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## Neighborhood Advisory Board MINUTES

Thurs. Oct. 16, 2014 @ 6:30PM  
City Hall Conf. Rm. 337

200 West Fifth Street  
Greenville, NC 27835-7207

### BOARD MEMBERS PRESENT:

Members present are denoted by an "\*" and members absent are denoted by an "x".

NAME	DISTRICT	NAME	DISTRICT
Carolyn Glast *	1	Kim Carney x	1
Betty Hines *	2	David Douglas *	2
Ann Maxwell *	3	Laura McKenna x	3
Blythe Tennent x	4	Caroline Doherty *	4
Sharon Stang, Vice Chair x	5	Brenda Diggs, Chair *	5

### ALTERNATE MEMBERS PRESENT IN THE ABSENCE OF BOARD MEMBERS:

NAME	DISTRICT	NAME	DISTRICT
Vince Bellis *	3	Harry Stubbs *	4
		Misun Hur *	5

Community Development Department: Tiana Keith, and Gwen Turnage

Police Department: Rawls Howard

- 1) **Call to order** - Brenda Diggs, Chair
- 2) **Roll Call** - A quorum was established
- 3) **APPROVAL OF THE OCTOBER 16, 2014 AGENDA**  
**Motion:** Carolyn Glast      **Second:** Ann Maxwell  
 Motion was passed with an addendum from Vince Bellis to add an item: "**A. Meeting Time Change**", in the "**New Business**" section.
- 4) **APPROVAL OF THE SEPTEMBER 18, 2014 MINUTES**  
**Motion:** Carolyn Glast      **Second:** Harry Stubbs  
 Motion Passed

## 5) Code Enforcement Processes - Rawls Howard

Rawls Howard is the Division Chief for Code Enforcement Division located in the Police Department. Rawls presented an overview of Code Enforcement and staff's responsibility in the community. Code Enforcement consists of; Code Enforcement Officers, Animal Control Officers, and Parking Enforcement Officers. Officers enforce the law strategically throughout the City of Greenville's Geographical Deployment areas to assure compliance. Code Enforcement Officers focus on health and public safety. This includes, but not limited to; public nuisance, junk vehicles, minimum housing, some zoning (Community Development Department primarily manage this task), temporary signs, handbills, graffiti, 3 or more unrelated, and kennels.

Animals Control Officers focus primarily on euthanizing animals, detainment and transfer of animals, partner with local non profits, and educational campaigns.

Parking Enforcement Officers focus on balancing enforcement with economic development, patrols the downtown area, ensure vehicle turnover, enforce permit system for university neighborhood parking (not campus parking), and the upcoming parking decks.

Code Enforcement collaborates with the Public Works Department on trash and sanitation as well as the Community Development Department with their events to include Home Owners Associations and sites declared a public nuisance by the Chief Building Inspector.

For further information about Code Enforcement you may contact Rawls Howard @ (252) 329-4364 or [rhoward@greenvillenc.gov](mailto:rhoward@greenvillenc.gov).

## 6) Old Business

### A. District Meetings

Districts 1 and 3 have been designated to host February and April's 2015 district meetings. District 1 will host in February and district 3 will host in April. Carolyn Glast will organize district #1 neighborhood meeting and Ann Maxwell will organize district #3 neighborhood meeting. District meetings are in lieu of the monthly NAB meetings held at City Hall. District meetings are recognized as business meetings for the NAB. Location, time, flyers and additional information will be made available for the districts and their surrounding communities a month prior to the meeting.

## 7) New Business – (addition to the agenda)

### A. Meeting Time

#### **A MOTION TO RECOMMEND APPROVAL TO CHANGE NAB'S CURRENT MONTHLY MEETING TIME FROM 6:30PM TO 6:00PM:**

**Motion:** Vince Bellis      **Second:** David Douglas

Motion Passed with 6 votes to change to 6:00PM and 2 votes to keep the meeting at its current 6:30PM time.

#### Discussion:

Tiana explained to the board that their recommendation is conditional upon direction from Merrill Flood, Director of Community Development Department. Tiana will report back to the board before a final change is made.

## 8) Committee Report

### A. Symposium Planning

Brenda Diggs provided a report for Blythe Tennent who was absent. It was noted that Misun's students will create a mock video with scenarios depicting citizen's participation on city boards such as Planning & Zoning Commission (P&Z), and Board of Adjustment (BOA), etc. The video will include a panel of city staff answering questions along with citizens engaging in dialogue with city staff. This project is in the early planning process and Brenda Diggs is working with city staff to obtain information to report back to the board in a couple of weeks.

### B. Sustainability

Ann Maxwell provided the report to the board. The committee wants to identify good landlords and recognize them during the 2015 Neighborhood Symposium with an award. Some qualities of good landlords is defined as providing excellent service to their tenants, assist their tenants with issues they may have, enters a doable lease agreement, keeps the property in compliance, and listens to their tenants. Ann requested a copy of the lease from Nathaniel Village from Tiana.

## 9) Officer Elections

The election for nominations for NAB Chair and Vice-chair from the floor was opened by Chairperson Brenda Diggs.

A NOMINATION TO ELECT BLYTHE TENNENT TO VICE CHAIR:

**Motion:** Ann Maxwell      **Second:** Vince Bellis

A NOMINATION TO ELECT BRENDA DIGGS TO CHAIR:

**Motion:** Carolyn Glast      **Second:** David Douglas

Motions Passed

Being there no further nominations for chair and vice-chair, NAB Chairperson Brenda Diggs closed the nomination process.

## 10) Other

### A. Member/Liaison Reports Announcements

- Forrest Hills neighborhood association is having a meeting this weekend at Harry Stubbs house concerning the towing of vehicles.
- Several NAB members would like to know the attendance policy for liaisons.
- Tiana explained that in the near future there will be a training session for members and liaisons that will define their positions, responsibilities and expectations. A date conducive for members will be provided.
- Community Tree Day – November 8<sup>th</sup> in TRUNA @ 9:00AM – noon in the Rotary Building
- How can information get disbursed to neighborhoods after the monthly NAB meetings?

- Greenville Mayor Pro Tem and at-large Councilman Calvin Mercer will be organizing a Town Hall meeting on Tuesday, October 21<sup>st</sup> at the Intergenerational Community Center Chapel @7:00PM. Brenda Diggs will represent the NAB and city staff will be present to answer questions.
- **MOTION TO CANCEL THE DECEMBER 18, 2014 NAB MEETING, AND TO RESUME MEETING ON JANUARY 15, 2015.**

**Motion:** Carolyn Glast **Second:** David Douglas

Motion passed

**B. Staff Report**

**a. Promotional Video**

A promotional video is planned for the NAB. Some members will be asked to participate in the casting of the video.

**b. City Scene**

Ripples of Hope recorded a video with the Public Information Office. Tiana will let members know when this video is available for viewing.

**c. Newsletter**

Staff is currently organizing a newsletter for NAB with assistance from the Public Information Office. An intern to assist with this project is welcomed. Please contact Tiana Keith at (252) 329-4228 or [tkeith@greenvillenc.gov](mailto:tkeith@greenvillenc.gov) if you know of someone interested.

The City of Greenville's website is currently up and running. Staff is undergoing training.

**d. Fall Festival**

The city will be having its first "Fall Festival" Saturday, October 18<sup>th</sup> 8:00am to 5:00pm. Flyers were distributed with a schedule of events.

**11) Public Comments - Limit 3 minutes each**

THREE (3) MINUTES ALLOTTED PER SPEAKER – **NO ONE SPOKE**

FIFTEEN (15) MINUTES ALLOTTED FOR THE PUBLIC COMMENT PERIOD

**12) ADJOURN**

**MOTION TO ADJOURN**

**Motion:** Carolyn Glast **Second:** Betty Hines

Having no further business, the meeting adjourned at 8:15PM.

Respectfully submitted,



Tiana Keith, Neighborhood Liaison Ombudsman