

**AGENDA – MEETING**  
**GREENE COUNTY BOARD OF COUNTY COMMISSIONERS**  
**7:00 PM – THE TECH CENTER**  
**Monday – February 15, 2016**

- A. CALL TO ORDER**
  - Invocation/Pledge to the Flag
  
- B. APPROVAL OF AGENDA**
  
- C. CONSENT AGENDA**
  - 1. February 1, 2016 Regular Meeting Minutes
  - 2. Releases/Refunds
  - 3. Resolutions of Surplus Property
  - 4. Budget Amendment; Senior Center
  
- D. PUBLIC COMMENTS**
  
- E. PRESENTATIONS**
  - 1. Becky Sutton
    - a. Collection Report – Order to Advertise
    - b. Board of Equalization and Review
    - c. Departmental Presentation
  - 2. McDavid Associates Updates
  
- F. COUNTY MANAGER’S REPORT**
  - 1. Backup PSAP
  - 2. Ambulance update
  - 3. Animal Shelter; call update
  
- G. COUNTY ATTORNEY’S REPORT AND RECOMMENDATIONS**
  
- H. COMMISSIONER’S REPORT AND RECOMMENDATION**
  
- I. CLOSED SESSION; Personnel**
  
- J. ADJOURN**

Commissioners  
Jerry Jones – Chairman  
Brad Fields – Vice Chairman  
Susan Blizzard  
Bennie Heath  
James T. Shackelford, Jr.



**GREENE COUNTY**  
A Place To Grow. The Way To Live.

County Manager  
Kyle DeHaven

Finance Officer  
Sandy Barss

*Home of the North Carolina Sweet Potato Festival*

From: Kyle J. DeHaven, County Manager

Re: Consent Agenda

Date: February 15, 2016

The Consent Agenda for the February 15, 2015 meeting consists of the following items:

- 1.) February 1, 2015 Regular Meeting Minutes
- 2.) Releases/Refunds
- 3.) Resolutions of Surplus Property
- 4.) BA; Senior Center

**Action Recommended:**

**Motion to accept the Consent Agenda**

**Board Action is Needed**

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NORTH CAROLINA  
COUNTY OF GREENE

The Greene County Board of Commissioners met in regular session on Monday, February 1, 2016 at 7:00 pm in the Tech Center. Present for the meeting: Chairman Brad Fields, Vice Chairman Susan Blizzard, Commissioners Jerry Jones, Bennie Heath, and James T. Shackelford, Jr. County Manager Kyle DeHaven, County Attorney Borden Parker and Deputy Clerk Kathy Mooring.

**A. Call to Order**

Chairman Fields called the meeting to order, gave the invocation and led the pledge of allegiance.

**B. Approval of the Agenda**

Chairman Fields asked for a motion to approve the agenda with the addition of two items;

- 1.) F5- EMS Update
- 2.) F6- Audit Approval

On motion by Commissioner Jones and seconded by Commissioner Blizzard, the Board voted unanimously to approve the agenda with the two additions.

**C. Consent Agenda**

Chairman Fields asked for a motion to approve the Consent Agenda, which consisted of:

- January 19, 2016 Regular Meeting Minutes
- Releases/Refunds
- Consideration of Late Applications for Present Use
- Budget Amendment; Health Department (Copy hereto attached)
- Budget Amendment; Sheriff's Department (Copy hereto attached)
- Budget Amendment; DSS (Copy hereto attached)

Refunds (NCVTS) (TAX & TAG)

Alicia Ann Lanier	\$76.38	Mural Warren Lanier	\$340.18	Estate of Doris H. Murphrey	\$42.15
Emiliano Martinez Florido	\$86.70	Ralph Martin Armstrong, III	\$32.08	Garner Concrete and Slipforming, Inc.	\$274.59

Lee Reynolds Garner	\$90.23				
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Releases: Ad Valorem Tax

Corey Strickland	\$25.43	Jeffrey Don Warren	\$41.00	Stacey Wood Howell	\$41.00
Mary C. Sutton (Alonza)	\$41.00	Rodie Williams	\$41.00	Michael Piner	\$18.68

Refunds: Ad Valorem Tax

Michael Scott Sutton	\$41.00	Katie Radford	\$41.00	Dale Media, Inc.	\$575.43
Dale Media, Inc.	\$575.43	Johnnie West	\$41.00		

On motion by Commissioner Heath and seconded by Commissioner Jones, the Board voted unanimously to approve the Consent Agenda.

**D. PUBLIC COMMENTS**

None

**E. PRESENTATIONS**

1. Mr. Dana Hill, Snow Hill Town Manager and Mr. Dennis Liles, Town Mayor; Old Gymnasium.

Mr. Liles made the presentation for the Town and he expressed interest the Town had for this building. He stated that the town would like to rebuild it as a gymnasium to be used by the general public. He stated that if it was not repairable, they would demolish the building and try to have a splash pad or walking track or both put in its place. He stated the Town was committed to maintaining the site as a recreational area. He stated cooperation with the Senior Center would be a priority.

2. Brandon Sutton; GIS Coordinator

Mr. Brandon Sutton updated the commissioners on his departments' work. He stated he is working with other counties' mappers, and the state geodetic survey, to map the county lines. He stated he has finished a process stating steps to follow to build in the county to assist people with new construction. This process will eliminate confusion and direct people as to where to go and in which order to go. He is now working on producing a brochure with the same information for ease of public use. He mentioned he is working on changing responder districts for Emergency Responders to districts that more meet there locations and need. He stated this would not change the tax districts, just the responder district. Lastly, He stated he is working with the County Manager and the Planning Board on establishing Zoning in the County. He stated that zoning is a road map to industrial and commercial development that also protects residential citizens in the County.

## **F. COUNTY MANAGER'S REPORT**

Chairman Fields turned the meeting over to the County Manager.

County Manager DeHaven's first order of business was to present a Budget Amendment from the General Fund for the increase of the auditor fees. The auditor showed that because of the lack of preparedness in the audit materials, that the LGC has approved a request for an increase in funding that if approved, would compensate him more adequately for his time. He mentioned the offsetting revenue line item was fund balance.

On motion by Commissioner Heath and second by Commissioner Shackelford the Board voted unanimously to approve this Budget Amendment. (Copy hereto attached)

Manager DeHaven's second order of business was to present a Budget Amendment from the General Fund for the Public Building line item. The intent of the budget amendment was to account for expenditures used to rebuild the clerk of courts, and to account for expenditures made in capital outlay items, like the fire detection system and the purchase of the Diener building. The offsetting revenue for this amendment will be fund balance and a realized increase in state misdemeanor fees.

On motion from Commissioner Jones and second by Commissioner Heath the Board voted unanimously to approve this Budget Amendment. (Copy hereto attached)

Manager DeHaven then presented a Budget Amendment for the Water/AWS interest only for 1H project. This amendment was to account for an interest payment that is to be made to USDA in June. The projects included in this amendment are Ormondsville and Brick Kitchen Road.

Manager DeHaven mentioned that a percentage of this amendment is Alternate Water Supply Money, and part was general water monies. The offsetting revenues for expenditures in both funds in retained Earnings.

On motion by Commissioner Jones and second by Commissioner Blizzard the Board voted unanimously to approve this Budget Amendment. (Copy hereto attached)

Mr. DeHaven then presented a Budget Amendment for the Water Department AMR Loan amount increase. This increase was due to complications realized from tower acquisition costs and meter and meter box lid issues. The offsetting revenue for this expenditure will be Retained Earnings.

On motion by Commissioner Heath and second by Commissioner Jones the Board voted unanimously to approve this Budget Amendment. (Copy hereto attached)

Mr. DeHaven then gave an update on the EMS Department ambulances. The 1<sup>st</sup> accident is looking like it will be repairable and the 2<sup>nd</sup> accident was day before the meeting and caused a lot more damage. Concern is the # of trucks available and where we can borrow trucks from if needed. Commissioner Blizzard suggested that we put old truck at landfill on GovDeals to sell so we can use that money to help with purchase of new truck.

Mr. DeHaven then gave an update on the status of the audit. It was approved by the LGC last week and Mr. DeHaven was asking the Board for approval of the audit.

On motion by Commissioner Blizzard and seconded by Commissioner Jones the Board voted unanimously to approve the audit.

### **G. County Attorneys Report and Recommendations**

Mr. Parker stated he had nothing to report at this time.

### **H. Commissioner's Report and Recommendations.**

Commissioner Jones stated that the Eastpointe CEO, Ken Jones, announced his replacement as Ms. Sarah Jones.

Commissioner Heath went over road work to be done in the county in the near future.

Commissioner Blizzard announced that 4H has an award ceremony coming up on February 15<sup>th</sup>.

On motion by Commission Jones and seconded by Commissioner Blizzard the Board voted and went into Closed Session.

**I. Closed Session – Economic Development and Personnel**

**J. Adjournment**

On motion by Commissioner Jones and seconded by Commissioner Heath the Board voted unanimously to adjourn the meeting.





Refunds	NCVTS	"TAX & TAG"																		
DATE:		2/15/2016																		
Taxpayer	Year-tax rate year	Date paid to DMV	Tag	Assessed value	Assessed value to be refunded	Fire District	Sticker Fee	Refund amount G01	Refund amount Fire District	Refund amount Sticker fee	Refund Interest	Total Refund	Reason							
William Tyler Stanley, 1076 Corbett Town Rd, Snow Hill, NC 28580	2014	10/23/2015	ZWMN7945	\$ 2,750.00		F05		\$ 14.41	\$ 1.55			\$ 16.76	Tag surr. 1/25/16; vehicle sold 1/27/16. Refund 8 mths. SCW							
Dennis Baker, 614 Mike Stocks Rd, Hookerton, NC 28538	2015	11/30/2015	XSK2869	\$ 800.00		F01		\$ 5.77	\$ 0.71			\$ 6.48	Tag surr. 1/11/16; vehicle sold 1/20/16. Refund 11 mths. SCW							
William Ralph Collings, 377 Cedar Ln, Walstonburg, NC 27388	2014	03/11/15	XVL7366	\$960.00		F10		\$ 1.26	\$ 0.14			\$ 1.40	Vehicle salvaged 12/23/15; tag surr. 1/22/16. Refund 2 mths. SCW							
Louis William Dail, Jr., 5409 US Hwy 258 N, Farmville, NC 27828	2015	1/11/2016	54638	\$ 3,360.00	\$ 2,860.00	F10		\$ 22.48	\$ 2.60			\$ 25.08	Antique vehicle & plate. Value \$500. SCW							
Steven Alfred Pope, 1572 Beaman Old Creek Rd, Snow Hill, NC 28580	2014	1/14/15	PYA6500	\$ 28,370.00		F07		\$ 111.49	\$ 11.63			\$ 123.12	Vehicle transferred 1/4/16; tag surr. 1/28/16. Refund 6 mths. SCW							
James Aaron Webb, 241 Oakdale Rd, Snow Hill, NC 28580	2014	9/21/2015	BAS9554	\$ 5,790.00		F05		\$ 22.75	\$ 2.45			\$ 26.46	Vehicle sold & tag surr. 2/3/16. Refund 6 mths. SCW							
Pamela Rayner Hackett, 75 Sims Dr, Snow Hill, NC 28580	2015	10/23/2015	PBB1142	\$ 1,550.00		F05		\$ 8.12	\$ 0.87			\$ 8.99	Vehicle sold 1/29/16; tag surr. 2/1/16. Refund 8 mths. SCW							
Charles Wayne Garris, 1468 Hookerton, NC 28538	2014	8/12/2015	CX4067	\$ 2,970.00		F06		\$ 11.67	\$ 1.41			\$ 13.08	Vehicle sold & tag surr. 2/3/16. Refund 6 mths. SCW							
Charles Wayne Garris, 1468 Hookerton, NC 28538	2015	11/10/2015	YA131506	\$ 7,800.00		F06		\$ 45.98	\$ 5.56			\$ 51.54	Vehicle sold & tag surr. 2/3/16. Refund 9 mths. SCW							
Charles Wayne Garris, 1468 Hookerton, NC 28538	2014	8/12/2015	EE9413	\$ 6,500.00		F06		\$ 25.54	\$ 3.09			\$ 28.63	Vehicle sold & tag surr. 2/3/16. Refund 6 mths. SCW							
Marie Johnson Gray, 1509 Hwy 258 S, Snow Hill, NC 28580	2014	3/4/2015	CEA6224	\$ 18,310.00		F07		\$ 11.99	\$ 1.25			\$ 13.24	Vehicle sold & tag surr. 1/27/16. Refund 1 mth. SCW							
Christopher Lynn Moore, 7590 Hwy 91 S, Walstonburg, NC 27388	2014	5/27/2015	RWY6944	\$ 4,340.00		F11		\$ 8.53	\$ 0.77			\$ 37.18	Vehicle sold 8/17/15; tag surr. 2/4/16. Refund 3 mths. SCW							

# SURPLUS COUNTY PROPERTY

## North Carolina General Statutes § 153A-176 Disposition of property

A county may dispose of any real or personal property belonging to it according to the procedures prescribed in Chapter 160A, Article 12. For purposes of this section references in Chapter 160A, Article 12, to the "city," the "council," or a specific city official are deemed to refer, respectively, to the county, the board of commissioners, and the county official who most nearly performs the same duties performed by the specified city official. For purposes of this section, references in G.S. 160A-266(c) to "one or more city officials" are deemed to refer to one or more county officials designated by the board of county commissioners. (1868, c. 20, ss. 3, 8; Code, ss. 704, 707; Rev., ss. 1310, 1318; C.S., ss. 1291, 1297; 1973, c. 822, s. 1; 1983, c. 130, s. 2.)

ITEM NAME	DESCRIPTION	VIN/ID#
MGC	Computer monitor	C034400662
Gateway	Computer monitor	LIC 03916332
HP Com Paq	Computer System Unit	2UA9240VWN
HP Compad	Computer System Unit	MXL73716CC
View Sonic	Computer Monitor	PSX053806364
Dell	Computer Keyboard	CN-0J4628-71616-569-0025
Microsoft	Computer Keyboard	7668200456802
Gateway	Computer Monitor	LIC 33504300
Plex Writer	Computer System Unit	GCTD-02564
HP office Jet 6500	Fax Machine	07893552001662
Dell	Computer System Unit	CN-0R2034-42940-455-000L
Xerox	Scanner	0B96BTD108
Xerox	Scanner	0B96BTD131
View Sonic	Computer Monitor	PIQ0505C1473
Brother IntelliFax 2820	Fax machine	U61325K5J 801026
Dell	Computer Keyboard	CN-0YN454-37172-43E-084D
HP	Computer Keyboard	BC2AAD 2LUWKTQ
HP Sure Store T20	Computer System Unit	100021864
Dell	Computer System Unit	CN-0Y0919-70821-35U-1250
Brother IntelliFax 4100	Fax machine	U60298F4J584302
PLA - on screen programming	ULB	313573025
HP DAT 72	Digital Data Storage	GCTD-02597
Dell	Computer Monitor	CN-0802339-476008-371-AXDU
HP	Computer Keyboard	B93AB0AV1S6S1E
Acer	Computer monitor	91105551240



**AGENDA MEMORANDUM  
COUNTY COMMISSIONERS MEETING  
JANUARY 4, 2016**

**SUBJECT:** Surplus Items

**DISCUSSION:** There are several vehicles as well as other various Items which the Board must declare surplus before it can be disposed.

	Year	Make	Model	VIN
1	2003	Ford	Ambulance	7834
1	2003	Dodge	3500 Passenger Van	6852
1	2001	Ford	F150 Extend Cab	8322
1	1973	Chevrolet	30 Truck	6348
1	2001	Ford	Crown Vic	6840
1	2007	Dodge	Charger	6914
1	2001	Ford	Ranger	8196
1		International	Bulldozer TD 15C	
1		CAT	Frontend Loader	20201678

**RECOMMENDATION:** By motion, vote to declare surplus as listed above.

cy

GREENE COUNTY

LINE ITEM TRANSFER/BUDGET AMENDMENT

2/15/2016

Senior Nutrition

LINE ITEM TRANSFER					
FROM			TO		
Account Name	Acct #	Amount	Account Name	Acct #	Amount
Meals Congregate	11-583-5178	1,324.00	Activities-CN	11-583-5176	1,324.00
Meals-HDM	11-584-5178	\$2,194	Postage/Telephone-HDM	11-584-520100	\$380
			Contract Services-HDM	11-584-527500	\$1,814
<b>Total</b>		<b>3,518.00</b>	<b>Total</b>		<b>\$3,518</b>

BUDGET AMENDMENT					
REVENUES			EXPENDITURES		
Account Name	Acct #	Amount	Account Name	Acct #	Amount
C-1 USDA	11-170-434805	-1640.00	Meals-CN	11-583-517800	-1640.00
C-2 USDA	11-170-434806	-1334.00	Meals-HDM	11-584-517800	-1334.00
COA In Home & Support	11-170-434809	2910.00	SC Ops Supplies	11-585-5171	234.00
Match	County Revenue	324.00	SC Ops Activities	11-585-5176	1000.00
			SC Ops Utilites	11-585-520200	2000.00
<b>Total</b>		<b>\$260</b>	<b>Total</b>		<b>\$260</b>

**Explanation:**  
 Decrease USDA Revenue by \$1640 for Congregate Meals  
 Decrease USDA Revenue by \$1334 for Home Delivered Meals  
 Increase SC Operations by \$2910-HCCBG & \$324 Match=\$3234

**Requested by:**  
 S. Harrison 2-10-16

*Shawn S. Harrison*

**Approved by:**

\_\_\_\_\_

Commissioners  
Jerry Jones – Chairman  
Brad Fields – Vice Chairman  
Susan Blizzard  
Bennie Heath  
James T. Shackelford, Jr.

County Manager  
Kyle DeHaven

Finance Officer  
Sandy Barss



# GREENE COUNTY

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WHEREAS, the Greene County Board of Commissioners hereby establishes and sets aside a special time for the purpose of receiving such comments and suggestions in addition to public hearings

NOW, THEREFORE; BE IT RESOLVED that all comments and suggestions addressed to the Greene County Board of Commissioners during the Public Comment Period shall be subject to the following Public Comment Policy:

**1. Policy Purpose**

a. To establish a policy for citizens to appear before the Greene County Board of Commissioners at their regular meetings during the month.

**2. Coverage**

a. This policy, upon adoption by the Greene County Board of Commissioners, shall remain in effect until such time that it is altered, modified, or rescinded by the Greene County Board of Commissioners.

**3. Policy**

a. Anyone desiring to address the Board of Commissioners must sign up with the Deputy County Clerk between 6:45 pm and 7:00 pm on the night of the Greene County Board of Commissioners meeting. The request should be in writing and on a form provided by the Deputy County Clerk. The form shall, as a minimum, provide the requestors name and address.

b. The Public Comment portion of the agenda will be placed at the beginning of the agenda but after all Public Hearings.

c. Each speaker must be recognized by the Chairman as having the exclusive right to be heard.

d. Comments are limited to three minutes per speaker. A speaker cannot give their allotted time/minutes to another speaker to increase that persons allotted time.

e. Speakers must address the entire Greene County Board of Commissioners, not an individual member. Discussions between speakers and the audience will not be allowed.

f. Speakers will be civil in their language and presentation.

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- g. There shall be a maximum of three (3) participants on the same subject. It is recommended that if there are several people who wish to speak on the same subject that they choose one speaker to speak for all.
- h. The time allotted for Public Comment will be 15 minutes. The Board of Commissioners can choose to extend the Public Comment Period, by a majority vote, an additional 15 minutes for a total of 30 minutes for public comments.
- i. Individuals who sign up but cannot speak due to time constraints will be carried to the next regular meeting of the Greene County Board of Commissioners and placed first on the Public Comment Agenda.
- j. For clarification, any Greene County Board of Commissioners may ask the speaker questions. The time used by a Greene County Board of Commissioners to ask a question, or the response to his/her question, will not be counted against the citizens three minute time allotment.
- k. Public comment is not intended to require the Greene County Board of Commissioners to answer any impromptu questions. Action on items brought up during the Public Comment Period will be at the discretion of the Greene County Board of Commissioners.
- l. The public can address the Greene County Board of Commissioners on any issue other than public hearings items and those items that would be covered in closed session, which would include, but not be limited to attorney/client privilege, personnel, land acquisition and contract negotiations.
- m. Anyone desiring to address the Greene County Board of Commissioners on a specific concern requiring more effective and informed action by the Greene County Board of Commissioners should contact the County Manager at least one week prior to the meeting for the topic to be reviewed for consideration to be placed on the agenda. Whenever possible, staff will address the concern directly, but if staff cannot address the issue, it will be placed on the agenda as early as practicable. The person making the request should provide sufficient information pertaining to their concerns to allow the Greene County Board of Commissioners to review the citizen concerns and/or request.

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County Manager  
Kyle DeHaven

Finance Officer  
Sandy Bars

Ela

*Home of the North Carolina Sweet Potato Festival*

From: Kyle J. DeHaven, County Manager

Re: Becky Sutton; Collection Report-Order to advertise

Date: February 15, 2016

Mrs. Becky Sutton will address the Board of Commissioners about the tax collection rate to date. She will ask that Board of County Commissioners order the collector advertise the tax liens.

**Action Recommended:**

**Motion to order the collector to advertise the tax liens.**

**Board Action Needed**

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Becky R. Sutton  
Tax Administrator



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P.O. Box 482  
Snow Hill, NC 28580

(252) 747-3615  
FAX (252) 747-5067

**February 10, 2016**

**To: Mr. Kyle DeHaven – Greene County Manager  
Greene County Board of Commissioners**

**From: Becky R. Sutton  
Greene County Tax Administrator**

**Tax Office Issues:**

1) **Collection Report – Order to Advertise**

Attached you will find the collection report for January, 2016. G. S. 105-369 requires the collector to report to the Board the amount of unpaid taxes for the current year that constitutes liens on real property. As of January 31, 2016, the amount is \$801,366.56. Upon receipt of this report, The Board of Commissioners must order the collector to advertise the tax liens.

For information purposes, maintaining our collection rate is a constant battle. As of January 31, the collection rate was 89.29%. Increasing that rate from 89.29% to 98.13% does not happen because our taxpayers finally decide to pay. It takes the diligence of the entire tax department to work these accounts and force the taxpayers to pay.

Every year, we analyze our strategy and try to make it more productive and more efficient. Our audited year end collection rate for 2015 was 98.13% which is the highest collection rate that we have ever achieved. Our office was very pleased with that accomplishment.

2) **Board of Equalization and Review**

Per G. S. 105-322-(e), The Board of Equalization and Review should convene not earlier than the first Monday in April and no later than the first Monday in May; adjournment should be on or before the third Monday following its first meeting. This meeting must be advertised at least 3 weeks prior to convening. I respectfully request that the Board of Equalization and Review be scheduled to convene on April 18, 2016 and adjourn on May 2, 2016.

Becky R. Sutton  
Tax Administrator



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Snow Hill, NC 28580

(252) 747-3615  
FAX (252) 747-5067

Date: February 2, 2016

To: Greene County Board of Commissioners

From: Becky R. Sutton - Tax Administrator

Subject: GS 105-350 (7)      **Monthly**      **All levy**  
Report of amount collected on each year's taxes and amount remaining  
uncollected - Collections posted as of January 31, 2016

Year	Current Month	FY2015-2016 Collections YTD	Amount Remaining Uncollected	% Collected
	Adj. Payments+interest	Adj. Payments+interest		
2005	817.00	\$ 1,932.12	\$ 16,994.75	99.76%
2006	687.75	\$ 2,355.36	\$ 13,751.63	99.82%
2007	750.23	\$ 2,714.38	\$ 18,377.18	99.77%
2008	989.95	\$ 16,655.28	\$ 26,465.07	99.67%
2009	863.79	\$ 8,194.42	\$ 25,121.03	99.71%
2010	1,004.51	\$ 8,495.13	\$ 25,071.15	99.72%
2011	861.90	\$ 12,643.75	\$ 25,622.04	99.71%
2012	2,297.13	\$ 20,446.83	\$ 33,085.93	99.63%
2013	2,303.51	\$ 26,854.77	\$ 59,615.43	99.34%
2014	11,411.47	\$ 101,105.33	\$ 104,702.14	98.80%
2015	\$ 1,692,361.72	\$ 7,859,442.17	\$ 941,659.98	89.29%
<b>Total</b>	<b>\$ 1,714,348.96</b>	<b>\$ 8,060,839.54</b>	<b>\$ 1,290,466.33</b>	

MTD Levy added for 2015				
\$ 194.92				
2015 Beginning levy				
\$ 130.00	ytd add'l levy	payments (principal only)	ytd interest(+)	
	\$ 8,822,705.20	\$ 7,865,893.03	\$ 11,247.47	
YTD:	releases	adjustments	refunds	write offs
	\$ (38,349.43)	\$ 5,368.91	\$ (18,809.95)	\$ 1,111.62

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Sandy Barss

E16

*Home of the North Carolina Sweet Potato Festival*

From: Kyle J. DeHaven, County Manager

Re: Becky Sutton; Board of equalization and review

Date: February 15, 2016

Mrs. Becky Sutton will address the Board of Commissioners about the Board of Equalization and Review. She will explain the process that will be needed and ask that the Board of Commissioners schedule the Board of Equalization and Review to convene on April 18, 2016 and adjourn May 2, 2016.

Action Recommended:

**Motion to schedule the Board of Equalization and Review to convene on April 18, 2016 and adjourn May 2, 2016.**

**Board Action Needed**

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James T. Shackelford, Jr.

County Manager  
Kyle DeHaven  
  
Finance Officer  
Sandy Barss



# GREENE COUNTY

A Place To Grow. The Way To Live.

*Home of the North Carolina Sweet Potato Festival*

From: Kyle J. DeHaven, County Manager

Re: Becky Sutton; Departmental update

Date: February 15, 2016

Mrs. Becky Sutton will update the Commissioners on happenings in the Tax department of Greene County.

Action Recommended:

**Presentation; NO action needed**

229 Kingold Blvd., Suite D • Snow Hill, NC 28580 • (252) 747-3446 • FAX (252) 747-3884  
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*The mission of Greene County Government is to serve and improve the lives of all citizens by providing high-quality, cost-effective services in an open, professional and ethical environment*

"Greene County is an equal opportunity provider, employer and lender."  
To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Ave., SW, Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TDD)

Commissioners  
Jerry Jones – Chairman  
Brad Fields – Vice Chairman  
Susan Blizzard  
Bennie Heath  
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County Manager  
Kyle DeHaven

Finance Officer  
Sandy Barss

ER

*Home of the North Carolina Sweet Potato Festival*

From: Kyle J. DeHaven, County Manager

Re: Andrew Parker: McDavid and Associates

Date: February 15, 2016

Mr. Andrew Parker of McDavid and Associates will give an update of projects they are managing for Greene County

Action Recommended:

**Presentation; No motion needed**

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F)

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**GREENE COUNTY**  
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From: Kyle J. DeHaven, County Manager

Re: Back Up PSAP

Date: February 15, 2016

State Legislatures have passed a bill that mandates PSAPs to submit a back-up plan to the 911 Board by July 1, 2016. Currently our primary PSAP is located in the Justice center, our backup PSAP is located in the emergency management director's office. This is a low ban network and will not qualify with the new legislation.

The Manager and Staff have researched different solutions to this problem and have taken several factors into consideration, which are. 1. Compatibility 2.) Cost 3.) Current relationships

The County Manager will present information so an informed decision can be made to pro-actively maintain compliance with this statute.

Action Recommended:

**Motion to accept the Budget Amendment as written**

**Board Action is Needed**

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**State of North Carolina  
Department of Information Technology**

Pat McCrory  
Governor

Keith Werner  
Chief Information Officer

January 6, 2016

Kyle DeHaven  
County Manager, Greene  
229 Kingold Blvd STE D  
Snow Hill, NC 28580

Dear Mr. DeHaven:

In 2014 the NC Legislature passed House Bill 797 that stated **"A PSAP must have a plan and means to serve as a back-up PSAP and must maintain the plan and means for 911 call taking in the event 911 calls cannot be received and processed in the primary PSAP."**

It gave PSAPs until July 1, 2016 to submit a back-up plan to the 911 Board, receive approval, and implement the plan. The 911 Board reminds you of House Bill 512 that passed last year. It states that you may receive an extension to July 1, 2017 to implement a backup plan if by July 1, 2016 you have submitted a backup plan to the 911 Board and are preparing to put it into effect.

**SECTION 1. G.S. 62A-46(e) (4a) reads as rewritten:**

**"(4a) A By July 1, 2016, a PSAP must have a plan and means for 911 call-taking in the event 911 calls cannot be received and processed in the primary PSAP. If a PSAP has made substantial progress toward implementation of the plan and means, the 911 Board may grant the PSAP an extension until July 1, 2017, to complete implementation of the plan and means. The plan must identify the alternative capability of taking the redirected 911 calls. This subdivision does not require a PSAP to construct an alternative facility to serve as a backup PSAP."**

The NC 911 Board would like to avoid punitive sanctions as outlined in House Bill 797.

The 911 Board would like to avoid § 62A-46. Fund distribution to PSAPs which states:

**"The Board may reduce, suspend, or terminate distributions under this subsection if a PSAP does not comply with the requirements of this Article."**

[www.nc911.nc.gov](http://www.nc911.nc.gov)

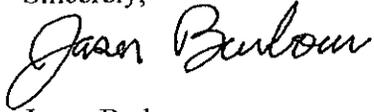
P.O. Box 17209 • Raleigh, North Carolina 27619-7209

Tel: (919) 754-6624 • Fax: (919) 981-2548 • [richard.taylor@nc.gov](mailto:richard.taylor@nc.gov)

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Please take this legislative mandate seriously. The 911 Board Staff stands ready to assist you in preparing a back-up plan. Please respond by January 25<sup>th</sup>, 2016 to let us know what your status is on your plan and how we can assist you in preparing a backup plan if you don't have one started.

Sincerely,

A handwritten signature in black ink that reads "Jason Barbour". The signature is written in a cursive style with a large, looping initial "J".

Jason Barbour  
Vice Chair

[www.nc911.nc.gov](http://www.nc911.nc.gov)

P.O. Box 17209 • Raleigh, North Carolina 27619-7209

Tel: (919) 754-6624 • Fax: (919) 981-2548 • [richard.taylor@nc.gov](mailto:richard.taylor@nc.gov)

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PSAP Backup Plan

## Request for Backup Plan Approval

PSAP Name:

PSAP Plan Contact (title/telephone number/email address):

### Location

Where is the Primary PSAP located (street address)?

Where is the Backup PSAP located (street address)?

What other departments are located in the Backup PSAP facility?

How far is the Primary PSAP from the Backup PSAP in airline miles? (There is currently no defined distance requirement but a one mile minimum is a reasonable expectation.)

Please attach a geographical (such as a google) map showing the primary location and backup location.

### Positions/Workstations

How many telecommunicator positions are in the Primary PSAP?  
How many telecommunicator positions are normally manned in the Primary PSAP?  
Can you staff for more positions to handle peak workloads in the Primary PSAP?  
How many additional positions are used during peak workloads in the Primary PSAP?

How many telecommunicator positions are in the Backup PSAP?  
How many telecommunicator positions will be manned in the Backup PSAP?  
Can you staff for more positions to handle peak workloads in the Backup PSAP?

## PSAP Backup Plan

### Equipment

Please describe the make and model of the telephone switch in the Primary PSAP.

Please describe the make and model of the telephone switch in the Backup PSAP.

Please describe the make and model of the CAD in the Primary PSAP.

Please describe the make and model of the CAD in the Backup PSAP.

Please describe the make and model of the recorder in the Primary PSAP.

Please describe the make and model of the recorder in the Backup PSAP.

### Radio Equipment

What equipment in the Backup PSAP will be used to dispatch 911 calls?

How will the radio equipment in the Backup PSAP connect to the radio network?

### Network

How many 911 trunks are currently in the Primary PSAP and who is the carrier?  
How many admin lines are currently in the Primary PSAP and who is the carrier?

How many 911 trunks will be in Backup PSAP and who is the carrier?  
How many admin lines will be in the Backup PSAP and who is the carrier?

What is the process to re-route 911 trunks from the Primary PSAP to the Backup PSAP?  
How long will it take to re-route 911 trunks from the Primary PSAP to the Backup PSAP?

## PSAP Backup Plan

What is the process to re-route admin trunks from the Primary PSAP to the Backup PSAP?  
How long will it take to re-route admin trunks from the Primary PSAP to the Backup PSAP?

How will the Primary PSAP be network connected to the Backup PSAP?  
Who is the carrier?  
What is the bandwidth?

How will this network connection between the Primary PSAP to the Backup PSAP be used? For instance will it be used to keep the CAD data current at both locations? Will it be used to carry 911 calls from the B side of the switch at the backup location to the A side at the Primary location? Will other applications be running on this network connection?

### **Interim PSAP**

Who will answer your 911 calls while you are relocating to the Backup PSAP?

How long will it take to relocate staff to the Backup PSAP and begin taking calls?

What is the process to re-route calls from the Primary PSAP to the Interim PSAP while relocating staff to the Backup PSAP?

What is the process to re-route calls from the Interim PSAP while relocating staff to the Backup PSAP?

Please attach a signed Memorandums of Understanding (MOUs) and any other applicable agreements. Please insure that the signatories have the appropriate authority to commit their respective agencies.

## PSAP Backup Plan

### Power

Describe the back-up power system at the Primary PSAP?  
What is the capacity of the generator and the UPS in the Primary PSAP?  
How much fuel is stockpiled for the generator at the Primary PSAP and how long will this provide uninterrupted operation?

Describe the back-up power system at the Backup PSAP?  
What is the capacity of the generator and the UPS in the Backup PSAP?  
How much fuel is stockpiled for the generator at the Backup PSAP and how long will this provide uninterrupted operation?

How often will you test your Backup plan?  
How long will you take calls at the Backup PSAP when you exercise your plan?

### Backup Facility

Does your Backup facility provide for the needs of employees?  
How will sufficient food, water, sleeping, and hygiene needs for the staff for the projected duration the emergency be provided? This question will be determined by local operational policies and procedures, but it does need serious consideration and planning. While there is no hard and fast rule in place, it seems reasonable the backup facility should be self-supporting for a minimum of 72 hours.

### Additional

Please provide a diagram of your back-up plan. Show the equipment to be supported in the Primary PSAP and the Backup PSAP, the network connections between the Primary PSAP and the Backup PSAP, the trunking to the Primary PSAP and the Backup PSAP, and any other relevant information.



## PSAP Backup Plan

### **The Plan**

Please provide a narrative on how the proposed Backup plan will work.

How often will you test your Backup plan?

How long will you take calls at the Backup PSAP when you exercise your plan?



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F2  
County Manager  
Kyle DeHaven

Finance Officer  
Sandy Barss

*Home of the North Carolina Sweet Potato Festival*

From: Kyle J. DeHaven, County Manager

Re: Ambulance update

Date: February 15, 2016

County Manager DeHaven will provide an update to the Commissioners about the recent ambulance wrecks, where the County Stands today, and options to consider in the very near future.

Action Recommended:

**Informational Only**

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F3

*Home of the North Carolina Sweet Potato Festival*

From: Kyle J. DeHaven, County Manager

Re: Animal Control update

Date: February 15, 2016

County Manager DeHaven will provide information requested of the Animal Control Department from January 19<sup>th</sup> to February 10<sup>th</sup> (23days). Questions/comments/and concerns can be addressed at this time.

Action Recommended:

**Informational Only**

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