

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

- A. CALL TO ORDER**
 - Invocation/Pledge to the Flag

- B. APPROVAL OF AGENDA**

- C. CONSENT AGENDA**
 - 1. February 15, 2016 Regular Meeting Minutes
 - 2. Releases/Refunds
 - 3. Consideration of Late Applications for Present Use Value
 - 4. Budget Amendment; Register of Deeds
 - 5. Budget Amendment; Extension

- D. PUBLIC COMMENTS**

- E. PRESENTATIONS**
 - 1. Valerie Reed; JCPC

- F. COUNTY MANAGER’S REPORT**
 - 1. Re-appointment to Greene Lamp Board of Directors
 - 2. Privately Financed Sewer Improvement Policy
 - 3. Ambulance Update
 - 4. Ambulance Acquisition Options
 - 5. Ambulance Insurance Information
 - 6. G.U.C. AWS Update
 - 7. Parole/Probation Update

- G. COUNTY ATTORNEY’S REPORT AND RECOMMENDATIONS**

- H. COMMISSIONER’S REPORT AND RECOMMENDATION**

- I. 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: March 7, 2016

The Consent Agenda for the March 7, 2015 meeting consists of the following items:

- 1.) February 15, 2015 Regular Meeting Minutes
- 2.) Releases/Refunds
- 3.) Consideration of Late applications for Present use Value
- 4.) BA; Register of Deeds
- 5.) BA; Extension

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 15, 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 and asked Commissioner Blizzard to give the Invocation and lead the Pledge of Allegiance.

Commissioner Blizzard gave the Invocation and led the Pledge of Allegiance.

B. Approval of the Agenda

Chairman Fields asked for a motion to approve the agenda.

Commissioner Jones motioned to approve the agenda with the addition of Economic Development to Closed Session.

On motion by Commissioner Jones and seconded by Commissioner Heath, the Board voted unanimously to approve the agenda with the addition of Economic Development to the Closed Session.

C. Consent Agenda

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

- February 1, 2016 Regular Meeting Minutes (Corrections made to the Minutes)
- Releases/Refunds
- Resolution of Surplus Property
- Budget Amendment; Senior Center (Copy hereto attached)

Refunds (NCVTS) (TAX & TAG)

| | | | | | |
|-----------------------|---------|--------------|--------|------------------------|--------|
| William Tyler Stanley | \$16.76 | Dennis Baker | \$6.48 | William Ralph Collings | \$1.40 |
|-----------------------|---------|--------------|--------|------------------------|--------|

| | | | | | |
|-------------------------|---------|----------------------|----------|------------------------|---------|
| Louis William Dail, Jr. | \$25.08 | Steven Alfred Pope | \$123.12 | James Aaron Webb | \$26.46 |
| Pamela Rayner Hackett | \$8.99 | Charles Wayne Garris | \$13.08 | Charles Wayne Garris | \$51.54 |
| Charles Wayne Garris | \$28.63 | Marie Johnson Gray | \$13.24 | Christopher Lynn Moore | \$37.18 |

Releases: Ad Valorem Tax

| | | | | | |
|-----------------------|---------|--------------|---------|-------------------|---------|
| Diane Edmundson Smith | \$41.00 | Felton Mason | \$70.47 | Dana Douglas Hill | \$41.00 |
| | | | | | |

Refunds: Ad Valorem Tax

| | | | | | |
|--------------|---------|--|--|--|--|
| Jason Walker | \$41.00 | | | | |
| | | | | | |

On motion by Commissioner Jones and seconded by Commissioner Heath, the Board voted unanimously to approve the Consent Agenda with corrections made to the February 1, 2016 minutes.

D. PUBLIC COMMENTS

1. Linda Sewall, 2101 Taylor Rd. Snow Hill. Ms. Sewall came to speak on behalf of the Recreation Board about the proposed recreation multi-purpose facility. The grant through Golden Leaf was denied and she is asking that the Commissioners to please help find ways to raise money for this facility.

E. PRESENTATIONS

1. Ms. Becky Sutton – Tax Administrator

a. Collections Report – Order to Advertise; Ms. Becky Sutton went over the delinquent tax report and asked that the Board vote to give the order to advertise the unpaid taxes for the county.

On motion by Commissioner Jones and seconded by Commissioner Blizzard the Board voted unanimously to give the Order to Advertise.

b. Board of Equalization and Review; Ms. Sutton then went over the convening of the Board of Equalization and Review. The statute states that the dates the Board must convene are before April 1st and end by May 2nd. In addition, she must advertise these date 3 weeks prior to the first meeting, so she asked that the dates for the Board to convene be April 18th through May 2nd, 2016.

On motion by Commissioner Jones and seconded by Commissioner Heath the Board voted to set dates for the Board of Equalization and Review as April 18th through May 2nd, 2016.

c. Departmental Presentation – Ms. Sutton then proceeded to give an update on her department. She read her department mission statement and the importance of her staff. She mentioned how they push to get their work done, even though they are working understaffed. She stated they are down one staff member due to position cuts from prior years and they have not received the position back,

2. Andrew Parker, McDavid Associates – Project Updates

Mr. Andrew Parker reported on project updates. The first project he reported on was the AMI metering solution project. He stated that the contractor was Mueller Systems and they had submitted a final change order on January 15th. They had substantially completed the project January 4, 2016. The next contract he spoke about was contract #14, Water transmission lines, contractor Tony E. Hawley. He stated that substantial completion was November 16, 2015. He mentioned that the contractor was working on some last minute clean-up and should be completed in 60 – 90 days. The third he mentioned was contract #15 Water Transmission Lines, contractor Tony E. Hawley. He stated the contractor has not to this point been able to follow his agreed upon work schedule and has submitted a new work schedule time line. He stated they will be working with two crews for the duration of the project. Lastly, he informed the Commissioners of some future opportunities that may benefit 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 the need for a backup PSAP. (Public Safety Answering Point) The State Legislatures have passed a bill that mandates PSAPs to submit a back-up plan to the 911 board by July 1, 2016. Manager DeHaven informed the Commissioners of the requirements of a backup PSAP and gave them options to accomplish one. Manager DeHaven recommended partnering with Lenoir County as a backup PSAP because of

distance, equipment, and the relationship. The Commissioners seemed to agree but Commissioner Blizzard as to see the form filled out before it was voted on.

Manager DeHaven's second order of business was to present an Ambulance update. Manager DeHaven stated they are working on getting the two ambulances up and running. He stated that Custom Apparatus is waiting on some parts from Ford for the first wrecked ambulance. He then stated that Sedgwick is working on final numbers for the second ambulance wrecked as it appears it will be a total loss.

Commissioner Blizzard stated she would like a quote from VFIS insurance company to insure the ambulances. Mr. DeHaven stated he will look into this and bring findings to the next meeting.

Mr. DeHaven stated an option for replacement may be to possibly purchasing the loaner ambulance from Custom Apparatus. He also stated that a remount for 4052 could be another option. He also stated that the rented, loaner ambulance is being paid by insurance.

Manager DeHaven then presented an update on the Animal Shelter call log. Mr. DeHaven went over the call logs taken from January 19th through February 10th (23 days). The information received identifies which department, and whom in that department, are answering calls, peak times of when calls are received, issues being called in, as well as peak days of calls. He stated this information will be considered in future decisions regarding the animal shelter.

G. County Attorneys Report and Recommendations

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

H. Commissioner's Report and Recommendations.

Commissioner Blizzard made announcements about the Meet & Greet being held at the Hookerton Community Center, February 19th at 6p.m. She also announced there will be a Top Gun Baseball Tournament February 27th & 28th at the Recreation Center ball fields. She also asked all to please consider ways to get funding for the community center.

On motion by Commissioner Jones and seconded by Commissioner Blizzard the Board voted to go 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

Ad Valorem Tax

| DATE: | | 3/7/2016 | | | | | | | | | | | | | | | | | | |
|--------------------------|------|----------|----------|----------------|-------------------------------|--|--------------------|--------------|----------------------|--|--|--|--|--|--|--|--|--|--|--|
| Taxpayer | Year | Acct. | Property | Assessed value | Assessed value to be refunded | Refund amount / Fire/Town of Hookerton | Refund amount (sw) | Total refund | Reason | | | | | | | | | | | |
| MURPHREY, JOEY ALSTON | 2015 | 42911 | 0301382 | | | | \$ 41.00 | \$ 41.00 | PRIVATE HAULER (SDA) | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | | | | | |

| Refunds | | NCVTS | "TAX & TAG" | | | | | | | | | | | | | | | | | |
|--|--------------------|------------------|-------------|----------------|-------------------------------|---------------|-------------|-------------------|------------------------|---------------------------|-----------------|--------------|--|--|--|--|--|--|--|--|
| DATE: | | | | | | | | | | | | | | | | | | | | |
| 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 District | Refund amount Sticker fee | Refund Interest | Total Refund | Reason | | | | | | | |
| David Charles Sowers, 1050 Jericho Rd, Kinston, NC 28501 | 2015 | 12/30/2015 | CKV1415 | \$ 3,380.00 | | F07 | | \$ 17.71 | \$ 1.85 | | \$ 0.98 | \$ 20.54 | Vehicle sold & tag surr. 2/12/16. Refund 8 mths. SCW | | | | | | | |
| Crystal Johnson Beaman, P.O. Box 1211, Snow Hill, NC 28580 | 2014 | 7/5/2015 | PXE9275 | \$ 11,320.00 | | F03 | | \$ 29.66 | \$ 3.09 | | | \$ 32.75 | Vehicle sold & tag surr. 2/19/16. Refund 4 mths. SCW | | | | | | | |
| Paul Edward Raspberry, II, 1074 Apple Rd, Wailstonburg, NC 27888 | 2014 | 06/30/15 | CA97566 | \$1,260.00 | | F11 | | \$ 3.30 | \$ 0.30 | | | \$ 3.60 | Vehicle sold & tag surr. 2/19/16. Refund 4 mths. SCW | | | | | | | |

Becky R. Sutton
Tax Administrator



229 Kingold Blvd.
P.O. Box 482
Snow Hill, NC 28580

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

March 1, 2016

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

From: Becky R. Sutton
Greene County Tax Administrator

Tax Office Issues:

Consideration of Late Applications for Present Use Value

The assessor has no authority to approve a late application for the present use value deferment. However, GS 105-282.1(a1) states "upon a showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the date of the listing period may be approved by the Board of Commissioners". If approved, the application is for the current year and is not retroactive. Due to information on the application being confidential, a copy of the application is not attached.

Attached are letters from taxpayers requesting your consideration of their late applications. The applicant and parcel meet the eligibility requirements. Consideration of these late applications would be appreciated and is recommended since the Board has previously considered other late applications.

Present Use Application:

Jimmy Dail – Parcel 0200010

Kent Smith & Robert Smith - Parcel 0106190

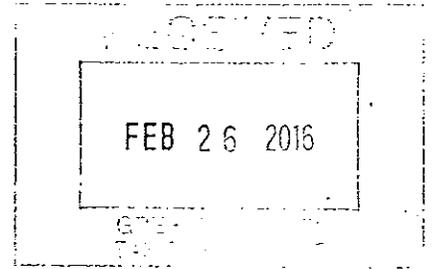
Elizabeth Dixon – Parcels 0500213, 0500211, 0500212, 0500214, 0500220, 0505141

TO: Greene County Board of Commissioners

FROM: Jimmy Dail

DATE: February 26, 2016

RE: Request for acceptance of late present use value application on parcel
0200010

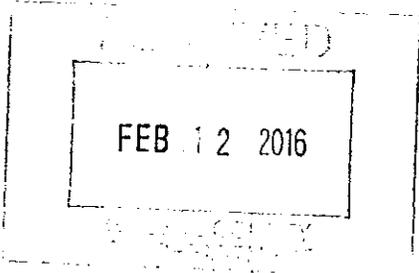


Please accept my request for acceptance of my late application for present use value on the above referenced parcel, which was originally due by January 31, 2016 (the regular listing period). My reason for filing untimely is

thought had more time

Jimmy A. Dail
Jimmy Dail

2-26-16
Date



TO: Greene County Board of Commissioners
 FROM: Kent Smith & Robert Smith DBA 0106190
 DATE: 2-12-16
 RE: Request for acceptance of late present use value application on parcel 0106190

Please accept my request for acceptance of my late application for present use value on the above referenced parcels which was originally due by January 31, 2016. My reason for filing untimely is:

We did not realize we were eligible for this until our accountant brought it to our attention.

Kent Smith
 Kent Smith

2-12-16
 Date

Robert Smith
 Robert Smith

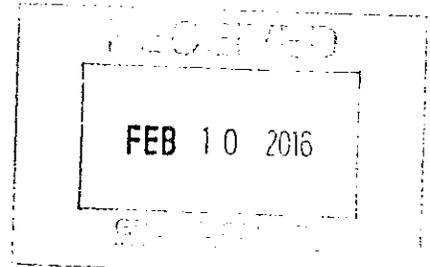
2-12-16
 Date

TO: Greene County Board of Commissioners

FROM: Elizabeth Dixon

DATE: February 10, 2016

RE: Request for acceptance of late present use value application on parcels
0500213, 0500211, 0500212, 0500214, 0500220 & 0505141



Please accept my request for acceptance of my late application for present use value on the above referenced parcels, which was originally due by January 31, 2016 (the regular listing period). My reason for filing untimely is

received plan from NC Forestry after
deadline. Thank you

Elizabeth Dixon
Elizabeth Dixon

2/10/16
Date

GREENE COUNTY

LINE ITEM TRANSFER/BUDGET AMENDMENT

Date: February 24, 2016

Department: Register of Deeds

| LINE ITEM TRANSFER | | | | | |
|---------------------|---------------|---------------|---------------------|---------------|---------------|
| <u>FROM</u> | | | <u>TO</u> | | |
| <u>Account Name</u> | <u>Acct #</u> | <u>Amount</u> | <u>Account Name</u> | <u>Acct #</u> | <u>Amount</u> |
| | | | | | |
| Total | | - | Total | | - |

| BUDGET AMENDMENT | | | | | |
|-------------------------|---------------|---------------|---------------------|---------------|---------------|
| <u>REVENUES</u> | | | <u>EXPENDITURES</u> | | |
| <u>Account Name</u> | <u>Acct #</u> | <u>Amount</u> | <u>Account Name</u> | <u>Acct #</u> | <u>Amount</u> |
| <i>Excise Stamp tax</i> | | | | | |
| Conveyance Tax | 431507 | 10,000 | Conveyance Tax | 532700 | 10,000 |
| Total | | 10,000 - | Total | | 10,000 - |

Explanation:

Sales are more than anticipated in the 2015-2016 budget. Conveyance Tax is not sufficient for the balance of the budget year.

Requested by:

Approved by:

Kory Murphy

 Greene County Register of Deeds

GREENE COUNTY

LINE ITEM TRANSFER/BUDGET AMENDMENT

DATE 16 February 2016

COOPERATIVE EXTENSION

| LINE ITEM TRANSFER | | | | | |
|--------------------|--------|--------|--------------|--------|--------|
| FROM | | | TO | | |
| Account Name | Acct # | Amount | Account Name | Acct # | Amount |
| Total | | | Total | | |

| BUDGET AMENDMENT | | | | | |
|------------------|-------------|--------|-----------------|------------|--------|
| REVENUES | | | EXPENDITURES | | |
| Account Name | Acct # | Amount | Account Name | Acct # | Amount |
| SHIP Grant | 1130-434511 | 751.00 | SHIP Training | 11497-5192 | 751.00 |
| Total \$ 751.00 | | | Total \$ 751.00 | | |

Explanation:
 Grant funding received will be used for the LIS (Low-Income Subsidy) outreach for the SHIP program. Funding is extended through September 2016.

Requested by: Shenice R. Ford

Approved by: _____

12PT

STATE OF NORTH CAROLINA
DEPARTMENT OF INSURANCE
1201 MAIL SERVICE CENTER - RALEIGH, N.C. 27699

NO. 10105E

| DATE | INVOICE/CREDIT MEMO | TYPE | DESCRIPTION | INVOICE AMOUNT | DEDUCTIONS OR DISCOUNT | NET AMOUNT |
|-----------|---------------------|------|-------------|----------------|------------------------|------------|
| 02/10/16 | MIPPA GRANT/2-16 | | 021016-2124 | \$751.00 | | \$ |
| 2015-2016 | MIPPA GRANT | | | | | |
| TOTALS | | | | \$751.00 | \$0.00 | \$751 |

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 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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From: Kyle J. DeHaven, County Manager

Re: Valerie Reed; JCPC

Date: March 7, 2016

Mrs. Valerie Reed will give an update to the Board as to her work in the Juvenile Crime Prevention Council.

Action Recommended:

No Board Action Needed

Presentation Only

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County Manager
Kyle DeHaven

Finance Officer
Sandy Barss

F1

Home of the North Carolina Sweet Potato Festival

From: Kyle J. DeHaven, County Manager

Re: Re-appointment to Greene Lamp Board of Directors

Date: March 7, 2016

Attached is a letter from Greene Lamp requesting a re-appointment of Commissioner Bennie Heath.

Action Recommended:

Motion to re-appoint Commissioner Bennie Heath to the Greene lamp Board of Directors

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www.co.greene.nc.us

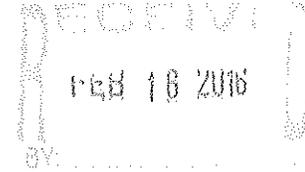
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Administrative Office
309 Summit Avenue
Kinston, NC 28501



Tel (252)523-7770
Fax (252) 523-7733

February 11, 2016



Greene County Board of Commissioners
c/o the Greene County Manager's office
229 Kingold Boulevard, Suite A
Snow Hill, NC 28580

Dear Sir or Madam:

Mr. Bennie Heath is currently a member of the Greene Lamp Board of Directors. His term on the Board ended in December 2015. He has agreed to continue to serve on the Board of Directors.

He currently serves on the Finance/Audit Committee. His familiarity with the Agency will allow him to do an excellent job of strategically planning the direction of Greene Lamp. As you can see, he is an active and valuable member of our Full Board.

Greene County Board of Commissioners are valuable members of the Greene Lamp team. The leadership, knowledge, and experience brought to our Board by the representatives of your organization have been invaluable. We respectfully request a reappointment letter for Mr. Heath. Enclosed you will find an example letter for a Board appointment, along with a self-addressed, stamped envelope. Mr. Heath is a very supportive and effective member of our Board. We look forward to continuing to work with your agency in a joint effort to eradicate poverty. If you have any questions or concerns, please do not hesitate to call our office at (252) 523-7770 ext 232.

Sincerely,

A handwritten signature in cursive script that reads "Angela Bates".

Angela Bates
Executive Director

Contentnea Head Start
Tel (252) 208-1651
Fax (252) 208-1650
LaGrange (252)566-2382
Fax (252) 566-2382

Snow Hill Office
Tel (252) 747-8146
Fax (252) 747-4339
Highland (252) 527-5252
Fax (252) 527-7339

Marvin B Spence Head Start
(252) 522-0322
Fax (252) 522-0322
South Greene I (252) 747-3619
South Greene II & III (252) 747-2732

F2

Commissioners
Jerry Jones – Chairman
Brad Fields – Vice Chairman
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From: Kyle J. DeHaven, County Manager

Re: Privately Finance Sewer Line Improvement Policy

Date: March 7, 2016

Attached is a Privately Financed Sewer Line Improvement Policy. This Policy attempts to establish rules for orderly growth of the sanitary sewer system. This policy is intended to provide clear procedures for the planning and implementation of a privately funded sewer line extensions and additions.

Action Recommended:

Motion to accept the Privately Finance Sewer Line Improvement Policy

Board Action is Needed

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PRIVATELY FINANCED SEWER IMPROVEMENTS POLICY

Preface

It is the policy of Greene County to establish rules that promote orderly growth of Greene County's sanitary sewer system. The intent of this policy is to provide a clear procedure for the planning and implementation of privately financed sewer line extensions and additions.

Privately funded sewer line construction may be permitted by the Greene County Commissioners subject to the following conditions:

- 1) Adequacy of existing sewer system to hydraulically support the proposed improvements.
- 2) Adequate capacity of the appropriate sewer treatment plant.(Farmville, Kinston, or Snow Hill)
- 3) Acceptance of additional sewer flow by party treating sewer
- 4) Compliance with the planning and construction checklist as approved by the Greene County Board of Commissioners.

Upon compliance of the aforementioned conditions, privately funded construction may be performed through two (2) methods:

- 1) Checklist "A" for Privately Financed Sewer Improvements with Technical/Permitting/Legal/Construction Administration services by Greene County.
- 2) Checklist "B" for Privately Financed Sewer Improvements with Technical/Permitting/Legal/Construction Administration Services by the Developer

Each of the above methods will require the following commitment from a Developer:

- 1) All associated costs shall be at the expense of the Developer.
- 2) All improvements shall be deeded by the Developer to Greene County if agreed to by both parties.

"Minimum Contract Requirements" are identified in Exhibit "C".

This "PRIVATELY FINANCED SEWER IMPROVEMENTS POLICY" is adopted by the Greene County Board of Commissioners on March 7, 2016.

Checklist "A" for Privately Financed Sewer Improvements with
Technical/Permitting/Legal/Construction Administration Services
by Greene County

Summary: Checklist "A" is an option for a Developer who wishes for Greene County to be responsible for all technical, permitting, legal, and construction administration services. Actual construction shall be by a licensed utility contractor procured in compliance with N.C. Law. All associated costs shall be at the expense of the Developer. This checklist requires that a Developer outline a scope of work and place deposits with Greene County for all associated development costs. Greene County will be responsible for all planning, permitting, and construction.

Checklist "A" for Privately Financed Sewer Improvements with
Technical/Permitting/Legal/Construction Administration Services
by Greene County

Work Task Description

- ____ 1.) Developer obtains the latest "Privately Financed Sewer Improvements Policy" from the Office of the Greene County Manager located at 229 Kingold Blvd, Snow Hill, NC 28580
- ____ 2.) Developer submits written inquiry to Greene County requesting availability of sewer to serve proposed improvements and request Greene County extend lines and provides service in accordance with Checklist "A" for privately financed sewer improvements. For privately financed sewer improvements, Developer's request should identify the location of the proposed improvements, initial and ultimate number of potential services to be served, maximum amount of sewer flow to be generated, and provide a full description of scope of work including a subdivision sketch or plat if appropriate.
- ____ 3.) Engineers retained by Greene County investigate adequacy of existing system to hydraulically support the proposed improvements and provides written response to the Developer to include a preliminary cost estimate, a commitment to provide service and amount of initial deposit required. Initial deposit may include a capacity fee for increase in sewer treatment plant capacity that must be determined and agreed to between Greene County and owner of sewer treatment facility. Response shall be provided as soon as initial deposit amount is determined. Engineer retained by Greene County is _____
- ____ 4.) Greene County and Developer are to determine and agree to ownership, operation and maintenance responsibilities following construction of sewer facilities.
- ____ 5.) Developer to provide a statement of intent within sixty (60) days of receipt of Item #3
- ____ 6.) Developer authorizes Greene County to proceed by placing initial deposit with Greene County.
- ____ 7.) Engineers retained by Greene County prepare final plans and specifications. Plans shall show proposed area to be serviced, initial and maximum number of users, and maximum amount of sewer flow to be generated as provided by the Developer.
- ____ 8.) Developer and Engineer present final plans and specification to Greene County one (1) week prior to any meeting of the Board of Commissioners requesting Board approval.
- ____ 9.) Upon receipt of satisfactory final plans and specifications, the Board may authorize the Engineers retained by Greene County to proceed with securing the necessary permits in accordance with 15A NCAC 02T and receipt of bids. The plans shall include a signature block on the cover sheet indicating Developer approval and a signature block for Engineers retained by Greene County, and County Administration.

- ___10.) Greene County shall provide one (1) complete set of plans specifications to the Developer.
- ___11.) Attorneys retained by Greene County shall prepare the appropriate legal instruments for the Developer to convey the necessary easements to Greene County with a certification of title.
- ___12.) The Developer shall give, grant, and convey to Greene County all necessary easements.
- ___13.) Attorneys retained by Greene County will confirm in writing that the conveyances of all easements are complete with title opinions and all instruments are recorded.
- ___14.) Engineers retained by Greene County proceeds with acquisition of necessary permits in accordance with 15A NCAC 02T and advertises the project for bids.
- ___15.) Upon receipt of all permits and receipt of bids, Engineers retained by Greene County shall prepare a bid tabulation, evaluate the bids, prepare a project budget, notify the Developer of the amount of the construction deposit required, and make a recommendation of award.
- ___16.) Developer shall place the construction deposit with Greene County
- ___17.) Once it has been determined that Greene County has sufficient funds to complete construction and the Developer provides written concurrence with the recommendation of award, Greene County will award contract and proceed with construction of the extension
- ___18.) Engineers retained by Greene County shall provide full time inspection of all construction facilities.
- ___19.) Upon completion of construction, Engineers retained by Greene County shall conduct final inspection with the Developer and the Contractor and shall verify that the project is complete.
- ___20.) Attorneys retained by Greene County shall prepare the appropriate legal instruments for the Developer to convey the facilities to Greene County with a certification of title.
- ___21.) The Developer shall give, grant, and convey to Greene County all facilities that Greene County agreed to own, operate and maintain prior to construction.
- ___22.) Attorneys retained by Greene County will confirm in writing that the conveyance of facilities has been completed.
- ___23.) Greene County shall activate the new improvements.
- ___24.) Greene County shall reimburse to the Developer any remaining funds previously deposited

Checklist "B" for Privately Financed Sewer Improvements with
Technical/Permitting/Legal/Construction Administration Services
by the Developer

Summary: Checklist "B" is an option for a Developer who wishes to use Developer selected technical (engineering), permitting, legal, construction administration services and licensed utility contractor. Engineers retained by Greene County shall review all final plans and specifications prepared by the Developer's Engineer prior to Greene County approving permitting requests and beginning construction at no expense to the Developer. The Developer's Engineer is required to provide full-time resident inspection. All construction costs shall be at the expense of the Developer. Upon completion of facilities, the Developer shall be responsible for deeding all completed improvements to Greene County that are to be owned, operated and maintained by Greene County. Attorneys retained by Greene County shall verify proper conveyance of the improvements and associated easements to the County.

Checklist "B" for Privately Finance Sewer Improvements with
Technical/Permitting/Legal/Construction Administration Services
by the Developer

Work Task Description

- ____ 1.) Developer obtains the latest "Privately Financed Sewer Improvements Policy" from the office of the Greene County Manager at 229 Kingold Blvd, Snow Hill NC 28580.
- ____ 2.) Developer submits written inquiry to Greene County requesting availability of sewer to serve proposed improvements and approval by Greene County for the Developer to proceed with the proposed improvements in accordance with Checklist "B" for privately financed sewer improvements. Developer's request should identify the location for the proposed improvements, initial and ultimate number of potential services to be served, maximum amount of sewer flow to be generated, and provide a full description of scope of work including a subdivision sketch or plat if appropriate and a construction schedule.
- ____ 3.) Engineers retained by Greene County investigate adequacy of the existing system to hydraulically support the proposed improvements and provides written response to the Developer to include a commitment to provide service and a capacity fee estimate for an increase in sewer treatment plant capacity that must be determined and agreed to between Greene County and owner of sewer treatment facility. Response shall be provided as soon as capacity fee is determined. (No Cost to the Developer).
- ____ 4.) Greene County and Developer are to determine and agree to ownership, operation and maintenance responsibilities following construction of sewer facilities.
- ____ 5.) Developer to provide a statement of intent within sixty (60) days of receipt of Item #3.
- ____ 6.) Developer's Engineer prepares final plans and specification. Plans shall show the proposed area to be served, initial and maximum number of users, and maximum amount of sewer flow to be generated.
- ____ 7.) Developer and Engineer present final plans and specification to Greene County two (2) weeks prior to any meeting of the Board of Commissioners requesting Board Approval.
- ____ 8.) Greene County shall forward said final plans and specification to the engineers retained by Greene County for engineering review, approval, and recommendation to the Board of Commissioners. (Review by engineers retained by Greene County shall be at no cost to the Developer). Response shall be made to Greene County by its engineer within five (5) working days.
- ____ 9.) Upon receipt of satisfactory final plans and specifications, the Board may authorize the Developer to proceed with securing the necessary permits in accordance with 15A NCAC 02T. The plans shall include a signature block on cover sheet indicating Developer approval and a signature block for Greene County to sign to verify approval of final plans.

- ____ 10.) Developer shall apply for the following permits in the name of Greene County (if applicable):
- Division of Water Quality Sewer Collection Permit
 - Division of Water Quality Sewer Pump Station/Force Main Permit
 - Division of Water Quality NPDES Stormwater Permit
 - Division of Water Quality 401/404 Permit
 - Division of Energy, Mineral and Land Resources Erosion and Sedimentation Control Permit.
 - US Army Corps of Engineers Nationwide 12 Permit
 - NC Department of Transportation Secondary Road Encroachment
 - NC Department of Transportation Driveway Permit
- ____ 11.) Upon receipt of all permits, Greene County shall authorize the Developer to begin construction.
- ____ 12.) Developer shall notify and coordinate all construction with Greene County's Supervisor at least 48 hours prior to beginning construction.
- ____ 13.) Developer's engineer shall provide full-time resident inspection for construction.
- ____ 14.) All construction by the Developer shall be performed by a NC licensed utilities contractor.
- ____ 15.) The Developer shall not cut into or tap any Greene County sewer line or turn off any Greene County valves except in the presence of and with the consent of the Greene County Supervisor.
- ____ 16.) The Developer shall notify Greene County of any deviation from approved final plans.
- ____ 17.) The Greene County Supervisor or his designated representative shall be notified when the pressure and leakage test will be performed and have the right to witness the test at no expense to the Developer.
- ____ 18.) Developer's engineer shall certify in writing that the new improvements have been constructed in conformance with this checklist and the minimum contract requirements and tested in accordance with NC DWQ requirements.
- ____ 19.) Upon completion of work, Developer shall schedule a final inspection to be attended by Contractor and Greene County Supervisor.
- ____ 20.) Developer's engineer shall certify in writing to Greene County that the project is complete in compliance with Exhibit "C".
- ____ 21.) Developer's attorney shall prepare the appropriate legal instruments for the developer to convey the facility with the necessary easements to Greene County with a certification of title.
- ____ 22.) Developer shall give, grant, and convey to Greene County all facilities that Greene County agreed to own, operate and maintain prior to construction constituting the above improvements, together with the necessary easements and shall be responsible for recording all instruments.

- ____23.) The attorney retained by Greene County will confirm in writing that the conveyance of facilities and easements are complete with title opinions and all instruments are recorded.
- ____24.) Developer shall furnish to Greene County three (3) copies of the "As Built Plans" prepared by a Registered Engineer of the State of North Carolina.
- ____25.) The Developer shall provide all project close out information to Greene County as prescribed in the Greene County Minimum Contract Requirements.
- ____26.) Upon receipt of all close out information, Greene County shall activate the new improvements.

F3

Commissioners
Jerry Jones – Chairman
Brad Fields – Vice Chairman
Susan Blizzard
Bennie Heath
James T. Shackleford, 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: Ambulance update

Date: March 7, 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

229 Kingold Blvd., Suite D • Snow Hill, NC 28580 • (252) 747-3446 • FAX (252) 747-3884
www.co.greene.nc.us

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

Commissioners
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Brad Fields – Vice Chairman
Susan Blizzard
Bennie Heath
James T. Shackleford, Jr.



F4
County Manager
Kyle DeHaven

Finance Officer
Sandy Barss

Home of the North Carolina Sweet Potato Festival

From: Kyle J. DeHaven, County Manager

Re: Ambulance Acquisition

Date: March 7, 2016

County Manager DeHaven will provide options to the commissioners to replace a wrecked ambulance that was deemed a total loss, to include

1. 1999 Ford E-450 (used) with approx. 84,700 miles at a cost of \$20,250....Currently being utilized as a backup, previously our second ambulance.
2. Remount of McCoy Miller box (4052), on a new chassis at a cost of \$75,273
3. Remount of Wheeled Coach(4053, Castoria truck) on a new chassis at a cost of \$82,230
4. Brand new Demo unit from Select Apparatus with 2,605 miles at a cost of \$150,750
5. Shine EMS unit 5050; 1997 Ford E-350 with 68,942 miles at a cost of \$10,000 plus forgiveness of their current debt to the County of just over \$5,000. Unit runs, but has had recent transmission work, has no inverter, and need rear tires and a parking break replaced.

Action Recommended:

Motion to Purchase ambulance to be used as a backup to our two newer ambulances.

Board Action is Needed

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From: Kyle J. DeHaven, County Manager

Re: Ambulance Insurance information

Date: March 7, 2016

At a previous meeting, The Board of Commissioners asked me to research ambulance insurance, particularly, full replacement cost insurance. Currently we are covered by Sedgwick through the NCACC property Liability pool. Currently we are charged \$587 each for the 2003 and 2008 units. We are charged \$1,269 for the 2013 and 2015 units. All units 4 years old or less have replacement cost coverage included.

I requested VFIS to quote replacement insurance on our two newer vehicles, the 2013 and 2015 units. They were quoted at \$2,113 per unit.

It appears that utilizing the NCACC pooled liability coverage for ambulances 4 years of age and less, and then utilizing the VFIS insurance provider thereafter may provide the added protection we seek after our string of ambulance accidents.

Action Recommended:

Informational Only

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"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)

F6

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

County Manager
Kyle DeHaven

Finance Officer
Sandy Barss



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From: Kyle J. DeHaven, County Manager

Re: GUC AWS update

Date: March 7, 2016

Manager DeHaven will update commissioners as to where negotiations stand with GUC pertaining to a new water purchase agreement as we continue in our Budgeting Season.

Action Recommended:

Informational Only

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F7

Commissioners
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Susan Blizzard
Bennie Heath
James T. Shackelford, Jr.

County Manager
Kyle DeHaven
Finance Officer
Sandy Barss



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From: Kyle J. DeHaven, County Manager

Re: Parole/Probation Update

Date: March 7, 2016

Manager DeHaven will provide an update on the new Parole/Probation building.

Action Recommended:

Informational Only

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