

NORTH CAROLINA  
COUNTY OF GREENE

The Greene County Board of Commissioners met in regular session on Monday, February 1, 2021 at 10:00 a.m. in the Wellness Center. Present for the meeting: Chairman Bennie Heath, Vice Chairman James T. Shackelford Jr, Commissioners Jerry Jones, Susan Blizzard, 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, and gave the Invocation and lead the Pledge to the Flag.

**B. Approval of Agenda**

Chairman Heath asked for a motion to approve the agenda as is.

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

**C. Consent Agenda**

Chairman Heath asked if there were any changes/modification to the Consent Agenda as presented.

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

- January 19, 2021 Regular Meeting Minutes
- January 22, 2021 Special Meeting Minutes
- Releases/Refunds
- Consideration of Late Applications for Present Use Value
- Budget Amendment; Extension
- Budget Amendment; Transportation

Refunds: NCVTS Tax & Tag

|                           |         |                    |         |                      |         |
|---------------------------|---------|--------------------|---------|----------------------|---------|
| Frank Leslie Walston, Jr. | \$34.33 | Percy Davis Taylor | \$79.62 | Lucero Correa-Alonso | \$26.65 |
|---------------------------|---------|--------------------|---------|----------------------|---------|

|                   |        |  |  |  |  |
|-------------------|--------|--|--|--|--|
| Helen Connor Pitt | \$2.96 |  |  |  |  |
|-------------------|--------|--|--|--|--|

Releases: Ad Valorem Tax

|               |         |               |         |  |  |
|---------------|---------|---------------|---------|--|--|
| Jeffrey Smith | \$42.00 | Fred M. Brann | \$42.00 |  |  |
|---------------|---------|---------------|---------|--|--|

## **D. PUBLIC COMMENTS**

**None**

## **E. PRESENTATION**

1. Trey Cash, Elections Director. Mr. Cash gave a presentation on the Elections Department to include the November 3, 2020 Federal General Election and the 2021 Election Plans/Activities. (See attached)

2. Mike Barnette, McDavid Associates. Mr. Barnette gave an update on housing projects the County is currently involved in. (See attached)

3. Harold Thomas, Economic Development Update. Mr. Thomas gave an update on all Economic developments during October – December 2020. Mr. Thomas stated he has been working four companies looking for shell buildings and that are now in a wait and see mode due to concerns about tax laws and energy costs. He noted that Billy Beer has been sold to Wren Bev Inc. and new owner hoping to start operations soon. NWL was bought by Cornell. Mr. Thomas also noted he has been working with a potential business for the Industrial Park. The Greene County Transportation Committee had its first meeting January 20<sup>th</sup> and he went over road projects in the county.

## **F. COUNTY MANAGER REPORT**

1. Mr. DeHaven presented a request from Eastern Carolina Council to re-appoint Alice Barfield to the Joint Community Advisory Committee for a three-year term. It was noted that this term would be effective February 1, 2021 if approved.

On motion by Commissioner Jones and seconded by Commissioner Blizzard the Board voted unanimously to approve this re-appointment as requested.

2. Mr. DeHaven next presented Capital Project Budget Ordinance for the ESFRLP program. Mr. DeHaven stated the ordinance has been established in 2018, but no funds have been appropriated. This amendment establishes a budget as is recommended by our housing consultants. Commissioner Jones made a motion and Commissioner Shackleford seconded the motion, Chairman Heath asked if there were any questions, Commissioner Blizzard asked about the chart that was attached that was provided by McDavid Associates. She asked if any of these were complete and Mr. DeHaven stated he believed if it had a complete date then it was done and he stated he would get more information from Mr. Barnett.

On motion by Commissioner Jones and seconded by Commissioner Shackleford the Board voted 4 to 1 (Commissioner Blizzard) approving this budget ordinance.

3. Mr. DeHaven next presented a Change Order One for the Armory. The roof of the building has been found needing replacing now rather than later due to the roof being in such poor condition. Mr. DeHaven asked for a Capital Project Budget Ordinance Amendment for this change order and leave the project contingency monies in place. He noted that barring anymore unforeseen issues, the contingency will return to the County upon completion of the project.

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

4. Mr. DeHaven next presented a Resolution authorizing the finance office to engage in electronic payments. Mr. DeHaven stated the purpose behind this resolution is to cover County's expenditures from purchase cards when the finance officer is not present to preaudit the purchase. Example: this resolution authorizes a blanket policy for fleet card purchases of fuel by departments authorized to have fleet cards. This makes available the appropriated monies in the budget available to spend as needed to a predetermined limit. This resolution keeps us in line with state statutes.

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

5. Mr. DeHaven next presented a request to appoint Ms. Shanita Edwards to be an alternate on the Board of Adjustments.

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

6. Mr. DeHaven next presented an amendment to the position classification plan in the form of an additional classification of duties. This is not a full or part time position, but rather a set of

agreed upon duties that will assist management and staff in the timely use of digital media platforms.

On motion by Commissioner Jones and seconded by Commissioner Shackleford the Board voted unanimously to approve the amendment to the position classification plan.

7. Mr. DeHaven next presented a Plan of Action for the Animal Services Department. He stated a Shelter Handbook has been set up; Rescue Organization Handbook is being set up; they are updating forms as needed; we have ordered a new copier/printer; and' they are researching software for the shelter.

#### **G. County Attorney Report**

Nothing at this time.

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

Chairman Heath stated he would like Mr. Barnett to explain the chart provided tonight for the ESFRLP program.

Commissioner Burress welcomed Interim DSS Director Suzanne Gray. Commissioner Burress feels it is important to recognize the accomplishments of the staff. Commissioner Burress congratulated Ciara Stocks, a Greene County Early College student for being selected to attend the "National Youth Leadership Forum: Medicine" at George Mason University. He also congratulated Greene County native Chanella Monroe on the release of her new gospel single, titled "Jesus Will Make Everything Alright." He also congratulated Greene County native Trey Utey who founded KicksRx for expanding his product line to include custom air fresheners. He also noted a new business opened across from West Greene Elementary "J and L Auto Solutions." He noted he has been working with Senator Davis on a piece of legislation that will give counties more flexibility during declared state of emergencies. The legislation they are working on may be too late for the county to benefit from this year, but they hope to have it in place if the pandemic worsens. He also stated he was disappointed in the county manager for not getting the Commissioners information in a timely manner. He asked about notification process for contacting the media and other outlets for special called meetings.

Commissioner Blizzard noted events the Library will be having for Valentines Day: February 9<sup>th</sup> @ 3:30 a Stamp Program for making Valentines, February 11<sup>th</sup> 4 – 5:30 Tye Dye T-shirts and 6:30 they will have a paint party. February 16<sup>th</sup> they will have a presentation by George Mewborn on "Tuscarora", limited seating available so please call ahead for reservations. Commissioner Blizzard also noted that COVID testing will continue at the Farmer's Market. Vaccines will continue at the Health Department as scheduled, but noted they are getting a reduced amount of vaccines due to the mass vaccine going on around the state. She also thanked Misty Chase and the Transportation Department for providing transportation for residents to get

the vaccine. She also asked the County Manager about the sink hole situation at the Farmer's Market and the County Manager stated he is working with Duke Energy on this situation. Commissioner Blizzard also asked for an update on the Automatic Meter Reader program. Commissioner Jones requested Joy Brock to come speak at the next meeting on the vaccine program.

#### **I. CLOSED SESSION – Personnel**

Motion by Commissioner Jones and seconded by Commissioner Blizzard, the Board voted unanimously to go into Closed Session.

Motion by Commissioner Jones and seconded by Commissioner Shackleford, the Board voted unanimously to come out of Closed Session.

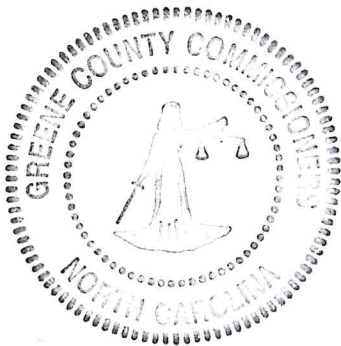
#### **J. ADJOURN**

On motion by Commissioner Jones and second by Commissioner Shackleford to adjourn the meeting, the Board voted unanimously to adjourn.



Bennie Heath, Chairman

Attest:



Kyle J. DeHaven, Clerk to the Board



## **PRESENTATION**

**TO:** The Greene County Board of County Commissioners  
**FROM:** Trey Cash, Director of Elections  
**DATE:** February 1, 2021  
**SUBJECT:** 2020 General Election Summary and 2021 Election Plans/Activities

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### **November 3rd, 2020, Federal General Election Summary:**

- Greene County Board of Elections received a total of \$98,871.28 in grant funding for the November 2020 election.
  - USC Schwarzenegger Institute's Democracy Fund Initiative - \$25,005.80
  - NC Community Foundation - \$14,500 and one free machine letter opener
  - Center for Technology and Civic Life - \$3,579.48
  - CARES funding - \$68,291
  - HAVA funding - \$10,000
- Grant funding was used to purchase 44 sneeze guards, 13 hand sanitizer stations, COVID-19 disinfecting/cleaning items, additional laptops and printers, ADA compliant curbside voting alert system, Poll Worker hazard pay, One-Stop worker hazard pay, temporary staff salaries, and additional Poll Worker and One-Stop worker pay.
- Greene County did not have any reported COVID-19 exposures from the November 2020 election.
- Greene County Board of Elections employed over 100 Greene County citizens during the November 2020 election.
- Highest turnout ever for Absentee by Mail and One-Stop early voting in Greene County.

### **2021 Election Plans/Activities:**

- Greene County Board of Elections contracts with ES&S/PrintElect for our voting systems software along with 96 of the other counties in North Carolina. ES&S would like for us to transition from an older software called Unity to a newer software from ES&S called ElectionWare. In layman's terms, we would be upgrading from Windows XP to Windows 10 in voting system software. Greene County has used ES&S software since 2007. ElectionWare is certified by the North Carolina State Board of Elections and numerous counties in North Carolina used the software in the 2020 election cycle such as Mecklenburg County and Lenoir County. This transition will have no cost to the county except for the purchase of a new hardened election laptop. The transition will take several months due to testing of the new software and a complete mock election to fully certify the software before the 2021 Municipal Election. The transition will comply with NC General Statutes and the NC Administrative Code.
- The Greene County Board of Elections will prepare, move, and transition to a new office location (current Transportation building) during the summer and fall months of 2021. One

30x30 temperature/humidity-controlled metal building is requested to be constructed, in the current transportation van location, due to space requirements and security recommendations to store all election equipment in a separate building away from the general public. The requested building will house over \$650,000 worth of critical voting equipment, COVID-19 equipment, ballots, laptops, and ADA compliant voting equipment and is required to be temperature/humidity-controlled. A separate building for election equipment within a gated fence was recommended from the U.S. Department of Homeland Security Cybersecurity and Infrastructure survey report in 2019. The building will provide a permanent home for our election equipment for the next couple of decades for Greene County.

- The Greene County Board of Elections will administer the 2021 Municipal Election in the fall and winter of 2021 and prepare for the 2022 Federal Election cycle.

## **Greene County Housing Programs Update February 1, 2021**

Greene County has 4 active housing programs. Each program is listed below along with a brief status of each.

### 2017 ESFRLP-DR -

This program is funding through the North Carolina Housing Finance Agency.

- 18 homes are approved for funding.
- 16 have been bid,
- 5 units are complete
- 6 units are under active construction
- 3 units have completed HVAC repairs, and
- 2 are waiting for contractors to be available to begin work.

### 2017 HMGP

This program is funding through the Department of Emergency Management.

In the acquisition activity, six offers have been made, four acquisitions completed, two offers rejected and one offer remains to be made.

Demolition contracts (4) are in place and will start when ground conditions are drier.

Elevation contracts (3) are signed and will be released when DEM confirms funding availability for the contract amounts which are higher than allocations proposed by DEM in the original funding sheet.

### 2018 CDBG-NR

This program is funded through the NC Dept of Commerce.

This program contains 6 units for reconstruction. Title examinations are underway and replacement home packages are in design with procurement scheduled to take place in February 2021. Presentation and coordination with homeowners scheduled to be completed in March 2021.

### 2018 ESFLP

This program is funding through the North Carolina Housing Finance Agency.

- 15 units have been submitted for funding approval,
- 5 units have “backed out”,
- 1 unit is deceased,
- 8 units with closed loans.
  - 3 units have started construction
- 1 unit is pending loan setup at NCHFA

**GRANT PROGRAM BUDGET  
GREENE COUNTY  
2018 ESFRLP PROGRAM**

Section 1. The Program authorized is the Essentials Single Family Rehabilitation Loan Pool Program (ESFRLP) described in the work statement contained in the grant agreement between this unit and the North Carolina Housing Finance Agency. This project is more familiarly known as the 2018 ESFRLP (1814) Program.

Section 2. The officers of this unit are hereby directed to proceed with the Grant Program Budget within the terms of the grant documents, the rules and regulations of the NC Housing Finance Agency and the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this Program:

|                           |                     |
|---------------------------|---------------------|
| NC Housing Finance Agency | \$350,000.00        |
| Other Funds               | <u>0.00</u>         |
| <b>Total</b>              | <b>\$350,000.00</b> |

Section 4. The following amounts are appropriated for the Program:

|              |                     |
|--------------|---------------------|
| Hard Costs   | \$250,000.00        |
| Soft Costs   | <u>100,000.00</u>   |
| <b>Total</b> | <b>\$350,000.00</b> |

Section 5. The Finance Director is hereby directed to maintain within the Grant Program Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and federal and state regulations.

Section 6. The Finance Director is authorized to revise the existing budget as needed to make needed changes between and above listed line items within the ESFRLP revenues available.

Section 7. The Board recognizes the County may receive additional revenues from the ESFR Loan Pool to do additional units and authorizes the Finance Director to make appropriate changes as needed to this budget to accommodate for these additional revenues and expenditures.

Section 8. Funds may be advanced from the General Funds for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 9. The Finance Director is directed to report annually on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

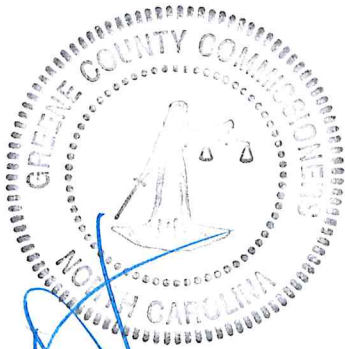
Section 10. The budget officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this board.

Section 11. Copies of this grant project budget shall be made available to the budget officer and the Finance Director for direction in carrying out this Program.

Adopted this 1st day of February, 2021



Bennie Heath, Chairman  
Greene County Board of Commissioners



ATTEST:



Kyle DeHaven, Clerk to the Board

## Loan Pool Units of Project

**Greene County-2018**

**Project SFRLP1814**

**Project Donna Coleman**

| Unit<br>Number | Borrower          | Status        | Amount       |              |              | Disbursed |             |        | Unit<br>Completion Date |
|----------------|-------------------|---------------|--------------|--------------|--------------|-----------|-------------|--------|-------------------------|
|                |                   |               | Loan         | Grant / Fee  | Total        | Loan      | Grant / Fee | Total  |                         |
| 1              | Loreita Lewis     | Closed        | \$25,000.00  | \$10,000.00  | \$35,000.00  | \$0.00    | \$0.00      | \$0.00 |                         |
| 2              | Emma Stireter     | Closed        | \$25,000.00  | \$10,000.00  | \$35,000.00  | \$0.00    | \$0.00      | \$0.00 |                         |
| 3              | Barbara Dixon     | Closed        | \$25,000.00  | \$10,000.00  | \$35,000.00  | \$0.00    | \$0.00      | \$0.00 |                         |
| 4              | Earline Smith     | Canceled      | \$0.00       | \$0.00       | \$0.00       | \$0.00    | \$0.00      | \$0.00 | 9/23/2020               |
| 5              | Earline Smith     | Canceled      | \$0.00       | \$0.00       | \$0.00       | \$0.00    | \$0.00      | \$0.00 | 4/20/2020               |
| 6              | Joan Wade         | Closed        | \$25,000.00  | \$10,000.00  | \$35,000.00  | \$0.00    | \$0.00      | \$0.00 |                         |
| 7              | Helen Artis       | Closed        | \$25,000.00  | \$10,000.00  | \$35,000.00  | \$0.00    | \$0.00      | \$0.00 |                         |
| 8              | Peggy Riddle      | Closed        | \$25,000.00  | \$10,000.00  | \$35,000.00  | \$0.00    | \$0.00      | \$0.00 |                         |
| 9              | Leora Hardy       | Canceled      | \$0.00       | \$0.00       | \$0.00       | \$0.00    | \$0.00      | \$0.00 | 6/23/2020               |
| 10             | Essie Best        | Approved      | \$25,000.00  | \$10,000.00  | \$35,000.00  | \$0.00    | \$0.00      | \$0.00 |                         |
| 11             | Geraldine Pridgen | Closed        | \$25,000.00  | \$10,000.00  | \$35,000.00  | \$0.00    | \$0.00      | \$0.00 |                         |
| 12             | Lewis Wood        | Closed        | \$25,000.00  | \$10,000.00  | \$35,000.00  | \$0.00    | \$0.00      | \$0.00 |                         |
| 13             | Letha Speaker     | Canceled      | \$0.00       | \$0.00       | \$0.00       | \$0.00    | \$0.00      | \$0.00 | 6/22/2020               |
| 14             | Latisha Hardy     | Canceled      | \$0.00       | \$0.00       | \$0.00       | \$0.00    | \$0.00      | \$0.00 | 5/8/2020                |
| 15             | Eyvonne Edwards   | Canceled      | \$0.00       | \$0.00       | \$0.00       | \$0.00    | \$0.00      | \$0.00 | 6/22/2020               |
| 16             | Leora Hardy       | Pending Setup | \$0.00       | \$0.00       | \$0.00       | \$0.00    | \$0.00      | \$0.00 |                         |
| 17             | Percy Artis       | Reserved      | \$25,000.00  | \$10,000.00  | \$35,000.00  | \$0.00    | \$0.00      | \$0.00 |                         |
|                |                   |               | \$250,000.00 | \$100,000.00 | \$350,000.00 | \$0.00    | \$0.00      | \$0.00 |                         |

Commissioners  
Bennie Heath - Chairman  
James T. Shackelford - Vice Chairman  
Jerry Jones  
Susan Blizzard  
Derek Burruss



County Manager  
Kyle J. DeHaven

Finance Officer  
Beverly T. Stroud

## **Resolution authorizing Greene County to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441**

WHEREAS, it is the desire of the Board of Commissioners that Greene County is authorized to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441

WHEREAS, it is the responsibility of the Finance Officer to adopt a written policy outlining procedures for pre-auditing obligations that will be incurred by electronic payments as required by NC Administrative Code 20 NCAC 03 .0409;

WHEREAS, it is the responsibility of the Finance Officer to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by NC Administrative Code 20 NCAC 03 .0410;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of Greene County

**Section 1.** Authorizes Greene County to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441;

**Section 2.** Authorizes the Finance Officer to adopt a written policy outlining procedures for pre-auditing obligations that will be incurred by electronic payments as required by NC Administrative Code 20 NCAC 03 .0409;

**Section 3.** Authorizes the Finance Officer to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by NC Administrative Code 20 NCAC 03 .0410; and

**Section 4.** This resolution shall take effect immediately upon its passage.

Upon motion of Commissioner Jones, and seconded by Commissioner Shackelford, the foregoing

Resolution was passed by the following vote:

Ayes:

5

Nays:

None

Abstentions:

None

I, Kyle J. DeHaven, Clerk to the Board of Commissioners of Greene County, do hereby certify that the foregoing resolution is a true and exact copy of the "**Resolution authorizing Greene County to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441**" duly adopted by the Board of Commissioners of the County at the regular meeting thereof duly called and held on 02/01/21, a quorum being present.

WITNESS my hand at Snow Hill, NC, this 1st day of February, 2021

  
\_\_\_\_\_, Clerk

229 Kingold Blvd., Suite D • Snow Hill, NC 28580 • (252) 747-3446 • FAX (252) 747-3884  
[www.greencountync.gov](http://www.greencountync.gov)

*The mission of Greene County Government is to serve and improve the lives of all citizens by providing high-quality, cost-effective services in an open, professional and ethical environment*

Commissioners  
Bennie Heath - Chairman  
James T. Shackleford-Vice Chair  
Jerry Jones  
Susan Blizzard  
Derek Burress



County Manager  
Kyle J. DeHaven

Finance Officer  
Beverly T. Stroud

County Attorney  
Gay Stanley

February 1, 2021

Ms. Shanita Edwards  
84 Murray Rd.  
Snow Hill, NC 28580

Dear Ms. Edwards;

It is with great pleasure to advise you that you have been appointed to the Greene County Board of Adjustments as an alternate by the Greene County Board of Commissioners.

Sincerely,

Bennie Heath, Chairman  
Greene County Board of Commissioners

cc: Brandon Sutton

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[www.greenecountync.gov](http://www.greenecountync.gov)

*The mission of Greene County Government is to serve and improve the lives of all citizens by providing high-quality, cost-effective services in an open, professional and ethical environment*

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

## Communication Liaison

### Summary:

The Communication Liaison will plan, implement, and monitor digital media. An important role will be assisting staff with connecting with citizens, businesses, employees, and community members utilizing digital communications efforts.

### Duties:

- Actively engages with the County's social media platform for maximum outreach and communication with the community.
- Responsible for the County's website.
- Responsible for updating the Community Calendar on the County's website.
- Assist and train staff on updating the County's website.
- Assist staff with social media and communication outreach.
- Assist the County Manager and the Emergency Services Director during critical incidents or disasters to coordinate the release of emergency and/or recovery information.
- Assist staff with technology to help meet ADA requirements.

Rate: Classified as an additional agreed upon duty subject to stipend