

**COUNTY MANAGER**  
Janis Gallagher

1717 West Fifth Street  
Greenville, NC 27834  
Tel: (252) 902-2950  
Fax: (252) 830-6311



**BOARD OF COMMISSIONERS**

Rochelle Brown  
Benji Holloman  
Ann Floyd Huggins  
Mac Manning  
Melvin McLawhorn  
Christopher W. Nunnally  
Mary Perkins-Williams  
Mark C. Smith  
Gary Weaver

**PITT COUNTY**  
Agenda Abstract

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Presentation

**Agenda Title:** Recognition of Employee of the Month - Eric Sawyer - Cultural Arts and Recreation (January)

**Presenter:** Gallagher, Janis

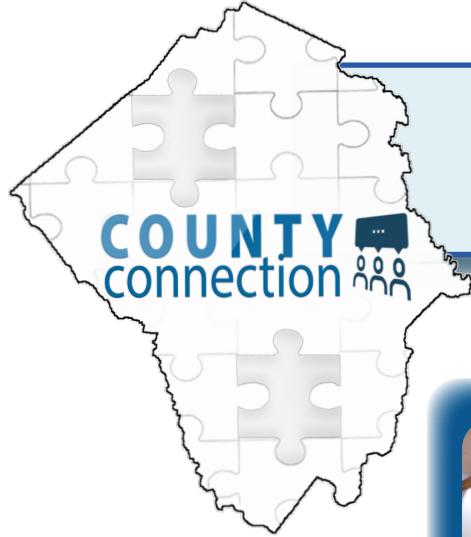
**Summary of Information:** The selected employee for January 2026 will be recognized as part of the Employee Recognition Program.

**Submitter Recommendations/Motions:** Presentation Only.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**

**Number of Attachments:** 1



# COUNTY CONNECTION

January 14, 2026

46th Edition

Page 1 of 2

## Employee of the Month



Congratulations to our Employee of the Month, Eric Sawyer. Eric was nominated for his exceptional customer service and strong dedication to supporting both staff and the community.

"Eric joined the department in August during preparations for the Community Center's grand opening and quickly became an essential part of the team, helping ensure the facility was fully operational. As the primary point of contact and welcoming face of the center, he consistently provides clear and accurate information, creating a professional and inviting experience for every visitor. Eric also took on the responsibility of managing vendor contracts, including coordinating food truck vendors for Alice F. Keene District Park. He skillfully scheduled vendors, maintained strong communication, and ensured accurate information was shared for events and programs," says his nominator.

## WELCOME NEW HIRES

### DECEMBER

Paige Brock  
Gisel Fernandez  
Elizabeth Lassiter  
Jose Marizcal  
Hunter McGee  
Victor Moore  
Braden Priddy  
Frida Raya  
Nichelle Shuck  
Joshua Yates

Public Health  
Public Information Office  
Detention Center  
Sheriff's Office  
Sheriff's Office  
Detention Center  
Detention Center  
Social Services  
Human Resources  
Tax Administration

## CONGRATULATIONS RETIREES

### DECEMBER

Misty Chase  
Timothy Daniels

Pitt Area Transit System  
Buildings & Grounds



## ERIC'S FAVORITE QUOTE

**"You have no idea what people are going through in their life.  
Be kind always."**

## WELLNESS TIP

January marks a fresh start, and many people use the new year to reflect on their physical and mental health. About half of U.S. adults set at least one health-related New Year's resolution, whether to break unhealthy habits or build healthier ones. While starting change takes courage, maintaining it can be challenging, especially when stress and routine make old habits feel comfortable.

To improve the chances of success, it's important to prepare and set **SMART** goals. **SMART** goals are:

- Specific
- Measurable
- Attainable
- Realistic
- Trackable

Setting SMART goals turns broad intentions into clear actions. Specific goals define exactly what you want to change, such as replacing sugary drinks with water or eating five servings of vegetables daily. Measurable goals let you track progress, like walking three days a week instead of "walking more." Goals should be attainable and realistic challenging but sustainable, such as aiming to lose one pound per week. Trackable goals allow you to record progress in a journal or app, helping maintain motivation over time.

By setting realistic goals and staying patient and focused, New Year's resolutions can lead to lasting, healthy lifestyle changes.

## MANAGER'S MESSAGE



*Janis Gallagher,  
Pitt County Manager*

As we welcome the month of January, we also welcome a new year filled with opportunity, possibility, and purpose. January is a time of new beginnings, a moment to reflect on where we have been, recognize what we have accomplished together, and set our sights on the work ahead.

The start of a new year allows us to recommit ourselves to serving our community with integrity, professionalism, and dedication. Each department, each employee, and each role plays an essential part in delivering the services our residents depend on every day. Your continued commitment and teamwork are what make Pitt County strong and resilient.

As we move forward into 2026, let us approach our work with fresh energy, open minds, and a shared focus on innovation and improvement. There will be challenges, but there will also be opportunities to grow, collaborate, and make a meaningful impact in the lives of those we serve.

Thank you for the work you do and for starting this new year with a spirit of purpose and optimism. I look forward to all that we will accomplish together in the months ahead. Wishing you a healthy, successful, and rewarding new year.



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Gary Weaver

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Presentation

**Agenda Title:** Recognition of Employee of the Month - Deborah Savage - Public Health (February)

**Presenter:** Gallagher, Janis

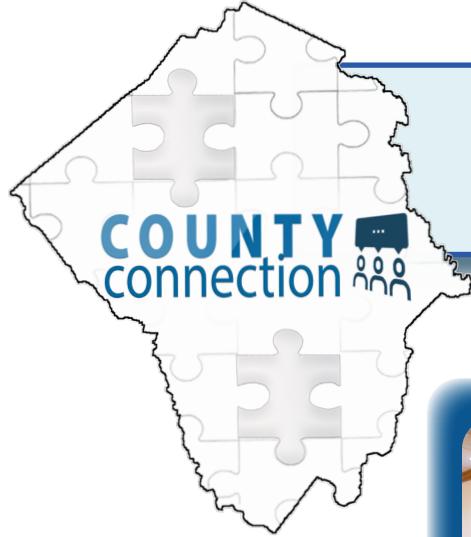
**Summary of Information:** The selected employee for February 2026 will be recognized as part of the Employee Recognition Program.

**Submitter Recommendations/Motions:** Presentation Only.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**

**Number of Attachments:** 1



# COUNTY CONNECTION

February 11, 2026

47th Edition

Page 1 of 2

## Employee of the Month



Congratulations to our Employee of the Month, Deborah Savage. She was nominated for her exceptional dedication to her role and to the individuals and communities she serves.

"Since joining the Pitt County Health Department, Deborah has shown exceptional dedication through her active involvement on numerous committees and her continual willingness to serve beyond her assigned responsibilities. She generously shares her time, expertise, and support with organizational initiatives, often stepping in without being asked to assist with events, coverage, and special projects. Deborah's strong commitment, collaborative spirit, and readiness to go above and beyond make a meaningful difference in team operations and overall program effectiveness," says her nominator.

Deborah is a Communicable Disease Health Educator and she has served Pitt County for 6 years.

## WELCOME NEW HIRES

### JANUARY

Brandon Adams  
Brenda Barrett  
Davita Dixon  
Sharon Gray  
Matthew Hardison  
Alayna Harris  
Jeremiah Jenkins  
Dawson Majette  
Leslie Maloney  
Erica Mitchell  
Kimberly Mitchell  
Ronald Mitchell  
Rodriquez Moore  
Jennifer Morris  
Isaak Otterbacher  
Casey Rahn  
Tawinona Robbins  
Tyler Rouse  
Lawanda Sessoms  
Amy St Clair  
Maggie Tatro  
Kevin Wallace  
Twanette Washington

Detention Center  
Social Services  
Sheriff's Office  
Detention Center  
Sheriff's Office  
Social Services  
Sheriff's Office  
Sheriff's Office  
Sheriff's Office  
Detention Center  
Animal Services  
Solid Waste & Recycling  
Sheriff's Office  
Social Services  
Sheriff's Office  
Detention Center  
Social Services  
Sheriff's Office  
Emergency Mgt  
Social Services  
Emergency Mgt  
PATS  
Detention Center

## DEBORAH'S FAVORITE QUOTE

"Show up with purpose."

## WELLNESS TIP

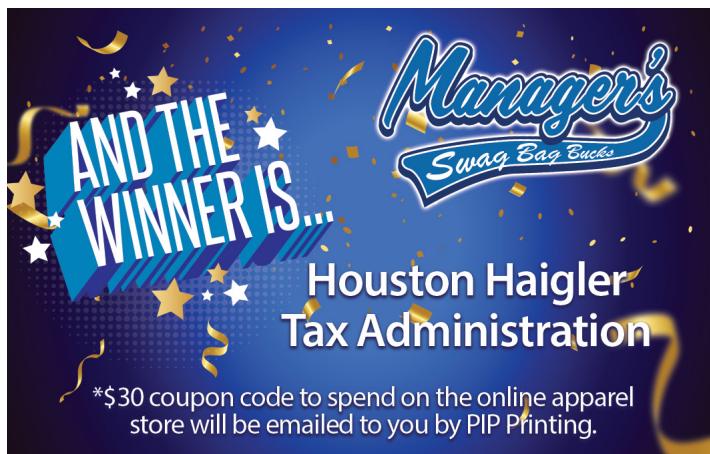
February is American Heart Health Month, the perfect time to put your heart first. Caring for your heart can be simple, energizing, and even enjoyable. Small daily choices make a big difference: take a short walk or stretch break, choose fruits, vegetables, and whole grains, manage stress with deep breathing or mindfulness, get quality sleep, and know your numbers like blood pressure and cholesterol. Scheduling preventive checkups and quitting smoking are important, too. Heart disease is the leading cause of death for both men and women, yet it's largely preventable. Take charge of your heart health today. Learn more about blood pressure readings [here](#), and [check out National Wear Red supporters](#).

## CONGRATULATIONS RETIREES

### JANUARY

Mickey Carmon  
David Davis  
Melinda Cox  
Bobby Sowards  
Catherine Dixon  
Valorie Peele  
Leigh Cutler

Detention Center  
Elections  
Detention Center  
Detention Center  
Detention Center  
Social Services  
Public Health



## MANAGER'S MESSAGE



*Janis Gallagher*  
Pitt County Manager

Congratulations to Deborah Savage in Public Health, our February Employee of the Month! Deborah will be recognized with a certificate and \$100 check at the Board of Commissioners meeting Monday evening. Keep the great nominations coming! Warmest welcome to all new hires and congratulations to retirees!

February is Black History Month and the 2026 theme is "A Century of Black History Commemorations," honoring the 100th anniversary of the first Black History Week founded by Dr. Carter G. Woodson. One key aspect of the theme is the Centennial Celebration honoring the evolution of Black history to the current month-long national observance. [Learn more about the month long celebration](#). Let us continue to celebrate our diversity, knowing that we are stronger because of it, working together to serve our community.

This February, celebrate **American Heart Month** and Valentine's Day by taking small steps toward a healthier heart. Heart disease impacts families across our community, but many risk factors are preventable. To raise awareness, employee activities are planned throughout the month. Check out our [National Wear Red Day supporters](#) in this month's Wellness Tip section. An **Aerobic Soul Line Dance Social** is scheduled for Friday, February 13 from 6:00 – 8:00 p.m. at the Office Park Community Center. Light refreshments are included! Register today at [PittCountyNC.gov/Recreation](http://PittCountyNC.gov/Recreation). EMS will offer **two free in-person CPR classes** on Wednesday, February 25 at the Office Park Community Center. Sign up for the 8:30 a.m. or the 3:30 p.m. session at <https://www.signupgenius.com/go/4090F4DABA62DAAF94-61991609-wellness>.

# FINANCIAL SERVICES



Kelly Dixon has been awarded the **Certified Local Government Finance Officer (CLGFO)** certification from the NC Government Finance Officers Association (NCGFOA). Through the program, Kelly completed comprehensive coursework & successfully passed four challenging examinations administered by NCGFOA.

Kelly's achievement reflects her dedication to professional excellence and strong commitment to the principles of sound financial management in public service. She will be officially recognized at the NCGFOA Annual Spring Conference in February.

Please join us in congratulating Kelly on this outstanding accomplishment!

# PUBLIC HEALTH



February marks the 25th Anniversary of the PCHD Mobile Dental Unit. In 25 years, the dental unit has provided:

- 26,654 Diagnostic procedures (exams/x-rays)
- 40,246 preventive procedures (cleanings/sealants)
- 6,089 restorative procedures (fillings/crowns)
- 150 endodontic procedures
- 662 oral surgery procedures
- 6506 patients seen

## 2026 Diabetes Support Group

Join us for support, learning, and connection



- Expert guest speakers
- Practical diabetes management tips
- Interactive skill-building activities
- Peer support and open discussion
- Healthy cooking tips & recipes
- Connection with others



201 Government Circle, Greenville

For more information, call 252-902-2332  
or email [patti.columbe@pittcountync.gov](mailto:patti.columbe@pittcountync.gov)

# PUBLIC INFORMATION OFFICE



Government Communicators Awareness Day highlights professionals who support clear communication between government and the public. February 20, the day recognizes the behind-the-scenes work that ensures public information remain transparent, timely and easy to understand. PIO will participate in various trainings and teambuilding exercises during the month. Learn More: <https://www.pittcountync.gov/1424/Government-Communicators>



# ANIMAL SERVICES



For other foster events, contact **252-902-1725** Opt. 1  
or visit [PittCountyNC.gov/PCAS](http://PittCountyNC.gov/PCAS)

## Foster Supplies Provided!



## HUMAN RESOURCES

For January, HR shared the **Inclement Weather/Emergency Closing Policy** from Pitt County's Administrative Policies & Procedures for informational purposes. Please take a moment to review Section 121 of the Pitt County Personnel Ordinance on Connect, and contact Florida Hardy with any questions.

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Gary Weaver

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Presentation

**Agenda Title:** Resolution - Macy Cowan - North Carolina Association of Register of Deeds Certification

**Presenters:**

1. Nichols, Lisa
2. Gallagher, Janis

**Summary of Information:** Resolution presented to Macy Cowan for achieving her certification through North Carolina Register of Deeds Association for a Certified Deputy Register of Deeds.

**Submitter Recommendations/Motions:** Motion to approve the resolution as prepared.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**

**Number of Attachments:** 2



## NORTH CAROLINA ASSOCIATION OF REGISTERS OF DEEDS

December 16th, 2025

Honorable Lisa P Nichols  
PO Box 35  
Greenville, NC 27835

*Re: Macy Cowan*

Dear Lisa:

I am pleased to inform you that **Macy Cowan** has successfully completed the certification program for **Deputy Register of Deeds** through the North Carolina Association of Registers of Deeds (NCARD). **Macy Cowan** is now a certified **Deputy Register of Deeds**.

The certificates and pins will be presented to those who have been certified during the lunch on Monday at the Register of Deeds annual conference on September 14, 2026 in Atlantic Beach, NC. If the recipient is unable to attend then, the certificate and pin will be presented to the Register of Deeds.

I would like to take this opportunity to congratulate you on the achievement you and your staff have made. The citizens of Pitt County should take great pride in the fact that they have such highly qualified individuals serving them.

Thank you for your time and should you have any questions about the NCARD certification program, please feel free to call on me at anytime.

Sincerely yours,

A handwritten signature in black ink that appears to read "Jennifer Helms".

Jennifer Helms  
Stanly County Register of Deeds  
NCARD Certification Chair

cc: Janis Gallagher  
Macy Cowan

**RESOLUTION HONORING  
MACY R. COWAN, DEPUTY REGISTER OF DEEDS  
UPON RECEIVING CERTIFICATION  
BY THE NORTH CAROLINA ASSOCIATION  
OF REGISTER OF DEEDS**

**WHEREAS**, Macy R. Cowan deserves to be congratulated by the Pitt County Board of Commissioners on her accomplishment of receiving her certification by the North Carolina Association of Register of Deeds, and

**WHEREAS**, Macy R. Cowan has diligently pursued the advancement of her certification in all areas as a Deputy Register of Deeds, and

**WHEREAS**, Macy R. Cowan has given her own personal time to prepare for in depth examinations necessary to achieve certification in this area, and

**WHEREAS**, Macy R. Cowan by her recent attainment of certification in all Register of Deeds areas has joined an elite group of Deputy Registrars who have been certified at this advanced level.

**NOW, THEREFORE BE IT RESOLVED**, that the Pitt County Board of Commissioners honors and recognizes the achievements of Macy R. Cowan for the attainment of the advanced level of certification in all areas as a Deputy Register of Deeds.

**ADOPTED**, this the 16<sup>th</sup> day of February, 2026.

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Mark C. Smith, Chairman  
Pitt County Board of Commissioners

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Kimberly W. Hines, Clerk to the Board

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**PITT COUNTY**  
Agenda Abstract

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Presentation

**Agenda Title:** Proclamation Recognizing February 9-15, 2026, as National Future Business Leaders of America Week

**Presenter:** Gallagher, Janis

**Summary of Information:** Future Business Leaders of America (FBLA) is a national nonprofit student organization dedicated to preparing students for careers in business, leadership, and public service. The J.H. Rose High School Chapter of FBLA celebrated National FBLA Week February 9-15, 2025 and the Chairman recognized this observance with the Proclamation attached.

Members of the J.H. Rose High School FBLA organization and their advisor will be present to receive the Proclamation.

**Submitter Recommendations/Motions:** Presentation only.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**

**Number of Attachments:** 1

# **Proclamation Recognizing February 9-15, 2026 as National FBLA Week**

**WHEREAS**, Future Business Leaders of America, Inc. (FBLA) is a non-profit educational organization whose first chapter was established in Johnson City, Tennessee, in 1942; and

**WHEREAS**, Iowa became FBLA's first state chapter in 1947; and

**WHEREAS**, Junius H. Rose officially chartered its FBLA local chapter on January 21, 1969; and

**WHEREAS**, FBLA includes more than 250,000 members and advisers in 4,600 chapters nationwide in middle schools, high schools, colleges, universities, career and technical schools, and private business schools; and

**WHEREAS**, FBLA is a professional business organization dedicated to bringing business and education together in a positive working relationship through innovative leadership and career development programs; and

**WHEREAS**, FBLA members perform community service activities and strive to build a student's understanding of the realities of the modern business world; and

**WHEREAS**, FBLA teaches middle school, high school, and college students' basic business and leadership principles; and assists them in the transition from school to work.

**NOW, THEREFORE BE IT RESOLVED**, that the Pitt County Board of Commissioners do hereby proclaim February 9-15, 2026 as National FBLA Week in Pitt County, North Carolina, in recognition of the activities and efforts led by the students in Pitt County Schools.

Adopted this the 16<sup>th</sup> day of February, 2026.

Attest:

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Kimberly W. Hines  
Clerk to the Board

---

Mark C. Smith, Chairman  
Pitt County Board of Commissioners

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Gary Weaver

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Public Hearings

**Agenda Title:** Christopher E. Sutton Rezoning Request –  
Zoning Ordinance Map Amendment

**Presenter:** Hill, Jonas

**Summary of Information:** The Pitt County Planning Department is in receipt of a petition from Christopher E. Sutton requesting that property owned by Stokes Sutton Farms, LLC be rezoned from Rural Agricultural (RA) to Rural Residential (RR). The property is identified as Tax Parcel Number 21731 and is located at the southeastern corner of the intersection of SR 1725 (County Home Road) and SR 2241 (Ivy Road) in the Swift Creek Township. The property is approximately 45.62 acres, all of which is proposed for rezoning.

The Planning Board reviewed this rezoning request at its January 21, 2026 meeting and voted 11-0 to recommend approval and to advise that it is consistent with the Envision Pitt County 2045 Land Use Plan and is reasonable. Planning staff advises that the rezoning request is consistent with the Envision Pitt County 2045 Land Use Plan and is reasonable (see Motion 1) and recommends approval of the request (see Motion 2).

The schedule for consideration of the rezoning request is as follows

- January 31, 2026 through February 14, 2026 – Advertise public hearing (Attachment 1) in Daily Reflector and notify

property owners within 500 feet of the subject property  
(Attachment 2)

- February 16, 2026 - Board of County Commissioners Public Hearing

Attached is a written statement by the Planning Board on the request's consistency with the Envision Pitt County 2045 Land Use Plan (Attachment 3), a list of property owners within 500 feet of the property (Attachment 4), the application for the request (Attachment 5), a flow chart that depicts the amendment process (Attachment 6), a list of permitted uses in the Rural Residential (RR) zoning district (Attachment 7), and a final staff report (Attachment 8).

**Submitter Recommendations/Motions:**

1. Adopt the following consistency statement:

The request is consistent with the Envision Pitt County 2045 Land Use Plan. The area requested for rezoning is designated as Rural Residential on the future land use map and the uses in the area are a mix of single-family residential land uses and agricultural and undeveloped land.

The request is reasonable and in the public interest because there is existing Rural Residential (RR) zoning directly across Ivy Road and on both sides of Ivy Road east of the subject property at the NC 43 South intersection. Additionally, any future non-residential uses will require site plan approval by Planning staff.

2. Approve the request by Christopher E. Sutton to rezone 45.62 acres of property owned by Stokes Sutton Farms, LLC, located at the southeastern corner of the intersection of SR 1725 (County Home Road) and SR 2241 (Ivy Road), Parcel Number 21731, from Rural Agricultural (RA) to Rural Residential (RR).

**Reviewed By:**

Gallagher, Janis -- **Reviewed**

Hill, Jonas -- **Reviewed**  
Hines, Kimberly -- **Reviewed**  
Gibson, Matt -- **Reviewed**

**Number of Attachments:** 8

## NOTICE OF PUBLIC HEARING

### Pitt County Zoning Map Amendment

The Pitt County Board of Commissioners will hold a **public hearing on Monday, February 16, 2026, at or after 6:00 pm in the Eugene James Auditorium in the County Administration Building located at 1717 W. 5<sup>th</sup> Street, Greenville, N.C.** to consider the following requests:

- Rezoning request by **Christopher E. Sutton** to rezone 45.62 acres of property owned by Stokes Sutton Farms, LLC from Rural Agricultural (RA) to Rural Residential (RR). The subject property is identified by the Tax Assessor's Office as Parcel Number 21731, and is located at the southeastern corner of the intersection of SR 1725 (County Home Road) and SR 2241 (Ivy Road) in the Swift Creek Township.

The purpose of this public hearing is to gather public comment and input on the proposed request prior to consideration by the Board of County Commissioners. Citizens interested in obtaining additional information on this request should contact the Pitt County Planning Department at (252) 902-3250. Those persons unable to attend the hearing may send written questions or comments via email to the Clerk to the Board at [Kimberly.Hines@pittcountync.gov](mailto:Kimberly.Hines@pittcountync.gov) or by mailing to: Clerk to the Board, Pitt County, 1717 W. 5th Street, Greenville, N.C. 27834. All meetings can be viewed by the public on PittTV (Optimum TV Channel 13) or the Pitt County YouTube channel ([www.YouTube.com/PittCountyNC](http://www.YouTube.com/PittCountyNC)).



Jonas Hill, Planning Director

## Notice of Public Hearing

**TO:** Property Owner  
**FROM:** Ben Rogers, CZO, Planner III  
**RE:** **Public Hearing for Zoning Map Amendment**  
**DATE:** January 26, 2026

You are receiving this notice because there is a zoning map amendment request within 500 feet of your property. **CHRISTOPHER E. SUTTON** is requesting that property owned by Stokes Sutton Farms, LLC be rezoned from **Rural Agricultural (RA)** to **Rural Residential (RR)**. The property is identified as Tax Parcel Number 21731 and is located at the southeastern corner of the intersection of SR 1725 (County Home Road) and SR 2241 (Ivy Road) in the Swift Creek Township. The property is approximately 45.62, all of which are proposed for rezoning.

The Pitt County Board of Commissioners will hold a public hearing for this request on **Monday, February 16, 2026, at or shortly after 6:00 p.m.** This meeting will be held in the **Eugene James Auditorium in the Pitt County Administration Building located at 1717 W. 5<sup>th</sup> Street, Greenville, NC.**

The purpose of the public hearing is to get public input on the request prior to consideration by the Board of County Commissioners. All meetings can be viewed by the public on PittTV (Optimum TV Channel 13) or the Pitt County YouTube channel ([www.YouTube.com/PittCountyNC](http://www.YouTube.com/PittCountyNC)). If you cannot attend the hearing, you may send written questions or comments to the Clerk to the Board at [Kimberly.Hines@pittcountync.gov](mailto:Kimberly.Hines@pittcountync.gov), or you may mail them to: Clerk to the Board, Pitt County, 1717 W. 5th Street, Greenville, NC 27834.

If you need additional information about the request, please see the contact info below:

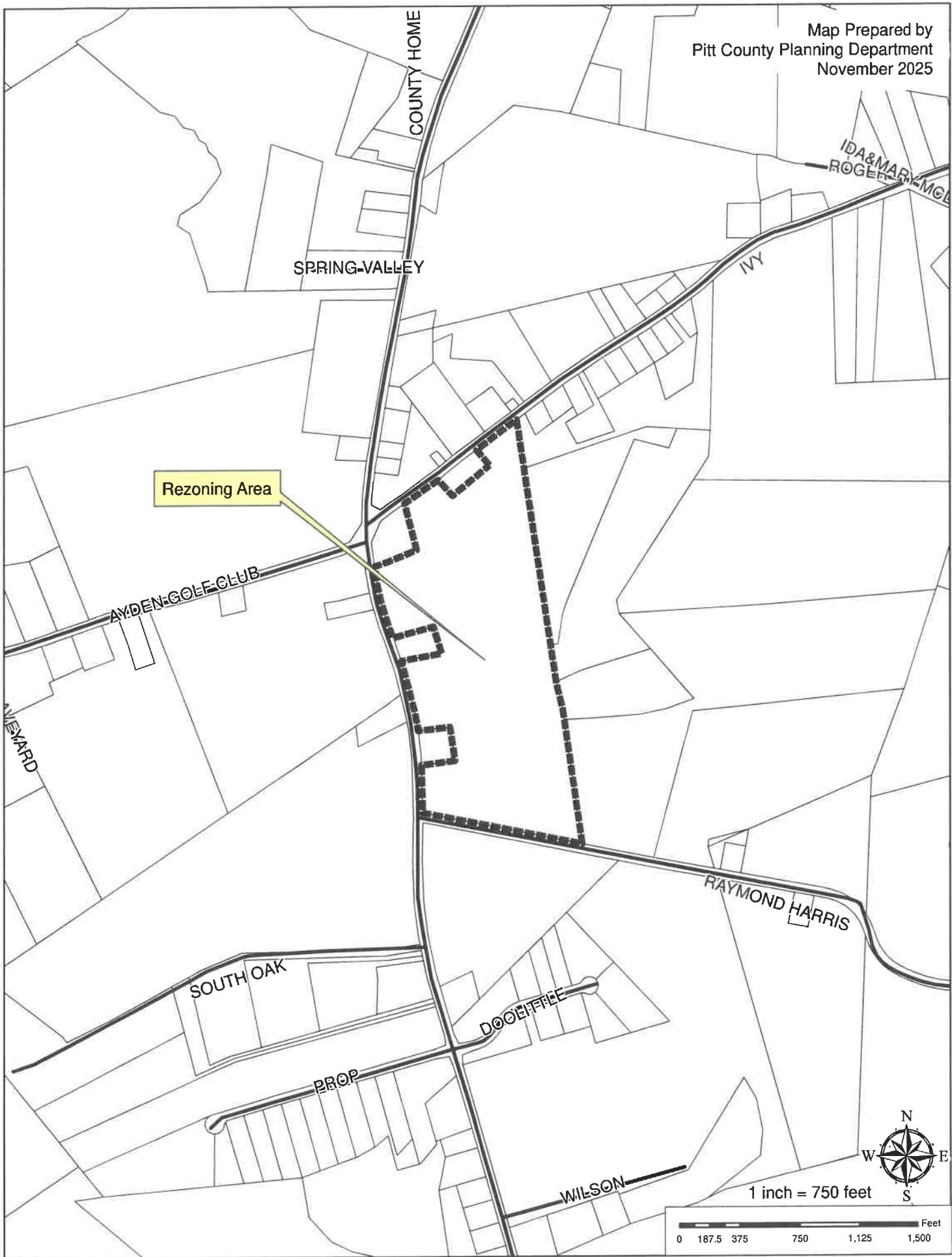
**Contact Info:**

Ben Rogers, CZO, Planner III  
 Phone: (252) 902-3250  
 Email: [ben.rogers@pittcountync.gov](mailto:ben.rogers@pittcountync.gov)

**Mailing Address:**

Pitt County Planning Department  
 1717 West 5th Street  
 Greenville, NC 27834







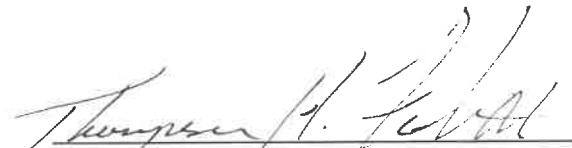
Jonas Hill, Planning Director

## **PITT COUNTY PLANNING BOARD RECOMMENDATION**

At its regularly scheduled meeting on **JANUARY 21, 2026**, the Pitt County Planning Board reviewed a petition from **CHRISTOPHER E. SUTTON (REZ 26-01)**, and having considered information from Pitt County Planning staff and public comments from the applicant and other persons, pursuant to NCGS 160D-604, the Board finds that:

- 1) The proposed rezoning request is consistent with the Envision Pitt County 2045 Land Use Plan. The area requested for rezoning is designated as Rural Residential on the future land use map and the uses in the area are a mix of single-family residential land uses and agricultural and undeveloped land.
- 2) The request is reasonable because there is existing Rural Residential (RR) zoning directly across Ivy Road and on both sides of Ivy Road east of the subject property at the NC 43 South intersection. Additionally, any future non-residential uses will require site plan approval by Planning staff.

Therefore, the Pitt County Planning Board recommends **APPROVAL** of the request by **CHRISTOPHER E. SUTTON** to rezone 45.62 acres of property owned by Stokes Sutton Farms, LLC, located at the southeastern corner of the intersection of SR 1725 (County Home Road) and SR 2241 (Ivy Road), Parcel Number 21731, from **RURAL AGRICULTURAL (RA)** to **RURAL RESIDENTIAL (RR)**.

  
 Thompson H. Hill  
 Chair, Pitt County Planning Board



## Property Owners within 500'

ALLEN JACK JONES SR 1074 JACK JONES RD WINTERVILLE NC 28590	BROWN DON DION TRUSTEE BROWN CLARISSA JANELLE TRUSTEE ETAL PO BOX 71 AYDEN NC 28513	CARNES KATHY WILSON 6344 COUNTY HOME RD. WINTERVILLE NC 28590
CULPEPPER CORA MAE 6255 COUNTY HOME RD WINTERVILLE NC 28590	CURTIS SAMANTHA ANN 1628 IVY RD WINTERVILLE NC 28590	DELONG TERESA JONES 837 RAMS COURT GREENVILLE NC 27834
DEWELL LOVIE HEIRS 2713 GOSLING TERRACE RD CHARLOTTE NC 28262	EASTERN PINES WATER CORP 5442 EASTERN PINES RD GREENVILLE NC 27858	GODLEY CLAIRE GODLEY WILLIAM 1616 IVY RD WINTERVILLE NC 28590
GRAY SUZANNE WILSON GRAY MICHAEL 6378 COUNTY HOME RD WINTERVILLE NC 28590	GRIMSLY DENNIS RYAN GRIMSLY KERI FOX 6402 COUNTY HOME RD WINTERVILLE NC 28590	HADDOCK MARY CAROLYN HEIRS CHAPPELL REGINA S 6064 SWEETMORE RD AYDEN NC 28513
HEINS RICHARD 3061 LUCAS CT GREENVILLE NC 27858	HERNANDEZ ANGELA 1599 IVY RD WINTERVILLE NC 28590	JAHN CLIFFORD 1598 IVY RD WINTERVILLE NC 28590
JONES LAUREN ASHLEY 1767 DOOLITTLE CT WINTERVILLE NC 28590	LOFTIN BILLY WAYNE II LOFTIN BARBARA K 3899 ERNEST LOFTIN RD AYDEN NC 28513	MARYOTT DWAYNE B MARYOTT CORALAN C 109 SQUIRE DR WINTERVILLE NC 28590
MCKEEL JEFFREY R MCKEEL JACQUELINE MASTERSON 6268 COUNTY HOME RD. WINTERVILLE NC 28590	MCNEILL WILLIE EUGENE MCNEILL KATINA SHERELL 6279 COUNTY HOME RD WINTERVILLE NC 28590	MILLS BARBARA G 6145 COUNTY HOME RD WINTERVILLE NC 28590
MORTON BRENDA JOYCE MYERS 305 KING ARTHUR RD GREENVILLE NC 27858	NEUSE REGIONAL WATER AND SEWER AUTHORITY 2811 BARRUS ROAD LA GRANGE NC 28551	OWEN TROY DOUGLAS OWEN MICHELE DAWN 1561 IVY RD WINTERVILLE NC 28590
ROACH RONALD W ROACH BEVERLY H 1608 IVY RD WINTERVILLE NC 28590	ROSE HILL FWB CHURCH 6236 COUNTY HOME RD WINTERVILLE NC 28590	STANCILL LENDYSER T LIFE ESTATE STANCILL SYLVIA DIANNE W LIFE ESTATE ETAL PO BOX 684 WINTERVILLE NC 28590
STOCKS PROPERTIES LLC 3635 STANLEY RD WINTERVILLE NC 28590	STOKES SUTTON FARMS LLC 6373 COUNTY HOME RD WINTERVILLE NC 28590	SUTTON CHRISTOPHER E 6417 COUNTY HOME RD WINTERVILLE NC 28590

TRADE FAMILY FARMS LLC  
3675 MARINE DR  
GREENVILLE NC 27834

TRUSTEES FOR HADDOCKS CHAPEL  
1548 IVY RD  
WINTERVILLE NC 28590

WILSON BARBARA BOYD  
6606 COUNTY HOME RD  
WINTERVILLE NC 28590

WILSON NANCY G  
PO BOX 246  
KENANSVILLE NC 28349



Received

NOV - 3 2025

## REZONING APPLICATION PITT COUNTY, NORTH CAROLINA

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

Revised July 2007

### Staff Use Only

Parcel #: 21731  
Appl. #: REZ 26-01  
Date Rec'd: 11-3-25  
Fee Amt.: \$1,322.40

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

### OWNER/APPLICANT INFORMATION

OWNER: Stokes Sutton Farms LLC  
ADDRESS: 6417 County Home Road Winterville NC, 28590  
PHONE #: 252-714-8568

APPLICANT: Christopher E. Sutton  
ADDRESS: 6417 County Home Rd, Winterville, NC 29590  
PHONE #: 252-714-8568

### PROPERTY INFORMATION

PROPERTY LOCATION (Address or Description): 21731

PROPERTY SIZE (sq. ft. or acres): n/a ROAD FRONTAGE: n/a

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

### REZONING REQUEST

#### EXISTING ZONING (check one):

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

#### PROPOSED ZONING (check one):

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

IS THIS REQUEST FOR A CONDITIONAL ZONING DISTRICT?  YES  NO

IF YES, PLEASE INDICATE ALL PROPOSED USES: n/a

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

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

OWNER/APPLICANT SIGNATURE:



DATE: 10/29/25

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sworn to and subscribed before me, this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

PLANNING BOARD RECOMMENDATION:  APPROVED

MEETING DATE: 1-21-26

DENIED

BOARD OF COMMISSIONERS DECISION:  APPROVED

MEETING DATE: 2-16-26

DENIED

ZONING OFFICER SIGNATURE: Ben Figer

DATE: 11-3-25

CONDITIONS/COMMENTS: \_\_\_\_\_

**A-1-5**  
**Conventional Rezonings and Text Amendments**

**Submission**  
of Application to the  
Zoning Administrator 20 working days prior  
to the Planning Board Meeting

**Review**  
by the Planning Board and  
recommendation to the Board of  
Commissioners

**Legislative Hearing**  
held by the Board of  
Commissioners

**Review and Decision**  
by the Board of Commissioners

**Disapproval**      **Approval**

**Filing**  
of amendments to regulations,  
standards or procedures regarding  
public water supply watersheds  
with the NCDENR

References:  
Section 14, Amendments

## Permitted Uses within Rural Residential (RR)

### AGRICULTURE-RELATED USES

*Exempt per NC General Statute 160D-903*

- Agricultural Production (crops)
- Agricultural Production (livestock)
- Forestry

*Permitted by Right:*

- None

*Permitted with Add'l Development Standards:*

- None

*Conditional Zoning District Required:*

- None

*Special Uses:*

- None

### MINING USES

*Permitted by Right:*

- None

*Conditional Zoning District Required:*

- None

*Permitted with Add'l Development Standards:*

- None

*Special Uses:*

- None

### RESIDENTIAL USES

*Permitted by Right:*

- Modular Home
- Single-Family Detached Dwelling
- Two-Family Dwelling (duplex)

- Manufactured Home Park, Minor (less than 5 units)

*Conditional Zoning District Required:*

- Group Care Facility
- Halfway House

*Permitted with Add'l Development Standards:*

- Family Care Home
- Multifamily Dwelling, less than 5 units
- Bed and Breakfast Inn
- Manufactured Home on Individual Lot

- Manufactured Home Park, Major (5 or more units)

*Special Uses:*

- Manufactured Home Park, Major (5 or more units)

### ACCESSORY USES AND STRUCTURES

*Permitted by Right:*

- Accessory Uses and Structures (customary)
- Emergency Shelter
- Home Occupation
- Satellite Dish Antenna
- Solar Collector, Accessory
- Swimming Pool

- Caretaker Dwelling
- Communication Tower Under 60' in Height
- Wind Energy Facility, Accessory
- Accessory Dwelling Unit
- Rural Family Occupation
- Temporary Health Care Structure

*Conditional Zoning District Required:*

- None

*Permitted with Add'l Development Standards:*

- Accessory Structures and Buildings (Noncontiguous)

- None

### RECREATIONAL USES

*Permitted by Right:*

- Athletic Fields

- Public Park or Recreational Facility, Other
- Swim and Tennis Club
- Recreational Vehicles
- Riding Academy

*Permitted with Add'l Development Standards:*

- Private Campground/RV Park
- Civic, Social, and Fraternal Associations
- Country Club with Golf Course
- Golf Course
- Private Club or Recreation Facility, Other

*Conditional Zoning District Required:*

- None

*Special Uses:*

- None

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## EDUCATIONAL AND INSTITUTIONAL USES

*Permitted by Right:*

- Cemetery or Mausoleum on Same Property as Church
- Church or Other Place of Worship
- Miscellaneous Educational Services
- Law Enforcement Substation
- Tutoring/Mentoring Center (less than 5 students)

*Permitted with Add'l Development Standards:*

- Cemetery or Mausoleum Not on Same Property as Church

- Elementary or Secondary School
- Fire Station/Emergency Medical Service
- Library
- Nursing and Convalescent Home
- Orphanage
- Retreat/Conference Center

*Conditional Zoning District Required:*

- None

*Special Uses:*

- Day Care Facility, Residential

---

## BUSINESS, PROFESSIONAL and PERSONAL SERVICES

*Permitted by Right:*

- None

*Permitted with Add'l Development Standards:*

- Veterinary Clinic

*Conditional Zoning District Required:*

- None

*Special Uses:*

- Wedding/Event Facility

---

## RETAIL TRADE

*Permitted by Right:*

- None

*Permitted with Add'l Development Standards:*

- None

*Conditional Zoning District Required:*

- None

*Special Uses:*

- None

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## WHOLESALE TRADE

*Permitted by Right:*

- None

*Permitted with Add'l Development Standards:*

- None

*Conditional Zoning District Required:*

- None

*Special Uses:*

- None

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## TRANSPORTATION, WAREHOUSING and UTILITIES

*Permitted by Right:*

- Utility Lines

*Permitted with Add'l Development Standards:*

- Radio, Television or Communication Tower Over 60' In Height
- Utility Related Appurtenances

*Conditional Zoning District Required:*

- Sewage Treatment Plant
- Solar Energy Facility
- Water Treatment Plant

*Special Uses:*

- None

---

## MANUFACTURING and INDUSTRIAL USES

*Permitted by Right:*

- None

*Permitted with Add'l Development Standards:*

- None

*Conditional Zoning District Required:*

- None

*Special Uses:*

- None

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## OTHER USES

*Permitted by Right:*

- Arts and Crafts Shows
- Automobile Parking On Same Lot As Principal Use
- Christmas Tree Sales
- Emergency Shelter
- Horse Shows
- Outdoor Fruit and Vegetable Markets
- Outdoor Religious Events
- Temporary Construction, Storage or Office; Real Estate Sales or Rental Office

*Permitted with Add'l Development Standards:*

- Special Temporary Event
- Temporary Emergency, Construction, and Repair Residence

*Conditional Zoning District Required:*

- None

*Special Uses:*

- None



# REZONING STAFF REPORT

## CHRISTOPHER E. SUTTON

Case: REZ 26-01

**ACTION REQUESTED:** Rezone 45.62 acres from **Rural Agricultural (RA)** to **Rural Residential (RR)**

### APPLICANT INFORMATION

**Property Owner:**

**Name:** Stokes Sutton Farms, LLC  
**Address:** 6373 County Home Road  
**City, State, ZIP:** Winterville, NC 28590

**Applicant**

**Name:** Christopher E. Sutton  
**Address:** 6417 County Home Road  
**City, State, ZIP:** Winterville, NC 28590

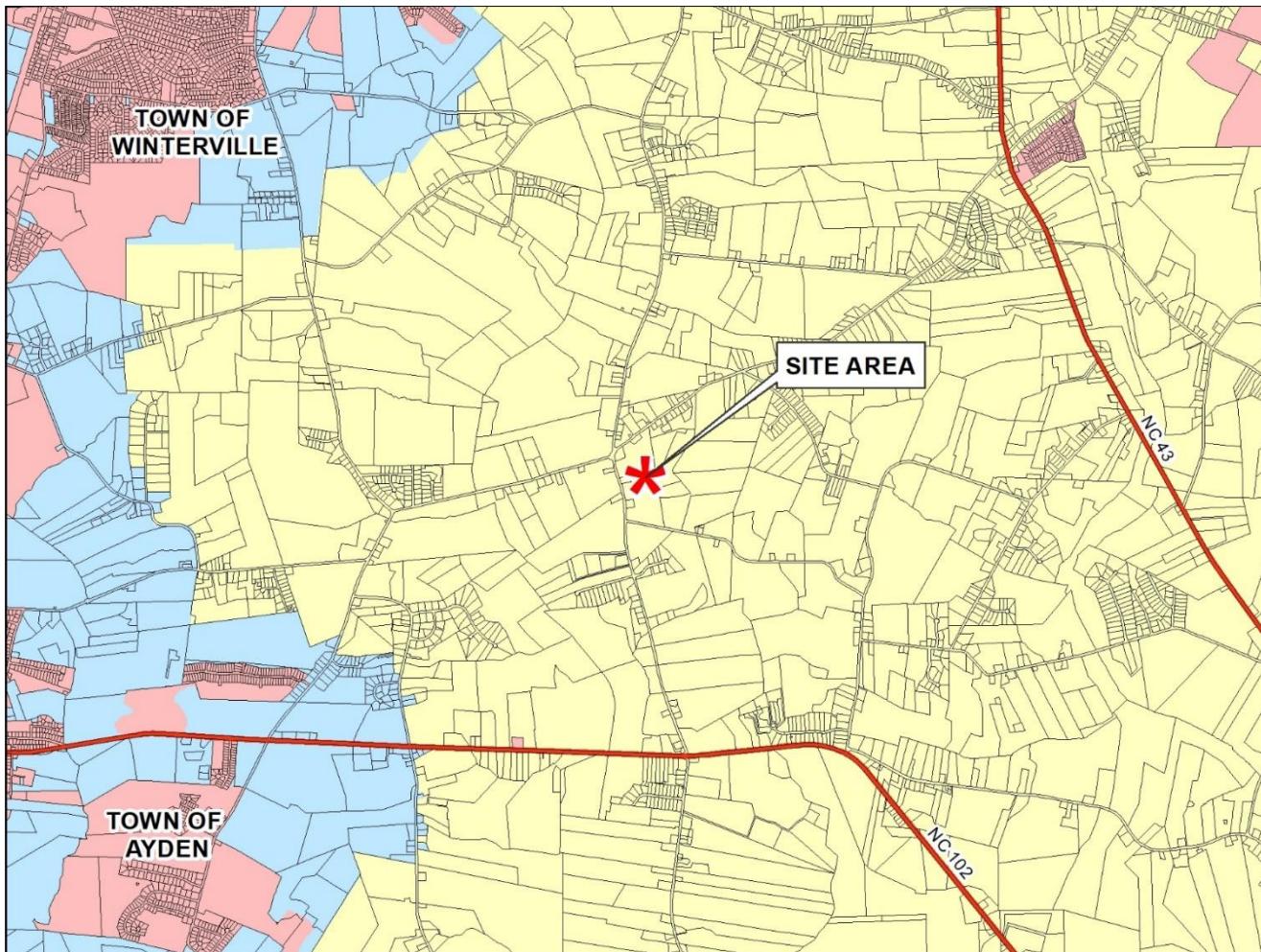
### SITE DATA

**Location:** Southeastern corner of the intersection of SR 1725 (County Home Road) and SR 2241 (Ivy Road).

**Parcel Numbers:** 21731  
**Township:** Swift Creek  
**Property Address:** N/A  
**Total Size:** 45.62 acres  
**Rezoning Area:** 45.62 acres

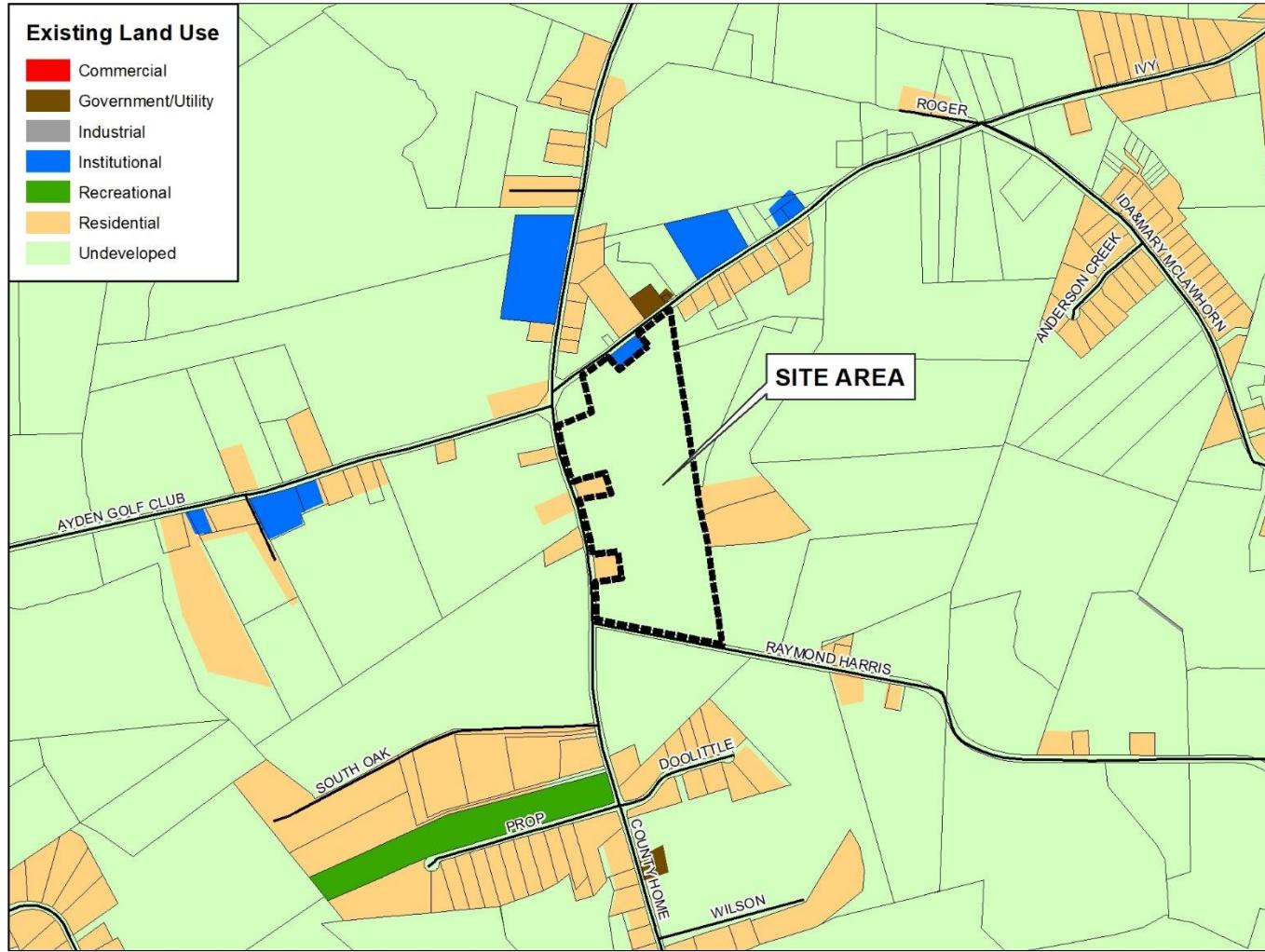
**Frontage:** Multiple (County Home Rd, Ivy Rd & Raymond Harris Rd).  
**Current Use:** Agricultural/Undeveloped  
**Structures:** None

### VICINITY MAP



## GENERAL DESCRIPTION OF AREA

The uses in the area are predominantly a mix of single-family residential land uses and agricultural/undeveloped/vacant land. The site is located in close proximity to several churches and a private landing strip.



## SITE PHOTOS



View of subject property from County Home Road.



View of subject property from Ivy Road.



January 7, 2026 at 9:45 AM

View of subject property from Raymond Harris Road.



January 7, 2026 at 9:40 AM

View to the north along County Home Road.



January 7, 2026 at 9:40 AM

View to the south along County Home Road.



January 7, 2026 at 9:40 AM

View of adjacent residence across County Home Road.



January 7, 2026 at 9:33 AM

View of adjacent church on Ivy Road.



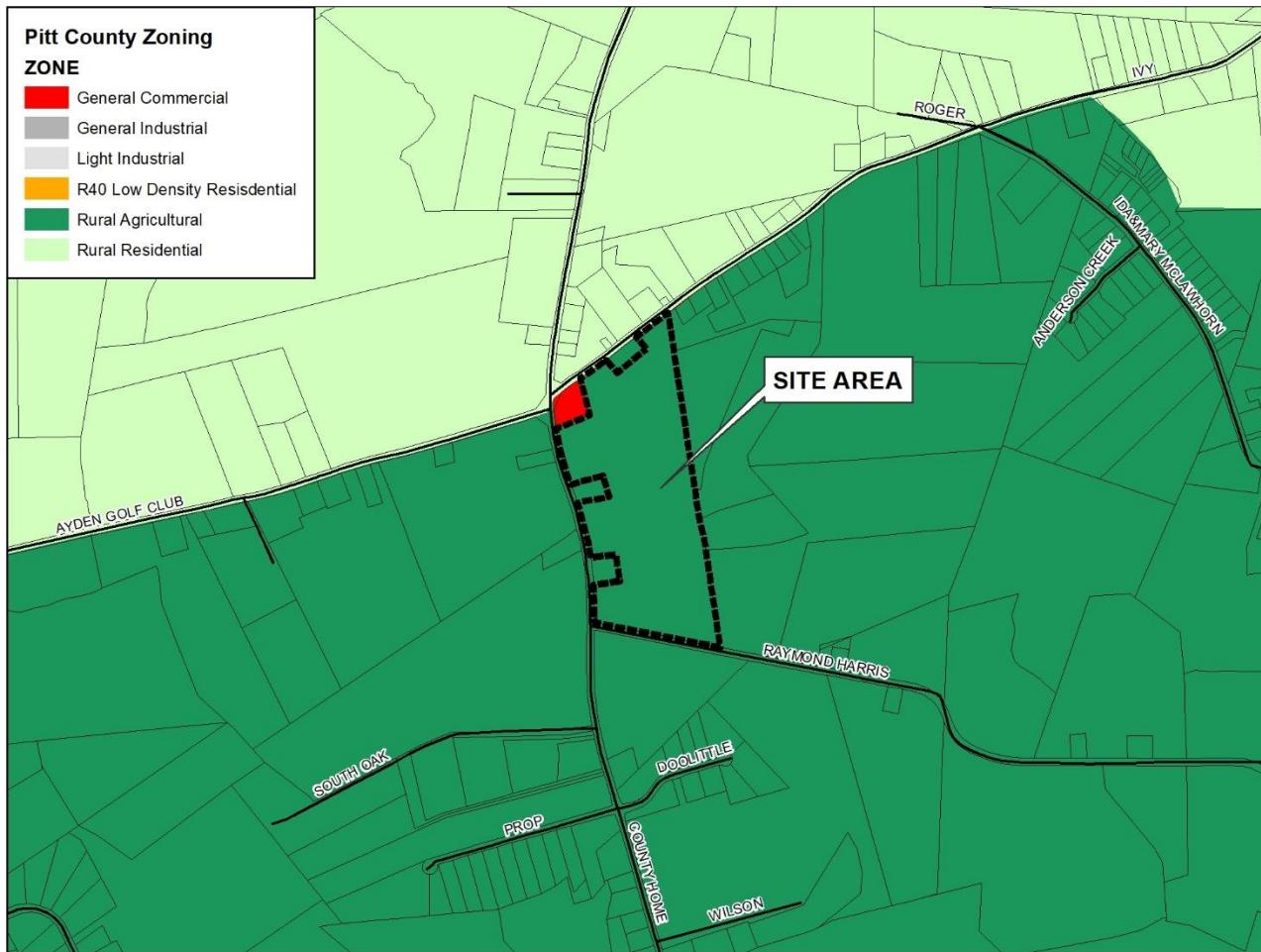
January 7, 2026 at 9:45 AM

View of adjacent agricultural use across County Home Road.

## 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*

### PROPOSED ZONING: *Rural Residential (RR)*

**Description:** Intended to accommodate low density, single-family residential uses and their associated, supporting public and institutional uses in areas that generally do not have access to public or community water or sewer systems.

**Conditional Zoning District:**

Yes  No

**Proposed Use:** N/A

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

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

## ENVISION PITT COUNTY 2045 COMPREHENSIVE LAND USE PLAN

### FUTURE LAND USE DESIGNATION: *Rural Residential*

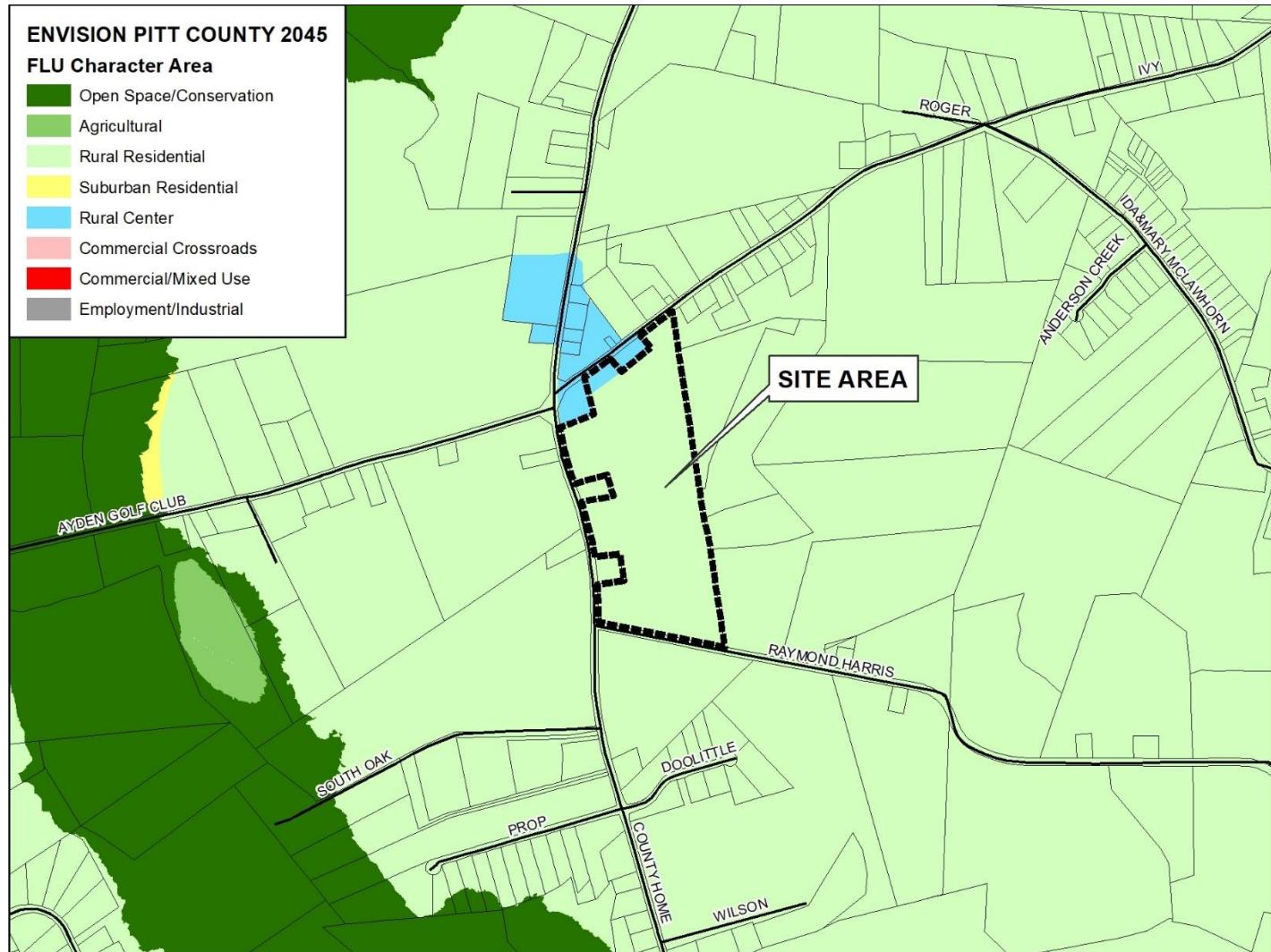
**Description:** This designation applies to transitional areas that include a mix of low-density suburban development and agricultural lands. New development should have relatively large lots or be clustered away from sensitive areas and/or working agricultural operations.

**Where:** Rural areas which included existing single-family homes, low-density subdivisions and surrounding agricultural lands.

**Uses:** Low-density residential, agricultural, agribusiness, some isolated non-residential uses along major roads or near key intersections.

**Utility Access:** On-site septic systems with community water service. Public sewer may be available in limited areas.

**Density:** Generally, less than 1-2 dwelling units per acre (gross density, individual lots may be smaller).



Future Land Use Map

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## DEVELOPMENT STANDARDS AND REQUIREMENTS

### Pitt County Planning Department:

- No zoning compliance permit shall be issued for any proposed **non-residential land use** until a site plan, prepared in accordance with Appendix B of the Zoning Ordinance, is approved by Pitt County Planning.
- This site must comply with the Pitt County Stormwater Ordinance for Nutrient Control. If a half acre or more is disturbed nutrient loading and peak flow calculations must be reviewed and approved prior to any improvements.
- If an acre or more of land is disturbed a soil erosion and sedimentation control plan is required prior to any land disturbing activities.

### Pitt County Environmental Health:

- The site must comply with any applicable Environmental Health regulations for wastewater disposal.

### North Carolina Department of Transportation

- The location and design of any driveways for the subject property shall be reviewed and approved by the North Carolina Department of Transportation.

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## PLANNING STAFF REVIEW AND RECOMMENDATION

Pitt County Planning staff finds that this request is consistent with the Envision Pitt County 2045 Land Use Plan. The area requested for rezoning is designated as Rural Residential on the future land use map and the uses in the area are a mix of single-family residential land uses and agricultural and undeveloped land.

Planning staff also finds that this request is reasonable and in the public interest because there is existing Rural Residential (RR) zoning directly across Ivy Road and on both sides of Ivy Road east of the subject property at the NC 43 South intersection. Additionally, any future non-residential uses will require site plan approval by Planning staff.

Staff recommends **approval** of the request by Christopher E. Sutton to rezone 45.62 acres of property owned by Stokes Sutton Farms, LLC, located at the southeastern corner of the intersection of SR 1725 (County Home Road) and SR 2241 (Ivy Road), Parcel Number 21731, from Rural Agricultural (RA) to Rural Residential (RR).

**Staff Recommendation:** Approval

**Board of Commissioners Public Hearing Date:** 2/16/2026

**PLANNING BOARD RECOMMENDATION:**

APPROVAL

**DATE: 1/21/2026**

DENIAL

**VOTE: 11-0**

**Additional Conditions (if any):** N/A

**Reasons for Denial (if applicable):** N/A

**COUNTY MANAGER**  
Janis Gallagher

1717 West Fifth Street  
Greenville, NC 27834  
Tel: (252) 902-2950  
Fax: (252) 830-6311



**BOARD OF COMMISSIONERS**

Rochelle Brown  
Benji Holloman  
Ann Floyd Huggins  
Mac Manning  
Melvin McLawhorn  
Christopher W. Nunnally  
Mary Perkins-Williams  
Mark C. Smith  
Gary Weaver

**PITT COUNTY**  
Agenda Abstract

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Report

**Agenda Title:** USDA Farm Service Agency

**Presenter:** Gallagher, Janis

**Presenting Citizen:** Gina Allen

**Summary of Information:** At the request of Commissioner Ann Floyd Huggins, Gina Allen will report on services provided by the USDA Farm Service Agency in Pitt County.

**Submitter Recommendations/Motions:** Report Only.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**

Andrews, PJ -- **Reviewed**

**Number of Attachments:** 0

**COUNTY MANAGER**  
Janis Gallagher

1717 West Fifth Street  
Greenville, NC 27834  
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**PITT COUNTY**  
Agenda Abstract

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Mary Perkins-Williams  
Mark C. Smith  
Gary Weaver

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Report

**Agenda Title:** Monthly Financial Report for the General Fund, Solid Waste Enterprise Fund and EMS Fund as of December 31, 2025, and January 31, 2026.

**Presenter:** Hardy, Michael

**Summary of Information:** Attached is the Monthly Financial Report for the County's General Fund, Solid Waste Fund and EMS Fund, reflecting year-to-date figures through December 31, 2025. The activity reported reflects 6 months or 50.00% of Fiscal Year 2025-26.

**General Fund:**

As of December 31, 2025, the general operating fund actual revenues were collected at a rate of 57.1% of anticipated revenues. The general operating fund actual expenditures were spent at a rate of 44.7% of budgeted expenditures.

**Solid Waste:**

As of December 31, 2025, the solid waste enterprise operating fund actual revenues have been collected at a rate of 74.6% of anticipated revenues. Solid Waste has spent 46.4% of budgeted solid waste operating fund expenditures.

**EMS Fund:**

As of December 31, 2025, the EMS operating fund actual revenues have been collected at a rate of 56.0% of anticipated revenues. EMS has spent 56.0% of budgeted EMS operating fund expenditures.

Attached are the Monthly Financial Reports for the County's General Fund, Solid Waste Fund and EMS Fund, reflecting year-to-date figures through December 31, 2025 and January 31, 2026. The activity reported reflects 50.00% and 58.33% respectively of Fiscal Year 2025-26.

**Submitter Recommendations/Motions:** Approve the December 2025 and January 2026 Monthly Financial Report as presented.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**

Hardy, Michael -- **Reviewed**

**Number of Attachments:** 2

December Monthly Financial Report - 50.00% of Year									
General Fund									
FY 2025-2026					FY 2024-2025				
Budget	Revenues	% YTD	Expenses & Encumbrances	% YTD	Budget	Revenues	%YTD	Expenses & Encumbrances	%YTD
\$ 257,532,751	\$ 146,948,609.73	57.1%	\$ 115,025,346.98	44.7%	\$ 252,472,406	\$ 153,341,109.46	60.7%	\$ 118,370,767.50	46.9%
Solid Waste Fund									
FY 2025-2026					FY 2024-2025				
Budget	Revenues	% YTD	Expenses & Encumbrances	% YTD	Budget	Revenues	%YTD	Expenses & Encumbrances	%YTD
\$ 18,839,277	\$ 14,052,994.86	74.6%	\$ 8,738,170.92	46.4%	\$ 17,511,339	\$ 12,497,845.54	71.4%	\$ 8,928,326.77	51.0%
EMS Fund									
FY 2025-2026					FY 2024-2025				
Budget	Revenues	% YTD	Expenses & Encumbrances	% YTD	Budget	Revenues	% YTD	Expenses & Encumbrances	% YTD
\$ 12,822,205	\$ 7,174,496.08	56.0%	\$ 7,179,357.44	56.0%	\$ 11,341,522	\$ 7,915,166.03	69.8%	\$ 5,898,066.07	52.0%

January Monthly Financial Report - 58.33% of Year									
General Fund									
FY 2025-2026					FY 2024-2025				
Budget	Revenues	% YTD	Expenses & Encumbrances	% YTD	Budget	Revenues	% YTD	Expenses & Encumbrances	% YTD
\$ 257,532,751	\$ 175,423,985.30	68.1%	\$ 133,610,711.35	51.9%	\$ 252,633,199	\$ 177,074,343.25	70.1%	\$ 135,885,050.45	53.8%
Solid Waste Fund									
FY 2025-2026					FY 2024-2025				
Budget	Revenues	% YTD	Expenses & Encumbrances	% YTD	Budget	Revenues	% YTD	Expenses & Encumbrances	% YTD
\$ 18,839,277	\$ 15,565,453.61	82.6%	\$ 10,278,966.48	54.6%	\$ 17,511,339	\$ 13,882,330.15	79.3%	\$ 10,331,197.58	59.0%
EMS Fund									
FY 2025-2026					FY 2024-2025				
Budget	Revenues	% YTD	Expenses & Encumbrances	% YTD	Budget	Revenues	% YTD	Expenses & Encumbrances	% YTD
\$ 12,822,205	\$ 8,983,356.13	70.1%	\$ 7,970,200.83	62.2%	\$ 11,341,522	\$ 9,592,833.19	84.6%	\$ 6,401,173.71	56.4%

**COUNTY MANAGER**  
Janis Gallagher

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**PITT COUNTY**  
Agenda Abstract

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Christopher W. Nunnally  
Mary Perkins-Williams  
Mark C. Smith  
Gary Weaver

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Report

**Agenda Title:** January 2026 Tax Collection Report

**Presenter:** Hill, Russell

**Summary of Information:** The Pitt County fiscal year to date (July 1, 2025 – January 31, 2026) combined collection rate for real and personal property is 96.07%. The combined rate one year ago for real and personal property was 95.63%. 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, rent attachments, the NC Debt Setoff program, and in rem foreclosure.

**Submitter Recommendations/Motions:** To approve the January 2026 Tax Collection Report as presented

**Reviewed By:**

Gallagher, Janis -- **Reviewed**  
Hill, Russell -- **Reviewed**

**Number of Attachments:** 1



## JANUARY 2026 TAX COLLECTION REPORT

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

CURRENT FYTD	FYTD 24-25	DIFFERENCE	PERCENTAGE DIFFERENCE
\$122,820,224.47	\$119,554,874.09	\$3,265,350.38	2.73% increase

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

CURRENT	ONE YEAR AGO	DIFFERENCE	PERCENTAGE DIFFERENCE
\$18,738,509.84	\$18,032,141.46	\$706,368.38	3.92% increase

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

CURRENT	ONE YEAR AGO	DIFFERENCE	PERCENTAGE DIFFERENCE
\$18,802,299.33	\$18,091,149.01	\$711,150.32	3.93% increase

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

FY 25-26:	96.07%	FY 24-25:	95.63%	DIFFERENCE	0.44%	increase
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### 5. PITT COUNTY PROPERTY TAXES AND FEES FISCAL YEAR TO DATE COLLECTIONS

TAX YEAR	COLLECTED	COLLECTED RATE	UNCOLLECTED	UNCOLLECTED RATE
2025	\$129,540,088.39	95.72%	\$5,787,509.66	4.28%
Prior Year Taxes:	\$465,513.92	99.81%	\$1,841,567.89	0.19%

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

	FYTD 25-26
Payment plans	\$663,661.48
Called/Emailed Citizens	\$8,479,451.95
Manager Review	\$880,972.50
Final notices	\$93,024.40
Escheated funds	\$33,987.52
Wage Garnishments	\$140,682.83
Bank Attachments	\$848,179.82
Rent Attachments	\$12,917.48
Foreclosure warning	\$205,581.03
<b>TOTAL</b>	<b>\$11,358,459.01</b>

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

FYTD 25-26:	\$6,540.80	FYTD 24-25:	\$5,533.26	DIFFERENCE	PERCENTAGE
				\$1,007.54	18.21% increase

### 8. OCCUPANCY TAX COLLECTIONS RECEIVED FYTD

FYTD 25-26:	\$2,198,562.50	FYTD 24-25:	\$1,958,122.82	DIFFERENCE	PERCENTAGE
				\$240,439.68	12.28% increase

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

FYTD Pitt County tax:	\$198,218.97	FYTD 24-25:	\$184,233.75	DIFFERENCE	PERCENT DIFFERENCE
<i>FYTD Greenville tax:</i>	\$194,344.29	<i>FYTD 24-25:</i>	\$181,779.12	\$12,565.17	6.91% increase
<b>FYTD 25-26</b> <b>TOTAL TAX:</b>	<b>\$392,563.26</b>	<b>FYTD 24-25:</b>	<b>\$366,012.86</b>	<b>\$26,550.40</b>	<b>7.25% increase</b>

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

Pitt County Quarterly Total:	\$56,652.29	Quarterly Total -- One Year Ago:	\$75,509.62	DIFFERENCE	PERCENT DIFFERENCE
				(\$18,857.33)	-24.97% decrease

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

MONTHLY NET VEHICLE PROPERTY TAX COLLECTIONS:	\$1,184,096.89	FYTD 25-26	FYTD 24-25:	DIFFERENCE	PERCENT DIFFERENCE
		\$7,873,164.30	\$8,337,770.62	\$ (464,606.32)	-6% decrease

**COUNTY MANAGER**  
Janis Gallagher

1717 West Fifth Street  
Greenville, NC 27834  
Tel: (252) 902-2950  
Fax: (252) 830-6311



**BOARD OF COMMISSIONERS**

Rochelle Brown  
Benji Holloman  
Ann Floyd Huggins  
Mac Manning  
Melvin McLawhorn  
Christopher W. Nunnally  
Mary Perkins-Williams  
Mark C. Smith  
Gary Weaver

**PITT COUNTY**  
Agenda Abstract

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Report

**Agenda Title:** Report of Unpaid Taxes for the year 2025 that are liens on real property

**Presenter:** Hill, Russell

**Summary of Information:** NCGS 105-369(a) requires the Tax Collector to report to the Board of Commissioners annually on the first Monday in February the total amount of unpaid taxes for the current fiscal year that are liens on real property. Due to inclement weather, the commissioners meeting was cancelled and all agenda items moved to the February 16, 2026 Commissioners meeting. This report includes data through January 30, 2026 for the County of Pitt, EMS District and other special districts, and these municipalities: Town of Ayden; Town of Bethel; Town of Falkland; Town of Farmville; City of Greenville; Town of Grimesland; and the Village of Simpson. A copy of the 2025 Delinquent account list is available for public view at the Tax Administration and County Manager Offices.

**Submitter Recommendations/Motions:** Motion to approve the report as presented.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**  
Hill, Russell -- **Reviewed**

**Number of Attachments:** 1



Russell Hill, Tax Administrator

**Final Report of Unpaid Taxes for 2025 that are Liens on Real Property**  
**Submitted in Accordance with N.C.G.S. §105-369(a)**

**1. County of Pitt Unpaid 2025 Real Property Taxes:** \$4,506,331

**2. Previous Five Years' Pitt County Data (Shown For Comparison Purposes):**

*Reported during February 2024, February 2023, February 2022, February 2021, and February 2020, respectively:*

County of Pitt Unpaid <u>2024</u> Real Property Taxes Reported Feb. 2025:	\$5,025,314
County of Pitt Unpaid <u>2023</u> Real Property Taxes Reported Feb. 2024:	\$3,813,548
County of Pitt Unpaid <u>2022</u> Real Property Taxes Reported Feb. 2023:	\$4,261,499
County of Pitt Unpaid <u>2021</u> Real Property Taxes Reported Feb. 2022:	\$2,744,698
County of Pitt Unpaid <u>2020</u> Real Property Taxes Reported Feb. 2021:	\$3,445,539

County of Pitt Five-Year Average, Years 2020 through 2024:	\$ 3,858,120
--	--------------

**3. EMS and Special Districts Combined Total Unpaid 2025 Real Property Taxes (EXCLUDES County of Pitt and Municipal Taxes):** \$490,291

**4. Municipalities\*\* (For whom Pitt County Tax Administration Bills and Collects Municipal Property Taxes):**

Town of Ayden Unpaid 2025 Real Property Taxes:	\$185,978
Town of Bethel Unpaid 2025 Real Property Taxes:	\$58,998
Town of Falkland Unpaid 2025 Real Property Taxes:	\$6743
Town of Farmville Unpaid 2025 Real Property Taxes	\$162,134
City of Greenville Unpaid 2025 Real Property Taxes:	\$1,223,509
Town of Grimesland Unpaid 2025 Real Property Taxes:	\$13,641
Village of Simpson Unpaid 2025 Real Property Taxes:	\$15,233
	<hr/>
	\$1,666,236

**5. GRAND TOTAL of Unpaid 2025 Taxes on real Property for County of Pitt, EMS District, Special Districts, and the seven Municipalities Listed Above for Which Pitt County collects their Municipal Property Taxes:** **\$6,662,858**

**\*\*** These municipalities bill and collect their own municipal real property taxes:

Town of Fountain, Town of Grifton, and Town of Winterville.

Pitt County Tax Assessor, Post Office Box 0043, Greenville, NC 27835 -0043 Phone: (252) 902-3400 Fax: (252) 830-0753  
Pitt County Tax Collector, Post Office Box 0875, Greenville, NC 27835-0875 Phone: (252) 902-3425 Fax: (252) 902-1876



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**PITT COUNTY**  
Agenda Abstract

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Gary Weaver

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Report

**Agenda Title:** Manager's Report

**Presenter:** Gallagher, Janis

**Summary of Information:** Meeting Dates:

March 2, 2026, 6:00 p.m. - Eugene James Auditorium  
March 16, 2026, 6:00 p.m. - Eugene James Auditorium

NACo Legislative Conference, February 21-24, 2026,  
Washington DC

Severe Weather and Salvation Army Emergency Shelter  
Warming/Cooling Stations

EMS - Sapphire IV Infusion Pumps Installed on County EMS  
Fleet

American Heart Month

Black History Month

Legislative Luncheon with State Delegation - March 20, 2026

Joint Meeting with City of Greenville - March 2026

Update on Department Head Positions

**Submitter Recommendations/Motions:** Report Only.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**

**Number of Attachments:** 0

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**PITT COUNTY**  
Agenda Abstract

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Consent

**Agenda Title:** Approval of Minutes

**Presenter:** Hines, Kimberly

**Summary of Information:** Minutes from the January 12, 2026 (regular meeting) have been prepared for the Board's consideration.

**Submitter Recommendations/Motions:** Motion to approve the January 12, 2026 minutes.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**

**Number of Attachments:** 0

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**PITT COUNTY**  
Agenda Abstract

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Consent

**Agenda Title:** Budget Amendment - Planning - 2026 Emergency Solutions Grant (ESG) - \$27,798 Supplemental Award (No Additional County Funds)

**Submitter:** Hill, Jonas

**Summary of Information:** The Pitt County Planning Department has received \$27,798 in Emergency Solutions Grant funding to supplement the existing \$76,030 grant award, and \$25,000 General Fund match previously budgeted. These funds are to be used to help homeless individuals and families regain stable housing in a short period of time. The ESG funds will be used to provide temporary financial assistance to eligible households.

**Submitter Recommendations/Motions:** Approve the attached Budget Amendment to accept the ESG supplement award of \$27,798.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**  
Rountree, Sharon -- **Reviewed**  
Hardy, Michael -- **Reviewed**  
Dixon, Kelly -- **Reviewed**

**Number of Attachments:** 2

Grantee Name: County of Pitt  
 Grantee Type: Local Gov't  
 Federal Tax ID or SSN #: 56-6000332  
 Payment/Remit to Address: 1715 W 5th St., Greenville, NC 27834

UEI #: VZNPMCLFT5R6  
 Grantee Admin & Title: Jonas Hill, Program Director  
 Email: jonas.hill@pittcountync.gov  
 Phone #: 252-902-3254

Grantee Signature Authority & Title:  
 Janis E. Gallagher, County Manager

Contract/Amendment Purpose:  
 ESG funds are intended to be used as part of a homelessness crisis response system using a low barrier, housing-focused approach to ensure that homelessness is "rare, brief, and one time."

Division: DAS – Aging Services  
 PO #  
 Contract #: 49702  
 EBS #

Contract Title: Emergency Solutions Grant  
 Service Name: ESG  
 Contract Dates: 1/1/26 to 12/31/26  
 Amendment Dates: 1/1/26 to 12/31/26  
 Contract Type:  FA or  POS  
 Status: Amendment Amd#: 1  
 Subcontract: No HIPAA BAA: No  
 IT Contract: No How Procured: RFA

Contract Total Value	\$ 76,030
Amendment Amount:	\$ 27,798
New Contract Total Value:	\$ 103,828

### Division Approvals

Signed by:  
 Lisa Worth 919-605-0085  
 41F6C41B98C34CE...  
 Division Contract Administrator Phone #  
 DocuSigned by:  
 Herlene Thomas 12/02/25 | 11:40 AM EST  
 C05EE0F0729D478...  
 Division Budget Officer Date  
 Funds Budgeted  Funds Proposed  
 Funds Proposed requires realignment BR# \_\_\_\_\_  
 Signed by:  
 Detra Purcell 12/01/25 | 9:21 AM EST  
 78AA1F621EB74DC...  
 Section Chief Date  
 DocuSigned by:  
 Tyra Burt 12/03/25 | 8:57 AM EST  
 A7C46BC8E30845E...  
 Division Contracts Manager Date

Division HR Manager Date  
 Division ISO Date  
 DocuSigned by:  
 Tammy Koger 12/03/25 | 10:17 AM EST  
 0E7480F4052B472...  
 Division Director Date

### Department Approvals

Budget & Analysis	Date
Office of Communications	Date
HR Director	Date
ITD	Date
OPCG Final Approval	Date

Comments:

**AMENDMENT**

This Agreement amends the contract bearing the effective date of 1/1/2026 between the North Carolina Department of Health and Human Services, Division of Aging and Adult Services, hereinafter referred to as the "Division" and County of Pitt, Pitt County Planning Department, hereinafter referred to as the "Grantee." This Amendment is hereby effective on 1/1/2026.

As provided for under the terms of this contract, the Division and the Grantee agree to amend the following contract provisions:

1. Reference "Effective Period": The termination date of 12/31/2026 has not changed
2. Reference "Grantee's Duties": The Grantee shall provide the amended services as described in the scope of work.
3. Reference "Division's Duties": The total amount paid by the Division to the Grantee is being increased by \$27,798 from \$76,030 to \$103,828. This amended amount consists of \$0 in State funds, \$0 in Local funds, \$0 in Other funds and \$27,798 in Federal funds.

Acct	Budget/Fund	AMU/RCC	Year	Federal	State	County/Local	Other
	131210 / 1167	00000 00	1	\$76,030.00	\$0.00	\$0.00	\$0.00
	131210 / 1167	00000 00	1	\$27,798.00	\$0.00	\$0.00	\$0.00

The Grantee's matching requirement for this amendment is \$0. The total Grantee's matching amount is \$0.

The total amendment amount is \$27,798.

The total contract amount is \$103,828.

**Other Requirements:**

All other terms and conditions as set forth in the original contract document shall remain in effect for the duration of this Agreement.

Signatures follow on next page

**Electronic Signatures:**

The parties agree that this Amendment may be executed by electronic signature and with equal validity, authenticity, enforceability, and admissibility as a handwritten signature. Each party will retain one fully executed copy of the Amendment.

**County of Pitt, Pitt County Planning Department**

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Signature

---

Janis Gallagher

Printed Name

---

Date

---

County Manager

Title

**Division of Aging and Adult Services, North Carolina Department of Health and Human Services**

---

Authorized Signature

---

Date

---

Printed Name

---

Title

## **SCOPE OF WORK**

### **PURPOSE**

The purpose of this amendment is to provide additional funding for rapid rehousing financial assistance and services. The budget has been updated. There are no changes to the scope of work or performance measures.

**FEDERAL PASS-THROUGH REQUIREMENTS**

<b>Grantee Name</b>	Pitt County Planning Department	<b>Grantee UEI</b>	
---------------------	---------------------------------	--------------------	--

<b>Federal Award ID</b>	E-25-DC-37-0001	<b>Federal Award Date</b>	09/23/2025
<b>Start Date</b>	01/01/2026		
<b>End Date</b>	12/31/2026		
<b>Federal Amount Action</b>	27,798		
<b>Federal Amount Total</b>	103,828		
<b>Project Description</b>	Emergency Solutions Grant		
<b>Award Agency</b>	Department of Housing and Urban Development		
<b>Pass-Through Agency</b>	Division of Aging		
<b>Pass-Through Official</b>	Secretary Dev Sangvai		
<b>Assistance Listing</b>	14,231		
<b>Assistance Listing Title</b>	Emergency Solutions Grant		
<b>R and D</b>	No		
<b>Indirect Cost Rate</b>	N/A		

### PERFORMANCE MEASURES CHART

The Department of Health and Human Services uses performance measures rubrics as a tool to determine the success of a project and how well services and products are being delivered.

Together they enable the Department to gauge efficiency, determine progress toward desired results and assess whether the Department is on track with meeting its goals. The Grantee shall adhere to all the performance requirements/standards in the scope of work, including performance measures in the performance measures chart below.

<b>Measure Type</b>	Outcome	<b>Reporting Frequency</b>	Monthly
<b>Measure</b>	Program Compliance- Accurate and timely submission of requisitions, CAPER submissions, and training attendance		

<b>Budget Year</b>	1	<b>Trend</b>	Increase
<b>Baseline Value</b>	0		
<b>Target Value</b>	80%		
<b>Data Source</b>	Requisitions, CAPERs, training attendance records		
<b>Collection Process and Calculation</b>	Electronic submission by email or Smartsheet		
<b>Collection Frequency</b>	Monthly		

<b>Measure Type</b>	Outcome	<b>Reporting Frequency</b>	Annual
<b>Measure</b>	Positive Exits to Permanent Housing Destinations for those experiencing homelessness or at-risk of homelessness		

<b>Budget Year</b>	1	<b>Trend</b>	Increase
<b>Baseline Value</b>	0		
<b>Target Value</b>	78% of households served		
<b>Data Source</b>	CAPER		
<b>Collection Process and</b>	Electronic Submission by Email or Sage Database		

<b>Calculation</b>	
<b>Collection Frequency</b>	Quarterly and Annually

<b>Measure Type</b>	Outcome	<b>Reporting Frequency</b>	Annual
<b>Measure</b>	Program Compliance- On-site or virtual desk monitoring by the ESG office yields 10% or less findings/concerns in cumulative records reviewed.		

<b>Budget Year</b>	1	<b>Trend</b>	Increase
<b>Baseline Value</b>	0		
<b>Target Value</b>	90%		
<b>Data Source</b>	Electronic or On-Site File Submission		
<b>Collection Process and Calculation</b>	On-Site Monitoring, Virtual Monitoring, Desk Monitoring		
<b>Collection Frequency</b>	Monthly and quarterly		

**LINE ITEM BUDGET****This begins the line item budget for year 1**

<b>Budget Detail - Year 1</b>					
<b>Category</b>	<b>Item</b>	<b>Narrative</b>	<b>Original Amount</b>	<b>Change Amount</b>	<b>Final Amount</b>
Salary\Wages			\$0.00	\$0.00	\$0.00
Fringe Benefits			\$0.00	\$0.00	\$0.00
Other			\$0.00	\$0.00	\$0.00
Repair and Maintenance			\$0.00	\$0.00	\$0.00
Staff Development			\$0.00	\$0.00	\$0.00
Dues and Subscriptions			\$0.00	\$0.00	\$0.00
Operational Other	Not Otherwise Classified	• RRH Financial Assistance (\$67,833): Rapid Re-housing financial services are used to assist individuals with expenses associated with obtaining housing. This includes: on-going rental assistance, rental arrears, rental application fees, security and utility deposits, utility payments, last month's rent, and moving costs • RRH Services (\$35,995): Rapid Re-housing services include housing search and placement,	\$76,030.00	\$27,798.00	\$103,828.00

<b>Budget Detail - Year 1</b>					
<b>Category</b>	<b>Item</b>	<b>Narrative</b>	<b>Original Amount</b>	<b>Change Amount</b>	<b>Final Amount</b>
		<p>housing stability case management, landlord-tenant mediation, tenant legal services, credit repair</p> <p>Add \$6,949 to services</p> <p>Add \$20,849 to financial assistance.</p>			
Subcontracts and Grants			\$0.00	\$0.00	\$0.00
Match			\$0.00	\$0.00	\$0.00
Cost Per Service			\$0.00	\$0.00	\$0.00
<b>Sub Total</b>			\$76,030.00	\$27,798.00	\$103,828.00
Indirect Cost			\$0.00	\$0.00	\$0.00
<b>Total Budget</b>			\$76,030.00	\$27,798.00	\$103,828.00
<b>Subcontracting and Grants Budget Detail - Year 1</b>					
<b>Category</b>	<b>Item</b>	<b>Narrative</b>	<b>Original Amount</b>	<b>Change Amount</b>	<b>Final Amount</b>
			\$0.00	\$0.00	\$0.00
<b>Sub Total</b>			\$0.00	\$0.00	\$0.00

Salaries - Year 1								
Persons	Position or Title	Annual Salary	Hourly Rate	Months	Work %	Fringe Amount Total	Fringe Percent Total	Total
0		\$0.00	0.0000	0	0%	\$0.00	\$0.00	\$0.00

Contract Number 00049702, Amendment Number 1 / Page 10 of 16  
**FEDERAL CERTIFICATIONS****The undersigned states that:**

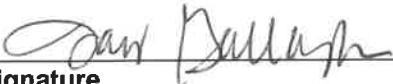
1. He or she is the duly authorized representative of the Contractor named below;
2. He or she is authorized to make, and does hereby make, the following certifications on behalf of the Contractor, as set out herein:
  - a. The Certification Regarding Nondiscrimination;
  - b. The Certification Regarding Drug-Free Workplace Requirements;
  - c. The Certification Regarding Environmental Tobacco Smoke;
  - d. The Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions; and
  - e. The Certification Regarding Lobbying;
3. He or she has completed the Certification Regarding Drug-Free Workplace Requirements by providing the addresses at which the contract work will be performed;
4. [Check the applicable statement]

He or she has completed the attached **Disclosure Of Lobbying Activities** because the Contractor has made, or has an agreement to make, a payment to a lobbying entity for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action;

**OR**

He or she has not completed the attached **Disclosure Of Lobbying Activities** because the Contractor has not made, and has no agreement to make, any payment to any lobbying entity for influencing or attempting to influence any officer or employee of any agency, any Member of Congress, any officer or employee of Congress, or any employee of a Member of Congress in connection with a covered Federal action.

5. The Contractor shall require its subcontractors, if any, to make the same certifications and disclosure.

  
Signature

  
County Manager

Title

County of Pitt  
Contractor Name

10/7/25  
Date

**[This Certification Must be Signed by the Same Individual Who Signed the Proposal Execution Page]**

#### **I. Certification Regarding Nondiscrimination**

**The Contractor certifies** that it will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (h) the Food Stamp Act and USDA policy, which prohibit discrimination on the basis of religion and political beliefs; and (i) the requirements of any other nondiscrimination statutes which may apply to this Agreement.

**II. Certification Regarding Drug-Free Workplace Requirements**

1. The Contractor certifies that it will provide a drug-free workplace by:
  - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - b. Establishing a drug-free awareness program to inform employees about:
    - i. The dangers of drug abuse in the workplace;
    - ii. The Contractor's policy of maintaining a drug-free workplace;
    - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
    - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - c. Making it a requirement that each employee be engaged in the performance of the agreement be given a copy of the statement required by paragraph (a);
  - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the agreement, the employee will:
    - i. Abide by the terms of the statement; and
    - ii. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
  - e. Notifying the Department within ten days after receiving notice under subparagraph (d)(ii) from an employee or otherwise receiving actual notice of such conviction;
  - f. Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(ii), with respect to any employee who is so convicted:
    - i. Taking appropriate personnel action against such an employee, up to and including termination; or
    - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
  - g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
2. The sites for the performance of work done in connection with the specific agreement are listed below (list all sites; add additional pages if necessary):

**Address**

---

1717 W. 5th Street

---

Greenville, NC 27834

3. Contractor will inform the Department of any additional sites for performance of work under this agreement.
4. False certification or violation of the certification may be grounds for suspension of payment, suspension or termination of grants, or government-wide Federal suspension or debarment. 45 C.F.R. 82.510.

### **III. Certification Regarding Environmental Tobacco Smoke**

Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000.00 per day and/or the imposition of an administrative compliance order on the responsible entity.

**The Contractor certifies** that it will comply with the requirements of the Act. The Contractor further agrees that it will require the language of this certification be included in any subawards that contain provisions for children's services and that all subgrantees shall certify accordingly.

### **IV. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions**

#### **Instructions**

[The phrase "prospective lower tier participant" means the Contractor.]

1. By signing and submitting this document, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of the fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originate may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant will provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549, 45 CFR Part 76. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, determined ineligible or voluntarily excluded from participation in this covered transaction unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this document that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized in paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension, and/or debarment.

### **Certification**

1. **The prospective lower tier participant certifies**, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

### **V. Certification Regarding Lobbying**

**The Contractor certifies**, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federally funded contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form SF-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award document for subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) who receive federal funds of \$100,000.00 or more and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

### **VI. Disclosure Of Lobbying Activities**

#### **Instructions**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

1. Identify the status of the covered Federal action.
2. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
3. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
4. If the organization filing the report in Item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
5. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
6. Enter the Federal program name or description for the covered Federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
7. Enter the most appropriate Federal Identifying number available for the Federal action identified in Item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
8. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in Item 4 or 5.
9. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered Federal action.  
 (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name and Middle Initial (MI).
10. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
11. Check the appropriate boxes. Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
12. Check the appropriate boxes. Check all boxes that apply. If other, specify nature.
13. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
14. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
15. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D. C. 20503

**Disclosure Of Lobbying Activities** Contract Number 00049702, Amendment Number 1 / Page 15 of 16  
*N/A*  
(Approved by OMB 0344-0046)

**Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352**

<p><b>1. Type of Federal Action:</b></p> <p><input type="checkbox"/> a. contract  <input type="checkbox"/> b. grant  <input type="checkbox"/> c. cooperative agreement  <input type="checkbox"/> d. loan  <input type="checkbox"/> e. loan guarantee  <input type="checkbox"/> f. loan insurance</p>	<p><b>2. Status of Federal Action:</b></p> <p><input type="checkbox"/> a. Bid/offer/application  <input type="checkbox"/> b. Initial Award  <input type="checkbox"/> c. Post-Award</p>	<p><b>3. Report Type:</b></p> <p><input type="checkbox"/> a. initial filing  <input type="checkbox"/> b. material change</p> <p><b>For Material Change Only:</b></p> <p>Year _____ Quarter _____</p> <p>Date Of Last Report: _____</p>
<p><b>4. Name and Address of Reporting Entity:</b></p> <p><input type="checkbox"/> Prime  <input type="checkbox"/> Subawardee Tier (if known) _____</p> <p>Congressional District (if known) _____</p>		<p><b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b></p> <p>Congressional District (if known) _____</p>
<p><b>6. Federal Department/Agency:</b></p>		<p><b>7. Federal Program Name/Description:</b>  CFDA Number (if applicable) _____</p>
<p><b>8. Federal Action Number (if known)</b></p>		<p><b>9. Award Amount (if known) \$</b></p>
<p><b>10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):</b></p> <p style="text-align: center;">(attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>		<p><b>b. Individuals Performing Services (including address if different from No. 10a.) (last name, first name, MI):</b></p> <p style="text-align: center;">(attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>
<p><b>11. Amount of Payment (check all that apply):</b></p> <p>\$ _____ actual planned</p>		<p><b>13. Type of Payment (check all that apply):</b></p> <p><input type="checkbox"/> a. retainer  <input type="checkbox"/> b. one-time fee  <input type="checkbox"/> c. commission  <input type="checkbox"/> d. contingent fee  <input type="checkbox"/> e. deferred  <input type="checkbox"/> f. other; specify: _____</p>
<p><b>12. Form of Payment (check all that apply):</b></p> <p><input type="checkbox"/> a. cash  <input type="checkbox"/> b. In-kind; specify: Nature _____ Value _____</p>		
<p><b>14. Brief Description of Services Performed or to be Performed and Date(s) of Services, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11(attach Continuation Sheet(s) SF-LLL-A, if necessary):</b></p>		
<p><b>15. Continuation Sheet(s) SF-LLL-A attached:</b></p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>16. Information requested through this form is authorized by title 31 U. S. C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U. S. C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b></p>		<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No: _____ Date: _____</p>
<p><b>Federal Use Only</b></p>		<p>Authorized for Local Reproduction Standard Form - LLL</p>

**State Certifications**  
**Grantee/Contractor Certifications Required by North Carolina Law**

**Instructions:** The person who signs this document should read the text of the statutes and Executive Order listed below and consult with counsel and other knowledgeable persons before signing. The text of each North Carolina General Statutes and of the Executive Order can be found online at:

- Article 2 of Chapter 64: [http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/ByArticle/Chapter\\_64/Article\\_2.pdf](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_64/Article_2.pdf)
- G.S. 133-32: <http://www.ncga.state.nc.us/gascripts/statutes/statutelookup.pl?statute=133-32>
- Executive Order No. 24 (Perdue, Gov., Oct. 1, 2009): <https://ethics.nc.gov/media/242/download?attachment>
- G.S. 105-164.8(b): [http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter\\_105/GS\\_105-164.8.pdf](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_105/GS_105-164.8.pdf)
- G.S. 143-48.5: [http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter\\_143/GS\\_143-48.5.html](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_143/GS_143-48.5.html)
- G.S. 143-59.1: [http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter\\_143/GS\\_143-59.1.pdf](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143/GS_143-59.1.pdf)
- G.S. 143-59.2: [http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter\\_143/GS\\_143-59.2.pdf](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143/GS_143-59.2.pdf)
- G.S. 143-133.3: [http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter\\_143/GS\\_143-133.3.html](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_143/GS_143-133.3.html)
- G.S. 143B-139.6C: [http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter\\_143B/GS\\_143B-139.6C.pdf](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143B/GS_143B-139.6C.pdf)

**Certifications**

(1) **Pursuant to G.S. 133-32 and Executive Order No. 24 (Perdue, Gov., Oct. 1, 2009),** the undersigned hereby certifies that the Grantee/Contractor named below is in compliance with, and has not violated, the provisions of either said statute or Executive Order.

(2) **Pursuant to G.S. 143-48.5 and G.S. 143-133.3,** the undersigned hereby certifies that the Grantee/Contractor named below, and the Grantee/Contractor's subcontractors, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system." E-Verify System Link: [www.uscis.gov](http://www.uscis.gov)

(3) **Pursuant to G.S. 143-59.1(b),** the undersigned hereby certifies that the Grantee/Contractor named below is not an "ineligible Grantee/Contractor" as set forth in G.S. 143-59.1(a) because:

(a) Neither the Grantee/Contractor nor any of its affiliates has refused to collect the use tax levied under Article 5 of Chapter 105 of the General Statutes on its sales delivered to North Carolina when the sales met one or more of the conditions of G.S. 105-164.8(b); and

(b) [check one of the following boxes]

Neither the Grantee/Contractor nor any of its affiliates has incorporated or reincorporated in a "tax haven country" as set forth in G.S. 143-59.1(c)(2) after December 31, 2001; or

The Grantee/Contractor or one of its affiliates has incorporated or reincorporated in a "tax haven

(4) **Pursuant to G.S. 143-59.2(b),** the undersigned hereby certifies that none of the Grantee/Contractor's officers, directors, or owners (if the Grantee/Contractor is an unincorporated business entity) has been convicted of any violation of Chapter 78A of the General Statutes or the Securities Act of 1933 or the Securities Exchange Act of 1934 within 10 years immediately prior to the date of the bid solicitation.

(5) **Pursuant to G.S. 143B-139.6C,** the undersigned hereby certifies that the Grantee/Contractor will not use a former employee, as defined by G.S. 143B-139.6C(d)(2), of the North Carolina Department of Health and Human Services in the administration of a contract with the Department in violation of G.S. 143B-139.6C and that a violation of that statute shall void the Agreement.

(6) The undersigned hereby certifies further that:

(a) He or she is a duly authorized representative of the Grantee/Contractor named below;

(b) He or she is authorized to make, and does hereby make, the foregoing certifications on behalf of the Grantee/Contractor; and

(c) He or she understands that any person who knowingly submits a false certification in response to the requirements of G.S. 143-59.1 and -59.2 shall be guilty of a Class I felony.

Grantee/Contractor's  
Name:

County of Pitt

Grantee/Contractor's  
Authorized Agent:

Signature

*Janis Gallagher*

Date 10/7/25

Printed Name Janis Gallagher

Title County Manager

Witness:

Signature

*Katherine Crisp*

Date 10/7/25

Printed Name Katherine Crisp

Title Deputy Clerk

The witness should be present when the Grantee/Contractor's Authorized Agent signs this certification and should sign and date this document immediately thereafter.

## Certificate Of Completion

Envelope Id: E72FC3F2-7D2C-44B8-B96D-77C46FDB79E3

Status: Sent

Subject: Complete with Docusign: CAF - Pitt County - Amendment 1.pdf, Pitt County - Amendment 1.pdf

Source Envelope:

Document Pages: 17

Signatures: 5

Envelope Originator:

Certificate Pages: 5

Initials: 0

Lisa Worth

AutoNav: Enabled

EnvelopeD Stamping: Enabled

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

1915 Health Services Way

Raleigh, NC 27607

lisa.worth@dhhs.nc.gov

IP Address: 199.90.157.25

## Record Tracking

Status: Original

11/30/2025 8:51:34 PM

Holder: Lisa Worth

Location: DocuSign

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Department of Health & Human Services (DT) Location: Docusign

## Signer Events

### Signature

### Timestamp

Lisa Worth

lisa.worth@dhhs.nc.gov

ESG Homeless Programs Coordinator

DHHS

Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style  
Using IP Address: 199.90.157.25

Sent: 11/30/2025 8:54:26 PM

Viewed: 11/30/2025 8:54:36 PM

Signed: 11/30/2025 8:54:49 PM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Detra Purcell

detra.l.purcell@dhhs.nc.gov

Section Chief of Housing and Homelessness

Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style  
Using IP Address: 199.90.157.16

Sent: 11/30/2025 8:54:50 PM

Viewed: 12/1/2025 9:21:10 AM

Signed: 12/1/2025 9:21:42 AM

### Electronic Record and Signature Disclosure:

Accepted: 12/1/2025 9:21:10 AM

ID: 9b7f3059-eae2-4464-86f7-4fdaaaa4ddb3

Herlene Thomas

herlene.thomas@dhhs.nc.gov

Chief Budget Officer

DHHS

Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style  
Using IP Address: 199.90.157.16

Sent: 12/1/2025 9:21:43 AM

Viewed: 12/2/2025 11:40:30 AM

Signed: 12/2/2025 11:40:40 AM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Tyra Burt

tyra.burt@dhhs.nc.gov

Contracts and Grant Manager

DHHS

Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style  
Using IP Address: 75.183.233.138

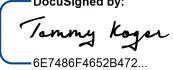
Sent: 12/2/2025 11:40:45 AM

Viewed: 12/3/2025 8:57:34 AM

Signed: 12/3/2025 8:57:46 AM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Signer Events	Signature	Timestamp
<p>Tammy Koger tammy.koger@dhhs.nc.gov Deputy Director, Division of Aging DHHS Security Level: Email, Account Authentication (None)</p>	<p>DocuSigned by:  6E7486F4652B472...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 199.90.157.16</p>	<p>Sent: 12/3/2025 8:57:48 AM Viewed: 12/3/2025 10:17:11 AM Signed: 12/3/2025 10:17:32 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p> <p>Janis E. Gallagher janis.gallagher@pittcountync.gov County Manager Pitt County Government Security Level: Email, Account Authentication (None)</p>		
<p><b>Electronic Record and Signature Disclosure:</b> Accepted: 1/5/2026 3:46:03 PM ID: f50508fd-76d3-405b-abc9-869b1174c9ed</p> <p>Tammy Koger tammy.koger@dhhs.nc.gov Security Level: Email, Account Authentication (None)</p>		
<p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/30/2025 8:54:26 PM
Payment Events	Status	Timestamps
<b>Electronic Record and Signature Disclosure</b>		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Executive Branch - Department of Health & Human Services (DHHS) (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Executive Branch - Department of Health & Human Services (DHHS):**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: DHHS.ITAdministrativeServices@dhhs.nc.gov

**To advise Executive Branch - Department of Health & Human Services (DHHS) of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at DHHS.ITAdministrativeServices@dhhs.nc.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

**To request paper copies from Executive Branch - Department of Health & Human Services (DHHS)**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to

DHHS.ITAdministrativeServices@dhhs.nc.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Executive Branch - Department of Health & Human Services (DHHS)**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to DHHS.ITAdministrativeServices@dhhs.nc.gov and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERs):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)

Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> <li>• Allow per session cookies</li> <li>• Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection</li> </ul>

\*\* These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Executive Branch - Department of Health & Human Services (DHHS) as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Executive Branch - Department of Health & Human Services (DHHS) during the course of my relationship with you.

# PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

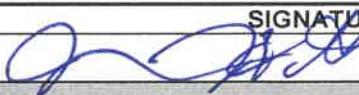
Department: Planning & Development-ESG 2026 Date of Request: 2/02/2026  
 FY Budget: 2025-26

	ACCOUNT NO.	TITLE OF ACCOUNT	DECREASE	INCREASE
REVENUES	243989-426400	Federal Categorical Grant		27,798
EXPENDITURES	ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
	245989-540000	Emergency Assistance	20849	
	245989-512000	Salaries	5,388	
	245989-518100	FICA Taxes	412	
	245989-518200	Retirement	773	
	245989-518201	401K Retirement	364	
	245989-518400	Life Insurance	12	
TOTAL				BALANCES

Net Effect to Budget: 27,798

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

Budget Amendment is to recognize additional funding received for the Emergency Solutions Grant for 2026.

APPROVAL	SIGNATURE	DATE
Department Head/Elected Official Or Designee		2/15/26
Budget Administrator		
Deputy County Manager – CFO		
County Manager	Required for transfers between Personal Services, Operating & Capital Accounts	
Human Resources	Required for actions involving Personal Services Accounts	
Board of County Commissioners	Agenda Item #	Meeting Date
Creates Adjustment to a Fund Transfer Account		Reference #

**COUNTY MANAGER**  
Janis Gallagher

1717 West Fifth Street  
Greenville, NC 27834  
Tel: (252) 902-2950  
Fax: (252) 830-6311



**BOARD OF COMMISSIONERS**

Rochelle Brown  
Benji Holloman  
Ann Floyd Huggins  
Mac Manning  
Melvin McLawhorn  
Christopher W. Nunnally  
Mary Perkins-Williams  
Mark C. Smith  
Gary Weaver

**PITT COUNTY**  
Agenda Abstract

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Consent

**Agenda Title:** Budget Amendment, Resolution, and Grant Acceptance - NC East Alliance 10-10-15 Microgrant Program- \$15,000 (No County Funds)

**Presenter:** Andrews, Kelly

**Summary of Information:** We have been awarded \$15,000 from the NC East Alliance 10-10-15 Microgrant Program to develop a Business Retention and Expansion (BRE) plan as well as an interactive website for Pitt County existing industries. With the funds, we will hire a consultant to develop the plan that will define our objectives and metrics, identify support mechanisms and programming opportunities, and enhance project management and outreach efforts. In addition, we plan to develop a BRE web portal designed for easy navigation, regular communication, and interactive engagement.

**Submitter Recommendations/Motions:** Accept the NC East Alliance 10-10-15 Microgrant Program grant, adopt the Resolution attached, authorize the Chair to sign the Grant Acceptance Form, and approve the related budget amendment as presented.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**  
Rountree, Sharon -- **Reviewed**  
Dixon, Kelly -- **Reviewed**  
Hardy, Michael -- **Reviewed**  
Andrews, Kelly -- **Reviewed**

**Number of Attachments:** 3



Grant Acceptance Form  
 Microgrant Award – Pitt County, NC  
 Project: Design and Implement BRE Program  
 Award Amount: \$15,000

### **1. Acceptance of Grant Award**

Pitt County, North Carolina (“the Grantee”) hereby accepts the Microgrant award of \$15,000 from NC East Alliance (“the Grantor”) to support the design and implementation of a Business Recruitment and Expansion Program and supporting Web Portal.

### **2. Recognition Requirements**

By signing below, the Grantee agrees to:

1. Acknowledge NC East Alliance in marketing, media, and public communications associated with the project, including but not limited to press releases, public announcements, website updates, and social media posts.
2. Recognize NC East Alliance verbally and/or visually at public events tied to the project, such as groundbreaking ceremonies, ribbon cuttings, or similar milestones.
3. Utilize NC East Alliance’s logo appropriately on printed or digital collateral, signage, and other public-facing materials connected to the project, following the provided brand guidelines.

### **3. Clawback Provision**

The Grantee understands and agrees that failure to meet the recognition requirements described above may result in partial or full repayment (clawback) of the \$15,000 Microgrant, at the sole discretion of the Grantor.

### **4. Use of Funds**

The Grantee certifies that all funds will be used solely for costs directly associated with the construction of the industrial building project.

### **5. Compliance**

The Grantee agrees to comply with all applicable local, state, and federal regulations related to the project and use of grant funds.

### **6. Authorized Signatures**

By signing below, the party acknowledges and agrees to the terms of this Grant Acceptance Form.

For Pitt County, NC (Grantee):

Name: Mark C. Smith  
 Title: Chairman, Pitt County Board of Commissioners  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

**RESOLUTION OF THE PITT COUNTY BOARD OF COMMISSIONERS  
TO ACCEPT THE NC EAST ALLIANCE 10-10-15 MICROGRANT AWARD FOR THE  
DESIGN AND IMPLEMENTATION OF AN ECONOMIC DEVELOPMENT BUSINESS RETENTION  
AND EXPANSION PROGRAM AND AN EXISTING INDUSTRY WEB PORTAL FOR  
PITT COUNTY**

WHEREAS, the NC East Alliance (“NCEA”) offers the 10-10-15 Microgrant Program to support local economic development initiatives; and

WHEREAS, Pitt County submitted an application and supporting materials to NCEA to support the development and implementation of a Business Retention and Expansion (BRE) Program and an Existing Industry Web Portal; and

WHEREAS, Pitt County has been selected in accordance with the 10-10-15 Microgrant Program Guidelines approved by NCEA and has been awarded a grant in the amount of Fifteen Thousand Dollars (\$15,000.00).

NOW, THEREFORE, BE IT RESOLVED by the Pitt County Board of Commissioners that it hereby approves the acceptance of the NC East Alliance 10-10-15 Microgrant Program Grant and associated Grant Acceptance Form, and further approves that Pitt County shall administer the grant funds in accordance with all applicable rules and regulations of the Microgrant Program.

BE IT FURTHER RESOLVED that the grant shall be administered through the Pitt County Economic Development Office.

BE IT FURTHER RESOLVED that the Chairman of the Pitt County Board of Commissioners and the Clerk to the Board are hereby authorized to execute a 10-10-15 Microgrant Program Grant Acceptance Form and any related documents necessary to carry out the purposes of this Resolution.

Adopted this 16th day of February, 2026.

---

Mark C. Smith, Chairman  
Pitt County Board of Commissioners

ATTEST:

---

Kimberly W. Hines, Clerk to the Board

# PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

**Department:** Economic Development: NC East Alliance Microgrant for BRE Program      **Date of Request:** 16-Feb-2026  
**FY Budget:** 2025-26

REVENUES	ACCOUNT NO.	TITLE OF ACCOUNT	DECREASE	INCREASE
	243990 436000	Non Fed Categorical Grant		15,000
EXPENDITURES	ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
	245990 561000	Contracted Services	15,000	

TOTAL	BALANCES
-------	----------

**Net Effect to Budget:** 15,000

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

Budget amendment to acknowledge grant funding received through the NC East Alliance 10-10-15 Microgrant Program. The funds are designated for the development of a Business Retention and Expansion (BRE) plan and an interactive website for existing industries in Pitt County.

APPROVAL	SIGNATURE	DATE
Department Head/Elected Official Or Designee	<i>Kelly Unich</i>	01/10/26
Budget Administrator		
Deputy County Manager – CFO		
County Manager	Required for transfers between Personal Services, Operating & Capital Accounts	
Human Resources	Required for actions involving Personal Services Accounts	
Board of County Commissioners	Agenda Item # _____	Meeting Date _____
<b>Creates Adjustment to a Fund Transfer Account</b>	<input type="checkbox"/>	Reference # _____

**COUNTY MANAGER**  
Janis Gallagher

1717 West Fifth Street  
Greenville, NC 27834  
Tel: (252) 902-2950  
Fax: (252) 830-6311



**PITT COUNTY**  
Agenda Abstract

**BOARD OF COMMISSIONERS**

Rochelle Brown  
Benji Holloman  
Ann Floyd Huggins  
Mac Manning  
Melvin McLawhorn  
Christopher W. Nunnally  
Mary Perkins-Williams  
Mark C. Smith  
Gary Weaver

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Consent

**Agenda Title:** Budget Amendment Non-Departmental - DSS  
Vehicle Purchase - \$247,250

**Submitter:** Demary, John

**Summary of Information:** The Garage is in the process of purchasing vehicles for FY 2025-26. A budget amendment is required to transfer funds from the General Fund to the DSS budget to purchase seven vehicles. The total amount to be transferred is \$247,250. This transfer will allow DSS to seek reimbursement from outside funds toward these purchases.

**Submitter Recommendations/Motions:** Approve Budget Amendment as presented.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**  
Rountree, Sharon -- **Reviewed**  
Dixon, Kelly -- **Reviewed**  
Hardy, Michael -- **Reviewed**  
Corley, Tim -- **Reviewed**

**Number of Attachments:** 1

## PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

**Department:** DSS  
**FY Budget:** 2021

**Date of Request:** 2/02/2026

**Net Effect to Budget:** 247,250

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

Funds to purchase vehicles. 3 -2026 Ford Escape and 4 - 2026 Chrysler Voyager LX.

APPROVAL	SIGNATURE	DATE
<b>Department Head/Elected Official</b> Or Designee		
<b>Budget Administrator</b>		
<b>Deputy County Manager – CFO</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"/>		

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Christopher W. Nunnally  
Mary Perkins-Williams  
Mark C. Smith  
Gary Weaver

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Consent

**Agenda Title:** Budget Amendment - Emergency Management - Insurance Proceeds - \$15,806 (No County Funds)

**Presenter:** Gentry, Randy

**Summary of Information:** Accept insurance settlement funds for repairs to two county-owned vehicles. One involved in an accident on June 30, 2025 (\$7,095), and one involved in a deer strike on December 2, 2025 (\$8,711).

**Submitter Recommendations/Motions:** Approve attached budget amendment as presented.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**  
Rountree, Sharon -- **Reviewed**  
Dixon, Kelly -- **Reviewed**  
Hardy, Michael -- **Reviewed**

**Number of Attachments:** 1

# PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

Department: Emergency Management  
FY Budget: 25-26

Date of Request: 2/16/2026

	ACCOUNT NO.	TITLE OF ACCOUNT	DECREASE	INCREASE
REVENUES	2812800-485000	Insurance Settlement		15,806
EXPENDITURES	2817101-525000	Automotive Expenses	15,806	DECREASE
TOTAL				BALANCES

Net Effect to Budget: 15,806

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

Budget Amendment is to recognize insurance settlement funds received for damage sustained to county owned ambulances. Damages included towing of ambulance after deer strike on 12/2/25 (\$250), deer strike on 12/2/25 (\$8461) and accident on 6/30/25 (\$7095).

APPROVAL	SIGNATURE	DATE
Department Head/Elected Official Or Designee		2-6-2026
Budget Administrator		
Chief Financial Officer		
County Manager	Required for transfers between Personal Services, Operating & Capital Accounts	
Human Resources	Required for actions involving Personal Services Accounts	
Board of County Commissioners	Agenda Item #	Meeting Date
Creates Adjustment to a Fund Transfer Account		Reference #

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**PITT COUNTY**  
Agenda Abstract

**BOARD OF COMMISSIONERS**

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Mary Perkins-Williams  
Mark C. Smith  
Gary Weaver

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Consent

**Agenda Title:** Budget Amendment - 911 Communications -  
(Restricted Funds \$200,000)

**Presenter:** Hardy, Michael

**Summary of Information:** This budget amendment reduces current year fund balance appropriated to reflect current year actual expenditures. Original current year fund balance appropriated exceeded fund balance of the 911 Fund.

**Submitter Recommendations/Motions:** Approve the attached Budget Amendment as presented.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**  
Rountree, Sharon -- **Reviewed**  
Dixon, Kelly -- **Reviewed**  
Hardy, Michael -- **Reviewed**  
Gentry, Randy -- **Reviewed**

**Number of Attachments:** 1

## PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

**Department:** Communication

**Date of Request:**

2/02/2026

## **FY Budget:** 2025-26

## Net Effect to Budget:

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

This budget amendment transfers funds back to the 911 fund balance account.

APPROVAL	SIGNATURE	DATE
<b>Department Head/Elected Official</b> Or Designee		
<b>Budget Administrator</b>		
<b>Deputy County Manager – CFO</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"/>		

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Gary Weaver

**PITT COUNTY**  
Agenda Abstract

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Consent

**Agenda Title:** Budget Amendment - Sheriff Service Contracts - \$400,000

**Presenter:** Hardy, Michael

**Summary of Information:** This budget amendment adjusts revenues and associated expenses to reflect actuals with Sheriff's department providing contract services.

**Submitter Recommendations/Motions:** Approve the attached Budget Amendment as presented.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**  
Rountree, Sharon -- **Reviewed**  
Dixon, Kelly -- **Reviewed**  
Hardy, Michael -- **Reviewed**  
Dance, Paula -- **Reviewed**

**Number of Attachments:** 1

## PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

Department: Sheriff

**Date of Request:** 2/02/2026

## **FY Budget:** 2025-26

	ACCOUNT NO.	TITLE OF ACCOUNT	DECREASE	INCREASE
REVENUES	102600 - 444102	Contract Security		400,000
EXPENDITURES	104310 - 512201	Contract Salaries		400,000
TOTAL				BALANCES

## Net Effect to Budget:

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

This budget amendment adjust revenues and associated expenses to reflect actuals with Sheriff's department providing contract services.

APPROVAL	SIGNATURE	DATE
<b>Department Head/Elected Official</b> Or Designee		
<b>Budget Administrator</b>		
<b>Deputy County Manager – CFO</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"/>		

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Mary Perkins-Williams  
Mark C. Smith  
Gary Weaver

**PITT COUNTY**  
Agenda Abstract

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Consent

**Agenda Title:** Budget Amendment - Sheriff's Office - NADDI Funds - \$300 (No County Funds)

**Presenter:** Dance, Paula

**Summary of Information:** The Sheriff's Office received a \$300 stipend for reporting compliance from NOVA Southeastern University for participation in the NADDI - National Association of Drug Diversion Investigators program. These funds are to be used specifically to investigate prescription drug abuse and fraud in Pitt County. Check was received on December 18, 2025.

**Submitter Recommendations/Motions:** Staff recommends acceptance of the \$300 funds and approval of the budget amendment as presented.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**  
Dance, Paula -- **Reviewed**  
Rountree, Sharon -- **Reviewed**  
Dixon, Kelly -- **Reviewed**  
Hardy, Michael -- **Reviewed**

**Number of Attachments:** 1

## PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

Department: Sheriff's Office  
 FY Budget: 2026

Date of Request: 2/2/2026

	ACCOUNT NO.	TITLE OF ACCOUNT	DECREASE	INCREASE
REVENUES	243747 436000	NADDI Revenues		300
EXPENDITURES	245747 539500	Training/Conference NADDI	300	DECREASE
TOTAL				BALANCES

Net Effect to Budget: 300

**Department Justification:** (Please provide detailed explanation)  
 Issued an additional \$300 stipened as an incentive for on-time quarterly reporting compliance.

APPROVAL	SIGNATURE	DATE	
Department Head/Elected Official Or Designee			
Budget Administrator	<i>Wanda Gaynor</i>	1/22/26	
Deputy County Manager – CFO	Required for transfers between Personal Services, Operating & Capital Accounts		
County Manager	Required for actions involving Personal Services Accounts		
Human Resources			
Board of County Commissioners	Agenda Item #	Meeting Date	Reference #
Creates Adjustment to a Fund Transfer Account <input type="checkbox"/>			



JPMorgan Chase Bank, N.A.  
Columbus, OH

Supplier Payment  
Vendor ID:SPL-15544  
(479) 575-5651

CHECK NO.  
CHECK DATE

56-1544/441  
11631079  
12/09/2025  
Fayetteville, Arkansas

\$300.00

Void 6 months from Issue Date

Three Hundred and 00/100

PAY TO THE ORDER OF  
County of Pitt  
P.O Box 528  
Greenville, NC 27835

**COPY**

*Susan V. Slinkard*

ORIGINAL CHECK HAS AN ARTIFICIAL WATERMARK ON REVERSE SIDE - HOLD AT AN ANGLE TO VIEW

### University of Arkansas, Fayetteville

#### Supplier Payment

**Check Date:** Dec 9, 2025

**Check Number:** 11631079

**Check Amount:** 300

**Payee:** County of Pitt

**Address:** P.O Box 528  
Greenville, NC 27835

**External Reference:**

**Memo:**

**Invoice Number:** 11192025

**Invoice Date:** 11/19/2025

**Invoice Paid Amount:** \$300.00

**Invoice Discount Amount:** \$0.00

**Remittance Advice:** Stipend for completing National  
Diversion survey for Q3 project year  
2025

**PO Num:**

**COUNTY MANAGER**  
Janis Gallagher

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Gary Weaver

**PITT COUNTY**  
Agenda Abstract

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Consent

**Agenda Title:** Public Health-Healthy Beginnings Grant Award - \$78,672

**Submitter:** Manning, Angela

**Summary of Information:** Pitt County Public has received notification from the North Carolina Department of Health and Human Services that the request for grant funding for the Healthy Beginnings program was awarded for the three-year cycle. NC DHHS is recommending a grant award of \$104,638 in year one and subsequent funding of \$78,672 in year two and three. This grant award will align with the start June 1, 2026-May 31, 2029, funding will continue through the three-year grant cycle and is subject to the availability of funds. This grant award will be shown in the FY2026-27 Public Health Healthy Beginnings program budget and there will be no expenditures related to this grant award until the start of the FY26-27 budget year. There is no county match required to accept this grant.

**Submitter Recommendations/Motions:** Approve receiving the grant award for June 1, 2026-May 31, 2029.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**  
Dixon, Kelly -- **Reviewed**  
Rountree, Sharon -- **Reviewed**  
Hardy, Michael -- **Reviewed**

**Number of Attachments:** 0

**COUNTY MANAGER**  
Janis Gallagher

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**PITT COUNTY**  
Agenda Abstract

**BOARD OF COMMISSIONERS**

Rochelle Brown  
Benji Holloman  
Ann Floyd Huggins  
Mac Manning  
Melvin McLawhorn  
Christopher W. Nunnally  
Mary Perkins-Williams  
Mark C. Smith  
Gary Weaver

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Consent

**Agenda Title:** Public Health-American Diabetes Association Grant Application- \$200 (No County Funds)

**Submitter:** Manning, Angela

**Summary of Information:** Pitt County Health Department's Diabetes Recognition Program seeks to apply for the next funding cohort to receive a \$200 microgrant from the American Diabetes Association to support its Diabetes Self-Management Education (DSME) program. This funding does not require County matching funds. The microgrant will be used to support participants in the Diabetes Support Group. The program previously received a microgrant from this initiative in Fall 2025.

**Submitter Recommendations/Motions:** Motion to approve Pitt County Health Department's grant application as presented.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**  
Dixon, Kelly -- **Reviewed**  
Rountree, Sharon -- **Reviewed**  
Hardy, Michael -- **Reviewed**

**Number of Attachments:** 0

**COUNTY MANAGER**  
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Mark C. Smith  
Gary Weaver

**PITT COUNTY**  
Agenda Abstract

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Consent

**Agenda Title:** Public Health-Additional Public Health WIC Funds- \$64,941 (No County Funds)

**Submitter:** Manning, Angela

**Summary of Information:** NC DHHS released additional state funds to Local Health Departments that increased their WIC participation above the mandated 100% caseload. Pitt County's WIC program successfully maintained participation above the 100% mandated caseload from August through September. As a result, Pitt County's WIC Client Services program has been awarded an additional \$64,941 in state funding to support programmatic needs, to be expended by May 31, 2026.

**Submitter Recommendations/Motions:** Approval is recommended for the budget amendment as submitted.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**  
Hardy, Michael -- **Reviewed**  
Rountree, Sharon -- **Reviewed**  
Gray, Wes -- **Reviewed**

**Number of Attachments:** 2

## PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

**Department:** Public Health-WIC Client Services  
**FY Budget:** 2025-26

**Date of Request:** 02.16.2026

**Net Effect to Budget:** 64,941

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

**NCDHHS awarded additional state funding for the successful increase in WIC participation. These funds are designated for the Client Services program.**

APPROVAL	SIGNATURE	DATE
<b>Department Head/Elected Official Or Designee</b>	Angela Manning 	02.16.2016
<b>Budget Administrator</b>		
<b>Deputy County Manager – CFO</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
<b>Creates Adjustment to a Fund Transfer Account</b> <input type="checkbox"/>		Reference #

# Division of Child and Family Well-Being Agreement Addendum FY 2025-26

Pitt County Health Department  
Local Health Department Legal Name

403 WIC

**Activity Number and Description**

12/01/2025 – 05/31/2026

**Service Period**

01/01/2026 – 06/30/2026

**Payment Period**

Original Agreement Addendum  
 Agreement Addendum Revision # 1

Community Nutrition Services Section/ WIC  
DCFW Section / Unit Name

Kimberly Lovenduski, (919) 218-3654,  
kim.lovenduski@dhhs.nc.gov;  
For AA submission/follow-up and ATC funding  
availability questions contact:  
[DCFW.LHDAgreements@dhhs.nc.gov](mailto:DCFW.LHDAgreements@dhhs.nc.gov)

**DCFW Program Contact**

(name, phone number, and email)

**DCFW Program Signature**

(only required for a negotiable Agreement Addendum)

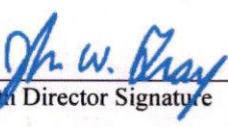
**Date**

## I. Background:

No change.

## II. Purpose:

This Agreement Addendum Revision #1, adjusts funding to the Local Health Departments (LHD), that have increased WIC participation above their initial caseload assignment 100% during the assessment period of –August - September 2025, during SFY25-26, as defined in the original Agreement

  
Health Director Signature

(use blue ink or verifiable digital signature)

01/12/2026

Date

LHD to complete:  
[For DPH to contact in case  
follow-up information is needed.]

LHD program contact name: Shannon Holton  
Phone and email address: shannon.holton@pitcountync.gov (252)902-2387

**Signature on this page signifies you have read and accepted all pages of this document.**

Template rev. Sept 2024

Addendum's Attachment A. In addition, the Local Health Departments (LHD) per-participant rate will be increased.

These funding increases, applicable from December 1, 2025 through May 31, 2026, will enhance the LHD's ability to continue with the objective of the Special Supplemental Nutrition Program for WIC, which is to provide supplemental nutritious foods, nutrition education, and referrals to health care for low-income persons during critical periods of growth and development.

**III. Scope of Work and Deliverables:**

*As of December 1, 2025, this Agreement Addendum Revision #1 replaces Paragraph 2 in its entirety with the following:*

2. The Local Health Department shall maintain active participation in the WIC Program, which is at least 97% of the base caseload. From December 1, 2025 through May 31, 2026, the updated base caseload for the Local Health Department's local WIC agency is provided in Attachment A-2 (in this Agreement Addendum Revision #1).

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

*As of December 1, 2025, this Agreement Addendum Revision #1 replaces Subparagraph a. under Paragraph 1. Performance Measures in its entirety with the following:*

Maintain active participation in the WIC Program, which is at least 97% of the base caseload. The base caseload for the Local Health Department's local WIC agency is provided in Attachment A-2 (in the Agreement Addendum Revision #1).

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

No change.

**VI. Funding Guidelines or Restrictions:**

No change.

**SFY25-26 Base Caseload**  
**December 1, 2025 - May 31, 2026**

Attachment A-2

Local Agency	Base Caseload	97% of Base Caseload	Local Agency	Base Caseload	97% of Base Caseload
Alamance	4,614	4,476	Johnston	5,071	4,919
Albemarle Regional	3,707	3,596	Jones	197	191
Alexander	878	852	Lee	1,772	1,719
Anson	787	763	Lenoir	2,071	2,009
Appalachian District	1,628	1,579	Lincoln	1,743	1,691
Beaufort	1,439	1,396	Macon	873	847
Bladen	1,124	1,090	Madison	430	417
Brunswick	3,557	3,450	Mecklenburg	26,108	25,325
Buncombe	4,671	4,531	Montgomery	1,253	1,216
Burke	2,350	2,280	Moore	1,496	1,451
Cabarrus	4,118	3,995	M-T-W District	1,365	1,324
Caldwell	2,028	1,967	Nash	2,233	2,166
Carteret	1,289	1,250	New Hanover	3,668	3,558
Caswell	569	552	Northampton	421	408
Catawba	3,706	3,595	Onslow	6,845	6,640
Cherokee	610	592	Pamlico	324	314
Clay	273	265	Pender	1,353	1,313
Cleveland	4,172	4,047	Person	955	926
Columbus	1,546	1,500	Pitt	4,936	4,788
Craven	3,173	3,078	Polk	311	302
Cumberland	12,434	12,061	Randolph	3,533	3,427
Dare	630	611	Richmond	2,178	2,113
Davidson	4,195	4,069	Robeson	6,581	6,384
Davie	915	888	Rockingham	2,391	2,319
Duplin	2,403	2,331	Rowan	2,799	2,715
Edgecombe	1,346	1,306	Sampson	2,246	2,179
Foothills	2,877	2,791	Scotland	1,394	1,352
Forsyth	10,136	9,832	Stanly	1,757	1,704
Franklin	1,358	1,317	Stokes	1,059	1,027
Gaston	5,225	5,068	Surry	2,013	1,953
Graham	281	273	Swain	289	280
Granville-Vance	3,046	2,955	Toe River District	744	722
Greene	575	558	Transylvania	583	566
Guilford	13,905	13,488	Union	4,431	4,298
Halifax	1,565	1,518	Wake	22,226	21,559
Harnett	3,735	3,623	Warren	523	507
Haywood	1,258	1,220	Wayne	5,085	4,933
Henderson	2,179	2,114	Wilkes	1,833	1,778
Hoke	2,077	2,015	Wilson	2,579	2,502
Iredell	3,882	3,766	Yadkin	1,109	1,076
Jackson	840	815	Yancey	370	359

Activity 403	AA	133001 2D15403 20G0001001	Total Allocated	133001 2D15403 20G0001001	133001 2D15404 20G0001001	Total Allocated	133001 2D15404 20G0001001	Total Allocated	133001 2D15405 20G0001001	Total Allocated	133001 2D15405 20G0001001	Total Allocated	133001 2D15409 20G0001001	Total Allocated	133001 2D15409 20G0001001	Total Allocated	Proposed Total	Now Total	
Service Period			06/01-09/30	10/01-05/31		06/01-09/30	10/01-05/31		06/01-09/30	10/01-05/31		06/01-09/30	10/01-05/31		06/01-09/30	10/01-05/31		06/01-09/30	10/01-05/31
Payment Period			07/01-11/30	11/01-06/30		07/01-11/30	11/01-06/30		07/01-11/30	11/01-06/30		07/01-11/30	11/01-06/30		07/01-11/30	11/01-06/30		07/01-11/30	11/01-06/30
01 Alamance	* 2	0	\$154,782.00	5,537	\$313,938.00	0	\$95,518.00	0	\$191,037.00	0	\$27,847.00	0	\$55,694.00	0	\$27,847.00	0	\$55,695.00	5,537	927,895
D1 Albemarle	* 1	0	\$153,889.00	4,448	\$307,980.00	0	\$50,937.00	0	\$101,873.00	0	\$24,763.00	0	\$49,525.00	0	\$17,939.00	0	\$35,877.00	4,448	747,331
02 Alexander	* 2	0	\$20,310.00	3,258	\$72,558.00	0	\$17,546.00	0	\$23,493.00	0	\$3,476.00	0	\$4,885.00	0	\$15,515.00	0	\$13,359.00	3,258	174,400
04 Anson	* 1	0	\$33,184.00	5,453	\$66,368.00	0	\$9,913.00	0	\$19,826.00	0	\$4,957.00	0	\$9,013.00	0	\$1,512.00	0	\$3,024.00	5,453	154,150
D2 Appalachian	* 2	0	\$74,351.00	4,158	\$102,268.00	0	\$14,647.00	0	\$55,973.00	0	\$8,778.00	0	\$15,815.00	0	\$9,494.00	0	\$40,549.00	4,158	326,033
07 Beaufort	* 1	0	\$55,191.00	3,130	\$110,381.00	0	\$29,499.00	0	\$58,997.00	0	\$5,709.00	0	\$11,419.00	0	\$4,758.00	0	\$9,516.00	3,130	288,600
09 Bladen	* 2	0	\$45,960.00	5,557	\$92,655.00	0	\$16,333.00	0	\$32,667.00	0	\$5,567.00	0	\$11,333.00	0	\$4,000.00	0	\$8,000.00	5,557	222,072
10 Brunswick	* 2	0	\$157,469.00	18,196	\$318,645.00	0	\$50,000.00	0	\$160,000.00	0	\$4,000.00	0	\$8,000.00	0	\$15,000.00	0	\$30,000.00	18,196	701,310
11 Buncombe	* 2	0	\$211,152.00	19,433	\$427,349.00	0	\$58,567.00	0	\$117,133.00	0	\$15,419.00	0	\$30,839.00	0	\$15,167.00	0	\$30,333.00	19,433	925,392
12 Burke	* 1	0	\$100,903.00	10,335	\$201,807.00	0	\$36,467.00	0	\$72,933.00	0	\$7,000.00	0	\$14,000.00	0	\$7,600.00	0	\$15,200.00	10,335	466,245
13 Cabarrus	* 2	0	\$137,420.00	4,942	\$289,639.00	0	\$95,430.00	0	\$190,861.00	0	\$16,497.00	0	\$32,993.00	0	\$18,303.00	0	\$36,608.00	4,942	822,691
14 Caldwell	* 2	0	\$91,082.00	3,736	\$185,736.00	0	\$25,484.00	0	\$50,969.00	0	\$10,000.00	0	\$20,000.00	0	\$6,216.00	0	\$12,432.00	3,736	405,655
16 Carteret	* 2	0	\$50,870.00	1,547	\$103,477.00	0	\$29,000.00	0	\$58,000.00	0	\$1,333.00	0	\$2,667.00	0	\$4,000.00	0	\$8,000.00	1,547	258,894
17 Caswell	* 2	0	\$18,070.00	7,296	\$36,173.00	0	\$10,093.00	0	\$20,186.00	0	\$2,789.00	0	\$5,578.00	0	\$2,632.00	0	\$5,264.00	7,296	108,081
18 Catawba	* 1	0	\$138,002.00	7,654	\$276,004.00	0	\$66,667.00	0	\$133,333.00	0	\$22,088.00	0	\$44,176.00	0	\$18,667.00	0	\$37,333.00	7,654	743,924
19 Chatham		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	0
20 Cherokee	* 2	0	\$22,821.00	732	\$46,511.00	0	\$11,426.00	0	\$22,851.00	0	\$3,898.00	0	\$7,795.00	0	\$2,136.00	0	\$4,272.00	732	122,442
22 Clay	* 2	0	\$11,917.00	328	\$24,467.00	0	\$3,387.00	0	\$6,773.00	0	\$1,478.00	0	\$2,957.00	0	\$1,104.00	0	\$2,208.00	328	54,619
23 Cleveland	* 1	0	\$165,690.00	15,728	\$331,380.00	0	\$61,525.00	0	\$123,049.00	0	\$14,959.00	0	\$29,919.00	0	\$29,368.00	0	\$58,736.00	15,728	830,354
24 Columbus	* 2	0	\$48,496.00	1,855	\$100,368.00	0	\$32,819.00	0	\$65,638.00	0	\$5,792.00	0	\$11,583.00	0	\$14,479.00	0	\$28,957.00	1,855	309,987
25 Craven	* 2	0	\$97,329.00	8,717	\$198,034.00	0	\$86,667.00	0	\$173,333.00	0	\$11,667.00	0	\$23,333.00	0	\$11,333.00	0	\$22,667.00	8,717	633,080
26 Cumberland	* 2	0	\$572,763.00	79,249	\$1,112,926.00	0	\$150,975.00	0	\$301,949.00	0	\$17,167.00	0	\$83,333.00	0	\$38,568.00	0	\$77,136.00	79,249	2,434,066
28 Dare	* 2	0	\$25,501.00	3,962	\$52,403.00	0	\$9,333.00	0	\$18,667.00	0	\$1,833.00	0	\$3,667.00	0	\$2,600.00	0	\$5,200.00	3,962	123,166
29 Davidson	* 2	0	\$191,662.00	9,142	\$386,599.00	0	\$54,188.00	0	\$108,376.00	0	\$6,667.00	0	\$13,333.00	0	\$23,333.00	0	\$46,667.00	9,142	839,967
30 Davie	* 2	0	\$39,118.00	3,002	\$75,039.00	0	\$14,000.00	0	\$28,000.00	0	\$3,167.00	0	\$7,333.00	0	\$3,167.00	0	\$9,333.00	3,002	182,159
31 Duplin	* 2	0	\$74,486.00	13,104	\$150,747.00	0	\$56,667.00	0	\$133,333.00	0	\$5,000.00	0	\$10,000.00	0	\$8,667.00	0	\$13,333.00	13,104	473,339
32 Durham		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	0
33 Edgecombe	* 2	0	\$54,170.00	1,615	\$120,099.00	0	\$22,315.00	0	\$34,629.00	0	\$4,157.00	0	\$17,315.00	0	\$8,436.00	0	\$7,872.00	1,615	270,518
D7 Foothills	* 1	0	\$122,045.00	4,054	\$238,793.00	0	\$58,667.00	0	\$117,333.00	0	\$1,350.00	0	\$8,000.00	0	\$9,720.00	0	\$19,440.00	4,054	579,402
34 Forsyth	* 1	0	\$390,182.00	26,692	\$780,366.00	0	\$167,568.00	0	\$335,135.00	0	\$66,742.00	0	\$133,484.00	0	\$42,929.00	0	\$85,857.00	26,692	2,028,955
35 Franklin	* 1	0	\$21,155.00	5,437	\$42,308.00	0	\$29,087.00	0	\$58,174.00	0	\$8,814.00	0	\$17,629.00	0	\$29,087.00	0	\$58,174.00	5,437	269,865
36 Gaston	* 2	0	\$204,559.00	32,522	\$412,158.00	0	\$75,472.00	0	\$150,944.00	0	\$30,000.00	0	\$60,000.00	0	\$20,000.00	0	\$40,000.00	32,522	1,025,655
38 Graham	* 1	0	\$11,733.00	337	\$23,466.00	0	\$4,118.00	0	\$8,236.00	0	\$1,414.00	0	\$2,827.00	0	\$1,506.00	0	\$3,012.00	337	56,649
D3 Gran-Vance	* 1	0	\$136,806.00	3,655	\$273,612.00	0	\$47,000.00	0	\$88,000.00	0	\$11,333.00	0	\$22,867.00	0	\$8,333.00	0	\$22,667.00	3,655	614,073
40 Greene	* 2	0	\$23,374.00	3,696	\$47,317.00	0	\$7,054.00	0	\$14,108.00	0	\$3,527.00	0	\$7,054.00	0	\$2,167.00	0	\$4,333.00	3,696	112,630
41 Guilford	* 2	0	\$800,685.00	16,686	\$1,231,030.00	0	\$199,801.00	0	\$399,602.00	0	\$43,435.00	0	\$80,870.00	0	\$69,670.00	0	\$139,339.00	16,686	2,788,118
42 Halifax	* 2	0	\$67,804.00	6,287	\$130,179.00	0	\$19,285.00	0	\$38,570.00	0	\$9,643.00	0	\$19,285.00	0	\$3,552.00	0	\$7,104.00	6,287	309,708
43 Harnett	* 2	0	\$164,407.00	24,221	\$332,721.00	0	\$45,709.00	0	\$91,418.00	0	\$12,856.00	0	\$25,713.00	0	\$11,435.00	0	\$22,869.00	24,221	731,349
44 Haywood	* 1	0	\$54,769.00	1,510	\$109,535.00	0	\$16,807.00	0	\$33,614.00	0	\$8,403.00	0	\$16,807.00	0	\$4,056.00	0	\$8,112.00	1,510	253,613
45 Henderson	* 2	0	\$84,451.00	15,240	\$175,614.00	0	\$30,000.00	0	\$60,000.00	0	\$9,333.00	0	\$18,667.00	0	\$10,000.00	0	\$20,000.00	15,240	423,305
47 Hoke	* 2	0	\$95,344.00	4,496	\$193,527.00	0	\$26,667.00	0	\$53,333.00	0	\$4,000.00	0	\$8,000.00	0	\$10,000.00	0	\$20,000.00	4,496	415,367
48 Hyde		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	0
49 Iredell	* 2	0	\$134,731.00	9,769	\$273,102.00	0	\$74,579.00	0	\$149,157.00	0	\$14,916.00	0	\$29,831.00	0	\$29,832.00	0	\$59,664.00	9,769	775,581
50 Jackson	* 1	0	\$25,897.00	1,810	\$51,794.00	0	\$23,319.00	0	\$46,637.00	0	\$3,314.00	0	\$6,628.00	0	\$3,048.00	0	\$6,096.00	1,810	168,543
51 Johnston	* 1	0	\$236,441.00	7,989	\$472,880.00	0	\$67,667.00	0	\$135,333.00	0	\$15,000.00	0	\$30,000.00	0	\$18,333.00	0	\$36,6		

60 Mecklenburg	2	0	\$1,100,318.00	72,913	\$2,440,941.00	0	\$346,145.00	0	\$382,269.00	0	\$76,085.00	0	\$150,128.00	0	\$67,113.00	0	\$134,225.00	72,913	5,187,138	
62 Montgomery	2	0	\$53,457.00	5,512	\$108,817.00	0	\$20,274.00	0	\$40,548.00	0	\$1,423.00	0	\$2,846.00	0	\$4,945.00	0	\$9,890.00	5,512	247,712	
63 Moore	1	0	\$85,087.00	4,200	\$130,175.00	0	\$10,658.00	0	\$39,319.00	0	\$9,830.00	0	\$10,653.00	0	\$3,720.00	0	\$7,440.00	4,200	299,089	
64 Nash	1	0	\$97,911.00	2,680	\$195,822.00	0	\$29,833.00	0	\$59,668.00	0	\$14,916.00	0	\$20,833.00	0	\$6,504.00	0	\$13,008.00	2,680	450,173	
65 New Hanover	1	0	\$179,327.00	4,402	\$358,655.00	0	\$49,004.00	0	\$98,009.00	0	\$4,567.00	0	\$9,333.00	0	\$12,024.00	0	\$24,048.00	4,402	739,469	
66 Northampton	1	0	\$18,142.00	505	\$32,282.00	0	\$8,667.00	0	\$13,333.00	0	\$2,812.00	0	\$5,625.00	0	\$2,502.00	0	\$5,005.00	505	84,873	
67 Onslow	1	0	\$297,254.00	17,432	\$594,510.00	0	\$109,797.00	0	\$219,593.00	0	\$13,460.00	0	\$26,981.00	0	\$30,559.00	0	\$61,117.00	17,432	1,370,733	
68 Orange	0	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	0	
69 Pamlico	2	0	\$14,175.00	389	\$28,918.00	0	\$4,102.00	0	\$8,203.00	0	\$2,051.00	0	\$4,101.00	0	\$1,032.00	0	\$2,084.00	389	65,035	
71 Pender	1	0	\$40,976.00	5,231	\$81,951.00	0	\$36,333.00	0	\$72,867.00	0	\$5,000.00	0	\$10,000.00	0	\$3,667.00	0	\$11,333.00	5,231	269,158	
73 Person	2	0	\$40,155.00	9,663	\$81,077.00	0	\$11,316.00	0	\$22,632.00	0	\$3,333.00	0	\$6,667.00	0	\$2,920.00	0	\$5,654.00	9,663	183,627	
74 Pitt	1	0	\$131,519.00	64,941	\$263,040.00	0	\$119,667.00	0	\$233,333.00	0	\$27,624.00	0	\$55,247.00	0	\$14,592.00	0	\$29,184.00	64,941	936,147	
75 Polk	2	0	\$12,538.00	2,678	\$26,345.00	0	\$3,340.00	0	\$6,680.00	0	\$1,070.00	0	\$3,340.00	0	\$1,056.00	0	\$2,112.00	2,678	59,759	
76 Randolph	1	0	\$170,558.00	7,747	\$341,114.00	0	\$40,733.00	0	\$93,467.00	0	\$4,362.00	0	\$8,725.00	0	\$12,013.00	0	\$24,027.00	7,747	708,746	
77 Richmond	1	0	\$100,190.00	2,614	\$209,381.00	0	\$29,074.00	0	\$58,200.00	0	\$212.00	0	\$3,333.00	0	\$15,981.00	0	\$20,000.00	2,614	438,985	
78 Robeson	2	0	\$267,511.00	47,877	\$556,634.00	0	\$80,668.00	0	\$161,215.00	0	\$35,667.00	0	\$73,333.00	0	\$17,333.00	0	\$34,687.00	47,877	1,275,845	
79 Rockingham	2	0	\$107,012.00	2,869	\$220,936.00	0	\$36,833.00	0	\$73,667.00	0	\$2,917.00	0	\$5,634.00	0	\$9,467.00	0	\$16,833.00	2,869	478,468	
80 Rowan	2	0	\$124,003.00	16,084	\$258,055.00	0	\$38,167.00	0	\$72,333.00	0	\$4,932.00	0	\$9,884.00	0	\$9,884.00	0	\$19,727.00	16,084	548,029	
82 Sampson	2	0	\$94,308.00	2,695	\$191,087.00	0	\$31,667.00	0	\$63,333.00	0	\$14,511.00	0	\$29,023.00	0	\$8,333.00	0	\$16,687.00	2,695	451,624	
83 Scotland	2	0	\$63,723.00	11,092	\$127,850.00	0	\$17,161.00	0	\$34,322.00	0	\$2,167.00	0	\$4,333.00	0	\$3,504.00	0	\$7,003.00	11,092	271,262	
84 Stanly	2	0	\$65,658.00	2,309	\$133,215.00	0	\$35,373.00	0	\$72,747.00	0	\$3,333.00	0	\$6,667.00	0	\$7,941.00	0	\$15,883.00	2,309	353,126	
85 Stokes	2	0	\$48,091.00	2,874	\$99,391.00	0	\$12,667.00	0	\$25,333.00	0	\$3,667.00	0	\$7,333.00	0	\$3,667.00	0	\$7,333.00	2,874	210,356	
86 Surry	2	0	\$87,722.00	11,534	\$178,415.00	0	\$24,463.00	0	\$48,978.00	0	\$9,163.00	0	\$18,366.00	0	\$5,510.00	0	\$11,019.00	11,534	395,216	
87 Swain	1	0	\$12,401.00	347	\$24,803.00	0	\$3,865.00	0	\$7,731.00	0	\$1,933.00	0	\$3,883.00	0	\$1,120.00	0	\$2,256.00	347	59,329	
88 Toe River	1	0	\$26,860.00	2,897	\$53,721.00	0	\$13,887.00	0	\$27,333.00	0	\$4,036.00	0	\$9,673.00	0	\$3,000.00	0	\$6,000.00	2,897	147,987	
88 Transylvania	2	0	\$27,525.00	1,902	\$55,485.00	0	\$7,455.00	0	\$14,910.00	0	\$333.00	0	\$1,667.00	0	\$2,112.00	0	\$4,224.00	1,902	116,113	
90 Union	2	0	\$152,064.00	13,433	\$328,537.00	0	\$91,665.00	0	\$183,729.00	0	\$21,799.00	0	\$43,597.00	0	\$22,648.00	0	\$25,296.00	13,433	882,968	
92 Wake	2	0	\$885,843.00	138,094	\$1,818,471.00	0	\$284,568.00	0	\$529,138.00	0	\$132,284.00	0	\$264,568.00	0	\$105,827.00	0	\$211,655.00	138,094	4,347,446	
93 Warren	2	0	\$21,992.00	828	\$44,315.00	0	\$7,333.00	0	\$14,667.00	0	\$3,333.00	0	\$6,667.00	0	\$2,000.00	0	\$4,000.00	828	105,136	
96 Wayne	2	0	\$183,933.00	6,302	\$383,947.00	0	\$114,761.00	0	\$229,523.00	0	\$19,033.00	0	\$38,067.00	0	\$13,776.00	0	\$27,552.00	6,302	1,022,897	
97 Wilkes	2	0	\$70,653.00	4,604	\$159,979.00	0	\$23,905.00	0	\$47,811.00	0	\$11,953.00	0	\$23,905.00	0	\$3,016.00	0	\$10,032.00	4,604	366,860	
98 Wilson	2	0	\$108,653.00	16,021	\$220,846.00	0	\$31,303.00	0	\$82,618.00	0	\$15,655.00	0	\$31,302.00	0	\$6,240.00	0	\$12,480.00	16,021	505,131	
99 Yadkin	2	0	\$41,971.00	6,641	\$84,378.00	0	\$15,745.00	0	\$31,491.00	0	\$6,567.00	0	\$13,135.00	0	\$6,030.00	0	\$12,076.00	6,641	218,046	
00 Yancey	1	0	\$12,948.00	444	\$25,895.00	0	\$9,707.00	0	\$19,413.00	0	\$1,053.00	0	\$2,107.00	0	\$1,008.00	0	\$2,018.00	444	74,592	
<b>Totals</b>			0	10,279,244	912,523	20,827,230	0	3,850,177	0	7,699,469	0	994,568	0	2,052,537	0	1,032,435	0	2,036,791	912,523	49,684,974

Sign and Date - DCFW Program Staff

Lydia Jackson 1/6/26

Sign and Date - DCFW Program Admin

Beata Moduszewski 1/6/26

Sign and Date - DCFW Budget Admin

Ana Coleridge-Taylor 1/6/2026

Sign and Date - DCFW Super

Tinushia Washington 1/6/2026

FY26 - FAS	Activity Nbr + Name:	403	WIC				
federal award supplement	FAS Number + Reason:	3	This FAS is accompanying an AA+BE or an AA Revision+BE Revision.				
Assistance Listing Nbr + Name:	10.557		Special Supplemental Nutrition Program				
Is award R&D?: no	FAIN:	256NC705W1003		IDC rate: n/a		Fed awd total amt: \$	19,527,986
Fed award project description: Women, Infants & Children (2 year)							
Fed awd date + awarding agency: 11-24-25 USDA, Food and Nutrition Service							
Subrecipient	Subrecipient's UEI	Federal funds from grant listed above	Total federal funds for entire Activity	Subrecipient	Subrecipient's UEI	Federal funds from grant listed above	Total federal funds for entire Activity
Alamance	F5VHYUU13NC5	\$ 5,537	\$ 927,895	Jackson	X7YWWY6ZP574	\$ 1,810	\$ 168,543
Albemarle	WAAVS51PNMK3	\$ 4,448	\$ 747,331	Johnston	SYGAGEFDHYR7	\$ 7,989	\$ 1,020,310
Alexander	XVEEJSNY7UX9	\$ 3,258	\$ 174,400	Jones	HE3NNNUE27M7	\$ 337	\$ 39,515
Anson	PK8UYTSNJCC3	\$ 5,453	\$ 154,150	Lee	F6A8UC99JWJ5	\$ 2,126	\$ 356,350
Appalachian	CD7BFHB8W539	\$ 4,158	\$ 326,033	Lenoir	QKUFL37VPGH6	\$ 2,485	\$ 417,413
Beaufort	RN1SXFD4LXN6	\$ 3,130	\$ 288,600	Lincoln	UGGQGSSKBGJ5	\$ 2,092	\$ 351,255
Bladen	TLCTJWDJH1H9	\$ 5,557	\$ 222,072	Macon	LLPJBC6N2LL3	\$ 4,755	\$ 171,404
Brunswick	MJBMXLN9NJTS	\$ 18,196	\$ 701,310	Madison	YQ96F8B8JYTJ9	\$ 2,821	\$ 84,384
Buncombe	W5TCDKMLHE69	\$ 19,433	\$ 925,392	MTW	ZKK5GNRNB6Y6	\$ 1,638	\$ 275,084
Burke	KVJHUFURQDM5	\$ 10,335	\$ 466,245	Mecklenburg	EZ15XL6BMM68	\$ 72,913	\$ 5,187,138
Cabarrus	RDXXNEJKJFU7	\$ 4,942	\$ 822,691	Montgomery	E78ZAJM3BFL3	\$ 5,512	\$ 247,712
Caldwell	HL4FGNJNGE97	\$ 3,736	\$ 405,655	Moore	HFNSK95FS7Z8	\$ 4,200	\$ 299,089
Carteret	UC6WJ2MQMJS8	\$ 1,547	\$ 258,894	Nash	NF58K566HQ7	\$ 2,680	\$ 450,173
Caswell	JDJ7Y7CGYC86	\$ 7,296	\$ 108,081	New Hanover	F7TLT2GMEJE1	\$ 4,402	\$ 739,469
Catawba	GYUNA9W1NFM1	\$ 7,654	\$ 743,924	Northampton	CRA2KCAL8BA4	\$ 505	\$ 84,873
Chatham	KE57QE2GV5F1	\$ -	\$ -	Onslow	EGE7NBXW5JS6	\$ 17,432	\$ 1,370,733
Cherokee	DCEGK6HA11M5	\$ 732	\$ 122,441	Orange	GFFMCW9XDA53	\$ -	\$ -
Clay	HYKLQVNWLXK7	\$ 328	\$ 54,619	Pamlico	FT59QFEAU344	\$ 389	\$ 65,035
Cleveland	UWMUJMPVL483	\$ 15,728	\$ 830,354	Pender	T11BE678U9P5	\$ 5,231	\$ 269,158
Columbus	V1UAJ4L87WQ7	\$ 1,855	\$ 309,987	Person	FQ8LFJGMABJ4	\$ 9,663	\$ 183,627
Craven	LTZ2U8LZQ214	\$ 8,717	\$ 633,080	Pitt	VZNPMLFT5R6	\$ 64,941	\$ 936,147
Cumberland	HALND8WJ3GW4	\$ 79,249	\$ 2,434,066	Polk	QZ6BZPGLX4Y9	\$ 2,678	\$ 59,759
Dare	ELV6JGB11QK6	\$ 3,962	\$ 123,166	Randolph	T3BUM1CVS9N5	\$ 7,747	\$ 708,746
Davidson	C9P5MDJC7KY7	\$ 9,142	\$ 839,967	Richmond	Q63FZNTJM3M4	\$ 2,614	\$ 438,985
Davie	L8WBGLHZV239	\$ 3,002	\$ 182,160	Robeson	LKBEJQFLAAK5	\$ 47,877	\$ 1,275,845
Duplin	KZN4GK5262K3	\$ 13,104	\$ 473,339	Rockingham	KGCCCHJJZ243	\$ 2,869	\$ 478,468
Durham	LJ5BA6U2HLM7	\$ -	\$ -	Rowan	GCB7UCV96NW6	\$ 16,084	\$ 548,029
Edgecombe	MAN4LX44AD17	\$ 1,615	\$ 270,518	Sampson	WRT9CSK1KJY5	\$ 2,695	\$ 451,625
Foothills	NGTEF2MQ8LL4	\$ 4,054	\$ 579,402	Scotland	FNVTCUQGCHM5	\$ 11,092	\$ 271,262
Forsyth	V6BGVQ67YPY5	\$ 26,692	\$ 2,028,955	Stanly	U86MZUYP7C5	\$ 2,309	\$ 353,126
Franklin	FFKTRQCNN143	\$ 5,437	\$ 269,865	Stokes	W41TRA3NUNS1	\$ 2,874	\$ 210,355
Gaston	QKY9R8A8D5J6	\$ 32,522	\$ 1,025,655	Surry	FMWCTM24C9J8	\$ 11,534	\$ 395,216
Graham	L8MAVKQJTYN7	\$ 337	\$ 56,649	Swain	TAE3M92L4QR4	\$ 347	\$ 58,329
Granv-Vance	MGQJKK22EJB3	\$ 3,655	\$ 614,073	Toe River	JUA6GAUQ9UM1	\$ 2,897	\$ 147,987
Greene	VCU5LD71N9U3	\$ 3,696	\$ 112,630	Transylvania	YLN4BFCJCP39	\$ 1,902	\$ 116,113
Guilford	YBEQWGFJPMJ3	\$ 16,686	\$ 2,788,118	Union	LHMKBD4AGRJ5	\$ 13,433	\$ 882,968
Halifax	MRL8MYNJJ3Y5	\$ 6,287	\$ 309,709	Wake	FTJ2WJPLWMJ3	\$ 138,094	\$ 4,347,446
Harnett	JBDCD9V41BX7	\$ 24,221	\$ 731,349	Warren	TLNAU5CNHSU5	\$ 828	\$ 105,136
Haywood	DQHZEVAV95G5	\$ 1,510	\$ 253,613	Wayne	DACFHCLQKMS1	\$ 6,302	\$ 1,022,897
Henderson	TG5AR81JLFQ5	\$ 15,240	\$ 423,305	Wilkes	M14KKHY2NNR3	\$ 4,604	\$ 366,860
Hoke	C1GWSADARX51	\$ 4,496	\$ 415,367	Wilson	ME2DJHMYWG55	\$ 16,021	\$ 505,130
Hyde	T2RSYN36NN64	\$ -	\$ -	Yadkin	PLCDT7JFA8B1	\$ 6,641	\$ 218,046
Iredell	XTNRLKJLA4S9	\$ 9,769	\$ 775,581	Yancey	L98MCUHKC2J8	\$ 444	\$ 74,592

UEI = Unique Entity Identifier

Federal Award Reporting Requirements for Pass-Through Agencies, 2 CFR § 200.331

DPH v1 05-30-24 [ag]

## DCFW Agreement Addendum Quality Assurance Checklist

Community Nutrition Services Section  
DCFW Section

403  
Activity Number

Original  Revision # 1

Finance Unit  
DCFW Unit

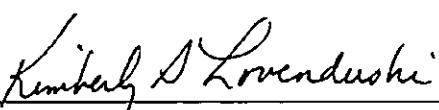
WIC  
Activity Name

Federal Award Supplement (FAS) (select one)

- Not needed as the Activity is entirely state funded
- Not needed as there is no funding change with this AA Revision
- Supplement is included with the prepared AA and BE
- Needed but not available at this time as the Notice of Grant Award (NGA) has not been received. Will provide a Supplement to the DCFW Finance Office as soon as the NGA is received.

*My signature below indicates that (1) I have reviewed the AA/AA Revision listed above to ensure it meets DCFW section/unit requirements for this activity, and (2) I certify the following for this AA/AA Revision:*

- The Background provides understanding of problem or problems to be addressed and how it prevents goals of the program from being achieved. Complete in brief paragraph form.
  - What is the primary goal of the program?
  - Gives an overview of what the problem is and explains why the service is necessary.
- The Purpose identifies the goals of the Activity and desired outcome of Agreement Addendum. Complete in brief paragraph form.
- The Scope of Work is in narrative form and should describe who, what, when, how and where.
  - Identifies the target population and the number of clients or participants expecting to be served.
  - Who will receive/benefit from the service? (Population served or impacted.)
  - Identifies deliverables including activities, tasks and services with appropriate time frames.
  - How is the service provided?
  - Where is the work performed (location other than LHD)?
- Performance Measures/Reporting Requirements:
  - Define performance measures and indicators with benchmarks to be met. How will they be measured? (Quantity? Quality? Timeliness? Effectiveness? Efficiency?) Explains what must be accomplished to give the desired result (i.e., performance measures that are SMART: specific, measurable, achievable, relevant, and time-bound).
  - Reporting requirements are in narrative form and include frequency, due dates, to whom the report goes, format and data source, etc.
- Performance Monitoring and Quality Assurance:
  - Brief explanation of how performance will be monitored, for example, site visits, reports, phone conference, and if applicable, program sub-recipient monitoring plan.
  - What are the consequence if performance is below expectations? (Example: request a corrective action plan.)
- The Funding Guidelines/Restrictions section clearly identifies any limitations on the use of funds or requirements on pre-approval of selected expenditures. (Section also contains language common to all AAs which provides information about federal award reporting Supplements.)

  
Section AD (or Designee) Signature

1/6/26

Date

*Please deliver completed QA Checklist to the DCFW Finance Team with the AA+BE or AA+FAS+BE files for the LHDs.*

Revised October 2023

**COUNTY MANAGER**  
Janis Gallagher

1717 West Fifth Street  
Greenville, NC 27834  
Tel: (252) 902-2950  
Fax: (252) 830-6311



**BOARD OF COMMISSIONERS**

Rochelle Brown  
Benji Holloman  
Ann Floyd Huggins  
Mac Manning  
Melvin McLawhorn  
Christopher W. Nunnally  
Mary Perkins-Williams  
Mark C. Smith  
Gary Weaver

**PITT COUNTY**  
Agenda Abstract

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Consent

**Agenda Title:** Public Health-Request to Apply for National Environmental Health Association Food Safety Grant- \$3,500 (No County Funds)

**Submitter:** Manning, Angela

**Summary of Information:** The National Environmental Health Association is accepting applications for the next round of grant funding for the FY 2026-2027 cycle. NEHA has been provided funding from the FDA to provide grant awards to local Environmental Health programs to promote participation in the FDA Retail Standards Program. The FDA Retail Standards program is quality assurance and improvement program designed by the FDA to help local regulatory programs enhance their Food Safety programs and support their local restaurant communities by enhanced food safety training. There is no requirement for the County to provide any funds to match this grant application. Pitt County Environmental Health Food & Lodging staff is seeking to apply for the maximum grant award of \$3,500.00

**Submitter Recommendations/Motions:** Authorize Pitt County Public Health to apply for the NEHA FDA Retail Food Safety Grant.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**  
Stokes, Susan -- **Reviewed**  
Dixon, Kelly -- **Reviewed**  
Rountree, Sharon -- **Reviewed**  
Hardy, Michael -- **Reviewed**

Gray, Wes -- **Reviewed**

**Number of Attachments:** 0

**COUNTY MANAGER**  
Janis Gallagher

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**PITT COUNTY**  
Agenda Abstract

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Mary Perkins-Williams  
Mark C. Smith  
Gary Weaver

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Consent

**Agenda Title:** Request to Apply for Essential Single Family Rehabilitation Program

**Presenter:** Hill, Jonas

**Summary of Information:** Pitt County Planning requests to submit a grant application for the 2028 Essential Single Family Rehabilitation Program for \$182,000 provided by the North Carolina Housing Finance Agency (No County Funds). The purpose of the grant is to assist low-income homeowners who reside in the unincorporated areas and municipalities (excluding the City of Greenville) of Pitt County with urgently needed repairs to ensure they can remain in their home. This grant provides funds to assist with roofing, accessibility modifications, and structural repairs. The application for this grant is due March 6, 2026.

**Submitter Recommendations/Motions:** Motion to authorize submission of the grant application.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**  
Stokes, Susan -- **Reviewed**  
Dixon, Kelly -- **Reviewed**  
Rountree, Sharon -- **Reviewed**  
Hill, Jonas -- **Reviewed**  
Hardy, Michael -- **Reviewed**

**Number of Attachments:** 0

**COUNTY MANAGER**  
Janis Gallagher

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**PITT COUNTY**  
Agenda Abstract

**BOARD OF COMMISSIONERS**

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Benji Holloman  
Ann Floyd Huggins  
Mac Manning  
Melvin McLawhorn  
Christopher W. Nunnally  
Mary Perkins-Williams  
Mark C. Smith  
Gary Weaver

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Consent

**Agenda Title:** North Carolina Department of Transportation (NCDOT) Request for Addition to State Maintained Secondary Road System

**Presenter:** Hill, Jonas

**Summary of Information:** Along with the letter from NCDOT, is the petition requesting the addition of a road to the State Maintained Secondary Road System. Also included is the resolution for your endorsement, as well as maps illustrating the location of the following road:

- Sawtooth Drive (Sawtooth Oaks Subdivision, Section 1, Phase 2)

**Submitter Recommendations/Motions:** Adopt the Resolution allowing the road to be considered for acceptance into the State Maintained Secondary Road System.

**Reviewed By:**

Bryant, Jason -- **Reviewed**  
Gallagher, Janis -- **Reviewed**  
Hill, Jonas -- **Reviewed**  
Gibson, Matt -- **Reviewed**

**Number of Attachments:** 1



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

JOSH STEIN  
GOVERNOR

DANIEL H. JOHNSON  
SECRETARY

02/02/2026

Memo To: Bill Cox  
Assistant District Engineer

From: Jose E. Garcia  
Real Property Agent II

A handwritten signature of Jose E. Garcia in black ink.

Subject: Right of Way Verification

Description: Sawtooth Oaks Subdivision: Sawtooth Drive

County: Pitt

This is to advise that we have investigated the request to add the above subdivision Street to the State Highway System, and we find the following information:

Sawtooth Oaks Drive: There is an existing 60' Right of Way along this street as shown in Map Book 69, Page 111-112 as recorded in the Pitt County Register of Deeds on 1/9/2008 verified as Public Right of Way.

If this office can be of further assistance, please call 252-364-9030.

*Mailing address:*  
NC DEPARTMENT OF TRANSPORTATION  
PO BOX 1587  
GREENVILLE, NC 27835-1587

DIVISION 2 Right of Way Office  
Division Right of Way Agent  
Yvonne Radford, 252-364-3060

*Location:*  
1430 East Arlington Blvd.  
Greenville, NC 27858

Customer Service: 1-877-368-4968

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

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

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

Subdivision Name: Sawtooth Oaks Subdivision Length (miles): 0.23

Number of occupied homes having street frontage: 17 (Total) Located (miles): 1.26

miles N  S  E  W  of the intersection of Route SR 1245 and Route SR 1246.  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Sawtooth Oaks Subdivision 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: Mr. Ralph C. Tucker Jr. Phone Number: (252) 752-4017

Street Address: 2579 Seven Pines Road, Greenville, NC 27834

Mailing Address: 2579 Seven Pines Road, Greenville, NC 27834

**PROPERTY OWNERS**

Name

Mailing Address

Telephone

Tucker Farms Inc. 2579 Seven Pines Road, Greenville, NC 27834 (252) 752-4017  
c/o Mr. Ralph C. Tucker Jr.

Developer

## 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.

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

North Carolina

County: Pitt

Road Description: Sawtooth Drive

---

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 \_\_\_\_\_ at a meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

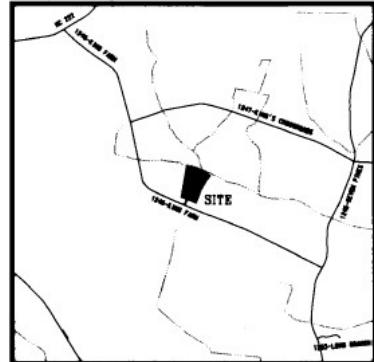
**Official Seal**

Clerk, Board of Commissioners

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

**PLEASE NOTE:**

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



VICINITY MAP

1"= 5000'

LOT	NAME	RADIUS	LENGTH	CHORD
7 C1	1030.00'	13.77'	N 26°55'06"E 13.77'	
11 C1	470.00'	99.77'	N 32°34'35"E 98.92'	
11 C2	260.00'	111.31'	S 68°29'45"E 110.46'	
12 C	260.00'	19.42'	S 68°16'15"E 19.82'	
21 C	530.00'	84.24'	S 27°08'54"E 84.11'	
22 C	530.00'	23.45'	S 27°48'12"E 23.45'	
26 C	970.00'	3.93'	S 26°39'05"E 3.93'	

ALEX G. CORBET,  
ET AL.  
EB T&E, P. 151  
AGRICULTURAL  
RA



WATER SHED NOTE

THIS PROPERTY IS LOCATED WITHIN THE PROTECTED AREA OF A PUBLIC WATER SUPPLY. WATER SHED AREA DEVELOPMENT RESTRICTIONS APPLY.

I HEREBY CERTIFY THAT THIS SURVEY CREATES THE PROPERTY LINE FOR THE SAWTOOTH OAKS SECTION 1 - PHASE 1. THIS SURVEY IS PREPARED IN ACCORDANCE WITH THE 110-000-04 THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES. THIS SURVEY IS PREPARED IN ACCORDANCE WITH THE 110-000-04 THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-36 AS AMENDED. WITNESS MY SIGNATURE, DATED ON THIS DAY AND SEAL.

Carlton E. Parker DATE

Matthew S. Spier 1/3/08 DATE



CERTIFICATION  
I, CARLTON E. PARKER, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION AND THAT I HAVE SUPERVISED OR UNDER MY SUPERVISION THAT THE PATTERNS OF PRECISION AS CALCULATED FROM LATITUDES AND DEPARTURES IS 1110.000-04 THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES. THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-36 AS AMENDED. WITNESS MY SIGNATURE, DATED ON THIS DAY AND SEAL.

Carlton E. Parker L-2900

REVIEW OFFICER'S CERTIFICATE

STATE OF NORTH CAROLINA  
COUNTY OF PITT  
Matthew E. Spier, REVIEW OFFICER OF PITT COUNTY,  
CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS  
AFFID MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

DATE: January 3, 2008 Matthew S. Spier

REVIEW OFFICER

SEALS

CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT THE PROPERTY OWNED BY ME IS LOCATED AS SHOWN AND DESCRIBED HEREIN AND THAT I HEREBY ADOPT THIS PLAT OF SUBDIVISION WITH MY COURT-FEE CONSENT, ESTABLISH ALL LOTS AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE: 11/30/2007

OWNER: *[Signature]*

OWNER: *[Signature]*

SWORN TO AND SUBSCRIBED BEFORE ME THIS

NOTARY PUBLIC: *[Signature]*

MY COMMISSION EXPIRES: 1/18/12

STREET MAINTENANCE DISCLOSURE  
PUBLIC STREETS

Maintenance of the public streets shown on this plat is the responsibility of the property owner. The Pitt County, NC, Department of Transportation, Pitt County, NC, and the Pitt County, NC, Street Department, Pitt County, NC, may and accepted the dedication of the street, embankments, right-of-ways and public parks shown thereon, but assume no responsibility to open or maintain the same until, in the opinion of the governing body of Pitt County, NC, the county has no authority to maintain streets.

OWNER: *[Signature]*

OWNER: *[Signature]*

PUBLIC STREET DESIGN APPROVAL

I HEREBY CERTIFY THAT THE DESIGN OF THE SUBDIVISION STREETS IS IN CONFORMITY WITH THE MINIMUM CONSTRUCTION STANDARDS FOR SUBDIVISION ROADS OF THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS.

DISTRICT ENGINEER: *[Signature]*

DATE: 12-19-07

PITT COUNTY SUBDIVISION ADMINISTRATOR

CERTIFICATE OF APPROVAL  
AND ACCEPTANCE OF DEDICATION

I HEREBY CERTIFY THAT THE COUNTY MANAGER OF PITT COUNTY, NC, APPROVED THIS PLAT OF SUBDIVISION AND THAT THE COUNTY OF PITT COUNTY, NC, ACCEPTED THE DEDICATION OF THE STREET, EMBANKMENTS, RIGHT-OF-WAYS AND PUBLIC PARKS SHOWN THEREON, BUT ASSUME NO RESPONSIBILITY TO OPEN OR MAINTAIN THE SAME UNTIL, IN THE OPINION OF THE GOVERNING BODY OF PITT COUNTY, NC, THE COUNTY HAS NO AUTHORITY TO MAINTAIN STREETS.

OWNER: *[Signature]*

OWNER: *[Signature]*

CERTIFICATE OF RECORDING

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS FOR PITT COUNTY, NC, AND IS APPROVED FOR RECORDING IN THE OFFICE OF THE COUNTY REGISTER OF DEEDS.

DATE: January 3, 2008

MATTHEW S. SPIER

SITE DATA	
TOTAL AREA.....	30.8155 AC
NUMBER OF LOTS.....	20
AREA IN OPEN SPACES, RECREATION, ETC.....	0.00 AC
ZONING.....	RA

NOTES:

- 1) WATER PROVIDED BY THE TOWN OF FARMVILLE.
- 2) SEWAGE DISPOSAL WILL BE BY INDIVIDUAL SEPTIC SYSTEMS.
- 3) PROPERTY IS LOCATED WITHIN THE FOUNTAIN FIRE DISTRICT AND IS LOCATED APPROXIMATELY 5 MILES FROM THE FOUNTAIN FIRE DEPARTMENT. THE CLOSEST HYDRANT IS LOCATED APPROXIMATELY 295 FEET WEST OF THE ENTRANCE TO THIS SUBDIVISION ON KING'S FARM ROAD.
- 4) ELECTRIC AND TELEPHONE LINES WILL BE UNDERGROUND.
- 5) ELECTRICAL SERVICE PROVIDED BY PITT-GREENE ELECTRIC MEMBERSHIP CORPORATION.
- 6) SIDE & REAR SETBACKS ARE 10'.
- 7) 10' DRAINAGE EASEMENT CENTERED ON ALL LOT LINES.
- 8) A PORTION OF THIS PROPERTY IS LOCATED WITHIN A 100 YEAR FLOOD ZONE AS SHOWN ON COMMUNITY PANEL NUMBER 3724628004 DATED JANUARY 2, 2004.

Doc ID: 008348180002 T-04-1 CRP  
Recorded: 01/03/2008 at 08:51:31 AM  
Fee Art: \$42.00 Page 1 of 2  
Pitt County, NC Judy J. Tart Register of Deeds  
BK 69 PG 111-112

TUCKER FARMS, INC.  
DB 5 50, P 17

AGRICULTURAL  
RA



LEGEND  
EPN = EXISTING PARKER KALON NAIL  
TSS = TIN STAKE SET  
UNLESS OTHERWISE  
NOTED.  
NP = NO POINT SET  
EC = EXISTING CONCRETE MONUMENT  
CC = CONTROL CORNER

GRAPHIC SCALE  
100 50 0 100 200  
1"= 100'

A PORTION OF PARCEL NUMBER 17616

MAP FOR RECORD

SAWTOOTH OAKS SUBDIVISION - SECTION 1 - PHASE 2

A PORTION OF THE PROPERTY RECORDED IN DEED BOOK 5-50,  
PAGE 17 OF THE PITT COUNTY REGISTRY

FALKLAND TOWNSHIP PITT COUNTY NORTH CAROLINA

OWNER: TUCKER FARMS, INC. DRAWN: JHT

ADDRESS: 2579 SEVEN PINES ROAD CHECKED: CEP  
GREENVILLE, NC 27834 APPROVED: CEP  
(252) 753-2016 SURVEYED: JGD

MALPASS & ASSOCIATES  
1645 EAST ARLINGTON BLVD, SUITE D  
GREENVILLE, NC 27858  
(252) 756-1780 SHEET 1 OF 2

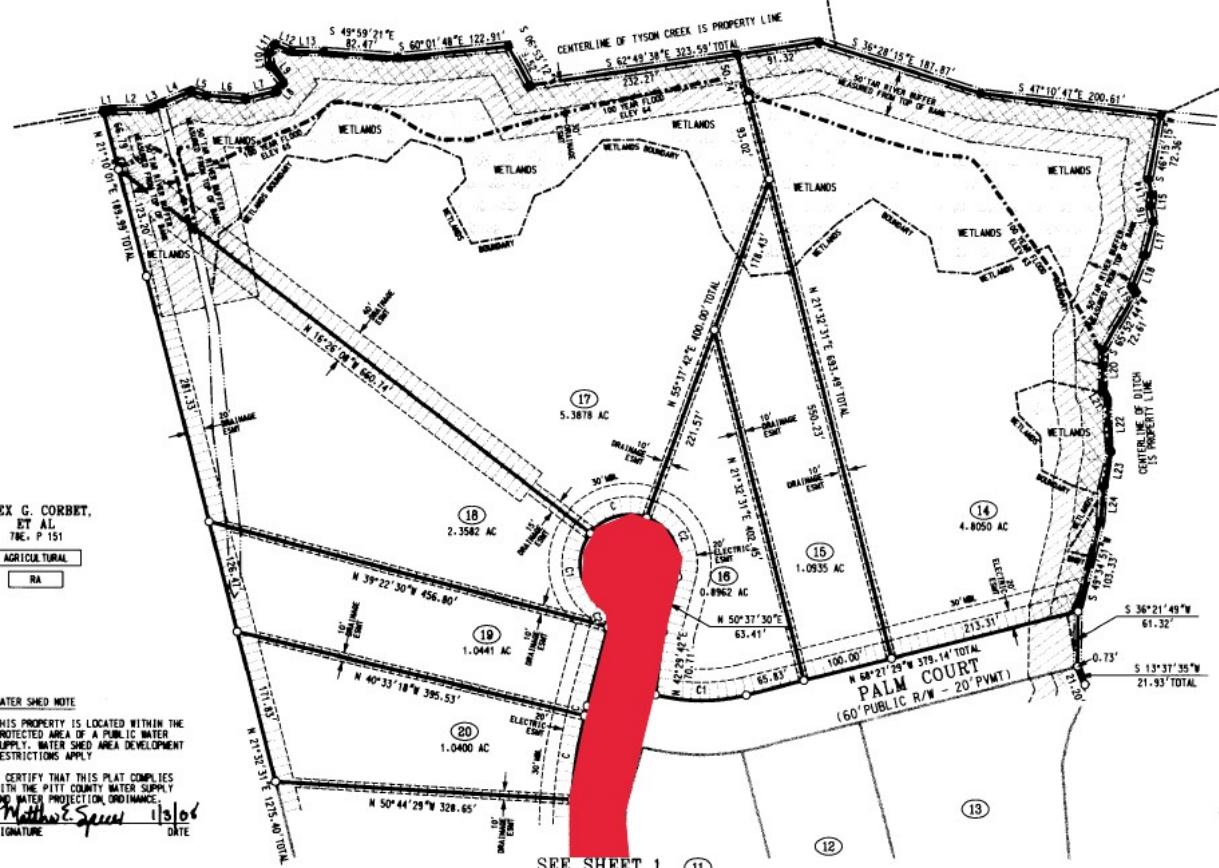
COURSE	DATA	BEARING	DISTANCE	LOT	CURVE	RADIUS	LENGTH	CHORD
L1		S 64°11'09"E	9.42'	16	C1	200.00'	101.32'	N 53°54'59"W 100.43'
L2		S 55°30'21"E	42.50'	16	C	55.00'	81.59'	N 08°07'36"E 74.31'
L3		S 78°28'49"E	14.31'	17	C	55.00'	69.18'	N 70°24'13"W 64.71'
L4		S 76°56'01"E	34.56'	18	C1	55.00'	87.27'	S 28°06'25"W 78.40'
L5		S 39°18'06"E	18.09'	18	C2	25.00'	29.62'	S 28°06'14"W 27.95'
L6		S 26°13'42"E	19.19'	19	C	52.00'	50.31'	S 50°02'35"E 10.11'
L7		S 64°15'46"E	35.42'	20	C	550.00'	94.23'	S 44°21'07"W 94.10'
L8		N 74°40'06"E	10.78'					
L9		N 01°23'02"W	23.48'					
L10		N 33°16'58"E	15.19'					
L11		N 69°32'41"E	10.83'					
L12		S 31°45'30"E	19.58'					
L13		S 53°11'18"E	35.44'					
L14		S 23°10'54"W	17.39'					
L15		S 26°13'42"W	12.39'					
L16		S 26°13'55"E	15.51'					
L17		S 49°38'21"E	38.78'					
L18		S 57°35'32"W	37.16'					
L19		S 07°42'07"W	8.15'					
L20		S 35°42'41"W	46.82'					
L21		S 05°58'51"W	10.13'					
L22		S 31°51'29"W	58.40'					
L23		S 47°02'07"W	38.85'					
L24		S 41°50'20"W	39.42'					

CHARLES B. BEASLEY  
DB 2026, P 560  
AGRICULTURAL  
RA

EDWARD T. SMITH,  
ET AL  
EB 036, P 609  
AGRICULTURAL  
RA

NOTES:  
 1) WATER PROVIDED BY THE TOWN OF FARMVILLE.  
 2) SEWAGE DISPOSAL WILL BE BY INDIVIDUAL SEPTIC SYSTEMS.  
 3) PROPERTY IS LOCATED WITHIN THE FOUNTAIN FIRE DISTRICT AND IS LOCATED APPROXIMATELY 5 MILES FROM THE FOUNTAIN FIRE DEPARTMENT. THE CLOSEST FIRE HYDRANT IS LOCATED APPROXIMATELY 295 FEET WEST OF THE ENTRANCE TO THIS SUBDIVISION ON KING'S FARM ROAD.  
 4) ELECTRIC AND TELEPHONE LINES WILL BE UNDERGROUND.  
 5) ELECTRICAL SERVICE PROVIDED BY PITT-GREENE ELECTRIC MEMBERSHIP CORPORATION.  
 6) SIDE & REAR SETBACKS ARE 10'.  
 7) 10' DRAINAGE EASEMENT CENTERED ON ALL LOT LINES.  
 8) A PORTION OF THIS PROPERTY IS LOCATED WITHIN A 100 YEAR FLOOD ZONE AS SHOWN ON COMMUNITY PANEL NUMBER 3720462800J DATED JANUARY 2, 2004.

Doc ID: 002549180002 Type: CRP  
Recorded: 01/03/2008 at 09:51:31 AM  
Fee: \$42.00 Page 4 of 2  
Pitts  
Judy J. Tart Register of Deeds  
BK 69 PG 111-112



TUCKER FARMS, INC.  
DB 5-50, P 17  
AGRICULTURAL  
RA

LEGEND  
 EPK = EXISTING PARKER KALON MAIL  
 IPK = IRON STAKE SET  
 UNLESS OTHERWISE  
 I = IRON  
 IP = IRON POINT SET  
 △ = EXISTING CONCRETE MONUMENT  
 CC = CONTROL CORNER

100 50 0 100 200  
GRAPHIC SCALE  
1" = 100'

A PORTION OF PARCEL NUMBER 17616

CERTIFICATION

I, CARLTON E. PARKER, CERTIFY THAT THIS MAP WAS DRAWN  
UNDER MY SUPERVISION FROM AN ACTUAL SURVEY BY ME OR  
UNDER MY SUPERVISION, THAT THE RATIO OF PRECISION IS  
CALCULATED FROM LATITUDES AND DEPARTURES IS 1:10,000+4  
THAT THE ROLES ARE ROUGHLY DIVIDED AND THAT NO BROKEN  
LINES PLOTTED FROM INFORMATION FOUND IN BOOKS  
ACCORDING TO THE 1983 EDITION OF THE NATIONAL GRID.  
I CERTIFY THAT THIS PLAT WAS PREPARED IN  
ACCORDANCE WITH G.S. 133-250. I CERTIFY THAT THIS IS THE  
ORIGINAL SIGNATURE, REGISTRATION NUMBER, AND SEAL  
THIS 13 DAY OF January 2007.

Carlton E. Parker L-2900

REVIEW OFFICER'S CERTIFICATE

STATE OF NORTH CAROLINA  
COUNTY OF PITT

I, Matthew E. Smith, REVIEW OFFICER OF PITT COUNTY,  
CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS  
AFFIRED MEETS ALL STITAL REQUIREMENTS FOR RECORDING.

DATE: January 3, 2008 REVIEW OFFICER: Matthew E. Smith  
NOTARY PUBLIC: Carlton E. Parker  
MY COMMISSION EXPIRES: 1/18/12

REVIEW OFFICER



CERTIFICATE OF  
OWNERSHIP AND DEDICATION

I, HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY  
SHOWN AND DESCRIBED HEREON AND THAT I HEREBY  
ADOPT THIS PLAT OF SUBDIVISION WITH MY (OUR) FREE CONSENT,  
ESTABLISH ALL LOTS AND DEDICATE ALL STREETS, ALLEYS, WALKS,  
AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS  
NOTED.

DATE: 1/30, 2007  
OWNER: Carlton E. Parker

OWNER: Carlton E. Parker

SWORN TO AND SUBSCRIBED BEFORE ME THIS  
30 DAY OF January, 2007  
NOTARY PUBLIC: Carlton E. Parker  
MY COMMISSION EXPIRES: 1/18/12

STREET MAINTENANCE DISCLOSURE  
PUBLIC STREETS

I HEREBY CERTIFY THAT THE MAINTENANCE OF THE PUBLIC STREETS SHOWN ON THIS PLAT IS  
INTENDED FOR THE USE OF THE PUBLIC. THE PITT COUNTY DEPARTMENT OF  
TRANSPORTATION IS RESPONSIBLE FOR MAINTAINING THESE STREETS. THE PITT COUNTY  
DOES NOT ACCEPT MAINTENANCE OF THESE STREETS. WE WILL PROVIDE FOR  
NECESSARY MAINTENANCE.

OWNER: Carlton E. Parker

CERTIFICATE OF  
APPROVAL AND DESIGNATION

I HEREBY CERTIFY THAT THE DESIGN OF THE PROPOSED SUBDIVISION  
STREETS SHOWN ON THIS PLAT COMPLIES WITH THE CURRENT  
MINIMUM CONSTRUCTION STANDARDS FOR SUBDIVISION ROADS OF  
THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION, DIVISION  
OF HIGHWAYS.

OWNER: Carlton E. Parker

NOTARY PUBLIC: Carlton E. Parker

MY COMMISSION EXPIRES: 1/18/12

DISTRICT ENGINEER: Wesley Jarvis  
DATE: 12-19-07 2007

CERTIFICATE OF  
APPROVAL AND ACCEPTANCE OF DEDICATION

I, THE COUNTY MANAGER OF PITT COUNTY, NC,  
DO CERTIFY THAT PITT COUNTY APPROVED THIS PLAT ON 1/30/08 AND  
ACCEPTED THE DEDICATION OF THE STREET, EASEMENTS, RIGHT-OF-  
WAYS AND PUBLIC PARKS SHOWN THEREON, BUT ASSUME NO  
RESPONSIBILITY TO OPEN OR MAINTAIN THE SAME UNTIL, IN THE  
DISCRETION OF THE BODY OF PITT COUNTY, IT IS IN THE  
PUBLIC INTEREST TO DO SO. IN B. THE COUNTY HAS NO AUTHORITY  
TO MAINTAIN STREETS.

OWNER: Carlton E. Parker

CERTIFICATE OF  
APPROVAL FOR RECORDING

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS  
BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS FOR  
PITT COUNTY, NC AND IS APPROVED FOR RECORDING IN THE OFFICE  
OF THE COUNTY REGISTER OF DEEDS.

OWNER: Carlton E. Parker

NOTARY PUBLIC: Carlton E. Parker

MY COMMISSION EXPIRES: 1/18/12

DISTRICT ENGINEER: Wesley Jarvis  
DATE: 12-19-07 2007

PITT COUNTY SUBDIVISION ADMINISTRATOR

MAP FOR RECORD  
SAWTOOTH OAKS SUBDIVISION - SECTION 1 - PHASE 2

A PORTION OF THE PROPERTY RECORDED IN DEED BOOK 5-50,  
PAGE 17 OF THE PITT COUNTY REGISTRY

FALKLAND TOWNSHIP PITT COUNTY NORTH CAROLINA

OWNER: TUCKER FARMS, INC. DRAWN: JHT  
ADDRESS: 2579 SEVEN PINES ROAD CHECKED: CEP  
GREENVILLE, NC 27834 APPROVED: CEP  
PHONE: (252) 753-2016 SURVEYED: JDG

MALPASS & ASSOCIATES 1645 EAST ARLINGTON BLVD., SUITE D  
GREENVILLE, NC, 27856 (252) 756-1780 SHEET 2 OF 2

REVIEWED: Wesley Jarvis DATE: 11/1/07  
SCALE: 1" = 100'

RECORDED IN MAP BOOK \_\_\_\_\_ PAGE \_\_\_\_\_



COURSE	BEARING	DISTANCE	LOT	CURVE	RADIUS	LENGTH	CHORD
L1	S 54°11'09"E	9.62'	16	C1	200.00'	101.52'	N 53°54'59"W 100.43'
L2	S 55°30'21"E	42.50'	16	C2	55.00'	81.59'	N 08°07'36"E 74.31'
L3	S 78°28'49"E	14.31'	17	C	55.00'	69.18'	N 70°24'13"W 64.71'
L4	S 76°56'01"E	34.56'	18	C1	55.00'	87.27'	S 28°06'25"W 78.40'
L5	S 39°18'06"E	18.09'	18	C2	25.00'	23.64'	S 18°38'14"W 27.95'
L6	S 05°50'16"E	43.44'	19	C	530.00'	10.51'	S 05°02'06"W 10.51'
L7	S 54°40'06"E	35.22'	20	C	530.00'	94.23'	S 44°21'07"W 94.10'
L8		10.78'					
L9		23.48'					
L10		15.19'					
L11		10.93'					
L12		19.58'					
L13		35.44'					
L14		17.39'					
L15		12.39'					
L16		17.61'					
L17		34.87'					
L18		37.16'					
L19		8.15'					
L20		46.82'					
L21		10.13'					
L22		58.40'					
L23		38.85'					
L24		39.42'					

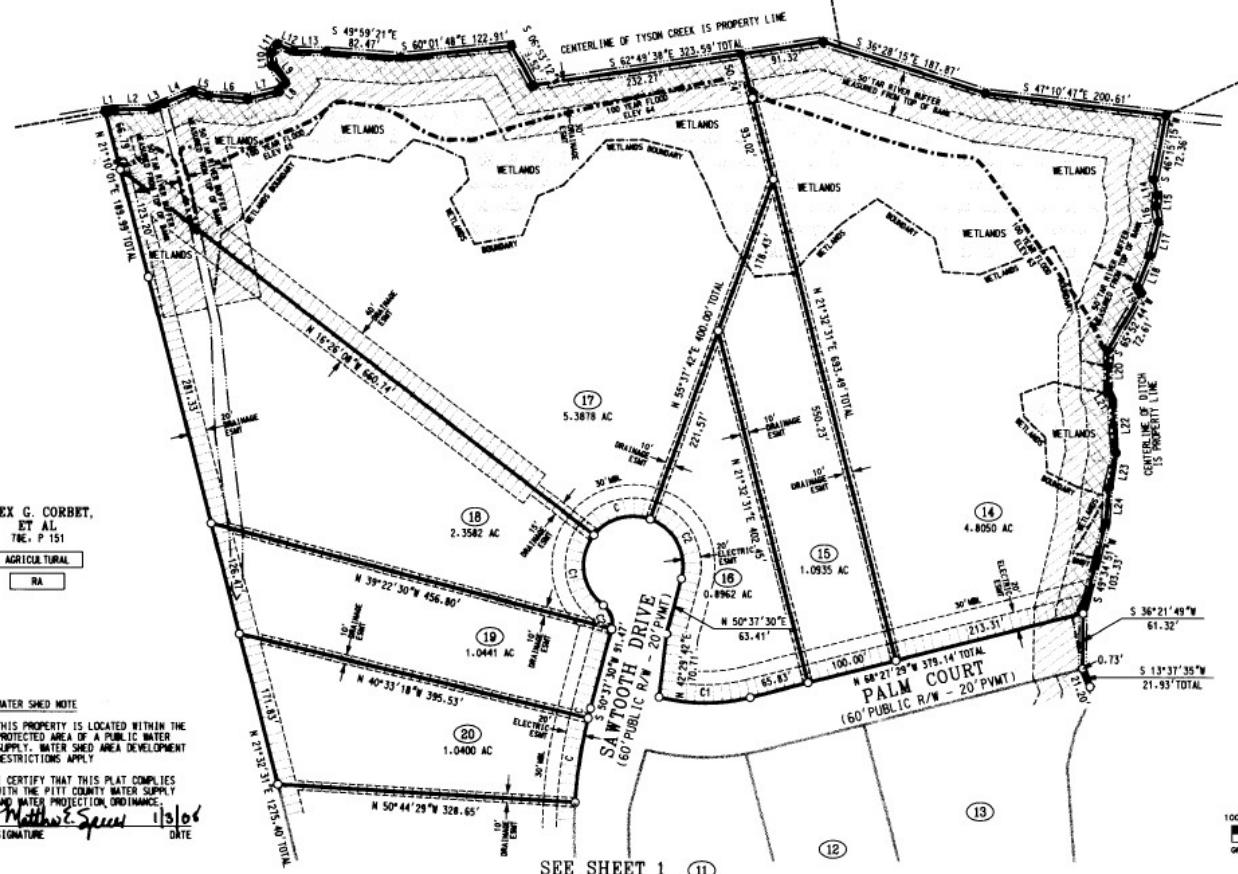
CHARLES B. BEASLEY  
08 2028, P 560  
AGRICULTURAL  
RA

EDWARD T. SMITH,  
ET AL  
EB 03, P 609  
AGRICULTURAL  
RA

NOTES:

- 1) WATER PROVIDED BY THE TOWN OF FARMVILLE.
- 2) SEWAGE DISPOSAL WILL BE BY INDIVIDUAL SEPTIC SYSTEMS.
- 3) PROPERTY IS LOCATED WITHIN THE FOUNTAIN FIRE DISTRICT AND IS LOCATED APPROXIMATELY 5 MILES FROM THE FOUNTAIN FIRE DEPARTMENT. THE CLOSEST FIRE HYDRANT IS LOCATED APPROXIMATELY 295 FEET WEST OF THE ENTRANCE TO THIS SUBDIVISION ON KING'S FARM ROAD.
- 4) ELECTRIC AND TELEPHONE LINES WILL BE UNDERGROUND.
- 5) ELECTRICAL SERVICE PROVIDED BY PITT-GREENE ELECTRIC MEMBERSHIP CORPORATION.
- 6) SIDE & REAR SETBACKS ARE 10'.
- 7) 10' DRAINAGE EASEMENT CENTERED ON ALL LOT LINES.
- 8) A PORTION OF THIS PROPERTY IS LOCATED WITHIN A 100 YEAR FLOOD ZONE AS SHOWN ON COMMUNITY PANEL NUMBER 37204628001 DATED JANUARY 2, 2004.

Doc ID: 002549180002 Type: GRP  
Recorded: 01/03/2008 at 09:51:31 AM  
Fee Att: \$42.00 Page 8 of 2  
Plat: 111-112  
Judy J. Tart Register of Deeds  
BK 69 PG 111-112



TUCKER FARMS, INC.  
08 S 50, P 17  
AGRICULTURAL  
RA

LEGEND  
 EPK = EXISTING PAPER KALON NAIL  
 ISM = IRON STAKE SET  
 UNLESS OTHERWISE  
 NOTED.  
 - = NO POINT SET  
 △ = EXISTING CONCRETE MONUMENT  
 CC = CONTROL CORNER

100 50 0 100 200  
GRAPHIC SCALE 1" = 100'

A PORTION OF PARCEL NUMBER 17616

CERTIFICATION  
I, CARLTON E. PARKER, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION AND THAT THE RATIO OF PRECISION AS CALCULATED FROM LATITUDES AND DEPARTURES IS 1:110,000+/- THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES, PLOTTED FROM THE SURVEYED POINTS, AND THAT THIS PLAT IS A PROPOSED SUBDIVISION OF LAND OWNED BY ME. I HEREBY ADOPT THIS PLAT OF SUBDIVISION WITH MY OWN FREE CONSENT, ESTABLISH ALL LOTS AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

CARLTON E. PARKER L-290



CERTIFICATE OF OWNERSHIP AND DEDICATION  
I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SURVEYED AND THAT I HEREBY DEDICATE THIS PROPERTY TO THE PUBLIC. I HEREBY ADOPT THIS PLAT OF SUBDIVISION WITH MY OWN FREE CONSENT, ESTABLISH ALL LOTS AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE: *1/30* 2007  
OWNER: *[Signature]*

SWORN TO AND SUBSCRIBED BEFORE ME THIS  
*20th* DAY OF *November*, 2007  
NOTARY PUBLIC: *Carlton E. Parker*  
MY COMMISSION EXPIRES: *1/18/12*

REVIEW OFFICER'S CERTIFICATE  
STATE OF NORTH CAROLINA  
COUNTY OF PITT  
*Matthew E. Smith*, REVIEW OFFICER OF PITT COUNTY,  
CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS  
AFFIDATED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.  
DATE: *January 3, 2008*  
REVIEW OFFICER: *Matthew E. Smith*



STREET MAINTENANCE DISCLOSURE  
PUBLIC STREETS

Maintenance of the public streets shown on this plat is (are) intended to be the responsibility of the NC Department of Transportation. The street, easements, right-of-way and other public spaces shown on this plat are the responsibility of the Pitt County. The Pitt County is responsible to open or maintain the same until, in the opinion of the governing body of Pitt County, it is in the public interest to do so. On & On, the County has no authority to maintain streets.

OWNER: *[Signature]*

PUBLIC STREET DESIGN APPROVAL  
I HEREBY CERTIFY THAT THE DESIGN OF THE PROPOSED SUBDIVISION STREET SYSTEM OR SYSTEMS CONFORMS TO THE MINIMUM DESIGN STANDARDS FOR SUBDIVISION ROADS OF THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION DIVISION OF HIGHWAYS.

DISTRICT ENGINEER: *Wesley Janis*  
DATE: *12-19-07* 2007  
PITT COUNTY SUBDIVISION ADMINISTRATOR: *Matthew E. Smith*

CERTIFICATE OF APPROVAL AND ACCEPTANCE OF DEDICATION

I, THE COUNTY MANAGER OF PITT COUNTY, NC, DO CERTIFY THAT PITT COUNTY APPROVED THE PLAT OR MAP AND ACCEPTED THE DEDICATION OF THE STREET, EASEMENTS, RIGHT-OF-WAY AND OTHER PUBLIC SPACES SHOWN ON THIS PLAT. THE COUNTY HAS NO AUTHORITY TO OPEN OR MAINTAIN THE SAME UNTIL, IN THE OPINION OF THE GOVERNING BODY OF PITT COUNTY, IT IS IN THE PUBLIC INTEREST TO DO SO. ON & ON, THE COUNTY HAS NO AUTHORITY TO MAINTAIN STREETS.

DATE: *1/30* 2007  
PITT COUNTY MANAGER: *[Signature]*

CERTIFICATE OF APPROVAL FOR RECORDING

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FORWARDED TO THE RECORDING OFFICE OF THE PITT COUNTY, NC AND IS APPROVED FOR RECORDING IN THE OFFICE OF THE COUNTY REGISTER OF DEEDS.

DATE: *January 3, 2008*  
PITT COUNTY SUBDIVISION ADMINISTRATOR: *Matthew E. Smith*

MAP FOR RECORD  
SAWTOOTH OAKS SUBDIVISION - SECTION 1 - PHASE 2

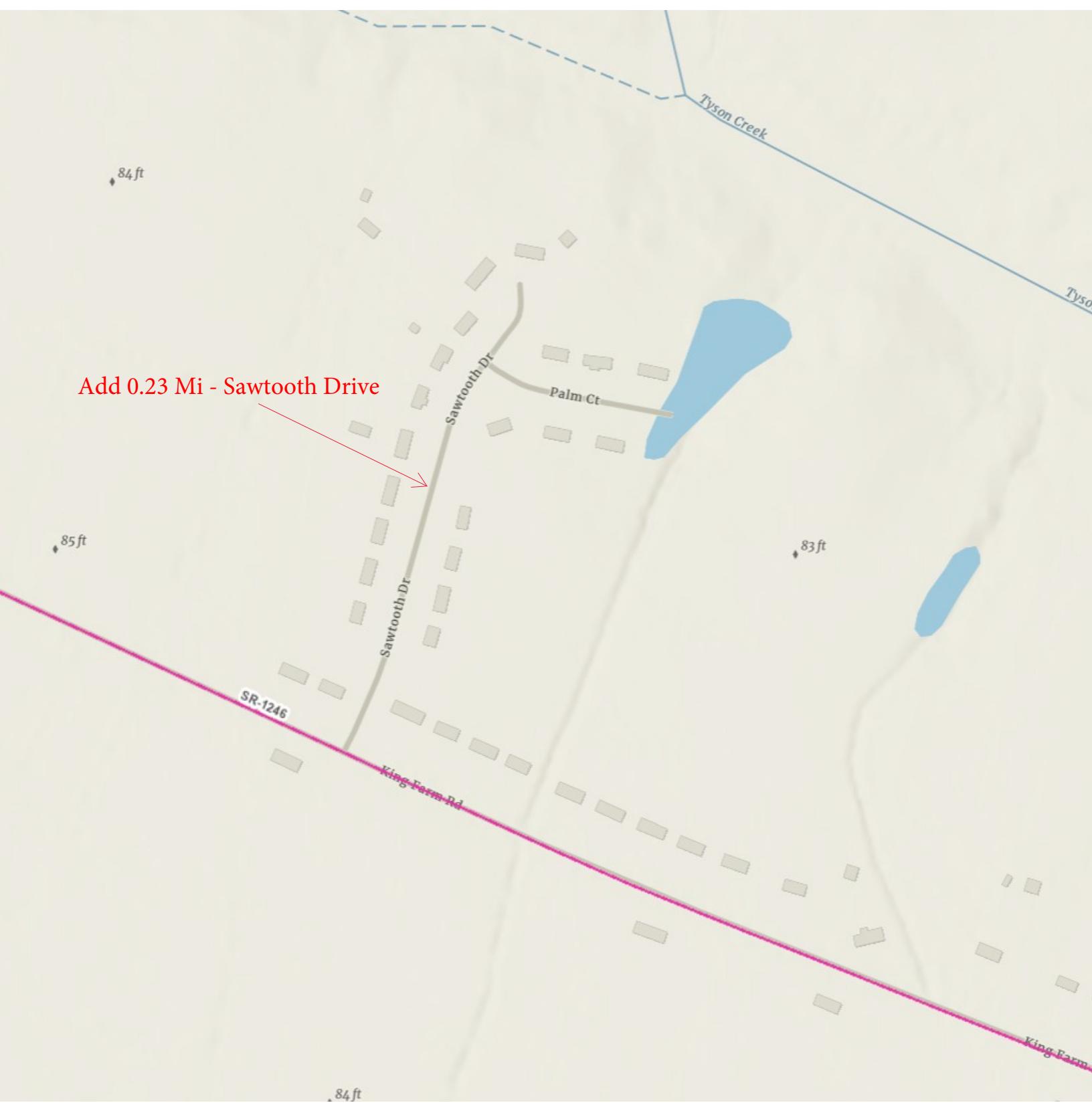
A PORTION OF THE PROPERTY RECORDED IN DEED BOOK S-50+, PAGE 17 OF THE PITT COUNTY REGISTRY  
FALKLAND TOWNSHIP PITT COUNTY NORTH CAROLINA

OWNER: TUCKER FARMS, INC.  
ADDRESS: 2579 SEVEN PINES ROAD  
GREENVILLE, NC 27834  
PHONE: (252) 753-2016  
DRAWN: JHT  
CHECKED: CEP  
APPROVED: CEP  
SURVEYED: JDC

MALPASS & ASSOCIATES  
1845 EAST ARLINGTON BLVD, SUITE D  
GREENVILLE, NC 27858  
(252) 756-1780  
DATE: 11/1/07  
SCALE: 1" = 100'  
SHEET 2 OF 2

# Vicinity Map

Sawtooth Oaks Subdivision  
Add 0.23 Mi - Sawtooth Drive



Lot Occupancy Map  
Sawtooth Oaks Subdivision  
Sawtooth Drive

● = 17 Homes  
(5 Full Time & 12 Rentals)



Sawtooth Oaks Subdivision

Sawtooth Drive – 0.23 Mi

Site Layout



**COUNTY MANAGER**  
Janis Gallagher

1717 West Fifth Street  
Greenville, NC 27834  
Tel: (252) 902-2950  
Fax: (252) 830-6311



**BOARD OF COMMISSIONERS**

Rochelle Brown  
Benji Holloman  
Ann Floyd Huggins  
Mac Manning  
Melvin McLawhorn  
Christopher W. Nunnally  
Mary Perkins-Williams  
Mark C. Smith  
Gary Weaver

**PITT COUNTY**  
Agenda Abstract

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Consent

**Agenda Title:** Tax Administration Adjustment Refunds and Releases for January 2026

**Presenter:** Hill, Russell

**Summary of Information:** Refunds and Releases of \$100 or more in the month of January 2026, 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 § 105-381. The attached report details refund and releases for the period listed. NCVTS refunds total \$5,268.69. NCPTS refunds total \$12,995.97. NCPTS releases total \$49,009.51.

**Submitter Recommendations/Motions:** To approve the refunds and releases as presented, and direct staff to prepare the refunds.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**  
Hill, Russell -- **Reviewed**

**Number of Attachments:** 1



Pitt County Board of Commissioners meeting February 16, 2026		
NCVTS Refunds for Board approval		
Refund Payee	Bill	Refund amount
LAUDERDALE, CYNTHIA KAY	0087540900-2024-2024-0000-00	\$ 403.92
JONES, CARL NELSON JR	0088769876-2025-2025-0000-00	\$ 387.27
WU, LINGLING	0077922976-2024-2024-0000-00	\$ 307.49
SMITH, GLENN RAY	0081397806-2025-2025-0000-00	\$ 286.68
FIELDS, JAMES MICHAEL	0082358289-2024-2024-0000-00	\$ 243.31
HEATH, JOHN BENJAMIN	0086537217-2025-2025-0000-00	\$ 235.56
SENIOR, BAILEY ELIZABETH	0066091215-2024-2024-0000-00	\$ 230.15
HARRISON, JANELLE STOCKS	0068457333-2024-2024-0000-00	\$ 229.16
FOSTER, SHAWN DARRELL	0086589399-2024-2024-0000-01	\$ 222.61
FOSTER, JEAN TRIPP	0057328143-2025-2025-0000-00	\$ 216.66
WOLFE, JASON MATTHEW	0077899229-2024-2024-0000-00	\$ 212.91
NICHOLSON, ROBERT CLAYTON II	0070732406-2024-2024-0000-00	\$ 212.14
IPOCK, DIANE WILLIAMS	0079916598-2025-2025-0000-00	\$ 210.69
GILBARTE, RAYMOND LOUIS III	0045404399-2025-2025-0000-00	\$ 195.85
ANGLEY, JAMES BERNICE JR	0089060016-2025-2025-0000-00	\$ 180.80
DANNEKER, CAHRS ADAM III	0085285838-2024-2024-0000-00	\$ 180.09
KOINONI CHRISTIAN CENTER CHURCH MINISTRIES	0088885174-2025-2025-0000-00	\$ 172.33
D AND L PROPERTY INVESTMENT LLC	0078901426-2024-2024-0000-00	\$ 171.56
RAMIREZ, ABRAHAM ISAI	0086213157-2025-2025-0000-00	\$ 141.80
TELEHA, KRISTEN ROSE	0067214369-2024-2024-0000-00	\$ 141.38
MCDONALD, ERICA BRYANT	0086435554-2025-2025-0000-00	\$ 123.14
WEBB, KEITH A	0077926244-2024-2024-0000-00	\$ 121.87
MEADE, MARJORIE SOWARDS	0063038754-2025-2025-0000-00	\$ 120.59
GONZALEZ, CARRILLO JAIME	0087303281-2025-2025-0000-00	\$ 111.43
KARIMI, HAMZAH	0076511551-2025-2025-0000-00	\$ 107.30
CALKINS, MARIE WELCH	0061137645-2024-2024-0000-00	\$ 102.00
NCVTS REFUNDS TOTAL		\$ 5,268.69

Pitt County Board of Commissioners meeting February 16, 2026			
NCPTS Refunds for Board approval			
Refund Payee	Bill	Source	Amount
GREENFOX FARMS LLC	0000275950-2025-2025-0000-00	REI	\$ 2,149.56
GREENFOX FARMS LLC	0000253028-2025-2025-0000-00	REI	\$ 1,977.74
FOUR OAKS SWINE LLC	0000275946-2025-2025-0000-00	REI	\$ 1,299.89
GREENFOX FARMS LLC	0000253029-2025-2025-0000-00	REI	\$ 1,108.36
FOUR OAKS SWINE LLC	0000275954-2025-2025-0000-00	REI	\$ 889.58
GREENFOX FARMS LLC	0000275945-2025-2025-0000-00	REI	\$ 548.15
HARRIS, JAMES C	0000241675-2025-2025-0000-00	REI	\$ 517.58
HATHAWAY, WILLIE HENRY	0001087327-2025-2025-0000-00	IND	\$ 496.72
ALLEN, BRAD ASHLEY	0000349158-2024-2024-0000-00	REI	\$ 471.25
ALLEN, BRAD ASHLEY	0000349158-2025-2025-0000-00	REI	\$ 471.25
ESCALLIER, ALICE	0000310562-2025-2025-0000-00	REI	\$ 447.61
ESCALLIER, ALICE	0000310562-2024-2024-0000-00	REI	\$ 447.61
EAKES, EDWARD C JR	0000226012-2025-2025-0000-01	REI	\$ 427.94
SCOBIC, JOHN C	0000295623-2025-2025-0000-01	REI	\$ 427.93
FOUR OAKS SWINE LLC	0000275948-2025-2025-0000-00	REI	\$ 396.23
STEWART, JEREMY	0001092924-2025-2025-0000-00	REI	\$ 371.99
FOUR OAKS SWINE LLC	0000275947-2025-2025-0000-00	REI	\$ 244.71
ANDREWS, JOHN DAVIS JR	0001079031-2023-2023-0000-00	IND	\$ 155.67
QUINN, WILLIAM ERIC	0001081879-2024-2024-0000-00	IND	\$ 146.20
NCPTS REFUNDS TOTAL			\$ 12,995.97

**Pitt County Board of Commissioners meeting February 16, 2026**
**NCPTS Releases for Board approval**

<b>Taxpayer Name</b>	<b>Bill</b>	<b>Release Amount</b>
JOLLY FARM OF PITT COUNTY LLC	0000277426-2025-2025-0000-00	\$ 7,516.56
HOPEWELL, SHARON A	0000303991-2025-2025-0000-00	\$ 5,662.66
EAKES, EDWARD C JR	0000226012-2025-2025-0000-00	\$ 3,632.47
HOPEWELL, SHARON A	0000303991-2025-2025-0090-00	\$ 3,395.16
SCOBLE, JOHN C	0000295623-2025-2025-0000-00	\$ 2,863.30
GREENFOX FARMS LLC	0000275950-2025-2025-0000-00	\$ 2,149.56
GREENFOX FARMS LLC	0000253028-2025-2025-0000-00	\$ 1,977.74
CYPRESS KNEE HOLDINGS LLC	0000952015-2025-2025-0000-00	\$ 1,435.16
4890 OLD TAR RD LLC DBA LITTLE SUNSHINES ACADE	0001098130-2026-2024-0000-00	\$ 1,433.02
GANGLANI DMD PLLC	0001086242-2025-2025-0000-00	\$ 1,336.09
4890 OLD TAR RD LLC DBA LITTLE SUNSHINES ACADE	0001098130-2026-2025-0000-00	\$ 1,306.54
FOUR OAKS SWINE LLC	0000275946-2025-2025-0000-00	\$ 1,299.89
GREENFOX FARMS LLC	0000253029-2025-2025-0000-00	\$ 1,108.36
FOUR OAKS SWINE LLC	0000275954-2025-2025-0000-00	\$ 889.58
PITT HOSPITALITY LLC DBA MOTEL 6	0001091656-2025-2025-0000-00	\$ 814.28
CARR, COY LEE	0000365302-2025-2025-0000-00	\$ 636.32
GREENFOX FARMS LLC	0000275945-2025-2025-0000-00	\$ 548.15
CONSOLIDATED MODELS INC	0000514740-2025-2025-0001-00	\$ 542.22
GILLISPIE, AARON DONNELL	0001095567-2025-2025-0000-00	\$ 523.85
HARRIS, JAMES C	0000241675-2025-2025-0000-00	\$ 520.18
HATHAWAY, WILLIE HENRY	0001087327-2025-2025-0000-00	\$ 496.72
ALLEN, BRAD ASHLEY	0000349158-2024-2024-0000-00	\$ 473.62
ALLEN, BRAD ASHLEY	0000349158-2025-2025-0000-00	\$ 473.62
PRICE, BENJAMIN CARL	0001095546-2025-2025-0000-00	\$ 462.79
ESCALLIER, ROBERT C	0000310562-2024-2024-0000-00	\$ 452.68
ESCALLIER, ROBERT C	0000310562-2025-2025-0000-00	\$ 452.68
JONES TROY ANTHONY	0001090811-2025-2025-0000-00	\$ 425.54
VEILLEUX, SHIRLEY GORDON	0000344678-2025-2025-0000-00	\$ 405.20
FOUR OAKS SWINE LLC	0000275948-2025-2025-0000-00	\$ 396.23
GD NC MANAGER LLC	0001091090-2025-2025-0000-00	\$ 378.15
ANDERSON, PAUL CURRY	0001084151-2025-2025-0000-00	\$ 371.09
ASKEW, ROBERT E	0001066868-2025-2025-0000-00	\$ 280.30
3873 LEE STREET DBA SUNSHINE SCHOLARS ACADEM	0001098334-2026-2024-0000-00	\$ 262.31
DIXON, JAMES EARL	0000274719-2025-2025-0000-00	\$ 250.69
FOUR OAKS SWINE LLC	0000275947-2025-2025-0000-00	\$ 244.71
WHITE, BRADLEY EARL	0001090398-2025-2025-0000-00	\$ 240.39
A T VENTERS PROPERTIES LLC	0001098437-2026-2025-0000-00	\$ 225.38
ANDREWS, JOHN DAVIS JR	0001079031-2024-2024-0000-01	\$ 212.84
ANDREWS, JOHN DAVIS JR	0001079031-2025-2025-0000-00	\$ 212.84
GREENVILLE TV & APPLIANCE INC	0000191870-2025-2020-0000-00	\$ 211.49
DIXON, CONNIE BOYD	0000528365-2025-2025-0000-00	\$ 172.79
WILLIAMS, RONALD G	0000222780-2025-2025-0000-00	\$ 164.65
DIXON, CONNIE BOYD	0000528365-2024-2024-0000-00	\$ 162.31
WOOD, CONTINA ANN	0000231484-2025-2025-0000-00	\$ 159.68
QUINN, WILLIAM ERIC	0001081879-2025-2025-0000-00	\$ 159.31
HOWARD WORLD ENTERPRISES LLC DBA LITTLE SUNS	0001095412-2025-2024-0000-01	\$ 158.77
VALENCIA, ALEJANDRO	0000276349-2025-2025-0000-00	\$ 157.16
GREENVILLE TV & APPLIANCE INC	0000191870-2025-2021-0000-00	\$ 156.44
<b>NCPTS RELEASES TOTAL</b>		<b>\$ 49,009.51</b>

**COUNTY MANAGER**  
Janis Gallagher

1717 West Fifth Street  
Greenville, NC 27834  
Tel: (252) 902-2950  
Fax: (252) 830-6311



**BOARD OF COMMISSIONERS**

Rochelle Brown  
Benji Holloman  
Ann Floyd Huggins  
Mac Manning  
Melvin McLawhorn  
Christopher W. Nunnally  
Mary Perkins-Williams  
Mark C. Smith  
Gary Weaver

**PITT COUNTY**  
Agenda Abstract

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Consent

**Agenda Title:** Order for Advertisement of Unpaid 2025  
Property Taxes that are liens on real property

**Presenter:** Hill, Russell

**Summary of Information:** Tax Administration requests approval from the Board of Commissioners of the Order for an advertisement during the week of Wednesday, March 18, 2026 of unpaid 2025 taxes that are liens on real property. The Order and the advertisement are annual requirements for the County of Pitt to comply with NCGS 105-369. The advertisement will combine the real property tax liens of the County of Pitt, Town of Ayden, Town of Bethel, Town of Falkland, Town of Farmville, City of Greenville, Town of Grimesland, and Village of Simpson to include assessments and special district taxes thereon.

**Submitter Recommendations/Motions:** Motion to approve the Order as presented.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**  
Hill, Russell -- **Reviewed**

**Number of Attachments:** 1

Order for the Advertisement of Unpaid Tax Liens on Real Property  
As Required by *N.C.G.S. §105-369(c)* through *(g)*

**ADVERTISEMENT OF THE 2025 TAX LIENS ON REAL PROPERTY FOR FAILURE TO PAY TAXES**

It is hereby ordered that the Pitt County Tax Collector will cause to have published once in the local newspaper all unpaid 2025 tax liens on real property during the week of March 18, 2026.

The Advertisement will combine the tax liens of the County of Pitt, Town of Ayden, Town of Bethel, Town of Falkland, Town of Farmville, City of Greenville, Town of Grimesland, and Village of Simpson, including assessments and special district taxes thereon.

Date \_\_\_\_\_

Mark C Smith, Chairman  
Pitt County Board of Commissioners

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**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Consent

**Agenda Title:** Tax Administration Value Adjustments After Board of E&R adjourned

**Submitter:** Hill, Russell

**Summary of Information:** Under NCGS 105-325 corrections of mathematical or clerical errors that affected appraisals and assessments must be submitted to the Pitt County Board of County of Commissioners for approval after the Pitt County Board of Equalization and Review has adjourned. The Assessor's office has been made aware of the following mathematical or clerical errors and are presenting them to Pitt County Board of County Commissioners for approval. The attached report details the owner's name, parcel number, value before the correction, and value after the correction.

**Submitter Recommendations/Motions:** Approve adjusted values as recommended.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**  
Gibson, Matt -- **Reviewed**  
Hill, Russell -- **Reviewed**

**Number of Attachments:** 1



Russell Hill, Tax Administrator

**Pitt County Board of Commissioners meeting February 16, 2026**  
**Assessment Corrections After Adjournment of Board of Equalization and Review**

Owner Name	Parcel Number	Value Before Correction	Corrected Value
Kevin and Elizabeth Poole	37519	\$132,050	\$101,820



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Agenda Abstract

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Gary Weaver

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Consent

**Agenda Title:** Records Disposal Request

**Presenter:** Hill, Russell

**Summary of Information:** The Tax Administration is requesting approval for documents to be destroyed in accordance with the provisions of North Carolina General Statutes 121 and 132. The records have either reached or exceeded their period of retention or will be destroyed upon their date of expiration according to the guidelines set in the Records Retention and Disposition Schedule. Records include tax abstracts, receipts, occupancy tax, heavy equipment tax, motor vehicle rental tax records, and returned mail.

**Submitter Recommendations/Motions:** Motion to approve the Records Disposal Request.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**  
Gibson, Matt -- **Reviewed**  
Hill, Russell -- **Reviewed**

**Number of Attachments:** 1

**Pitt County**  
**Records Retention and Disposition Procedure**  
**Public Records Disposal Request and Destruction Log**

Department: Tax Administration				
Record Title & Description & Inclusive Dates	Records will be		Records Retention Section	If Approved, Date Destroyed
	Destroyed	Duplicated		
<b>Tax Abstracts: Personal Property</b>				
All 2016 Abstracts and prior years	x	<input type="checkbox"/>	Standard 8, Item 18	
<b>Tax Abstracts: Business Personal Property</b>				
All 2016 Abstracts and prior years	x	<input type="checkbox"/>		
<b>Tax Receipts: Real &amp; Personal Property August 31, 2023 and prior</b>	x	<input type="checkbox"/>	Standard 9, Item 15	
<b>Room Occupancy Tax- All December 2022 and prior records</b>	x	<input type="checkbox"/>	Standard 12, Item 9	
<b>Heavy Equipment Tax- All December 2022 and prior records</b>	x	<input type="checkbox"/>	Standard 12, Item 4	
<b>Motor Vehicle Rental Tax- All December 2022 and prior records</b>	x	<input type="checkbox"/>	Standard 12, Item 5	
<b>Returned Mail: December 2025 and dates prior</b>	x	<input type="checkbox"/>	Standard 1: Administration and Management Records, Item #1.33	

Approval is requested for the records listed above to be destroyed in accordance with the provisions of NCGS 121 and 132. The period of retention of these records, as prescribed by the North Carolina Department of Cultural Resources, has expired; OR will be destroyed upon their date of expiration. None of the original records listed above have been scheduled for permanent preservation by the North Carolina Department of Cultural Resources.

Department Head: Russell H Date: 1/5/25

Submitted to the Pitt County Board of Commissioners. The Board  Approved  Disapproved the destruction of the above records and such approval has been entered into the official minutes of the Board of Commissioners meeting held on February 2, 2026.

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**PITT COUNTY**  
Agenda Abstract

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Christopher W. Nunnally  
Mary Perkins-Williams  
Mark C. Smith  
Gary Weaver

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Consent

**Agenda Title:** Economic Development - Accept the LEAD for NC Fellow for 26-27 - \$25,000

**Presenter:** Andrews, Kelly

**Summary of Information:** Lead for NC Fellow Program (LFNC) is a fellowship program through the University of North Carolina School of Government that aims to create the next generation of local government leaders in North Carolina. Pitt County Economic Development has been selected to participate in the FY2026-27 LFNC program. The LEAD Fellow would work in the Economic Development department to enhance business retention and expansion outreach and support efforts. The anticipated contribution of \$25,000 will be requested within the FY 2026-2027 budget for Economic Development.

**Submitter Recommendations/Motions:** Accept a LEAD for NC Fellow for FY2026-27 and authorize the County Manager to sign related contracts.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**  
Andrews, Kelly -- **Reviewed**  
Gibson, Matt -- **Reviewed**  
Hardy, Michael -- **Reviewed**

**Number of Attachments:** 0

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**PITT COUNTY**  
Agenda Abstract

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Consent

**Agenda Title:** Economic Development - Approval of Lease for Adaptive VitalCare Solutions LLC at Technology Enterprise Center

**Presenter:** Andrews, Kelly

**Summary of Information:** Adaptive VitalCare Solutions LLC, a startup company involved in healthcare services wishes to lease 240-sf of office space at the Technology Enterprise Center for 5 months in FY25-26 for \$220.00 per month.

**Submitter Recommendations/Motions:** Recommend approval of the lease and authorize the execution of a lease agreement between Pitt County and Adaptive VitalCare Solutions LLC.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**  
Andrews, Kelly -- **Reviewed**  
Hardy, Michael -- **Reviewed**  
Haddock, Betsy -- **Reviewed**  
Gibson, Matt -- **Reviewed**

**Number of Attachments:** 1

**TECHNOLOGY ENTERPRISE CENTER OF EASTERN CAROLINA**

**LEASE AGREEMENT**

This Lease Agreement ("Lease"), is made this the **2<sup>nd</sup>** day of **February 2026**, by and between PITT COUNTY, a political subdivision of the State of North Carolina, hereinafter called "County" and **Adaptive VitalCare Solutions LLC** hereinafter called "Tenant".

WHEREAS, the County has determined that it is in the County's economic interest to develop a business incubator facility to encourage the creation and growth of high technology companies; and

WHEREAS, the County shall be the sole owner of the Technology Enterprise Center of Eastern Carolina, hereinafter called "TEC", and shall lease space in the facility to emerging high technology enterprises; and

WHEREAS, County shall contract with an outside entity, hereinafter called "Facility Manager", to serve as on-site Manager of the premises; and

WHEREAS, Tenant is a start-up company that has developed competence and expertise in technical matters relating to **Healthcare Services**, hereinafter referred to as "Field"; and

WHEREAS, TEC wishes to promote and foster economic development in this Field; and

WHEREAS, Tenant has been organized for the purpose of undertaking research, development, manufacturing, and/or commerce in areas related to the Field and requires certain TEC facilities for housing and servicing such activities; and

WHEREAS, the parties desire to enter into an agreement whereby the County will make certain TEC facilities available to the Tenant;

NOW, THEREFORE, for valuable consideration, the County hereby grants a Lease to Tenant upon the Leased Premises, as particularly set out below, to have and to hold said Leased Premises for Tenant's use and benefit during the leased term, and for the use of the facilities and services designated in this Lease, subject to the terms and conditions hereinafter stated:

## 1) PREMISES

The "Leased Premises" shall refer to **240** square feet of space comprised of **room 132** in the TEC building located at 1800 North Greene Street, Greenville, Pitt County, North Carolina, together with the rights in common with others to use parking and other common facilities serving the premises, said space being particularly located and set out as per the diagram attached hereto and marked "Exhibit A", hereinafter referred to as the "Leased Premises", subject to County's right to have its agents, servants, and employees enter the Leased Premises during normal business hours, with reasonable frequency, for the purpose of inspecting the same to ascertain whether Tenant is performing the terms and conditions of this Lease.

Furthermore, Tenant shall have the right to use the loading dock located at the corner of the building's northern wing for the purpose of receiving/shipping machinery, equipment, and supplies necessary for Tenant's business operation.

## 2) TERM

The term of this Lease shall be for a period of **5** months, beginning on **February 2<sup>nd</sup>, 2026**, and continuing through **June 30<sup>th</sup>, 2026** unless terminated sooner by either party or extended through an agreement in writing signed by both parties to this Lease.

## 3) RENT

### A. Monthly Base Rent

Tenant shall pay on the first of each month beginning on the effective date of this lease a total monthly rent in the amount of **\$220.00** to County via direct deposit or to Pitt County Financial Services A/R, 1717 W. 5th St., Greenville, NC 27834, calculated as follows:

Lease period - **\$10.00** per square foot per year of space, **room 132 (240 sf)** designated as the Leased Premises, for a total rent of **\$1,100.00** + total utilities of **\$20.00** (see 6B. Utilities) for the lease period, payable in monthly installments of **\$200.00** per month rent + **\$20.00** utilities for a total of **\$220.00** per month due on the first of each month beginning on the effective date of this Lease.

### B. Security Deposit

Signed lease must be accompanied by a security deposit in the amount of one month's rent. Upon termination of this Lease, the County may apply the security deposit or any part thereof to the repair of damage done to the Leased Premises during Tenant's occupancy and to the cleaning of any area left in an unfit condition, ordinary wear and tear and damages caused by conditions beyond Tenant's control excepted. In the event that the cost of cleaning and restoration of the Leased Premises to the condition existing at the time Lease began, shall exceed the amount of

the security deposit, Tenant agrees to reimburse the County for the full reasonable cost of such cleaning and restoration, within thirty (30) days of receipt of invoice for said cleaning and restoration.

#### **4) OPTION TO RENEW AND TERMINATION**

This Lease may be renewed for additional annual terms as may be agreed upon between the parties.

County reserves the right to relocate the Tenant, at any time during the lease period, to other comparable space within the TEC building should there be a need to accommodate another Tenant.

#### **5) TENANT COUNTY RELATIONSHIP**

##### **A. Liability Insurance**

Tenant shall, at all times during the term of the Lease, carry a policy of public liability insurance in the minimum amount of **\$1,000,000.00**, providing protection against claims for personal injury, death and/or property damage. The County shall be designated as an additional insured on said policy and shall be furnished with a copy of said policy, along with a paid receipt showing effective dates, within thirty (30) days of the execution of this Lease.

##### **B. Utilities**

The County shall supply all ordinary, reasonable, and necessary water and sewer service to Tenant; however, Tenant shall be responsible for paying its pro-rata share of utility service - equal to Tenant's actual monthly utility service bills associated with Tenant's Leased Premises (unless Tenant is metered independently for gas and electric services). This amount is estimated to be eight (8) cents per square foot, for a total of **\$100.00** for the lease period, payable in monthly installments of **\$20.00** per month (see 3A. Rent). Tenant shall provide, at its own cost and expense, the telephone system for its business use and shall pay all monthly costs associated with said service. County **does not** provide internet or Wi-Fi service.

##### **C. Tenant's Right to Performance**

Should County fail to perform any provision of this Lease, and such failure continues for sixty (60) days after written notice of such failure, Tenant shall have the right:

- (1) to terminate this Lease;
- (2) to perform County's obligations on behalf of County and to seek reimbursement therefore from County;
- (3) to offset costs incurred in performing County's obligations against rent due to County after sixty (60) days written notice to County.

#### **D. Quiet Enjoyment**

Tenant upon payment of rent and performance of the covenants of this Lease may peaceably and quietly have, hold and enjoy the said Leased Premises for and during the term of this Lease, subject only to the reasonable activities of other tenants leasing space in the same building, and subject to noise arising from the normal course of business activities of said other tenants. The County shall not be liable to Tenant for the noise or the activities of other tenants in the building.

#### **E. Use of Premises**

Tenant shall not use the premises for any purpose, which would increase the costs of insurance coverage carried by the County related to this property, unless Tenant shall pay to County the additional cost of such insurance, in advance. Tenant warrants that tenant operations will not generate excessive noise, smoke, fumes, or odors.

#### **F. Repairs**

County shall maintain and repair the exterior and structural part of the building, including the heating, air conditioning, plumbing and electrical systems, except as provided elsewhere in this Lease. Tenant shall, at Tenant's expense, maintain and repair all of the interior of the Lease premises and the fixtures therein. Tenant shall be responsible for replacing any broken, damaged, or worn property within the Leased Premises. If Tenant fails to provide any maintenance or repairs required of Tenant within fifteen (15) days after written notice by the County, and to complete the same with reasonable diligence, the County may provide such repairs and/or maintenance for Tenant and the costs thereof shall be added to the next monthly installment of rent payable hereunder and shall be collectible as rent. Provided that any maintenance or repairs required due to fire, windstorm, or other casualty not due to Tenant's negligence shall be made by the County.

#### **G. Alterations and Removal**

The County shall not be required to provide furnishings, fixtures, or decorations except in common areas and administrative area. Tenant may, at Tenant's option and at Tenant's risk and expense, make such alteration, addition, and improvements to the Lease Premises as Tenant may deem necessary and/or advisable for the conduct of Tenant's business therein, provided, however, that the written approval of the County shall be obtained prior to any such alteration, addition, and/or improvement to the Leased Premises to be made by Tenant. It is agreed between the parties that such approval shall not be unreasonably withheld or delayed.

At its sole cost and expense, Tenant may remove any furnishings, equipment, alterations, improvements, fixtures and decorations belonging to Tenant within thirty (30) days after expiration of the term of this Lease, provided that Tenant repairs any damages caused by such removal and the restoration of the Leased premises to its condition prior to said alterations and/or improvements.

#### **H. Assignment and Subletting**

Tenant shall have no right to assign this Lease or to sublease the Leased Premises herein without the express written consent of the County. It is agreed between the parties that such approval shall not be unreasonably withheld or delayed.

### **I. Attorney's Fees**

Tenant shall pay all court costs and reasonable attorney's fees incurred by County in enforcing legal action or any of the County's rights under this Lease or under any law of this State. In the event that a law suit is brought by either party for the enforcement of any of the terms and/or conditions of this Lease, the party prevailing in such litigation shall be entitled to reimbursement of the reasonable attorney's fees and court costs incurred by prevailing party in such litigation by the non-prevailing party, whether same are incurred through trial, mediation or arbitration.

## **6) MANAGEMENT**

Tenant understands and agrees that services offered by Facility Manager to Tenant shall be equivalent to those provided to private businesses, unless otherwise agreed upon in writing between the parties. All activities of the Tenant involving facilities and services of Facility Manager will be consistent with applicable policies and guidelines of the Facility Manager, as provided to Tenant at the time of execution of this Lease. The activities of Tenant shall not infringe upon, delay, or conflict with the normal operation of the Facility Manager.

### **A. No Right of Storage**

Tenant is given no right of storage in any common areas of the building housing the Leased Premises. The County shall not be responsible for any loss of property by fire, theft, burglary or otherwise from the Leased Premises.

### **B. Signs**

Tenant **shall not** erect any stickers or signage in, on or about the Leased Premises and or building and grounds without the prior written consent of the County. The parties agree that such consent shall not be unreasonably withheld or delayed. When such written consent has been obtained from the County, Tenant agrees and covenants that all such signs shall be in accordance with any applicable statutes, ordinances, codes, rules and/or regulations of any governmental authority and that Tenant shall maintain such signs and keep the same in conformity with said regulations and in a good state of condition and repair.

## **7) ASSUMED RISKS**

### **A. Damages Due to Tenant's Use of Lease Premises**

Tenant assumes all risks incidental to its use of the Leased premises, facilities, appurtenances, and surrounding grounds, and shall be solely responsible for any and all accidents

and injuries to persons (including death), including Tenant's agents, employees, licensees and invitees and for property damage arising out of or in connection with Tenant's activities, except to the extent of the negligent or willful acts or omissions of County, its agents, servants and/or employees. Tenant hereby covenants and agrees to indemnify, defend, protect and hold harmless the Facility Manager and the County and their respective officers, agents and assigns, from any and all claims, suits, actions, damages and costs of every nature and description arising out of or relating to the use of the Leased Premises by Tenant, occurring on or about the Leased premises. Tenant further agrees, upon request, to assume the defense and to defend, at its own cost and expense, any action brought at any time against the Facility Manager or the County with respect to such claims, suits and/or losses.

## **B. Damages to Persons or Property**

The County is released of all liability for any damage or injury to persons or property caused by or resulting from steam, electricity, gas, water, rain, ice or snow, chemical, bio-hazards or any leak or flow from or into any part of the facility or from any damage or injury resulting or arising from any cause whatsoever, except for the negligent acts or omissions of County, its agents, servants and/or employees.

## **8) DEFAULT OF TENANT**

### **A. Events of Default**

Each of the following events, hereinafter called "Event of Default", shall be a default hereunder by Tenant and a breach of this Lease, at the option of the County.

(1) Tenant shall violate any covenant or agreement providing for the payment of rent or additional rent, and violation shall continue for ten (10) days after written notice to Tenant.

(2) Tenant shall assign, transfer, encumber, sublet, or permit the use of the Leased premises by another except in a manner permitted in paragraph 5H herein.

(3) Tenant is adjudicated in bankruptcy or insolvency voluntarily or involuntarily, or shall make any general assignment for the benefit of any Insolvency, Receivership or Bankruptcy Acts, or if a petition for an arrangement with creditors under bankruptcy laws be filed by Tenant.

(4) A Receiver or Trustee shall be appointed for, or to take possession of all, or a substantial part of the property of Tenant or Tenant's leasehold interest.

(5) There be an attachment, execution or other judicial seizure of all or a substantial part of the assets of Tenant or Tenant's leasehold, where such an attachment, execution or seizure is not discharged within thirty (30) days.

(6) The Leased Premises are vacated or abandoned by Tenant for use exceeding

five (5) consecutive business days.

(7) Tenant shall fail to fulfill any of the other covenants and conditions of this Lease and such failure shall continue for thirty (30) days after written notice thereof to Tenant.

**B. County's Option in Case of Default by Tenant**

In the event of Default, County shall have the option to proceed according to one or more of the following courses of action in addition to any other remedies of law:

(1) Terminate this Lease, and Tenant shall immediately surrender the Leased premises to County. County shall have the right to immediate, peaceful possession of the Leased Premises, without foregoing or waiving any and all other rights as provided by law.

(2) Enter the Leased Premises, by force if necessary, without being liable to prosecution or any claim for damages therefore, and relet the Leased Premises as the agent of the Tenant, and to receive rent therefore. In such case Tenant shall pay County within thirty (30) days of written demand, any deficiency or loss of rents and/or costs associated with such reletting.

(3) Do whatever Tenant is obligated to do by the provisions of this Lease and enter the Leased Premises, by force if necessary, without any liability for prosecution or any claim for damages, in order to accomplish this purpose. Tenant shall reimburse County for any expenses incurred in effecting compliance with this Lease on behalf of Tenant, within thirty (30) days of written demand. Tenant further agrees that County shall not be liable for any damages resulting to Tenant as a result of such action by County.

**9) REPRESENTATION**

Tenant specifically agrees that it **shall not** hold itself out as representing the Facility Manager or the County in connection with the use of County owned property to which this Lease is related, nor shall the name of the Facility Manager or the County be used by Tenant for any purpose whatsoever, without prior specific written approval of the party whose name is to be used.

**10) PENALTY**

Except to the extent of a default by County hereunder, Tenant specifically agrees that should this Lease be canceled or terminated for any reason, Tenant shall have no claim against the County or Facility Manager, their officers, employees, agents and/or servants, who shall be relieved from any and all liability for any damages of any kind in relation to this Lease.

**11) SERVICES OFFERED BY OR THROUGH THE COUNTY**

**A. Services at no additional cost:**

- (1) Central waiting area
- (2) Limited janitorial service. Janitorial Service shall be defined as cleaning/supplying of all common areas of the building. Tenant may make special arrangements with the County's contracted janitorial service provider for vacuuming, dusting, or other such services in Tenant premises at Tenant's expense.
- (3) Visitor and employee parking
- (4) Use of loading area and loading equipment, if available
- (5) Access to **Facility Manager (Chris Thompson: 252.551.1088)**
- (6) In-house use of audio/visual equipment, if available
- (7) Electronic security/monitoring system
- (8) Security Access Badge for Tenant and Employees only
  - a. Replacement of a lost key card will incur a \$10 fee. Key cards **may not** be shared.
- (9) A building business directory located at the front exterior entry and the back-interior package entry will include the Tenant's initial business name and contact phone number strip. Any subsequent changes to Tenant's name/contact strip shall be at Tenant's sole cost and expense.
- (10) Each tenant may request use of an assigned mailbox in the exterior cluster mailbox, subject to availability. One key will be issued per mailbox.
  - Replacement of a lost key will incur a \$25 fee.

**B. Services on a limited or fee basis as available:**

- (1) Conference room (by reservation only, if available)
- (2) Central laboratory facility (by reservation only, if available)
- (3) Non-toxic solid waste disposal
- (4) Consulting services through Facility Management, if available

**12) REQUIREMENTS OF LAW**

This Lease shall be interpreted according to the laws of the State of North Carolina. Tenant agrees to comply with all established County and Facility Manager regulations and policies which have been provided to Tenant, as well as all laws, rules, orders, regulations and requirements of federal, state and municipal governments as applicable. Tenant shall obtain and keep in full force at its sole cost and expense any permits or licenses which may be required in this jurisdiction for the conduct of Tenant's business operations and shall exhibit same to the County upon request.

**13) TENANT GUIDELINES**

Tenant shall abide by the "Guidelines for Tenants", as they shall, from time to time, be promulgated and/or revised by the County. County shall provide Tenant with current "Guidelines

for Tenants" in written form upon execution of this Lease. The County shall retain the right to impose specific guidelines on Tenant in addition to the aforementioned general "Guidelines for Tenants", upon thirty (**30**) days written notice to Tenant.

#### **14) ENTIRE AGREEMENT**

This Lease, including any Exhibits and Appendices, constitutes the entire agreement between the parties with reference to the subject matter of this Lease.

#### **15) NOTICES**

All notices shall be in writing signed by the person giving notice, delivered personally or sent by certified mail, return receipt requested, addressed as follows:

County: TECHNOLOGY ENTERPRISE CENTER OF EASTERN CAROLINA  
C/O PITT COUNTY ECONOMIC DEVELOPMENT  
111 S. WASHINGTON STREET  
GREENVILLE, NORTH CAROLINA 27858

Copy: R. Matthew Gibson, County Attorney  
1717 W. 5th Street  
Greenville, NC 27834

Tenant: Adaptive VitalCare Solutions LLC  
1800 Cambria Drive  
Suite A  
Greenville, NC 27834  
ATTN: Dr. Bimbola Akintade

#### **16) UPGRADES**

##### **A. Tenant Upgrades**

Tenant may request upgrades of the facilities to conduct its operations, and if same are approved by the County in its sole discretion, the County will work with Tenant to arrange the upgrade, provided, however, that the failure to provide any such upgrade shall not waive or impair any of the County's rights under this Lease. Tenant shall pay, in advance, as requested by the County, for any and all capital upgrades, which are, requested by Tenant and approved by the County prior to commencement of such upgrades. Except that which has been contractually agreed upon in writing by the parties, the County has made no representation and Tenant is not relying on any understanding with respect to the availability of upgrades in entering into this Lease.

Notwithstanding anything in this Lease to the contrary, Tenant's obligation for payment of rents under this Lease shall not begin until the date on which County delivers possession of the Leased Premises to Tenant, after substantial completion of the Tenant upgrades agreed upon in writing by the parties and according to the plans and specifications attached hereto as "Exhibit B" have been completed to the satisfaction of the parties. All upgrades as per Exhibit B shall remain the property of County upon termination of this Lease. Tenant shall have thirty (30) days after occupancy of the Leased Premises within which to prepare a punchlist of any items of upgrade which have not been satisfactorily completed. County shall use reasonable efforts to complete said upgrades or corrections within thirty (30) days of written notice of said punch list.

## **17) CAPTIONS**

Captions in this Lease are for convenience and reference only, and in no way explain or interpret the meaning of various paragraphs herein.

## **18) ENVIRONMENTAL MATTERS**

### **A. County's Warranty**

The County warrants to Tenant that to the best of the County's knowledge, the Leased Premises, including the land on which it is situated, are, as of the date of this Lease, free from contamination by any Hazardous Material as defined below:

### **B. Hazardous Material Defined**

"Hazardous Material" as used herein shall mean any substance or material in such quantities which is now, or shall become, controlled by any lawful governmental authority or is designated as hazardous or toxic by any governmental authority or is designated as a hazardous substance pursuant to Section 311 of the Federal Water Pollution Control Act (33 U.S.C. 1317), defined as a hazardous waste pursuant to Section 1004 of the Federal Resource Conservation and Recovery Act, (42 U.S.C. 6901 et seq.) or as a hazardous substance pursuant to Section 101 of the Comprehensive Environmental Response, Compensation and Liability Act (41 .S.C. 9601 et seq.).

### **C. Tenant's Responsibility**

If and to the extent the presence of such Hazardous Materials giving rise to the abatement or removal is directly or indirectly caused by Tenant or its agents, employees, contractors, or invitees, Tenant shall at its sole cost and expense abate or remove same. In conducting its business in or on the Lease Premises, Tenant will comply with all applicable rules, regulations, codes, ordinances, statutes and other requirements of any lawful governmental authority regarding the use, handling, storage and disposal of Hazardous Materials.

### **D. Management Plan**

A Hazardous Materials Management Plan shall be furnished by the Tenant to the County or the Facility Manager, within thirty (30) days of execution of this Lease.

**E. No Storage of Hazards**

Tenant shall not use the Lease Premises for the storage of any ammunition, firearms, hazardous materials, fuel or other explosive. Tenant warrants that it will abide by all applicable state and federal laws governing the storage and handling of hazardous materials, including, but not limited to, the North Carolina Regulations for Protection Against Radiation (15ANCAC11).

**F. Obligations Survive**

The obligations of the parties under this Paragraph 18 shall survive the expiration of this Lease.

**19) DAMAGE OR DESTRUCTION**

If the Lease Premises are destroyed or so badly damaged that at least twenty-five percent (25%) of the Lease Premises becomes untenantable, and can not be rendered tenantable within thirty (30) days from the date of such destruction or damage, Tenant may terminate this Lease without penalty, effective as of the date of such damage or destruction, by giving County written notice of its election to terminate the Lease. If the extent of damage or destruction does not permit a termination as above provided, or if Tenant elects not to so terminate, then in either event, County shall, at its sole cost and expense, promptly restore the Lease Premises and shall make a proportionate abatement in Tenant's rent for that period of time that damage continues to exist.

**20) CHANGES TO LEASE**

This Lease may be modified, amended, changed or extended with a written instrument, signed by the parties, and in no other manner.

**21) E-VERIFY**

Pursuant to North Carolina General Statute 143-133.3 and related state and federal laws, the Tenant hereby certifies that the Tenant named herein, and the Tenant's subcontractors, comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

IN WITNESS WHEREOF, the parties have caused this Lease to be executed as of the day and year above written.

Tenant:

Adaptive VitalCare Solutions LLC

By: \_\_\_\_\_  
President/Owner

Attest

PITT COUNTY

BY: \_\_\_\_\_  
Pitt County Manager

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

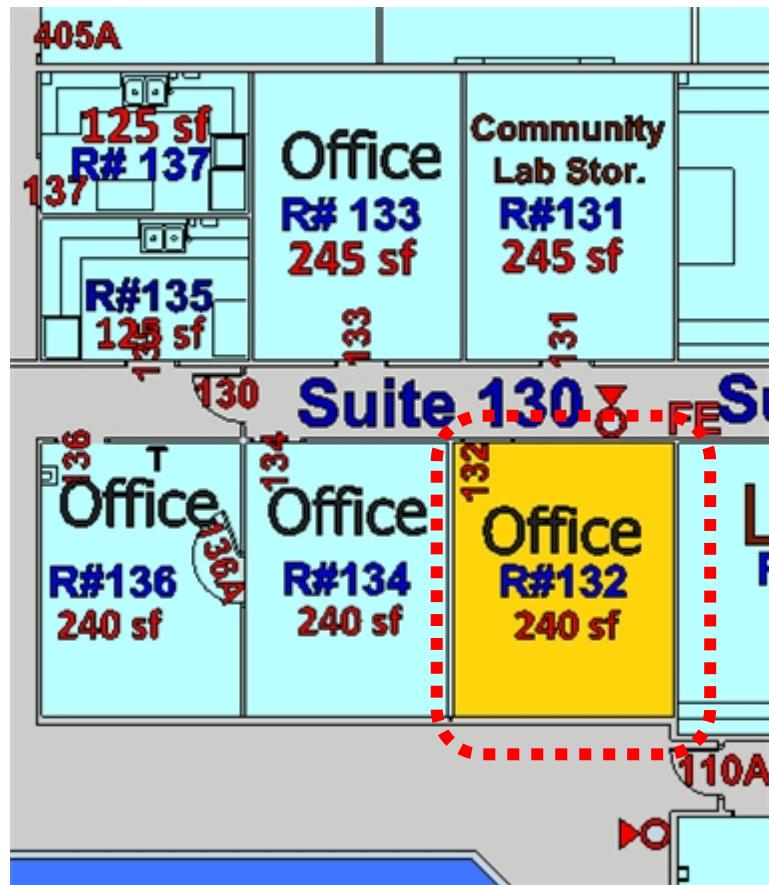
\_\_\_\_\_  
Pitt County Finance Officer

Approved as to Form:

Pitt County Legal Department

By: \_\_\_\_\_  
County Attorney

## EXHIBIT A



**COUNTY MANAGER**  
Janis Gallagher

1717 West Fifth Street  
Greenville, NC 27834  
Tel: (252) 902-2950  
Fax: (252) 830-6311



**PITT COUNTY**  
Agenda Abstract

**BOARD OF COMMISSIONERS**

Rochelle Brown  
Benji Holloman  
Ann Floyd Huggins  
Mac Manning  
Melvin McLawhorn  
Christopher W. Nunnally  
Mary Perkins-Williams  
Mark C. Smith  
Gary Weaver

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Consent

**Agenda Title:** Economic Development - Permission to apply for EPA Brownfields Assessment Grant (No County Funds)

**Submitter:** Andrews, Kelly

**Summary of Information:** The EPA Office of Brownfields and Land Revitalization is announcing the availability of \$58.7 million dollars to award approximately 39 cooperative agreements under the Brownfields Assessment Coalition grant program. Assessment Grants provide funding for developing inventories of brownfield sites, prioritizing sites, conducting community involvement activities, conducting planning, conducting site assessments, developing site-specific cleanup plans, and developing reuse plans related to brownfield sites identified in the studies. The grant amount, if awarded, is to be determined.

**Submitter Recommendations/Motions:** Authorize Economic Development department to apply for an EPA Brownfields Assessment Grant.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**  
Stokes, Susan -- **Reviewed**  
Dixon, Kelly -- **Reviewed**  
Rountree, Sharon -- **Reviewed**  
Hardy, Michael -- **Reviewed**

**Number of Attachments:** 0

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**PITT COUNTY**  
Agenda Abstract

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Consent

**Agenda Title:** Resolution Honoring William Lanier's Retirement and Awarding him his Badge and Handgun

**Presenter:** Dance, Paula

**Summary of Information:** In accordance with NCGS 17F-20, the Sheriff's Office requests that the Board of County Commissioners surplus William Lanier's badge and handgun for the purpose of awarding them for retirement.

**Submitter Recommendations/Motions:** Motion to approve resolution awarding William Lanier his current badge and handgun for retirement.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**  
Gibson, Matt -- **Reviewed**

**Number of Attachments:** 1

**Resolution Honoring William Lanier for 30 years of Law Enforcement Service  
and Awarding him his Badge and Hand Gun**

**WHEREAS**, William Lanier was sworn in at the Pitt County Sheriff's Office as a Sworn Deputy Sheriff and held the rank of Lieutenant; and

**WHEREAS**, William Lanier's service and dedication to the Pitt County Sheriff's Office and service, dedication and accomplishment in the field of law enforcement during his 30 years of service are hereby recognized and commended; and

**WHEREAS**, N.C.G.S 17F-20 provides that retiring officers of the Pitt County Sheriff's Office may receive, at the time of their retirement, the badge worn or carried by them during their service with the Pitt County Sheriff's Office.

**WHEREAS**, N.C.G.S 17F-20 further provides that the Pitt County Board of Commissioners may, in its discretion, award to a retiring officer the service sidearm of such retiring officer at a price determined by the Board of Commissioners; and

**WHEREAS**, William Lanier has served as a member of the Pitt County Sheriff's Office for a period of more than 25 years and 11 months and is retiring from the Pitt County Sheriff's Office on 02/01/2026; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Pitt County Board of Commissioners as follows:

1. Sheriff Paula Dance is hereby authorized in accordance with the provision of N.C.G.S. 17F-20 to transfer to Scott Tanner the badge worn by him during his service with the Pitt County Sheriff's Office; and
2. Sheriff Paula Dance is hereby authorized in accordance with the provisions of N.C.G.S. 17F-20 to transfer to Scott Tanner, his sidearm at no cost to the officer.

**BE IT FURTHER RESOLVED**, that the Pitt County Board of Commissioners recognizes and thanks William Lanier for his dedicated service to Pitt County and its citizens.

Adopted this 2nd day of February 2026.

Attest:

---

Kimberly W. Hines  
Clerk to the Board

---

Mark C. Smith, Chairman  
Pitt County Board of Commissioners

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Gary Weaver

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Consent

**Agenda Title:** Approval of Deputy Finance Officer Status

**Presenter:** Dance, Paula

**Summary of Information:** We are requesting the Board to approve Davita Dixon, Business Officer for the Sheriff's Office, as a Deputy Finance Officer. Her duties will include reviewing and approving check requests and expenditures, overseeing purchases, and providing Financial Services with all financial records. In addition, she will make deposits and issue checks on a trust account and the Sheriff's Benevolent account. The countersigner on these accounts will be Heather Christine Wylie.

**Submitter Recommendations/Motions:** Approve Deputy Finance Officer Status for Davita Dixon.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**  
Gibson, Matt -- **Reviewed**  
Hardy, Michael -- **Reviewed**  
Dance, Paula -- **Reviewed**

**Number of Attachments:** 0

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**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Consent

**Agenda Title:** 2024-2025 Annual Comprehensive Financial Report (December Audit Presentation)

**Submitter:** Hardy, Michael

**Summary of Information:** The 2024-25 Annual Comprehensive Financial Report has been submitted to the Local Government Commission by the required submission date. This information was previously presented by our Audit Firm at the December 15th board meeting. Due to Federal Government shutdown, the Audit Firm was unable to finish compliance testing until the Office of Management and Budget (OMB) released the compliance supplement. That supplement has since been released and Pitt County's audit report finalized and submitted.

The full report is available for inspection in the Clerk to the Board's office.

**Submitter Recommendations/Motions:** Accept the 2024-25 Annual Comprehensive Financial Report as had been previously presented by Audit Firm and now finalized after release of the OMB compliance supplement.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**

**Number of Attachments:** 0

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**PITT COUNTY**  
Agenda Abstract

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Consent

**Agenda Title:** Appointment of Animal Cruelty Investigators

**Presenter:** Gallagher, Janis

**Summary of Information:** The following individuals have taken the required Animal Cruelty/Neglect training and are eligible for appointment as Animal Cruelty Investigators. The eligible staff are as follows:

1. Kimberly Mitchell
2. James Harrell

Appointment needs to be made in order for these individuals to enforce Animal Cruelty/Neglect Ordinances.

**Submitter Recommendations/Motions:** Motion to appoint Kimberly Mitchell and James Harrell as Animal Cruelty Investigators in Pitt County.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**

**Number of Attachments:** 2

*Certificate*



this certificate has been awarded to:

**Kimberly Mitchell**

for the completion of the following 3-hour course:

**Investigating Animal Abuse for Law Enforcement**



2023-10-13

Awarded On

## Law Enforcement Training Center

# Certificate of Attendance

This certifies that

**James Harrell**

Completed 7 hours of training on  
**Advanced animal cruelty investigations + Animal crimes  
investigations and the 4th Amendment**  
co-hosted by the Raleigh Police Department on 1/12/2026.

Approved for continuing education units by the National Animal Care & Control Association



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**PITT COUNTY**  
Agenda Abstract

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Decision

**Agenda Title:** Memorandum of Understanding with Green Town Properties

**Presenter:** Gallagher, Janis

**Presenting Citizen:** Stephanie Coleman,  
Dr. Sharon Paynter

**Summary of Information:** East Carolina University, through its non-profit Green Town Properties, desires to enter into an agreement with Pitt County, as well as Greenville Utilities Commission and the City of Greenville, to support the East Carolina Research and Innovation Campus as a collaboration to create an urban hub that focuses on bringing resources and expertise together to fuel job creation, research, education, business growth and workforce development within Greenville and Pitt County. This agreement would commit \$150,000 per year from each entity for a five-year period, beginning in November 2027.

**Submitter Recommendations/Motions:** Approve the Memorandum of Understanding as presented.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**  
Gibson, Matt -- **Reviewed**  
Corley, Tim -- **Reviewed**  
Taylor, Michael -- **Reviewed**  
Andrews, Kelly -- **Reviewed**

**Number of Attachments:** 1

**MEMORANDUM OF UNDERSTANDING AND AGREEMENT**

THIS MEMORANDUM OF UNDERSTANDING AND AGREEMENT (the "Memorandum") is made and entered into this the \_\_\_\_\_ day of February, 2026, by and between GREEN TOWN PROPERTIES, INC., a North Carolina non-profit corporation ("Green Town"); and COUNTY OF PITT, a political subdivision of the State of North Carolina, located in the State of North Carolina ("County").

WHEREAS, Green Town is a North Carolina non-profit corporation established to provide, make available and coordinate the acquisition, development and management of real estate assets for the benefit of East Carolina University Foundation, Inc. a North Carolina non-profit corporation as well as any of its constituent or supporting organizations, including East Carolina University to fulfill its educational mission; and

WHEREAS, East Carolina University has established the East Carolina Research and Innovation Campus (the "Project") as a collaboration to create an urban hub that focuses on bringing resources and expertise together to fuel job creation, research, education, business growth and workforce development within Greenville and Pitt County; and

WHEREAS, the Project offers an opportunity for East Carolina University, a top tier research institution, and leading companies to co-locate and collaborate in support of education, innovation and economic growth and workforce development; and

WHEREAS, County desires to support education and workforce development resulting in economic growth through the Project by providing financial support and assistance to Green Town.

NOW, THEREFORE, for and in support of education and workforce development resulting in economic growth through the Project, the County hereby agrees to provide financial support to Green Town in an amount up to One Hundred Fifty Thousand and 00/100 Dollars (\$150,000.00) per year (each an "Annual Payment"), as mutually agreed upon annually, for a period of five (5) years. The first Annual Payment shall be due on November 1, 2027, or such other date as County and Green Town may mutually agree. Each successive Annual Payment will be paid on the anniversary date of the first Annual Payment. Unless otherwise agreed, this Memorandum will expire on the fifth anniversary of the first Annual Payment; and

BE IT FURTHER AGREED that all funds provided to the nonprofit will be used for a public purpose in accordance with law, and that upon request of County, Green Town will timely supply such records, information and verification relating to expenditures of the funds or the operations of Green Town as may reasonably be requested by the County.

BE IT FURTHER UNDERSTOOD that as required by law this multi-year agreement is subject to annual appropriation by the governing Board; and that this Agreement may be modified or terminated upon mutual agreement of the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum this the date and year first above written.

Green Town Properties, Inc.

By: \_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary

4909-5049-0984, v. 1

County of Pitt

By: \_\_\_\_\_  
Chairman,  
Pitt County Board of Commissioners

Attest: \_\_\_\_\_  
Clerk to the Board

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**PITT COUNTY**  
Agenda Abstract

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Decision

**Agenda Title:** Pitt County Strategic Plan

**Presenter:** Gallagher, Janis

**Presenting Citizen:** Karen Whichard

**Summary of Information:** Attached for your review and consideration is Pitt County's first Strategic Plan as proposed. Led by BerryDunn consultant team, this draft document is the culmination of an eight-month planning process that included review of existing County plans and demographic data; interviews with 100+ community stakeholders; compilation of citizen and employee survey data; five community forums; Commissioner interviews; Department Head and employee focus group meetings; and development sessions with the Commissioners and the Department Heads.

The robust public engagement process has resulted in a new Mission Statement, Vision Statement and Core Values for the County. In addition, goals and objectives have been developed for the four priority areas: 1) Community Well-Being; 2) Economic Vitality; 3) Balanced Development; and 4) Organizational Excellence.

The County's Strategic Plan will guide operating and budgeting decision-making processes over the next five years.

**Submitter Recommendations/Motions:** Approve the Pitt County Strategic Plan, including revised Mission, Vision and Core Values.

**Reviewed By:**

Andrews, Kelly -- **Reviewed**

Jones, Dawn -- **Reviewed**

Gallagher, Janis -- **Reviewed**

Rhodes, James -- **Reviewed**

**Number of Attachments:** 1



To the Pitt County Community,

We are thrilled to introduce the 2026 – 2031 Pitt County Strategic Plan, an ambitious roadmap designed to guide County resource allocation for maximum community impact over the next five years. This plan is the result of thoughtful collaboration, community input, and a shared commitment to Pitt County.

At the heart of our plan is a clear mission: to enhance the community's well-being with care, respect, and efficiency. Our vision, "Community at Heart, Innovation in Mind," reflects our dedication to both honoring what makes Pitt County distinct while embracing new ideas. Every aspect of this plan has been crafted to reflect the unique character, strengths, and aspirations of Pitt County.

The plan is built on core values that define who we are: professionalism, collaboration, compassion, accountability, and innovation. These values will shape every decision and action as we move forward together.

The strategic priorities and goals reflect our ongoing commitment to core service delivery as well as responding to the evolving needs of our distinct community.

- **Community Well-Being:** We prioritize the health and safety of our community by promoting physical wellness, providing for basic needs, and creating a safe environment for all to thrive.
- **Economic Vitality:** We drive economic growth by championing vibrant communities, supporting the workforce, investing in education, and fostering business development through strategic partnerships.
- **Balanced Development:** We promote intentional, well-planned development supported by infrastructure that meets the current and future needs of the community while also preserving valuable natural and cultural resources.
- **Organizational Excellence:** We work to create a high-performing, collaborative, and transparent organization that aligns government structure with community priorities, optimizes processes, and invests in people, technology, and facilities to deliver timely, high-quality services.

Partnerships are essential to the success of this plan. By working together with our municipal partners, businesses, educational institutions, and community groups, we can achieve our shared objectives and create lasting positive change. Collaboration will be the driving force behind shared initiatives, and we are excited to build upon the strong relationships we have in our community.

We also want to extend our heartfelt thanks to the dedicated employees and community members who participated in the strategic planning process. Your insights, ideas, and commitment have shaped this plan and will continue to guide our progress.

Finally, this strategic plan represents our optimism for the future and our excitement to work together to achieve these goals. We invite you to join us on this journey, share your ideas, and help us build a stronger, more vibrant Pitt County.

With gratitude,

Janis Gallagher

## Purpose of a Strategic Plan

This strategic plan serves as the roadmap for guiding annual operating and capital budget allocation decisions to achieve long-term goals. The plan will serve as a guideline for the next five years and continual updates will be made. It provides a clear vision of where the County is headed, identifies priorities, and outlines objectives to allocate resources effectively. By aligning community needs with organizational capabilities, the strategic plan helps ensure that every initiative contributes to a shared purpose: enhancing Pitt County's overall well-being.

The strategic plan was designed with the intention of adapting to evolving circumstances and helping ensure that Pitt County remains responsive to its community needs. Our growing population places pressure on schools and infrastructure as well as public health and safety. Through the development and implementation of a strategic plan, resources can better meet the needs of the community.

This plan is a commitment to transparency, accountability, and collaboration. It will help the County and key partners anticipate challenges, seize opportunities, and measure progress over time. Through this framework, the County can focus on what matters most, adapt to changing conditions, and deliver services that reflect the values of the community.

## Introduction and Planning Context

Located in Eastern North Carolina's Inner Banks region, Pitt County is a dynamic and growing community that serves as the cultural, educational, and economic hub of the area. The County combines small-town charm with metropolitan amenities, making it an attractive place to live, work, and visit. The County spans approximately 655 square miles and is home to a population of over 180,000 residents, with steady growth projected in the coming years. The community is diverse, and with a median age of 33 years, reflects a vibrant mix of families, professionals, and students.

With an annual budget of \$420,649,900 and 1150.8 full-time equivalent positions, Pitt County provides services in areas including human services, economic development, public safety, tax administration, cultural arts, recreation, and environmental protection. Additionally, a significant portion of the County's general fund dollars is dedicated to facilities for Pitt County Schools and Pitt Community College, as well as supplemental pay for teachers. The County's CIP totals \$147,468,824 in projects over the next five years, including a new County administration building, maintaining and upgrading the EMS fleet, and funding for Pitt County Schools and Pitt Community College.

Total Budget for Fiscal Year 2025-26: \$420,649,900

<b>Fiscal Year 2025-2026 Revenues</b>	<b>Fiscal Year 2025-2026 Expenditures</b>
• Ad Valorem – 59.31%	Education – 21.53%
• Other Taxes – 9.09%	Public Safety – 17.54%
• Intergovernmental – 8.81%	Human Services – 14.43
• Permits & Fees – 1.70%	General Government – 12.96%
• Sales & Services – 8.18%	Environmental Protection – 4.61%
• Interest Earnings – 0.83	Debt Service – 4.18%
• Miscellaneous – 5.13%	Internal Service – 4.04%
• Fund Balances Appropriated – 6.96%	Economic and Physical Development: 2.61%
	Cultural and Recreational – 0.53%

	Transportation – 0.31%
	Other – 17.27%

County Government Employees: 1,150.8

Recommended Capital Improvement Plan Five-Year Plan total: \$147,468,824

The development of this plan was informed by staff, stakeholders, and elected official interviews, community input from in-person and online platforms, demographic and economic data, existing plans and budgets, and insights from employee and community surveys. Each of these efforts served the development of the plan. Residents provided insights for the County Board and staff to consider. County Staff developed and refined objectives and performance measures. The Board of Commissioners reviewed the mission, vision, core values, and strategic focus areas of the Strategic Plan and approved its adoption.

## List of Strategic Priorities and Objectives

**Mission Statement:** Pitt County enhances the community's well-being with care, respect, and efficiency.

**Vision Statement:** Community at Heart, Innovation in Mind.

### Core Values

- **Professional:** We embrace service delivery practices that are consistent with our mission and promote excellence.
- **Collaborative:** We achieve success by working together to accomplish great things for our community.
- **Compassionate:** We act with integrity and show care and empathy for others.
- **Accountable:** We commit to sharing information, making decisions that are deliberate and based on fact, and using public resources wisely to retain community trust.
- **Innovative:** We foster a culture of curiosity and adaptability, and encourage the development of new and improved ideas.

**Strategic Priority Area:** Community Well-Being

**Goal Statement:** We prioritize the health and safety of our community by promoting physical wellness, providing for basic needs, and creating a safe environment for all to thrive.

### Objectives:

- Pursue the creation of a consolidated human services agency for the County to maximize efficiency while providing integrated, holistic services to the community.
- Implement appropriate recommendations from the fire services study to meet current and future needs and help ensure County residents receive adequate services.
- Expand public health offerings to include primary health services and an enhanced community paramedic program to improve access to medical care.

- Continue to implement the Pitt County Cultural Arts and Recreation Master Plan to improve access to parks and recreational programming throughout the County.
- Explore partnership opportunities with the ECU Health Medical Center and other entities to develop a violence interruption program to improve public safety.
- Explore initiatives, such as kin-first placements and other innovative programming, to protect child welfare and reduce the number of children in foster care.
- Provide services at the Pitt County Detention Center to decrease recidivism and improve overall community safety.
- Conduct an Animal Services needs assessment to support the department in providing public safety, spay/neuter, rescue, rehoming, and pet owner resources.
- Support the production of, access to, and consumption of locally produced foods.
- Update the County's Homelessness Plan to align with current federal regulations and identify resources for needed housing options.

### **Strategic Priority Area: Economic Vitality**

**Goal Statement:** We drive economic growth by championing vibrant communities, supporting the workforce, investing in education, and fostering business development through strategic partnerships.

#### **Objectives:**

- Formalize the funding process with Pitt County Schools and Pitt Community College to enhance alignment of resources with identified needs.
- Promote industrial site development, facilitate connections to resources, and explore other support mechanisms to increase the County's attractiveness for business and industry growth.
- Partner to increase affordable housing for low- to moderate-income households by promoting equitable development, expanding funding opportunities, and supporting relevant initiatives.
- Explore strategies to support small businesses and non-profits within the County and encourage entrepreneurship.
- Partner with the City of Greenville and the Pitt-Greenville Airport Authority to improve air service operations for the region.
- Partner with the City of Greenville, East Carolina University, and the private sector to create a new, transformative waterfront development that includes office space and retail options as well as recreation amenities.
- Explore new initiatives to increase access to high-quality child care in the community through partnerships with key community institutions to enhance workforce support.

## **Strategic Priority Area:** Balanced Development

**Goal Statement:** We promote intentional, well-planned development supported by infrastructure that meets the current and future needs of the community while also preserving valuable natural and cultural resources.

### **Objectives:**

- Implement recommendations from the Envision Pitt County 2045 Comprehensive Land Use Plan to appropriately manage future growth and development, improve infrastructure, and accomplish long-range goals.
- Develop a Unified Development Ordinance (UDO) to consolidate and streamline development regulations and processes to ensure the goals of Envision Pitt County 2045 can be successfully implemented.
- In coordination with County drainage districts, develop a countywide drainage management and maintenance plan to protect property and reduce flooding impacts.
- Develop a farmland preservation plan to support agricultural production and balance growth with the desire to preserve rural character.
- Update the Solid Waste Management Plan to help ensure long-term environmental protection through a comprehensive, effective waste management program that supports current and future disposal capacity needs, maintains reliable waste collection services, strengthens waste reduction and recycling programs, and reduces improper waste disposal.
- Update the Pitt County Greenway Plan to identify new greenway routes that will enhance bicycle and pedestrian access to outdoor activities and create connections between existing trails and recreational facilities.
- Support the Greenville Metropolitan Planning Organization, the Mid-East Rural Planning Organization, local municipalities, and the North Carolina Department of Transportation as they develop projects and implement the Pitt County Comprehensive Transportation Plan.
- Implement the Neuse River Regional Hazard Mitigation Plan to reduce flood risks, protect community assets, enhance resiliency, coordinate emergency operations, and promote preparation for and awareness of identified hazards.

## **Strategic Priority Area:** Organizational Excellence

**Goal Statement:** We work to create a high-performing, collaborative, and transparent organization that aligns government structure with community priorities, optimizes processes, and invests in people, technology, and facilities to deliver timely, high-quality services.

### **Objectives:**

- Design and construct a modern County administration building that enhances operational efficiency while providing a welcoming environment.
- Equip all County employees with the knowledge, skills, and tools necessary to provide excellent customer service both internally and to community members.

- Regularly conduct organizational assessments to evaluate staffing levels, organizational structure, and business processes to optimize internal and external service delivery.
- Invest in technology to support data security, transparency, and cross-department collaboration to improve service access and outcomes.
- Establish a comprehensive fleet management plan that optimizes vehicle utilization, identifies a funding strategy, and helps ensure safe and reliable transportation for County operations.
- Develop and implement marketing and communication strategies to help community members understand County operations, improve transparency and accessibility, and enhance overall engagement.
- Evaluate the development of a funding process to support local non-profit organizations that improve outcomes for County residents.

## Engagement Summary

During the development of this strategic plan, the County invited residents, business, and community partners to share their ideas. Through an online platform called Social Pinpoint, residents were invited to voice their thoughts through the Ideas Wall and Community Survey.

The following indicates the comprehensive list of community engagement efforts:

- 303 community survey responses
- 5 Community Forums
- 233 Employee Survey Responses
- 76 community interviews
- 3 employee focus groups

## Implementation Process

Implementation begins at the staff level through detailed planning that translates strategic priorities into action steps. Each department will develop work plans that explicitly align with the overarching strategic plan, helping to ensure that day-to-day operations contribute to long-term goals. These plans should include measurable objectives, timelines, and assigned responsibilities, creating accountability and clarity across the organization. Staff engagement in this process is critical to foster ownership and ensure that the strategic vision permeates all levels of the organization.

To maintain alignment and adaptability, an annual review of strategic objectives will be integrated into the budget process. This review will assess progress toward goals, identify emerging challenges, and adjust priorities as needed. By linking resource allocation to strategic objectives, the organization reinforces its commitment to the plan and ensures that funding decisions support desired outcomes. This cyclical review process also provides an opportunity for departments to report on achievements and recalibrate work plans for the coming year.

Finally, the organization will evaluate the development of internal work teams dedicated to strategic priority areas, promoting cross-departmental collaboration and innovation. These teams will serve as

champions for specific initiatives, driving progress, and sharing best practices. Additionally, all requests for board action will be vetted through the lens of strategic priorities, helping ensure consistency and alignment at the governance level. This approach embeds the strategic plan into decision-making processes, creating a unified framework for achieving organizational goals.

## Acknowledgments

We would like to take a moment to thank the combined efforts of our project management team, employees, department heads, and community participants. These individuals' input, time, and effort have been invaluable throughout the process.

### Board of County Commissioners

- Rochelle Brown: District B (Districts 3 and 6 Combined)
- Ann Floyd Huggins: District 1
- Benji Holloman: Vice-Chair, District 4
- Mac Manning: District C (Districts 4 and 5 Combined)
- Melvin C. McLawhorn: District A (Districts 1 and 2 Combined)
- Christopher Nunnally: District 3
- Mary Perkins-Williams: District 2
- Mark C. Smith: Chairman, District 5
- Gary Weaver: District 6

### County Project Team

- Janis Gallagher
- James Rhodes
- Kelly Andrews
- Dawn Jones
- Katherine Crisp

Thank you to the BerryDunn Consulting Team for their facilitation of the process.

**COUNTY MANAGER**  
Janis Gallagher

1717 West Fifth Street  
Greenville, NC 27834  
Tel: (252) 902-2950  
Fax: (252) 830-6311



**BOARD OF COMMISSIONERS**

Rochelle Brown  
Benji Holloman  
Ann Floyd Huggins  
Mac Manning  
Melvin McLawhorn  
Christopher W. Nunnally  
Mary Perkins-Williams  
Mark C. Smith  
Gary Weaver

**PITT COUNTY**  
Agenda Abstract

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Decision

**Agenda Title:** Pitt Area Transit Relocation Project to Technology Enterprise Center

**Submitter:** Corley, Tim

**Summary of Information:** As part of the relocation of staff from the Pitt County Office Building property, Pitt Area Transit was identified to relocate to space at the Technology Enterprise Center. JKF Architecture has completed plans and specifications for the project. County staff is ready to move forward with advertisement and bidding of the construction project.

Funding for this project is requested in the FY 2026-2027 Capital Improvement Plan.

**Submitter Recommendations/Motions:** Authorize County staff to bid out the PATS relocation project.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**  
Gibson, Matt -- **Reviewed**  
Hardy, Michael -- **Reviewed**

**Number of Attachments:** 0

**COUNTY MANAGER**  
Janis Gallagher

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**BOARD OF COMMISSIONERS**

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Mary Perkins-Williams  
Mark C. Smith  
Gary Weaver

**PITT COUNTY**  
Agenda Abstract

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Decision

**Agenda Title:** Reappointment to the Pitt County Nursing Home/Adult Care Home Community Advisory Committee

**Presenter:** Gallagher, Janis

**Summary of Information:** The Pitt County Nursing Home/Adult Care Home Community Advisory Committee is recommending the reappointment of Delores Nobles to the Pitt County Nursing Home/Adult Care Home Community Advisory Committee. If appointed Delores Nobles' term will expire September 30, 2028.

**Submitter Recommendations/Motions:** Nominate Delores Nobles for reappointment to the Pitt County Nursing Home/Adult Care Home Community Advisory Committee.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**

**Number of Attachments:** 1



## People Working Together

1502 North Market St. Washington, North Carolina 27889  
[www.mideastcom.org](http://www.mideastcom.org)  
Phone: (252) 946-8043 Fax: (252) 946-5489

January 12, 2026

**Katherine Crisp**  
Deputy Clerk to the Board  
Pitt County Board of Commissioners  
1717 W. 5<sup>th</sup> Street  
Greenville, NC 27834

Dear Ms. Crisp:

I am requesting the reappointment of Delores Nobles to the Joint Community Advisory Committee. I am requesting this re-appointment be made for an additional three-year term in accordance with G.S. 131E-128, which states, "Any person reappointed to a second or subsequent term in the same county shall serve a three-year term."

M. Nobles has been committed to the work of our program, advocating for residents of long-term care. We are thankful for her service and look forward to continuing our work together. If you have any further questions or concerns, I can be reached at (252) 974-1838.

Sincerely,

Laura Jett  
Regional Long Term Care Ombudsman

**Serving: Beaufort County • Bertie County • Hertford County • Martin County • Pitt County**

"Auxiliary aids and services are available upon request to individuals with disabilities."  
Relay numbers for the Hearing Impaired: (TTY) 1-800-735-2962 (voice) 1-800-735-8262

**COUNTY MANAGER**  
Janis Gallagher

1717 West Fifth Street  
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Fax: (252) 830-6311



**BOARD OF COMMISSIONERS**

Rochelle Brown  
Benji Holloman  
Ann Floyd Huggins  
Mac Manning  
Melvin McLawhorn  
Christopher W. Nunnally  
Mary Perkins-Williams  
Mark C. Smith  
Gary Weaver

**PITT COUNTY**  
Agenda Abstract

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Decision

**Agenda Title:** Appointment/Reappointment to the Grimesland Planning Board

**Presenter:** Gallagher, Janis

**Summary of Information:** The Town of Grimesland recommends Betty Sue Harrison for appointment and Toby Williams for reappointment to the Grimesland Planning Board. If appointed/reappointed, their terms will expire February, 2029.

**Submitter Recommendations/Motions:** Nominate Betty Sue Harrison for appointment and Toby Williams for reappointment to the Grimesland Planning Board.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**

**Number of Attachments:** 3

January 15, 2026

TO: Pitt County Board of Commissioners  
FROM: Eleanor H. Farr  
SUBJECT: Board Appointments

The Town of Grimesland hereby recommends the following appointments be renewed/appointed to the appropriate boards:

Planning Board: Appoint Betty Sue Harrison replacing Jake Adams  
Planning Board: Reappoint Toby Williams

Thank you.

## STATEMENT OF INTEREST TO SERVE

If you are a Pitt County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Pitt County Board of Commissioners  
c/o Clerk to the Board  
1717 W. 5th Street  
Greenville, N.C. 27834

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

**Grimesland Planning Board**

Full Name: Betty Sue Harrison

Date of Birth: 6/7/1959

Residence Address: 923 S Grimesland Bridge Road

Gender: F

City and Zip Code: Grimesland NC 27837

Race: White

Mailing Address (if different):

Home (Night) Phone No:

Work (Day) Phone No: 2527176933

Fax No:

Email: harrisonbs59@gmail.com

Attributes: Grimesland ETJ

VolAg Southeast

South of the River

Please list your County Commissioner District: 6

(This information can be obtained from the Board of Elections at 252-902-3300).

Please list educational background, military experience, work experience and/or volunteer experience you have had which may be beneficial in evaluating your qualifications:

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>			
	Organization	Description	Dates
Education	Pitt Community College	unknown	-
Education	DH Conley	Graduate	-
Experience	ECU School of Medicine	Dept of Surgery Admin	-
Volunteer	Grimesland Fire Dept	Volunteer	-

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25%, three (3) meetings in any calendar years.

Signature:

Application Date: 1/27/2026

**\*\*Note: When applying for a Pitt County Board or Commission, your application is considered a public record. The Board Appointment policy requires that applications be on file in the Clerk's Office 30 days prior to consideration for appointment.**

**\*\*\*Interest to Serve forms remain current for two full years. Following that the applicant may wish to contact the Clerk to the Board's Office for an updated form.**

**Pitt County Board of Commissioners  
1717 W. 5th Street  
Greenville, N.C. 27834  
(252) 902-2950**

**Reviewed for accuracy**

**Signature:** \_\_\_\_\_

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

## Board Members

Seat	Name	Applicant District	First Appt.	Appt Date	Exp Date	Yrs Served (To Date)	Yrs Served (At Term End)
<b>Grimesland Planning Board</b>							
1	Adams, Jake C ETJ	6	11/16/2015	11/16/2015	05/18/2018	10.15	2.50
2	Williams, Tobius ETJ	6	06/04/2018	07/01/2021	06/30/2024	7.60	6.08

**COUNTY MANAGER**  
Janis Gallagher

1717 West Fifth Street  
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Fax: (252) 830-6311



**BOARD OF COMMISSIONERS**

Rochelle Brown  
Benji Holloman  
Ann Floyd Huggins  
Mac Manning  
Melvin McLawhorn  
Christopher W. Nunnally  
Mary Perkins-Williams  
Mark C. Smith  
Gary Weaver

**PITT COUNTY**  
Agenda Abstract

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Decision

**Agenda Title:** Reappointments to the ECU Health Medical Center Board of Trustees

**Presenter:** Gallagher, Janis

**Summary of Information:** The ECU Health Medical Center Board of Trustees would like to reappoint Michael Fitzpatrick and Christopher Jenkins. If reappointed their dates served will be March 2026 through February 2031.

In accordance with the bylaws of the Pitt County Memorial Hospital, Inc. D/B/A ECU Health Medical Center, the Board of Commissioners will vote to accept or reject each nominee for each slate. In the event the Board of Commissioners rejects any individual nominated as part of the slate, the Chairman of the Pitt County Nominating Committee shall confer with the Chairman of the Board of Commissioners about the rejection, and the committee shall nominate a new candidate for any unfilled seat.

**Submitter Recommendations/Motions:** Motion to reappoint Michael Fitzpatrick and Christopher Jenkins to the ECU Health Medical Center Board of Trustees.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**

**Number of Attachments:** 1



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December 30, 2025

Pitt County Board of Commissioners  
1717 West 5<sup>th</sup> Street  
Greenville, North Carolina 27834

Dear Commissioners,

This letter serves as formal notification regarding the requirement for two reappointments to the ECU Health Medical Center Board of Trustees, effective March 1, 2026. The board members eligible for reappointment are:

- Mr. Michael Fitzpatrick occupying Seat 3
- Mr. Christopher Jenkins occupying Seat 9

Pursuant to our revised Articles of Incorporation and Bylaws, the ECU Health Medical Center Board Nominating Committee met on December 17, 2025 to consider the reappointments as described above.

The Committee voted to recommend that the Pitt County Commissioners reappoint Mr. Fitzpatrick and Mr. Jenkins to an additional five-year term.

We appreciate your collaboration and support in this process.

Sincerely,

A handwritten signature in black ink that reads "Diane N. Taylor".

Diane N. Taylor  
Chair, Nominating Committee-Pitt County  
ECU Health Medical Center Board of Trustees

:ewg

cc: Ms. Deborah Davis, Chair, ECU Health Medical Center Board of Trustees  
Ms. Janis Gallagher, Pitt County Manager  
Mr. Christopher Nunnally, ECU Health Medical Center Board of Trustees Designee, Pitt County Board of Commissioners

2100 Stantonsburg Road  
Greenville, NC 27834-2818  
PO Box 6028  
Greenville, NC 27835-6028  
252.847.4100  
[ECUHealth.org](http://ECUHealth.org)

**COUNTY MANAGER**  
Janis Gallagher

1717 West Fifth Street  
Greenville, NC 27834  
Tel: (252) 902-2950  
Fax: (252) 830-6311



**PITT COUNTY**  
Agenda Abstract

**BOARD OF COMMISSIONERS**

Rochelle Brown  
Benji Holloman  
Ann Floyd Huggins  
Mac Manning  
Melvin McLawhorn  
Christopher W. Nunnally  
Mary Perkins-Williams  
Mark C. Smith  
Gary Weaver

**Meeting Date/Time:** 02/16/2026 6:00 PM

**Agenda Section:** Items for Decision

**Agenda Title:** Reappointments to the Board of Equalization & Review

**Presenter:** Gallagher, Janis

**Summary of Information:** Mr. Edwin Congleton has requested to be reappointed to the Pitt County Board of Equalization and Review. If reappointed, he will serve another full term that expires March 2029. The appointment of Mr. Edwin Congleton is an exception to the Board's policy due to his number of years served.

Additionally, the Board of Commissioners must appoint the Chair of the Board of Equalization and Review. It is recommended that Jeremy King be reappointed as Chair.

It is noted that Mr. Clifton Clark is not seeking reappointment to the Pitt County Board of Equalization and Review. We are continuing to advertise his position.

**Submitter Recommendations/Motions:** Nominate Edwin Congleton for reappointment with the appropriate exceptions and appoint Jeremy King as the Chairman.

**Reviewed By:**

Gallagher, Janis -- **Reviewed**  
Hill, Russell -- **Reviewed**

**Number of Attachments:** 3

# Board Members

Seat	Name	Applicant District	First Appt.	Appt Date	Exp Date	Yrs Served (To Date)	Yrs Served (At Term End)
<b>Board of Equalization &amp; Review</b>							
2	Buck, Elbert	6	03/21/2022	03/10/2025	02/28/2028	3.90	5.95
3	Clark, Clifton Single Family residential prop	2	08/22/2022	03/06/2023	03/06/2026	3.47	3.54
5	Congleton, Edwin W small business owner	4	02/17/2004	03/06/2023	03/06/2026	22.00	22.06
4	Heath, Anne Engaged in commercial producti	3	09/11/2023	09/11/2023	09/11/2026	2.42	3.00
6	King, Jeremy C Note: Chair - Attorney, Accountant or other p	3	02/17/2004	03/10/2025	02/28/2028	22.00	24.05
7	Piner, Andy E Licensed property appraiser	5	02/17/2004	03/10/2025	02/28/2028	22.00	24.05
1	Smith, Mark C Chairman Appointment	5	12/01/2025	12/01/2025	12/31/2026	0.19	1.08

## **STATEMENT OF INTEREST TO SERVE**

If you are a Pitt County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Pitt County Board of Commissioners  
c/o Clerk to the Board  
1717 W. 5th Street  
Greenville, N.C. 27834

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

**Board of Equalization & Review**  
**ECU Health Medical Center Board**  
**Local Firemen's Relief Fund Board**  
**Pitt County Board of Adjustment**

Full Name: Edwin W Congleton

Date of Birth: 7/19/1952

Residence Address: 3609 Hawick Place

Gender: M

City and Zip Code: Greenville NC 27834

Race: White

Mailing Address (if different):

Home (Night) Phone No: 2527524675

Work (Day) Phone No: 2527526423

Fax No: 2527526499

Email: gasman7003@embarqmail.com

Attributes: small business owner

Greenville City Limits

VolAg Southwest

South of the River

Please list your County Commissioner District: 4

(This information can be obtained from the Board of Elections at 252-902-3300).

Please list educational background, military experience, work experience and/or volunteer experience you have had which may be beneficial in evaluating your qualifications:

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>			
	Organization	Description	Dates
Education	North Pitt High School		
Education	North Carolina State University	BA - Sociology	
Experience	Stokes & Congleton, Inc.	President/CEO	30 years
Volunteer/Prof. Associations	Stokes Elementary School Adv. Board		
Volunteer/Prof. Associations	Ruritan Club		

Organization	Description	Dates
Volunteer/Prof. Associations	PTO	
Volunteer/Prof. Associations	Carolina Township Fire Department	
Volunteer/Prof. Associations	Boy Scouts/ Eagle Scouts	

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25%, three (3) meetings in any calendar years.

Signature:

Application Date: 8/14/2008

**\*\*Note: When applying for a Pitt County Board or Commission, your application is considered a public record. The Board Appointment policy requires that applications be on file in the Clerk's Office 30 days prior to consideration for appointment.**

**\*\*\*Interest to Serve forms remain current for two full years. Following that the applicant may wish to contact the Clerk to the Board's Office for an updated form.**

**Pitt County Board of Commissioners  
1717 W. 5th Street  
Greenville, N.C. 27834  
(252) 902-2950**

**Reviewed for accuracy**

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

## STATEMENT OF INTEREST TO SERVE

If you are a Pitt County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Pitt County Board of Commissioners  
c/o Clerk to the Board  
1717 W. 5th Street  
Greenville, N.C. 27834

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

## Board of Equalization & Review

Full Name: Jeremy C King Date of Birth: 9/28/1974

Date of Birth: 9/28/1974

Residence Address: PO Box 1505 Gender: M

City and Zip Code: Greenville NC 27835 Race: White

Mailing Address (if different): 1510 Muirfield Dr

Home (Night) Phone No: 2523419081

Work (Day) Phone No: 2527525505

Fax No: 2527524191

Email: jeremykno2@yahoo.com

### Attributes: Attorney

## Greenville City Limits

## South of the River

## VolAg Southeast

Please list your County Commissioner District: 3

(This information can be obtained from the Board of Elections at 252-902-3300).

Please list educational background, military experience, work experience and/or volunteer experience you have had which may be beneficial in evaluating your qualifications:

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>			
	Organization	Description	Dates
Education	University of South Carolina	BA, Juris Doctor	
Education	J.H. Rose		1992
Experience	Lanier & Taggart, PLLC	Attorney	

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25%, three (3) meetings in any calendar years.

Signature:

Application Date: 12/18/2003

**\*\*Note: When applying for a Pitt County Board or Commission, your application is considered a public record. The Board Appointment policy requires that applications be on file in the Clerk's Office 30 days prior to consideration for appointment.**

**\*\*\*Interest to Serve forms remain current for two full years. Following that the applicant may wish to contact the Clerk to the Board's Office for an updated form.**

**Pitt County Board of Commissioners  
1717 W. 5th Street  
Greenville, N.C. 27834  
(252) 902-2950**

**Reviewed for accuracy**

**Signature:** \_\_\_\_\_

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