Meeting Date/Time: 12/2/2019 8:30 AM

Agenda Section: Election of Officers

Agenda Title: Election of Chairman and Vice Chairman

Presenter: Gallagher, Janis

Summary of Information: Election of officers for the Board of Commissioner will be the next order of business. The board will need to follow the process as established in the Rules of Procedure for the Board of Commissioners.

The Chairman will relinquish the control of the meeting. The County Attorney will serve as parliamentarian for election of officers.

1. Accept nominations for Chairman and vote on nominees.

2. Accept nominations for Vice-Chairman and vote on nominees.

Submitter Recommendations/Motions: -

Reviewed By:
Elliott, Scott--Reviewed

Number of Attachments: 0
Meeting Date/Time: 12/2/2019 8:30 AM

Agenda Section: Presentation

Agenda Title: Presentation of the County's Audited Financial Statements for the Year Ended June 30, 2019

Submitter: Barnett, Brian

Presenting Citizen: Elsa Watts

Summary of Information: Elsa Watts, Audit Manager, with the accounting firm of Martin Starnes & Associates will present the June 30, 2019 financial statements to the Board. Ms. Watts will be available to answer any questions the Board members may have.

The Comprehensive Annual Financial Report (CAFR) has been submitted to the Local Government Commission (LGC) for review and comment. Once approved by the LGC, the CAFR will be submitted to the Government Finance Officers Association (GFOA) for consideration in the annual "Certificate of Achievement for Excellence in Financial Reporting" awards program. The County has received this award for the past 29 years and staff believes these financial statements continue to meet the high standards set by both the LGC and GFOA.

Pitt County's CAFR will be available for viewing by the public in the Clerk to the Board of Commissioners' Office at 1717 West 5th St. Greenville, NC 27834. Additionally, the report will be posted to the County's web site and can be accessed at https://www.pittcountync.gov/CAFR.

Submitter Recommendations/Motions: Accept report of audited
June 30, 2019 financial statements as presented.

**County Manager's Comments:** Concur with staff recommendation to accept audit report as presented.

**Reviewed By:**
Elliott, Scott-- Reviewed
McDaniel, Chris-- Reviewed

**Number of Attachments:** 1
Pitt County, North Carolina
Annual Financial Report
Fiscal Year Ended June 30, 2019
Audit Highlights

- Unmodified Opinion

- Cooperative Staff
## Fund Balance Position-General Fund

- **Total Fund Balance**: $42,805,182
- **Non spendable**: $116,179
- **Stabilization by State Statute**: $13,777,420
- **Available Fund Balance**: $28,911,583

- **Available Fund Balance 2018**: $31,113,992
- **Decrease in Available FB**: $(2,202,409)
Available Fund Balance as a Percent of Expenditures and Transfers Out - General Fund

- 2018: 21.08%
- 2019: 19.57%
General Fund Summary

<table>
<thead>
<tr>
<th>Year</th>
<th>Revenues</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>$148,555,800</td>
<td>$140,815,655</td>
</tr>
<tr>
<td>2018</td>
<td>$144,495,032</td>
<td>$140,040,874</td>
</tr>
<tr>
<td>2019</td>
<td>$148,790,370</td>
<td>$138,677,659</td>
</tr>
</tbody>
</table>
Major Revenues: General Fund

- Ad Valorem Taxes 60%
- Other Revenues 8%
- Other Taxes and Licenses 16%
- Restricted Intergovern'l 16%

Other Revenue:
- Unrestricted
- Intergovernmental
- Permits & Fees
- Sales & Services
- Investment Income
- Misc. Revenue

Total Revenues $148,790,370
Top 3 Revenues $136,929,347
Ad Valorem Taxes

- 2017: $85,251,700
- 2018: $87,689,222
- 2019: $89,696,527
Other Taxes and Licenses

<table>
<thead>
<tr>
<th>Year</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>$21,097,775</td>
</tr>
<tr>
<td>2018</td>
<td>$22,150,694</td>
</tr>
<tr>
<td>2019</td>
<td>$23,469,611</td>
</tr>
</tbody>
</table>
Restricted Intergovernmental

2017: $31,120,560
2018: $23,190,001
2019: $23,763,209
Major Expenditure Categories: General Fund

- Education: 34%
- Public Safety: 26%
- Human Services: 28%
- Other Expenditures: 12%

Total Expenditures = $138,677,659
Public Safety

- 2017: $33,856,656
- 2018: $35,457,139
- 2019: $35,399,010
Human Services

- 2017: $46,210,880
- 2018: $38,962,154
- 2019: $38,846,194
Education

- 2017: $45,008,966
- 2018: $45,880,346
- 2019: $46,538,707
Discussion & Questions
Meeting Date/Time: 12/2/2019 8:30 AM

Agenda Section: Items for Report

Agenda Title: Report from Pitt County Schools

Presenter: Elliott, Scott

Presenting Citizen: Dr. Ethan Lenker

Summary of Information: Dr. Lenker will appear before the Board and provide an update concerning the school system.

Submitter Recommendations/Motions: Report only.

Reviewed By:
Elliott, Scott—Reviewed

Number of Attachments: 0
Meeting Date/Time: 12/2/2019 8:30 AM

Agenda Section: Items for Report

Agenda Title: Department Spotlight – Social Services

Presenter: Elliott, Jan

Summary of Information: The Director of Social Services will provide an overview of functions and goals for the Social Services Department.

Submitter Recommendations/Motions: Report Only.

Reviewed By:
Elliott, Scott—Reviewed

Number of Attachments: 0
Meeting Date/Time: 12/2/2019 8:30 AM

Agenda Section: Items for Report

Agenda Title: Manager's Report

Presenter: Elliott, Scott

Summary of Information: Next meeting dates:
December 16, 2019 at 6 p.m., Regular Meeting

Thriving Small Town Summit for Pitt County Municipalities, December 5, 2019, 9 a.m. - 12 p.m., Vidant Administrative Building

Recognition of Commissioner Ann Floyd Huggins for appointment to NACo Human Services & Education Policy Steering Committee

2019 Pitt County Holiday Safety Fair, December 5, 2019, 4:00pm - 8:00pm, Alice F. Keene District Park

Submitter Recommendations/Motions: Report Only.

Reviewed By: Elliott, Scott-- Reviewed

Number of Attachments: 0
Meeting Date/Time: 12/2/2019 8:30 AM

Agenda Section: Items for Consent

Agenda Title: Approval of Minutes

Submitter: Hines, Kimberly

Summary of Information: Minutes from the November 18, 2019 (regular meeting) have been prepared for the Board's consideration.

Submitter Recommendations/Motions: Motion to approve minutes.

County Manager's Comments: Concur with staff recommendation to approve minutes.

Reviewed By:
Elliott, Scott—Reviewed

Number of Attachments: 0
Meeting Date/Time: 12/2/2019 8:30 AM

Agenda Section: Items for Consent

Agenda Title: Individual Surety Bonds

Presenter: Elliott, Scott

Summary of Information: In December of each year, the Board of County Commissioners must approve the individual surety bonds required by NC General Statutes. These bonds cover the period of July 1, 2019 through June 30, 2020. Those positions requiring such bonds, the names of the individuals, the bond amount, the expiration date of the bond, and the NC General Statutes requiring the bonds are as follows:

Position: Register of Deeds
Individual Name: Lisa Nichols
Bond Amount: $50,000
Expiration Date of Bond: 6/30/20 (billed annually)
Statute: NCGS 161-4

Position: Sheriff
Individual Name: Paula Dance
Bond Amount: $25,000
Expiration Date of Bond: 6/30/20 (billed annually)
Statute: NCGS 162-8

Position: Finance Director
Individual Name: Brian Barnett
Bond Amount: $500,000
Expiration Date of Bond: 6/30/20 (billed annually)
Statute: NCGS 159-29(a)
Position: Tax Administrator
Individual Name: Sam Croom
Bond Amount: $500,000
Expiration Date of Bond: 6/30/20 (billed annually)
Statute: NCGS 105-349

The bond amount for the Register of Deeds (Nichols) and the Sheriff (Dance) are statutorily limited by NC General Statutes. The bond amounts for the other individuals listed are left up to the governing board (Commissioners), per NC General Statutes. The Board of Commissioners approved the $500,000 limit in April 2007 to meet the current limit of the Pitt County Government Property/Crime Insurance coverage (blanket coverage for all employees unless statutorily required to have separate bonds). Some bonds are multiple year coverage. All bonds can be cancelled at any time, with appropriate refund of bond cost, if the person in the position leaves.

Submitter Recommendations/Motions: Approve surety bonds as presented.

County Manager's Comments: Concur with staff recommendation to approve individual surety bonds.

Reviewed By:
Elliott, Scott-- Reviewed
Barnes, Chris-- Reviewed

Number of Attachments: 0
Meeting Date/Time: 12/2/2019 8:30 AM

Agenda Section: Items for Consent

Agenda Title: Budget Amendment - Planning - 2020 Emergency Solutions Grant (ESG) Award - $86,140 (County Match Required)

Presenter: Rhodes, James

Summary of Information: The Pitt County Planning Department has received $61,140 in Emergency Solutions Grant funding. These funds are to be used to help individuals and families experiencing homelessness regain stable housing in a short period of time. The ESG funds will be used to provide temporary financial assistance to eligible citizens.

The Department is requesting the approval of the attached Budget Amendment to increase revenues and expenditures by $86,140. Funding includes $25,000 in County reserved matching grant funds included in the FY 19-20 budget, as approved by the Board in the June 17, 2019 BOCC meeting.

Submitter Recommendations/Motions: Approve the attached Budget Amendment to increase revenues and expenditures by $86,140, and authorize the County Manager to sign the 2020 ESG contract.

County Manager's Comments: Concur with staff recommendation to approve budget amendment.

Reviewed By:
Elliott, Scott-- Reviewed
Rhodes, James-- Reviewed
Urban, Denise--Reviewed
Dixon, Kelly--Reviewed
Barnett, Brian--Reviewed

Number of Attachments: 1
## PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

**Department:** Planning - Emergency Solutions Grant 2020  
**Date of Request:** 12/2/19  
**FY Budget:** 19-20

<table>
<thead>
<tr>
<th>ACCOUNT NO.</th>
<th>TITLE OF ACCOUNT</th>
<th>DECREASE</th>
<th>INCREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>243859 498010</td>
<td>Interfund Transfer General</td>
<td>25,000</td>
<td></td>
</tr>
<tr>
<td>243859 426400</td>
<td>Federal Categorical</td>
<td></td>
<td>61,140</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT NO.</th>
<th>TITLE OF ACCOUNT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>109810 598024</td>
<td>Fund Transfer to Grant Fund</td>
<td>25,000</td>
<td></td>
</tr>
<tr>
<td>109910 599103</td>
<td>Grant Match</td>
<td></td>
<td>25,000</td>
</tr>
<tr>
<td>245859 512000</td>
<td>Salaries</td>
<td>22,209</td>
<td></td>
</tr>
<tr>
<td>245859 518100</td>
<td>FICA Taxes</td>
<td>1,739</td>
<td></td>
</tr>
<tr>
<td>245859 518200</td>
<td>Retirement</td>
<td>1,774</td>
<td></td>
</tr>
<tr>
<td>245859 518201</td>
<td>401K Retirement</td>
<td>1,306</td>
<td></td>
</tr>
<tr>
<td>245859 518300</td>
<td>Hospitalization</td>
<td>7,920</td>
<td></td>
</tr>
<tr>
<td>245859 518400</td>
<td>Life Insurance</td>
<td>52</td>
<td></td>
</tr>
<tr>
<td>245859 540000</td>
<td>Emergency Assistance</td>
<td></td>
<td>51,140</td>
</tr>
</tbody>
</table>

**Net Effect to Budget:** $61,140

**Department Justification:**  
(Please provide detailed explanation)  
Budget amendment is to establish accounts for the Emergency Solutions Grant to assist the homeless citizens of Pitt County. Grant funding includes $25,000 in county reserved matching grant funds that were included in the FY 19-20 budget, approved by the Board at the June 17, 2019 BOCC meeting.

<table>
<thead>
<tr>
<th>APPROVAL</th>
<th>SIGNATURE</th>
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</thead>
<tbody>
<tr>
<td>Deputy County Manager – CFO</td>
<td></td>
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</tr>
<tr>
<td>Budget Administrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Manager</td>
<td>Required for transfers between Personal Services, Operating &amp; Capital Accounts</td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td>Required for actions involving Personal Services Accounts</td>
<td></td>
</tr>
<tr>
<td>Board of County Commissioners</td>
<td>Agenda Item # Meeting Date Reference #</td>
<td></td>
</tr>
<tr>
<td>Creates Adjustment to a Fund Transfer Account</td>
<td>✔</td>
<td></td>
</tr>
</tbody>
</table>
Meeting Date/Time: 12/2/2019 8:30 AM

Agenda Section: Items for Consent

Agenda Title: Budget Amendment - $500 - Animal Services (No County Funds)

Submitter: Whaley, Michele

Summary of Information: Scholarship funds in the amount of $500 received from North Carolina Animal Federation (NCAF) for the Assistant Animal Services Manager to attend Carolinas Unite 2020 Training Conference. Funds will be used for travel expenses.

Submitter Recommendations/Motions: Accept as presented.

County Manager's Comments: Concur with staff recommendation to approve budget amendment.

Reviewed By:
Elliott, Scott-- Reviewed
Barnett, Brian-- Reviewed
Urban, Denise-- Reviewed
Dixon, Kelly-- Reviewed

Number of Attachments: 1
Department: Animal Services  
Date of Request: 12/2/19  
FY Budget: 19-20

<table>
<thead>
<tr>
<th>ACCOUNT NO.</th>
<th>TITLE OF ACCOUNT</th>
<th>DECREASE</th>
<th>INCREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>102800</td>
<td>Misc Revenue</td>
<td></td>
<td>500</td>
</tr>
<tr>
<td>539500</td>
<td>Training/Conference</td>
<td></td>
<td>500</td>
</tr>
</tbody>
</table>

**Total Net Effect to Budget:**  
$500

**Department Justification:** (Please provide detailed explanation)  
Budget amendment is to recognize scholarship funds received from North Carolina Animal Federation (NCAF) for the Assistant Animal Services Manager to attend CarolinasUnite 2020 Conference. The funds will be used towards travel expenses.

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</tbody>
</table>
Meeting Date/Time: 12/2/2019 8:30 AM

Agenda Section: Items for Consent

Agenda Title: Budget Amendment - Hurricane Florence
Expenditures - $7,431

Presenter: Barnett, Brian

Summary of Information: FEMA has reimbursed the county for expenditures related to Hurricane Florence. The expenditures included overtime salary and benefits, food and provisions for the Emergency Operations Center and swift water rescue teams, and travel related expenses for out of county personnel.

Of the $339,484 in expenditures, FEMA has reimbursed for all expenditures with the exception of $7,431 deemed as ineligible expenditures. The attached budget amendment transfer funds from the General Fund to the Hurricane Florence fund to cover the ineligible expenditures.

Submitter Recommendations/Motions: Approve budget amendment as submitted.

County Manager's Comments: Concur with staff recommendation to approve budget amendment.

Reviewed By:
Elliott, Scott -- Reviewed
Barnett, Brian -- Reviewed
McDaniel, Chris -- Reviewed

Number of Attachments: 1
**PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST**

- **Department:** Hurricane Relief - Hurricane Florence
- **Date of Request:** 12/2/19
- **FY Budget:** 19-20

### Revenues

<table>
<thead>
<tr>
<th>ACCOUNT NO.</th>
<th>TITLE OF ACCOUNT</th>
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<th>INCREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2472900 498010</td>
<td>Interfund Transfer General</td>
<td></td>
<td>7,431</td>
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</table>

### Expenditures

<table>
<thead>
<tr>
<th>ACCOUNT NO.</th>
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<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>109810 598247</td>
<td>Fund Transfer</td>
<td></td>
<td>7,431</td>
</tr>
</tbody>
</table>

**Net Effect to Budget:** $0

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

Budget amendment to transfer funds from the General Fund to the Hurricane Florence fund to cover expenses deemed ineligible by FEMA. All eligible expenditures have been reimbursed by FEMA.

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<tr>
<td>Board of County Commissioners</td>
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</tbody>
</table>

**Creates Adjustment to a Fund Transfer Account ✓**
Meeting Date/Time: 12/2/2019 8:30 AM

Agenda Section: Items for Consent

Agenda Title: Budget Amendment - Detention Center Revenue - $8,000

Presenter: Barnett, Brian

Summary of Information: The Detention Center has established a video visitation program for inmate visitation. Starting in November, revenues of approximately $1,000/month will be received for video visitation commission fees. The attached budget amendment recognizes the new revenue within the FY 19-20 budget.

Submitter Recommendations/Motions: Approve budget amendment.

County Manager's Comments: Concur with staff recommendation to approve budget amendment.

Reviewed By:
Elliott, Scott-- Reviewed
Barnett, Brian-- Reviewed
Dance, Paula-- Reviewed
Moore, Ernest-- Reviewed

Number of Attachments: 1
**PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST**

<table>
<thead>
<tr>
<th>Department:</th>
<th>Detention Center</th>
<th>Date of Request:</th>
<th>12/2/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY Budget:</td>
<td>19-20</td>
<td></td>
<td></td>
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</table>

<table>
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<th>TITLE OF ACCOUNT</th>
<th>DECREASE</th>
<th>INCREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUES</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>102800</td>
<td>Det Ctr Video Visitation Commission</td>
<td>8,000</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT NO.</th>
<th>TITLE OF ACCOUNT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPENDITURES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>104320</td>
<td>Household Supplies</td>
<td>8,000</td>
<td></td>
</tr>
</tbody>
</table>

**Net Effect to Budget:** $8,000

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

Budget amendment to recognize a new revenue for the Detention Center. Starting in November, revenues of approximately $1000/month will be received for Video Conferencing.

<table>
<thead>
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</tr>
</tbody>
</table>

32
Meeting Date/Time: 12/2/2019 8:30 AM

Agenda Section: Items for Consent

Agenda Title: Budget Amendment - Sheriff's Office - State Excise Tax Collected - $6,352 (No County Funds)

Presenter: Dance, Paula

Summary of Information: The Sheriff's Office has received $6,352 from the State of NC for taxes collected on unauthorized controlled substances. These are restricted funds and must be used for law enforcement purposes. These funds will be used for the purchase of law enforcement supplies.

Submitter Recommendations/Motions: Staff recommends approval of this budget amendment as presented.

County Manager's Comments: Concur with staff recommendation to approve budget amendment.

Reviewed By:
Elliott, Scott -- Reviewed
Barnett, Brian -- Reviewed
Urban, Denise -- Reviewed
McDaniel, Chris -- Reviewed

Number of Attachments: 1
### PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

**Department:** SHERIFF'S OFFICE  
**Date of Request:** 12/2/19  
**FY Budget:** 2019 - 2020

<table>
<thead>
<tr>
<th>ACCOUNT NO.</th>
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<th>INCREASE</th>
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</thead>
<tbody>
<tr>
<td>223602-426500</td>
<td>STATE EXCISE TAX</td>
<td></td>
<td>6,352</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT NO.</th>
<th>TITLE OF ACCOUNT</th>
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<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>225602-528000</td>
<td>LAW ENFORCEMENT SUPPLIES</td>
<td>6,352</td>
<td></td>
</tr>
</tbody>
</table>

**Net Effect to Budget:** $6,352

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

The Sheriff's Office has received $6,352 from the State of NC for taxes collected on unauthorized controlled substances. These are restricted funds and must be used for law enforcement purposes. These funds will be used for the purchase of law enforcement supplies.

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**APPROVAL**  
**SIGNATURE**  
**DATE**

<table>
<thead>
<tr>
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<td></td>
</tr>
<tr>
<td>Board of County Commissioners</td>
<td>Agenda Item # Meeting Date Reference #</td>
<td></td>
</tr>
</tbody>
</table>

Creates Adjustment to a Fund Transfer Account □
Meeting Date/Time: 12/2/2019 8:30 AM

Agenda Section: Items for Consent

Agenda Title: Budget Amendment - Public Health - Community Linkage to Care for Overdose Prevention and Response Funding (CLC) - $50,000 (No County Funds)

Presenter: Silvernail, John

Summary of Information: Pitt County Health Department just received award notification from the North Carolina Department of Health and Human Services - Injury and Violence Prevention Branch for the Community Linkage to Care for Overdose Prevention and Response Funding. This is a three year award with the year December 1, 2019 - May 31, 2020. These funds can be used for supplies, transportation, and other program needs.

Submitter Recommendations/Motions: Approve as Presented.

County Manager's Comments: Concur with staff recommendation to approve budget amendment.

Reviewed By:
Elliott, Scott -- Reviewed
Barnett, Brian -- Reviewed
Urban, Denise -- Reviewed

Number of Attachments: 2
Hello,

We are super excited to work with you all this year and can’t wait to see all the great work to come out of Pitt County.

We wanted to provide you a breakdown of the funding you were awarded for each state fiscal year of the CLC Grant. These details will be in the AA as well. See below:

<table>
<thead>
<tr>
<th>Part A – Core Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFY 20</td>
</tr>
<tr>
<td>SFY 21</td>
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<td>SFY 22</td>
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<td>SFY 23</td>
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<tr>
<td>SFY 20 Dates:</td>
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<tr>
<td>December 1, 2019 – May 31, 2020</td>
</tr>
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<td>June 1, 2020 – May 31, 2021</td>
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<tr>
<td>June 1, 2021 – May 31, 2022</td>
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<tr>
<td>June 1, 2022 – August 31, 2022</td>
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<td>Award Amount:</td>
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<tr>
<td>$100,000</td>
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<tr>
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<tr>
<td>$25,000</td>
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<tr>
<td>Total Award Amount:</td>
</tr>
<tr>
<td>$275,000</td>
</tr>
</tbody>
</table>

Please let me know if you have any questions.

Best,
MegAnn

MegAnn Smith, MPH
Program Coordinator
Injury and Violence Prevention Branch
Division of Public Health
North Carolina Department of Health and Human Services

5505 Six Forks Rd, Raleigh, NC 27609
919-707-5244 office | 919-870-4803 fax
MegAnn.Smith@dhhs.nc.gov

Twitter | Facebook | YouTube | LinkedIn
### Department Justification:
Pitt County Health Department received award notification for the Community Linkage to Care for Overdose Prevention and Response Funding. This is a three year award with the first award from December 1, 2019 -May 31, 2020. These CLC funds can be used for supplies, transportation, and other program needs.
PITT COUNTY
Agenda Abstract

Meeting Date/Time: 12/2/2019 8:30 AM

Agenda Section: Items for Consent

Agenda Title: Budget Amendment - Animal Shelter - Neuse River Golden Retriever Rescue Grant - $1,000 (No County Funds)

Presenter: Whaley, Michele

Summary of Information: Animal Services received a $1,000 from Neuse River Golden Retriever Rescue (NRGRR) to help with the Trap Neuter Release (TNR) Program and unexpected veterinary expenses for animals in Animal Services care.

Submitter Recommendations/Motions: Approve budget amendment as submitted.

County Manager's Comments: Concur with staff recommendation to approve budget amendment.

Reviewed By:
Whaley, Michele-- Reviewed
Elliott, Scott-- Reviewed
Urban, Denise-- Reviewed
Barnett, Brian-- Reviewed

Number of Attachments: 1
PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

Department: Animal Services - NRGRR Grant
FY Budget: 17-18
Date of Request: 12/2/19

<table>
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<tr>
<th>ACCOUNT NO.</th>
<th>TITLE OF ACCOUNT</th>
<th>DECREASE</th>
<th>INCREASE</th>
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<tbody>
<tr>
<td>243811 436000</td>
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<td>1,000</td>
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<th>TITLE OF ACCOUNT</th>
<th>INCREASE</th>
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<tbody>
<tr>
<td>245811 561000</td>
<td>Contract Services</td>
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</table>

**Net Effect to Budget:** $1,000

**Department Justification:** (Please provide detailed explanation)
Budget amendment is to recognize funds received by Animal Services from Neuse River Golden Retriever Rescue (NRGRR) to help with the Trap Neuter Release (TNR) program and unexpected veterinary expenses for animals in Animal Services care.

<table>
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<tr>
<th>APPROVAL</th>
<th>SIGNATURE</th>
<th>DATE</th>
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<tbody>
<tr>
<td>Deputy County Manager – CFO</td>
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<tr>
<td>Budget Administrator</td>
<td>Required for transfers between Personal Services, Operating &amp; Capital Accounts</td>
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</tr>
<tr>
<td>County Manager</td>
<td>Required for actions involving Personal Services Accounts</td>
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</tr>
<tr>
<td>Human Resources</td>
<td></td>
<td></td>
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<tr>
<td>Board of County Commissioners</td>
<td>Agenda Item # Meeting Date Reference #</td>
<td></td>
</tr>
<tr>
<td>Creates Adjustment to a Fund Transfer Account</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Meeting Date/Time: 12/2/2019 8:30 AM

Agenda Section: Items for Consent

Agenda Title: Contract for Engineering Services - $26,905

Submitter: Corley, Tim

Summary of Information: The southern landfill cap at Solid Waste is in need of repair. The Wooten Company of Pitt County was the original designer of the cap for the southern landfill unit and have developed specific knowledge in the layout and functionality of the area needing repair. As per State law contract bidding requirements in order to execute a contract without going through the RFP process, the mini brooks must be excepted by the Board of County Commissioners. Solid Waste would like to contract with The Wooten Company to design and prepare bid documents for the repair of the southern landfill cap. The cost of engineering services would not exceed $26,905.

Submitter Recommendations/Motions: Exempt the southern landfill cap repair design project from the requirements of the Mini Brooks Act and authorize the County Manager to enter into a contract with The Wooten Company for design services.

County Manager's Comments: Concur with staff recommendation to approve engineering agreement for SW&R.

Reviewed By:
Elliott, Scott-- Reviewed
Barnett, Brian-- Reviewed
Gallagher, Janis-- Reviewed
Demary, John-- **Reviewed**

**Number of Attachments:** 1
CONTRACT FOR SERVICES
BETWEEN PITT COUNTY
AND
The Wooten Company

THIS AGREEMENT is made and entered into this 25th of October, 2019, by and between Pitt County, a political subdivision of the State of North Carolina, (hereinafter referred to as the “County”) and The Wooten Company. (hereinafter referred to as “Contractor”).

WITNESSETH:

WHEREAS, County desires assistance with evaluating and designing a plan to repair the Southern landfill cap; and

WHEREAS, Contractor possesses the expertise and experience to assist County in such capacity;

NOW THEREFORE, in consideration of the mutual promises of the parties hereto, and other good and valuable consideration the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Services. The Contractor shall provide the services listed in Exhibit A attached hereto and incorporated by reference. All deliverables under this Agreement shall be delivered in a final form acceptable to County.

2. Termination. The County or Contractor may terminate this Agreement, with or without cause, at any time by providing thirty (30) days written notice from the terminating party to the non-terminating party. In that event, all finished or unfinished materials shall, at the option of the County, become its property. If the Agreement is terminated as provided herein, the Contractor will be paid for all services performed.

3. Regulations. While on County’s property, Contractor shall comply with County’s regulations, including but not limited to safety and employee relation’s regulations. County will provide Contractor with all relevant regulations upon request of Contractor.

4. Term. This Agreement shall commence on the date written above and shall continue until the services have been completed to the satisfaction of the County and Contractor has been paid.

5. Payment. County shall pay Contractor at the rate of $26,905.00, invoiced monthly as work progresses, for services rendered under this Agreement. These services include field analysis and technical specification of the southern landfill cap plus drainage features. Payment shall be due and payable upon completion of the work to the satisfaction of the County.

6. Entire Agreement and Amendments. This Agreement contains the entire understanding between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous written or oral negotiations and agreements between them regarding the
subject matter hereof. This Agreement may be amended only in writing, which writing must be signed by both of the parties. Each of the statements set forth in the recitals to this Agreement are hereby incorporated herein by reference as a valid representation of the party or parties to whom such statement relates.

7. **Assignment.** This Agreement is personal to each of the parties hereto, and neither party may assign nor delegate any of its rights or obligations without first obtaining the written consent of the other party. Any purported assignment without prior written consent from the other party shall be null and void. In the event of assignment, this Agreement shall be binding upon the successors or assigns of the parties hereto.

8. **Independent Contractor.** The relationship between the parties to this Agreement shall be that of independent contractors, and no party shall be construed to be the agent, partner, employee, or joint venture of the other party to the Agreement. The parties shall not exercise control or direct the manner in which other parties perform their duties hereunder except to assure compliance with this Agreement. The parties further agree that Contractor is not eligible for any County employee benefits whatsoever and does not possess any rights or privileges as generally established for the County’s employees.

9. **Hold Harmless and Indemnification.** Contractor agrees to hold harmless and indemnify County from any and all claims, loss, liability, demands, damages or any other financial demands that may be alleged or realized due to acts of nonfeasance, malfeasance, misfeasance, or negligence committed by Contractor while in the performance of the duties or assignment pursuant to this Agreement.

10. **Insurance.** Contractor agrees to procure and maintain, or cause to be procured and maintained, commercial general liability insurance with liability limits of at least one million dollars ($1,000,000.00) per occurrence and two million dollars ($2,000,000.00) per aggregate. Contractor shall also procure and maintain, or cause to be procured and maintained, Workers’ Compensation coverage for its employees, as may be required by law. Contractor’s certificate of insurance is attached hereto as exhibit B.

11. **Third Party Beneficiary.** The parties do not intend to confer any rights, privileges or benefits upon any other individual(s) or entity(ies), not signatories to this Agreement, arising out of this Agreement. The parties agree that nothing in this Agreement shall be construed or interpreted to confer any such rights, privileges or benefits upon any individual or entity not a signatory to this Agreement.

12. **Costs and Taxes.** Except as otherwise specifically provided herein, each party shall bear its own costs and expenses incurred in connection with the performance of its obligations hereunder. Each party shall be responsible for payment of any and all federal, state, local or other taxes which may arise or be imposed as the result of its performance under this Agreement or as the result of the receipt of any compensation or other funds under this Agreement or in connection with the transactions contemplated hereby, if any. This Section shall survive termination of this Agreement.
13. **Notice:** Any notice required or permitted to be given hereunder shall be in writing and shall be deemed to have been given when personally delivered or three (3) days after being mailed by certified mail, return receipt requested, postage prepaid, to the following addresses, or at such other address as either party may designate in a manner in compliance with this Section:

<table>
<thead>
<tr>
<th>Pitt County</th>
<th>Contractor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: County Manager</td>
<td>The Wooten Company.</td>
</tr>
<tr>
<td>1717 West 5th Street</td>
<td>301 West 14th Street</td>
</tr>
<tr>
<td>Greenville, NC 27834</td>
<td>Greenville, NC 27834</td>
</tr>
</tbody>
</table>

Each party shall keep the other party informed of its current address at all times.

14. **Applicable Law, Venue, and Service of Process.** This Agreement has been entered into in the State of North Carolina, County of Pitt, and all questions with respect to the construction of this Agreement and the rights and liabilities of the parties shall be governed by the laws of the State of North Carolina. The parties agree that exclusive venue for the bringing of any action concerning this Agreement shall be in the state or federal courts having jurisdiction in Pitt County, North Carolina and that service of process may be made upon either party by certified mail, return receipt requested, postage prepaid to the party's address as set forth herein or such other address as the party may designate in writing received by the other party.

15. **Force Majeure.** The parties understand and acknowledge that neither shall be liable for any loss, damage, detention, delay or failure to perform in whole or part resulting in causes beyond their control including, but not limited to fire, strikes, insurrections, riots, embargoes, shortages of motor vehicles, delays in transportation, and inability to obtain supplies of raw materials or requirements or regulations of the United States government or any other civil or military authority.

16. **Severability.** If any provision, or portion thereof, of this Agreement shall for any reason be adjudged by any court of competent jurisdiction to be illegal, invalid or otherwise unenforceable, such judgment shall not affect, impair or invalidate the remainder of this Agreement but shall be limited in its operation to the provision of this Agreement directly involved and only the illegal, invalid or unenforceable provision shall be deemed struck.

17. **Waiver.** The failure by the party at any time to require performance by the other party of any provision hereof shall not affect in any way the right to require such performance at a later time nor shall the waiver by either party of a breach of any provision hereof be taken or be held to be a waiver of such provision.

18. **Counterparts and Facsimiles.** This Agreement may be executed in one or more counterparts each of which may be deemed an original, but all of which constitute one and the same. An executed Agreement transmitted by facsimile to the other party may be relied upon as an original and if there is any inconsistency between such facsimile and an executed Agreement subsequently received by "hard-copy," the terms contained in the facsimile shall prevail.
19. **Headings.** The headings and numbers of sections and paragraphs contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

20. **E-verify.** Pursuant to North Carolina General Statute 143-133.3 and related state and federal laws, the undersigned hereby certifies that the Contractor named herein, and the Contractor’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, each party has caused this Agreement to be executed by its duly authorized representative on the date set forth above.

Pitt County:

By: ________________________________

Contractor:

By: ________________________________
EXHIBIT A

See attached proposal.
October 18, 2019

Mr. Tim Corley
Pitt County Engineer
1717 West 5th Street
Greenville, NC 27834

RE: Proposal for Southern Landfill Repair
Pitt County, NC

Dear Mr. Corley:

Thank you for allowing Will Larsen and me the opportunity to sit down last month and discuss the County’s ideas and strategies for repairing the Southern Landfill Erosion and developing a plan to reduce the leaching of 1,4 Dioxin into the groundwater.

It is our understanding that Pitt County would like for The Wooten Company to survey the extent of the southern landfill, compare its current condition with the original landfill cap design, and evaluate/design repairs to the existing cap due to erosion.

Our scope of services for this project includes:

1. Field Analysis
   - The Wooten Company will digitize the original construction drawings from 1997.
   - Field topo +/- 0.5' to No Cut/No Fill line from plans, locate 17 +/- top and bottom of slope drains that the have been uncovered by the County, locate approximately 30 methane gas vents and 6 monitoring wells.
   - The Wooten Company will calculate the volume between the 1997 construction drawings and existing.
   - Each drainage feature will be inspected and photographed.
   - Areas of erosion will be evaluated and a design completed to restore the cap to its original state.
   - Three (3) hardcopies of plans and specifications will serve as project deliverables.

2. Technical Specification
   - The Wooten Company will provide an estimate of probable cost to improve all slope drains as well as erosion areas.
• The Wooten Company will provide three (3) hard copies and a digital PDF version of a technical specifications including bidding documents for the County’s use.

3. Project Meetings
   • Two progress meetings (1 kickoff and 1 interim) will be conducted with County’s staff.

We propose to conduct this entire scope of work for a lump sum fee of $26,905.00 which would be invoiced on a monthly basis as work progresses. Invoices are payable within 30 days of receipt by the County. Please note that this fee does not include participation in public hearings, bidding or construction type activities. Additional services will be negotiated separately on an hourly rate basis using our Standard Schedule of Fees.

We propose to complete this study over a six (6) month period beginning after Notice to Proceed is issued by the County.

If this agreement meets your satisfaction, please indicate your acceptance by counter-signature below. Thank you for allowing this opportunity to be of technical assistance to Pitt County.

Best Regards,

THE WOOTEN COMPANY

[Signature]
Derrick C. Smith, PE, NCLID

Cc: Gary D. Hartong

ACCEPTANCE:

Tim Corley, County Engineer                                           Date
EXHIBIT B

See attached COI.
CERTIFICATE OF LIABILITY INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policies below. This certificate of insurance does not constitute a contract between the issuing Insurer(s), authorized representative or producer, and the certificate holder.

Important: If the certificate holder is an additional insured, the policy(ies) must have additional insured provisions or be endorsed. If subrogation is waived, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsements.

Producer: First Citizens Insurance Services
9816 Colonnade Center Drive 8th Floor
PO Box 28611
Raleigh, NC 27615

Contact: Patricia Peele
Phone: (919) 716-4228
Fax: (919) 716-4228
Email: patricia.peele@firstcitizens.com

Insured: L. E. Wooten & Company dba The Wooten Company
120 North Boylan Avenue
Raleigh, NC 27603-1423

Insurer A: Cincinnati Insurance Company
10677
Insurer B: Cincinnati Casualty Ins Co
26888
Insurer C: Travelers Casualty & Surety Co of America
19038

Coverages

Type of Insurance

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<th>Description</th>
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<th>Policy Effective Date</th>
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Automobile Liability

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<tr>
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<td>9/6/2018</td>
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</table>

Revision Number:

Certificate Holder

FOR INFORMATION ONLY

Cancellation

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

Authorized Representative

Signature: [Signature]

ACORD 25 (2016/03) © 1988-2016 ACORD Corporation. All rights reserved.

50
Meeting Date/Time: 12/2/2019 8:30 AM

Agenda Section: Items for Consent

Agenda Title: North Carolina Department of Transportation (NCDOT) Request for Addition to State Maintained Secondary Road System - Trellis Road and Twin Creeks Road in Twin Creeks Subdivision

Presenter: Rhodes, James

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

- Trellis Road (Twin Creeks Subdivision)
- Twin Creeks Road (Twin Creeks Subdivision)

Submitter Recommendations/Motions: Motion to endorse the Resolution.

County Manager's Comments: Concur with staff recommendation to endorse resolution.

Reviewed By:
Elliott, Scott -- Reviewed
Rhodes, James -- Reviewed
Bryant, Jason -- Reviewed

Number of Attachments: 1
11/15/19

Mr. Scott Elliott  
County Manager  
1717 W. 5th Street  
Greenville, NC 27834

Subject: Petition to add Trellis Road and Twin Creeks Road in Twin Creeks Subdivision

Dear Mr. Elliott,

Attached is a Petition Form SR-1, Resolution Form SR-2, Road Investigation Form SR-4 and a Subdivision Map for the subject streets. Please ask the County Commissioners to review this request and complete and return the Resolution Form SR-2 if they concur.

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

Sincerely,

Jordan S. Evans  
Engineering Technician III

CC: File
North Carolina Department of Transportation
Division of Highways
Petition for Road Addition

ROADWAY INFORMATION: (Please Print/Type)

County: Pitt Road Name: Trellis Road - 0.2 Miles in length
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Twin Creeks - Section 2 Phase 2 Length (miles): 0.2
Number of occupied homes having street frontage: 9 Located (miles): 0.05

miles N □ S □ E □ W □ of the intersection of Route 1761 and Route 1755
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Twin Creeks Section 2 Phase 2 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: Robert D. Parrott Phone Number: (252) 531-5824
Street Address: 1003 Red Banks Road, Greenville, NC 27858
Mailing Address: 1003 Red Banks Road, Greenville, NC 27858

PROPERTY OWNERS

Name Mailing Address Telephone

Robert D. Parrott 1003 Red Banks Road, Greenville, NC 27858 (252) 531-5824
Developer

Form SR-1 (3/2006; Rev 1/2010)
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-or-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.

<table>
<thead>
<tr>
<th>ROAD NAME</th>
<th>HOMES</th>
<th>LENGTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trellis Road</td>
<td>9</td>
<td>0.21 Miles</td>
</tr>
<tr>
<td>Twin Creeks Rd.</td>
<td>5</td>
<td>0.09 Miles</td>
</tr>
</tbody>
</table>

Form SR-1 (3/2006; Rev 1/2010)
North Carolina Department of Transportation
Division of Highways
Request for Addition to State Maintained Secondary Road System

North Carolina
County: Pitt
Road Description: Trellis Road (0.21 Mi.), Twin Creeks Road (0.09 Mi.)

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

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

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

CERTIFICATE
The foregoing resolution was duly adopted by the Board of Commissioners of the County of Pitt at a meeting on the _____ day of ________, 20__.

WITNESS my hand and official seal this the _____ day of ________, 20__.

Official Seal
Clerk, Board of Commissioners
County: ___________________

PLEASE NOTE:
Forward direct with request to the Division Engineer, Division of Highways
North Carolina Department of Transportation  
Division of Highways  
Secondary Road Addition Investigation Report

| County:    | Pitt        | Co. File No: |          | Date:    | 11/15/19 |
| Township:  | Grimesland  | Div. File No: |          | Div. No: | 02       |

Local Name:  
- Trellis Road
- Twin Creeks Road

Subdivision Name: Twin Creeks

Length: 0.21 mi, 0.09 mi  
Width: 20 ft.

Surface Type: S9.5  
PVMT Condition: Good  
Base Thickness: 7 in

Surface Thickness: 2 in  
Base Type: ABC

*Bridges*  
Yes ____  No X  
* Pipe > 48*  
Yes ____  No X  
*Retaining Walls Within Right of Way*  
Yes ____  No X

*If Yes - Include Bridge Maintenance Investigation Report*

Is this a subdivision street subject to the construction requirements for such streets?  
Yes

Recording Date: 3/6/17  
Book: 81  
Page: 93

Number of homes having entrances into road: 14 Full Time Homes

Other uses having entrances into road: N/A, Twin Creeks Rd

Right-of-Way Width: 60 ft.

Is petition (SR-1) attached?  
Yes

Is the County Commissioners Approval (SR-2) attached?  
Yes  
If not, why not? _____

Is a map attached indicating information for reference in locating road by the Planning Department?  
Yes

Cost to place in acceptable maintenance condition:  
Total Cost: $N/A

Grade, drain, stabilize: $N/A  
Drainage: $N/A  
Other: $N/A

Remarks and Recommendations:  
Roads meets minimum housing and constructions requirements for addition as a paved subdivision streets. Recommend Addition.

Submitted by:  
Reviewed and Approved:  
DISTRICT ENGINEER  
DIVISION ENGINEER

Reviewed and Approved  
BOARD OF TRANSPORTATION MEMBER:  

Do not write in this space- For Use by Secondary Roads Unit

Petition #
Meeting Date/Time: 12/2/2019 8:30 AM

Agenda Section: Items for Consent

Agenda Title: North Carolina Department of Transportation (NCDOT) Request for Addition to State Maintained Secondary Road System – Eastman Rd in the Ashburn Acres Subdivision

Presenter: Rhodes, James

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

- Eastman Rd in the Ashburn Acres Subdivision

Submitter Recommendations/Motions: Motion to endorse the Resolution.

County Manager's Comments: Concur with staff recommendation to endorse resolution.

Reviewed By:
Elliott, Scott -- Reviewed
Rhodes, James -- Reviewed
Bryant, Jason -- Reviewed

Number of Attachments: 1
11/15/19

Mr. Scott Elliott
County Manager
1717 W. 5th Street
Greenville, NC 27834

Subject: Petition to add Eastman Rd in the Ashburn Acres Subdivision.

Dear Mr. Elliott,

Attached is a Petition Form SR-1, Resolution Form SR-2, Road Investigation Form SR-4 and a Subdivision Map for the subject streets. Please ask the County Commissioners to review this request and complete and return the Resolution Form SR-2 if they concur.

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

Sincerely,

Jordan S. Evans,
Engineering Technician III

CC: File
North Carolina Department of Transportation
Division of Highways
Petition for Road Addition

ROADWAY INFORMATION: (Please Print/Type)

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

Subdivision Name: Ashburn Acres          Length (miles): 0.344

Number of occupied homes having street frontage: 14          Located (miles): 0.061

miles N □ S □ E □ W □ of the intersection of Route NC Hwy 43 (SR, NC, US) and Route NCSR 1743 (SR, NC, US).

We, the undersigned, being property owners and/or developers of Ashburn Acres in Pitt County, do hereby request the Division of Highways to add the above described road.

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

Name: Mike Baldwin (Baldwin Design Consultants, PA)          Phone Number: 252-756-1390
Street Address: 1700-D East Arlington Blvd, Greenville, NC 27858
Mailing Address: Same as above

PROPERTY OWNERS

Name          Mailing Address          Telephone
Julian J. White III, Mgr. 1528 S. Evans St, Annex 2, Greenville, NC 27834 252-355-6622
(Developer, Southland Holdings, LLC)

Form SR-1 (3/2006; Rev 1/2010)
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-or-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.

<table>
<thead>
<tr>
<th>ROAD NAME</th>
<th>HOMES</th>
<th>LENGTH</th>
<th>ROAD NAME</th>
<th>HOMES</th>
<th>LENGTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastman Road</td>
<td>20</td>
<td>1,817 ft</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Form SR-1 (3/2006; Rev 1/2010)
North Carolina Department of Transportation  
Division of Highways 
Request for Addition to State Maintained Secondary Road System

North Carolina  
County: Pitt ___________________  
Road Description: Eastman Road according to the attached map. ________________________

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
North Carolina Department of Transportation
Division of Highways
Secondary Road Addition Investigation Report

Date: 11/7/19
Div. No: 2
County: Pitt

Township: Chicod
Div. File No: _____
Co. File No: _____

Local Name: Eastman Road
Subdivision Name: Ashburn Acres

Surface Type: S9.5B
Surface Thickness: 1.75
Width: 20'
Length: .34 Mi

Base Type: ABC
Base Thickness: 10"
Pavement Condition: Good

*Bridges: Yes ☒ No ☐
Pipe > 48": Yes ☐ No ☐
*Retaining walls within Right of Way? Yes ☐ No ☒

* If Yes - Include Bridge Maintenance Investigation Report

Is this a subdivision street subject to the construction requirements for such streets? Yes

Recording Date: 7/5/2006
Book / Page: 66, 10-11

Right-of-Way Width: 60’ If right-of-way is below the desired width, give reasons under “Remarks and Recommendations.”

Number of homes having entrances into road: 14
Other uses having entrances into road: 0

Is petition (SR-1) attached? Yes

Is the County Commissioners approval (SR-2) attached? Yes
If not, why not? _____

Is map attached for reference in locating road by the Planning Department? Yes

Cost to place in acceptable maintenance condition: Total Cost: $0
Grade, drain, and stabilize: $0
Drainage: $0
Other: $0

Remarks and Recommendations: Recommend for addition

Submitted by: ____________________________ Reviewed and Approved: ____________________________
DISTRICT ENGINEER DIVISION ENGINEER

Reviewed and Approved
BOARD OF TRANSPORTATION MEMBER: ______________________________________________

Petition #

Form SR-4 (05/23/16)
Agenda Section: Items for Consent

Agenda Title: County Computer System Upgrades

Submitter: Taylor, Michael

Summary of Information: Every three years, the County enters into a financing agreement which pays for the necessary upgrades to our County-wide computer network. The computer upgrade consists of both hardware and software components required to run County departmental systems. This process allows staff to complete major projects with minimal impact to the budget as the debt service is already in place each year, creating a pay-as-you-go model. Projected debt service requirements for the current fiscal year were approved as a part of annual budget adoption.

Staff has reviewed and analyzed a number of solutions. It is recommended the purchase of the Rubrik data backup and archive system be fulfilled by Insight through the OMNIA Partners Public Purchasing Alliance Contract No. 4400006644, formerly U.S. Communities. These contracts allow State & Local Governments in addition to K-12 & Higher Education to realize lower costs through consolidated purchasing power.

This purchase is necessary to replace 6 year old equipment which has reached capacity, improve system processing and increase system capability as county technology requirements continue to grow. In addition, this will accomplish the fiscal year goal to simplify the technology environment, manage total cost of ownership, and provide additional disaster recovery capabilities. The purchase amount with
Insight is $187,028.93. Additional funds of approximately $153,000 to complete the upgrade of the Tax Office LR/CAMA (Land Records/Computer Assisted Mass Appraisal) system previously authorized by the Board will also be included in the loan. Financial Services will solicit quotes for financing from local banking institutions and submit to the Board for approval.

Submitter Recommendations/Motions: Approve the purchase with Insight through OMNIA Partners Public Purchasing Alliance Contract No. 4400006644 and Financial Services to solicit quotes for loan rates from local banking institutions.

County Manager's Comments: Concur with staff recommendation to solicit loan quotes for borrowing needs for computer equipment.

Reviewed By:
Elliott, Scott-- Reviewed
Gallagher, Janis-- Reviewed
Barnett, Brian-- Reviewed

Number of Attachments: 0
Meeting Date/Time: 12/2/2019 8:30 AM

Agenda Section: Items for Discussion

Agenda Title: Rules of Procedure

Presenter: Elliott, Scott

Summary of Information: Per the Board's adopted Rules of Procedure, at the first regular meeting in December of each year the Board shall request changes, or reconfirm the adopted Rules of Procedure. This is a procedural requirement that is set forth in the Board's Rules of Procedure. Attached you will find the suggested revisions and the current (2018) adopted Rules of Procedure.

Submitter Recommendations/Motions: Motion to reconfirm the current Rules of Procedure (2018) or adopt suggested revisions.

Reviewed By:
Elliott, Scott -- Reviewed
Gallagher, Janis -- Reviewed

Number of Attachments: 2
Summary of Proposed Amendments

- Commissioner Floyd Huggins

Definitions:

Majority Vote – Five (5) votes shall constitute a majority vote and shall be necessary to pass or defeat any action for which a majority vote is required by these Rules.

Super Majority – Seven (7) votes shall be necessary to pass or defeat any action for which a super majority vote is required by these Rules. A super majority of seven (7) may only be waived when an emergency meeting has been called and a quorum is present.

- Commissioner Ward

Renumbering the Order of Business to include presentations prior to scheduled public hearings

- Staff

Organizational Meetings: add June

June - At the first regular meeting in June, the Board shall approve the bonds of the Register of Deeds, the Sheriff, the Finance Officer, the Tax Collector and the Deputy Tax Collector.

December – remove approval of bonds and reorder the structure of the December meeting as follows:

- Oaths of Office
- Election of Officers
- Seating Arrangement
- Rules of Procedure
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The following Rules shall be the Rules of Procedure adopted by the Pitt County Board of Commissioners (hereinafter referred to as “Board”) to follow when meeting to conduct public business:

**DEFINITIONS** – The following definitions shall apply with regard to these Rules of Procedure:

- **Agenda** – a list of items to be done and matters to be considered.

- **Agenda Preview Session** – information sharing session – no action taken

- **Closed Session** – a meeting, excluding the public, where only certain permitted subjects may be discussed. Action is only allowed under certain narrow conditions, in accordance with G.S. 143-318.11.(a).

- **Commissioners’ Comments & Committee Reports** - shall mean a time for individual Board members to share information with other members of the Board and the public. These comments/reports may be on items requiring action for future agendas, and will not be acted upon at the meeting at which first presented unless by unanimous consent of the Board that the item be acted on at the time of presentation.

- **Consent Agenda** – a listing of items that are considered non-controversial, do not use county fund balance, or increase staff, which do not generally need explanation nor debate, such as approval of budget amendments, minutes, etc. and may be routine.

- **Majority Vote** – Five (5) votes shall constitute a majority vote and shall be necessary to pass or defeat any action.
• **Quorum** – Five (5) members of the Board of Commissioners shall constitute a quorum. If a member has withdrawn from a meeting without asking to be excused by majority vote, he/she shall be counted as present for the purposes of determining whether a quorum is present.

• **Super Majority** – Seven (7) votes shall be necessary to pass or defeat any action. A super majority vote of seven (7) may only be waived when an emergency meeting has been called and a quorum is present.

• **Sunshine List** – a listing of all persons, corporations, or other entities that have in writing requested notification of all meetings of the Board. The Board shall require individuals (other than the media) to pay a $10.00 annual fee and renew said request annually.

**PROCEDURES** - The following procedures shall apply to Board functions.

I. **Board Meetings**

1. **Regular Meetings**

   The Board will hold a regular meeting on the first Monday and third Monday of each month. The Board may cancel or reschedule the meeting. The first Monday meeting will begin at 9:00 a.m. unless otherwise designated by the Board. The second regular monthly meeting of the Board will begin at 6:00 p.m. Both regular meetings of the Board of Commissioners will be held in the Commissioners’ Auditorium, at the County Office Building, located at 1717 West 5th Street, unless otherwise designated by the Board. As required by N.C.G.S. 143-318.12(a) a schedule of meetings shall be kept on file with the Clerk to the Board who shall publish the schedule and any changes thereto and shall notify all persons, organizations or entities (as noted in the sunshine list) at least 48 hours prior to said meeting.

2. **Special Meetings**
The Chairman or any five (5) members of the Board may at any time call a special meeting of the Board of Commissioners by signing a written notice stating the time and place of the meeting and the subjects to be considered. The Chairman or the members who call the meeting shall cause the notice to be delivered to the County Manager and all Commissioners at least 48 hours before the meeting. The County Manager or designee shall verify that all commissioners have received notice of the meeting and shall cause a copy of the notice to be posted on the three (3) official County notice sites (front door of County Administration Building, door of meeting room and courthouse) at least 48 hours before the meeting. Only those items of business specified in the notice shall be discussed at a special meeting.

3. **Emergency Meetings**

Emergency meetings may be called by the Chairman or five (5) members to deal with an unexpected circumstance which requires immediate consideration by the Board. In this situation the notice requirements do not apply. However, the person or persons who call an emergency meeting shall take all reasonable action to inform the other Board members, the press, and the public of the meeting at the earliest possible time, prior to the meeting. Only business connected with the emergency may be discussed at the meeting.

4. **Recessed or Workshop Meetings**

A properly called regular, special or emergency meeting may be recessed to a time and place certain by a procedural motion adopted by a majority vote. The motion shall state the time and place when the meeting will reconvene. Workshop meetings are held as needed and properly scheduled following the public notice laws. Action may be taken during workshop meetings.

5. **Organizational Meetings – November and December**
A. **November** – At the last meeting in November of any election year, retiring commissioners shall be honored, so that the organizational meeting scheduled for the first meeting in December can proceed with oaths of office for new board members.

B. **December** – At the first regular meeting in December, the newly-elected members of the Board and any members who were re-elected, if any, shall take and subscribe the oath of office as the first order of business. As the second order of business, the Chairman shall turn over the meeting to the County Attorney who shall preside over the Board for the election of officers for the following year. The Board shall elect a Chairman and Vice-Chairman from among its members, who shall then immediately assume those positions for the ensuing year. Any commissioner may nominate any other commissioner for Chairman or may nominate the current Chairman or Vice-Chairman for a second term. Nominations do not require a second. It is not necessary to open or close nominations by motion. Once all commissioners have had an opportunity to make a nomination, the Board shall vote with the last nominee being voted on first, and continuing in reverse order. A super majority vote of the entire board is necessary to elect the current Chairman or Vice-Chairman for a second term, otherwise a simple majority is required. Only two consecutive terms as Chairman are allowed. The title “Chairman” and “Vice-Chairman” shall refer to persons who hold those positions, whether male or female. As the third order of business, the Board shall approve the bonds of the Register of Deeds, the Sheriff, the Finance Officer, the Tax Collector and Deputy Tax Collector. The fourth order of business of the Board shall be the adoption, request for change, or confirmation of the Boards’ Rules of Procedure. The fifth order of business of the Board shall be the seating arrangement for Board members, will be shuffled with the intent that new
members will be seated next to an experienced member or staff member and other members will be seated to accommodate any special needs. Any conflicts shall be settled by the Chairman.

Resolutions shall be prepared to honor the Chairman & Vice-Chairman and be presented at the second meeting in December after the election of the new Chairman & Vice-Chairman.

II. Removal of the Chairman and Vice-Chairman

The Chairman and Vice-Chairman of the Board shall be elected annually at the first regular meeting in December and shall not be removed from their office unless becoming disqualified to serve as a member of the Board. Should removal occur, a new Chairman shall be elected to serve out the remainder of the term of Chairman.

III. Agendas

1. Regular Agendas – The County Manager, with input from the Chairman, shall prepare the agenda for each meeting. A written request to have an item of business placed on the agenda should be received by the County Manager at least ten (10) days before the meeting, when practical. Any Commissioner may request an item be placed on the agenda by a timely and proper request to the County Manager. Department Head, citizen or group, by a timely and proper request, may request an item be placed on the agenda. Department Heads must send an Abstract detailing their request to the County Manager with backup data (if necessary for clarity) at least ten (10) days prior to the meeting. A list of deadlines for submission of agenda items is available in the Clerk’s office. Citizens may make a request to be placed on the Agenda by sending a written request to the County Manager detailing the subject matter to be presented and the length of time requested. The Chairman reserves the right to refuse the request, except from a county commissioner, or to limit the amount of time for any request. The Chairman may
restrict subject matter, except from a county commissioner. The agenda shall include, for each item of business placed on it, as much background information on the subject as is available and feasible to reproduce. A copy of all proposed ordinances and resolutions shall be attached to the agenda. Large extensive documents may be placed in the Clerk’s office, for the public to review. A copy of the agenda and attached materials shall be available for public inspection as soon as they are completed. Each Commissioner shall receive a copy of the agenda for regular meetings at least three (3) days prior to the meeting. Upon a majority vote at any meeting of the Board, other than a special or emergency meeting, any Board member may request that an additional item be placed on the agenda at the time of agenda approval at the beginning of the meeting.

2. **Consent Agenda** – shall be introduced by a motion “to approve the Consent Agenda”, and shall be considered by the Board as a single item. The intent of the Consent Agenda is expedient processing for repetitious or non-controversial items of business. There shall be no debate or discussion by any member of the Board regarding any item on the Consent Agenda, beyond asking questions for simple clarification. On objection by any Board member to inclusion of any item on the Consent Agenda, that item shall be removed from the Consent Agenda forthwith. Such objection may be recorded at any time prior to completing the taking of a vote on the motion to approve the Consent Agenda. Items which have been objected to may be recorded at any time prior to completing the taking of a vote on the motion to approve the Consent Agenda. Items which have been objected to and removed from the Consent Agenda shall, immediately after the vote on the Consent Agenda has been taken, be considered individually and in the order in which the objections were raised. Approval of the motion to approve the Consent Agenda shall constitute approval, adoption or enactment of each motion,
resolution, or other item of business thereon, exactly as if each had been acted upon individually. Items requiring appropriation of contingency or fund balance or hiring of new personnel shall not be placed on the consent agenda.

IV. Agenda Preview Session

The County Manager and certain members of staff may meet informally with the commissioners, to preview matters on the upcoming agenda for the purpose of seeking clarification and additional information. These meetings are administrative in nature and not intended to be Board meetings, but will be open for public attendance.

V. Public Addresses to the Board

There shall be a time set aside at each regular meeting of the Board for public comment. This total time shall not exceed 30 minutes, unless otherwise permitted by the Chairman. Each citizen or group who wishes to speak during this time must sign up on a sign up sheet, giving their name, the organization they represent (if any), address and the subject matter they wish to discuss prior to the start of the meeting. Only the person requesting the presentation may speak, unless otherwise permitted by the Chairman. The Chairman may recognize any citizen to speak to the Board during the course of any meeting if deemed appropriate by the Chairman. A majority vote by the Board may overrule the Chairman if a vote is requested. Each citizen shall be allowed three (3) minutes for their presentation unless the Board, by consensus, grants a greater amount of time. A speaker representing a group of individuals may be allowed five (5) minutes for their presentation. Each speaker, during the Public Comment period, shall be limited to one appearance at each regular meeting of the Board. All citizens are expected to follow proper decorum and shall not use profanity or defamatory speech. The public is expected to remain seated except when leaving the room, or unless specifically requested by the Chairman of the Board to approach
the podium. Only presenters listed on the agenda, or recognized by the Chairman, will be called to the podium to address the Board.

Commissioners are expected not to comment on matters brought to the Board during this time, but to delay action or comment until staff has had an opportunity to research the subject matter and to report necessary and relevant information to all members of the Board.

VI. **Order of Business**

Items will be placed on the agenda according to the “Order of Business”. The Order of Business for each regular meeting will be as follows:

1. Call to Order
2. Roll Call
3. Determination of a Quorum and excusing member(s) not present
4. Invocation and Pledge
5. Agenda Discussion/adjustment, additions or deletions, and approval of agenda
6. Award Ceremony
7. Scheduled Public Hearings, if any
8. Public Addresses to the Board
9. Administrative reports, Department Spotlights
10. Committee reports or scheduled presentations
11. Consent Agenda
12. Items for Discussion
13. Items for Decision
14. Commissioners’ Comments
15. Closed Session
16. Adjournment

By general consent of the Board, items may be considered out of order.
VII. **Powers of the Chairman (President Officer)**

The Chairman shall preside at all meetings of the Board. A Board member must be recognized by the Chairman in order to speak to the Board. The Chairman shall have the following duties and powers:

1. To rule motions in or out of order including the right to rule out of order any motion patently offered for obstructive or dilatory purposes;

2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his/her remarks and to entertain and rule on objections from other Board members on this ground;

3. To entertain and answer questions on the Board’s Rules of Procedure, or to defer same to the County Attorney;

4. To call a brief recess at any time;

5. To adjourn in an emergency

6. To call a special or emergency meeting;

7. To make ex-officio Board member appointments to various boards and commissions, and to designate a member pro-tem to preside over meetings only when the Chair and Vice-Chair are unable to preside.

VIII. **Duties of Vice-Chairman**

Vice-Chairman presides and acts in the absence of the Chairman, or when the Chairman is physically unable to attend the meeting or to attend to his responsibilities as Chairman.

IX. **Action by the Board**

The Board shall proceed by motion. Any member, excluding the Chairman, may make a motion. (For further clarification, see Exhibit A attached and made a part hereto)
1. One Main Motion may be made and seconded at a time.

2. An Amendment to the main motion may be handled two ways:
   
   A. An amendment may be offered by any commissioner and accepted by the 
      motion maker, as well as accepted by the person who seconded the main 
      motion, or 
   
   B. An amendment to the main motion may be made by another motion and 
      seconded. An amendment to a motion is voted on prior to the main 
      motion, and, if passed; is added to the main motion for a final vote. No 
      more than one amended motion may be made to the principal motion, at 
      one time. This rule stands for the basic principle of parliamentary 
      procedure that distinct issues will be considered and dealt with, one at a 
      time, and a new proposal may not be put forth until action on the preceding 
      one has been concluded.

3. A Substitute Motion may be made with the intention of totally changing the 
   content of the main motion. A substitute motion is voted on before the main 
   motion, and if passed, eliminates the need to vote on the main motion.

4. A second is required on all motions, amended motions or substitute motions.

5. A motion to go into closed session must cite one or more purposes under G.S. 143-
   318.11(a) and shall be adopted in an open meeting.

6. A motion must be made in closed session to return to open session.

7. A motion to “call the question” is not in order until there has been an opportunity 
   for every member desiring to speak to speak one time. The motion may be made 
   only at the conclusion of action on a pending matter; it may not interrupt 
   deliberation on a pending matter.

8. A motion may be made to divide a complex motion and consider it by paragraph.
9. A motion whose consideration has been deferred, expires 60 days thereafter, unless a motion to revive consideration is adopted during the 60 day period.

10. A motion may be made which allows a matter to be postponed until a time certain. No further action by a member is necessary to ensure that it will be placed on a future agenda on that date.

11. For a matter to be reconsidered, it must be brought before the Board during the 60 day period following its deferral at a previous meeting.

12. A motion may be made to recess or postpone the meeting to a certain time or day.

13. A motion may refer a matter to a committee. After 45 days from the time a motion has been referred to a committee, the introducer may compel consideration of the matter by the entire Board, regardless of whether the committee has reported back to the Board.

X. **Procedural Motions**

1. To approve the agenda and consent agenda

2. To adjourn the meeting. A motion to adjourn is not in order until there has been an opportunity for all agenda items to be addressed. Motion to adjourn takes precedence over all other motions or matters. A majority vote is required.

3. To take a brief recess.

4. To defer consideration. A motion whose consideration has been deferred expires 60 days thereafter unless a motion to revive consideration is adopted during the 60 day period following deferral.

5. To table for reconsideration at a time certain.

6. Any member may appeal a ruling of the Chairman. This must receive a Super Majority vote of all members present.

XI. **Debate by the Board**
1. The Chairman shall control debate unless relinquishing control to another member while the Chairman is involved in active debate on a particular issue. The Chairman must recognize each person who wished to speak. No member shall speak for more than three (3) minutes on the question under debate, except by a majority vote of the members present, and no more than once on the same question until all who wish to speak have the opportunity to do so. In all meetings each member, before speaking, shall be recognized by the Chairman. The speaker shall confine him/herself to the question under debate and shall avoid all personal or indecorous language. No member shall interrupt another while speaking, except to rise for a point of order or to ask a question or information only. The point should be briefly stated to the presiding officer. No person, nor a member of the Board, shall speak on any matter pending before the Board without the consent of the Chairman.

2. Chairman shall preside over the debate according to these general principles:

   A. The Chairman shall restate the motion and then open the floor to debate.
   B. The introducer, the member who makes the motion, is entitled to speak first.
   C. A member who has not spoken on the issue shall be recognized before someone who has already spoken on the issue.
   D. To the extent possible, the debate shall alternate between the opponents and the proponents of the measure.
   E. Any member has the right to appeal the ruling of the Chairman. Any ruling shall stand unless overruled by a super majority vote of the members present.

XII. Presiding Officer When The Chairman Is In Active Debate

The Chairman shall preside at meetings of the Board unless he becomes actively engaged in debate on a particular issue, in which case, the Chairman shall designate the Vice Chairman to preside unless the Vice Chairman is in the debate. If this occurs, then another Board member may be appointed to preside until the debate is concluded. The Chairman shall then resume the duty to preside as soon as action on the matter is concluded.
XIII. **Commissioners to be Excused**

Any Commissioner who leaves a meeting without being excused by majority vote of the members present, shall subject his vote to being counted with the prevailing side on any issue. If member is excused by majority vote, no vote shall be counted for the excused member.

XIV. **Duty to Vote**

Every member, including the Chairman, must vote unless excused by a majority vote of those members present. A member who wishes to be excused from voting shall so inform the Chairman, who shall take a vote of the remaining members. The Board may excuse a member from voting only on matters involving his or her own financial interest or own official conduct. A member, with a duty to do so, who fails to vote shall be counted as voting with the prevailing side.

XV. **Introduction of Ordinances**

A proposed ordinance authorized by NCGS 153A-121 shall be deemed to be introduced at the first meeting at which it is actually considered by the Board. There are certain statutory requirements which must be met in enacting an ordinance, including holding a public hearing in some, but not all cases. Pitt County Administrative Policy 1-6 sets forth internal procedures for development of Ordinances.

XVI. **Adoption of Ordinances**

To be adopted at the meeting at which it is first introduced, an ordinance or any action with the effect of an ordinance (except the budget ordinance or any bond order) must receive the approval of all members of the Board of Commissioners. If the proposed ordinance is approved by a majority of those voting but not by all the members of the Board, or if the ordinance is not voted on at that meeting, it shall be
considered at the next regular meeting of the Board. If it then or at any time thereafter within 100 days of its introduction receives a majority of the votes cast, a quorum being present, the ordinance is adopted.

XVII. Adoption of the Budget Ordinance

1 Any action with respect to the adoption or amendment of the budget ordinance may be taken at any regular or special meeting of the Board by a majority vote, a quorum being present.

2 No action taken with respect to the adoption or amendment of the budget ordinance need be published or is subject to any other procedure requirement governing the adoption of ordinances or resolutions by the Board.

3 The adoption and amendment of the budget ordinance and the levy of taxes in the budget ordinance are not subject to the revisions of any local act concerning initiative or referendum.

During the period beginning with the submission of the budget to the Board and ending with the adoption of the budget ordinance, the Board may hold any special meetings that may be necessary to complete its work on the budget ordinance. Any provisions of law concerning the call of special meetings do not apply during that period so long as (i) each member of the Board has actual notice of each special meeting called for the purpose of considering the budget, and (ii) no business other than consideration of the budget is taken up. This section does not allow the holding of closed meetings by the Board otherwise prohibited by law from holding such a meeting or session, and may not be construed to do so.

XVIII. Closed Sessions

The County Attorney shall cite the North Carolina General Statutes granting authority for the Closed Session prior to going into closed session, and suggest the
proper motion to do so. The Board must vote to return to open session prior to a motion to adjourn the meeting. The Board may hold closed sessions as provided by law. It shall commence a closed session by a majority vote to do so and terminate a closed session in the same manner.

**XIX. Public Hearings**

Public hearings required by law or deemed advisable by the Board shall be organized by a special notice, adopted by a majority vote, setting forth the subject, date, place and time of the hearing as well as any rules regarding the length of time allowed to each speaker, etc. However, procedural public hearings such as public hearings on zoning related matters, rezoning applications, special use permits and other routine planning matters may be scheduled by the staff and approved by the County Manager for the Board’s schedule.

At the appointed time for the public hearing, the Chairman or his designee shall call the hearing to order and then preside over it. When the allotted time expires or no one else wishes speak, the Chairman or his designee shall declare the hearing closed. As a general rule speakers will be allowed 5 minutes unless allotted additional time by the Chairman.

**XX. Quorum at Public Hearings**

At least five (5) members of the Board shall be required to be present at all public hearings.

**XXI. Minutes**

Minutes shall be kept of all meetings of the Board, including Closed Sessions. The minutes of public addresses shall consist of the name of the person speaking and the subject matter.

**XXII. Filling a Vacancy on the Board**

Any vacancy on the Board of Commissioners must be filled according to
N.C.G.S. 153A-27 which is attached as Exhibit B to these rules for informational purposes.

XXIII. Parliamentarian

The County Attorney shall serve as Parliamentarian and Time Keeper for the Board.

XXIV. Effective Date of Rules of Procedure

Reconfirmed & Adopted this the 10th day of December, 2018.

PITT COUNTY BOARD OF
COUNTY COMMISSIONERS

By: ______________________________________
Chairman

ATTEST:

____________________________
Clerk to the Board

MADE AN OFFICIAL PART OF THE "PITT COUNTY ADMINISTRATIVE PROCEDURES AND POLICY MANUAL" WHICH IS AVAILABLE FOR REVIEW IN ALL DEPARTMENTS

Exhibit A

PARLIAMENTARY RULES FOR
BOARD OF COMMISSIONERS

Motion to Adjourn: Purpose to end meeting

• May not interrupt the Speaker
  Takes precedence over all other Motions
  Requires a second
  Is not debatable
  May not be amended
  Takes a majority vote to pass

Motion to Call the Question: Purpose to end debate

• Is not in order unless everyone who desires to speak has had one opportunity to speak
  May not interrupt the Speaker
  Requires a second
  Is not debatable
  May not be amended
  Takes a majority vote to pass

Motion to Amend: Purpose to modify a main Motion
• May not interrupt Speaker
  Requires a second
  Is debatable
  It is amendable – once
  Takes a majority vote to pass

Motion to Rescind: Purpose to void a previous action
• May not interrupt Speaker
  Requires a second
  Is debatable
  May be amended
  Requires a super majority vote unless prior notice is given

Motion to Reconsider: Purpose to modify prior vote
• Must be made by member who voted with the Prevailing side
  May interrupt Speaker
  Second is required
  Is not amendable
  Majority vote
  Must to brought at same meeting as original Motion

Motion to uphold the ruling of the Chairman:
• When Chairman has ruled on a matter and is
  Challenged by a member of the Board
  Majority vote

Motion to Table: Purpose to delay vote until later
• May not interrupt speaker
  Second is required
  Is not debatable
  Is not amendable
  Majority vote needed

If a vacancy occurs on the board of commissioners, the remaining members of the board shall appoint a qualified person to fill the vacancy. If the number of vacancies on the board is such that a quorum of the board cannot be obtained, the chairman of the board shall appoint enough members to make up a quorum, and the board shall then proceed to fill the remaining vacancies. If the number of vacancies on the board is such that a quorum of the board cannot be obtained and the office of chairman is vacant, the clerk of superior court of the county shall fill the vacancies upon the request of any remaining member of the board or upon the petition of any five registered voters of the county. If for any other reason the remaining members of the board do not fill a vacancy within 60 days after the day the vacancy occurs, the clerk shall immediately report the vacancy to the clerk of superior court of the county. The clerk of superior court shall, within 10 days after the day the vacancy is reported to him, fill the vacancy.

If the member being replaced was serving a two-year term, or if the member was serving a four-year term and the vacancy occurs later than 60 days before the general election held after the first two years of the term, the appointment to fill the vacancy is for the remainder of the unexpired term. Otherwise, the term of the person appointed to fill the vacancy extends to the first Monday in December next following the first general election held more than 60 days after the day the vacancy occurs; at that general election, a person shall be elected to the seat vacated, either to the remainder of the unexpired term or, if the term has expired, to a full term.

To be eligible for appointment to fill a vacancy, a person must (i) be a member of the same political party as the member being replaced, if that member was elected as the nominee of a political party, and (ii) be a resident of the same district as the member being replaced, if the county is divided into electoral districts. The board of commissioners or the clerk of superior court, as the case may be, shall consult the county executive committee of the appropriate political party before filling a vacancy, but neither the board nor the clerk of the superior court is bound by the committee's recommendation. (Code, s. 719; 1895, c. 135, s. 7; Rev., s. 1314; 1909, c. 490, s. 1; C.S., s. 1294; 1959, c. 1325; 1965, cc. 239, 382; 1967, cc. 7, 424, 439, 1022; 1969, cc. 82, 222; 1971, c. 743, s. 1; 1973, c. 822, s. 1; 1985, c. 563, ss. 7.3, 7.4.)
Meeting Date/Time: 12/2/2019 8:30 AM

Agenda Section: Items for Decision

Agenda Title: 2020 Board Meeting Calendar & FY 20-21 Budget Calendar

Presenter: Elliott, Scott

Summary of Information: Staff has prepared a calendar of regular meetings and the budget calendar for the Board's consideration.

Submitter Recommendations/Motions: Motion to approve the 2020 Board Meeting Calendar and FY 20-21 Budget Calendar.

Reviewed By:
Elliott, Scott—Reviewed
Taylor, Michael—Reviewed
Gallagher, Janis—Reviewed
Barnett, Brian—Reviewed
Urban, Denise—Reviewed
Dixon, Kelly—Reviewed

Number of Attachments: 2
<table>
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<th>Event Description</th>
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| Oct 2, 2019  | **Budget Kickoff & Workshop**  
Initial budget discussions – CIP, revenue & expenditure forecast  
Departments formulate objectives/action plans for the budget year tied to Commissioners’ goals  
**Required** for department heads, business officers, and/or selected staff who will be involved in budget preparation |
| Oct 2, 2019  | Forward request for Capital Improvement Projects to department heads, PCS & PCC  
**continuing and new**                                                                                                                                  |
| Oct 25, 2019 | All CIP requests due, **continuing and new**                                                                                                           |
| Jan 2, 2020  | Forward budget packages/requests to EMS Squads / FIRE Departments                                                                                       |
| Jan 21, 2020 | Forward budget packages/requests to department heads and outside agencies  
MUNIS budget entry access available                                                                                                                  |
| Jan 27, 2020 | Annual Budget Planning Workshop with Commissioners  
Review, update and affirm Board’s goals for FY 2020-21                                                                                            |
| Mar 6, 2020  | All budget requests and documentation due from departments, EMS/FIRE, & outside agencies  
MUNIS budget entry no longer available to department heads                                                                                         |
| Mar 6, 2020 – Mar 27, 2020 | Budget compilation & balancing                                                                        |
| Mar 27, 2020 | Budget documents to County Manager for review                                                                                                           |
| Mar 30, 2020 – April 9, 2020 | Department heads, outside agencies, PCS and PCC budget conferences with County Manager |
| Apr 9, 2020 – Apr 24, 2020 | Recommended budget development by County Manager and select staff                                                                                      |
| May 1, 2020  | Revised budget requests submitted to departments for review                                                                                             |
| May 4, 2020  | Manager’s Recommended Budget and Budget Message presented to Board of Commissioners                                                                  |
| May 5-7, 2020| Budget Workshops with Commissioners to present and review/amend recommended budget                                                                      |
| May 11, 2020 – May 15, 2020 | Open for additional workshops, if needed                                                                                |
| June 2, 2020 | Public Hearing for citizen input  
Possible 2020-21 budget adoption                                                                                                                            |
<p>| June 15, 2020| Alternate date to adopt 2020-21 budget                                                                                                                   |</p>
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<tr>
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<th>Meeting</th>
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<td>9am</td>
<td>Jan 13</td>
<td>Regular Meeting (one meeting)</td>
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<td>Additional Budget Workshop, if needed</td>
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Dates in **BOLD** mean they deviate from regular schedule.

LF: 2020 BOCC Meeting Dates
Meeting Date/Time: 12/2/2019 8:30 AM

Agenda Section: Items for Decision

Agenda Title: Budget Amendment - Sheriff's Office - Federal Inmate Revenue - Capital Reserve Fund

Presenter: Barnett, Brian

Summary of Information: At the 9/23/19 BOCC meeting, the board approved that federal inmate revenue exceeding budgeted projections be restricted for capital related law enforcement purposes. Once revenue exceeds projections for that fiscal year, a purpose will be decided by the Sheriff's Office and approved by the Pitt County Board of Commissioners through the budget amendment process.

The board also approved the recommendations of Brian Barnett, Deputy County Manager - CFO, in his memo of 8/29/19. The memo outlines the establishment of a multi-year capital project fund for the Sheriff's Office with the completion of the FY 18-19 annual financial audit. The audit process is now complete and the federal inmate revenue exceeds budget by $418,843. The attached budget amendment establishes the needed transactions to create a Sheriff's Capital Reserve fund in the amount of $418,843.

Revenues in the Sheriff's Office Federal Inmate Revenue Capital Reserve Fund can only be used for Capital Improvement Plan (CIP) projects. Once the projects have been identified by the Sheriff, the BOCC must approve the purchase. With the establishment of this capital reserve fund, projects will be presented for review after the CIP workshop at the end of January.
Submitter Recommendations/Motions: Staff recommends approval of a Capital Reserve Fund for federal inmate revenue exceeding budgeted projections.

County Manager's Comments: Concur with staff recommendation to approve budget amendment.

Reviewed By:
Elliott, Scott-- Reviewed
Barnett, Brian-- Reviewed
Moore, Ernest-- Reviewed

Number of Attachments: 1
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<td>4028128 558101</td>
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**Net Effect to Budget:** $418,843

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

Budget amendment to establish a Capital Reserve Project Fund for the Sheriff’s office. At the 9/23/19 BOCC meeting, the board approval of federal inmate revenue exceeding budgeted projections be restricted for law enforcement purposes. The board also approved the recommendations of Brian Barnett, Deputy County Manager - CFO, to create a multi-year capital project fund for the Sheriff’s Office. This budget amendment establishes the Capital Project Fund based on the CFO’s recommendations.

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<th>APPROVAL</th>
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<td>Creates Adjustment to a Fund Transfer Account</td>
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Meeting Date/Time: 12/2/2019 8:30 AM

Agenda Section: Items for Decision

Agenda Title: Bad Debt Write Off (2017-2019) – $539,340.77

Presenter: Silvernail, John

Summary of Information: Requesting the BOCC to approve writing off $539,252 of delinquent accounts in the Health Information System (HIS). This system is no longer being supported by NC DHHS and reports cannot be ran from the HIS system as of July 2019. Pitt County Board of Health approved the debt write off in their November 15th meeting.

Annually, bad debt accounts that have no activity for at least two years are written off. The most recent write off was in 2016 and at that time only accounts without valid social security numbers were requested to be written off due to the fact that those accounts over $50 with valid social security numbers were in our initial submission to the North Carolina Debt Set-Off Clearinghouse for possible collection. Bad Debt was not written off in 2017, because we were hopeful that during the build of EPIC, accounts in HIS could be transferred into the new EMR/(EPIC). With our Go Live being pushed back to April 2018, it was unfortunate that the transfer of accounts were not possible due to capabilities of the two systems. Since April 2018, Public Health has been working out of both systems, posting any payments received in the older system.

Submitter Recommendations/Motions: Approve Board of Health request as presented.

County Manager's Comments: Concur with the Board of Health
and staff recommendation concerning the uncollectible bad
debt write off at the Health Department. This is a built up
multiple year amount that normally is presented annually.
In talking to Dr. Silvernail, in the future this will be
presented annually and not be allowed to build up.

Reviewed By:
Elliott, Scott-- Reviewed
Barnett, Brian-- Reviewed
Urban, Denise-- Reviewed
McDaniel, Chris-- Reviewed

Number of Attachments: 0
Meeting Date/Time: 12/2/2019 8:30 AM

Agenda Section: Items for Decision

Agenda Title: Appointment and Reappointment to Juvenile Crime Prevention Council (JCPC)

Presenter: Elliott, Scott

Summary of Information: JCPC would like to recommend the reappointment of Judge Wendy Hazelton. Judge Hazelton fills the seat with the attribute of Chief District Judge or Designee. If reappointed, the seat will expire 11/18/2021.

JCPC would like to recommend Jennifer Matthews to fill a vacant At-Large seat previously held by Judy Baker. If appointed the seat will expire 12/31/2021.

Submitter Recommendations/Motions: Reappoint Judge Wendy Hazelton and appoint Jennifer Matthews to an At Large Seat on JCPC.

Reviewed By:
Elliott, Scott—Reviewed
Taylor, Michael—Reviewed

Number of Attachments: 3
November 6, 2019

Ms. Kimberly Hines
County Manager’s Office
1717 West 5th Street
Greenville, NC 27834

Dear Mrs. Hines,

This letter is respectfully submitted on behalf of the board members of the Pitt County Juvenile Crime Prevention Council (JCPC).

JCPC would like to recommend the reappointment of Judge Wendy Hazelton. Judge Hazelton fills the seat with the attribute of Chief District Judge or Designee. If reappointed, the seat will expire 11/18/2021.

JCPC would like to recommend Jennifer Matthews to fill a vacant At-Large seat previously held by Judy Baker. If appointed the seat will expire 12/31/2021.

Please feel free to contact me with questions.

Respectfully,

James Tripp, Jr. JCPC Chair

/hbb
# Board Members

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<th>Appt Date</th>
<th>Exp Date</th>
<th>Yrs Served (To Date)</th>
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DSS Board Appointee

School Superint or Designee

Chief District Court Judge

Note: resigned effective 8-6-19

At large

Rep. of Parks and Recreation

Note: resigned, effective 7/31/19

Person under the age of 18

At large
<table>
<thead>
<tr>
<th>Seat</th>
<th>Name</th>
<th>District</th>
<th>First Appt.</th>
<th>Appt Date</th>
<th>Exp Date</th>
<th>Yrs Served (To Date)</th>
<th>Yrs Served (At Term End)</th>
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<td>District Attorney</td>
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<td>Note: Due to policy change, this is now a one year term, not a two year term as indicated above</td>
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<td>County Manager or designee</td>
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<tr>
<td>6</td>
<td>Vacant,</td>
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<tr>
<td></td>
<td>Substance Abuse Professional</td>
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<td>Seat</td>
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<td>Applicant District</td>
<td>First Appt.</td>
<td>Appt Date</td>
<td>Exp Date</td>
<td>Yrs Served (To Date)</td>
<td>Yrs Served (At Term End)</td>
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<td>Williamson, Charles M</td>
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Juvenile Defense Attorney
Applicant Interest Listing

Juvenile Crime Prevention Council

Jack Brock II
2208 Saddle Ridge Pl
Greenville NC 27858

Day Phone: (252) 321-2020  Gender: M
Evening Phone: (443) 783-9319  Race: White
Fax: (252) 353-1096
E-mail: jbrock@ck-attorneys.com
district: 3

Priority:

Applied for this board on: 3/17/2016  Application received/updated: 10/17/2019

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

<table>
<thead>
<tr>
<th>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</th>
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</thead>
<tbody>
<tr>
<td>Organization</td>
</tr>
<tr>
<td>Education</td>
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<tr>
<td>Volunteer/Prof. Associations</td>
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<tr>
<td>Volunteer/Prof. Associations</td>
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Boards Assigned To

Animal Services Advisory Board
2/6/2017 to 2/6/2020
At large
## Applicant Interest Listing

**P.C. Nursing Home/Adult Care Community Advisory C**

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Day Phone</th>
<th>Evening Phone</th>
<th>Race</th>
<th>District</th>
<th>Gender</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Jessica Brown</strong></td>
<td>(252) 847-4100</td>
<td>(252) 481-8378</td>
<td>African</td>
<td>1</td>
<td>F</td>
<td>1</td>
</tr>
<tr>
<td>2152 Flagstone Cr</td>
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<tr>
<td>Apt. M2</td>
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<td></td>
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<tr>
<td>Greenville Nc 27834</td>
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<tr>
<td><strong>Rena Bunns</strong></td>
<td>(252) 367-1176</td>
<td>(252) 367-1176</td>
<td>African</td>
<td>2</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>470 House Road</td>
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<tr>
<td>Bethel NC 27812</td>
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| ** Applicant's Attributes: **| Greenville City Limits | VolAg Southwest | South of the River | District 1 |

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

| ** Applicant's Attributes: ** | Bethel ETJ | North of the River |

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**Juvenile Crime Prevention Council**

Thursday, November 21, 2019
### Applicant Interest Listing

VolAg Northeast

District 2

<table>
<thead>
<tr>
<th>Organization</th>
<th>Description</th>
<th>Date(s)</th>
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<tr>
<td>University of Connecticut</td>
<td>B.S. in Finance</td>
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<tr>
<td>Henry Abbott Regional Vocation</td>
<td>High School</td>
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<tr>
<td>Bunns Community Development</td>
<td>HR Manager/Operations</td>
<td>2011-2017</td>
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<tr>
<td>NC State University/Coop. Ext</td>
<td>Program Manager</td>
<td>2009-2010</td>
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<tr>
<td>Pitt Community College</td>
<td>Instructor/English as second language</td>
<td>2007-2008</td>
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<tr>
<td>ProMark Construction</td>
<td>H.R. Manager</td>
<td>2005-2008</td>
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<tr>
<td>Pitt Community College</td>
<td>Instructor/Into to Computers</td>
<td>2001-2003</td>
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<tr>
<td>Special Olympics</td>
<td>Coach</td>
<td></td>
</tr>
<tr>
<td>VITA</td>
<td></td>
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<tr>
<td>Wives Support Group Dessert Sto</td>
<td>President</td>
<td></td>
</tr>
<tr>
<td>P.C. Boys and Girls Club</td>
<td>Tutor/Mentor</td>
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<tr>
<td>Greenville Housing Authority</td>
<td>Community Partner/Instruction</td>
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<tr>
<td>P.A.C.E</td>
<td>Coach/Trainer</td>
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<tr>
<td>Philipi Church of Christ</td>
<td>Food Ministry</td>
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<table>
<thead>
<tr>
<th>Taylor Burleson</th>
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<tbody>
<tr>
<td>2200 University Suites Drive</td>
</tr>
<tr>
<td>Greenville NC 27858</td>
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</table>

Day Phone: (828) 450-5723

Evening Phone:

Fax:

E-mail: taylorburleson9@yahoo.com

Gender: F

Race: White

District: 1

Priority:

Applied for this board on: 3/12/2019

Application received/updated: 03/12/2019

 Applicant's Attributes: Greenville City Limits
Applicant Interest Listing

VolAg Southeast
South of the River
District 1

<table>
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<tr>
<td>Gamma Sigma Sigma</td>
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<tr>
<td>East Carolina University</td>
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<tr>
<td>Hendersonville High School</td>
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</table>

Charles Coburn
3363 N. Waverly St
Farmville NC 27828

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

Gender: M  Race: White  District: 4  Priority:

Applied for this board on: 7/20/2017  Application received/updated: 07/20/2017

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

<table>
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<tr>
<th>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</th>
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## Applicant Interest Listing

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<th>Description</th>
<th>Date(s)</th>
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<td>Crime Stoppers</td>
<td>Board of Directors</td>
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<tr>
<td>Boys &amp; Girls Club</td>
<td>Board of Directors</td>
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<tr>
<td>NC Assoc. of School Resource O</td>
<td>Board of Directors</td>
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<tr>
<td>Farmville Benevolent Ministries</td>
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<td>Soup Kitchen</td>
<td>Volunteer</td>
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<td>PATS</td>
<td>Director</td>
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### Boards Assigned To

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<td>Committee for Employment of People with Disabilities</td>
<td>5/20/2019 to 2/15/2022</td>
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**Chenele Coleman-Sellers**

1092 Worthington Road  
Winterville NC 28590  

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

Gender: F  
Race: African  
District: 6  
Priority:  

Applied for this board on: 5/19/2016  
Application received/updated: 07/06/2017

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

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

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<td>Education</td>
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<tr>
<td>Experience</td>
<td>Community Non-profits &amp; Farm Medical Asst, Customer Service, &amp; Pu</td>
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<tr>
<td>Experience</td>
<td>Department of Veteran Affairs MSA</td>
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<td>Volunteer/Prof. Associations</td>
<td>Alliance Medical Ministry</td>
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<td>Volunteer/Prof. Associations</td>
<td>Veteran Affairs</td>
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Applicant Interest Listing

<table>
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<th>Boards Assigned To</th>
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<td>Home and Community Care Block Grant Committee</td>
<td>Person over 60 years of age</td>
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Robert Corbett
3879 Bell Road
P.O. Box 61
Fountain NC 27829

Day Phone: (252) 749-4421
Gender: M
Evening Phone:
Race: White
Fax:
District: 4
E-mail: rcorbett27829@gmail.com
Priority:

Applied for this board on: 1/29/2016
Application received/updated: 01/29/2016

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

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

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<td>Farmville High School</td>
<td>Tobacco Processing</td>
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<td>Tobacco Processing</td>
<td>Standard Commercial Tobacco</td>
<td>22+ yrs</td>
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<td>Imperial Tobacco</td>
<td>NC National Guard</td>
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<td>Fountain Wellness Ctr Board</td>
<td>Rural Fire Board</td>
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<td>Meals on Wheels</td>
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<td>Fire District Commission</td>
<td>Fountain FD</td>
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### Applicant Interest Listing

**Monica Daniels**  
1013 Old Village Road  
Greenville NC 27834

- **Day Phone:** (252) 902-1873  
- **Evening Phone:** (252) 902-1131  
- **Fax:**  
- **E-mail:** monica.daniels@pittcounty

- **Gender:** F  
- **Race:** African  
- **District:** 2  
- **Priority:**

- **Applied for this board on:** 6/25/2019  
- **Application received/updated:** 06/25/2019

**Applicant's Attributes:** Greenville City Limits  
North of the River  
VolAg Northwest  
DSS Appointee

<table>
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<td>Social Services</td>
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<tr>
<td>Barton College</td>
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<tr>
<td>Martin L. King</td>
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</tbody>
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**Brenda Dawes**  
2810 Madison Grove Road  
Greenville NC 27858

- **Day Phone:** (252) 412-8107  
- **Evening Phone:** (252) 412-8107  
- **Fax:**  
- **E-mail:** tootoot1978@yahoo.com

- **Gender:** F  
- **Race:**  
- **District:** 3  
- **Priority:**

- **Applied for this board on:** 5/24/2019  
- **Application received/updated:** 05/24/2019

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

<table>
<thead>
<tr>
<th>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</th>
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<tbody>
<tr>
<td><strong>Organization</strong></td>
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<tr>
<td>Juvenile Crime Prevention Council</td>
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</table>
**Applicant Interest Listing**

<table>
<thead>
<tr>
<th>Education</th>
<th>Lenoir Community College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>North Pitt High</td>
</tr>
<tr>
<td>Experience</td>
<td>US Navy</td>
</tr>
<tr>
<td></td>
<td>Active &amp; Reserves</td>
</tr>
<tr>
<td></td>
<td>1996-2018</td>
</tr>
<tr>
<td>Experience</td>
<td>US Postal Service</td>
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<tr>
<td></td>
<td>Rural letter Carrier</td>
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<tr>
<td>Volunteer/Prof. Associations</td>
<td>American Red Cross</td>
</tr>
<tr>
<td>Volunteer/Prof. Associations</td>
<td>My Sister’s Closet</td>
</tr>
<tr>
<td>Volunteer/Prof. Associations</td>
<td>Greenville Homeless Shelter</td>
</tr>
<tr>
<td>Volunteer/Prof. Associations</td>
<td>Former Guardian ad Litem</td>
</tr>
</tbody>
</table>

**Brad Guth**  
113 Loran Circle  
Greenville NC 27858

Day Phone: (704) 240-1095  
Evening Phone: (252) 689-4323  
Fax:  
E-mail: bradjguth@bellsouth.net

Applied for this board on: 4/22/2016  
Application received/updated: 04/22/2016

Gender: M  
Race: White  
District: 6

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

| Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.) |
|---------------------------------|-----------------------------|
| **Organization**                | **Description**             | **Date(s)** |
| Education                       | University of Tenn Knoxville TN MS |          |
| Education                       | Furman U. Greenville SC BA |          |
| Education                       | Travelers Rest High School, SC |          |
| Experience                      | Gaffney Main Street Program, Ga Executive Director |          |
| Experience                      | Pride of Kinston, Kinston NC Executive Director |          |
| Experience                      | City of Lincolnton, NC Business & Community Development |          |

**Juvenile Crime Prevention Council**  
Thursday, November 21, 2019
Applicant Interest Listing

| Experience | Craven County Schools Teacher |
| Volunteer/Prof. Associations | Lincoln County Apple Festival |
| Volunteer/Prof. Associations | Habitat For Humanity |
| Volunteer/Prof. Associations | Rotary |
| Volunteer/Prof. Associations | Gaston-Lincoln Comm Action/H |
| Volunteer/Prof. Associations | Lincolnton-Lincoln Co. Chamber |
| Volunteer/Prof. Associations | Lincolnton-Lincoln Co. Historic |
| Volunteer/Prof. Associations | United Way of Lincoln County |

### Boards Assigned To

**Greenville Planning & Zoning Commission**

- ETJ
- Alternate

**Pitt County Planning Board**

- District 6

---

**Maceo Jenkins**

300 Woodside Road
Greenville NC 27834

- **Day Phone:** (512) 758-0723
- **Evening Phone:**
- **Fax:**
- **E-mail:** mjbiv@protonmail.com

**Gender:** M  
**Race:** Other  
**District:** 2  
**Priority:**

**Applied for this board on:** 9/17/2019  
**Application received/updated:** 09/17/2019

**Applicant's Attributes:**
- Greenville City Limits
- North of the River
- VolAg Northwest
- District 2

---

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

<table>
<thead>
<tr>
<th>Organization</th>
<th>Description</th>
<th>Date(s)</th>
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**Juvenile Crime Prevention Council**

Thursday, November 21, 2019  
Page 9 of 17
**Applicant Interest Listing**

<table>
<thead>
<tr>
<th>Education</th>
<th>Texas State University</th>
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</thead>
<tbody>
<tr>
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<td>Leander High School Diploma</td>
</tr>
<tr>
<td>Experience</td>
<td>Hospice</td>
</tr>
<tr>
<td>Experience</td>
<td>Sam's Club Stocking Associate</td>
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</table>

<table>
<thead>
<tr>
<th>Ernis Lee</th>
<th>Day Phone: (252) 341-5696</th>
</tr>
</thead>
<tbody>
<tr>
<td>834 Aspen Lane</td>
<td>Evening Phone: (252) 689-2381</td>
</tr>
<tr>
<td>Greenville NC 27834</td>
<td>Fax: (252) 321-4626</td>
</tr>
<tr>
<td></td>
<td>E-mail: <a href="mailto:elee@email.pitcc.edu">elee@email.pitcc.edu</a></td>
</tr>
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</table>

| District: 2       | Race: African                    |

Applied for this board on: 2/10/2015
Application received/updated: 02/06/2015

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

<table>
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<th>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</th>
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<th>Date(s)</th>
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<tbody>
<tr>
<td>Education</td>
<td>Elizabeth City State University</td>
<td>B.A.</td>
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<tr>
<td>Education</td>
<td>Roanoke High</td>
<td></td>
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<tr>
<td>Experience</td>
<td>PCC Putreach w/ Ernis Lee</td>
<td>Radio Broadcaster</td>
<td></td>
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<tr>
<td>Experience</td>
<td>Pitt Community College</td>
<td>Director of College Outreach</td>
<td></td>
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<tr>
<td>Experience</td>
<td>United States Army</td>
<td>2nd Lieutenant</td>
<td></td>
</tr>
<tr>
<td>Volunteer/Prof. Associations</td>
<td>Mentor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer/Prof. Associations</td>
<td>West Greenville Community Dev</td>
<td>Board Member</td>
<td></td>
</tr>
<tr>
<td>Volunteer/Prof. Associations</td>
<td>Eastern Carolina Counseling Cen</td>
<td>Former Board Member</td>
<td></td>
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| Boards Assigned To               | Development Commission       | 6/6/2016 to 12/31/2019 |
Applicant Interest Listing

P.C. Nursing Home/Adult Care Community Advisory C  3/17/2019 to  3/17/2022

Jennifer Matthews
373 Porter Mills Road
Greenville NC 27858

Day Phone: (252) 328-1704  Gender:  F
Evening Phone: (803) 798-6537  Race:  White
Fax:  District:  3
E-mail: cremeensj@ecu.edu  Priority:

Applied for this board on: 5/29/2019  Application received/updated: 05/29/2019

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

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

<table>
<thead>
<tr>
<th>Organization</th>
<th>Description</th>
<th>Date(s)</th>
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</thead>
<tbody>
<tr>
<td>P.C. Coalition on Substance Abu</td>
<td>Board Member</td>
<td></td>
</tr>
<tr>
<td>ACEs Collaborative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pitt County Collaborative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P.C. Schools Behavioral Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>East Carolina University</td>
<td>Associate Professor</td>
<td></td>
</tr>
<tr>
<td>University of Florida</td>
<td>B.S Food Science and Human Nutrition</td>
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<tr>
<td>University of South Carolina</td>
<td>MSPH</td>
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<tr>
<td>University of Alabama</td>
<td>PHD Health Education</td>
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<tr>
<td>Durant High School</td>
<td>Diploma</td>
<td></td>
</tr>
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</table>

Ashley Moore
4695 Old Tar Road
Winterville NC 28590

Day Phone: (252) 321-6700  Gender:  M
Evening Phone: (252) 341-8223  Race:  White
Fax:  District:  5
E-mail: atmoore75@gmail.com  Priority:
Applicant Interest Listing

Applied for this board on: 3/23/2017  Application received/updated: 03/23/2017

Applicant's Attributes:

Winterville City Limits
South of the River
VolAg Southeast
District 5

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

<table>
<thead>
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<th>Organization</th>
<th>Description</th>
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<tbody>
<tr>
<td>Education</td>
<td>East Carolina University</td>
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</tr>
<tr>
<td>Education</td>
<td>DH Conley High School</td>
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</tr>
<tr>
<td>Experience</td>
<td>Stormwater Advisory Board</td>
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</tr>
<tr>
<td>Volunteer/Prof. Associations</td>
<td>Winterville Historical Society</td>
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Boards Assigned To

<table>
<thead>
<tr>
<th>Board</th>
<th>Date(s)</th>
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<tbody>
<tr>
<td>Pitt County Board of Adjustment</td>
<td>1/8/2018 to 1/1/2021</td>
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<tr>
<td>Alternate</td>
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</tr>
<tr>
<td>Pitt County Planning Board</td>
<td>9/30/2018 to 9/30/2021</td>
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<tr>
<td>At large</td>
<td></td>
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</tbody>
</table>

Kelli Pack Smith
952 Van Gert Drive
Winterville NC 28590

Day Phone: (252) 847-4810  Gender: F
Evening Phone: (252) 353-2737  Race: African
Fax: kpsmith@vidanthealth.com  District: 5
E-mail: kpsmith@vidanthealth.com  Priority: 

Applied for this board on: 1/25/2019  Application received/updated: 01/25/2019

Applicant's Attributes:

Greenville City Limits
VolAg Southeast
South of the River

Juvenile Crime Prevention Council
Thursday, November 21, 2019
### Applicant Interest Listing

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

<table>
<thead>
<tr>
<th>Organization</th>
<th>Description</th>
<th>Date(s)</th>
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<tbody>
<tr>
<td>Nova Southeastern University</td>
<td>Doctrate in Health Science Admin.</td>
<td></td>
</tr>
<tr>
<td>East Carolina University</td>
<td>MBA</td>
<td></td>
</tr>
<tr>
<td>University of Alabama</td>
<td>MPH</td>
<td></td>
</tr>
<tr>
<td>Clark Atlanta University</td>
<td>B.S. Biology/Minor in math</td>
<td></td>
</tr>
<tr>
<td>Beaumont School for Girls</td>
<td>High School</td>
<td></td>
</tr>
<tr>
<td>Vidant Health</td>
<td>Administrator, Medical Affairs</td>
<td></td>
</tr>
<tr>
<td>Jefferson County Department of Admin. Intern</td>
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<td></td>
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<tr>
<td>Department of Health and Human Analysis</td>
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<tr>
<td>Graduate Research Assistant</td>
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</table>

**Volunteer/Prof. Associations**

- Pack for Patriots: Volunteer
- Community Crossroads Shelter: Volunteer

**Boards Assigned To**

- Board Of Health: 7/1/2019 to 7/1/2022
- At large

---

**Donald Rhodes**

4785 US 258

Farmville NC 27828

- Day Phone: (252) 753-4609  
  - Gender: M  
  - Race: White

- Evening Phone: (252) 916-5566  
  - District: 4

- Fax:  
  - E-mail: drhodes@centurylink.net  
  - Priority:

Applied for this board on: 1/29/2016  
Application received/updated: 11/14/2019

**Applicant's Attributes:**

- County Planning Jurisdiction
- South of the River
- VoAg Southwest
- District 4

---

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

<table>
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<tr>
<th>Organization</th>
<th>Description</th>
<th>Date(s)</th>
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<tbody>
<tr>
<td>Education</td>
<td>East Carolina University</td>
<td>BS, MAED</td>
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<tr>
<td>Education</td>
<td>West Edgecombe High School</td>
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<tr>
<td>Experience</td>
<td>Self employed - Mosquito Auth Co-owner &amp; operator</td>
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<tr>
<td>Experience</td>
<td>Pitt County Schools</td>
<td></td>
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<tr>
<td>Experience</td>
<td>Edgecombe County Public Schoo</td>
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<tr>
<td>Volunteer/Prof. Associations</td>
<td>Fountain Fire Rural Board</td>
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<tr>
<td>Volunteer/Prof. Associations</td>
<td>SECU Board</td>
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Boards Assigned To

- Animal Services Advisory Board
  - At large
  - 2/6/2017 to 2/6/2020
- Fire District Commission
  - Fountain FD
  - 12/31/2017 to 12/31/2018
- Pitt County Board of Adjustment
  - Alternate
  - 1/8/2018 to 1/1/2021

Kristoffer Rixon
400 Cooper Street
Winterville NC 28590

Day Phone: (518) 570-5801
Gender: M
Race: White
District: 6
Priority:

Applied for this board on: 2/11/2019
Application received/updated: 02/11/2019

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

<table>
<thead>
<tr>
<th>Organization</th>
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<tbody>
<tr>
<td>Education</td>
<td>East Carolina University</td>
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<tr>
<td></td>
<td>Bachelor of Arts, Psychology</td>
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<td>Education</td>
<td>South Central High School</td>
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<td>Diploma</td>
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<tr>
<td>Experience</td>
<td>YouNow Inc</td>
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<tr>
<td></td>
<td>Trust and Safety Specialist</td>
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<tr>
<td>Experience</td>
<td>ECU Dept. of Sociology</td>
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<tr>
<td></td>
<td>Graduate Assistant</td>
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</tr>
<tr>
<td>Volunteer/Prof. Associations</td>
<td>The Trevor Project</td>
<td></td>
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<tr>
<td></td>
<td>Volunteer Crisis Counselor</td>
<td></td>
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</table>

**Phil Rollinson**  
1085 Beddard Crossing Rd.  
Grimesland NC 27837  

Day Phone: (252) 327-8470  
Evening Phone: (252) 916-1768  
Fax: pirollinson@yahoo.com  

Race: White  
Gender: M  
District: 3

Applied for this board on: 3/2/2018  
Application received/updated: 03/02/2018  

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

<table>
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<th>Organization</th>
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<th>Date(s)</th>
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<tbody>
<tr>
<td>Education</td>
<td>Mount Olive</td>
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<td></td>
<td>B.S. Criminology</td>
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<tr>
<td>Education</td>
<td>Cape Hatteras High School</td>
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<td></td>
<td>Diploma</td>
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<tr>
<td>Experience</td>
<td>Nags Head Police Department</td>
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<tr>
<td></td>
<td>Officer</td>
<td></td>
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<tr>
<td>Experience</td>
<td>City of Greenville</td>
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<tr>
<td></td>
<td>Sgt.</td>
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</tr>
<tr>
<td>Volunteer/Prof. Associations</td>
<td>Humane Society of Eastern N.C.</td>
<td>Board of Directors</td>
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</tbody>
</table>

**Samantha Stuewer**  
2120 Hyde Dr  
Greenville NC 27858  

Day Phone: (845) 264-1529  
Evening Phone:  
Fax:  

Race: White  
Gender: F  
District: 5

*Juvenile Crime Prevention Council*  
Thursday, November 21, 2019  
Page 15 of 17
**Applicant Interest Listing**

<table>
<thead>
<tr>
<th>E-mail:</th>
<th><a href="mailto:samantha@evolveinc.com">samantha@evolveinc.com</a></th>
<th>Priority:</th>
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Applied for this board on: 6/25/2018  
Application received/updated: 06/25/2018

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

<table>
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<th>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</th>
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</thead>
<tbody>
<tr>
<td><strong>Organization</strong></td>
</tr>
<tr>
<td>Evolve</td>
</tr>
<tr>
<td>St. Basil's Academy</td>
</tr>
<tr>
<td>University of Albany</td>
</tr>
<tr>
<td>Arlington High School</td>
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Ruth Worsley  
3910 Evans Street Ext.  
Winterville NC 28590

<table>
<thead>
<tr>
<th>Day Phone:</th>
<th>(252) 754-8293</th>
<th>Gender:</th>
<th>F</th>
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<tbody>
<tr>
<td>Evening Phone:</td>
<td>(973) 943-9324</td>
<td>Race:</td>
<td>African</td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
<td>District:</td>
<td>5</td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:worsr@aol.com">worsr@aol.com</a></td>
<td>Priority:</td>
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Applied for this board on: 3/18/2019  
Application received/updated: 03/18/2019

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

<table>
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<tr>
<td><strong>Education</strong></td>
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<tr>
<td><strong>Experience</strong></td>
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