



**SAMPSON COUNTY
BOARD OF COMMISSIONERS
August 4, 2014**

7:00 pm	Convene Regular Meeting (County Auditorium)	
	Invocation and Pledge of Allegiance	
	Approve Agenda as Published	
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	a. Monthly Report	
	b. Request for Addition of Northgate Lane to State Secondary Road System	2 - 8
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	a. Approve the minutes of the July 7, 2014 meeting	16 - 27
	b. Authorize the execution of Assistance Policy and Procurement/Disbursement Policy for 2014 Single Family Rehabilitation (SFR) Grant Program with state-requested revisions	28 - 45
	c. Approve the late disabled veterans property tax exclusion for Wilma Wrench Edwards (surviving spouse)	46 - 48
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	Adjournment	

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 1 (a-b)

Meeting Date: August 4, 2014	<u> a </u> Information Only	<u> </u> Public Comment
	<u> </u> Report/Presentation	<u> </u> Closed Session
	<u> b </u> Action Item	<u> </u> Planning/Zoning
	<u> </u> Consent Agenda	<u> </u> Water District Issue

SUBJECT: Roads

DEPARTMENT: NC Department of Transportation

PUBLIC HEARING: No

CONTACT PERSON: Keith Eason, Highway Maintenance Engineer

PURPOSE: To offer monthly response to citizen questions and concerns with regard to roads; to consider addition of road to secondary roads system

ATTACHMENTS: Memorandum/Resolution regarding addition of Northgate Lane in the Northgate Subdivision to State secondary roads system

BACKGROUND:

- a. Our NCDOT representatives will offer their monthly update and respond to any questions or concerns of the Board or citizens with regard to Sampson County roads.

- b. In addition to receiving questions and comments with regard to roads, the Department of Transportation has provided the Board with a proposed resolution for consideration. The resolution requests that the Department add Northgate Lane (in the Northgate Subdivision) to the state secondary road system. The District Office has completed a field survey which indicates that all property owners have signed the petition. According to the memo received from NCDOT, they are prepared to add the road if the Board adopts the necessary resolution.

RECOMMENDED ACTION OR MOTION: Motion to adopt a resolution requesting the addition of Northgate Lane to the state secondary roads system.



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PATRICK L. MCCRORY
GOVERNOR

ANTHONY J. TATA
SECRETARY

June 9, 2014

DIVISION 3, DISTRICT 2
Duplin /Sampson County

Dear Ms. Holder:

This office has completed the investigation of Northgate Lane in The Northgate Subdivision located off of SR#1753 in Sampson County. We received a request that this road be added to the State System for maintenance.

A field survey has been completed which indicates that the property owner has signed the petition.

We are preparing to add this subdivision road but I need a resolution from the County Commissioners to move forward with this process. I have enclosed a copy of the map from the Sampson County Mapping Dept. for your reference.

If you have any questions or concerns please call me at (910) 592-6174.

Sincerely,

Robert Butler
Assistant District Engineer

REB/reb

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
PETITION FOR ROAD ADDITION
FORM SR-1 REVISED 1-99

ROADWAY INFORMATION: (Please Print)

County: SAMPSON Road Name: NORTH GATE LANE
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: NORTH GATE Length (miles): 0.14
750'

Number of occupied homes having street frontage: 14

Location: 0.8 miles N E W of the intersection of Route 1751 and Route 1753
(Circle one) (SR, NC or US) (SR, NC or US)

We, the undersigned, being property owners and/or developer of NORTHGATE SUBDIVISION in SAMPSON County, do hereby request the Division of Highways to add the above described road.


CONTACT PERSON: Name and Address of First Petitioner. (Please Print)

Name: HOWELL EDWARDS Phone Number: 910-591-8703

Street Address: 14595 DUNN RD. CODWIN N.C. 28344

Mailing Address: P.O. 2121 DUNN NC 28335

<u>NAME</u>	<u>PROPERTY OWNERS</u> <u>MAILING ADDRESS</u>	<u>TELEPHONE</u>
-------------	--------------------------------------------------	------------------

<u>HOWELL EDWARDS</u>		<u>74 DEC 11</u>
-----------------------	-------------------------------------------------------------------------------------	------------------

INSTRUCTIONS FOR COMPLETING PETITION:

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach Two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

Form SR-1

FOR NCDOT USE ONLY: Please check the appropriate block

- Rural Road Subdivision established prior to October 1, 1975 Subdivision established after October 1, 1975

REQUIREMENTS FOR ADDITION

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. This right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and to execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
N/A					

**North Carolina Department of Transportation
Division of Highways
Request for Addition to State Maintained Secondary Road System**

North Carolina

County: Sampson

Road Description: Northgate Lane in the Northgate Subdivision

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of Sampson requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System, and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of Sampson that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

CERTIFICATE

The foregoing resolution was duly adopted by the Board of Commissioners of the County of _____ at a meeting on the _____ day of _____, 20__.

WITNESS my hand and official seal this the _____ day of _____, 20__.

Official Seal

Clerk, Board of Commissioners
County: _____

PLEASE NOTE:

Forward direct with request to the Division Engineer, Division of Highways

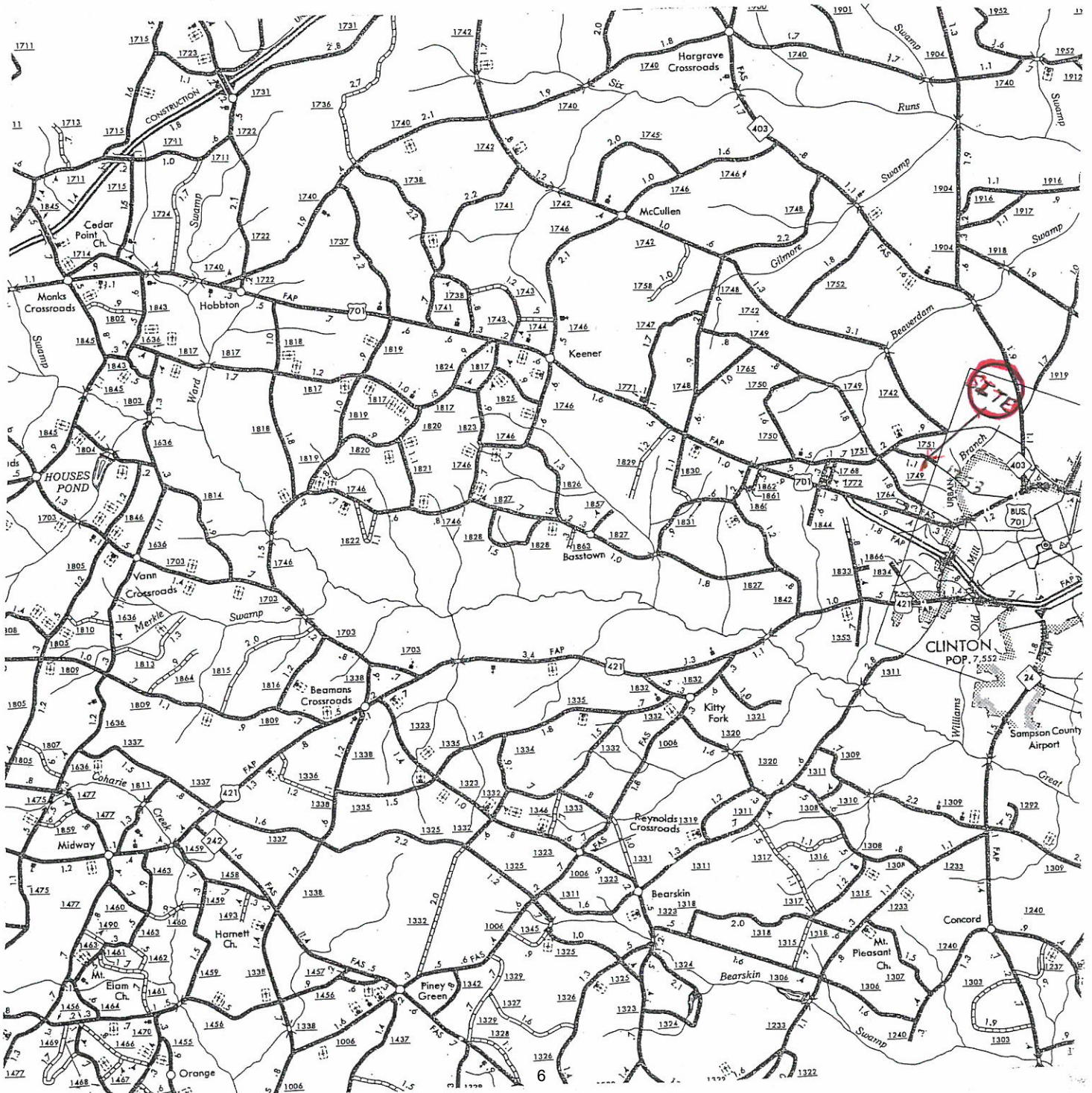
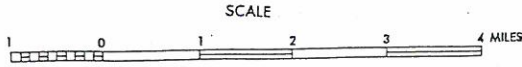
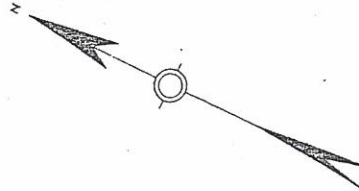
SAMPSON COUNTY

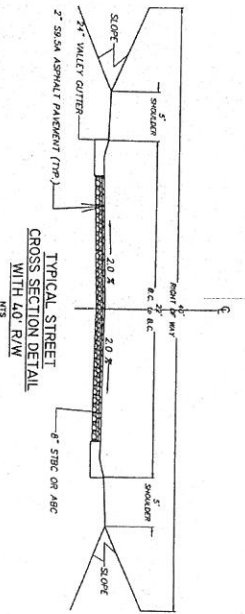
NORTH CAROLINA



PREPARED BY THE
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS—PLANNING AND RESEARCH BRANCH

IN COOPERATION WITH THE
U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION





- GENERAL NOTES:
1. AREA MEASUREMENTS CALCULATED BY COORDINATE METHOD.
 2. ALL MEASUREMENTS ARE HORIZONTAL. GROUND MEASUREMENTS EXISTING MONUMENTATION WAS FOUND AT PROPERTY CORNERS AS SHOWN.
 3. AS SHOWN.
 4. ANY CHANGE HAS BEEN PERFORMED ON THIS PROPERTY BY THIS OFFICE.
 5. NO RECOVERABLE MONUMENTATION EXISTS WITHIN 2000 FEET OF THIS SITE.

SURVEYOR'S DECLARATION TO WHOM IT MAY CONCERN

THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATED. A NORTH CAROLINA LICENSED SURVEYOR HAS CONDUCTED A THOROUGH SURVEY OF THE LAND PLATED AND HAS CONSULTED CONCERNING CORRECT OWNERSHIP, MORTGAGE, AND RECORDS OF RECORDS, ANY ENCUMBRANCES OR CLAIMS RELATING TO THE LAND PLATED. THE SURVEYOR HAS FOUND THE BOUNDARIES AND AREAS AVAILABLE TO THE SURVEYOR BY PRESENT OWNERS AT THE TIME OF THIS SURVEY AND OTHER TITLE QUESTIONS REVEALED BY THE SURVEYOR FOR ANY CONDITIONS WHICH MAY BE ASSUMED BY BUYER UNKNOWN SUCH AS: EASEMENTS, PAULY BURNING GROUNDS, TOXIC OR HAZARDOUS WASTE MATERIAL, ETC.

Handwritten signature and date
 I hereby certify that I am the owner of the property shown and described herein, which is located within the subdivision jurisdiction of the State of North Carolina. I hereby adopt this plan of subdivision with any amendments thereto as a true and correct subdivision with any amendments thereto, and dedicate all streets, alleys, paths, and other rights and easements to public or private use as noted.
 DATE: 29 MAY 09

DIVISION OF TRANSPORTATION
 DIVISION OF HIGHWAYS
 CONSTRUCTION STANDARDS SECTION APPROVED
 DATE: 29 MAY 09
 DISTRICT ENGINEER

ONLY NORTH CAROLINA DEPARTMENT OF TRANSPORTATION APPROVED SUBDIVISIONS ARE TO BE CONSTRUCTED ON PUBLIC RIGHT-OF-WAY.

FLOOD STATEMENT
 THIS PROPERTY LOCATED ON PLAN MAP 370220 (PLAN 0200) IS ZONED R-1 (RESIDENTIAL SINGLE-FAMILY) AND IS NOT IN A FLOOD HAZARD AREA AS SHOWN ON THE FLOOD HAZARD ZONE MAP OF ANY 500 YEAR FLOOD ZONE.

Handwritten signature and date
 I, JOE E. GOOMW, SR., PROFESSIONAL LAND SURVEYOR NO. L-2553, CERTIFY TO:
 THAT THIS PLAT IS OF A SURVEY THAT CREATED A SUBDIVISION OF LAND IN ACCORDANCE WITH THE SUBDIVISION ACT AND THAT THIS PLAT IS IN ACCORDANCE WITH THE SUBDIVISION ACT AND HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

Handwritten signature and date
 I, JOE E. GOOMW, SR., PROFESSIONAL LAND SURVEYOR NO. L-2553, CERTIFY:
 THAT I AM THE REGISTERED PROFESSIONAL LAND SURVEYOR WHO HAS PREPARED THIS PLAT AND WHO HAS BEEN REVIEWED AND APPROVED BY THE BOARD OF SURVEYORS AND ENGINEERS.

Handwritten signature and date
 I, JOE E. GOOMW, SR., PROFESSIONAL LAND SURVEYOR NO. L-2553, CERTIFY:
 THAT I AM THE REGISTERED PROFESSIONAL LAND SURVEYOR WHO HAS PREPARED THIS PLAT AND WHO HAS BEEN REVIEWED AND APPROVED BY THE BOARD OF SURVEYORS AND ENGINEERS.



REVIEW OFFICERS CERTIFICATE
 STATE OF NORTH CAROLINA, COUNTY OF SAMPSON
 I, Elizabeth A. Smith, REVIEW OFFICER OF SAMPSON COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS APPLIED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.
 REVIEW OFFICER: Elizabeth A. Smith
 DATE: 5-29-09

LINE TABLE

LINE	LENGTH	BEARING
L1	17.79	N087.82°W
L2	22.20	S070.00°W
L3	17.54	S070.00°W
L4	17.79	N087.82°W

CURVE TABLE

CURVE	LENGTH	RADIUS	CHD. DIR.	CHORD
C1	36.69	23.00	INTERSECT	11.42
C2	18.35	170.00	INTERSECT	18.34
C3	43.40	170.00	INTERSECT	43.29
C4	80.79	170.00	INTERSECT	80.00
C5	80.79	170.00	INTERSECT	80.00
C6	58.48	170.00	INTERSECT	62.01
C7	27.72	50.00	INTERSECT	27.57
C8	47.34	50.00	INTERSECT	45.59
C9	45.03	50.00	INTERSECT	43.52
C10	47.31	50.00	INTERSECT	45.74
C11	47.31	50.00	INTERSECT	45.74
C12	34.24	50.00	INTERSECT	32.67
C13	178.75	130.00	INTERSECT	162.77
C14	27.22	130.00	INTERSECT	26.27
C15	44.89	130.00	INTERSECT	44.66
C16	36.39	25.46	INTERSECT	11.17

Handwritten signature and date
 I HEREBY CERTIFY THAT THE WATER SUPPLY SYSTEM INSTALLED OR PROPOSED FOR INSTALLATION IN THE SUBDIVISION ENTITLED NORTHGATE HEALTH SERVICES CENTER IS IN ACCORDANCE WITH THE REQUIREMENTS OF THE (SAMPSON COUNTY HEALTH SERVICES CENTER) HEALTH SERVICES SECTION, DIVISION OF HEALTH SERVICES, NORTH CAROLINA DEPARTMENT OF HUMAN RESOURCES. APPROVED AS SHOWN.
 DATE: 5/29/09
 COUNTY HEALTH OFFICER OR DISTRICT OFFICER, N.C. DEPARTMENT OF HUMAN RESOURCES

Handwritten signature and date
 I HEREBY CERTIFY THAT THE WATER SUPPLY SYSTEM INSTALLED OR PROPOSED FOR INSTALLATION IN THE SUBDIVISION ENTITLED NORTHGATE SUBDIVISION FULLY MEETS THE REQUIREMENTS OF THE (NORTH CAROLINA DEPARTMENT OF ENVIRONMENTAL NATURE AND TOXIC CONTROL) ENVIRONMENTAL SERVICES SECTION, DIVISION OF ENVIRONMENTAL NATURE AND TOXIC CONTROL. APPROVED AS SHOWN.
 DATE: 5/29/09
 COUNTY HEALTH OFFICER OR DISTRICT OFFICER, N.C. DEPARTMENT OF ENVIRONMENTAL NATURE AND TOXIC CONTROL

Handwritten signature and date
 I DO HEREBY CERTIFY THAT THE SUBDIVISION IS IN ACCORDANCE WITH THE SUBDIVISION ACT AND THAT THE SUBDIVISION IS IN ACCORDANCE WITH THE SUBDIVISION ACT AND HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.
 DATE: 5-29-09
 CITY CLERK

REGISTER OF DEEDS CERTIFICATE
 STATE OF NORTH CAROLINA, SAMPSON COUNTY
 FILED FOR REGISTRATION AT 11:09 AM
 ON MAY 29 2009 IN THE REGISTER OF DEEDS
 ELEANOR M. BRADSHAW
 REGISTER OF DEEDS
 BY Debra Smith
 Deputy

FINAL PLAT
NORTHGATE
 SUBDIVISION

LOCATION:
 OLD RALEIGH RD.
 NORTH CLINTON TOWNSHIP
 CLINTON NC
 SAMPSON COUNTY

PROPERTY OWNERS:
 QUEST DEVELOPMENT CO., INC.
 MR. HOWELL EDWARDS
 P.O. BOX 2121
 DUNN, NC 28335

PLAN INFORMATION:
 DESIGNED BY: EE,PA
 DRAWN BY: CDR/ALP
 CHECKED BY: J.E.G.Sr
 HORIZONTAL SCALE: 1" = 60'
 VERTICAL SCALE: N/A
 DATE CREATED: 05-07-09

SURVEY INFORMATION:
 NOTES
 NOTES

Enoch
 Engineers, P.A.
 CONSULTING ENGINEERS & SURVEYORS
 1403 NC Highway 50 South - Eason, NC 27504
 Phone: (919) 894-7765 Fax: (919) 894-8190
 E-mail: enochengineers@earthlink.net

EE PROJECT: 3262
 SHEET 2 OF 2

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2 (a)

Meeting Date: August 4, 2014	<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 type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Public Hearing - Naming of Private Roads

DEPARTMENT: Emergency Management (Addressing)/ Administration

PUBLIC HEARING: Yes

CONTACT PERSON: Susan J. Holder, Assistant County Manager

PURPOSE: To receive public input on the naming of certain private roads

ATTACHMENTS: Memo, Public Hearing Ad

BACKGROUND: We have duly advertised this public hearing to receive comments on the recommendations of the Road Naming Committee with regard to the names of certain private roads:

PVT 1138 1376 Bobby Sherwood Ln
PVT 1214 2275 New Pine Ln

PRIOR BOARD ACTION: N/A

RECOMMENDED ACTION OR MOTION: Name private roads as recommended

MEMORANDUM:

TO: Ms. Susan Holder, Assistant County Manager

FROM: Ronald Bass, Emergency Management

DATE: July 21, 2014

SUBJECT: Private Road Name/Public Hearing Request

The Road Naming Committee members have reviewed road name suggestions for the following pending private road. The Committee's recommendation has been listed below:

PVT 1138 1376
PVT 1214 2275

Bobby Sherwood Ln
New Pine Ln

This is being forwarded for your review and if you concur please place this on the Board's agenda for consideration at a public hearing.

Please review and advise.

NOTICE OF PUBLIC HEARING NAMING OF PRIVATE ROADS

The Sampson County Board of Commissioners will hold a public hearing at 7:00 p.m. on Monday, August 4, 2014 in the County Auditorium, Sampson County Complex, Building A to consider public input on the naming of the following private roads:

PVT ROAD CODE

PVT 1138 1376

PVT 1214 2275

PROPOSED NAME

Bobby Sherwood Lane

New Pine Lane

Only those roads listed will be considered at this time. Questions or comments may be directed to the Office of the Clerk to the Board, 406 County Complex Road, Clinton, NC 28328. (910/592-6308 ext 2222)

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2 (b)

Meeting Date: August 4, 2014	<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"/>	

SUBJECT: Designation of Voting Delegate for NCACC Conference, August 14-17

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON: Ed Causey, County Manager

PURPOSE: To designate board member (or Manager) to serve as voting delegate at business session of NCACC Annual Conference, August 14-17 in Buncombe County

ATTACHMENTS: Voting delegate form

BACKGROUND: The North Carolina Association of County Commissioners 107th Annual Conference will be held on August 14-17 in Buncombe County. The Board needs to determine which of its attending members should be designated as the Board's voting delegate for the business session of the conference. Please note: the County may not vote unless its dues are up to date. These annual dues have not been paid under our current Interim Budget as of the date of agenda preparation.

PRIOR BOARD ACTION: None

RECOMMENDED ACTION OR MOTION: Designate a board member to serve as the County's voting delegate at the 2014 NCACC Annual Conference



Designation of Voting Delegate to NCACC Annual Conference

I, _____, hereby certify that I am the duly designated voting delegate for _____ County at the 107th Annual Conference of the North Carolina Association of County Commissioners to be held in Buncombe County, N.C., on August 14-17, 2014.

Signed: _____

Title: _____

Article VI, Section 2 of our Constitution provides:

“On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its county commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the board of county commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues.”

Please return this form to Sheila Sammons by: **Friday, August 1, 2014:**

NCACC
215 N. Dawson St.
Raleigh, NC 27603
Fax: (919) 719-1172
sheila.sammons@ncacc.org
(p) (919) 715-4365

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2 (c)

Meeting Date: August 4, 2014	<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"/>	

SUBJECT: Appointments

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON: Vice Chairman Jarvis McLamb

PURPOSE: To consider appointments to various boards and commissions

Workforce Development Commission There is one remaining vacancy for Sampson County appointees on the Workforce Development Commission, a private sector representative.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 3

Meeting Date: August 4, 2014	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input checked="" type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Consent Agenda

DEPARTMENT: Administration/Multiple Departments

ITEM DESCRIPTIONS/ATTACHMENTS:

- a. Approve the minutes of the July 7, 2014 meeting
- b. Authorize the execution of Assistance Policy and Procurement/Disbursement Policy for 2014 Single Family Rehabilitation (SFR) Grant Program with state-requested revisions
- c. Approve the late disabled veterans property tax exclusion for Wilma Wrench Edwards (surviving spouse)
- d. Approve tax refunds as submitted

RECOMMENDED

ACTION OR MOTION: Motion to approve Consent Agenda as presented

The Sampson County Board of Commissioners convened for their regular meeting at 7:00 p.m. on Monday, July 7, 2014 in the County Auditorium, 435 Rowan Road in Clinton, North Carolina. Members present: Chairman Jefferson Strickland, Commissioner Albert D. Kirby, Jr. and Commissioner Billy Lockamy. Commissioner Harry Parker was absent. Vice Chairman Jarvis McLamb arrived late, as noted below.

The Chairman convened the meeting and led the invocation. Commissioner Lockamy then led the Pledge Allegiance.

Approval of Agenda

Upon a motion made by Commissioner Kirby and seconded by Commissioner Lockamy, the Board voted unanimously to approve the agenda with the addition of a Closed Session for the purpose consultation with the County Attorney.

Roads

Monthly Report - NCDOT District Engineer Keith Eason was present to address questions or concerns from the Board or citizens in attendance. Mr. Eason reported that utility issues on Keith Road were coming to a head, so the road could be built this season and paved in the spring or summer of next year. He stated that resurfacing of 15 miles of roadway should be completed within the next few months. Mr. W. T. Stokes reported that an issue he had previously reported had been resolved.

Commissioner McLamb arrived at this time.

Item 1: Planning and Zoning Items

RZ-5-14-4 The Chairman opened the hearing and recognized Planning Director Mary Rose who reviewed the request to rezone approximately 79.36 acres located at 75 Runion Lane from RA-Residential Agriculture to I-Industrial. Ms. Rose explained that at the Board's previous meeting, the matter had been remanded back to the Planning Board for further deliberation and consideration of a zoning consistency statement. She reported that the Planning Board had reheard the findings of fact and voted unanimously to approve the request based upon the findings of fact and zoning consistency statement presented by the Planning staff. Ms. Rose provided evidence that the site had been cleaned up and violations corrected as requested by the Planning Department prior to the zoning consideration. Commissioner Kirby inquired about the opposition noted in email correspondence provided in the previous meeting agenda

materials. It was noted that the property owner's attorney's response was included in the agenda materials for the present hearing. Commissioner Lockamy asked about the owner's intended use for the property, and Ms. Rose explained that the Planning Board and Board of Commissioners were charged with considering all the potential uses within the requested zoning classification, not just what the applicant intended to use the rezoned property for. She did note that the applicant had stated publicly that he would like to pursue a sand mining operation. However, she stated, the applicant could change his mind and want to do other operations within the same classification. Mining would be a special use within the Industrial zoning district, so as an added layer, the applicant would have to submit a special use permit request to the Planning Board with a site specific plan showing he had contacted all state and local approving authorities, including NCDOT, DENR, etc. to determine suitability for the intended use. Commissioner Kirby asked if there were any other concerns raised by the person opposed other than the allegations/issues with the applicant's property in the Chesapeake area, and Ms. Rose stated that she only had what had been provided, but an adjacent owner to the proposed rezoning property was present to speak. The Chairman recognized the applicant for comments:

Curk Lane, True Line Surveying: Appearing representing the applicant who has a ruptured disc from a vacation accident. The piece of property in question is currently zoned Agricultural. It was used for a junk car salvage yard. The majority of that property has been cleaned up. The violations that you have pictures of in April were inherited, not caused by the current owner and applicant. They were there when he purchased the property. He has since cleaned it up, gotten it all clear as far as violations are concerned. The highest and best use, he feels, for this property is Industrial use, much like the asphalt plant across Highway 24 and the brickyard adjacent to his property across the railroad track, but on his side of [Highway] 24. They are currently four-laning [Highway] 24 in front of his property, so Sampson County and DOT infrastructure is in place for industrial use. Rail is right there for industrial use as well. We are requesting to rezone to Industrial. As such time in the future when an industrial property becomes available, he will have to come back with a site specific plan and application that is site specific. Our first step is to rezone it from Agriculture Residential to Industrial and then to come back for the specific use.

Commissioner Kirby: Is your opposition for one of your intended uses?

Curk Lane: In a perfect world, if everything pans out exactly like the owner wants it, he'd like to mine it for fill sand like that used to build Highway 24. And, in turn, that will eventually, when all is said and done, that will be a 70 acre or so stormwater pond. Any environmental impact that applies to the property would be handled by permitting through the Division of Water Quality or DENR. It would have to be monitored by them throughout the duration of the project, much like any other commercial project. The Army Corps of Engineers will have to be contacted, and state stormwater. There

was another concern about traffic along Highway 24, what an industrial use at that location would incur. Thanks to DOT, we'll have a four lane highway in front of that property which will alleviate a lot of that traffic. There's also two entrances to this property, separated on either side of the brick mill, giving space for ingress and egress to help with some of the traffic coming and going. There was concern about a stream being effected. The stream is actually upstream from us. Their runoff hits us; our runoff won't hit them. As far as a permitting process, we can't increase any discharge that is currently out there now. Any stormwater discharge would have to be what is called diffused flow. We would have to capture it in our impervious pond and diffuse it.

Commissioner Kirby inquired about the attorney representing the owner in the Chesapeake area and if the inherited violations were similar.

Curk Lane: What he bought was a wharf. A person had started development of a wharf, quit and left it in disrepair, on water, half built, half protected, and walked away. Part of the agreement for buying the property was when he bought it from the bank was that he bought it "pig in the blanket" including the violations, which he had to fix.

The Chairman called for comments, and the following were received:

Jerry Lucas: I am opposed. I have to be. If the Board approves the rezoning, it will be the third hit on our property within the last year. The first being when the State of North Carolina decided to declare eminent domain and take my front yard. The second was a result of a vote by this Board here to rezone property up next to me to Industrial, and now I have to contend with an asphalt plant next to me. If this zoning is approved, this is going to be the third hit to me within the last year. At the first Planning Board meeting, the vote was 3-2 against recommending the rezoning. They had another meeting, and at the second meeting, and without any input from the property owners, the vote changed to 4-0 in favor of it. I'm perplexed; I don't understand that. If there's a sand mining operation on this property, there only one viable driveway on the property right now, Runion Lane, next door to me. When Highway 24 is completed, anything coming out of that driveway would have no choice but to turn east and accelerate right behind my house. That's giving me some major concerns, and my neighbors. I'm representing two older neighbors who have some health problems and couldn't be here. We were told at the Planning Board meeting that possibly a hundred trucks a day could be coming out of that driveway. There is another driveway I have found out on the other side of the brick mill, but it is pretty narrow and would need some improvements. I would recommend if this is approved I would like to see a condition where those trucks would have to use that driveway. At least it would take them farther down the road. They wouldn't be accelerating by my house, because this is some of my concerns. My first concern is the blowing sand and dust. I don't think there's any of you ever followed a dump truck of dirt that you wanted to get close to it. I know they have to have them covered, but sand is going to be blowing, and when they come by my house

I'm going to have to contend with that. From Runion Drive to my house is only 300 feet. As a result of the design of Highway 24, I'm going to have a deceleration lane in front of my house that will make the turn into Microwave Tower Road. Which brings up another concern for me, and these concerns come right out of the Environmental Impact Statement prepared for the DOT for this Highway 24 project. The first concern I have that comes out of that statement is noise. The report states that the new lanes alone will raise the noise level by 10 decibels. You can imagine what 100 dump trucks a day accelerating by my house is going to raise noise levels to. My major concern is exhaust emissions. The Environmental Impact Statement says that where you have breakdown lanes or deceleration lanes - which I will have in front of my house - that the emissions will occur in increased concentration. Included are 7 known carcinogens. I don't want to see 100 trucks a day accelerating by my house, adding more cancer-causing agents to the air that me and my neighbors are going to have to breathe. Just because this property is in the industrial corridor, you don't need to zone it for industrial use. At least consider rezoning it for a real industry. After all this dirt is dug and hauled away, Sampson County will be stuck with a big hole in your industrial corridor that can never be used. There has to be a better use for the property.

In response to Mr. Lucas, Ms. Rose noted that all adjacent property owners were notified of the second planning board meeting and had the opportunity to speak. She further noted that any operation at the location would have to have a DOT approved driveway permit, so should not be a condition of approval for the Board of Commissioners. The Chairman closed the hearing.

Commissioner Kirby voiced sympathy for Mr. Lucas' concerns, but noted that budgetary concerns caused the Board to have to look seriously at such requests which had the potential for industrial footprints and jobs. Upon a motion made by Commissioner Kirby and seconded by Commissioner Lockamy, the Board voted unanimously to approve rezoning request RZ-5-14-4, 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-5-14-4 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 and within an Industrial Growth Corridor per Map 2-1 of the Sampson County Land Development Plan Future Land Use Map.*

RZ-6-14-1 The Chairman opened the hearing and recognized Planning Director Mary Rose who reviewed the request to rezone approximately 28.22 acres located along Harnett-Dunn Highway and Greenpath Road from MRD-Mixed Residential to RA-Residential Agriculture. She explained that the Planning staff considered the matter an oversight in the original zoning. No one appeared either in support or opposition of the request at the Planning Board hearing. The floor was opened for comments and none

were received; therefore, the hearing was closed. Upon a motion made by Commissioner Lockamy and seconded by Commissioner McLamb, the Board voted unanimously to approve rezoning request RZ-6-14-1, 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-6-14-1 is consistent with the goals and objectives of the Sampson County Land Use Plan for residential growth due to the fact this property is located within a portion of the County designated as a Residential Growth Area in Section 2 of the Sampson County Land Use Plan (Future Use Map). This section further identifies appropriate uses for this area would include primarily residential development.*

Item 2: Reports and Presentations

Recognition of Retirees Retirees Sandra Hines and Drew Melvin were presented with plaques in recognition of their years of service with the County.

Item 3: Action Items

Public Hearing - Consideration of Extension of Existing Agreement to Provide Performance Based Incentives for Economic Development Project The Chairman called the hearing to order and recognized John Swope who explained that this hearing and the hearing to follow were in follow-up to previous hearings held on June 17, 2013 regarding grant back incentives for an economic development prospect, and that maps were available should the public have interest and questions. The purpose of the hearing was to receive public comment with regard to the County's intention to extend its incentive agreement with the economic development prospect (which expires on July 19) for an additional six-month period to allow the company to complete its preliminary work for the site acquisition and project start up. County Attorney Joel Starling explained that the action would be to approve a short amendment to the existing Incentive Agreement. He noted that the only two substantive changes were the extension of the effective date and a slight modification of approximately \$10,000 to the amount of direct investment anticipated by the company. It was noted that the document was not being provided to anyone other the Board as the County was subject to a confidentiality agreement with the prospect company. All of the required information had been provided, however, in the hearing advertisement. There were no comments from the floor. Upon a motion made by Commissioner Lockamy and seconded by Commissioner McLamb, the Board voted unanimously to approve the amendment to the Incentives Agreement.

Public Hearing - Consideration of Extension of Existing Option Agreement The Chairman called the hearing to order, and again recognized Mr. Swope and Mr. Starling. Mr. Starling explained that the Board was being asked to approve a document

which extends the term of an option previously entered into with the company, for a same six month term as the incentive agreement extension discussed in the previous hearing. It also corrects the anticipated employment from 50 employees to 79 employees. The floor was opened for comments, and the following were received:

Glenn Grey: I am here representing Enviva. I just want to take a moment to reinforce our commitment to moving this project to Sampson County. We've been moving forward with engineering. We've been moving forward with equipment purchases. We've already made significant commitment with equipment purchases. We've got equipment with 8 and 10-month delivery, so we've got to get this equipment on order. Things have not moved as quickly as we had anticipated getting all our permits. That's the reason why we are asking for this extension and on these options. We have not been able to secure them in the time we did on our other projects. We're moving forward with the purchases, and as soon as our permits are delivered from DENR, I think you'll see activity within weeks. We appreciate your consideration.

Commissioner Kirby stated that Mr. Grey was good enough to share with him how this project would differ from Enviva's others that had had some negative consequences, so any time that could be articulated that would be good. Mr. Grey stated that the site proposed for Sampson County was approximately 180 acres, plus an option on 20 acres to allow for an additional buffer. They planned to disturb only 80 acres, which would leave the rest in pine as a buffer. Commissioner Kirby stated that an engineer had also told him there would be more sophisticated equipment as well, and Mr. Grey stated all control equipment had been stepped up several notches. The company had learned with construction of each of its plants. The hearing was closed. Upon a motion made by Commissioner Lockamy and seconded by Commissioner McLamb, the Board voted unanimously to approve the amendment to the Option Agreement.

Appointments - Workforce Development Board This item was tabled.

Appointments - JCPC Upon a motion made by Commissioner McLamb and seconded by Commissioner Kirby, the Board voted unanimously to reappoint the following members to the JCPC Board:

Terrace Miller	Clinton City Schools	June 2014-June 2015
Darold Cox	General Public	June 2014-June 2015
Billy Frank Jackson	General Public	June 2014-June 2015
Jimmy Thornton	Sheriff's Department	June 2014-June 2016
Ken Jones	Mental Health	June 2014-June 2016
Albert Kirby	Commissioner	June 2014-June 2016
Sarah Bradshaw	Social Services	June 2014-June 2016
Wanda Robinson	Health	June 2014-June 2016

Raymond Spell	Parks and Recreation	June 2014-June 2016
Tracy Arrington	Chief Court Counselor	June 2014-June 2016
Kennie Buchanon	R.L.E.	June 2014-June 2016
Edwin Causey	County Manager	June 2014-June 2016
Clem Mason	General Public	June 2014-June 2016
Nate Bell	Business Rep.	June 2014-June 2016
Tommy Macon	County Schools	June 2014-June 2016

Item No. 4: Consent Agenda

Commissioner Kirby asked that the minutes presented for approval be revised to more clearly show that he was present, as he arrived late due to work obligations. Upon a motion made by Commissioner Kirby and seconded by Commissioner Lockamy, the Board voted unanimously to approve the Consent Agenda items as follows:

- a. Approved the minutes of the June 5, 2014 and June 10, 2014 meetings (as corrected)
- b. Adopted a resolution proclaiming Sampson County as a Purple Heart County (Copy filed in Inc. Minute Book _____, Page _____.)
- c. Authorized the execution of the contract with The Wooten Company for administrative services associated with the Single Family Rehabilitation (SFR) Housing Grant Program (Copies filed in Inc. Minute Book _____, Page _____.)
- d. Approved the late disabled veterans property tax exclusions for Cynthia Blount and Robert McKethan
- e. Approved the following tax refunds:

#6212	James G. McGowan	\$641.29
#6247	Hosea Wayne Boyette	\$181.10
#6265	Dennis Angel Menendez	\$160.08
#6270	Edward Leon Parker	\$198.43
#6263	Christopher Lynn Tyndall	\$116.57
#6240	Deborah Taylor	\$148.61
#6241	Lee Taft Matthews	\$290.13
#6251	Helen & Upton Tyson	\$414.79

- f. Approved the following budget amendments:

<u>EXPENDITURE</u>		<u>Health/WIC</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
12551100	581002	Transfer to Other Programs		16,723.00
12551670	512100	Salaries	113,825.00	
12551670	512700	Longevity	122.00	
12551670	518100	FICA		154.00
12551670	518120	Medicaid FICA		37.00
12551670	518200	Retirement		250.00
12551670	518300	Group Insurance	9,672.00	
12551670	518400	Dental Insurance		30.00
12551670	518600	Workman's Comp		2,274.00
12551670	518901	401K	291.00	
12551670	526200	Department Supplies		199.00
12551670	529700	Lab Supplies		57.00
12551670	531100	Travel		1,743.00

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
12535110	404000	General Admin State Assistance		16,723.00
12535167	404000	WIC State Assistance	16,723.00	

<u>EXPENDITURE</u>		<u>Clinton Supplemental CE</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
26659100	581001	Transfer of Funds to Clinton City BOE	54,000.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
26031840	412000	Current Year Taxes	34,000.00	
26031840	414000	Prior Year Taxes	20,000.00	

County Manager Reports

County Manager Ed Causey noted that at the Board's June 26th work session, the Board adopted an interim budget for the month of July and asked that budgets be prepared for all departments with a 5% reduction, not deferrals. He reported that on Monday, June 30th, he met with all department heads to advise them how to prepare the information in response to the Board's request. He noted that the following day he, Finance Officer David Clack and Assistant County Manager Susan Holder would begin meeting with every department head to review their proposals and hope to be finished by July 9th. Because of the seriousness of the request and its potential long term impacts, he asked the Board to consider convening their next budget work session early in the morning of whatever date they would choose, with the expectation of working all day to give all of the department heads, and the funding partners such as the school systems, the opportunity to share with the Board the impacts of the 5% reductions.

Recognizing these reductions could have impacts well after December, he encouraged the Board to invite all candidates for commissioner seats to attend the meeting.

Commissioner Kirby asked if the 5% included capital expenditures, and Mr. Causey clarified that staff's understanding was that the reductions were to be real time, permanent cuts that could be carried over into subsequent years. He noted that Mr. Clack would be asked to calculate other impacts or other costs that would have to be considered with regard to the cuts for the total products, as well the mandated vs. non-mandated programs.

The Board determined their availability for July 23, 2014. Chairman Strickland stated that this had been a difficult process for the Board and staff and employees, and there was a fatigue factor that had set in. He encouraged the members of the Board to take home and consider as an alternative adjusting the budget by another \$300,000 to lower the tax rate increase to 4.5 cent. If they felt this was workable, he asked the Board to call the County Manager.

Public Comments

The following public comments offered:

Walter Vann: I spent 26 years in the military. My problem is my family finally moved back to Sampson County about four years ago in my mother's residence, and I had a problem getting a permit. My brother's having the same problem getting a permit. He's been homeless for the last two years. He's been living with his son. He's trying to get a permit to get his electricity turned on, and every time he goes to get he runs into a roadblock with zoning. It don't make sense. He wrecked his car. His electricity was turned off because he worked out of state, on his way back he had an accident and he broke his ankle and his legs. He's been disabled since, and his income would be about \$700 a month. Last year he went to Mr. Fannin, and I told him to tell Mr. Fannin not to come, and told him what I went through. I told him he would have to clean up his residence, get it neat because I read the guidelines dealing with zoning. As long as it is out of sight, I guess it is okay, because I've got some stuff behind my barn that is out of sight. They came out there today, as a matter of fact they told him he couldn't even come to speak at this meeting. His brother (no name provided) interjected that they told him he had to have some paper or something. He stated that told him he had to have the Health Department check the septic tank; he had two tires, and other debris. He stated he didn't understand why he would have to move his mobile home because it was not 80 feet from the road when there were homes on the road not 80 feet from the road. (Photographs of Mr. Vann's original problem were provided.)

Commissioner Kirby stated he personally would talk with planning about the situation.

Ann Knowles: Our budget will be finalized in few days, and this is a time that I asked my veterans to come out and show you who you're looking at when you look at my budget and at that 5% cut. (Asked veterans to stand.) This is your 5% cut; this is your veteran's program. The only place that we can cut is the Veteran's Day program and the Memorial Day program and my travel where I take veterans to the hospital, or go to their homes, or go to my training, so I can be the best County service officer. I want you to look at them so when you get to my budget and you say 5%, that's all she can do; the rest is supplies and computers and copiers. That's all the "fluff," if you want to call it, in my budget. It's really disheartening that we have had to come to this. I'd rather my veterans come to a meeting that we are celebrating them because what is our county about, why is our county here, but because of them. I've been told by several don't worry about your budget, but you and I know that that is not the right thing. Mr. Causey has stated, it is across the board. No one is exempt. I knew better than to take it lightly. He told me they were permanent cuts. I certainly can't cut the telephone or the copier machine, or the fax machine. I'm certainly not cutting the two people that work in that office salaries. They don't get paid anything now. As a matter of fact, I'm begging for that pay plan. I want you to feel our part. The County Manager said I need 7 cents to dig out of the hole, and now we're talking about 4.5 cents. Next year, he's going to come back and say y'all got to permanently cut again because we're still not digging out of this hole. I don't want to pay more taxes, but do I want to get our County back on solid ground. Do I want County employees to quit worrying are they going to cut my days? Are they going to cut my salary? Everyone man and woman standing deserves a Veterans Day program. It is the least we can do for them. I want y'all to go home and think about 7 cents so we can have a pay study, we can have our County back the way it was. Stressful? You're right. We've worked on budget for one solid year, and we're no closer today than we were one year ago.

Tex Howard, President of Sampson County Veterans Council: We just approved the Purple Heart [resolution]. This is a subject dear to me. I am wounded warrior; two time recipient of the Purple Heart. If we can recognize the Purple Heart recipients to be a Purple Heart county, we should carry our patriotism just a little further and not do anything that will cut your veterans. When you are cutting your veterans, you are also cutting the ones that received the Purple Heart. You're cutting the ones, although they are not here, the ones that died for the cause for this county, state and nation. On behalf of the veterans of this county, state and nation, I recommend and desire you approve the issue that Ms. Knowles is asking for.

Frederick Maxwell: I've been here for 7 years, and a member VFW and a former officer of the Veteran's Council. In those 7 years, I've watched the Veteran's Council and I've watched the VFW struggling with diminishing funds but increasing members and increasing responsibilities. In those 7 years, I've watched Mrs. Knowles several times wondering how she was going to make things happen for the Veteran's Council. The second and third order effect of this diminishing funds is putting the load right on the

veterans because we take up the slack anyway. If there's nobody available for transportation, another veteran does it. If there's a homeless veteran somewhere, we reach into our pockets because we don't have a fund to provide housing or food. I know it's extremely important for Mrs. Knowles to make those trips for her training because it directly improves our situation. She mentioned the two events that we have, Memorial Day and Veterans Day. Even those, with the funding that we get now, we still reach into our pockets to support those programs. I'm begging you please, don't cut our budget.

Keith Jackson, Plain View Fire Department: I am also President of Sampson County Fire Association. This year we found out we would be effected by the cuts also because of the funding we receive from the County out of the General Fund. My department was established in 1965, and we have served northern Sampson County since that time, and we've kept the same tax rate since 1965. We have been fortunate to have growth in our end of the county. Every department in Sampson County has been challenged to lower their insurance rating. The majority of the departments have. What that means is every taxpayer in a district with a lowered rate gets a lower insurance premium. We did that not to benefit the fire department, but to benefit the taxpayers. Right now, we're in kind of a touchy situation with volunteers in our county. A lot of departments, and our department, with the help of our Board of Directors, made the commitment three years ago to have part-time staff at our department, 7-4 pm, five days a week. This is done out of my budget. I didn't ask for an increase in my tax rate. I didn't come and ask you for any money. Right now, we have departments that cannot staff a truck adequately because quite frankly we don't have the volunteers we used to have, and these fire departments have used these budgets this year to try to add some part-time staff. If we get this 5% cuts, of our General Fund allowance, some departments are not going to be able to do that. I have been a part of this organization for some 20 years now, and a Chief for 16 years. I hope that would be considered because we are at a point where departments are going to have to add staff to be able to do the job that we signed up for when we had a contract with the county. I ask that you consider that along with all emergency services. Emergency services, the department as a whole, has made great strides; added an ambulance, put people on the road. We've got people who can get there now. We're at a higher level than we've ever been, and these cuts are going to put us going backwards.

Closed Session

Upon a motion made by Commissioner Lockamy and seconded by Commissioner Strickland, the Board voted unanimously to go into Closed Session pursuant to GS 143-318.11(a)(3) for consultation with the County Attorney. In Closed Session, the County Attorney briefed the Board on potential condemnation actions to be taken with regard to easements for water line extensions for the well project. No action was taken in Closed Session. The Board returned to the Auditorium. Upon a motion

made by Commissioner McLamb and seconded by Commissioner Kirby, the Board voted unanimously to come out of Closed Session.

Recess to Reconvene

Upon a motion made by Commissioner Lockamy and seconded by Commissioner Kirby, the Board voted unanimously to recess to reconvene on Wednesday, July 23, 2014 at 9:00 a.m. in the County Auditorium for a budget work session.

Jefferson B. Strickland, Chairman

Susan J. Holder, Clerk to the Board

Memo

To: David Clack, Finance Officer
From: Juanita Brewington, Senior Finance Technician - Housing 
Date: July 16, 2014
Re: Single Family Rehab Program (SFRLP14)

As you are aware, Sampson County has been approved for the 2014 Single Family Rehabilitation (SFR) program funded through the North Carolina Housing Finance Agency (NCHFA). Our initial set aside amount of funds is \$170,000 for 3 units. Upon completion of 2 units Sampson County can request setup of additional units. With these SFR funds we propose to service 15 units with rehabilitation work complete and grant closeout prior to June 30, 2017.

The Board of Commissioners originally approved the Assistance Policy and the Procurement/Disbursement Policy for the SFR program at the May meeting. Our NCHFA representative has contacted us in reference to some additional items that needed to be included in the policies. We have amended these policies per the NCHFA's request and are seeking the Board of Commissioners approval of the policies.

Once the policies are approved and submitted to NCHFA we can begin the process of accepting applications for participation in the SFR program.

**SAMPSON COUNTY
ASSISTANCE POLICY
FOR THE 2014 CYCLE OF THE
SINGLE-FAMILY REHABILITATION PROGRAM**

What is the Single-Family Rehabilitation Program? Sampson County has been awarded \$170,000 by the North Carolina Housing Finance Agency (“NCHFA”) under the 2014 cycle of the Single-Family Rehabilitation Program (“SFR2014”). In addition to this award, participation in this round includes County membership in a performance pool which will allow for service to additional applicants. This program provides funds to assist with the rehabilitation of moderately deteriorated homes which are owned and occupied by lower-income households. The County, one of a small number of organizations funded in the whole state under SFR2014, plans to apply the funds toward the rehabilitation of single family homes within Sampson County.

This Assistance Policy describes who is eligible to apply for assistance under the SFR program, how applications for assistance will be rated and ranked, what the terms of assistance are and how the whole rehabilitation process will be managed. The County has tried to design this SFR2014 project to be fair, open, and consistent with the County’s approved application for funding and with NCHFA’s SFR Program Guidelines.

The funds provided by NCHFA come from the U.S. Department of Housing and Urban Development’s (HUD) federal HOME Investment Partnerships Program. The County has engaged the services of The Wooten Company to act as the County’s agent in this process and help the County implement this grant.

Program Goals and Objectives. The primary goal of the 2014 cycle of the SFR program is to encourage the comprehensive rehabilitation of scattered-site-single-family housing units owned and occupied by very low and-low income elderly and/or disabled homeowners.

The objectives of the SFR Program are:

- 1) To promote equitable distribution of program funds across the state;
- 2) To serve elderly and disabled homeowners, as well as households with elderly and/or disabled fulltime household members or with a child under the age of six whose health is threatened by the presence of lead hazards, with incomes at or below eighty (80%) of area median incomes;
- 3) To facilitate aging in place amongst elderly and disabled homeowners through accessibility modifications;
- 4) To promote the long-term affordability and lower operating costs of assisted units through cost-effective energy-efficiency measures and performance testing;
- 5) To facilitate the continued development of rehabilitation management skills among recipient organizations; and
- 6) To complement other housing repair and rehabilitation programs and ensure that all available program funds are invested within the limited time available.

SFR Rehabilitation Standards ensure that each unit assisted will make a long-term positive impact on the state’s housing stock by providing decent, affordable housing for at least another generation.

Who is eligible to apply? There are three major requirements to be eligible for SFR2014 assistance. The applicant MUST:

- 1) The homeowner’s family or household must be below 80% of median area income.

- 2) A member of the household must be elderly and/or disabled, or a child under the age of six whose health is threatened by the presence of lead hazards in the home.
- 3) The applicant's house must be deteriorated, but not so much that the homes selected for rehabilitation cannot be brought up to standards with the limited funding available (maximum of \$45,000/house). **Unfortunately, some otherwise-eligible Sampson County families will be deemed ineligible because their homes fail this test.**

More specifically, to be eligible for consideration, homeowners must meet the following requirements:

- Applicants for SFR rehabilitation funds must prove that they own and occupy the property to be rehabilitated as their primary residence. Life Estate is an acceptable form of ownership interest under the SFR program.
- The property owner must be free of any back taxes or liens in default at time of application.
- Applicants must not be in foreclosure proceedings.
- Applicants and household members cannot have been convicted of any felonies within the past ten (10) years.
- Any bankruptcies must have been discharged for at least three (3) years for applicants to be considered for assistance.
- Applicants must not have any judgments against them or the property.
- Applicants must reside within Sampson County.
- Applicants must be a U.S. citizen.
- Applicants' homes must meet all of the tests listed below. (See "What types of houses are eligible?" below)
- Applicants' household incomes must fall at or below 80% of the area median. (See chart below.)

**2014 HUD Income Limits for Sampson County*
Single-Family Rehabilitation Program (SFR14)**

Income Limit Category (\$)	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Extremely Low (30%)	11,670	15,730	19,790	23,850	26,700	28,700	30,650	32,650
Very Low (50%)	17,300	19,800	22,250	24,700	26,700	28,700	30,650	32,650
Low (80%)	27,650	31,600	35,550	39,500	42,700	45,850	49,000	52,150

*based on the HUD FY2014 Median Family Income of \$46,800.

What types of houses are eligible? Properties are eligible only if they meet all of the following requirements:

- The property must be an owner-occupied, single-family house within Sampson County.
- The property must require at least \$5,000 of improvements in order to meet SFR program standards.
- The property must be free of environmental hazards and other nuisances or any such hazards or nuisances must be corrected as part of the rehabilitation of the unit. The Rehabilitation Specialist will determine whether there are environmental hazards/nuisances present on the site and if they can be removed through rehabilitation.

- The housing unit must be capable of meeting, upon completion of rehabilitation, NCHFA SFR14 Rehabilitation Standards (which include HUD's Section 8 Housing Quality Standards, Home Performance with ENERGY STAR –HPwES- Standards, Environmental Standards consistent with federal HOME program requirements, Lead-Based Paint Hazards per 24 CFR 35, and SFR General Standards). All rehabilitation work must be performed to NC State Residential Building Code Standards.
- **The property must be economically feasible to rehabilitate.** This means that it must be possible to bring the unit into compliance with all SFR2014 rehabilitation standards at a cost not exceeding the program limits (\$45,000 per house).
- Properties cannot be located in the right-of-way of any impending or planned public improvements. The County will make this determination.
- The property must be current with all taxes. If the owner is unsure about this, they can call the Sampson County Tax Assessor's Office at (910) 592-8146.
- The property cannot be located on a site that is endangered by mudslides, landslides or other natural or environmental hazards. The County will work with the homeowner to make this determination, if needed.
- **Manufactured housing is NOT eligible.** If the owner is unsure about real property status, they can call the Sampson County Tax Assessor's Office at (910) 592-8146.
- The property may not be located in a flood hazard area. The County will verify whether the home is in the flood plain. Sampson County will not provide any subsidies for flood insurance.
- The property cannot have been repaired or rehabilitated with public funding of \$5,000 or more within the past 10 years without NCHFA approval.
- The post-rehabilitation value of home cannot exceed \$138,000, which is the HUD-issued limit representing 95% of the area median purchase price for existing single-family housing units.
- Sampson County will not be testing homes for radon.

How are applications ranked? There are many more eligible households (with eligible houses) than can be assisted with the available funds. Therefore, the County has devised the following priority system to rank eligible applicants, determine which of them will be selected for assistance, and in what order. Under this system applicants will receive points for falling into certain categories of special need. The applications will be ranked according to which receive the most points. In the event of a tie, the lower income applicant will receive priority.

Recipients of assistance under the SFR program will be chosen by the criteria below without regard to race, creed, sex, color or national origin.

**Priority Ranking System for Sampson County
2014 Single-Family Rehabilitation Program**

Special Needs (for definitions, see below)	Points
Elderly Head of Household (<i>62 or older</i>) or Disabled Head of Household	3
Disabled or Elderly Household Member (<i>not Head of Household</i>)	1

Income (See Income Table above)	Points
Less than or equal to 30% of County Median Income	3
31% to 50% of County Median Income	2
51% to 80% of County Median Income	1
81% or above of County Median Income	Not Eligible

Year Built (as listed by the tax department)	Points
Built after 1978	5
Built in 1970-1978	3
Built before 1970	0

The definitions of special needs populations under Sampson County’s SFR2014 Project are:

- *Elderly*: An individual aged 62 or older.
- *Disabled*: A person who has a physical, mental or developmental disability that greatly limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment, as defined at 24 CFR part 8.
- *Head of Household*: The person or persons who own(s) the house.
- *Household Member*: Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a “household member”. The number of household members will be used to determine household size and all household members are subject to income verification.
- *Occupant*: An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of the household, regardless of the time of occupancy); or non-immediate family member who has resided in the dwelling at least 3 months prior to the submission of the family’s application.

Marketing the Program - Sampson County, through its agent, will advertise the program and the application period in *The Sampson Independent*. Notices will be posted in the County administration buildings and with local service providers to fixed income residents.

What are the terms of assistance under SFR2014? The County will provide several types of assistance to the homeowners whose homes are selected for rehabilitation. The County, through its agent, will determine the scope of work needed to meet SFR program standards, prepare a work write-up and bid documents, solicit competitive bids from approved contractors, provide contract documents, conduct a pre-construction conference, inspect work in progress, and disburse funds to the contractor.

Funds to pay for the rehabilitation work are provided by the NCHFA in the form of an interest-free loan, forgiven at \$3,000 per year. As long as the borrower lives in the home, no payments on the loan will be required.

A SFR2014 loan, or the un-forgiven balance on the loan, will become due and payable to the Agency upon default or transfer of title. Loans may be assumed to heirs or income-eligible buyers if they use the home as their principal residence. Of course, if the recipient prefers, the loan can be paid off at any time, either in installments or as a lump sum payment.

Each unit must use a minimum of \$5,000, but not more than \$45,000 of SFR2014 funds. The amount will depend on the scope of work, as determined by the Rehabilitation Specialist, and the best bid received. This amount also includes costs for lead inspections, lead risk assessments and pressure diagnostic testing.

The form of assistance for construction-related costs (hard costs) will be provided as no interest, no payment loans, which are forgiven at the rate of \$3,000 per year. The forgivable loan may not exceed \$45,000. In addition, assistance for cost associated with construction (soft costs) such as environmental reviews, property evaluation and inspections will be provided in the form of a grant. The grant is funded by the HOME Investment Partnerships Program.

What kinds of work will be done? Each house selected for assistance will be rehabilitated to meet NCHFA SFR2014 rehabilitation standards. These requirements are spelled out in full in the County's 2014 SFR Program Administrator's Manual, which is available online at www.nchfa.com, or may be viewed at reasonable times, upon request, at the County Administration Building. Topics covered in the manual include Rehabilitation Standards, General Requirements, Housing Quality Standards, Energy-Efficiency Standards including Home Performance with ENERGY STAR (HPwES), Environmental Protection and Lead-Based Paint Requirements.

In addition to the above items that must be done to satisfy NCHFA requirements, the scope of work may also include certain items meant to enhance or protect neighborhood and unit property values, and/or home modifications designed to enable frail or disabled household members to function more independently.

Generally, the County (through its agent) will specify that rehabilitation tasks be accomplished in the least-expensive method that is deemed adequate to meet program standards. The SFR assistance cannot be used for luxury or unnecessary cosmetic or remodeling work.

Of course, contractors performing work funded under SFR2014 are responsible for meeting all local requirements for permits and inspections. All work done under the program must be performed to NC State Residential Building Code standards. This does not mean, however, that the whole house must be brought up to Building Code Standards.

Who will do the work on the homes? The County is obligated under SFR2014 to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open and competitive process. To meet those very difficult requirements, the County (through its agent) will invite bids only from licensed contractors who are part of an "approved contractors' registry". To be on the registry, contractors must (1) fill out an application form, listing several references and recent jobs completed, (2) have their recent work inspected, reviewed and approved by the Rehabilitation Specialist, (3) be licensed in the state of North Carolina, and (4) submit proof of liability and workers' compensation insurance at the appropriate levels required by the County. Sampson County will take steps to encourage the local Sampson County contractors to be part of the County's approved contractor registry and to participate in the bidding process.

The County reserves the right to remove any contractor from the registry for any non-discriminatory reason. Both Sampson County and its agent invite minorities to participate in the SFR program and do not discriminate on the basis of race, color, gender, national origin, age, religion, creed, disability, or sexual orientation. Sampson County is an equal opportunity employer.

Approved contractors will be invited to bid on each job, and the lowest responsive and responsible bidder will be selected for the contract. "Responsive and responsible" means the contractor (1) is deemed able to complete the work in a timely fashion, (2) that the bid is within 15% (in either direction) of the County agent's cost estimate, and (3) there is no conflict of interest (real or apparent).

If the contractors fail any of these tests for responsive and responsible bidder, the County has the option to reject all bids and rebid the jobs. Sampson County will ensure that no rehabilitation work will be contracted with businesses or individuals which are debarred, suspended, or otherwise ineligible. Note: all contractors must be licensed general contractors in the state of North Carolina to bid in this program, regardless of bid amount.

In the event of a true emergency situation (i.e., natural disaster, immediate threat to life/safety, fire, etc.), the County reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, faxed bids and the like. For telephone bids, the County will contact the first three responsive and responsible contractors on the County's approved contractor registry who have indicated on their application a desire to be on the telephone call list. The County will track who has been responsive and called and will rotate through the list before starting the rotation again. Should such methods ever become necessary the transaction will be fully documented.

In the event that no bids are received, the County will submit a second notification to all contractors on the County's approved registry with an invitation to bid.

If required, lead-based paint hazard reduction and/or abatement (as described at 24 CFR part 35) will be performed by contractors who are trained and are state certified to perform such work. Under SFR2014, a lead hazard evaluation must be performed on every home selected for rehabilitation that was built before 1978. The specific type of evaluation and the appropriate lead hazard reduction work performed will depend on the total amount of federal funds used to rehabilitate the home.

It may be necessary for the household to relocate during the construction process for protection against lead poisoning. If relocation is required as a result of activity related to the rehabilitation of the home, the homeowner shall explore every option to provide the payment for the relocation. However, financial assistance may be available on a case-by-case basis to help address the financial burden, depending on the individual work budget for the housing unit.

Bid packages shall consist of an invitation to bid, work write up(s), and bid sheet(s) for each job. Although bid packages must be bundled for multiple job sites, the bids for multiple job sites shall be considered separate and apart when awarded and shall be awarded to the lowest 'responsive and responsible' bidder for each job site. Bids must include a cost-per-item breakdown with line item totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded. All sealed bids will be opened publicly at a time and place to be announced in the bid invitation. All bidders are welcome to attend.

No work may begin prior to an executed and signed contract being awarded and a written order to proceed provided to the contractor. In addition, a pre-construction conference and "walk through" shall be held at the work site prior to commencement of repair work.

Any change to the original scope of work must be reduced to writing in the form of a change order, agreed upon by all parties. The change order must detail any changes to the original

contract price. The change order must be signed by all parties of the original contract and must be signed by two agents of Sampson County.

What are the steps in the process, from application to completion? Now that you have the information about how to qualify for the 2014 Sampson County Single-Family Rehabilitation Program, what work can be done, and who will do it, let's go through all the major steps in the process:

- 1. Completing an Application Form:** Homeowners who wish to apply for assistance must submit an application form by September 10, 2014. Applications submitted after September 10, 2014 will be considered, but only after all applications submitted prior to this deadline are considered. Apply by contacting Juanita Brewington, Senior Finance Technician, at (910) 592-7181 extension 2256 or at 406 County Complex Road, Building C, Clinton, NC 28328. Proof of ownership and income are required. Those who have applied for housing assistance from the County in the past will not automatically be reconsidered. A new application will need to be submitted.
- 2. Screening of Applicants/Formal Application:** Applications will be rated and ranked by the County and its agent based on the priority system outlined above and the feasibility of rehabilitating the house. The households to be offered assistance will be selected by the County working in tandem with its agent, at which time the household will be required to complete a more detailed application form for rehabilitation assistance. Household income will be verified for program purposes only (information will be kept confidential). Ownership of property will be verified along with other rating factors.
- 3. Preliminary Inspection:** The Rehabilitation Specialist will visit the homes of potential recipients to determine the need and feasibility of the home for rehabilitation. Feasibility includes determining if the housing can potentially be rehabilitated for less than \$45,000 and brought up to HPwES standards. The post-rehabilitation value of the homes chosen to receive assistance cannot exceed \$138,000.
- 4. Applicant Interviews:** Approved applicants will be provided detailed information on assistance, lead hazards, program rehabilitation standards and the contracting procedures associated with their project at this informational interview. Any information about the homeowner and house not obtained during the screening process will be obtained. Before proceeding with the rehabilitation of their home, the applicant will be given five (5) days in which to decide whether to accept the loan and participate in the SFR program or not. Applicants will be encouraged to consult with family members and legal professionals in order to determine the best course of action for them. Homeowners will be asked to complete a written agreement that will explain and govern the rehabilitation process and define the roles of the parties involved. The County, through its agent, will then submit to the NCHFA the SFR2014 Loan Application and Reservation Request for each potential borrower for approval of SFR funding. Applicants not selected for SFR2014 assistance will be notified in writing with a Notice of Disposition within 30 days of completion of the applicant screening process.
- 5. Work Write-up:** The Rehabilitation Specialist will visit the home again for a more thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace, if any. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks and the like. The Rehabilitation Specialist will prepare complete and detailed work specifications (known as the "work write-up"), that also

includes items to meet HPwES Standards. A final cost estimate will also be prepared by the Rehabilitation Specialist and held in confidence until bidding is completed.

6. **Bidding:** The work write-up and bid documents will be mailed the contractors from the Approved Contractors Registry who will be given two to three weeks in which to inspect the property and prepare bid proposals. The names of the invited contractors will be supplied to the homeowner. Each will need access to all parts of the house in order to prepare a bid. A bid opening will be conducted at the County Administration Building at a specified date and time, with all bidders and the homeowner invited to attend.
7. **Contractor Selection:** Within 24 hours of the bid opening, after review of bid breakdowns and timing factors, the winning bidder will be selected. All bidders and the homeowner will be notified of (1) the selection, (2) the amount, (3) the amount of the County's cost estimate, and (4) if other than the lowest bidder is selected, of the specific reasons for the selection. The County may reject bids for any non-discriminatory reason.
8. **Loan Closing and Contract Execution:** Loan and contract documents will be executed; these will bind all parties and make the project official. The contract will be between the contractor and the homeowner, with the County signing as an interested third party. Contractors must submit proof of liability and workers' compensation insurance. Note: North Carolina law states you have the right to be represented by council at a loan closing. If you choose not to be represented, you must sign an Unrepresented Borrower Affidavit.
9. **Pre-Construction Conference:** After the contract is executed, a pre-construction conference will be held at the home or Sampson County Administration Building. At this time, the homeowner, contractor and program representatives will discuss the details of the work to be done. Starting and ending dates will be agreed upon, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home (such as old cabinets, etc.). Within three (3) business days of the pre-construction conference, the County will issue a "proceed order" formally instructing the contractor to commence by the agreed-upon date.
10. **Construction:** The contractor will be responsible for obtaining a building permit for the project before beginning work. The permit must be posted at the house during the entire period of construction. Program staff will closely monitor the contractor during the construction period to make sure that the work is being done according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. All repair work must be inspected by (a) the County's Rehabilitation Specialist, (b) the Code Enforcement Officer/Building Inspector, and (c) the homeowner prior to any payments to contractors. The homeowner will be responsible for working with the contractor toward protecting personal property by clearing work areas as much as practicable.
11. **Temporary Relocation:** Temporary relocation may be necessary for various reasons including the presence of lead-based paint hazards. If relocation is required as a result of activity related to the rehabilitation of the home, the homeowner shall explore every option provide the payment for the relocation. However, financial assistance may be available on a case-by-case basis to help address the financial burden, depending on the individual work budget for the housing unit.
12. **Change Orders:** All changes to the scope of work must be approved by the owner, the contractor, and two Sampson County officials and reduced to writing as a contract

amendment ("change order"). If the changes require an adjustment in the loan amount, the change must be specified in the change order.

- 13. Progress Payments:** The contractor is entitled to request a maximum of two partial payments during construction, when the contract is 30% and 80% complete. When a payment is requested, the Rehabilitation Specialist will inspect the work within three business days, list all items deemed 100% complete, and calculate a payment based on 90% of the total contracted amount of those completed items. Payment will be made within four business days of receiving funds from NCHFA. If all work is deemed satisfactory and all other factors and written agreements are in order, final payment shall be issued upon presentation of an original invoice from the contractor. The contractor should allow 15 business days for processing of the invoice for payment. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of payment. If the contractor fails to correct the work to the satisfaction of the County's Rehabilitation Specialist, payment may be withheld until such time the work is satisfactory. Sampson County assures that adequate funds shall be available to pay the contractor for satisfactory work. All contractors, sub-contractors and suppliers must sign a lien waiver prior to final disbursement of funds and provide a Certificate of Occupancy/Completion issued by Sampson County Building Inspections Department.
- 14. Closeout:** When the contractor declares the work complete, program staff will thoroughly inspect work, including completion of HPwES work. If deficiencies are observed, the contractor will be required to correct them. When the Rehabilitation Specialist and the homeowner are satisfied that the contract has been fulfilled, each will sign off and, after receipt of the contractor's final invoice, the final payment will be ordered. The contractor will submit all lien releases prior to release of the final payment. All material and workmanship will be guaranteed for a one-year period after the date of project completion.
- 15. Post-Construction Conference:** Following construction, the contractor and the Rehabilitation Specialist will sit down with the homeowner one last time. At this conference the contractor will hand over all owner's manuals and warranties on equipment. The contractor and Rehabilitation Specialist will go over operating and maintenance requirements for the new equipment and appliances and discuss general maintenance of the home with the homeowner. The homeowner will have the opportunity to ask any final questions about the work.
- 16. Recordation:** As soon as possible after the contract has been awarded, and prior to beginning work, the County will ensure the required loan note and deed of trust on behalf of the NCHFA, is executed by all titleholders with an interest in the property and their spouses. If, upon completion of all rehabilitation work, the contract price has changed due to the effect of change orders, the NCHFA will coordinate the execution of an estoppel notification or modification agreement reflecting the resulting increase or decrease in the original loan amount. The loan is the property of NCHFA, with original documents sent there for storage and "servicing".
- 17. The Warranty Period:** It is extremely important that any problems with the work that was performed be reported to the Rehabilitation Specialist as soon as possible. All bona fide defects in materials and workmanship reported within one year of completion of construction will be corrected free of charge.

What are the key dates? If, after reading this document, you feel that you qualify for this program and wish to apply, please keep the following dates in mind:

- Applications available to the public starting August 11, 2014.
- Applications must be turned in at the Sampson County Administration Office by 5:00 PM on September 10, 2014.
- Awards made to loan recipients will begin in October, 2014.
- All rehabilitation work must be under contract by December 30, 2016.
- All rehabilitation work must be completed by June 30, 2017.

How do I request an application? Just contact:

Juanita Brewington
 Senior Finance Technician- Housing
 Sampson County Finance Department
 406 County Complex Road, Building C
 Clinton, NC 28328
 Phone Number: (910) 592-7181 ext. 2256

Is there a procedure for dealing with complaints, disputes and appeals? Although the application process and rehabilitation guidelines are meant to be as fair as possible, Sampson County realizes that there is still a chance that some applicants or participants may feel that they are not treated fairly. The following procedures are designed to provide an avenue for resolution of complaints and appeals.

During the application process:

1. If an applicant feels that his/her application was not fairly reviewed or rated and would like to appeal the decision made, he/she should contact Juanita Brewington, Senior Finance Technician, within five days of the initial decision and voice their concern. If the applicant remains dissatisfied with the decision, the detailed complaint should be put into writing.
2. A written appeal must be made within 10 business days of the initial decision on an application.
3. Sampson County will respond in writing to any complaints or appeals within 10 business days of receiving written comments.

During and after the rehabilitation process:

1. If the homeowner feels that construction is not being completed according to the contract, he/she must inform the contractor and the Rehabilitation Specialist.
2. The Rehabilitation Specialist will inspect the work in question. If he finds that the work is not being completed according to contract, the Rehabilitation Specialist will review the contract with the contractor and ask the contractor to remedy the problem.
3. If problems persist, a mediation conference between the homeowner and the contractor may be convened by the Rehabilitation Specialist and facilitated by the County Manager.
4. Should the mediation conference fail to resolve the dispute, the Manager will render a written final decision.
5. If the Rehabilitation Specialist finds that the work is being completed according to contract, the complaint will be noted and the Rehabilitation Specialist and the homeowner will discuss the concern and the reason for the Rehabilitation Specialist's decision.
6. **All final appeals shall be made to in writing to case manager Donna Coleman, Community Development Coordinator at NCHFA, 3508 Bush Street, PO Box 28066, Raleigh, NC 27609-7509, or by phone at (919) 981-5006.**

Will the personal information provided remain confidential? Yes. All information in applicant files will remain confidential. Access to the information will be provided only to County employees and project consultants who are directly involved in the program, the North Carolina

Housing Finance Agency, the U.S. Department of Housing and Urban Development (HUD) and auditors.

What about conflicts of interest? No officer, employee or other public official of the County, or member of the County Commissioners, or entity contracting with the County, who exercises any functions or responsibilities with respect to the SFR program shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with program funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of County employees, County Commissioners and others closely identified with the County, may be approved for rehabilitation assistance only upon public disclosure before the County Commissioners and written permission from NCHFA.

What about favoritism? All activities under SFR2014, including rating and ranking applications, inviting bids, selecting contractors and resolving complaints, will be conducted in a fair, open and non-discriminatory manner, entirely without regard to race, creed, sex, color or national origin.

Who can I contact about the SFR2014 program? Any questions regarding any part of this application or program should be addressed to:

Juanita Brewington
Senior Finance Technician- Housing
Sampson County Finance Department
406 County Complex Road, Building C
Clinton, NC 28328
(910) 592-7181 ext. 2256

-OR- Robert Clinebelle
Project Coordinator
The Wooten Company
120 N. Boylan Avenue
Raleigh, NC 27603
(919) 828-0531

These contacts will do their utmost to answer questions and inquiries in the most efficient and correct manner possible.

Adopted this ____ day of _____ 2014.

Jefferson Strickland
Chairman, County Board of Commissioners

Attest:

Susan J. Holder
Clerk to the Board

**SAMPSON COUNTY
PROCUREMENT AND DISBURSEMENT POLICY
FY2014 SINGLE FAMILY REHABILITATION PROGRAM**

PROCUREMENT POLICY

1. To the maximum extent practical, Sampson County promotes a fair, open and competitive procurement process as required under the North Carolina Housing Finance Agency's Single Family Rehabilitation Program (SFR). Bids are invited from Contractors who are part of the County's approved contractor registry. To be on the registry, a contractor must (1) fill out an application form, listing several references and recent jobs completed, (2) have their recent work inspected, reviewed and approved by the Rehabilitation Specialist, (3) be licensed in the state of North Carolina, and (4) submit proof of liability and workers' compensation insurance at the appropriate levels required by the County. Sampson County will take steps to encourage local Sampson County contractors to be part of the County's approved contractor registry and to participate in the bidding process. The County reserves the right to remove any contractor from the registry for any non-discriminatory reason. Both Sampson County and its agent invite minorities to participate in the SFR program and do not discriminate on the basis of race, color, gender, national origin, age, religion, creed, disability, or sexual orientation. Sampson County is an equal opportunity employer.
2. At least three eligible contractors on the County's approved contractor registry shall be invited to bid on each job and the lowest responsive and responsible bidder shall be selected for the contract. "Responsive and responsible" means (a) the contractor is deemed able to complete the work in a timely fashion, (b) the bid is within 15% in either direction, of the County's cost estimate, and (c) there is no conflict of interest (real or apparent).
3. Although bid packages may be bundled for multiple job sites, the bids for multiple job sites shall be considered separate and apart when awarded and shall be awarded to the lowest responsive and responsible bidder for each job site.
4. Bid packages shall consist of an invitation to bid, work write up(s) and bid sheet(s) for each job. Bids must include a cost-per-item breakdown with line item totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.
5. Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract. The change order must also detail any changes to the original contract price. The change order must be signed by the contractor, the homeowner, and two agents of Sampson County.
6. No work may begin prior to an executed and signed contract being awarded and a written order to proceed provided to the contractor. In addition, a pre-construction conference and "walk through" shall be held at the work site prior to commencement of repair work.
7. Sampson County will ensure that no rehabilitation work will be contracted with businesses or individuals which are debarred, suspended or otherwise ineligible. All contractors must be licensed general contractors in the state of North Carolina to bid in this program, regardless of bid amount. Sampson County reserves the right to reject any or all bids for non-discriminatory reasons at any time during the procurement process.

8. In the event that no bids are received, the County will submit a second notification to all contractors on the County's approved registry with an invitation to bid.
9. In the event of a true emergency situation (i.e. natural disaster, immediate threat to life/safety, fire, etc.), the County reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, faxed bids and the like. For telephone bids, the County will contact the first three responsive and responsible contractors on the County's approved contractor registry who have indicated on their application a desire to be on the telephone call list. The County will track who has been responsive and called and will rotate through the list before starting the rotation again. Should such methods ever become necessary the transaction will be fully documented.
10. All sealed bids will be opened publicly at a time and place to be announced in the bid invitation. All bidders and the homeowner are welcome to attend.

DISBURSEMENT POLICY

1. All repair work must be inspected by (a) the County's Rehabilitation Specialist, or (b) a Code Enforcement Officer, and (c) the homeowner prior to any payments to contractors. If all work is deemed satisfactory, including completion of HPwES standards, and all other factors and written agreements are in order, payment shall be issued upon presentation of an original invoice from the contractor. The Contractor should allow 15 business days for processing of the invoice for payment.
2. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of payment. If the contractor fails to correct the work to the satisfaction of the County's Rehabilitation Specialist, payment may be withheld until such time the work is satisfactory. (Contractors may follow the County's Single Family Rehabilitation Program Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy).
3. Sampson County assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.
4. All contractors, sub-contractors and suppliers must sign a lien waiver prior to final disbursement of funds and provide Certificate of Occupancy/Completion issued by Sampson County Building Inspections Department.

The Procurement and Disbursement Policy is adopted this the _____ day of _____, 2014.

Sampson County

BY:

Jefferson Strickland, Chairman, Board of Commissioners

ATTEST:

Susan J. Holder, Clerk to the Board

**PAD REVIEW FORM – SFRLP14
POST-APPROVAL DOCUMENTATION**

Exhibit 1		
Sampson County - Sampson - SFRLP1426		
Comment Key: Blue: Acceptable although comments may be provided for thought and potential action Red: Not acceptable, something needs to added, deleted or revised. Comments often provide suggested change but the Member may choose the language based on their actual practices as long as the practices conform with the SFRLP 2014 guidelines.		
Required Items	Comments from your Case Manager	Date of Review Completion
B. Status of Funds		<i>6/26/14</i>
1. Volunteer Labor	<i>Not Applicable</i>	
2. Donated Material	<i>Not Applicable</i>	
3. Matching Local Funds	<i>Not Applicable</i>	
4. Total of Matching Funds committed	<i>Not Applicable</i>	
C. Assistance Policy	<i>See Exhibit 2</i>	Not Approved <i>-6/26</i>
D. Procurement Disbursement Policy		Not Approved <i>-6/26</i>
1. Policy is congruent with the Assistance Policy	<p><i>Please make these revisions to align your Assistance Policy and Procurement/Disbursement Policy:</i></p> <p><i>-There is language which duplicates the Procurement Policy language in the Assistance Policy (see top of page 6) which I suggest you consider removing. Instead, I suggest incorporating language into your Assistance Policy that references your Procurement Disbursement policy as an Exhibit or attached document. Some sample language for use in your Assistance Policy: "This policy incorporates the policies included in the Sampson County SFRLP Procurement Policy and Disbursement Policy provided to all contractors participating in the Single Family Rehabilitation Loan Pool Program. A copy of the current Procurement Policy and Disbursement Policy is attached as Exhibit A."</i></p> <p><i>-Please move any additional information in this section that is not included currently in the Procurement Policy about the approved contractor registry or approved contractors.</i></p> <p><i>-Additionally, the Assistance Policy states (at the top of page 6) "the right to remove any contractor from the registry for any reason" while this is not expressed in the Procurement policy. Please add this to the Procurement Policy and modify the language in a way to reduce the perception of discrimination based on race, creed, color, etc. and focus on quality of work, personnel performance/conduct, timeliness, safe practices, compliance with laws, etc. Consider adding the word 'non-discriminatory' before the word reason and this should suffice. -DJC, 6/26</i></p>	
2. Consistent with SFRLP14 Guidelines	<i>Please make these revisions to align your</i>	

Section 3.7 a. Conflict of Interest statement b. Competitive process - 3 bidders c. Equal Opportunity/Nondiscrimination d. Open Bidding e. no contracting with debarred/ suspended/ineligible entities f. Change order process with 2 org signatories	<i>Assistance Policy and Procurement/Disbursement Policy: -Procurement item 8: add something about debarred, suspended, ineligible entities-DJC, 6/26</i>	
3. Consistent with SFRLP14 Guidelines Section 4.2 a. includes competitive bidding procedure b. for members doing their own work, materials procurement process is defined c. MBE bidding policy d. Contractor Release of Liens requirement e. Preconstruction Conference Requirement f. Building Inspector Certificates of Completion/Compliance policy	<i>Please make these revisions to align your Assistance Policy and Procurement/Disbursement Policy: -Procurement Item 7: no work to begin prior to an executed, signed contract -Procurement Item 9: describe a true emergency situation. Describe the process for who you would ask for emergency bids and how a contractor can be added to that emergency call list. -Disbursement Item 1: add information about a certificate of completion/compliance from code enforcement-DJC, 6/26</i>	
F. Fiscal Year and Audits	<i>Begins 7/1, ends 6/30</i>	<i>6/26/14</i>
G. Acknowledgment of Audit Compliance Reporting Responsibilities:	<i>Audit Compliance Responsibilities form is complete</i>	<i>6/26/14</i>
H. Organizational Documents (Non- Governmental Organizations Only)		<i>6/26/14</i>
1. Copy of Conflict of Interest 2. Oath stating no overdue taxes, by Board 3. Articles of Incorporation 4. By-Laws 5. List of Directors, Officers, staff	<i>Not Applicable</i>	
I. Copy of Intergovernmental Agreement	<i>Not Applicable</i>	<i>6/26/14</i>
J. HPwES Agreement	<i>Agreement Signed 5/6/14</i>	<i>6/26/14</i>
K. Signatory Card, W9 and Direct Deposit		<i>6/26/14</i>
1. Signatory Form and Certification	<i>Form Signed</i>	
2. W-9 Form	<i>Form Signed and not dated</i>	
3. Electronic Payments Form	<i>Form Signed and -3/6/14</i>	
L. SFRLP Budget for Soft Costs	<i>Because there is \$0 allocated in your budget for both Radon testing and Flood Insurance, you must notify homeowners in your Assistance Policy that you will not be testing for Radon or providing any subsidies for flood insurance (as allowed in the SFRLP Program guidelines). If you choose not to add this information to your Assistance Policy, then add a line item for at least \$25-50 to your revised soft costs for radon and at least \$100 for flood insurance. Please note that \$11,990 is the maximum we are authorized to approve for all soft costs, so one or more other line items will need to be adjusted.-DJC, 6/26</i>	<i>Conditionally Approved; need information on how you plan to proceed-6/26</i>
M. Certification	<i>Form Signed and Attested-5/6/14</i>	<i>6/26/14</i>
Other comments	<i>Not Applicable</i>	<i>6/26/14</i>

Reviewer and Date *Donna Coleman, 6/26/14*

**ASSISTANCE POLICY REVIEW – SFRLP14
POST-APPROVAL DOCUMENTATION**

Exhibit 2	
Sampson County - Sampson - SFRLP1426	
Required Changes	Comments from your case manager
Does the Assistance Policy define & describe Program goals?	<i>Yes</i>
Are eligibility criteria for Project assistance clearly described?	<i>Yes</i> <i>-Note that mobile home units (MHU's) are allowed assistance with specific guidelines. Reference SFRLP Guidelines, 2.12 and 4.1.4. You can, of course, have a policy stricter than the guidelines to mimic your practice since you are disclosing it in the policy.</i>
Is a objective fair and open priority system for selecting applicants clearly defined and described in detail?	<i>Yes</i>
Are the form and terms of assistance clearly defined and consistent with the Program Guidelines?	<i>-note at the top of page 5 that it is NCHFA who is providing the loans, not the County. Please revise.</i> <i>-Add somewhere that you do not intend to assist homes with identification of radon issues or assist with flood insurance for the first year because you have \$0 for these two items in your soft costs. If you choose not to add this to your Assistance policy, then add a line item for at least \$25-50 to your revised soft costs for radon and at least \$100 for flood insurance. Please note that \$11,990 is the maximum we are authorized to approve for all soft costs, so one or more other line items will need to be adjusted.</i>
Is the service area clearly defined and is it consistent with the Guidelines of the Program (<i>entire county less any entitlement areas</i>)	<i>Yes</i>
Does the policy reference the SFRLP Rehabilitation Standards and clearly state that each assisted dwelling unit must be brought up to those standards?	<i>Yes</i>
Is the rehabilitation process outlined in sufficient detail (from initial inspection to warranty period) for the homeowner to understand?	<i>-On page 7, in Item 10, please add the execution of the contract prior to commencement of work. A proceed order should not be issued before the contract is signed.</i> <i>-On page 8, Item 17, this indicates that County will execute loan documents such as modifications and Estoppels; actually, NCHFA will do this. Please revise.</i>
Are limitations to the range of rehabilitation (LBP, costs in excess of SFRLP limits, MHUs, relocation etc.) identified and described in the policy?	<i>Yes</i>
Are the specific sources of all project funding, including any matching funds, as listed in the Recipients PAD, identified?	<i>Yes</i>
Is the total amount of Project funds stated in the policy?	<i>Yes</i>
Are the maximum and minimum amounts of assistance stated?	<i>Yes</i>

Is the Project schedule described? (dates?)	<p><i>- Consider revising the applications available and complete date as noted on page 9 to happen sometime after July 1, 2014.</i></p> <p><i>- Consider revising the completion date of all work as noted on page 9 to happen sometime prior to June 30, 2017.</i></p>
Does the policy contain a non-discrimination clause?	<i>Yes</i>
Does the policy contain a reference to pre-1978 units and LBP requirements?	<p><i>Yes but it is minimal</i></p> <p><i>-Consider upgrading the policy by adding this content:</i></p> <p><u>What About Lead-based Paint?</u></p> <p>Until it was discovered to be a health hazard, lead was used for centuries to make house paints. Now we know that lead exposure is a serious problem for everyone and especially small children. Selling lead paint was outlawed in 1978, but many older buildings still contain lead paint and children are still being poisoned.</p> <p>Under SFRLP14, a lead hazard evaluation must be performed on every home selected for rehabilitation that was built before 1978. The specific type of evaluation and the appropriate lead hazard reduction work performed will depend on the total amount of Federal funds used to rehabilitate the home, as per 24 CFR part 35. If required, lead-based paint hazard reduction and/or abatement will be performed by contractors who are trained and certified to perform such work.</p> <p>It may be necessary for the household to relocate during the construction process for protection against lead poisoning. If relocation is required, it shall be the responsibility of the homeowner to pay for the relocation.</p>
Is the recipient's method of marketing the Project clearly described in the policy?	<i>Yes</i>
Is there a complaint procedure?	<p><i>Yes</i></p> <p><i>Consider adding a <u>Final Appeal</u> process. Some suggested language:</i> After following the above procedures, any applicant or homeowner who remains dissatisfied with Sampson County's final decision may appeal to Donna Coleman, NCHFA, PO Box 28066, Raleigh, NC 27611-8066, (919) 981-5006.</p>
Is the right of all applicants to receive a written "Notice of Disposition" within 30 days of completed application for Program assistance stated in the policy?	<p><i>No-On page 6, please add with a time frame (and consider calling it a Notice of Disposition) to Item 3. under the What Are the Steps in the Process, From Application to Completion? section. Some suggested language:</i> Applicants not selected for SFRLP assistance will be notified in writing with a "Notice of Disposition" within 30 days of completion of the screening of applicants process.</p>
Other comments	<i>None</i>

Reviewer and Date: **First Review: Donna Coleman 6/26/14**

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: July 21, 2014
Subject: Disabled Veteran Exclusion
(GS 105-277.1c)

The attached disabled veteran exclusion application was received after June 1, 2014. After that date, the Board of Commissioners must approve the application.

The applicant is as follows:

Wilma Wrench Edwards (Surviving Spouse)

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.

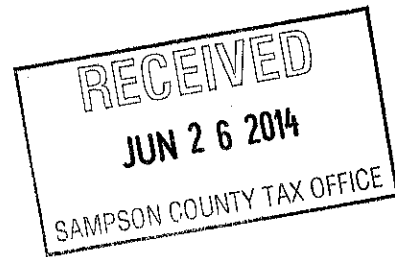
Please put on the next Board of Commissioners consent agenda for their action.

The application was received on June 26, 2014.

88282
10-0301885-01

June 27, 2014

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



RE: Edwards, Wilma Wrench
160 Glover Road
Dunn, NC 28334

Dear Commissioners:

I am the widow of a Honorably Discharged Veteran that died of his service connected disability and I have been awarded Widow's 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,

Wilma Wrench Edwards

Wilma Wrench Edwards

Phone 910-990-9450. if you have further questions

Thank You

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

Wilma Wrench Edwards

NAME (Print or Type)

Sharon Olin Edwards

DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)

160 Glover Rd

STREET ADDRESS OR P.O. BOX NUMBER

Wilma Wrench Edwards

SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE)

(If Applicable)

Dunn

CITY

NC

STATE

28334

ZIP CODE

U.S. DEPT. OF VETERANS AFFAIRS
FII FNI IMBEP

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 of 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.

deceased 12-06-09

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.

Wilma Wrench Edwards

SURVIVING SPOUSE'S SIGNATURE

10-3-14

DATE

SECTION 4

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

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 _____ and had a service-connected permanent and total disability at death.
- E. Veteran died on 12/6/2009 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

6/16/14

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.

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

6348

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 Dudley Earl Starke in Little Canada Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR	
<u>2013</u>	\$ <u>106.70</u>
	\$
	\$
	\$
	\$
	\$
TOTAL REFUND	\$ <u>106.70</u>

These taxes were assessed through clerical error as follows.

Billing # 00 20733150
Camper Tax Per
Vold, Tax Turned In
Tax # CES13N

County Tax 95.18
School Tax _____
Fire Tax 11.52
City Tax _____
TOTAL \$ 106.70

Yours very truly

Dudley Earl Starke
Taxpayer

Social Security # _____

RECOMMEND APPROVAL:

[Signature]
Sampson County Tax Administrator

Mailing address.

154 Plug Lane
NOTRY VILLE, N.C. 28318-7198

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

6220

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 Johnathon Blake Layfield in North Clinton Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR		
<u>2013</u>	\$	<u>254.44</u>
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
TOTAL REFUND	\$	<u>254.44</u>

These taxes were assessed through clerical error as follows.

Total Loss, TAG Tuned In
Bill # 0016467757
2012 Honda / TRK
TAG # BKT63PO

Gov	County Tax	<u>150.18</u>
	School Tax	<u>27.74</u>
	Fire Tax	_____
	City Tax	<u>76.52</u>
	TOTAL \$	<u>254.44</u>

Yours very truly

Elizabeth Ann Layfield
Johnathon Blake Layfield
Taxpayer

Social Security # _____

RECOMMEND APPROVAL:

[Signature]

Sampson County Tax Administrator

Mailing address.

X 1353 Ivy Lane #202
Niperville, IL 60563

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

6289

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 Lori Powell Pearson in _____ Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR	
2013	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL REFUND	\$ <u>192.75</u>

These taxes were assessed through clerical error as follows.

16449708
2008 Acur
Sold / tag turned
X2W 2769

County Tax	<u>113.77</u>
School Tax	<u>21.01</u>
Fire Tax	_____
City Tax	<u>57.97</u>
TOTAL \$	<u>192.75</u>

Yours very truly

X Lori P Pearson
Taxpayer

X Social Security # _____

RECOMMEND APPROVAL:

[Signature]
Sampson County Tax Administrator

Mailing address.

Lori Powell Pearson
111 Christopher Ct
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

6320

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 Elma Parker Cain in Little Coharie Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR	
<u>2013</u>	\$ <u>103.30</u>
	\$
	\$
	\$
	\$
TOTAL REFUND	\$ <u>103.30</u>

These taxes were assessed through clerical error as follows.

*Sold, TAG Tuned IN
Bill # 0010034760
Tag # CAW648
2013 Chrysler*

GoD	County Tax	<u>93.21</u>
	School Tax	
FI4	Fire Tax	<u>10.09</u>
	City Tax	
	TOTAL \$	<u>103.30</u>

Yours very truly

Elma R. Cain
Taxpayer

Social Security # _____

RECOMMEND APPROVAL:

Glenn Spell
Sampson County Tax Administrator

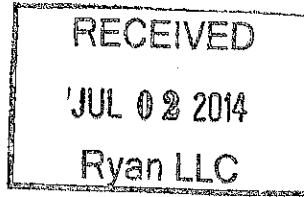
Mailing address.

256 Chester Rd.
Roseboro N.C. 28382

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

6276

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 CAB East LLC in North Clinton Township, Sampson County, for the year(s) and in the amount(s) of.

YEAR	
<u>2013</u>	\$ <u>182.62</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>182.62</u>

These taxes were assessed through clerical error as follows.

*2011 Ford
Tag # 5B24B
sold Tag turned in*

<i>Co2</i>	County Tax	<u>107.79</u>
<i>SO1</i>	School Tax	<u>19.91</u>
	Fire Tax	_____
<i>TO2</i>	City Tax	<u>54.92</u>
	TOTAL \$	<u>182.62</u>

Yours very truly

Taxpayer Rep.

Michelle West 7/8/14
Taxpayer

Federal ID # _____

Social Security # _____

RECOMMEND APPROVAL:

Jim Johnson
Sampson County Tax Administrator

Mailing address.

CAB East, LLC
Ford Credit Personal Property Tax
PO Box 67000, Department 231601
Detroit, Michigan 48267-2316

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4

Meeting Date: August 4, 2014

<input checked="" type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
<input 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

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. Vendor Notice of Termination of Medicaid Transportation Contract
- b. Triangle J Council of Governments Notice of Application to US Foreign Trade Zone Board

COPY


July 2, 2014

Sampson County Department of Social Services
P O Box 1105
Clinton, NC 28329

Dear Ms. Bradshaw,

I requesting termination of Enroute Transportation Services Inc.'s Medicaid Transportation Vendor Contract as of June 30, 2014.

Sincerely,

A handwritten signature in black ink that reads "Ricky Moore". The signature is written in a cursive style with a large initial "R".

Ricky Moore, President
Enroute Transportation Services, Inc.
P O Box 1571
Clinton, NC 28329



TRIANGLE J COUNCIL OF GOVERNMENTS

World Class Region



July 17, 2014

Edwin Causey
County Manager
406 County Complex Rd.
Clinton, NC 28328

Dear Mr. Causey:

This letter is intended to provide information to you pertaining to the Triangle J Council of Governments' application to the U.S. Foreign-Trade Zones (FTZ) Board for authority to use a new procedure (the "Alternative Site Framework") to provide quick and simple access to FTZ service for companies in our region. Our organization is the grantee of FTZ #93 and currently sponsors a limited number of FTZ sites in our region. The authority we are requesting from the FTZ Board would enable us to quickly bring FTZ designation to any company within our proposed "service area." Our proposed service area includes Sampson County as well as Chatham, Cumberland, Durham, Franklin, Granville, Harnett, Henderson, Johnston, Lee, Moore, Orange, Vance, Wake and Warren counties.

FTZ designation can provide companies with customs duty savings and logistical benefits that can help encourage them to establish or maintain operations in the U.S. As such, access to FTZ benefits can be an important tool in economic development efforts. If the FTZ Board approves our application, Triangle J Council of Governments will be able to bring FTZ designation to companies anywhere in the proposed service area based on those companies' trade-related needs. We also note that FTZ access will be made available on a uniform basis to companies across the service area, in a manner consistent with the legal requirement that each FTZ be operated as a public utility.

If you have questions about the Triangle J Council of Governments' application to the FTZ Board, please contact Renée Boyette at 919-558-9403 or rboyette@tjcog.org. If you have comments you would like the FTZ Board to consider regarding the proposed inclusion of Sampson County in the proposed service area of FTZ #93, please provide your comments to the staff of the FTZ Board by August 18, 2014. The FTZ Board staff also welcomes any questions you may have – the staff can be reached at 202-482-2862 or ftz@trade.gov.

Sincerely,

Kirby Bowers, Executive Director

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.