

**COLUMBUS COUNTY**  
**BOARD OF COMMISSIONERS**

**MINUTES**

The Honorable Board of Columbus County Commissioners met in their said office at 111 Washington Street, Whiteville, NC at 8:00 A.M., April 7, 1997, for the regularly scheduled Board Meeting, it being the first Monday.

**BOARD MEMBERS PRESENT:**

C.W. Williams, Chairman

Lynwood Norris, Vice Chairman

Spruell Randolph Britt

David L. Dutton, Jr.

A. Dial Gray, III

Sammie Jacobs

C.E. Wilson

James E. Hill, Jr., Attorney

Dempsey B. Herring  
Administrator

Ida L. Smith, Clerk to Board

The meeting was called to order by Chairman C.W. Williams and the invocation was given by Commissioner Spruell R. "Randy" Britt.

**BOARD MINUTES APPROVAL**

A motion was made by Commissioner Norris, seconded by Commissioner Britt and passed unanimously to approve the Minutes of the March 17, 1997, Board Meeting, as recorded.

**CONSENT AGENDA ITEMS**

A motion was made by Commissioner Jacobs, seconded by Commissioner Norris and passed unanimously to approve the following consent agenda items.

**Tax Releases and Refunds:**

John Dean, Jr. & Susan Adams: Mobile home (1983 14 x 80') billed through error (pickup). Has not owned since 1994. Amount \$42.90, valuation \$5,000, year 1996, account #11-00113.

Morris & Betty N. Bullock: F-5-54C, double-listed to F-5-54 of Hal McNeill Bullock on account #12-04704. Amount \$14.08, valuation \$1,600, year 1996, account #12-04660.

Jackie Junior Etheridge: 0-8-9, house vacant. Amount \$60.00, year 1996, account #03-05920.

Larry Gene & Gloria Fowler: L-15-70, business waste collected by commercial hauler, "Waste Management of Central N.C." Amount \$60.00, year 1996, account #07-04860.

Monroe Dudley & Laura Grantham: G-13A-1, failed to receive the Senior Citizen's Exemption on lot and house. Amount \$132.00, valuation \$15,000, year 1996, account #06-16640.

Jesse O'Neil Hardwick: One (1) mobile home located in City (\$36.00 fee instead of \$60.00). Amount \$24.00, year 1996, account #03-10160.

Ruby McMillian: FB-2-319, failed to receive the Senior Citizen's Exemption on her lot and house. Amount \$85.14, valuation \$6,300, year 1996, account #10-10860.

Roger Cary Malpass: V-4-50B, double-wide double-listed as real and personal property. Amount \$109.53, valuation \$6,350, year 1996, account #15-25792.

Wanda Mintz: Mobile home (1992 - 14 x 60) double-listed on #15-24197, Charles Mintz. Amount \$153.01, valuation \$10,840, year 1996, account #15-27257.

Edgar Newell Heirs: R-1-1, house vacant. Amount \$60.00, year 1996, account #08-13760.

Ila M. Nobles: G-8-40B, double-listed to 09-29964, Ila Nobles. Amount \$110.04, valuation \$13,100, year 1996, account #09-22100.

Arrella T. Strickland: D-9-29A, house vacant. Amount \$270.00, years 1990-96, account #16-13955.

Frederick Tedder: CH-1-268, house gone. (1996 only.) (See refunds/User Fees 1992-95.) Amount \$85.14, valuation \$6,300, year 1996, account #13-39463.

Willie & Eunice G. Strickland (Heirs): G-10-6, Business (Pam's Grocery), waste collected by commercial hauler "Waste Management of Central N.C. Amount \$60.00, year 1996, account #09-29860.

Ernest Worrell: Mobile home (1979 - 14 x 70) double-listed to Charles & Betty Worrell on #11-30563. Amount \$88.75, valuation \$2,970, year 1996, account #14-17980.

Ordered: That a refund check be issued to David A. & Deborah Godwin, 121 Summer Lane, Whiteville, NC 28472, in the amount of \$328.00, for year 1996, also years 1995, 96 for North Whiteville Fire Department. J-5-97Y, wrong square footage on house; also property not in the North Whiteville Fire District. Valuation \$28,500, account #01-53925.

Ordered: That a refund check be issued to Frederick Tedder, 642 Hallsboro Road, North, Hallsboro, NC 28442, in the amount of \$90.00 for years 1992-95 User Fees only. CH-1-268, vacant tract. Account #13-39463.

**Budget Amendments:**

Appropriate 20-397-0000 Contribution - Hospital	\$303,542.00
Expend 20-661-9100 Principal - Hospital Loan	105,952.00
Expend 20-661-9200 Interest - Hospital Loan	197,590.00
Appropriate 10-399-0000 Fund Balance	8,071.00
Expend 10-450-7400 Capital Outlay	8,071.00
Accept 10-348-1600 CP&L Energy Allocation	4,558.00
Expend 10-611-1500 CP&L Energy	4,558.00

**ORDINANCE (MANUFACTURED/MOBILE HOME PARK - PUBLIC HEARING**

**SCHEDULED**

A motion was made by Commissioner Gray, seconded by Commissioner Norris and passed unanimously to schedule a Public Hearing for the Manufactured/Mobile Home Park Ordinance for May 5, 1997 at 8:00 A.M.

**LAW ENFORCEMENT - AGREEMENT WITH GRIER-FRIPP FOR DESIGN SERVICES FOR THE DETENTION CENTER**

A motion was made by Commissioner Britt, seconded by Commissioner Wilson and passed unanimously to enter into an Agreement with Grier-Fripp Architects for design services for the addition to the existing Detention Facility only. The proposed Agreement as prepared by Grier-Fripp is to be revised to include the design phase of Detention Center add-on only.

**EMERGENCY SERVICES - COLUMBUS COUNTY FLEET SAFETY POLICY ADOPTED**

A motion was made by Commissioner Norris, seconded by Commissioner Wilson and passed unanimously to adopt the following Columbus County Fleet Safety Policy as prepared by John H. Moore, Jr., Emergency Services Director, with the stipulation that anyone riding in a County vehicle, other than an employee, must sign a waiver of liability.

**COLUMBUS COUNTY FLEET POLICY**

This policy is established to regulate the use of County vehicles assigned to employees in the performance of their duties and to personal vehicles used for County business.

**USE OF COUNTY OWNED VEHICLES**

**1. Permitted Uses**

- a. Only County employees or drivers authorized by departments may drive or operate County vehicles or equipment.
- b. County owned vehicles will be used for official County business only.
- c. No passengers will be permitted unless they are on official County business.

**2. Drivers Requirements**

- a. All county drivers will take a Defensive Driving Course (DDC).
- b. The driver of any County owned vehicle must have a valid North Carolina Operator's license. County employees who drive vehicles weighing more than 26,000 pounds or carrying 16 or more passengers must have a valid Commercial Class B license with a passenger endorsement.
- c. Employees will be responsible for any vehicle or equipment assigned to them.

- d. Employees driving County vehicles are required to obey all traffic laws.
- e. Vehicles are to be driven in a manner that creates a favorable impression with the public. Drivers will exercise special precaution when:
  - 1. Children are playing on the roadway or near the curb;
  - 2. Passing schools, playgrounds, or school buses;
  - 3. Approaching pedestrians or persons on bicycles; and
  - 4. Adverse weather or road conditions are encountered.
- f. No County vehicle will be operated if any controlling mechanism (such as steering, brakes, headlights, horn, or windshield wipers) is not in proper working condition. Do not operate a vehicle that is not in proper mechanical condition; report such conditions to your supervisor.
- g. Drivers and all passengers must wear seat belts at all times.
- h. The County will not pay traffic tickets or parking fines, including those received while using personal vehicles for County business. Employees found guilty of a moving violation may be subject to disciplinary action by their Supervisor. Employees ticketed for driving while impaired (DWI) while on duty will be terminated.
- I. **Any driving violation/points must be reported to the Department Head.**

### 3. Vehicle Assignment

- a. A County vehicle is normally assigned to an individual at the start of their assigned work period, and is the employee's responsibility until the completion of the period.
- b. A County vehicle may be assigned to an individual employee who regularly requires the use of the vehicle both on and off duty. Such an assignment may be of a permanent nature or for a specified time period, such as a week of on-call duty. To the extent possible, specific, employee/vehicle assignments should be made rather than the use of "pool" vehicles. Doing so should promote better accountability for vehicle condition and operation.
- c. During vacation periods or leaves of absence, an employee who is assigned a vehicle will turn the vehicle into their department.

### 4. Personal Use of County Vehicles

- a. No employee may use the vehicle assigned to them for personal business except for incidental purposes such as meals.
- b. When a vehicle is not being used for County business purposes, it is to be kept on County premises/property except as specifically exempted by a department head in writing.
- c. No County vehicle will be allowed to be driven to an employee's home unless the employee is subject to frequent/emergency duty after normal working hours. Exceptions to this policy will be made with the approval of department head. Only the following employees will be authorized to drive County vehicles to their home:
  - 1. Animal Control Officers on call;

2. Litter Patrol/Solid Waste;
  3. Fire Marshal;
  4. Maintenance Personnel on call;
  5. Sheriff and Deputies;
  6. Emergency Services Director; and
  7. Designated Recreation Personnel.
- d. An employee's title or position will not be regarded as justification for taking a County vehicle home. Justification is based on the above types of need without regard to official capacity.

### **ACCIDENTS**

If the vehicle is involved in an accident, the driver's duty is to stop the vehicle. Regardless of the situation, the following procedures must be followed in the event of an accident:

1. Immediately notify the local law enforcement agency to obtain their accident investigation and report, as well as report any emergency needs.
2. Notify supervisor, department head within 24 hours.
3. Complete the "Driver's Report of an Accident" form at the scene of the accident. Form should be kept in the glove box of your County vehicle at all times. Personnel using private vehicle for County business are responsible for having "Driver's Report of an Accident" form with them when on County business. This report, along with the law enforcement agency's report should be turned into Administration and to the County's Safety Director within 48 hours.
4. Notify the supervisor of any possible injuries to yourself, including possible workers' compensation claims.
5. The Department Head of the employee involved in an accident is responsible for obtaining two (2) damage estimates on the County vehicle within 72 hours. A copy of the estimates are to be given to the Administrative office for filing necessary claims.
6. Failure to properly report accidents and provide the necessary information will result in loss of County driving privileges. This in turn could result in termination.
7. The Director or Supervisor is responsible for filling out the "Vehicle Accident Supervisor's Investigation Report." A copy will be sent to the County's Safety Director.

### **POINT-BASED EMPLOYEE DISCIPLINARY POLICY FOR ACCIDENTS**

1. Upon notification/documented reports of the accident, the County's Safety Director and the Vehicle Accident Review Board will gather and analyze the factor(s) contributing to the accident to determine preventability on the part of the County driver. Each accident will be given one of the following designations, and the employee may be assigned points accordingly.

Non-preventable	No points
Questionable preventability	2 points
Preventable	4 points

Definitely preventable/serious 8 points

Additional designations:

Failure to report an accident to his/her supervisor and/or Law Enforcement Agency 6 points
Failure to wear seat belt 5 points

2. Disciplinary procedures will result from the accumulation of points, based on a 24-month accumulation period.

Written notice 2 points
Written notice 4 points
Written notice and mandatory driving training 6 points
Suspension without pay for 1 to 3 days 8 points
Suspension without pay for 3 to 5 days 12 points
Termination 13 points

3. The Vehicle Accident Review Board will present its findings, point accumulation and recommendations to the appropriate Department Head, County Administrator. Department Heads should take disciplinary action in accordance with this policy.

DRIVERS OBSERVATION REPORTS

Directors and Supervisors are responsible for reporting any poor driving habits of County employees that would indicate remedial training is needed. Inappropriate use of County vehicles should also be reported. The "Driver's Observation Report" will be used for these purposes as well as to compliment a driver's actions and abilities in the performance of their duties. A copy will be sent to the County's Safety Director.

MAINTENANCE AND CARE OF COUNTY VEHICLES

The vehicle must be kept clean at all times. It is the assigned driver's responsibility to maintain the vehicle in a clean condition.

1. Maintenance

- a. Each employee assigned a County owned vehicle is responsible for ensuring documented periodic maintenance of the vehicle.
b. The driver is responsible for ensuring that mechanical fluid levels are maintained, including gasoline, engine oil, transmission fluid, radiator fluid, windshield washer fluid, etc.
c. The County is not responsible for personal items which are lost or stolen.

COLUMBUS COUNTY
FLEET SAFETY POLICY STATEMENT

The use of motor vehicles is essential in delivery of services to the residents of Columbus County. Accidents involving these vehicles can significantly impair the resources of this organization in terms of injury, suffering, and property damage. Motor vehicle accidents are preventable. Vehicle maintenance costs can be reduced through strict preventive maintenance and proper operation procedures

It is the policy of Columbus County that all County employees comply with all elements of the Fleet Safety Program and drive in a defensive manner at all times.

/s/ C.W. Williams, Chairman  
Board of County Commissioners

**COLUMBUS COUNTY WATER & SEWER DISTRICT II - BOND REFERENDUM**

**SCHEDULED**

A motion was made by Commissioner Gray, seconded by Commissioner Britt and passed unanimously to establish the date for the Bond Referendum for the Columbus County Water & Sewer District II for November 4, 1997 to coincide with the Municipal Election.

**COMMUNITY SERVICE WORK PROGRAM - PRESENTATION BY ROSEMARY**

**S. THOMPSON**

Rosemary S. Thompson, Community Service Work Program Manager, addressed the Board regarding the Community Service Work Program and gave statistics on the number of hours completed by offenders and the different agencies that participate in the program.

**TAX - IDENTIFICATION NUMBER ON BUILDING PERMITS**

Richard Gore, Tax Mapper/Appraiser, requested the Board to approve listing property identification numbers on all building permits.

A motion was made by Commissioner Gray, seconded by Commissioner Norris and passed unanimously to direct the Building Inspections Department to list property identification numbers (that will be provided by the Tax Department) on all building permits.

**TAX - RESOLUTION ALLOWING BOARD OF EQUALIZATION & REVIEW TO**

**RULE ON APPEALS**

A motion was made by Commissioner Norris, seconded by Commissioner Dutton and passed unanimously to adopt the following Resolution allowing the Board of Equalization and Review to rule on appeals pertaining to G.S. 105-381.

**RESOLUTION**

**THE BOARD OF COUNTY COMMISSIONERS** at their meeting on the



7th day of April, 1997, unanimously adopted the following resolution:

**R E S O L V E D:**

**THAT WHEREAS**, the Columbus County Tax Administrator's Office has requested that the Columbus County Board of Commissioners review certain taxpayers written statements of defense concerning the collection of certain taxes pursuant to N.C.G.S. 105-381; and

**WHEREAS**, the Columbus County Board of Commissioners acknowledges at this time that the Columbus County Board of Equalization and Review is in session for annual reviews and that the said Board of Equalization and Review does hear appeals from Columbus County taxpayers by the Columbus County Tax Administrator's Office; and

**WHEREAS**, the Columbus County Board of Equalization and Review is thoroughly familiar with the legal requirements and all other tax related matters and is a proper body to hear the appeals and to render any justifiable relief sought by the taxpayer.

**BE IT, THEREFORE, RESOLVED** that the Board of County Commissioners of Columbus County, North Carolina, does hereby designate the Columbus County Board of Equalization and Review as its official representative to determine the request for any releases and the refunds of any taxes due to any taxpayers of Columbus County, North Carolina, while the Columbus County Board of Equalization and Review is in session and any cases which may come before them within ninety (90) days after receipt of such request where the taxpayer has a valid defense to the tax imposed.

This the 7th day of April, 1997.

**COLUMBUS COUNTY BOARD OF COMMISSIONERS**

**BY: /s/ C.W. Williams, Chairman to the  
Board of County Commissioners**

**ATTESTED BY:**

**/s/ Ida L. Smith, Clerk to the Board**

**APPOINTMENT - EQUALIZATION & REVIEW BOARD**

A motion was made by Commissioner Wilson, seconded by Commissioner Norris and passed unanimously to appoint Ina J. Brown to serve on the Equalization and

Review Board to replace Rita Parker, who resigned.

**SCHOOLS (COLUMBUS COUNTY) - MEETING SCHEDULED WITH BOARD OF EDUCATION**

The Board concurred to schedule a dinner meeting with the Columbus County Board of Education on April 23, 1997 at 7:00 P.M. regarding their 1997-98 Proposed Budget.

**PROCLAMATION - NATIONAL LIBRARY WEEK**

A motion was made by Commissioner Jacobs, seconded by Commissioner Britt and passed unanimously to proclaim April 14-19, 1997 as "National Library Week."

**NATIONAL LIBRARY WEEK PROCLAMATION**

**WHEREAS,** America's public and school and college libraries are a vital educational resource for millions of people; and

**WHEREAS,** libraries provide all people with vast resources for their occupations, entertainment and personal growth; and

**WHEREAS,** libraries nurture the mind and spirits of people of all ages; and

**WHEREAS,** librarians provide invaluable expertise in the pursuit of knowledge; and

**WHEREAS,** libraries are an essential national resource we cannot afford to take for granted; and

**WHEREAS,** libraries and library supporters across America are celebrating National Library Week April 14 through April 19, 1997 with the theme *KIDS CONNECT AT THE LIBRARY*.

**NOW, THEREFORE, BE IT RESOLVED** by the Columbus County Board of Commissioners, that the week of April 14 through April 19, 1997, be proclaimed

**NATIONAL LIBRARY WEEK**

in Columbus County and that all residents be encouraged to use their libraries, which provide valuable and helpful services for the purpose of improving their lives.

**COLUMBUS COUNTY BOARD OF COMMISSIONERS**

/s/ C. W. WILLIAMS, Chairman

**ATTESTED BY:**

IDA L. SMITH, Clerk to Board

**PROCLAMATION - APPRECIATION WEEK FOR COUNTY DEPARTMENT OF  
SOCIAL SERVICES' EMPLOYEES**

A motion was made by Commissioner Wilson, seconded by Commissioner Britt and passed unanimously to proclaim April 20-26, 1997 as "Appreciation Week for County Department of Social Services' Employees."

**APPRECIATION WEEK for COUNTY DEPARTMENT  
of SOCIAL SERVICES' EMPLOYEES**

**1997 PROCLAMATION**

**WHEREAS,** dedicated men and women across North Carolina work in local county departments of social services to provide services and support for thousand of our citizens; and

**WHEREAS,** these Social Services professionals accomplish many goals in their life's work: they provide financial and medical assistance for those unable to meet basic needs; protect children, older adults and the disabled; guide the needy toward self maintenance through education and job placement; assure that children receive financial support from their parents who are legally responsible for that support; offer services to children, older adults and the disabled that enhance their quality of life; and provide administrative support for program operations; and

**WHEREAS,** Social Services professionals are dedicated to improving the quality of life for the citizens of this State. They also strive to improve the delivery of services and to operate Social Services programs as efficiently and effectively as possible.

**NOW, THEREFORE,** we, the Board of Commissioners of Columbus County, hereby proclaim April 20-26, 1997, as "Appreciation Week for County Department of Social Services' Employees" in Columbus County and urge our citizens to recognize these professionals and commend them for their efforts.

**COLUMBUS COUNTY BOARD OF COMMISSIONERS**

**/s/ C. W. Williams, Chairman**

**ATTESTED BY:****/s/ IDA L. SMITH, Clerk to Board****SOLID WASTE - APPROVED NEGOTIATION OF CONTRACT WITH AMERICAN  
REFUSE SYSTEMS/WASTE MANAGEMENT, LTD.**

Dempsey B. Herring, County Administrator, presented the Board with proposals for Solid Waste Disposal from the following companies.

ARS - Waste Management  
Post Office Box 35067  
Fayetteville, NC 28303

Browning-Ferris Industries  
Post Office Box 12018  
Research Triangle Park, NC 27709

Mr. Herring reported that the most favorable proposal is from Waste Management of Central North Carolina which is based on hauling garbage at \$34.98 per ton. This figure is based upon utilization of the existing property owned at the Landfill by the County, including the scales. ARS-Waste Management will manage, support and operate personnel to accommodate the County's solid waste at this single site.

A motion was made by Commissioner Britt, seconded by Commissioner Jacobs and passed unanimously to accept the proposal from ARS-Waste Management by the Board by a 5 - 2 vote and to direct Dempsey B. Herring, County Administrator, and James E. Hill, Jr., County Attorney, to begin Contract negotiations.

AYES: Commissioners Norris, Gray, Williams, Britt and Jacobs

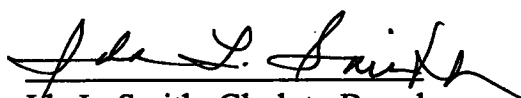
NOES: Commissioners Dutton and Wilson

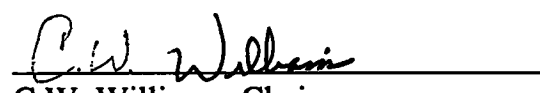
The motion passed on a 5 - 2 vote.

**ADJOURNMENT**

A motion was made by Commissioner Jacobs, seconded by Commissioner Britt and passed unanimously to adjourn the meeting at 8:40 A.M.

**APPROVED**

  
Ida L. Smith, Clerk to Board

  
C.W. Williams, Chairman