

# NOTES

TO: Honorable Mayor and City Council Members

FROM: Barbara Lipscomb, City Manager *BSL*

DATE: January 18, 2017

SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. Memo from Barbara Lipscomb, City Manager, providing information about the North Carolina Local Government Debt Setoff Program
2. Memo from Ben Griffith, Community Development Director, providing 1<sup>st</sup> quarter monthly code enforcement reports
3. Memo from Ben Griffith, Community Development Director, regarding the New Fair Housing Rules and Tools Workshop on February 2<sup>nd</sup>
4. Memo from Kevin Mulligan, Director of Public Works, regarding City Hall receptionist desk changes

mc

Attachments

cc: Dave Holec, City Attorney  
Carol Barwick, City Clerk



Find yourself in good company

# Memorandum

**To:** Mayor and City Council Members  
**From:** Barbara Lipscomb, City Manager *BL*  
**Date:** January 17, 2017  
**Subject:** Debt SetOff Program

Mayor Thomas requested information on the North Carolina Local Government Debt Setoff Program, in which the City of Greenville has been participating since 2009. The purpose of the Debt Setoff Program is to assist ... "local governments with the recovery of any delinquent debts by offsetting debtor's North Carolina state tax refunds and Education Lottery winnings." Attached is background information from the NC League of Municipalities about the North Carolina Local Government Debt SetOff Clearinghouse.

The chart below, provided by the Financial Services Department, provides a summary of the debts collected for the City of Greenville and GUC as a result of the Debt SetOff Program.

NC Local Government Setoff Debt Clearinghouse Summary Listing - City of Greenville										
#	Municipality	2016						2015	2002-2014	Totals to Date
		Total Debt Submitted	Current Debt Submitted	Debts Setoff	Debts Invoiced	Amount Setoff	Amount Deposited	Amount Deposited	Amount Deposited	Amount Deposited
1	Greenville, City of	\$130,757.23	\$127,795.32	21	21	\$1,779.00	\$1,464.00	\$3,466.36	\$6,179.82	\$11,110.18
2	Greenville Utilities Commission	\$5,852,834.76	\$3,813,542.50	1,008	951	\$177,035.51	\$162,770.51	\$146,600.70	\$1,561,822.94	\$1,871,194.15
<b>Totals:</b>		<b>\$5,983,591.99</b>	<b>\$3,941,337.82</b>	<b>1,029</b>	<b>972</b>	<b>\$178,814.51</b>	<b>\$164,234.51</b>	<b>\$150,067.06</b>	<b>\$1,568,002.76</b>	<b>\$1,882,304.33</b>

dr

Attachment

(866) 265-1668 | [ncsetoff@ncsetoff.org](mailto:ncsetoff@ncsetoff.org) |



NORTH CAROLINA LOCAL GOVERNMENT  
**DEBT SETOFF  
CLEARINGHOUSE**

**NC LEAGUE**  
OF MUNICIPALITIES  
Good government. Great hometowns.

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[Information](#) ▾

[Statistics](#)

[Participants](#)

[Contact Us](#)

**Amount Collected since 2002:**  
\$262,245,327.47

**Amount Collected in 2016:**  
\$19,345,171.69

**Amount Collected in 2015:**  
\$17,102,409.11

**Are you a debtor that has been setoff?**

We understand your concerns about a North Carolina state income tax refund and/or an Education Lottery winning you were expecting. Click [here](#) for information and explanations.

**2017 Participation Form**

Click [here](#) for the required annual 2017 Participation Form. The 2017 form covers participation from September 1, 2016 through December 31, 2017. There is no need at this point for a new participating local government to complete a 2016 Participation form.

**2016 Training Workshops**

The 2016 workshops have been completed. The locations were:

1. Washington: Tue., Sept. 13
2. Raleigh Wed., Sept. 14
3. Wilmington: Thur., Sept 15
4. Asheboro: Tue., Sept. 20
5. Hickory: Wed., Sept. 21
6. Waynesville: Thur., Sept. 22



Registration is required and began July 15. Training documents and handouts of the presentation are available as of August 20. Click [here](#) for the Training/Workshop page.

**Security Reminder**

NEVER send data with social security numbers, such as an Excel file, to us via unsecured email, we have a website devoted for the secure transfer of data. In addition, don't send an email with a person's social security number enclosed. The last four and person's name is enough for us to research. Or just call us instead and we can provide the information you need.



**New Client Software Upgrade In Progress**

We will assist in the entire process. But those local governments with SQL Server 2014, 2012, 2008 or 2005 with I.T. staff can get immediate instructions



**A Great Method for the Recovery of Debts**

**WHAT WE DO...**

We assist North Carolina local governments with the recovery of any delinquent debts by offsetting debtors' North Carolina state tax refunds and Education lottery winnings. As long as the debt is \$50 or more and has been delinquent 60 days the process can begin. There is NO COST to participate with the NC Debt Setoff Clearinghouse. Since the debtor pays all fees, there is only the effort and cost of mailing the required notification letters.

**UPCOMING EVENTS:**

January 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

[More Info](#)

**Who is Eligible to Participate?**

- Counties
- Municipalities

**WHAT OTHER TYPES OF LOCAL GOVERNMENTS ARE ELIGIBLE TO PARTICIPATE?**

- Joint Regional Agencies (created under Article 20 of Chapter 160A of the General Statutes)
- Metropolitan Sewerage Districts (created under Article 5 of Chapter 162A of the General Statutes)
- Public Health Authorities (created under Part 1B of Article 2 of Chapter 130A of the General Statutes)
- Sanitary Districts (created under Part 2 of Article 2 of Chapter 130A of the General Statutes)
- Water and Sewer Authorities (created under Article 1 of Chapter 162A of the General Statutes)
- Housing Authorities (created under Chapter 157 of the General Statutes (debt must be final judgment in favor of Housing Authority) - effective October 1, 2011)
- Regional Solid Waste Management Authorities (created under Article 22 of Chapter 153A of the General Statutes - effective January 1, 2013)

**ARE YOU ELIGIBLE AND READY TO BEGIN?**

**2017 PARTICIPATION FORM (ALLOWS FOR PARTICIPATION UNTIL DECEMBER 31, 2017)**

**NOT SURE HOW TO GET STARTED? NEW PARTICIPANTS CHECKLIST**

**Debt Setoff Success**

Sixty (63) local governments have surpassed the ONE Million dollars since inception. (As of December 27, 2016 - Year-end)



**Counties (48)**

- |                          |                           |                        |                        |
|--------------------------|---------------------------|------------------------|------------------------|
| 30) Nash: \$1.038M       | 30) Nash: \$1.038M        | 3) Wake: \$11.084M     | 4) Guilford: \$8.368M  |
| 1) Gaston: \$13.898M     | 2) Mecklenburg: \$11.202M | 3) Wake: \$11.084M     | 4) Guilford: \$8.368M  |
| 5) Forsyth: \$7.062M     | 6) Durham: \$6.842M       | 7) Cleveland: \$6.604M | 8) Robeson: \$6.494M   |
| 9) New Hanover: \$4.991M | 10) Rowan: \$4.865M       | 11) Wayne: \$4.610M    | 12) Pitt: \$3.728M     |
| 13) Rockingham: \$3.313M | 14) Vance: \$3.282M       | 15) Lincoln: \$2.883M  | 16) Iredell: \$2.878M  |
| 17) Alamance: \$2.750M   | 18) Union: \$2.731M       | 19) Craven: \$2.730M   | 20) Johnston: \$2.704M |

and get started, just call (866) 265-1668 or send an email to [ncsetoff@ncsetoff.org](mailto:ncsetoff@ncsetoff.org)

Click [here](#) to find out more about the new client software and view the documentation/manual.

Click [here](#) to submit a request for the upgrade.

## 2016 Year-end Clean-up Completed

The 2016 clean-up process was completed the week of January 2 - 6..

Excel files were placed in secure folders (for 10 days) to all local governments were:

1. Expired Debts
2. Rejected SSNs/Names by Dept of Revenue

Clean-ups occurred at many local governments using client software with one or more choices:

1. Debts 0.00 (setoff or not)
2. Debts less than \$50.00 (setoff or not)
3. Expired Debts (all, \$0.00 or \$50)

Clean-ups occurred at the Clearinghouse for the following:

1. Debts 0.00 - ALL
2. Debts less than \$50.00 - ALL
3. Expired Debts - ALL
4. Rejected SSNs/Names by Dept of Revenue

21) Catawba: \$2.627M	22) Randolph: \$2.413M	23) Duplin:\$2.407M	24) Surry: \$2.399M
25) Caldwell: \$2.373M	26) Wilson: \$2.278M	27) Onslow: \$2.207M	28) Wilkes: \$1.874M
29) Davidson: \$1.817M	30) Buncombe: \$1.748M	31) Granville: \$1.718M	32) Sampson: \$1.673M
33) Nash: \$1.656M	34) Bladen: \$1.654M	35) Hertford: \$1.641M	36) Harnett: \$1.623M
37) Franklin: \$1.456M	38) Martin: \$1.390M	39) Person: \$1.368M	40) Pasquotank: \$1.321M
41) Halifax: \$1.302M	42) Henderson: \$1.283M	43) Cabarrus: \$1.259M	44) Beaufort: \$1.187M
45) Cumberland: \$1.124M	46) Bertie: \$1.085M	47) Stanly: \$1.058M	48) Carteret: \$1.055M

### Municipalities (16)

1) Raleigh: \$5.867M	2) Charlotte: \$5.691M	3) Winston-Salem: \$3.516M
4) High Point: \$3.196M	5) Wilson: \$2.700M	6) Asheville: \$1.919M
7) Gastonia: \$1.909M	8) Greenville: \$1.882M	9) Greensboro: \$1.846M
10) Durham: \$1.816M	11) Lexington: \$1.783M	12) Rocky Mount: \$1.584M
13) New Bern: \$1.446M	14) Concord: \$1.345M	15) Fayetteville: \$1.231M
16) Lumberton: \$1.136M		

### Other (1)

- 1) Mecklenburg EMS: \$19.885M

### Local Government Units Receiving Funds in 2016 (392)

1) Counties: 97	2) Municipalities: 259	3) Joint Regional Authorities: 4
4) Public Health Authorities: 6	5) Sanitary Districts: 3	6) Water & Sewer Authorities: 8
7) Metropolitan Sewerage Dist.: 1	8) Housing Authorities: 14	

# Memorandum

**To:** Merrill Flood, Assistant City Manager

**From:** Ben Griffith, Community Development Director *Ben*

**Date:** January 13, 2017

**Subject:** **1Q 2016-17 Code Enforcement Monthly Reports**

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Please find attached to this memo the monthly reports from the Community Development Department's Code Enforcement Division, prepared by Code Enforcement Division Supervisor Carlton Dawson. These reports cover the months of July, August and September for the 1<sup>st</sup> Quarter of the current fiscal year, showing significant increases in the number of code enforcement activities with the arrival of returning ECU students, then decreasing as new code enforcement strategies are put in place as detailed below.

Mr. Dawson is taking an aggressive, pro-active approach to code enforcement throughout the community, which I wholeheartedly support. Our goal is to keep the code enforcement officers out in their areas on patrol for several hours during the day, showing a strong, visible presence in the community. Mr. Dawson calls it "knocking and talking" which means identifying problems, knocking on doors and talking to residents to try and get code violations resolved before issuing violation letters and initiating civil actions. So far, this appears to have been well-received by the community.

With the return of ECU students, there has been the usual uptick of off-campus student complaints. Several reports of alleged fraternity houses, 3 or more unrelated, parking on grass, loud music/noise and parties have been responded to swiftly. Code Enforcement has been working very closely with the Police Department, especially on game day weekends, to quickly respond to complaints. Mr. Dawson has been assigning two code enforcement officers to patrol the residential neighborhoods adjacent to the ECU campus on Sunday mornings to identify and address code violations such as trash left outdoors after a party the night before and parking on the grass. The "knocking and talking" approach has been very successful in getting these issues resolved and yards cleaned up in a timely manner. There has been a very positive response from the community with this approach and we hope to continue and improve.

If you have any questions or need any additional information, please don't hesitate to contact either myself or Carlton Dawson at (252) 329-4115.

Attachments

# **Code Enforcement Division Monthly Report**

**July, 2016**

**399 code cases**

**713 follow-up inspections**

## **Case Types:**

1. Minimum Housing: (52) code cases
2. Boarded up structures: (1) code cases
3. Abandoned, Nuisance, and Junk Vehicles: (10) code cases
4. Weeded Lot, Trash & Debris: (301) code cases
5. Occupancy violations (3 or more): (13) code cases
6. Temporary Signs: (132) signs collected
7. Other: (2)Graffiti; (17)Parking on unimproved surface; (2) items obstructing the view of motorists; (1) stagnant water
8. Hearings held with owners (16)
9. Citations issued (8)

### **Additional Code Division Activity:**

1. Attended the Eastern Carolina Board of Realist (NCBOR) of The National Association of Real Estate Brokers (NAREB) Conference meeting at Holiday Inn, Greenville NC: discussed ways to assist with improvements to neighborhoods through CE and property managers and realtors; discussed zoning regulations for temporary signs.
2. Worked with H/R on the Lead Code Enforcement job description and job posting.
3. Conducted a joint inspection of overgrown ditches with Public Works in the Hop Tyson Rd area and neighborhood to address, Mayor Pro Temp, Smith's concerns. Code enforcement action taken and adjoining property cleaned up.
4. Assisted NCDOT and Public Works with grass cutting issues near the right-of-way areas along Evans Street and East 10<sup>th</sup> Street near ECU, addressing concerns from City Manager and TRUNA.
5. Worked with Pitt County Planning Department on an abandoned house and overgrown lot at 967 Mizell Street, concern came from Commissioner Mary Perkins Williams. House now in compliance and yard cut by owners.
6. Worked with IT on MUNIS workflow for CE payroll and timekeeper.
7. Continuing to work with IT on major merger of NavilLine to EnerGov software with Code Enforcement applications. Our entire code division attended EnerGov training during the week of July 11 thru July 14, 2016.
8. Code Officers worked with new GPD Officers for improvement strategies for Cheyenne Court.

9. July report for Staff Support Specialist, Christy Newsome:

- Mail is checked daily at 10 am & 3pm.
- Keying request into Public stuff & assigning requests to Code officers into Public Stuff
- Answering phones
- Keying in city code violations & invoices for code officers
- Processing invoices/ accounts receivable
- Making sure supplies are kept stocked to current
- Completed voucher-check requests
- Processing code letters to be sent out certified mail and regular mail
- Entered personal time into ESS system
- Processed & submitted payroll into MUNIS for Code Enforcement Dept.
- Purchased supplies for Code Enforcement Dept.
- Completed ECU/City of Greenville Agreement Quarterly Report for Johnnie Butler
- Received approval for a procurement card to order/purchase supplies for the Code Enforcement division online, etc.
- Attended EnerGov training, (new software system)

**Summary:**

We are hoping to fill the Lead Code Enforcement position soon. This will provide more oversight over work in assignment districts. We continue to encourage increased patrols for educating the public and getting a jump on code concerns. We are continuing to knock and talk for community engagement and problem solving.

# **Code Enforcement Division Monthly Report**

**August, 2016**

**457 code cases**

**883 follow-up inspections**

## **Case Types:**

1. Minimum Housing: (97) code cases
2. Boarded up structures: (3) code cases
3. Abandoned, Nuisance, and Junk Vehicles: (9) code cases
4. Weeded Lot, Trash & Debris: (276) code cases
5. Temporary Signs: (141) signs collected
6. Other: (6) Building material not suitable for building; (63) Parking on unimproved surface; (2) items obstructing the view of motorist; (1) stagnant water; 51 commercial business locations for zoning enforcement.
7. Hearings held with owners (26)
8. Citations issued (44)

## **Additional Code Division Activity:**

1. Assisted Planning and Zoning Division by identifying businesses with blinking lights, such as the following: lights flashing or blinking in store fronts and windows, multiple neon lights around a business or in windows, lights blinking advertising sales at business locations. Fifty-one (51) businesses identified.
2. Building permits required for (11) CE Minimum Housing cases.
3. Prepared Code Enforcement notice of violation letter and request for follow-up inspection for 902 Ward Street. Letter under review by City Attorney's office.
4. Prepared documents for City Attorney's office.
5. Continuing to work with IT on major merger of NaviLine to EnerGov software and Code Enforcement applications in preparations for the October go live date.
6. Code Officers worked with new GPD Officers for improvement strategies for the Mc Gregor Downs Rd area.
7. Code Officers attended National Night Out and met with citizens to discuss neighborhood concerns in the ECU district and the Elmhurst neighborhood.
8. August report for Staff Support Specialist, Christy Newsome:
  - Mail is checked daily at 10 am & 3pm.
  - Keying request into Public stuff & assigning requests to Code officers into Public Stuff
  - Answering phones
  - Keying in city code violations & invoices for code officers
  - Processing invoices/ accounts receivable
  - Making sure supplies are kept stocked to current
  - Completed voucher-check requests
  - Processing code letters to be sent out certified mail and regular mail

- Entered personal time into ESS system
- Processed & submitted payroll into Munis for Code Enforcement Dept.
- Created labels- file folders for Code Enforcement supervisor
- Processed travel requests (NCAHCO conference) for Code Enforcement officers
- Worked with finance to complete procurement card process

**Summary:**

We are continuing to work with H/R to fill the Lead Code Enforcement position. We are working daily with EnerGov for the October go-live date and we are working closer with other divisions within the Community Development Department since the hiring of a Department Director and are receiving outstanding guidance.

# **Code Enforcement Division Monthly Report**

**September, 2016**

**264 code cases**

**508 follow-up inspections**

## **Case Types:**

1. Minimum Housing: (56) code cases
2. Abandoned, Nuisance, and Junk Vehicles: (3) code cases
3. Weeded Lot, Trash & Debris: (165) code cases
4. Temporary Signs: (203) signs collected
5. Other: (5) Building material not suitable for building; (19) Parking on unimproved surface; (3) items obstructing the view of motorists; (13) overgrown vegetation;
6. Hearings held with owners (10)
7. Citations issued (35)

## **Additional Code Division Activity:**

1. Code Enforcement Officers, Rebecca Szalaj, Gervis Leathers, Johnnie Butler attended the (3) day NCAHCO Annual Educational Conference in Kitty Hawk NC. Code Officers received continuing Education Certificates for classes which consisted of the following:
  - Teambuilding/Networking
  - Dampness and Mold Growth
  - Fair Housing/Legal Aid
  - Immigration 101
  - Communicating Across Cultures
  - Foreclosures & Abandonments
  - Overview of International Property Maintenance Code
  - Report Writing
  
2. Completed the ECU Quarterly Stats Report for July 1, 2016 thru September 30, 2016; These stats represent quarter one(1) of the 2016/17 COG fiscal year.
  
3. Continuing to work with IT on major merger of NaviLine to EnerGov software and Code Enforcement applications in preparations for the go live date.
  
4. Staff Support Specialist, Christy Newsome resigned and her official last day was September 15, 2016. Some of her duties are listed below:
  - Mail is checked daily at 10 am & 3pm.
  - Keying request into Public stuff & assigning requests to Code officers into Public Stuff
  - Answering phones
  - Keying in city code violations & invoices for code officers
  - Processing invoices/ accounts receivable
  - Making sure supplies are kept stocked to current
  - Completed voucher-check requests
  - Processing code letters to be sent out certified mail and regular mail
  - Entered personal time into ESS system

- Processed & submitted payroll into Munis for Code Enforcement Dept.
- Created labels- file folders for Code Enforcement supervisor
- Processed travel requests (NCAHCO conference) for Code Enforcement officers
- Worked with finance to complete procurement card process

**Summary:**

We are continuing to work with H/R to fill the Lead Code Enforcement position and Staff Support Specialist vacancy. We are working very close with our Community Development Director for his leadership and guidance to build a high-performing Code Enforcement Division.

# Memorandum

**To:** Merrill Flood, Assistant City Manager  
**From:** Ben Griffith, Community Development Director *Ben*  
**Date:** January 13, 2017  
**Subject:** New Fair Housing Rules and Tools Workshop on February 2<sup>nd</sup>

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The City of Greenville's Housing Division is pleased to announce an important upcoming event: "New Fair Housing Rules and Tools Workshop," scheduled for Thursday, February 2<sup>nd</sup> at 10:30 AM in the City Council Chambers. A flyer is attached to this memo which will be distributed to the public. There will be a general information session for all those interested in Fair Housing, beginning at 10:30 AM until 12:30 PM and an afternoon session from 1:30 PM – 3:30 PM oriented toward housing professionals who will require technical assistance in preparation HUD's Assessment of Fair Housing (AFH), which replaces the Analysis of Impediments to Fair Housing (usually referred to as "AI") portion of their respective upcoming Consolidated Plan updates. Everyone who has an interest in Fair Housing is invited to attend this informative event, co-sponsored by the North Carolina Human Relations Commission.

The Obama Administration has placed a high priority on Fair Housing, especially since the US Supreme Court's 5-4 ruling in 2015 affirmed that a housing policy that disproportionately negatively affects minorities, counts as racial discrimination, even if that wasn't the policy's explicit purpose. The ruling considers outcome, not just intent, and led to the establishment of HUD's implementation of its Affirmatively Furthering Fair Housing tool in preparation for the Assessment of Fair Housing reports which will be a significant portion of upcoming Consolidated Plan updates for local communities and housing authorities.

For more information and to RSVP, please contact Christine Wallace in the Housing Division at (252) 329-4481 or [cwallace@greenvillenc.gov](mailto:cwallace@greenvillenc.gov) by January 30<sup>th</sup>.

Attachment



# New Fair Housing Rules and Tools Workshop

February 2, 2017 | 10:30AM–12:30PM

City Hall City Council Chambers (3rd Floor) • 200 W 5th Street, Greenville, NC 27858

**HUD's new approach to fair housing now calls for localities and housing authorities to prepare an Assessment of Fair Housing. Everyone involved in housing is challenged to re-think how local plans, practices, and policies affect housing choices.**

Learn how fair housing is much more than non-discrimination and how to use HUD's fair housing tools to make communities more accessible and more affordable for all.

**Who should attend?**

Local elected officials  
 Local CDBG and HOME administrators  
 Advocates for immigrants and refugees  
 Advocates for accessible housing

Real estate professionals  
 Property Managers  
 Planners  
 Lenders

This workshop will provide an overview of the fair housing law in North Carolina, an update on HUD's model Assessment of Fair Housing (AFH) and data tools that can inform local plans, and insights into how fair housing relates to land use and transportation policies. As part of the City of Greenville's efforts to affirmatively further fair housing, this workshop is co-sponsored by the North Carolina Human Relations Commission.

**For more information, please contact William McNeil at [mneilplanning@gmail.com](mailto:mneilplanning@gmail.com)  
 Please RSVP by January 30 to Christine Wallace at [cwallace@greenvillenc.gov](mailto:cwallace@greenvillenc.gov) or (252) 329-4481**



# Memorandum

**To:** Barbara Lipscomb, City Manager  
**From:** Kevin Mulligan, PE, Director of Public Works   
**Date:** January 12, 2017  
**Subject:** City Hall Receptionist Desk Changes

**RECEIVED**

JAN 13 2017

**CITY MANAGER'S OFFICE**

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The Public Works Department/Buildings and Grounds Division is contracting with Top Level Construction Inc. to remove the existing reception desk in the atrium of City Hall and install a new reception desk within the roll-up door opening to the City Manager's office area. The area of the existing carpeted reception desk will be utilized as a seating/waiting area. This project will start during the morning of Saturday, January 14, 2017, with completion of the base installation by the end of Monday, January 16, 2017.

Possible work items that may remain after Monday, January 16, will be final repair of the carpet/ceramic tile transition, and correction of any items noticed during final inspection. If there are any unforeseen conditions under the existing reception desk, there may be a short delay for this repair. Additionally, the installation of safety glass in the opening of the new reception desk area will occur once final. This area will continue to be accessible to the public for business with the City of Greenville after January 16<sup>th</sup> until the project is completed.

The installation of safety glass in the City Manager's office new reception desk is a part of the upcoming project to install safety glass in the customer service desk opening of Financial Service/Collections on the first floor of City Hall; improve safety features for the City Council Chambers dais; and install safety glass in the Public Works customer service desk opening once renovated this spring. Final details and schedule for this project will be provided at a later date. The safety enhancement project is projected to be completed by the summer of 2017. The City Manager's area will maintain the present level of security until the safety glass is installed since the existing roll-up security door will remain.

cc: Merrill Flood, Assistant City Manager  
Michael Cowin, Assistant City Manager  
Kenneth Jackson, Operations Manager  
Kevin Heifferon, Buildings and Grounds Superintendent