

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

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

**Board Members Present:**

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

**Staff Present:**

Scott Elliott, County Manager  
Janis Gallagher, County Attorney  
Kimberly Hines, Clerk to the Board  
Brian Barnett, Deputy County Manager, Chief Financial Officer  
Mike Taylor, Deputy County Manager/Chief Information Officer  
Mike Emory, Public Information Officer  
Tim Corley, County Engineer  
James Rhodes, Planning Director  
Amy Hattem, Assistant Public Health Director  
Sam Croom, Tax Administrator  
Florida Hardy, Human Resources Director  
John Demary, Solid Waste Director  
Randy Gentry, Emergency Management Director  
Jan Elliott, Social Services Director  
Scott Darnell, Industrial Development Director  
Leigh Guth, Cooperative Extension Director  
Paula Dance, Sheriff  
Serenity Norman, Attorney, Sheriff's Department  
Chauncey Congelton, Chief Deputy, Sheriff's Department

**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. County Manager Elliott led the pledge.

## **Approval of Agenda**

### **Motion:**

Motion to remove the Item for Decision (Portrait request of the superior courtroom).

Motion made by Commissioner Lauren White.

Motion seconded by Commissioner Mary Perkins-Williams.

Motion passed unanimously.

### **Motion:**

Motion to approve the agenda with removal of the public hearing (American Material Company, LLC Sand Mine) and adding an Economic Development item under Closed Session.

Motion made by Commissioner Chris W. Nunnally.

Motion seconded by Commissioner Lauren White.

Motion passed unanimously.

## **Presentation**

Recognition of Eagle Scouts - David Ammon Day (Troop 826) and Meade Evans (Troop 30) - Scott Elliott

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

The Board of Commissioners wishes to recognize David Ammon Day (Troop 826) and Meade Evans (Troop 30) for receiving their Eagle Scout Rank.

### **Staff Recommendation**

Motion to send a letter and a certificate to David Ammon Day (Troop 826) and Meade Evans (Troop 30) for receiving their Eagle Scout Rank.

See Appendix 1

### **Motion:**

Motion to send a letter and a certificate to David Ammon Day (Troop 826) and Meade Evans (Troop 30) for receiving their Eagle Scout Rank.

Motion made by Commissioner Chris W. Nunnally.

Motion seconded by Commissioner Ann Floyd Huggins.

Motion passed unanimously.

## **Public Hearings**

American Materials Company, LLC. Sand Mine - Conditional Use Permit Request - James Rhodes

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

The Pitt County Planning Department is in receipt of a petition from American Materials Company, LLC requesting a Conditional Use Permit for the expansion of an existing sand mine as required in the Rural Agricultural district. The subject property is identified by the Tax Assessor's Office as Parcel 19208 owned by William D. Mitchum, Jr., located on the western side of SR 1403 (Stokes Road) south of its intersection with SR 1401 (Old River Road).

A Conditional Use Permit was issued on July 9, 2012 to American Materials Company, LLC to operate a sand mine comprised of 235.74 permitted acres, of which approximately 66.78 acres are being excavated. The proposed expansion will add an additional 50.0 acres to the permitted area, with an additional 17.75 acres of excavation area, which includes 15.25 acres on the subject property and an additional 2.5 acres of previous buffer area. The subject property has road frontage along SR 1403 (Stokes Road), however, the mining area will be accessed via the existing mine entrance along NC 222.

As stipulated in the Zoning Ordinance, Planning staff will make a recommendation directly to the Board of Commissioners without review by the Planning Board. If deemed necessary, the Commissioners may refer the request to the Planning Board for a recommendation. Pursuant to NCGS 166A-19.24(f)(2), a public body may conduct a quasi-judicial proceeding as a remote meeting only when "all persons subject to the quasi-judicial proceeding who have standing to participate in the quasi-judicial hearing have been given notice of the quasi-judicial hearing and consent to the remote meeting." Planning staff mailed consent forms and hearing notices to all property owners with 500 feet of the subject property who may potentially have standing to participate. Staff will advise the Board on August 17th if the proper consent has been obtained prior to the hearing. If one or more do not consent to the remote hearing or do not return the form, the Board cannot proceed and the hearing will have to be postponed until a later date when it can be heard in person by the Board.

The schedule for consideration of the Conditional Use Permit request is as follows:

- July 16, 2020 through August 17, 2020 - Obtain consent for remote hearing pursuant to NCGS 166A-19.24(f)(2)
- August 1, 2020 through August 16, 2020 - Advertise public hearing (Attachment 1) in Daily Reflector and notify property owners within 500 feet of the subject property (Attachment 2)
- August 17, 2020 - Board of County Commissioners Public Hearing

Attached is a list of property owners within 500 feet of the subject property (Attachment 3), the Conditional Use Permit application (Attachment 4), a flow chart that depicts the Conditional Use Permit process (Attachment 5), a site plan of the proposed sand mine that indicates the area of expansion (Attachment 6), a final staff report (Attachment 7), a copy of the previous conditional use permit approval issued by the Board of Commissioners on July 9, 2012 (Attachment 8), and a copy of the consent form mailed to property owners that potentially have standing to participate in the hearing (Attachment 9).

### **Staff Recommendation**

Acknowledge that the application is complete and complies with all of the applicable requirements of the Zoning Ordinance.

Approve the Conditional Use Permit subject to the development standards of Section 8.(DDD.) of the Pitt County Zoning Ordinance, and the following additional conditions:

Additional Conditions:

- Obtain a no-rise certification, a Conditional Letter of Map Revision (CLOMR), and a Letter of Map Revision (LOMAR) from FEMA prior to expansion of the mine.
- Provide a 50-foot riparian buffer on all stream features present on the site, or obtain documentation from the North Carolina Division of Water Quality or Pitt County

Planning Department showing that the features are considered exempt from the Tar-Pamlico Buffer Regulations.

See Appendix 2

### **Meeting Notes**

This item was removed from the agenda.

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

#### **Meeting Notes**

Ms. Gallagher reminded the citizens that Pitt County welcomes comments on all matters of public concern. Please state your name and address prior to beginning your remarks. When you hear the timer indicate that your time is up, please conclude your remarks.

Scott Johnson, 8594 County Home Road, Ayden, stated he is coming before the Board as a representative of multiple vendors at the Leroy James Farmers Market as well as their customers. He stated he received an email on Monday, August 10<sup>th</sup> from the Extension Director informing him that a vote of mandatory masks was forthcoming and asked as a vendor if he would 1) be willing to wear a mask while working at the Leroy James Farmers Market and sign an affirmation; 2) be willing to move to the front lawn of the market to a tent provided by the Leroy James Farmers Market; and 3) choose to temporarily withdrawal from the market and have \$50 membership returned. He stated it is his personal opinion that any policy which contains suggestions similar to the aforementioned are discriminatory against those with medical conditions that prevent them from wearing mask or cloth cover. He stated it is also his understanding that this policy is being proposed by the extension office and to his knowledge no official vote has been taken from the policy committee in regard to the changes. Furthermore, the directives would be issued in spite of the fact that some vendors that are unable to wear masks have been taken precautions to protect fellow vendors and customers by using plexiglass shields. He stated all the bay doors of the market remain open during business hours as to provide ample ventilation. He stated the Farmers Market constitution states one of the functions of the policy committee is to approve the rules and procedures of the market. He stated in conclusion, he is not asking for the current policies to be redacted or the sway any future votes. He stated he is simply asking that the use of plexiglass barriers be considered a respectable alternative to mask wearing and that all proposed procedural changes recommended by the Extension Director will be discussed with the Market Administrator, voted on by the policy committee and finally brought to the Board of Commissioners for final approval as set forth in the Farmers Market constitution.

Mr. Elliott shared the following written comment from Taylor Keith of Ayden:

I am writing today to express my deep concern over the blatant Government overreach that this board has discussed over the past 4 months, but specifically the comments led by Commissioner Nunnally at the last meeting. Commissioner Nunnally has suggested this Board go against Executive Order 147 by going even further than what Governor Cooper allows for in his unilateral governance of our State.

Last week, Commissioner Nunnally stated that vendors and patrons at the Farmers Market without masks should be required to provide proof of a medical

exemption as shown in the Executive Order. I have pasted below the exceptions shown in Governor Cooper's Executive Order Number 147 as issued on June 24, 2020. This CLEARLY states it is not within the order to follow the advice of Commissioner Nunnally on this issue. I have circled the very specific reference to this issue. I request the section below be read on the record.

C. **Exceptions.** This Executive Order does not require Face Coverings for—and a Face Covering does not need to be worn by—a worker, customer, or patron who:

1. Should not wear a Face Covering due to any medical or behavioral condition or disability (including, but not limited to, any person who has trouble breathing, or is unconscious or incapacitated, or is otherwise unable to put on or remove the face covering without assistance);
2. Is under eleven (11) years of age;
3. Is actively eating or drinking;
4. Is strenuously exercising;
5. Is seeking to communicate with someone who is hearing-impaired in a way that requires the mouth to be visible;
6. Is giving a speech for a broadcast or to an audience;
7. Is working at home or is in a personal vehicle;
8. Is temporarily removing his or her Face Covering to secure government or medical services or for identification purposes;
9. Would be at risk from wearing a Face Covering at work, as determined by local, state, or federal regulations or workplace safety guidelines;
10. Has found that his or her Face Covering is impeding visibility to operate equipment or a vehicle; or
11. Is a child whose parent, guardian, or responsible person has been unable to place the Face Covering safely on the child's face.

Anyone who declines to wear a Face Covering for these reasons should not be required to produce documentation or any other proof of a condition.

Children under two (2) years of age should not wear a Face Covering.

This Board, over the last 6 months, has voted time and again to follow the advice of Commissioner Nunnally along party lines and in many cases to the detriment of the Citizens of Pitt County.

I trust that this Board of Commissioners will step back and consider the great harm being caused by your decisions. I hope that this board will consider the horrible economic consequences that our citizens are enduring and will continue to endure for years to come due to partisan politics that have been played this year. Even more, I hope that each one of the Commissioners will think **independently** on this issue. What Commissioner Nunnally is suggesting is clearly against Executive Order Number 147.

To spend more tax dollars and more County resources on "Marshals" to satisfy one commissioner, while blatantly ignoring the Executive Order is wrong and I believe would put the County in a situation of willful negligence. The language above is very clear.

## Items for Report

GFOA Certificate of Achievement for Excellence in Financial Reporting for the Fiscal Year Ended June 30, 2019 (30th Consecutive Year) - Brian Barnett

**Information Provided with the Agenda**

The Government Finance Officers Association of the United States and Canada (GFOA) has awarded a Certificate of Achievement for Excellence in Financial Reporting to Pitt County for its Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2019. This is the 30th consecutive year that Pitt County has achieved this prestigious award. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements. This is a certification that the County annually strives to achieve. It is the highest form of recognition in the area of governmental accounting and financial reporting and demonstrates a commitment to open government in communicating Pitt County's financial results.

**Staff Recommendation**

Accept award and recognize contributions of Financial Services staff.

**Manager's Comments**

It is noted that three decades of financial reporting recognition from the Government Finance Officer Association is a great honor for Pitt County Government. Brian Barnett as CFO and his staff along with all those who preceded him are due the credit for this recognition.

**Meeting Notes**

Mr. Barnett stated this is the 30th consecutive year that Pitt County has achieved the prestigious award. He stated in order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements. This is a certification that the County annually strives to achieve. It is the highest form of recognition in the area of governmental accounting and financial reporting and demonstrates a commitment to open government in communicating Pitt County's financial results.

**Motion:**

Accept award and recognize contributions of Financial Services staff.

Motion made by Commissioner Lauren White.

Motion seconded by Commissioner Ann Floyd Huggins.

Motion passed unanimously.

July 2020 Tax Collection Report - Sam Croom

**Information Provided with the Agenda**

The Pitt County fiscal year to date (July 1, 2020 - July 31, 2020) combined collection rate for real and personal property is 5.71%. the combined rate one year ago for real and personal property was 7.39%. Pitt County Tax Administration continues to pursue all outstanding taxes using the necessary remedies available through the North Carolina General Statutes, including bank attachments, wage and salary garnishments, escheated funds attachments, sheriff levies, rent attachments, the NC Debt Setoff program, and in rem foreclosure.

**Staff Recommendation**

To approve the July 2020 Tax Collection Report as presented.

See Appendix 3

**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, 2020 - July 31, 2020) combined collection rate for real and personal property is 5.71%. the combined rate one year ago for real and personal property was 7.39%. He stated Pitt County Tax Administration continues to pursue all outstanding taxes using the necessary remedies available through the North Carolina General Statutes, including bank attachments, wage and salary garnishments, escheated funds attachments, sheriff levies, rent attachments, the NC Debt Setoff program, and in rem foreclosure.

**Motion:**

To approve the July 2020 Tax Collection Report as presented.

Motion made by Commissioner Lauren White.

Motion seconded by Commissioner Chris W. Nunnally.

Motion passed unanimously.

Monthly Financial Report for General Fund and Solid Waste Enterprise Fund as of July 31, 2020 - Brian Barnett

**Information Provided with the Agenda**

Attached is the Monthly Financial Report for county general and solid waste operating funds, as of July 31, 2020. Activity reported reflects 1 month (8.33%) of Fiscal Year 2019-2020.

**General Fund:**

For year-to-date totals through July 2020, general operating fund actual revenues have been collected at a rate of 2.5% of anticipated revenues. The County has spent 7.8% of budgeted general operating fund expenditures. Expenditures over revenues were higher this July than prior year, due to a slow start in Ad Valorem revenue collection. At this point, it is difficult to determine if this an effect of COVID-19 or because tax bills were mailed out in mid-July.

**Solid Waste:**

For year-to-date totals through July 2020, the solid waste operating fund actual revenues have been collected at a rate of 5.60% of anticipated revenues. Solid Waste has spent 4.77% of budgeted solid waste operating fund expenditures.

**Staff Recommendation**

Approve July 2020 Monthly Financial Report as presented.

See Appendix 4

**Manager's Comments**

Concur with staff recommendation to approve monthly financial report.

**Motion:**

Approve July 2020 Monthly Financial Report as presented.  
Motion made by Commissioner Lauren White.  
Motion seconded by Commissioner Beth B. Ward.  
Motion passed unanimously.

Pitt Community College Update - Scott Elliott

**Information Provided with the Agenda**

Dr. Rouse will appear before the Board to provide an update regarding projects and initiatives occurring at PCC.

**Staff Recommendation**

Report only.

**Meeting Notes**

Dr. Rouse presented the following Power Point presentation.

See Appendix 5

Chairman McLawhorn thanked Dr. Rouse for his continued leadership.

Commissioner Albright asked Dr. Rouse to address how COVID-19 has affected the campus and method of instruction. Dr. Rouse congratulated his faculty and staff for the immediate closure of the college in the Spring. He stated a telework policy was implemented for staff. He stated some students, particularly students new to the educational environment, have suffered by not being allowed on campus. He stated a two-week face to face instruction period has been implemented for new students beginning in the fall. He stated masks will be required and temperature checks will be provided. He stated graduation was held virtually this year. He stated adjustments continued to be made to pivot to the new environment.

Commissioner Perkins-Williams asked if courses are transferable to different universities besides East Carolina University. Dr. Rouse stated all sixteen public institutions allow transferable courses. He stated the greatest majority of students at Pitt Community College transfer to East Carolina University.

Public Health Director's COVID-19 Report - John Silvernail

**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**

Mrs. Hattem stated she was presenting of behalf of Dr. Silvernail. She provided the following Power Point presentation.

See Appendix 6

Commissioner White stated it has been brought to her attention that the Pitt County Fair Board has approved an outdoor concert on August 29, 2020 from 7 p.m.-4 a.m. She asked if this event goes against the Governor's Phase 2 order. Mrs. Hattem stated mass gatherings of twenty-five or more (outside) are not prohibited at this time. Commissioner White asked that Mrs. Hattem share her concern with Dr. Silvernail and reach out to Kenneth Ross, Fair Manager, in regard to the concern.

Commissioner Albright asked about the use of face shields in lieu of masks. Mrs. Hattem stated face shields do offer some protection but do not offer the same protection that a mask will offer. He stated using a face shield in lieu of a mask is not recommended.

Commissioner Nunnally asked what precautions can be taken to reduce the seven percent of community positivity. Mrs. Hattem stated if individuals would follow through with the current recommendations (i.e. social distancing, masking, hand washing) she believes the percentage would be reduced. She stated there are no new recommendations.

Commissioner Perkins-Williams asked about the temporary testing sites. Mrs. Hattem stated Phase I of testing has ended. She stated they need to regroup to see what funding is in place. She stated drive-through COVID-19 testing will be available at the Health Department, located at 201 Government Circle in Greenville on the follows dates:

Monday, August 24	9:00 AM – Noon
Tuesday, August 25	3:00 PM – 6:00 PM
Thursday, August 27	9:00 AM – Noon

Commissioner Perkins-Williams stated it is harvest season for the Hispanic community/farmers and it may be hard for them to find availability at this time to test at the Health Department. She stated some farmers may like to have their workers tested onsite. She commended the Emergency Management Department as well as Vidant for their recent efforts in testing sites.

Census 2020 Report - James Rhodes

**Information Provided with the Agenda**

Planning staff will provide the latest information concerning Census 2020 deadlines, promotional activities and response rates.

**Staff Recommendation**

None - For informational purpose only.

**Meeting Notes**

Mr. Rhodes presented the following Power Point presentation.

See Appendix 7

Commissioner Floyd Huggins asked if notice has been included in the utility bills. Mr. Rhodes stated different communities have included notices in their utility bills (i.e. Winterville, Ayden). He stated notices were also included in the tax notices.

Commissioner Perkins-Williams suggested including the notices in the Dominion Power bills.

Manager's Report - Scott Elliott

**Information Provided with the Agenda**

Next Meeting Dates:

September 14, 2020 at 9:00 a.m.

October 5, 2020 at 9:00 a.m.

Quasi-judicial hearing(s) - September 14, 2020 at 6 p.m., Mark W. Owens, Jr. Auditorium (Ag Center)

Farmers Market Masking - Update

9-1-1 Remembrance Request

National Civic League - All American City-County Competition - August 18, 2020 at 11:00 a.m.

NACo Committee/Council Appointments

Pitt County Employee Appreciation Day - September 25, 2020

**Staff Recommendation**

Report Only.

**Meeting Notes**

Mr. Elliott reminded the Board of the next meeting dates of September 14, 2020 at 9:00 a.m. and October 5, 2020 at 9:00 a.m.

Mr. Elliott stated the quasi-judicial hearing(s) will be held September 14, 2020 in person at 6 p.m. at the Mark W. Owens, Jr. Auditorium (Ag Center). He stated Commissioner Floyd Huggins is the only Commissioner unable to attend. He stated virtual accommodations will not be provided in order to comply with the law related to quasi-judicial hearing(s). He stated social distancing and masking will be provided as willed and desired and room capacity will be monitored.

Mr. Elliott stated there was discussion at the August 3, 2020 regular scheduled Board of Commissioners meeting in regard to Farmers Market masking. He stated the County Attorney, Cooperative Extension Director and himself met with the vendors council face to face last Tuesday evening (August 11, 2020). He stated four vendors attended in person and one attended virtually. He stated it was determined that the far majority of the vendors are complying with masking. He stated one of the outcomes of the meeting was the county would provide front entrance vendor stations/tents (outside) for those unable to mask.

Mrs. Guth stated a document was prepared for vendors that was included in the vendors payment package. She stated the document stated non-masked vendors would voluntarily set up outside with tents provided by the county. All vendors located inside the market should be masked and any new vendors joining the market would be required to mask.

She stated customers not wearing masks would be offered a mask or a volunteer to shop for them. She stated vendors and customers will continue to social distance and comply with other measures already implemented. She stated there were thirty vendors onsite this past Saturday and she received twenty-one signed affirmations. Mr. Elliott stated the affirmation statement was approved by the Farmers Market Council for distribution. He thanked Mrs. Guth for her leadership in this process.

Commissioner Albright thanked staff for developing a plan.

Mr. Elliott stated he received a 9-1-1 remembrance request last year expressing his disappointment in Pitt County not recognizing the event. He stated in lieu of COVID-19 he suggests waiting until the twentieth anniversary to hold a remembrance event.

Mr. Elliott stated Pitt County is one of twenty local governments competing nation-wide for the All-American City-County Competition Award. He stated the live presentation will be held tomorrow August 18, 2020 at 11:00 a.m.

Mr. Elliott stated Mike Taylor, Deputy County Manager/Chief Information Officer has been named to the National Association of Counties (NACo) Information Technology Advisory Council. He stated Commissioner Perkins-Williams has successfully completed the National Association of County Commissioners (NCACC) Legal Competency for Local Elected Officials course.

Mr. Elliott stated Pitt County Employee Appreciation Day will be held September 25, 2020. He stated a lunch voucher may be distributed to the employees in lieu of a mass gathering luncheon. He stated digital thermometers will be distributed to the employees as well as part of a goody bag. He stated personal leave (in 4 hour increments) may be issued to the employees as well.

### **Items for Consent**

Approval of Minutes - Kimberly Hines

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

Minutes from the August 3, 2020 (regular meeting) have been prepared for the Board's consideration.

### **Staff Recommendation**

Motion to approve minutes.

### **Manager's Comments**

Concur with staff recommendation to approve minutes.

### **Motion:**

Motion to approve minutes.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Chris W. Nunnally.

Motion passed unanimously.

Budget Amendment- Public Health - NC Baby Love (\$72,999) (No County Funds) - John Silvernail

**Information Provided with the Agenda**

Agreement Addendum 129 Revision 1: Funds to assist with a licensed clinical Mental Health Provider to provide behavioral or mental health services to enrolled participants in the NC Baby Love Plus program. Funding maybe used for salary, training and operational expenses.

**Staff Recommendation**

Approve as Presented.

See Appendix 8

**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 Chris W. Nunnally.

Motion passed unanimously.

Budget Amendment- Public Health- Vector Control \$4,000 (No County Funds) - John Silvernail

**Information Provided with the Agenda**

Agreement Addendum 908 increasing funds for Vector Control for Tick and Mosquito Suppression. Only 15 local health departments were awarded extra funds and Pitt County Health Department is designated as a CRE - County of Regional Expertise.

**Staff Recommendation**

Approve as Presented

See Appendix 9

**Manager's Comments**

Concur with staff recommendation to approve budget amendment.

**Motion:**

Approve as Presented

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Chris W. Nunnally.

Motion passed unanimously.

Budget Amendment-Public Health- Minority Diabetes Prevention Program (MDPP) \$2,205(No County Funds) - John Silvernail

**Information Provided with the Agenda**

Recognize funds that were unspent from last fiscal year from Wayne County's MDPP program. These funds can be used in other MDPP designated programs this fiscal year. These funds were returned to Pitt County as per contract.

**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 Chris W. Nunnally.

Motion passed unanimously.

Budget Amendment- Public Health- Pitt Minority Diabetes Prevention Program (No County Funds) \$51 - John Silvernail

**Information Provided with the Agenda**

Recognize additional revenue for the Pitt Minority Diabetes Prevention Program that will be used for incentives for participants. These funds are from the Minority Diabetes Prevention Program that is a regional program assisting 13 counties. Pitt County is one of those sites that offer life coach sessions for diabetes prevention.

**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 Chris W. Nunnally.

Motion passed unanimously.

Budget Amendment - Financial Services - Fund 210 Transfer - \$50,000 (no net effect to the budget) - Brian Barnett

**Information Provided with the Agenda**

A budget amendment is needed to appropriate fund balance from the General Fund to reduce the transfer from the Article 46 Sales Tax Revenue Fund (Fund 210). The amount budgeted in the General Fund transfer amount did not match the transfer amount budgeted in Fund 210.

**Staff Recommendation**

Approve budget amendment as presented.

**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 Chris W. Nunnally.

Motion passed unanimously.

Budget Amendment - Solid Waste & Recycling - NC Volkswagen Mitigation Settlement Program - Replacement of Diesel Refuse Truck - \$180,000 (No County Funds) - John Demary

**Information Provided with the Agenda**

The North Carolina Department of Environmental Quality has awarded Pitt County Solid Waste & Recycling a \$180,000 grant to replace an old diesel refuse truck through the NC Volkswagen Mitigation Settlement Program. The program is designed to achieve reduction in diesel emissions.

Each vehicle being replaced must be rendered inoperable by cutting a 3-inch hole in the engine block and cutting the vehicle frame rails completely in half. Grant payments will be disbursed as reimbursements after work is complete.

Solid Waste & Recycling requested and received permission to apply for funds at the 8/5/19 BOCC meeting.

**Staff Recommendation**

Approve budget amendment as submitted.

See Appendix 10

**Manager's Comments**

Concur with staff recommendation to approve budget amendment.

**Motion:**

Approve budget amendment as submitted.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Chris W. Nunnally.

Motion passed unanimously.

Tax Administration Adjustment Refunds - Sam Croom

**Information Provided with the Agenda**

Refunds of \$100 or more from the period of July 1, 2020 through July 31, 2020, created by adjustment or other property valuation change or correction are submitted for approval by the Pitt County Board of Commissioners in accordance with NCGS 105-38. The attached report details releases and refunds for the period listed. Refunds total \$4,742.59, including \$411.35 processed in NCPTS and \$4,331.24 processed in NCVTS.

**Staff Recommendation**

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

**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 Chris W. Nunnally.

Motion passed unanimously.

North Carolina Department of Transportation (NCDOT) Request for Addition to State Maintained Secondary Road System - Whitaker Glen Drive in Whitaker Glen Subdivision - James Rhodes

**Information Provided with the Agenda**

Along with a letter from NCDOT, is a petition requesting the addition of a road to the State Maintained Secondary Road System. Also included is a resolution for your endorsement, as well as a copy of the NCDOT Investigation Report and a map illustrating the location of the following road.

- Whitaker Glen Drive in Whitaker Glen Subdivision

**Staff Recommendation**

Motion to endorse the Resolution.

See Appendix 11

**Manager's Comments**

Concur with staff recommendation to approve request to add subdivision road to NCDOT secondary road maintenance system.

**Motion:**

Motion to endorse the Resolution.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Chris W. Nunnally.

Motion passed unanimously.

Budget Amendment - CARES Act Spending Plan Revision - \$3,507,831.04 - Brian Barnett

**Information Provided with the Agenda**

On July 1, 2020, Governor Roy Cooper signed Session 2020-80, thus increasing Pitt County's share of CARES Act funding by \$3,507,831.04. Bringing the total for CARES Act funding to \$6,698,563.04. This second allotment of CARES Act funding has been received by the County and requires a budget amendment to receive and spend the funding. Session Law 2020-80 also required counties to allocate 25% of the County's total CARES Act funding for municipalities within the county. Staff is recommending distributing the municipal share by municipal population.

The additional \$3,507,831.04 requires the County to submit a revised spending plan to the North Carolina Pandemic Recovery Office (NCPRO). The recommended spending plan includes the 25% allocation for municipalities, and continues to fund COVID-19 testing operations as the highest percentage of funding. The full breakdown of the funding is attached.

If approved the revision must be submitted to the State of North Carolina for approval.

**Staff Recommendation**

Review and approve budget amendment along with revised CARES Act funding plan.

See Appendix 12

**Manager's Comments**

Concur with staff recommendation to approve budget amendment.

**Motion:**

Review and approve budget amendment along with revised CARES Act funding plan.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Chris W. Nunnally.

Motion passed unanimously.

Public Health - Pandemic Fee Increase - John Silvernail

**Information Provided with the Agenda**

Division of Health Benefits (DHB) implemented a rate increase for Medicaid provider groups in response to the Pandemic COVID-19 through September 30th, 2020. This fee increase was approved by the Board of Health, August 11th, 2020. We have reviewed our current fees and the ones attached need to be increased which includes Telehealth, Office Visits and Physical Exams.

**Staff Recommendation**

Approve as Presented.

See Appendix 13

**Manager's Comments**

Concur with staff recommendation and as recommended by the Board of Health.

**Motion:**

Approve as Presented.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Chris W. Nunnally.

Motion passed unanimously.

**Items for Discussion**

Face Mask - Coverings - Scott Elliott

**Information Provided with the Agenda**

Commissioner Nunnally has requested that the topic of face masking be placed on the Board's meeting agenda. Attached you will find language that Commissioner Nunnally provided.

**Staff Recommendation**

Item for discussion and possible action.

See Appendix 14

**Meeting Notes**

A short break was taken at this time.

Mr. Elliott stated Commissioner Nunnally has requested that the topic of face masking be placed on the Board's meeting agenda. He stated this topic has been discussed at length

on several occasions by the Board. He stated as the County Manager, he supports the existing policy. He stated the workforce has accepted and complied with the policy. He stated no complaints have been received from the workforce or the public. He stated facemasks are used by a majority of the workforce. He stated in terms of the proposed policy presented tonight, the practicality of enforcement is problematic. He stated an alternate work arrangement (i.e. telework) may be needed if an employee is unable to wear a face mask due to an ADA issue. He stated according to the proposed policy, if an employee cannot telework, they would be sent home under FMLA for twelve weeks. He stated after that, if the employee is not willing to return to work and mask, they would face an unnecessary termination. He stated the proposed policy also requires someone at the entrance of each building to monitor the public. He stated if all major buildings were monitored, it would require seven additional employees (at a cost of \$162K annually). He stated if all buildings were monitored, it would require thirteen additional employees (at a cost of \$324K annually). He stated the CARES Act plan dollars only last the next four months. He stated staff will put into place whatever is ultimately decided by the Board of Commissioners.

Chairman McLawhorn stated this issue has been discussed several times. He asked everyone to keep their comments brief so discussion can be moved along expediently.

Commissioner Nunnally stated the proposed policy (included in the agenda packet), is to clearly communicate to the workforce and public the expectation. He stated he has entered the Pitt County office complex on several occasions and seen individuals unmasked. He stated the environment needs to be conducive to COVID spread. He stated universal masking, social distancing and personal hygiene continue to be the recommendations to reduce the spread of COVID-19. He stated the proposed policy has language straight from the CDC website and includes provisions for individuals with legitimate health concerns rather than a political concern. He stated the safest environment for someone with an underlying health condition is being around individuals that are masked. He stated Pitt County needs to step up and do the right thing. He stated at the end of the day it will allow employees the continued ability to work.

Commissioner White asked how much the extra positions (to monitor the buildings) will cost. Mr. Elliott stated if all major buildings were monitored, it would require seven additional employees (at a cost of \$162K annually). He stated if all buildings were monitored, it would require thirteen additional employees (at a cost of \$324K annually). He stated the individuals hired would have to prevent anyone not wearing a face mask from entering the building. Commissioner White reiterated that if an employee cannot telework, they would be sent home under FMLA for twelve weeks. She stated after that, if the employee is not willing to return to work and mask, they would face an unnecessary termination. She stated the Sheriff's Department does not have the money or the resources to add extra duties to their current plate.

Vice Chairman Coulson asked if the ~1,000 employees includes the Sheriff's Department. Mr. Elliott stated yes. Vice Chairman Coulson stated it is an invasion of privacy to require individuals to disclose their reason for unmasking. He stated the current policy is working.

Commissioner Perkins-Williams stated she is not willing to support the proposed policy. She stated the topic has been discussed too many times.

Commissioner Floyd Huggins stated East Carolina University requires masking at all times. Mr. Elliott stated educational institutions are required under the Governor's order to mask. He stated there is no mandate for local government to mask. She stated she supports the proposed policy as presented. She called for the question.

Commissioner Ward asked what the currently policy states in regard to employees masking. Mr. Elliott stated initially masking was required then it was revised to encouraged. He stated the organization supplied logo cloth face masks to the workforce. He stated social distancing signage along with floor markings were installed. He stated room capacity for all meeting rooms has been labeled accordingly and plexiglass barriers have been installed in departments as needed. He stated plain and simple door signage is needed stating masking is required/encouraged. Commissioner Ward asked if masks are being offered to the public. Mr. Elliott stated masks are not currently being offered.

**Motion:**

Motion to accept the proposed policy language on face coverings for county operated grounds (i.e. inside county buildings).

Motion made by Commissioner Chris W. Nunnally.

Motion seconded by Commissioner Ann Floyd Huggins.

Motion passed

Vote Record:

Beth B. Ward Yes

Tom Coulson No

Melvin McLawhorn Yes

Mary Perkins-Williams No

Ann Floyd Huggins Yes

Alex Albright Yes

Mike Fitzpatrick No

Chris W. Nunnally Yes

Lauren White No

Voting Totals:

Yes: 5 No: 4

Position Request - Sheriff's Office - Clerk V - Paula Dance

**Information Provided with the Agenda**

Under NC law, the county sheriff is responsible for the background investigation and issuance of concealed handgun permits/ handgun purchase permits. These laws require the sheriff issue or deny a concealed handgun permit within forty-five days and a handgun purchase permit within fourteen days. Due to firearms being purchased at record numbers, we have been forced to discontinue optional services such as fingerprinting for anything other than permits. Unfortunately, we are still behind and are requesting an additional position to assist with these services.

**Staff Recommendation**

Review options for providing an additional position to the Sheriff's Office.

See Appendix 15

**Meeting Notes**

Chief Deputy Congleton stated Under NC law, the county sheriff is responsible for the background investigation and issuance of concealed handgun permits/ handgun purchase permits. These laws require the sheriff issue or deny a concealed handgun permit within forty-five days and a handgun purchase permit within fourteen days. He stated due to firearms being purchased at record numbers, the Sheriff's Department has been forced to discontinue optional services such as fingerprinting for anything other than permits. He stated they are behind and are requesting an additional position to assist with these services. He provided some statistics for neighboring counties. He stated they are exceeding gun permit revenues.

Commissioner Nunnally asked what efforts prior to this request have been made by the Sheriff's Department to honor citizens request for fingerprinting outside of the gun permitting process and other likewise civic activity. Chief Deputy Congleton stated there is one full-time employee and volunteer retired employees that are assisting with purchase permits and conceal carry permits. He stated all other finger printing services have been placed on the backburner. He stated running a gun permit is very time consuming. Commissioner Nunnally asked for the starting pay of the Clerk V position. Chief Deputy Congleton stated ~\$35,000.

Vice Chairman Coulson asked if any other agency or body can perform finger printing besides the Sheriff's Department. Chief Deputy Congleton other municipalities in Pitt County perform finger printing.

Sheriff Dance stated the Sheriff's Department is solely responsible for the background investigation and issuance of concealed handgun permits/ handgun purchase permits. She shared all other statutory responsibilities of the Sheriff (i.e. executing and due returns, gift receipt for all processes, summons, keeper of the Detention Center).

Vice Chairman Coulson asked if the Clerk V position is authorized, if the Sheriff's Department will go back to offering civilian finger printing. Sheriff Dance stated the additional position is going to process concealed carry applications for 1,300 permits and 400 concealed carry permits. Vice Chairman Coulson asked how many additional positions would be needed to preform civilian finger printing. Sheriff Dance stated she could justify five additional positions. Vice Chairman Coulson stated he would argue that the Sheriff's Department needs more than one additional position due to the high volume of gun permits.

### **Manager's Comments**

Concur with Sheriff's request to add a position due to the high volume of gun permits.

### **Motion:**

Motion to approve the Clerk V position within the Sheriff's Office.

Motion made by Commissioner Alex Albright.

Motion seconded by Commissioner Ann Floyd Huggins.

Motion passed unanimously.

Consideration of Legislative Goals - Janis Gallagher

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

The North Carolina General Assembly will convene in January, 2021 for the 2021-2022 legislative biennium. In anticipation of the 2021 long session, the North Carolina Association of County Commissioners (NCACC) is seeking proposed legislative goals

from counties. Proposed goals must be received by the NCACC by September 30, 2020 for consideration.

Proposed legislative goals have been solicited from all Pitt County Department Heads. Proposed goals are attached for your consideration, along with any other goals suggested by the Board at this meeting. Pursuant to direction given by the Board, goals will be brought back for adoption at the September 14, 2020 meeting.

**Staff Recommendation**

For discussion only.

See Appendix 16

**Manager's Comments**

It is recommended to consider the draft list of legislative goals for the General Assembly's biennium for 2021-2022. The Board can choose to adopt as crafted or direct changes and bring back to next meeting on September 14th.

**Meeting Notes**

Mrs. Gallagher stated proposed legislative goals have been solicited from all Pitt County Department Heads. She stated proposed goals are attached for consideration. Pursuant to direction given by the Board, goals will be brought back for adoption at the September 14, 2020 meeting.

**Motion:**

Motion to approve the legislative goals as presented.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Mary Perkins-Williams.

Motion passed unanimously.

**Items for Decision**

Mulch Fees - John Demary

**Information Provided with the Agenda**

The Board of Commissioners approved in the FY 12-13 Budget to allow the Solid Waste & Recycling Department to charge \$5.00 per 3 cubic yard bucket for mulch. In 2016 the Board suspended the mulch fee due the change in the available markets to purchase this material. Over the past few years Pitt County has been able to secure 2 different markets for the mulch Craven Wood Energy in Craven County and NC Mulch Company in Nash County. On average the County makes \$7.00 per ton after transportation costs. This past fiscal year the County received \$374,000 in revenue for the Solid Waste & Recycling enterprise fund compared to FY 16-17 where is cost the County \$750,000 to get rid of the mulch. In order to keep the existing markets available, the County needs to provide a certain amount of mulch to them. Recently we have had a number of commercial companies coming in and getting large amounts of free mulch. Staff is recommending to begin to charging \$5.00 per 3-yard bucket for mulch. The recommendation is to allow the first bucket free of charge and then charge \$5.00 for any additional buckets.

**Staff Recommendation**

To allow the Solid Waste and Recycling Department to charge \$5.00 per 3-yard bucket of mulch with the first bucket free of charge.

**Manager's Comments**

Concur with staff recommendation regarding mulch fees at the Transfer Station.

**Meeting Notes**

Mr. Demary stated the Board of Commissioners approved in the FY 12-13 Budget to allow the Solid Waste & Recycling Department to charge \$5.00 per 3 cubic yard bucket for mulch. He stated in 2016 the Board suspended the mulch fee due the change in the available markets to purchase this material. Over the past few years Pitt County has been able to secure two different markets for the mulch. Craven Wood Energy in Craven County and NC Mulch Company in Nash County. On average the County makes \$7.00 per ton after transportation costs. This past fiscal year the County received \$374,000 in revenue for the Solid Waste & Recycling enterprise fund compared to FY 16-17 where is cost the County \$750,000 to get rid of the mulch. In order to keep the existing markets available the County needs to provide a certain amount of mulch to them. Recently we have had a number of commercial companies coming in and getting large amounts of free mulch. Staff is recommending to begin to charging \$5.00 per 3-yard bucket for mulch after the first free load.

**Motion:**

To allow the Solid Waste and Recycling Department to charge \$5.00 per 3-yard bucket of mulch with the first bucket free of charge.

Motion made by Vice-Chair Tom Coulson.

Motion seconded by Commissioner Mike Fitzpatrick.

Motion passed unanimously.

Donation of Vehicle to the Village of Simpson - Brian Barnett

**Information Provided with the Agenda**

The Village of Simpson has requested a discarded vehicle from the County. The Garage Manager has identified a 2001 Dodge Ram 1500 Pickup with 143877 miles that is available to be donated.

**Staff Recommendation**

Approve donation of vehicle and have CFO and County Manager sign the attached disposition form.

See Appendix 17

**Manager's Comments**

Concur with staff recommendation to donate a surplused pick-up truck from the Buildings & Grounds Department to the Town of Simpson.

**Meeting Notes**

Mr. Barnett stated the Village of Simpson has requested a discarded vehicle from the County. He stated the Garage Manager has identified a 2001 Dodge Ram 1500 Pickup with 143,877 miles that is available to be donated.

**Motion:**

Approve donation of vehicle and have CFO and County Manager sign the attached disposition form.

Motion made by Commissioner Ann Floyd Huggins.

Motion seconded by Commissioner Chris W. Nunnally.

Motion passed unanimously.

Portrait Request for Superior Courtroom - Scott Elliott (Item was removed from the agenda)

**Information Provided with the Agenda**

Attached you will find a letter from The Hill Law Firm requesting an invitation to the family of James E. Martin to present a portrait in oil paint for display in the superior courtroom.

**Staff Recommendation**

Approve request and extend invitation as outlined in attached request letter.

See Appendix 18

Reappointments to the Rivers East Workforce Development Board (formerly Region Q Workforce Development Board) - Scott Elliott

**Information Provided with the Agenda**

Jennie Bowen, Region Q Workforce Development Board, is recommending that Mr. Robert Williams and Ms. Mary Paramore be reappointed to the Rivers East Workforce Development Board. If reappointed, Mr. Williams and Ms. Paramore would serve another full term that expires August 21, 2023.

**Staff Recommendation**

Motion to reappoint Mr. Robert Williams and Ms. Mary Paramore to the Rivers East Workforce Development Board.

See Appendix 19

**Motion:**

Motion to reappoint Mr. Robert Williams and Ms. Mary Paramore to the Rivers East Workforce Development Board.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Lauren White.

Motion passed

Vote Record:

Beth B. Ward Yes

Tom Coulson No

Melvin McLawhorn Yes

Mary Perkins-Williams No

Ann Floyd Huggins Yes

Alex Albright Yes

Mike Fitzpatrick Yes

Chris W. Nunnally Yes

Lauren White No

Voting Totals:  
Yes: 6 No: 3

Reappointments to the Fire District Commission - Randy Gentry

**Information Provided with the Agenda**

Each fire department in Pitt County has a 3-Person Fire Commission appointed by the Board of County Commissioners. The role of the 3-Person Commission is to assist the fire department leadership with annual budgetary and long-range planning recommendations. The leadership of Pactolus Fire Department has requested that Milton Sawyer, Jr., Ronnie Briley and Roger Simmons be reappointed to serve another 2-year term which will expire 12/31/2021. They are not eligible for reappointment so Pactolus Fire Department is asking that an exception be made for the reappointment. Appointment letter from the leadership of Pactolus Fire Department is attached.

**Staff Recommendation**

Reappoint Milton Sawyer, Jr., Ronnie Briley, and Roger Simmons to serve another two-year term on the Fire District Commission as representatives for Pactolus Fire Department.

See Appendix 20

**Motion:**

Reappoint Milton Sawyer, Jr., Ronnie Briley, and Roger Simmons to serve another two-year term on the Fire District Commission as representatives for Pactolus Fire Department.

Motion made by Commissioner Mary Perkins-Williams.

Motion seconded by Commissioner Chris W. Nunnally.

Motion passed unanimously.

Reappointments to the Pitt Regional Infrastructure Development Effort (PRIDE) Board - Scott Elliott

**Information Provided with the Agenda**

Brian Barnett, Pitt Regional Infrastructure Development Effort Board contact person, is recommending the reappointment of Mr. Marvin Garner, Mr. Kelly Barnhill, Sr. and Mr. Scott Elliott to the Pitt Regional Infrastructure Development Effort Board. If reappointed, Mr. Garner, Mr. Barnhill, Sr. and Mr. Elliott will serve another full term that expires August 17, 2023.

It is noted that this board has not met since 2012 due to issuance of Certificates of Participation (COPS) not being a valuable avenue for loans in recent years.

**Staff Recommendation**

Motion to reappoint Mr. Marvin Garner, Mr. Kelly Barnhill, Sr. and Mr. Scott Elliott to the Pitt Regional Infrastructure Development Effort Board to serve another full term that expires August 17, 2023.

See Appendix 21

**Motion:**

Motion to reappoint Mr. Marvin Garner, Mr. Kelly Barnhill, Sr. and Mr. Scott Elliott to the Pitt Regional Infrastructure Development Effort Board to serve another full term that expires August 17, 2023.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Vice-Chair Tom Coulson.

Motion passed unanimously.

### **Closed Session**

Closed Session for N.C.G.S. 143-318.11(a)(3) Attorney Client Privilege & 143-318.11 (a)(1) Closed Session Minutes - Janis Gallagher

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

It is suggested that this Board go into closed session pursuant to North Carolina General Statute 143-318.11(a)(3) Attorney Client Privilege to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body and G.S. 143-318.11 (a)(1) to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.

### **Staff Recommendation**

Move to go into closed session pursuant to North Carolina General Statute 143-318.11(a)(3) Attorney Client Privilege to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body and G.S. 143-318.11 (a)(1) to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.

### **Motion:**

Move to go into closed session pursuant to North Carolina General Statute 143-318.11(a)(3) Attorney Client Privilege to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body and G.S. 143-318.11 (a)(1) to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.

Motion made by Commissioner Chris W. Nunnally.

Motion seconded by Commissioner Mike Fitzpatrick.

Motion passed unanimously.

### **Motion:**

Motion to return to open session.

Motion made by Commissioner Mary Perkins-Williams.

Motion seconded by Commissioner Beth B. Ward.

Motion passed unanimously.

### **Motion:**

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

Motion made by Commissioner Lauren White.

Motion seconded by Commissioner Mike Fitzpatrick.

Motion passed unanimously.

### **Commissioners' Comments/Committee Reports**

Vice Chairman Coulson stated several times individuals have 'called for the question' prior to each individual having an opportunity to speak. He asked if that is an improper procedure. Mrs. Gallagher stated according to the Board's Rules of Procedure, each member is permitted to speak once prior to calling for the question. She stated in Roberts Rule of Order, which varies from the Board of Commissioners adopted rules, states each member is allowed to speak twice prior to calling for the question. She stated in the cases she has observed, the Chairman has not honored the call for the question if all members have not had an opportunity to speak.

### **Adjourn**

#### **Motion:**

Motion to adjourn the meeting at 10:35 p.m.

Motion made by Commissioner Lauren White.

Motion seconded by Commissioner Ann Floyd Huggins.

Motion passed

Vote Record:

Beth B. Ward Yes

Tom Coulson Yes

Melvin McLawhorn Yes

Mary Perkins-Williams Yes

Ann Floyd Huggins Yes

Alex Albright Yes

Mike Fitzpatrick Yes

Chris W. Nunnally No

Lauren White Yes

Voting Totals:

Yes: 8 No: 1

Respectfully Submitted,

Kimberly W. Hines

Clerk to the Board

Appendix 1

Recognition of Eagle Scouts - David Ammon Day  
(Troop 826)and Meade Evans (Troop 30)



JUL 20 2020  
UTS

July 14, 2020

Ms. Kimberly Hines

1717 W. 5<sup>th</sup> Street

Greenville, NC 27834

Dear Ms. Hines;

On Tuesday, July 14, 2020, two scouts from Pitt County completed all requirements for the rank of Eagle in the Boy Scouts of America. I hope the County Commissioners will see fit to recognize these young men for their valuable service and accomplishments. See below for their information.

**Troop 30**

**Troop 9**

**Meade Evans**

**Andrew Yates**

**181 Holly Hills Road**

**3203 Misty Pines Road**

**Greenville, NC 27858**

**Winterville, NC 28590**

**252-916-2660**

**252-746-3458**

**Projects:** Meade Evans designed and installed an amazing prayer labyrinth at the Branches location of Oakmont Baptist Church. Andrew Yates designed and installed a Hammock Garden at a backpacking campsite on the neusioc trail at the beach.

These Eagle Candidates did excellent work with their projects. Pitt County is a better place to live because of the fine work they have accomplished. If I can furnish any more information about these deserving young men, please feel free to call me. The Pitt County Eagle Board was very impressed with their dedicated and selfless efforts and accomplishments during these challenging times. They have set strong examples for other scouts to follow.

Sincerely,

Glenn M. Joyner, Chairman

Pitt District Eagle Board 252-531-5403



FEB 17 2020  
JTD

February 12, 2020  
Ms. Kimberly Hines  
1717 W. 5<sup>th</sup> Street  
Greenville, NC 27834

Dear Ms. Hines;

On Tuesday, January 14, 2020, six scouts from Pitt County completed all requirements for the rank of Eagle in the Boy Scouts of America. I hope the County Commissioners will see fit to recognize these young men for their valuable service and accomplishments. See below for their information.

<u>Troop 30</u>	<u>Troop 34</u>	<u>Troop 826</u>
Charles O'Brien Blizzard	Owen Tucker Baxter	David Ammon Day
311 Stanwood Drive	3 <sup>rd</sup> Street	1502 Bloomsbury Road
Greenville, NC 27858	Ayden, NC 28513	Greenville, NC 27858
252-916-0782	252-746-8172	252-702-1542

<u>Troop 826</u>	<u>Troop 826</u>	<u>Troop 34</u>
Tyler James Rappleyea	<i>waiting due to COVID.</i> Thomas X J Silvernail	Caleb Michael Harris
1076 Northwoods Drive	P O Box 115	373 Third Street
Greenville, NC 27834	Simpson, NC 27858	Ayden, NC 28513
252-481-2962	252-214-4213	252-341-8381

**Projects:** Charles Blizzard did a major landscaping, fencing and painting upgrade at the American Legion Veterans building. Owen Baxter created and installed a major shade structure for the playground at 3<sup>rd</sup> street School. David Day traveled to the former Eagles Nest camp and spiritual retreat and constructed and installed a large number of outdoor signs, labelling the various activity areas and giving directions, for his church. Tyler Rappleyea aided the Humane Society by doing a major and much-needed organization project, clearing out a large storage building, sorting the contents, discarding very much of the contents, and constructing neat storage containers and shelves for the remaining items. Thomas Silvernail built and installed 2 swings and a planter box at the Pitt County Senior Center. Caleb Harris constructed an awesome sturdy bridge at the entrance to an abandoned but historic African American cemetery in Ayden. This effort was much needed and was highly praised by Ayden city leadership.

These Eagle Candidates did excellent work with their projects. Pitt County is a better place to live because of the fine work they have accomplished. If I can furnish any more information about these deserving young men, please feel free to call me. The Pitt County Eagle Board was very impressed with their dedicated and selfless efforts and accomplishments. They have set strong examples for other scouts to follow.

Sincerely,

Glenn M. Joyner, Chairman

Pitt District Eagle Board 252-531-5403

Appendix 2

American Materials Company, LLC. Sand Mine -  
Conditional Use Permit Request

**PUBLIC NOTICE**  
Pitt County Zoning Ordinance  
Conditional Use Permit Request

The Pitt County Board of Commissioners will hold a **virtual quasi-judicial hearing on Monday, August 17, 2020 at or after 6:00pm** regarding a request for a Conditional Use Permit. This hearing will be held in **the Eugene James Auditorium on the second floor of the County Administration Building located at 1717 W. 5<sup>th</sup> Street, Greenville, N.C.**

The Pitt County Planning Department is in receipt of a petition from American Materials Company, LLC requesting a Conditional Use Permit for the expansion of an existing sand mine as required in the Rural Agricultural district. The subject property is identified by the Tax Assessor's Office as Parcel 19208 owned by William D. Mitchum, Jr., located on the western side of SR 1403 (Stokes Road) south of its intersection with SR 1401 (Old River Road). The subject property is approximately 50.0 acres, of which 17.75 acres is proposed for excavation, including 2.5 acres of previous buffer area. Citizens interested in obtaining additional information on the proposed Conditional Use Permit should contact the Pitt County Planning Department at (252-902-3250).

This is an evidentiary hearing and will be conducted using quasi-judicial procedures. The purpose of the hearing is to gather facts and evidence about the Conditional Use Permit request prior to consideration by the Board of Commissioners. In-person attendance at the hearing will be limited and virtual participation will also be allowed. Those wishing to participate virtually may call the Clerk to the Board at (252) 902-2950 up to two hours prior to the hearing to receive instructions on how to access the meeting.



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

**Attachment 2**

**JAMES F. RHODES, AICP  
DIRECTOR**

**TO:** Adjacent Property Owner

**FROM:** Eric T. Gooby, AICP, Senior Planner

**RE:** **Notice to Adjacent Property Owners; Quasi-Judicial Hearing** for Conditional Use Permit Request for American Materials Company, Inc. (Sand Mine)

**DATE:** August 3, 2020

---

The Pitt County Board of Commissioners will hold a **virtual quasi-judicial hearing on Monday, August 17, 2020 at or after 6:00pm** regarding a request for a Conditional Use Permit. This hearing will be held in **the Eugene James Auditorium on the second floor of the County Administration Building located at 1717 W. 5<sup>th</sup> Street, Greenville, N.C.**

The Pitt County Planning Department is in receipt of a petition from American Materials Company, LLC requesting a Conditional Use Permit for the expansion of an existing sand mine as required in the Rural Agricultural district. The subject property is identified by the Tax Assessor's Office as Parcel 19208 owned by William D. Mitchum, Jr., located on the western side of SR 1403 (Stokes Road) south of its intersection with SR 1401 (Old River Road). The subject property is approximately 50.0 acres, of which 17.75 acres is proposed for excavation, including 2.5 acres of previous buffer area. Citizens interested in obtaining additional information on the proposed Conditional Use Permit should contact the Pitt County Planning Department at (252-902-3250).

This is an evidentiary hearing and will be conducted using quasi-judicial procedures. The purpose of the hearing is to gather facts and evidence about the Conditional Use Permit request prior to consideration by the Board of Commissioners. In-person attendance at the hearing will be limited and virtual participation will also be allowed. Those wishing to participate virtually may call the Clerk to the Board at (252) 902-2950 up to two hours prior to the hearing to receive instructions on how to access the meeting.

**Property Owners Within 500'**

AGUAYO OSCAR FERNANDO  
PEREIDA  
2899 STOKES RD  
GREENVILLE NC 27834

BROWN WILLIAM H  
BROWN JOHN I TRUST ETAL  
103 TERRY STREET  
GREENVILLE NC 27858

DAVIS CHARLIE JAMES  
DAVIS JEAN M  
1902 TRIPP AVE  
GREENVILLE NC 27834

DUPREE MACK HARRIS  
CARSON NEEL D  
3905 FERNWOOD LN  
GREENVILLE NC 27834

HARRIS CORNELIUS J  
HARRIS DENNIS I JR ETAL  
8401 WYCOMBE LN  
RALEIGH NC 27615

MITCHUM WILLIAM D JR  
P O BOX 606  
GREENVILLE NC 27835

NRNS LLC  
729 BUTTERFLY CT  
WINTERVILLE NC 28590

PITT COUNTY WILD LIFE CLUB  
PO BOX 101  
GREENVILLE NC 27835



**CONDITIONAL USE APPLICATION  
PITT COUNTY, NORTH CAROLINA**

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

Staff Use Only  
Parcel #: 19206 37693  
Permit #: CUP 20-03

**OWNER/APPLICANT INFORMATION**

DATE: 3-18-2020

OWNER: WILLIAM D. MITCHUM JR  
PHONE #: 252-917-3650  
ADDRESS: PO Box 606, GREENVILLE NC 27835

APPLICANT: AMERICAN MATERIALS COMPANY LLC  
PHONE #: 910-799-1411  
ADDRESS: 1410 COMMONWEALTH DR  
WILMINGTON, NC 28403

**PROJECT INFORMATION**

PROPERTY LOCATION: 0 STOKES RD, GREENVILLE NC  
ZONING DISTRICT: RA  
PURPOSE OF CONDITIONAL USE: SAND MINING - ADJACENT TO EXISTING SAND MINE

NEW STRUCTURE: YES/NO NO SIZE: \_\_\_\_\_  
OTHER INFORMATION: \_\_\_\_\_

**UTILITIES**

WATER: N/A ELECTRIC: \_\_\_\_\_  
SEWER/SEPTIC: \_\_\_\_\_ NATURAL GAS: \_\_\_\_\_

**DEVELOPMENT STANDARDS**

	REQUIRED	PROPOSED		REQUIRED	PROPOSED
LOT SIZE	<input type="text"/>	<input type="text"/>	FRONT SETBACK	<input type="text"/>	<input type="text"/>
LOT WIDTH	<input type="text"/>	<input type="text"/>	RIGHT SETBACK	<input type="text"/>	<input type="text"/>
BUILDING HGT	<input type="text"/>	<input type="text"/>	LEFT SETBACK	<input type="text"/>	<input type="text"/>
DENSITY	<input type="text"/>	<input type="text"/>	REAR SETBACK	<input type="text"/>	<input type="text"/>

OTHER DEVELOPMENT STANDARDS AS REQUIRED BY ZONING ORDINANCE SECTION 8:

100 FEET UNDISTURBED BUFFER TO PROPERTY LINE

**SIGNAGE** N/A

	REQUIRED	PROPOSED
SIGN AREA	<input type="text"/>	<input type="text"/>
SIGN HEIGHT	<input type="text"/>	<input type="text"/>
SETBACK	<input type="text"/>	<input type="text"/>
SIGN TYPE:	_____	
Additional Sign Info:	_____	

**PARKING** N/A

	REQUIRED	PROPOSED
SPACES	<input type="text"/>	<input type="text"/>
ANGLE	<input type="text"/>	
ADDITIONAL STANDARDS:	_____	

**FLOOD INSURANCE RATE MAP INFORMATION:**

Community No.	Panel No.	Suffix	Date of Firm	Firm Zone	Base Flood Elevation

FLOODPLAIN COMMENTS: N/A

FLOODPLAIN MANAGER'S SIGNATURE: \_\_\_\_\_

NOTE: All land disturbing activities of one acre or more are required to submit a Soil Erosion and Sedimentation Control Plan to the Pitt County Planning Department prior to any land disturbing activities.

The undersigned hereby agrees to conform to all county regulations, applicable state laws and the conditions of this permit. The undersigned further states that all information given herein is true and authorize county staff to enter onto the property to ensure all applicable rules and regulations are being met.

The applicant should respond to the following issues that the Board of County Commissioners must find are met in order to issue a special use permit. Answers should be supported by facts.

1. The use will not materially endanger the public health and safety;

- THE PROPOSED SAND MINE WILL BE PART OF AN EXISTING, PERMITTED OPERATION. STATE AND FEDERAL REGULATIONS PROTECT THE PUBLIC HEALTH AND SAFETY.

2. The use will not substantially injure the value of adjoining or abutting property;

- THE PROPOSED SAND MINE WILL BE PART OF AN EXISTING, PERMITTED OPERATION. THE AREA TO BE MINED IS ISOLATED AND NOT VISIBLE FROM ADJOINING OR ABUTTING PROPERTY.

3. The use will be in harmony with the neighborhood or area in which it is to be located (compatible with surrounding area);

- THE PROPOSED SAND MINE WILL BE PART OF AN EXISTING, PERMITTED OPERATION. THE PROPOSED USE IS THE SAME AS THE ADJOINING PROPERTY.

4. The use will be in general conformity with the land use plan, thoroughfare plan, or other plans officially adopted by the Board of Commissioners;

- THE PROPOSED SAND MINE WILL BE PART OF AN EXISTING, PERMITTED OPERATION. IT HAS ALREADY BEEN ESTABLISHED AS A CONFORMING USE.

<b>ZONING COMPLIANCE CERTIFICATE-CONDITIONAL USE</b>	Fee Amount <u>\$250</u> Date Paid <u>4/7/2020</u>
OWNER/APPLICANT SIGNATURE: 	PARCEL #: _____
SITE PLAN: _____	DATE: <u>3-18-2020</u>
BOARD OF COMMISSIONERS DECISION: APPROVED <input type="checkbox"/>	MEETING DATE: _____
DENIED <input type="checkbox"/>	
SETBACKS REQUIRED: FRONT _____ REAR _____ LEFT _____ RIGHT _____	
ZONING OFFICER SIGNATURE: _____	DATE: _____
CONDITIONS/COMMENTS: _____	
_____	
_____	

Received

APR 6 2020

Pitt County  
Planning Dept

April 1, 2020

To: Pitt County Planning Dept  
1717 W 5<sup>th</sup> St  
Greenville, NC 27834

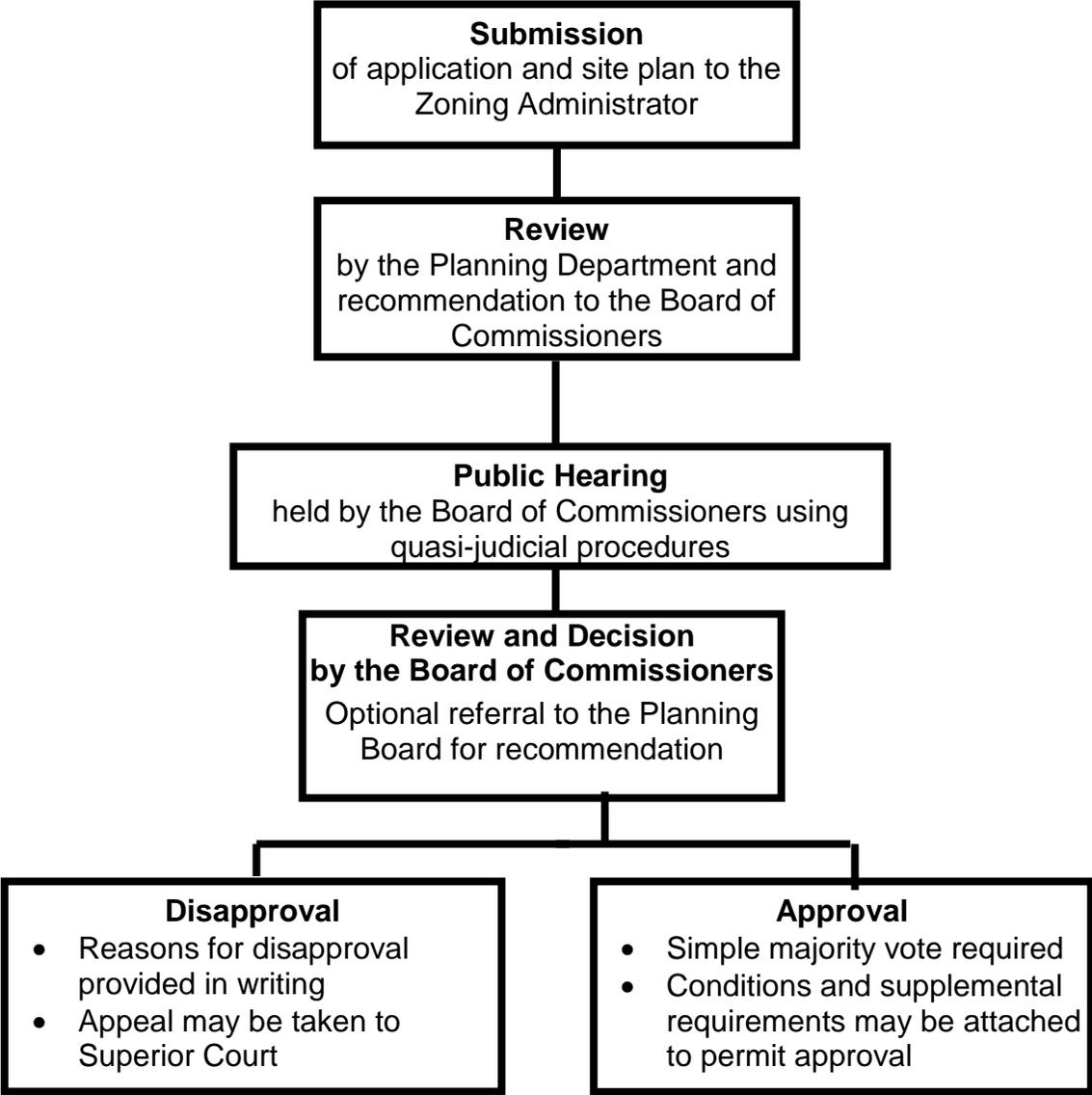
From: American Materials Company  
1410 Commonwealth Dr  
Wilmington, NC28403

Subject: Application for Conditional Use Permit

Please find attached an application for Conditional Use Permit. This application simply adds 15.25 acres of "mining area" out of a total of 50 acres, adjacent to the existing, operating sand mine. The new sand mining area is contiguous to the existing pit and will simply be an extension of the existing pit. this new area cannot be seen from any adjoining property.

If you have any questions, please contact Tony Harris at 910-799-1411.

**A-1-3  
Conditional Use Permits**



References:  
Section 3(K), Conditional Use Permits  
Section 3(L), Recommendations on Special Use and Conditional Use Permits  
Section 3(N), Action on Special Use and Conditional Use Permits





# CONDITIONAL USE PERMIT STAFF REPORT AMERICAN MATERIALS CO., LLC

Case: CUP 20-03

**ACTION REQUESTED:** Grant a Conditional Use Permit to allow for the expansion of an existing sand mine.

## APPLICANT INFORMATION

### Property Owner:

**Name:** William D. Mitchum, Jr.  
**Address:** P.O. Box 606  
**City, State, ZIP:** Greenville, NC 27835

### Applicant

**Name:** American Materials Company, LLC  
**Address:** 1410 Commonwealth Dr.  
**City, State, ZIP:** Wilmington, NC 28403

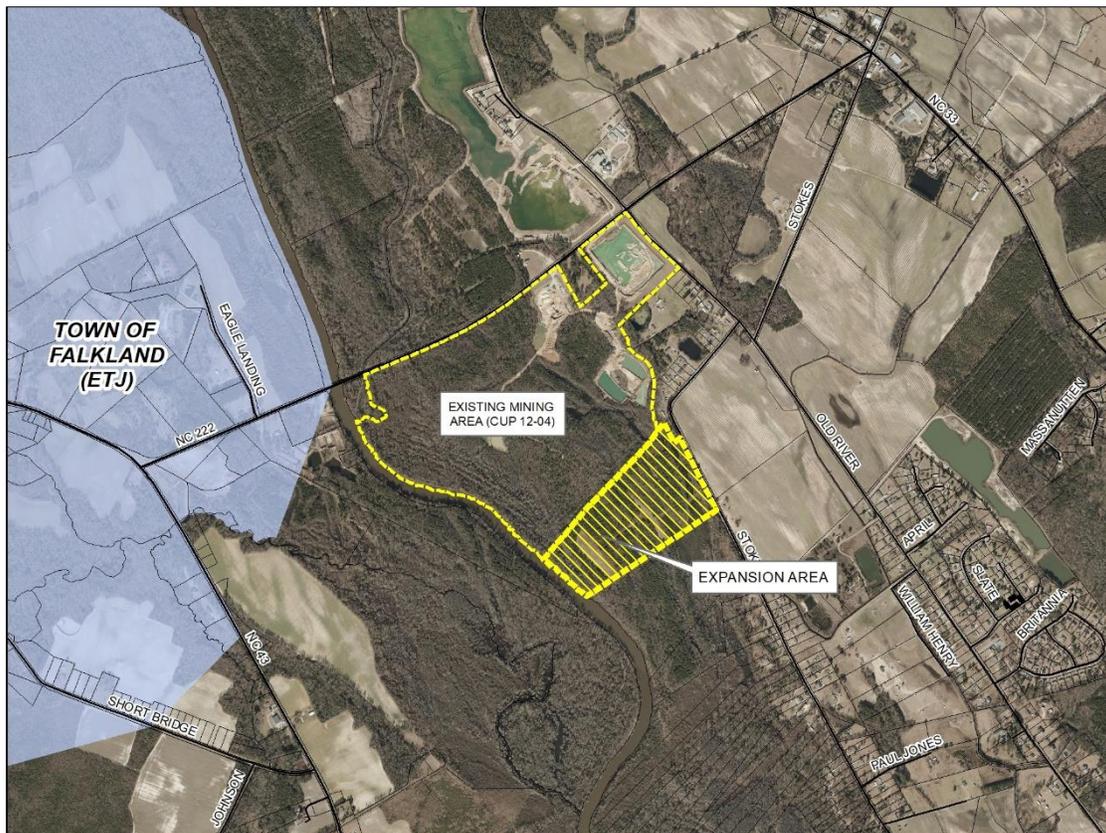
## SITE DATA

**Location:** Western side of SR 1403 (Stokes Road), south of its intersection with SR 1401 (Old River Road)

**Parcel Number:** 19208  
**Township:** Belvoir  
**Property Address:** None assigned  
**Total Size:** 50.0 Acres  
**Mining Area:** Approx. 15.25 acres  
**Frontage:** Approx. 1,090' along Stokes Rd.

**Current Use:** None/Wooded  
**Existing Structures:** None

## VICINITY MAP



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## GENERAL DESCRIPTION OF AREA

The uses in this area are a mix of agricultural and residential land uses (including site-built and manufactured homes). The proposed area is an expansion to an adjacent, existing sand mine permitted in 2012.

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## SITE PHOTOS



View of existing sand mine proposed for expansion



View of existing sand mine proposed for expansion



View along NC 222 to the west



View of entrance to sand mine and along NC 22 to the east.



View of subject property from Stokes Road

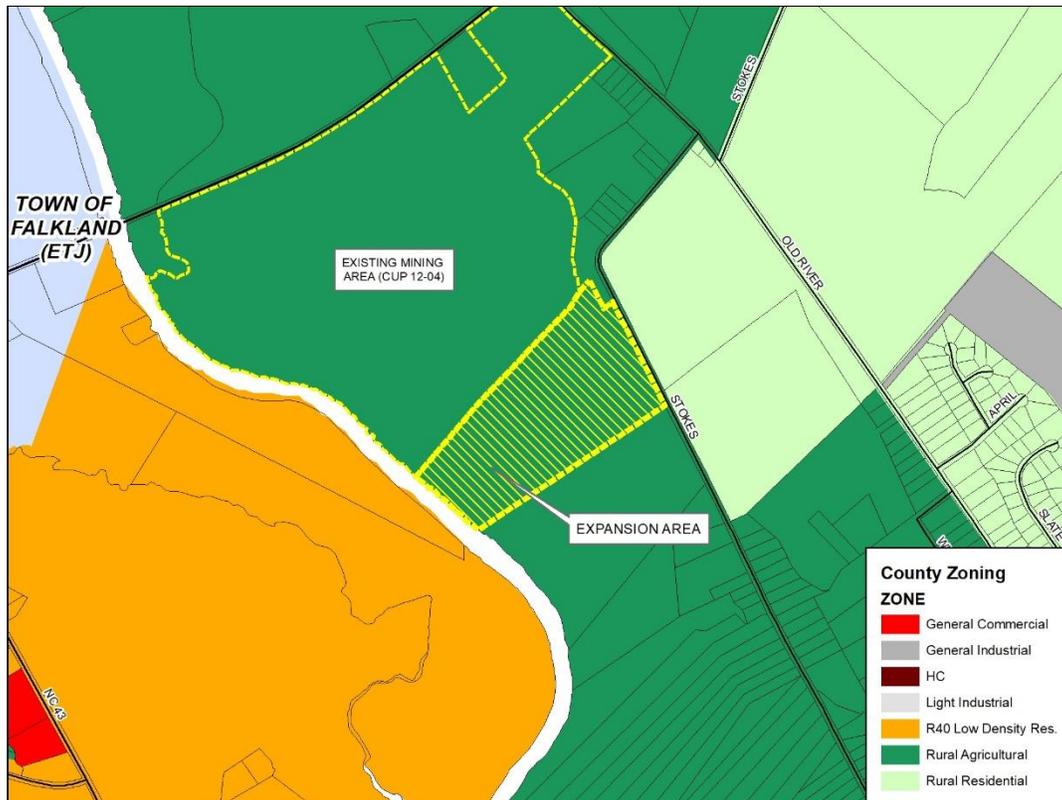


View of adjacent residence to the north on NC 222

## ZONING ORDINANCE REVIEW

### CURRENT ZONING: *Rural Agricultural (RA)*

**Description:** Primarily intended to accommodate very low density residential uses as well as associated public and institutional uses, low intensity commercial uses, and agricultural-related industrial uses which are interspersed throughout areas that are principally characterized as rural in nature. This district reflects the diverse nature of land uses within predominantly rural areas and, therefore, permits a wide array of land uses.



Zoning Map

### DEVELOPMENT STANDARDS:

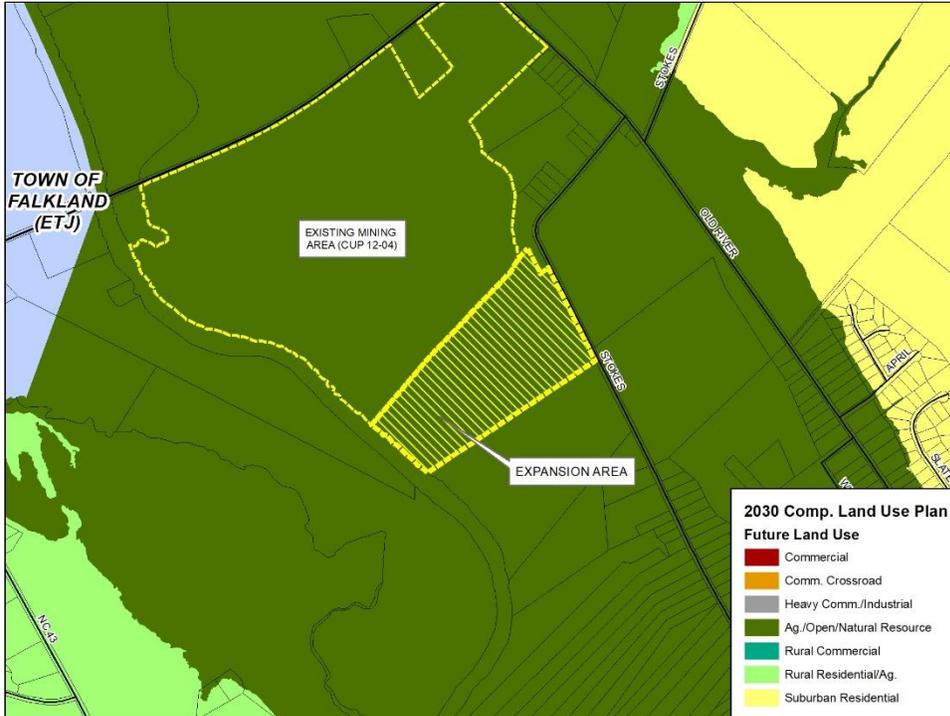
#### DDD. *Mining, Quarrying, Sand Pits, and Mineral Extraction*

1. *Where Required*  
RA district
2. *Use Separation*
  - a. The edges of any pit where a mining operation is taking place and any equipment used in the processing of rock and gravel, any asphalt plant, or other industrial uses operated in conjunction with the mine or quarry shall be located at least 100 feet from any property line.
  - b. Where the mining operation site is bounded by a railroad right-of-way currently being used for rail service to the mining operation, no setback shall be required between the railroad right-of-way and such operation.
3. *Hours of Operation*  
All operations involving blasting discernible beyond the external property line on a quarry shall only be conducted between the hours of 7:00 a.m. and 6:00 p.m.
4. *Mining Permit*  
A valid state-issued mining permit must be obtained.
5. *Screening*  
Screening shall be provided in accordance with the requirements of Section 10(H). However, if a berm is determined to be an adequate alternative screening method as provided for in Section 10(H), the minimum height of the berm shall be six feet.

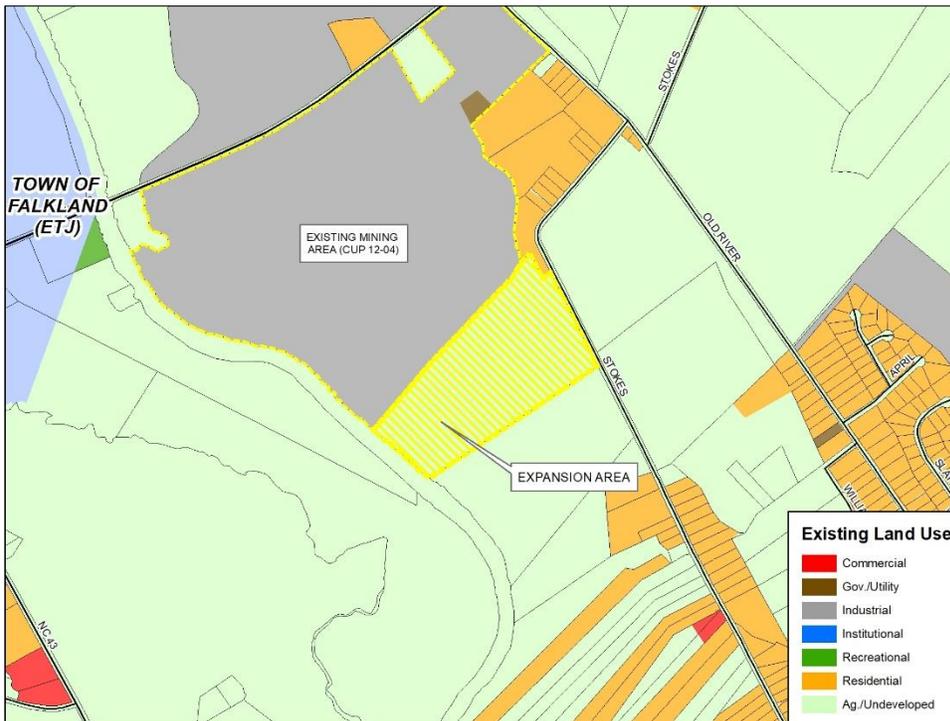
**COMPREHENSIVE LAND USE PLAN**

**FUTURE LAND USE DESIGNATION: Agricultural/Open/Natural Resource**

**Description:** Intended to include agriculture, forestry, recreational uses; open space; resource conservation or critical natural areas, and very limited low-density residential uses. Most of the land area placed within this category is classified as being within the 100-year floodplain. Very limited development with private septic tank systems. Development shall be restricted within areas designated as a Floodway, or Non-encroachment Area, on the most recent Flood Insurance Rate Map.



Future Land Use Map



Existing Land Use

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## ADDITIONAL DEVELOPMENT STANDARDS AND REQUIREMENTS

### Flood Damage Prevention Ordinance:

- The site is located within a floodway (non-encroachment area). A no rise certification, a Conditional Letter of Map Revision (CLOMR) and a Letter of Map Revision (LOMAR) must be approved by FEMA prior to any expansion of the mine.

### Pitt County Planning:

- An operating permit is required by the North Carolina Department of Environmental Quality's Energy, Mineral and Land Resources Division prior to any work on site.
- The Pitt County Soil Survey and USGS map indicates that several stream features are present on this site. A 50-foot riparian buffer is required, unless proper documentation is obtained from the North Carolina Division of Water Quality or the Pitt County Planning Department showing that the feature is considered "exempt" from the Tar-Pamlico Buffer Regulations.

### North Carolina Department of Transportation:

- NCDOT has no comments.

### Pitt County Emergency Management:

- No comments.

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## PLANNING STAFF REVIEW AND RECOMMENDATION

A Conditional Use Permit was issued on July 9, 2012 to American Materials Company, LLC to operate a sand mine comprised of 235.74 permitted acres, of which 66.78 acres is being excavated. The proposed expansion will add an additional 50.0 acres to the permitted area, with an additional 17.75 acres of excavation area, which includes 15.25 acres on the subject property and an additional 2.5 acres of previous buffer area. The subject property has road frontage along SR 1403 (Stokes Road), however, the mining area will be accessed via the existing mine entrance along NC 222.

The request for a Conditional Use Permit is in conformance with the land use plan, and meets the guidelines for granting a Conditional Use Permit as per the Pitt County Zoning Ordinance. Planning staff recommends **approval** of the Conditional Use Permit request by American Materials Company, LLC to operate a sand mine on Parcel 19208, located on the western side of SR 1403 (Stokes Road), south of its intersection with SR 1401 (Old River Road), and recommends the following motions:

**Motion 1:** Acknowledge that the application is complete and complies with all of the applicable requirements of the Zoning Ordinance.

**Motion 2:** Approve the Conditional Use Permit subject to the development standards of Section 8.(DDD.) of the Pitt County Zoning Ordinance, and the following additional conditions:

#### ***Additional Conditions:***

- Obtain a no-rise certification, a Conditional Letter of Map Revision (CLOMR), and a Letter of Map Revision (LOMAR) from FEMA prior to expansion of the mine.
- Provide a 50-foot riparian buffer on all stream features present on the site, or obtain documentation from the North Carolina Division of Water Quality or Pitt County Planning Department showing that the features are considered exempt from the Tar-Pamlico Buffer Regulations.

**Staff Recommendation:** Approval

**Board of Commissioners Public Hearing Date:** 8/17/2020



**PITT COUNTY DEVELOPMENT SERVICES**  
**PITT COUNTY PERMITTING CENTER (252) 902-3150**  
**1717 WEST FIFTH STREET, GREENVILLE NC 27834**  
**ZONING PERMIT**

**Permit Number:** ZPT2013-103649

**Project Number:** PRJ2013-108819

**Date:** 06/11/2013

**Owner Information:**

MACK HARRIS DUPREE  
 CARSON NEEL D  
 3905 FERNWOOD LN  
 GREENVILLE, NC 27834

**Applicant Information:**

AMERICAN MATERIALS CO. LLC  
 P.O. BOX 88  
 CLINTON, NC 28329  
 (910) 592-1753

**Project Info:** SAND AND GRAVEL MINE (DUPREE PIT)

**E-911 Address:** 2703 NC 222 GREENVILLE, NC

**Parcel #:** 37693

**Park or Subdivision Name:**

**Zoning District:** RA

**Overlay District:** Flood Hazard

**Floodplain:**

**Lot Number:**

**Structure Type:** OTH

**Change in Use?:** Y

**Size:** NAsq.ft

**Service Providers:**

**Electric:** Greenville Utilities Commission

**Sewer/Septic:** Septic Tank

**Natural Gas:** N/A

**Water:** Greenville Utilities Commission

**Development Standards:**

	Required	Proposed		Required
<b>Lot Size:</b>			<b>Front Setback:</b>	100ft
<b>Lot Width:</b>			<b>Side Setback:</b>	100ft
<b>Building Height:</b>			<b>SideOnCorner Setback:</b>	
			<b>Rear Setback:</b>	100ft

**Other Development Standards as Required by Zoning Ordinance Section 8:**

1) CUP APPROVED BY BOARD OF COUNTY COMMISSIONERS ON JULY 9, 2012. USE IS SUBJECT TO REQUIREMENTS OF SECTION 8 OF PITT COUNTY ZONING ORDINANCE FOR MINING AND QUARRYING OPERATIONS AND AS WELL AS ADDITIONAL CONDITIONS AS SHOWN ON ATTACHED CONCLUSIONS OF LAW.

**Signage:**

Required Proposed

**Sign Area:**

**Sign Height:**

**Sign Type:**

**Additional Sign Info:**

**Parking:**

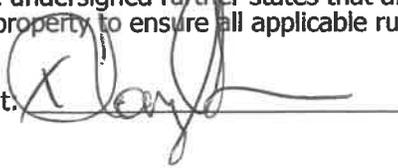
Required Proposed

**Spaces**

**Angle**

Note: All land disturbing activities of one acre or more are required to submit a Soil Erosion and Sedimentation Control Plan to the Pitt County Planning Department prior to any land disturbing activities.

The undersigned hereby agrees to conform to all county regulations, applicable state laws and the conditions of this permit. The undersigned further states that all information given herein is true and authorize county staff to enter onto the property to ensure all applicable rules and regulations are being met.

Owner/Applicant: 

Zoning Official: 



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

**JAMES F. RHODES, AICP  
DIRECTOR**

**Pitt County Board of Commissioners Conclusions of Law:**

1. Parcel Number 37693 is within the jurisdiction of Pitt County and the Board of Commissioners.
2. The application is complete.
3. The Board of Commissioners find the following to be true:
  - (a) The proposed development will not endanger the public health or safety;
  - (b) The proposed development will not injure the value of adjoining property owners;
  - (c) The proposed development will be in harmony with the area in which it is located;
  - (d) The proposed development will be in conformity with the land use plan, thoroughfare plan, and any other plan officially adopted by the Board of Commissioners.
4. The Board of Commissioners approve the Conditional Use Permit request for a mining operation with development standards as required in Section 8.54 of the Pitt County Zoning Ordinance, and the following additional conditions:
  - A 200' buffer shall be provided between the edge of the pit and Parcel Number 06395 (owned by Lonnie and Foy Theresa Brown). The buffer shall extend from Old River Road to the existing cemetery as shown on the site plan.
  - The applicant must clarify the proposed location of the processing area, including the location of any proposed plant and setting basins or ponds.
  - A No-Rise Certification must be submitted and approved before development begins. If the No-Rise is approved, a Floodplain Development Permit will be issued noting specific requirements pertinent to the site.
  - A 50-foot riparian buffer is required on all future plans, unless proper documentation is obtained from the North Carolina Division of Water Quality or the Pitt County Planning Department showing that the feature is considered "exempt" from the Tar-Pamlico Buffer Regulations.
  - This site must comply with the Pitt County Stormwater Ordinance for Nutrient Control.



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

**Attachment 9**

**JAMES F. RHODES, AICP  
DIRECTOR**

**TO:** Property Owner  
**FROM:** Eric T. Gooby, AICP, Senior Planner  
**RE:** **Consent to Remote Public Hearing** for Conditional Use Permit Request for American Materials Company, LLC (Sand Mine)  
**DATE:** July 16, 2020

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The Pitt County Board of Commissioners is scheduled to hold a **quasi-judicial hearing on Monday, August 17, 2020 at or after 6:00pm** regarding a request for a Conditional Use Permit from **American Materials Company, LLC** to allow expansion of a sand mine. This notice is to advise that due to Pitt County's ongoing COVID-19 response efforts, the hearing may be held **remotely**. **Please be advised this is not an official public hearing notice, and you will receive a separate hearing notice prior to the meeting.**

As per North Carolina General Statute 166A-19.24(f)(2), a public body may conduct a quasi-judicial proceeding as a remote meeting only when "all persons subject to the quasi-judicial proceeding who have standing to participate in the quasi-judicial hearing have been given notice of the quasi-judicial hearing and consent to the remote meeting." As a neighboring property owner, you have been identified as potentially having standing to participate in the quasi-judicial hearing. If you consent to the hearing to be held remotely, information about how you may participate will be provided to you prior to the hearing.

Please indicate your consent to hold the meeting remotely on the attached form, and return the form in the enclosed postage-paid envelope. You may also provide your consent in writing via email to Eric T. Gooby, Senior Planner, at [eric.gooby@pittcountync.gov](mailto:eric.gooby@pittcountync.gov), or by mail to the following address:

Pitt County Planning Department  
(Attn: Eric T. Gooby)  
1717 W. 5th Street  
Greenville, NC 27834

Please note, if you do not respond, or if you do not consent to hold the hearing remotely, the hearing will be postponed until a later date when it can be heard in person by the Board. If you have any questions, or need additional information, please feel free to contact the Pitt County Planning Department at (252) 902-3250.



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

**JAMES F. RHODES, AICP  
DIRECTOR**

I have been informed that the Pitt County Board of Commissioners may hold a remote quasi-judicial hearing, subject to obtaining the necessary consent, to consider a Conditional Use Permit request for the following:

**AMERICAN MATERIALS COMPANY, LLC (Sand Mine)**

As a neighboring property owner, I may potentially have standing to participate in the hearing, and in accordance with North Carolina General Statute 166A-19.24(f)(2) I hereby indicate my consent below (please check one):

\_\_\_\_\_ I **DO** give my consent for the hearing to be held remotely.

\_\_\_\_\_ I **DO NOT** give my consent for the hearing to be held remotely.

Name (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Appendix 3

July 2020 Tax Collection Report

## JULY 2020 TAX COLLECTION REPORT

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

	CURRENT FYTD	FYTD 19-20	DIFFERENCE	PERCENTAGE DIFFERENCE
Fiscal year to date (FYTD) net tax levy for real and personal property:	\$89,702,513.42	\$85,586,955.88	\$4,115,557.54	<b>4.81% increase</b>

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

	CURRENT	ONE YEAR AGO	DIFFERENCE	PERCENTAGE DIFFERENCE
Pitt current year taxes and fees collected during the current month:	\$5,709,708.21	\$6,749,262.43	(\$1,039,554.22)	<b>-15.40% decrease</b>

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

	CURRENT	ONE YEAR AGO	DIFFERENCE	PERCENTAGE DIFFERENCE
Current month collections of Pitt taxes and fees (all collectible years):	\$5,871,237.67	\$6,868,392.35	(\$997,154.68)	<b>-14.52% decrease</b>

### 4. TAX COLLECTION RATE - REAL AND PERSONAL PROPERTY

	FY20-21:		FY 19-20:		DIFFERENCE	
	5.71%		7.39%		-1.68%	decrease

### 5. PITT COUNTY PROPERTY TAXES AND FEES FISCAL YEAR TO DATE COLLECTIONS

TAX YEAR	COLLECTED	COLLECTED RATE	UNCOLLECTED	UNCOLLECTED RATE
2020:	\$5,709,708.21	5.83%	\$93,325,439.62	94.17%
Prior Year Taxes:	\$161,529.46	99.77%	\$1,750,886.09	0.23%

### 6. PITT COUNTY PROPERTY TAXES RECEIVED THROUGH COLLECTIONS ACTIONS FYTD

	FYTD 20-21	FYTD 19-20	DIFFERENCE	PERCENTAGE
Bank Attachments	\$77,263.48	\$47,044.83	\$30,218.65	64.23%
Wage Garnishments	\$65,482.90	\$31,251.78	\$34,231.12	109.53%
Rent Attachments	\$29,989.88	\$40,543.02	-\$10,553.14	-26.03%
Sheriff Levy	\$5,246.18	\$9,012.84	-\$3,766.66	-41.79%
Escheated funds	\$41,111.52	\$38,265.23	\$2,846.29	7.44%
Final notices	\$91,940.63	\$64,687.04	\$27,253.59	42.13%
Foreclosure warning	\$53,693.48	\$48,766.02	\$4,927.46	10.10%
Payment plans	\$60,562.33	\$65,387.70	-\$4,825.37	-7.38%
Called/Email Citizens	\$50,722.40	\$11,148.15	\$39,574.25	354.98%
Manager/Paralegal	\$55,361.95	\$18,105.75	\$37,256.20	205.77%
<b>TOTAL</b>	<b>\$531,374.75</b>	<b>\$374,212.36</b>	<b>\$157,162.39</b>	<b>42.00%</b>

### 7. NC DEBT SETOFF PROGRAM FUNDS RECEIVED FYTD

	FY 20-21:		FY 19-20:		DIFFERENCE	PERCENTAGE
	\$3,212.41		\$2,857.79		\$354.62	12.41% decrease

### 8. OCCUPANCY TAX COLLECTIONS RECEIVED FYTD

	FY 20-20:		FY 19-20:		DIFFERENCE	PERCENTAGE
	\$124,760.74		\$221,649.73		(\$96,888.99)	-43.71% decrease

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

	FYTD Pitt County tax:		FYTD 19-20		DIFFERENCE	PERCENT DIFFERENCE
	\$16,603.14		\$16,581.87		\$21.27	0.13% increase
	\$14,847.33		\$14,900.33		(\$53.00)	-0.36% decrease
	<b>FYTD TOTAL TAX:</b>		<b>FYTD 19-20</b>		<b>(\$31.73)</b>	<b>-0.10% decrease</b>

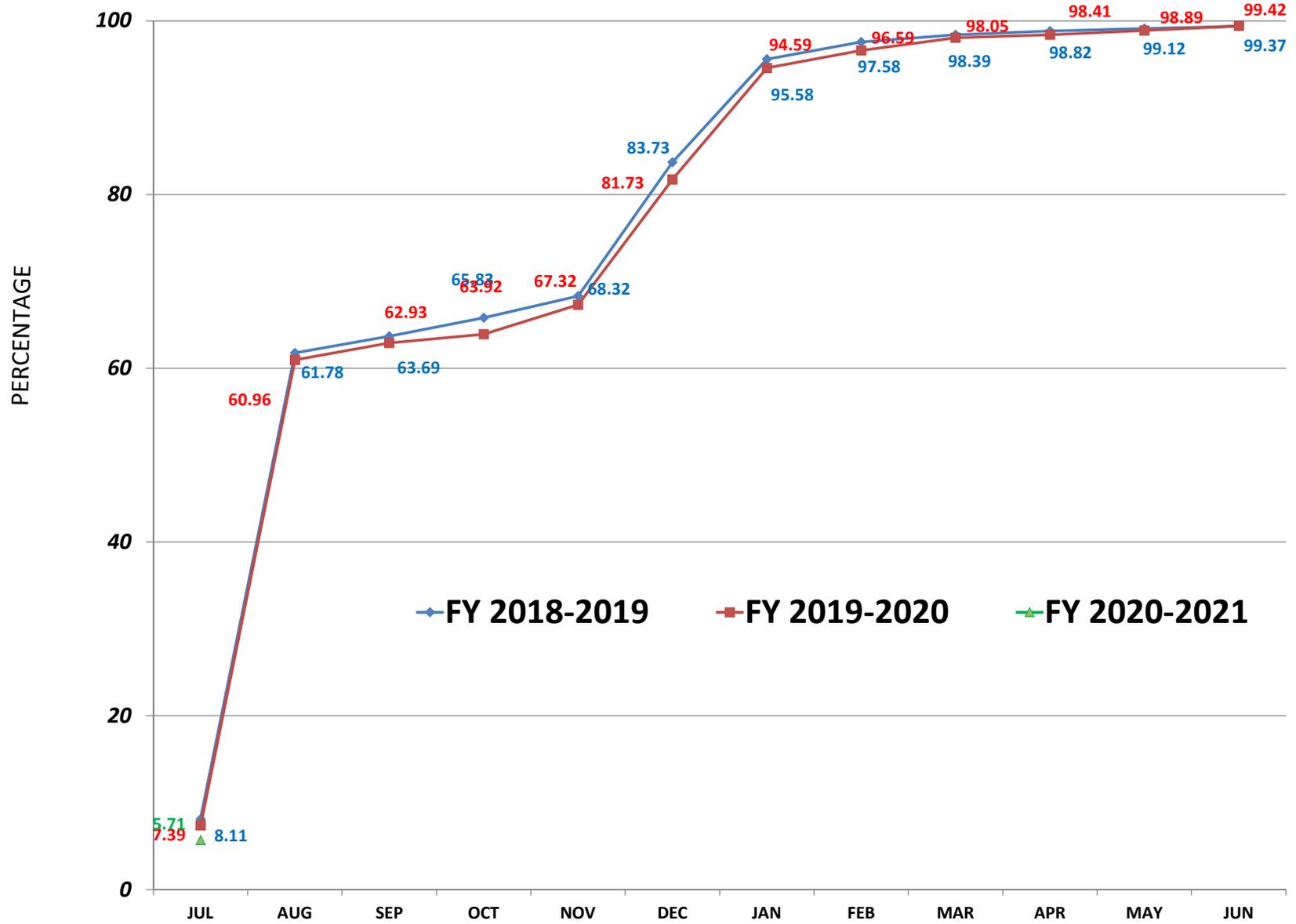
### 10. SHORT TERM RENTAL/LEASED HEAVY EQUIPMENT GROSS RECEIPTS TAX REPORTED QUARTERLY

	Pitt County Quarterly Total:		Quarterly Total -- One Year Ago:		DIFFERENCE	PERCENT DIFFERENCE
	\$44,632.26		\$40,529.30		\$4,102.96	10.12% increase

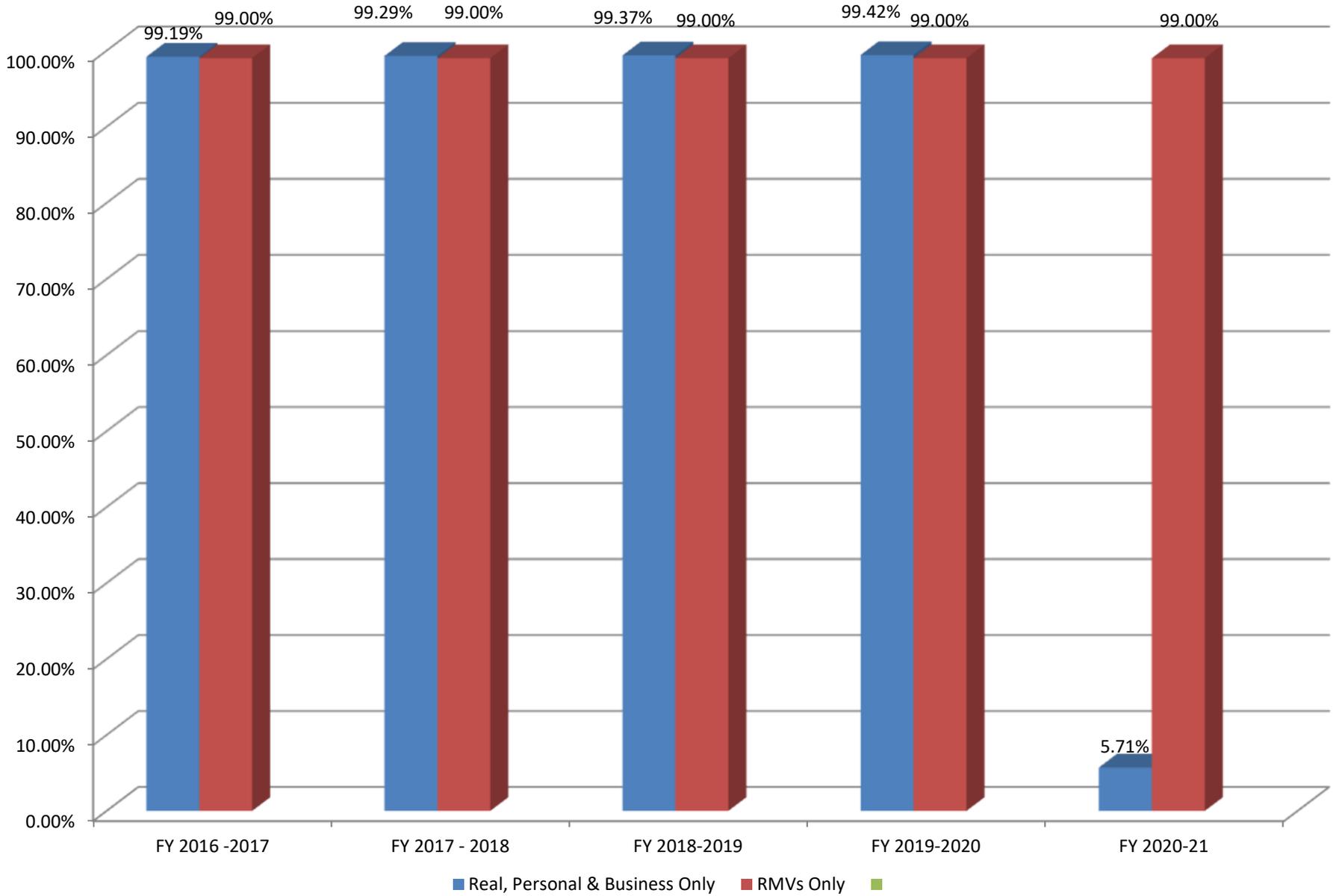
### 11. PITT COUNTY NET VEHICLE REVENUE FROM TAG & TAX TOGETHER

		FYTD 20-21	FYTD 19-20		DIFFERENCE	PERCENT DIFFERENCE
MONTHLY NET VEHICLE PROPERTY TAX COLLECTIONS:	\$926,307.43	\$926,307.43	\$824,750.93		\$101,556.50	12% increase

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



## PITT COUNTY PROPERTY TAX COLLECTION RATES BY FISCAL YEAR



Appendix 4

Monthly Financial Report for General Fund and Solid  
Waste Enterprise Fund as of July 31, 2020

**PITT COUNTY - SOLID WASTE FUND - MONTHLY FINANCIAL REPORT**

FISCAL 2020-2021 REVENUES - Period 1 (8.33%)										FISCAL YEAR 2019-2020
ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	YTD ACTUAL
TOTAL REVENUES			\$ (14,225,368.00)	\$ -	\$ (14,225,368.00)	\$ (796,599.34)	\$ -	\$ (13,428,768.66)	5.60%	\$ (699,787.43)

FISCAL 2020-2021 EXPENDITURES - Period 1 (8.33%)										FISCAL YEAR 2019-2020
ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	YTD ACTUAL
TOTAL EXPENDITURES			\$ 14,225,368.00	\$ -	\$ 14,225,368.00	\$ 678,238.98	\$ -	\$ 13,547,129.02	4.77%	\$ 454,257.38

BUDGET VS ACTUAL			
	REVISED BUDGET	YEAR TO DATE	%
REVENUES	\$ (14,225,368)	\$ (796,599.34)	5.60%
EXPENDITURES	\$ 14,225,368	\$ 678,238.98	4.77%

EARNINGS/(LOSS)	Fiscal Year 2020-21	Fiscal Year 2019-20
	ACTUALS	ACTUALS
REVENUES	\$ (796,599.34)	\$ (699,787.43)
EXPENDITURES	\$ 678,238.98	\$ 454,257.38
RATIO	117.5%	154.1%

COUNTY OF PITT  
GENERAL FUND  
MONTHLY FINANCIAL REPORT  
as of July 31, 2020

	FY 2021 Revised Budget	FY 2021 Month-To-Date	FY 2021 Year-To-Date	% of Budget	FY 2020 Revised Budget	FY 2020 Year-To-Date	% of Budget
<b>REVENUES</b>							
General Government							
Taxes - Ad Valorem	98,210,179	4,324,618.21	4,324,618.21	4.4%	94,430,317	6,345,359.78	6.7%
Taxes - Other	19,708,662	53,464.45	53,464.45	0.3%	20,681,822	76,312.70	0.4%
Intergovernmental - Unrestricted	275,000	-	-	0.0%	300,000	-	0.0%
Intergovernmental - Restricted	1,277,700	22,226.60	22,226.60	1.7%	574,200	16,348.45	2.8%
Permits & Fees	2,100,250	257,937.68	257,937.68	12.3%	2,142,750	202,401.10	9.4%
Sales & Services	5,366,178	94,546.23	94,546.23	1.8%	5,315,287	95,632.89	1.8%
Other Revenues	10,087,507	388,541.63	388,541.63	3.9%	14,374,768	452,864.42	3.2%
Public Health	12,320,291	145,888.59	145,888.59	1.2%	11,640,115	(45,885.03)	-0.4%
DSS	32,627,164	(848,070.48)	(848,070.48)	-2.6%	31,735,413	247,250.01	0.8%
Court Facility	518,149	22,054.00	22,054.00	4.3%	384,576	13,506.00	3.5%
Mental Health	643,500	40,708.00	40,708.00	6.3%	663,500	41,125.00	6.2%
<b>Total Revenues</b>	<b>183,134,580</b>	<b>4,501,914.91</b>	<b>4,501,914.91</b>	<b>2.5%</b>	<b>182,242,748</b>	<b>7,444,915.32</b>	<b>4.1%</b>
<b>EXPENDITURES</b>							
General Government							
Governing Board	248,978	18,208.65	18,208.65	7.3%	248,040	27,494.30	11.1%
County Manager	537,671	49,018.26	49,018.26	9.1%	525,213	41,744.89	7.9%
Financial Services	921,065	96,498.74	96,498.74	10.5%	869,702	62,380.65	7.2%
Tax Administration	2,766,653	260,721.17	260,721.17	9.4%	2,704,498	207,821.02	7.7%
Legal	609,613	65,738.85	65,738.85	10.8%	589,532	44,424.14	7.5%
Elections	887,893	89,887.35	89,887.35	10.1%	1,025,912	116,025.31	11.3%
Register of Deeds	643,559	57,053.48	57,053.48	8.9%	643,506	40,907.19	6.4%
Public Information	269,349	24,211.30	24,211.30	9.0%	220,925	15,610.24	7.1%
Human Resources	684,809	69,288.91	69,288.91	10.1%	668,506	47,227.98	7.1%
Imaging Svcs/Mail Room	168,885	17,776.93	17,776.93	10.5%	160,993	13,421.70	8.3%
MIS	2,875,638	455,263.74	455,263.74	15.8%	2,780,258	354,886.97	12.8%
GIS	443,015	26,065.94	26,715.94	6.0%	421,783	29,012.61	6.9%
Buildings & Grounds	2,466,426	199,515.40	199,515.40	8.1%	2,440,382	127,704.11	5.2%
Housekeeping	385,893	31,104.20	31,104.20	8.1%	373,320	30,455.81	8.2%
Sheriff	15,513,552	1,424,713.77	1,550,606.15	10.0%	14,897,985	1,063,698.36	7.1%
Detention Center	16,516,277	1,450,108.07	1,510,355.83	9.1%	15,913,745	1,108,189.44	7.0%
Jail Health Services	2,165,526	169,127.16	169,127.16	7.8%	2,200,732	173,988.40	7.9%
Jail Inmate Coordinator	65,127	5,632.49	5,632.49	8.6%	63,366	4,695.57	7.4%
School Security	914,494	82,497.98	82,497.98	9.0%	916,166	61,055.41	6.7%
Emergency Management	980,694	114,949.94	114,949.94	11.7%	898,714	88,776.32	9.9%
Communications	2,207,949	423,064.60	428,543.16	19.4%	2,173,481	145,693.04	6.7%
Planning - E911	-	100.00	100.00	0.0%	128,073	14,559.31	11.4%
Animal Services	1,025,831	73,835.60	73,835.60	7.2%	967,499	51,141.30	5.3%
Inspections	465,343	43,971.87	43,971.87	9.4%	453,398	28,914.97	6.4%
Medical Examiner	195,000	29,250.00	29,250.00	15.0%	195,000	25,410.00	13.0%
Other Public Safety	374,446	-	-	0.0%	303,250	9,394.00	3.1%
Transportation	4,500	409.20	409.20	9.1%	4,500	-	0.0%
Planning	1,144,255	108,687.04	108,687.04	9.5%	927,225	65,001.90	7.0%

COUNTY OF PITT  
GENERAL FUND  
MONTHLY FINANCIAL REPORT  
as of July 31, 2020

	FY 2021 Revised Budget	FY 2021 Month-To-Date	FY 2021 Year-To-Date	% of Budget	FY 2020 Revised Budget	FY 2020 Year-To-Date	% of Budget
Other Economic Development	232,806	173,913.35	173,913.35	74.7%	231,075	173,913.35	75.3%
Engineering	137,461	14,717.38	14,717.38	10.7%	129,906	9,810.92	7.6%
Cooperative Extension	391,903	4,352.43	4,352.43	1.1%	324,021	6,858.10	2.1%
Soil & Water	313,931	31,747.54	31,747.54	10.1%	302,663	22,330.55	7.4%
Farmers' Market	48,817	5,437.41	5,437.41	11.1%	46,523	3,517.12	7.6%
Non-Departmental	2,977,517	244,413.28	273,370.28	9.2%	6,821,739	4,122,213.04	60.4%
Other Human Services	267,017	45,626.00	45,626.00	17.1%	267,917	45,626.00	17.0%
Veterans' Services	212,809	22,265.01	22,265.01	10.5%	206,261	15,139.18	7.3%
Pitt County Schools	42,497,811	3,769,817.58	3,769,817.58	8.9%	41,905,920	3,380,493.33	8.1%
Pitt Community College	6,268,911	514,075.92	514,075.92	8.2%	6,094,738	499,561.50	8.2%
Cultural & Recreational	681,819	209,454.00	209,454.00	30.7%	681,819	194,454.00	28.5%
Recreation	117,946	5,605.26	5,605.26	4.8%	99,505	2,363.13	2.4%
Interfund Transfer	27,156,380	290,550.00	290,550.00	1.1%	26,706,713	236,598.00	0.9%
Contingency	237,907	-	-	0.0%	284,640	-	0.0%
General Government	137,025,476	10,718,675.80	10,939,901.50	8.0%	137,819,144	12,712,513.16	9.2%
Public Health	12,320,291	959,081.84	973,160.28	7.9%	11,640,115	758,598.91	6.5%
DSS	32,627,164	2,297,722.01	2,297,722.01	7.0%	31,735,413	1,733,484.88	5.5%
Court Facility	518,149	51,720.55	51,720.55	10.0%	384,576	19,578.16	5.1%
Mental Health	643,500	40,625.00	40,625.00	6.3%	663,500	41,244.39	6.2%
<b>Total Expenditures</b>	<b>183,134,580</b>	<b>14,067,825.20</b>	<b>14,303,129.34</b>	<b>7.8%</b>	<b>182,242,748</b>	<b>15,265,420</b>	<b>8.4%</b>

Difference

(9,801,214.43)

(7,820,504.18)

Notes:

1. YTD July 31, 2020 represents 8.33% of fiscal year completed
2. General Fund (GF) Fund Balance (FB) @ June 30, 2020  
     Total FB = TBD  
     Available FB = TBD  
     Available FB as % of GF Expenditures = TBD
3. Total GF FB appropriated for FY 20 = \$3,000,000
4. MTD Expenditures includes July interfund transfers.
5. YTD Expenditures include encumbrances.

Contingency						
	Original Budget	100,000				
	Available	100,000				

Grant Match						
	General Grant Match	50,000				
	Available	50,000				

Appendix 5

Pitt Community College Update



# Pitt Community College: Educating and Empowering Pitt County

## President's Report

August 17, 2020

# Achieving the Dream

**A fundamental question we are trying to address.... What is fair?**

...higher education institutions have an obligation to work toward equity for their students. Equity is grounded in the principle of fairness. In higher education, equity refers to ensuring that each student receives what they need to be successful through the intentional design of the college experience.



# Achieving the Dream Transformation

- ATD is a 3-year transformation focused on changes designed to increase student success.
- PCC has completed the first year of the three year transformation
- ATD focuses on the creation of a culture of inquiry that results in thoughtful questions and challenging assumptions. (Why we've always done it this way...)
- PCC has developed a 2020 – 2025 Strategic Plan to guide the College's operations and to focus on equity

# 2020 – 2025 Strategic Plan

## Priority One: Student Success

- Goal #1: Increase Student Persistence and Completion
- Goal #2: Provide quality, student centered services and processes

# 2020 – 2025 Strategic Plan

## Priority Two: Workforce Development

- Goal #3: Strengthen workforce development and student and community partnerships.

# 2020 – 2025 Strategic Plan

## Priority Three: Equity

- Goal #4: Assist faculty and staff to develop an awareness of equity and cultural competence.
- Goal #5: Create a campus-wide equity agenda that focuses on addressing achievement gaps in student learning and success.
- Goal #6: Develop strategies for more effective recruitment of diverse faculty and staff.



# 2020 – 2025 Strategic Plan

## Priority Four: Organizational Development and Accountability

- Goal #7: Build a culture of inquiry wherein data are used for sound decision-making and continuous improvement.
- Goal #8: Strengthen professional development for faculty and staff to enhance their understanding and implementation of best practices for diverse student populations.
- Goal #9: Develop and implement strategies for inclusive, intentional, and transparent planning and decision-making.





# PITT COMMUNITY COLLEGE FOUNDATION

Develops Relationships, Secures Resources to Support the College's Mission

Student Scholarships and Mini Grants -  
• 2019-20 - \$297,936

Program Services Support  
• 2019-20 - \$322,771

Other Donations to PCC  
• 2019-20 - \$15,875  
VISIONS - \$393,972

Capital  
• 2019-20 - \$286,434



# Educational Partnerships: ECU



- 245 of 382 (FA '19)
- 64% to ECU
- 222 AA/AS/AAS Grads.
- 94 AAS

Transfer Data:



- Management
- Nursing
- Education
- Construction Management
- Industrial Technology

Top Transfer Majors



- Co-Admissions Program (AA, AS, AE)
- Pirate Promise: 86

"Pirate Promise"



Pharmaceutical Services Network (@PCC and @ECU).

Bi-Lateral Agreements.



# Educational Partnerships: Pitt County Schools



## Career and College Promise (CCP):

- 968 students enrolled SP '20
- (9% increase from FSP '19)
- [FA '14, 362].

## CTE (Welding/Electrical) and General Education Classes at High Schools

\*DH Conley: New  
Welding Program

## Early College High School:

- 325 current students,
- "A" Performing HS, National Elementary and Secondary Education Act Distinguished School,
- 58 ECHS Diploma/Degree graduates this May

## PCC-PCS Technical Academy

- HVAC
- CIM
- Electrical
- IST
- 43 PCS Students for FA '20.

## VISIONS

\*223 PCS  
High  
School  
Students  
  
\*161 PCC  
Students



# New Programs

## Dental Assisting

- Program is being transferred from Martin CC
- Space in Fulford being renovated
- Classes begin Fall 2021
- 12 Student Per Cohort

# New Programs

## Building excellence through digital education

- Deliver next-generation online professional development and leadership programming
- Provide current and relevant training in an increasingly virtual and diversity-conscious workplace.
- Target community, educational, and industry partners.
- Offer mix of live and self-paced instruction in a cutting-edge curriculum.
- Develop courses in Social Media Strategies, Diversity, Unconscious Bias, Remote Management, Telework Fundamentals, and others.



**PITT COMMUNITY COLLEGE  
2021 CAMPUS PLAN**



**LEGEND**

- EXISTING BUILDINGS
- NEW CONSTRUCTION
- RENOVATIONS
- FUTURE
- SIDEWALK
- ROAD
- WETLANDS



# Eddie & Jo Allison Smith Center for Student Advancement

- Roughly 40,000 square feet
- Funded by private fund raising and Connect NC Bonds
  - Construction costs are currently higher than anticipated
- Flexible classrooms and meeting spaces
- VISIONS Program Space
- TRiO, Veteran's and Student Resource Centers



Eddie & Jo Allison Smith Center for Student Advancement  
*Preliminary Schematic Rendering*



Eddie & Jo Allison Smith Center for Student Advancement  
Preliminary Schematic Rendering



# Workforce Technology Building

- **Anticipated size of 52,600 Square Feet**
- **Anticipated cost of \$15,000,000 - \$18,000,000**
- **Focus on workforce needs in current and emerging industries within Pitt County and Eastern North Carolina such as:**
  - **Computer Technologies: Cyber Security and Simulation and Game Design**
  - **Advanced Manufacturing**
  - **Pharmaceutical Services: Steriles and Packaging to complement Oral Solid Dose**
  - **Drone Technology Certifications**
  - **Short Term Training: Trade Classes**
  - **Welding**
  - **Flexible spaces for industry-designed training**



# Workforce Technology Building

## Workforce Context:

- Regional Job Growth Projection: 12% (2014-2024)
- Pitt County Workforce Demand
- Majority of Jobs Require Post-Secondary Training and Certification
- High-Skill Occupation Growth Projection: 20%, including Cybersecurity and Advanced Manufacturing
- Collaborative Learning and Training Space for Multiple Disciplines
- Necessary Retraining of Adult and Incumbent Workers

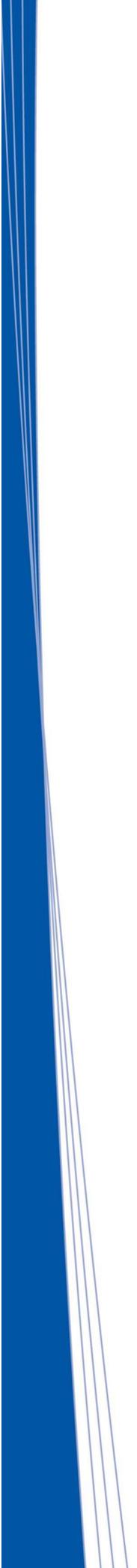


# Workforce Technology Building

## Purpose of the Facility:

- Eliminate Skills Gaps and Meet Labor Market Demand in Growth Fields
- Combine Technical and Soft Skills Training
- Offer Both Degree and Short-Term Training Options
- Align Education and Industry Demand
- Expand Industry Partnerships, including Apprenticeships and Customized Training
- Attract New Industry to Pitt County and Encourage Expansion of Existing Industries by Providing Skilled Workforce
- Technical High School Collaboration: Bridging the Interest Gap





Appendix 6

Public Health Director's COVID-19 Report



# **Pitt County Commissioners COVID-19 Update**

**Amy Hattem, MAEd.  
Deputy Director, Pitt County Health Department  
August 17, 2020**



# COVID-19 CUMULATIVE DATA



## Where Are We?

- As of 8/17/2020, it has been 21 weeks and 4 days (almost 11 incubation periods) since the first case of COVID-19 was identified in Pitt County

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



## Where Are We?

- **NC Cases = 144,952**
  - 127,749 estimated recovered (17,203 active)
  - 2,347 deaths
  - 980 hospitalized (85% of hospitals reporting)
- **Pitt County Cases = 2,278**
  - 1,795 estimated recovered (483 active)
  - 14 deaths
  - 91 hospitalized within Vidant Health

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



## Where Are We?

- NC % Positive = 7%
- Pitt County % Positive = 7%

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



**COVID-19  
PITT COUNTY  
RACE, AGE, GENDER  
BREAKDOWN**



## Race / Ethnicity (Cases)

### Race Breakdown of Pitt County Cases

- 2,278 cases (8/17/2020)
  - 23.0% Black or African American
  - 56.0% White
  - 19% Other

### Ethnicity Breakdown of Pitt County Cases

- Hispanic 14%
- Non-Hispanic 86%

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

### Age Breakdown of Pitt County Cases

0-17 years = 9%

18-24 years = 22%

25-49 years = 40%

50-64 years = 16%

65-74 years = 7%

75+ years = 5%

### Gender Breakdown of Pitt County Cases

Male = 44%

Female = 56%



## Race/Ethnicity (Deaths)

### Race Breakdown of Pitt County Deaths

- 14 deaths as of 8/17/2020
  - 29.0% Black or African American
  - 71.0% White

### Ethnicity Breakdown of Pitt County Deaths

- Hispanic 7%
- Non-Hispanic 93%

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

### Age Breakdown of Pitt County Deaths

0-17 years = 0%

18-24 years = 0%

25-49 years = 0% (although majority of cases)

50-64 years = 21%

65-74 years = 21%

75+ years = 57% (although only 5% of cases)

### Gender Breakdown of Pitt County Deaths

Male = 71% (although less cases than females)

Female = 29%



# COMMUNITY COVID-19 TESTING UPDATE



## PCHD COVID-19 Testing Program

### **PCHD COVID-19 Community Testing Update**

- Testing Provided: July 13, 2020 through August 14, 2020
- Supported by Federal Coronavirus Aid, Relief and Economic (CARES) funding per direction of Pitt County BOCC
- Tested 5,213 people at 8 sites across the county
- Tested 923 above the original testing goal of 4,290
- Data regarding the number of positive cases will be available soon

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



## PCHD COVID-19 Testing Program

### Thank You to the Community Testing Sites

- JH Rose High School
- Farmville Community Center
- Bethel Elementary
- GR Whitfield Middle School
- Ayden Middle School
- Winterville Volunteer Fire Station
- Greenville Housing Authority / Moyewood Community Center
- Pitt County Health Department

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



## PCHD COVID-19 Testing Program

### Thank You to PCHD Partners

- Pitt County Emergency Management (testing / mobile sites)
- Pitt County Sheriff's Office (security and traffic control)
- Vidant Laboratory and Lab Corp
- Vidant / Pitt County School Nurses who assisted with testing
- Nease Staffing Agency

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



## PCHD COVID-19 Testing Program

### HUGE Thank You to PCHD Staff

- Outstanding work by our Personal Health Division under the leadership of Dr. Kimberly Hardy, Director of Nursing and for the TEAMWORK among all 5 of PCHD's Divisions:
  - Personal Health
  - Environmental Health
  - Health Education
  - WIC / Nutrition
  - Administration

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



## PCHD COVID-19 Testing Program

### Plans for More Testing

- Dr. Hardy is currently developing a new testing schedule that will begin during the week of August 24<sup>th</sup> and will be held at Pitt County Health Department
- Press Release will be sent out once schedule is confirmed

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



**ADDITIONAL  
COVID-19  
ACTIVITIES / UPDATE**

### **Hotline Update (252-902-2300)**

- Thank you to our Health Education Division for manning the Hotlines since March 2020 (104 days as of 8/17/2020)
- Receiving approximately 50-60 calls from community per day
- Calling all individuals who tested negative through the PCHD COVID – 19 Testing sites
- Called over 4,000 individuals of negative test results

### Contact Tracing of Positive Test Results

- Several PCHD staff and Contracted staff have been trained to perform contact tracing and are doing so daily to identify anyone who has been exposed to a COVID-19 case
- Working with ECU regarding their contact tracing on campus

## Pitt County Health Department Staff Exposure

- August 6<sup>th</sup>: Notified that staff member tested positive for COVID-19
- Appropriate actions taken internally: 15 tested (negative)
- External partners notified
- Press Release sent out
- Media Session held at 11:00 on 8/7/2020 (Dr. Silvernail responded to media questions)



**QUESTIONS?**

**THANK YOU**

Appendix 7

Census 2020 Report



# Census 2020

James Rhodes, AICP  
Planning Director  
August 17, 2020

- Established by BCC on April 8, 2019
- Consists of 60 members
- Focused on Undercounted Populations (Homeless, Minorities, Students, etc.)
- Information Distribution



- **Pitt County’s CCC is currently collaborating with**
  - US Census Staff: Partnership Specialists, Recruitment Managers & Area Office Managers
  - North Carolina State Demographer, Michael Cline
  - State – North Carolina Complete Count Committee
  - Latin X CCC–
    - Fostering Latino Census Participation Through Community Collaboration



- **Response Rates - Pitt County & NC**

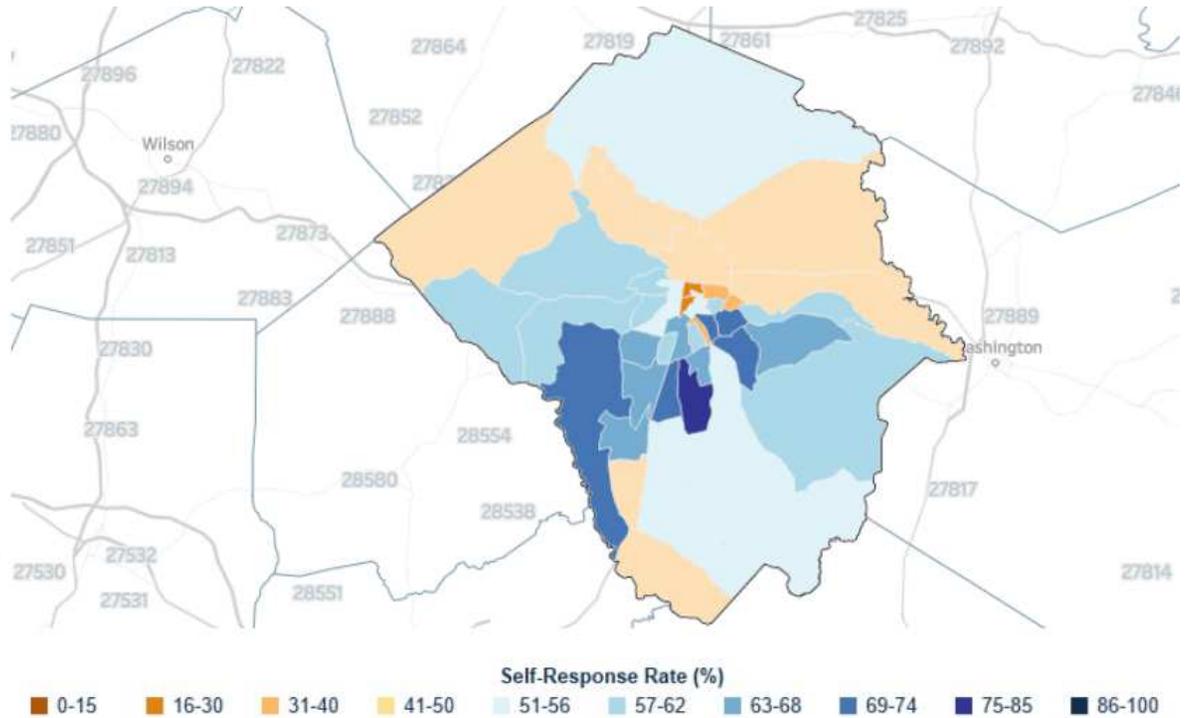
STATE/COUNTY	2000	2010	2020 Current
<b>NORTH CAROLINA</b> 	<b>69%</b>	<b>76%</b>	<b>59.4%</b>
<b>PITT COUNTY</b> 	<b>65%</b>	<b>74%</b>	<b>57.0%</b>

**2020 GOAL**  
**>82%**

- Response Rates - Municipalities**

	2000%	2010%	2020 <i>Current%</i>
Ayden	70%	82%	57.3%
Bethel	70%	63%	45.8%
Falkland	63%	80%	30.0%
Farmville	70%	83%	61.6%
Fountain	55%	56%	35.0%
Greenville	65%	71%	53.7%
Grifton	61%	66%	49.8%
Grimesland	72%	74%	48.4%
Simpson	67%	80%	49.9%
Winterville	47%	80%	71.6%
Pitt County	65%	74%	57.0%

- **Response Rates – Pitt County**
  - Low Response Areas
    - Rural/Lack Internet Service
    - ECU Off-campus Housing Areas



- **Covid-19 Census Promotions**

- Pitt County Schools Food Distribution Sites – Lakeforest, Wellcome, HB Sugg, South Greenville, Stokes, Bethel, Northwest
- Food Pantries – Ayden, Grifton
- Property Management Emails & HOA Mobile Apps
- Pitt County Development Commission Employer Emails
- Digital Signage – PCC and Greenville Greenways



- **Covid-19 Census Promotions**
  - Uptown Greenville Umbrella Market
  - Library Curbside Book Pickup – Census Bookmarks
  - LatinX Spanish Material Distribution – Grocery/Restaurants
  - Pitt County Farmers Market – Fans for Hot Days
  - Local Housing Authorities
  - Social Media & Print Campaigns



- **Census 2020 Key Dates**

- *Happening Now – September 30<sup>th</sup>*
  - *Self-Response Phase, Update Leave & Nonresponse Follow Up*
- Process Apportionment Counts – September 30, 2020 – April 30, 2021
- Deliver apportionment counts to President – December, 2020
- Deliver redistricting counts to States - March 31, 2021



Appendix 8

Budget Amendment- Public Health - NC Baby Love  
(\$72,999)(No County Funds)

# Division of Public Health Agreement Addendum FY 20-21

Pitt County Health Department  
**Local Health Department Legal Name**

Women's and Children's Health Section /  
 Women's Health Branch  
**DPH Section / Branch Name**

129 Baby Love Plus  
**Activity Number and Description**

Tonya Daniel, 919-707-5686,  
 tonya.daniel@dhhs.nc.gov  
**DPH Program Contact**  
 (name, phone number, and email)

06/01/2020 – 05/31/2021  
**Service Period**

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

07/01/2020 – 06/30/2021  
**Payment Period**

- Original Agreement Addendum  
 Agreement Addendum Revision # 1

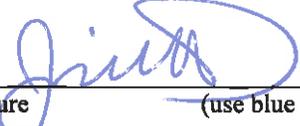
**I. Background:**  
 No change.

**II. Purpose:**  
 This Agreement Addendum Revision #1 provides additional funding to expand clinical support by employing a clinical service provider to address maternal mortality and severe maternal morbidity. This funding increase resulted from the federal government's request for applications to address maternal mortality and severe maternal morbidity. This funding will be recurrent for a five-year period (April 2019-March 2024) pending funding availability from the U.S. DHHS, HRSA, Maternal and Child Health Bureau.

**III. Scope of Work and Deliverables:**  
*As of August 1, 2020, this Agreement Addendum Revision #1 adds Paragraph 17 as follows:*

17. Hire or contract with a licensed clinical mental health provider (such as a psychologist or clinical social worker) to provide mental or behavioral health services to enrolled participants. Funding may be used for salary, training, and operational expenses.

The clinical mental health provider will provide health and behavioral intervention services, either on-site or using virtual health technologies, to enrolled pregnant and interconception program participants in the four associated program sites: Edgecombe County Human Services, Halifax County Health Department, Nash County Health Department and Pitt County Health Department. Health and Behavior Intervention (HBI) services provide intensive, focused counseling for enrolled pregnant, immediate postpartum and interconception program

  
 Health Director Signature (use blue ink)

7/9/2020  
 Date

Local Health Department to complete: (If follow-up information is needed by DPH)	LHD program contact name: <u>Dionne Dockery</u>	Phone number with area code: <u>252-902-2319</u>
	Email address: <u>dionne.dockery@pittcountync.gov</u>	

participants who have serious psychosocial needs. Services may be billed for Medicaid reimbursement if services are provided to pregnant and immediate postpartum Medicaid recipients. <https://files.nc.gov/ncdma/documents/files/1M-3.pdf>

- a. The following data shall be tracked:
  - i. Number of enrolled pregnant and interconception participants served.
  - ii. Number of support groups facilitated, if applicable.
  - iii. Number of unduplicated pregnant and interconception women served by race and ethnicity. The race groups are: American Indian or Alaska Native; Asian; Black or African American; Native Hawaiian or Other Pacific Islander; White; More than one race; and Unknown/Not Reported. The ethnic groups are: Hispanic/Latino, Not-Hispanic/Latino, and Unknown/Not Reported.
  - iv. Outcome data for the unduplicated women receiving health and behavior services

**IV. Performance Measures/Reporting Requirements:**

*As of August 1, 2020, this Agreement Addendum Revision #1 adds Subparagraph e. to Paragraph 6 Reporting Requirements as follows:*

- e. Reports and data entry as described in Subparagraphs a.–d. shall include the services provided by the licensed clinical mental health provider as described above in Paragraph 17 of Section III.

**V. Performance Monitoring and Quality Assurance:**

No change.

**VI. Funding Guidelines or Restrictions:**

No change.

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

CFDA #: 93.926 Federal awd date: 3/05/20 Is award R&D? no FAIN: H49MC00088 Total amount of fed awd: \$ 1,122,899

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

Subrecipient	Subrecipient DUNS	Fed funds for This Supplement	Total of All Fed Funds for This Activity	Subrecipient	Subrecipient DUNS	Fed funds for This Supplement	Total of All Fed Funds for This Activity
Alamance	965194483	=	=	Jackson	019728518	=	=
Albemarle	130537822	=	=	Johnston	097599104	=	=
Alexander	030495105	=	=	Jones	095116935	=	=
Anson	847163029	=	=	Lee	067439703	=	=
Appalachian	780131541	=	=	Lenoir	042789748	=	=
Beaufort	091567776	=	=	Lincoln	086869336	=	=
Bladen	084171628	=	=	Macon	070626825	=	=
Brunswick	091571349	=	=	Madison	831052873	=	=
Buncombe	879203560	=	=	MTW	087204173	=	=
Burke	883321205	=	=	Mecklenburg	074498353	=	=
Cabarrus	143408289	=	=	Montgomery	025384603	=	=
Caldwell	948113402	=	=	Moore	050988146	=	=
Carteret	058735804	=	=	Nash	050425677	\$40,000	\$145,361
Caswell	077846053	=	=	New Hanover	040029563	=	=
Catawba	083677138	=	=	Northampton	097594477	=	=
Chatham	131356607	=	=	Onslow	172663270	=	=
Cherokee	130705072	=	=	Orange	139209659	=	=
Clay	145058231	=	=	Pamlico	097600456	=	=
Cleveland	879924850	=	=	Pender	100955413	=	=
Columbus	040040016	=	=	Person	091563718	=	=
Craven	091564294	=	=	Pitt	080889694	\$72,899	\$348,740
Cumberland	123914376	=	=	Polk	079067930	=	=
Dare	082358631	=	=	Randolph	027873132	=	=
Davidson	077839744	=	=	Richmond	070621339	=	=
Davie	076526651	=	=	Robeson	082367871	=	=
Duplin	095124798	=	=	Rockingham	077847143	=	=
Durham	088564075	=	=	Rowan	074494014	=	=
Edgecombe	093125375	=	=	Sampson	825573975	=	=
Foothills	782359004	=	=	Scotland	091564146	=	=
Forsyth	105316439	=	=	Stanly	131060829	=	=
Franklin	084168632	=	=	Stokes	085442705	=	=
Gaston	071062186	=	=	Surry	077821858	=	=
Graham	020952383	=	=	Swain	146437553	=	=
Granville-Vance	063347626	=	=	Toe River	113345201	=	=
Greene	091564591	=	=	Transylvania	030494215	=	=
Guilford	071563613	=	=	Union	079051637	=	=
Halifax	014305957	=	=	Wake	019625961	=	=
Harnett	091565986	=	=	Warren	030239953	=	=
Haywood	070620232	=	=	Wayne	040036170	=	=
Henderson	085021470	=	=	Wilkes	067439950	=	=
Hoke	091563643	=	=	Wilson	075585695	=	=
Hyde	832526243	=	=	Yadkin	089910624	=	=
Iredell	074504507	=	=				

DPH-Aid-To-Counties

For Fiscal Year: 20/21

Budgetary Estimate Number : 1

Activity 129	AA	13A1 530B JA	13A1 530C JA	Proposed Total	New Total
Service Period		06/01-03/31	04/01-05/31		
Payment Period		07/01-04/30	05/01-06/30		
01 Alamance		0	0	0	0
D1 Albemarle		0	0	0	0
02 Alexander		0	0	0	0
04 Anson		0	0	0	0
D2 Appalachian		0	0	0	0
07 Beaufort		0	0	0	0
09 Bladen		0	0	0	0
10 Brunswick		0	0	0	0
11 Buncombe		0	0	0	0
12 Burke		0	0	0	0
13 Cabarrus		0	0	0	0
14 Caldwell		0	0	0	0
16 Carteret		0	0	0	0
17 Caswell		0	0	0	0
18 Catawba		0	0	0	0
19 Chatham		0	0	0	0
20 Cherokee		0	0	0	0
22 Clay		0	0	0	0
23 Cleveland		0	0	0	0
24 Columbus		0	0	0	0
25 Craven		0	0	0	0
26 Cumberland		0	0	0	0
28 Dare		0	0	0	0
29 Davidson		0	0	0	0
30 Davie		0	0	0	0
31 Duplin		0	0	0	0
32 Durham		0	0	0	0
33 Edgecombe		0	0	0	93,654
D7 Foothills		0	0	0	0
34 Forsyth		0	0	0	0
35 Franklin		0	0	0	0
36 Gaston		0	0	0	0
38 Graham		0	0	0	0
D3 Gran-Vance		0	0	0	0
40 Greene		0	0	0	0
41 Guilford		0	0	0	0
42 Halifax		0	0	0	140,482
43 Harnett		0	0	0	0
44 Haywood		0	0	0	0
45 Henderson		0	0	0	0
46 Hertford		0	0	0	0
47 Hoke		0	0	0	0
48 Hyde		0	0	0	0
49 Iredell		0	0	0	0

50 Jackson		0	0	0	0
51 Johnston		0	0	0	0
52 Jones		0	0	0	0
53 Lee		0	0	0	0
54 Lenoir		0	0	0	0
55 Lincoln		0	0	0	0
56 Macon		0	0	0	0
57 Madison		0	0	0	0
D4 M-T-W		0	0	0	0
60 Mecklenburg		0	0	0	0
62 Montgomery		0	0	0	0
63 Moore		0	0	0	0
64 Nash	* 1	32,727	7,273	40,000	145,361
65 New Hanover		0	0	0	0
66 Northampton		0	0	0	0
67 Onslow		0	0	0	0
68 Orange		0	0	0	0
69 Pamlico		0	0	0	0
71 Pender		0	0	0	0
73 Person		0	0	0	0
74 Pitt	* 1	59,644	13,255	72,899	348,740
75 Polk		0	0	0	0
76 Randolph		0	0	0	0
77 Richmond		0	0	0	0
78 Robeson		0	0	0	0
79 Rockingham		0	0	0	0
80 Rowan		0	0	0	0
D5 R-P-M		0	0	0	0
82 Sampson		0	0	0	0
83 Scotland		0	0	0	0
84 Stanly		0	0	0	0
85 Stokes		0	0	0	0
86 Surry		0	0	0	0
87 Swain		0	0	0	0
D6 Toe River		0	0	0	0
88 Transylvania		0	0	0	0
90 Union		0	0	0	0
92 Wake		0	0	0	0
93 Warren		0	0	0	0
96 Wayne		0	0	0	0
97 Wilkes		0	0	0	0
98 Wilson		0	0	0	0
99 Yadkin		0	0	0	0
<b>Totals</b>		<b>92,371</b>	<b>20,528</b>	<b>112,899</b>	<b>728,237</b>

DocuSigned by: Sign and Date - DPH Program Administrator <i>Tara Owens Sluder</i> 7/2/2020   8:33 AM EDT <small>3BA3D37E5E08A4</small>	DocuSigned by: Sign and Date - DPH Section Chief <i>Sarah Dozier</i> 7/2/2020   8:37 AM EDT <small>271744009948</small>
DocuSigned by: Sign and Date - DPH Contracts Office <i>Arampj Stuart</i> 7/2/2020   8:46 AM EDT <small>0E77B6ADDE934A7...</small>	DocuSigned by: Sign and Date - DPH Budget Officer <i>Pamela J Allen</i> <small>A7F8476447FD44...</small>

DocuSigned by:  
*Brenda Barnett*  
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# PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

Department: Public Health  
 FY Budget: 2020-2021

Date of Request: 8.3.20

	ACCOUNT NO.	TITLE OF ACCOUNT	DECREASE	INCREASE
<b>REVENUES</b>	153141-436500	DHHS Funds		72,899
<b>EXPENDITURES</b>	155141-561000	Contract Services	72,899	
<b>TOTAL</b>			<b>BALANCES</b>	

**Net Effect to Budget:** Increase by \$72,899

**Department Justification:**

Agreement Addendum 129 Revision 1: Funds to assist with a licensed clinical Mental Health Provider to provide behavioral or mental health services to enrolled participants in the NC Baby Love Plus program. Funding maybe used for salary, training and operational expenses.

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

Appendix 9

**Budget Amendment- Public Health- Vector Control  
\$4,000 (No County Funds)**

# Division of Public Health Agreement Addendum FY 20-21

Pitt County Health Department  
**Local Health Department Legal Name**

Epidemiology/Communicable Disease Branch  
**DPH Section / Branch Name**

908 Mosquito and Tick Suppression  
**Activity Number and Description**

Michael Doyle (919) 546-1637  
michael.doyle@dhhs.nc.gov  
**DPH Program Contact**  
(name, phone number, and email)

06/01/2020 – 05/31/2021  
**Service Period**

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

07/01/2020 – 06/30/2021  
**Payment Period**

- Original Agreement Addendum**  
 **Agreement Addendum Revision #** \_\_\_\_\_

**I. Background:**

To remain prepared for the continuing threat of mosquito and tick-borne diseases in North Carolina, such as Zika virus, West Nile virus, La Crosse Encephalitis, Powassan virus, and Lyme disease, it is imperative to give environmental health professionals the tools to identify and control vector arthropods in their jurisdictions.

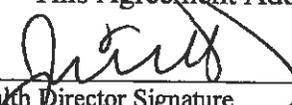
In addition, severe nuisance mosquito issues that exist in high tourist areas and which occur after hurricanes pose a threat both to the quality of life and to the economies of several regions of North Carolina.

The North Carolina Department of Health and Human Services (NCDHHS) Epidemiology Section is funding 15 local health departments across the state: 6 local health departments to continue basic vector surveillance with the goal of developing local Integrated Mosquito Management (IMM) and tick surveillance programs, and 9 local health departments, designated as Counties of Regional Expertise, to improve their IMM programs and assist surrounding counties in improving their own IMM programs.

**II. Purpose:**

This Agreement Addendum provides funding for the Local Health Department (LHD) to become a County of Regional Expertise on IMM and tick surveillance. Specifically, the state expects the LHD to use the funds to become competent in operating all common surveillance methods, contribute to baseline state and national mosquito knowledge, and effectively suppress mosquitoes using Integrated Mosquito Management methods. This will allow the county to lead efforts in its region, and aid other local health departments.

This Agreement Addendum provides funding to supplement the Local Health Department's

  
\_\_\_\_\_  
Health Director Signature (use blue ink)

3/27/2020  
\_\_\_\_\_  
Date

Local Health Department to complete: (If follow-up information is needed by DPH)	LHD program contact name: <u>James Gardner</u> Phone number with area code: <u>252.902.3210</u> Email address: <u>james.gardner@pittcountync.gov</u>
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investment in combating mosquito-borne disease. Specifically, this funding is to be used to gain the skills needed to perform basic mosquito surveillance using standard traps, and contribute to state and national mosquito maps.

In the event of a local vector-borne disease outbreak, or during post-hurricane mosquito suppression, local staff will be capable of setting and retrieving traps, and possibly identifying disease vectors. Due to the high variation of mosquito species and numbers across the state, this specific county-level mosquito data will assist local officials in responding to the situation with the correct chemicals, timing of spray events, and customized education messages.

Between disease events, the local trap results will have three functions: (1) to assist local staff in improving local preventative mosquito suppression efforts; (2) to assist counties in securing FEMA reimbursements for post-hurricane Ultra Low Volume mosquito spraying; and (3) to contribute to a national mosquito database (CDC's MosquitoNet). This county-by-county data will add to state and nationwide knowledge of mosquito species distribution and seasonality.

### III. Scope of Work and Deliverables:

#### A. **Mandatory Vector Surveillance and Training**

The Local Health Department shall perform the following surveillance strategy:

1. Conduct the following mosquito surveillance activities during the months of June through October 2020:
  - a. CO<sup>2</sup>-baited light traps—2 one-night trapping events per month
  - b. BG Sentinel traps—2 one-night trapping events per month
  - c. Gravid traps—2 one-night trapping events per month
  - d. Ovitrap—5 Ovitrap, each set for 1 seven-day trapping event per month
  - e. Landing Rate Counts—5 Landing Rate Counts per month. Only perform Landing Rate Counts when risk of mosquito-borne disease is negligible.
2. In May 2021, repeat the June–October 2020 trapping schedule listed in Subparagraph 1 above.
3. Identify the collected mosquitoes to species in-house, or arrange identification by an outside party (e.g., local university, nearby county vector control program, or private contractor). Landing Rate Counts are exempted from this requirement, unless adult mosquitoes are collected with an aspirator, butterfly net, or other means during the Landing Rate Counts.
4. If *Ae. aegypti* or container mosquitoes resembling *Ae. aegypti* (adults or larva) are collected, the LHD must submit them for verification to one of the state's university partners within 30 days of collecting them.
5. Record all 2020 and 2021 mosquito collections data in MosquitoNet within 30 days of collection, including Landing Rate Counts.
6. During the Agreement Addendum period, either:
  - a. Submit mosquito eggs a minimum of one time for insecticide resistance testing or
  - b. Perform insecticide resistance tests at the county against a minimum of one species of mosquito against one mosquito larvicide or adulticide active ingredient. Eggs may be collected from Ovitrap, Gravid Traps, or through larval dipping. Live adult mosquitoes may be substituted with permission from the State Entomologist or agency performing the testing.

7. A staff member shall attend a minimum of one training event within the Agreement Addendum period involving mosquito surveillance and/or vector control, and provide evidence of continuing education units (CEUs), if offered at the event. Training events include those sponsored by the North Carolina Mosquito and Vector Control Association (NCMVCA), the Mid-Atlantic Mosquito and Vector Control Association (MAMCA), the Centers for Disease Control and Prevention (CDC), and the American Mosquito Control Association (AMCA). Other training events may be approved upon request if they directly apply to vector management issues.
8. A minimum of one staff member shall hold a NCDA Category B "Public Health" Applicator license (<https://www.ncagr.gov/SPCAP/pesticides/RECREDRE.HTM>) during the Agreement Addendum period.
9. Provide evidence of at least one staff member, or a department within the county, holding membership in good standing in one of the following organizations during the Agreement Addendum year: NCMVCA, MAMCA, or AMCA. An alternative organization focusing on Integrated Mosquito or Tick Management may be substituted upon approval by the State Public Health Entomologist.
10. Provide assistance to one or more North Carolina counties with vector surveillance, control, or education during the Agreement Addendum period. This may include use of Inter-county vector control agreements, lending of equipment, one-on-one training in mosquito identification, surveillance methods, or suppression methods.

**B. Enhanced Vector Surveillance, Vector Control, and Education**

The Local Health Department shall perform **at least one activity in each of the following three sections** (i.e., Enhanced Vector Surveillance, Vector Control, and Education). Activities which result in improving vector suppression are preferred (e.g., surveillance which results in establishing action thresholds, evaluation of suppression methods, and suppression equipment):

**1. Enhanced Vector Surveillance:**

- a. Fund university partners to conduct regular mosquito surveillance or identification (e.g., more than occasional assistance with identification).
- b. Conduct tick surveillance using standard methodologies (tick drags or counts) with species identified and species counts recorded.
- c. Perform pathogen testing on mosquito and tick specimens, as determined in consultation with the State Public Health Entomologist.
- d. Conduct surveillance by participating in the Invasive Mosquito Project (<http://www.citizenscience.us/imp/>).
- e. Purchase surveillance equipment, including traps and laboratory equipment (e.g., microscopes and bioassay bottles) and additional trapping or testing supplies (e.g., dry ice, batteries, CO2 tanks, equipment access subscriptions).
- f. Subcontract or create a formal agreement (e.g., MOA, MOU) with external partners (e.g., university partners or contractors) to conduct vector surveillance activities on behalf of the Local Health Department, following the same methods as described in this Agreement Addendum.
- g. Improve surveillance skills through County staff receiving on-site training from outside sources, participating in distant training events (i.e., AMCA, NCMVCA, CSTE, CDC, Dodd Courses, etc.), or sponsoring training events for internal and/or external staff.

**2. Vector Control:**

- a. Create one of the following:
  1. Mosquito Control Districts (See NC §130A-352 Creation and purpose of mosquito control districts, available at <https://codes.findlaw.com/nc/chapter-130a-public.../nc-gen-st-sect-130a-352.html>); or
  2. County-based mosquito and tick suppression programs.
- b. Purchase equipment and supplies for conducting vector control activities (e.g., backpack and trailer-mounted barrier sprayers, ULV dispersal machines, aerial and/or ground adulticiding/larviciding equipment, lethal ovitraps, ATSB [attractive toxic sugar bait] traps, larvicides, and adulticides).
- c. Calibrate and repair existing equipment, provided the equipment is used for mosquito and tick control activities.
- d. Determine “spray thresholds” for larviciding and adulticiding, and other activities resulting in increased effectiveness of suppression tools.
- e. Establish a contingency contract, MOA, or similar agreement, with external partners (e.g., university partners or contractors, towns, and/or a private company) to conduct vector suppression activities on behalf of the Local Health Department, following established IMM methods.

**3. Education:**

- a. Educate the public about tick and mosquito bite avoidance using educational and public health campaigns designed by the Local Health Department or adapted for Local Health Department use from other sources (e.g., AMCA, CDC, PAHO, WHO). Educational information can be provided to the public via printed leaflets or flyers, billboards, radio advertisements, or other methods deemed most effective by the local health department. The majority of the educational information shall be in English and Spanish, and also may be in another language of importance in the area.
- b. Educate the public about specific vector-borne diseases of importance in its geographic area. Consult with other staff members within the Local Health Department or the Communicable Disease Branch to identify which conditions have the greatest impact on the community.

**IV. Performance Measures/Reporting Requirements:****A. Mandatory and Enhanced Vector Surveillance**

The Local Health Department shall submit the following to the State Public Health Entomologist by April 15, 2021:

1. A surveillance summary of the 2020 field season (i.e., January – December 2020), which includes data from work performed in the prior year’s Agreement Addendum. This surveillance summary shall include:
  - a. Surveillance data converted to the format used by MosquitoNet  
The document *MosquitoNet XLSX Schema Description* includes specific details about the data format required by CDC can be found at <https://wwwn.cdc.gov/Arbonet/MosquitoNET/>. Specify the number of lines of MosquitoNet data submitted during the Agreement Addendum period in order for the state to confirm that submission was completed.
  - b. Descriptions of mosquito traps and tick collection methods used.
  - c. General mosquito surveillance strategy used (e.g., “six CDC light traps set weekly from March through October in six static locations, ten ovitraps set bi-weekly from March through

- October, four gravid traps set monthly” or “two BG sentinels, set based on mosquito complaints or during enforcement actions”)
- d. Results of any pathogen testing or a statement that no pathogen testing was performed
  - e. Results of any Insecticide Resistance Testing or a statement that no Insecticide Resistance Testing was performed which includes the reason it was not performed.
  - f. A statement regarding whether *Ae. aegypti* or container mosquitoes resembling *Ae. aegypti* (adults or larva) were collected and submitted for verification to one of the university partners and the results received.
  - g. A statement describing the assistance provided to one or more North Carolina counties with vector surveillance. In the event that nearby counties did not accept the LHD’s offers of assistance, provide documentation of the assistance offers made to a minimum of 3 counties and the responses received by the counties declining the assistance.
2. A summary statement of what mosquito and tick surveillance are planned for the 2021 season (i.e., March–October 2021), using the format described in Subparagraph 1 above.
  3. A statement regarding the Local Health Department’s involvement in the Invasive Mosquito Project for the 2020 calendar year. (The Invasive Mosquito Project is a citizen science project aimed at monitoring invasive container-inhabiting mosquito species across the United States.)
  4. A written summary for the 2020 field calendar year of the following:
    - a. Mosquito and tick identification training events attended, including names, locations, and dates of events.
    - b. External partners funded (e.g., university partners) to conduct vector surveillance activities
    - c. Aid provided to other local health departments performing mosquito or other surveillance activities.
    - d. Name and license number of the staff member(s) holding a Public Health Category B license.
    - e. Name and vector control organization(s) of which staff are members.

## B. Vector Control

The Local Health Department shall submit a written description of the following activities that occurred during the 2020 calendar year to the State Public Health Entomologist by April 15, 2021:

1. Equipment calibration conducted, and plans for the 2021 calendar year.
2. Spray thresholds used for larviciding and adulticiding,, and any plans to change them in the 2021 calendar year.
3. Training for vector control activities. The summary is to include the training event names, course names, dates, and names/titles of those who attended.
4. Copies of Vector control contracts and/or MOAs for vector control with neighboring governmental entities.
5. Vector control methods, including a description of:
  - a. Larviciding tools used (e.g., hand treatments, power backpack granular spreader, drones, hand-pumped liquid sprayers, hand-pumped backpack sprayers ATV-mounted liquid larviciding machines, liquid larvicide blowers [Buffalo Turbine, A-1 Mister, etc.], truck-mounted tank sprayers)
  - b. Larvicide types (e.g., trade names and/or description of formulation types)

- c. Adulticiding tools (e.g., ATV and truck-mounted ULV machines, drones, truck and trailer-mounted barrier sprayers, Powered backpacks)
- d. Adulticide types (e.g., trade names and/or description of formulation types)
- e. Lethal traps
- f. Other tools or methods attempted and/or used

### **C. Education**

The Local Health Department shall submit a written description of the following activities that occurred during the 2020 calendar year (January through December) to the State Public Health Entomologist by April 15, 2021:

1. A description of all educational materials created by the Local Health Department. Such materials include but are not limited to fliers, school outreach materials, and social media recordings such as videos. The materials description shall include:
  - a. A list of what educational materials were created
  - b. Numbers of materials distributed
  - c. Number of billboards
  - d. Number of radio spots
  - e. Number of online postings
2. Electronic copies of all new educational materials and copies of externally acquired materials.

### **D. Expense Summary**

The Local Health Department shall submit a summary of how the Agreement Addendum Activity 908 funds were spent during the June 1, 2020 – May 31, 2021 Service Period to the State Public Health Entomologist by June 15, 2020.

### **V. Performance Monitoring and Quality Assurance:**

- A. The State Public Health Entomologist shall review the reports, summaries, descriptions, and materials for accuracy and completeness. Missing or incomplete data will be addressed with the Local Health Department via phone conference or site visit. Complications will be addressed by the entomologist on a case by case basis. Failure to provide complete data may result in a corrective action plan being issued and could result in loss of future funding.
- B. One site visit will be completed during the contract period to review Integrated Mosquito Management methods and equipment.

### **VI. Funding Guidelines or Restrictions:**

- A. Requirements for pass-through entities: In compliance with 2 CFR §200.331 – *Requirements for pass-through entities*, the Division provides Federal Award Reporting Supplements to the local health department receiving federally funded Agreement Addenda.
  1. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.
  2. Frequency: Supplements will be generated as the Division receives information for federal grants. Supplements will be issued to the local health department throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements

can also be sent to the local health department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.

- B. Travel costs associated with participating in vector surveillance and control training is an allowable expense.

Activity 908	AA	1175 4801 00	Proposed Total	New Total
Service Period		06/01-05/31		
Payment Period		07/01-06/30		
01 Alamance		0	0	0
D1 Albemarle	* 0	16,000	16,000	16,000
02 Alexander		0	0	0
04 Anson		0	0	0
D2 Appalachian		0	0	0
07 Beaufort		0	0	0
09 Bladen		0	0	0
10 Brunswick		0	0	0
11 Buncombe		0	0	0
12 Burke		0	0	0
13 Cabarrus		0	0	0
14 Caldwell		0	0	0
16 Carteret	* 0	16,000	16,000	16,000
17 Caswell		0	0	0
18 Catawba		0	0	0
19 Chatham		0	0	0
20 Cherokee		0	0	0
22 Clay		0	0	0
23 Cleveland		0	0	0
24 Columbus		0	0	0
25 Craven	* 0	9,500	9,500	9,500
26 Cumberland		0	0	0
28 Dare		0	0	0
29 Davidson		0	0	0
30 Davie		0	0	0
31 Duplin		0	0	0
32 Durham		0	0	0
33 Edgecombe		0	0	0
D7 Foothills		0	0	0
34 Forsyth	* 0	16,000	16,000	16,000
35 Franklin		0	0	0
36 Gaston	* 0	2,000	2,000	2,000
38 Graham		0	0	0
D3 Gran-Vance		0	0	0
40 Greens		0	0	0
41 Guilford		0	0	0
42 Halifax		0	0	0
43 Harnett		0	0	0
44 Haywood	* 0	16,000	16,000	16,000
45 Henderson	* 0	2,000	2,000	2,000
46 Hertford		0	0	0
47 Hoke		0	0	0
48 Hyde		0	0	0
49 Iredell		0	0	0
50 Jackson		0	0	0
51 Johnston		0	0	0
52 Jones		0	0	0
53 Lee		0	0	0
54 Lenoir		0	0	0
55 Lincoln		0	0	0
56 Macon		0	0	0
57 Madison		0	0	0
D4 M-T-W		0	0	0
60 Mecklenburg	* 0	16,000	16,000	16,000
62 Montgomery		0	0	0
63 Moore		0	0	0
64 Nash	* 0	16,000	16,000	16,000
65 New Hanover	* 0	16,000	16,000	16,000
66 Northampton		0	0	0
67 Onslow	* 0	2,000	2,000	2,000

68 Orange		0	0	0
69 Pamlico		0	0	0
71 Pender	* 0	2,000	2,000	2,000
73 Person		0	0	0
74 Pitt	* 0	16,000	16,000	16,000
75 Polk		0	0	0
76 Randolph		0	0	0
77 Richmond		0	0	0
78 Robeson		0	0	0
79 Rockingham		0	0	0
80 Rowan		0	0	0
D5 R-P-M		0	0	0
82 Sampson		0	0	0
83 Scotland		0	0	0
84 Stanly		0	0	0
85 Stokes		0	0	0
86 Surry		0	0	0
87 Swain		0	0	0
D6 Toe River		0	0	0
88 Transylvania	* 0	16,000	16,000	16,000
90 Union		0	0	0
92 Wake	* 0	16,000	16,000	16,000
93 Warren		0	0	0
96 Wayne		0	0	0
97 Wilkes		0	0	0
98 Wilson		0	0	0
99 Yadkin		0	0	0
Totals		177,500	177,500	177,500

Sign and Date - DPH Program Administrator <i>[Signature]</i> 10-23-19	Sign and Date - DPH Section Chief <i>[Signature]</i> 11/25/19
Sign and Date - DPH Contracts Office <i>[Signature]</i> 12/2/2019	Sign and Date - DPH Budget Officer <i>[Signature]</i> 12/4/19

*[Handwritten Stamp]*  
12/3/19

Activity 908	AA	1175 4801 08	Proposed Total	New Total
Service Period		06/01-05/31		
Payment Period		07/01-06/30		
01 Alamance		0	0	0
D1 Albemarle		0	0	16,000
02 Alexander		0	0	0
04 Anson		0	0	0
D2 Appalachian		0	0	0
07 Beaufort		0	0	0
09 Bladen		0	0	0
10 Brunswick		0	0	0
11 Buncombe		0	0	0
12 Burke		0	0	0
13 Cabarrus		0	0	0
14 Caldwell		0	0	0
16 Carteret		0	0	16,000
17 Caswell		0	0	0
18 Catawba		0	0	0
19 Chatham		0	0	0
20 Cherokee		0	0	0
22 Clay		0	0	0
23 Cleveland		0	0	0
24 Columbus		0	0	0
25 Craven	* 0	-5,500	-5,500	4,000
26 Cumberland		0	0	0
28 Dare		0	0	0
29 Davidson		0	0	0
30 Davie		0	0	0
31 Duplin		0	0	0
32 Durham		0	0	0
33 Edgecombe		0	0	0
D7 Foothills		0	0	0
34 Forsyth		0	0	16,000
35 Franklin		0	0	0
36 Gaston	* 0	2,000	2,000	4,000
38 Graham		0	0	0
D3 Gran-Vance		0	0	0
40 Greene		0	0	0
41 Guilford		0	0	0
42 Halifax		0	0	0
43 Harnett		0	0	0
44 Haywood	* 0	-12,000	-12,000	4,000
45 Henderson		0	0	2,000
46 Hertford		0	0	0
47 Hoke		0	0	0
48 Hyde		0	0	0
49 Iredell		0	0	0
50 Jackson		0	0	0
51 Johnston		0	0	0
52 Jones		0	0	0
53 Lee		0	0	0
54 Lenoir		0	0	0
55 Lincoln		0	0	0
56 Macon		0	0	0
57 Madison		0	0	0
D4 M-T-W		0	0	0
60 Mecklenburg		0	0	16,000
62 Montgomery		0	0	0
63 Moore		0	0	0
64 Nash		0	0	16,000
65 New Hanover		0	0	16,000
66 Northampton		0	0	0
67 Onslow	* 0	2,000	2,000	4,000



# PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

Department: Health- Environmental Health Vector Control  
 FY Budget: 2020

Date of Request: 8.17.20

	ACCOUNT NO.	TITLE OF ACCOUNT	DECREASE	INCREASE
<b>REVENUES</b>	153113-436500	DHHS Funds		4,000
	ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
<b>EXPENDITURES</b>	155113 561000	Cont Serv	4,000	
<b>TOTAL</b>			<b>BALANCES</b>	

**Net Effect to Budget:** Increasing Vector Control \$4,000

**Department Justification:** AA 908 Pitt County is receiving additional funding for Mosquito and Tick Supression

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

Appendix 10

Budget Amendment - Solid Waste & Recycling - NC  
Volkswagen Mitigation Settlement Program -  
Replacement of Diesel Refuse Truck - \$180,000 (No  
County Funds)



Appendix 11

North Carolina Department of Transportation  
(NCDOT) Request for Addition to State Maintained  
Secondary Road System - Whitaker Glen Drive in  
Whitaker Glen Subdivision



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J. ERIC BOYETTE  
SECRETARY

7/31/20

Mr. Scott Elliott  
County Manager  
1717 W. 5<sup>th</sup> Street  
Greenville, NC 27834

Subject: Petition to add Whitaker Glen Dr. in Whitaker Glen Subdivision

Dear Mr. Elliott,

Attached is a Petition Form SR-1, Resolution Form SR-2, and a Subdivision Map for the subject streets. Please ask the County Commissioners to review this request and complete and return the Resolution Form SR-2 if they concur.

Please notify our office at (252) 623-5300 if you have any questions.

Sincerely,

Jordan S. Evans,  
Engineering Technician III

CC: File

North Carolina Department of Transportation  
Division of Highways  
Petition for Road Addition

**ROADWAY INFORMATION:** (Please Print/Type)

County: Pitt Road Name: Whitaker Glen Drive  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Whitaker Glen, Section 2, Phase 1 Length (miles): 0.168

Number of occupied homes having street frontage: 10 Located (miles): 0.076

miles N  S  E  W  of the intersection of Route NCSR 1155 and Route NCSR 1207  
(Check one) (SR NC US) (SR NC US)

We, the undersigned, being property owners and/or developers of Whitaker Glen, Section 2, Phase 1 in  
Pitt County, do hereby request the Division of Highways to add the above described road.

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print/Type)

Name: Mike Baldwin (Baldwin Design Consultants, PA) Phone Number: 252-756-1390

Street Address: 1700-D East Arlington Blvd, Greenville, NC 27858

Mailing Address: Same as above

**PROPERTY OWNERS**

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>
H.E. Whichard, Jr., Manager (Developer, Happy Trail Farms, LLC)	P.O. Box 1863, Greenville, NC 27835	252-916-9028

- 965.21 7/30/2020



**INSTRUCTIONS FOR COMPLETING PETITION:**

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

**FOR NCDOT USE ONLY:** Please check the appropriate block

- Rural Road   
  Subdivision platted prior to October 1, 1975   
  Subdivision platted after September 30, 1975

**REQUIREMENTS FOR ADDITION**

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
Whitaker Glen Drive	12	890 lf			

**North Carolina Department of Transportation  
Division of Highways  
Request for Addition to State Maintained Secondary Road System**

North Carolina

County:   Pitt  

Road Description:   Whitaker Glen Dr.  

---

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of   Pitt   requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System, and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of   Pitt   that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

**CERTIFICATE**

The foregoing resolution was duly adopted by the Board of Commissioners of the County of   Pitt   at a meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

WITNESS my hand and official seal this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

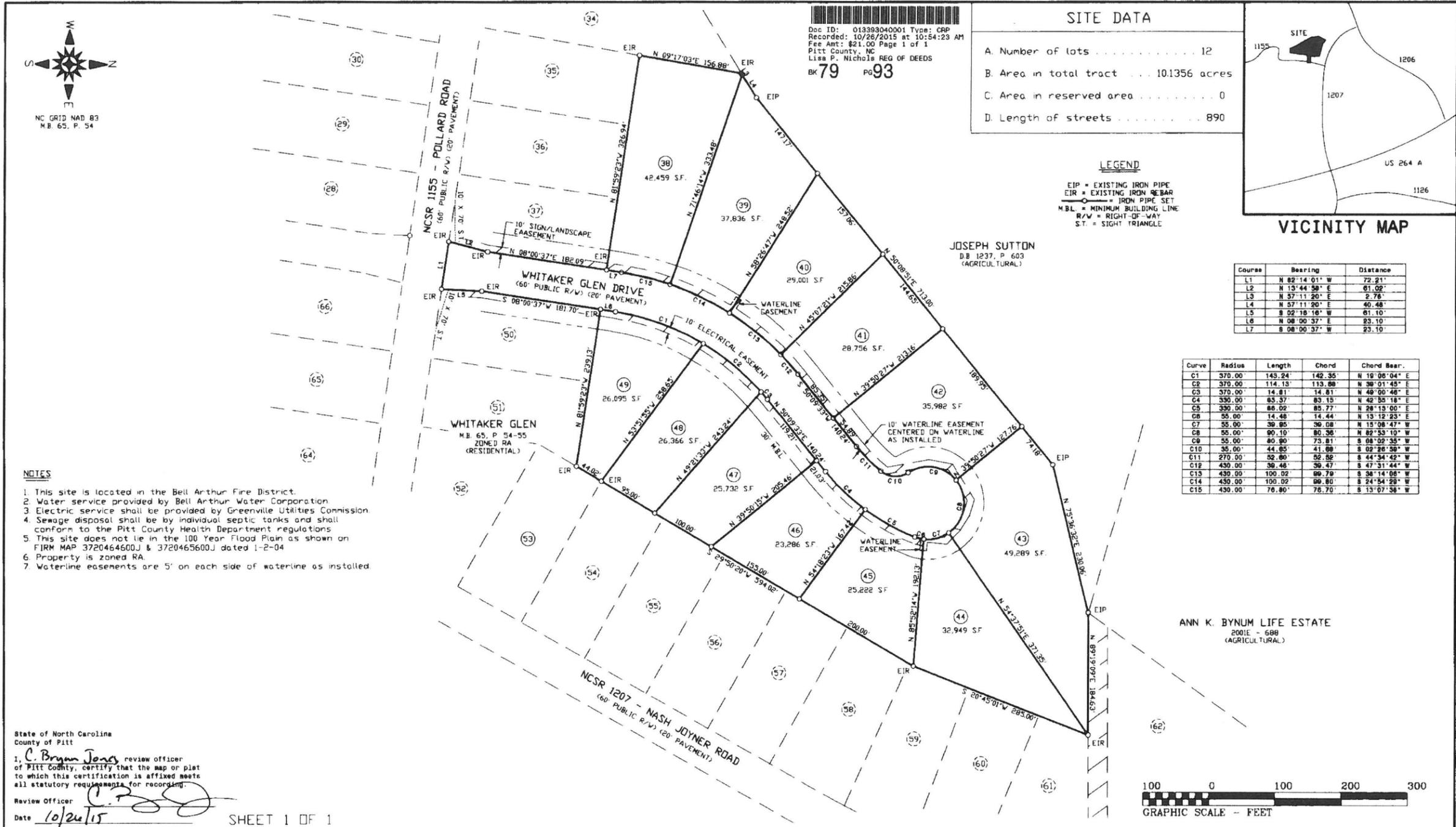
**Official Seal**

Clerk, Board of Commissioners

County: \_\_\_\_\_

**PLEASE NOTE:**

**Forward direct with request to the Division Engineer, Division of Highways**



**CERTIFICATE**

I, Blake K. Bjerkeset, certify that this plat was drawn under my supervision from an actual field survey made under my supervision (deed description recorded in deed book 2879, page 665); that the boundaries not surveyed are clearly indicated by broken lines drawn from information found in referenced deeds; that the ratio of precision as calculated is 1:10,000+; that the following information was used to perform the GPS survey:

Class of Survey: A  
 Positional Accuracy: less than 0.10'  
 Type of GPS Field Procedure: RTK  
 Date(s) of Survey: 12/8/14  
 Datum/Epoch: NAD 83/2010.00  
 Published/Fixed-control Use: Published Horizontal Control  
 Geoid Model: GEOID12B  
 Combined Grid Factor(s): 0.99989483  
 Units: U.S. Survey Feet

Witness my original signature, registration number and seal this 26th day of August, A.D., 2015

[Signature]  
 Blake K. Bjerkeset, L-3891

In accordance with G.S. 47-30 as amended, I hereby certify that this survey creates a subdivision within an area of Pitt County that has an ordinance that regulates parcels of land.

[Signature]  
 Blake K. Bjerkeset, L-3891

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

I (We) certify that I am (we are) the owner(s) of the property shown and described by this plat and that I (we) hereby adopt this subdivision plan with my (our) free consent; establish all lots, easements, setbacks and other aspects of the subdivision; and dedicate all streets, walks, parks and other open spaces to public or private use as noted.

Date: September 24, 2015

Owner: [Signature]

Notary Public: [Signature]  
 My commission expires 2/12/2019

**CERTIFICATE OF APPROVAL FOR RECORDING**

I certify that the subdivision plat shown hereon has been found to comply with the subdivision regulations of Pitt County, North Carolina and is approved for recording by the Pitt County Register of Deeds.

Date: 0-26, 2015

Pitt County Subdivision Administrator: [Signature]

**STREET MAINTENANCE DISCLOSURE**

Maintenance of the public streets shown on this plat is intended to be the responsibility of the NC Department of Transportation, provided that all requirements for acceptance are met. Until such time as the NC DOT accepts the streets, I will provide for necessary maintenance. (Note: This statement shall not serve as a substitute for any other statutory disclosure requirements.)

Owner: [Signature]

**CERTIFICATE OF APPROVAL AND ACCEPTANCE OF DEDICATION**

I certify that Pitt County has approved this plat and any new public streets, easements, right-of-way and parks shown hereon, but assumes no responsibility to open or maintain the same. (N.B. the county has no authority to maintain streets)

Date: Oct. 26, 2015

Pitt County Manager: [Signature]

**DEPARTMENT OF TRANSPORTATION DIVISION OF HIGHWAYS**

Proposed Subdivision Road Design/Standard Certification

Approved: [Signature]  
 Date: 10/21/2015

**MAP FOR RECORD**

**WHITAKER GLEN SECTION 2, PHASE 1**

Being a portion of Pitt County  
 Tax Parcel Number 9149  
 Arthur Township, Pitt County, North Carolina

OWNER: HAPPY TRAIL FARMS, LLC  
 BOX 1863  
 GREENVILLE, NC 27835  
 (310) 623-7896

DATE: 8/26/15      DRAWN BY: BKB      CHECKED BY: BKB

**BJERKESET LAND SURVEYING**  
 F-0732  
 6718 GLENWOOD DRIVE  
 GRIFTON, NC 28530  
 (252) 757-3277

Appendix 12

**Budget Amendment - CARES Act Spending Plan  
Revision - \$3,507,831.04**



# **CARES Act Spending Plan Revision**

**Board of County Commissioners' Special Called Meeting  
August 17, 2020**

- Pitt County received \$3,190,732 million in aid to respond to the coronavirus (CARES Act Part 1)
- Session Law 2020-80 – additional \$3,507,831.04 (CARES Act Part 2)
- Total \$6,698,563.04
- Must Allocate 25% to Municipalities (\$1,674,640.76)
- Doesn't Change Allowable Expenses
- Must Submit an Updated Plan to NCPRO

Category	Amount	Percentage
Medical Expenses (Primarily Testing)	\$2,679,425.22	40%
Public Health Expenses (PPE, Disinfectants, Communications)	\$596,172.11	8.9%
Payroll Expenses	\$1,004,784.46	15%
Compliance Expenses	\$133,971.26	2%
Contingency	\$609,569.24	9.10%
Municipal Share	\$1,674,640.76	25%



# QUESTIONS



Appendix 13

Public Health - Pandemic Fee Increase

**Pandemic Related Fee Increase**

\*Currently only valid through September 30, 2020

**TeleHealth Fees**

Code : 99441	\$15.00	Current Rate (5-10 minutes)	Medicaid Reimbursed: \$66.95	<b>Proposed \$75.00</b>
99442	\$28.00	Current Rate (11-20 minutes)	Medicaid Reimbursed: \$92.50	<b>Proposed \$95.00</b>
99443	\$42.00	Current Rate (21-30 minutes)	Medicaid Reimbursed \$143.63	<b>Proposed \$150.00</b>

**Other Current Clinic Services Fee Increases for Office Visits and Physical Exams**

CPT Code	Current Fee	Medicaid Reimbursement 40% Pandemic	Proposed Fee
99201	\$75.90	\$91.29	\$97
99211	\$40.25	\$50.22	\$56
99212	\$75.90	\$83.69	\$89
99385	\$210.45	\$245.49	\$251
99395	\$184.00	\$208.74	\$214
99396	\$201.25	\$232.26	\$238
99384	\$210.45	\$248.43	\$254
99385	\$210.45	\$245.49	\$251
99386	\$246.10	\$292.53	\$298
99394	\$182.85	\$214.62	\$220
99395	\$184.00	\$208.74	\$214
99396	\$201.25	\$232.26	\$238
99385	\$210.45	\$245.49	\$251
99386	\$246.10	\$292.53	\$297
99387	\$247.25	\$316.05	\$321
99395	\$184.00	\$208.74	\$214
99396	\$201.25	\$232.26	\$238
99397	\$201.25	\$257.25	\$263

**New Fees**

Code: G2023 -Specimen Collection for COVID	Medicaid Reimbursed \$24.00	<b>Proposed \$29.00</b>
--	-----------------------------	-------------------------

*New Fee just approved by Medicaid. Currently we are processing COVID lab specimens through VIDANT, but this could change.*

Appendix 14

Face Mask - Coverings

Pitt County Policy on Face Coverings in Public and Within the County Workplace  
August 17, 2020

Masks or face coverings are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the mask coughs, sneezes, talks, or raises their voice. This is called source control.

This regulation is based on what we know about the role respiratory droplets play in the spread of the virus that causes COVID-19, paired with emerging evidence from clinical and laboratory studies that shows masks reduce the spray of droplets when worn over the nose and mouth. COVID-19 spreads mainly among people who are in close contact with one another (typically within about 6 feet), so the use of masks is particularly important in settings where people are close to each other or where social distancing is difficult to maintain.

- The CDC recommends all people 2 years of age and older wear a mask in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.
- COVID-19 can be spread by people who do not have symptoms and do not know that they are infected. That's why it's important for everyone to wear masks in public settings **AND** practice social distancing (staying at least 6 feet away from other people).
- While masks are strongly encouraged to reduce the spread of COVID-19, CDC recognizes there are specific instances when wearing a mask may not be feasible. In these instances, adaptations and accommodations should be considered whenever possible. <sup>1</sup>

Pitt County continues to take vigilant steps toward diminishing SARS-CoV-2 (COVID-19, Coronavirus) spread potential within our county workforce and the community.

It is therefore resolved that the County Manager and as necessary the Board Chair of the Pitt County Board of Commissioners implement the following policy that requires the wearing of face coverings by all county employees and by the public at all Pitt County facilities during the Coronavirus Pandemic.

- A. All Pitt County employees are required to properly wear face coverings in the course of their work duties and generally while accessing or on county owned or operated grounds.

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<sup>1</sup> Centers for Disease Control, August 7, 2020, [Considerations for Wearing Masks](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html), <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

- a. Exceptions:
  - i. County Employees are not required to wear face coverings in their private office space if
    - 1. that space is not shared and
    - 2. not regularly accessed by members of the public or members of the county workforce.
  - ii. Employees who have difficulty breathing or are unable to safely wear a face covering due to an underlying health condition shall coordinate an appropriate work accommodation with county staff and the Pitt County Public Health Department . Such accommodation shall not include the waiving of the face covering requirement while working in shared workspaces or those areas accessible by members of the general public.
- B. Members of the public, which include vendors and contractors, are required to properly wear face coverings while visiting or accessing county owned or operated grounds.
  - a. Exceptions:
    - i. Members of the public under the age of 2 years old are not required to wear a face covering.
    - ii. Members of the public who have difficulty breathing or who are unable to safely wear a mask due to an underlying health condition shall receive appropriate accommodations from the county staff to ensure all government provided services continue to be rendered in a safe, equitable, and efficient manner. This accommodation shall not include the waiving of the face covering requirement to access county facilities which remain otherwise open to the general public.
- C. Proper wearing of a face covering<sup>2</sup>:
  - a. The proper wearing of a face covering includes:
    - i. Washing or sanitizing your hands before putting on your mask
    - ii. Putting it over your **nose and mouth** and securing it under your chin
    - iii. Try to fit it snugly against the sides of your face
    - iv. Make sure you can breathe easily
    - v. Pitt County does not recommend use of masks or cloth masks for source control if they have an exhalation valve or vent.
- D. Penalty: The intent of this regulation is to secure broad based face covering compliance for the health and continued vitality of our workforce, community, and local economy. Efforts will be made to educate and assist

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<sup>2</sup> Centers for Disease Control, August 7, 2020, [How to Wear Masks](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html), <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

with compliance prior to the implementation of additional enforcement measures.

- a. Employees who are non-compliant with the face covering requirement shall:
  - i. First be asked to come into compliance immediately and be offered a covering, if one is not available, by their supervisor.
  - ii. For repetitive violators, appropriate remedial action shall be taken pursuant to standard Pitt County Employee disciplinary procedures by County Management.
- b. Members of the public who are non-compliant with the masking requirement:
  - i. Shall first be asked to come into compliance immediately and be offered a covering if one is not available by the individual screening entry into county facilities.
  - ii. If the member of the public refuses compliance, and will not accept the county proposed accommodation for service in lieu of a face covering pursuant to this policy, the individual shall be barred from entry into the subject facility. For necessary services, a member of county staff will follow-up immediately with the individual to be certain all county services are openly and readily available to the individual by way of the proposed accommodation.
  - iii. An individual who enters Pitt County facilities in violation of this regulation may be charged pursuant to local code or state statute for trespass.

Appendix 15

Position Request - Sheriff's Office - Clerk V

## **PITT COUNTY JOB DESCRIPTION**

### **JOB TITLE: CLERK V**

### **SHERIFF'S OFFICE**

### **GENERAL STATEMENT OF JOB**

Under general supervision, performs a variety of clerical and administrative tasks in the processing of forms and records requiring the application and interpretation of office procedures and departmental rules and regulations within the Sheriff's Office. Work involves utilizing computerized data entry equipment to enter and maintain data, maintaining tangible files, mailing documents, and processing routine reports. Reports to Administrative Assistant II.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

Utilizes computerized data entry equipment and various word processing, spreadsheet an/or file maintenance programs to enter; store and/or retrieve information as requested or otherwise necessary; enters data from arrest reports and investigation reports into appropriate computer files.

Maintains tangible files of arrest and investigation reports.

Maintains appropriate supply of necessary office supplies

#### **ADDITIONAL JOB FUNCTIONS**

Notarizes documents, as requested.

Processes and mails jury and grand jury notices.

Assumes duties of Administrative Assistant I as necessary.

Receiving, processing, completing criminal backgrounds, approve/deny gun permits

Receive, complete criminal and mental backgrounds, and order CCW permits when everything is complete

Training Required PCSO In-service training and additional work-related elective training

Supervise, train, monitor & assist part-time assistant clerk.

Research, run records & data entry for gun purchase permits & conceal carry permits.

Enter conceal carry permit information to SBI thru DCI\Order CCW cards from state; Link updates in Permittium site.

Print letters and labels monthly for renewals on CCW's and mail them out.

Order new CCW cards for lost or destructed cards.

**ADDITIONAL SPECIAL REQUIREMENTS:**

Duty to the public to perform maximum due diligence; to ensure public safety regarding gun permit issuance.

Liaison for SBI & FBI & ICE (immigrations) for conceal carry & gun permit issuance.

Liaison for records site (permitium)

Liaison for the public and other law enforcement agencies.

FBI NICS faxed request: research & send reports retain knowledge & ability to enter & modify domestic violence protective orders if needed.

Retain knowledge of sex offender registration to back up sex offender clerk if needed.

Research, run records & Data entry for gun purchase permits & carry conceal permits.

**MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school and 2 years of experience in clerical work involving data entry equipment; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

**Additional Requirements and Training**

Maintain state and federal training on all gun laws, maintain training and recertification every 2 years for DCI (Division of Criminal Information)

Maintain General Inquiries, Criminal Records, File Transactions, Handgun Permits, Sex Offender, and Protection Orders/

Maintain training & certification for research sites: NCAWARE, CJLEADS, and DOC

Certification as a Notary Public by the North Carolina Secretary of State.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including computers, typewriters, copiers, facsimile machines, two-way radio, etc. Must be able to operate a motor vehicle. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirement are in excess of those for sedentary

work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, forms, reports, legal papers, checks, manuals, maps, etc. Requires the ability to prepare reports, notices, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including law enforcement terminology and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; to multiply and divide; to calculate decimals and percentages; to interpret graphs.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking; expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

## **KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of arithmetic, spelling, grammar and punctuation.

General knowledge of modern office practices and procedures.

General knowledge of laws and ordinances, and of departmental and county policies and procedures.

General knowledge of laws, ordinances, and policies related to law enforcement.

Working knowledge of the standard accepted practices of bookkeeping.

Ability to answer questions from the public based on working knowledge of the activities of the office.

Skill in the operation of common office machines, including computer-driven data entry equipment.

Ability to type accurately at a moderate rate of speed.

Ability to maintain accurate records and to develop meaningful reports from those records.

Ability to communicate effectively in oral and written form.

Ability to read and compare words and figures carefully and accurately.

Ability to exercise tact and courtesy in frequent contact with the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Employee	Number	Position	Position	FTE	Grd	Stp	Hire Date	Elig Date	Fiscal Sal	Long	SLPB	FICA	Retire	401K	Hosp	Life	Total
New,	0	Clerk V	0	1	61	1	7/1/2020	1/1/2020	\$34,555	\$0	\$0	\$2,643	\$3,525	\$1,970	\$8,340	\$73	\$51,106
<b>Vacancies</b>				<b>1</b>					<b>\$34,555</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,643</b>	<b>\$3,525</b>	<b>\$1,970</b>	<b>\$8,340</b>	<b>\$73</b>	<b>\$51,106</b>
<b>New Positions</b>				<b>1</b>					<b>\$34,555</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,643</b>	<b>\$3,525</b>	<b>\$1,970</b>	<b>\$8,340</b>	<b>\$73</b>	<b>\$51,106</b>

Months	GUN PERMITS RAN 2019	GUN PERMITS RAN 2020	CCW 2019 appointments completed	CCW 2020 appointments completed
JAN	356	414	243	249
FEB	287	288	274	244
MARCH	185	965	271	176
APRIL	391	652	247	87 (Drop due to closure)
MAY	313	728	192	265
JUNE	252	1306	147	340
JULY	277	687 (1-27)	141	280 (+ aprx 60 apt july)
AUG	332		196	
SEPT	262		209	
OCT	331		147	
NOV	386		193	
DEC	374		196	
JULY 2020 STILL WAITING PROCESS		791		
PENDING APPLICANT ADDITIONAL INFO		201		

Appendix 16

Consideration of Legislative Goals

**PROPOSED**  
**Pitt County Statewide Legislative Goals for the**  
**2021-2022 Biennium**

1. **General Revenue Protection:** Support efforts to preserve the existing local revenue base of counties and oppose efforts to divert fees or taxes currently allocated to the counties to the State; oppose efforts to erode the tax base by providing exemptions, exclusions or deferments on real or personal property.
2. **Oppose Unfunded Mandates:** Oppose unfunded mandates and shifts of State responsibilities to counties.
3. **Broadband:** Seek legislation, funding, and other efforts to expand digital infrastructure and broadband capability to the unserved and underserved areas and residents in North Carolina.
4. **Authorize Maintenance Bonds for Subdivision Streets:** Seek legislation to authorize counties to require developers to post maintenance bonds for publicly dedicated subdivision roads. This will assure that sufficient funds are available to maintain the roads to North Carolina Department of Transportation (NCDOT) standards so that the roads may be accepted into the NCDOT state maintenance system.
5. **Fully Fund State Responsibilities for Public Education:** Adequately and fully fund public school current operating expenses to minimize the burden on counties to fill in the gaps necessary to provide a basic and sound education for all students. Issue bonds for unmet school capital needs, and dedicate lottery revenues for education as originally intended.
6. **Authorize the Use of Attachment and Garnishment for Collection of Delinquent Ambulance Service Accounts:** Currently, North Carolina General Statute 44-51.4 allows counties to collect delinquent ambulance service accounts by using remedies of garnishment and attachment for county owned squads and franchised squads. In addition to operating two county owned squads (Bethel and Pactolus), Pitt County does the billing and collection for eight contracted squads. This goal seeks to amend North Carolina General Statute 44-51.4 to allow the use of attachment and garnishment for collection of delinquent ambulance service accounts when a county is collecting for a contracted ambulance squad. Currently, local legislation clarifies and authorizes this for Union County only in Session Law 2014-72. Pitt County desires this same authority as Union County. This will allow collection across all squads to be consistent.
7. **Funding for Pretrial Services and Behavioral Health Court:** Seek State funding to create a Pretrial Services Program in Pitt County in order to better serve defendants awaiting trial by reducing the number of failures to appear and providing services to reduce recidivism. Seek funding to support the continued operation of Behavioral Health Court to better serve the needs of those with behavioral health needs in the judicial system.

Appendix 17

Donation of Vehicle to the Village of Simpson

**Pitt County**  
**DISPOSITION OF SURPLUS PROPERTY VALUED < \$10,000**  
**BY SALE OR DONATION**

**Asset #15107**

<b>Department:</b> Garage	<b>Date:</b> 8/17/20	<b>Asset Tag No.:</b> 600
---------------------------	----------------------	---------------------------

**Item Description:**  
 2001 Dodge Ram 1500 Pickup

**Current Condition:**  
 Good

**Estimated Value:**  
 \$ 2,265

**Value Determination Method(s) Used:**  
 Kelly Blue Book website

**Proposed Recipient/Purchaser:** (Donation)      **Offer to Purchase Amount:** \$ (Donation)

**Name:** Village of Simpson  
**Organization:** 2768 Thompson St.  
**Address:** Grimesland, NC 27837  
**City, State, Zip:**  
**Phone:** 252-757-1430

**Other Information:**  
 Vehicle will be donated to the Village of Simpson

**Submitted By:**  
 John Demary Department Head

**Recommended for Surplus/Disposition:** (by one of the following)

\_\_\_\_\_ Deputy County Manager-Chief Financial Officer

\_\_\_\_\_ Deputy County Manger-Chief Information Officer

**Approved for Disposition:**

\_\_\_\_\_ County Manager \_\_\_\_\_ Date

<b>Final Routing:</b>
<input type="checkbox"/> Requesting Dept.
<input type="checkbox"/> Financial Services Fixed Asset Inventory

Appendix 18

Portrait Request for Superior Courtroom

THE HILL LAW FIRM, P.C.

MYRON T. HILL, JR.

200 EAST FOURTH STREET

POST OFFICE BOX 859

GREENVILLE, N.C. 27835-0859

mhill@hilllawfirmnc.com

JUL 29 2020

JTS

A large, stylized stamp that says "COPY" in a bold, outlined font. To the left of the word "COPY" is a small square icon containing the letter "C".

TEL: (252) 758-1403

July 27, 2020

FAX: (252) 557-3516

Melvin McLawhorn, Chariman  
Pitt County Board of Commissioners  
Pitt County Office Building  
1717 West Fifth Street  
Greenville, North Carolina 27834

Re: Recommendation for Presentation of Courthouse Portrait of James E. Martin

Dear Mr. McLawhorn,

We present this letter in compliance with Rule 2(b) of the Code of Judicial Conduct and based upon long time personal knowledge and association.

We would like to recommend to the Board of Commissioners for Pitt County that it consider extending an invitation to the family of James E. Martin to present a portrait done in oil paint for proper display in the superior courtroom of Pitt County. It has long been the practice of the board of Commissioners to extend this invitation to the family and upon presentation of the portrait, for it to become the property of the county and maintained in the courthouse.

Jim is an honored veteran of the United States Air Force serving our country from the years 1957 through 1961. After an honorable discharge from the Air Force, he enrolled at East Carolina University where he excelled on the gridiron as well as competing on the track team. He graduated from East Carolina University in the year 1965. While at East Carolina University, he was a flight instructor for the ECU FIP Program, encouraging students to pursue a career in aviation. Also, from 1965 to 1968, Jim was a pilot with Piedmont Airlines.

Jim has always loved students as evidenced by his teaching career. From 1969 to 1970, he was a teacher and coach at Walter Williams High School in Burlington, North Carolina. In 1970, he became a teacher and head football coach of North Lenoir High School. He continues to coach basketball and football in Pitt County to this day. However, Jim's true passion was the law and he enrolled and was accepted into North Carolina Central University School of Law in 1971. He completed his law studies and passed the bar exam in 1975.

After passing the bar, Jim was a prosecutor with the district attorney's office in Pitt County North Carolina from 1975 to 1977. He handled an assortment of cases including juvenile, criminal and other related matters within the criminal justice system of Pitt County,

North Carolina. From 1977 to 1979, Jim entered private practice representing defendants in criminal court.

In 1979, Jim was appointed by Governor Jim Hunt to a district court judgeship for Pitt, Pamlico, Craven and Carteret counties. Jim ran for re-election in 1980 and was re-elected as a district court judge. Jim continued to be a district court judge until his retirement in December, 2000. Even now, Jim continues to be an emergency judge called to preside over criminal sessions in many counties in eastern North Carolina.

Jim is very active in community affairs, with memberships past and present in the following organizations: Wheat Swamp Ruritan, Bethel Rotary, Greenville Kiwanis Club, ECU Pirate Club, North Carolina Academy of Trial Lawyers, North Carolina State Bar Association, Pitt County Bar Association, North Carolina Association of District Court Judges. In addition, Jim is actively involved in Rose Hill Free Will Baptist Church.

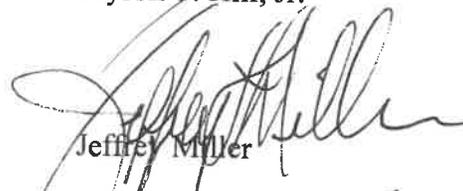
Throughout his entire tenure as a judge, Jim has held the attorneys appearing before him to the highest standard of practice, both ethically and in preparation. The citizens of Pitt County have recognized his devotion and dedication to the law by re-electing him to the bench over and over again. Jim's reputation as a judge is that he always wanted to help every person in his courtroom by following the law and considering each individual's circumstance. Jim is a people person and Pitt County has been very fortunate to have him as a district court judge.

In light of the comprehensive body of work that is the legal career of Judge Martin, and his dedication and devotion to upholding the law through his position as a judge, as well as his dedicated service to humanity through his charitable services, we respectfully ask that you honor Judge Martin and his family by favorably considering our recommendation. Thank you in advance for the board's consideration.

Warmest Regards and Best Wishes,



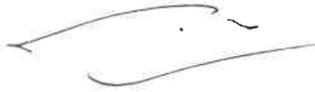
Myron T. Hill, Jr.



Jeffrey Miller



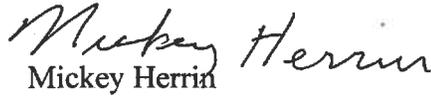
Robert White



Keith Williams



Sonny McLawhorn



Mickey Herrin



Fred Mattox

Appendix 19

Reappointments to the Rivers East Workforce  
Development Board (formerly Region Q Workforce  
Development Board)

# *Applicant Interest Listing*

## *Region Q Workforce Development Board*

**Kristin Braswell**

340 Barrel Drive

PO Box 30491, Greenville, NC 27833

Winterville NC 28590

Day Phone: (252) 493-7319

Evening Phone: (910) 670-1285

Fax: (252) 321-4626

E-mail: kristin.braswell@icloud.co

Gender: F

Race: African

District: 6

Priority:

Applied for this board on: 5/15/2020

Application received/updated: 05/15/2020

Applicant's Attributes: Winterville City Limits

VolAg Southeast

South of the River

District 6

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

	<b>Organization</b>	<b>Description</b>	<b>Date(s)</b>
Education	Nova Southeastern University	Dr in Education, Leadership in Higher	
Education	Clayton High School	Diploma	
Experience	Pitt Community College	Dean, Off Campus Programs and Even	2020-present
Experience	Pitt Community College	Dean, Continuing Education and Work	2014-2019
Experience	Fayetteville Tech. Community Co	Director, College and Careet Readiness	2010-2014
Experience	Fayetteville Tech. Community Co	Adjunct Cirriculum Instructor	2012-2014
Experience	Fayetteville Tech. Community Co	Program Coordinator	2007-2009
Experience	Fayetteville Tech. Community Co	Counselor	2004-2007
Volunteer/Prof. Associations	NC Community College Adult E	Planning Committee	2007-2009
Volunteer/Prof. Associations	Assoc. of Educational Office Prof	Member	2013-Present
Volunteer/Prof. Associations	Nationall Assoc. of Workforce D	Member	2016-Present
Volunteer/Prof. Associations	American Assoc. of Community	Member	2019-Present
Volunteer/Prof. Associations	National Assoc. of Workforce De	Executive Committee	Present

## *Applicant Interest Listing*

**Chenele Coleman-Sellers**

1092 Worthington Road  
Winterville NC 28590

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

Gender: F  
Race: African  
District: 6  
Priority:

Applied for this board on: 5/19/2016

Application received/updated: 07/06/2017

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

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

# *Applicant Interest Listing*

South of the River

VolAg Southwest

District 4

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

<u>Boards Assigned To</u>	
Fire District Commission  Fountain FD	12/31/2019 to 12/31/2021

**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

## *Applicant Interest Listing*

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

on the 8/17  
Boll agenda

MAY 29 2020  
JTS

**Singleton, Janna**

---

**From:** Jennie Bowen <jbowen@mideastcom.org>  
**Sent:** Thursday, May 28, 2020 4:09 PM  
**To:** Singleton, Janna; Hines, Kimberly  
**Cc:** Elliott, Scott  
**Subject:** WDB Appointments

Ladies,

The term of both private sector members of the Rivers East WDB are set to expire August 21, 2020.

Robert Williams, small business owner, has attended 100% of all meetings and served as the Chair of the NCWorks Committee for the last two years.

Mary Paramore of Hyster Yale has attended 100% of our regular meetings and 50% of our telephonic meetings, and has served as Vice Chair for the last two year.

Both are recommended for reappointment for another two year term.

If you have any questions, please let me know.

Thanks!

*Jennie*

**Jennie Bowen**  
Workforce Development Director

Mid-East Commission  
Rivers East Workforce Development Board  
1502 N. Market St., Suite A  
Washington, NC 27889  
(t) 252.974.1815  
(f) 252.946.5489



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## *Board Members*

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<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>
<b>Region Q Workforce Development Board</b>							
4	Paramore, Mary	6	8/21/2017	8/21/2017	8/21/2020	2.77	3.00
	Private Industry						
2	Williams, Robert	5	8/21/2017	8/21/2017	8/21/2020	2.77	3.00
	Private Industry						

Appendix 20

Reappointments to the Fire District Commission

# *Applicant Interest Listing*

## *Fire District Commission*

**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

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

	<b>Organization</b>	<b>Description</b>	<b>Date(s)</b>
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		

**Boards Assigned To**

Home and Community Care Block Grant Committee 10/3/2016 to 10/3/2019  
 Person over 60 years of age

**Steve Little**

3314 NC 33 W  
 Greenville NC 27834

Day Phone: (252) 714-3559  
 Evening Phone: (252) 758-2040  
 Fax:  
 E-mail: steve.little@nashfinch.com

Gender: M  
 Race: White  
 District: 2  
 Priority:

Applied for this board on: 2/28/2012

Application received/updated: 08/28/2018

## *Applicant Interest Listing*

Applicant's Attributes: District 2  
 County Planning Jurisdiction  
 North of the River  
 VolAg Northwest

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>		
<b>Organization</b>	<b>Description</b>	<b>Date(s)</b>
Education	East Carolina University	
Education	Belvoir Elementary	
Experience	NC Real Estate Broker License	
Experience	Nash Finch Division Manager	
Volunteer/Prof. Associations	Pitt County Planning Board	6 years

<u>Boards Assigned To</u>		
Pitt County Planning Board District 2		9/30/2018 to 9/30/2021

**Edward Meeks**  
 8051 NC 11 South  
 Ayden NC 28513

Day Phone: (252) 717-8521      Gender: M  
 Evening Phone: (252) 746-6002      Race: White  
 Fax: (252) 746-8521      District: 6  
 E-mail: eemeeks@embarqmail.com      Priority:

Applied for this board on: 3/25/2019

Application received/updated: 03/25/2019

Applicant's Attributes: Grifton FD  
 District 6  
 Grifton ETJ  
 South of the River  
 VolAg Southeast

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

## *Applicant Interest Listing*

Experience	National Guard 8 years	8 years
Volunteer/Prof. Associations	Grifton Rural Board	13years
Volunteer/Prof. Associations	Farmville Fire Department Rural	17 years

**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

**Christopher VanHonk Jr.**

3870 Kings Crossroads Road  
Greenville NC 27834

Day Phone: (252) 361-2955  
Evening Phone:  
Fax:  
E-mail: CJ@VanHonk.com

Gender: M  
Race: White  
District: 4  
Priority:

Applied for this board on: 3/3/2020

Application received/updated: 03/03/2020

Applicant's Attributes: Falkland ETJ

## *Applicant Interest Listing*

South of the River

VolAg Southwest

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)			
	Organization	Description	Date(s)
Education	Pitt Community College		
Education	E.A. Loney		
Experience	Select Custom Apparatus	Mobile Service Tech.	
Volunteer/Prof. Associations	Volunteer Fire Service		15 years

**John Waters Jr.**

217 Gloria Street  
Greenville NC 27858

Day Phone:	(252) 355-0718	Gender: M
Evening Phone:	(252) 355-7018	Race: White
Fax:		District: 6
E-mail:	johnwatersjr53@gmail.com	Priority:

Applied for this board on: 4/25/2019

Application received/updated: 10/16/2019

Applicant's Attributes: Greenville ETJ  
VolAg Southeast  
South of the River  
District 6

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)			
	Organization	Description	Date(s)
Education	Beaufort Community College	Basic Lawenforcement	
Education	Pitt Community College		
Experience	Chief of Police		
Volunteer/Prof. Associations	Firefighter		

## *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>
<b>Fire District Commission</b>							
15	Adams, Kevin	2	3/12/2012	12/31/2019	12/31/2021	8.41	9.81
	Bethel FD						
48	Bates, Timothy C	6	12/31/2017	12/31/2019	12/31/2021	2.60	4.00
	Gardnerville FD						
2	Batts, Randy	6	7/9/2007	12/31/2019	12/31/2021	13.09	14.49
	Black Jack FD						
6	Briley, Carl	2	12/15/1997	12/31/2019	12/31/2021	22.66	24.06
	Stokes FD						
8	Briley, Marianna R	2	7/9/2007	12/31/2019	12/31/2021	13.09	14.49
	Stokes FD						
22	Briley, Ronnie	2	12/31/2000	12/31/2017	12/31/2019	19.61	19.01
	Pactolus FD						
31	Bunn, Henry	2	2/4/2002	12/31/2019	12/31/2021	18.52	19.92
	Stokes FD						

<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>
25	Corbett, Robert S Fountain FD	4	2/15/2016	12/31/2019	12/31/2021	4.48	5.88
52	Corbett, Ronnie L Sharp Pointe FD	4	9/20/2004	12/31/2019	12/31/2021	15.89	17.29
57	Corbett, William B Sharp Pointe FD	4	12/31/2017	12/31/2019	12/31/2021	2.60	4.00
35	Coward, Danny Red Oak FD	4	4/8/2019	4/8/2019	12/31/2019	1.33	0.73
34	Croom, Allison Grifton FD	6	3/23/2020	3/23/2020	12/31/2021	0.37	1.78
14	Crouse, Tina H Grimesland FD	3	7/9/2007	12/31/2019	12/31/2021	13.09	14.49
39	Cullipher, Eric L Simpson FD	3	7/9/2007	12/31/2019	12/31/2021	13.09	14.49
1	Darden, George W Red Oak FD	1	2/4/2002	12/31/2017	12/31/2019	18.52	17.92

<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>
43	Dixon, Tom Grimesland FD	3	7/9/2007	12/31/2019	12/31/2021	13.09	14.49
38	Elks, Gentry Simpson FD	3	12/31/2017	12/31/2019	12/31/2021	2.60	4.00
37	Elks, Roy Bell Arthur FD	4	3/23/2020	3/23/2020	12/31/2021	0.37	1.78
17	Everette, Beasley Farmville FD	4	5/4/1992	12/31/2019	12/31/2021	28.28	29.68
18	Forbes, Ralph D Staton House FD	2	4/8/2019	12/31/2019	12/31/2021	1.33	2.73
58	Forrest, Benjemin D Black Jack FD	6	7/9/2007	12/31/2019	12/31/2021	13.09	14.49
59	Garris, Donald r Falkland FD	4	5/22/2017	12/31/2017	12/31/2019	3.21	2.61
42	Gaskins, Michael Grifton FD	6	3/23/2020	3/23/2020	12/31/2021	0.37	1.78

<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>
4	Hardee, Lyman E Eastern Pines FD	6	3/23/2020	3/23/2020	12/31/2021	0.37	1.78
33	Harris, Thomas B Winterville FD	6	7/9/2007	12/31/2019	12/31/2021	13.09	14.49
27	Hedgepeth, Carnie E Bell Arthur FD	4	12/31/2017	12/31/2019	12/31/2021	2.60	4.00
21	Hemingway, William E Staton House FD	2	2/3/2014	12/31/2019	12/31/2021	6.51	7.91
19	Hren, Richard Fountain FD	4	3/23/2020	3/23/2020	12/31/2021	0.37	1.78
20	Hudson, Deborah Eastern Pines FD	3	3/23/2020	3/23/2020	12/31/2021	0.37	1.78
26	Hudson, Jay Black Jack FD	6	3/23/2020	3/23/2020	12/31/2021	0.37	1.78
12	Jenkins, John J Ayden FD	6	8/7/2017	12/31/2019	12/31/2021	3.00	4.40

<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	Johnson, Ashley L Grifton FD	6	2/1/2010	12/31/2019	12/31/2021	10.52	11.92
23	Lane, Craig S Grimesland FD	6	2/1/2010	12/31/2019	12/31/2021	10.52	11.92
28	Lawrence, J D Winterville FD	6	12/15/1997	12/31/2019	12/31/2021	22.66	24.06
29	Lee, Edward E Clarks Neck FD	2	12/15/1997	12/31/2019	12/31/2021	22.66	24.06
30	Lee, Noel Clarks Neck FD	2	6/5/1995	12/31/2019	12/31/2021	25.19	26.59
32	Loftin, Donna W Gardnerville FD	6	9/14/1998	12/31/2019	12/31/2021	21.91	23.31
11	Loftin, Paula Ayden FD	6	9/8/2014	12/31/2019	12/31/2021	5.92	7.32
7	Manning, Roland K Bethel FD	6	3/12/2012	12/31/2019	12/31/2021	8.41	9.81

<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>
44	Mayo, Johnnie G Simpson FD	6	2/15/2016	12/31/2019	12/31/2021	4.48	5.88
40	Milam, Robert M Eastern Pines FD	3	2/4/2002	12/31/2019	12/31/2021	18.52	19.92
46	Moore, William C Bethel FD	2	3/12/2012	12/31/2019	12/31/2021	8.41	9.81
51	O'Neal, Virgil E Bell Arthur FD	4	2/3/2014	12/31/2019	12/31/2021	6.51	7.91
54	Pinner, Johnny M Belvoir FD	2	3/12/2012	12/31/2019	12/31/2021	8.41	9.81
60	Proctor, William E Falkland FD	4	7/9/2007	12/31/2019	12/31/2021	13.09	14.49
16	Rhodes, Donald C Fountain FD	4	2/15/2016	12/31/2019	12/31/2021	4.48	5.88
13	Sawyer, Milton D Pactolus FD	2	5/16/2016	12/31/2017	12/31/2019	4.23	3.63

<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>
55	Scott, Carl S	2	3/12/2012	12/31/2019	12/31/2021	8.41	9.81
	Belvoir FD						
36	Simmons, Roger	2	2/4/2002	12/31/2017	12/31/2019	18.52	17.92
	Pactolus FD						
45	Singleton, Christopher C	4	2/4/2002	12/31/2017	12/31/2019	18.52	17.92
	Red Oak FD						
10	Smith, Bert S	4	10/1/2012	12/31/2019	12/31/2021	7.85	9.25
	Farmville FD						
53	Smith, Richard D	2	3/12/2012	12/31/2019	12/31/2021	8.41	9.81
	Belvoir FD						
3	Squires, Charles D	2	12/31/1999	12/31/2019	12/31/2021	20.61	22.02
	Clarks Neck FD						
49	Tripp, David L	2	1/9/2012	12/31/2019	12/31/2021	8.58	9.98
	Staton House FD						
5	VonHonk, Christopher	4	3/23/2020	3/23/2020	12/31/2021	0.37	1.78
	Falkland FD						

<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>
50	Wainwright, Freddy M Farmville FD	4	5/4/1992	12/31/2019	12/31/2021	28.28	29.68
24	Whaley, Michael W Ayden FD	6	8/7/2017	12/31/2019	12/31/2021	3.00	4.40
47	Whaley, Stanley T Gardnerville FD	6	3/11/2013	12/31/2019	12/31/2021	7.41	8.81
56	Wooten, Charles M Sharp Pointe FD		7/9/2007	12/31/2019	12/31/2021	13.09	14.49
41	Worthington, Phillip W Winterville FD	5	1/9/2012	12/31/2019	12/31/2021	8.58	9.98

## Fire District Commission Appointment Letter

The Pactolus Fire Department would like to recommend the following individuals be re-appointed, appointed, or removed as members of our Fire District Commission. The **Statement of Interest to serve form** has been completed for each new appointment.

### Reappointment(s)

Person #1 Milton Sawyer, Jr. has attended 100 % of meetings.  
(Name)

Person #2 Ronnie Briley has attended 100 % of meetings.  
(Name)

Person #3 Roger Simmons has attended 100 % of meetings.  
(Name)

### Deletion of Member(s)

Person #1 \_\_\_\_\_  
(Name)

Reason: \_\_\_\_\_

Person #2 \_\_\_\_\_  
(Name)

Reason: \_\_\_\_\_

Person #2 \_\_\_\_\_  
(Name)

Reason: \_\_\_\_\_

### Initial Appointment(s)

Person #1 \_\_\_\_\_  
(Name)

Person #2 \_\_\_\_\_  
(Name)

Person #2 \_\_\_\_\_  
(Name)

**The actions taken on all of the above listed names have been conducted in accordance with departmental policies/by-laws.**

Fire Chief

William Brand  
(Signature)

Date 5/12/20

Board of Directors  
President

Marie Seluthur  
(Signature)

Date \_\_\_\_\_

Appendix 21

Reappointments to the Pitt Regional Infrastructure  
Development Effort (PRIDE) Board

# *Applicant Interest Listing*

## *Pitt Regional Infrastructure Development Effort*

<b>Chenele Coleman-Sellers</b> 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:
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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 Person over 60 years of age	10/3/2016 to 10/3/2019

<b>Robert Corbett</b> 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:
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Applied for this board on: 1/29/2016

Application received/updated: 01/29/2016

## *Applicant Interest Listing*

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

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>		
	Organization	Description
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 <div style="text-align: center; margin-top: 10px;">Fountain FD</div>	12/31/2019 to 12/31/2021

**Joseph Pierce**

419 Crimson Drive  
 Winterville Nc 28590

Day Phone: (252) 543-8049  
 Evening Phone: (910) 489-7189  
 Fax:  
 E-mail: jip8049@gmail.com

Gender: M  
 Race: African  
 District: 6  
 Priority:

Applied for this board on: 11/6/2019

Application received/updated: 11/06/2019

Applicant's Attributes: VolAg Southwest  
 South of the River  
 District 6

# *Applicant Interest Listing*

Winterville City Limits

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)			
	Organization	Description	Date(s)
Education	U.S. Military Academy West Poi	B.S. Economics	
Education	Nashua High School		
Experience	Centurion Project Management	Principal and Owner	
Experience	U.S. Army	Lt. Colonel	

**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	

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## *Board Members*

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<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>
<b>Pitt Regional Infrastructure Development Effort</b>							
2	Barnhill, Kelly	1	2/20/2012	2/20/2012	2/20/2015	8.47	3.00
1	Elliott, Donald S		2/20/2012	2/20/2012	2/20/2015	8.47	3.00
	Note: County Manager or Designee						
3	Garner, Marvin E	3	2/20/2012	2/20/2012	2/20/2015	8.47	3.00