clay, Cherokee.

State of North Carolina that determines when each region may progress through the Reopening Phases relying on the infection rate, health care capacity, testing and tracing capability and other State recommended metrics from a particular region enables the State's response to be more particularly tailored to the needs of the regions;

WHEREAS, the Northeastern region economy is highly dependent upon retail, restaurant and other service industries, and unemployment and hunger have increased in our area at an alarming rate; and the Pitt County Board of Commissioners is concerned that the rising economic impact and widespread food insecurity in this area, and believes that a regional approach to recovery will balance the risk of rapid increase of community spread of Covid-19 within particular regions while minimizing unnecessary negative economic impacts even as restrictions remain in place;

NOW THEREFORE, the Pitt County Board of Commissioners resolve:

1. To urge the Governor to adopt an Order that allows for a regional approach (regions as designated by the NC Department of Commerce) to reopening the State of North Carolina by assessing each economic region's metrics, and by consulting with its health care professionals and local governments to more efficiently and safely move through the designated Phases in "North Carolina Staying Ahead of the Curve", as each region's response and data permits. This order would allow regional movement toward easing restrictions on the operation of businesses in Northeastern North Carolina (including Pitt County) as the infection data and science allow;

2. To grant authority to The Chair of the Pitt County Board of Commissioners and the County manager to form a Reopening Task Force Advisory Committee, which may include as many members as deemed appropriate and agreed to by the Chair and Manager, but would minimally consist of:

- a. Pitt County Public Health Director
- b. One Response Representative from Vidant Health Systems
- c. Pitt County Manager
- d. Chair of the Pitt County Board of Commissioners
- e. Response Representative from the City of Greenville
- f. Pitt County Public Information Office

This Reopening Task Force Advisory Committee will consider data, information, and community needs to provide recommendations to the governing boards in the Northeast region. The Committee will also help drive public information initiatives and guide reopening strategies to support the physical and economic health of communities in the region.

Adopted this ____ day of May, 2020.

Pitt County Board of Commissioners

Melvin McLawhorn, Chair

Attest

_____, Clerk to the Board

Appendix 6

Pre-Budget Presentation: Solid Waste & Recycling
Financial and Operational Report



Solid Waste & Recycling Financial and Operational Report

May 18, 2020



SWR OPERATES A TRANSFER STATION

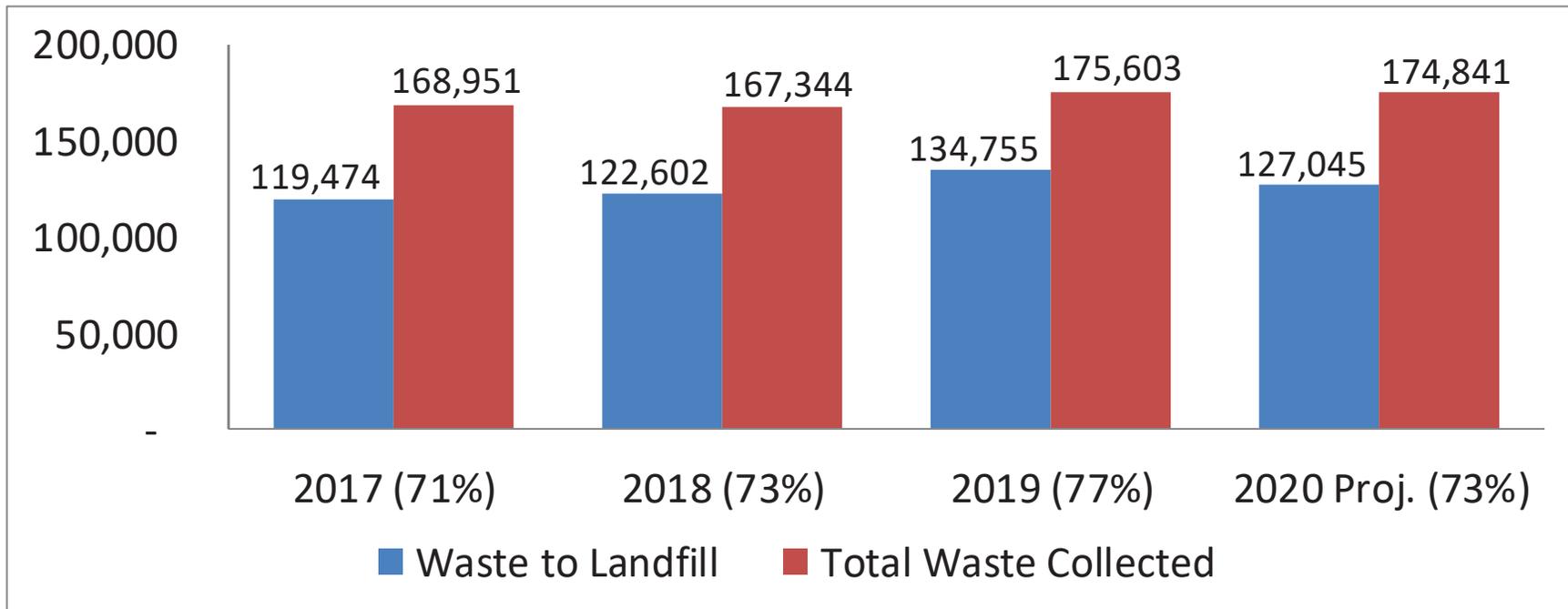
Waste Components

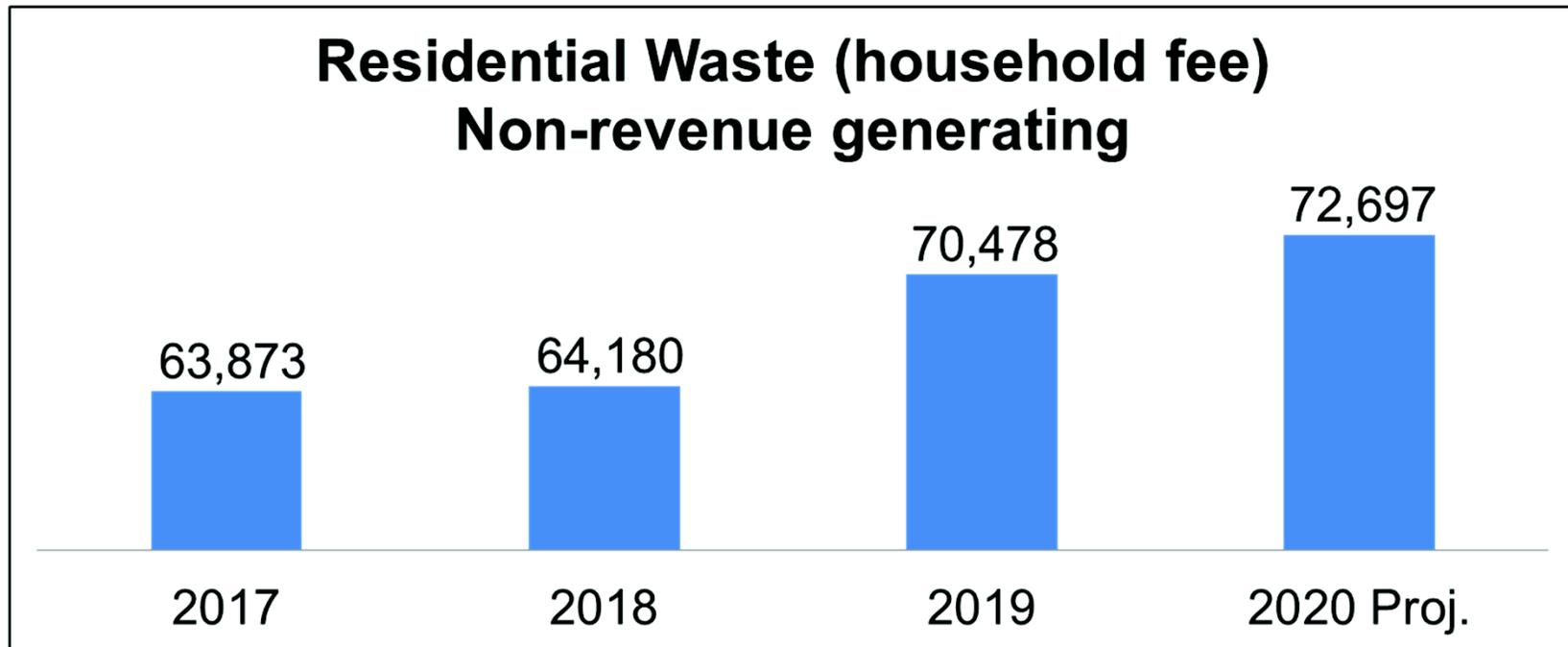
- Residential
 - Flat Fee Based (household fee)
- Recycling
 - Flat Fee Based (household fee)
- Commercial & Industrial
 - Fee/Volume Based (tipping fee)
- C & D (construction & demolition)
 - Fee/Volume Based (tipping fee)

3025 Landfill Road Greenville, NC 27834 • 252-902-3350 • www.PittCountyNC.gov/SWR

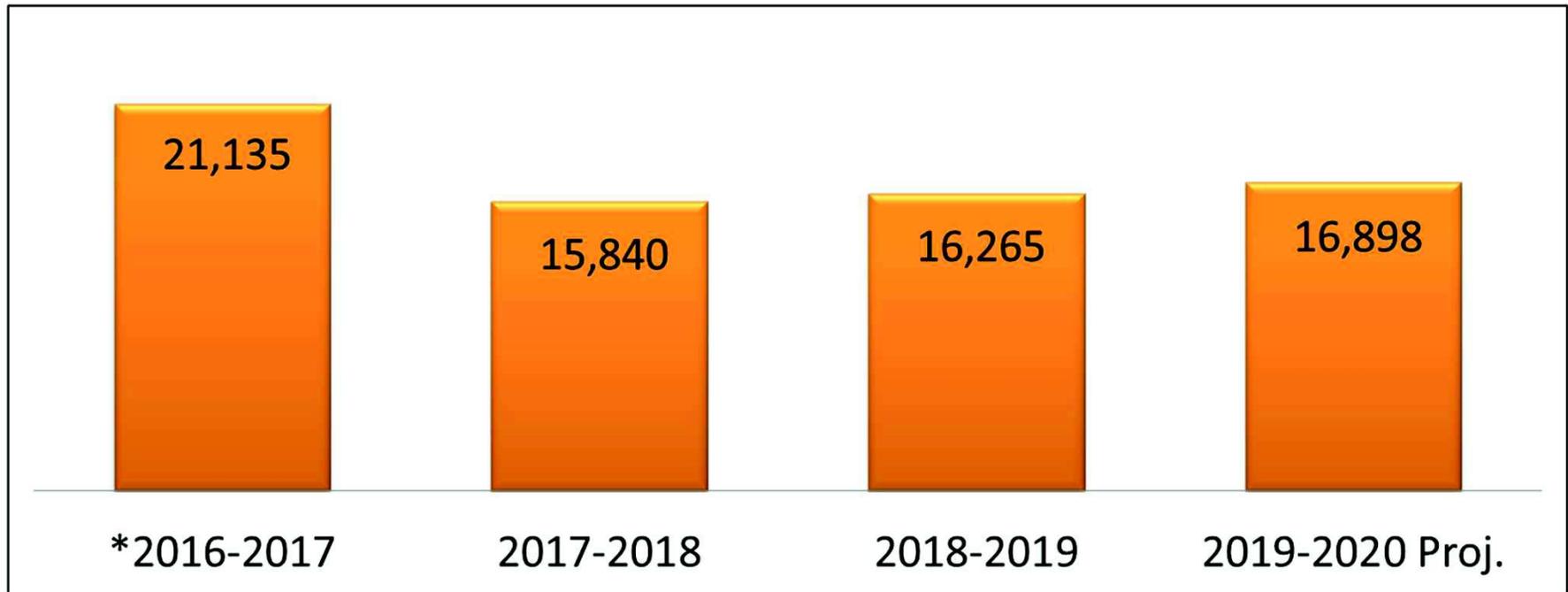


TOTAL TONS RECEIVED PAST 3 YEARS





TOTAL YARD WASTE TONS RECEIVED PAST 3 YEARS



*Hurricane Matthew



SWR OPERATES 14 CONVENIENCE SITES

SITE LOCATIONS

- Ayden-Grifton 5171 Weyerhaeuser Rd.
- Bethel 3993 Creek Bank Rd.
- Bells Fork 4554 County Home Rd.
- Falkland 5661 NC 43 North
- Farmville 3457 Wesley Church Rd.
- Fountain 3879 US 258
- Grimesland 3558 Avon Rd.
- Pactolus 525 Second St.
- Port Terminal 911 Port Terminal Rd.
- Shelmerdine 8270 NC 43 South
- Stantonsburg 3701 Stantonsburg Rd.
- Stokes 2453 NC 903 North
- Wellcome 673 Briley Rd.
- Winterville 4818 Reedy Branch Rd.



OVERSIGHT CHANGES SINCE SEPTEMBER 2019

- Implement Fee Increases (7-1-2019) ✓
- Add Solid Waste to the detailed monthly financial review with County Manager ✓
- Report monthly during Financial Report to Board of Commissioners ✓
- Delay in capital purchases ✓
- Discussions with ECVC – Recycling Contamination Issues; Reduction in Recycling Market ✓
- Convene Meeting with Municipalities and ECVC to Discuss Recycling Issues ✓
- Hire Dedicated Financial Staff Member at SWR ✓
- Transitioned SWR Under County Engineer's Oversight ✓
- Review of Sorting Lines at Transfer Station ✓
- Annual Analysis of Fee/Rate Modifications ✓



BUDGET DRIVERS

- **CAP REPAIRS** to the southern unit of the closed landfill; estimated cost \$1.2M
- **CAPITAL PURCHASES**: equipment, trucks, and containers; estimated cost \$935,000
- **REPAIRS AND MAINTENANCE**: convenience sites asphalt work, equipment, and vehicles; estimated cost \$782,000
- **ECVC RECYCLING TIPPING FEES** continue to increase; projected cost \$390,000
- **DISPOSAL TIPPING FEES** to private landfills continue to increase; projected cost \$380,000
- **TIRE DISPOSAL TIPPING FEE** increase; projected cost \$150,000
- **SHINGLES SALES REDUCTION**; projected loss of revenue \$50,000



SWR EARNINGS & LOSS

Solid Waste Enterprise Fund Earnings/(Loss)

PRIOR FISCAL YEARS	
	Profit/(Loss)
FY 2016-2017	(-\$615,110)
FY 2017-2018	(-\$821,814)
FY 2018-2019	(-\$1,210,185)
FY 2019-2020 (Projected)	(-350,000)



CURRENT vs PROPOSED FEES

CURRENT FEES

COMMERCIAL/NON RESIDENTIAL WASTE	\$48 per ton
CONSTRUCTION & DEMOLITION WASTE	\$43 per ton
CLEAN CONCRETE AND BLOCK	\$10 per ton
PALLETS AND CLEAN WOOD	\$25 per ton
SHINGLES	\$5 per ton

PROPOSED FEES

\$50 per ton
\$45 per ton
\$11 per ton
\$26 per ton
\$6 per ton

*RESIDENTIAL HOUSEHOLD WASTE FEE...\$6.17 per month

\$10 per month
\$3.83 per month increase

*billed annually on tax bill



SURROUNDING COUNTIES' FEES

	Annual Fee	Monthly Breakdown
Beaufort County	\$155	\$12.92
Greene County	\$84	\$7.00
Bertie County	\$155	\$12.92
Johnston County	\$100	\$8.33
Lenoir County	\$90	\$7.50
Martin County	\$172	\$14.33
Pitt County	\$74	\$6.17

3025 Landfill Road Greenville, NC 27834 • 252-902-3350 • www.PittCountyNC.gov/SWR



THE END

This pre-budget report is being presented as information prior to June 3, 2020 formal budget presentation to the Board of Commissioners

3025 Landfill Road Greenville, NC 27834 • 252-902-3350 • www.PittCountyNC.gov/SWR

Appendix 7

Pre-Budget Presentation: EMS Financial and
Operations Report



EMS Financial Update

Randy Gentry
Emergency Management Director
May 18, 2020



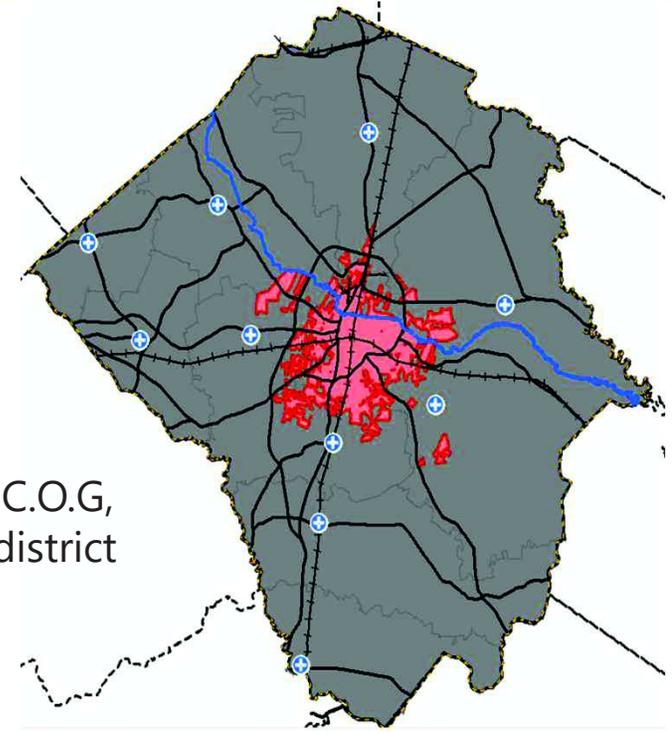
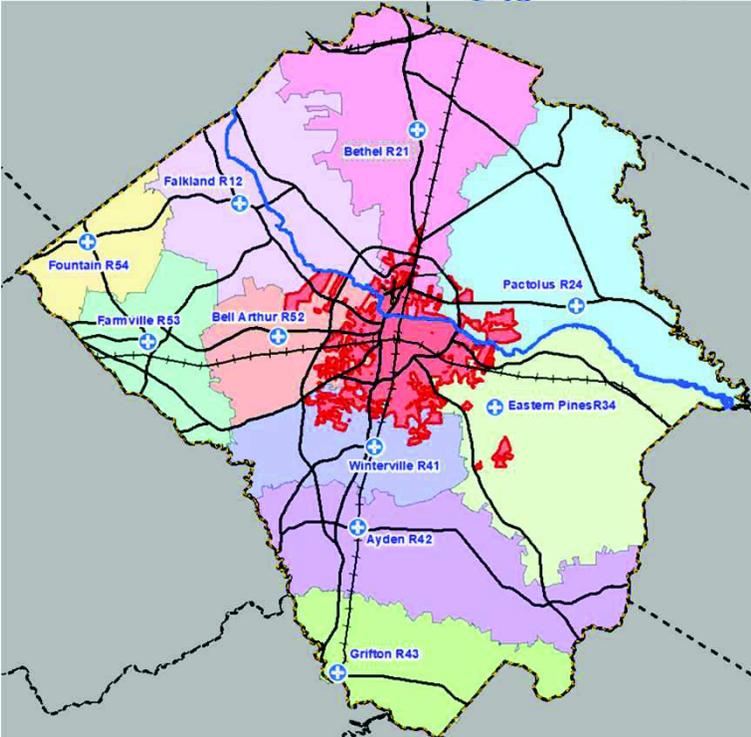
EMS Overview

Pitt County EMS is comprised of:

- 8 Non-profit Contract Squads
- 2 County-Operated Squads
- 1 County-Operated Peak-time Unit
- Community Paramedic Program (Est. In FY2021)
- All provide paramedic level of care
- Funded by EMS District tax & transport billing fees (except City of Greenville)



EMS Overview



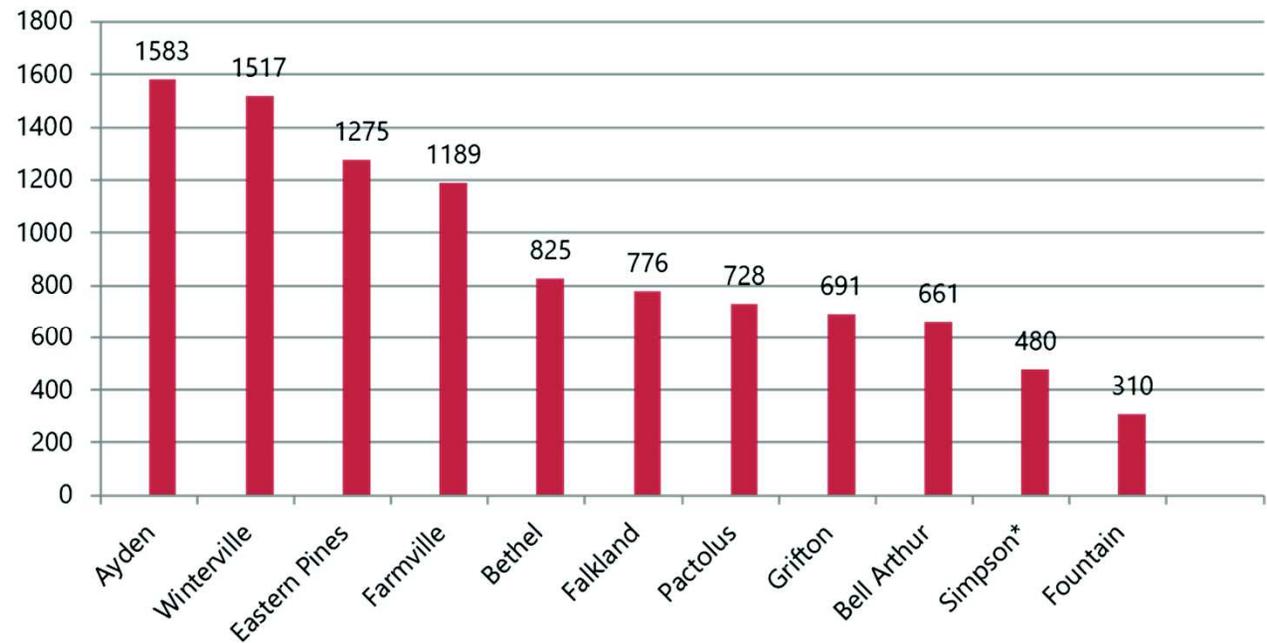
Red shaded is C.O.G,
non-EMS tax district

1717 West 5th Street Greenville, NC 27834 • 252-902-3950 • www.PittCountyNC.gov/EM



EMS Overview

Call Volume:
July 1, 2019 -
April 30, 2020



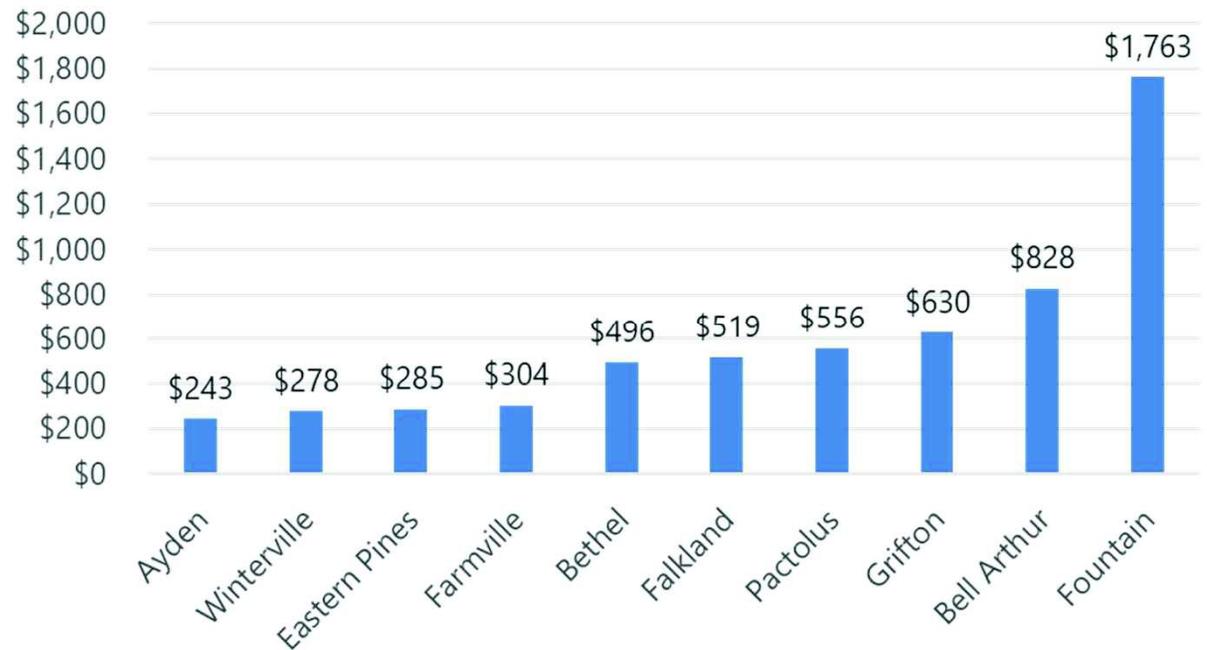
*Simpson Peak
Unit- Daytime Only



Cost Per Dispatch
July 1, 2019 –
March 31, 2020

EMS Overview

Cost Per Dispatch





EMS Revenue

Current EMS Tax Rate is .046

Fiscal Years	2003	2004-2007	2008-2011	2012-Present
Rate (Per \$100)	.03	.04	.044	.046



EMS Revenue

EMS Transport Fee Collections

Fiscal Years	Annual Revenue
2015	\$1,885,000
2016*	\$2,479,000
2017	\$1,998,000
2018	\$2,015,000
2019	\$1,887,000
2020**	\$1,700,000

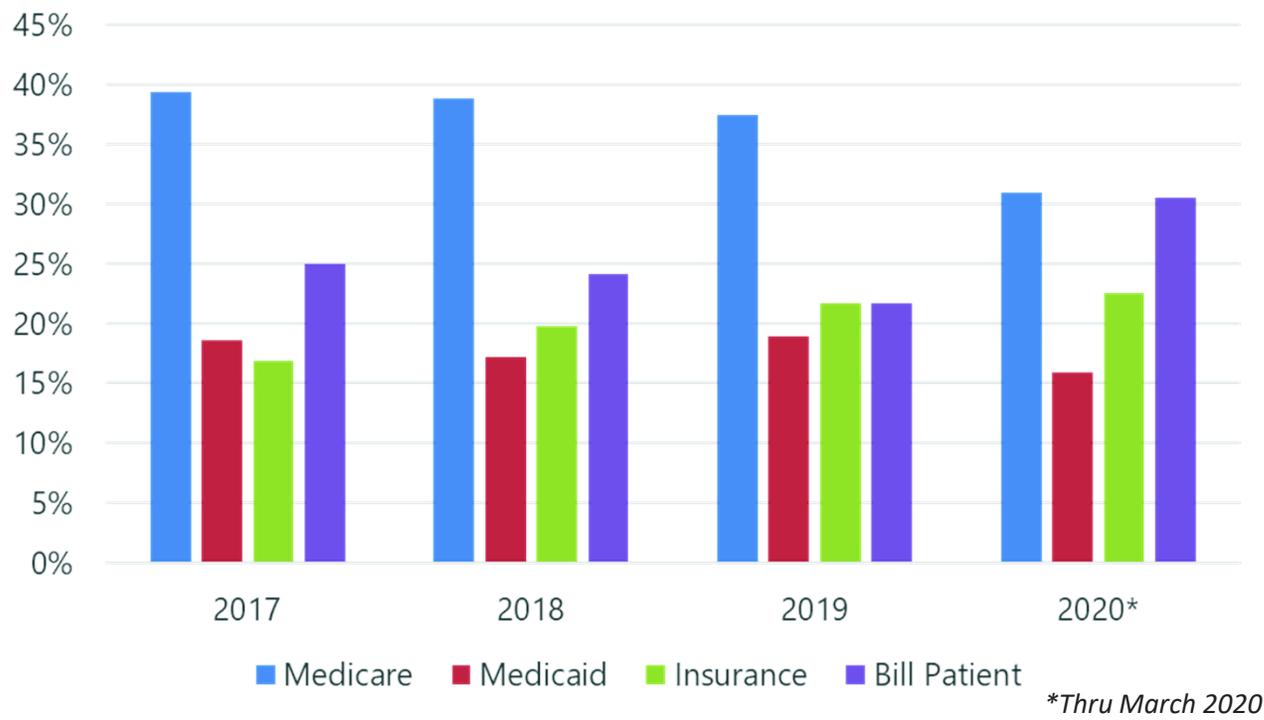
**One-time Audit Adjustment of \$489,798*

***Forecasted year-end amount*



Payer Type as a Percentage of Overall Trips

EMS Overview





EMS Expenditures

Budget consists of the following divisions:

- EMS Billing & Supervision
(4) Paramedic Supervisors, (1) Billing Officer
- District Operations- costs that apply district-wide
- County-Operated Squads
Bethel, Pactolus, Peak Unit
- Non-profit Squads
Ayden, Bell Arthur, Eastern Pines, Falkland, Farmville,
Fountain, Grifton & Winterville
- Community Paramedic Program



EMS Expenditures

Fiscal Years	Annual Expenditures
2015	\$5,120,000
2016	\$5,297,000
2017	\$5,097,000
2018	\$5,524,000
2019	\$6,011,000
2020*	\$6,590,000

*Forecasted year-end amount



EMS Expenditures

FY2018

- County added (4) FT Paramedic positions.
- Went from 17- 21 FTEs
- Purchased (4) remount ambulances

FY2019

- County added (4) Senior Paramedic positions.
- Went from 21-24 FTEs
- Peak unit placed in service in Feb 2019
- Purchased & outfitted (2) QRVs & (1) remount ambulance
- Began purchase of AVL/MCT equipment & software



EMS Expenditures

FY2020

- Purchased (2) new ambulances
- Purchased (2) Stryker stretchers
- Increase in County overtime & part-time costs
- Implementation of AVL/MCT & balance of equipment purchased
- Increased workers compensation costs for contract squads



State of EMS

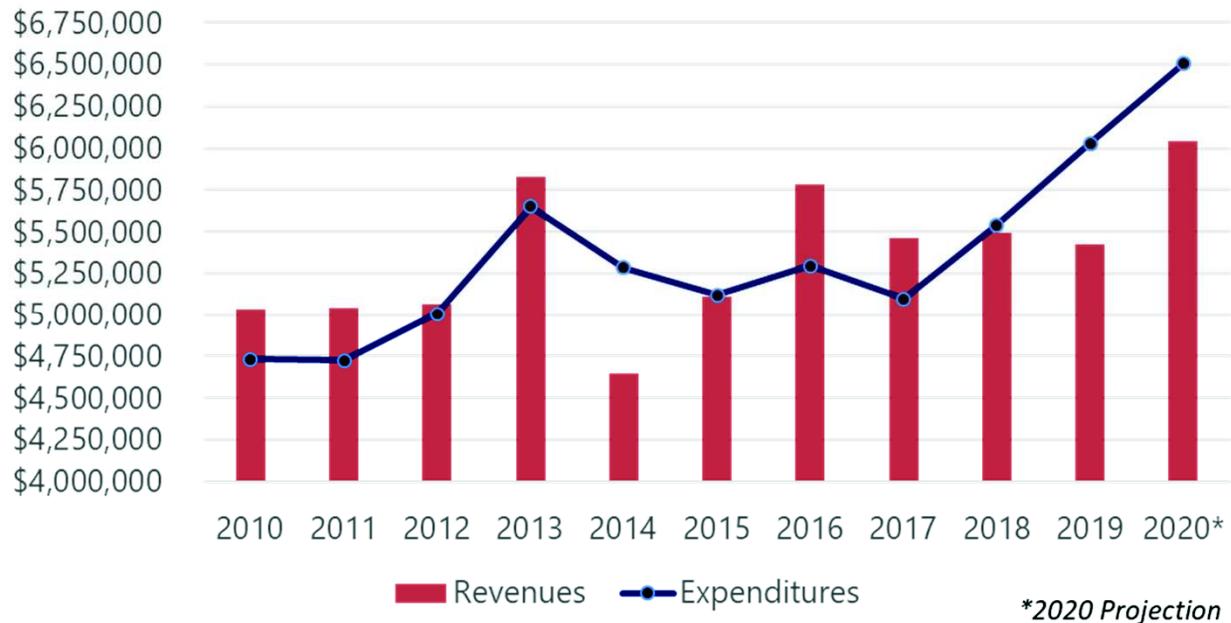
Vidant Health Foundation support of the Community Paramedic Program

- Annual Grant Funding applied for and awarded to date
- Program was named in the County's pursuit of National Civic League Award
- We are grateful for the continued partnership and support for our program



State of EMS

Pitt County EMS- 10 Year Analysis





State of EMS

- A revenue increase is necessary to continue the current level of service
- The EMS District tax rate increase drivers are:
 - Transport billing revenues are down
 - Addition of Peak Time service ambulance
 - Addition of Paramedic positions in previous years



State of EMS

- EMS-Oversight Committee met March 12, 2020 to discuss and recommend EMS System Budget
- Faced similar funding challenges the BOCC is facing now
- Given several options of cutting services or funding the current level of services



State of EMS

- EMS-Oversight Committee unanimously approved a recommendation for a tax increase from 4.60 to 6.20 cents (1.60 cents)
 - Adequately fund all current services
 - **County Manager** recommends 5.95 cent tax rate that funds current EMS services without cuts to EMS squads



This pre-budget report is being presented as information prior to June 3, 2020 formal budget presentation to the Board of Commissioners

Appendix 8

Pre-Budget Presentation: V.F.D. Financial and
Operations Report



Fire Districts Requests

Randy Gentry
Emergency Management Director
May 18, 2020



Fire District Tax

- 3 Fire Departments bringing tax rate increase requests
 - Black Jack
 - Red Oak
 - Simpson



Black Jack FD

- Current tax rate is 7.90 cents
- Requested new rate is 8.90 cents
 - Replacement of 50 year old apparatus
 - Addition of paid personnel with increased hours



Simpson Rural FD

- Current tax rate is 6.50 cents
- Requested new rate is 6.65 cents
 - Rising equipment replacement and maintenance costs
 - Supporting paid personnel for daytime response



Red Oak FD

- Current tax rate is 7.00 cents
- Requested new rate is 9.50 cents
 - No rate adjustments since 2006
 - Need to expand fire station
 - Rising equipment replacement and maintenance costs



This pre-budget report is being presented as information prior to June 3, 2020 formal budget presentation to the Board of Commissioners

Appendix 9

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

PITT COUNTY - SOLID WASTE FUND - MONTHLY FINANCIAL REPORT

FISCAL 2019-2020 REVENUES - Period 10 (83.33%)										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)	\$ (9,226,804.86)	\$	-	\$ (1,524,037.14)	85.82%	\$	(8,951,831.71)	\$	274,973.15	3.07%

FISCAL 2019-2020 EXPENDITURES - Period 10 (83.33%)										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	\$ 8,163,940.21	\$	-	\$ 2,586,901.80	75.94%	\$	8,808,837.67	\$	644,897.47	7.32%

BUDGET VS ACTUAL			
	REVISED BUDGET	YEAR TO DATE	%
REVENUES	\$ (10,750,842.00)	\$ (9,226,804.86)	85.82%
EXPENDITURES	\$ 10,750,842.00	\$ 8,163,940.21	75.94%

EARNINGS/(LOSS)	Fiscal Year 2019-20	Fiscal Year 2018-19
	ACTUALS	ACTUALS
REVENUES	\$ (9,226,804.86)	\$ (8,951,831.71)
EXPENDITURES	\$ 8,163,940.21	\$ 8,808,837.67
RATIO	113.0%	101.6%

COUNTY OF PITT
GENERAL FUND
MONTHLY FINANCIAL REPORT
as of April 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	1,285,580.47	92,340,891.01	97.8%	89,324,259	86,676,962.89	97.0%
Taxes - Other	\$20,681,822	1,897,236.98	13,780,788.77	66.6%	19,773,999	12,639,963.10	63.9%
Intergovernmental - Unrestricted	\$300,000	-	-	0.0%	300,000	-	0.0%
Intergovernmental - Restricted	\$582,200	88,472.27	708,919.97	121.8%	536,250	561,633.96	104.7%
Permits & Fees	\$2,142,750	181,637.03	1,933,702.32	90.2%	2,137,694	1,830,999.80	85.7%
Sales & Services	\$5,525,497	245,435.83	4,699,085.11	85.0%	5,156,077	4,312,372.25	83.6%
Other Revenues	15,766,143	507,217.01	5,678,963.54	36.0%	9,952,749	5,046,681.91	50.7%
Public Health	12,009,149	407,306.90	8,845,901.29	73.7%	11,788,123	8,546,092.98	72.5%
DSS	31,771,399	259,503.80	20,013,018.38	63.0%	29,436,637	18,793,664.62	63.8%
Court Facility	388,926	35,372.54	346,540.79	89.1%	328,336	263,778.62	80.3%
Mental Health	663,500	78,925.81	544,601.89	82.1%	648,500	563,596.81	86.9%
Total Revenues	184,261,703	4,986,688.64	148,892,413.07	80.8%	169,382,624	139,235,746.94	82.2%
EXPENDITURES							
General Government							
Governing Board	250,040.00	21,224.61	207,851.22	83.1%	246,832	217,574.33	88.1%
County Manager	525,213.00	37,570.12	441,476.95	84.1%	487,504	412,128.48	84.5%
Financial Services	869,702.00	65,775.79	710,375.16	81.7%	825,309	636,002.28	77.1%
Tax Administration	2,704,498.00	186,308.64	2,047,566.58	75.7%	2,534,134	1,923,798.77	75.9%
Legal	589,532.00	34,891.27	486,308.80	82.5%	571,603	473,812.34	82.9%
Elections	1,025,912.00	37,468.76	840,128.70	81.9%	773,513	652,683.47	84.4%
Register of Deeds	665,306.00	66,240.07	534,325.09	80.3%	700,435	492,915.62	70.4%
Public Information	236,296.00	17,520.57	180,354.76	76.3%	212,891	177,604.16	83.4%
Human Resources	668,506.00	59,155.54	550,715.17	82.4%	628,042	515,684.25	82.1%
Imaging Svcs/Mail Room	160,993.00	12,874.43	134,874.20	83.8%	149,955	124,825.83	83.2%
MIS	3,120,258.00	9,390.92	2,662,643.62	85.3%	3,009,022	2,486,445.54	82.6%
GIS	421,783.00	1,298.45	364,412.35	86.4%	413,170	369,461.16	89.4%
Buildings & Grounds	2,440,782.00	168,073.66	1,773,021.55	72.6%	2,381,597	1,776,653.01	74.6%
Housekeeping	380,588.00	153.40	281,046.41	73.8%	366,000	306,266.61	83.7%
Sheriff	14,918,819.00	999,173.81	11,265,059.30	75.5%	14,123,236	11,288,373.04	79.9%
Detention Center	15,963,745.00	1,168,903.53	12,870,803.83	80.6%	15,082,963	12,179,579.67	80.8%
Jail Health Services	2,200,732.00	171,214.20	1,685,681.66	76.6%	2,161,717	1,585,944.01	73.4%
Jail Inmate Coordinator	63,366.00	4,825.12	53,695.51	84.7%	60,754	51,456.93	84.7%
School Security	916,166.00	58,585.05	681,853.44	74.4%	930,850	470,725.24	50.6%
Emergency Management	898,714.00	123,389.47	689,742.85	76.7%	967,264	721,261.08	74.6%
Communications	2,173,481.00	140,737.93	1,829,320.71	84.2%	2,046,153	1,685,753.13	82.4%
Planning - E911	128,673.00	570.04	106,214.83	82.5%	113,569	102,620.57	90.4%
Animal Services	971,964.00	57,749.74	696,285.44	71.6%	884,028	654,457.97	74.0%
Inspections	453,398.00	32,456.60	361,976.76	79.8%	436,690	362,275.82	83.0%
Medical Examiner	195,000.00	10,500.00	159,640.00	81.9%	175,000	157,390.00	89.9%
Other Public Safety	303,250.00	17,102.79	205,303.05	67.7%	305,250	176,736.41	57.9%
Transportation	4,500.00	-	3,496.80	77.7%	4,500	3,459.60	76.9%
Planning	927,225.00	63,967.93	703,903.89	75.9%	863,599	672,268.08	77.8%

COUNTY OF PITT
GENERAL FUND
MONTHLY FINANCIAL REPORT
as of April 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	231,075.00	-	228,757.94	99.0%	231,075	226,717.13	98.1%
Engineering	129,906.00	9,899.11	110,644.98	85.2%	123,467	102,635.77	83.1%
Cooperative Extension	361,911.00	24,509.01	256,276.45	70.8%	326,191	204,804.24	62.8%
Soil & Water	314,663.00	21,407.30	252,561.19	80.3%	292,024	241,139.59	82.6%
Farmers' Market	46,523.00	3,425.77	39,484.09	84.9%	48,151	35,598.51	73.9%
Non-Departmental	6,821,739.00	(6,641.58)	5,765,207.67	84.5%	1,896,135	1,447,575.38	76.3%
Other Human Services	267,017.00	20,126.00	226,760.00	84.9%	272,013	233,386.00	85.8%
Veterans' Services	208,443.00	17,870.71	175,166.90	84.0%	194,062	165,411.90	85.2%
Pitt County Schools	41,905,920.00	3,880,493.33	34,804,933.30	83.1%	40,550,269	34,015,224.20	83.9%
Pitt Community College	6,094,738.00	549,561.50	5,095,615.00	83.6%	5,988,438	5,007,031.70	83.6%
Cultural & Recreational	721,819.00	153,457.00	696,819.00	96.5%	669,194	667,194.00	99.7%
Recreation	99,505.00	3,870.70	48,465.80	48.7%	68,730	57,268.55	83.3%
Interfund Transfer	27,937,928.00	2,383,376.00	23,099,534.00	82.7%	24,921,441	20,719,622.00	83.1%
Contingency	109,100.00	-	-	0.0%	144,258	-	0.0%
General Government	139,428,729.00	10,628,477.29	113,328,304.95	81.3%	127,181,028	103,801,766.37	81.6%
Public Health	12,009,149.00	871,042.38	8,848,486.80	73.7%	11,788,123	8,700,817.63	73.8%
DSS	31,771,399.00	2,269,731.80	23,408,976.74	73.7%	29,436,637	22,618,827.59	76.8%
Court Facility	388,926.00	8,960.83	310,299.33	79.8%	328,336	274,211.59	83.5%
Mental Health	663,500.00	78,425.81	540,221.28	81.4%	648,500	567,358.91	87.5%
Total Expenditures	184,261,703	13,856,638.11	146,436,289.10	79.5%	169,382,624	135,962,982.09	80.3%

Difference

2,456,123.97

3,272,764.85

Notes:

1. YTD Apr 30, 2020 represents 83.33% 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 March 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
	(4,350)	District Attorney Office Furniture
	(2,396)	DSS Annex Building
	15,059	Wells Fargo Payment Manager
Available	61,441	

Grant Match

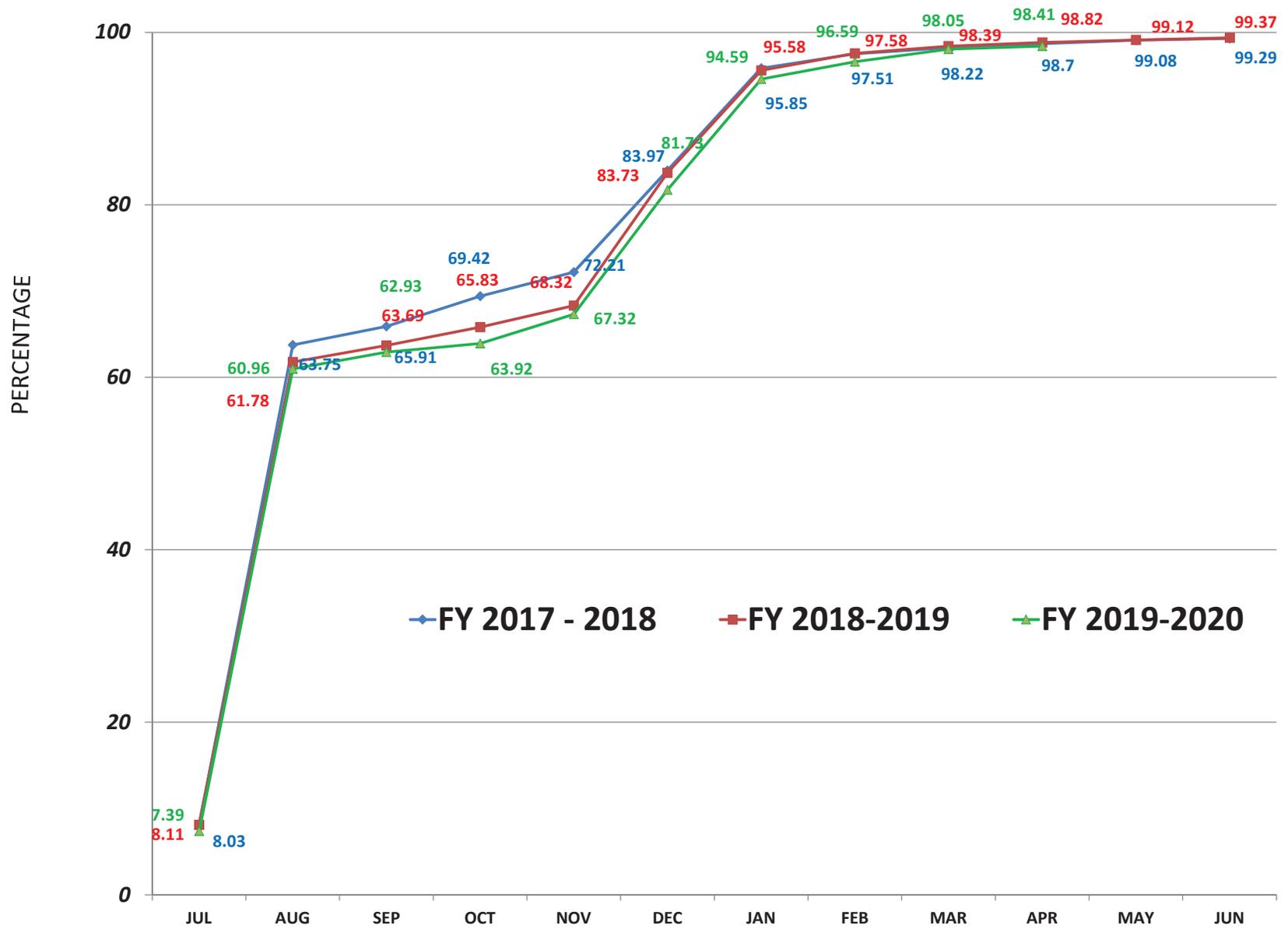
General Grant Match	50,000	
	(2,500)	CPPI/TNR
	(174)	JCPC Transfer for Furniture
Available	47,326	

Edit Date: 5/7/2020

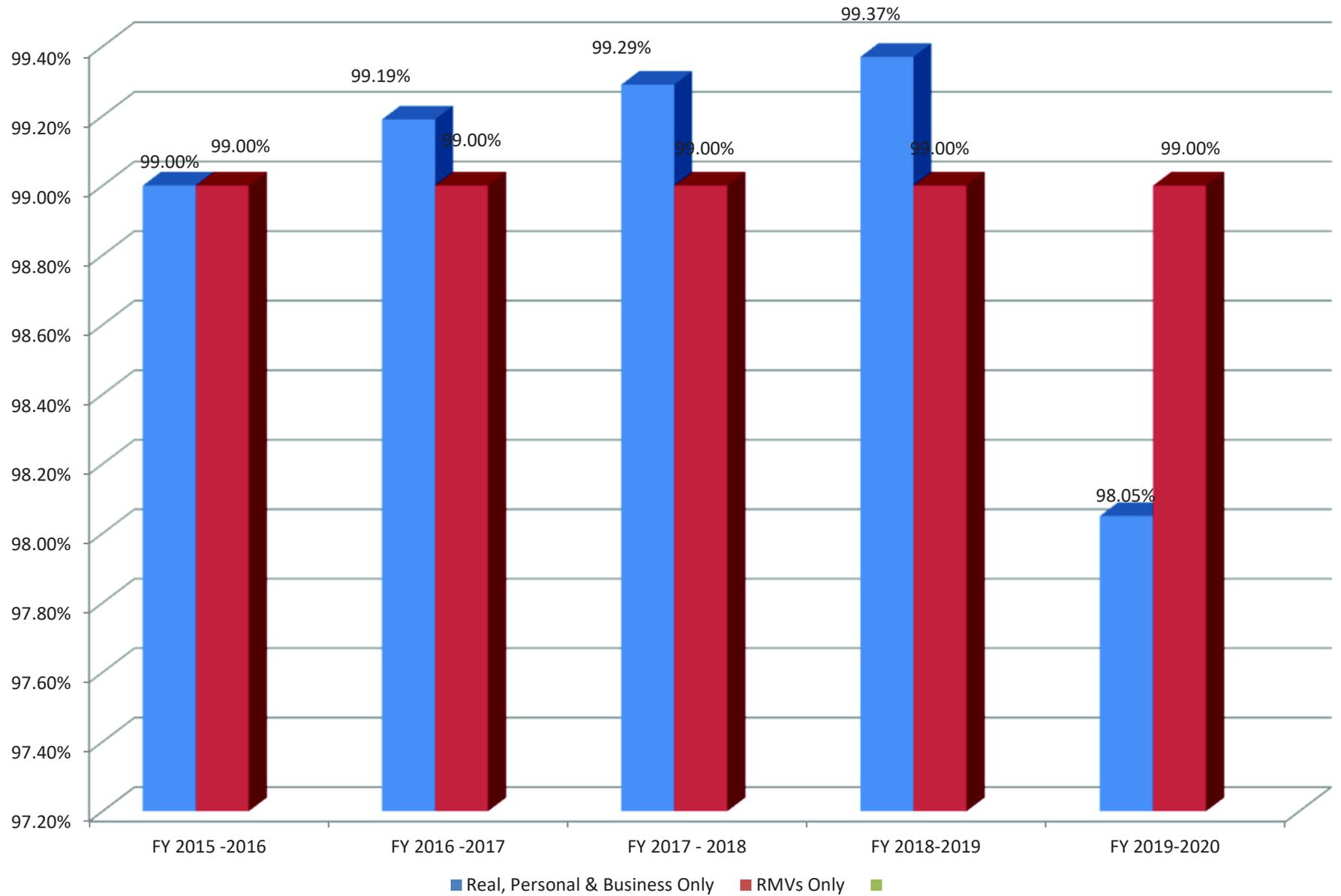
Appendix 10

April 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



Year to date (FYTD) net tax levy for real property:	\$85,940,147.19	\$80,655,493.19	\$5,284,654.00	6.55% increase
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TAX AND FEE COLLECTIONS -- CURRENT FISCAL YEAR ONLY

	<u>CURRENT</u>	<u>ONE YEAR AGO</u>	<u>DIFFERENCE</u>	<u>PERCENTAGE DIFFERENCE</u>
Year taxes and fees collected during month:	\$398,474.94	\$428,671.49	(\$30,196.55)	-7.04% decrease

TAX AND FEE COLLECTIONS -- ALL COLLECTIBLE YEARS

	<u>CURRENT</u>	<u>ONE YEAR AGO</u>	<u>DIFFERENCE</u>	<u>PERCENTAGE DIFFERENCE</u>
Year to date collections of Pitt taxes and fees (all years):	\$433,652.28	\$468,041.81	(\$34,389.53)	-7.35% decrease

COLLECTED RATE - REAL AND PERSONAL PROPERTY

FY 19-20:	98.41%	FY 18-19:	98.82%	DIFFERENCE	-0.41% decrease
------------------	---------------	------------------	---------------	-------------------	------------------------

COUNTY PROPERTY TAXES AND FEES FISCAL YEAR TO DATE COLLECTIONS

YEAR	<u>COLLECTED</u>	<u>COLLECTED RATE</u>	<u>UNCOLLECTED</u>	<u>UNCOLLECTED RATE</u>
FY 19-20:	\$90,599,654.68	98.29%	\$1,572,813.28	1.71%
Property Taxes:	\$640,449.20	99.79%	\$1,514,450.06	0.21%

COUNTY PROPERTY TAXES RECEIVED THROUGH COLLECTIONS ACTIONS FYTD

	<u>FYTD 19-20</u>	<u>FYTD 18-19</u>	<u>DIFFERENCE</u>	<u>PERCENTAGE</u>
Assessments	\$942,540.41	\$1,247,069.60	-\$304,529.19	-24.42%
Improvements	\$693,200.31	\$701,241.09	-\$8,040.78	-1.15%
Other Assessments	\$395,220.11	\$496,244.81	-\$101,024.70	-20.36%
Other Improvements	\$82,205.40	\$276,902.28	-\$194,696.88	-70.31%
Other Assessments	\$430,510.39	\$754,065.18	-\$323,554.79	-42.91%
Other Improvements	\$2,030,272.79	\$1,918,084.67	\$112,188.12	5.85%
Other Assessments	\$557,022.17	\$598,145.40	-\$41,123.23	-6.88%
Other Improvements	\$1,431,981.06	\$1,355,235.80	\$76,745.26	5.66%
Other Assessments	\$1,140,675.75	\$557,675.57	\$583,000.18	104.54%
Other Improvements	\$2,974,949.89	\$127,612.52	\$2,847,337.37	2231.24%
Total	\$10,678,578.28	\$8,032,276.92	\$2,646,301.36	32.95%

SETOFF PROGRAM FUNDS RECEIVED FYTD

FY 19-20:	\$95,878.78	FY 18-19:	\$93,785.41	DIFFERENCE	\$2,093.37	PERCENTAGE	2.23% increase
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COUNTY TAX COLLECTIONS RECEIVED FYTD

FY 19-20:	\$1,947,729.73	FY 18-19:	\$2,072,635.67	DIFFERENCE	(\$124,905.94)	PERCENTAGE	-6.03% decrease
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SHORT TERM RENTAL/LEASED MOTOR VEHICLE GROSS RECEIPTS TAX IN LIEU OF VEHICLE PROPERTY TAX

		<u>FYTD 18-19</u>	<u>DIFFERENCE</u>	<u>PERCENT DIFFERENCE</u>
County tax:	\$156,289.06	\$155,481.14	\$807.92	0.52% increase
Vehicle tax:	\$142,476.19	\$141,753.10	\$723.09	0.51% increase
TOTAL TAX:	\$298,765.25	\$297,234.24	\$1,531.01	0.52% increase

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

Quarterly Total:	\$36,857.85	Quarterly Total -- One Year Ago:	\$44,176.65	DIFFERENCE	(\$7,318.80)	PERCENT DIFFERENCE	-16.57% decrease
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COUNTY NET VEHICLE REVENUE FROM TAG & TAX TOGETHER

	<u>FYTD 19-20</u>	<u>FYTD 18-19</u>	<u>DIFFERENCE</u>	<u>PERCENT DIFFERENCE</u>
NET VEHICLE PROPERTY TAX COLLECTIONS:	\$886,963.56	\$7,782,220.98	\$803,423.40	10% increase

Appendix 11

Budget Amendment - Sheriff's Office - Insurance
Proceeds - \$737 (No County Funds)

Appendix 12

Budget Amendment - Sheriff's Office - JAG 2019
(Justice Assistance Grant) \$929 supplemental Award
(No County Funds)

Appendix 13

Budget Amendment- Public Health- WIC (Women
Infant & Children)Special Funding - \$8,162 (No
County Funds)

PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

Department: Health- WIC Client Services
 FY Budget: 2019-2020

Date of Request: 5.18.20

	ACCOUNT NO.	TITLE OF ACCOUNT	DECREASE	INCREASE
REVENUES	153170-436500	DHHS Funds		8,162
	ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
EXPENDITURES	155170 561090	Other Contracted Servies	8,162	
TOTAL			BALANCES	

Net Effect to Budget: Increase budget by \$8,162

Department Justification:
 WIC Special Funding for operational support during the reponse of COVID-19 pandemic.

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"/>		



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor
MANDY COHEN, MD, MPH • Secretary
MARK T. BENTON • Assistant Secretary for Public Health
Division of Public Health

April 28, 2020

MEMORANDUM

TO: Robin Tant, Nutrition Program Director
Pitt County Health Department

FROM: *Kim Lovenduski*
Kim Lovenduski, Deputy Director
Nutrition Services Branch

SUBJECT: WIC Special Funding Opportunity Approval – Phase 1

Thank you for submitting your application for consideration of the FFY2020 WIC Special Funding Opportunity – Phase 1. We are pleased to provide you with approval to purchase the following items:

QTY	ITEM	SFY	UNIT COST	TOTAL COST
28	Postage	2020	\$100.00	\$2,800.00
20	Postage for Nutrition Education	2020	\$90.00	\$1,800.00
8	Courier Bags	2020	\$58.71	\$469.68
8	Ethernet Cables	2020	\$5.05	\$40.40
2	Inkjet cartridges	2020	\$41.99	\$83.98
8	Wireless Mice	2020	\$28.55	\$228.40
8	Headsets and handset lifters	2020	\$293.00	\$2,344.00
8	Electric staplers	2020	\$24.32	\$194.57
8	Staples	2020	\$.81	\$6.50
7	Inkjet cartridges	2020	\$105.99	\$194.57
			Total	\$8,162.10

Plus Shipping, Handling and Taxes

Please note:

1. If the purchase price exceeds the amount approved, you must request approval of the excess before incurring the cost.
2. Submit a copy of the invoice for equipment to the NC Department of Health and Human Services, Nutrition Services Branch, Attention: Karen Mason, 5601 Six Forks Road, 1914 Mail Service Center, Raleigh, NC 27699-1914, at the time you report the expenditure. The

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF PUBLIC HEALTH • NUTRITION SERVICES BRANCH

LOCATION: 5601 Six Forks Road, Building 2, Raleigh, NC 27609
MAILING ADDRESS: 1914 Mail Service Center, Raleigh, NC 27699-1914
www.ncdhhs.gov • TEL: 919-707-5800 • FAX: 919-870-4818

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

invoice should indicate the actual cost of each item including discount and sales tax and any serial or identification number.

We are hopeful that these additional funds will provide support needed for your response to COVID-19 pandemic the rest of this federal fiscal year.

Appendix 14

**Budget Amendment - Animal Shelter - Surety
Payment - \$750,000 (No County Funds)**

Appendix 15

Budget Amendment - EMS District - Insurance
Proceeds - \$914 (No County Funds)

PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

Department: EMS District
 FY Budget: 19-20

Date of Request: 5/18/20

	ACCOUNT NO.	TITLE OF ACCOUNT	DECREASE	INCREASE
REVENUES	2812800 485000	Insurance Settlement		914
	ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
EXPENDITURES	2817102 569978	Bethel EMS	914	
TOTAL			BALANCES	

Net Effect to Budget: \$914

Department Justification: (Please provide detailed explanation)

The EMS District fund has received insurance proceeds for a Bethel ambulance (VIN ending 2850) that was involved in an accident. Funds will be used to repair the vehicle.

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 16

2020 Essential Single Family Rehabilitation Loan
Pool Grant (No County Funds) - \$190,000

Instructions for use of the ESFRLP Model Assistance Policy-2019 Cycle

1. The yellow highlighting in the document is used by NCHFA to show specific reference items which must be reviewed and likely revised. The blue highlighting in the document is used to show model language for optional practices. 8/28/2019 updates are highlighted in green.
2. To facilitate reduced NCHFA approval times for content changes your organization makes to the policy, use green or other color highlighting to show changes to your organization's assigned NCHFA case manager.
3. Date submitted: _____
4. Person for NCHFA to contact concerning revisions: _____
5. Provide any notes to your NCHFA case manager below:

6. When adopting this policy:
 - a. Please review to ensure that the policy mirrors the way that your organization functions.
 - b. Change all personnel, location, income and date references as needed, at minimum, and delete all highlighting.
 - c. Once all adjustments are made and your NCHFA case manager has approved your ESFRLP Policy, delete this page prior to adoption.

Last updated: 8/28/2019

Pitt County
Assistance Policy
For the 2020 Cycle of the
Essential Single-Family Rehabilitation Loan Pool

What is the Essential Single-Family Rehabilitation Loan Pool?

Pitt County has been awarded Membership by the North Carolina Housing Finance Agency (“NCHFA”) under the 2020 Cycle of the Essential Single-Family Rehabilitation Loan Pool (“ESFRLP”). This program provides Members with funds via a “loan pool” to assist with the rehabilitation of moderately deteriorated homes that are owned and occupied by lower-income, special need households. ESFRLP assists eligible households by facilitating aging in place, meeting minimum housing code requirements, promoting long-term affordability, lowering operating costs, and stabilizing pre-1978 homes that include children aged 6 or under whose health is threatened by the presence of lead hazards.

Pitt County has been allocated an initial set-aside of \$190,000 which it plans to apply toward the rehabilitation of five houses in Pitt County. After demonstrating successful use of this allocation, the County may access additional funds, when available, on a unit-by-unit basis from the ESFRLP loan pool to assist additional homes.

This Assistance Policy describes who is eligible for assistance under ESFRLP, how applications for assistance will be ranked, what the terms of assistance are, and how the rehabilitation process will be managed. Pitt County has designed the ESFRLP project to be fair, open and consistent with its approved application for funding and with ESFRLP Program Guidelines.

The funds provided by NCHFA come from the US Department of Housing and Urban Development’s (HUD) Federal HOME Investment Partnerships Program. Assistance for construction-related costs (hard costs) will be provided as no interest, no payment loans which are forgiven at the rate of \$5,000 per year. Non-construction-related costs (soft costs including lead/asbestos inspections/clearances, radon testing and environmental reviews) will be provided in the form of a grant.

Who is Eligible to Apply?

There are three major requirements to be eligible for ESFRLP assistance:

- 1) The housing unit to be rehabilitated with ESFRLP funds must be located in Pitt County, and must be owner-occupied. The household occupying the unit must have an elderly, disabled and/or veteran (see definitions) fulltime household member or a child aged 6 or under if threatened by lead hazards in the home;
- 2) The gross annual household income must not exceed 80% of the Area Median Income for the County (see income limit table on the following page) and;
- 3) The cost of rehabilitation cannot exceed the ESFRLP Program limit of \$30,000 and must include all Essential Rehabilitation Criteria as described in the ESFRLP Administrator’s Manual for the 2020 Cycle (available online at www.NCHFA.com).

Unfortunately, not all homes can be rehabilitated to meet the Essential Rehabilitation Criteria with the limited funding available. Some otherwise-eligible households may

be deemed ineligible for assistance because their homes fail this test.

What Types Of Houses Are Eligible?

Properties are eligible only if they meet all of the following requirements:

- The property must require at least \$5,000 of improvements to meet ESFRLP Property Standards or the local minimum housing code.
- Site-built and off frame modular units are eligible for assistance. Manufactured housing is eligible for assistance if the foundation and utility hookups are permanently affixed including removal of all transporting equipment (e.g. wheels, axles, tongue) and installation of a full masonry foundation and tie-downs.
- No more than fifty percent (50%) of the total area of the unit may be used for an office or business (e.g. day care, hair salon, room rental, etc.). Program funds may only be used to improve the residential exterior, interior and systems portion of mixed-use buildings.
- The property must be free of environmental hazards and other nuisances as defined by all applicable codes or regulations, or any such hazards or nuisances must be corrected as part of the rehabilitation of the home. Pitt County's Rehabilitation Specialist will determine the presence of any known environmental hazards/nuisances on the site and if they can be removed through rehabilitation.
- Properties cannot be located in the right-of-way of any impending or planned public improvements. Pitt County staff will assist in making this determination.
- The property cannot be located on a site that is endangered by mudslides, landslides or other natural or environmental hazards. If needed, the Rehabilitation Specialist will work with the homeowner to make this determination.
- The property may be located in the 100-year floodplain if the lowest finished floor level (verified by an elevation certificate provided by the homeowner) is above the base flood elevation and the property will be covered by flood insurance. The property must comply with Pitt County's Flood Prevention Ordinance. All things considered equal, properties located outside the 100-year flood plain will be given priority over properties located in the 100-year flood plain. *(Pitt County will verify whether the home is in the floodplain.)*
- Properties that have a known infestation of bed bugs, fleas, mites or any other ectoparasites will not be evaluated until the infestation has been eliminated.
- The property cannot have been repaired or rehabilitated with public funding of \$30,000 or more within the past 10 years without NCHFA approval.

2020 Income Limits for Pitt County's Essential Single-Family Rehabilitation Loan Pool

Number in Household	30% of Median Income	50% of Median Income	80% of Median Income
1	\$13,950	\$23,250	\$37,200
2	\$15,950	\$26,600	\$42,500
3	\$17,950	\$29,900	\$47,800
4	\$19,900	\$33,200	\$53,100
5	\$21,500	\$35,900	\$57,350
6	\$23,100	\$38,550	\$61,600

7	\$24,700	\$41,200	\$65,850
8	\$26,300	\$43,850	\$70,100

*Income limits are subject to change based on annually published HUD HOME Income Limits. This update will not require a re-approval by the governing authority.

How are applications ranked?

There are many more ESFRLP-eligible households (with eligible houses) than can be assisted with the available funds. Therefore, Pitt County has devised the following priority system to rank eligible applicants, determine which of them will be selected for assistance and in what order. Under this system applicants will receive points for falling into certain categories. Applications will be ranked according to which receive the most points. If there are more eligible applicants with eligible houses than can be treated with existing funding, Pitt County may be able to treat additional houses with unrestricted pool funds. Pool applicants will come from the original applicant list and be considered according to which received the most points. If alternate pool applicants are not identified on the original applicant list and must be solicited, the solicited, eligible, pool applicants will be selected on a first come, first to qualify, first served basis.

Priority Ranking System for Pitt County’s 2019 Essential Single-Family Rehabilitation Loan Pool

<i>Special Needs (for definitions, see below)</i>	<i>Points</i>
Household with a child under age 6 with lead hazards in the home	5
Elderly Household (62 or older)	4
Disabled	4
Veteran Household	4
Multiple Disabled, Elderly or Veteran Household Members	2
<i>Income (See Income Table above)</i>	<i>Points</i>
Less than 30% of County Median Income	4
30% to 50% of County Median Income	3
50% to 80% of County Median Income	2

Definitions under ESFRLP are:

- *Elderly*: An individual aged 62 or older.
- *Disabled*: A person who has a physical, mental or developmental disability that greatly limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.
- *Head of Household*: The person or persons who own(s) the house.
- *Household Member*: Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a “household member” (the number of household members will be used to determine household size and all household members are subject to income verification).
- *Occupant*: An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of household who has resided in the dwelling unit for at least 3 months prior to the submission of the family’s application.
- *Veteran*: A person who is a military veteran, is defined as one who served in the active military, naval, or air service (i.e. Army, Navy, Air Force, Marine Corps, and

Coast Guard; as a commissioned officer of the Public Health Service; or as a commissioned officer of the National Oceanic and Atmospheric Administration or its predecessors), and who was discharged or released there from under conditions other than dishonorable. Provide DD-214 form to demonstrate.

Recipients of assistance under ESFRLP will be chosen by the above criteria without regard to race, color, religion, national origin, sex, familial status and disability.

What Are The Terms of Assistance Under ESFRLP?

The form of ESFRLP assistance is a 0% interest, forgivable loan covering the hard costs associated with the rehabilitation of the home and a grant for the soft costs. These will be two separate documents or sets of documents.

The Loan: NCHFA will create loan documents for the homeowner(s) including a Promissory Note and Deed of Trust covering hard costs for the rehabilitation in an amount not to exceed \$30,000. This loan covering the hard costs remains 0% interest and forgivable at \$5,000 per year for as long as the owner resides in the home or until the balance is reduced to \$0. The term of the loan is dependent upon the loan amount and the number of years it takes to bring the balance of the loan to \$0 when forgiven at \$5,000 per year. For example, if the amount of the loan is \$21,452, then the term is 5 years (\$20,000 forgiven over the first 4 years and \$1,452 forgiven at the end of the 5th year). The maximum term of the typical loan will be six years.

As long as the borrower lives in the home, no payments on the loan will be required. If the recipient prefers, the loan can be paid off at any time to NCHFA, either in installments or as a lump sum payment. Furthermore, under certain circumstances NCHFA may allow assumption or refinancing of the loan. Should an heir inherit the property and choose to live in the house as their permanent residence, they may assume the loan without being income eligible. However, the lien remains on the property. A buyer who may wish to buy the property to live in may assume the loan so long as they can document that they are income-eligible ($\leq 80\%$ AMI). Default can occur if the property is sold or transferred to another person and/or if the borrower fails to use the home as a principal residence, without prior written approval of the North Carolina Housing Finance Agency.

The Grant: To pay for soft costs including application outreach/intake/management, environmental reviews/inspections/testing and project assessment/documentation/estimating/bidding, NCHFA will create a Grant Agreement not to exceed \$10,000. The grant has no repayment or recovery terms.

What Kinds Of Work Will Be Done?

Each house selected for assistance must be rehabilitated to meet ESFRLP Rehabilitation Criteria. That means every house must, upon completion of the rehabilitation:

- meet the requirements of NCHFA's Essential Property Standard, which set minimum standards for decent, safe and sanitary living conditions.) Additionally, the home must meet applicable Lead-Based Paint regulations 24 CFR part 35.

- retain no “imminent threats” to the health and safety of the home’s occupants or to Pitt County’s structural integrity. (An example of a quality work item that is not a reasonable basic item that all work is categorized through is a fair, open and competitive crawl space that is too damp).

These requirements are spelled out in full in the ESFRLP Administrator’s Manual which you may view, at reasonable times, upon request, at the Community Development office of Pitt County or anytime online at www.NCHFA.com.

In addition to the above items that must be done to satisfy NCHFA requirements, the scope of work may include approved items meant to reduce future maintenance and operational costs or to further protect homes from natural disasters and/or home modifications designed to enable greater accessibility for household members to function more independently as they age.

Once the rehabilitation is complete, major systems in the home that, with reasonable maintenance and normal use, should be capable of lasting another 5 years include: structural support, roofing, cladding and weatherproofing, plumbing, electrical and heating/cooling systems.

Contractors performing work funded under ESFRLP are responsible for meeting all local requirements for permits and inspections. All work done under the program must be performed to meet NC State Residential Building Code standards. (This does not mean, however, that the whole house must be brought up to current Building Code Standards.) Upon the date of approval by Pitt County of the contractor’s request for final payment, a one-year warranty on all products and workmanship will begin.

What About Lead-based Paint?

Until it was discovered to be a health hazard, lead was used for centuries to make house paints. Now we know that lead exposure is a serious problem for everyone and especially small children. Selling lead paint was outlawed in 1978, but many older buildings still contain lead paint and children are still being poisoned.

Under ESFRLP, a lead hazard evaluation must be performed on every home selected for rehabilitation that was built before 1978. The specific type of evaluation and the appropriate lead hazard reduction work performed will depend on the total amount of Federal funds used to rehabilitate the home, as per 24 CFR part 35. If required, lead-based paint hazard reduction and/or abatement will be performed by contractors who are trained and certified to perform such work.

It may be necessary for the household to relocate during the construction process for protection against lead poisoning. If relocation is required, it shall be the responsibility of the homeowner to pay for the relocation.

Who Will Do the Work On the Homes?

Pitt County is obligated under ESFRLP to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open and competitive process. To meet these requirements, Pitt County will invite bids only from licensed general contractors who are part of an "Approved Contractors Registry". For additional information about procurement and disbursement procedures, please refer to the Pitt County ESFRLP Procurement and Disbursement Policy for the 2020 Cycle.

- All qualified members of the Approved Contractors Registry will be invited to bid on each job, and the lowest responsive and responsible bidder will be selected for the contract.
- All contractors working on pre-1978 units must be Renovation, Repair and Painting Rule (RR&P) Certified Renovators working for Certified Renovation firms.
- Homeowners who know of quality rehabilitation contractors that are not on the approved contractors' registry are welcome to invite them to apply.

What Are The Steps In The Process, From Application To Completion?

You now have information about how to apply for the Essential Single-Family Rehabilitation Loan Pool (ESFRLP) and what type of work can be done through the Program. Let's go through the steps for getting the work done:

1. **Completing a pre-application form:** Homeowners who wish to apply for assistance must request to be placed on the waiting list by June 30th of each year by contacting the Pitt County Planning Department at (252)902-3250. Applications will only be given out at the Mandatory Information Session. Proof of ownership and income will be required. Those who have applied for housing assistance from Pitt County in the past will automatically be reconsidered. If denied previously, a new application must be submitted.
2. **Client Referral and Support Services** Many homeowners seeking assistance through the Essential Single-Family Rehabilitation Loan Pool may also need other services. If the ESFRLP staff meet the homeowner during the application process, they will provide pamphlets and a list of the agencies with contact information for the resources and programs available in the County. For households that meet the requirements of the pre-application step and qualify to receive assistance through the ESFRLP program, additional verbal discussion will be offered during the Screening of applicants and/or Pre-rehab inspection steps of the program.
3. **Preliminary inspection:** Pitt County's Rehabilitation Specialist will visit the homes of eligible households to determine the need and feasibility of the home for rehabilitation. Homeowners must inform staff of any known pest infestations prior to the visit.
4. **Screening of applicants:** Applications will be ranked by Pitt County based on the

priority system outlined on page 4 and the feasibility of rehabilitating the house. Households to be offered assistance will be selected by January 31, 2021. Household income will be verified for program purposes only (information will be kept confidential). NCHFA will verify ownership of the property by conducting a title search. From this review, the five most qualified applicants will be chosen according to the priority system described above; there will be a list of two (2) alternates. Pitt County will then submit to NCHFA an ESFRLP17 Loan Application and Reservation Request for each potential borrower for approval. Applicants not selected for ESFRLP assistance will be notified in writing.

5. **Written agreement:** A homeowner Agreement, between the homeowner and Pitt County, will be executed as part of the Loan Application and Reservation Request procedure (that formally commits funds to a dwelling unit). This agreement will certify that the property is the principal residence of the owner, that the post-rehab value of the property will not exceed 95% of the 203(b) limits established by HUD and defines the ESFRLP maximum amount and form of assistance being provided to the homeowner, the scope of work to be performed, the date of completion and the rehabilitation criteria and standards to be met.
6. **Pre-rehab inspection & unit evaluation:** Pitt County's Rehabilitation Specialist will visit the home again for a more thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks, etc. Each unit will be evaluated for energy-saving opportunities such as air-sealing and duct-sealing as well as for environmental concerns, such as lead based paint hazards, radon and asbestos.
7. **Work write-up:** The Rehabilitation Specialist will prepare complete and detailed work specifications (known as the "work write-up"). A final cost estimate will also be prepared by the Rehabilitation Specialist and held in confidence until bids are received from contractors.
8. **Lead and Other Testing:** Pitt County will arrange for a certified firm to inspect all pre-1978 constructed homes for potential lead hazards (required) and asbestos hazards (as deemed necessary by the Rehabilitation Specialist in all homes built during, before and after 1978). All homes will be tested for radon. The owner will receive information covering the results of the tests and any corrective actions that will be needed as part of the rehabilitation.
9. **Bidding:** The work write-up and bid documents will be conveyed to all contractors from the Approved Contractors Registry who will be given no less than seven days in which to inspect the property and prepare bid proposals. Each contractor will need access to all parts of the house in order to prepare a bid. A bid opening will be conducted at the Pitt County Planning Department located at 1825 Hospital Drive Greenville, NC 27834 at a specified date and time, with all bidders invited to attend.
10. **Contractor selection:** Within 72 hours of the bid opening the most responsive

and reasonable bidders will be selected. All bidders and the homeowner will be notified in writing of 1) the selection of the winning bid, 2) the amount of the winning bid, 3) the amount of the County's cost estimate, and 4) the specific reasons for the selection, if other than the lowest bidder was selected.

11. **Loan closing and contract execution:** Loan documents (Promissory Note and Deed of Trust) will be prepared by NCHFA as the lender and executed by the homeowner. *By law, homeowners have the right to hire legal representation of their choosing at loan closing.* If a homeowner does not have "representation" at the closing, the borrower must sign a NCHFA "Legal Advice Disclosure". Rehabilitation contract documents will be executed by the homeowner and contractor with Pitt County signing on as an interested third party prior to the commencement of any construction. Pitt County will facilitate with the loan closing and recordation of these documents and forward the recorded documents to NCHFA.
12. **Pre-construction conference:** A pre-construction conference will be held at the selected applicant's home. At this time, the homeowner, contractor and Pitt County ESFRLP program representatives will discuss the details of the work to be completed. Starting and ending dates will be finalized, along with any special arrangements, such as weekend or evening work hours and disposition of items to be removed from the home. Pitt County will issue a "proceed order" formally instructing the contractor to commence work by the agreed-upon date.
13. **Construction:** The contractor is responsible for obtaining and posting all permits for the project before beginning work. Pitt County ESFRLP Program staff will closely monitor the contractor during the construction period and Building Code Enforcement Officials will conduct the required inspections. To protect personal property the homeowner will be responsible for working with the contractor toward clearing work areas of personal property, as needed as much as practicable. The contractor will be responsible for all clearing and cleaning activities necessary due to construction activities.
14. **Change Orders:** All changes to the scope of work must be approved by the owner, the contractor, Pitt County's Rehabilitation Specialist, and the Pitt County Program Administrator, and reduced in writing as a contract amendment ("change order"). The owner, contractor and two Pitt County personnel must execute any change order agreements to the construction contract.
15. **Progress payments:** The contractor is entitled to request two partial payments and a final payment. When a payment is requested, the Rehabilitation Specialist will inspect the work within three days.
16. **Closeout:** When the Rehabilitation Specialist and the Homeowner are satisfied that the contract has been fulfilled, the Homeowner, Project Administrator and Rehabilitation Specialist will sign off on the work. All material and workmanship will be guaranteed by the contractor for a period of one-year from the date of completion of the work as established by the County's approval date the final pay

requisition. Pitt County will notify the homeowner in writing of this date.

17. **Post-construction conference:** Following construction, the contractor and the Rehabilitation Specialist will meet with the Homeowner one last time. At this conference, the contractor will provide all owner's manuals and warranties on equipment and materials to the homeowner. The contractor and Rehabilitation Specialist will go over operating and maintenance requirements for the new equipment, materials and appliances, and discuss general maintenance of the home with the Homeowner. The Homeowner will have the opportunity to ask any final questions about the work.
18. **Final loan amount determination:** If, upon completion of all rehabilitation work, the contract price has changed due to the effect of change orders and there is a need to modify the loan, NCHFA will prepare an estoppel for a loan reduction or modification agreement for loan increases as necessary at the time of closeout of the unit. The loan will remain the property of NCHFA, with original documents remaining there for storage and "servicing. Please note that it is the responsibility of the owner to record an estoppel if they wish this to be reflected in the Deed of Trust.
19. **The warranty period:** It is extremely important that the homeowner report any problems with the work that was performed to the Pitt County Rehabilitation Specialist or other representative, as soon as possible, in writing. All bona fide defects in materials and workmanship reported within one year of completion of construction will be corrected free of charge by the Contractor.

What are the key dates?

If, after reading this document, you feel that you qualify for this program and wish to apply, please keep the following dates in mind:

- Homeowners who wish to apply for assistance must request to be placed on the waiting list by June 30th of each year by contacting the Pitt County Planning Department at (252)902-3250. Applications will only be given out at the Mandatory Information Session. Those who have applied for housing assistance from Pitt County in the past will automatically be reconsidered. If denied previously, a new application must be submitted.
- Applications will be made available during the required Annual Mandatory Information Session. Up to five units will be identified from this pool of candidates and additional candidates will be considered following the 2021 and 2022 Informational Sessions pending the availability of funds.
- Applications must be turned in at the Pitt County Community Development office by the deadline provided at the Informational Sessions. The deadline date is typically thirty days following the date of the Informational Session.
- Selection of units will be made on an annual basis in January 2021, 2022 and 2023 (if funds remain available).
- All rehabilitation work must be under contract by December 31, 2022.
- All rehabilitation work must be completed by June 26, 2023.

How do I request an application?

Contact:

Jonas Hill, Assistant Planning Director
Pitt County
1717 West 5th Street
Greenville, NC 27834
Phone: (252) 902-3250

Applications are only given out at the Mandatory Information Session:
Pitt County Agricultural Building, 403 Government Circle, Greenville, NC

Is there a procedure for dealing with complaints, disputes and appeals?

Although the application process and rehabilitation guidelines are meant to be as fair as possible, Pitt County realizes that there is still a chance that some applicants or participants may dispute decisions, work completed or other issues. The following procedures are designed to provide an avenue for resolution of complaints and appeals.

During the application process:

1. If an applicant feels that his/her application was not fairly reviewed or rated and would like to appeal the decision made about it, he/she should contact Jonas Hill, Assistant Director, within five days of the initial decision and voice their concern.
2. If the applicant remains dissatisfied with the decision, the detailed complaint should be put into writing. A written appeal must be made within 10 business days of the initial decision on an application.
3. Pitt County will respond in writing to any complaints or appeals within 10 business days of receiving written comments.

During the rehabilitation process:

1. If the homeowner feels that construction is not being completed according to the contract, he/she must inform the contractor and the Rehabilitation Specialist, preferably in writing.
2. The Rehabilitation Specialist will inspect the work in question. If he finds that the work is not being completed according to the contract, the Rehabilitation Specialist will review the contract with the contractor and ask the contractor to correct the problem.
3. If the Rehabilitation Specialist finds that the work is being completed according to contract, the complaint will be added to the applicant's file and the Rehabilitation Specialist and the homeowner will discuss the concern and the reason for the Rehabilitation Specialist's decision.
4. If problems persist, the homeowner must put the concern in writing and a mediation conference between the homeowner and the contractor may be convened by the Rehabilitation Specialist and facilitated by Pitt County's Assistant Planning Director.
5. Should the mediation conference fail to resolve the dispute, the Assistant Planning Director will render a written final decision.

Final Appeal:

After following the above procedures, any applicant or homeowner who remains dissatisfied with Pitt County's final decision may appeal in writing to Michael Handley, NCHFA, PO Box 28066, Raleigh, NC 27611-8066, (919) 877-5627.

Will the personal information provided remain confidential? Yes. All information in applicant files will remain confidential. Access to the information will be provided only to Pitt County employees who are directly involved in the program, the North Carolina Housing Finance Agency, the US Department of Housing and Urban Development (HUD) and auditors.

What about conflicts of interest? No employee or board member of Pitt County, or entity contracting with Pitt County, who exercises any functions or responsibilities with respect to the ESFRLP project shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with project funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of Pitt County employees or of Pitt County board members and others closely identified with, may be approved for rehabilitation assistance only upon public disclosure before the Pitt County Board of Commissioners and written permission from NCHFA.

What about favoritism? All activities under ESFRLP, including rating and ranking applications, inviting bids, selecting contractors and resolving complaints, will be conducted in a fair, open and non-discriminatory manner, entirely without regard to race, color, religion, national origin, sex, familial status and disability.

Outreach Efforts of the ESFRLP Program

The County makes citizens aware of the ESFRLP program and other housing rehabilitation opportunities through various service providers and specific outreach efforts. At minimum, the County will advertise or publish an article about the Essential Single-Family Rehabilitation Loan Pool Program via the following media/venues: the local newspaper serving the County (The Daily Reflector), at senior centers throughout the County, on the local cable news channel, and on the County's website

<https://www.pittcountync.gov/345/Owner-Occupied-Housing-Rehabilitation> .

Who can I contact about the ESFRLP program? Any questions regarding any part of this application or program should be addressed to:

Jonas Hill,
Assistant Planning Director
Pitt County
1717 West 5th Street
Greenville, NC 27834
Phone: (252) 902-3250

James Rhodes
Planning Director
Pitt County
1717 West 5th Street
Greenville, NC 27834
(252) 902-3250

This Assistance Policy is adopted this ____ day of _____ 2020.

Melvin C. McLawhorn, Chairman
Pitt County Board of Commissioners

Attest

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Instructions for use of the ESFRLP Model Procurement/Disbursement Policy-2019 Cycle

1. The yellow highlighting in the document is used by NCHFA to show specific reference items which must be reviewed and likely revised. The blue highlighting in the document is used to show model language for optional practices.
2. To facilitate reduced NCHFA approval times for content changes your organization makes to the policy, use green or other color highlighting to show changes to your organization's assigned NCHFA case manager.

3. Date submitted: _____

4. Person for NCHFA to contact concerning revisions: _____

5. Provide any notes to your NCHFA case manager below:

6. When adopting this policy:
 - a. Please review to ensure that the policy mirrors the way that your organization functions.
 - b. Change all personnel, location, income and date references as needed, at minimum, and delete all highlighting.
 - c. Once all adjustments are made and your NCHFA case manager has approved your ESFRLP Policy, delete this page prior to adoption.

Pitt County
Procurement and Disbursement Policy
For the 2020 Cycle of the
ESSENTIAL SINGLE-FAMILY REHABILITATION LOAN POOL

PROCUREMENT POLICY

1. To the maximum extent practical, the Pitt County (the County) promotes a fair, open and competitive procurement process as required under the North Carolina Housing Finance Agency's (NCHFA) Essential Single-Family Rehabilitation Loan Pool (ESFRLP). Bids are invited from Contractors who are part of the County's Approved Contractor Registry. Any current contractor listed with and approved by the County and in good standing (ie. no unresolved past performance issues and not listed on the federal or state debarred list) will receive automatic approval status on the Approved Contractor Registry.
2. To be listed in the Approved Contractor Registry, a contractor must complete an application, have their recent work inspected, reviewed and approved by the County's Rehabilitation Specialist and submit proof of insurance. All contractors working on pre-1978 units must be Renovate, Repair and Paint Rule (RR&P) Certified Renovators working for Certified Renovation firms; only those contractors with this certificate on file will be invited to bid on pre-1978 homes. Qualified vendors are those substantially meeting the applicable specifications and laws, taking into consideration quality, performance and the time specified in the bids for performance of the contract. Contact the County for an application to become a qualified vendor and thereby be listed in the Approved Contractor Registry.
3. At least three eligible contractors on the County's Approved Contractor Registry shall be invited to bid on each job and the lowest responsive and responsible bidder shall be selected for the contract. "Responsive and responsible" means (a) the contractor is deemed able to complete the work in a timely fashion, (b) the bid is within 15%, in either direction, of the County's cost estimate, (c) the contractor has not been suspended or debarred and (d) there is no conflict of interest (real or apparent).

The County will solicit bids to all contractors listed in the County's Approved Contractor Registry through US Mail or via email, using the address provided by the contractor. It is the responsibility of the contractor to ensure the contact information is up to date. The County will conduct a public bid allowing qualified vendors to provide quotes, bids or proposals for the product or services needed. Every reasonable effort will be made to receive at least three quotes, bids or proposals.

All contractors working on pre-1978 units must be Renovation, Repair and Painting Rule (RR&P) Certified Renovators working for Certified Renovation firms; only those contractors with this certificate on file will be invited to bid on pre-1978 homes.

4. Although bid packages may be bundled for multiple job sites, the bids for multiple job sites shall be considered separate and apart when awarded, and shall be awarded to the lowest responsive and responsible bidder(s) for each job site.

5. Bid packages shall consist of an invitation to bid, work write up(s) and bid sheet(s) for each job, including instructions for distribution and receipt of bids. Contractors will be given no less than seven days in which to inspect the property and prepare bid proposals. Each contractor will need access to all parts of the house in order to prepare a bid. A bid opening will be conducted at the Development Services Building, 1825 Hospital Drive Greenville, NC at a specified date and time, with all bidders invited to attend.
6. Bids must include a cost-per-item breakdown with line item totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.
7. The County reserves the right to reject any or all bids at any time during the procurement process.
8. In the event of a true emergency situation, the County reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, electronic bids and the like. Should such methods ever become necessary the transaction will be fully documented. In the event phone bids are used, Pitt County will call the first three responsive contractors on the approved contractor list who have indicated a desire to be on the telephone call list. The County will track who has been called and responsive, and will rotate through the full list before beginning the rotation again.
9. All sealed bids will be opened publicly at a time and place to be announced in the bid invitation. All bidders are welcome to attend. Within 72 hours of the bid opening, after review of bid breakdowns and construction schedules, the lowest responsive and responsible bidder will be selected. All bidders and the homeowner will be notified in writing of 1) the selection of the winning bid, 2) the amount of the winning bid, 3) the amount of the County's cost estimate, and 4) the specific reasons for the selection, if other than the lowest bidder was selected.
10. The contractor is responsible for obtaining a building and/or trade permits for the project before beginning work if required by the local jurisdiction. The building permit must be posted at the house during the entire period of construction. If applicable, the contractor will obtain a permit for lead hazard related activities. Pitt County ESFRLP staff will closely monitor the contractor during the construction period to make sure that the work is being completed according to the work write-up (which is made a part of the rehabilitation contract by reference) and performed in a timely fashion. Local Code Enforcement Officials will inspect the work for compliance with the NC State Building Code and the local minimum housing code, when applicable. To protect personal property, the homeowner will be responsible for working with the contractor toward clearing work areas of personal property, as needed. The contractor will be responsible for all clearing and cleaning activities necessary due to construction activities.
11. Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract including at minimum, the homeowner, the contractor and two representatives of the County. The change order must also detail any changes to the original contract price and completion date.
12. No work may begin prior to a contract being awarded and executed and a written order to

proceed provided to the contractor. In addition, a pre-construction conference and “walk through” shall be held at the work site prior to commencement of repair work. At this time, the homeowner, contractor and Pitt County ESFRLP program representatives will discuss the details of the work to be completed. Starting and ending dates will be finalized, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home. Within 24 hours of the pre-construction conference, Pitt County will issue a "proceed order" formally instructing the contractor to commence work by the agreed-upon date.

13. Pitt County is an equal opportunity employer, implements non-discriminatory practices in its procurement/disbursement and will make special outreach efforts to include M/WBE (Minority/Women Business Enterprise) businesses within its contractor and subcontractor pool. Contractors will be chosen by the above criteria without regard to race, color, religion, national origin, sex, familial status and/or disability.

DISBURSEMENT POLICY

1. All repair work must be inspected by (a) the County’s Rehabilitation Specialist, (b) the local building or minimum housing code inspector, when applicable, and (c) the homeowner prior to any payments to contractors. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be processed upon presentation of an original invoice from the contractor. Contractor should allow 21 business days for processing of the invoice for payment.
2. The contractor is entitled to request two partial payments and a final payment. The first partial payment may be requested when the work is 33% complete. The second partial payment may be requested when the work is 66% complete. When a payment is requested, a Pitt County representative will inspect the work within three days, determine percentage of job completion and calculate a payment based on 90% of the total work completed.
3. Following construction, the contractor and the Rehabilitation Specialist will meet with the Homeowner for a post-construction conference. At this conference the contractor will provide all owner's manuals and warranties on equipment and materials to the homeowner, and will be available to answer homeowner questions.
4. Project Closeout: When the contractor declares the work complete, the Rehabilitation Specialist will thoroughly inspect the work. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of final payment. If the contractor fails to correct the work to the satisfaction of the County’s Rehabilitation Specialist, payment may be withheld until the work is deemed satisfactory. (Contractors may follow the County’s Essential Single-Family Rehabilitation Loan Pool Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy.) The Homeowner, Project Administrator and Rehabilitation Specialist will sign off on the work. After receipt of the contractor's final invoice, inspections, certificate of completion and lien releases, the final payment will be ordered. All material and workmanship will be guaranteed by the contractor for a period of one-year using the date the Rehabilitation Specialist declares all work complete and approves the final invoice for payment, the

homeowner will be provided the one-year warranty date in writing.

5. The County assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.
6. All contractors, sub-contractors and suppliers must sign a lien waiver prior to disbursement of funds.

The Procurement and Disbursement Policies are adopted this the _____ day of _____ 20__.

Pitt County

BY: _____

ATTEST: _____

CONTRACTORS STATEMENT:

I have read and understand the attached Pitt County Procurement and Disbursement Policy.

BY: _____

COMPANY NAME: _____

WITNESS: _____

PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

Department: Planning - Essential Single Family Rehab
FY Budget: 19-20

Date of Request: 5/18/20

	ACCOUNT NO.	TITLE OF ACCOUNT	DECREASE	INCREASE
REVENUES	2372421 426400	Federal Categorical Grant		190,000
	ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
EXPENDITURES	2375521 569504	Administrative Cost	40,000	
	2375521 569513	Rehabilitation	150,000	
TOTAL			BALANCES	

Net Effect to Budget: \$150,000 Increase

Department Justification: (Please provide detailed explanation)

Budget amendment is to establish accounts for the 2020 Essential Single Family Rehabilitation Disaster Recovery program.

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"/>		

RESOLUTION NO. _____

RESOLUTION AUTHORIZING STAFF MEMBERS TO REQUEST FUNDS FOR COMPLETED WORK ASSOCIATED WITH THE 2020 SINGLE FAMILY REHABILITATION LOAN POOL GRANT

WHEREAS, Pitt County's 2020 Essential Single Family Rehabilitation Loan Pool (ESFRLP20) application to rehabilitate several homes was approved by the North Carolina Department of Housing Finance on February 21, 2020; and

WHEREAS, the initial grant allocation is for \$190,000; and

WHEREAS, the County must identify individuals who are authorized to request funds as work is completed in regard to the Single Family Rehabilitation Loan Pool grant; and

NOW THEREFORE, BE IT RESOLVED BY THE COUNTY OF PITT BOARD OF COMMISSIONERS that Denise C. Urban and Kelly G. Dixon of the Finance Department and Jonas N. Hill and Jason Bryant with the Planning Department are authorized to request funds for completed work associated with the Single Family Rehabilitation Loan Pool program.

ADOPTED this the 18th day of May, 2020.

COUNTY OF PITT

Kimberly W. Hines
Clerk to the Board

Melvin McLawhorn
Chairman, Board of County Commissioners

Appendix 17

Tax Administration Adjustment Refunds



Pitt County Board of Commissioners meeting, Monday May 18

NCPTS Refunds for Board approval			
Refund Payee	Bill	Source	Refund Amount
Robert Hardy	0001059279-2018-2018-0000-00	BUS	\$ 116.48
Christopher Warren	0001071286-2019-2019-0000-01	IND	\$ 141.10
David Jones	000767439-2018-2018-0000-00	IND	\$ 174.64
	NCPTS refunds total		\$ 432.22

NCVTS Refunds for Board approval			
Refund Payee	Bill	Source	Refund amount
Barbara Knox	0034968869-2019-2019-0000-00	RMV	\$ 101.94
David Rogister	0034965064-2019-2019-0000-00	RMV	\$ 367.68
Robert McAdam	0052053262-2019-2019-0000-00	RMV	\$ 219.60
Michael Tucker	0042796915-2018-2018-0000-00	RMV	\$ 167.76
Michael Streeter	0049331857-2019-2019-0000-00	RMV	\$ 178.26
Jason Bowe	0034767351-2019-2019-0000-00	RMV	\$ 135.37
Merrill Flood	0039337853-2019-2019-0000-00	RMV	\$ 280.01
Pinnacle Property Management of NC Inc	0051037745-2019-2019-0000-00	RMV	\$ 558.98
Laura Curd	0051746321-2019-2019-0000-00	RMV	\$ 181.88
Myron Simpson	0039865130-2019-2019-0000-00	RMV	\$ 109.09
Akecia Best	0052117327-2019-2019-0000-00	RMV	\$ 277.31
	NCVTS refunds total		\$ 2,577.88

Appendix 18

Approval of Distribution of Juvenile Crime
Prevention Council (JCPC) Funding for
FY2020-2021 (No County Funds)



North Carolina Department of Public Safety

JCPC Program - Program Application

SECTION I A	SPONSORING AGENCY AND PROGRAM INFORMATION		
FUNDING PERIOD: FY 20-21	DPS/JCPC FUNDING # (cont only) 974-XXXX		
COUNTY: Pitt	AREA: Eastern Area		
Multi-County: No	Multi-Components: Yes		
NAME OF PROGRAM: Pitt County Juvenile Services Restitution Program			

SPONSORING AGENCY:	Pitt County Government		
SPONSORING AGENCY PHYSICAL ADDRESS:	1717 West 5th Street Greenville	NC	27834
SPONSORING AGENCY MAILING ADDRESS:	1717 West 5th Street Greenville	NC	27834
TYPE:	Public	FEDERAL ID #	56-6000332

COMPONENT ID #	NAME OF PROGRAM COMPONENT	PROGRAM TYPE	TOTAL COST OF EACH COMPONENT
27968	Psychological Services To Assist With Treatment Program	Assessments	\$ 20,000
27969	Pitt County Juvenile Services Restitution Program	Restitution/Community Service	\$ 140,500
Total cost of components:			\$ 160,500

Program Manager Name & Address *(same person on signature page)*

Name:	Dolly Bryant-Dawson		Title:	Program Coordinator	
Mailing Address:	P.O. Box 1160		City:	Greenville	Zip: 27835
Phone:	(252) 695-7338	Fax:	(252) 695-7335	E-mail:	dolly.bryant-dawson@pittcountync.gov

Contact Person *(if different from program manager)*

Name:	Dolly Bryant-Dawson		Title:	Program Coordinator	
Mailing Address:	P.O. Box 1160		City:	Greenville	Zip: 27835
Phone:	(252) 695-7338	Fax:	(252) 695-7335	E-mail:	dolly.bryant-dawson@pittcountync.gov

Program Fiscal Officer *(cannot be program manager)*

Name:	Brian Barnett		Title:	Deputy County Manager/Chief Financial Officer	
Mailing Address:	1717 West 5th Street		City:	Greenville	Zip: 27834
Phone:	(252) 902-3012	Fax:	(252) 830-6380	E-mail:	brian.barnett@pittcountync.gov

SECTION I B	PROGRAM COMPONENT DESCRIPTION
COMPONENT ID #	COMPONENT INFORMATION
27968	<p>NAME OF COMPONENT: Psychological Services To Assist With Treatment Program BRIEF DESCRIPTION: Through annual contractual agreements between the Court Counselors agency and licensed psychologists in the local area, very timely referrals and subsequent delivery of evaluation services can be initiated and completed with a written report being received by the referring counselor within 10 to 14 days after meeting with the youth. Also, very relevant findings, insights, and treatment recommendations are contained in the evaluation report.</p>

COMPONENT ID #	COMPONENT INFORMATION
27969	<p>NAME OF COMPONENT: Pitt County Juvenile Services Restitution Program BRIEF DESCRIPTION: To provide an opportunity for juveniles to be held accountable for their behavior. The Juvenile Restitution Program is designed to address this by having juveniles work to earn restitution for their victims and/or uncompensated community service.</p>



North Carolina Department of Public Safety

JCPC Program - Program Application

SECTION I A		SPONSORING AGENCY AND PROGRAM INFORMATION	
FUNDING PERIOD:	FY 20-21	DPS/JCPC FUNDING # (cont only)	974-XXXX
COUNTY:	Pitt	AREA:	Eastern Area
Multi-County:	No	Multi-Components	Yes
NAME OF PROGRAM:		Pitt County Teen Court	

SPONSORING AGENCY:	Mediation Center of Eastern Carolina		
SPONSORING AGENCY PHYSICAL ADDRESS:	200 Eastbrook Drive Greenville NC	Suite A 27858	
SPONSORING AGENCY MAILING ADDRESS:	200 Eastbrook Drive Greenville NC	Suite A 27858	
TYPE:	Non-Profit	FEDERAL ID #	56-1669121

COMPONENT ID #	NAME OF PROGRAM COMPONENT	PROGRAM TYPE	TOTAL COST OF EACH COMPONENT
29192	Teen Court	Teen Court	\$ 146,570
29249	Juvenile Mediation Services	Mediation/Conflict Resolution	\$ 20,852
Total cost of components:			\$ 167,422

Program Manager Name & Address *(same person on signature page)*

Name:	April Young	Title:	Associate Director
Mailing Address:	200 East Brook Ave. Suite A	City:	GREENVILLE Zip: 27858
Phone:	(252) 758-0268 Ext:110	Fax:	(252) 758-8810
		E-mail:	ayoung.mcec@gmail.com

Contact Person *(if different from program manager)*

Name:	Deanna Spruill	Title:	Program Coordinator
Mailing Address:	200 East Brook Dr.	City:	Greenville Zip: 27858
Phone:	(252) 758-0268 Ext:103	Fax:	(252) 758-8810
		E-mail:	dspruill.mcec@gmail.com

Program Fiscal Officer *(cannot be program manager)*

Name:	Candice Mathis	Title:	Executive Director
Mailing Address:	200 East Brook Ave. Suite A	City:	GREENVILLE Zip: 27858
Phone:	(910) 275-0003	Fax:	(252) 758-8810
		E-mail:	cmathis.mcec@gmail.com

SECTION I B	PROGRAM COMPONENT DESCRIPTION
COMPONENT ID #	COMPONENT INFORMATION
29192	<p>NAME OF COMPONENT: Teen Court</p> <p>BRIEF DESCRIPTION: Pitt County Teen Court is an alternative justice system for offenders who commit a misdemeanor, admit guilt and accept responsibility for their actions. Under the supervision of program staff, consequences are assigned by a jury of peers following a hearing conducted by trained youth to review the pertinent facts surrounding the offense. Teen Court also provides an opportunity for youth to be accountable for their actions by completing supervised community service work in the community.</p>

COMPONENT ID #	COMPONENT INFORMATION
29249	<p>NAME OF COMPONENT: Juvenile Mediation Services</p> <p>BRIEF DESCRIPTION: Mediation services including victim-offender mediation and restorative justice methods.</p>



North Carolina Department of Public Safety

JCPC Program - Program Application

SECTION I A	SPONSORING AGENCY AND PROGRAM INFORMATION		
FUNDING PERIOD:	FY 20-21	DPS/JCPC FUNDING # (cont only)	974-XXXX
COUNTY:	Pitt	AREA:	Eastern Area
Multi-County:	No	Multi-Components	No
NAME OF PROGRAM: Pitt County Family Preservation Services			

SPONSORING AGENCY:	Methodist Home for Children		
SPONSORING AGENCY PHYSICAL ADDRESS:	1041 Washington Street Raleigh	NC	27605
SPONSORING AGENCY MAILING ADDRESS:	1041 Washington Street Raleigh	NC	27605
TYPE:	Non-Profit	FEDERAL ID #:	56-0547482

COMPONENT ID #	NAME OF PROGRAM COMPONENT	PROGRAM TYPE	TOTAL COST OF EACH COMPONENT
28055	Pitt County Family Preservation	Home Based Family Counseling	\$ 122,906
Total cost of components:			\$ 122,906

Program Manager Name & Address (same person on signature page)

Name:	Kenneth Perry	Title:	Vice President of Operations
Mailing Address:	1041 Washington Street	City:	Raleigh
		Zip:	27605
Phone:	(919) 754-3632	Fax:	(919) 755-1833
		E-mail:	kperry@mhfc.org

Contact Person (if different from program manager)

Name:	Teneisha Towe	Title:	Director of In-Home Services
Mailing Address:	1041 Washington Street	City:	Raleigh
		Zip:	27605
Phone:	(919) 710-3454	Fax:	(919) 755-1833
		E-mail:	ttowe@mhfc.org

Program Fiscal Officer (cannot be program manager)

Name:	Peter Williams	Title:	CFO
Mailing Address:	1041 Washington Street	City:	Raleigh
		Zip:	27605
Phone:	(919) 754-3641	Fax:	(919) 755-1833
		E-mail:	pwilliams@mhfc.org

SECTION I B	PROGRAM COMPONENT DESCRIPTION
COMPONENT ID #	COMPONENT INFORMATION
28055	<p>NAME OF COMPONENT: Pitt County Family Preservation</p> <p>BRIEF DESCRIPTION: Family Preservation services and additional services of Vocational Education and Transition/Re-entry services are available to any level youth referred to this program. Methodist Home will utilize components of the evidence-based model of care "Families First" and the CRAFT/Work-for-It program, listed as one of OJJDP's model programs. MHC In-Home Services are accessible to any level youth for up to 24 weeks/6 months.</p>



**North Carolina Department of Public Safety
JCPC Program - Program Application**

SECTION I A		SPONSORING AGENCY AND PROGRAM INFORMATION	
FUNDING PERIOD:	FY 20-21	DPS/JCPC FUNDING # (cont only)	974-XXXX
COUNTY:	Pitt	AREA:	Eastern Area
Multi-County:	No	Multi-Components	No
NAME OF PROGRAM:		Pitt Therapeutic Foster Care	

SPONSORING AGENCY:	Methodist Home for Children		
SPONSORING AGENCY PHYSICAL ADDRESS:	1041 Washington Street Raleigh	NC	27605
SPONSORING AGENCY MAILING ADDRESS:	1041 Washington Street Raleigh	NC	27605
TYPE:	Non-Profit	FEDERAL ID #	56-0547482

COMPONENT ID #	NAME OF PROGRAM COMPONENT	PROGRAM TYPE	TOTAL COST OF EACH COMPONENT
29227	Pitt Therapeutic Foster Care	Specialized Foster Care	\$ 63,638
Total cost of components:			\$ 63,638

Program Manager Name & Address *(same person on signature page)*

Name:	Kenneth Perry	Title:	Vice President of Operations		
Mailing Address:	1041 Washington Street	City:	Raleigh	Zip:	27605
Phone:	(919) 754-3632	Fax:	(919) 755-1833	E-mail:	kperry@mhfc.org

Contact Person *(if different from program manager)*

Name:	Kimberly Hale	Title:	Foster Care Coordinator		
Mailing Address:	1041 Washington Street	City:	Raleigh	Zip:	27605
Phone:	(252) 414-1818	Fax:	(919) 755-1833	E-mail:	khale@mhfc.org

Program Fiscal Officer *(cannot be program manager)*

Name:	Peter Williams	Title:	CFO		
Mailing Address:	1041 Washington Street	City:	Raleigh	Zip:	27605
Phone:	(919) 754-3641	Fax:	(919) 755-1833	E-mail:	pwilliams@mhfc.org

SECTION I B	PROGRAM COMPONENT DESCRIPTION
COMPONENT ID #	COMPONENT INFORMATION
29227	<p>NAME OF COMPONENT: Pitt Therapeutic Foster Care</p> <p>BRIEF DESCRIPTION: Provide therapeutic foster care for youth (male or female) age 10-18 involved with the Division of Juvenile Justice in Pitt County Therapeutic Foster Care that caters to the physical, emotional, and social needs of the youth in a supportive family setting.</p>



North Carolina Department of Public Safety

JCPC Program - Program Application

SECTION I A		SPONSORING AGENCY AND PROGRAM INFORMATION	
FUNDING PERIOD:	FY 20-21	DPS/JCPC FUNDING # (cont only)	874-XXXX
COUNTY:	Pitt	AREA:	Eastern Area
Multi-County:	No	Multi-Components	Yes
NAME OF PROGRAM:		Antioch Impact Youth Program	

SPONSORING AGENCY:	Antioch Church Ministries		
SPONSORING AGENCY PHYSICAL ADDRESS:	2645 Railroad St Bell Arthur	NC	27811
SPONSORING AGENCY MAILING ADDRESS:	P. O. Box 581 Bell Arthur	NC	27811
TYPE:	Non-Profit	FEDERAL ID #	56-2132336

COMPONENT ID #	NAME OF PROGRAM COMPONENT	PROGRAM TYPE	TOTAL COST OF EACH COMPONENT
29209	Impacting Families	Parent/Family Skill Building	\$ 31,496
29210	Impact Connects	Mentoring	\$ 53,497
29211	Vocational Education	Vocational Skills	\$ 24,139
Total cost of components:			\$ 109,132

Program Manager Name & Address *(same person on signature page)*

Name:	Desha Lane	Title:	Program Coordinator		
Mailing Address:	P. O. Box 581	City:	Bell Arthur	Zip:	27811
Phone:	(252) 830-4053 Ext:103	Fax:	(252) 830-9887	E-mail:	deshalane68@gmail.com

Contact Person *(if different from program manager)*

Name:	Judy Spell-Dupree	Title:			
Mailing Address:	P. O. Box 581	City:	Bell Arthur	Zip:	27811
Phone:	(252) 830-4053 Ext:103	Fax:	(252) 830-9887	E-mail:	dpap2010@centurylink.net

Program Fiscal Officer *(cannot be program manager)*

Name:	Judy Spell-Dupree	Title:	Finance Officer		
Mailing Address:	P. O. Box 581	City:	Bell Arthur	Zip:	27811
Phone:	(252) 830-4053 Ext:103	Fax:	(252) 830-9887	E-mail:	dpap2010@centurylink.net

SECTION I B	PROGRAM COMPONENT DESCRIPTION
COMPONENT ID #	COMPONENT INFORMATION
29209	<p>NAME OF COMPONENT: Impacting Families</p> <p>BRIEF DESCRIPTION: Research shows the effectiveness of parental involvement in the success of the individual child and the success and improvement of schools. The earlier a parent becomes involved in the educational process, the more positive the result. Impacting Families will offer family involvement through the Triple P-Positive Parenting Program, a multi-tiered system of evidence-based education and support early intervention and prevention model for parents and caregivers of children and adolescents.</p>

COMPONENT ID #	COMPONENT INFORMATION
29210	<p>NAME OF COMPONENT: Impact Connects</p> <p>BRIEF DESCRIPTION: Antioch Impact Youth will provide mentoring opportunities to remove the barriers of race, poverty, ignorance, and despair by mentoring and inspiring them to strive for constructive pursuits and activities, that will increasing the likelihood of successful outcomes. Students will participate in community service, career readiness and job shadowing experiences as well as cultural activities to motivate them and help promote good behavior within their academic settings.</p>

COMPONENT ID #	COMPONENT INFORMATION
29211	<p>NAME OF COMPONENT: Vocational Education</p> <p>BRIEF DESCRIPTION: A Vocational Specialist will provide Soft Skills Training and Development which will be taught using a combination of classroom instruction, role playing, coaching/training, take home activities, and real life vocational experiences that will assist participants build a strong foundation for academic and career success. Participants will also be placed in a paid Career Training with professional business mentors who will provide hands on career exploration in the career of their choice.</p>



North Carolina Department of Public Safety

JCPC Program - Program Application

SECTION I A		SPONSORING AGENCY AND PROGRAM INFORMATION	
FUNDING PERIOD:	FY 20-21	DPS/JCPC FUNDING # (cont only)	974-XXXX
COUNTY:	Pitt	AREA:	Eastern Area
Multi-County:	No	Multi-Components	Yes
NAME OF PROGRAM:		Crossing the Bridge Mentoring and Vocational Education	

SPONSORING AGENCY:	Churches Outreach Network		
SPONSORING AGENCY PHYSICAL ADDRESS:	115 WEST 9TH STREET GREENVILLE NC 27834		
SPONSORING AGENCY MAILING ADDRESS:	411 BEASLEY DRIVE L-15 GREENVILLE NC 27834		
TYPE:	Non-Profit	FEDERAL ID #	74-3255184

COMPONENT ID #	NAME OF PROGRAM COMPONENT	PROGRAM TYPE	TOTAL COST OF EACH COMPONENT
29267	Crossing the Bridge Mentoring Program	Mentoring	\$ 79,660
29268	Vocational Education	Vocational Skills	\$ 6,000
Total cost of components:			\$ 85,660

Program Manager Name & Address *(same person on signature page)*

Name:	Rodney Coles	Title:	
Mailing Address:	1206 Evans Street #25	City:	Greenville Zip: 27834
Phone:	(252) 917-6500	Fax:	
		E-mail:	crossingthebridgementoring@gmail.com

Contact Person *(if different from program manager)*

Name:	Rodney Coles	Title:	
Mailing Address:	1206 Evans Street #25	City:	Greenville Zip: 27834
Phone:	(252) 917-6500	Fax:	
		E-mail:	crossingthebridgementoring@gmail.com

Program Fiscal Officer *(cannot be program manager)*

Name:	Rodney Coles	Title:	
Mailing Address:	1206 Evans Street #25	City:	Greenville Zip: 27834
Phone:	(252) 227-4391	Fax:	
		E-mail:	wmsmarketing@aol.com

SECTION I B	PROGRAM COMPONENT DESCRIPTION
COMPONENT ID #	COMPONENT INFORMATION
29267	<p>NAME OF COMPONENT: Crossing the Bridge Mentoring Program</p> <p>BRIEF DESCRIPTION: This program will provide one-to-one mentors for youth ages 12-17 at risk for involvement with the juvenile justice system and those already involved with the juvenile justice system. A vocational education component will also be provided to the youth</p>

COMPONENT ID #	COMPONENT INFORMATION
29268	<p>NAME OF COMPONENT: Vocational Education</p> <p>BRIEF DESCRIPTION: This program will provide vocational education to youth ages 12-17 at risk for involvement with the juvenile justice system and those already involved with the juvenile justice system utilizing curricula provided by Junior Achievement. Youth will complete up to four 6-week curricula during the year for an average of two 1-hour sessions per month.</p>

Pitt County

Juvenile Crime Prevention Council

Funding Requests & Recommended Funding
FY 2020 - 2021

Date: April 16, 2020

<u>Programs</u>	<u>Requests 20-21 FY</u>	<u>Recommended 20-21 FY</u>
Juvenile restitution/ Psychological	\$118,800.00	\$103,073.00
Family Preservation	\$102,422.00	\$83,572.00
Structured Day No funds available / alternative funding source	\$167,700.00	\$0
Teen Court	\$139,512.00	\$100,000.00
Antioch Impact Youth	\$90,943.00	\$44,139.00
Rocking Horse Ranch Therapeutic Riding Program, Inc. [they withdrew their application]	\$27,600.00	\$0
Methodist Home/Pitt Therapeutic Foster Care	\$53,032.00	\$53,032.00
Crossing The Bridge Mentoring & Vocational Education [\$20,000.00 first 6 months then a review of the program for the remaining funds]	\$67,900.00	\$39,834.00
Administrative Funds	\$6,500.00	\$6,500.00
*** Funding amount for FY 2020-2021		\$430,150.00

Funding Committee Present: via telephone: A. Keene, M. Taylor, J. Tripp, M. Blake, M. Price and T. Townes [area consultant]

Appendix 19

EMS Week Proclamation for May 17-23, 2020

Proclamation Recognizing

EMERGENCY MEDICAL SERVICES WEEK

Stronger Together

May 17-23, 2020

WHEREAS, emergency medical services is a vital public service to the citizens of Pitt County; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the Emergency Medical Services System consists of first responders, emergency medical technicians, paramedics, firefighters, educators, administrators, emergency nurses, emergency physicians, and others; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, the 2020 EMS week theme, “Ready Today. Preparing for Tomorrow,”, recognizes the value and accomplishments of emergency medical services providers by designating Emergency Medical Services Week.

THEREFORE, the **Pitt County Board of County Commissioners** do hereby proclaim the week of May 17-23, 2020, as **EMERGENCY MEDICAL SERVICES WEEK** throughout this county, and urge all people of Pitt County to recognize and support the many activities and efforts of emergency medical service providers.

Adopted this day, the 18th of May 2020.

Melvin McLawhorn, Chairman
Pitt County Board of Commissioners

Attest:

Kimberly Hines, Clerk to the Board

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:
---	---	--

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, Alexand	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

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

Heather Brown

2337 Springhill Road
Greenville NC 27858

Day Phone: (252) 864-4367
Evening Phone: (252) 864-4367
Fax:
E-mail: hnbfarmer@gmail.com

Gender: F
Race: White
District: 3
Priority:

Applied for this board on: 4/18/2011

Application received/updated: 03/25/2019

Applicant's Attributes: District 3
VolAg Southeast
South of the River
Simpson ETJ

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)			
	Organization	Description	Date(s)
Education	University of Phoenix	MS - Psychology	
Education	East Carolina University	BA - Psychology	
Education	St. Stephens High		
Experience	Infinite Wellness Concepts	Associate Professional	
Volunteer/Prof. Associations	Greenville Rape & Child Abuse P		

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

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		12/31/2019 to 12/31/2021
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		

Boards Assigned To

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, May 5, 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/Envior
University of Pittsburgh	BS Biology, MPH Enviornmental Heal
Brownsville Area High School	Diploma

on the 5/18/20
BOCC agenda

MAY 05 2020

JTS



Board of Health

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



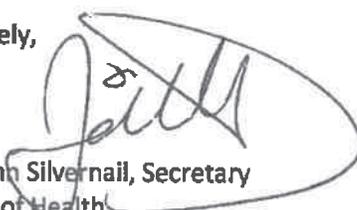
March 10, 2020

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

Ms. Singleton,

I would like to recommend Mr. Lowell Speight be reappointed to serve in the Engineer position on the Pitt County Board of Health. He has been a very good board member. For the year 2019 Mr. Speight attended 9 out of 10 meetings. His current appointment expires on 04/17/2020.

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	4.32	4.98
	Chairman Appointment						
1	Dixon, Faustina H	5	2/2/2009	9/1/2019	9/1/2022	11.26	13.59
	At large						
5	Engelke, Martha	5	2/1/2017	2/1/2020	2/1/2023	3.26	6.00
	Nurse						
9	Fleming, Rex	2	8/3/2015	4/1/2018	4/1/2021	4.76	5.67
	At large						
7	Harrell, Adam	5	3/20/2017	3/20/2017	3/20/2020	3.13	3.00
	Dentist						
6	Hayes, Mark T	5	3/16/2006	10/5/2018	10/5/2021	14.15	15.57
	Veterinarian						
11	McIntosh, Scott	3	7/8/2019	7/8/2019	5/1/2021	0.83	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	0.85	3.00
3	Patidar, Nitesh Pharmacist		6/3/2013	6/3/2019	6/3/2022	6.93	9.01
4	Ramsey, Keith M Physician	4	2/4/2008	9/1/2017	9/1/2020	12.26	12.58
8	Speight, Lowell Engineer	4	4/17/2017	4/17/2017	4/17/2020	3.05	3.00

Appendix 21

Reappointments to the Animal Services Advisory
Board

Applicant Interest Listing

Animal Services Advisory Board

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:

Applied for this board on: 1/23/2020

Application received/updated: 01/23/2020

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, Alexand	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	

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:

Applicant Interest Listing

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		

Michael Nelms
 103 Squire Drive
 Winterville NC 28590

Day Phone: (252) 296-2879
 Evening Phone:
 Fax:
 E-mail: wnelms@hotmail.com

Gender: M
 Race: White
 District: 5
 Priority:

Applied for this board on: 2/19/2020

Application received/updated: 02/19/2020

Applicant's Attributes: Greenville ETJ
 District 5

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>		
Organization	Description	Date(s)
Education	Pitt Community College	

Applicant Interest Listing

Education	Louisburg College & Barton Coll
Education	D.H. Conley
Experience	Moore Brothers
Experience	Stacato's Restaurant
Experience	N&N Enterprises
Volunteer/Prof. Associations	Community Schools Soccer Ca
Volunteer/Prof. Associations	Boys & Girls Club

Kristoffer Rixon

400 Cooper Street
Winterville NC 28590

Day Phone: (518) 570-5801
Evening Phone:
Fax:
E-mail: kristofferrixon@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
District 6

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>		
	Organization	Description
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

To: Kimberly Hines, Clerk to the Board

From: Michele Whaley, Pitt County Animal Services Director

Date: May 5, 2020

Re: Re-Appointments to Animal Services Advisory Board

The Animal Services Advisory Board recommends the following persons for re-appointment to the Board.

1. Amy Neal
2. Lauren Mercer-Hopkins, DVM

If you need any more information please let me know.



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>
Animal Services Advisory Board							
5	Below, Scott	3	5/2/2017	5/2/2019	5/2/2021	3.01	4.00
	At large						
2	Brock, Jack T	3	10/17/2016	2/6/2020	2/6/2022	3.55	5.31
	At large						
6	Coulson, Thomas R	6	12/21/2015	1/13/2020	12/31/2020	4.38	5.03
	Chairman Appointment						
3	Dail, Allison B	6	3/21/2016	2/7/2020	2/7/2022	4.13	5.89
	Note: Vice Chairman						
	At large						
8	Goddard, Matthew S	2	12/1/2014	2/7/2020	2/7/2022	5.43	7.19
	Note: Chairman						
	At large						
1	Mercer-Hopkins, Lauren	3	3/12/2018	3/12/2018	3/12/2020	2.15	2.00
	Veterinarian						
9	Neal, Amy	3	2/1/2016	12/10/2018	4/6/2020	4.26	4.18
	At large						

<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>
7	Rhodes, Donald C Note: resigned on 1/08/2020 At large	4	3/21/2016	2/6/2017	2/6/2020	4.13	3.88
4	Wilson, Carole At large	4	2/4/2019	2/4/2019	2/4/2021	1.25	2.00

Appendix 22

Reappointment to the Committee to Employee People
with Disabilities

Applicant Interest Listing

Committee for Employment of People with Disabiliti

Jessica Brown 2152 Flagstone Cr Apt. M2 Greenville Nc 27834	Day Phone: (252) 847-4100 Evening Phone: (252) 481-8378 Fax: E-mail: jesbrown36@gmail.com	Gender: F Race: African District: 1 Priority:
---	--	--

Applied for this board on: 7/16/2018

Application received/updated: 07/16/2018

Applicant's Attributes: Greenville City Limits
 VolAg Southwest
 South of the River
 District 1

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)			
	Organization	Description	Date(s)
	Vidant Medical Center	Patient Access Specialist	Dec. 2012 - Present
	Vidant Medical Center	Patien Access Rep.	Apr. 09-Dec. 2012
	Vidant Medical Center	Patient Transport	June 05- Apr 09
	Ashford University	M.A Health Care Administration	
	North Pitt	Diploma	

Taylor Burleson 2200 University Suites Drive Greenville NC 27858	Day Phone: (828) 450-5723 Evening Phone: Fax: E-mail: taylorburleson9@yahoo.co	Gender: F Race: White District: 1 Priority:
---	---	--

Applied for this board on: 3/12/2019

Application received/updated: 03/12/2019

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

Applicant Interest Listing

District 1

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>		
Organization	Description	Date(s)
Gamma Sigma Sigma	Sorority	
East Carolina University	Political science degree	
Hendersonville High School	Diploma	

Cody Chulle

3076 Fernleaf Dr
Greenville NC 27858

Day Phone: (252) 737-4608
Evening Phone: (618) 927-5587
Fax:
E-mail: chullenc@ecu.edu

Gender: M
Race: Other
District: 6
Priority:

Applied for this board on: 6/7/2018

Application received/updated: 06/07/2018

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

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>		
Organization	Description	Date(s)
East Carolina University	Assoc. Professor, Univ. Leadership Fel	
Southern Illinois University	MBA	
Purdue University	Ph.D Business Admin.	

Boards Assigned To

P.C. Nursing Home/Adult Care Community Advisory C 10/1/2019 to 10/1/2022

Chenele Coleman-Sellers

1092 Worthington Road
Winterville NC 28590

Day Phone: (252) 258-0644
Evening Phone:
Fax: (919) 237-1957

Gender: F
Race: African
District: 6

Applicant Interest Listing

E-mail: chenele1128@gmail.com

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, & Public	
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 Person over 60 years of age	10/3/2016 to 10/3/2019

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

Applicant Interest Listing

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 Fountain FD	12/31/2019 to 12/31/2021

Andrew Foreman

100 David Drive
Greenville NC 27858

Day Phone: (252) 295-9155
Evening Phone:
Fax:
E-mail: andy.foreman@ncdps.gov

Gender: M
Race: White
District: 3
Priority:

Applied for this board on: 11/8/2018

Application received/updated: 11/08/2018

Applicant's Attributes: VolAg Southeast
South of the River
Greenville City Limits
District 3

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

Applicant Interest Listing

Education	East Carolina University	Criminal Justice & History	
Education	Pitt Community College	Criminal Justice & History	
Education	D.H. Conley		
Experience	NC Dept. of Public Safety - Juve	Deputy Chief Director	24 years
Volunteer/Prof. Associations	Juvenile Crime Prevention Council		1997-2000
Volunteer/Prof. Associations	Pitt County Planning Board	Former Chairman	1992-1995

Deandra Francis
 1512 Hollow Drive - Apt. A
 Greenville NC 27858

Day Phone: (252) 902-1388
 Evening Phone: (252) 367-5336
 Fax:
 E-mail: dea.francis@pittcountync.g

Gender: F
 Race: African
 District: 6
 Priority:

Applied for this board on: 9/12/2019

Application received/updated: 09/12/2019

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

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>			
	Organization	Description	Date(s)
Education		Master of Public Admin. (H.R. Manag	
Education	American Public University	Master of Education (Special Educatio	
Education	Bossier High School		
Experience	Pitt County Government	Income Maintenance Caseworker II	

Kristoffer Rixon
 400 Cooper Street
 Winterville NC 28590

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

Gender: M
 Race: White
 District: 6
 Priority:

Applicant Interest Listing

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

Ruth Worsley

3910 Evans Street Ext.
 Winterville NC 28590

Day Phone: (252) 754-8293
 Evening Phone: (973) 943-9324
 Fax:
 E-mail: worsr@aol.com

Gender: F
 Race: African
 District: 5
 Priority:

Applied for this board on: 3/18/2019

Application received/updated: 03/18/2019

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

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)		
Organization	Description	Date(s)
Education	Dept. of Justice / U.S. Marshal's	
Education	PCMH Pastoral Services Dept.	Chaplain Resident
Education	New Brunswick Theological Sem	Masters of Divinity & B.S. Outgers

Applicant Interest Listing

Education	Bethel High School
Experience	Pitt County Citizen's Academy G
Experience	US Army National Guard

MAY 05 2020

JTS

Singleton, Janna

From: Hollingsworth, Pam <PHolling@vidanthealth.com>
Sent: Tuesday, May 5, 2020 3:35 PM
To: Singleton, Janna; Hines, Kimberly
Subject: reappointment of Christina Bell to the PCCEPD board

As chair of PCCEPD, I would like to request the reappointment of Christina Bell to the PCCEPD board. She has been a very faithful and contributing member. She is a leader in providing disability employment services in Pitt County through her leadership at East Carolina Vocational Center and her attendance has been excellent. At times Christina's job requires that she not be available for committee meetings as is true for all of us in professional jobs, but she is always in contact and providing assistance and support to all our projects and plans.

Please do reappoint Christina Bell to the PCCEPD Board.

Thank you,

Sincerely,

Pamela D. Hollingsworth
PCCEPD Chair

Pamela D. Hollingsworth, MS, CVE
Certified Vocational Evaluation Specialist
Program Coordinator
Vocational Evaluation Services
Vidant Medical Center

252.847.4708 office
252.847.5486 testing area/technician
252.847.0907 fax
pholling@vidanthealth.com

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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>
Committee for Employment of People with Disabilities							
13	Aushman, Nancy	3	5/20/2019	5/20/2019	2/15/2022	0.96	2.75
	East Carolina University						
1	Bell, Christina	3	2/20/2017	2/20/2017	2/20/2020	3.21	3.00
	ECVC						
3	Coburn, Charles C	4	5/20/2019	5/20/2019	2/15/2022	0.96	2.75
	At large						
5	Elliott, Jan	4	10/5/2015	5/20/2019	2/15/2022	4.59	6.37
	Social Services						
7	Hollingsworth, Pam	5	9/14/1998	5/20/2019	2/15/2022	21.65	23.44
	Note: Co-Chair						
	Vidant Medical Center						
10	Hutton, Sarah	5	5/20/2019	5/20/2019	2/15/2022	0.96	2.75
	Pitt County Schools						
2	Kelley, Lisa	4	4/23/2018	4/23/2018	4/23/2021	2.04	3.00
	Pitt Community College						

<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>
9	Kramzar, John J	5	9/13/2004	5/20/2019	2/15/2022	15.65	17.44
	Vocational Rehabilitation						
16	Krisher, Kevin	4	7/21/2014	2/15/2016	2/15/2019	5.79	4.58
	At large						
14	Letchworth, James K	4	5/20/2019	5/20/2019	2/15/2022	0.96	2.75
	Trillum						
6	Phillips, Jenise	6	4/23/2018	5/20/2019	2/15/2022	2.04	3.82
	City of Greenville						
12	Vacant,				2/15/2013		
	Vidant Medical Center						
8	Vacant,				2/15/2016		
	Easter Seals						
4	Vacant,				9/16/2016		
	Private Industry						
15	Vacant,				2/15/2013		
	Employment Security Commission						

<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>
11	Ward, Tonika		5/20/2019	5/20/2019	2/15/2022	0.96	2.75
	At large						

Appendix 23

Reappointments to the P.C. Child Fatality Prevention
Team

Applicant Interest Listing

P. C. Child Fatality Prevention Team

Jessica Burnham
374 Farmingwood Road
Greenville NC 27858

Day Phone: (252) 758-8885
Evening Phone: (252) 916-1491
Fax:
E-mail: Kburnham@mppfc.org

Gender: F
Race:
District: 3
Priority:

Applied for this board on: 7/30/2018

Application received/updated: 07/30/2018

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)
Education	WCU		
Experience	Martin Pitt Partnership for Childr	Executive Director	

	Organization	Description	Date(s)
Education	WCU		
Experience	Martin Pitt Partnership for Childr	Executive Director	

Charles Coburn
3363 N. Waverly St
Farmville NC 27828

Day Phone: (252) 902-2010
Evening Phone: (252) 531-1977
Fax:
E-mail: cam.coburn@pittcountync.

Gender: M
Race: White
District: 4
Priority:

Applied for this board on: 7/20/2017

Application received/updated: 07/20/2017

Applicant's Attributes: Farmville City Limits
VolAg Southwest
South of the River
District 4

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

	Organization	Description	Date(s)

Applicant Interest Listing

Education	Methodist University	
Education	Fayetteville State University	
Education	Pitt Community College	
Education	Farmville Central High School	Diploma
Experience	Pitt County Sheriff's Office	Supervisor
Experience	National Guard	1988-1989
Volunteer/Prof. Associations	PCC Alumni Assoc.	Board of Directors
Volunteer/Prof. Associations	Crime Stoppers	Board of Directors
Volunteer/Prof. Associations	Boys & Girls Club	Board of Directors
Volunteer/Prof. Associations	NC Assoc. of School Resource O	Board of Directors
Volunteer/Prof. Associations	Farmville Benevolent Ministries	
Volunteer/Prof. Associations	Soup Kitchen	Volunteer
Volunteer/Prof. Associations	PATS	Director

Boards Assigned To

Committee for Employment of People with Disabilities	5/20/2019 to 2/15/2022
At large	

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

Applicant Interest Listing

<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
Experience	Imperial Tobacco	18+ yrs

Applicant Interest Listing

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	12/31/2019 to 12/31/2021
Fountain FD	

Brenda Dawes

2810 Madison Grove Road
Greenville NC 27858

Day Phone: (252) 412-8107
Evening Phone: (252) 412-8107
Fax:
E-mail: tootoot1978@yahoo.com

Gender: F
Race:
District: 3
Priority:

Applied for this board on: 5/24/2019

Application received/updated: 05/24/2019

Applicant's Attributes: Simpson ETJ
South of the River
VolAg Southeast
District 3

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>			
	Organization	Description	Date(s)
Education	Lenoir Community College		
Education	North Pitt High		
Experience	US Navy	Active & Reserves	1996-2018
Experience	US Postal Service	Rural letter Carrier	
Volunteer/Prof. Associations	American Red Cross		
Volunteer/Prof. Associations	My Sister's Closet		
Volunteer/Prof. Associations	Greenville Homeless Shelter		

Applicant Interest Listing

Volunteer/Prof. Associations

Former Guardian ad Litem

Kelli Pack Smith

952 Van Gert Drive
Winterville NC 28590

Day Phone: (252) 847-4810
Evening Phone: (252) 353-2737
Fax:
E-mail: kpsmith@vidanthealth.com

Gender: F
Race: African
District: 5
Priority:

Applied for this board on: 1/25/2019

Application received/updated: 01/25/2019

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

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

	Organization	Description	Date(s)
Education	Nova Southeastern Univesity	Doctrate in Health Science Admin.	
Education	East Carolina University	MBA	
Education	University of Alabama	MPH	
Education	Clark Atlanta University	B.S. Biology/minor in math	
Education	Beaumont School for Girls	High School	
Experience	Vidant Healht	Administrator, Medical Affairs	
Experience	Jefferson County Department of	Admin. Intern	
Experience	Department of Health and Huma	Analysist	
Experience	Graduate Reasearch Assistant		
Volunteer/Prof. Associations	Pack for Patriots	Volunteer	
Volunteer/Prof. Associations	Community Crossroads Shelter	Volunteer	

Boards Assigned To

Board Of Health

7/1/2019 to 7/1/2022

At large

Applicant Interest Listing

Kristoffer Rixon

400 Cooper Street
Winterville NC 28590

Day Phone: (518) 570-5801
Evening Phone:
Fax:
E-mail: kristofferrixon@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
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

Samantha Stuewer

2120 Hyde Dr
Greenville NC 27858

Day Phone: (845) 264-1529
Evening Phone:
Fax:
E-mail: samantha@evolveinc.com

Gender: F
Race: White
District: 5
Priority:

Applied for this board on: 6/25/2018

Application received/updated: 06/25/2018

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

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

Applicant Interest Listing

Organization	Description	Date(s)
Evolve	Public Relations	
St. Basil's Academy	Head Residential Counselor	
University of Albany	AA Human Services B.A. Psychology,	
Arlington High School	Diploma	

John Wright

849 Maple Ridge Road
Greenville NC 27858

Day Phone: (252) 744-8334
Evening Phone: (954) 655-1275
Fax:
E-mail: wrightjoh17@ecu.edu

Gender: M
Race: White
District: 3
Priority:

Applied for this board on: 3/24/2020

Application received/updated: 03/24/2020

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

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

Organization	Description	Date(s)
ECU School of Medicine	Clinical Professor of Peds, Child Abus	
Broward County Child Protection	Medical Director	
University of Miami	Doctrate of Medicine	
University of Florida	BS Chemistry	
St. Thomas Aquinas	High School	

To: Hardee, Jennifer
Subject: RE: Child Fatality Prevention Team

-----Original Message-----

From: Hardee, Jennifer
Sent: Wednesday, May 6, 2020 1:39 PM
To: Singleton, Janna <janna.singleton@pittcountync.gov>
Cc: Mizzelle, Porshia <porshia.mizzelle@pittcountync.gov>; Silvernail, John <john.silvernail@pittcountync.gov>
Subject: Child Fatality Prevention Team
Importance: High

Janna,

The CFPT would like to request that the following members be reappointed to the team:

Lauren Jones
James R. Cox, Jr.
James McArthur, Jr.
Marlo Blake

Thank you,

Jennifer Hardee, MAEd, LCCE
Coordinator, Women's & Children's Health Education Programs Coordinator, PIMPAC (Pitt Infant Mortality Prevention Advisory Council) Pitt County Health Department
201 Government Circle
Greenville, NC 27858
252-902-2424

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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>
P. C. Child Fatality Prevention Team							
8	Blake, Marlo L	6	4/4/2005	4/4/2017	4/4/2020	15.10	15.01
	At large						
6	Cox, James R	5	4/1/2002	4/4/2017	4/4/2020	18.11	18.02
	At large						
11	Fipps, Sue Anne	4	8/7/2017	8/7/2017	8/7/2020	2.75	3.00
	At large						
2	Jones, Lauren P		4/4/2017	4/4/2017	4/4/2020	3.09	3.00
	At large						
7	McArthur, James	3	4/4/2017	4/4/2017	4/4/2020	3.09	3.00
	EMS provider						
3	Smith, Jennifer	6	7/12/2004	4/4/2017	4/4/2020	15.83	15.74
	Note: resigned 12/11/18						
9	Sneed, Jennifer T	3	4/4/2005	4/7/2008	4/4/2011	15.10	6.00
	Note: resigned - per email 9/30/10						
	Parent of Child who died prior						

<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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5	Suggs, Edward C	4	10/3/2011	10/3/2017	10/3/2020	8.60	9.01
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Law Enforcement Officer