



**SAMPSON COUNTY  
BOARD OF COMMISSIONERS  
MEETING AGENDA  
December 2, 2013**

<b>7:00 pm</b>	<b>Convene Regular Meeting - County Auditorium</b>	
	Invocation and Pledge of Allegiance	
	Approve Agenda as Published	
<b>Tab 1</b>	<b>Organization of the Board</b>	<b>1</b>
	Roads	
<b>Tab 2</b>	<b>Planning &amp; Zoning</b>	
	a. <u>RZ-11-13-1</u> Request to Rezone 11.23 Acres at 4590 Giddensville Road from RA-Residential Agriculture to I-Industrial	<b>2 - 8</b>
<b>Tab 3</b>	<b>Reports &amp; Recognitions</b>	
	a. Recognition of Retiree	<b>9</b>
	b. Tax Office – Update on Tax Office Software Conversion	<b>10</b>
<b>Tab 4</b>	<b>Action Items</b>	
	a. Presentation of Audit for Fiscal Year Ending June 30, 2013	<b>11</b>
	b. Sampson Community College – Funding Request for HVAC Repairs	<b>12 - 19</b>
	c. Health Department – Revised Smoking Ordinance	<b>20 - 26</b>
	d. Appointments	<b>27 - 28</b>
	• Workforce Development Commission	
	• Board of Health	
	• Library Board	
<b>Tab 5</b>	<b>Consent Agenda</b>	<b>29</b>
	a. Approve the minutes of September 9, 2013 and November 4, 2013 meetings	<b>30 - 65</b>
	b. Approve the Department of Aging’s submission of an application for United Way grant funding for construction of wheelchair ramps	<b>66 - 87</b>
	c. Approve revisions to the LEPC Bylaws, Information Access Procedures and the Facility Emergency Planning Form	<b>88 - 106</b>
	d. Adopt a resolution authorizing the lease of agriculture tracts adjacent to Detention Center for period January 1, 2014 – December 31, 2014 to Jesse Sumner for farming purposes	<b>107</b>
	e. Approve the execution of a site access agreement between the County and Cintas Corporation to conduct environmental sampling related to past operations of uniform rental facility at 117 West Elizabeth Street	<b>108 - 110</b>

**Tab 5 Consent Agenda, continued**

- f. Adopt a resolution authorizing the Sheriff's Office to apply for Governor's Highway Safety Grant funds in the amount of \$36,000 for in-car video cameras (seized asset funds to be used for match) **111 - 112**
- g. Approve a request from the Health Department for adjustment to immunization fees **113**
- h. Approve the execution of the contract between the Sampson County Health Department and Clinton City Schools for nursing services **114 - 124**
- i. Approve disabled veterans tax exclusions for Jerry Scott Herring, Robert L. Brown, Evelyn D. McCalop (widow of deceased veteran Joseph G. McCalop) **125 - 133**
- j. Approve tax refunds **134 - 140**
- k. Approve budget amendments **141 - 157**

**Tab 6 Board Information**

- a. City of Clinton - Notice of Impact Assessment for Infrastructure Improvements for Chemtex Project **158**  
**159**

**County Manager Reports**

**Public Comment Period** (See policies and procedures in agenda.) **160**

**Closed Session Pursuant to GS 143-318.11(a)(4) - Industrial Recruitment and GS 143-318.11(a)(6) - Personnel**

**Adjournment**

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 1

Meeting Date: December 2, 2013	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue
	<input type="checkbox"/>		<input type="checkbox"/>	

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SUBJECT: Organization of the Board

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON: Ed Causey, County Manager (for election of Chair)  
Chairman (for election of Vice Chair)  
Joel Starling, County Attorney

PURPOSE: To conduct annual election of officers

ATTACHMENTS: N/A

BACKGROUND: North Carolina General Statutes require that the Board elect its officers during its first meeting in December each year. Customarily, the County Manager presides over the election of the Chairman. Then, the newly-elected Chairman presides over the election of Vice Chairman.

The person conducting the election should ask for nominations from the Board (nominations do not require a second). After all nominations have been made, the Board should vote (typically in the order received) on the candidates, with each member casting one vote. The Board should agree in advance on what procedure to follow if no candidate receives a majority of the votes cast on the first round of voting. County Attorney Joel Starling will advise the Board on options for this procedure.

RECOMMENDED

ACTION OR MOTION: Elect officers as prescribed by law

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.     2    

Meeting Date: December 2, 2013	<input type="checkbox"/>	Information Only	<input checked="" type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input checked="" type="checkbox"/>	Action Item	<input checked="" type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

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SUBJECT: Planning Issues

DEPARTMENT: Clinton-Sampson Planning and Zoning

PUBLIC HEARING: Yes

CONTACT PERSON: Mary Rose, Planning Director

PURPOSE: To consider actions on planning and zoning items as recommended by Planning Board

ATTACHMENTS: Planning Staff Memorandum; Planning Board Minutes; Maps

BACKGROUND: RZ-11-13-1 Planning staff will review a request to rezone approximately 11.23 acres located 4590 Giddensville Road from RA-Residential Agriculture to I-Industrial. The request was unanimously recommended by the Planning Board after consideration of certain findings of fact, which are found in the attached materials.

RECOMMENDED ACTION OR MOTION: Motion to approve rezoning request RZ-11-13-1, accepting the presented findings of fact and making the following zoning consistency statement: *Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Board of Commissioners does hereby find and determine that the recommendation of the ordinance amendment RZ-11-13-1 is consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact this property is located along a secondary road adjacent to existing I-Industrial zoning and there is spatial separation from non-compatible uses such as existing residential development.*

# MEMORANDUM

CLINTON - SAMPSON PLANNING AND DEVELOPMENT  
227 LISBON STREET  
CLINTON, NC 28328

**To:** Ed Causey, County Manager  
**From:** Mary M. Rose, Planning Director *M. Rose*  
**Subject:** November 19, 2013 Sampson County Planning and Zoning Board Meeting -  
County Board of Commissioners December 2, 2013 Agenda Item  
**Date:** November 21, 2013

The following request was addressed by the Planning and Zoning Board at their November 19, 2013 meeting:

**RZ-11-13-1** - A rezoning request by Skeeter Point Packing Company Inc. to rezone approximately 11.23 acres located at 4590 Giddensville Road from RA-Residential Agriculture to I-Industrial was unanimously recommended by the Board with the following findings of fact and zoning consistency statement:

## **Findings of Fact**

1. Murray Crawford has signed the rezoning application as the owner of the property under consideration.
2. This rezoning will include approximately 11.23 acres as shown on the location map.
3. The property is currently zoned RA-Residential Agriculture. (see attached site map)
4. The property adjoining to the north, east, and south are zoned RA-Residential Agriculture. The property adjoining to the west is zoned I-Industrial.
5. All adjacent property owners within 100' have been notified by mail and the property has been posted.

## **Zoning Consistency Statement:**

Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Planning Board does hereby find and determine that the recommendation of the ordinance amendment RZ-11-13-1 is consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact this property is located along a secondary road adjacent to existing I- Industrial zoning and there is spatial separation from non-compatible uses such as existing residential development.

Please contact my office with any questions or comments.

cc: Susan Holder, Assistant County Manager

attachments

MINUTES OF THE SAMPSON COUNTY  
PLANNING AND ZONING BOARD

Meeting Date

November 19, 2013

Members Present

Billy Cottle

Sherri Smith

Debra Bass

Scott Brown

Gary Mac Herring

Angela Marco

Clayton Hollingsworth

Members Absent

Minutes Approved

Upon a motion by Clayton Hollingsworth and seconded by Angela Marco, the minutes of the October 21, 2013 meeting were unanimously approved as presented.

**V-11-13-1**

A variance request by J. E. Sinclair at 477 Byrd-Yancey-Bass Road from Section 5.1 and 5.5 of the Sampson County Zoning Ordinance with regard to extension of a nonconforming use. (See attached site plan)

Staff prepared the following findings of fact for consideration by the Planning Board:

1. J. E. Sinclair has signed the variance application as the applicant for the property under consideration.
2. The property is currently zoned RA-Residential Agriculture. (See attached location map)
3. The lot is approximately 1 acre as shown by the Sampson County Tax Office.
4. The applicant is proposing a 14x16 foot rear sunroom addition to an existing residence that does not currently meet the minimum 50 foot front setback required in a RA-Residential Agriculture district. (See Section 3.3.1 of the Sampson County Zoning Ordinance)
5. If approved, the new addition will meet all setback requirements.
6. The property under consideration has been posted.

After Board discussion, Sherri Smith moved to approve the request as presented, seconded by Debra Bass and unanimously approved by the Board.

Ayes: Unanimous

**V-11-13-2**

A variance request by Ernie & Vickie Hayes at 718 North Spring Branch Road from Sections 5.1 and 5.5 of the Sampson County Zoning Ordinance with regard to extension of a nonconforming use. (See attached site plan)

Staff prepared the following findings of fact for consideration by the Planning Board:

1. Vickie Hayes has signed the variance application as the owner of the property under consideration.
2. The property is currently zoned RA-Residential Agriculture. (See attached location map)
3. The lot is approximately 0.99 acres as shown by the Sampson County Tax Office.
4. The applicant is proposing an 8'x26' covered front porch addition.
5. Upon inspection of the property, staff found that the applicant had already constructed a 10x26 foot front porch, without permits, that replaced the pre-existing 8'x20' uncovered front porch that was on the house prior to Sampson County zoning.
6. The applicant is proposing to remove 2 feet from the existing addition, which would put the front porch addition back to its original distance from the front setback.
7. The new addition which was completed without permits as it exists currently will not meet the front setback requirement in the RA-Residential Agriculture district. (See Section 3.3.1 of the Sampson County Zoning Ordinance)
8. The property under consideration has been posted.

Lyle Moore of the Clinton-Sampson Planning Department explained when he posted the site he noticed new concrete and a new frame being built on to the front of the dwelling. Upon conversations with the applicant and the applicant's contractor, staff found that the front porch had been expanded beyond its original foundation.

The applicant's contractor, Mr. Phillip Walters informed the Board his employees' had begun construction of the front porch without obtaining a zoning permit. Mr. Walters further informed the Board the original porch was in severe need of replacement and was originally 8'x20' in size.

Ms. Hayes requested the Planning Board give her permission to remove 2 feet from the depth of the new porch and keep the additional 6 feet of width.

Gary Mac Herring expressed his sympathy with the applicant's situation but expressed that allowing the non-conformity which was made more non-conforming with no permits to remain would be setting a precedent for all future variances.

After Board discussion, Gary Mac Herring moved to accept the above findings of fact and testimony provided by the staff, applicant and contractor and to permit the new front porch to remain under the condition that it be reduced to its original foundation of 8'x20' feet, along with permitting the porch to be covered as long as the roof of the cover did not extend beyond the pre-existing 8'x20' foot foundation. The motion was seconded by Billy Cottle and unanimously approved by the Board.

Ayes: Unanimous

**V-11-13-3**

A variance request by Erfie & Vickie Hayes at 718 North Spring Branch Road from Sections 5.1 and 5.5 of the Sampson County Zoning Ordinance with regard to extension of a nonconforming use. (See attached site plan)

Staff has prepared the following findings of fact for consideration by the Planning Board:

1. Vickie Hayes has signed the variance application as the owner of the property under consideration.
2. The property is currently zoned RA-Residential Agriculture. (See attached location map)

3. The lot is approximately 0.99 acres as shown by the Sampson County Tax Office.
4. The applicant is proposing a 28x32 foot garage addition.
5. The proposed addition would meet the side and rear setback requirements.
6. The addition would be 69.04 feet from the center line of North Spring Branch Road, therefore an 11.96 foot variance from the 50 foot front setback would be needed.
7. Staff recommends approval of this request based on the fact there is an existing concrete foundation which was constructed prior to zoning.
8. The property under consideration has been posted.

After Board discussion, Sherri Smith moved to approve the request with the above findings of fact and placing emphasis on the fact the garage addition may not expand beyond the existing foundation, seconded by Clayton Hollingsworth and unanimously approved by the Board.

Ayes: Unanimous

**V-11-13-4**

A variance request by Bill Harris at 3762 Roseboro Highway from Sections 5.1 of the Sampson County Zoning Ordinance with regard to continuance of non-conforming building. (See attached site plan)

Staff has prepared the following findings of fact for consideration by the Planning Board:

1. Bill Harris has signed the variance application as the owner of the property under consideration.
2. The property is currently zoned RA-Residential Agriculture. (See attached location map)
3. The lot is approximately 0.38 acres as shown by the Sampson County Tax Office.
4. The applicant is proposing to connect power to the existing building with the understanding that there can be no expansion to the existing structure and the existing structure must continue its current use as personal storage.
5. The property under consideration has been posted.

Ms. Rose explained to Mr. Harris and the Board that if approved, this request would not permit Mr. Harris to expand the existing building nor change the use without acquiring additional property and obtaining zoning permits.

After Board discussion, Sherri Smith moved to approve the request as presented with the above findings of fact, seconded by Clayton Hollingsworth and unanimously approved by the Board.

Ayes: Unanimous

**RZ-11-13-1**

A rezoning request by Skeeter Point Packing Company Inc. to rezone approximately 11.23 acres located at 4590 Giddensville Road from RA-Residential Agriculture to I-Industrial. (See attached location map)

Staff prepared the following findings of fact for consideration by the Planning Board:



1. Murray Crawford has signed the rezoning application as the owner of the property under consideration.
2. This rezoning will include approximately 11.23 acres as shown on the location map.
3. The property is currently zoned RA-Residential Agriculture. (see attached site map)
4. The property adjoining to the north, east, and south are zoned RA-Residential Agriculture. The property adjoining to the west is zoned I-Industrial.
5. All adjacent property owners within 100' have been notified by mail and the property has been posted.

**Zoning Consistency Statement:**

Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Planning Board does hereby find and determine that the recommendation of the ordinance amendment RZ-11-13-1 is consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact this property is located along a secondary road adjacent to existing I- Industrial zoning and there is spatial separation from non-compatible uses such as existing residential development.

DECISION. Angela Marco moved to recommend approval of this request as presented with the above findings of fact and zoning consistency statement, the motion was seconded by Gary Mac Herring and unanimously recommended for approval by the Board.

Ayes: Unanimous

There being no further business, the meeting was adjourned at 7:30 p.m.

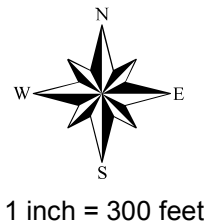
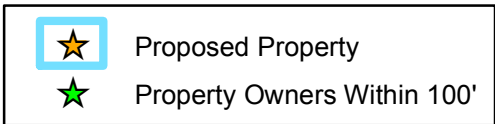
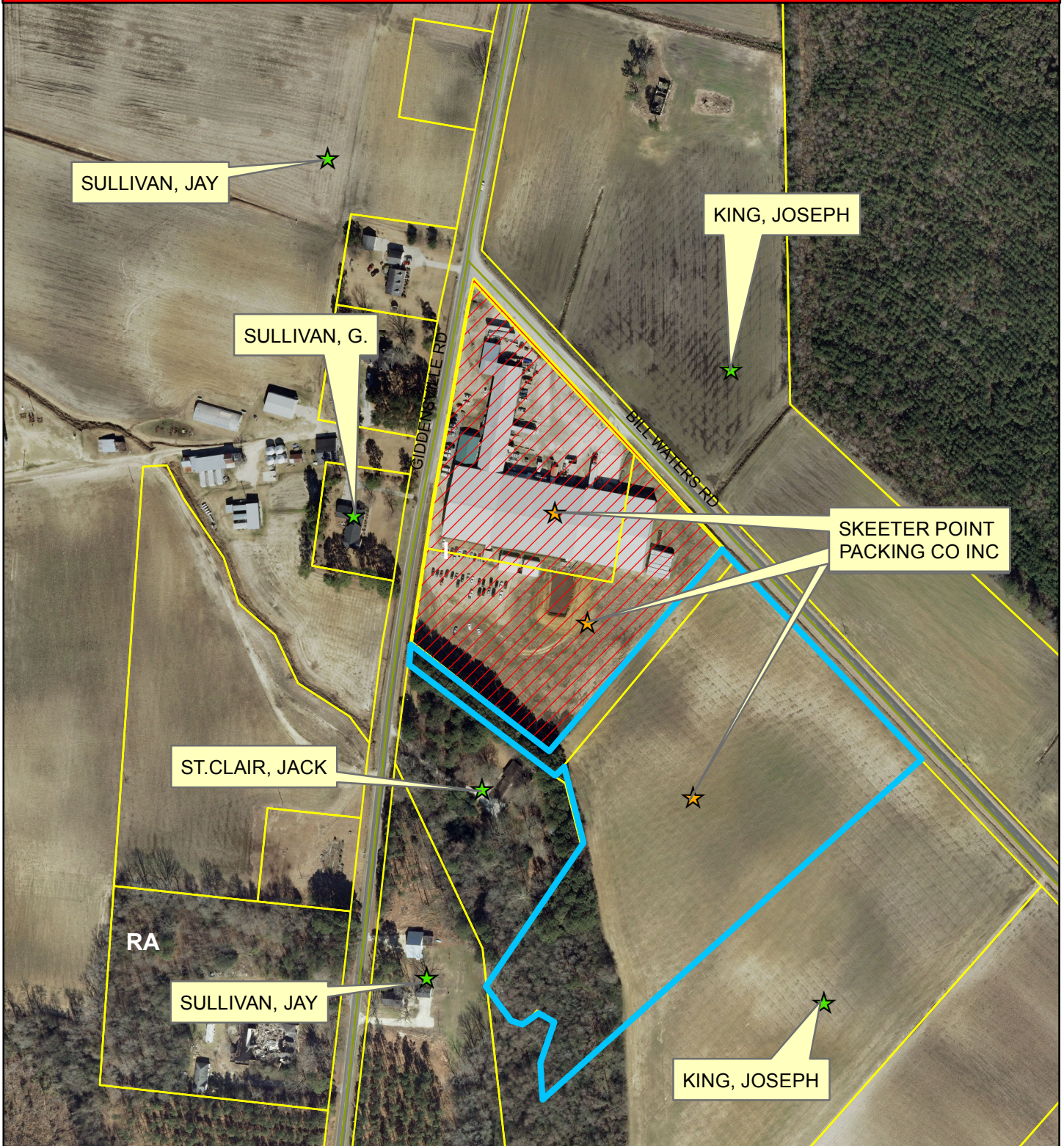
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Chairman

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Secretary

**RZ-11-13-1**  
**Murray Crawford**  
**4590 Giddensville Road**



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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.

3 (a)

Meeting Date: December 2, 2013	<input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Report/Presentation <input type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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SUBJECT: Recognition of Retiree

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON: Chairman Lockamy

PURPOSE: To recognize retiring County employee for years of service

ATTACHMENTS: None

BACKGROUND: There is one employee for recognition this month:  
  
Priscilla McLaurin, Sampson County Finance Office  
(November 1990 - October 31, 2013)

RECOMMENDED ACTION OR MOTION: Present employee with plaque in recognition of her years of service

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.

3 (b)

Meeting Date: December 2, 2013	<input type="checkbox"/> Information Only	<input type="checkbox"/> Public Comment
	<input checked="" type="checkbox"/> Report/Presentation	<input type="checkbox"/> Closed Session
	<input type="checkbox"/> Action Item	<input type="checkbox"/> Planning/Zoning
	<input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Water District Issue

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SUBJECT: Tax Office – Update on Tax Office Software Conversion

DEPARTMENT: Tax Office

PUBLIC HEARING: No

CONTACT PERSON: Jim Johnson, Tax Administrator

PURPOSE: To hear an update on the conversion of the Tax Office software systems, and see a demonstration of new public access site

ATTACHMENTS: None

BACKGROUND: Mr. Johnson will recognize representatives of Tyler Technologies for an update on the Tax Office software conversion. The conversion, designed to improve productivity and customer service, is in the final stages. Tyler Technologies will also provide a brief demonstration of the Tax Office’s new public care site. The website contains all real property information including access to property record cards.

RECOMMENDED ACTION OR MOTION: No action needed

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.

4 (a)

Meeting Date: December 2, 2013	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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**SUBJECT:** Presentation of the Audit for Fiscal Year Ending June 30, 2013

**DEPARTMENT:** Finance

**PUBLIC HEARING:** No

**CONTACT PERSON:** David Clack, Finance Officer  
Bryon Scott, Thompson, Price, Scott, Adams & Co., PA

**PURPOSE:** Presentation of annual audit

**ATTACHMENTS:** Audit document provided separately

**BACKGROUND:** Bryon Scott, CPA of Thompson, Price, Scott, Adams & Co., PA will present the Board with the audit for fiscal year ending June 30, 2013. The draft document has also been submitted to the Local Government Commission for review.

**PRIOR BOARD ACTION:** Annual process

**RECOMMENDED ACTION OR MOTION:** Accept audit report as presented

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 4 (b)

Meeting Date: December 2, 2013	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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**SUBJECT:** Sampson Community College – Update on Roofing Project and Request for Funding for HVAC Repairs

**DEPARTMENT:** Sampson Community College

**PUBLIC HEARING:** No

**CONTACT PERSON:** Paul Hutchins, SCC President  
Bill Starling, SCC Vice President of Administration

**PURPOSE:** To hear an update on the use of previously allocated funding for roof replacements and hear presentation on newly discovered HVAC needs

**ATTACHMENTS:** Letter from SCC President, supporting documents

**BACKGROUND:** The Board previously allocated \$336,716 to the Community College for roof replacements for the Technology and Activity Center buildings. The Community College Board of Trustees recently awarded a contract to replace these roof in the amount of \$263,131. In addition, the College spent \$14,964 to contract with an architect to determine the cause of water damage and mold growth, and the architect has estimated that the cost to repair a flashing problem would be \$15,459 (for a total of \$30,423). When added to the cost of the bid, this would leave the amount of \$43,162 remaining from the original allocation.

As part of the roof project, a mechanical engineering firm engaged by the architect has identified concerns with the ductwork and rooftop unit of the Activity Center. They have recommended a testing agency examine the facility as well as the replacement of the entire mechanical system for the building, at an estimated cost of \$433,755. The College recognizes the difficulty the County would have in funding this amount, but they request that the amount remaining from the original allocation (\$43,162) be made available for flashing repair and for the mechanical system design that would be used when the funding for the HVAC system is made available. The College would be interested in the County’s direction on how to achieve the additional needed repairs.

Dr. Paul Hutchins and Dr. Bill Starling will be present to review the Community College request and answer questions from the Board.

PRIOR BOARD ACTION: Funds for roof replacement budgeted September 2013

RECOMMENDED  
ACTION OR MOTION: Consider request for use of remaining roof funds for flashing repair and mechanical system design



## SAMPSON COMMUNITY COLLEGE

*a member institution of the North Carolina Community College System*

Established 1967

HIGHWAY 24 WEST  
POST OFFICE BOX 318  
CLINTON, NORTH CAROLINA 28329

voice 910-592-8081  
fax 910-592-8048  
email: [phutchins@sampsoncc.edu](mailto:phutchins@sampsoncc.edu)

November 20, 2013

Mr. Ed Causey  
County Manager, Sampson County  
406 County Complex Road  
Clinton, North Carolina 28328

Dear Mr. Causey:

I thought at this time it would be appropriate that I provide you and the Board of Commissioners with an update on the roofing project for the Technology and Activity Center Buildings. Bids were received from three companies on November 12, 2013 with the low bid provided by Curtis Construction Company of Kinston. A bid tabulation is attached for your review. In their meeting on the same evening, the Board of Trustees awarded a contract to replace roofs on both buildings bringing the total projected cost, including design fees and contingency costs, to \$263,131.

The Activity Center showed continuing signs of mold growth over the summer and during the sustained rain, rust and further deterioration was noted in ductwork. An additional contract was awarded to JKF Architects for \$14,964 to identify the possibility of through wall flashing issues that might have contributed to water capture in the building interior wall and to investigate the performance of the existing mechanical system that might contribute to high-building humidity and mold growth. JKF Architects identified flashing failure along the brick wall from the lower roof to the higher roof and provided a budget of \$15,459 to remove the brick, repair the flashing, and restore the wall. The total projected costs for the flashing repair would be \$30,423 (See Appendix B).

Progressive Design Collaborative (PDC), a mechanical engineering firm, identified concerns with the existing ductwork and rooftop unit operation and recommended the replacement of the entire mechanical system. PDC further recommends that a testing agency examine the entire facility. PDC indicated that they would not begin the renovation until a testing agency verified the building is clean. I have attached the proposed budget for this work estimated at \$433,755 (See Appendix C).



Page Two

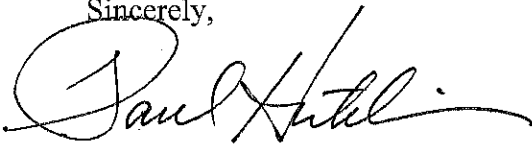
We are aware of the challenges that this amount places upon the county and the ability of the Board of Commissioners to immediately appropriate these funds. We request any funds remaining from budgeted funds for the roofs be available for the immediate repair of the flashing and for the mechanical system design. This would allow us to be ready to bid when adequate funds are available. Unfortunately, the building will remain closed until all work is completed and a testing agency has determined that the space is suitable for occupancy.

Again, I regret that these building issues have presented themselves. The loss of the auditorium poses an ongoing challenge for the College and for a number of community groups that often used the Activity Center for their meetings.

If I can provide any additional information, please let me know.

Again, thank you and the Board for your continuing support.

Sincerely,

A handwritten signature in cursive script that reads "Paul Hutchins". The signature is written in black ink and is positioned to the left of the typed name.

Dr. Paul Hutchins  
President

Enc

Bid Tabulation Form  
Appendix B  
Appendix C  
Progressive Design Collaborative letter



Sampson CC Roof  
Amendment #1  
PROJECT BUDGET  
APPENDIX B

Description	Qty.	Unit	Unit Cost	Cost
Demo 12" High Brick & Flashing, Install new Thru-wall Flashing, install brick.	110	LF	\$ 30.00	\$ 3,300
Install new copper counter flash over term bar	110	LF	\$ 12.00	\$ 1,320
Additional Roofing Modifications	1	LS	\$ 2,500.00	\$ 2,500
GC Supervision	3	WKS	\$ 1,200.00	\$ 3,000
Remove trash/Haul	1	LS	\$ 800.00	\$ 800
<b>GC Subtotal</b>				<b>\$ 10,920</b>
Builder's Risk	2.00%			\$ 218
GC Office Overhead	15.00%			\$ 1,638
GC Profit	10.00%			\$ 1,278
				\$ -
<b>Estimated Construction Cost</b>				<b>\$ 14,054</b>
Contingency	10.00%			\$ 1,405
<b>Estimated Construction Cost &amp; Contingency</b>				<b>\$ 15,459</b>
Cost per Linear Foot				\$ 140.54
<b>Total A/E Fee</b>				<b>\$ 14,964</b>
<b>TOTAL PROJECT COST WALL REPAIR</b>				<b>\$ 30,423</b>

Sampson CC Roof  
Amendment #2  
PROJECT BUDGET  
APPENDIX C  
Replace HVAC and Ceilings

Description	Qty.	Unit	Unit Cost	Cost
GC Supervision	3	WKS	\$ 1,200.00	\$ 3,000
Remove trash/Haul	1	LS	\$ 800.00	\$ 800
Remove Ceilings/Lights	7,300	SF	\$ 1.00	\$ 7,300
Clean Walls/Carpet/Floors	7,300	SF	\$ 1.25	\$ 9,125
Replace HVAC, Duct, Lights	1	LS	\$ 268,000.00	\$ 268,000
<b>GC Subtotal</b>				<b>\$ 288,225</b>
Builder's Risk	2.00%			\$ 5,765
GC Office Overhead	15.00%			\$ 43,234
GC Profit	10.00%			\$ 33,722
				\$ -
<b>Estimated Construction Cost</b>				<b>\$ 370,946</b>
Contingency	5.00%			\$ 18,547
<b>Estimated Construction Cost &amp; Contingency</b>				<b>\$ 389,493</b>
Air Quality Testing				\$ 1,200
Air Quality Design Program/Specification				\$ 900
Air Quality Monitoring				\$ 1,200
<b>A/E FEES:</b>				
A/E Programming			\$ -	
A/E Fees Basic Services	10.00%		\$ 38,949	
A/E Fees Printing/Repro.			\$ 400	
A/E Fees Travel to remote site(>1 Hr. A/C)			\$ 806	
A/E Fees Travel to remote site(>2 Hr. PME)			\$ 806	
A/E NCDENR Express Permitting			\$ -	
A/E Agent I Special Inspections			\$ -	
<b>TOTAL A/E FEES (EFFECTIVE)</b>	<b>10.52%</b>			<b>\$ 40,962</b>
<b>Estimated Total Project Budget</b>				<b>\$ 433,755</b>



PROGRESSIVE DESIGN COLLABORATIVE, LTD.

November 7, 2013

Mr. John Farkas, AIA  
JKF Architecture  
625 Lynndale Court, Suite F  
Greenville, NC 27858

Re: Sampson County Community College  
Education Auditorium

John,

The current building is conditioned with one single zone 20-ton roof-top unit. The unit is controlled with one thermostat located in the Teaching Auditorium. The existing unit has two stages of cooling and heating. However, it has constant air flow and does not perform well in part load conditions. This is one of the reasons the building is having high humidity levels.

During the site visit on 11/5/13, there were several items that concern me about the existing building conditions. The condition of the ductwork is in bad shape based on supply grille conditions (refer to Figure 1). The existing ductwork is lined, most likely with porous fiberglass insulation that is a notorious mold growth area (refer to Figure 2).

Based on the building's current condition, age of equipment and poor original design, I am recommending removing all supply and return ductwork, the roof-top-unit, and controls.

The new system would consist of a new variable volume roof-top unit with DX cooling and gas heat. The unit would have an airside economizer and CO<sub>2</sub> monitoring to reduce energy use and help maintain proper conditions in the building. The building would be broken down into zones that would be controlled with single zone VAV boxes with electric heat. This will provide better room by room control for temperature and humidity.

Mechanical cost estimate: \$ 225,000 – 250,000

Add cost for new lights: \$ 16,000 – 18,000

I highly recommend that a testing agency be brought in to examine the entire facility. In fact, I will not do the renovation without a testing agency verifying that the building is "clean".

Please contact me if you have any questions.

Sincerely,

Steve W. Campbell, P. E.  
PROGRESSIVE DESIGN COLLABORATIVE, LTD.

SWC:jbc

\* Estimated replacement  
cost of building is  
\$ 1,635,141  
7,245 sf  
built in 1998

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 4 (c)

Meeting Date: December 2, 2013	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

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SUBJECT: Health Department - Smoking Ordinance Revisions

DEPARTMENT: Health Department

PUBLIC HEARING: No

CONTACT PERSON: Wanda Robinson, Health Director

PURPOSE: To consider revisions made to the Ordinance Prohibit Smoking and the Use of Tobacco Products in County Grounds and Vehicles

ATTACHMENTS: Memo from Health Director; Revised Draft of Ordinance

BACKGROUND: A draft Ordinance Prohibit Smoking and the Use of Tobacco Products in County Grounds and Vehicles was first discussed with the Board of Commissioners at your February 2013 planning session. The Board had several questions regarding the ordinance, and there was some question as to the action requested of staff. The ordinance was amended and re-presented for information only at the Board's September meeting, then for consideration at the Board's October meeting. The Board tabled the ordinance and requested additional revisions.

The draft ordinance has been revised pursuant to the commissioners' requests and was reviewed by the Board of Health at their November 18, 2013 meeting. Health Director Wanda Robinson will review their recommendations.

On a procedural note, GS 153A-45 provides that an ordinance may not be finally adopted at the meeting at which it is introduced except by unanimous vote. If the ordinance is approved by a majority of those voting, but not by all members of the board, or if the measure is not voted upon at the meeting at which it is first introduced, it shall be considered at the next regular meeting of the Board. While the ordinance was introduced at a previous meeting, revisions were requested, so the Board may wish to consider it again at a regular meeting if it is not adopted by unanimous vote at this meeting.

PRIOR BOARD ACTION: Ordinance discussed at February 2013 planning session, provided as Board Information in September 2013, included in the Consent Agenda in October, but tabled

RECOMMENDED  
ACTION OR MOTION:

Consider adoption of Ordinance Prohibit Smoking and the Use of Tobacco Products in County Grounds and Vehicles, as recommended by Board of Health

# SAMPSON COUNTY HEALTH DEPARTMENT

Wanda Robinson  
Health Director



360 County Complex Road, Suite 200  
Clinton NC 28328

## MEMORANDUM

TO: Ed Causey, County Manager  
FROM: Wanda Robinson  
DATE: November 21, 2013  
SUBJECT: Ordinance to Prohibit Smoking

The Sampson County Board of Health reviewed the “Ordinance to Prohibit Smoking and the Use of Tobacco Products in County Grounds and Vehicles” at the November 18, 2013 Board meeting.

During this review, it was noted that the North Carolina Department of Tobacco Prevention and Control Section reviewed Sampson County’s document and their recommendations are noted on the draft.

After much discussion, the Board of Health expressed its concern regarding Section 3 that allows smoking in county-owned vehicles. Specifically expressed concerns were: the issues of secondhand smoke; possible allergies and/or allergic reactions to secondhand smoke experienced by passengers that may have to ride in the vehicle; cleaning/maintenance of the vehicles paid for by county and state tax payer dollars; and possible devaluation of the vehicles due to damage from tobacco.

The Board of Health voted to recommend the following change to the proposed ordinance:

### **Recommendation Section 3, a, 3;**

Proposed recommendation- “In any vehicle owned, leased or controlled by the county, with the exception that smoking and the use of tobacco products is permissible in individually assigned vehicles when the only person in the vehicle is the person to whom the vehicle is assigned”.

Board of Health recommendation- “In any vehicle owned, leased, or controlled by the county”.

Please note that county commissioners have the decision to include, modify or change any section of the ordinance.

I do look forward to discussing this with you.



AN ORDINANCE TO PROHIBIT SMOKING AND THE USE OF TOBACCO PRODUCTS  
IN COUNTY BUILDINGS, GROUNDS AND VEHICLES AND VEHICLES

WHEREAS, according to the Centers for Disease Control and Prevention (CDC), tobacco use and secondhand smoke exposure are leading preventable causes of illness and premature death in North Carolina and the nation<sup>1</sup>; and,

WHEREAS, on January 2, 2010, “An Act To Prohibit Smoking In Certain Public Places And Certain Places Of Employment, North Carolina Session Law 2009-27, became effective, authorizing local governments to adopt and enforce ordinances “that are more restrictive than State law and that apply in local government buildings, on local government grounds, in local vehicles, or in public places;” and

WHEREAS, in 2006, a report issued by the United States Surgeon General stated that the scientific evidence indicates that there is no risk-free level of exposure to secondhand smoke, and that secondhand smoke has been proven to cause cancer, heart disease, and asthma attacks in both smokers and nonsmokers<sup>2</sup>; and

WHEREAS, the CDC advises that all individuals with coronary heart disease or known risk factors for coronary heart disease should avoid all indoor environments that permit smoking<sup>3</sup>; and

WHEREAS, in air quality tests, concentrations of secondhand smoke in vehicles have been found to be far greater than in any other micro-environments tested, including smoke-free homes, smokers’ homes, smoke-filled bars, and outdoor air – even with a vehicle’s windows open and its fan set on high<sup>4</sup>; and

WHEREAS, research indicates that, during active smoking, outdoor levels of secondhand smoke may be as high as indoor levels and may pose a health risk for people in close proximity (such as those sitting beside someone on a park bench or children- playing near someone who is smoking ~~accompanying a smoking parent or guardian~~); and

WHEREAS, tobacco is a recognized carcinogen in humans, and health risks associated with the use of tobacco products include myocardial infarction, stroke, and adverse reproductive outcomes; and

WHEREAS, the County of Sampson is committed to providing a safe and healthy workplace in all County facilities for its employees and a safe and healthy environment for the visiting public; and

WHEREAS, the County of Sampson provides support to employees and residents who want to quit the use of tobacco products. Employees and residents are also encouraged to talk to their health care provider about quitting, ask about appropriate pharmacotherapy available through

their health insurance plan or employee’s insurer, and use the free quitting support services of the North Carolina Tobacco Use Quitline at 1-800-QUIT-NOW (1-800-784-8669); and

WHEREAS, the County of Sampson wishes to minimize the harmful effects of tobacco use among County employees and eliminate secondhand smoke exposure for employees and the public in and on those buildings controlled by the County; and

WHEREAS, this Board finds and declares that, in order to protect the public health and welfare, it is in the best interests of the citizens of the County to adopt an ordinance prohibiting smoking and the use of tobacco products in all County buildings.

NOW, THEREFORE, BE IT ORDAINED by the County Commissioners of the County of Sampson, North Carolina, that:

Section 1. Authority

This ordinance is enacted pursuant to G.S. 130A-498 and 153A-121(a).

Section 2. Definitions

The following definitions are applicable to this ordinance.

~~1.~~ 1. “County building”. – A building owned, leased as lessor, or the area leased as lessee and occupied by the County.

~~2.~~ 2. “County grounds”. – An unenclosed area owned, leased, or occupied by the County.

~~32.~~ 32. “County Vehicle”. – A passenger –carrying vehicle owned, leased, or otherwise controlled by the county and assigned permanently or temporarily to its employees, agencies, institutions, or facilities for official County business.

~~43.~~ 43. “Employee”. – A person who is employed by the County of Sampson, or who contracts with the County or a third person to perform services for the County, or who otherwise performs services for the County with or without compensation.

~~54.~~ 54. “Local health department”. – The district health department, public health authority, or county health department, the jurisdiction of which includes the County.<sup>8</sup>

~~65.~~ 65. “Universal ‘No Smoking and Use of Tobacco Products Prohibited’ Symbol” – Symbol consisting of a pictorial representation of a burning cigarette and a tobacco product enclosed in a red circle with a red bar across it.

~~76.~~ 76. “Smoking”. – The use or possession of a lighted cigarette, lighted cigar, lighted pipe, or any other lighted tobacco product.

~~87.~~ 87. “Tobacco product”. – Any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component part or accessory of a tobacco product, including but not limited to cigarettes; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; Cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cutting and sweepings of tobacco; and other kinds and forms of tobacco. A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

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Section 3. Areas in Which Smoking and Use of Tobacco Products are Prohibited

(a) Smoking and the use of tobacco products are prohibited:

- (1) In any building owned, leased, or occupied ~~as herein defined~~ by the County: ~~and (2) will be permitted~~ On County grounds surrounding County buildings, with the exception that smoking and the use of tobacco products is permissible on County grounds ~~only in exterior areas as designated by the county manager~~ department heads ~~near any public building; and~~
- (2) In any County ~~van or~~ vehicle owned, leased, or controlled by the County, with the exception that ~~Smoking and the use of tobacco products~~ is permissible in individually assigned vehicles ~~when the only person in the vehicle is the person to whom the vehicle has been assigned, only if there are no occupants.~~

(b) Smoking and the use of tobacco products are prohibited on the County grounds surrounding the Sampson County Health Department and the Department of Social Services within fifty feet of those County buildings, with no designated areas for smoking and the use of tobacco products allowed within the fifty foot perimeter.

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Section 4. Implementation Requirements

- (a) The County shall post signs that meet all the requirements in Section 5 of this ordinance.
- (b) The County shall remove all ashtrays and other smoking receptacles from its buildings and grounds ~~and grounds~~, except for ashtrays and receptacles ~~for sale and not intended for use on the premises in designated smoking areas.~~
- (c) The person in charge of the County building, vehicle, or his or her designee, shall direct a person who is smoking or using a tobacco product in a prohibited area to cease.

Section 5. Signage

The signs required by Section 4 must:

- (a) State in English and Spanish that smoking and the use of tobacco products are prohibited and include the universal "No Smoking and Use of Tobacco Products Prohibited" symbol.
- (b) Be of sufficient size to be clearly legible to a person of normal vision, and be conspicuously posted.
- (c) Be posted at each entrance to a County building and in other locations within the building reasonably calculated to inform employees and the public of the prohibition.
- (d) Be posted in each County vehicle in areas visible to passengers, provided that their placement does not interfere with the safe operation of the vehicle. If the vehicle is used for undercover law enforcement operations, a sign is not required to be placed in the vehicle.
- (e) Be posted on County grounds in locations and at intervals reasonably calculated to inform employees and the public of the prohibition.

Section 6. Public Education

Sampson County shall engage in an ongoing program to explain and clarify the purposes and requirements of this ordinance to employees and citizens affected by it and to guide operators and managers in their compliance with it. In doing so, the County may rely upon materials and information provided by the local health department.

Section 7. Severability; Conflict of Laws.

If this ordinance or application thereof to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, such invalidity shall not affect other provisions or applications of the ordinance that can be given separate effect and to that end the provisions of this ordinance are declared to be severable. Whenever the provisions of this ordinance conflict with other ordinances of Sampson County, this ordinance shall govern.

Section 8. Effective Date.

This ordinance shall be effective on (date) [note: to allow sufficient time for implementation, it is recommended that the effective date be set between 30 and 90 days after the ordinance is adopted].

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_, Chairperson  
Sampson County Board of Commissioners

ATTEST:

\_\_\_\_\_, Clerk to Board of Commissioners

Approved as to Form:

\_\_\_\_\_, County Attorney

Approved Board of Health- July 15<sup>th</sup>, 2013



# SAMPSON COUNTY HEALTH DEPARTMENT

Wanda Robinson  
Health Director




360 County Complex Road, Suite 200  
Clinton NC 28328



## MEMORANDUM

TO: Ed Causey, County Manager

FROM: Wanda Robinson, Health Director 

DATE: October 23, 2013

SUBJECT: Term Ending- Board of Health Members

This is being submitted to request appointments to the Board of Health.

The following Board of Health members will soon be ending their terms on the board. The members listed below who are finishing their first term are willing to serve another three year term. Members whose 3<sup>rd</sup> term ends December 2013 will need to be replaced.

Paul Bradshaw, Linda McKenzie and Dr. Beth Turner – 1<sup>st</sup> term ending.

Dr. Ron Faircloth, Optometrist and Jason Walters, Engineer – 3<sup>rd</sup> term ending.

I would like to recommend the following:

- a. Robert Butler- Engineer
- b. Jacqueline Howard-General public member due to the shortage of optometrist in the county.

If you have any questions, please feel free to contact me or Cheryl Norris at Ext.4979.



The Sampson County Board of Commissioners convened for their regular meeting at 7:00 p.m. on Monday, September 9, 2013 in the County Auditorium, 435 Rowan Road in Clinton, North Carolina. Members present: Chairman Billy Lockamy, Vice Chairman Jarvis McLamb and Commissioners Albert D. Kirby, Jr., Harry Parker, and Jefferson Strickland.

The Chairman convened the meeting and called upon Commissioner Parker for the invocation. Commissioner Strickland then led the Pledge Allegiance.

### **Approval of Agenda**

Upon a motion made by Commissioner Strickland and seconded by Commissioner Kirby, the Board voted unanimously to approve the agenda with the addition of a budget amendment regarding Community College roofs.

### **Item 1: Roads**

Monthly Report - NCDOT Keith Eason, NCDOT Assistant District Engineer, was present to answer questions and concerns of the Board and citizens in attendance. Mr. Eason reported that paving on Ballance, Jasper and Darden Roads was completed, with Fleet Naylor Road to be completed in the next week or two. This will complete the paving of secondary roads as planned, he added. Mr. Eason announced that the Fall Litter Sweep campaign would take place from September 25 - November 1. He noted that supplies were available at the NCDOT office for participating volunteers. DOT Maintenance crews will designate one week to trash pickup; Adopt a Highway groups would be participating at the same time, and other volunteer groups are needed.

Request for Addition of Oak Hill Drive and South Oak Lane to Secondary Roads System Mr. Eason explained that the roads of the subdivision met the standards for inclusion in the state system, and a resolution from the Board was required for the Department to proceed to accept the road. Upon a motion made by Commissioner Kirby and seconded by Commissioner Parker, the Board voted unanimously to adopt a resolution requesting the addition of Oak Hill Drive and South Oak Lane to the State secondary roads system. (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)

### **Item 2: Planning and Zoning Items**

RZ-8-13-1 Planning Director Mary Rose reported that the applicant had withdrawn their rezoning application.



TA-8-13-1 The Chairman opened the public hearing with regard to the request to amend Section 9.3 of the Sampson County Zoning Ordinance in regard to signs not requiring a permit. Ms. Rose explained that currently the zoning ordinance allows for one bulletin board for each school or other public building and for each church, synagogue or place of worship, provided that it be located on the same premises and shall not exceed fifty (50) square feet. She noted, however, that many county churches are located off the road and do not own road frontage; therefore the Planning Board had reviewed the amendment request to remove the language that the sign must be on the same premises, thus allowing churches to obtain easements for one sign. Commissioner Kirby asked how often this had occurred, and Ms. Rose stated that it had occurred on at least two other occasions, but that many churches do not pursue it further once they know the regulations. The floor was opened for comments, and none were received, so the hearing was closed. Upon a motion made by Commissioner Kirby and seconded by Commissioner Parker, the Board voted unanimously to amend section 9.3 of the Sampson County Zoning Ordinance to read as follows:

9.3 E. Bulletin Board. One bulletin board for each school or other public building and for each church, synagogue or place of worship, provided that it shall not exceed fifty (50) square feet, such bulletin board may be free standing or attached. In residential districts, illumination of bulletin boards shall be white, non-flashing lights.

**Item 3:        Reports and Presentations**

Presentation of Regional Transportation Locally Coordinated Transportation Plan Joel Strickland, Mid Carolina RPO Transportation Coordinator, reviewed the Locally Coordinated Human Service Transportation Plan, which NCDOT requires to be in place and updated every five years. He explained that local community meetings had been held in four counties, with Sampson County's meeting held on April 29<sup>th</sup>. At these meetings, participants developed a list of needs and areas where they believed services could be improved. Upon a motion made by Commissioner Strickland and seconded by Commissioner Kirby, the Board voted unanimously to endorse the plan as presented. (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)

**Item 4:        Action Items**

Public Hearing – Rural Operating Assistance Program Grant Funds Staff requested that this hearing be rescheduled to October to allow for the publication of notice in a Spanish language newspaper, as required by NCDOT regulations. Upon a motion made by Commissioner Kirby and seconded by Commissioner Parker, the Board voted unanimously to reschedule the hearing for the October regular meeting.

Public Hearing – Community Development Block Grant for Economic Development Projects The Chairman opened the public hearing and called upon John

Swope who explained that Sampson County was seeking funding for infrastructure improvements related to economic development opportunities at properties located on Highway 24 in Clinton (Chemtex rail spur, \$780,000) and Interstate 40, Exit 355 (\$292,425 to extend water line and a 500,000 gallon water tank). He noted that an initial public hearing was required before engineers and staff submitted a pre-application to determine the viability of the application for CDBG funding. The floor was opened for comments, and the following were received:

Frances Parks: Since I was here the last meeting, I can tell you I have visited another Enviva industry. I'd like to share with you what we found in Garrisburg. First of all, it was located right in the middle of an African American community. We were told by the citizens that there were probably over 400 people in this community. One lady that drove us around and showed us different aspects said that there was one Caucasian that lived in that community, and even showed us the house where that Caucasian lived. They're in the process of building a new road to their plant. We sat down and talked with a lady that had to be well over 80 years of age. They've taken part of her front yard for the road. There's not much front road to her house. She said my big complaint is I cannot sleep at night. Now I want to remind you that every five minutes, or approximately every five minutes, there are trucks on that road 24 hours a day. Suppose that was in your backyard. How much sleep could you get? I want to raise some questions with you. If you compare Mr. Kirby and myself, the only difference about him, besides our sex, is the color of our skin. I would challenge you to get on the Internet and find out who has been dumped on in North Carolina, and truly it's our African Americans. I'd even challenge you to look at Sampson County. Where's that fantastic landfill? Have any of you been out there to talk to those people? I have. Their lives will never be back where we were before we built that landfill. I wonder what chance you'd have to go out in the Clinton Country Club and put an Enviva plant across from there. I think I can tell you the answer. It would never fly. Those people would raise enough sand that you wouldn't put it there. The only difference between Mr. Kirby and myself is the color of our skin. I would encourage you to stop dumping on our African Americans. Their lives are just as important as our life as a Caucasian. I hope you will think long. I hope you will think good thoughts, and I hope you will say no to Enviva.

Doug Duncan, Director of the North Carolina Association of Professional Loggers: We represent over 620 businesses in the state who make a living out of harvesting and transporting forest products. We also serve the private landowner. Ninety-five percent of the timber in the state is owned by private landowners and being able to provide good, solid markets for them is very important. Chemtex is a world class company in my opinion. I've met with their corporate management three times. They're showing extreme diligence in coming to this community. I wanted to have Mr. Bobby Goodson come after me. Bobby Goodson and Mr. Sherwood Padgett - we actually had Chemtex management come out to their logging jobs. They were very interested in how the

whole process operated, the safe logging and trucking practices, the sustainability and replanting. That really pleased me that we were able to take them to the jobs. Our Association is here in support.

There being no further comments, the hearing was closed. Upon a motion made by Commissioner Kirby and seconded by Commissioner Strickland, the Board voted unanimously to authorize the submission of a pre-application for economic development grant funding.

Public Hearing – Proposed Appropriations and Expenditures for Economic Development Activities Related to Enviva Pellets Sampson, LLC The Chairman opened the hearing and called upon Economic Developer John Swope, who provided an overview of the proposed project. He explained that the project met the minimum thresholds of the County's incentive policy and that the hearing met the notice requirements of the policy. Mr. Swope presented the company's 5/14/2013 letter of commitment to investment and job creation, noting that the investment amount could be slightly different, and incentive numbers would be adjusted accordingly. He discussed the potential incentives from the State, including NCDOC job investment grants, community college system grants, NC Rural Center, Golden Leaf and NCDOC CDBG economic development grants. Mr. Swope reviewed the performance based incentive proposals. (Presentation materials filed with Clerk to the Board.) Following Mr. Swope's presentation, the floor was opened for comments first from the company, followed by public comments:

Glenn Gray: I work for Enviva, involved in project development and construction management. The three sites that we have, two in North Carolina and one in Southampton County. I have been responsible for the construction of those facilities. Mr. Corey Glenn, who you've been working with, we weren't sure of his schedule this evening, so I'm filling in for him. He did make it back, but he's been in Richmond County attending a public hearing there which we're pleased to say that they unanimously approved the incentive package there. We're excited about this project. I know you've read a lot of information and seen a lot of information about our company. We're proposing to build a project here in eastern North Carolina, and as you know one of the sites we're investigating is here in Sampson County. I need to be clear. This is just the first hurdle that we have to go through and get over in our due diligence process. We still have issues with the State Economic Commission we have to deal with, and we also have some issues that have to get approved with the Port Authority. So we're moving forward with those simultaneously with coming to ya'll and requesting your assistance with this incentive package. John has gone through quite a few things. I'm not going to attempt to go through the entire package, but I do want to emphasize some key points that I think deserve some extra attention. We are looking to build a facility that's going to cost between \$95 million - \$117 million. The reason there is a range is every time we build a facility, once we complete that, we go back and do a

value engineering study. How can we do it better? How can we make it perform better? How can we reduce our costs? We do this on every one of our projects, and we've been able to accomplish all the above. We make them more efficient. We get a little more tonnage out of them for the same amount of dollars, and we're able to reduce the tonnage, reduce the dollars because of this process that we go through. That's why there is a range in there. A lot of it would have to do also with the requirements we get from DENR in terms of pollution control equipment we might have to install. That can have a big impact on the cost. If they say you don't have to put in an RTO for example - a regenerative thermal oxidizer - that could reduce the costs. This facility will have 79 full time positions. There's another 140 jobs that are indirectly related to the plant. Most of that would be in the logging and trucking industry - a significant number, almost double what we would have at the plant. Every one of those jobs at the plant, the average hourly wage would be in the excess of \$35,000 per year. In addition to that, Enviva also has a 401K program for all its employees. In addition, we have a very good healthcare program for our employees at a very minimal cost, substantial benefits in addition to the salaries. During the construction, and I know that's a short term benefit, at Southampton, we're pushing 350 on site. An analysis of those dollars, with that number of people, puts \$125 million into Sampson County during the course of the construction period, not an insignificant amount. The studies you have in front of you go through a lot of this information. We do want to talk a little bit about the process. The layout of the site as being proposed, the intent is to leave a large buffer all the way around the site. We've positioned the facility as far away from the road as we could to leave this vegetative buffer all way around. Those trees would not be harvested to construct the plant. We would have our wood trucks coming in getting unloaded. We will be using round wood and chips. It will be predominately pine, some hardwood, pulpwood, predominately pine thinnings, things that are just typically left in the woods. That material would then get chipped up and resized and go through a drying process. We take the moisture from the 40-50% moisture that it comes in and dry it down to 10, 12, and 15%. From there the material gets resized again. Nowhere in this process are we using any chemicals. We don't have any waste. The amount of water we use is minimal. That's why we won't be requiring the sewage system. So, there are no pollutants coming out. All of our drying systems and all of our air handling systems will have filtration systems on them. We'll meet all the federal and state regulations for environmental constraint. That's not an option for us. That's just the way we do business. After the material comes out of the dryer and gets resized, it goes into a storage facility. From there it will go through a series of pelletizers. Have you seen samples of the material? It looks like little rabbit food. Really, the only reason we turn it into a pellet is to be able to ship it. It increases the bulk density. We can get more weight on a truck. It makes it easier to ship. Of course, all our material is going overseas. The product out of this facility is already sold out. They are waiting for us to make the first pellet, and they'll take it all. It comes out of a pelletizer into storage, into a bulk loading system, deposited into a truck. We'll be sending out about three trucks an hour, 75 tons an hour. We don't build a facility until the capacity of that plant is already sold. That's

why our scheduling is so critical, because we enter into long-term contracts with companies – 8 or 10 years in many cases. The downside of that is we have to start producing by a certain date contractually or we enter into liquidated damages. Our schedule is very critical. We have to identify a site, get that site permitted. We have to get equipment ordered. Some of the equipment is a year's delivery. Our schedule becomes very compact very quickly.

Corey Glenn: Typically our contracts do consist of 7-10 years. Most of those contracts also have two renewal periods attached to those, so typically the plants are designed and built for 20+ years.

Glenn Gray: We're looking at the life expectancy of a plant like this in excess of 30 years. This not unlike – my background is in the composite panel business – not uncommon to see OSP plants running 30+ years.

Chairman Lockamy asked if the drying process used natural gas.

Glenn Gray: We won't be using any natural gas for drying. All of our fuel will come from the bark that we take off of the round wood. We might have to supplement it with some purchase fuel, no gas. The gas, if we need gas, will be used in an RTO – a regenerative thermal oxidizer. If DENR requires us to have one, that is fueled off natural gas.

Commissioner Kirby asked what percentage of the workforce was actually from the county the industry was located in.

Glenn Gray: The last numbers I saw for Northampton County, it was like 81%. We don't always have a lot of control over that.

Commissioner Kirby asked what he would say to citizens concerned about pollution or negative environmental issues with the process.

Glenn Gray: I'd like to emphasize that we do comply with every state and federal regulation. In most cases, we exceed those regulations. Each one of the plants we have built through our value engineering, we've made each one of them better. When we started up in Ahsokie, we had some issues. We were still in compliance, but there were some issues we weren't pleased with. We've addressed some of them. We're continuing to address the others. Those processes there got carried over to Northampton, so we've made all those better. There's still some things we're working on. Southampton will be better than Northampton. With the next cluster of plants, we'll continue to get better as we move forward. We learn with each one.

Commissioner Kirby asked him to speak specifically about the Ahsokie concerns.

Glenn Gray: The issue we had was an imbalance in our air system coming off our pellet coolers. What we've had to do is increase the size of the collectors, increase the size of some rotary valves, to accommodate the greater volume that's coming off those coolers from what we anticipated in our engineering studies. There's two things to keep in mind there. One, we addressed the problem, and we're going to fix the problem. Secondly, the Ahoskie site is 39 acres; it's very small. One of the things we learned from Ahoskie is we need a bigger site. We need to be better able to control. If there is a condition we need to be able to have a larger buffer around our sites to accommodate if something like that should happen.

Corey Glenn: We also had some surface dust conditions in Ahoskie. Since then Glenn has been able to address that by adding asphalt or concrete, trying to make it as sterile as possible.

Commissioner Kirby asked that with respect to the process by which pellets are produced and the equipment used to produce them, was anything added in the Northampton plant that was not in Ahoskie to control the dust.

Glenn Gray: Yes, we increased the number of collection systems so that the grain velocity coming into those systems is now much smaller. We reduced the air. We've made the systems larger and more efficient. Both the systems have wet ESPS on the dryers systems. They're worked really well. We've put more covers over our conveyors, so we're not getting fugitive dust coming off the conveyors. We're going to a better collection system on our pellet screens and material handling screens. We've made them larger and put a better system with hoods over them, so we've cut down on the fugitive dust around the equipment.

Commissioner Kirby questioned if dust were coming from the smoke stack, and Mr. Gray stated no.

Corey Glenn: We haven't forgotten Ahoskie. We've gone back with lessons learned and continued to improve the system there.

Commissioner Strickland asked how the proposed buffers for the Sampson County site compared to other sites.

Glenn Gray: Much larger, 122 acres. At the Northampton facility, we don't have near the vegetative buffer you see here. Even though we don't use the entire site, the footprint is about the same, but the area around it is clear. The site is much larger [in Sampson]. In Northampton, we are in the process of planting trees, putting berms up to help out with any noise.

Commissioner Kirby stated that he had been told that the substance from the smoke stack was nothing more than steam.

Glenn Gray: That's correct. The drying processes for wood will have a smokestack, about 90 feet high, steady plume of steam coming out. Basically moisture coming off the wood, in the drying process. Going into dryer at 250 - 260 degrees, the outlet temperature is at 140 degrees. The wood is in a big rotating drum, about twenty minutes.

Commissioner Kirby asked for clarification was something burning and what was producing the steam.

Glenn Gray: The furnace that's generating hot air. We're heating hot air, blowing the hot air through the dryer, so not unlike hot water radiator. You've got hot air coming across it, and it dehydrates the wood.

Commissioner Kirby asked if there were wood products in the water.

Glenn Gray: The air stream that comes out of the dryer goes through a wet electrostatic precipitator that will take any of the fine dust that would happen to be coming through with that air out.

Commissioner Kirby asked Mr. Gray what exactly was biomass.

Glenn Gray: Fuel that we burn for heat. Our pellet clients are buying it to burn in lieu of coal, trying to reduce greenhouse emissions. We are required by the state to run stack tests, and there's very stringent limits on the state and federal level as to the amount of particulate which can come out that stack. There is some particulate (dust), but it's a very small amount.

The Board took a ten minute recess before entertaining comments from the floor. When they reconvened, the following were received:

Bobby Goodson: I didn't come to ask for money or borrow money, came to have a different market we could sell our wood to. One thing North Carolina needs is jobs, and we need jobs desperately. This is what we need in this country. We've got to start producing something again. We're a consuming nation, and we're not making anything, and this is a start back in the right direction - making something we can sell to the outside people. That's what made us great to start with. I notice on your symbol back there, it's got trees on the side of it. This is as green as it gets. Trees grow just like a crop does. You can cut and 10-15 years, they'll grow again.

Doug Duncan, Association of Professional Loggers: For every one person inside of a plant such as Enviva's, there's five people at other jobs. Some people would say indirectly; I would say directly. The loggers, the truckers, the landowners, people who supply fuel, the part stores, everybody involved. So, it's a tremendous boon to the economy to have a plant come like this. [Asked for a show of hands in the audience who were family logging companies, truckers or forest landowners.] I think everyone here to a person would say they would benefit from this type of economic situation. Our Association saw a problem several years ago in that as our industry expanded we did not have trained, skilled operators. So, I am pleased to tell you that we have resources in our organization. We're training young people now to operate new logging equipment. With the help of Gregory Poole and Caterpillar, we're training these folks, and 100% of the log jobs coming out of that program are getting jobs. We're doing this to respond to the industry. We invite you to come as complimentary to the largest logging show in the East Coast - Logging and Biomass Expo. You can see some real biomass being made with the chippers. In Smithfield on the 20<sup>th</sup> and 21<sup>st</sup>, hosted by our organization, the NC Forestry Association, Hatton-Brown Publishing. There will be a substantial amount of wood purchased through this facility, a lot of it between 80-100 miles, which is actually going to benefit this region directly.

Tommy Norris: I'm a registered forester here in the State of North Carolina. I've had the opportunity over the last forty years to practice forestry primarily in Eastern North Carolina. I've had that opportunity for two reasons. The products of our forest are renewable resources. And two, we have had markets for it. Markets are important. If you hear one thing I say tonight, the most important thing that we can do to ensure healthy forests, fully stocked stands of timber that are not only producing product, but also producing oxygen for us to breathe - the most important thing that we can do is have markets for the products that come out of the forest. Over the course of those 40 years that I've been here, markets have changed. Some of the markets have gone away, but new ones have come. I would hazard to guess into the future that that will happen. To have healthy forests, we need good markets. The better the markets are, the more the landowners will do to grow the product. If they can sell the products for more. What a tremendous opportunity you have in this county. These folks didn't have to locate here. They can move left or right a little bit or up and down a little bit. It's about jobs. This national needs jobs, non-government jobs. People that are producing something.

Grover Ezzell, Ezzell Trucking: Enviva requested me to share with you experiences our company has experienced with them since they've arrived in North Carolina. Ezzell Trucking was founded in 1951 by my father, and 62 years later, we're a thriving business. We're located right here in Sampson County. We have 158 employees. We're growing thanks to the forest industry. Our company transports wood residuals consisting of wood chips, bark shavings and wood pellets. We move 300 loads daily. Our customer clientele includes companies that you will recognize: International Paper, Weyerhaeuser, Georgia Pacific, and here locally, Turlington Lumber Company, and also



Enviva. In 2011, Enviva chose Ezzell Trucking as their dedicated carrier to transport wood pellets from their product plant in Ahoskie, North Carolina to the Port of Chesapeake. In 2012, Enviva chose Ezzell Trucking again to transport their wood pellets from Roanoke Rapids to the Port of Chesapeake. I can tell you from my personal experience that they have been a great partner. The main reason Enviva chose our company as a dedicated carrier is because of our reputation in the industry, and our commitment to safety. Enviva makes safety and sustainability non-negotiable. They continually strive to improve environmental conditions in the communities in which they operate. They live with integrity. They are honest and candid. They do what they say. In other words, they practice what they preach. From my perspective, they are demanding, but fair. From personal conversations I've had with foresters, and many are here tonight, Enviva strives for environmental leadership, not just compliance. Compliance is just the minimum, and they far exceed that. They believe in giving back to the community. When I learned that Enviva was negotiating with the Port of Wilmington, I was an advocate for Sampson County. I talked at length about our community with Chris Wardrail, Director of Logistics for Enviva. I told him we had the perfect location. In my opinion, we are fortunate that Enviva wants to make a home in Sampson County. They'll be locating somewhere in this part of the state. Our community, Sampson County, is where they need to be. It's estimated this operation will provide over 300 good paying jobs. We need more industries to provide good jobs for the unemployed. This would help the sluggish economy by adding income and tax revenue. This is a stable organization. It's going to be here a long time. I urge you to please accept them as a part of our community.

AK: Do you know, if the plant located here if Ezzell or other local companies would be utilized to transport the products.

Mr. Ezzell: I can tell you that Ezzell Trucking would be trying to get some business from them. I am sure that we would have competition, just like our County has competition just like other counties trying to recruit businesses like Enviva. Being from Sampson County, I certainly hope they will give preferential treatment to loggers and employees who want jobs for Enviva.

Travis Hughes, Resource Management Service: Our company manages about 240,000 acres of forest land in North Carolina. One of the things that I have seen over the last 4-5 years is that you see our industry losing mills, mills closing, people going out of business. This is a very good opportunity to turn that around, and it's a good opportunity for Sampson County. There's not been many counties to get this bracket, putting that many jobs back into play. It's definitely something we need in this industry.

Mike Goodson: When we're talking about markets and jobs, I come from a family - my nephew Justin back there is fifth generation; I'm 4<sup>th</sup> generation logger - I am from a

family we had eleven separate logging companies and over the last few years we're down to three companies. That's all that's left in our family. We need these markets. I'm envious that it's in Sampson County. I'm from Onslow County, and I wish it was our county. I wish we had something like this going. I wish they had come to us. Y'all have got a really good opportunity to create jobs. I hope it goes because we need different markets. The real deal is that there are loggers and logging families that have completely gone bankrupt, and we need jobs.

Jean Bryson: I was asked how the sawdust gets out of the building. So we had some pictures we took at Ahoskie. You can see. A few minutes ago someone said they had heard there were people that maybe were having problems with filters from their swimming pool. You've heard it again, because this is the filter. This was a white filter. It was one half mile from the Ahoskie plant. It was used for 24 hours. If the filter looks like this, aren't you going to breathe the same thing? The people there have a problem with dust. They have a problem with noise. On the fourth page, that gentleman is retired. That plant is next to his house. When the plant came everything he owned was worth less. That's going to be the same thing that is going to happen to some people here in Sampson County. Everything they own will be worth less. They have noise. This Ahoskie plant, as you heard, was opened in 2011, so it can't be very old. We were told you need to look at Northampton. We've solved all the problems. It's a newer plant. So, we did. They've still got sawdust. They've still got noise, and they had a buffer. That buffer did have some trees on it, but it doesn't now. The tallest thing was dog fennel, about 3-4 feet high. Is that the kind of buffer you had in mind for us? They're told that they will plant it back and then that will be the buffer. It takes a long time before a tree can be tall enough that it's going to be any kind of buffer to help with the noise and sawdust. The gentleman in Ahoskie says the noise is greater at night because they have more activity at night. You can get cheaper electric rates at night. You can't blame people who don't want to be disturbed in their sleep. He says it's like an old commercial for Excedrin. It just keeps on making this noise. That's what you can expect there. Are you aware they told us that the air conditioning and the heating systems has this dust get in them and that creates problems. Within .6 mil of this there are three commercial heating and air conditioning systems. Within another mile from that, still in Sampson County (these people are paying taxes), there are 20 more. You can't believe the new food safety laws. This is an area that grows a lot of food. If you have a strawberry field or a blueberry field and the sawdust is coming down on it, how can you clean off that much out of strawberries enough that it would be alright to put that in the market? When we were there we asked the people around Northampton - I talked to five different people, we knocked on people's doors at random - we wanted to know what difference it has made for you. The first statement I remember, the gentleman said it has destroyed our neighborhood. Another lady - she was not at home, she was at work - but a lady who lives 1/2 mile further than she does from the plant said that she can see her pictures vibrating on her wall. Is this what we want for Sampson County? You get all these figures and you get finished figuring what they're

going to pay back and what they're going to pay – County folks like me are going to say well we'll talk about this property, are they going to get it for \$100 for an option? Then Mr. Jimmy Thornton's going to tell you he's got to have another deputy, and that deputy's got to have a car because the traffic is already bad at this intersection. Then when you put all these log trucks out there, about one every five minutes. There are already people going through there. Forget about putting a yellow light. There's a yellow light at Calypso. There's a yellow light at Highway 50, and the people coming from 795 are going through both of those intersections at 70 mph. They're going through this intersection; some time they can't even slow down enough to see where the U-turn is. Get that and just hope the Sheriff can get by with just one deputy. This is a wet area. If there's going to be a fog around, that's the last place the fog lifts, but now we're going to have the steam that comes out of the stack. We're going to have some sawdust in that steam. We're going to have all these people that are from out of state that are out there. By the time they know what lane they're supposed to be in, we've got lots of tire marks out there. We've already had two trucks turned over trying to get on I-40 toward Raleigh because they were going so fast they couldn't make it going down the ramp. Add this to the situation we already have, and just tell Mr. Thornton he's doing a good job if he's only asking for one deputy.

Charles McCarty: From N.N. Ellis Road, 1 ½ mile from proposed site. We're not against logging. We have concerns because of my granddaughter McKinley. The filter is from Ahoskie in June. She was born in June, so they don't quite have their problem fixed.

Steve Youst: From NC Southeast Regional Economic Development Partnership, a regional organization of 13 counties for economic development, including Sampson County and Richmond County. Our mission with our organization is to market this region for new business and industry locations that would create new jobs and net new economic growth for the region. We are especially focused on assisting our rural counties in the region. We strongly support this industry project for Sampson County and southeastern region primarily because of its positive economic impact that it will have. Part of our strategic planning, and what we do in economic development is building on our key regional assets, and three of those assets in our region include the Port of Wilmington 60 miles down the road, the strong agriculture and natural resources base that is really second to none, and third, our excellent roadway system, primarily I-40. That combination of assets enables a project, a company like Enviva, to consider Sampson County for a \$100 million investment. There's a lot of counties in my region and elsewhere across the state that would love to have this opportunity for this sort of economic investment. I don't think there's any doubt that everyone in this room wants more quality job opportunities in Sampson County, and especially in our rural areas. This company and this industry sector that this company is in would create manufacturing jobs that would pay higher than county average. The wood products section is already a very established industry sector in Southeastern North Carolina. So this project would fit very nicely within that cluster. We have some of the types of

skilled employees who could fill those jobs very well. Concerning Enviva's impact on the region's forest and wood availability, we very much like the fact that the company is certified with the Forest Stewardship Council, the Sustainable Forest Initiative and other forestry organizations. All of those organizations are held in high regard nationally and globally. We believe any company in their sector would be acceptable for their use of wood materials so that we have sustainability to sustain those jobs and those industries and companies of the future. We at North Carolina Southeast strongly support this project and encourage you to support its implementation here in Sampson County.

Greg Pate, State Forester for North Carolina Forest Service: The Division of Agriculture, which the Forest Service is a part of, we strongly support Enviva and your consideration of their project. We work not only closely with landowners in Sampson County, but in the surrounding region from the 80-100 mile area from where the wood products would come for this project. What we need in the forest sector is markets. This will create a market for landowners for a product that they directly need to have a market for. An interesting statistic is – and we do forest inventory across the state every five years – there is 50% more available wood in this state now than we had 50 years ago, with less timberland. We're learning how to grow timber better, more sustainable through some of these initiatives such as the Sustainable Forest Initiative, and the initiatives that Enviva is a part of. Through Ranger Jones and his assistants and rangers throughout the state, we work closely with the logging industry to ensure that logging is done in an environmentally safe and sound way, meeting the water quality guidelines that we help them to enforce. We would speak very highly and recommend that you adopt this project on behalf of Commissioner Troxler and the Department of Agriculture and the North Carolina Forestry Service.

Jack Swanner, North Carolina Forestry Association: We represent 3900 people in this state, mostly landowners and loggers and traditional industries such as pulp paper and solid wood markets, and emerging new markets such as Enviva. I extend an invitation to this Board, we would be happy to work with you on the resource side, visit places, see places, talk about forest resources.

Charlie Marshburn: In response to the lady about Ahoskie. On that very site prior to that was a saw mill. I can't help to think that in time past that there wasn't some noise and might have been some dust – not just something that has been beginning. The company I am with is a wood supplier to Enviva. They are topnotch.

Deborah Kornegay: There are several important reasons why I oppose the Enviva plant at Exit 355. The last time I addressed this Board I spoke about my trip to Ahoskie and all the dust that inundated the citizens living near the Enviva plant there. I also advise you that a complaint had been filed with DENR and an investigation by DENR has substantiated that complaint. I spoke to you about particulate matter and its

detrimental effect on human health. Tonight I have a handout from Region Seven Programming of the EPA entitled "Health Effects of Particulate Matter." This handout makes it pretty clear that particulate matter in the air is just plain bad for you. In addition, I have with me a list from the International Agency for Research on Cancer which lists wood dust as a Group 1 carcinogen and also a national toxicology program 12<sup>th</sup> Report on carcinogens which lists wood dust as a known human carcinogen. My second concern about the Enviva plant is the deforestation. We all learn early on that trees are important to air quality, that they basically breathe in carbon dioxide and breathe out oxygen. A logger can cut a tree in a matter of minutes with a chainsaw, but it can take decades for a tree to grow to full maturity. Our trees would be used by Enviva to produce wood pellets, which would be then be shipped to Europe and incinerated to produce electricity. A front page article from the Wall Street Journal states that Europe doesn't have enough forests to cut for fuel and in those that it does have many restrictions apply. So Europe's power plants are devouring wood from the United States. The United Kingdom requires loggers to get permits for any large scale tree cutting. They must leave buffers of standing trees along water lines, and they generally can't clear cut wetlands unless the purpose is to restore habitat altered by tree planting. Switzerland and Slovenia completely prohibit clear cutting. The articles goes on to say that the pelletizing community appears to be growing faster than rules to guide it. Principles that the European Union has told members to follow say wood for energy can't come from forests that aren't reforested after cutting. Also trees from sensitive areas like wetlands, old great forests or areas of wide bio-diversity aren't supposed to be burned for power. Doing so would violate sustainability criteria the European community has outlined. However, in North Carolina, wood from forests with trees more than 100 years old, including some from wetlands, does wind up in pellet plants, according to loggers. In recent months, foresters have clear cut portions of two such in the Roanoke Rapids area and have delivered some of the wood to Enviva's mill in Ahoskie, loggers said. Logger George Henderson said earlier this year he sold Enviva several hundred tons of hardwood that his crew clear cut from a swamp that hadn't been logging in about a hundred years. Stanley Riggs, a geologist at East Carolina University, says that besides the animal and plant habitat that mature wetlands provide, they help prevent flooding. He said that clear cutting them is destroying our whole ecosystem. General deforestation is a bad thing. Allowing tons and tons of wood from our forests to be indiscriminately cut, made into pellets and shipped abroad is tantamount to opening Pandora's Box. We have less trees to clean up our air. We're opening up areas to increasing flooding, and we disturb plant and animal habitats. And we're doing all that to produce energy for foreign countries that tightly regulate their own logging industry and for out of state investors to make a lot of money at our expense. My third reason is the nearest neighborhood to this facility is the Martin Luther King subdivision, a predominantly minority neighborhood, and as a County commissioner you shouldn't be willing to vote for any industry that you wouldn't be willing to locate across from your own home. If it's too polluting or too noisy for your neighborhood or the Country Club, then you shouldn't be voting in good

conscience to put it in someone else's neighborhood. My fourth reason is all the trucks coming in. My final reason for opposing this facility is the fact that the property at Exit 355 is an excellent location for a commercial site. If you bring an industry there that is going to dust everyone and everybody with particulate matter, clean industry or commercial enterprise will be hesitant to invest in such an area. Lastly, I would like for you to find out why the Ahoskie plant needs a Title V air permit if all that is coming out of the smokestack is steam.

Anthony Sessoms: I am a CPA, managing partner of a practice in Clinton, the managing partner of a retail business in Clinton, and I serve as the Chairman of the Sampson County Economic Development Commission. My perspective is both as an advisor and as a retailer. I'm in favor of Enviva based upon the commitments made by them to this project and the opportunities that this company will bring to Sampson County. I think the company has a good reputation and will provide a good opportunity for the County. As Mr. Swope noted, they expect 79 direct hire jobs, 100 indirect and 30 trucking jobs. The total labor force would be over 200 when the company is operational. Also noted is that 300 construction jobs would be in force during the construction phase. But you could also add to that the expanding opportunities to those who are involved in the timber activities - which many have mentioned here tonight - by giving them more markets for the timber and the industry they work in. In the past Saturday's Fayetteville Observer, a headline article was entitled "*North Carolina's Jobless Rate Lags Behind Nation's As Economy Struggles to Recover.*" In that article, Paul Woolverton, the reporter, writes: *Hundreds of thousands of people in North Carolina remain out of work. Many who have jobs see their pay eaten away by inflation. In much of the state, good-paying manufacturing jobs have gone away, replaced by lower-paying jobs in the private sector.* I am sure many of you may have read that article. Ironically, in that article it was noted that elected officials have little power to help the economy. However, tonight, the purpose of this meeting is to discuss the power that you do have, that you do possess to improve Sampson County's economy. You have the opportunity to approve the incentive package to bring Enviva to Sampson County. You have the opportunity to bring good paying manufacturing jobs to Sampson County citizens. I would like for you to also think of this as an investment. Sometimes, you've heard it said, you have to spend money to make money. You have to do that in government as well as in private practice. You have already purchased the land which was zoned for this type of industry. It was purchased for this very purpose - for commercial development and growth. You're being asked to offer a very good incentive package to Enviva. As you know, this is already an acceptable and expected practice in order to be competitive. The return on this investment is having a company that will employ many of us and will increase the tax base for the County. Yes, it is an investment, and like any investment, you are required to make some expenditures and give up some assets. But, you're also doing so to get a return on that investment. The returns are the jobs that have been mentioned. A real benefit will be the grant proceeds to extend water to that interchange. It was just recently noted that that is a great commercial site, but it is

lacking infrastructure. This helps us move that infrastructure into place with a grant of \$1.5 million. Mr. Swope has already shared with you the return on the investment with respect to the property taxes, but I want to share with you some advisory board comments that were made at recent meetings over this project. The net cash flow to the County from the collected taxes is higher in the first several years. By 2018, which will be year three in terms of tax collection, over one third of the purchase price of the land and site development costs will be recouped. From a risk perspective, this lowers the risk on that investment, since much of that will be returned early on in the project. I think it was mentioned that these are long-term contracts that will be entered into, so this lowers the risk of the project. I would also like to remind you that as more people will be employed in Sampson County, many of them will be spending money in Sampson County. I can say as a retailer and as a service provider, I'm looking forward to the opportunity to see more jobs and more disposable income being spent in Sampson County. So I please ask you to consider this as a positive development for Sampson County.

Larry Sutton: Let me begin by saying I want to applaud these ladies that are giving us the possibly harmful effects from having this plant locate here. Oftentimes, those voices aren't heard. Oftentimes those voices aren't recognized. I think it's important that we assess the complete picture of bringing in this new facility. NIMBY means "not in my backyard." We don't know the effects of the pollutants that appear to be causing some areas some harmful effects. They mention Ahoskie. They have been to these places. They have talked to people who live in these places. I suggest that before we decide on this - either for or against - that we have a clear picture of the pollution effects in Ahoskie. Let's not ignore this because they do have a point of view that should be listened to. That's part of comment. The other part of my comment - the County is offering incentives to this new company to come here. That's fine; that's good. But at the same time, are we aware of the company's employment history and practices when it comes to being fair, when it comes to employing all our citizens. I would hope that the County has in place or would have some influence on ensuring that there is a minority percent considered when it comes to employment. Tax dollars are being spent here, and those tax dollars are from across the board taxpayers. We have a high percent of employment, but normally it's twice as high as non-minorities and blacks in the County. Is there a guarantee of some sort that will make sure we consider who's being employed, based on what criteria? Is it being done fairly and across the board? That's important to me also because these are tax dollars. I pay taxes. I would love to have that money spent fairly and used fairly. In closing, we know we need jobs. The economy is rebounding, and this will help us to rebound even more. In the meantime, let's make sure we are doing this fairly, considering all the variables that play into the big picture and do what is right for everyone that is involved.

Glenn Gray: Mr. Kirby had asked Mr. Ezzell about companies having opportunities other than Ezzell Trucking. Ezzell Trucking is handling the shipments of pellets out of

two of our facilities, and they've done just a wonderful job of servicing our plants. All of our services are put out for competitive bids, and typically if it comes down to there's no difference between two bids - they are virtually the same - we'll always give preference to a local bidder.

There being no further comments, the Chairman closed the hearing. It was noted that the Board would consider certain matters relating to the project in Closed Session at the end of the agenda, and that any action taken would occur after that Closed Session.

Amendment to Medicaid Transportation Contract with Enroute Transportation  
County Attorney Annette Chancy Starling reported that Ricky Moore of Enroute Transportation had submitted a request to amend his contract to reduce his rate to \$1.54 per mile with the same fuel surcharge currently in place. Noting there had been a lot of previous discussion on Medicaid Transportation policy, Ms. Starling stated that she would just point out that the policy did require the County to use the least expensive means to provide Medicaid Transportation. She stated that if the County is found to be in violation of Medicaid policy, there was a risk that charge-backs could be assessed against the County. Therefore, she noted, the Board should consider whether or not to adopt the amendment. Commissioner Kirby asked if either contracting party - Enroute or Van Go - would have a claim for breach of contract based upon the Board's motion that said one of the contracts was in effect only if the previous contractor could not fulfill their obligation. Ms. Starling stated that she did not believe so because the contract governed as signed by both parties and the terms of the contract controlled. The contract, she noted, prepared by the State, was a federal document; the local office simply fills in the form. It does not obligate the County; it just obligates the providers to perform. It states that no more than a certain amount will be paid; it does not guarantee a certain amount. Commissioner Kirby asked if Van Go would have a claim based upon their contract not being fulfilled, and Ms. Starling stated no, because it was a form contract that says the County will not pay above a certain amount. In fact, Ms. Starling noted, the contract says it can be terminated at any time with thirty-day notice for no reason at all.

Commissioner Kirby stated that it was amazing the Board was still discussing this issue. He stated that it was unfair to Van Go; they bid and won twice. He stated that Ms. Bradshaw, who was related by marriage to the owner of Enroute, never brought anything up about two contracts before this year. He noted that Mr. Moore has made nearly \$6 million, and this year Van Go underbids and all of a sudden there is an effort to get rid of this contract. He stated that at first Mr. Moore wanted to go up nearly a \$1 higher than Van Go, and Ms. Bradshaw said it was okay to give it to the higher bidder because he needs to pay his folks more money and buy better equipment. He recalled that when he and Commissioner Parker received the memo regarding the proposed bid, he called the County Manager and told him it was ridiculous and that there would be a



big fuss. Then, on Monday, Ms. Bradshaw comes in and says the County can have two contracts, when we had never said that before. He stated that he and Mr. Parker had said that was not fair, and it was said that Van Go cannot do it. Commissioner Kirby recounted that with tied votes, the Board agreed to rebid, and Van Go won again. Then Mr. Moore, who said he could not do it for \$2.10 has now come down to \$1.95. Commissioner Kirby stated that Van Go has done it, that he had heard nothing but positive things from the community about Van Go. He stated that Mr. Moore, during a meeting in the presence of Van Go, told the County Manager and County Attorney that he wanted to talk with them privately because he didn't want to reveal his strategy. Commissioner Kirby stated that Mr. Causey and Ms. Starling do not represent Mr. Moore, that everybody knows what is going on – they just don't want Enroute to lose the contract; that is what it looks like. Commissioner Kirby stated that he would ask that the Board table the request and examine it further. He did want to save the taxpayers money, and Van Go may even want to come down in price, but before the Board proceeded, it needs to look at the legal ramifications.

Commissioner Parker stated that he had done some research on the situation. He recalled that he had mentioned to the Board about the language in the contract – Ms. Bradshaw was asked about it, and she had said it was a state contract and could not be altered. Commissioner Parker stated that he had called the State Transportation Coordinator in Raleigh who had informed him that as long as the federal and state rules were abided by and the two parties agree, the local government board could change anything in the contract. He stated that this was why he had asked about the statement that Commissioner Kirby had proposed that Van Go would be the primary and Enroute the secondary, meaning that if Van Go could not fulfill its obligations that Enroute would come in. He stated Ms. Bradshaw was working on the assumption that there were two contracts, and that was not understood.

Commissioner Kirby noted that the Board's motion was that the primary contract would be operable and the secondary contract would be operable only if Van Go was unable to fulfill its obligations. He asked if Ms. Bradshaw has to listen to the Board or if she were an agency unto herself. He stated what he said specifically was that Van Go would have the primary contract; Enroute would have the secondary contract, and the secondary contract would be effective only if the primary contractor Van Go was unable to fulfill their obligations. He asked if Van Go were fulfilling their obligations, why was Enroute getting any referrals.

Mr. Causey clarified that the earlier direction of the Board was that he monitor the contract on behalf of the Board, and he had endeavored to do such. Mr. Moore sent in his request for the contract amendment, and given the previous confusion and discussion with regard to the contract, the first thing on his mind was that we needed to be careful and make sure everyone was on the same page. Therefore, he stated, it was his call to arrange to have a meeting with all parties, including Van Go since they were

the primary contractor, so that they would know what was being proposed. He noted that he had also called the Board so they would know in advance what had been received and that he was dealing with it as best he could. He confirmed that Mr. Moore did ask to speak to him and Ms. Starling privately because he had some questions he didn't feel were appropriate for the group; as it turned out he did not recall these being anything of any significance. Mr. Causey pointed out that he had also had some very cordial conversations with Van Go representatives. Anyone who has wanted to talk with him independently, he would not prevent, although he would not encourage it. Mr. Causey stated that he did not want the Board to think he was off on targets as opposed to being an honest broker who was bringing information forward for everyone's consideration.

Commissioner Kirby stated that overall he thought things were going well, but then he hears that Ms. Bradshaw had basically said she didn't care what the commissioners said, she considered both contracts equal, and that she could do with them. Ms. Starling confirmed that in her conversations with Ms. Bradshaw, that was not her understanding.

Commissioner Strickland recommended that the State Attorney General's office, or the appropriate person, be contacted. Ms. Starling noted she thought it should be the Division of Medicaid Assistance, and it was noted that it should be left to the Attorney to determine the appropriate entity to rule on the question. Upon a motion made by Commissioner Strickland and seconded by Commissioner Parker, the Board voted unanimously to table consideration of the contract amendment until further research could be done by appropriate parties, as determined by the County Attorney, and until such time transportation services continue to operate as the Board previously mandated. Mr. Causey asked that it also be determined how any such future requests be handled to protect the interests of the County.

Sheriff's Department - Request to Utilize Seized Asset Funds and Substance Abuse Tax Funds Chairman Lockamy opened the discussion by recognizing Sheriff Jimmy Thornton and his Department for their efforts in a 2011 multi-agency investigation which resulted in the Sheriff's Department receiving \$280,000 in its share of federally confiscated monies, and earning respect and admiration for the Department and the County. Sheriff Thornton discussed the allocation of the investigation's receipts, noting that Sampson County received the third highest amount in recognition of their level of involvement in the operation. County Manager Ed Causey explained that the request was to utilize unanticipated seized asset funds and substance abuse tax funds for purchase of equipment to meet current needs and avoid future budget expenditures. He and County Attorney Annette Chancy explained that the funds could be used only for those items benefitting the Sheriff's Office, not to offset normally budgeted expenses or in lieu of budgeted funds. Commissioner Kirby asked what legal authority said the funds could not be used for the General Fund, and Ms. Starling stated that it was an

opinion from the North Carolina Department of Justice. Sheriff Thornton noted that it was a federal statute. Upon a motion made by Commissioner Strickland and seconded by Commissioner Lockamy, the Board voted unanimously to approve the request to budget the funds as requested:

<u>EXPENDITURE</u>		<u>Sheriff</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11243100	555000	Capital Outlay Other Equipment	106,970.00	
11243100	554000	Capital Outlay Vehicles	65,500.00	
11243100	535300	Maint Repair Vehicles	14,000.00	
11243100	521300	Uniforms	2,200.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11034310	402603	Federal Asset Funds	188,670.00	

<u>EXPENDITURE</u>		<u>Sheriff</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11243100	555000	Capital Outlay Other Equipment	39,700.00	
11243100	526279	Dept Supplies Narcotics	1,805.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11034310	402603	Federal Asset Funds	41,505.00	

Renewal of Leases for Solid Waste Container Sites at Ingold, Spivey’s Corner, Mt. Gilead and Harrells County Manager Ed Causey explained that the leases were pulled from the Consent Agenda of the last meeting, with staff directed to determine if the landowners would consider lowering their lease rates. Mr. Causey reported that the Ingold site lease remained the same at \$1200 per year, but that the landowners for the Harrells site had requested an increase from \$1800 per year to \$2,000 per year, and the landowners for the Spivey’s Corner site had requested an increase from \$1,800 per year to \$1,825. Mr. Causey noted that the landowners for the Mt. Gilead site had stated that they would request an increase as well, but had not yet responded with a proposed lease amount; therefore, these leases should not be considered at this time. Board members questioned what would happen if the leases were not renewed, and Mr. Causey stated that the landowners could ask the County to remove the solid waste collection equipment. Upon a motion made by Commissioner Strickland and seconded by Commissioner Lockamy, the Board voted unanimously to approve the lease renewals for the Ingold, Harrells and Spivey’s Corner sites. (Copies filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)

Appointment - Social Services Board Upon a motion made by Commissioner McLamb and seconded by Commissioner Kirby, the Board voted 3-2 to appoint Franklin Brown to the Social Services Board. Commissioner Strickland noted that the current appointee had been willing to be reappointed.

Appointment - Jury Commission Upon a motion made by Commissioner McLamb and seconded by Commissioner Strickland, the Board voted unanimously to appoint Vickie Bass to the Jury Commission.

Appointment - Workforce Development Commission This item was tabled.

Appointment - Parks and Recreation Board Upon a motion made by Commissioner McLamb and seconded by Commissioner Strickland, the Board voted unanimously to appoint the members of the Parks and Recreation Board as recommended:

Neil Baggett (N) 2012-2014

Tara Williams McPhail (N) 2013-2015

Doug Burley (S) 2012-2014

Allen Cannon (S) 2013-2015

JD Suggs (E) 2013-2015

Amanda Bradshaw (E) 2013-2015

Steve Honrine (W) 2012-2014

Clark Honeycutt (W) 2013-2015

Appointment - Economic Development Commission Upon a motion made by Commissioner Kirby and seconded by Commissioner Parker, the Board voted 3-2 to appoint Tim Butler to replace Lamont Parker on the Economic Development Commission, that Anthony Sessoms, Chuck Spell and Dewayne West be reappointed, and that a non-voting position representing the Transportation Advocacy Group be added to the EDC. Commissioner Strickland again voiced concern about arbitrarily taking people off appointed boards without cause; Commissioner Kirby noted that a capable businessman had been added and a new perspective was needed.

#### **Item No. 5: Consent Agenda**

Upon a motion made by Commissioner McLamb and seconded by Commissioner Strickland, the Board voted 4-1 to approve the Consent Agenda.

- a. Adopted a resolution proclaiming September as Alcohol and Drug Recovery Month (Copy filed in Inc. Minute Book \_\_\_\_, Page \_\_\_\_.)
- b. Approved a request from the Health Department for an increase in laboratory fees as follows:  
  
Pap test only: \$14.41  
Pap test plus HPV if ASC-US (reflex HPV): \$44.68  
Pap plus HPV (co-testing): \$14.41 + \$44.68= \$59.09  
These new fees retroactive to July 1st, 2013
- c. Approved the DSS Contract #3 Medical Transportation Services contract with Sampson Area Transportation (Specialized Contract) for dialysis patients

(Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)

- d. Approved requested revisions to the Sampson-Clinton Library Registration and Lending Policy as requested. (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- e. Approved the contract between Sampson County Health Department and Sampson County Schools for School Nursing Services (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- f. Approved an Expo Center request to destroy rental contracts/lease agreements for 2006-2007 and 2007-2008; to destroy paid invoice files 2006-2007, 2007-2008; to destroy Centerstage invoices and document files 2006-2007 and 2007-2008
- g. Approved disabled veterans tax exclusion applications from Thomas George Hayes, Sheryl Ann Jackson, and Paul M. Thurston

h. Approved the following tax refunds:

# 5810	Marshall Falatovich	\$ 1,278.04
# 5801	William Nelson	\$ 1,240.34
# 5782	D. Luther Brown Jr. and Others	\$ 897.92
# 5802	Cathy McGee Honrine	\$ 2,183.00
# 5794	James Richard Starling	\$ 107.12
# 5800	Tara Strickland Williamson	\$ 113.83
# 5783	Clay Pope/ Anita Pope	\$ 137.82
# 5789	Godwin Twins Inc.	\$ 104.60

i. Approved the following budget amendments:

<u>EXPENDITURE</u>	<u>Health</u>		<u>Increase</u>	<u>Decrease</u>
<u>Code Number</u>	<u>Description (Object of Expenditure)</u>			
12551100	512100 Salaries			40,287.00
12551100	512700 Longevity		507.00	
12551100	518100 FICA			1,212.00
12551100	518120 Medicare FICA			283.00
12551100	518200 Retirement			763.00
12551100	518300 Group Insurance			6,403.00
12551100	518300 Group Insurance		4,468.00	
12551130	512100 Salaries			14,540.00
12551130	518100 FICA			901.00
12551130	518120 Medicare FICA			211.00
12551130	518200 Retirement			979.00

12551130	518300	Group Insurance		4,324.00
12551130	518400	Dental Insurance		15.00
12551130	518901	401K		368.00
12551130	526200	Department Supplies		1,731.00
12551130	531100	Travel	100.00	
12551130	532100	Telephone and Postage	678.00	
12551130	533000	Utilities	700.00	
12551130	543000	Rental Equipment	1,000.00	
12551130	544000	Contracted Services	9,876.00	
12551200	518300	Group Insurance	1,077.00	
12551250	512100	Salaries		17,528.00
12551250	518100	FICA		1,080.00
12551250	518120	Medicare FICA		252.00
12551250	518200	Retirement		301.00
12551250	518300	Group Insurance		1,119.00
12551210	512100	Salaries		2,317.00
12551210	518100	FICA		143.00
12551210	518120	Medicare FICA		28.00
12551210	518200	Retirement		550.00
12551210	518300	Group Insurance	14.00	
12551550	512100	Salaries		4,860.00
12551550	518100	FICA		300.00
12551550	518120	Medicare FICA		71.00
12551550	518200	Retirement		71.00
12551550	518300	Group Insurance		741.00
12551560	518300	Group Insurance	175.00	
12551600	518300	Group Insurance	291.00	
12551630	512100	Salaries		702.00
12551630	518100	FICA		44.00
12551630	518120	Medicare FICA		10.00
12551630	518200	Retirement	2,459.00	
12551630	518300	Group Insurance	14,206.00	
12551640	518300	Group Insurance	31,230.00	
12551650	518300	Group Insurance	4,255.00	
12551670	518300	Group Insurance	6,175.00	
12551680	518300	Group Insurance		345.00
12551690	518300	Group Insurance	5,222.00	
12551810	518300	Group Insurance	26,486.00	
12551810	518400	Dental Insurance		662.00
12551810	518901	401K		1,141.00
12551920	518300	Group Insurance	3,171.00	
<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
12535113	404000	State Assistance		10,715.00
12535110	404098	County Contribution		48,096.00

12535111	404098	County Contribution	4,468.00	
12535120	404098	County Contribution	1,077.00	
12535125	404098	County Contribution		20,180.00
12535151	404098	County Contribution		1,999.00
12535155	404098	County Contribution		6,043.00
12535156	404098	County Contribution	175.00	
12535160	404098	County Contribution		291.00
12535163	404098	County Contribution		15,909.00
12535164	404098	County Contribution		31,230.00
12535165	404098	County Contribution	4,255.00	
12535167	404098	County Contribution	6,175.00	
12535168	404083	TXIX-Fees		1,645.00
12535169	404098	County Contribution	5,132.00	
12535181	404098	County Contribution	34,546.00	
12535192	404098	County Contribution	3,171.00	
12551020	512100	Salaries		80,128.00
12551020	512700	Longevity	514.00	
12551020	518100	FICA		11,887.00
12551020	518120	Medicare FICA		890.00
12551020	518200	Retirement	1,103.00	
12551020	518300	Group Insurance	83,754.00	
12551020	518400	Dental Insurance		670.00
12551020	518901	401K		1,532.00
<b><u>EXPENDITURE</u></b>		<b><u>Aging</u></b>		
<b><u>Code Number</u></b>		<b><u>Description (Object of Expenditure)</u></b>	<b><u>Increase</u></b>	<b><u>Decrease</u></b>
02558670	524100	HR – Materials	700.00	
<b><u>REVENUE</u></b>				
<b><u>Code Number</u></b>		<b><u>Source of Revenue</u></b>	<b><u>Increase</u></b>	<b><u>Decrease</u></b>
02035867	408401	HR – Donations	700.00	
<b><u>EXPENDITURE</u></b>		<b><u>Aging</u></b>		
<b><u>Code Number</u></b>		<b><u>Description (Object of Expenditure)</u></b>	<b><u>Increase</u></b>	<b><u>Decrease</u></b>
82558750	524100	URP-Materials	20,000.00	
82558750	529901	URP-Soft Costs	10,300.00	
82558750	544000	URP-Contracted Services	44,700.00	
<b><u>REVENUE</u></b>				
<b><u>Code Number</u></b>		<b><u>Source of Revenue</u></b>	<b><u>Increase</u></b>	<b><u>Decrease</u></b>
82035875	403605	Urgent Repair Program – NCHFA	75,000.00	
<b><u>EXPENDITURE</u></b>		<b><u>Aging</u></b>		
<b><u>Code Number</u></b>		<b><u>Description (Object of Expenditure)</u></b>	<b><u>Increase</u></b>	<b><u>Decrease</u></b>
02558670	524100	Home Repairs – Materials	6,000.00	
02558670	525100	Home Repairs – Gas, Oil, Tires	2,500.00	
02558670	526200	Home Repairs – Departmental Supplies	500.00	

02558670	526201	Home Repairs – Dept Supplies – Equip	1,000.00	
02558670	531100	Home Repairs – Travel	100.00	
02558670	539500	Home Repairs – Training	200.00	
<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
02035867	408900	Home Repairs – Misc Repairs	10,300.00	
<b><u>EXPENDITURE</u></b>				
		<u>Sheriff</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11243100	554000	Capital Outlay Vehicles	23,539.62	
11243100	555000	Capital Outlay – Other Equipment	6,038.33	
<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11034310	408900	Misc Revenue Insurance Settlement	29,577.95	
<b><u>EXPENDITURE</u></b>				
		<u>CES – Senior Health Ins Prog SHIIP</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
04549580	512600	Part Time Salaries		2,330.00
04549580	518100	FICA		145.00
04549580	518120	Medicare FICA		34.00
04549580	526200	Departmental Supplies		2,500.00
04549580	529900	Miscellaneous		489.00
04549580	531100	Travel		280.00
04549580	532100	Telephone and Postage		100.00
<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
04034958	404088	SHIIP Revenue (State of NC-Dept of Ins)		5,878.00
<b><u>EXPENDITURE</u></b>				
		<u>CES – Senior Health Ins Prog SHIIP</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
04549580	512600	Part Time Salaries	1,400.00	
04549580	518100	FICA	87.00	
04549580	518120	Medicare FICA	21.00	
04549580	526200	Departmental Supplies	1,100.00	
04549580	529900	Miscellaneous	100.00	
04549580	531100	Travel	100.00	
04549580	532100	Telephone and Postage	82.00	
<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
04034958	404088	SHIIP Revenue (State of NC-Dept of Ins)	2,890.00	
<b><u>EXPENDITURE</u></b>				
		<u>Various Departments</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11243300	555000	Capital Outlay Other	41,269.00	
1243300	539500	Employee Training	40,609.00	



1243300	526201	Department Supplies – Equipment	5,281.00
11449200	519100	Professional Services	7,984.00
11449200	531101	Existing Industry Project	1,945.00
11141340	538100	Data Processing Programs	2,650.00

**REVENUE**

<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11034330	403674	Homeland Security Grant Equipment	41,266.00	
11034330	403676	Homeland Security Grant Training	40,609.00	
11034330	403675	Homeland Security Grant Exercise	5,281.00	
11039999	409800	Fund Balance Appropriated Encumbrances	12,579.00	

**EXPENDITURE**

		<u>Schools Capital Outlay</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11659140	555030	Capital Outlay Category 1	114,335.00	
11659140	555031	Capital Outlay Category 2	2,757.00	
11659140	555032	Capital Outlay Category 3	3,936.00	
11659110	555031	Capital Outlay Category 2	80,561.00	
11659110	555030	Capital Outlay Category 1	150,000.00	
19959140	582096	Transfer to General Fund	351,589.00	

**REVENUE**

<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
19932320	409900	Fund Balance Appropriated	351,589.00	
11035914	409612	Transf from Capital Reserve	121,028.00	
11035911	409612	Transf from Capital Reserve	230,561.00	

**EXPENDITURE**

		<u>Community College Capital Outlay</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
116959220	558000	Roofs and Improvements	336,716.00	
11659220	550000	Unallocated Capital Outlay		200,000.00
11999000	509700	Contingency		136,716.00

- Approved the Sampson County Schools 2013/2014 Carry Over Projects Capital budget amendment.

**Item 6: Board Information**

The following was provided as a required annual report:

- 2012 Child Fatality Prevention Team Report

The following items were provided in draft form for Board review and will be presented at the October regular meeting for consideration:

- Draft Animal Control Ordinance

- c. Draft Ordinance to Prohibit Smoking and Use of Tobacco Products in County Buildings and Vehicles

### **County Manager Reports**

County Manager Ed Causey called the Board's attention to the draft Animal Control Ordinance and the Smoking Ordinance in the Board Information section. These were provided so that the Board would have plenty of time to review both before they were formally presented in October. It was noted that the Animal Control Ordinance would require a public hearing before adoption. Mr. Causey also pointed out that staff had listened to recordings of previous meetings for clarification of the Board's previous actions with regard to the Smoking Ordinance. While there was some discussion on the ordinance, action was delayed due to concerns with regard to enforcement penalties. Mr. Causey recapped the dates for the next budget session and the need for input from the Board with regard to future budget session topics. Mr. Causey also stated that the hospital had requested to schedule the annual joint meeting to discuss their budget, and he suggested that the Board recess this meeting to reconvene for the joint meeting on September 23<sup>rd</sup> at 6:00 p.m.

### **Public Comments**

There were no public comments offered.

### **Closed Session**

Upon a motion made by Commissioner Kirby and seconded by Commissioner Parker, the Board voted unanimously to go into Closed Session pursuant to GS 143-318.11(a)(4) to consider matters related to the location of an industry at Exit 355 project. (Minutes maintained separately.) The Board returned to the Auditorium and exited Closed Session by unanimous vote, upon a motion by Commissioner McLamb and second by Commissioner Parker. The Chairman announced that the Board had discussed matters related to the Enviva project at Exit 355 and had provided direction with regarding to an offer to be made to the industry.

### **Recess to Reconvene**

Upon a motion made by Commissioner McLamb and seconded by Commissioner Parker, the Board voted unanimously to recess to reconvene on September 17, 2013 at 3:30 p.m., prior to the budget work session.

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Billy C. Lockamy, Chairman

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Susan J. Holder, Clerk to the Board

The Sampson County Board of Commissioners convened for their regular meeting at 7:00 p.m. on Monday, November 4, 2013 in the County Auditorium, 435 Rowan Road in Clinton, North Carolina. Members present: Chairman Billy Lockamy, Vice Chairman Jarvis McLamb and Commissioners Albert D. Kirby, Jr., Harry Parker, and Jefferson Strickland.

The Chairman convened the meeting and called upon Commissioner Parker for the invocation. Commissioner Strickland then led the Pledge Allegiance.

### **Approval of Agenda**

Upon a motion made by Commissioner McLamb and seconded by Commissioner Kirby, the Board voted unanimously to approve the agenda with the addition of an additional Closed Session item for attorney-client privilege.

### **Roads**

Monthly Report - NCDOT Keith Eason, NCDOT Assistant District Engineer, was present to answer questions and concerns of the Board and citizens in attendance. Chairman Lockamy reported concerns with the east end of Keener Road and McCullen Crossroads back to NC 403, with road cracks. Commissioner Kirby asked if the county had lost any secondary roads money, and Mr. Eason stated that there was a slight increase in secondary roads funding, but there had been a change in the formula used to calculate funding. Commissioner Parker expressed his appreciation for the DOT's assistance with SR 1478.

### **Item 1: Planning and Zoning Items**

CZ-C-10-13-1 Planning Director Mary Rose reviewed a conditional zoning request to rezone approximately 5.5 acres located at 6674 Plainview Highway from R-Residential to CZ-C (Conditional Zoning, Commercial), noting that it had been unanimously recommended by the Planning Board and that all adjourning property owners had been notified. She explained that the applicant proposed to use the existing structure for individual and family counseling outpatient services and medical case management, and an accessory building for storage. The applicant will have a maximum of 10 clients per day, with hours 8 am – 5 pm on Monday, Wednesday and Friday and 6 pm – 8 pm on Tuesday and Thursday. Ms. Rose explained that this request was site specific to this applicant; if the property changed hands, the new owner would have to come back to the Planning Board and Board of Commissioners for approval. Commissioner Kirby asked if there had been many conditional zoning requests since

the ordinance was amended to allow for them, and Ms. Rose stated that this was the first but that she anticipated a number of others given that Sampson County was a large, rural county and there were not a lot of areas zoned industrial or commercial. There were no comments from the floor, and the hearing was closed. Upon a motion made by Commissioner Kirby and seconded by Commissioner Parker, the Board voted unanimously to approve rezoning request CZ-C-10-13-1, accepting the presented findings of fact and making the following zoning consistency statement: *Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Board of Commissioners does hereby find and determine that the recommendation of the ordinance amendment CZ-C-10-13-1 is consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact this property is located along a major thoroughfare where commercial development is encouraged.*

## **Item 2: Reports and Presentations**

Presentation of Badge and Side Arm to Retired Law Enforcement Officers The Chairman joined Sheriff Jimmy Thornton in recognizing and honoring retired officers John Conerly and Easton Ford by presenting their badges and side arms.

Veterans Service Officer Report Veterans Services Office Ann Knowles reported on the work accomplished by the Veterans Service Office and the benefits brought to veterans and to the local economy by serving them. She reported that Sampson County had just a few less than 5,000 veterans, and more than \$33 million in benefits had been received by those in Sampson County, which is funneled into the economy with them buying goods and paying taxes. She stated that these benefits keep people off Medicaid rolls, allow for home loans, provide auto loans for specially adapted vehicles, as well as educational scholarships. She invited the Board to attend the Veterans Day celebration on November 11<sup>th</sup>.

## **Item 3: Action Items**

Public Hearing – Closeout of Scattered Site Block Grant Program The Chairman opened the hearing and called upon Finance Officer David Clack who explained that a public hearing was required by the Division of Community Assistance at the conclusion of a Community Development Block Grant project. He reported that the funding was federal, passed through the State and available to counties every other year. He reported that the funding had allowed the County to replace six homes, based upon applicant's income and need. The floor was opened for comments, and none were received. The hearing was closed, with no action required.

Public Hearing – FY 2015 Community Transportation Program The Chairman opened the hearing and called upon Sampson Area Transportation Coordinator Todd Daughtry. Mr. Daughtry reviewed the application for grant funding, explaining the two

areas of requested funding: administrative and capital. He noted the administrative part of the application included funding for salaries and fringe benefits for certain positions, drug and alcohol testing, office supplies, travel, utilities, the system's computer program, advertising (with state/federal funding at 85%, local costs at 15%) The capital portion of the grant application, he explained, included no vehicle replacements, but funding for wheel chair ramps for the Transportation Office and the replacement of a computer. The total local match required for administration and capital would be \$24,356, he reported. The floor was opened for comments, and none were received. The Chairman closed the hearing. Upon a motion made by Commissioner Strickland and seconded by Commissioner Kirby, the Board voted unanimously to adopt the grant resolution authorizing the submission of the grant and making assurances and certifications regarding compliance with federal and state requirements. (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)

Clinton City Schools - School Roof Presentation On behalf of Superintendent Stuart Blount who was out of town, Assistant Superintendent Clyde Locklear recognized School Board member Randy Barefoot to make the presentation. Mr. Barefoot introduced Clinton City School Board members, principals and staff present. He thanked those commissioners who had met with him individually and those who had made site visits to L.C. Kerr and Butler Avenue School. Mr. Barefoot thanked County Manager Ed Causey for being proactive in approaching the schools to determine future roofing needs and noted that the School Board wanted to echo his vision being proactive vs. reactive. He recalled that when Mr. Causey had asked about the needs, they referred him to the facility feasibility study that had been conducted in 2011. In that study, he stated, it was recommended to replace the Butler Avenue School roof in 2014 and L.C. Kerr's roof in 2015, as they had come to their life expectancy. The roofs were re-evaluated in 2013 by another architect, and their proposed costs were provided to the Board of Commissioners in previous agendas. Mr. Barefoot noted that the 2011 study also called for the replacement of the College Street School Offices roof in 2012, which was done with commissioners' assistance of \$80,000, with the City Schools paying the remainder of the costs from their fund balance. He noted that three years ago, Clinton City Schools used their fund balance (approximately \$130,000) to replace the roof on the Sunset Avenue School gym roof, without asking commissioners for funding. Mr. Barefoot stated that the problem with "the bucket test" method of determining when roofs were repaired was potential structural damage to roofing trusses, ceilings and walls and potential mildew and mold - added costs that could be eliminated by being proactive. He noted that filling the requests would take major roofing needs off the horizon until 2018. He added that Clinton City Schools did not have the funds for major needs like they did previously with Sunset Avenue School because they have had to supplement their current budget; next year they would have to make some hard decisions on their budget.

Commissioner Strickland noted that the 2011 report had ranked Butler Avenue's needs as more severe than L.C. Kerr's, but from his visit and observation he thought that L. C. Kerr's seem more severe. Mr. Barefoot noted that both were constructed in 1992 and have significant damage. He explained that the recommended costs were for metal roofing that would last longer than a typical shingle roof, approximately 30-45 years. He added that there was a membrane on the Kerr School that would have to be replaced. Commissioner McLamb asked about the roof warranties, and Mr. Locklear stated that the current roofs had met their warranty, they were beginning to curl and wind and rain were beginning to take more of the tabs; the metal roof would allow for a longer warranty.

Commissioner Kirby asked if the issue was leaking or if the roofs were just old, and Mr. Barefoot stated that there was some leaking that had been repaired several times. Mr. Locklear added that there had been some shingles missing that were repaired, along with some caulking and control joint issues.

Chairman Lockamy noted that a metal roof was about \$100,000 more than a shingle roof, but Mr. Barefoot stated that if a metal roof lasted 44 years, you would be getting two for one. Commissioner Kirby asked if research had been done to determine the cost of doing repairs instead, and Mr. Locklear stated that the contractor had advised that if they began work to lift, lace and replace the old shingles, they would just break, and it would be a continuous repair cycle due to age of shingles and their deterioration. Commissioner Strickland questioned if the roof would "outlive" the building, and Mr. Locklear noted that there were 50 year-old buildings being utilized currently; the buildings in question were about 22 years old.

Commissioner Strickland asked about the funds in the capital reserve, and Mr. Causey stated that staff had reported previously that there was about \$1 million available; the recent County school allocation for roofs had been about \$452,000, leaving a little over \$500,000.

Commissioner Kirby stated that he had visited both Kerr and Butler Avenue and wanted clarification on where the leaks were because the custodial staff he spoke with were unfamiliar with the leaks. Mr. Locklear explained that there was a large space between the roof and the interior ceiling, with the missing shingles the leaking was not pronouncing itself down to the interior ceiling; with patching and repairs, the leaks could be stopped for a given time. He added that there was a two-pipe heating system at Kerr, and from time to time, there was a problem with leaking onto ceiling tiles; this is not associated with the roof needs.

Chairman Lockamy asked if one school's need were worse than the other, and Commissioner Kirby stated that Kerr School looked worse to him. Mr. Barefoot reiterated that they had been asked by Mr. Causey to recommend their most pressing

needs, and L.C. Kerr and Butler Avenue were the most pressing needs; there are other needs. Mr. Causey recapped the incidence of the emergency needs with Community College roofs and the motivation to proactively identify additional roof needs that could be addressed with available funding, given the future budget challenges facing the Board. He stated that he had worked with the County since 2010 and had discussed roof needs every month since he started.

Commissioner Kirby stated that Clinton City Schools was dear to his heart; he was a product of Clinton City Schools, a 1976 CHS graduate. Many school officials were powerful role models, so he will pull for Clinton City Schools. However, he stated, this request came at a critical time in the County's fiscal considerations. No decisions with respect to spending, he stated, could be made without fully considering its impact or consequences. He stated that everyone in the County is aware of the financial challenges facing Sampson County government, none more so than the members of the Board of Commissioners. At the start of last year's budget negotiations, he recalled, Mr. Causey and staff had reported that County was facing \$800,000 shortfall, before considering big ticket items such as Courthouse security or employee salary adjustments - no new spending at all. In addition, he noted, the Board was looking at debt service for schools which would come on line in the next year. While commissioners worked hard to cut the deficit, the Board was only able to get at the shortfall not significantly below \$600,000, and decided to have monthly budget sessions to continue to reduce the shortfall. Regrettably, he noted, the Board had yet to identify any additional cuts to the deficit. He stated if there were any hope of avoiding a tax increase, all departments including the schools will have to share the burden of cutbacks. Given the financial situation, why would the County spend money to replace roofs which were not leaking, he asked. Patching to get five to ten more years out of them would be the more practical course, he added. The roofs of the County schools actually had leaks with water coming into the building, he stated, and that was where he made his difference.

Commissioner Strickland pointed out that the moneys being considered had been reserved for this reason and only for schools and the need will not get any less. Commissioner Strickland moved that the request for roof repairs be approved, with the use of shingles rather than a metal roof (\$439,920), thus leaving some funds available in reserve. The motion was seconded by Chairman Lockamy. The Board discussed whether engineering drawings/designs were required. When the voted was called, Commissioner McLamb failed to vote, and he was advised that under the Board's policies failure to vote without being excused due a conflict would be counted as an affirmative vote. When the vote was called again, the motion passed 3-2, Commissioners Strickland and Lockamy casting affirmative votes, Commissioner McLamb's failure to vote counting in the affirmative, and Commissioners Kirby and Parker voting nay.

Consideration of Exchange of Real Property between the County and Southern Produce Distributers, Inc. County Attorney Annette Starling explained that the Board ha previously discussed the exchange of County property totaling 11 acres located between Connector Road and Eldon Thornton road for 22 acres owned by Southern Produce Distributers, Inc. She called the Board’s attention to the proposed resolution which set forth the County’s findings and conditions for such exchange. She explained that pursuant to G.S. 160A-271, the Board is authorized to exchange real property by private negotiation if the County receives full and fair consideration for its property and after proper public notification of its intent to consider such exchange, which had been done. Upon a motion made by Commissioner Strickland and seconded by Commissioner McLamb, the Board voted unanimously to adopt the resolution authorizing the exchange of property. (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)

Appointment - Workforce Development Commission Upon a motion made by Commissioner McLamb and seconded by Commissioner Parker, the Board voted unanimously to appoint Donna Williams as a private section representative to the Workforce Development Commission.

#### **Item No. 4: Consent Agenda**

Upon a motion made by Commissioner Strickland and seconded by Commissioner McLamb , the Board voted unanimously to approve the Consent Agenda as follows:

- a. Approved the minutes of the June 24, 2013; August 5, 2013; August 9, 2013; and October 7, 2013 meetings
- b. Approved a request to declare listed items as surplus and schedule a public auction for Friday, December 13, 2013
- c. Approved a request to dispose of certain Finance Department records pursuant to the County Records Retention Policy
- d. Approved the amendment of contract for solid waste and recyclables collection service (document associated with Memorandum of Understanding approved at October 2013 meeting) (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- e. Adopted the 2014 County Holiday Schedule
- f. Adopted the 2014 Board of Commissioners Meeting Schedule
- g. Approved applications to draw down NC Education Lottery Public School Building Capital Funds for Sampson County and Clinton City School projects



(Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)

h. Approved the following tax refunds:

# 5876	Prestage Farms, Inc.	\$ 356.51
# 5870	Melvin Allen Shipp	\$ 100.96
# 5884	James Dewey Barefoot	\$ 168.34

i. Approved the following budget amendments:

<u>EXPENDITURE</u>		<u>Aging</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
16145000	535300	SAT - Maint & Repair of Vehicle	15,968.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
16134500	403645	SAT - ROAP - Employment		3,801.00
16134500	403703	SAT - ROAP - EDTAP	6,241.00	
16134500	403704	SAT - ROAP - RGP	13,528.00	

<u>EXPENDITURE</u>		<u>Social Services</u>		
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
13554810	568415	Duke Energy Settlement Funds	48,718.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
13535480	403318	Duke Energy Merger Settlement Funds	48,718.00	

<u>EXPENDITURE</u>		<u>Health/Medicaid Assistance</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
12551130	512100	Salaries	14,539.00	
12551130	518100	FICA	901.00	
12551130	518120	Medicare FICA	210.00	
12551130	518200	Retirement	978.00	
12551130	518300	Group Insurance	4,323.00	
12551130	518400	Dental Insurance	14.00	
12551130	518901	401K County Contribution	368.00	
12551130	526200	Department Supplies	1,731.00	
12551130	531100	Travel		100.00
12551130	533000	Utilities		700.00
12551130	532100	Telephone & Postage		678.00
12551130	543000	Rental Equipment		1,000.00
12551130	544000	Contract Services		10,445.00
12551130	549100	Dues & Subscriptions		4,000.00

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
12535113	404000	State Assistance	6,141.00	

<u>EXPENDITURE</u>		<u>Aging</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
02558670	524100	HR-Materials	2,401.00	
02558670	544000	HR- Contracted Services	500.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
02035867	408900	Home Repairs - Misc Revenue	2,901.00	

<u>EXPENDITURE</u>		<u>CES - Master Gardener Program</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
04449540	526200	Departmental Supplies	900.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
04434954	409900	Master Gardener Fund Bal Approp	900.00	

<u>EXPENDITURE</u>		<u>Aging</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
02558710	526200	ADHC - Departmental Supplies	834.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
02035871	408900	ADHC - Misc Revenue	834.00	

- Approved Clinton City Schools budget amendment No. 3 (Special Revenue Fund), No. 3 (State Public School Fund), No. 3 (Current Expense Fund), and No. 3 (Federal Programs Fund)

**Item 5: Board Information**

The following items were provided to the Board for information:

- Update - NCDOT Response to Request by FSCW for NC 24 Boat Ramp Access
- Schedule of Topics for Remaining Budget Work Sessions

**County Manager Reports**

County Manager Ed Causey called the Board’s attention to the proposed schedule of topics for the remaining budget work sessions in the agenda. He noted that staff had tried to include all departments, and the schedule would allow them to prepare materials in advance. Commissioner Strickland voiced concerns that the Board’s budget sessions had yet to produce budget reductions, and Mr. Causey noted that starting with the December sessions, the department presentations would include a copy of their current budget for potential adjustments. Commissioner Strickland

recommended that the presentation also include how departments compared in size and costs to the same departments of other counties. Mr. Causey requested that the Board reconvene this meeting for a special meeting at 1:00 p.m. on November 7<sup>th</sup> for a closed session regarding economic development. He reminded the Board of their next budget work session scheduled for November 19<sup>th</sup>.

**Public Comments**

There were no public comments offered.

**Closed Session**

Upon a motion made by Commissioner Kirby and seconded by Commissioner Lockamy, the Board voted unanimously to go into Closed Session pursuant to GS 143-318.11(a)(3) to consult with the County Attorney. The Board did not enter into Closed Session under GS 143-318.11(a)(6), as originally planned for the Manager’s annual evaluation, opting to postpone the evaluation to the next meeting. The Board returned to the auditorium, and upon a motion made by Commissioner McLamb and seconded by Commissioner Parker, the Board voted unanimously to come out of Closed Session. No action was taken in Closed Session.

**Recess to Reconvene**

Upon a motion made by Commissioner McLamb and seconded by Commissioner Parker, the Board voted unanimously to recess to reconvene on Thursday, November 7<sup>th</sup> at 1:00 p.m. in the County Administration Building.

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Billy C. Lockamy, Chairman

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Susan J. Holder, Clerk to the Board

# Sampson County Department of Aging

Lorie Sutton  
Director

## Services

CAP/DA Program

Family Caregiver

Nutrition Program

In-Home Aide Services

Information & Referral

Adult Day Health Care

Transportation

Home Repairs

Garland Senior Center

Butler Court Senior Center

405 County Complex Rd.  
Suite 140  
Clinton, NC 28328  
910-592-4653  
Fax 910-590-2142

lbsutton@sampsonnc.com  
www.sampsonnc.com

Memorandum:

TO: Susan Holder, Assistant County Manager  
FROM: <sup>LS</sup> Lorie Sutton, Aging Director  
DATE: October 31, 2013  
RE: United Way Application for 2014

Attached is the United Way Application for 2014 and supporting documents. We request funds to build wheelchair ramps for people who are disabled and under the age of 60 years of age.

I have tagged all the places that require signatures.

Thank you.

/ls

Attachments: Application  
Agreement of Affiliation  
Audit Policy  
Policy on Supplemental Fund Raising By Affiliated

Also - please answer the questions on page 3,  
I will type them in on another sheet. I usually  
answer this but I am not sure about the  
# of minutes meetings anymore.

Program Funding

Request Application



United Way of Sampson County

Sponsoring Agency: Sampson County Department of Aging
Program Name: Wheelchair Ramp Program
Mailing Address: 405 County Complex Road; Suite 140, Clinton, NC 28328
Phone/email: 910-592-4653 / lbsutton@sampsonnc.com

Funding Request for 2014 Program Funding \$ 10,000.00

CERTIFICATION

The requested amount herein was considered and approved for submission by the

Sampson County Department of Aging Board of Directors at a meeting on
(Sponsoring Agency) (date)
Our fiscal year is July 1 to June 30
(date) (date)

Management and the Board of Directors have read and are prepared to discuss this Funding Request.

We acknowledge that funds allocated by United Way are contributed dollars and that fair and full disclosure is required in the completion of this Funding Request Application and all other requested information.

Executive Director ~ Name Board President or Authorized person Name
Volunteer Title
Signature - Executive Director Signature ~ Board President or Authorized Person
Date Date

**REQUIRED: Specific use of UWSC funding. (Use only space provided)**

The requested funding will be used to purchase materials and pay for contracted labor to build wheelchair ramps and perform minor home repairs for disabled people under the age of 60 years.

## Organization's Governance & Oversight

Organizations *not currently* receiving UWSC funding *must* complete the following.

### Board Meetings

1. How many meetings were scheduled during the last fiscal year?
2. How many times did the Board meet during the last fiscal year?
3. At how many of the Board meetings did you have a quorum during the last fiscal year?
4. Are detailed reports of agency activities provided to the board on a regular basis? Yes   
No

### Current Demographics of Board of Directors

Male	5	Black	2	
Female		White	3	
Hispanic		Other		

### Fiscal Oversight

1. Briefly describe the system used for safeguarding against unauthorized or improper disbursement of funds, (i.e. two signatures required on checks).

The County Finance Officer is responsible for disbursement of funds. The Finance Technician at the Department of Aging makes a request with Aging Director's approval. The request is sent to a Finance Technician at the Finance Office who reviews and approves for check to be issued. The Finance Officer and County Manager's signature are both on the check.

### National/State Affiliations

1. Are you nationally and/or state affiliated? (Y / N)?
2. Does the organization adhere to national standards?

<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO

Please briefly describe those national standards.

## ORGANIZATION OVERVIEW

Organizations *not currently* receiving UWSC funding *must* complete the following.

1. Describe the organization's mission.

Sampson County Department of Aging is an arm of County Government. The main purpose of this department is to research, evaluate, implement, and administer a coordinated system of services for older and disabled adults in Sampson County in the most cost effective manner.

The coordinated system will allow this department to provide a greater range of services to a larger number of Sampson County citizens.

It is the intent of Sampson County Department of Aging to enhance the quality of life to the older and disabled adults of Sampson County.

2. List any organizations or programs with whom your organization has collaborated to provide joint programming, and briefly describe the type(s) of collaboration ( co-sponsorship of events, seminars, community issues, etc.) and the results of those collaborations.

We often collaborate with other Home Health Agencies to provide educational seminars. We work with church groups and civic groups to build wheelchair ramps. In the past few years volunteers from a church-wide event called Illuminate have built several ramps for us. When we partner to build ramps, it allows the funding to go much further and we are able to help more people in need.

5. Does the organization employ paid staff?

<input checked="" type="checkbox"/>	YES
<input checked="" type="checkbox"/>	YES

<input type="checkbox"/>	NO
<input type="checkbox"/>	NO

6. Does the organization have job descriptions for all staff?



## PROGRAM OVERVIEW

**Program Name:**

Wheelchair Ramp Program

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**Program Director's name:**

Lorie Sutton

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1. Provide a *brief* program description and goals.

The Sampson County Department of Aging Home Improvement programs main objective is to help disabled adults remain at home by providing assistance in maintaining their home to ensure their safety and well-being. United Way funding specifically allows people under the age of 60 who are disabled and have no other means of help to receive assistance with home improvements such as wheelchair ramps, handrails, and minor home repairs. 100% of the funding pays for materials and contracted labor. Our goal is to help 10 to 13 people this year.

2. What social/human welfare issue(s) does this program address?

People under the age of 60 who are stricken with an illness/disease or have had a severe injury that has left them unable to work need help to remain safely in their home. Sampson County Dept of Aging Home Improvement program provides assistance through United Way Funding to build wheelchair ramps, put in handrails or grab bars.

3. What is the program's targeted population, capacity, and number of people to be served? Is it at capacity?

Our target population is people under the age of 60 who are disabled and who cannot afford to pay for service. We typically have more people on our waiting list than we can serve. It varies from year to year. Some years we could service as many as 24 clients per year; but funding usually doesn't allow that.

4. Do you have a waiting list for this program? If so, how many are on the waiting list, and what is the expected waiting time before your program will be able to provide services to them?

We currently have 8 people on the waiting list. When funding is available we will be able to begin building ramps immediately.

5. What are the eligibility requirements for participating in this program?

They must be under 60 years of age and show proof of disability. Program Coordinator will go to the home to determine if need is relevant.

6. What fees are charged for services, and what percent of participants pay fees?

If they are eligible, the coordinator determines the estimated cost of the service and based on their income. We follow the Health and Human Services Poverty Guideline to determine if they should contribute to the cost.

7. What is the long range plan for insuring financial stability for the program?

This program relies solely on donations and grants to continue. There are no funding opportunities available through our other funding to help people under the age of 60. There is a program in Cumberland County that will build wheelchair ramps for people under 60; however, their waiting list is extremely long.

8. What impact would UWSC funding have on this program's outcomes?

Currently UWSC funding is all we have for this program. Without the help of UWSC; we would not be able to help these people.

9. To what extent are volunteers utilized in this program?

A couple of times a year area churches will build wheelchair ramps for our home improvement program. This saves contracted labor costs and allows us to provide service to additional homes

10. Are reference/background checks complete on all volunteers?  YES  NO

11. What type of training do volunteers receive? Are they evaluated on a regular basis?

The churches that we use have been doing this for many years and are aware of the specifications for building the ramps. The program coordinator inspects all work when finished before signing off on the job.

# MEASURING PROGRAM EFFECTIVENESS

## OUTCOMES LOGIC MODEL

**PROGRAM  
NAME**

Wheelchair Ramp Program

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Please submit a logic model for the program for which UWSC funding is being requested. **Do Not** report on program outcomes in this model. Present in narrative format.

INPUTS	ACTIVITIES	OUTPUTS
<p>Staff:</p> <p>The Home Repairs program staffs a full-time coordinator who assesses and performs all the home repair/modification work that is done. The program also has administrative staff to perform the clerical duties attached to this work which is paid for by County Funding</p> <p>Contracted Labor: Paid for by United Way Funding</p> <p>Volunteers: Churches, Civic groups</p> <p>Donations: (Materials/Monetary) Churches, Civic groups, private individuals, family members</p> <p>Tools/Equipment</p> <p>Materials: Paid for by United Way Funding</p>	<p>Complete Application and other paperwork.</p> <p>Assess the needs of individuals under the age of 60 who are disabled.</p> <p>Provide Direct Services: i.e. building wheelchairs ramps, installing grab bars or hand rails, or minor home repairs.</p>	<p>Build wheelchair ramps, install grab bars or hand rails, or minor home repairs for 10 to 13 individuals.</p>

## MEASURING PROGRAM EFFECTIVENESS OUTCOMES FRAMEWORK

**PROGRAM  
NAME:**

Wheelchair Ramp Program

Complete an outcome measurement framework for the program for which UWSC funding is being requested.

OUTCOMES	INDICATORS	DATA SOURCE	DATA COLLECTION METHOD
Physical well being of client.	Home Repairs / modifications made to 10-13 homes to ensure safety.	Agency records; Final assessment and client interviews. Client files.	Data collected by staff.
Client feeling more independent and keeping Sampson County residents in their homes verses going to Nursing Facilities.	Wheelchair ramps built provide feeling of independence for disabled clients.	Agency records; Final assessment and client interviews. Client Files.	Data collected by staff.
Assistance for family members to safely maneuver clients.	Home Repairs / modifications made to 10-13 homes to ensure safety	Agency records; Final assessment and client interviews. Client files.	Data collected by staff.

## OUTCOMES MEASUREMENT RESULTS

**Program Name:**

Wheelchair Ramp Program

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1. Viewing your outcomes as your program's goals, how many participants do you estimate will achieve the outcome results that you have targeted for the funding cycle requested?

10-13 participants

2. How often do you measure this program's outcome results? (Daily, Monthly, Quarterly, Semi-Annually, etc)

Monthly

3. Who is responsible for implementing, collecting, and reviewing the outcomes/program effectiveness information for this program? (i.e. Committee, individuals with specific responsibilities, etc.)

Program Coordinator gathers client information. Administrative staff completes client folder and gathers statistical information for monthly review.

4. What level of involvement does the Board of Directors have in the process of program outcome measurements and implementation?

The Board of Commissioner's approve the services being performed, approve the budget and provide input at yearly review.

5. What changes have been planned or made to the program as a result of the outcome measurements?

No changes at this time.

AGREEMENT OF AFFILIATION

BETWEEN

Sampson County Department of Aging

with its office located 405 County Complex Rd; Suite 140, Clinton

(Hereinafter referred to as the Agency)

And

**UNITED WAY OF SAMPSON COUNTY, INC.**

(Hereinafter referred to as United Way)

This agreement is entered into in the mutual beliefs of the above named parties that: (a) the county of Sampson, North Carolina forms the basis for our community--wide efforts and that participation from all areas of our community is essential; (b) a effective way of providing maximum resources for health and human care services: and (c) it is the consideration of the total health and human care needs of our community, development of volunteers and our commitment to bring about a delivery system according to open, rational and non-discriminatory procedures which form the basis for this working relationship.

Both United Way and the Agency Agree, That Each

1. Has an active, responsible, and voluntary governing body, with representation from diverse elements in the community, which exercises effective control over the operations of the organization;
2. Faithfully adheres to a policy of nondiscrimination with respect to age, sex, race, religion, and national origin in connection with the makeup of its governing body, committees, and staff and the persons whom it directly and indirectly serves;
3. Has been ruled exempt from taxation under Section 501(c) (3) of the Internal Revenue code as well as corresponding provisions of other applicable state, local, or foreign laws or regulations;
4. Uses ethical methods of publicity and promotion as Established by national professional public relations associations. (For example, see attached "Code of Professional Standards" adopted by the Public Relations Society of America.);

5. Issues an annual report to the public, including a Financial report that complies with the "Standards of Accounting and Financial Reporting for Voluntary Health and Welfare Organizations" or similar standards that are recognized and approved by United Way of America's Board of Governors.

B The Agency Agrees

1. To provide a needed, non-duplicated service of education, prevention, remediation and/or contribution in the field of health, welfare or recreation within our community/county;
2. To support and assist the United Way in the annual fund raising campaign;
3. To engage in an effective public relations program in which the objectives, services and accomplishments of the Agency and the United Way support of such services are adequately publicized; to cooperate with and assist the United Way in its public information programs; and to make use of the United Way logo on letterheads and at all of its public functions;
4. To submit its proposed annual budget and budget request approved in advance by its governing board and in the format prescribed by United Way to the United Way within the agreed upon time schedule and to cooperate with the Allocations Committee in accordance with its review procedures;
5. To cooperate with the United Way planning committee in its efforts to coordinate human care services in the community and cooperate in the conduct of such studies as may be needed in support or planning, Allocations, Communications and/ or Fund Raising;
6. To conform with the united Way audit policy as approved by the Board of Directors on 10/30/91 as revised 2/23/94. A copy of the audit, financial statement, or IRS form 990 should b submitted of the United Way within four months after the Agency's fiscal year;
7. To submit quarterly financial reports to the United Way on the forms provided for that purpose that accurately reflect the Agency's current financial status;
8. To submit for prior approval and discussion by the United Way, all proposals for supplementary fund raising efforts as outlined in the United Way Policy On

## Supplementary Fund Raising;

9. To submit for prior approval and discussion by United Way all proposals for new programs and/or expansion of programs that may require United Way financial support now or in the future; and
10. To realize and utilize all possible operating income that might be secured through the Agency's normal activities, e. g. , fees for service, interest, non-designated contributions and membership fees, while at no time paying a commission in connection with fund raising.

## C The United Way Agrees

1. To respect the essential autonomy of the individual Agency and the authority of its Board of Directors to determine its own policies and to manage its own service;
2. To develop its objectives for the annual fund raising campaign with due regard for the requirements of all anticipating agencies, fund raising realities and other pertinent considerations to raise the maximum funds. To use its best efforts to achieve the campaign objectives and to exceed those objectives whenever possible;
3. To provide a reasonable, comprehensive and courteous review of each Agency;
4. To allocate contributed funds in a manner which recognizes the relative need among services provided by the Agencies;
5. To pay the Agency on the basis of the annual approved allocation and campaign collections;
6. To act as a steward of contributed funds by informing the public of the allocations; and
7. To submit its annual financial records to an audit by a Certified Public Accountant, a copy of which shall be made available for inspection by the Agency upon request.

## D Enforcement and Termination

1. This agreement may be revoked by either party by such party giving written notice to the other party at least ninety (90) days prior to the United Way annual fund raising drive. The party to whom notice of termination



raising drive. The party to whom notice of termination is given shall have the right to a hearing before the governing board of the other party; and

- 2. The United Way reserves the right to issue a "Notice of Exception" to an agency exhibiting substantial problems or deficiencies as identified by the United Way in any area of operation. Said Notice, signed by the originating allocations review committee, shall describe such problem or deficiency and explain the nature of contraction to United Way policy or understanding. The Agency shall be given one (1) year to show substantial progress in eliminating the problem or deficiency.

If substantial progress has not been made during the year, a "Notice of Probation" will be issued. All officers and executives of the Agency, as well as, any state or national office to which the Agency is affiliated shall receive a copy of the "Notice of Probation". If the problem or deficiency noted has not been resolved to the satisfaction of United Way by the end of the second year, the Agency's affiliation with the United Way will be terminated. If the Agency requests a meeting, the United Way will arrange for a panel of representative board members and will insure the members of the originating allocations committee group attend the meeting.

In witness of approval of this Agreement of Affiliation, the undersigned have affixed their signatures:

Sampson County Department of Aging  
AGENCY

BY: \_\_\_\_\_  
CHAIRMAN / PRESIDENT OF BOARD OF DIRECTORS

BY: \_\_\_\_\_  
CHIEF EXECUTIVE OFFICER OR SECRETARY

\_\_\_\_\_  
DATE

**UNITED WAY OF SAMPSON COUNTY, INC.**

BY: \_\_\_\_\_  
PRESIDENT OF BOARD OF DIRECTORS

BY: \_\_\_\_\_  
VICE PRESIDENT / SECRETARY / TREASURE

\_\_\_\_\_  
DATE

United Way of Sampson County, Inc.

Audit Policy

The following Audit Policy was adopted by the United Way Board of Directors at a Meeting held on October 30, 1991, and was revised on February 23, 1994, October 27, 2000, and February 7, 2005.

The financial records of the affiliated agencies shall be submitted and examined by the United Way of Sampson County, Inc. (UWSC) at least annually. Each agency should comply with the following set of rules when submitting financial reports to the United Way, however, in no case should the reports be in any less detail than that which is required by each agency's governing board.

- (A) If the total support and revenue to the agency from the UWSC exceeds \$35,000 for the fiscal year, the agency shall submit a copy of their financial statement including both a balance sheet and income/expense statement in nothing less than an audit format and performed by a certified public accountant (CPA). Information as to the total support and revenue and all of the fundraising activities including the kind and amounts of all funds raised, costs and expenses incidental thereto, allocation and disbursement of funds raised, changes in fund balances, notes to the audit and opinion as to the fairness of the presentation by the accountant shall be included
  
- (B) If the support and revenue of the agency from the UWSC is more than \$10,000 but less than or equal to \$35,000 for the fiscal year, the agency may select one of these options:
  - (1) a copy of their financial statement, audited by a certified public accountant as defined in ( A ) above;
  
  - OR
  
  - (2) a copy of their financial position (balance sheet and income statement) presented in a review format by a CPA.
  
- (C) If the total support and revenue to the agency is less than or equal to \$10,000 for the fiscal year, the agency may select one these options:
  - (1) a copy of the financial statements audited by a certified public accountant as defined in ( A ) above;
  
  - OR
  
  - (2) a copy of a review performed by a certified public accountant as defined (B) above;

OR

- (3) a copy of a compilation performed by an independent public accountant accompanied by Statement signed by three members of the agency's board that to the best of their knowledge and belief the financial reports are true and correct;

OR

- (4) a copy of your completed, current year IRS Form 990 accompanied by a statement signed by three members of the organization's governing board that to the best of their knowledge and belief the financial report is true and correct.

(D) Annual financial statements shall be submitted to United Way within four month's after the agency's fiscal year.

By: Sampson County Department of Aging  
AGENCY

By: \_\_\_\_\_  
CHAIRMAN / PRESIDENT OF BOARD OF DIRECTORS

By: \_\_\_\_\_  
CHIEF EXECUTIVE OFFICER OR SECRETARY

\_\_\_\_\_  
DATE

**UNITED WAY OF SAMPSON COUNTY, INC.**

By: \_\_\_\_\_  
PRESIDENT OF BOARD OF DIRECTORS

By: \_\_\_\_\_  
VICE PRESIDENT / SECRETARY / TREASURER

\_\_\_\_\_  
DATE

## **POLICY ON SUPPLEMENTAL FUND RAISING BY AFFILIATED**

### **I. PREAMBLE**

The United Way of Sampson County, Inc. (hereinafter referred to as United Way) and our affiliate agencies (hereinafter referred to as agencies) are jointly concerned with the total effect of all fund raising activities conducted throughout the Sampson County area by community service organizations. In order for the United Way to maintain its integrity, it must provide a clear set of guidelines for member agencies to follow when seeking additional (non-United Way) financial support. These guidelines for the conduct of supplemental fund raising activities are designed to maximize yield, minimize competition, and avoid excessive intrusion on the donor community.

In an environment of limited resources and expanding needs, the United Way recognizes the value to participating agencies and to the community served of expanded supplemental resources generated by activities which do not conflict with the United Way. The United Way endorses the concept that good management practices dictate that agencies explore all ethical avenues for earning and obtaining multiple sources of funding to provide human care services. However, the methods used by the agencies to approach these sources should be in harmony with the United Way's fund raising principle that there will be one (1) annual, comprehensive effort for contributions from the community.

It is therefore essential that supplemental fund raising activities be conducted in a manner which would not adversely affect the United Way annual campaign or the member agencies abilities to provide human care services.

### **II. STRUCTURE**

The chairman of the allocations committee will be responsible for forming a standing subcommittee which will be called the supplemental income producing subcommittee. Membership may include representation from the executive committee to include the treasurer and from the planning committee. This subcommittee will provide a forum for careful consideration, encouragement, consultation and advice on agency income producing proposals. This subcommittee will also serve as a clearing house for gathering resource information and scheduling, as appropriate, to help prevent competing activities.

Agencies are encouraged to have preliminary discussion with United Way well in advance of commitments being made regarding any proposed fund raising activity. Agencies making proposals will submit a written request to the supplemental income producing subcommittee or the allocations committee chairman at least sixty (60) days

prior to the scheduled commencement dated, specifying the activity, the area and population to be covered, the resource development method to be employed, expected completion date and anticipated revenues. Annual activities will be discussed prior to the initial event and then again only if significant changes occur.

All supplemental income received by agencies will be considered part of the total agency budget and will be reviewed by the allocations committee.

### III. DEFINITION

"Income producing activity" is any activity by or in behalf of a participating agency that produces income for any purpose in addition to and other than the support of United Way.

### ACTIVITIES

Agency income producing activities as covered in these guidelines fall within three (3) major groups: (A) Self-support activities which do not require prior approval of United Way; (B) Activities which require consultation and prior approval by United Way; and (C) Activities which are generally inappropriate.

#### SELF-SUPPORT ACTIVITIES NOT REQUIRING PRIOR UNITED WAY APPROVAL

Certain types of revenues are encouraged by the United Way and do not require approval. Such operating revenue, however, must be reflected in the agency's annual operating budget.

1. Membership - All types of membership programs wherein the member becomes involved and identified with the agency and being a part of an active constituency.
2. Program Service Fees - Fees related to participating in agency programs and services. establishment of appropriate fees are entirely within the province of the agency's Board of directors.
3. Rental Fees - Fees for the use of agency facilities are appropriate sources of agency revenue.
4. Grants-In-Aid - Private and public foundations, corporations and individuals, government agencies and private organizations that are in the business of being grant makers to the extent that these funds have no implications for United Way funding.
5. Purchase of Service Contracts - Reimbursements

from private and public agencies for services rendered on a contractual basis.

6. Bequests and Memorials - Endowments, trusts, honor gifts, scholarships, real property, and other forms of deferred or donor restricted or unrestricted giving.
7. Investment Income - Agencies having endowment funds are encouraged to manage such funds in a manner consistent with the agency's endowment policy and donor's wishes.
8. Out of Area Contributions - Agencies rendering significant services outside the United Way of Sampson County defined community are expected to develop appropriate amounts of contribution support from such areas.
9. Sales of Services or Manufactured Products - Agencies able to derive income from the sale of services, salvaged materials, or manufactured items as a part of their service program are encouraged to develop income from these sources.
10. Contributed Equipment, Materials, or Services - which do not diminish the support of the annual United Way campaign, and for which no general appeal is made between September 1 and November 1.

## **ACTIVITIES WHICH REQUIRE CONSULTATION AND PRIOR**

### **APPROVAL BY UNITED WAY**

1. **Sustaining Membership - Sustaining membership is** an affiliation with an agency for the primary purpose of financially supporting the aims of the organization without expectation of use of services or participating in the activities of the agencies. Those approached for membership should have a genuine personal interest in a relationship with the agency.
2. Entertainment - Motion pictures, concerts, stage plays, celebrity show, circuses, ice show, variety show, amateur nights, rodeos, etc.
3. Meals and Refreshments - Breakfast, lunches, dinners, picnics, wine-tasting, cocktail parties, teas, etc.
4. Shows - Painting, photography, antiques, home and garden, hobbies, flower arranging, pets, boats, autos, sporting goods, program activities, fashions, etc.
5. Public Sales - Income from value received sales of products directed toward the community-at-large.

6. Sports Tournaments - Golf, bowling, tennis, bridge, baseball, basketball, football, automobiles, airplanes, boats, horses, etc., directed toward the general public.
7. Social Activities - Dances, tours, charter trips, skating parties, excursions, etc., directed toward the general public.
8. Solicitations of Agency Board Members, Volunteers and Staff only.
9. Capital Fund Raising Campaigns.
10. Any and all other forms of fund raising not mentioned above but which might occur during or immediately preceding the United Way annual campaign.

### **C. ACTIVITIES WHICH ARE GENERALLY INAPPROPRIATE**

1. Commercial Promotions - wherein a for-profit business or organization is given responsibility for raising funds for the agency.
2. Activities - seeking charitable gifts in which the persons being solicited are not likely to be identified by the agency or its representatives such as those names received from a purchased mailing list.
3. Solicitation - from companies which are not presently contributing to the United Way. Confirmation with the United Way office prior to making such contacts is required.
4. Lending its Name - to the promotional campaign of a business or sales organization.
5. Telethons - or similar mass media appeals designed to raise funds for special or specifically identified projects or purposes not otherwise provided for in the agency's budget.
6. Door-to-Door fund - solicitation of the general public.
7. Mailing of unordered items - with a request for money in return.
8. Employee work place solicitations.
9. Gambling

### **ADVOCATE BODIES**

All fund raising activities conducted by guilds, auxiliaries, or other community organizations on behalf of the member agency shall be considered activities of the agency itself. The agency will be considered responsible to assure that the fund raising activities conform to the United Way guidelines.

**VI. APPROVAL PROCEDURES**

Where prior United Way approval is required, the following process will be followed:

1. A written request on United Way forms at least sixty (60) days prior to the beginning of the event.
2. The written request will be reviewed by the designated United Way committee.
3. A decision will be given to the agency within thirty (30) days of submission of the request.

**VII. AMENDMENTS**

Certain programs and activities historic in character and/or required by charter terms of the member agencies' national organization may necessitate ratification of these guidelines. These requirements should be presented by the member agency to the United Way in the form of an addendum to this policy. Any waivers of addenda negotiated between the United Way and one member agency will be made known to all member agencies.

**VIII. EFFECTIVE DATE**

These guidelines will take effect October 30, 1991.

Sampson County Department of Aging  
AGENCY

By: \_\_\_\_\_  
CHAIRMAN/PRESIDENT OF BOARD OF DIRECTORS

By: \_\_\_\_\_  
CHIEF EXECUTIVE OFFICER OR SECRETARY

\_\_\_\_\_  
DATE



UNITED WAY OF SAMPSON COUNTY, INC.

By: \_\_\_\_\_  
PRESIDENT OF BOARD OF DIRECTORS

\_\_\_\_\_  
VICE PRESIDENT/SECRETARY/TREASURE

\_\_\_\_\_  
DATE



## **MEMORANDUM:**

**TO:** Mr. Edwin W. Causey, County Manager

**FROM:** <sup>RB</sup> Ronald Bass, Emergency Management

**DATE:** November 19, 2013

**SUBJECT: Up-dated SC LEPC Bylaws, Updated Information Access Procedures, and Facility Emergency Planning Form**

On behalf of the Sampson County LEPC Committee I have attached the following:

\*Two copies of the updated LEPC Bylaws as approved by the committee at their meeting held on October 15, 2013. (These two copies need to be executed).  
(I have also attached a draft of the bylaws denoting deletions highlighted in yellow and additions highlighted in green for your review).

\*Copy of the updated LEPC Information Access Procedures as approved by the committee at their meeting held on October 15, 2013.  
(I have also attached a draft of the Information Access Procedures denoting deletions highlighted in yellow and additions highlighted in green for your review).

\*Copy of the Facility Emergency Planning Form as approved by the committee at their meeting held on October 15, 2013.

If you concur I would like to ask that these items be placed on the Boards agenda for consideration. Please review and if you have any questions please advise.

RB/dhd

Attachments

**Updated Draft as of 9/16/2013**

**SAMPSON COUNTY LOCAL EMERGENCY PLANNING  
COMMITTEE  
BY-LAWS  
(SCLEPC)**

**THE BY-LAWS  
OF THE  
SAMPSON COUNTY LOCAL EMERGENCY PLANNING  
COMMITTEE**

**ARTICLE I**

**NAME**

This organization shall be known as the Sampson County Local  
Emergency Planning Committee (SCLEPC).

**ARTICLE II**

**PURPOSES**

The duties and activities of the SCLEPC are those set forth by the  
Sampson County Board of Commissioners, not limited to but, in  
accordance with Title III of the Superfund Amendments and  
Reauthorization Act of 1986 (SARA).

- (1) Establish procedures for reviewing and processing requests  
from the public for information under Section 324 of the act.
- (2) Develop a chemical hazard/risk analysis.
- (3) Develop emergency response procedures for off-site emergency  
response personnel.
- (4) Identify private/public sector resources available to deal with  
hazardous materials emergencies and assist facilities in meeting  
and reporting requirements.
- (5) Review emergency plans submitted by the subcommittees and  
make recommendations of revisions of the plans that may be  
necessary to ensure coordination of such plan with emergency  
response plans of other emergency planning agencies.
- (6) Exercise emergency response plans and update them accordingly.

**ARTICLE III**

**MEMBERSHIP**

**Section 1. Members.** The SCLEPC shall consist of as many members as  
shall be deemed necessary by the Sampson County Board of  
Commissioners, the North Carolina Emergency Response  
commission and in accordance with Title III.

- (1) Nominations for appointment to the SCLEPC will be made by the

SCLEPC to the Sampson County Board of Commissioners.

- (2) All appointments to the committee will be made by the Sampson County Board of Commissioners and approved by the North Carolina Emergency Response Commission.
- (3) The members of the committee must have the ability, commitment, authority, and resources to get the job done.
- (4) The committee must possess or have ready access to a wide range of expertise relating to the community, our industrial facilities and transportation, and the mechanics of emergency response and response planning.
- (5) The committee must be representative of all elements of our community with a substantial interest in reducing the risks posed by hazardous materials.
- (6) *At a minimum the committee must include the following members in their membership:*

- *Elected State or Local Official*
- *Emergency Services*
- *Public Health Services*
- *Community Group*
- *Owner/Operator of Extremely Hazardous Substance (EHS) facilities*

Section 2. Terms of Appointments. All members shall be appointed for a period of two years, commencing on the first day of the calendar year. A member may be reappointed to the committee subject to the approval of the Sampson County Board of Commissioners.

Section 3. Inactive Members. Appointed members shall be considered inactive when they have missed more than two consecutive committee meetings without notification to the committee chairman or **committee secretary** ~~office staff~~ of significant reasons why they were unable to attend the meetings. *Inactive members may be removed in accordance with Article III, Section 4.*

Section 4. Removal of Members. A member may be removed by a majority ~~vote of the committee~~ **of the members present, at the meeting**, subject to the approval of the County Commissioners.

Section 5. Vacancies. *Nominations for vacancies* due to unexpired terms shall ~~be submitted~~ **filled by** ~~to~~ the Sampson County Board of Commissioners and ~~approved by~~ the North Carolina Emergency Response Commission for **approval**. The appointment shall be for the remainder of the unexpired term.

## ARTICLE IV

## OFFICERS

- Section 1. Named. The officers of the committee shall consist of a chairman, a vice-chairman, an information officer, and a secretary.
- Section 2. Election and Term. At the first meeting of the each calendar year the committee shall elect from its own membership a chairman, vice-chairman, secretary and information officer, who shall serve for one year or until his or her death, resignation, retirement, removal, disqualification or a successor shall have been elected and qualified. An officer may serve more than one term if re-elected by the membership.
- Section 3. Removal. The chairman, vice-chairman, information officer or secretary may be removed by the committee whenever in its judgement the best interests of the committee will be served thereby.
- Section 4. Vacancies. *The LEPC Committee shall nominate, vote and approve members for any vacancies.* ~~The Sampson County Board of Commissioners shall fill all vacancies caused by death, resignation, or other reasons, except as otherwise provided in Article IV, Section 2.~~

## ARTICLE V

### DUTIES OF THE OFFICERS

- Section 1. Duties of the Chairman. The chairman shall preside at all meetings of the committee, preserve order during its meetings, appoint all subcommittees, *may* serve as an ex-officio member of such subcommittees, and sign all minutes, and such records, vouchers, or other documents connected with the work of the committee requiring such signature.
- Section 2. Duties of the Vice-Chairman. In the absence of the chairman or in the event of his physical inability or refusal to act, the vice-chairman, unless otherwise determined by the committee, shall perform the duties of the chairman, and when so acting shall have all then powers of chairman. The vice-chairman shall exercise such other duties as from time to time may be assigned to him by the chairman of the committee.
- Section 3. Duties of the Secretary. The secretary shall have charge of all books, papers, records, and other documents of the committee; shall keep the minutes of all meetings of the committee and the executive board thereof; shall conduct all correspondence pertaining to the office of the secretary; shall compile statistics and other data as may be required for the use of the members of the committee, and shall perform such other duties as may be directed by the committee.
- Section 4. Duties of the Information Officer. Duties as delineated under information access procedures.

## ARTICLE VI

### STAFF

~~The committee may hire and discharge its own staff, if it so desires; or may use the personnel of an existing agency with the approval of that agency's head.~~

## ARTICLE VII VI

### MEETINGS

- Section 1. Regular Meetings. The committee shall meet at least semi-annually or at the discretion of the committee.
- Section 2. Special Meetings. The chairman may call such special meetings as may be deemed necessary to carry out the duties of the committee. Upon the written request of at least four members, the chairman shall call a meeting within 10 days.
- Section 3. Hearings. The committee shall hold such hearings as it may deem necessary and desirable at such times and places as may be determined by a majority vote of the committee in regular meetings.
- Section 4. Determination of Actions. All final actions, committee positions, or policy recommendations shall require the favorable vote of a majority of those committee members present at a duly called meeting. ~~to include a minimum of five (5) members including chairman and/or vice-chairman.~~
- Section 5. Quorum. A quorum shall be 10 members to include chairman and or vice chairman. A majority is half of the number of members present plus 1.*
- Section ~~5~~ 6. Agenda. Any member may request the chairman to place an item on the agenda. If the chairman should decline to do so, a member may have such item placed on the agenda by submitting it in writing to the chairman with supporting signatures of three members.
- Section ~~6~~ 7. Rules of Order. The deliberations of all meetings of the committee and its various subcommittees shall be governed by Robert's Rules of Order, Newly Revised.
- Section ~~7~~ 8. Notice of Meetings. Notice of time, place, and agenda items to be considered at each meeting shall be given in writing to all members at least one week prior to each meeting by the ~~staff~~ committee secretary; and to the Clerk to the Sampson County Board of Commissioners in accordance with GS 143-318.12 (2). Any matters not appearing on the agenda may be considered upon a favorable vote of a majority of the members present to do so. Notice of special meetings and intended agenda items shall be given to all committee members and the Clerk to the Sampson County Board of Commissioners in writing, by phone, by fax, or e-mail, as required by individual situations. *Any media outlet which has, by previous request, requested the date*

and time of any meeting of the Sampson County LEPC should be given notice.

Section 9: The LEPC Meeting schedule and a copy of the approved minutes from the most recent meeting will be posted on the board in the Emergency Management Office.

## ARTICLE VIII VII

### VOTING

Section 1. One Vote Each. Each committee member, including the chairman, shall be entitled to one vote.

Section 2. Proxy Votes. No member shall vote by proxy.

Section 3. Abstentions. Members may register for their abstention on any vote which shall be reflected in the minutes, and members are encouraged to abstain on matters which pose for them a conflict of interest.

Section 4. Determination of Actions. All final actions, committee positions, or policy recommendations shall require the favorable vote of a majority of those committee members present at a duly called meeting.

## ARTICLE IX VIII

### REPORTS AND RECOMMENDATIONS

Section 1. Annual Report. By February March 1 of each year, the committee chairman shall make a report describing the committee's its activities for the preceding calendar year to the Chairman of the Sampson County Board of Commissioners.

Section 2. Review of Draft Reports. The committee secretary shall submit a draft of any the proposed annual report to all committee members shall be circulated to all members of the committee at least 30 days prior to consideration by the full committee at a regular scheduled meeting.

Section 3. Issuance of Reports. No reports of any kind shall be released in the name of the committee unless and until it has been duly adopted by a favorable vote of a majority of the members of the committee.

Section 4. Ordinances/Resolutions Recommendations. The committee may address matters regarding ordinances and resolutions to be endorsed by the committee in between regularly scheduled meetings. This may be accomplished by means of telephone conferences provided the requirements of GS 143-318.13 (a) are met. In the event that the committee is divided into smaller groups to accommodate the logistical requirements of telephone conferencing, the committee chairman shall be a party to each conference.

## ARTICLE X IX



## AMENDMENTS

These bylaws may be amended or replaced upon the affirmative vote of a majority of the members of the committee at any regular meeting of the committee provided that any proposed changes have been circulated to all members and the County Commissioners **in a minimum of two weeks in advance.**

## ARTICLE **XI** **X**

### RATIFICATION PROVISION

These Bylaws are duly adopted by a majority of the members of the committee this the \_\_\_\_\_ day of \_\_\_\_\_, 20**0013** in Clinton, North Carolina and replace all prior versions of the Bylaws.

Sampson County Local Emergency  
Planning Committee

\_\_\_\_\_  
**James R. Alderman**, **LEPC** Chairman

\_\_\_\_\_  
Chairman, Board of County Commissioners

Approved by Sampson County Board of Commissioners on the \_\_\_\_\_ day of \_\_\_\_\_, 20**0013**.

[COUNTY SEAL]

---

**Jerry D. Hobbs, Clerk of to the Board**

**SAMPSON COUNTY LOCAL EMERGENCY PLANNING  
COMMITTEE  
SARA Title III  
Emergency Planning and Community Right-To-Know Act of 1986**

**Information Access Procedures**

**I. Purpose:**

The Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA) requires public access to various types of information about hazardous substances. The Sampson County Local Emergency Planning Committee is mandated to provide for public access to the required documents. Therefore, these procedures are established for providing timely and complete public access to requested information, within the prescribed limitations of the EPCRA.

**II. General Policy:**

All material safety data sheets, chemical lists, inventory forms, the emergency response plan, and all other written information in the Committee's possession shall be available for public inspection and review. ~~However, no information which has been legally claimed as confidential and/or a trade secret will be given public access. In matters of uncertainty, guidance will be obtained from proper authorities prior to any release of requested information.~~

~~Information which has been legally claimed as confidential and/or a trade secret will not be given public access. Any facility which has a claim of confidential information or information protected as trade secrets must file annually with the LEPC a written letter specifying the materials and or information not entitled for public access.~~

Requests for information not in the possession of the Committee shall be reviewed and acted upon in accordance with these procedures and applicable laws in effect at that time.

**III. Information Coordinator Designation:**

The Information Officer shall have possession of all official documents and reports of the Committee whether submitted by persons outside the Committee or generated by the committee itself. Therefore, the Information Officer shall serve as the coordinator for information as defined in Section 301 © of the EPCRA. Information officer shall provide

all documents and reports for public access as herein defined within ten (10) work days of final adoption.

**IV. Public Access Location Designation:**

The Sampson County Emergency Management Office is the designated location for which copies of documents of the Committee will be maintained for public access. Members of the public who wish to review any of the documents may do so, in accordance with the herein defined procedures, during normal business hours of the EMS Office. Information stored at the EMS Office shall be maintained by the Information Coordinator in notebooks. There shall be one notebook for committee information, one for the Emergency Plan, and one for facility information. EMS employees and staff shall only be responsible for assisting patrons with accessing the notebooks. Any questions regarding information contained in the notebooks should be addressed to the Information Coordinator. Requests for public access to those documents not on file at the EMS Office should be directed to the Information Coordinator of the Committee.

**V. Committee Information:**

- A. Roster – A current and historical listing of Committee member names and dates of service will be maintained by the Committee Secretary and a copy on file at the EMS Office. This listing shall also denote officers of the Committee and dates of such holding.
- B. Bylaws and Procedures – A copy of the current Bylaws and any procedures established by the Sampson County Local Emergency Planning Committee will be on file at the EMS Office. The Committee Secretary shall maintain a copy of the original Bylaws and any procedures, any amendments, as well as those currently in force.
- C. Minutes – The approved minutes of all Committee and sub-committee meetings will be available for public review. In addition to the original being on file with the Committee Secretary, a copy will be filed in the appropriate place of the EMS Office.
- D. Reports – Any and all reports issued in the name of the Committee, in accordance with established Bylaws, shall be made available for public review at the EMS Office.
- E. Resolutions – Copies of all duly adopted resolutions, if any, shall be provided at the EMS Office.

**VI. Emergency Plan:**

A copy of the Emergency Response Plan, noted as ESF 19 in the Sampson County Emergency Operations Plan, shall be maintained for public inspection and review at the EMS Office. Persons wishing to obtain a copy of the plan may do so in accordance with the herein defined procedures.

## VII. Facility Information:

A. EHS Facility Notification – Notifications from facilities that designates it as a an “extremely hazardous substance facility” subject to Section 302 of the EPCRA shall be maintained by the Information Coordinator.

B. Facility Emergency Coordinator – Notifications which designate Facility Emergency Coordinators from facilities shall be kept by the Information Coordinator.

C. EHS Facility Listing – A listing of all facilities that have reported as being a an EHS facility will be maintained. This list will consist of Facility name, EHS chemicals present, Facility Emergency Coordinator name, and date of facility report. A copy of this list will be available at the EMS Office for public review and inspection.

~~D. MSDS – Each material safety data sheet (MSDS) submitted by a required facility shall be maintained and filed alphabetically for each facility. It is the opinion and decision of the Committee that a MSDS provides for greater knowledge about the chemicals and a better response capability. Therefore, should a facility submit a chemical list in lieu of actual MSDSs, the Information Coordinator will request a MSDS for each substance on the list that requires submission. These MSDSs will be copied and provided at the EMS Office for public access and review. Likewise, a copy of any lists submitted will be available at the EMS Office for review.~~

~~E. Tier I – The Tier I inventory form has limited information regarding specific chemicals. Should a facility submit only the Tier I inventory form, the Information Coordinator will request a Tier II form from the specific facility. All Tier I inventory forms will be available at the EMS Office for public review and inspection.~~

~~F. Tier II – All the Tier II inventory forms submitted by facilities shall be maintained by the Information Coordinator. Any person may request Tier II information from the Committee in accordance with the following guidelines. Any such request shall be in writing and~~

~~shall be with respect to a specific facility. All requests for Tier II information shall be submitted on a "Tier II Request Form" as attached to these procedures. Copies of this form are available from the Information Coordinator at the EMS Office.~~

**D. MSDS sheets and Tier reports shall be submitted to E-Plan. A copy of the submittal receipt shall be sent to the Emergency Management office.**

- (1) Any State or local official acting in his or her official capacity may have access to Tier II information by submitting a request to the committee. If the Committee does not have the requested information, it shall request, in writing, the facility to provide required information in accordance with Section 312 (d) (2) of the EPCRA. Such information will be provided by the facility within 30 days of receipt of the Committee request. Once received the information will be provided to the State or local official. Said official will not disclose any components of the information designated to be confidential.
- (2) Any member of the general public may make a written request for Tier II information relating to the preceding calendar year with respect to a specific facility. Such request should be addressed to the Information Coordinator of the Committee. Between January 1<sup>st</sup> and March 1<sup>st</sup>, the term "preceding calendar year" shall mean the current year minus 2, provided no Tier II report has been submitted by the facility for the immediate past year. Otherwise, "preceding calendar year" shall mean the current year minus 1. A Committee response to any request by the public for Tier II information shall be made within 45 days of the receipt of the request. Any Tier II information which the Committee has in its possession shall be made available to the requesting person at a time and location mutually agreed upon by both the requestor and the Information Coordinator; EXCEPT, that no disclosure of the location of any specific chemical will occur when requested to be confidential by the facility.

If the Committee does not have the Tier II information and the request is with respect to a hazardous chemical which the facility has stored in excess of 10,000 pounds during the preceding calendar year, the Committee shall request from the facility required Tier II information with respect to any hazardous chemical which was stored at the facility in excess of 10,000 pounds at any time during the preceding calendar year. The facility should respond to a Committee request, pursuant to

this paragraph, within 30 days of the Committee request. Upon receipt of any requested information, pursuant to this paragraph, the Information Coordinator shall make the information available to the person making the request as any other Tier II information in the Committee's possession.

Any request, from the public, for Tier II information not in the possession of the Committee and in respect to a hazardous chemical which the facility has stored in an amount less than 10,000 pounds at the facility at any time during the preceding calendar year, must include a "general need to know" statement for the information. After reviewing the request, the Committee may request Tier II information from the facility on behalf of the requestor. The facility should respond to a Committee request, pursuant to this paragraph, within 30 days of the Committee request. Upon receipt of any requested information, pursuant to this paragraph, the Information Coordinator shall make the information available to the person making the request as any other Tier II information in the Committee's possession.

G. Follow-up Emergency Notice – The Committee will receive Written Follow-up Emergency Notice(s) from facilities which release specified substances in excess of predetermined quantities. These notices, when received, will be maintained by the Information Coordinator, copied and made available for review and inspection by the public at the EMS Office.

H. Form R – Generally, the Committee does not receive the Toxic Chemical Release Forms (Form R) from reporting facilities. However, should the Committee have any such forms in its possession, copies will be maintained at the EMS Office for public review and inspection. Persons wishing information from the Form R are encouraged to contact the North Carolina Emergency Response Commission, as they are the recipient of all Form R reports for facilities within the State of North Carolina.

#### VIII. Other Information:

From time to time various information will be provided and/or generated for the Committee's use in fulfilling the duties and responsibilities of the Committee. Generally, this information may be reviewed by any person making a request to the Information Coordinator. Again, no information legally claimed as confidential and/or as a trade secret will be disclosed under these procedures.

## **IX. Copying and Costs:**

Persons wishing to obtain copies of specific information on file at the EMS Office may do so by requesting it from the Information Coordinator. The cost for copies shall be standard charge made by the EMS Office for making other copies. Large amounts of copies may have to be commercially done, in which case the requestor will be expected to pay for the cost in advance. During times when the EMS copy machine may be inoperable or when desired information is not on file at the EMS Office, the requestor should contact the Information Coordinator for obtaining desired copies. At no time shall any original document be removed from the EMS office, except by the Information Coordinator.

## **X. Sources for Information:**

In addition to the Sampson County Emergency Management Office, information may be obtained concerning SARA Title III, the Emergency Planning Committee, and/or the North Carolina Emergency Response Commission by contacting any of the below listed agencies:

**Sampson County Office of Emergency Management  
PO Box 8, 107 Underwood Street  
Clinton, NC 28329  
(910) 592-8996**

**North Carolina Emergency Response Commission  
116 West Jones Street  
Raleigh, NC 27603  
800-451-1403 or 919-733-3867**

**U. S. Environmental Protection Agency  
401 M Street, S. W.  
Washington, DC 20460  
800-535-0202 or 202-475-8600**

**Regional Preparedness Coordinator  
U. S. EPA-Region IV  
345 Courtland Street, N. E.  
Atlanta, GA 30365  
404-347-3931 or 404-347-4727**



**XI. Amendments and Ratification:**

These procedures may be amended upon the affirmative vote of a majority of the members present at any regular meeting of the Sampson County Local Emergency Planning Committee. These Information Access Procedures are hereby duly adopted by the Committee, this the \_\_\_\_ day of February, 2000.

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**James R. Alderman, LEPC Chairman**  
**Sampson County Local Emergency Planning Committee**

**Sampson County Local Emergency Planning Committee  
SARA Title III  
Emergency Planning and Community Right-To-Know Act of 1986**

**Tier II Request Form**

**Complete the blanks below and submit to:**

**Information Coordinator  
Sampson County Local Emergency Planning Committee  
P.O. Box 8, 107 Underwood Street  
Clinton, NC 28329**

---

**Requestor Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Check One for Copies:**  
\_\_\_\_\_ **Pick-up:** \_\_\_\_\_  
\_\_\_\_\_ **Mail:** \_\_\_\_\_

**Telephone ( )** \_\_\_\_\_ **( )** \_\_\_\_\_

**I wish to (check one) [ ] see or [ ] be provided copies of the Tier II information for the below listed facility. I understand there will be a charge for making copies. If the total cost, including postage (if to be mailed) will exceed \$\_\_\_\_\_.\_\_\_\_\_ please call me before making copies.**

**Facility Name:** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

**If this request is for Tier II information about hazardous chemicals which the facility had stored in an amount less than 10,000 pounds during the**

preceding calendar year, provide the general need for the information. You may use the back of form.

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**Committee Use Only:**

**Date Received:** \_\_\_\_\_

**Information:**  On-file  Requested  Request denied

**Date requested from facility:** \_\_\_\_\_ **Date returned:** \_\_\_\_\_

**Requestor Notified to pick-up or Mailed to requestor:** \_\_\_\_\_

# **SAMPSON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE**

## **Facility Emergency Planning**

### **I. Purpose:**

To ensure documents required by local, state and federal requirements and guidelines, as they relate to hazardous materials emergency planning and preparedness, are reviewed to ensure the plans for the facility meet the intent of the requirement. Furthermore hazardous materials emergency plans must be designed, that when implemented during an emergency, are capable of integration into the Sampson County Emergency Operations Plan and promote interoperability between the facility responders or representatives and the emergency responders.

### **II. General Policy:**

Hazardous Materials Management Plans required by the North Carolina Fire Code as well as Risk Management Plans, Facility Response Plans, and plans for Spill Prevention, Control, and Countermeasure required by any state or federal agency will be reviewed and approved by the Sampson County LEPC.

The LEPC shall make any recommendations needed or mandated to ensure the health and safety of the public to the prospective facility or site after the plans are reviewed. The LEPC Information Officer shall sign any form of approval letter or statement after the LEPC has reviewed and approved the plans.

The LEPC shall be pro-active in obtaining hazardous materials emergency plans required by any state or federal agency whether the facility is required or not required to submit the plan for approval.

A copy of all approved plans shall be maintained at the Emergency Management Office. Emergency Plans shall be considered confidential and shall not be released to the public.



## RESOLUTION APPROVING LEASE OF AGRICULTURAL TRACTS

**WHEREAS**, North Carolina General Statute 160A-272 provides that any property owned by a local government may be leased or rented for such terms and upon such conditions as the governing body may determine if the governing body determines that the property is not needed for the term of the lease; and

**WHEREAS**, the County owns a certain parcel of land identified as Tract 1, containing 12.57 acres, more or less, and all of that certain parcel of land identified as Tract 2, containing 8.86 acres, more or less, as shown on the map entitled Sampson County "Britt Property" dated June 28, 2005 by Owen Surveying, Incorporated and recorded in May Book 53, Page 77, Sampson County Registry; and

**WHEREAS**, the afore-mentioned property is currently leased by Jesse Sumner ("Lessee") for the term January 1, 2013 - December 31, 2013; and

**WHEREAS**, the Lessee has indicated a desire to lease the afore-mentioned property for the term of January 1, 2014 - December 31, 2014 for farming purposes; and

**WHEREAS**, the Board has determined that the property is not needed for the requested lease term of January 1, 2014 - December 31, 2014.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the County of Sampson hereby authorizes the County Manager to enter into a lease of the afore-mentioned property with the Lessee for the period January 1, 2014 - December 31, 2014 at a lease rate of \$2,040, which is calculated at the rate of \$120 per acre for the 17 farmable acres located on the land described herein.

**ADOPTED** this 2nd day of December, 2013.

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Chairman

**ATTEST:**

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Clerk to the Board

## **SITE ACCESS AGREEMENT**

**THIS SITE ACCESS AGREEMENT**, made this \_\_\_\_ day of \_\_\_\_\_, 2013, by and between **Sampson County Government** (the "Grantor") and the **Cintas Corporation** (the "Grantee");

**WHEREAS**, the Grantor is the owner of two property parcels being identified as PIN #1508 8222202 and PIN #1508 8222203 by the Sampson County Register of Deeds; and such parcels having primary addresses of 152 Shopping Center Parking and of 126 & 128 Elizabeth Street, respectively, in Clinton, Sampson County, North Carolina ("the Properties") and;

**WHEREAS**, the Grantee has entered into an Administrative Agreement (AA) with the North Carolina Department of Environment and Natural Resources (NCDENR), Division of Waste Management (DWM) that requires the Grantee conduct environmental investigations and remediation related to past operations at the Former Rental Uniform Services Facility located at 117 West Elizabeth Street, Clinton, North Carolina ("the Facility"), to the extent required by State laws and regulations, and

**WHEREAS**, to continue environmental investigations required for the Facility, the Grantee has requested access for environmental sampling and testing activities, including but not limited to sampling of groundwater, soil, soil gas and air on the Properties ("the Work"), and;

**WHEREAS**, performance of the Work by Grantee and its contractors or agents may include subsurface drilling, boring, sampling and the use of heavy equipment, and;

**WHEREAS**, Grantor and Grantee are desirous of executing a written Agreement providing Grantee with access to the Properties for the purpose of performing the Work.

**NOW THEREFORE**, in consideration of good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto, intending to be legally bound, agree as follows:

1. Grantor, the owner of the Properties, grants to Grantee, its employees, agents, representatives, successors, and assigns, as well as to Grantee's contractors, subcontractors, invitees, and contractors' subcontractors for the duration of the required Work, the right, liberty, privilege, license, and authority to enter upon the Properties to do such acts necessary for performance of the Work, together with a reasonable right of ingress and egress and the right to take any reasonably necessary action to minimize impacts of such ingress and egress.
2. If Grantee determines that installation of additional soil borings, permanent groundwater monitoring wells, and/or permanent soil gas monitoring points are required, separate written notification that describes these requirements shall be made to the Grantor prior to conducting

such installations. Permanent installations such as groundwater monitoring wells and soil gas monitoring points will be made only at location(s) mutually agreed upon in advance by Grantor and Grantee in accordance with applicable environmental laws. Work activities performed by or on behalf of Grantee shall be carried out in such a manner so as not to unreasonably interfere with the Grantor's use and enjoyment of the Properties.

3. Upon Grantee's request, Grantor agrees to provide Grantee with all information in Grantor's possession or the possession of its representatives regarding the location of underground utility lines and subsurface obstructions and infrastructure at the Properties in the event that subsurface borings and/or wells are to be installed.

4. At the completion of the Work, and when approved by relevant regulatory agencies, Grantee shall, at its cost and expense, properly abandon the existing and future monitoring wells and restore the Properties or cause the Properties to be reasonably restored to the condition it was prior to the performance of the Work.

5. Grantee will provide Grantor with copies, at no cost, of laboratory analytical reports resulting from environmental samples collected on the Properties under this Agreement.

6. Grantee agrees to at all times conduct the Work on the Properties in compliance with applicable environmental laws and regulations, and will indemnify and save harmless Grantor from any and all claims, damages, fines, judgments, penalties, costs, liabilities or losses arising out of this Agreement or in any way connected with Grantee's activities on the Properties.

7. In the event that any provision of this Agreement is found to be invalid or unenforceable, the validity and enforceability of the remainder of this Agreement shall not be affected thereby, and each other term and provision of this Agreement shall be valid and shall be enforced to the fullest extent permitted by law.

8. Nothing in this Agreement is intended or shall be construed to be an admission of any law or fact, nor a waiver of right, claim or defense, in any dispute, proceeding or litigation regarding potential liability for conditions on the Properties.

9. Grantor agrees that if permanent monitoring wells are installed on the Properties, and the Properties are considered for sale or transfer from the Grantor to a new owner, the Grantee will be notified at least 30 days in advance of a pending change in ownership, which would materially affect this Agreement.

10. This Agreement, which cannot be amended without the written consent of both parties, shall be construed and enforced in accordance with the laws of the State of North Carolina.

**IN WITNESS WHEREOF**, and intending to be legally bound hereby, the parties hereto have executed this Site Access Agreement on the date first above mentioned.

**SAMPSON COUNTY GOVERNMENT**

By: \_\_\_\_\_

By: \_\_\_\_\_

**Cintas Corporation  
6800 Cintas Boulevard  
Mason, OH 45040**

By: \_\_\_\_\_



## David Clack

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**From:** Jimmy Thornton  
**Sent:** Tuesday, November 19, 2013 12:01 PM  
**To:** Ed Causey; David Clack  
**Subject:** Governor's Highway Safety Grant - Resolution

Gentlemen,

The Sheriff's Office is applying for a grant through the Governor's Highway Safety Program to obtain in-car video cameras. The project total is \$72,000 of which, \$36,000 is a local match (50/50 grant). I would like to proceed with the grant using \$36,000 in seized asset funding to account for the local match.

The in-car video cameras will be essential in DWI prosecution cases and other types of criminal prosecution. The cameras will be placed in the vehicles of deputies assigned to the Criminal Interdiction Team, the Town of Garland, and the Town of Roseboro, which account for the majority of traffic stops in the Sheriff's Office.

In order to proceed I will need a resolution by the Board of Commissioners, which has been forwarded to Mr. Clack. Your assistance in this matter is greatly appreciated.

Thanks,  
Jimmy Thornton  
Sheriff of Sampson County, NC

# North Carolina Governor's Highway Safety Program LOCAL GOVERNMENTAL RESOLUTION

WHEREAS, the \_\_\_\_\_ (herein called the "Agency")

(The Applicant Agency)

has completed an application contract for traffic safety funding; and that \_\_\_\_\_ (The Governing Body of the Agency)

\_\_\_\_\_ (herein called the "Governing Body") has thoroughly considered the problem identified and has reviewed the project as described in the contract;

THEREFORE, NOW BE IT RESOLVED BY THE \_\_\_\_\_ IN OPEN MEETING ASSEMBLED IN THE CITY OF \_\_\_\_\_, NORTH CAROLINA,

(Governing Body)

THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_, AS FOLLOWS:

1. That the project referenced above is in the best interest of the Governing Body and the general public; and
2. That \_\_\_\_\_ is authorized to file, on behalf of the Governing Body, an application contract in the form prescribed by the Governor's Highway Safety Program for federal funding in the amount of \$ \_\_\_\_\_ to be made to the Governing Body to assist in defraying the cost of the project described in the contract application; and  
(Name and Title of Representative)  
(Federal Dollar Request)
3. That the Governing Body has formally appropriated the cash contribution of \$ \_\_\_\_\_ as required by the project contract; and  
(Local Cash Appropriation)
4. That the Project Director designated in the application contract shall furnish or make arrangement for other appropriate persons to furnish such information, data, documents and reports as required by the contract, if approved, or as may be required by the Governor's Highway Safety Program; and
5. That certified copies of this resolution be included as part of the contract referenced above; and
6. That this resolution shall take effect immediately upon its adoption.

DONE AND ORDERED in open meeting by \_\_\_\_\_ (Chairperson/Mayor)

ATTESTED BY \_\_\_\_\_ (Clerk)

**SEAL**

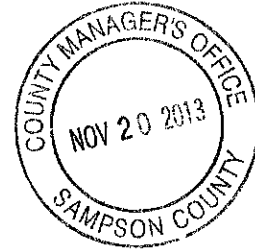
DATE \_\_\_\_\_

# SAMPSON COUNTY HEALTH DEPARTMENT

Wanda Robinson  
Health Director



360 County Complex Road, Suite 200  
Clinton NC 28328



## MEMORANDUM

**TO:** Ed Causey, County Manager  
**FROM:** Wanda Robinson, Health Director *(WR)*  
**DATE:** November 20, 2013  
**SUBJECT:** Approval of Immunization Administration Fee decrease

The Sampson County Board of Health approved a change in the immunization administration fee at its' regular meeting on Monday, November 18, 2013.

The decrease in the immunization fee is based on a legislative change from the state Immunization Branch. This will bring the health department in compliance with state regulations. The fee change is listed below:

CPT Code	Fee	Change
90471	\$30.00	\$13.71
90472	\$30.00	\$13.71

If you have any questions, please feel free to contact me.

**RECEIVED**

OCT 09 2013

SAMPSON COUNTY HEALTH DEPARTMENT

1

**Contract for School Nursing Services  
Between the  
County of Sampson and Clinton City Schools**

August 19, 2013 – June 13, 2014

This agreement between the Sampson County Health Department, hereinafter referred to as the "Department" and the Clinton City Schools hereinafter referred to as the "School" or "Hospital" is entered into for the purpose of providing school nursing services to the students of the Clinton City School System.

Whereas both the Department and the School mutually agree that the purpose of providing school nursing services is to promote the optimal health and well-being of all students in Clinton City Schools, and

Whereas both the Department and the School mutually agree that the long-term purpose of these funds is to provide full-time nursing services to each school in the system, and

Whereas both the Department and the School mutually agree that the School Nurse Funding Initiative (SNFI) enacted by the General Assembly is a useful step toward the goal of having a nurse to student ratio that meets the nation and state recommendation of 1:750, and

Whereas both the Department and the School mutually agree to continue providing school nursing services as specified in the annually developed "Memorandum of Agreement between Sampson County Health Department and Clinton City Schools;"

NOW, THEREFORE, in consideration of the premises and the following mutual covenants and conditions and any sums to be paid, the Department and Schools agree as follows:

**The Department agrees:**

1. To provide funds not to exceed \$150,000.00 to the sub-contractor for the purpose of supporting nationally certified school nurse(s) or registered nurse(s) working toward certification to provide school nursing services for the 2013-2014 school year.
2. That the funds will be paid monthly upon submission of an invoice that specifies personnel and other allowable costs and that the Department shall pay the sub-contractor within thirty (30) days of receipt of the invoice. Any adjustments to the invoice shall be taken into account in the next succeeding invoice or as soon thereafter as reasonably practical.
3. That the funds may be used only for personnel costs (salary and fringe) and continuing education costs up to \$750 per SNFI position.

**The Sub-Contractor agrees:**

1. To provide a detailed budget (Attachment III) to the Department by August 30, 2013.
2. To utilize funds not to exceed \$150,000.00 for the purpose of supporting (3) (10) month nationally certified school nurse(s) or registered nurse(s) working toward certification, to provide school nursing services for the 2013-2014 school year.
3. To comply with assurances in Attachment I.

- 4. The nurse(s) will provide direct nursing services to students within one or more schools following the scope of service in Attachment II.
- 5. To submit an invoice to the Department monthly that specifies personnel and other allowable costs for the period.
- 4. To provide adequate space, computer equipment and supplies for the designated position through other funds at a level comparable to the support provided to all school nurses supported by the Department or the Sub-Contractor.
- 5. To inform the Department of the employment of the nurses, and in the event of termination, whether voluntary or involuntary, and the date of termination within 4 working days of such action.
- 6. To maintain documentation that each nurse employed under this contract is and remains current in his/her licensure as a Registered Nurse in good standing with the North Carolina Board of Nursing.
- 7. To provide supervision within the Sub-Contractor consistent with the annual Memorandum of Agreement.
- 8. To assume the full responsibility for negligence of its employees that provide nursing services under the terms of this contract for the contract positions and for all nurses employed directly by the Sub-Contractor but functioning under the direction of the annual Memorandum of Agreement.

This contract shall be in effect for the period August 19, 2013 through June 13, 2014 and is renewable annually thereafter. Either party may terminate this contract with or without cause upon (60) days written notice.

FOR AND ON BEHALF OF

FOR AND ON BEHALF OF

Wade Roberts  
(Health Director)

Art Blum  
(Superintendent)

Date: 10/15/2013

Date: 9/12/13

(This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act)

[Signature]  
(Sampson County Finance Officer)

[Signature]  
(Clinton City Schools Finance Officer)

Date: \_\_\_\_\_

Date: 9/16/13

FOR AND ON BEHALF OF THE COUNTY OF SAMPSON

\_\_\_\_\_  
(CHAIR COUNTY COMMISSIONERS)

Date: \_\_\_\_\_

**Attachment I**

**ASSURANCES**

(To be initialed by Superintendent of Local Education Agency or other Sub-Contractor CEO)

Initials

Assure that these contracted funds will not be used to supplant existing federal, State, or local funds supporting school nurse positions. Communities will maintain current level of effort and funding for school nurses. AS

Assure that school nurses will be allowed to participate in required trainings. AS

## Attachment II

### Scope of Work

#### II. Purpose:

The purpose of the contract is to improve the school nurse to student ratio in the school district in order to have a positive impact on improving children's health and their readiness to learn. Funds will be used to employ nationally certified school nurse(s) or registered nurse(s) working toward national certification to work full time in schools and enhance the local capacity to provide basic health services to students.

#### III. Scope of Work and Deliverables:

**The Contractor shall, for approximately 2250 students:**

1. Employ **THREE (3)** nationally certified school nurse(s) or registered nurse(s) working toward national certification, to work full time.

School Nurse Assignment	# SNFI Nurses
Clinton City Schools	3

2. Submit, annually, a written work plan from each school nurse, no later than one month from hire.
  - A. The plan shall address delivery of basic health services, including activities, strategies and goals, within, but not limited to, the following areas:
    - a) Preventing and responding to communicable disease outbreaks;
    - b) Developing and implementing plans for emergency medical assistance for students and staff;
    - c) Supervising specialized clinical services and associated health teaching for students with chronic conditions and other special health needs;
    - d) Administering, delegating where appropriate, and providing oversight and evaluation of medication administration and associated health teaching for other school staff who provide this service;
    - e) Providing or arranging for routine health assessments, such as vision, hearing, or dental screening, and follow-up of referrals; and
    - f) Assuring that mandated health related activities are completed, i.e. Kindergarten Health Assessments, Immunization Status

Report, blood-borne pathogen control plan (OSHA) requirements, etc.

AND, as required by HB 200 SL 2011-145 Section 10.22 (b)-- School nurses funded by SNFI do not assist in any instructional or administrative duties associated with a school's curriculum and do perform all of the following with respect to school health programs:

- g) Serve as coordinator of the health services program and provide nursing care;
- h) Provide health education to students, staff, and parents;
- i) Identify health and safety concerns in the school environment and promote a nurturing school environment;
- j) Support healthy food services programs;
- k) Promote healthy physical education, sports policies, and practices;
- l) Provide health counseling, assess mental health needs, provide interventions, and refer students to appropriate school staff or community agencies;
- m) Promote community involvement in assuring a healthy school and serve as school liaison to a health advisory committee;
- n) Provide health education and counseling and promote healthy activities and a healthy environment for school staff;
- o) Be available to assist the county health department during a public health emergency.

B. The plan shall also outline the steps the nurse(s) will take toward meeting degree and certification requirements, if not already certified, no later than the date of completion of three years of employment as a school nurse in North Carolina.

3. Submit a mid-year review of progress toward achieving goals in the annual plan, scheduled by Jan. 31 (if hired at start of school year) or by a date to be determined with DPH regional school nurse consultant, if hired at a date different from start of school year.
4. Submit an annual report that addresses the overall progress toward meeting the work plan outcomes, related, but not limited to, the health service areas listed above. Any information regarding strengths, challenges and the accomplishments of the position will also be reviewed. The report form for the annual report will be provided to the contractor in September of each school year. The report is due no later than a week after the end of the school year; prior to resignation if not working the full school year; or upon a date to be determined with the DPH regional school nurse consultant.

**As a result of this contract, the following outputs shall be attained:**

- Three (3) nationally certified school nurse(s) or registered nurse(s) to work full time to serve 2,250 students.
- An annual Work Plan to provide basic health services.



**IV. Performance Measures/Reporting Requirements:**

The contractor shall:

1. Submit to the Contract Administrator within 30 days a recruitment plan for any position that is vacant at the time this contract is executed.
2. Notify the Contract Administrator in the Division of Public Health within four (4) working days after initial hire or replacement hire for this position, on a form that is supplied by the Contract Administrator upon execution of the contract or agreement addendum. This notification must include all items listed on the form, including information about nursing education and certification.
3. Notify the Contract Administrator within 4 working days in the event that the position becomes vacant, on a form supplied by the Division. The plan must include the procedure to recruit for this position.
4. Assure that registered nurse hired into this position is duly registered by the North Carolina Board of Nursing and fully permitted to practice in the State of North Carolina.
5. Submit an annual report as outlined above, on a form supplied by the Division, by the specified date.
6. Provide data to the Local Education Agency for inclusion in the North Carolina Annual Survey of Public School Health Services. The data must be provided to the LEA in time for its submission of the report to the Regional School Nurse Consultant prior to the conclusion of the academic year.
7. Assure that the newly hired School Nurse Funding Initiative school nurse will be provided with paid time and reimbursement of costs associated with attendance or participation in continuing education, at the same level of cost reimbursement provided to other professional school employees. Assure that up to \$750 will be budgeted for participation in other professional development workshop(s) or conference(s), if funds are available. The school nurse must participate in School Nursing: Roles and Responsibilities, an Orientation Workshop, unless previously attended. If funds are available and if the nurse has previously attended that workshop, assure that the school nurse will be allowed to participate in a School Nurse Certification review course; Pediatric Physical Assessment for School Nurses Workshop, School Nurse Role in Emergency Care Workshop, and/or 28<sup>th</sup> Annual School Nurse Conference.
8. Collaborate with the School Nurse Consultant on DPH initiatives in an effort to help implement these at the local level (e.g., school nurse case management project, immunization initiatives, etc.)
9. Assure that school nurse(s) employed through this contract will be supported at the same level as other school nurse(s) in the LEA, providing adequate space, computer equipment, supplies, in-district travel expenses, etc.
10. For any school nurse who is not certified at the time of hire, submit a plan that would result in certification, including timelines for achieving education and certification goals. The plan should be submitted to the regional school nurse

consultant within 30 days of hire. This plan must be updated at least twice annually until the nurse is certified.

11. Assure that the LEA/LHD Memorandum of Agreement that exists between all health districts and local education agencies clearly states that emergency/disaster service by SNFI nurses is an allowable use of their time.
12. Assure that the priority of the allocation during a full year will support salary and fringe for the school nurse(s). However, where the allocation exceeds the amount needed to fully fund the school nurse(s) salary and fringe, lapsed salary and fringe may be used to support training as described above in number 7.  
**Note: No other expenditures are allowable using this allocation.**
13. Assure that if salaries and fringe exceed the state allocation, local funds will be used. If more than one position is allocated, state funds provided for the positions can be combined. This will allow use of more than \$50,000 (annual allocation per position) for a position if education and experience qualifies one nurse for more than \$50,000 and another for less than \$50,000.
14. Provide accurate contact information and timely notification of changes in contact information of key contacts, including school nurse supervisor, SNFI school nurse, contract program administrator, and contract fiscal officer.
15. Provide advance notification to the regional school nurse consultant should a change in local school nurse position number or assignment be expected to affect the level of student service provided by the SNFI nurse.
16. If SNFI funds are sub-contracted, provide a copy of the sub-contract and attachments to the NC Division of Public Health upon execution.

**The short-term and/or interim outcomes of this contract are:**

- A. Reduce the nurse to student ratio in Clinton City Schools from 1/775 to 1/750.
- B. Improve access to basic health services for 100% of students served..

**V. Performance Monitoring and Quality Assurance:**

**A. The Contractor shall adhere to the following service quality measures for this contract:**

1. Service is provided by a nationally certified school nurse. If the nurse hired with these funds is not nationally certified, service is provided by a registered nurse working towards certification. This requirement shall be completed no later than the date of completion of three years of employment as a school nurse in North Carolina.
2. Services are provided in accordance with standards established by the NC Nurse Practice Act and the NC Board of Nursing.
3. Services are provided in a culturally sensitive manner.

**B. This contract will be monitored according to the following plan:**

1. Contract Administrator and central office program staff will review budgets and expenditures to assure that funds are spent according to agreed upon budgets.

2. Contract Administrator will monitor vacancies, recruitment and hiring.
3. Program staff will maintain regular contact (email, phone, on-site) with the Contractor to review progress on contract deliverables.
4. Upon completion of the annual work plan regional school nurse consultants will review assurance of deliverables as outlined in this contract. At midyear, and more often if necessary, regional school nurse consultants will review progress on contract deliverables and provide a sub-recipient monitoring report to the Contract Administrator. The report will demonstrate assurance that program goals are being addressed and that all deliverables are on target to be met. If the report indicates failure to adhere to deliverables in this contract, the contractor will work with the regional consultant and the Contract Administrator to develop a corrective action plan. If the corrective action plan does not meet contract requirements, the Division may take action resulting in cessation of funding.
5. Results of monitoring activities will be provided to the DHHS Program Monitoring System.

#### **VI. Funding Guidelines or Restrictions:**

The contractor shall only use funds for salary, fringe and to support continuing education and required school nurse training.

The contractor shall assure that these funds will not supplant existing funds supporting school nurse positions. Communities will maintain current level of effort and funding for school nurses.

If the SNFI nurse is hired by the local Health Department for 12 months, funds in the amount of 1/12 of the annual allocation shall be drawn down each month to support the SNFI nurse salary, fringe, and continuing education. If SNFI funds are contracted with other employers (LEA, hospital) the draw down may be no more than is billed monthly by the contractor without prior approval of the DPH contract administrator.

## Attachment III

## BUDGET

## SNFI Contract Budget

## I. SALARIES

Position Title	Name *	Annual Salary	Type Position	Amount Paid by Local Agency	Amount Paid by State Contract
1. Nurse 1	Name Renee Tew	\$ 56,280	<input type="checkbox"/> 12-month <input type="checkbox"/> 11-month <input checked="" type="checkbox"/> 10-month	17,054	\$ 39,226
2. Nurse 2	Name Jana Hobson	\$ 43,620	<input type="checkbox"/> 12-month <input type="checkbox"/> 11-month <input checked="" type="checkbox"/> 10-month	4,394	\$ 39,226
3. Nurse 3	Name Jeannie Walters	\$ 43,620	<input type="checkbox"/> 12-month <input type="checkbox"/> 11-month <input checked="" type="checkbox"/> 10-month	9,720	\$ 33,900
<b>TOTAL SALARY PAID BY CONTRACT</b>					<b>\$112,352</b>

\* List VACANT if position not filled at the time of this report.

## II. FRINGE

Position Title	Name *	Type and Rate	Amount Paid by Local Agency	Amount Paid by the State Contract
1. Nurse 1	Name	<input type="checkbox"/> Retirement Rate : 14.69%	2,505.53	5,762
		<input type="checkbox"/> FICA Rate: 7.65%	1,304.42	3,001
		<input type="checkbox"/> Medical Rate/Amount: \$	1,605.00	3,690
		<input type="checkbox"/> Other: Rate:		
2. Nurse 2	Name	<input type="checkbox"/> Retirement Rate: 14.69%	654.78	5,762
		<input type="checkbox"/> FICA Rate: 7.65%	335.93	3,001
		<input type="checkbox"/> Medical Rate/Amount: \$	534	4,761
		<input type="checkbox"/> Other: Rate:		
3. Nurse 3	Name	<input type="checkbox"/> Retirement Rate : 14.69%	1,429	4,979
		<input type="checkbox"/> FICA Rate: 7.65%	743.93	2,593
		<input type="checkbox"/> Medical Rate/Amount: \$	1,196	4,099
		<input type="checkbox"/> Other: Rate:		
<b>TOTAL FRINGE PAID BY CONTRACT</b>				<b>\$ 37,648</b>

\*Fringe benefit amounts may change due to longevity, etc. that the employee may be eligible for during the school year.

**Justification:** Funds will be used to employ nationally certified school nurse(s) or registered nurse(s) working toward national certification to work full time in schools and enhance the local school district's capacity to provide basic health services to students.

**III. Other**

<b>STAFF TRAVEL</b>				
<b>In-State</b>		<b>Total miles</b>	<b>Cost per mile</b>	<b>Total Cost</b>
In-state Mileage				\$
		<b>Number of nights</b>	<b>Cost per night</b>	<b>Total Cost</b>
In-state Lodging				\$
	<b># of breakfasts</b>	<b># of lunches</b>	<b># of dinners</b>	<b>Total Cost (State rate)</b>
State funded Meals, Instate				\$
Conference Registration				0.00
<b>TRAINING PAID BY CONTRACT (If no funds available after covering salary and fringe for these positions, leave at 0.00. If funds available, amount is limited to a total of \$750 per position. See Scope of Work for Allowable Costs)</b>				<b>0.00</b>

<b>CONTRACT TOTAL AMOUNT</b>	<b>\$150,000.00</b>

Sampson County  
**Office of Tax Assessor**

PO Box 1082  
Clinton, NC 28329

Phone 910-592-8146

Fax 910-592-4865

To: Ed Causey, County Manager  
From: Jim Johnson, Tax Administrator  
Date: November 15, 2013  
Subject: Disabled Veteran Exclusion  
( GS 105-277.1c )

The attached disabled veteran exclusion application was received after June 1, 2013. After that date, the Board of Commissioners must approve the application.

The applicant is as follows:

Jerry Scott Herring

A letter is submitted requesting approval of the late application.

The application meets the statutory requirements for the disabled veteran exclusion other than being timely filed.

Please put on the next Board of Commissioners consent agenda for their action.

The application was received on October 21, 2013.

	<b>State of North Carolina Certification for Disabled Veteran's Property Tax Exclusion (G.S. 105-277.1C)</b>	<u>Sampson</u> COUNTY
--	--	--------------------------

<b>SECTION 1</b>	<b>TO BE COMPLETED BY THE VETERAN OR THE SURVIVING SPOUSE WHO HAS NOT REMARRIED</b>
------------------	---

<p><u>Jerry S. Herring</u> NAME (Print or Type)</p> <p><u>856 HB Lewis Rd</u> STREET ADDRESS OR P.O. BOX NUMBER</p> <p><u>Clinton</u>      <u>NC</u>      <u>28328</u> CITY                                  STATE      ZIP CODE</p>	<p><u>Jerry Scott Herring</u> DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)</p> <p>_____ SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE) <i>(If Applicable)</i></p> <p style="border: 1px solid red; padding: 2px;">_____ U.S. DEPT. OF VETERANS AFFAIRS FILE NUMBER</p> <p>_____ VETERAN'S SOCIAL SECURITY NUMBER</p>
--	--

I am either (1) a veteran whose character of service at separation was honorable or under honorable conditions and who has a permanent and total service-connected disability or (2) the surviving spouse, who has not remarried, of a veteran whose character of service at separation was honorable or under honorable conditions and who had a permanent and total service-connected disability at death or veteran's death was the result of a service-connected condition. I request USDVA complete this certification *in support of my separate application for the Disabled Veteran's Property Tax Exclusion to the Tax Assessor.*

<b>SECTION 2</b>	<b>Disabled Veteran's Signature</b>
------------------	-------------------------------------

I authorize the U.S. Department of Veterans Affairs to release information regarding my disability as needed for this certification.

<u>Jerry S. Herring</u> DISABLED VETERAN'S SIGNATURE	<u>10-1-2013</u> DATE
---	--------------------------

<b>SECTION 3</b>	<b>Surviving Spouse's (who has not remarried) Signature</b>
------------------	---

I authorize the U.S. Department of Veterans Affairs to release information regarding my spouse's disability or death as needed for this certification.

<b>SECTION 4</b>	<b>To be completed by the U.S. Department of Veterans Affairs</b>
------------------	---

Please check all that apply:

A.  Veteran does not meet either B, C, D, or E of the below criteria.

B.  Veteran has a service-connected permanent and total disability that existed as of 1-27-12.

C.  Veteran received benefits on \_\_\_\_\_ from U.S. Department of Veterans Affairs for specially adapted housing under 38 U.S.C. 2101 for the veteran's permanent residence.

D.  Veteran died on \_\_\_\_\_ and had a service-connected permanent and total disability at death.

E.  Veteran died on \_\_\_\_\_ and the death was either (1) the result of a service-connected condition or (2) death occurred while on active duty in the line of duty and not due to service member's own willful misconduct.

Character of Disabled Veteran's Service at Separation: (DD-214)       Honorable       Under Other than Honorable Conditions  
 Under Honorable Conditions

<u>[Signature]</u> SIGNATURE OF USDVA CERTIFYING OFFICIAL	<u>10-21-13</u> DATE
<u>JSCM</u> PRINTED NAME OF USDVA CERTIFYING OFFICIAL	
_____ TITLE OF USDVA CERTIFYING OFFICIAL	

**NOTE:**  
Stamped Signature by USDVA Official on this form has been authorized by Director, VA Regional Office, Winston-Salem, NC.



To Whom It May Concern:

My Jervis S. Henning was recently approved for a 100% disability rating back January 27, 2012. I've just received the form back from the VA and is submitting

910 214-2185

Jervis S. Henning  
MSA/USA

Sampson County  
**Office of Tax Assessor**

PO Box 1082  
Clinton, NC 28329

Phone 910-592-8146

Fax 910-592-4865

**To:** Ed Causey, County Manager  
**From:** Jim Johnson, Tax Administrator  
**Date:** November 15, 2013  
**Subject:** Disabled Veteran Exclusion  
( GS 105-277.1c )

The attached disabled veteran exclusion application was received after June 1, 2013. After that date, the Board of Commissioners must approve the application.

The applicant is as follows:

Robert L Brown

A letter is submitted requesting approval of the late application.

The application meets the statutory requirements for the disabled veteran exclusion other than being timely filed.

Please put on the next Board of Commissioners consent agenda for their action.

The application was received on October 28, 2013.

# 104863  
15-0681490-01

NCDVA-9 (Rev. 08-09) For best delivery to USDVA, filing this form with your local veteran's service office is recommended.

State of North Carolina  
Certification for Disabled Veteran's  
Property Tax Exclusion (G.S. 105-277.1C) Samson COUNTY

SECTION 1 TO BE COMPLETED BY THE VETERAN OR THE SURVIVING SPOUSE WHO HAS NOT REMARRIED

Robert L. Brown Robert L. Brown  
NAME (Print or Type) DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)

300 W. Butler Ave  
STREET ADDRESS OR P.O. BOX NUMBER SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE)

Clinton NC 27328  
CITY STATE ZIP CODE (If Applicable)

VETERAN'S SOCIAL SECURITY NUMBER

I am either (1) a veteran whose character of service at separation was honorable or under honorable conditions and who has a permanent and total service-connected disability or (2) the surviving spouse, who has not remarried, of a veteran whose character of service at separation was honorable or under honorable conditions and who had a permanent and total service-connected disability at death or veteran's death was the result of a service-connected condition. I request USDVA complete this certification in support of my separate application for the Disabled Veteran's Property Tax Exclusion to the Tax Assessor.

SECTION 2 Disabled Veteran's Signature

I authorize the U.S. Department of Veterans Affairs to release information regarding my disability as needed for this certification.  
Robert L. Brown 10-02-2013  
DISABLED VETERAN'S SIGNATURE DATE

SECTION 3 Surviving Spouse's (who has not remarried) Signature

I authorize the U.S. Department of Veterans Affairs to release information regarding my spouse's disability or death as needed for this certification.  
SURVIVING SPOUSE'S SIGNATURE DATE

SECTION 4 To be completed by the U.S. Department of Veterans Affairs

- A.  Veteran does not meet either B, C, D, or E of the below criteria.
- B.  Veteran has a service-connected permanent and total disability that existed as of 3-29-12.
- C.  Veteran received benefits on \_\_\_\_\_ from U.S. Department of Veterans Affairs for specially adapted housing under 38 U.S.C. 2101 for the veteran's permanent residence.
- D.  Veteran died on \_\_\_\_\_ and had a service-connected permanent and total disability at death.
- E.  Veteran died on \_\_\_\_\_ and the death was either (1) the result of a service-connected condition or (2) death occurred while on active duty in the line of duty and not due to service member's own willful misconduct.

Character of Disabled Veteran's Service at Separation: (DD-214)  Honorable  Under Other than Honorable Conditions  Under Honorable Conditions

Signature of USDVA Certifying Official DATE 10-23-13

PRINTED NAME OF USDVA CERTIFYING OFFICIAL TITLE OF USDVA CERTIFYING OFFICIAL NOTE: Stamped Signature by USDVA Official on this form has been authorized by Director, VA Regional Office, Winston-Salem, NC.

Sampson County Board of Commissioners  
Rowan Rd  
Clinton, NC 28328

October 28, 2013

In Re: Brown, Robert L.  
300 W. Butler Ave.  
Clinton, NC 28328

Dear Commissioners:

I am an Honorably Discharged Veteran and I have recently been awarded 100% service connected compensation for disabilities caused by my military service. I understand that my application for Tax exclusion on my County Property Tax is not within the time frame set; however, I am requesting that you please accept this application and grant me the exclusion.

I apologize for the late date; however, this was not within my control. Thank you for your consideration.

Sincerely,

Robert L Brown

A handwritten signature in black ink that reads "Robert L. Brown" with a long, sweeping underline.

Sampson County  
**Office of Tax Assessor**

PO Box 1082  
Clinton, NC 28329

Phone 910-592-8146

Fax 910-592-4865

To: Ed Causey, County Manager  
From: Jim Johnson, Tax Administrator  
Date: November 15, 2013  
Subject: Disabled Veteran Exclusion  
( GS 105-277.1c )

The attached disabled veteran exclusion application was received after June 1, 2013. After that date, the Board of Commissioners must approve the application.

The applicant is as follows:

Evelyn D McCalop ( Widow )  
Joseph G McCalop ( Deceased Veteran )

A letter is submitted requesting approval of the late application.

The application meets the statutory requirements for the disabled veteran exclusion other than being timely filed.

Please put on the next Board of Commissioners consent agenda for their action.

The application was received on November 5, 2013.

	<b>State of North Carolina</b> <b>Certification for Disabled Veteran's</b> <b>Property Tax Exclusion (G.S. 105-277.1C)</b>	<u>Sampson</u> <b>COUNTY</b>
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<b>SECTION 1</b>	<b>TO BE COMPLETED BY THE VETERAN OR THE SURVIVING SPOUSE WHO HAS NOT REMARRIED</b>
------------------	---

<u>Evelyn D. McCalop</u> <small>NAME (Print or Type)</small>	<u>Joseph B. McCalop</u> <small>DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)</small>
<u>215 Tarheel Dr</u> <small>STREET ADDRESS OR P.O. BOX NUMBER</small>	<u>Evelyn D. McCalop</u> <small>SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE)</small> <small>(If Applicable)</small>
<u>Clinton</u> <u>NC</u> <u>28328</u> <small>CITY</small> <small>STATE</small> <small>ZIP CODE</small>	<div style="border: 1px solid red; width: 100%; height: 30px;"></div>
<small>VETERAN'S SOCIAL SECURITY NUMBER</small>	

I am either (1) a veteran whose character of service at separation was honorable or under honorable conditions and who has a permanent and total service-connected disability or (2) the **surviving spouse, who has not remarried**, of a veteran whose character of service at separation was honorable or under honorable conditions and who had a permanent and total service-connected disability at death or veteran's death was the result of a service-connected condition. I request USDVA complete this certification *in support of my separate application for the Disabled Veteran's Property Tax Exclusion to the Tax Assessor.*

<b>SECTION 2</b>	<b>Disabled Veteran's Signature</b>
------------------	-------------------------------------

I authorize the U.S. Department of Veterans Affairs to release information regarding my disability as needed for this certification.

<small>DISABLED VETERAN'S SIGNATURE</small>	<small>DATE</small>
---	---------------------

<b>SECTION 3</b>	<b>Surviving Spouse's (who has not remarried) Signature</b>
------------------	---

I authorize the U.S. Department of Veterans Affairs to release information regarding my spouse's disability or death as needed for this certification.

<u>Evelyn D. McCalop</u> <small>SURVIVING SPOUSE'S SIGNATURE</small>	<u>10-21-2013</u> <small>DATE</small>
---	--

<b>SECTION 4</b>	<b>To be completed by the U.S. Department of Veterans Affairs</b>
------------------	---

Please check all that apply:

- A.  Veteran does not meet either B, C, D, or E of the below criteria.
- B.  Veteran has a service-connected permanent and total disability that existed as of \_\_\_\_\_.
- C.  Veteran received benefits on \_\_\_\_\_ from U.S. Department of Veterans Affairs for specially adapted housing under 38 U.S.C. 2101 for the veteran's permanent residence.
- D.  Veteran died on 12-10-04 and had a service-connected permanent and total disability at death.
- E.  Veteran died on \_\_\_\_\_ and the death was either (1) the result of a service-connected condition or (2) death occurred while on active duty in the line of duty and not due to service member's own willful misconduct.

Character of Disabled Veteran's Service at Separation: (DD-214)	<input checked="" type="checkbox"/> Honorable <input type="checkbox"/> Under Honorable Conditions	<input type="checkbox"/> Under Other than Honorable Conditions
---	--	--

<u>[Signature]</u> <small>SIGNATURE OF USDVA CERTIFYING OFFICIAL</small>	<u>10-8-13</u> <small>DATE</small>
<u>NSCM</u> <small>PRINTED NAME OF USDVA CERTIFYING OFFICIAL</small>	<small>NOTE:</small> Stamped Signature by USDVA Official on this form has been authorized by Director, VA Regional Office, Winston-Salem, NC.
<small>TITLE OF USDVA CERTIFYING OFFICIAL</small>	

November 5, 2013

Sampson County Board of Commissioners  
Rowan Road  
Clinton, North Carolina 28328

RE: McCalop, Everlyn D. ( widow of deceased veteran)

Dear Commissioners:

I am the widow of a Honorably Discharged Veteran that died of his service connected disability and I have been awarded Widow' DIC by the Department of Veterans Affairs. I submitted an application for the Property Tax Exclusion for Disabled Veteran's through the County Veterans Office to the Regional Office in Winston-Salem, NC. I have just received it back. I understand that my application is not within the time frame set, but I am requesting you to please accept this application and grant me the Tax Exclusion on my County Property Tax.

I am truly sorry for the late date and ask for your favor on my Tax Exclusion.

Thank you for your consideration and I wait anxiously for your decision.

Sincerely,

A handwritten signature in cursive script that reads "Evelyn D. McCalop". The signature is written in black ink and is positioned above the typed name.

Mrs. Evelyn D. McCalop  
215 Tar Heel Drive  
Clinton, North Carolina 28328

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 — CLINTON, NORTH CAROLINA 28329-1082

GLENN SPELL  
Tax Administrator

Telephone 910/592-8146  
910/592-8147

5920

SAMPSON COUNTY BOARD OF COMMISSIONERS  
EAST ROWAN ROAD  
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G.S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Blackburn, Gary W. & Christi B.  
Blackburn in North Clinton Township, Sampson County, for the year(s) and in the amount(s) of. 12-0103984-01

YEAR	
<u>2011</u>	\$ <u>336.91</u>
<u>2012</u>	\$ <u>336.91</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>673.82</u>

These taxes were assessed through clerical error as follows.

Doublewide was double listed  
to parcel 12-0089450-02

County Tax \$618.46  
 School Tax \_\_\_\_\_  
 (FOS) Fire Tax \$55.16  
 City Tax \_\_\_\_\_  
 TOTAL \$ 673.82

Yours very truly

Gary W. Blackburn  
Christi B. Blackburn  
Taxpayer

Social Security \_\_\_\_\_

RECOMMEND APPROVAL:

Glenn Spell  
Sampson County Tax Administrator

Mailing address.

3407 ISAAC WEEKS RD  
CLINTON NC 28328



# OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 -- CLINTON, NORTH CAROLINA 28329-1082

GLENN SPELL  
Tax Administrator

Telephone 910/592-8146  
910/592-8147

5901

SAMPSON COUNTY BOARD OF COMMISSIONERS  
EAST ROWAN ROAD  
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G.S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by George Almond Tyndall in LC Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR	
<u>2013</u>	\$ <u>9.45</u>
<u>2012</u>	\$ <u>126.60</u>
<u>2011</u>	\$ <u>94.25</u>
<u>2010</u>	\$ <u>218.00</u>
<u>2009</u>	\$ <u>345.30</u>
TOTAL REFUND	\$ <u>793.60</u>

These taxes were assessed through clerical error as follows.

Not in the town of Autryville

County Tax \_\_\_\_\_  
School Tax \_\_\_\_\_  
Fire Tax \_\_\_\_\_  
City Tax 793.60  
TOTAL \$ 793.60

Yours very truly

George A Tyndall  
Taxpayer

Social Security \_\_\_\_\_

RECOMMEND APPROVAL:

Glenn Spell  
Sampson County Tax Administrator

Mailing address.

George Almond Tyndall  
PO Box 51  
Autryville NC 28318

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

P. O. BOX 1082 — CLINTON, NORTH CAROLINA 28329-1082

GLENN SPELL  
Tax Administrator

Telephone 910/592-8146  
910/592-8147

5903

SAMPSON COUNTY BOARD OF COMMISSIONERS  
EAST ROWAN ROAD  
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G.S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Wendy Woolard in LC Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR	
<u>2013</u>	\$ <u>139.55</u>
<u>2012</u>	\$ <u>152.75</u>
<u>2011</u>	\$ <u>153.65</u>
<u>2010</u>	\$ <u>149.70</u>
	\$ _____
<b>TOTAL REFUND</b>	\$ <u>595.65</u>

These taxes were assessed through clerical error as follows.

*Not in the town of Autryville*

County Tax	_____
School Tax	_____
Fire Tax	_____
TOL City Tax	<u>595.65</u>
TOTAL \$	<u>595.65</u>

Yours very truly

*[Signature]*  
Taxpayer

Social Security # X

RECOMMEND APPROVAL:  
*[Signature]*  
Sampson County Tax Administrator

Mailing address.

Wendy Woolard  
PO Box 159  
Autryville NC 28318

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 — CLINTON, NORTH CAROLINA 28329-1082

GLENN SPELL  
Tax Administrator

Telephone 910/592-8146  
910/592-8147

5909

SAMPSON COUNTY BOARD OF COMMISSIONERS  
EAST ROWAN ROAD  
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G.S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Byrd, Reid + Alice G. in Franklin Township, Sampson County, for the year(s) and in the amount(s) of. 03-0144961-01

YEAR	
<u>2013</u>	\$ <u>49.66</u>
<u>2012</u>	\$ <u>49.66</u>
<u>2011</u>	\$ <u>49.66</u>
<u>2010</u>	\$ <u>31.22</u>
<u>2009</u>	\$ <u>31.22</u>
TOTAL REFUND	\$ <u>211.42</u>

These taxes were assessed through clerical error as follows.

Acresage adjusted per DB 1218/331  
+ owner request.

County Tax 193.03  
School Tax \_\_\_\_\_  
Fire Tax 18.39  
City Tax \_\_\_\_\_  
TOTAL \$ 211.42

Yours very truly

Alice G. Byrd  
Taxpayer

Social Security # \_\_\_\_\_

RECOMMEND APPROVAL:

Glenn Spell  
Sampson County Tax Administrator

Mailing address.

Reid + Alice G. Byrd  
4191 Ivanhoe Rd.  
Ivanhoe, NC 28447

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 — CLINTON, NORTH CAROLINA 28329-1082

GLENN SPELL  
Tax Administrator

Telephone 910/592-8146  
910/592-8147

5914

SAMPSON COUNTY BOARD OF COMMISSIONERS  
EAST ROWAN ROAD  
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G.S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Wesley Allen Wooten in Newton Grove Township, Sampson County, for the year(s) and in the amount(s) of.


YEAR	
<u>2013</u>	\$ <u>231.70</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>231.70</u>

These taxes were assessed through clerical error as follows.

# 99870  
Traded Veh 2013 Ford MP  
Surrendered Tg# B52 1136

Co2	County Tax	<u>213.98</u>
	School Tax	_____
F18	Fire Tax	<u>17.72</u>
	City Tax	_____
	TOTAL \$	<u>231.70</u>

Yours very truly

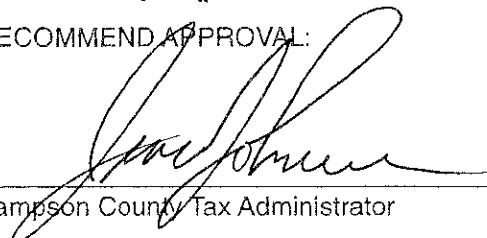
  
\_\_\_\_\_  
Taxpayer

Mailing address.

Wesley Allen Wooten  
P.O. Box 1047  
Clinton NC 28329

X Social Security # \_\_\_\_\_

RECOMMEND APPROVAL:

  
\_\_\_\_\_  
Sampson County Tax Administrator

# OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 — CLINTON, NORTH CAROLINA 28329-1082

GLENN SPELL  
Tax Administrator

Telephone 910/592-8146  
910/592-8147

5904

SAMPSON COUNTY BOARD OF COMMISSIONERS  
EAST ROWAN ROAD  
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G.S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Ryan Eric Pringle in Painview Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR	
<u>2013</u>	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL REFUND	\$ <u>175.35</u>

These taxes were assessed through clerical error as follows.

Bill # 9152645 - 2013

CAX 7614

2008 Mex 2 C350

Had to pay to get tags/exempt

LEJ PA 2013 Sept

Gov County Tax 157.31  
School Tax \_\_\_\_\_  
Fob Fire Tax 18.04  
City Tax \_\_\_\_\_  
TOTAL \$ 175.35

Yours very truly

x Ryan Eric Pringle  
Taxpayer

Social Security # \_\_\_\_\_

RECOMMEND APPROVAL: \_\_\_\_\_

Sampson County Tax Administrator

Mailing address.

Ryan Eric Pringle  
2501 Wisteria Lane  
Killeen, TX 76549

990-~~512~~ 512  
910 592 3201

# OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 — CLINTON, NORTH CAROLINA 28329-1082

GLENN SPELL  
Tax Administrator

Telephone 910/592-8146  
910/592-8147

5900

SAMPSON COUNTY BOARD OF COMMISSIONERS  
EAST ROWAN ROAD  
CLINTON, NORTH CAROLINA 28328

Gentlemen:

Pursuant to North Carolina G.S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Boyd Arthur Mattocks in South Clinton Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR	
2012 - 2010	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

Not in town\*

TOTAL REFUND

\$ 653.80

These taxes were assessed through clerical error as follows.

Acct. # 650800	Acct. # 650800
Bill # 832515 / 2P8871	Bill # 832516 / VXC9369
Bill # 765772	Bill # 765770
Bill # 699539	Bill # 699537
Acct. # 650800 - VXC9370	
Bill # 832517	Bill # 765771 Bill # 699538

County Tax	_____
School Tax	_____
Fire Tax	30. <sup>00</sup>
City Tax	623.80
TOTAL \$	653.80

SF  
T02

Yours very truly

Taxpayer

Mailing address.

Social Security # \_\_\_\_\_

RECOMMEND APPROVAL:

Sampson County Tax Administrator

Boyd Arthur Mattocks  
183 Boykin Drive  
Clinton, NC 28329

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

11/18/2013

FROM: SHERIFF JIMMY THORNTON

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2013-2014

1. It is requested that the budget for the SHERIFF/DETENTION Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11243100 -552000	Capital Outlay - Data Processing	\$17,000.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11034310-403631	NC Substance Abuse Tax	17,000.00	

2. Reason(s) for the above request is/are as follows:

NECESSARY TO UPGRADE OLDER MOBILE DATA COMPUTERS WHICH WILL BE USED IN DRUG INTERDICTION WORK.

  
 (Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

11/25, 2013

  
 (County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Date of approval/disapproval by B.O.C.

\_\_\_\_\_  
(County Manager & Budget Officer)

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

November 19, 2013

**MEMO:**

FROM: Wanda Robinson, Health Director  
 TO: Sampson County Board of Commissioners  
 VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2013-2014

1. It is requested that the budget for the Health Maternal Outreach, Child Services and Prescription Assistar Department be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
12551650-581000	Transfer to State Agency	20,000.00	
12551680-581000	Transfer to State Agency	20,000.00	
12551130-581000	Transfer to State Agency	7,260.00	

<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
12535165-404097	Fund Balance Approp Title XIX	20,000.00	
12535168-404097	Fund Balance Approp Title XIX	20,000.00	
12535110-404099	Fund Balance Approp Local	7,260.00	

2. Reason(s) for the above request is/are as follows:  
 To return funds to State for disallowed expenditure in FY 12-13.

Wanda Robinson  
 (Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 11/19, 2013  
[Signature]  
 (County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_  
 \_\_\_\_\_  
 (County Manager & Budget Officer)

\_\_\_\_\_  
 Date of approval/disapproval by B.O.C.



**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:** 11/14/13  
 FROM: \_\_\_\_\_ Date \_\_\_\_\_  
 TO: Sampson County Board of Commissioners  
 VIA: County Manager & Finance Officer  
 SUBJECT: Budget Amendment for fiscal year 2013-2014

1. It is requested that the budget for the CES-SR HEALTH INS INFO PROGRAM (SHIIP) Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
04549580-526200	DEPARTMENTAL SUPPLIES	171.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
04034958-409900	SHIIP FUND BALANCE APPROPRIATED	171.00	

2. Reason(s) for the above request is/are as follows:  
 PURCHASE OF ITEMS IN THE DEPARTMENTAL SUPPLIES EXPENDITURE ACCOUNT DESIGNATED FOR SHIIP PROGRAMMING

*Eileen A. Coite*  
 \_\_\_\_\_  
 (Signature of Department Head)

**ENDORSEMENT**  
 1. Forwarded, recommending approval/disapproval. *O*  
 \_\_\_\_\_, 2013  
 \_\_\_\_\_  
 (County Finance Officer)

**ENDORSEMENT**  
 1. Forwarded, recommending approval/disapproval. \_\_\_\_\_, 20\_\_\_\_  
 \_\_\_\_\_  
 (County Manager & Budget Officer)

\_\_\_\_\_  
 Date of approval/disapproval by B.O.C.

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

November 18, 2013

FROM: SAMPSON COUNTY HEALTH DEPARTMENT

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2013-2014

1. It is requested that the budget for the FAMILY PLANNING Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12551640	523900 MEDICAL SUPPLIES	7,667.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12535164	404000 STATE ASSISTANCE	7,667.00	

2. Reason(s) for the above request is/are as follows:

ADDITIONAL STATE FUNDING FOR THE PURCHASE OF LONG TERM BIRTH CONTROL

Wanda Robinson  
(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

11/19, 2013  
[Signature]  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Date of approval/disapproval by B.O.C.

\_\_\_\_\_  
(County Manager & Budget Officer)

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

November 18, 2013

**FROM:** SAMPSON COUNTY HEALTH DEPARTMENT

Date

**TO:** Sampson County Board of Commissioners

**VIA:** County Manager & Finance Officer

**SUBJECT:** Budget Amendment for fiscal year 2013-2014

1. It is requested that the budget for the HEALTH PROMOTIONS Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12551550	512100 SALARIES	4,760.00	
12551550	518100 FICA	295.00	
12551550	518120 MEDICARE FICA	69.00	
12551550	518200 RETIREMENT	321.00	
12551550	518901 401K	121.00	
12551550	518300 GROUP INSURANCE	654.00	
12551550	518400 DENTAL INSURANCE	19.00	
12551550	531100 TRAVEL	761.00	
12551550	526200 DEPARTMENT SUPPLIES	1,000.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12535155	404000 STATE ASSISTANCE	8,000.00	

2. Reason(s) for the above request is/are as follows:

ADDITIONAL STATE FUNDING

Wanda Blum  
(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

11/19, 2013  
[Signature]  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Date of approval/disapproval by B.O.C.

\_\_\_\_\_  
(County Manager & Budget Officer)

CLINTON CITY SCHOOLS  
BUDGET AMENDMENT

NUMBER: 1

FUND: Current Expense Fund

The Clinton City Board of Education at a meeting on the, **14th Day November 2013**  
passed the following resolution:

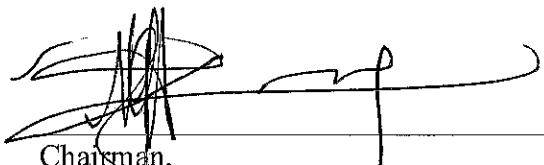
Be it resolved that the following amendments be made to the Budget Resolution for the  
fiscal year ending June 30, 2014.

**SEE ATTACHED LISTING**

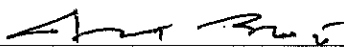
Total appropriation in current budget	\$ <u>5,800,368.00</u>
Total increase/decrease of amendment	\$ <u>0</u>
Total appropriation in amended budget	\$ <u>5,800,368.00</u>

Passed by majority vote of the Clinton City  
Board of Education on the **14th Day of  
November 2013.**

We, the Board of County Commissioners of  
Sampson County, hereby approve the \_  
changes in the Clinton City School Budget  
as indicated above and have made entry of  
changes in the minutes of said Board this  
\_\_\_\_\_ day of \_\_\_\_\_ 2013.

  
\_\_\_\_\_  
Chairman,  
Board of Education

\_\_\_\_\_  
Chairman,  
Board of County Commissioners

  
\_\_\_\_\_  
Secretary,  
Board of Education

\_\_\_\_\_  
Secretary,  
Board of County Commissioners

## BUDGET AMENDMENT

<b>Code</b>	<b>Description</b>	<b>Increase</b>	<b>Decrease</b>
2.5110.061.411.304.304.00	Instructional Supplies	\$5,384.55	
2.5110.061.411.308.308.00	Instructional Supplies	16,483.37	
2.5110.061.411.316.316.00	Instructional Supplies	\$5,884.15	
2.5110.061.411.320.320.00	Instructional Supplies	\$8,310.69	
2.5110.061.411.330.330.00	Instructional Supplies	\$5,937.24	
2.5110.061.411.316.316.00	Instructional Supplies-PreK	\$2,800.00	
2.5110.061.411.000.000.00	Instructional Supplies		\$44,800.00
	School Instructional Supply allocations		

CLINTON CITY SCHOOLS  
BUDGET AMENDMENT

NUMBER: 1

FUND: State Public School Fund

The Clinton City Board of Education at a meeting on the **14th Day of November 2013**, passed the following resolution:

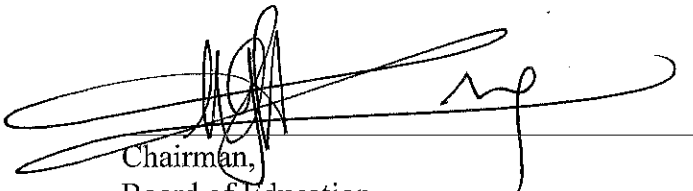
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2014.

**SEE ATTACHED LISTING**

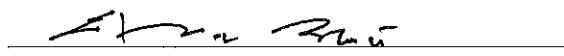
Total appropriation in current budget	\$ <u>16,391,814.00</u>
Total increase/decrease of amendment	\$ <u>197,036.01</u>
Total appropriation in amended budget	\$ <u>16,588,850.01</u>

Passed by majority vote of the Clinton City Board of Education on the **14th Day of November 2013**.

We, the Board of County Commissioners of Sampson County, hereby approve the changes in the Clinton City School Budget as indicated above and have made entry of changes in the minutes of said Board this \_\_\_\_\_ day of \_\_\_\_\_ 2013.

  
\_\_\_\_\_  
Chairman,  
Board of Education

\_\_\_\_\_  
Chairman,  
Board of County Commissioners

  
\_\_\_\_\_  
Secretary,  
Board of Education

\_\_\_\_\_  
Secretary,  
Board of County Commissioners

## BUDGET AMENDMENT

Code	Description	Increase	Decrease
1.5110.061.411.304.304.00	Instructional Supplies	\$18,861.30	
1.5110.061.411.308.308.00	Instructional Supplies	\$33,522.05	
1.5110.061.411.316.316.00	Instructional Supplies	\$20,590.94	
1.5110.061.411.320.320.00	Instructional Supplies	\$30,103.96	
1.5110.061.411.330.330.00	Instructional Supplies	\$21,002.76	
1.3100.000.000.000.000.00	State Allocation	\$124,081.01	
	School Instructional Supply Allocation - Beginning 70%		
1.5210.029.131.000.000.00	Salary- Specialist	\$18,665.91	
1.5210.029.142.000.000.00	Salary- Teacher Assistant	\$17,827.50	
1.5210.029.211.000.000.00	Social Security	\$2,777.74	
1.5210.029.221.000.000.00	Retirement	\$2,536.85	
1.5210.029.231.000.000.00	Hospitalization	\$5,192.00	
1.3100.000.000.000.000.00	State Allocation	\$47,000.00	
	Budget Behavioral Support Allocation		
1.5120.014.312.320.320.00	Workshop Expense	\$700.00	
1.5120.014.411.000.000.00	Supplies and Materials		\$5,300.00
1.5120.014.411.320.320.00	Supplies and Materials	\$2,710.00	
1.5120.014.542.320.320.00	Computer Hardware Capitalized	\$1,890.00	
	Budget Sampson Middle School Allocation Voc. Funds		
1.5110.003.162.000.000.00	Salary-Substitute	\$92.00	
1.3100.000.000.000.000.00	State Allocation	\$92.00	
	July & August Substitute Pay		
1.5270.054.151.000.000.00	Salary-Clerical	\$6,015.00	
1.5270.054.211.000.000.00	Social Security	\$459.83	
1.5270.054.221.000.000.00	Retirement	\$560.37	
1.5270.054.231.000.000.00	Hospitalization		\$246.20
1.5270.054.411.000.000.00	Supplies & Materials		\$6,789.00
	Budget adjustment - Limited English Budget		
1.5210.032.142.000.000.00	Assistant Salaries		\$40,571.00
1.5210.032.211.000.000.00	Social Security		\$2,721.19
1.5210.032.221.000.000.00	Retirement		\$5,773.26
1.5210.032.411.000.000.00	Supplies & Materials	\$18,977.45	
1.5210.032.312.000.000.00	Workshop Expenses	\$5,000.00	
1.5210.032.163.000.000.00	Sub Pay-Staff Development	\$5,000.00	
1.6200.032.312.000.000.00	Workshop Expenses	\$10,000.00	
1.5210.032.462.000.000.00	Computer Equipment	\$5,000.00	
1.5210.032.317.000.000.00	Contracted Services-Psych Service	\$1,088.00	

## BUDGET AMENDMENT

Code	Description	Increase	Decrease
1.5840.032.319.000.000.00	Contracted Services-PT,OT,VI Service Budget planned expenditures - Children with Disabilities	\$4,000.00	
1.5110.003.162.000.000.00	Salary- Substitute	\$275.00	
1.5110.061.411.308.308.00	Supplies and Materials	\$560.00	
1.5110.061.411.330.330.00	Supplies and Materials	\$116.00	
1.5110.061.411.000.000.00	Supplies and Materials	\$366.00	
1.5110.061.411.320.320.00	Supplies and Materials	\$765.00	
1.5110.061.411.000.000.00	Supplies and Materials	\$885.00	
1.3100.000.000.000.000.00	State Allocation Textbook Funds Transfer for Instructional Materials and September Substitute Reimbursement	\$2,967.00	
1.5110.010.121.000.000.00	Salary- Teacher	\$140,480.00	
1.5110.010.211.000.000.00	Social Security	\$10,747.00	
1.5110.010.221.000.000.00	Retirement	\$20,637.00	
1.5310.069.121.000.000.00	Salary- Teacher		\$83,380.00
1.5310.069.211.000.000.00	Social Security		\$6,379.00
1.5310.069.221.000.000.00	Retirement		\$12,249.00
1.5310.069.231.000.000.00	Hospitalization		\$10,390.00
1.5310.069.411.000.000.00	Supplies and Materials ABC Transfer of At-Risk Fund for Teaching Positions		\$59,466.00
1.3100.000.000.000.000.00	State Allocation	\$22,896.00	
1.6400.073.343.000.000.00	School Connectivity Budget School Connectivity Allocation	\$22,896.00	



CLINTON CITY SCHOOLS  
BUDGET AMENDMENT

NUMBER: 1

FUND: Federal Programs Fund

The Clinton City Board of Education at a meeting on the **14th Day of November 2013**, passed the following resolution:

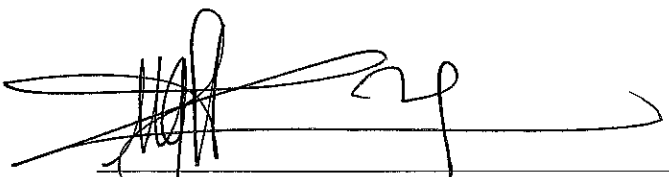
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2014.

**SEE ATTACHED LISTING**

Total appropriation in current budget	\$ <u>1,795,011.38</u>
Total increase/decrease of amendment	\$ <u>24,443.65</u>
Total appropriation in amended budget	\$ <u>1,819,455.03</u>

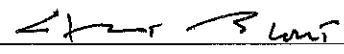
Passed by majority vote of the Clinton City Board of Education on the **14th Day of November 2013**.

We, the Board of County Commissioners of Sampson County, hereby approve the changes in the Clinton City School Budget as indicated above and have made entry of changes in the minutes of said Board this \_\_\_\_\_ day of \_\_\_\_\_ 2013.



Chairman,  
Board of Education

Chairman,  
Board of County Commissioners



Secretary,  
Board of Education

Secretary,  
Board of County Commissioners

## BUDGET AMENDMENT

Code	Description	Increase	Decrease
3.5110.103.134.000.000.00	Salary- Teacher Mentor	25,000.00	
3.5110.103.135.000.000.00	Salary- Lead Teacher	20,646.45	
3.5110.103.181.000.000.00	Salary- Supplements	2,374.35	
3.5110.103.193.000.000.00	Salary- Mentor Stipend		25,000.00
3.5110.103.211.000.000.00	Social Security	1,761.09	
3.5110.103.221.000.000.00	Retirement	3,604.85	
3.5110.103.231.000.000.00	Employer's Hospital Insurance	2,336.43	
3.5110.103.312.000.000.00	Workshop Expense		35,723.17
3.5110.103.352.000.000.00	Tuition Reimbursement	5,000.00	
	Budget adjustment - Improving Teacher Quality		
3.3600.050.000.000.000.00	IASA Title I-LEA Basic Program	4,679.87	
3.5320.050.411.000.000.00	Supplies & Materials		\$4,629.21
3.5330.050.221.304.304.00	Retirement	\$627.66	
3.5330.050.221.316.316.00	Retirement	\$623.39	
3.5330.050.221.320.320.00	Retirement	\$623.39	
3.5330.050.022.330.330.00	Retirement	\$623.39	
3.5330.050.411.000.000.00	Supplies & Materials	\$8,607.13	
3.5340.050.121.316.000.00	Teacher- Salary	\$2.00	
3.5340.050.211.316.000.00	Social Security	\$0.15	
3.5340.050.221.316.000.00	Retirement	\$239.37	
3.5860.050.221.000.000.00	Retirement	\$181.15	
3.5880.050.146.000.000.00	Salary-Parent Involvement Coordinator		\$19,182.85
3.5880.050.184.000.000.00	Parent Involvement- Longevity		\$863.23
3.5880.050.211.000.000.00	Social Security		\$1,533.53
3.5880.050.411.304.304.00	Supplies & Materials	\$2,500.00	
3.5880.050.411.316.316.00	Supplies & Materials	\$2,500.00	
3.5880.050.411.320.320.00	Supplies & Materials	\$2,500.00	
3.5880.050.411.330.330.00	Supplies & Materials	\$2,500.00	
3.6300.050.151.000.000.00	Office Support		\$1,812.00
3.6300.050.184.000.000.00	Longevity Pay		\$203.22
3.6300.050.211.000.000.00	Social Security		\$154.16
3.6300.050.221.000.000.00	Retirement		\$159.41
3.6300.050.312.000.000.00	Workshop Expense	\$2,500.00	
3.8100.050.392.000.000.00	Indirect Cost		\$169.89
	Budget adjustments - Title I		
3.5110.103.411.000.000.00	Supplies & Materials	\$349.29	
3.3600.103.000.000.000.00	Revenue-Improving Teacher Quality	\$349.29	
	Budget Additional Allocation - Improving Teacher Quality		
3.5210.082.163.000.000.00	Salary- Substitute	\$1,161.00	
3.5210.082.211.000.000.00	Social Security	\$88.82	
3.5210.082.312.000.000.00	Workshop Expense	\$2,750.00	

## BUDGET AMENDMENT

Code	Description	Increase	Decrease
3.5210.082.411.000.000.00	Supplies & Materials	\$3,145.37	
3.8100.082.392.000.000.00	Indirect Cost	\$269.16	
3.3600.082.000.000.000.00	Revenue-IDEA State Improvement	\$7,414.35	
	Budget Carryover Funds - VI-B State Improvement		
3.5210.118.312.000.000.00	Workshop Expense	\$3,500.00	
3.5210.118.411.000.000.00	Supplies & Materials	\$8,145.00	
3.5240.118.353.000.000.00	License Fees	\$120.00	
3.5240.118.361.000.000.00	Membership Dues	\$450.00	
3.8100.118.392.000.000.00	Indirect Cost	\$460.14	
3.3600.118.000.000.000.00	Revenue- IDEA Part B	\$12,675.14	
	Budget Carryover Funds - VI-B Targeted Assistance		
3.3600.111.000.000.000.00	Title III-Language Acquisition		\$675.00
3.5270.111.221.000.000.00	Retirement		\$28.46
3.5270.111.312.000.000.00	Workshop Expense		\$622.03
3.8100.111.392.000.000.00	Indirect Cost		\$24.50
3.8200.111.399.000.000.00	Unbudgeted Funds		\$0.01
	Budget adjustments - Language Acquisition		

CLINTON CITY SCHOOLS  
BUDGET AMENDMENT

NUMBER: 1

FUND: Capital Outlay

The Clinton City Board of Education at a meeting on the **14th Day of November 2013**,  
passed the following resolution:

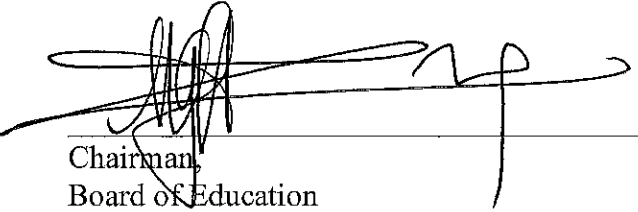
Be it resolved that the following amendments be made to the Budget Resolution for the  
fiscal year ending June 30, 2014.

**SEE ATTACHED LISTING**

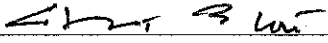
Total appropriation in current budget	\$ <u>376,816.00</u>
Total increase/decrease of amendment	\$ <u>0</u>
Total appropriation in amended budget	\$ <u>376,816.00</u>

Passed by majority vote of the Clinton City  
Board of Education on the **14th Day of  
November 2013**.

We, the Board of County Commissioners of  
Sampson County, hereby approve the  
changes in the Clinton City School Budget  
as indicated above and have made entry of  
changes in the minutes of said Board this  
\_\_\_\_\_ day of \_\_\_\_\_ 2013.

  
\_\_\_\_\_  
Chairman,  
Board of Education

\_\_\_\_\_  
Chairman,  
Board of County Commissioners

  
\_\_\_\_\_  
Secretary,  
Board of Education

\_\_\_\_\_  
Secretary,  
Board of County Commissioners

## BUDGET AMENDMENT

Code	Description	Increase	Decrease
4.9202.001.541.000.000.00	Purchase of Equipment		\$22,040.00
4.9202.001.541.304.304.00	Purchase of Equipment	\$3,920.00	
4.9202.001.541.308.308.00	Purchase of Equipment	\$6,504.00	
4.9202.001.541.316.316.00	Purchase of Equipment	\$5,416.00	
4.9202.001.541.320.320.00	Purchase of Equipment	\$6,200.00	
4.9202.001.541.000.000.00	Purchase of Equipment		\$3,528.00
4.9202.001.541.330.330.00	Purchase of Equipment	\$3,528.00	
	Capital Outlay Allocation		

CLINTON CITY SCHOOLS  
BUDGET AMENDMENT

NUMBER: 1

FUND: Special Revenue Fund

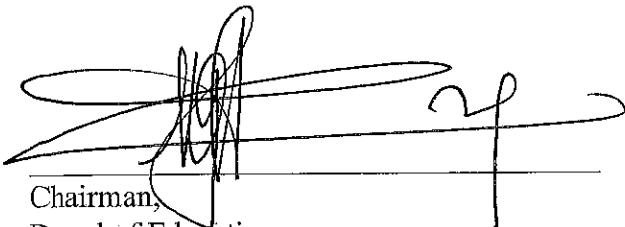
The Clinton City Board of Education at a meeting on the **14th Day of November 2013**,  
passed the following resolution:

Be it resolved that the following amendments be made to the Budget Resolution for the  
fiscal year ending June 30, 2014.

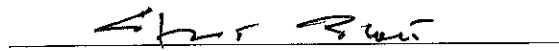
**SEE ATTACHED LISTING**

Total appropriation in current budget	\$ <u>869,663.00</u>
Total increase/decrease of amendment	\$ <u>0</u>
Total appropriation in amended budget	\$ <u>869,663.00</u>

Passed by majority vote of the Clinton City  
Board of Education on the **14th Day of  
November 2013**.



Chairman,  
Board of Education



Secretary,  
Board of Education

We, the Board of County Commissioners of  
Sampson County, hereby approve the  
changes in the Clinton City School Budget  
as indicated above and have made entry of  
changes in the minutes of said Board this  
\_\_\_\_\_ day of \_\_\_\_\_ **2013**.

Chairman,  
Board of County Commissioners

Secretary,  
Board of County Commissioners

## BUDGET AMENDMENT

<b>Code</b>	<b>Description</b>	<b>Increase</b>	<b>Decrease</b>
8.5110.505.332.320.320.32	Travel Expense		\$3,000.00
8.5110.505.333.320.320.31	Field Trip Expense	\$3,000.00	
	Correction of Soul Surfer Grant		

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.     6    

Meeting Date:   December 2, 2013       Information Only                     Public Comment  
   Report/Presentation                Closed Session  
   Action Item                            Planning/ Zoning  
   Consent Agenda                    Water District Issue

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INFORMATION ONLY

*For all Board Information items, please contact the County Manager's Office if you wish to have additional information on any of the following.*

- a.       City of Clinton – Notice of Impact Assessment for Infrastructure Improvements for Chemtex Project





**CITY OF CLINTON**  
*P.O. Box 199*  
*Clinton, North Carolina 28329-0199*  
*www.cityofclintonnc.us*  
*910-592-1961*



November 19, 2013

Sampson County Government  
406 County Complex Road  
Clinton, NC 28328

To Whom It May Concern:

The U.S. Department of Commerce, Economic Development Administration (EDA) is considering a request for Federal assistance from the City of Clinton to construct critical infrastructure improvements to support Carolina Cellulosic Biofuels in Clinton, North Carolina. Pursuant to the National Environmental Policy Act (NEPA) and the National Historic Preservation ACT (NHPA), EDA is conducting an assessment of the potential of the proposed project to affect the environment and/or historic properties.

The project includes the extension of approximately 7,200 feet of gravity sewer and the extension of approximately 4,800 feet of waterline. The project will be located along Chestnut Mill Branch south of the proposed industrial site on NC-24 and includes lines along Rowan Rd., Southwest Blvd., and Fontana St. Project information is available for review at Clinton Public Works & Utilities located at 200 John St. in Clinton, 910-299-4905.

If you have any information regarding potential impacts of environmental resources or historic properties associated with this proposed project, please provide in writing to:

Regional Environmental Officer  
US Department of Commerce  
Economic Development Administration  
Atlanta Region  
401 West Peachtree Street NW  
Suite 1820  
Atlanta, GA 30308-3510

Comments received in the EDA Regional Office by 5:00 pm eastern on December 7, 2013, will be considered. A copy of the NEPA/NHPA decisional document will be available upon request at the above EDA Regional Office.

Sincerely,

Shawn Purvis  
City Manager

SP/mlm

## POLICIES AND PROCEDURES REGARDING PUBLIC COMMENT

A period reserved for comments from the public on topics not otherwise included on that evening's agenda will be included as an item of business on all agendas of regularly-scheduled Board of Commissioners meetings and shall be deemed the "Public Comment" segment of the agenda. The Public Comment segment of the agenda will be placed at the end of the agenda, following the conclusion of all other open session business.

As with Public Hearings, the Chair (or presiding officer) will determine and announce limits on speakers at the start of the Public Comment period. Generally, each speaker will be allocated five (5) minutes. **Speakers may not allocate their time to another speaker.** The Chairman (or presiding officer) may, at his discretion, decrease this time allocation, if the number of persons wishing to speak would unduly prolong the meeting.

The Public Comment period shall not exceed a total of thirty (30) minutes unless the Board entertains a successful majority vote to extend this period.

An individual wishing to address the Board during the Public Comment period shall register with the Clerk to the Board prior to the opening of the meeting by signing his or her name, address and a short description of his or her topic on a sign-up sheet stationed in the lobby of the County Auditorium.

If time allows, those who fail to register before the meeting may speak during the Public Comment period. These individuals will speak following those who registered in advance. At this time in the agenda, an individual should raise his or her hand and ask to be recognized by the Board Chair (or presiding officer); and then state his or her name, address and introduce the topic to be addressed.

Items of discussion during the Public Comment segment of the meeting will be only those appropriate to Open Meetings. Closed Meeting topics include, but are not limited to, such subjects as personnel, acquisition of real property, and information protected by the client-attorney privilege. Closed Meeting subjects will not be entertained.

Because subjects of Special and Emergency Meetings are often regulated by General Statutes, there will be no Public Comments segment reserved on agendas of these meetings; however, Special and Emergency Meetings are open for public attendance.

The Public Comments segment of the agenda is intended to provide a forum for the Board of Community to listen to citizens; **there shall be no expectation that the Board will answer impromptu questions.** However, Board members, through the presiding officer, may ask the speaker questions for clarification purposes. The Board will not take action on an item brought up during the Public Comments segment of the agenda and, when appropriate, items will be referred to the Manager or the proper Department Head.