AGENDA – MEETING
GREENE COUNTY BOARD OF COUNTY COMMISSIONERS
7:00 PM – GREENE COUNTY OPERATIONS CENTER
MONDAY, FEBRUARY 20, 2023

A. CALL TO ORDER

Invocation/Pledge to the Flag

B. APPROVAL OF AGENDA

C. CONSENT AGENDA

1. January 26, 2023 Mini-Retreat Meeting Minutes
2. February 6, 2023 Regular Meeting Minutes
3. Releases/Refunds
4. Consideration of Late Applications Present Use Value

D. PUBLIC HEARING

1. Zoning Ordinance Amendment; Former Lakeview Packing Property

E. PUBLIC COMMENTS

F. PRESENTATIONS

1. Stephanie Wiggins; Monthly Collection Report & Order to Advertise
2. Stephanie Wiggins; Board of Equalization & Review

G. COUNTY MANAGERS REPORT

1. Budget Amendment; Sheriff
2. Resolution; Economic Development
3. Re-Appointment; Planning Board
4. Proposed Vehicle Fleet Policy
5. Proposed Public Records Request Policy
6. Proposed Amendment to Juneteenth Personal Observance Day
7. Proposed Amendment to Personnel Policy
8. Proposed Addition to Personnel Policy; Dress Code

H. COUNTY ATTORNEY COMMENTS

I. COMMISSIONER'S REPORT AND RECOMMENDATION

J. CLOSED SESSION: Economic Development & Personnel

K. ADJOURN

C

Board of Commissioners
Bennie Heath – Chairman
James T. Shackleford – Vice-Chair
Derek Burress
Ray Johnson
Jerry Jones

GREENE COUNTY
NORTH CAROLINA

County Manager
Kyle J. DeHaven

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Consent Agenda

Date: February 20, 2023

The Consent Agenda for the February 20, 2023 Regular meeting consists of the following items:

1.) January 26, 2023, Mini-Retreat Meeting Minutes
2.) February 6, 2023, Regular Meeting Minutes
3.) Releases/Refunds
4.) Consideration of Late Present Use Value Application

Action Recommended:

Motion to accept the Consent Agenda

Board Action is Needed

From: Kyle J. DeHaven, County Manager

Board of Commissioners
Bennie Heath – Chairman
James T. Shackleford – Vice-Chair
Derek Burress
Ray Johnson
Jerry Jones

GREENE COUNTY
NORTH CAROLINA

County Manager
Kyle J. DeHaven

County Attorney
Gay Stanley

Mini-Retreat

The Greene County Board of Commissioners met for a Mini-Retreat in the Longleaf Pine Conference Room at the Greene County Complex on January 26, 2023 at 10:00am with the following present:

Chairman Bennie Heath, Vice-Chairman James T. Shackleford; Commissioners Jerry Jones, Ray Johnson and Derek Burress. County Manager Kyle DeHaven, and County Attorney Gay Stanley were also in attendance.

Guest: 3

The meeting was called to order and the Invocation was given.

The County Manager and the Board of Commissioners met in the Longleaf Pine Conference Room to discuss to following topics:

1.) Enterprise Rent a Car; presented by Devin Moore

2.) HR Policy Updates; presented by Shelvia Ashford & Trey Cash

3.) Convenience Site Contracts; presented by Kyle DeHaven

4.) Charters of Freedom Follow-up; presented by Trey Cash

LUNCH BREAK

5.) Justice Center HVAC discussion; presented by Kyle DeHaven

6.) Ray E. Eubanks, Veterans Service Office Designation; presented by Trey Cash

7.) Opioid Update; presented by Kyle DeHaven

8.) Town of Snow Hill Splash Pad; presented by Kyle DeHaven

9.) Animal Services Update; presented by Kyle DeHaven

Board of Commissioners
Bennie Heath – Chairman
James T. Shackleford – Vice-Chair
Derek Burress
Ray Johnson
Jerry Jones

GREENE COUNTY
NORTH CAROLINA

County Manager
Kyle J. DeHaven

County Attorney
Gay Stanley

Adjourn:

With no more discussion or recommendations, the Chairman of the Greene County Board of Commissioners adjourned the retreat meeting.

_____
Bennie Heath, Chairman

ATTEST:

_____
Kyle J. DeHaven, Clerk to the Board

NORTH CAROLINA
COUNTY OF GREENE

The Greene County Board of Commissioners met in regular session on Tuesday, February 6, 2023, at 10:00 a.m. in the Greene County Operations Center. Present for the meeting: Chairman Bennie Heath, Vice Chairman James T. Shackleford Jr, Commissioners Jerry Jones, Ray Johnson and Derek Burress, County Manager Kyle DeHaven, County Attorney Gay Stanley and Deputy Clerk Kathy Mooring.

A. Call to Order

Chairman Bennie Heath called the meeting to order at 10 a.m., and asked Commissioner Burress to give the invocation and lead the Pledge to the Flag.

There were four Greene County staff in attendance and one other person who presented during the meeting from the public in attendance.

B. Approval of Agenda

Chairman Heath asked for any changes to the Agenda.

On motion by Commissioner Jones and seconded by Commissioner Shackleford, the Board voted unanimously (5-0) to approve the agenda.

C. Consent Agenda

Chairman Heath asked if there were any changes to the Consent Agenda. Seeing as there were none Chairman Heath called for a motion.

On motion by Commissioner Jones and second by Commissioner Johnson, the Board voted unanimously (5-0) to approve the Consent Agenda.

-January 3, 2022 Regular Meeting Minutes
-Releases/Refunds
-Consideration of Late Applications Present Use Value
- Monthly Collection Report
-Budget Amendment; DSS
-Budget Amendment; Health
-Budget Amendment; Senior Center

Refunds: NCVTS Tax & Tag

Linda Forbes Leveston	$88.33	Rosa Gloria Penzloza	$169.20	Regina Foy Washington	$66.77
Justa Brooks Peele	$194.46	Willard Chadwick Murphy	$107.45		

Releases: Ad Valorem Tax

Melvin Albritton	$405.00	Melvin Albritton	$270.00	Melvin Albritton	$45.00
Melvin Albritton	$45.00	Diane Edmundson Smith	$45.00	Joseph Jackson Edmundson, Jr.	$45.00
Fred Brann	$45.00	Robert Hayes	$45.00	Edward Lee Thornton	$45.00
Edward Lee Thornton	$45.00	Edward Lee Thornton	$45.00	Edward Lee Thornton	$45.00
Edward Lee Thornton	$45.00	Edward Lee Thornton	$45.00	Edward Lee Thornton	$45.00
Edward Lee Thornton	$45.00	Edward Lee Thornton	$45.00	Edward Lee Thornton	$45.00
Edward Lee Thornton	$45.00	Edward Lee Thornton	$45.00	Rhonda W. Carder	$45.00
Susan Moye	$45.00	Vanrack, Inc	$166.25	Austin Tyler Letchworth	$270.00
Connie Brown	$45.00	John Brooks Edmondson	$45.00	John Brooks Edmondson	$45.00
Sherri Creech	$45.00				

Refunds: Ad Valorem Tax

Dennis Wood	$45.00	Dennis Wood	$45.00	K&R Investments of Greene Co.	$90.00
K&R Investments of Greene Co.	$90.00	K&R Investments of Greene Co.	$45.00	Robert Kevin Kearney	$45.00

Michael W. Hardy, Jr.	$45.00	Michael W. Hardy, Jr.	$45.00	Michael W. Hardy	$90.00
Michael W. Hardy	$45.00	Michael W. Hardy	$45.00	Clay Ridge Farms, Inc.	$45.00
Michael W. Hardy	$45.00	Michael W. Hardy	$90.00	Antonio Blow	$45.00
Antonio Blow	$45.00	Antonio Blow	$45.00	Gregory Baggett	$45.00
Joseph J. Edmondson, Jr.	$45.00	John Brooks Edmondson	$45.00	Phyllis Vandiford	$45.00
Thomas Denny Garner	$45.00	Thomas Denny Garner	$90.00		

D. Public Comments
None

E. Presentation

Rich Moore, McDavid & Associates; Bull Head Road Waterline Improvements – Final Capital Project Budget:

Mr. Moore presented a Resolution Amending the Capital Project Budget Ordinance and Change Orders 1 and 2. Change Order 1, the last original water service was provided by a service tap and approximate 400+ LF service tubing to provide a meter at the last home served with water. With the extension of the main waterline, it was recommended that the original extended service be relocated to eliminate the long service tubing and place the meter in close proximity to the new water main. The contractor relocated the water service for a lump sum fee of $900.00. It is acknowledged that the contractor was directed to perform the Change Order No. 1 work in an effort to take advantage of contractor availability (lowest cost to perform work).

Change Order 2, final construction quantities were slightly less than the original contract. Less piping was needed to serve the existing homes. The overall impact of changes orders is a decrease in project cost. Mr. Moore asked the Board to approve the Resolution Amending the Capital Project Budget Ordinance, Approving Change Order #1 and Change Order #2.

On motion by Commissioner Jones and seconded by Commissioner Johnson, the Board voted unanimously to approve the Resolution Amending the Capital Project Budget Ordinance and Change Orders #1 & 2 for Bull Head Road Water Improvements.

F. County Manager Report

1. Mr. DeHaven presented a budget amendment to re-appropriate funds in the Sheriff's Department for a grant received in the prior fiscal year.

On motion by Commissioner Jones and seconded by Commissioner Shackleford, the Board voted unanimously to approve the Budget Amendment.

2. Mr. DeHaven next presented a Resolution Supporting Project Family's Application to the NC Department of Commerce for a building reuse grant. This project is named Project Family. The County's contribution in a building reuse grant is 5% of awarded funds. This application is for $40,000, making the County's contribution $2,000.

On motion by Commissioner Jones and seconded by Commissioner Johnson, the Board voted unanimously to approve the Resolution.

3. Mr. DeHaven next presented a Capital Project Budget Ordinance Resolution for the construction of the new Greene Central High School Facility. These funds are granted by the NC Department of Public Instruction in the amount of $50,000,000.00.

On motion by Commissioner Jones and seconded by Commissioner Shackleford the Board voted unanimously to approve the Resolution.

4. Mr. DeHaven next presented a Resolution to approve a Qualified Source for the reelected County Commissioners Ethics Training being hosted by Eastern Carolina Council on February 15th in New Bern.

On motion by Commissioner Jones and seconded by Commissioner Shackleford, the Board voted unanimously to approve the Resolution.

5. Mr. DeHaven next presented a Year in Review to the Commissioners for informational purposes. The presentation is not all inclusive, but includes some accomplishments of which we can all be proud.

Chairman Heath stated the Board is proud of all County employees for all they do for the County each and every day.

6. Mr. DeHaven asked the Chairman to schedule a Public Hearing for February 20th, 2023 at 7 p.m. for a rezoning request. Chairman Heath stated there will be a Public Hearing for rezoning on February 20th at 7 p.m.

G. County Attorney Report

No comments.

H. Commissioner's Report and Recommendations

Commissioner Burress congratulated the Shine and Snow Hill Fire Departments for their success in lowering their fire district's ISO rating to Class 4, which will help with homeowner's insurance for county residents. No other comments noted.

I. Closed Session – Attorney Client Privilege, Economic Development and Personnel

Motion/Second into Closed Session: Commissioners Jones/Shackleford
Motion/Second out of Closed Session: Commissioners Jones/Shackleford

J. ADJOURN

On motion by Commissioner Jones and second by Commissioner Johnson to adjourn the meeting, the Board voted unanimously to adjourn. The meeting adjourned at 11:35 a.m.

_____
Bennie Heath, Chairman

Attest:

_____
Kyle J. DeHaven, Clerk to the Board

C3

Refunds	NCVTS		"TAX & TAG"										
DATE:	2/20/2023												
Taxpayer	Tax-year rate year	Date paid to DMV	Tag	Assessed value	Assessed value to be refunded	Fire District	Sticker Fee	Refund amount G01	Refund amount Fire District	Refund amount Sticker fee	Refund Interest	Total Refund	Reason
Craft, Stephen Dow, 1465 Spring Branch Church Rd, Walstonburg, NC 27888	2021	3/29/2022	TBE9230	$31,700.00	$ 31,200.00	F11		$245.23	$22.09			$267.32	Antique auto exclusion approved. Refund amount over $500. SCW
Braswell, Pamela Denise, 1098 Gray Turnage Rd, LaGrange, NC 28551	2022	1/26/2023	DJF8054	$6,880.00		T02	$ 5.00		$17.89	$ 5.00		$22.89	Incorrectly situsued in Town of Snow Hill, should be Jason FD. SCW
East Carolina Erectors Co, LLC, 1781 Shine Rd, Snow Hill, NC 28580	2021	8/31/2022	FFY4731	$21,580.00		F05		$98.94	$11.33			$110.27	Vehicle sold 12/29/22; tag surr. 1/25/23. Refund 7 mths. SCW
Tingen, Kristen Sutton, 1634 Eden Church Rd, Snow Hill, NC 28580	2021	8/9/2022	NYN7661	$10,910.00		F05		$42.87	$4.91		$ 2.75	$50.53	Vehicle sold 11/8/22; tag surr. 11/16/22. Refund 6 mths. SCW
Crawford, Raymond Louis, PO Box 194, Maury, NC 28554	2021	9/26/2022	TYS8193	$11,780.00		F03		$54.01	$6.11			$60.12	Vehicle sold & tag surr. 2/1/23. Refund 7 mths. SCW
Roberson, Helen, 5208 Hugo Rd, Hookerton, NC 28538	2021	7/18/2022	HD5377H	$14,840.00		F01		$48.60	$6.68			$55.28	Vehicle sold 1/9/23; tag surr. 2/3/23. Refund 5 mths. SCW

Refunds: Ad Valorem Tax									
DATE:	2/20/2023								
Taxpayer	Year	Acct.	Property	Assessed value	Assessed value to be refunded	Refund amount G01 / Fire Districts	Refund amount (sw)	Total refund	Reason
Harry Steven Joyner	2022	64305	0500255				$ 45.00	$ 45.00	private hauler(SED)(whw)
Joan A. Ferguson	2022	49785	0800117				$45.00	$ 45.00	private hauler(CSS)(bf)

C4

Stephanie C. Wiggins
Tax Administrator

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

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

Phone 252-747-3615
Fax 252-747-5067

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

From: Stephanie C. Wiggins, Greene County Tax Administrator

Date: February 20, 2023

Re: Tax Office Issues

Consideration of Late Application for Present Use Value

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

Attached is a letter from a taxpayer requesting your consideration of his late application. The applicant and parcel meet the eligibility requirements. Consideration of this late application would be appreciated and is recommended since the Board has previously considered other late applications.

Present Use Application (forestry):
Austin Tyler Letchworth – Parcels 0500053 & 0500057

Stephanie Wiggins
Tax Administrator

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

229 Kingold Blvd.
P.O. Box 482
Snow Hill, NC 28580
(252) 747-3615
(252) 747-5067 FAX

TO: Greene County Board of Commissioners

FROM: Letchworth, Austin Tyler

DATE: 2/13, 2023

RE: Request for acceptance of late present use value application on Parcels 0500053 + 0500057

Please accept my request for acceptance of my late application for present use value on the above referenced parcel. My reason for filing untimely is
Did not have all documentation from Forestry Team.

Letchworth, Austin Tyler

2/13/23
Date

D1

Board of Commissioners
Bennie Heath – Chairman
James T. Shackleford – Vice-Chair
Derek Burress
Ray Johnson
Jerry Jones

GREENE COUNTY
NORTH CAROLINA

County Manager
Kyle J. DeHaven

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Public Hearing; Rezoning Parcel 0400393

Date: February 20, 2022

A public Hearing, to receive public comment, on the proposed rezoning of parcel #0400393 is scheduled. This property is currently zoned Agricultural/Rural(AR) and is proposed to be rezoning to Industrial(I). The Planning Board has unanimously voted to approve this rezoning request and is making recommendation that the Greene County Board of Commissioners do the same. Mr. Brandon Sutton will be available for any questions at this time.

Chairman: Open the floor for Public Comment regarding the proposed Rezoning request

Chairman: Close the floor for Public Comment Once all Public Comment is heard

Action Recommended:

Motion to approve the Proposed Rezoning Request

Board Action is Needed

Board of Commissioners
Bennie Heath – Chairman
James T. Shackleford – Vice-Chair
Derek Burress
Ray Johnson
Jerry Jones

GREENE COUNTY
NORTH CAROLINA

County Manager
Kyle J. DeHaven

County Attorney
Gay Stanley

January 17, 2023

To: Mr. Kyle DeHaven
Greene County Board Commissioners

Please find the attached application for the rezoning of **Greene County Parcel 0400393, 584 Lakeview Road**. Per Greene County Zoning Ordinance, an amendment to the zoning map must obtain approval from the Board of Commissioners.

The property, formally Lakeview Packing, is currently zoned Ag/Rural (AR). The owners have requested the property be rezoned **Industrial (I)**. Per discussions with myself, the owners asked about future expansion, I advised zoning the property to industrial would simplify this process and would also better fit the current use they are planning.

The Planning Board met on January 12, 2023 to review the application and make a recommendation to the Board of Commissioners as directed by Ordinance. The Planning Board discussed that the use proposed by the applicants was similar in nature to the previous business. Since the previous business of processing meat products would have also fell under current "industrial uses", the **Planning Board voted unanimously, to recommend approval of the rezoning from Ag/Rural (AR) to Industrial (I).**

Per the Greene County Zoning Ordinance, a Consistency Statement is required with any rezoning approval.

Consistency Statement:

The property proposed to be rezoned physical characteristic's meet the current property's attributes being that property contains the structures and previously was operated as a similar use to the proposed business. The new operation of this business would benefit adjoining property owners by not allowing the current structure and property to degrade. Rezoning of the property would increase the relationship with the current use and the new proposed use as Industrial since both previous and new fall under a manufacturing use. This new business would add new career opportunities and use of a current empty building located in the County for a new business.

Board of Commissioners
Bennie Heath – Chairman
James T. Shackleford – Vice-Chair
Derek Burress
Ray Johnson
Jerry Jones

GREENE COUNTY
NORTH CAROLINA

County Manager
Kyle J. DeHaven

County Attorney
Gay Stanley

I am asking the Board of Commissioners to consider the approval of this application of rezoning.

Respectfully,

Brandon Sutton, CZO
Greene County Planning Director

Greene County, NC

01/17/2023

OAA-22-1

Ordinance Amendment Application

Status: Active

Date Created: Dec 12, 2022

Applicant

JOSE LUIS MARTINEZ TENORIO
lulu@mercatorinc.net
2941 WAKEFIELD PINES DR.
RALEIGH, NC 27614
9194880200

Primary Location

584 LAKEVIEW RD
La Grange, NC 28551

Owner:

Deed has been recorded for new owner
(Deed Book 759, pg. 297)
HM Alliance, LLC
2941 Wakefield Pl.
Raleigh, NC 27614

Planning

Type of Amendment Request
Re-Zoning/Map Amendment

Site Address(If applicable)
584 LAKEVIEW ROAD

Parcel ID
0400393

Current Zoning
AG/RURAL

Planning Board Meeting Required?
YES

Board of Commissioner Hearing Required?
YES

Amendment Application

Applicant is?
Land Owner

Ordinance to be Amended
Zoning

Type of Requested Amendment?
Re-Zoning/Map Amendment

Requested Zoning Classification
INDUSTRIAL

Describe reason for requested change in Zoning Classification
Rezone from rural to industrial

Applicant Certification

Signature

Jose Luis Martinez Tenorio
12/12/2022

Attachments

No attachments

GRAY TURNAGE RD
GRAY TURNAGE RD
GRAY POINTE DR
MIRACLE AVE
LAKEVIEW RD
LAKEVIEW RD
LAKEVIEW RD
TURNAGE FARM PATH
STEEPLE LAKE RD
0400611 (22.91 A)
0424650 (30.12 A)
0424649 (29.98 A)
0400444 (1.12 A)
0424302 (9.16 A)
0403761 (0.46 A)
0405737 (1 A)
0423588 (0.55 A)
0407045 (0.61 A)
0407551 (0.42 A)
0407828 (0.64 A)
0407545 (0.39 A)
0407534 (0.4 A)
0423285 (1.16 A)
0424731 (1.43 A)
0404570 (43.61 A)
0424708 (1.9 A)
0423416 (0.46 A)
0424713 (0.65 A)
0424714 (0.88 A)
0406557 (0.31 A)
0404937 (0.31 A)
0423460 (0.68 A)
0406556 (2.5 A)
0400393 (50.89 A)
0405314 (4.67 A)
0403298 (6.67 A)
0400628 (0.89 A)
0400838 (0.43 A)
0406588 (2.65 A)
0400012 (93.31 A)
0400011 (23.39 A)
0405504 (72.4 A)
0407848 (0.57 A)
0407546 (0.44 A)
0407847 (0.46 A)
0407854 (0.39 A)
0407846 (0.46 A)
0407543 (0.39 A)
0400178 (0.71 A)
0422975 (0.51 A)
0424623 (1.44 A)
0404570 (43.61 A)
0400278 (9.74 A)
0400316 (37.76 A)
0490266 (37 A)
0422078 (0.77 A)
0421876 (0.45 A)
0400691 (16.18 A)
0400690 (4.97 A)
0400041 (32.42 A)

F1

Board of Commissioners
Bennie Heath – Chairman
James T. Shackleford – Vice-Chair
Derek Burress
Ray Johnson
Jerry Jones

GREENE COUNTY
NORTH CAROLINA

County Manager
Kyle J. DeHaven

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Stephanie Wiggins; Monthly Collection Report and Order to Advertise

Date: February 20, 2023

Ms. Stephanie Wiggins will present the current collection report showing the amount unpaid. She will seek the order to advertise liens on this property that has not received payment for taxes.

Action Recommended:

Motion to approve the Order to advertise

Board Action is Needed

Stephanie C. Wiggins
Tax Administrator

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

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

Phone 252-747-3615

Date: February 20, 2023

To: Greene County Board of Commissioners

From: Stephanie Wiggins - Tax Administrator

Subject: GS 105-350 (7) **Monthly** **All levy**

Report of amount collected on each year's taxes and amount remaining uncollected - Collections posted as January 31, 2023

Year		Current Month Adj. Payments+interest		FY 2022-2023 Collections YTD Adj. Payments+interest	Amount Remaining Uncollected	% Collected
2012		$ 62.07		$ 511.11	$ 11,640.41	99.87%
2013		$ 477.60		$ 869.91	$ 19,528.65	99.79%
2014		$ 571.71		$ 586.76	$ 6,347.89	99.93%
2015		$ 500.69		$ 2,841.09	$ 4,994.00	99.94%
2016		$ 473.42		$ 7,616.52	$ 5,570.80	99.94%
2017		$ 496.78		$ 8,919.16	$ 6,756.80	99.93%
2018		$ 935.57		$ 10,746.56	$ 10,209.58	99.89%
2019		$ 1,259.40		$ 10,293.13	$ 20,507.02	99.78%
2020		$ 1,246.68		$ 13,749.27	$ 23,689.89	99.75%
2021		$ 6,016.24		$ 55,454.54	$ 47,675.71	99.55%
2022		$ 2,203,415.57		$ 10,024,584.64	$ 837,377.92	92.28%
Total		$ 2,215,455.73		$ 10,136,172.69	$ 994,298.67	

MTD Levy added for 2022				
$ 2,821.59				
Beginning Receivable		ytd add'l levy	payments (principal only)	ytd interest(+)
$ 6,300.00		$ 10,868,198.11	$ 10,039,594.59	$ 19,008.70
YTD:	releases	adjustments	refunds	write offs
	$ 33,713.80	$ 2,169.55	$ (36,216.42)	$ 2,197.77

Becky R. Sutton
Tax Administrator

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

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

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

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

From: Stephanie C. Wiggins, Greene County Tax Administrator

Date: February 20, 2023

Re: Tax Office Issues

Collection Report – Order to Advertise

Attached you will find the collection report for January, 2023. Please note that the amount remaining uncollected on the report includes all property taxes (real property and personal property). NCGS 105-369 requires the collector to report to the Board the amount of unpaid taxes for the current year that constitutes liens on real property. As of January 31, 2023, the amount is $703,696.74. Upon receipt of this report, the Board of Commissioners must order the collector to advertise the tax liens.

For informational purposes, maintaining our collection rate is a constant battle. As of January 31, 2023, the collection rate was 92.28%. Increasing the rate from 92.28% to 99.06% by June 30, 2023 does not happen because our taxpayers simply decide to pay. It takes the diligence of the entire tax department to work these accounts and encourage the taxpayers to pay. Every year, we analyze our strategy and try to make it more productive and more efficient.

Board of Equalization and Review

Per NCGS 105-322-(e), the Board of Equalization and Review should convene not earlier than the first Monday in April and not later than the first Monday in May; adjournment should be on or before the third Monday following its first meeting. These meetings must be advertised at least 3 weeks prior to convening. I respectfully request that the Board of Equalization and Review be scheduled to convene on April 17, 2023 and adjourn on May 1, 2023.

Motion to approve is needed on both items.

F2

Board of Commissioners
Bennie Heath – Chairman
James T. Shackleford – Vice-Chair
Derek Burress
Ray Johnson
Jerry Jones

GREENE COUNTY
NORTH CAROLINA

County Manager
Kyle J. DeHaven

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Stephanie Wiggins; Board of equalization and Review

Date: February 20, 2023

Ms. Stephanie Wiggins will request dates to set for the Board of Equalization and Review. She is requesting the Board of E & R convene on April 17th, 2023 and adjourn May 1, 2023.

Action Recommended:

Motion to approve the requested schedule for the Board of Equalization and Review

Board Action is Needed

G1

Board of Commissioners
Bennie Heath – Chairman
James T. Shackleford – Vice-Chair
Derek Burress
Ray Johnson
Jerry Jones

GREENE COUNTY
NORTH CAROLINA

County Manager
Kyle J. DeHaven

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: BA; Sheriff

Date: February 20, 2023

A Budget Amendment is presented appropriating funds from the Fund Balance (Savings Account) for the purchase of two additional vehicles for the Sheriff's department. The requested amount is $71,476.

Action Recommended:

Motion to approve the Budget Amendment as presented

Board Action is Needed

GREENE COUNTY
Sheriff
LINE ITEM TRANSFER/BUDGET AMENDMENT
Budget Amendment-Sheriff
2/20/2023

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

BUDGET AMENDMENT					
REVENUES			EXPENDITURES		
Account Name	Acct #	Amount	Account Name	Acct #	Amount
F.B.A.	11198-439800	71476.00	Capital Outlay	11431-530200	71476.00
Total		71476.00			71476.00

Explanation: Additonal vehicles requested by Sheriff Sasser

Matt Sass

Requested by:

Matt Sasser
2/2/2023

Approved by:

G2

Board of Commissioners
Bennie Heath – Chairman
James T. Shackleford – Vice-Chair
Derek Burress
Ray Johnson
Jerry Jones

GREENE COUNTY
NORTH CAROLINA

County Manager
Kyle J. DeHaven

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Resolution Supporting Project Water's Application to the NC Dept. of Commerce

Date: February 6, 2023

A Resolution supporting an application for a building reuse grant is requested. This project is named Project Water. The County's contribution in a building reuse grant is 5% of awarded funds. This application is for $50,000, making the County's contribution $2,500. The Manager and Staff will be available for questions at this time.

Action Recommended:

Motion to approve the Resolution Supporting Project Water

Board Action is Needed

Board of Commissioners
Bennie Heath – Chairman
James T. Shackleford – Vice-Chair
Derek Burress
Ray Johnson
Jerry Jones

GREENE COUNTY
NORTH CAROLINA

County Manager
Kyle J. DeHaven

County Attorney
Gay Stanley

TO:	Greene County Board of Commissioners
FROM:	Trey Cash
DATE:	February 20, 2023
SUBJECT:	Resolution Supporting Project Water's Application Submission to the North Carolina Department of Commerce

Greene County Economic Development requests that the Greene County Board of Commissioners approve a resolution in support of Project Water's grant application submission to the North Carolina Department of Commerce.

Project Water is an economic development project name for a business located in Greene County that is planning on renovating and expanding an existing building in Greene County to expand its operations in Greene County. Project Water will create seventeen well-paying jobs over the next five years above the county average wage of $36,777.

The resolution of support must be submitted to the North Carolina Department of Commerce as part of the application for grant funding in the Rural Economic Development Division Building Reuse Program. If the grant funding is awarded, a Public Hearing will take place prior to Greene County providing the required cash match of 5% of the total grant amount.

Board of Commissioners
Bennie Heath – Chairman
James T. Shackleford – Vice-Chair
Derek Burress
Ray Johnson
Jerry Jones

GREENE COUNTY
NORTH CAROLINA

County Manager
Kyle J. DeHaven

County Attorney
Gay Stanley

RESOLUTION BY THE GREENE COUNTY BOARD OF COMMISSIONERS' SUPPORTING PROJECT WATER'S APPLICATION SUBMISSION TO THE NORTH CAROLINA DEPARTMENT OF COMMERCE

Whereas; Greene County is desirous of fostering economic development and creating new job opportunities for its citizens, and

Whereas; Project Water is an economic development project name for a business located in Greene County that will create seventeen new, well-paying jobs over the next five years that are above the county average.

Whereas; Project Water will be expanding its operations in Greene County. The company will renovate and exapnd a building in Greene County to meet their needs.

Now Therefore be it Resolved; that Greene County supports the aforementioned business expansion and is fully supportive of requesting a grant and financial assistance from the North Carolina Department of Commerce Rural Economic Development Division Building Reuse Program. A grant in the amount of $50,000 is supported, and Greene County will provide the required match to help defray the cost of up-fitting the building.

This Resolution is hereby adopted by the Greene County Board of Commissioners on this 20th day of February 2023.

Witness

_____
Bennie Heath – Chairman

_____
Kyle DeHaven – Clerk to the Board

G3

Board of Commissioners
Bennie Heath – Chairman
James T. Shackleford – Vice-Chair
Derek Burress
Ray Johnson
Jerry Jones

GREENE COUNTY
NORTH CAROLINA

County Manager
Kyle J. DeHaven

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Reappointment; Planning Board

Date: February 20, 2023

A request for reappointment to the Planning Board has been requested. The Planning director recommends reappointment of 4 incumbent members of the planning board, who's applications for reappointment are attached.

Action Recommended:

Motion to approve Reappointment of the four members of the Planning Board as requested

Board Action is Needed

Board of Commissioners
Bennie Heath – Chairman
James T. Shackleford – Vice-Chair
Derek Burress
Ray Johnson
Jerry Jones

GREENE COUNTY
NORTH CAROLINA

County Manager
Kyle J. DeHaven

County Attorney
Gay Stanley

January 31, 2023

To: Mr. Kyle DeHaven
Greene County Board Commissioners

Per direction of the Board of Commissioners, we advertised two separate notices in The Standard to accept new applications for positions on the Planning Board.

The positions were open for applications for several weeks and the ad was ran an additional two times because of lack of responses.

At this time the Planning Board has five positions up for appointment due to end of terms. Four of the members are asking for reappointment. These include Henry Lanier, Rick Davis, John Grant, and Leslie Mooring. Each of these members have completed applications for reappointment.

It is my recommendation at this time for the Board of Commissioners to reappoint these four members to the Planning Board. Each term will be for three years. We will continue to advertise and look to fill the remaining vacant position.

I have attached the four applications with this request.

Your consideration of this request would be greatly appreciated.

Respectfully,

Brandon Sutton, CZO
Planning Director

GREENE COUNTY

Application for Appointment to Greene County Advisory Boards and Commissions

1 Board / Committee

Application for Appointment to:

Planning Board

2 About You

Henry Lanier — Name (above)

(252) 286-6734 — Phone Number (above)

2010 FRED HARRISON RD SNOW HILL NC 28580 — Address (above)

HENRY@LANIERCONSTRUCTION.COM — Email Address (above)

CONSTRUCTION — Occupation (above)

If necessary, please use the back of this form to answer the following questions:

Green County Advisory Board, NC General Contractors Liscenses Board, Church etc.

Current volunteer activities/other Board & Commissions (above)

To serve my County.

Why are you interested in serving on this Board? (above)

3 Policy

- *All Boards/Committees shall have an appropriate membership regarding race, gender, and geographical location, when applicable and possible.*
- *Boards/Committees Vacancies shall be advertised in the local newspaper, on the County Website, on County Social Media, and at Commissioner's meetings at least one month before appointments are needed*
- *Citizens interested in serving on a board/committee shall complete an application available from the Clerk to the Board or online at Greenecountync.gov before being considered for nomination.*
- *The Board of Commissioners will be provided, by the Chairperson of the board/committee, an annual list of Board/Committee members whose terms are set to expire that calendar year. The Board shall make every effort to make appointments during the month for which they are due. In the event of an expired term, members shall continue to serve until a new member is appointed. The Board of Commissioners shall make appointments to fill unexpired terms, created by resignation, removal, or other causes, as expeditiously as possible.*
- *The Greene County Board of Commissioners shall make all appointments, by giving due consideration to the needs of Greene County, and in conjunction with available applications for appointment. Requested reappointments to the board/committee will be given preference as requested by the board to which the reappointment is being made.*
- *New board appointees shall be oriented by the Agency Director or Chairperson of the Committee. Appointee shall follow the rules and procedures of their respective Regional and State Board/Committee to such extent as their bylaws superseded the County's policy. Failure to meet the qualifications as deemed appropriate by the respective board/committee may result in the removal of the board.*
- *The Greene County Board of Commissioners requests that each Board/Committee to which they make appointments adopt a 75% per year attendance policy applies to all appointees and enforce such policy through written notification to the Board of Commissioners. When the Board of Commissioners has been notified, that appointees failed to maintain the required 75%-year attendance, the appointee will be replaced. The appointee will be notified by letter from the Chairperson, with a copy of the Board Appointment Policy attached, that they have been replaced due to their failure to attend the required percentage of meetings.*
- *The Greene County Board of Commissioners requests that all Boards/Committees to which they make appointments communicate and provide written minutes if requested by the Board.*
- *In order to allow more individuals an opportunity to serve on Greene County Boards/Committees, the County Commissioners establish a limit of time an individual can serve, unless specified by a State or Regional Board or requested reappointments. The term limit shall be three full terms with 3 years per term. Filling an unexpired term or probationary term does not count toward the term limits.*

4 Signature

I understand the responsibilities/policy of serving as a board member and affirm that the information in this application is true and correct.

X Henry Lanier — Signature (above)

12/19/2022 — Date (above)

Version: 04.26.2021

GREENE COUNTY

Application for Appointment to Greene County Advisory Boards and Commissions

1 Board / Committee

Application for Appointment to: PLANNING BOARD

2 About You

KICK DAVIS — Name (above)

252-560-5246 — Phone Number (above)

158 ROSEWOOD CT — Address (above)

rick.davis1222@gmail.com — Email Address (above)

Occupation (above)

If necessary, please use the back of this form to answer the following questions:

WORK FORCE DEVELOPMENT BD — Current volunteer activities/other Board & Commissions (above)

I CONTINUE TO HAVE AN INTEREST IN THE ECONOMIC DEVELOPMENT OF THE COUNTY & THE PLANNING & ZONING IS A KEY COMPONENT OF THAT. I BELIEVE I HAVE A GOOD AMOUNT OF PRACTICAL EXPERIENCE TO APPLY & CONTRIBUTE AS A BOARD MEMBER — Why are you interested in serving on this Board? (above)

3 Policy

- *All Boards/Committees shall have an appropriate membership regarding race, gender, and geographical location, when applicable and possible.*
- *Boards/Committees Vacancies shall be advertised in the local newspaper, on the County Website, on County Social Media, and at Commissioner's meetings at least one month before appointments are needed*
- *Citizens interested in serving on a board/committee shall complete an application available from the Clerk to the Board or online at Greenecountync.gov before being considered for nomination.*
- *The Board of Commissioners will be provided, by the Chairperson of the board/committee, an annual list of Board/Committee members whose terms are set to expire that calendar year. The Board shall make every effort to make appointments during the month for which they are due. In the event of an expired term, members shall continue to serve until a new member is appointed. The Board of Commissioners shall make appointments to fill unexpired terms, created by resignation, removal, or other causes, as expeditiously as possible.*
- *The Greene County Board of Commissioners shall make all appointments, by giving due consideration to the needs of Greene County, and in conjunction with available applications for appointment. Requested reappointments to the board/committee will be given preference as requested by the board to which the reappointment is being made.*
- *New board appointees shall be oriented by the Agency Director or Chairperson of the Committee. Appointee shall follow the rules and procedures of their respective Regional and State Board/Committee to such extent as their bylaws superseded the County's policy. Failure to meet the qualifications as deemed appropriate by the respective board/committee may result in the removal of the board.*
- *The Greene County Board of Commissioners requests that each Board/Committee to which they make appointments adopt a 75% per year attendance policy applies to all appointees and enforce such policy through written notification to the Board of Commissioners. When the Board of Commissioners has been notified, that appointees failed to maintain the required 75%-year attendance, the appointee will be replaced. The appointee will be notified by letter from the Chairperson, with a copy of the Board Appointment Policy attached, that they have been replaced due to their failure to attend the required percentage of meetings.*
- *The Greene County Board of Commissioners requests that all Boards/Committees to which they make appointments communicate and provide written minutes if requested by the Board.*
- *In order to allow more individuals an opportunity to serve on Greene County Boards/Committees, the County Commissioners establish a limit of time an individual can serve, unless specified by a State or Regional Board or requested reappointments. The term limit shall be three full terms with 3 years per term. Filling an unexpired term or probationary term does not count toward the term limits.*

4 Signature

I understand the responsibilities/policy of serving as a board member and affirm that the information in this application is true and correct.

X Kick Davis — Signature (above)

1-10-2023 — Date (above)

Version: 04.26.2021

GREENE COUNTY

Application for Appointment to Greene County Advisory Boards and Commissions

1 Board / Committee

Application for Appointment to: PLANNING BOARD

2 About You

JOHN M. GRANT — Name (above)

252-560-3730 — Phone Number (above)

4234 GRAYS MILL RD — Address (above)

JOHNGRANT1288@gmail.com — Email Address (above)

LAND SURVEYOR — Occupation (above)

If necessary, please use the back of this form to answer the following questions:

ARBA VFD, BOARD OF ADJUSTMENTS — Current volunteer activities/other Board & Commissions (above)

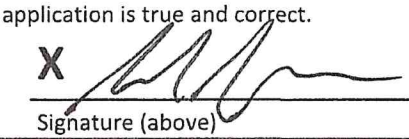
TO HELP PROVIDE A SERVICE TO MY COMMUNITY — Why are you interested in serving on this Board? (above)

3 Policy

- *All Boards/Committees shall have an appropriate membership regarding race, gender, and geographical location, when applicable and possible.*
- *Boards/Committees Vacancies shall be advertised in the local newspaper, on the County Website, on County Social Media, and at Commissioner's meetings at least one month before appointments are needed*
- *Citizens interested in serving on a board/committee shall complete an application available from the Clerk to the Board or online at Greenecountync.gov before being considered for nomination.*
- *The Board of Commissioners will be provided, by the Chairperson of the board/committee, an annual list of Board/Committee members whose terms are set to expire that calendar year. The Board shall make every effort to make appointments during the month for which they are due. In the event of an expired term, members shall continue to serve until a new member is appointed. The Board of Commissioners shall make appointments to fill unexpired terms, created by resignation, removal, or other causes, as expeditiously as possible.*
- *The Greene County Board of Commissioners shall make all appointments, by giving due consideration to the needs of Greene County, and in conjunction with available applications for appointment. Requested reappointments to the board/committee will be given preference as requested by the board to which the reappointment is being made.*
- *New board appointees shall be oriented by the Agency Director or Chairperson of the Committee. Appointee shall follow the rules and procedures of their respective Regional and State Board/Committee to such extent as their bylaws superseded the County's policy. Failure to meet the qualifications as deemed appropriate by the respective board/committee may result in the removal of the board.*
- *The Greene County Board of Commissioners requests that each Board/Committee to which they make appointments adopt a 75% per year attendance policy applies to all appointees and enforce such policy through written notification to the Board of Commissioners. When the Board of Commissioners has been notified, that appointees failed to maintain the required 75%-year attendance, the appointee will be replaced. The appointee will be notified by letter from the Chairperson, with a copy of the Board Appointment Policy attached, that they have been replaced due to their failure to attend the required percentage of meetings.*
- *The Greene County Board of Commissioners requests that all Boards/Committees to which they make appointments communicate and provide written minutes if requested by the Board.*
- *In order to allow more individuals an opportunity to serve on Greene County Boards/Committees, the County Commissioners establish a limit of time an individual can serve, unless specified by a State or Regional Board or requested reappointments. The term limit shall be three full terms with 3 years per term. Filling an unexpired term or probationary term does not count toward the term limits.*

4 Signature

I understand the responsibilities/policy of serving as a board member and affirm that the information in this application is true and correct.

X  — Signature (above)

1/12/23 — Date (above)

Application for Appointment to Greene County Advisory Boards and Commissions

1 Board / Committee

Application for Appointment to:

Greene County Planning Board

2 About You

Leslie Vann Mooring — Name (above)

(252) 747-1263 — Phone Number (above)

101 Deer Pointe Drive, Snow Hill, NC 28580 — Address (above)

lesmooring@gmail.com — Email Address (above)

Retired — Occupation (above)

If necessary, please use the back of this form to answer the following questions:

Current member of Planning Board and Board of Adjustments

Current volunteer activities/other Board & Commissions (above)

Provide service to my local community

Why are you interested in serving on this Board? (above)

3 Policy

- *All Boards/Committees shall have an appropriate membership regarding race, gender, and geographical location, when applicable and possible.*
- *Boards/Committees Vacancies shall be advertised in the local newspaper, on the County Website, on County Social Media, and at Commissioner's meetings at least one month before appointments are needed*
- *Citizens interested in serving on a board/committee shall complete an application available from the Clerk to the Board or online at Greenecountync.gov before being considered for nomination.*
- *The Board of Commissioners will be provided, by the Chairperson of the board/committee, an annual list of Board/Committee members whose terms are set to expire that calendar year. The Board shall make every effort to make appointments during the month for which they are due. In the event of an expired term, members shall continue to serve until a new member is appointed. The Board of Commissioners shall make appointments to fill unexpired terms, created by resignation, removal, or other causes, as expeditiously as possible.*
- *The Greene County Board of Commissioners shall make all appointments, by giving due consideration to the needs of Greene County, and in conjunction with available applications for appointment. Requested reappointments to the board/committee will be given preference as requested by the board to which the reappointment is being made.*
- *New board appointees shall be oriented by the Agency Director or Chairperson of the Committee. Appointee shall follow the rules and procedures of their respective Regional and State Board/Committee to such extent as their bylaws superseded the County's policy. Failure to meet the qualifications as deemed appropriate by the respective board/committee may result in the removal of the board.*
- *The Greene County Board of Commissioners requests that each Board/Committee to which they make appointments adopt a 75% per year attendance policy applies to all appointees and enforce such policy through written notification to the Board of Commissioners. When the Board of Commissioners has been notified, that appointees failed to maintain the required 75%-year attendance, the appointee will be replaced. The appointee will be notified by letter from the Chairperson, with a copy of the Board Appointment Policy attached, that they have been replaced due to their failure to attend the required percentage of meetings.*
- *The Greene County Board of Commissioners requests that all Boards/Committees to which they make appointments communicate and provide written minutes if requested by the Board.*
- *In order to allow more individuals an opportunity to serve on Greene County Boards/Committees, the County Commissioners establish a limit of time an individual can serve, unless specified by a State or Regional Board or requested reappointments. The term limit shall be three full terms with 3 years per term. Filling an unexpired term or probationary term does not count toward the term limits.*

4 Signature

I understand the responsibilities/policy of serving as a board member and affirm that the information in this application is true and correct.

X Leslie V. Mooring — Signature (above)

11-29-22 — Date (above)

Version: 04.26.2021

G4

Board of Commissioners
Bennie Heath – Chairman
James T. Shackleford – Vice-Chair
Derek Burress
Ray Johnson
Jerry Jones

GREENE COUNTY
NORTH CAROLINA

County Manager
Kyle J. DeHaven

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Proposed Vehicle Fleet Policy

Date: February 20, 2023

A Vehicle Fleet Policy is proposed and attached. This Policy provides a singular policy for the purpose of the fleet. In the past, pieces of this proposed policy could be found in the personnel policy, safety manual, and Insurance policies. This policy was discussed at our retreat in January and is presented for your approval. This policy will be added as an appendix to our Personnel Policy.

Action Recommended:

Motion to approve the proposed vehicle fleet policy

Board Action is Needed

GREENE COUNTY VEHICLE FLEET POLICY

PURPOSE: To provide consistent guidelines for the assignment and use of Greene County-owned vehicles by County employees. All employees/vehicles use is also subject to the Greene County Safety Manual Policy.

OVERVIEW: In a specified time frame, on a regular basis, or for identified job categories, County-owned vehicles will be made available for current employees to use while conducting County business.

PROCEDURES:

Use of County-owned Vehicles

A. Permitted Uses

1. Non-Law Enforcement vehicles -- Only Greene County employees or drivers authorized by the department director may drive or operate County vehicles or equipment.

2. Law Enforcement vehicles are subject to North Carolina General Statute and may only be operated by Justice Officers, as defined in North Carolina General Statute, that is, one who has taken the oath of office prescribed by statute for peace officers. These vehicles are ones which are clearly marked and equipped for use in transporting, apprehending, or arresting persons charged with violations of the laws of the United States or the laws of this State and unmarked vehicles that have been registered with the Department of Motor Vehicles for confidential license plates.

3. County-owned vehicles shall be used for official County business with reasonable consideration for use for meals, etc., while in the course of performing business on behalf of the County.

B. Driver Requirements

1. Each driver of any County-owned vehicle must have a valid North Carolina driver/operator's license. Should an employee who drives a County-owned vehicle be involved in an incident, on or off the job, where their license is suspended or revoked, the employee is obligated to inform their immediate supervisor and the County Safety Officer or County Manager within 24 hours of the incident. Failure to inform the County of a suspended or revoked license may result in immediate dismissal.

PROPOSED

2. Driver qualifications are as follows:

    a. An authorized employee of the county.
    b. Must be at least 18 years of age.
    c. Must have at least one year of experience in the class of vehicle operated.
    d. Must meet NCDMV licensing requirements.
    e. Will not qualify for a County vehicle if, during the last 6 months, the driver had any of the following experiences:
        - Been convicted of a felony.
        - Been convicted of the sale, handling, or use of drugs.
        - Has automobile insurance been canceled, declined, or not renewed
        - Had driver's license suspended or revoked.
        - Been convicted of three or more speeding violations or one or more other serious violations.
        - Been involved in two or more chargeable accidents.

3. County employees who drive vehicles weighing more than 26,000 pounds or a vehicle carrying sixteen (16) or more passengers must have a valid Commercial Class B license with a passenger endorsement. County employees who drive vehicles with a trailer must have a valid Commercial Class A license if required by law.

4. Employees authorized to drive or assigned a County-owned vehicle may be subject to an annual review of their motor vehicle driving record with the State of North Carolina.

5. Employees are responsible for any vehicle or equipment assigned to them such as reporting unsafe operations or working conditions.

6. Employees driving County vehicles are required to obey all traffic laws, including obeying the speed limit and employees and passengers are required to wear available personal restraints.

7. A County vehicle is not to be driven while under the influence of alcohol or any controlled substance.

8. Possession, transportation, or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.

9. Personal trailers, including boats and recreational vehicles, are not to be pulled.

10. Greene County will not pay traffic tickets or parking fines of employees driving County-owned vehicles, nor will the County pay if the employee is authorized to use their personal vehicle on County business. Employees found guilty of moving violations may be subject to corrective action.

11. An employee receiving a moving violation while driving a County vehicle has an obligation to immediately (within 24 hours) inform their department director and the County Safety Officer or County Manager. Fines for moving or parking violations are the personal responsibility of the assigned operator. The County will not condone nor excuse ignorance of traffic citations that result in the court summons being directed to itself as the owner of the vehicle.

12. Employees receiving a travel allowance and using a personal car for County business assume liability for bodily injuries or property damage arising out of an accident occurring in connection with the operation of his/her personal car.

13. County employees authorized to use their personal vehicles for periodic County business are reimbursed for mileage at the rate established by the Internal Revenue Service.

C. Vehicle Assignment

1. County vehicle assignments are assigned by the department director.

2. County vehicles are normally assigned to an individual at the start of their work period and are the employee's responsibility until the completion of their assigned work period when the vehicle is returned.

3. A County vehicle may be assigned to an employee who regularly requires vehicular transportation in the performance of his/her assigned duties and requires the use of the vehicle during off-duty time for frequent on-call or call-in for emergency purposes. The assignment may be regular and on-going or for a specific period of time, such as weekly on-call duty.

4. During an extended vacation period or leave of absence, an employee who is assigned a vehicle on a periodic basis must turn the vehicle into their department.

D. Personal Use of County Vehicles

1. No employee may use the vehicle assigned to him/her for personal business except as de minimis personal use under IRS regulations.

2. County vehicles are not allowed to be driven to an employee's home unless the employee is subject to duty after normal working hours or in specific situations where authorization by the Department Director has been given.

    a. Employees who drive a county vehicle home in pursuant to Section D.2 must reside within 30 minutes of the employee's primary work location.

E. Accident Procedure

Regardless of the situation, the following procedure **MUST** be followed in the event of an accident while in a County-owned vehicle:

1. Immediate notification of the proper law enforcement agency for accident investigation and report.

2. Immediate notification of the employee's supervisor or department director.

3. Notification of the County Safety Officer or County Manager within 24 hours of the accident.

4. Submit a Vehicle Accident report. Should be submitted to the County Safety Officer or County Manager.

5. If necessary, an injury report must be completed and submitted to the County Safety Officer or County Manager as soon as possible in order to file a workers' compensation claim within 24 hours of the accident.

6. Securing accident repair estimates and approval of actual repair work is the responsibility of the department.

   In the event of an accident:
   - Do not admit negligence or liability.
   - Do not attempt settlement, regardless or how minor.
   - Get the name, address, and phone number of the injured person and witness if possible.
   - Exchange vehicle identification, county insurance name, and policy numbers with the other driver.
   - Take a photograph of the scene of the accident if possible.
   - Call law enforcement.
   - Call rescue if injuries are involved.
   - Complete the accident report in your vehicle.
   - Turn all information over to your immediate supervisor and the County Safety Officer or County Manager within 24 hours.

7. An employee involved in the accident or who has engaged in the unsafe activity, whether directly or indirectly, may be required to submit a urine specimen, breath sample, and/or saliva sample for testing purposes. If the employee is too seriously injured to provide the specimen or sample, the employee must authorize the County to obtain and review hospital records or other documents that would indicate whether there were any prohibited drugs or alcohol in the employee's system at the time of the accident or unsafe activity."

F. Preventable Accidents

A preventable accident is defined as any accident involving a county vehicle or any vehicle while being used on County business that results in property damage and/or personal injury and in which the driver in question failed to exercise every reasonable precaution to prevent the accident.

Classification of preventable accidents

- Following too close
- Driving too fast for the conditions
- Failure to observe clearances
- Failure to obey signs
- Improper turns
- Failure to observe signals from other drivers
- Failure to reduce speed
- Improper parking
- Improper passing
- Failure to yield
- Improper backing
- Failure to obey traffic signals or directions
- Exceeding the posted speed limit
- Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) or similar charges.

PROPOSED

What To Do In Case of An Accident

1. **Stop at Once!** Check for personal injuries and send for an ambulance, if needed. Do not leave the scene, but ask for the assistance of bystanders. Complete a Vehicle Accident Report with local Law Enforcement.
2. **If Fire Or Smoke Is Present,** evacuate vehicle occupants to a safe location. If stalled on a railroad track, evacuate occupants to a safe location away and at a right angle from the tracks.
3. **If Fire, Smoke, or Spilled Fuel is Present,** call the fire department. Do not leave the scene; as a bystander, call the fire department. If possible, use a spill kit to absorb the spill.
4. **Protect the Scene.** Set emergency warning devices to prevent further injury or damage. Secure your vehicle and its contents from theft.
5. **Secure Assistance** of law enforcement whenever possible. Record names and badge numbers.
6. **Record Names, Addresses, and Phone Numbers** of all witnesses injured and driver(s), and their passengers. Record vehicle license numbers.
7. **Do Not Argue!** Make no statement except to the proper authorities. Sign only official law enforcement reports. Do not make statements regarding the operating condition of your vehicle, and do not admit fault.
8. **Report The Incident to Your Dispatcher/Supervisor IMMEDIATELY** after first aid has been given, authorities have been notified, the scene has been protected, and you are able to do so.
9. **Complete The Vehicle Accident Report With Local Law Enforcement** at the scene as thoroughly as possible. Exchange insurance information only with other involved drivers (s).
10. **If You Strike An Unattended Vehicle** and cannot locate the owner, leave a note with your name and the County's address and phone number, get the vehicle description, VIN number and license plate number. Do NOT leave the scene without an Vehcile Accident Report from local Law Enforcement.

Board of Commissioners
Bennie Heath – Chairman
James T. Shackleford – Vice-Chair
Derek Burress
Ray Johnson
Jerry Jones

GREENE COUNTY
NORTH CAROLINA

County Manager
Kyle J. DeHaven

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Public Records Request Policy

Date: February 20, 2023

A proposed policy is presented to provide staff with a uniform process for handling Public Records requests. The County has seen a substantial increase in public records requests warranting the need for a policy. This proposed policy was discussed at our retreat in January and presented for your approval.

Action Recommended:

Motion to approve the Proposed Public Records Request Policy

Board Action is Needed

GREENE COUNTY PUBLIC RECORDS REQUEST POLICY

PURPOSE: This policy provides Greene County Government officers and users with a uniform process for managing, processing and responding to public records requests in compliance with the North Carolina Public Records Act (N.C.G.S. § Chapter 132 et seq) and all applicable confidentiality laws. Circumstances may vary and each records request should be evaluated on a case-by-case basis.

In the event of a conflict between this policy and local, state, or federal law, the applicable law shall supersede this policy.

PROCEDURES:

A. Public Records Request

1. Public records and public information compiled by Greene County Government or its departments are the property of the people. Public records are defined as "all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions." N.C.G.S. § 132-1

2. Government records in North Carolina are considered public in nature unless identified as confidential pursuant to North Carolina Public Records Law (N.C.G.S. § 132) or other laws. Greene County adheres to the definitions and the direction provided in N.C.G.S § 132 et seq.

3. Public records requests made to any County employee or County Department shall be directed to the County Attorney's Office. The County Attorney's Office will then consult with the official custodian, who shall forward any records to the County Attorney's Office.

4. The County's preferred method for receiving public records requests is on the Greene County, North Carolina Public Information/Data Request Form.

5. All requests, to the extent possible, should include the following information:
    a. Date of the request
    b. Name of the requester (First Name and Last Name)
    c. Phone number of the requester
    d. Email address of the requester (if available)
    e. A description of the requested records with sufficient detail to enable the location of the requested information to be determined. This may

include:

- Custodian of the record
- Name or title of the record
- Date or date range of the record(s)

f. The preferred medium or format for record delivery or inspection. (The available formats may be limited for records that require redaction. Greene County must ensure that the records are redacted in a manner that ensures the requester cannot determine the confidential information through image manipulation or removal of field protections.)

6. Information which may not be defined as confidential under N.C.G.S. § 132 could still be subject to legal protection and thus would not qualify as a public record pursuant to other relevant state or federal statutes. Questions regarding the potential confidential nature of records or information should be directed to the County Attorney's Office.

B. Public Records

1. Examples of public records include, but are not limited to:
   a. Inspection reports
   b. Property transaction documents, including deeds and appraisals
   c. License and permit applications
   d. Animal adoption records
   e. Certain voter registration information

2. If a personal account, including email, is used to conduct County business, the content must be retained. Any email related to the transaction of Greene County business is considered a public record.
   a. It is recommended practice to only use a County provided email account to conduct County business. However, if a personal email account is used in connection with the transaction of County business, it is recommended that County- related emails be forwarded from the personal email account to the County provided email account for proper archiving and recording.

C. Confidential Records

1. "Confidential Information" is defined by N.C.G.S. §132-1.2.

2. Social security numbers and other personal identifying information as identified by N.C.G.S. §132-1.10 and further defined in N.C.G.S. §14-113.20 are a type of information which may not be defined as confidential, but are subject to legal protection and do not qualify as public records. Medical records (N.C.G.S. 130A-12) or records of public benefits (N.C.G.S. 108A-80) are always confidential.

3. Examples of confidential or identifying information include, but are not limited to:
    a. Trade secrets
    b. Account numbers for electronic payment
    c. Taxpayer Identification Number
    d. Driver's license number
    e. Social security number

D. Special Service Charges

1. Greene County may charge a special service charge for any request that requires extensive use of information technology or extensive clerical or supervisory assistance by County personnel. The special service charge will be in addition to any copying fees that are assessed and shall not be greater than the actual costs incurred. Any special service charges will be provided to the requester in advance.

2. Multiple requests regarding the same topic made within a short period of time (usually 1-4 weeks) from the same individual or organization will be treated as a single request for the purposes of determining whether special service fees are levied.

E. Definitions

1. Electronic Media: including but not limited to:
    a. Portable storage devices, including memory sticks, micro storage cards, and external USB/Firewire attached disk drives.
    b. Removable storage media including floppy disks, DVDs, CDs, or magnetic backup tapes.

2. Information System: including but not limited to:
    a. Storage Area Network (SAN) devices, Network Attached Storage (NAS) devices or any other externally attached disk storage subsystem.
    b. Workstations including any desktop, laptop, or netbook personal computing device.
    c. Photocopiers or digital copiers including network attached and standalone models that store images on non-volatile memory (hard disk drives or flash memory).

3. Sensitive Data: Information handled in business processes that should be disclosed under controlled conditions, such as ePHI, personally identifiable, and any security- related information that needs to be protected.

G-6

Board of Commissioners
Bennie Heath – Chairman
James T. Shackleford – Vice-Chair
Derek Burress
Ray Johnson
Jerry Jones

GREENE COUNTY
NORTH CAROLINA

County Manager
Kyle J. DeHaven

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Proposed Amendment to the Juneteenth Policy

Date: February 20, 2023

A proposed amendment was presented at the retreat for the Juneteenth Policy. These amendments will clarify those eligible for this benefit, and terms to which it can be used.

Action Recommended:

Motion to approve Proposed Amendment to the Juneteenth Policy

Board Action is Needed

PROPOSAL FOR A NEW OR REVISED POLICY

To: Greene County Commissioners
From: Shelvia Ashford, HR Director
Date: February 13, 2023

☐ New Policy

☒ Revision to Existing Policy

☐ Deletion of Existing Policy

Policy Title: Juneteenth (Personal Observance Leave)

Purpose: To request an amendment to the policy to remove discrepancies within the current policy

General Provisions:

- Eligible Types of Employees: Need to amend this section of the policy to specify which type of part-time employees can accrue the "personal observance leave."

Ex: Part-time Employees and Part-time Employees that accrue leave.

Use of Leave:

- Personal Observance may be used for any single day of personal significance.

Amendment:

- Remove the section that states "personal Observance Leave must be used before using Vacation or Sick Leave.

- Employees may use their allotment of Personal Observance Leave beginning June of the current year but must use it before November 15, 2022, of each year or forfeit the leave. (To prevent a large number of employees from being out during Thanksgiving and Christmas AND also to prevent the appearance of favoritism, unfairness, and/or discrimination when choosing who can or cannot have the requested time off).

JUNETEENTH
PERSONAL OBSERVANCE LEAVE

Introduction:

This Policy is created and enacted at the direction and request of the Greene Board of County Commissioners, who, by unanimous vote, desire to recognize Juneteenth with a day of Personal Observance Leave for County employees similar to that enacted by the Governor of North Carolina in Executive Order No. 262 which provides up to eight hours of fully paid leave to eligible employees for a day of personal observance to utilize on a day of significance, including days of cultural, religious, or personal observation.

Greene County supports a work environment that fosters respect and values all people regardless of their race, color, religion, sex (including pregnancy), national origin, age, genetic information, disability, sexual orientation, gender identity, and expression, or veteran or National Guard status. Greene County seeks opportunities to promote diversity and inclusion at all occupational levels of the County's workforce through Equal Employment Opportunity initiatives.

Greene County strives to be an employer of choice, including recruiting and retaining a diverse workforce and creating an inclusive environment. The County has adopted this Policy to ensure that employees have an opportunity to observe these days of personal, cultural, or religious importance.

Eligible Types of Employees:

The policy of the County is to provide vacation leave, sick leave, and holiday leave to all full-time and part-time employees who currently accrue leave, (but not limited service employees) in a permanent position with the County and to provide proportionally equivalent amounts to employees having average work weeks of different lengths.

Amount of Leave:

Forty-hour-per-week employees will receive eight hours of Personal Observance Leave each calendar year. The number of holiday hours earned by employees shall be determined in accordance with the formula set forth in Article VII, Section 15 of the Greene County Personnel Policy.

Use of Leave:

Juneteenth Personal Observance Leave may be used for any single day of personal significance. This includes, but is not limited to, days of cultural or religious importance. The day used for Personal Observance Leave does not have to be a day from the employee's own religious or cultural background.

The total amount of Personal Observance Leave awarded to an employee must be utilized in one work shift.

Employees may use Personal Observance Leave prior to exhausting any accumulated compensatory time (comp time).

~~Employees must use their Personal Observance Leave before using vacation or sick leave.~~

Employees may use their allotment of Personal Observance Leave beginning June of the current year but must use the allotment before November 15, 2022, of each year or forfeit the leave. (to prevent a large number of employees from being out during Thanksgiving and Christmas **AND** also to prevent the **appearance** of favoritism, unfairness, and/or discrimination when choosing who can or cannot have the requested time off).

Employees should submit requests for Personal Observance Leave to their Department Head or Supervisor. Supervisors are responsible for ensuring proper staffing and may deny leave request(s) when they create a hardship for the County. Thus, the supervisor, department head, or County manager may require that the Personal Observance Leave be taken at a time other than the one requested, based on the needs of the County.

Personal Observance Leave is Credit:

At the time this policy goes into effect, eligible employees will be credited with leave.

Newly hired employees shall be credited with leave immediately upon their employment with the County.

Separated employees that are re-employed within the same calendar year will receive the same amount of leave as a newly hired employee unless they previously utilized the leave within the same calendar year.

Other Limitations:

Personal Observance Leave not taken by December 31st of each calendar year is forfeited; it shall not be carried into the next calendar year.

Personal Observance Leave has no cash value and cannot be converted into retirement credit.

Employees shall not be paid for unused Personal Observance Leave at separation.

This leave shall not be payable upon the death of an employee during service.

Personal Observance leave shall not be applied to existing negative leave balances.

This leave shall not be donated under the Voluntary Shared Leave Policy.

This leave may not be used for the same purposes as sick leave.

Effective Date and Modification:
This policy becomes effective immediately. It may be modified or rescinded by the Greene County Board of Commissioners for any reason.

Board of Commissioners
Bennie Heath – Chairman
James T. Shackleford – Vice-Chair
Derek Burress
Ray Johnson
Jerry Jones

GREENE COUNTY
NORTH CAROLINA

County Manager
Kyle J. DeHaven

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Proposed Amendment to the Personnel Policy

Date: February 20, 2023

A proposed revision to the Personnel Policy is requested. This requested change will require Department Directors to give 30 days minimum notice upon separation to receive accrued benefits. This also allows for a smooth transition of duties.

Action Recommended:

Motion to approve the proposed Personnel Policy Amendment

Board Action is Needed

PROPOSAL FOR A NEW OR REVISED POLICY

To: Greene County Commissioners
From: Shelvia Ashford, HR Director
Date: February 13, 2023

☐ New Policy

☒ Revision to Existing Policy

☐ Deletion of Existing Policy

Policy Title: Separation and Reinstatement

Purpose:
To request an amendment to the Separation & Reinstatement policy to extend the two-week notice requirement for Director-level positions

-

General Provisions:

- To amend the policy to require Directors to give a minimum of 30-day notice upon resigning or retiring to allow for a smooth transition of duties.

Policy:

Article VIII Separation and Reinstatement Section 2: Resignation

- The minimum notice requirement for standard positions will remain as two calendar weeks; for Director-Level Positions; the minimum is 30 days.

Recommended Amendment
ARTICLE VIII. SEPARATION AND REINSTATEMENT

Section 1. Types of Separations

All separations of employees from positions in the service of the County shall be designated as one of the following types and shall be accomplished in the manner indicated: resignation, reduction in force, disability, voluntary retirement, dismissal, or death.

Section 2. Resignation

An employee may resign by submitting the reasons for resignation and the effective date in writing to the immediate supervisor as far in advance as possible. The minimum notice requirement for standard positions is two calendar weeks; for Department Head positions, the minimum is 30 days. Failure to provide minimum notice shall result in forfeit of payment for accumulated annual leave unless the notification requirement is waived upon recommendation of the Department Head or Human Resource Officer and approval by the County Manager.

Three consecutive days of absence without contacting the immediate supervisor or Department Head may be considered to be a voluntary resignation. Sick leave will only be approved during the final two weeks of a notice with a physician's certification or comparable documentation.

Section 3. Reduction in Force

In the event that a reduction in force becomes necessary, consideration shall be given to the quality of each employee's performance, organizational needs, and seniority in determining those employees to be retained. Employees who are separated because of a reduction in force shall be given at least two weeks' notice of the anticipated action. No regular employee shall be separated because of a reduction in force. At the same time, there are limited service or probationary employees serving in the same class in the department unless the regular employee is not willing to transfer to the position held by the limited service or probationary employee.

Section 4. Disability

The County will comply with the Americans with Disabilities Act and will make all responsible efforts to provide reasonable accommodation to employees who may be or become disabled. An employee who cannot perform the essential duties of a position because of a physical or mental impairment may be separated for disability. Action may be initiated by the employee or the County. In all cases initiated by the employee, such action must be accompanied by medical evidence acceptable to the Department Head, Human Resource Officer, and County Manager. The County may require an examination, at the County's expense, performed by a physician of the County's choice.

Employees who meet the requirements of the North Carolina Local Governmental Employees Retirement System may qualify for disability retirement. Information about this option is available from the Human Resources Director or the Retirement System.

Section 5. Voluntary Retirement

An employee who meets the conditions set forth under the provision of the North Carolina Local Government Employee's Retirement System may elect to retire and receive all benefits earned under the retirement plan.

Section 7. Dismissal

An employee may be dismissed in accordance with the provisions and procedures of Article IX.

Section 8. Reinstatement

An employee who is separated because of a reduction in force or who resigns while in good standing may be reinstated within one year of the date of separation, upon recommendation of Department Head and upon approval of the County Manager. An employee who is reinstated in this manner shall be re-credited with his or her previously accrued sick leave.

Section 9. Rehiring

An employee who resigns while in good standing may be rehired with the approval of the appointing authority, and shall be regarded as a new employee, subject to all of the provisions of rules and regulations of this Policy. An employee in good standing who is separated due to a reduction in force shall be given the first opportunity to be rehired in the same or a similar position.

Board of Commissioners
Bennie Heath – Chairman
James T. Shackleford – Vice-Chair
Derek Burress
Ray Johnson
Jerry Jones

GREENE COUNTY
NORTH CAROLINA

County Manager
Kyle J. DeHaven

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Proposed Dress Code Policy

Date: February 20, 2023

A dress code policy is proposed to be added to our personnel policy. The purpose of this request is for County Staff to convey professionalism at their workplace.

Action Recommended:

Motion to approve the proposed Dress Code Policy

Board Action is Needed

PROPOSAL FOR A NEW OR REVISED POLICY

To: Greene County Commissioners
From: Shelvia Ashford, HR Director
Date: February 13, 2023

[X] New Policy

[ ] Revision to Existing Policy

[ ] Deletion of Existing Policy

Policy Title: Greene County Dress Code Policy

Purpose:
To request approval to adopt a dress code policy. Appropriate dress is important because it conveys professionalism and expectations in Greene County. Employees are required to dress in appropriate attire and maintain good grooming standards.

General Provisions:

- Employee appearance contributes to Greene County's culture and reputation. Employees are expected to present themselves in a professional manner that results in a favorable impression by clients and customers.

Policy:

Article V Conditions of Employment Section 16: Dress Code Policy

- See attached

Greene County Dress Code Policy

Section 16. Dress Code Policy

Policy
Employee appearance contributes to Greene County's culture and reputation. Employees are expected to present themselves in a professional manner that results in a favorable impression by clients and customers.

Purpose
Appropriate dress is important because it sends a message about your professionalism and that of Greene County. Employees are required to dress in appropriate attire and maintain good grooming standards.

Greene County may have different dress policies from department to department depending on the nature of the work, safety, and the amount of contact with the public. (We may require professional, business casual, or even casual work attire)

- Professional: Appropriate business attire includes suits, ties, dress shirts, dress pants, blazers, skirts, dresses, blouses, and appropriate dress shoes.
- Business Casual: Appropriate business casual attire includes collared shirts, sweaters, skirts, dresses, blouses, dress pants, khakis, and appropriate dress shoes or loafers.
- Work Casual: Appropriate casual attire includes denim, khakis, capris, dresses, skirts, t-shirts (no writing or pictures), polo shirts, and appropriate casual shoes, including athletic shoes. Torn, overly faded, or stained clothing, even for casual attire, would not be appropriate when customer-facing.

For employees not meeting with customers, casual attire is acceptable on Fridays. Clothing should be neat and clean at all times.

Inappropriate attire at all times includes sweatpants, shorts, cut-offs, backless tops or dresses, spandex/tight clothing, except for leggings worn under dresses, midriff tops, tank tops, halter tops, skirts more than two inches above the knee, hats, visible undergarments.

Visible piercings are limited to two in each ear lobe.

Tattoos are permitted in the workplace as long as they're not offensive, unprofessional or distracting.

In addition, supervisors will advise if poor hygiene or excessive perfume/cologne becomes an issue. If the problem persists, supervisors should follow the normal corrective action process.

In some settings, other safety requirements may apply, which will be required even if not explicitly stated in this policy. For example, closed-toe shoes might be required, piercings may be limited to a certain length or not permitted or jewelry might be prohibited altogether.

Please use good judgment in your choice of work clothes and remember to conduct yourself at all times in a way that best represents you and Greene County. When in doubt, don't wear it. If you have questions about what is appropriate, see your supervisor or the human resources department.

Greene County recognizes the importance of individual religious beliefs to persons within its workforce.

GREENE COUNTY

Greene County Dress Code Policy

GREENE COUNTY will reasonably accommodate a staff member's religious beliefs regarding workplace attire unless the accommodation creates an undue hardship. Accommodating religious beliefs in terms of attire may be difficult regarding safety issues for staff members. Those requesting workplace attire accommodation based on religious beliefs should be referred to the human resources department.

Reviewed for NC/SC law only.