

**Pitt County Board of Commissioners
Greenville, North Carolina
Monday, August 03, 2020 Minutes**

Board of Commissioners met on Monday, August 03, 2020 at 9:00 AM in the Eugene James Auditorium, Pitt County Office Building, 1717 W 5th Street, Greenville, North Carolina.

Board Members Present:

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

Staff Present:

Scott Elliott, County Manager
Janis Gallagher, County Attorney
Jordan Smith, Assistant County Attorney
Kimberly Hines, Clerk to the Board
Brian Barnett, Deputy County Manager, Chief Financial Officer
Mike Taylor, Deputy County Manager/Chief Information Officer
Mike Emory, Public Information Officer
Tim Corley, County Engineer
James Rhodes, Planning Director
Dr. John Silvernail, Public Health Director
Sam Croom, Tax Administrator
Florida Hardy, Human Resources Director
John Demary, Solid Waste Director
Randy Gentry, Emergency Management Director
Jan Elliott, Social Services Director
Scott Darnell, Industrial Development Director

Welcome

Chairman McLawhorn welcomed everyone to the meeting and wished everyone well during the approaching hurricane.

Call to Order

Chairman McLawhorn called the meeting to order.

Invocation and Pledge

Chairman McLawhorn provided the invocation. County Manager Elliott led the pledge.

Approval of Agenda

Motion:

Motion to approve the agenda.

Motion made by Commissioner Chris W. Nunnally.

Motion seconded by Commissioner Ann Floyd Huggins.

Motion passed unanimously.

Public Addresses to the Board

No one spoke.

Items for Report

June 2020 Tax Collection Report - Sam Croom

Information Provided with the Agenda

The Pitt County Fiscal year to date (July 1, 2019 - June 30, 2020) combined collection rate for real and personal property is 99.42%. The combined rate one year ago for real and personal property was 99.37%. Pitt County Tax Administration continues to pursue all outstanding taxes using the necessary remedies available through the North Carolina General Statutes, including bank attachments, wage and salary garnishments, escheated funds attachments, sheriff levies, rent attachments, the NC Debt Setoff Program, and in rem foreclosure.

Staff Recommendation

To approve the June 2020 Tax Collection Report as presented.

Manager's Comments

Concur with staff recommendation to approve tax collection report.

Meeting Notes

Mr. Croom stated the Pitt County Fiscal year to date (July 1, 2019 - June 30, 2020) combined collection rate for real and personal property is 99.42%. He stated the combined rate one year ago for real and personal property was 99.37%. He stated Pitt County Tax Administration continues to pursue all outstanding taxes using the necessary remedies available through the North Carolina General Statutes, including bank attachments, wage and salary garnishments, escheated funds attachments, sheriff levies, rent attachments, the NC Debt Setoff Program, and in rem foreclosure.

Motion:

To approve the June 2020 Tax Collection Report as presented.

Motion made by Commissioner Chris W. Nunnally.
Motion seconded by Commissioner Beth B. Ward.
Motion passed unanimously.

Annual Settlement of Taxes for Fiscal Year 2019-2020 - Sam Croom

Information Provided with the Agenda

After July 1, 2020 and before being charged with taxes to collect during fiscal year 2020-2021, the Tax Collector is required to give a sworn statement to the Board of commissioners as the Annual Settlement of Taxes in accordance with NCGS 105-373(a). Lists of unpaid accounts are available for public inspection at the Tax Office and Clerk's Office.

Staff Recommendation

To approve the Annual Settlement of Taxes for Fiscal Year 2019-2020 as presented by Tax Administration.

See Appendix 1

Manager's Comments

Concur with staff recommendation to approve annual settlement of taxes.

Meeting Notes

Mr. Croom stated he wanted to make the Board aware that various drainage district commissions met on July 28, 2020 and have increased their drainage assessments for the current fiscal year. He stated due to the factors beyond Tax Administrations control, supplemental bills will be mailed that include the increased assessments. He stated the majority of citizens will see a \$10 increase. He stated two districts approved a 2.5% increase. He stated the cost of the supplemental billing process will be paid by the Southeastern Drainage Corporation.

Commissioner Perkins-Williams asked what areas will see an increase. Mr. Croom stated ten of the twelve districts will see an increase.

Mr. Elliott stated the increase will be used for the continued maintenance and cleaning of the drainage canals. He stated this is governed by the 3-person Commission for each drainage district.

In regard to the settlement of taxes, he stated after July 1, 2020 and before being charged with taxes to collect during fiscal year 2020-2021, the Tax Collector is required to give a sworn statement to the Board of commissioners as the Annual Settlement of Taxes in accordance with NCGS 105-373(a). He stated lists of unpaid accounts are available for public inspection at the Tax Office and Clerk's Office.

Motion:

To approve the Annual Settlement of Taxes for Fiscal Year 2019-2020 as presented by Tax Administration.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Mary Perkins-Williams.

Motion passed unanimously.

Public Health Director's COVID-19 Report – Dr. Silvernail

Information Provided with the Agenda

Dr. John Silvernail will attend to provide an update on the Coronavirus/COVID-19 response.

Staff Recommendation

Report only.

Meeting Notes

Dr. Silvernail stated Thursday of this week will mark ten incubation cycles or twenty weeks since the first case of COVID-19 was identified in Pitt County (approximately five months). He stated the Pitt County Health Department began their testing program on July 13, 2020. The rate of positivity remains flat at about seven percent. He stated most of the individuals testing have been asymptomatic. He stated J.H. Rose High School and the Moyewood Community Center operate daily. He stated the third site rotates throughout the county. He stated testing this week was suspended pending the oncoming storm (Hurricane Isaias). He stated testing will continue under the current model through August 14, 2020. He stated most of the sites are school sites and schools will reopen on August 17, 2020. He stated a series of immunization clinics will be scheduled within schools and they are looking at a way to incorporate COVID-19 testing. He thanked Dr. Kimberly Hardy, Director of Nursing, her assistant Porshia Mizzelle and all public health nursing and staff for their efforts in the operation. He shared website data from the state's website.

Dr. Silvernail stated he will have gallbladder surgery on Monday, August 10th. He stated he will be medically unfit for duty from August 10th – August 13th. He stated he will answer emails and phone calls on Friday, August 14th with plans to return to work on Monday, August 17th. He stated during that time, Dr. Keith Ramsey, Chairman of the Board of Health will cover the medical director responsibilities at the Health Department.

Mr. Elliott asked Dr. Silvernail to provide the turnaround time for testing samples. Dr. Silvernail stated it is less than a twenty-four-hour turnaround from the Vidant lab.

Commissioner Perkins-Williams asked if parents would be informed prior to testing children for COVID-19. Dr. Silvernail stated anything done to a minor would require parent consent.

Commissioner White wished Dr. Silvernail a speedy recovery.

Commissioner Albright stated he is especially thankful to hear the turnaround time for testing. He asked for an update on contact tracing. Dr. Silvernail stated support staff was received through the contact tracing initiative through the state. He stated positives test results flow through the National Council of Examiners for Engineering and Surveying (NCEES) and Community Care of North Carolina (CCNC). He stated some residents do not wish to share their contact information. He stated they are chasing an infection that spreads with the ease of the common cold.

Commissioner Albright asked for an update on East Carolina University's plan to reopen. Dr. Silvernail stated the county is working through an agreement with Student Health Services. He stated the agreement will help with managing issues on campus such as data sharing.

Commissioner Nunnally stated he is happy to hear testing results are being kept local. He asked what prevention needs to continue throughout the fall. Dr. Silvernail stated masking, social distancing and hygiene continue to be the most important. He encouraged individuals to make provisions for social distancing when gathering.

Commissioner Perkins-Williams encouraged citizens to be tested if they have the opportunity. She thanked Vidant for their services and outreach throughout the community.

Report on Franchise Ordinance with C&D Landfill, Inc., New 5 Year Contract for Disposal of Construction and Demolition Waste and New 5 Year Contract to Haul Construction and Demolition Waste - John Demary

Information Provided with the Agenda

On December 18, 2000, Pitt County Board of Commissioner approved a franchise for C&D Landfill Inc. to construct and operate a construction and demolition (C&D) debris landfill on a site located off US 264 near Pactolus. The franchise now needs to be renewed for additional 5-year term beginning August 1, 2020 until July 31, 2025. Pursuant to G.S. 153A-46.

The Pitt County Board of Commissioners must hold a public hearing and pass the franchise agreement at two regular Board of Commissioners' meetings to secure the renewal of the franchise agreement. The public hearing will be advertised as required in the Daily Reflector and the public hearing will be scheduled for Monday, August 17, 2020 at 6:00 P.M. Pitt County Solid Waste Enterprise Fund receives \$1.00 per ton for waste delivered to the site.

Back on February 4, 2020 Pitt County Solid Waste & Recycling (SW&R) staff along with the County Manager met with C&D Landfill, Inc. to discuss the agreement between Pitt County and C&D Landfill, Inc. Over the past several months negotiations for a new contract for disposal of the Construction and Demolition (C&D) waste from the Pitt County Transfer Station have been ongoing. C&D Landfill notified the County their desire to no longer transport the C&D waste to the landfill. The current contract is set to

expire on July 31, 2020. A proposed contract has been prepared and will be submitted to the Board of Commissioners for approval once the franchise agreement has been approved.

Trio Legacy, LLC (Shavender Trucking) has been hauling the solid waste under contract with Republic Services from the Pitt County Landfill since 2002. The current contract with C&D Landfill, Inc. for transportation and disposal of C&D waste ends on July 31, 2020. C&D Landfill, Inc., has notified the County their desire to stop hauling the C&D waste. SW&R Staff has meet with Trio Legacy, LLC and negotiate a price to haul the C&D. The proposed contract will be presented to the Board of Commissioners when the franchise agreement has been approved.

Staff Recommendation

To Accepted the Report as Presented.

Meeting Notes

Mr. Demary stated on December 18, 2000, Pitt County Board of Commissioner approved a franchise for C&D Landfill Inc. to construct and operate a construction and demolition (C&D) debris landfill on a site located off US 264 near Pactolus. The franchise now needs to be renewed for additional 5-year term beginning August 1, 2020 until July 31, 2025. He stated the Pitt County Board of Commissioners must hold a public hearing and pass the franchise agreement at two regular Board of Commissioners' meetings to secure the renewal of the franchise agreement. The public hearing will be advertised as required in the Daily Reflector and the public hearing will be scheduled for Monday, August 17, 2020 at 6:00 P.M. Pitt County Solid Waste Enterprise Fund receives \$1.00 per ton for waste delivered to the site.

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Manager's Report - Scott Elliott

Information Provided with the Agenda

Next Meeting Dates:

August 17, 2020 at 6:00 p.m.

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

Human Relations Commission - Update

Redesign of County Website: www.pittcountync.gov

Proposed meeting process for Quasi-judicial Hearings

Leroy James Farmers Market - Update

NCAC Legislative Goals Process: 2021-2022

Use of PATS System for Voter Transportation - Update

Staff Recommendation

Report Only.

Meeting Notes

Mr. Gentry provided an update on Hurricane Isaias. He stated based on the forecast, Pitt County will receive the most impact between 1:30-3:30 a.m. on Tuesday, August 4th. He stated due to COVID-19 shelters will be the last resort. He encouraged individuals to stay with family or friends if they do not reside in a suitable structure. He stated there will be high wind and rain. He warned citizens of possible tornados. He encouraged citizens to keep their cell phones on so warnings could be received.

Mr. Elliott reminded the Board of the next meeting dates of August 17, 2020 at 6:00 p.m. and September 14, 2020 at 9:00 a.m.

Mr. Elliott stated the county has identified representatives to serve on the Human Relations Commission. He stated the City is in the process of identifying their representatives.

Mr. Emory provided an update to the redesign of the county website (www.pittcountync.gov). He stated an internal survey was collected among the workforce and a second external survey was collected among citizens. He stated input was gathered to redesign the website. He stated it is a clearer more modern look. He stated the redesign will launch in late August 2020.

Mr. Elliott proposed a meeting process for quasi-judicial hearings. He stated several cases have been pending for several months. He stated quasi-judicial hearings can be held virtually but everyone who has a standing in the manner must sign off on the matter. He stated one property owner did not provide consent in one case. He stated a face-to-face meeting would require five or more Commissioners. Commissioner Perkins-Williams

asked what opportunity citizens will have in the process of residential expressions. Mrs. Gallagher stated if it was a live meeting, the public would have an opportunity to speak in person. She stated those not wishing to speak in person could submit written comments. Commissioner White stated she is willing to attend an in-person meeting in order to hear the quasi-judicial hearings.

Mr. Elliott stated there were concerns with the operation of the Leroy James Farmers Market at the last Board of Commissioners meeting (July 13, 2020). He stated during the week of July 13th, Leigh Guth, Cooperative Extension Director and the County Attorney held two meetings (via zoom) with vendors in regard to temporality removing craft vendors (non-food) from the Leroy James Farmers Market in order to increase COVID-19 safety measures. He stated approximately fourteen vendors attended and the majority were craft vendors. Due to vendor concerns, previous plans to suspend non-food vendors has been placed on hold. The County's Risk Manager has assessed the building for limited occupancy and determined that thirty-two customers could be allowed to enter at one time. He stated the new procedure was implemented Saturday, July 18th. Mr. Elliott stated he visited the Farmers Market on July 18th and was surprised there were more non-food vendors than food vendors onsite. He stated as of July 30th no additional complaints have been received. He stated some customers have reported feeling rushed and unable to socialize/browse as they have in the past. He stated all vendors and public are encouraged to wear masks. Approximately six vendors did not wear masks on July 25th.

Commissioner Nunnally thanked staff for the efforts put into place at the Leroy James Farmers Market. He stated he hopes the same level of vigilance will be implemented in other county buildings. He referenced accessing the County Office Building several times and seeing individuals in the hallway that weren't masked.

Commissioner Albright stated he supports requiring vendors to wear a mask while at the Leroy James Farmers Market.

Commissioner White asked if it is true that the Governor's order provides exceptions for those with particular health issues that may not be able to wear a mask. Mrs. Gallagher stated that is correct. Commissioner White stated she does not support requiring vendors to wear a mask.

Commissioner Perkins-Williams asked for the hours of operation of the Leroy James Farmers Market. Mr. Elliott stated the market is open Thursday, Friday & Saturday from 8 a.m. - 1 p.m.

Vice Chairman Coulson stated there are certain people with diseases that cannot wear masks. He stated shields are an alternative method and should be considered. Vice Chairman Coulson asked how masks wearing would be enforced. Mrs. Gallagher stated the Farmers Market Manager would provide notice to anyone entering that a mask must be worn. Vice Chairman Coulson asked what would be done if someone refuses to wear a mask. Mrs. Gallagher stated she supposes you would call law enforcement. She stated the enforcement remedy is dependent on the officer. She stated they may choose to educate

or arrest. She stated an arrest is likely too harsh for not wearing a mask. Vice Chairman Coulson questioned those wearing masks incorrectly.

Commissioner Floyd Huggins stated those not wanting to wear masks can shop at the grocery store rather than the Leroy James Farmers Market. She concurred with masking at the Farmers Market.

Mr. Elliott stated a lot of due criticism was received in regard to not involving the vendors in the suggested proposed changes. He suggesting consulting with the vendors prior to making a final decision.

Commissioner Nunnally stated those with bona fide reasons need to be assisted (i.e. drive up service, taking orders outside). He stated he is not opposed to delaying a vote if consultation with the vendors is needed.

Mr. Elliott stated the North Carolina Association of County Commissioners (NCACC) Legislative Goals process for 2021-2022 will begin in January, 2021 to begin the long session of the 2021-2022 legislative biennium. He stated staff will be reaching out to Department Heads for proposals and a list of proposed goals will be brought back before the Commissioners for consideration.

Mr. Elliott provided an update on a recent question in regard to using the PATS System for voter transportation. He said the staff's opinion is that the HATCH ACT prevents the county from participating in political activities of this nature.

Commissioner Ward stated she is willing to attend an in-person meeting in order to hear the quasi-judicial hearings as long as social distancing is in place.

Commissioner Perkins-Williams stated when someone calls for the question, it should not end the discussion. She stated everyone should be afforded the opportunity to speak. She stated the Board needs a refresher on parliamentary procedure.

Motion:

Motion to require face coverings (masks or shields) of vendors at the Leroy James Farmers Market.

Motion made by Commissioner Alex Albright.

Motion died for lack of a second.

Motion:

Substitute motion to face coverings (masks or shields) of vendors at the Leroy James Farmers Market and masking through all county office buildings when entering/exiting the building.

Motion made by Commissioner Chris Nunnally.

Motion died for lack of a second.

Items for Consent

Approval of Minutes - Kimberly Hines

Information Provided with the Agenda

Minutes from the July 13, 2020 (regular meeting) have been prepared for the Board's consideration.

Staff Recommendation

Motion to approve minutes.

Manager's Comments

Concur with staff recommendation to approve minutes.

Motion:

Motion to approve minutes.

Motion made by Commissioner Chris W. Nunnally.

Motion seconded by Commissioner Beth B. Ward.

Motion passed unanimously.

Budget Amendment & Allocation of Home and Community Care Block Grant Funding (Aging Services) - \$590,095 (County Funds - \$65,566) - Brian Barnett

Information Provided with the Agenda

Each year the County receives funding for aging services to be distributed to the agencies that serve this population. The Budget for the Home & Community Care Block Grant FY 2019-20 is to be \$584,403. The following agencies are recommended for allocation based upon previous years percentages:

Council on Aging - \$490,762 (this amount includes the county local match of \$54,529)

Creative Living Center - \$99,333 (this amount includes the county local match of \$11,037)

The County's local portion is already included in the approved budget.

Staff Recommendation

Approve budget amendment as submitted.

See Appendix 2

Manager's Comments

Concur with staff recommendation to approve budget amendment.

Motion:

Approve budget amendment as submitted.

Motion made by Commissioner Chris W. Nunnally.

Motion seconded by Commissioner Beth B. Ward.

Motion passed unanimously.

Budget Amendment- Public Health- COVID-19 Crisis Response \$13,112 (No County Funds) - John Silvernail

Information Provided with the Agenda

Agreement Addendum 619 COVID-19 Crisis Response is to support governmental public health emergency response to COVID-19. This funding is intended for state, local, territorial and tribal health departments to carry out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications and other preparedness and response activities. These funds were not all spent in State Fiscal Year 19-20 and has been rolled over to this fiscal year 20-21.

Staff Recommendation

Approve as Presented

See Appendix 3

Manager's Comments

Concur with staff recommendation to approve budget amendment.

Motion:

Approve as Presented

Motion made by Commissioner Chris W. Nunnally.

Motion seconded by Commissioner Beth B. Ward.

Motion passed unanimously.

Budget Amendment – Planning - Supportive Services Only-Coordinated Entry Grant - \$28,055 (No County Funds) - James Rhodes

Information Provided with the Agenda

The Pitt County Planning Department has received \$28,055 from the NC Coalition to End Homelessness to supplement existing grant funding. In addition, the grant expiration date has been extended to November 30, 2020.

The grant funds will be used to provide outreach services, case management, and annual assessment of service needs to eligible homeless households. These services will allow homeless households to be assessed to determine housing needs, and to be referred to housing providers for suitable housing placement.

Staff Recommendation

Accept the grant award of \$28,055 and approve the associated budget amendment.

See Appendix 4

Manager's Comments

Concur with staff recommendation to approve budget amendment.

Motion:

Accept the grant award of \$28,055 and approve the associated budget amendment.

Motion made by Commissioner Chris W. Nunnally.

Motion seconded by Commissioner Beth B. Ward.

Motion passed unanimously.

Budget Amendment- Public Health- COVID-19 CARES Activities \$63,435 (No County Funds) - John Silvernail

Information Provided with the Agenda

Agreement Addendum 539 COVID-19 CARES Activities Funds allocated from Division of Public Health, Communicable Disease Branch. This funding is intended to carry out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications and other preparedness and response activities.

Staff Recommendation

Approve as Presented

See Appendix 5

Manager's Comments

Concur with staff recommendation to approve budget amendment.

Motion:

Approve as Presented

Motion made by Commissioner Chris W. Nunnally.

Motion seconded by Commissioner Beth B. Ward.

Motion passed unanimously.

Budget Amendment - Public Information Office - PEG Grant - \$25,000 (No County Funds) - Mike Emory

Information Provided with the Agenda

Budget amendment to establish accounts for PEG Funds (Public Access / Educational / Government television channels). This funding is derived from taxes and fees levied by the State on cable providers, which is delivered back to the community strictly for the purpose of operating PEG television channels. Some of the funds will be passed through to GPAT (Greenville Public Access) and the remaining funds will be used by the Public Information Office for the purchase and maintenance of equipment to run the County PEG channel (PittTV).

Staff Recommendation

Motion to accept the PEG Grant.

See Appendix 6

Manager's Comments

Concur with staff recommendation to approve budget amendment.

Motion:

Motion to accept the PEG Grant.

Motion made by Commissioner Chris W. Nunnally.

Motion seconded by Commissioner Beth B. Ward.

Motion passed unanimously.

Budget Amendment - Public Health - In Home Breastfeeding Program \$5,000 (No County Funds) - John Silvernail

Information Provided with the Agenda

Recognize funds to support the ongoing In-Home Breastfeeding Program that is based in Pitt County Public Health. This program offers breastfeeding education, assistance and support for breastfeeding women.

Staff Recommendation

Approve as Presented

Manager's Comments

Concur with staff recommendation to approve budget amendment.

Motion:

Approve as Presented

Motion made by Commissioner Chris W. Nunnally.

Motion seconded by Commissioner Beth B. Ward.

Motion passed unanimously.

Budget Amendment - Disaster Recovery Act (DRA) - \$665,500 (No County Funds) - James Rhodes

Information Provided with the Agenda

Pitt County was awarded \$1 Million by NC Emergency Management in December 2017 to assist with flood recovery efforts associated with Hurricane Matthew. In October 2019, the original grant agreement was amended to provide supplemental funds to assist qualifying buyout households with relocation expenses. This budget amendment establishes the needed account for the supplemental funds.

Staff Recommendation

Approve Budget Amendment.

See Appendix 7

Manager's Comments

Concur with staff recommendation to approve budget amendment.

Motion:

Approve Budget Amendment.

Motion made by Commissioner Chris W. Nunnally.

Motion seconded by Commissioner Beth B. Ward.

Motion passed unanimously.

Resolution to adopt Amendments to the Flexible Benefit Administrators (FBA) Plan Document - Sandy Andrews

Information Provided with the Agenda

The Amended FBA Plan Document includes CARES ACT Provisions in Flexible Spending Accounts. County employees voluntarily participate in the Flexible Spending Program through payroll deduction.

Staff Recommendation

Approve the Resolution to adopt this Amendment to the Flexible Benefit Administrators Plan Document.

See Appendix 8

Manager's Comments

Concur with staff recommendation to approve resolution to the County's FBA program.

Motion:

Approve the Resolution to adopt this Amendment to the Flexible Benefit Administrators Plan Document.

Motion made by Commissioner Chris W. Nunnally.

Motion seconded by Commissioner Beth B. Ward.

Motion passed unanimously.

North Carolina Department of Transportation (NCDOT) Requests for Addition to State Maintained Secondary Road System - James Rhodes

Information Provided with the Agenda

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

- Alton Village Drive, Alton Village Subdivision
- Rockwell, Alton Village Subdivision
- Olde Towne Drive, Alton Village Subdivision

Staff Recommendation

Motion to endorse the Resolution.

See Appendix 9

Manager's Comments

Concur with staff recommendation to approve requests for addition to the NCDCOT secondary road maintenance system.

Motion:

Motion to endorse the Resolution.

Motion made by Commissioner Chris W. Nunnally.

Motion seconded by Commissioner Beth B. Ward.

Motion passed unanimously.

Items for Discussion

Proposed Resolution Declaring Racism a Public Health Crisis - Scott Elliott

Information Provided with the Agenda

Per Board's direction at the July 13, 2020 regular scheduled meeting, staff has drafted a resolution with Commissioner input declaring racism a public health crisis. Input submitted by the board was considered in drafting the resolution. It is noted that all the input submitted was not incorporated. Only language that supported the original intent and flow of the resolution was used.

Staff Recommendation

Motion to consider adoption or consider edits to proposed language.

See Appendix 10

Meeting Notes

Mr. Elliott stated this is a follow-up item from the July 13, 2020 Board of Commissioners meeting. He stated input submitted by the board was considered in drafting the resolution. It is noted that all the input submitted was not able to be incorporated. He stated only language that supported the original intent and flow of the resolution was used. He stated subsequent suggestions were received prior to the meeting from some Commissioners, but he asked that all comments and suggestions be mentioned/brought forth during today's meeting for the full board's consideration.

Commissioner White stated when she looks at people, she is colorblind. She stated that is how she was raised. She stated the whole world should be that way. She stated most of the input she suggested was not included in the resolution. She shared the following points:

- Encourage an American way of life that prioritizes our free enterprise system and respects the decisions of courts.
- Recognize that our most important function is to make certain we develop policies which guarantee that every person's freedom and security is protected.
- Reinforce the importance of creating policies which model our guaranteed freedoms of speech, religion and orderly assembly.
- Understand that we all are created in the image of God and because of this, we should expect and receive from each other basic and decent rights, privileges, and social discourse.

She stated she would have liked for the resolution to be a little more colorblind in itself.

Vice Chairman Coulson stated the resolution talks about things that have absolutely nothing to do with racism. He stated it indicates that only white people have racism. He stated HIV infections should not be tied to racism. He stated that is a life choice and can be avoided by practicing personal protection. He stated he does not believe the document (resolution) is going to help heal anything. He stated white people are not at fault for all problems.

Commissioner Perkins-Williams stated she knows blacks that are racists. She spoke of having to use different forms of her name due to the commonality and not being confused with others. She stated sometime racism is exemplified based on religion.

Commissioner Nunnally stated individual racism exists everywhere. He stated the government body needs to take steps to deconstruct institutional racism.

Motion:

Motion to adopt resolution as presented.

Motion made by Commissioner Ann Floyd Huggins.

Motion seconded by Commissioner Beth B. Ward.

Motion passed

Vote Record:

Beth B. Ward Yes

Tom Coulson No

Melvin McLawhorn Yes

Mary Perkins-Williams Yes

Ann Floyd Huggins Yes

Alex Albright Yes

Mike Fitzpatrick Yes

Chris W. Nunnally Yes

Lauren White No

Voting Totals:

Yes: 7 No: 2

Items for Decision

Budget Amendment - Restricted Sales Tax Revenue for School Capital - \$4,847,574 - Brian Barnett

Information Provided with the Agenda

During the FY 2020-2021 budget process, Pitt County Schools submitted a list of deferred capital projects for various school facilities across the entire county. Pitt County staff recommended using a portion of the restricted sales tax revenue for school capital to fund the projects instead of using current revenues or debt financing. By North Carolina General Statute, Pitt County is required to set aside a percentage of sales tax revenue for school capital projects and debt payments. These funds can accumulate to create a fund balance for future projects and capital/debt revenue shortfalls. At this time, staff is recommending utilizing these funds to take advantage of a competitive construction market due to COVID-19. The projects listed below, are projects that have been presented by Pitt County School numerous times over previous fiscal years during the County's annual Capital Improvement Plan Workshop held each January. Because these funds are restricted, the use of these funds will not have any effect on the County's overall fund balance or financial picture. The projects are scheduled to be completed over a 3 fiscal year period.

Proposed Projects (full descriptions are listed in the attachments)

1. Ayden Middle School Paving - \$275,000
2. School Bus Cameras - 1,519,000
3. Wahl Coates Elementary HVAC & Electrical - \$637,000
4. Fire Alarm Replacements (Bethel School, Wellcome Middle School, Wahl-Coates Elementary, and Falkland Elementary) - \$725,000
5. Fire Alarm System Upgrades (Ayden Grifton High School, Farmville Central High, J.H. Rose High School, and Wintergreen Intermediate - \$425,000
6. Camera System Upgrade - \$1,266,074

Staff Recommendation

Review and Approved Budget Amendment.

See Appendix 11

Manager's Comments

Concur with staff recommendation to approve budget amendment.

Motion:

Review and Approved Budget Amendment.

Motion made by Commissioner Mary Perkins-Williams.

Motion seconded by Commissioner Beth B. Ward.

Motion passed unanimously.

Stallings Mini Storage, Inc. - Minor Design Modification to Approved Site Plan
(Conditional District Rezoning) - James Rhodes

Information Provided with the Agenda

The Pitt County Planning Department is in receipt of a request from Stallings Mini Storage, Inc. for a minor design modification to a previously approved site plan. The subject property is identified as Parcel Number 86438, owned by Eddie C. Stallings, Sr. and Carrie J. Stallings, and is located on the southern side of SR 1733 (B. Stokes Road), east of its intersection with NC 43 South.

On November 18, 2019, the Board approved a request by Stallings Mini Storage, Inc. to rezone 4.78 acres from Rural Residential (RR) to General Commercial (Conditional District) to allow an expansion to an existing self-storage warehouse business (Stallings Mini Storage). As part of the request, the Board approved a site plan that included eleven (11) exterior-access storage buildings with a total of 62,150 square feet of storage area. The applicant is requesting a minor modification to the approved plan to allow five (5) interior-access storage buildings with a total of 90,018 square feet - an increase of 27,868 square feet, or 45%, in the total square footage of storage area. The applicant also proposes to provide 10-foot wide landscape buffers along B. Stokes Road and along the western property line adjacent to an existing manufactured home park. The buffer along B. Stokes Road will be planted with a combination of trees and shrubs in accordance with Section 10(H) of the Zoning Ordinance, and the buffer along the western property line will utilize existing vegetation. In the event the existing vegetation is removed, it will be replaced with trees and shrubs in accordance with Section 10(H).

As per Section 3(S)(2) of the Zoning Ordinance, minor design modifications or changes in permits are those that have no substantial impact on neighboring properties, the general public, or those intended to occupy the development. Such modifications are permissible with the approval of the permit-issuing board and may be obtained without a formal application, public hearing, or payment of any additional fee. Planning staff finds that the proposed modification to the approved site plan is a minor modification and will have no substantial impact on the neighboring properties or general public. Staff also finds the request is consistent with the requirements of the Zoning Ordinance and recommends approval of the request.

Attached is a written request for the proposed modification from Mr. Bryan Fagundus of ARK Consulting Group, on behalf of Stallings Mini Storage, Inc. (Attachment 1), a copy of the previously approved site plan (Attachment 2), and a copy of the revised site plan showing the requested modifications (Attachment 3).

Staff Recommendation

Approve the request by Stallings Mini Storage, Inc. for a minor design modification to their previously approved site plan and Conditional Zoning District.

Meeting Notes

Mr. Rhodes presented the following Power Point presentation.

See Appendix 12

Motion:

Approve the request by Stallings Mini Storage, Inc. for a minor design modification to their previously approved site plan and Conditional Zoning District.

Motion made by Commissioner Mike Fitzpatrick.

Motion seconded by Vice-Chair Tom Coulson.

Motion passed unanimously.

Order of Collection to the Pitt County Tax Collector for fiscal year 2020-2021 - Sam Croom

Information Provided with the Agenda

The Board of Commissioners shall issue an Order of Collection to the Tax Collector for fiscal year 2020-2021 in accordance with NCGS 105-321.

Staff Recommendation

To approve and sign the Order of Collection for fiscal year 2020-2021.

See Appendix 13

Manager's Comments

Concur with staff recommendation to approve order of collection for taxes.

Meeting Notes

Mr. Croom stated the Board of Commissioners shall issue an Order of Collection to the Tax Collector for fiscal year 2020-2021 in accordance with NCGS 105-321.

Commissioner White stated she spoke with the County Manager in regard to allow a tax exemption to businesses forced to shut down due to COVID-19. Mr. Elliott stated it could be incorporated into the legislative goals process. Mrs. Gallagher stated the proposed goals will be brought back before the Board of Commissioners

Vice Chairman Coulson asked if the county can defer delinquent tax bills.

Motion:

To approve and sign the Order of Collection for fiscal year 2020-2021.

Motion made by Commissioner Mike Fitzpatrick.

Motion seconded by Commissioner Beth B. Ward.

Motion passed unanimously.

Closed Session

Closed Session for N.C.G.S. 143-318.11(a)(3) Attorney Client Privilege, 143-318.11(a)(4) Economic Development, 143-318.11 (a)(1) Closed Session Minutes - Janis Gallagher

Information Provided with the Agenda

It is suggested that this Board go into closed session pursuant to North Carolina General Statute 143-318.11(a)(3) Attorney Client Privilege to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, G.S. 143-318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, G.S. 143-318.11 (a)(1) to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.

Staff Recommendation

Move to go into closed session pursuant to North Carolina General Statute 143-318.11(a)(3) Attorney Client Privilege to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, G.S. 143-318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, G.S. 143-318.11 (a)(1) to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.

Motion:

Move to go into closed session pursuant to North Carolina General Statute 143-318.11(a)(3) Attorney Client Privilege to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, G.S. 143-318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, G.S. 143-318.11 (a)(1) to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.

Motion made by Commissioner Ann Floyd Huggins.

Motion seconded by Commissioner Mike Fitzpatrick.

Motion passed unanimously.

Motion:

Motion to return to open session.

Motion made by Commissioner Mike Fitzpatrick.

Motion seconded by Commissioner Lauren White.

Motion passed unanimously.

Motion:

Motion to approve the closed session content from April 20, 2020.

Motion made by Commissioner Lauren White.

Motion seconded by Commissioner Mike Fitzpatrick.

Motion passed unanimously.

Motion:

Motion to accept the proposed property settlement agreement between Patheon Manufacturing and Pitt County.

Motion made by Commissioner Lauren White.

Motion seconded by Commissioner Mike Fitzpatrick.

Motion passed unanimously.

Commissioners' Comments/Committee Reports

Meeting Notes

Chairman McLawhorn thanked the Commissioners for their vote of confidence in approving the resolution declaring racism a public health crisis.

Vice Chairman Coulson stated he believes a mistake was made earlier when a comment was made following a vote. He stated he believes it is a serious breach of ethics.

Commissioner Albright thanked the County Attorney and apologized to the vendors at the Farmers Market and staff for his earlier suggestion. He stated he looks forward to moving forward with one-hundred percent masking at the Leroy James Farmers Market.

Commissioner Floyd Huggins stated she concurs with Chairman McLawhorn in regard to the resolution declaring racism as a public health crisis. She provided an update on several boards she serves on as well as her attendance at the virtual NACo Conference.

Adjourn

Motion:

Motion to adjourn the meeting at 12:15 p.m.

Motion made by Commissioner Chris W. Nunnally.

Motion seconded by Commissioner Mary Perkins-Williams.

Motion passed unanimously.

Respectfully Submitted,

Kimberly W. Hines
Clerk to the Board

Appendix 1

Annual Settlement of Taxes for Fiscal Year 2019-
2020

MEMORANDUM

TO: Pitt County Board of Commissioners
 Scott Elliott, County Manager
 Brian Barnett, Deputy County Manager - Chief Financial Officer

FROM: Sam Croom, Tax Administrator

DATE: Monday, July 20, 2020

SUBJECT: ANNUAL PROPERTY TAX SETTLEMENT, FISCAL YEAR 2019-2020
 In compliance with North Carolina General Statutes §105-373

Charges to the countywide levy were \$85,805,433.79. The total amount collected for FY 2019-2020 was \$85,305,916.07, or 99.42%. The total amount uncollected was \$499,517.72, or .58%

Tax Rate and Levy Comparison to Prior Years

FY 19-20	FY 18-19	FY 17-18	FY 16-17	FY 15-16
99.42%	99.37%	99.29%	99.19%	99.00%
\$ 85,305,916	\$ 80,653,914	\$ 78,862,667	\$ 76,739,269	\$ 73,538,601

Uncollected 2019 tax bills

Property Type	Number of bills	Outstanding taxes, Fees, Costs and interest
Business Personal Property (BUS)	167	\$ 49,460
Individual Personal Property (IND)	1302	\$ 100,057
Real Property (REI)	2006	\$ 634,618
Public Service (PLIB)	0	

Prior year taxes collected and uncollected

TAX YEAR	COLLECTED	COLLECTED RATE	UNCOLLECTED	UNCOLLECTED RATE
2018:	\$302,946	99.73%	\$221,676	0.27%
2017:	\$82,082	99.81%	\$147,421	0.19%
2016:	\$12,744	99.86%	\$106,163	0.14%
2015:	\$33,165	99.88%	\$84,934	0.12%
2014:	\$18,262	99.90%	\$68,397	0.10%
2013:	\$13,620	99.87%	\$96,115	0.13%
2012:	\$9,202	99.85%	\$117,434	0.15%
2011:	\$4,767	99.86%	\$107,727	0.14%
2010:	\$5,409	99.84%	\$120,335	0.16%
2009:	\$1,326	99.96%	\$27,686	0.04%
2008 and prior	\$1,893	Bills from tax year 2008 and prior are out of statute for enforced collections but we continue to accept voluntary payments		

Solid Waste Fee Collections

FY 19-20	FY 18-19	FY 17-18	FY 16-17	FY 15-16
\$ 5,502,584	\$ 5,213,915	\$ 5,158,923	\$ 5,124,663	\$ 5,063,835

Revenues from enforced collections

	FYTD 19-20	FYTD 18-19	DIFFERENCE	PERCENTAGE
Bank Attachments	\$ 1,131,482	\$ 1,488,451	\$ (356,969)	-23.98%
Wage Garnishments	\$ 890,767	\$ 858,924	\$ 31,843	3.71%
Rent Attachments	\$ 524,120	\$ 651,635	\$ (127,515)	-19.57%
Sheriff Levy	\$ 99,746	\$ 308,161	\$ (208,415)	-67.63%
Escheated funds	\$ 509,722	\$ 880,120	\$ (370,398)	-42.08%
Final notices	\$ 2,340,626	\$ 2,185,584	\$ 155,042	7.09%
Foreclosure Warning	\$ 736,893	\$ 781,566	\$ (44,673)	-5.72%
Payment plans	\$ 1,888,064	\$ 1,680,885	\$ 207,179	12.33%
Called Citizens	\$ 1,602,862	\$ 666,600	\$ 936,262	140.45%

Manager/Paralegal	\$3,158,282	\$168,451	\$2,989,831	1774.90%
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Occupancy taxes received

FY 19-20	FY 18-19	FY 17-18	FY 16-17	FY 15-16
\$ 2,103,590	\$ 2,641,176	\$ 2,363,111	\$ 1,934,295	\$ 1,838,338

Short-term rental/leased motor vehicle and short-term rental/leased heavy equipment gross receipts taxes

	FY 19-20	FY 18-19	FY 17-18	FY 16-17	FY 15-16
Short-term rentals	\$ 178,023	\$ 188,433	\$ 159,626	\$ 143,494	\$ 147,595
Heavy Equipment	\$ 230,819	\$ 138,902	\$ 123,923	\$ 137,325	\$ 127,717

Privilege Licenses for Beer and Wine Sales

	FY 19-20	FY 18-19	FY 17-18	FY 16-17	FY 15-16
Licenses Issued	192	234	238	246	283
Fees Collected	\$ 7,050	\$ 8,055	\$ 7,975	\$ 8,082	\$ 9,027

EMS Collections

FY 19-20	FY 18-19	FY 17-18	FY 16-17	FY 15-16
\$ 2,675,909	\$ 2,622,836	\$ 2,546,306	\$ 2,514,400	\$ 2,441,059

Municipality and Fire District Collections

	Collected	Uncollected	Percent Collected
Greenville	\$ 30,911,222	\$ 96,235	99.69%
Bethel	\$ 341,644	\$ 9,629	97.26%
Simpson	\$ 83,207	\$ 1,946	97.72%
Ayden	\$ 1,114,555	\$ 14,780	98.69%
Falkland	\$ 17,628	\$ 40	99.77%
Grimesland	\$ 63,470	\$ 1,351	97.92%
Ayden Fire District	\$ 172,170	\$ 1,398	99.20%
Bell Arthur Fire Service District	\$ 163,530	\$ 1,616	99.02%
Belvoir Fire Service District	\$ 30,420	\$ 770	97.53%
Bethel Fire Service District	\$ 32,191	\$ 505	98.46%
Black Jack Fire Service District	\$ 116,570	\$ 1,017	99.14%
Carolina Fire Service District	\$ 52,094	\$ 887	98.33%
Clarks Neck Fire Service District	\$ 21,725	\$ 673	96.99%
Eastern Pines Fire Service District	\$ 500,087	\$ 1,158	99.77%
Falkland Fire Service District	\$ 132,328	\$ 383	99.71%
Fountain Fire Service District	\$ 43,017	\$ 380	99.13%
Farmville Fire Service District	\$ 67,473	\$ 527	99.23%
Gardnerville Fire Service District	\$ 74,551	\$ 1,425	98.13%
Grifton Fire Service District	\$ 93,165,094	\$ 1,040	98.90%
Grimesland Fire Service District	\$ 70,903	\$ 719	99.00%
Pactolus Fire Service District	\$ 70,903	\$ 719	99.00%
Red Oak Fire Service District	\$ 115,942	\$ 724	99.38%
Sharp Point Fire Service District	\$ 3,017	\$ 30	99.02%
Simpson Fire Service District	\$ 245,631	\$ 884	99.64%
Staton House Fire Service District	\$ 348,767	\$ 1,445	99.59%
Winterville Fire Service District	\$ 247,040	\$ 909	99.63%

Vehicle Tax System (VTS) Collections *

FY 19-20	FY 18-19	FY 17-18	FY 16-17	FY 15-16
\$ 10,321,331	\$ 9,479,056	\$ 8,889,563	\$ 8,704,225	\$ 8,298,292

* VTS revenue is not charged to the collector. The amounts shown are for informational purposes only.

Per NCGS §105-373(a)(2), a 2009 Insolvents List is attached. Summary is below

Property type	Number of bills	Amount due
Business Personal Property	218	\$ 52,162
Individual Personal Property	753	\$ 35,149
Registered Motor Vehicles	4,362	\$ 98,980

Data source for the information contained herein is unaudited data compiled from NCPTS Version 4 Tax Billing and Collection software. Under NCGS §105-360(a), citizens had through June 30, 2020 to pay taxes. In addition, under NCGS §105-360(d), payments submitted by mail are deemed to be received as of the date shown on the postmark affixed by the United States Postal Service. This settlement includes payments of \$5,457 (county portion only) which were effective for fiscal year 2019-2020 under the statute.

A detailed list of accounts with unpaid taxes has been filed with the Clerk to the Board of County Commissioners and is available for review. This report is submitted as required by North Carolina General Statutes §105-373. This report is to certify that diligent efforts have been made to collect all unpaid real and personal property taxes and we will continue to pursue all enforced collections measures available to the collector on the outstanding taxes. As provided by NCGS §105-364, the tax collector receiving the tax certification must attempt to collect the taxes by any means which he could lawfully employ to collect the taxes of his own taxing unit.

This report is filed for the record.

Witness my hand, this 20th day of July, 2020



Sam Croom
Tax Administrator

NORTH CAROLINA
PITT COUNTY

I, Tabitha Lynn Wainwright a notary public of Pitt County, North Carolina, certify that
Sam Croom personally appeared before me. Witness my hand and official seal, this
20th day of July, 2020.

My commission Expires: Aug. 2, 2023

TABITHA LYNN WAINWRIGHT
NOTARY PUBLIC
BEAUFORT County, North Carolina

Appendix 2

Budget Amendment & Allocation of Home and
Community Care Block Grant Funding (Aging
Services) - \$590,095 (County Funds - \$65,566)

PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

Department: State Grants - HCCBG
FY Budget: 20-21

Date of Request: 8/3/20

	ACCOUNT NO.	TITLE OF ACCOUNT	DECREASE	INCREASE
REVENUES	243640 436018	HCCBG Mid East		590,095
	243640 498010	Interfund Transfer General		11,037
EXPENDITURES	245640 569013	Council on Aging	490,762	
	245640 569015	Creative Living Center	110,370	
	109910 599103	Reserve for Local Grant Match		11,037
	109810 598024	Fund Transfer - Fund 24	11,037	
TOTAL			BALANCES	

Net Effect to Budget: \$590,095

Department Justification: (Please provide detailed explanation)

Budget amendment to establish accounts for the Home & Community Care Block Grant FY 2020-21 allocation.

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

Appendix 3

Budget Amendment- Public Health- COVID-19
Crisis Response \$13,112 (No County Funds)

Division of Public Health

Agreement Addendum

FY 20-21

Page 1 of 6

Pitt County Health Department
Local Health Department Legal Name

Epidemiology / PH Preparedness & Response
DPH Section / Branch Name

619 COVID-19 Crisis Response
Activity Number and Description

Wayne Mixon, (919) 546-1831
wayne.mixon@dhhs.nc.gov
DPH Program Contact
(name, phone number, and email)

06/01/2020 – 03/15/2021
Service Period

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

07/01/2020 – 04/30/2021
Payment Period

- ☒ **Original Agreement Addendum**
☐ **Agreement Addendum Revision #** ____

I. **Background:**

On March 6, 2020, the President of the United States signed into law the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 (P.L. 116-123) (Coronavirus Supplemental). This Act provides funding to prevent, prepare for, and respond to Coronavirus Disease 2019 (COVID-19).

To support governmental public health emergency response to COVID-19, the Centers for Disease Control and Prevention (CDC) has activated CDC-RFA-TP18-1802 Cooperative Agreement for Emergency Response: Public Health Crisis Response (www.cdc.gov/phpr/readiness/funding-crisis.htm). CDC is awarding funding, totaling \$569,822,380, under Components A and B to eligible jurisdictions that are on the approved but unfunded (ABU) list for CDC-RFA-TP18-1802 to provide resources to prevent, prepare for, and respond to COVID-19. This funding is intended for state, local, territorial, and tribal health departments to carry out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications, and other preparedness and response activities. These funds are in addition to funds CDC previously awarded to select jurisdictions for COVID-19 response activities.

The Division of Public Health (DPH), Public Health Preparedness & Response (PHP&R) Branch, is making an allocation of these funds available to all local health departments through the “CDC-RFA-TP18-1802, Cooperative Agreement for Emergency Response: Public Health Crisis Response, COVID-19 Crisis Response Cooperative Agreement – Components A and B Supplemental Funding” to carry out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications, and other preparedness and response activities.

Health Director Signature (use blue ink)

Date

Local Health Department to complete:
(If follow-up information is needed by DPH)

LHD program contact name: _____
Phone number with area code: _____
Email address: _____

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

Revised July 2017

II. **Purpose:**

This Activity is for the Local Health Department to work to prevent, prepare for, and respond to Coronavirus Disease 2019 (COVID-19) by carrying out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications, and other preparedness and response activities.

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

All of the activities the Local Health Department performs under this Agreement Addenda shall be informed by the NC DHHS COVID-19 Guidance for Health Care Providers and Local Health Departments.¹ The Local Health Department (LHD) shall:

1. Implement and scale-up **laboratory testing and data collection to enable identification and tracking of COVID-19 cases** in the community with emphasis placed on priority populations as defined in NC DHHS guidance² to include health care workers, first responders, persons in high-risk congregate settings, and persons at a higher risk of severe illness, and immediate implementation of real-time reporting to PHP&R. This shall be accomplished by conducting one or more of the following activities:
 - a. Expand testing access in the community with a focus on persons who may expose vulnerable people.
 - b. Conducting surveillance to identify cases, report case data in a timely manner, identify contacts, characterize disease transmission, and track relevant epidemiologic characteristics including hospitalization and death.
 - c. Conducting surveillance to monitor virologic and disease activity in the community and healthcare settings, with emphasis on expanding contact tracing for high risk populations using traditional and non-traditional methods.
 - d. Implementing routine and enhanced surveillance to support the science base that informs public health interventions that mitigate the impact of COVID-19, including understanding of clinical characteristics; infection prevention and control practices; and other mitigation requirements.
 - e. Establishing or enhancing core epidemiological activities to support response such as risk assessment, case classification, analysis, visualization, and reporting.
 - f. Conduct surveillance to monitor disruption in the community caused by COVID-19 and related mitigation activities (e.g., school closures and cancellation of mass gatherings).
 - g. Conduct surveillance to monitor disruption in healthcare systems caused by COVID-19 (e.g., shortages of personal protective equipment).
2. Write a brief **Updated COVID-19 Community Intervention Implementation Plan** and upload it by December 31, 2020 to the COVID-19/Agreement Addendum/County Submissions/CountyName folder at <https://ncconnect.sharepoint.com/sites/phpr/SitePages/PCForums.aspx>. The naming convention for this Plan shall be, “CountyName-Updated Community Plan” (for example: Wake-Updated Community Plan).

This updated plan shall describe how the LHD will achieve the response’s three mitigation goals: 1) Slow transmission of disease, 2) Minimize morbidity and mortality, and 3) Preserve healthcare,

¹ <https://www.ncdhhs.gov/divisions/public-health/covid19/covid-19-guidance#all-guidance-for-health-care-providers-and-local-health-departments>

² <https://files.nc.gov/ncdhhs/documents/files/covid-19/COVID-19-Provider-Guidance-Final.pdf>

workforce, and infrastructure functions and minimize social and economic impacts. The LHD shall use its current Plan—which it produced for the FY20 Agreement Addendum—as the starting point and create an Updated COVID-19 Community Intervention Implementation Plan that addresses how the LHD will accomplish the following tasks, with emphasis on addressing high-risk congregate settings such as long-term care facilities, homeless shelters, correctional facilities, and migrant farmworker camps:

- a. Minimize potential spread and reduce morbidity and mortality of COVID-19 in communities.
 - b. Plan and adapt for disruption caused by community spread and implement interventions to prevent further spread.
 - c. Ensure healthcare system response is an integrated part of community interventions.
 - d. Ensure integration of community mitigation interventions with health system preparedness and response plans and interventions.
3. Summarize the LHD's Updated COVID-19 Community Intervention Implementation Plan into an Updated **COVID-19 Community Intervention Executive Summary** and upload it by December 31, 2020 to the COVID-19/Agreement Addendum/County Submissions/CountyName folder at <https://ncconnect.sharepoint.com/sites/phpr/SitePages/PCForums.aspx>. The naming convention for this executive summary shall be, "CountyName-Updated Executive Summary" (For example: Wake-Updated Executive Summary).

This updated executive summary shall provide a brief statement of the problems or proposals covered, background information, analysis and conclusions regarding how the LHD will meet the response's three mitigation goals: 1) Slow transmission of disease, 2) Minimize morbidity and mortality, and 3) Preserve healthcare, workforce, and infrastructure functions and minimize social and economic impacts.

4. **Identify and address additional response needs through one or more of the allowable activities** from the list of Domains and Categories below, with examples of such activities provided in Appendix 2 of the attached "CDC-RFA-TP18-1802, Cooperative Agreement for Emergency Response: Public Health Crisis Response, COVID-19 Crisis Response Cooperative Agreement - Components A and B Supplemental Funding Interim Guidance" document dated March 15, 2020 ("CDC Interim Guidance document"):
- a. Domain 1: Incident Management for Early Crisis Response.
 - i. Emergency Operations and Coordination
 - ii. Responder Safety and Health
 - iii. Identification of Vulnerable Populations
 - b. Domain 2: Jurisdictional Recovery.
 - c. Domain 3: Information Management.
 - i. Information Sharing, with emphasis on infection control policies and proper use of personal protective equipment (PPE)
 - ii. Emergency Public Information and Warning and Risk Communication, with emphasis on expanding communications and public education campaigns including digital platforms and call lines
 - d. Domain 4: Countermeasures and Mitigation.
 - i. Nonpharmaceutical Interventions
 - ii. Quarantine and Isolation Support, with emphasis on isolation and quarantine of identified cases in high risk populations

- iii. Distribution and Use of Medical Materiel
- e. Domain 5: Surge Management.
 - i. Surge Staffing
 - ii. Public Health Coordination with Healthcare Systems
 - iii. Infection Control
- f. Domain 6: Biosurveillance.
 - i. Public Health Surveillance and Real-time Reporting
 - ii. Public Health Laboratory Testing, Equipment, Supplies and Shipping
 - iii. Data Management

IV. Performance Measures/Reporting Requirements:

The Local Health Department shall:

1. Submit the following updates and reports to PHP&R:
 - a. Monthly Expenditure Monitoring Reports (EMRs) are due via email (phpr.sgm@dhhs.nc.gov) to the PHP&R Program Manager no later than thirty days after the month ends.
2. Provide all plans and documents for review by PHP&R staff when requested. Plans and other documents must be consistent with state and federal requirements and must be specific to your local public health area.

V. Performance Monitoring and Quality Assurance:

PHP&R will provide technical support to the Local Health Department to meet the required and allowable activities defined in the CDC Interim Guidance document. Templates and best practices will be provided as needed on an ongoing basis. PHP&R staff will maintain open communication with the Local Health Department and will therefore, receive and respond to all questions related to the COVID-19 Crisis Response Cooperative Agreement.

PHP&R's Subrecipient Grants Monitor or PHP&R Program Manager's designee will review reports and may schedule and conduct on-site visits with the Local Health Department to assess compliance with CDC grant and Agreement Addendum requirements, financials, and/or provide consultative assistance. Inadequate performance on the part of the Local Health Department directly impacts the capacity of North Carolina's ability in overall preparedness. In the event that performance is deemed inadequate or non-compliant, PHP&R reserves the right to identify the county as "high risk," which may result in a reduction or suspension of funds.

While not necessarily an indicator of inadequate performance, a Local Health Department's inability to spend allocated funds will result in an assessment and potential recall of funds for re-allocation to other local health departments.

VI. Funding Guidelines or Restrictions:

1. Requirements for pass-through entities: In compliance with *2 CFR §200.331 – Requirements for pass-through entities*, the Division provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.
 - a. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.
 - b. Frequency: Supplements will be generated as the Division receives information for federal grants. Supplements will be issued to the Local Health Department throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.
2. Unallowable costs:
 - a. Research
 - b. Clinical care except as provided above in connection with Domain 4 activities.
 - c. Publicity and propaganda (lobbying). Other than for normal and recognized executive-legislative relationships, no funds may be used for:
 - i. publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
 - ii. the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body

Detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients can be found under Additional Requirement 12: https://www.cdc.gov/grants/documents/Anti-Lobbying_Restrictions_for_CDC_Grantees_July_2012.pdf
 - d. All unallowable costs cited in CDC-RFA-TP18-1802 remain in effect, unless specifically amended in the CDC Interim Guidance document, in accordance with 45 CFR Part 75 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.
3. PHP&R will distribute funds to the Local Health Department in amounts based on a formula developed to maximize COVID-19 prevention and mitigation actions to protect the citizens of North Carolina. Funds will be distributed through the Controller's Office based on standard DPH procedures. It is anticipated that the level of funding provided through this Agreement Addendum will not be enough to support all of the activities that a Local Health Department will undertake and that other resources may be necessary to meet the requirements.
4. Overlap in Projects, Budget Items, or Commitment of Effort
 - a. Funds cannot be used to supplant existing federal funds awarded by other federal sources.

- b. Funds cannot be used to match funding on other federal awards.
5. PHP&R reserves the right to review any expenditure that is not in line with the purpose and scope of the funding source. After review of the expenditure PHP&R may reject the expenditure and then require the Local Health Department to further justify or to pay back the expense.

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

CFDA #: 93.054	Federal awd date: 3/16/20	Is award R&D? no	FAIN: NU90TP922104	Total amount of fed awd: \$ 13,820,515
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CFDA name:	Public Health Emergency Response: Cooperative Agreement for Emergency Response: Public Health Crisis Response	Fed award project description:	North Carolina's Cooperative Agreement for Emergency Response: Public Health Crisis Response	
		Fed awarding agency:	DHHS, Centers for Disease Control and Prevention	Federal award indirect cost rate: n/a %

Subrecipient	Subrecipient DUNS	Fed funds for This Supplement	Total of All Fed Funds for This Activity	Subrecipient	Subrecipient DUNS	Fed funds for This Supplement	Total of All Fed Funds for This Activity
Alamance	965194483	123,709	123,709	Jackson	019728518	0	0
Albemarle	130537822	0	0	Johnston	097599104	0	0
Alexander	030495105	5,523	5,523	Jones	095116935	19,793	19,793
Anson	847163029	17,500	17,500	Lee	067439703	72,355	72,355
Appalachian	780131541	95,074	95,074	Lenoir	042789748	76,432	76,432
Beaufort	091567776	39,999	39,999	Lincoln	086869336	0	0
Bladen	084171628	15,341	15,341	Macon	070626825	40,566	40,566
Brunswick	091571349	0	0	Madison	831052873	60,489	60,489
Buncombe	879203560	149,558	149,558	MTW	087204173	10,914	10,914
Burke	883321205	0	0	Mecklenburg	074498353	0	0
Cabarrus	143408289	0	0	Montgomery	025384603	44,351	44,351
Caldwell	948113402	86,155	86,155	Moore	050988146	20	20
Carteret	058735804	19,208	19,208	Nash	050425677	19,569	19,569
Caswell	077846053	4,505	4,505	New Hanover	040029563	0	0
Catawba	083677138	111,650	111,650	Northampton	097594477	0	0
Chatham	131356607	84,834	84,834	Onslow	172663270	0	0
Cherokee	130705072	0	0	Orange	139209659	23,299	23,299
Clay	145058231	0	0	Pamlico	097600456	56,266	56,266
Cleveland	879924850	0	0	Pender	100955413	8,592	8,592
Columbus	040040016	29,321	29,321	Person	091563718	13,500	13,500
Craven	091564294	0	0	Pitt	080889694	13,112	13,112
Cumberland	123914376	48,004	48,004	Polk	079067930	52,626	52,626
Dare	082358631	23,594	23,594	Randolph	027873132	65,752	65,752
Davidson	077839744	0	0	Richmond	070621339	51,176	51,176
Davie	076526651	31,915	31,915	Robeson	082367871	0	0
Duplin	095124798	78,037	78,037	Rockingham	077847143	0	0
Durham	088564075	195,954	195,954	Rowan	074494014	0	0
Edgecombe	093125375	11,000	11,000	Sampson	825573975	428	428
Foothills	782359004	0	0	Scotland	091564146	38,527	38,527
Forsyth	105316439	226,512	226,512	Stanly	131060829	25,397	25,397
Franklin	084168632	2,496	2,496	Stokes	085442705	33,044	33,044
Gaston	071062186	152,665	152,665	Surry	077821858	0	0
Graham	020952383	12,555	12,555	Swain	146437553	2,583	2,583
Granville-Vance	063347626	0	0	Toe River	113345201	0	0
Greene	091564591	58,742	58,742	Transylvania	030494215	66,471	66,471
Guilford	071563613	245,884	245,884	Union	079051637	0	0
Halifax	014305957	0	0	Wake	019625961	551,988	551,988
Harnett	091565986	31,069	31,069	Warren	030239953	28,796	28,796
Haywood	070620232	0	0	Wayne	040036170	31,125	31,125
Henderson	085021470	0	0	Wilkes	067439950	62,095	62,095
Hoke	091563643	0	0	Wilson	075585695	0	0
Hyde	832526243	23,240	23,240	Yadkin	089910624	34,644	34,644
Iredell	074504507	129,659	129,659				

DPH-Aid-To-Counties

For Fiscal Year: 20/21

Budgetary Estimate Number : 0

Activity 619	AA	1264 2680 CP	Proposed Total	New Total
Service Period		06/01-03/15		
Payment Period		07/01-04/30		
01 Alamance	* 1	123,709	123,709	123,709
D1 Albemarle		0	0	0
02 Alexander	* 1	5,523	5,523	5,523
04 Anson	* 1	17,500	17,500	17,500
D2 Appalachian	* 1	95,074	95,074	95,074
07 Beaufort	* 1	39,999	39,999	39,999
09 Bladen	* 1	15,341	15,341	15,341
10 Brunswick		0	0	0
11 Buncombe	* 1	149,558	149,558	149,558
12 Burke		0	0	0
13 Cabarrus		0	0	0
14 Caldwell	* 1	86,155	86,155	86,155
16 Carteret	* 1	19,208	19,208	19,208
17 Caswell	* 1	4,505	4,505	4,505
18 Catawba	* 1	111,650	111,650	111,650
19 Chatham	* 1	84,834	84,834	84,834
20 Cherokee		0	0	0
22 Clay		0	0	0
23 Cleveland		0	0	0
24 Columbus	* 1	29,321	29,321	29,321
25 Craven		0	0	0
26 Cumberland	* 1	48,004	48,004	48,004
28 Dare	* 1	23,594	23,594	23,594
29 Davidson		0	0	0
30 Davie	* 1	31,915	31,915	31,915
31 Duplin	* 1	78,037	78,037	78,037
32 Durham	* 1	195,954	195,954	195,954
33 Edgecombe	* 1	11,000	11,000	11,000
D7 Foothills		0	0	0
34 Forsyth	* 1	226,512	226,512	226,512
35 Franklin	* 1	2,496	2,496	2,496
36 Gaston	* 1	152,665	152,665	152,665
38 Graham	* 1	12,555	12,555	12,555
D3 Gran-Vance		0	0	0
40 Greene	* 1	58,742	58,742	58,742
41 Guilford	* 1	245,884	245,884	245,884
42 Halifax		0	0	0
43 Harnett	* 1	31,069	31,069	31,069
44 Haywood		0	0	0
45 Henderson		0	0	0
46 Hertford		0	0	0
47 Hoke		0	0	0
48 Hyde	* 1	23,240	23,240	23,240
49 Iredell	* 1	129,659	129,659	129,659
50 Jackson		0	0	0

51 Johnston			0	0	0
52 Jones	*	1	19,793	19,793	19,793
53 Lee	*	1	72,355	72,355	72,355
54 Lenoir	*	1	76,432	76,432	76,432
55 Lincoln			0	0	0
56 Macon	*	1	40,566	40,566	40,566
57 Madison	*	1	60,489	60,489	60,489
D4 M-T-W	*	1	10,914	10,914	10,914
60 Mecklenburg			0	0	0
62 Montgomery	*	1	44,351	44,351	44,351
63 Moore	*	1	20	20	20
64 Nash	*	1	19,569	19,569	19,569
65 New Hanover			0	0	0
66 Northampton			0	0	0
67 Onslow			0	0	0
68 Orange	*	1	23,299	23,299	23,299
69 Pamlico	*	1	56,266	56,266	56,266
71 Pender	*	1	8,592	8,592	8,592
73 Person	*	1	13,500	13,500	13,500
74 Pitt	*	1	13,112	13,112	13,112
75 Polk	*	1	52,626	52,626	52,626
76 Randolph	*	1	65,752	65,752	65,752
77 Richmond	*	1	51,176	51,176	51,176
78 Robeson			0	0	0
79 Rockingham			0	0	0
80 Rowan			0	0	0
D5 R-P-M			0	0	0
82 Sampson	*	1	428	428	428
83 Scotland	*	1	38,527	38,527	38,527
84 Stanly	*	1	25,397	25,397	25,397
85 Stokes	*	1	33,044	33,044	33,044
86 Surry			0	0	0
87 Swain	*	1	2,583	2,583	2,583
D6 Toe River			0	0	0
88 Transylvania	*	1	66,471	66,471	66,471
90 Union			0	0	0
92 Wake	*	1	551,988	551,988	551,988
93 Warren	*	1	28,796	28,796	28,796
96 Wayne	*	1	31,125	31,125	31,125
97 Wilkes	*	1	62,095	62,095	62,095
98 Wilson			0	0	0
99 Yadkin	*	1	34,644	34,644	34,644
Totals			3,557,613	3,557,613	3,557,613

Sign and Date - DPH Program Administrator <i>Wayne Nixon</i> 6-24-2020	Sign and Date - DPH Section Chief <i>JMK</i> 6-24-2020
Sign and Date - DPH Contracts Office <i>Gramsko Stuart</i> 6/24/2020	Sign and Date - DPH Budget Officer <i>J. Hays</i> 06/24/2020

SH
6/24/2020

PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

Department: Public Health
 FY Budget: 2020-2021

Date of Request: 8.3.20

	ACCOUNT NO.	TITLE OF ACCOUNT	DECREASE	INCREASE
REVENUES				
	153110-436500	DHHS Funds		13,112
	ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
EXPENDITURES				
	155110-561000	Contract Services	13,112	
TOTAL			BALANCES	

Net Effect to Budget: Increase by \$13,112

Department Justification: AA 619 COVID-19 LHD response, funds were not all spent FY19-20. Unspent funds rolled into new FY20-21.

APPROVAL	SIGNATURE	DATE
Deputy County Manager – CFO		
Budget Administrator		
County Manager	Required for transfers between Personal Services, Operating & Capital Accounts	
Human Resources	Required for actions involving Personal Services Accounts	
Board of County Commissioners	Agenda Item # Meeting Date Reference #	
Creates Adjustment to a Fund Transfer Account ☐		

Appendix 4

Budget Amendment – Planning - Supportive Services
Only-Coordinated Entry Grant - \$28,055 (No County
Funds)

PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

Department: Planning - SSO Coordinated Entry Grant 19-20
FY Budget: 20-21

Date of Request: 8/3/20

	ACCOUNT NO.	TITLE OF ACCOUNT	DECREASE	INCREASE
REVENUES	243855 426400	Federal Categorical		28,055
	ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
EXPENDITURES	245855 512600	Part Time	17,374	
	245855 518100	FICA	1,329	
	245855 569504	Adminstrative Cost	9,352	
TOTAL			BALANCES	

Net Effect to Budget: \$28,055

Department Justification: (Please provide detailed explanation)

Budget amendment is to accept funding received for the Homeless Services Grant to assist with annual assessment of service needs, case management, and outreach. The grant period was September 1, 2019 through August 31, 2020 and has received a 3 month extension.

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

Appendix 5

Budget Amendment- Public Health- COVID-19
CARES Activities \$63,435 (No County Funds)

Division of Public Health

Agreement Addendum

FY 20-21

Page 1 of 5

Pitt County Health Department
Local Health Department Legal Name

Epidemiology / Communicable Disease Branch
DPH Section / Branch Name

539 COVID-19 CARES Activities
Activity Number and Description

Vanessa M. Greene 919-546-1658
vanessa.greene@dhhs.nc.gov

DPH Program Contact
(name, phone number, and email)

01/20/2020 – 05/31/2021
Service Period

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

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

☒ **Original Agreement Addendum**
☐ **Agreement Addendum Revision #** ____

I. **Background:**

The primary mission of the Communicable Disease Branch (CDB) is to reduce morbidity and mortality resulting from communicable diseases that are a significant threat to the public through detection, investigation, testing, treatment, tracking, control, education, and care activities to improve the health of people in North Carolina.

As part of the “Coronavirus Aid, Relief, and Economic Security Act” or the “CARES Act” of 2020, the Centers for Disease Control and Prevention’s (CDC’s) Epidemiology and Laboratory Capacity (ELC) CARES cooperative agreement is awarding a total of nearly \$631 million to our recipient base in a program-initiated component funding under the Emerging Issues (E) Project of CK19-1904, henceforth “ELC CARES.” The intention of this funding is to rapidly establish and monitor key activities related to COVID-19 in the areas of epidemiology, laboratory, and informatics. Monitoring the indicators associated with these activities are intended to assist State, local, and territorial governments in making data-driven policy decisions regarding testing, mitigation, and prevention efforts.

The Division of Public Health (DPH), Communicable Disease Branch (CDB), is making an allocation of these funds available to all local health departments through the “CDC-RFA-TP18-1802, Cooperative Agreement for Emergency Response: Public Health Crisis Response, COVID-19 Crisis Response Cooperative Agreement – Components A and B Supplemental Funding” to carry out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications, and other preparedness and response activities.

Health Director Signature

(use blue ink)

Date

Local Health Department to complete:
(If follow-up information is needed by DPH)

LHD program contact name: _____
Phone number with area code: _____
Email address: _____

II. **Purpose:**

This Activity is for the Local Health Department to work to prevent, prepare for, and respond to Coronavirus Disease 2019 (COVID-19) by carrying out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications, and other preparedness and response activities.

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

All of the activities the Local Health Department performs under this Agreement Addendum shall be informed by the NC DHHS COVID-19 Guidance for Health Care Providers and Local Health Departments.¹ The Local Health Department (LHD) shall identify and address **one or more** of the allowable activities from the list of five activities below, with an emphasis on testing and tracing:

1. **Testing and Tracing: Establish or enhance ability to aggressively identify cases, conduct contact tracing and follow up, as well as implement recommended containment measures.**
 - a. Enhanced testing and contact tracing including contact elicitation/identification, contact notification, and contact follow-up. Activities could include traditional contact tracing methods as well as healthcare-specific and other proximity/location-based methods.
2. **Surveillance: Improve morbidity and mortality surveillance, including:**
 - a. Establish or enhance community-based surveillance i.e., surveillance of populations and individuals without severe illness, travel to high-risk locations, or contacts to known cases.
 - b. Provide accurate accounting of COVID-19 associated deaths. Maintain electronic death reporting using the North Carolina Electronic Disease Surveillance System (NCEDSS).
3. **Lab Capacity: Enhance laboratory testing and reporting capacity:**
 - a. Establish or expand capacity to test all symptomatic individuals, and secondarily expand capacity to achieve community-based surveillance.
4. **Infection Control: Prevent and control COVID-19 in healthcare settings and protect other vulnerable or high-risk populations:**
 - a. Assess and monitor infections in healthcare workers across the healthcare spectrum.
 - b. Monitor and help implement mitigation strategies for COVID-19 in all high-risk healthcare facilities (e.g., hospitals, dialysis clinics, cancer clinics, nursing homes, other long-term care facilities).
 - c. Monitor and help implement mitigation strategies for other high-risk employment settings (e.g., meat processing facilities), and congregate living settings (e.g., prisons, youth homes, shelters).
5. **Community Risk Assessment: Improve understanding of jurisdictional communities with respect to COVID-19 risk:**
 - a. Build understanding of population density and high-risk population density (i.e., population of >65 years, proportion of population with underlying conditions, households with limited English fluency, healthcare seeking behavior, populations without insurance and below poverty level).

¹ <https://www.ncdhhs.gov/divisions/public-health/covid19/covid-19-guidance#all-guidance-for-health-care-providers-and-local-health-departments>

IV. Performance Measures/Reporting Requirements:

1. Performance Measures

- a. **Performance Measure # 1:** The LHD shall have a policy to ensure access to COVID-19 testing for all symptomatic persons and for those who have had close contact to a known or suspected case of COVID-19 as defined by the CDC, and for those who request or require testing.
Reporting Requirements: An electronic copy of this testing policy shall be provided to the Regional Communicable Disease Nurse Consultant no later than September 1, 2020.
- b. **Performance Measure # 2:** The LHD shall report cases of COVID-19 including deaths within 30 days of receipt of the report to the state disease registrar via the NC EDSS.
Reporting Requirements: Reporting will be done via the NC EDSS.
- c. **Performance Measure # 3:** The LHD shall report COVID-19 activity (decline, no change, and increase) in high-risk healthcare facilities (e.g., nursing homes, dialysis centers, long-term care facilities) and congregate living settings (e.g., prisons, youth homes, shelters) via the NCEDSS outbreak module and the CD Outbreak Worksheet within 2 days of receipt of outbreak.
Reporting Requirements: Reporting will be done via the NC EDSS and consultation as needed by CDB staff.
- d. **Performance Measure #4:** The LHD shall report close contacts to COVID-19 into the COVID-19 Community Team Outreach (CCTO) Tool software for at least 60% of people infected with COVID-19.
Reporting Requirements: Reporting will be done via the CCTO tool software
- e. **Performance Measure #5:** The LHD shall complete the Final Monitoring Outcome variable for 90% of contacts entered after 14 days.
Reporting Requirements: Reporting will be done via the CCTO tool software.

2. Additional Reporting Requirements

- a. The LHD shall submit Annual Reports to include progress of work performed against each of the allowable activities and performance measures, data (numbers tested/traced to during reporting period), as well as use of funds and programmatic reporting to the CDB at the following intervals:
FY19-20 (January–May 2020) report due no later than August 15, 2020
FY 20-21 (June 2020–May 2021) report due no later than June 15, 2021
- b. Provide data, plans, and documents as requested by CDB that supports reporting the performance measures and deliverables from the ELC CARES grant. Plans and other documents must be consistent with state and federal requirements and must be specific to the LHD's local public health jurisdiction.
- c. The LHD will submit an annual report via Survey Monkey which will include the reporting of work performed against each of the allowable activities and performance measures, data (numbers tested and numbers of contacts traced during the reporting period), reporting on the use of funds, and programmatic reporting. The Survey Monkey survey link will be sent to the LHD by CDB no later than June 15, 2021.

V. Performance Monitoring and Quality Assurance:

1. The TATP Nurse Consultant will assess the Local Health Department's performance through reporting mechanisms within the NC EDSS. These reports will be run on a quarterly basis by the TATP Nurse Consultant.

2. If the assessment results in compliance concerns, the TATP Nurse Consultant shall conduct conference calls with the Local Health Department to provide technical assistance in order to rectify the concerns.

VI. Funding Guidelines or Restrictions:

1. Requirements for pass-through entities: In compliance with 2 CFR §200.331 – *Requirements for pass-through entities*, the Division of Public Health provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.
 - a. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.
 - b. Frequency: Supplements will be generated as the Division of Public Health receives information for federal grants. Supplements will be issued to the Local Health Department throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.
2. Expenses related to allowable activities may be reimbursed retroactively to January 20, 2020.
3. As the Local Health Department is a subrecipient of a grant or cooperative agreement awarded by the Department of Health and Human Services (HHS) with funds made available under the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 (P.L. 116-123); the Coronavirus Aid, Relief, and Economic Security Act, 2020 (the “CARES Act”) (P.L. 116-136); and/or the Paycheck Protection Program and Health Care Enhancement Act (P.L. 116-139) the LHD agrees as applicable to the award, to:
 - a. comply with existing and/or future directives and guidance from the HHS Secretary regarding control of the spread of COVID-19;
 - b. in consultation and coordination with HHS, provide, commensurate with the condition of the individual, COVID-19 patient care regardless of the individual’s home jurisdiction and/or appropriate public health measures (e.g., social distancing, home isolation); and
 - c. assist the United States Government in the implementation and enforcement of federal orders related to quarantine and isolation. In addition, to the extent applicable, Recipient will comply with Section 18115 of the CARES Act, with respect to the reporting to the HHS Secretary of results of tests intended to detect SARS– CoV–2 or to diagnose a possible case of COVID–19. Such reporting shall be in accordance with guidance and direction from HHS and/or CDC.
 - d. consistent with the full scope of applicable grant regulations (45 C.F.R. 75.322), the purpose of this award, and the underlying funding, the subrecipient is expected to provide to CDC, through DPH, copies of and/or access to COVID-19 data collected with these funds, including but not limited to data related to COVID-19 testing. CDC will specify in further guidance and directives what is encompassed by this requirement.
4. In addition to their local procurement rules/policies, the Local Health Department shall comply with the following rules, applying the most restrictive standard where there is a difference between any of the standards:
 - a. Federal Uniform Administrative Requirements for Procurement, 45 CFR Part 75 §75.327-335, https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75&rgn=div5#se45.1.75_1326

- i. Appendix II to Part 75—*Contract Provisions for Non-Federal Entity Contracts Under Federal Awards* may be found here for incorporation into procurement contracts: https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75&rgn=div5#ap45.1.75_1521.ii
- 5. Unallowable costs:
 - a. Research
 - b. Clinical Care
 - c. Publicity and propaganda (lobbying):
 - i. Other than for normal and recognized executive-legislative relationships, no funds may be used for:
 - 1. publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
 - 2. the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body
 - ii. See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients:
https://www.cdc.gov/grants/documents/Anti-Lobbying_Restrictions_for_CDC_Grantees_July_2012.pdf
 - d. All unallowable costs cited in CDC-RFA-CK19-1904 remain in effect, unless specifically amended, in accordance with 45 CFR Part 75 – Uniform Administrative Requirements, Cost Principles, And Audit Requirements for HHS Awards.

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

CFDA #: 93.323	Federal awd date: 06/21/20		Is award R&D? no	FAIN: NU50CK000530	Total amount of fed awd: \$ 209976190		
CFDA Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)			Fed award project description:	CK19-1904 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC)			
			Fed awarding agency:	DHHS, Centers for Disease Control and Prevention		Federal award indirect cost rate:	n/a %
Subrecipient	Subrecipient DUNS	Fed funds for This Supplement	Total of All Fed Funds for This Activity	Subrecipient	Subrecipient DUNS	Fed funds for This Supplement	Total of All Fed Funds for This Activity
Alamance	965194483	60,231	60,231	Jackson	019728518	26,894	26,894
Albemarle	130537822	163,727	163,727	Johnston	097599104	69,230	69,230
Alexander	030495105	25,397	25,397	Jones	095116935	17,768	17,768
Anson	847163029	21,864	21,864	Lee	067439703	31,524	31,524
Appalachian	780131541	71,082	71,082	Lenoir	042789748	30,433	30,433
Beaufort	091567776	27,886	27,886	Lincoln	086869336	38,004	38,004
Bladen	084171628	24,382	24,382	Macon	070626825	24,799	24,799
Brunswick	091571349	52,214	52,214	Madison	831052873	21,070	21,070
Buncombe	879203560	85,862	85,862	MTW	087204173	55,770	55,770
Burke	883321205	39,810	39,810	Mecklenburg	074498353	310,415	310,415
Cabarrus	143408289	71,770	71,770	Montgomery	025384603	22,497	22,497
Caldwell	948113402	37,608	37,608	Moore	050988146	41,978	41,978
Carteret	058735804	34,189	34,189	Nash	050425677	40,875	40,875
Caswell	077846053	21,427	21,427	New Hanover	040029563	78,040	78,040
Catawba	083677138	58,018	58,018	Northampton	097594477	20,596	20,596
Chatham	131356607	35,158	35,158	Onslow	172663270	68,945	68,945
Cherokee	130705072	22,946	22,946	Orange	139209659	54,514	54,514
Clay	145058231	18,164	18,164	Pamlico	097600456	18,626	18,626
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Columbus	040040016	30,315	30,315	Person	091563718	25,914	25,914
Craven	091564294	43,119	43,119	Pitt	080889694	63,435	63,435
Cumberland	123914376	105,052	105,052	Polk	079067930	20,845	20,845
Dare	082358631	25,042	25,042	Randolph	027873132	54,110	54,110
Davidson	077839744	60,626	60,626	Richmond	070621339	27,269	27,269
Davie	076526651	26,665	26,665	Robeson	082367871	50,721	50,721
Duplin	095124798	31,224	31,224	Rockingham	077847143	39,903	39,903
Durham	088564075	99,460	99,460	Rowan	074494014	53,490	53,490
Edgecombe	093125375	29,311	29,311	Sampson	825573975	32,395	32,395
Foothills	782359004	61,160	61,160	Scotland	091564146	24,702	24,702
Forsyth	105316439	117,143	117,143	Stanly	131060829	32,189	32,189
Franklin	084168632	33,461	33,461	Stokes	085442705	27,614	27,614
Gaston	071062186	74,989	74,989	Surry	077821858	34,878	34,878
Graham	020952383	17,358	17,358	Swain	146437553	18,920	18,920
Granville-Vance	063347626	58,898	58,898	Toe River	113345201	59,042	59,042
Greene	091564591	20,707	20,707	Transylvania	030494215	24,531	24,531
Guilford	071563613	160,040	160,040	Union	079051637	78,099	78,099
Halifax	014305957	28,993	28,993	Wake	019625961	305,488	305,488
Harnett	091565986	51,147	51,147	Warren	030239953	20,447	20,447
Haywood	070620232	32,057	32,057	Wayne	040036170	48,849	48,849
Henderson	085021470	46,719	46,719	Wilkes	067439950	33,977	33,977
Hoke	091563643	29,665	29,665	Wilson	075585695	37,244	37,244
Hyde	832526243	16,411	16,411	Yadkin	089910624	25,342	25,342
Iredell	074504507	63,613	63,613				

Activity 539	AA	1175 870A WT	Proposed Total	New Total
Service Period		01/20-05/31 2020-2021		
Payment Period		02/20-06/30		
01 Alamance	* 0	60,231	60,231	60,231
D1 Albemarle	* 0	163,727	163,727	163,727
02 Alexander	* 0	25,397	25,397	25,397
04 Anson	* 0	21,864	21,864	21,864
D2 Appalachian	* 0	71,082	71,082	71,082
07 Beaufort	* 0	27,886	27,886	27,886
09 Bladen	* 0	24,382	24,382	24,382
10 Brunswick	* 0	52,214	52,214	52,214
11 Buncombe	* 0	85,862	85,862	85,862
12 Burke	* 0	39,810	39,810	39,810
13 Cabarrus	* 0	71,770	71,770	71,770
14 Caldwell	* 0	37,608	37,608	37,608
16 Carteret	* 0	34,189	34,189	34,189
17 Caswell	* 0	21,427	21,427	21,427
18 Catawba	* 0	58,018	58,018	58,018
19 Chatham	* 0	35,158	35,158	35,158
20 Cherokee	* 0	22,946	22,946	22,946
22 Clay	* 0	18,164	18,164	18,164
23 Cleveland	* 0	41,910	41,910	41,910
24 Columbus	* 0	30,315	30,315	30,315
25 Craven	* 0	43,119	43,119	43,119
26 Cumberland	* 0	105,052	105,052	105,052
28 Dare	* 0	25,042	25,042	25,042
29 Davidson	* 0	60,626	60,626	60,626
30 Davie	* 0	26,665	26,665	26,665
31 Duplin	* 0	31,224	31,224	31,224
32 Durham	* 0	99,460	99,460	99,460
33 Edgecombe	* 0	29,311	29,311	29,311
D7 Foothills	* 0	61,160	61,160	61,160
34 Forsyth	* 0	117,143	117,143	117,143
35 Franklin	* 0	33,461	33,461	33,461
36 Gaston	* 0	74,989	74,989	74,989
38 Graham	* 0	17,358	17,358	17,358
D3 Gran-Vance	* 0	58,898	58,898	58,898
40 Greene	* 0	20,707	20,707	20,707
41 Guilford	* 0	160,040	160,040	160,040
42 Halifax	* 0	28,993	28,993	28,993
43 Harnett	* 0	51,147	51,147	51,147
44 Haywood	* 0	32,057	32,057	32,057
45 Henderson	* 0	46,719	46,719	46,719
46 Hertford		0	0	0
47 Hoke	* 0	29,655	29,655	29,655
48 Hyde	* 0	16,411	16,411	16,411
49 Iredell	* 0	63,513	63,513	63,513
50 Jackson	* 0	26,894	26,894	26,894
51 Johnston	* 0	69,230	69,230	69,230
52 Jones	* 0	17,768	17,768	17,768
53 Lee	* 0	31,524	31,524	31,524
54 Lenoir	* 0	30,433	30,433	30,433
55 Lincoln	* 0	38,004	38,004	38,004
56 Macon	* 0	24,799	24,799	24,799
57 Madison	* 0	21,070	21,070	21,070
D4 M-T-W	* 0	55,770	55,770	55,770
60 Mecklenburg	* 0	310,415	310,415	310,415
62 Montgomery	* 0	22,497	22,497	22,497
63 Moore	* 0	41,978	41,978	41,978
64 Nash	* 0	40,875	40,875	40,875
65 New Hanover	* 0	78,040	78,040	78,040
66 Northampton	* 0	20,596	20,596	20,596
67 Onslow	* 0	68,945	68,945	68,945

68 Orange	* 0	54,514	54,514	54,514
69 Pamlico	* 0	18,626	18,626	18,626
71 Pender	* 0	31,874	31,874	31,874
73 Person	* 0	25,914	25,914	25,914
74 Pitt	* 0	63,435	63,435	63,435
75 Polk	* 0	20,845	20,845	20,845
76 Randolph	* 0	54,110	54,110	54,110
77 Richmond	* 0	27,269	27,269	27,269
78 Robeson	* 0	50,721	50,721	50,721
79 Rockingham	* 0	39,903	39,903	39,903
80 Rowan	* 0	53,490	53,490	53,490
D5 R-P-M		0	0	0
82 Sampson	* 0	32,395	32,395	32,395
83 Scotland	* 0	24,702	24,702	24,702
84 Stanly	* 0	32,189	32,189	32,189
85 Stokes	* 0	27,614	27,614	27,614
86 Surry	* 0	34,878	34,878	34,878
87 Swain	* 0	18,920	18,920	18,920
D6 Toe River	* 0	59,042	59,042	59,042
88 Transylvania	* 0	24,531	24,531	24,531
90 Union	* 0	78,099	78,099	78,099
92 Wake	* 0	305,488	305,488	305,488
93 Warren	* 0	20,447	20,447	20,447
96 Wayne	* 0	48,849	48,849	48,849
97 Wilkes	* 0	33,977	33,977	33,977
98 Wilson	* 0	37,244	37,244	37,244
99 Yadkin	* 0	25,342	25,342	25,342
Totals		4,319,966	4,319,966	4,319,966

Sign and Date - DPH Program Administrator

[Signature] 7-8-20

Sign and Date - DPH Section Chief

[Signature] 07-08-20

Sign and Date - DPH Contracts Office

[Signature] 7/8/2020

Sign and Date - DPH Budget Officer

[Signature] 07/08/2020

[Signature] 07/08/2020

PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

Department: Public Health
 FY Budget: 2020-2021

Date of Request: 8.3.20

	ACCOUNT NO.	TITLE OF ACCOUNT	DECREASE	INCREASE
REVENUES				
	153110-436500	DHHS Funds		63,435
	ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
EXPENDITURES				
	155110-561000	Contract Services	63,435	
TOTAL			BALANCES	

Net Effect to Budget: Increase by \$63,435

Department Justification: AA 539 COVID-19 CARES Activities: Funds from Division of Public Health, Communicable, Disease Branch to carry out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications and other preparedness and response activities.

APPROVAL	SIGNATURE	DATE
Deputy County Manager – CFO		
Budget Administrator		
County Manager	Required for transfers between Personal Services, Operating & Capital Accounts	
Human Resources	Required for actions involving Personal Services Accounts	
Board of County Commissioners	Agenda Item # Meeting Date Reference #	
Creates Adjustment to a Fund Transfer Account ☐		

Appendix 6

Budget Amendment - Public Information Office -
PEG Grant - \$25,000 (No County Funds)

PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

Department: PEG Channel Funding Grant
FY Budget: 20-21

Date of Request: 8/3/20

	ACCOUNT NO.	TITLE OF ACCOUNT	DECREASE	INCREASE
REVENUES	243864 436000	Non Fed Categorical Grant		25,000
	ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
EXPENDITURES	245864 553002	Equipment	17,000	
	245864 561000	Contracted Services (GPAT)	8,000	
TOTAL			BALANCES	

Net Effect to Budget: \$25,000

Department Justification: (Please provide detailed explanation)

Budget amendment to establish accounts for PEG Funds (Public Access / Educational / Government television channels). This funding is derived from taxes and fees levied by the State on cable providers, which is delivered back to the community strictly for the purpose of operating PEG television channels. Some of the funds will be passed through to GPAT (Greenville Public Access) and some of the funds in this account will be used by the Public Information Office for the purchasing and maintenance of equipment to run the County PEG channel (PittTV).

APPROVAL	SIGNATURE	DATE
Deputy County Manager – CFO		
Budget Administrator		
County Manager	Required for transfers between Personal Services, Operating & Capital Accounts	
Human Resources	Required for actions involving Personal Services Accounts	
Board of County Commissioners	Agenda Item # Meeting Date Reference #	
Creates Adjustment to a Fund Transfer Account ☐		

Appendix 7

Budget Amendment - Disaster Recovery Act (DRA) -
\$665,500 (No County Funds)

PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

Department: Planning - 2017 Disaster Recovery Act Grant
FY Budget: 20-21

Date of Request: 8/3/20

	ACCOUNT NO.	TITLE OF ACCOUNT	DECREASE	INCREASE
REVENUES	2362419 426400	Federal Categorical Grant		665,500
	ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
EXPENDITURES	2365519 569512	Relocation	665,500	
TOTAL			BALANCES	

Net Effect to Budget: \$665,500 Increase

Department Justification: (Please provide detailed explanation)

Budget amendment is for the 2017 Disaster Recovery Act Grant. After approval of the supplemental funding by the BOCC on 11/19/18, the amended contract was fully executed by the State on 10/18/19. These supplemental funds are to be used to assist qualifying Hurricane Matthew buyout program clients with relocation assistance. The BA establishes the needed account for the funds.

APPROVAL	SIGNATURE	DATE
Deputy County Manager – CFO		
Budget Administrator		
County Manager	Required for transfers between Personal Services, Operating & Capital Accounts	
Human Resources	Required for actions involving Personal Services Accounts	
Board of County Commissioners	Agenda Item # Meeting Date Reference #	
Creates Adjustment to a Fund Transfer Account ☐		

Appendix 8

Resolution to adopt Amendments to the Flexible Benefit Administrators (FBA) Plan Document

ARTICLE 5
HEALTH FLEXIBLE SPENDING ACCOUNT CARRYOVER

- 5.1 **Application.** This Section 5.1 will apply if the Employer has made Election 2.2. A Participant in the Health Flexible Spending Account may carry over up to \$550 for a Plan Year beginning on or after January 1, 2020 of unused amounts in the Health Flexible Spending Account remaining at the end of one Plan Year to the immediately following Plan Year, subject to any further provisions or restrictions of the Plan. Such limit shall be adjusted in future years, as indexed to 20% of the statutory limit under Code Section 125(i) for health flexible spending accounts.

ARTICLE 6
CLAIMS SUBMISSION AND OTHER DEADLINES

- 6.1 **Application.** The Plan's deadlines contained within its claims procedures, and various other statutory deadlines are temporarily extended by the "outbreak period" as set forth in IRS Notice 2020-23, EBSA Disaster Relief Notice 2020-01, the joint notice of the IRS and DOL published May 4, 2020, entitled "Extension of Certain Timeframes for Employee Benefit Plans, Participants, and Beneficiaries Affected by the COVID-19 Outbreak," and subsequent guidance. Such deadlines shall include but are not limited to HIPAA special enrollment, COBRA elections and claims procedure deadlines, including initial filing and appeal of adverse benefit determination.
- 6.2 **"Outbreak Period."** The "outbreak period" begins March 1, 2020 and extends until 60 days after the end of the National Emergency or such other date as announced by the IRS and DOL, or otherwise declared by the Federal government as a result of the national emergency due to the COVID 19 pandemic.
- 6.3 **Grace Period and Extension of Unused Amounts.** This Section 6.3 will apply if the Employer has made Election 2.3. If the Plan uses a grace period for the Health Flexible Spending Account and/or Dependent Care Flexible Spending Account, the grace period for a calendar year Plan now extends to December 31, 2020. For a grace period or plan year that ends within 2020, the Plan may permit expenses to be paid or reimbursed through December 31, 2020. Unless such Health Flexible Spending Account is a limited purpose flexible spending account, a Participant will not be permitted to contribute to a Health Savings Account (HSA) during the extended period.

* * * * *

This Amendment has been executed this _____ day of _____, 20____.

Name of Plan: Flexible Benefit Plan

Name of Employer: Pitt County Government

By: _____
EMPLOYER

APPROVED AS TO FORM


County Attorney

CERTIFICATE OF ADOPTING RESOLUTION

The undersigned authorized representative of Pitt County Government (the Employer) hereby certifies that the following resolution was duly adopted by Employer on _____, and that such resolution has not been modified or rescinded as of the date hereof;

RESOLVED, this Amendment to the Flexible Benefit Plan is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Plan Administrator the Amendment and to take any and all actions as it may deem necessary to effectuate this resolution.

The undersigned further certifies that attached hereto is a copy of the Amendment approved and adopted in the foregoing resolution.

Date: _____

Signed: _____

[print name/title]

SUMMARY OF MATERIAL MODIFICATIONS
For

PITT COUNTY GOVERNMENT

I
INTRODUCTION

This is a Summary of Material Modifications regarding the Flexible Benefit Plan ("Plan"). This is merely a summary of the most important changes to the Plan and information contained in the Summary Plan Description ("SPD") previously provided to you. It supplements and amends that SPD so you should retain a copy of this document with your copy of the SPD. If you have any questions, contact the Administrator. If there is any discrepancy between the terms of the Plan, as modified, and this Summary of Material Modifications, the provisions of the Plan will control.

II
SUMMARY OF CHANGES

This amendment is effective January 1, 2020.

You may now request reimbursement for the purchase of "over the counter" drugs without a prescription.

You may now request reimbursement of the purchase of menstrual care products, including tampons, pads, and other products.

You may now request reimbursement of telehealth services.

For the 2020 plan year, you may carryover amounts up to \$550 that are left in your Health Flexible Spending Account. This means that amounts you did not use during the 2020 Plan Year can be carried over to the 2021 Plan Year and used for expenses incurred in the 2021 Plan Year. This amount will be adjusted in future plan years.

If you did not spend all the amounts in your *[Health Flexible Spending Account]*, *[Dependent Care Flexible Spending Account]* by the end of the 2019 Plan Year, you may continue to incur claims for expenses for a 2019 calendar year or off calendar year plan ending within 2020 until December 31, 2020.

The deadlines for submitting claims, exercising HIPAA special enrollment rights, and electing COBRA coverage will be extended due to the pandemic. If you are submitting claims incurred after March 1, or electing special enrollment rights or electing COBRA coverage, you will have an extended period in which to submit claims or make these elections. Your Administrator will provide you with details.

Appendix 9

North Carolina Department of Transportation (NCDOT) Requests for Addition to State Maintained Secondary Road System



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

7/2/20

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

Subject: Petition to add Alton Village Dr., Rockwell Ct., and Olde Towne Dr. within Alton Village Subdivision

Dear Mr. Elliott,

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

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

Sincerely,

A handwritten signature in cursive script that reads "Jordan Evans".

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: Alton Village Drive
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Alton Village, Section 2 Length (miles): 0.432

Number of occupied homes having street frontage: 14 Located (miles): 0.103

miles N ☐ S ☐ E ☐ W ☒ of the intersection of Route NCSR 1755 (Blackjack Simpson) and Route NCSR 1757 (Jethro Mills)
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Alton Village, Section 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: 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

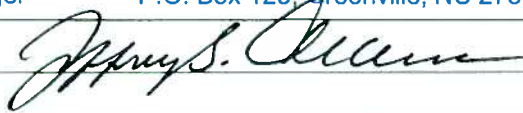
Name

Mailing Address

Telephone

Jeffrey S. Aldridge, Manager P.O. Box 123, Greenville, NC 27835 252-756-3500

(Developer, SAMT, LLC)



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.

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

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

[illegible]

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

North Carolina

County: Pitt

Road Description: Alton Village Drive, Rockwell Court, Olde Towne Drive

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

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

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

CERTIFICATE

The foregoing resolution was duly adopted by the Board of Commissioners of the County of 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: _____

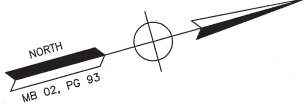
PLEASE NOTE:

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

SITE DATA

TOTAL AREA IN TRACT 29.236 ACRES
 NUMBER OF LOTS CREATED 23
 LINEAR FEET IN STREETS. 2,286 LF
 AREA IN OPEN SPACE 0
 ZONING CLASSIFICATION AR

Doc ID: 01981800002 Type: CFP
 Recorded: 09/05/2017 at 11:00:51 AM
 Fee Amt: \$42.00 Page 1 of 2
 Lisa P. Nichols REG OF DEEDS
 BR 82 PG 22-23



CURVE	BEARING	CHORD	RADIUS	LENGTH
C1	S 23°39'18" W	25.04'	430.00'	25.04
C2	S 32°11'12" W	60.95'	255.00'	61.10
C3	S 51°49'23" W	112.75'	255.00'	113.69
C4	S 73°31'01" W	79.09'	255.00'	79.41
C5	N 85°49'59" W	103.67'	255.00'	104.40
C11	N 68°04'06" E	251.45'	205.00'	270.69
C12	N 27°46'55" E	17.59'	205.00'	17.60
C13	N 22°34'09" W	44.51'	30.00'	50.15
C23	N 67°25'51" E	40.23'	30.00'	44.10
C24	S 20°27'12" W	62.82'	370.00'	62.90

NOTES

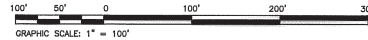
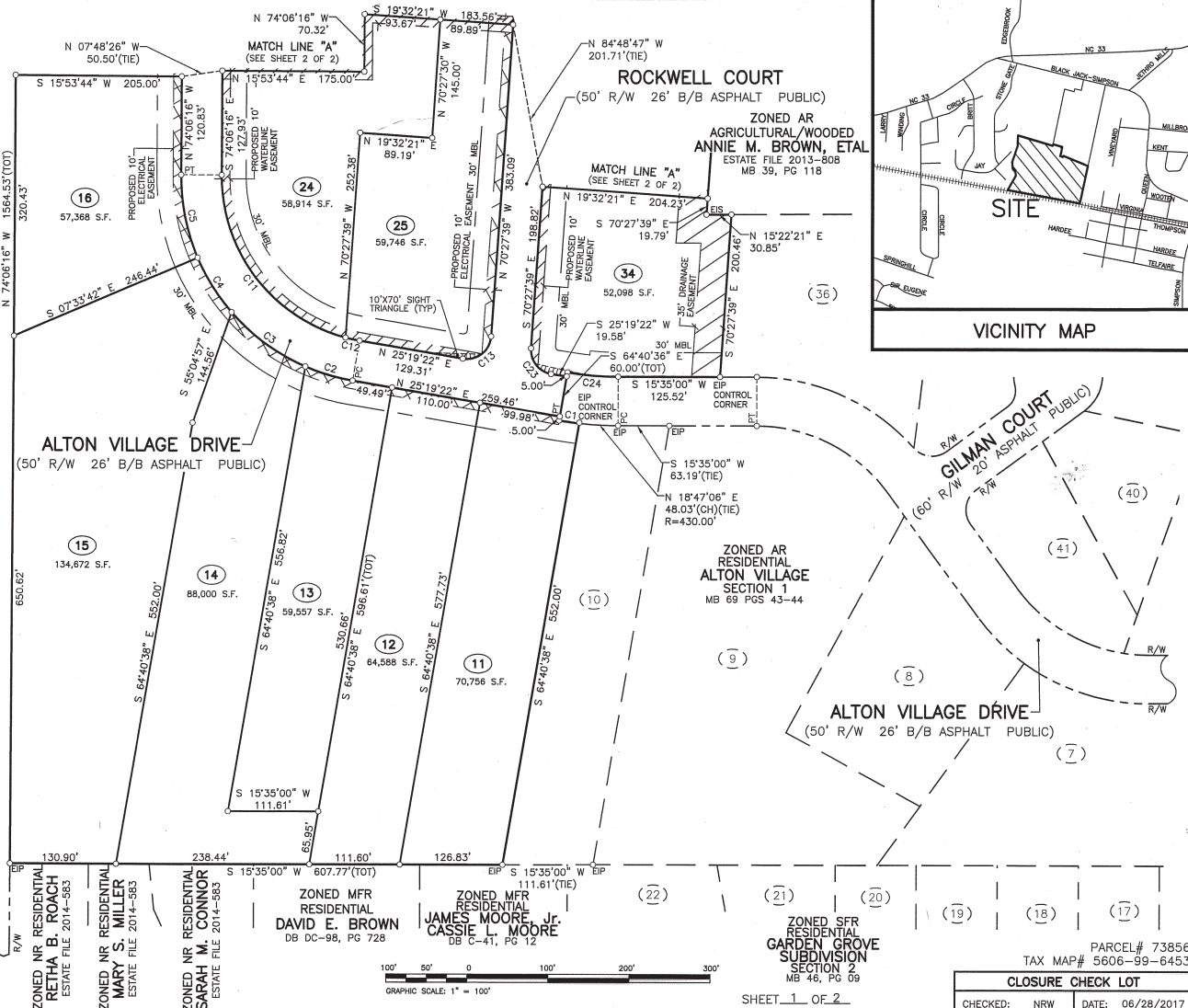
- ALL AREAS CALCULATED BY COORDINATE GEOMETRY.
- THIS PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA AS DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY. REF: FIRM 3720561600K DATED JULY 7, 2014 & FIRM 3720560600U, DATED JANUARY 2, 2004.
- THIS MAP IS A SURVEY THAT CREATES A SUBDIVISION OF LAND WITHIN A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.
- THIS SITE IS LOCATED IN THE SIMPSON FIRE DISTRICT.
- THE NEAREST FIRE STATION IS .8± MILES AWAY IN SIMPSON, NC.
- WATER SUPPLY TO BE PROVIDED BY EASTERN PINES WATER CORP.
- SEWAGE DISPOSAL TO BE PROVIDED BY INDIVIDUAL LOT SEPTIC TANK SYSTEMS.
- THIS SITE IS IN THE VILLAGE OF SIMPSON ETL.
- IRON PIPES SET AT ALL LOT CORNERS UNLESS OTHERWISE NOTED.
- ELECTRIC SUPPLIED BY GREENVILLE UTILITIES COMMISSION.

LEGEND

STATE OF NORTH CAROLINA
 COUNTY OF PITT
 I, Chris Lawson, REVIEW
 OFFICER OF PITT COUNTY, CERTIFY THAT THE
 MAP OR PLAT TO WHICH THIS CERTIFICATION
 IS AFFIXED MEETS ALL STATUTORY REQUIRE-
 MENTS FOR RECORDING.
 DATE 8/23/2017
 REVIEW OFFICER Chris Lawson

R/W = RIGHT-OF-WAY
 MEL = MINIMUM BUILDING LINE
 EIP = EXISTING IRON PIPE
 PC = POINT OF CURVATURE
 SIP = SET IRON PIPE
 R = RADIUS
 CH = CHORD
 NPS = NO POINT SET
 C/L = CENTERLINE
 - = NOT TO SCALE

NORTHERN AND SOUTHERN RAILROAD
 (100' R/W)



SHEET 1 OF 2

PARCEL# 73856
 TAX MAP# 5606-99-6453
 CLOSURE CHECK LOT
 CHECKED: NRW DATE: 06/28/2017

CERTIFICATE

THIS IS TO CERTIFY THAT THIS MAP WAS DRAWN UNDER MY DIRECTION AND SUPERVISION FROM AN ACTUAL FIELD LAND SURVEY PERFORMED UNDER MY DIRECTION AND SUPERVISION THAT THERE IS NO ERROR OR CLOSURE AS CALCULATED BY LATITUDES AND DEPARTURES IS 1:10,000, THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN BY DOTTED LINE, THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

WITNESS MY HAND AND SEAL THIS 21st DAY OF AUGUST, 2017.
 MICHAEL WEST BALDWIN, PLS L-3082

NORTH CAROLINA, PITT COUNTY
 I, A NOTARY PUBLIC OF THE COUNTY AND STATE AFORESAID, CERTIFY THAT MICHAEL WEST BALDWIN, A PROFESSIONAL LAND SURVEYOR, PERSONALLY APPEARED BEFORE ME THIS DAY AND ACKNOWLEDGED THE EXECUTION OF THE FOREGOING INSTRUMENT.
 WITNESS MY HAND AND SEAL THIS 21st DAY OF AUGUST, 2017.
 NOTARY PUBLIC Don L. Poulter
 MY COMMISSION EXPIRES: 03/28/2019

SEALS



CERTIFICATE OF OWNERSHIP AND DEDICATION

I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED BY THIS PLAT AND THAT I (WE) HEREBY ADOPT THIS SUBDIVISION PLAN WITH MY (OUR) FREE CONSENT; ESTABLISH ALL LOTS, EASEMENTS, SETBACKS, AND OTHER ASPECTS OF THE SUBDIVISION; AND DEDICATE ALL STREETS, WALKS, PARKS, AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE 8-21-17
 OWNER Jeffrey S. Redin
 OWNER

SWORN AND SUBSCRIBED BEFORE ME THIS 21st DAY OF August, 2017.
 NOTARY PUBLIC Don L. Poulter
 MY COMMISSION EXPIRES 03/28/19

CERTIFICATE OF APPROVAL AND ACCEPTANCE OF RECORDING

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

DATE August 23, 2017.
 PITT COUNTY SUBDIVISION ADMINISTRATOR Chris Lawson

STREET MAINTENANCE DISCLOSURE

MAINTENANCE OF THE PUBLIC STREETS SHOWN ON THIS PLAT ARE INTENDED TO BE THE RESPONSIBILITY OF THE NC DEPARTMENT OF TRANSPORTATION. PROVIDED THAT ALL REQUIREMENTS FOR ACCEPTANCE ARE MET, UNTIL SUCH TIME AS NO DOT ACCEPTS THE STREETS, I WILL PROVIDE FOR NECESSARY MAINTENANCE. (NOTE: THIS STATEMENT SHALL NOT SERVE AS A SUBSTITUTE FOR ANY OTHER STATUTORY DISCLOSURE REQUIREMENTS.)
 OWNER Jeffrey S. Redin

CERTIFICATE OF APPROVAL AND ACCEPTANCE OF DEDICATION

I CERTIFY THAT PITT COUNTY HAS APPROVED THIS PLAT AND ANY NEW PUBLIC STREETS, EASEMENTS, RIGHT-OF-WAY, AND PARKS SHOWN HEREON, BUT ASSUMES NO RESPONSIBILITY TO OPEN OR MAINTAIN THE SAME. (N.B. THE COUNTY HAS NO AUTHORITY TO MAINTAIN STREETS.

DATE Sept. 5, 2017.
 PITT COUNTY MANAGER D. Scott Elliott

DEPARTMENT OF TRANSPORTATION DIVISION OF HIGHWAYS

PROPOSED SUBDIVISION ROAD DESIGN STANDARD CERTIFICATION
 APPROVED Mary Beth Houston
 DATE 8-22-17

FINAL PLAT

Alton Village

SECTION 2

REFERENCE: DEED BOOK 2574, PAGE 245 OF THE PITT COUNTY REGISTER OF DEEDS

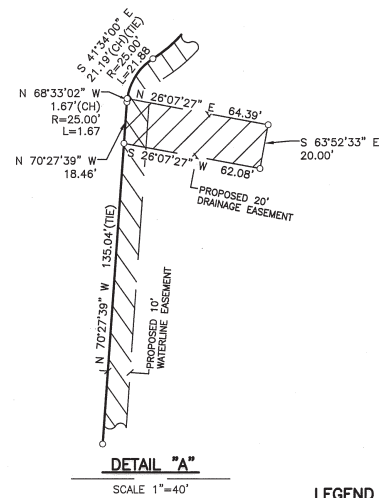
GRIMESLAND TOWNSHIP, PITT COUNTY, NORTH CAROLINA

OWNER: SAMT, LLC
 ADDRESS: P.O. BOX 123 GREENVILLE, NC 27835
 PHONE: (252) 756-3500

Baldwin Design Consultants, PA
 ENGINEERING - SURVEYING - PLANNING
 1700-D EAST ARLINGTON BOULEVARD
 GREENVILLE, NC 27808 252.756.1390

SURVEYED: BW
 DRAWN: NRW
 CHECKED: MWB
 DATE: 06/28/2017
 SCALE: 1" = 100'

CURVE TABLE				
CURVE	BEARING	CHORD	RADIUS	LENGTH
C6	S 78°54'42" W	22.69'	25.00'	23.55
C7	N 58°54'30" W	112.15'	60.00'	144.86
C8	N 70°49'32" E	104.51'	60.00'	126.86
C9	S 34°22'14" E	29.51'	60.00'	29.81
C10	S 47°07'13" E	22.69'	25.00'	23.55
C14	S 82°33'18" W	22.69'	25.00'	23.55
C15	S 74°00'58" W	37.97'	60.00'	38.63
C16	N 55°25'15" W	63.80'	60.00'	67.27
C17	N 1°34'43" W	44.42'	60.00'	45.50
C18	N 56°18'13" E	70.80'	60.00'	75.73
C19	S 52°00'57" E	69.72'	60.00'	74.40
C20	S 43°28'37" E	22.69'	25.00'	23.55
C21	N 64°32'21" E	42.43'	30.00'	47.12
C22	S 25°27'39" E	42.43'	30.00'	47.12



LEGEND

R/W = RIGHT-OF-WAY
 MBL = MINIMUM BUILDING LINE
 EIP = EXISTING IRON PIPE
 PC = POINT OF CURVATURE
 SPIK = SET PARKER KALON NAIL
 SIP = SET IRON PIPE
 R = RADIUS
 CH = CHORD
 NPS = NO POINT SET
 C/L = CENTERLINE
 - = NOT TO SCALE

STATE OF NORTH CAROLINA
 COUNTY OF PITT
 I, Chris Lawson, REVIEW
 OFFICER OF PITT COUNTY, CERTIFY THAT THE
 MAP OR PLAT TO WHICH THIS CERTIFICATION
 IS AFFIXED MEETS ALL STATUTORY REQUIRE-
 MENTS FOR RECORDING.
 DATE 8/23/2017
Chris Lawson
 REVIEW OFFICER

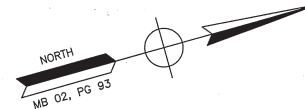
NORTHERN AND SOUTHERN RAILROAD
 (100' R/W)

ALTON VILLAGE DRIVE
 (50' R/W 26' B/B ASPHALT PUBLIC)

ZONED N-R
 RESIDENTIAL
 STONE GATE SUBDIVISION
 MB 47, PGS 86-86A

ROCKWELL COURT
 (50' R/W 26' B/B ASPHALT PUBLIC)

Doc ID: 013011800002 Type: CRP
 Recorded: 09/05/2017 at 11:08:51 AM
 Fee Amt: \$42.00 Page 2 of 2
 Pitt County, NC
 Lisa E. Nichols REG. OF DEEDS
 BK 82 PG 22-23



ZONED AR
 AGRICULTURAL/WOODED
 ANNIE M. BROWN, ETAL
 ESTATE FILE 2013-808
 MB 39, PG 118

OLDE TOWNE DRIVE
 (50' R/W 26' B/B ASPHALT PUBLIC)

GRAPHIC SCALE: 1" = 100'

PARCEL# 73856
 TAX MAP# 5606-99-6453

CLOSURE CHECK LOT

CHECKED: NRW DATE: 06/28/2017

SHEET 2 OF 2

CERTIFICATE

THIS IS TO CERTIFY THAT THIS MAP WAS DRAWN UNDER
 MY DIRECTION AND SUPERVISION FROM AN ACTUAL FIELD
 LAND SURVEY PERFORMED UNDER MY DIRECTION AND
 SUPERVISION THAT THE ERROR OF CLOSURE AS
 CALCULATED BY LATITUDES AND DEPARTURES IS
 1:10,000, THAT THE BOUNDARIES NOT SURVEYED ARE
 SHOWN AS DASHED LINE THAT THIS MAP WAS PREPARED
 IN ACCORDANCE WITH G.S. 47-39 AS AMENDED.

WITNESS MY HAND AND SEAL THIS 21st DAY
 OF AUGUST, 2017.

MICHAEL WEST BALDWIN, PLS L-3082

NORTH CAROLINA, PITT COUNTY
 I, A NOTARY PUBLIC OF THE COUNTY AND STATE
 AFORESAID, CERTIFY THAT MICHAEL WEST BALDWIN, A
 PROFESSIONAL LAND SURVEYOR, PERSONALLY APPEARED
 BEFORE ME THIS DAY AND ACKNOWLEDGED THE
 EXECUTION OF THE FOREGOING INSTRUMENT.

WITNESS MY HAND AND SEAL THIS 21st DAY
 OF AUGUST, 2017.

NOTARY PUBLIC
 MY COMMISSION EXPIRES: 03/28/2019

SEALS



CERTIFICATE OF OWNERSHIP AND DEDICATION

I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNERS OF
 THE PROPERTY SHOWN AND DESCRIBED BY THIS PLAT AND
 THAT I (WE) HEREBY ADOPT THIS SUBDIVISION PLAN WITH MY
 (OUR) FREE CONSENT, ESTABLISH ALL LOTS, EASEMENTS,
 SETBACKS, AND OTHER ASPECTS OF THE SUBDIVISION; AND
 DEDICATE ALL STREETS, WALKS, PARKS, AND OTHER OPEN
 SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE 8-21-17

OWNER Jeffrey S. Clever

OWNER

OWNER

SWORN AND SUBSCRIBED BEFORE ME THIS 21st DAY OF
August, 2017.

NOTARY PUBLIC
Chris Lawson

MY COMMISSION EXPIRES 03/28/19

CERTIFICATE OF APPROVAL FOR RECORDING

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN
 HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION
 REGULATIONS FOR PITT COUNTY, N.C. AND IS APPROVED FOR
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 OF DEEDS.

DATE August 23, 2017.

Chris Lawson
 PITT COUNTY SUBDIVISION ADMINISTRATOR

STREET MAINTENANCE DISCLOSURE

MAINTENANCE OF THE PUBLIC STREETS
 SHOWN ON THIS PLAT ARE INTENDED TO
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 DEPARTMENT OF TRANSPORTATION.
 PROVIDED THAT ALL REQUIREMENTS FOR
 ACCEPTANCE ARE MET, UNTIL SUCH TIME
 AS NC DOT ACCEPTS THE STREETS, I WILL
 PROVIDE FOR NECESSARY MAINTENANCE.
 (NOTE: THIS STATEMENT SHALL NOT
 SERVE AS A SUBSTITUTE FOR ANY OTHER
 STATUTORY DISCLOSURE REQUIREMENTS)

OWNER Jeffrey S. Clever

OWNER

CERTIFICATE OF APPROVAL AND ACCEPTANCE OF DEDICATION

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 AND ANY NEW PUBLIC STREETS, EASEMENTS, RIGHT-OF-WAY,
 AND PARKS SHOWN HEREON, BUT ASSUMES NO RESPONSIBILITY
 TO OPEN OR MAINTAIN THE SAME. (N.B. THE COUNTY HAS NO
 AUTHORITY TO MAINTAIN STREETS.

DATE Sept. 5, 2017.

D. Scott Elliott
 PITT COUNTY MANAGER

DEPARTMENT OF TRANSPORTATION DIVISION OF HIGHWAYS

PROPOSED SUBDIVISION ROAD
 DESIGN STANDARD CERTIFICATION
 APPROVED Mary Beth Houston
 DATE 8-22-17

FINAL PLAT

Alton Village

SECTION 2

REFERENCE: DEED BOOK 2574, PAGE 245 OF THE
 PITT COUNTY REGISTER OF DEEDS

GRIMESLAND TOWNSHIP, PITT COUNTY, NORTH CAROLINA

OWNER: **SAMT, LLC**

ADDRESS: P.O. BOX 123
 GREENVILLE, NC 27835

PHONE: (252) 756-3500

Baldwin Design Consultants, PA
 LICENSE# C-3468
 ENGINEERING - SURVEYING - PLANNING
 1700-D EAST ARLINGTON BOULEVARD
 GREENVILLE, NC 27858 252.756.1390

SURVEYED: BW

APPROVED: MWB

DRAWN: NRW

DATE: 06/29/2017

CHECKED: MWB

SCALE: 1" = 100'

Appendix 10

Proposed Resolution Declaring Racism a Public
Health Crisis

**PITT COUNTY BOARD OF COUNTY COMMISSIONERS
RESOLUTION DECLARING RACISM A PUBLIC HEALTH CRISIS**

WHEREAS, the Pitt County Board of Commissioners has identified reducing racial disparity as a critical priority and essential to an effective systemic response to delivering health and human services in Pitt County; and

WHEREAS, the Pitt County Board of Commissioners abhors all vestiges of racism, hatred and violence; and

WHEREAS, racism unfairly disadvantages people of color, individuals and communities, while unfairly giving advantages to other individuals and communities, and Pitt County's collective prosperity depends upon the equitable access to opportunity for every resident; and

WHEREAS, racism has produced and perpetuates poverty through intentional and unintentional policies that create barriers to economic mobility; and is a social system with multiple dimensions that include individual racism that is internalized or interpersonal and systemic racism that is institutional or structural, and

WHEREAS, a growing body of literature shows that social determinants — otherwise known as the conditions in which an individual is born and in which he or she lives, works, or recreates — are key drivers of health inequities. For generations, people of color have faced vast disparities in job opportunities, income, and family inheritance. They are less likely to have housing security, access to quality schools, healthy food, and green spaces. This involves systemic racism all of which can undermine mental and physical well-being; and

WHEREAS, in addition it is well-documented that racism itself has an adverse impact on health. There is evidence suggesting that the racism endured by black mothers in Pitt County contributes to high maternal and infant mortality rate and blacks are three times more likely to experience chronic diseases and 70% of new HIV infections; and

WHEREAS, in Pitt County, the COVID-19 pandemic has made visible racial health disparities; and

WHEREAS, in recent years, Pitt County has added and funded various Public Health positions. In FY 17-18 a Public Health Education Specialist position dedicated to STD's was implemented to provide education to high risk groups and link them with preventative services, resources and treatment. In FY 19-20 grant funding for two Public Health Infant Mortality Positions (Healthy Beginnings Program) ended and Pitt County picked up this funding. In FY 20-21 Pitt County funded a new Infant Post-partum nurse in Maternal Health to provide a mechanism of identification and referral of maternal and newborn health disparities; and

WHEREAS, the Pitt County Board of Commissioners has directed that the County begin taking further actions to explore county government's role in becoming actively involved in Human Relations Commission matters and a proposal will be coming forth regarding this that will then help reduce and address racial concerns as related to the stated public health crisis.

NOW THEREFORE BE IT RESOLVED, that the Pitt County Board of Commissioners believes that racism can form the basis for a public health crisis affecting our entire County and should be treated with the urgency and funding of a public health crisis. Looking at racism in this way offers legislators, courts, health officials, and others an opportunity to analyze data and discuss how to dismantle or change problematic institutions. Pitt County will seek to promote racial equity through policies approved by the Board of Commissioners and will encourage other local, state and national entities to recognize racism as a public health crisis as well.

Adopted this the 3rd day of August, 2020.

Attest:

Kimberly W. Hines
Clerk to the Board

Melvin C. McLawhorn, Chairman
Pitt County Board of Commissioners

Appendix 11

Budget Amendment - Restricted Sales Tax Revenue
for School Capital - \$4,847,574

School Improvement Projects Requested During CIP (School Capital Reserve Funding):

1. ***Ayden Middle Paving***- \$ 275,000 – Replacement of the asphalt, base, and sub-base on the bus access loop road at Ayden Middle School. Work area is focused on the two corner turns and correcting the deterioration of these areas.
2. ***School Bus Cameras*** - \$ 1,519,000 - installation of cameras on 90 buses that do not currently have camera systems and upgrading of 220 bus systems that require replacement due to the age of the systems. These cameras are for internal activity only, not exterior traffic monitoring cameras.
3. ***Wahl Coates Elementary HVAC & Electrical*** - \$ 637,000 - Replacement of HVAC System throughout entire school; required due to age of equipment, including chiller. Replacement of the Main Switchgear for the site with a higher capacity system. This work will include the replacement of all power feeds to existing panels, as well as the addition of new panels where needed. The work is required to continue to support advancements in technology.
4. **Fire Alarm Replacements (4 Schools)** - \$ 725,500 – Replacement of existing systems with new technology that will automatically dial for help in an emergency. This type of replacement is needed at the following locations: Bethel School, Wellcome Middle, Wahl-Coates Elementary, and Falkland Elementary.
5. **Fire Alarm System Upgrades (4 Schools)** - \$ 425,000 – System upgrades including the replacement of all Conventional Field Devices (Non-Addressable). The locations where the work is needed include: Ayden Grifton High, Farmville Central High, J.H. Rose High, & Wintergreen Intermediate.
6. **Camera System Upgrade** - \$ 1,266,074 - cost to remove & replace Analog cameras with IP cameras. This includes a centralized server system and related wiring as required for installation of a complete system. (1,524 Cameras, Cat 5e cable, network switches, and related Server Network)

Project Name	School	Timeframe	FY 2020-2021 Amount	FY 2021-2022 Amount	FY 2022-2023 Amount	Project Total Cost
AMS Paving	Ayden Middle	Summer 2021		\$ 275,000.00		\$ 275,000.00
School Bus Cameras	All Sites	Fall 2020 to Spring 2021	\$ 1,200,000.00	\$ 319,000.00		\$ 1,519,000.00
Wahl Coates HVAC & Electrical	Wahl Coates ES	Summer 2021	\$ 125,000.00	\$ 512,000.00		\$ 637,000.00
Fire Alarm Replacements	Bethel School	Summer 2021		\$ 140,000.00		
Fire Alarm Replacements	Wellcome Middle	Summer 2021		\$ 190,000.00		
Fire Alarm Replacements	Wahl Coates ES	Summer 2022			\$ 235,500.00	
Fire Alarm Replacements	Falkland	Summer 2021		\$ 160,000.00		\$ 725,500.00
Fire Alarm Upgrades	Ayden-Grifton HS	Summer 2022			\$ 85,000.00	
Fire Alarm Upgrades	Farmville Central HS	Summer 2022			\$ 100,000.00	
Fire Alarm Upgrades	JH Rose HS	Summer 2021		\$ 125,000.00		
Fire Alarm Upgrades	Wintergreen Intermediate	Summer 2022			\$ 115,000.00	\$ 425,000.00
Camera System Upgrade	All Sites	Fall 2020 to Fall 2021	\$ 628,000.00	\$ 638,074.00		\$ 1,266,074.00
FISCAL YEAR TOTALS			\$ 1,953,000.00	\$ 2,359,074.00	\$ 535,500.00	
						\$ 4,847,574.00
						TOTAL PROJECT COST

PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

Department: School Maintenance Projects
FY Budget: 20-21

Date of Request: 8/3/20

	ACCOUNT NO.	TITLE OF ACCOUNT	DECREASE	INCREASE
REVENUES	5111000 498020	Fund Transfer		4,847,574
	ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
EXPENDITURES	5118000 553006	School Bus Cameras (Install/Upgrades)	1,519,000	
	5118000 553007	School Camera Sys (Upgrade to IP)	1,266,074	
	5118000 555003	Fire/Security Systems (Fire Alarm Repl)	725,500	
	5118000 555003	Fire/Security Systems (Fire Alarm Upgrd)	425,000	
	5118000 558101	Mechanical (Wahl Coates Complete HVAC)	637,000	
	5118000 559000	Roadway/Paving (Ayden Middle)	275,000	
TOTAL			BALANCES	

Net Effect to Budget: \$4,847,574

Department Justification: (Please provide detailed explanation)

Budget amendment is to transfer funds from the School Capital Reserve Fund 200 to the School Maintenance Projects Fund 511. Pitt County Schools requested maintenance projects totaling \$4,847,574 as a part of the FY 20-21 CIP. The projects will be funded from the School Capital Reserve Fund (See Attached List of Projects).

APPROVAL	SIGNATURE	DATE
Deputy County Manager – CFO		
Budget Administrator		
County Manager	Required for transfers between Personal Services, Operating & Capital Accounts	
Human Resources	Required for actions involving Personal Services Accounts	
Board of County Commissioners	Agenda Item # Meeting Date Reference #	
Creates Adjustment to a Fund Transfer Account ☒		

Appendix 12

**Stallings Mini Storage, Inc. - Minor Design
Modification to Approved Site Plan (Conditional
District Rezoning)**

Gooby, Eric

From: Bryan Fagundus <Bryan@arkconsultinggroup.com>
Sent: Tuesday, May 19, 2020 8:57 AM
To: Gooby, Eric
Subject: Stallings Storage
Attachments: Stallings Mini Storage--Sketch Plan.pdf

Eric,

As we talked about this morning, Eddie Stallings is entertaining fewer, larger storage buildings with potentially more climate controlled, internally accessed storage units as opposed to the storage building configuration previously approved with the Conditional Use Rezoning process. I've attached the sketch plan showing the current thought and the initial phase of construction would include the buildings labeled Bldg 1 and 2.

I'd like to nail down what process we need to go through to effect this revision.

Thanks for your help -
Bryan

Bryan C. Fagundus, PE (NC, VA)
Principal

ARK CONSULTING GROUP, PLLC

2755-B Charles Blvd.
Greenville, NC 27858
www.arkconsultinggroup.com
[252.565.1024](tel:252.565.1024) (Direct Office Line)
[252.558.0888](tel:252.558.0888) (Office) Ext. 102
[252.714.4033](tel:252.714.4033) (Mobile)
bryan@arkconsultinggroup.com



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Gooby, Eric

From: Bryan Fagundus <Bryan@arkconsultinggroup.com>
Sent: Monday, June 29, 2020 5:57 PM
To: Gooby, Eric
Subject: Stallings Storage CUP
Attachments: D-1111-2-CUP - Stallings Mini Storage CUP.pdf

Eric,

Attached is the revised Conditional Use Plan for the Stallings Storage site. I'd like to have this revision placed on the July meeting agenda if that's still do-able.

Let me know if you need anything else from me.

Thanks for your help with this process.
Bryan

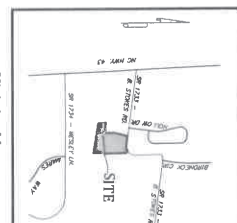
Bryan C. Fagundus, PE (NC, VA)
Principal

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bryan@arkconsultinggroup.com



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#	DATE	COMMENTS
REVISIONS:		

[illegible]

PARKING REQUIRED:	SELF-STORAGE WAREHOUSE	12 SP
62,150 SF TOTAL @ 1 SP/SPACE / 5,000 SF		
REQUIRED HANDICAP PARKING:		1 SP
(INCLUDED IN OVERALL PARKING COUNT)		

[illegible]

Developer STANLEY & STRATTON, INC. 250 E. DODGE ST., STE. 300 2001 B. STROVER ROAD GREENVILLE, NC 27634	EDDIE C. STALLINGS SR. & WIFE CARRIE J. STALLINGS 3804 ASPENWOOD PLACE GREENVILLE, NC 27635	WILLIAM DODDARD ROBERTSON & WIFE DONNA L. WHITE 4866 MC HWY 43 S GREENVILLE, NC 27635
--	--	--

C-1

STALLINGS MINI-STORAGE

75
B. Stokes Road (NCSR 1733)
Chicod Township, Pitt County, North Carolina

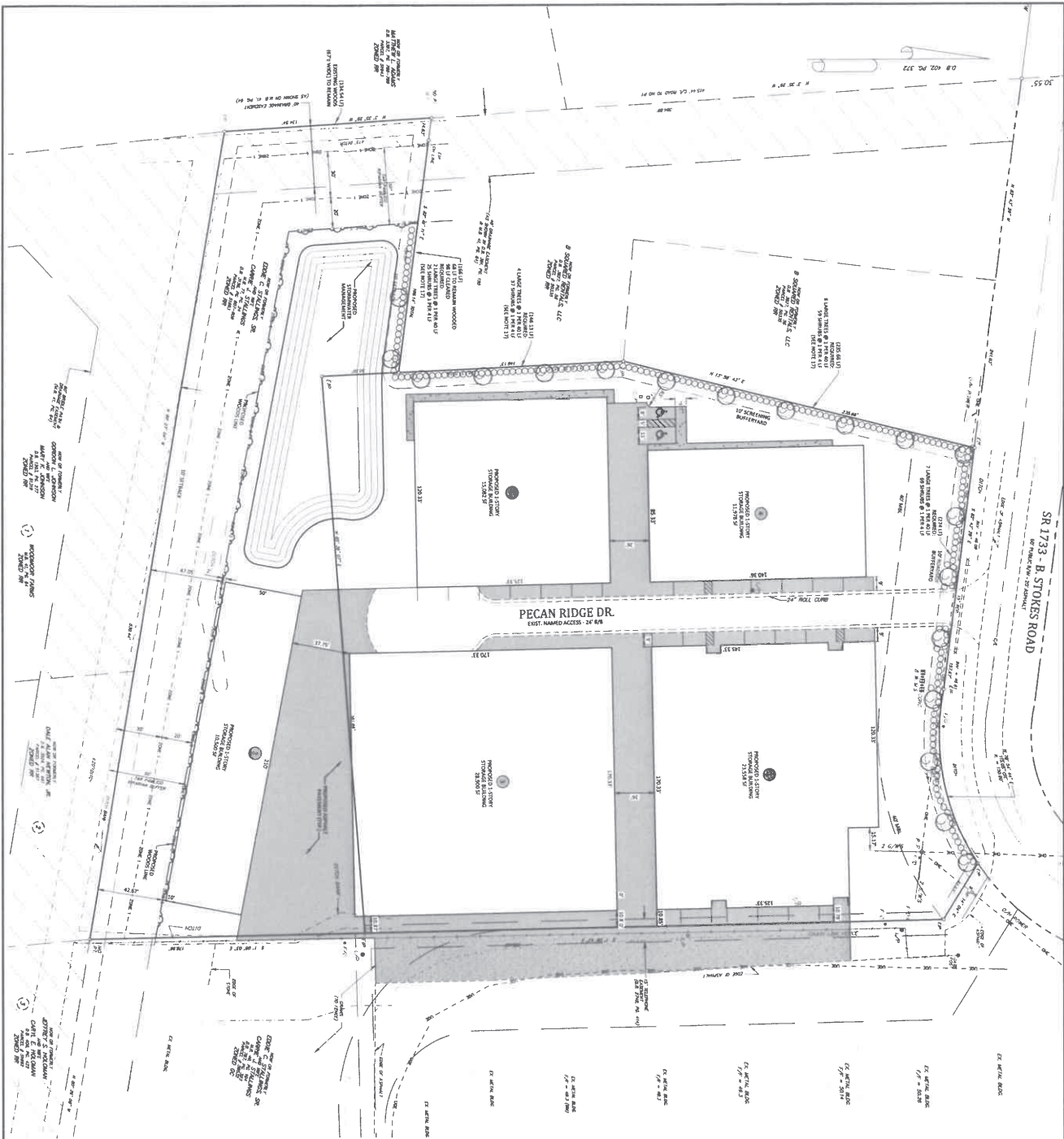
NC License: P-1199

ARK CONSULTING GROUP, PLLC
ENGINEERS & PLANNERS

2755-B Charles Blvd.
Greenville, NC 27858
(252) 558-0888
www.arkconsultinggroup.com

3/15/12





Vicinity Map
SCALE: 1" = 1000'

Site Data

[illegible]

Parking Requirements:

PARKING REQUIRED:	SELF STORAGE WAREHOUSE	18 SPACES
	Rq. 152 SF TOTAL @ 1 SPACE / 5,000 SF	
REQUIRED HANDICAP PARKING:		1 SPACE
(INCLUDED IN OVERALL PARKING COUNT)		

Vegetative Score

- [illegible]

Owners

Developer	30'	0	15'	30'
EDDI C STALLINGS SR & WIFE CARRIE J STALLINGS 3604 ASHFORD PLACE GREENVILLE, NC 27638				
WILLIAM DOUGLAS HENDERSON & WIFE DONNA J WHITE 4666 NC HWY 43 S GREENVILLE, NC 27658				

c/o EDDIE C. STALLINGS, SR.
2020 B. STOKES ROAD
GREENVILLE, NC 27604

SCALE 1 inch = 30 ft

Date: 08-28-2025

CONDITIONAL USE PLAN

STALLINGS MINI-STORAGE

76
B. Stokes Road (NC SR 1733)
Chicod Township, Pitt County, North Carolina



NC License:
ARK CONSULTING GROUP, PLLC
ENGINEERS & PLANNERS
2755-B Charles Blvd.
Greenville, NC 27858
(252) 558-0888
www.arkconsultinggroup.com

Drawn by:	EW
Checked by:	BCF
Project Number:	18053
Drawing Number:	D-11113-CLIP
C-1	
Date:	08-28-2001



Stallings Mini Storage, LLC Minor Design Modification

James Rhodes, AICP
Planning Director
August 3, 2020

- Request by **Stallings Mini Storage, Inc.** for a minor design modification to a previously approved site plan.
- The subject property is identified as Parcel Number 86438, owned by Eddie C. and Carrie J. Stallings, and is located on the southern side of SR 1733 (B. Stokes Road), east of its intersection with NC 43 South.



SADDLE

WESLEY

SITE AREA

PECAN RIDGE

CREEKSIDE

B. STOKES

ROBERSON

MOTTOH

MOTTOH

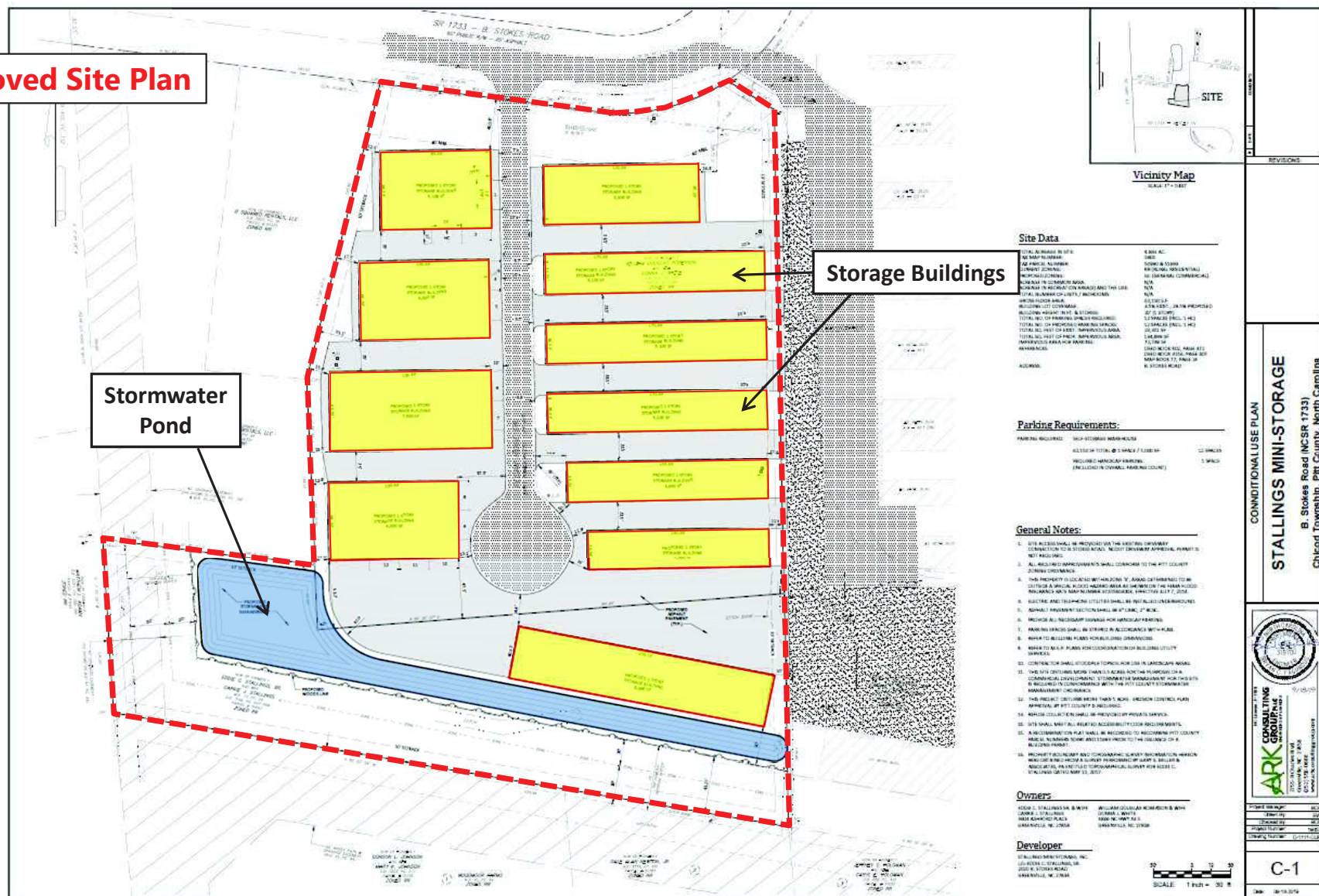
NC 43

- Minor design modifications or changes in permits are those that have ***no substantial*** impact on neighboring properties, general public, or those intended to occupy the development.
- Permissible with the approval of the permit-issuing board and does not require formal application, public hearing, or additional fees.

- Site plan was approved by the Board on November 18, 2019 in conjunction with request to rezone 4.78 acres from Rural Residential to General Commercial (Conditional District) to allow expansion to an existing self-storage warehouse business (Stallings Mini Storage).
- Approved site plan includes 11 exterior-access storage buildings with a total of 62,150 square feet.

- Applicant is proposing minor modification to allow five (5) interior-access storage buildings with a total of 90,018 square feet – an increase of 27,868 square feet (45%) in total storage area.
- Applicant proposes to provide 10-foot wide landscape buffers along B. Stokes Road and along the western property line adjacent to an existing manufactured home park.
- The property line buffer yard will utilize existing vegetation.

Approved Site Plan



- Planning staff finds that the proposed modification to the approved site plan is a *minor* modification and will have *no substantial* impact on the neighboring properties or general public.
- Staff finds the request is consistent with the requirements of the Zoning Ordinance and recommends **approval** of the request.

Appendix 13

Order of Collection to the Pitt County Tax Collector
for fiscal year 2020-2021

State of North Carolina

County of Pitt County Government

To the Tax Collector of the County of Pitt:

You are hereby authorized, empowered and commanded to collect the taxes set forth in the tax records filed in the office of the Pitt County Tax Collector and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Pitt, and this Order shall be a full and sufficient authority to direct, require and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this 3rd day of August, 2020.

Melvin C. McLawhorn, Chairman
Board of Commissioners of Pitt County

Attest:

Kimberly Hines, Clerk to the Board of Commissioners of Pitt County