



**SAMPSON COUNTY  
BOARD OF COMMISSIONERS  
MEETING AGENDA  
November 3, 2014**

**6:00 pm Board Portrait Sitting**

**7:00 pm Convene Regular Meeting - County Auditorium**

Invocation and Pledge of Allegiance

Approve Agenda as Published

**Roads - Monthly Report**

<b>Tab 1 Planning and Zoning Actions</b>	<b>1 - 11</b>
a. <u>RZ-10-14-1</u> - Request to Rezone 1.54 Acres at 1935 Autry Highway from I-Industrial to C-Commercial	
b. <u>ZA-10-14-1</u> - Request to Amend Article 4, Section B(3) of the Sampson County Flood Damage Prevention Ordinance	
c. <u>ZA-10-14-2</u> Request to Amend Section 3.3.4 D of the Sampson County Zoning Ordinance to Remove Electronic Gaming as a Special Use in C-Commercial Districts	
<b>Tab 2 Action Items</b>	
a. Public Hearing - Community Transportation Program Grant Funds	<b>12 - 19</b>
b. Public Hearing - Naming of Private Roads	<b>20 - 22</b>
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• Sampson Community College - Property Lease Request	
• Sampson County (Water) - Grant Match Request	
d. Appointments	<b>28</b>
• Workforce Development Commission	
• Library Board of Trustees	
• Adult Care Community Advisory Committee	
• Nursing Home Community Advisory Committee	
<b>Tab 3 Consent Agenda</b>	<b>29</b>
a. Approve the minutes of the October 6, 2014 and October 27, 2014 meetings	<b>30 - 40</b>
b. Adopt a proclamation honoring Chasity Melvin - 2014 Inductee NCSU Athletic Hall of Fame	<b>41</b>
c. Adopt a resolution supporting NC Vision 25 Transportation Funding Plan	<b>42</b>
d. Approve revised Sampson County Library Policies: Code of Conduct; Computer/Internet Access; Fines, Fees and Replacement; and Registration and Lending	<b>43 - 59</b>

**Consent Agenda, continued**

- e. Approve Use of Seized Asset Funds for Purchase of Equipment **60 - 61**
- f. Approve the 2015 Holiday Schedule for Sampson County Local Government **62**
- g. Approve the 2015 Sampson County Board of Commissioners Regular Meeting Schedule **63**
- h. Approve late disabled veteran tax exclusion application for Eddie W. Williams, Jr. **64 - 66**
- i. Approve tax refunds **67 - 71**
- j. Approve budget amendments **72 - 73**

**County Manager Reports**

**Tab 4 Public Comment Period** (See policies and procedures in agenda.) **74**

**Adjournment**

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.    1 (a-c)

Meeting Date: November 3, 2014	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input checked="" type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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SUBJECT: Planning Issues

DEPARTMENT: Clinton-Sampson Planning and Zoning

PUBLIC HEARING: Yes - all

CONTACT PERSON: Mary Rose, Planning Director

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

ATTACHMENTS: Planning Staff Memorandum; Maps

BACKGROUND:

- a. **RZ-10-14-1** Planning staff will review a request to rezone approximately 1.54 acres located at 1935 Autry Highway from I-Industrial to C-Commercial. The Planning Board has heard certain findings of fact (as shown in attached documents) and determined that the request was 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 in close proximity to existing commercial development and zoning. Based upon these findings, the Planning Board unanimously recommended **approval** of the rezoning request and the adoption of a zoning consistency statement.
- b. **ZA-10-14-1** Planning staff will review a request to amend the Sampson County Flood Damage Prevention Ordinance Article 4, Section B, (3) to require only pre-construction and final certification Elevation Certificates, as recommended by the Planning Board. Attached documents reflect actual wording changes.
- c. **ZA-10-14-2** Planning staff will review a request to amend the Sampson County Zoning Ordinance Section 3.3.4. D to remove Electronic Gaming as a special use in a C-Commercial District, as recommended by the Planning Board.

(continued next page)

RECOMMENDED  
ACTION OR  
MOTION:

- a. Motion to approve rezoning request RZ-10-14-1, 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-10-14-1 is consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact this property is located in close proximity to existing commercial development and zoning.*
- b. Motion to approve ZA-10-14-1 as recommended by the Planning Board.
- c. Motion to approve ZA-10-14-2 as recommended by the Planning Board.

# MEMORANDUM

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

**To:** Ed Causey, County Manager  
**From:** Mary M. Rose, Planning Director  
**Subject:** October 20, 2014 Sampson County Planning and Zoning Board Meeting -  
County Board of Commissioners November 3, 2014 Agenda Items  
**Date:** October 22, 2014

The following requests were addressed by the Planning and Zoning Board at their October 20, 2014 meeting:

**RZ-10-14-1** - A rezoning request by Sawan Rcom to rezone 1.54 acres at 1935 Autry Highway from I-Industrial to C-Commercial. was unanimously recommended by the Board with the following findings of fact and zoning consistency statement:

### **Findings of Fact:**

1. Sawan Rcom has signed the rezoning application as the applicant of the property under consideration.
2. The property under consideration contains approximately 1.54 acres as shown by the attached site map.
3. The property is currently zoned I-Industrial.
4. The existing structure will meet all setback requirements in the C-Commercial District.
5. The properties adjacent to the north and south are currently zoned RA-Residential Agriculture. The properties adjacent to the east and west are currently zoned C-Commercial.
6. All adjacent property owners within 100' have been notified by mail and the property has been posted.

### **Zoning Consistency Statement:**

Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Planning Board does hereby find and determine that the recommendation of the ordinance Amendment RZ-10-14-1 is consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact this property is located in close proximity to existing commercial development and zoning.

**ZA-10-14-1** - An amendment request by Planning Staff to amend the Article 4, Section B, (3) of the Sampson County Flood Damage Prevention Ordinance was unanimously recommended as follows:

### **Existing:**

(3) Certification Requirements.

(a) Elevation Certificates

- i) An Elevation Certificate (FEMA Form 81-31) is required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the floodplain administrator a certification of the elevation of the reference level, in relation to mean sea level. The

floodplain administrator shall review the 'certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder prior to the beginning of construction. Failure to submit the certification or failure to make required corrections shall because to deny a floodplain development permit.

- ii) An Elevation Certificate (FEMA Form 81-31) is required after the reference level is established. Within seven (7) calendar days of establishment of the reference level elevation, it shall be the duty of the permit holder to submit to the floodplain administrator a certification of the elevation of the reference level, in relation to mean sea level. Any work done within the seven (7) day calendar period and prior to submission of the certification shall be at the permit holder's risk. The floodplain administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to further work being permitted to proceed. Failure to submit the certification or failure to make required corrections shall be cause to issue a stop-work order for the project.
- iii) A final as-built Elevation Certificate (FEMA Form 81-31) is required after construction is completed and prior to Certificate of Compliance/Occupancy issuance. It shall be the duty of the permit holder to submit to the floodplain administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities. The floodplain administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to Certificate of Compliance/Occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make required corrections shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy.

**Proposed:**

(3) Certification Requirements.

(a) Elevation Certificates

- i) An Elevation Certificate (FEMA Form 81-31) is required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the floodplain administrator a certification of the elevation of the reference level, in relation to mean sea level. The floodplain administrator shall review the 'certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder prior to the beginning of construction. Failure to submit the certification or failure to make required corrections shall because to deny a floodplain development permit.
- ~~ii) An Elevation Certificate (FEMA Form 81-31) is required after the reference level is established. Within seven (7) calendar days of establishment of the reference level elevation, it shall be the duty of the permit holder to submit to the floodplain administrator a certification of the elevation of the reference level, in relation to mean sea level. Any work done within the seven (7) day calendar period and prior to submission of the certification shall be at the permit holder's risk. The floodplain administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to further work being permitted to proceed. Failure to submit the certification or failure to make required corrections shall be cause to issue a stop work order for the project.~~
- iii) A final as-built Elevation Certificate (FEMA Form 81-31) is required after construction is completed and prior to Certificate of Compliance/Occupancy issuance. It shall be the duty of

the permit holder to submit to the floodplain administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities. The floodplain administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to Certificate of Compliance/Occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make required corrections shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy.

**ZA-10-14-2** - A zoning amendment request by the Sampson County Planning Board to amend Section 3.3.4.D of the Sampson County Zoning Ordinance by removing Electronic Gaming as a special use in a C-Commercial district was recommended for approval.

Please contact our office with any questions or comments.

cc: Susan Holder, Assistant County Manager

attachments

MINUTES OF THE SAMPSON COUNTY  
PLANNING AND ZONING BOARD

<u>Meeting Date</u>	<u>Members Present</u>	<u>Members Absent</u>
October 20, 2014	Scott Brown Sherri Smith Angela Marco Gary Mac Herring	Billy Cottle Debra Bass Gary Henry

Minutes Approved

Upon a motion by Sherri Smith and seconded by Gary Mac Herring, the minutes of the September 15, 2014 meeting were unanimously approved as presented.

**SU-9-14-1**

A special use request by Craven Dale to operate an Electronic Gaming Operation at 10711 US Highway 421 North in a C-Commercial district. (See attached site plan)

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

1. Craven Dale has signed the special use application as the applicant of the property under consideration.
2. The property under consideration contains approximately 6 acres as shown on the location map.
3. The property is currently zoned C-Commercial.
4. The proposed structure does not meet the front 50 foot setback requirement in a C-Commercial District. The existing structure will meet the 15 foot side and 25 foot rear setback requirements.
5. The structure has electrical service.
6. The properties adjacent to the north, south, and east are currently zoned RA-Residential Agriculture. The property to the west is zoned C-Commercial.
7. The proposed site must meet the following minimum requirements:
  - A. Hours of operation are limited to 8:00 am to 12:00 midnight Monday through Friday.
  - B. The maximum number of gaming machines/terminals, computers is 30.
  - C. Parking must be provided at minimum rate of one (1) parking space for every two (2) gaming machines/terminals/computers or one for every 100 square feet of gross floor area, whichever is greater.
  - D. If food or beverage is served, the establishment must comply with the requirements of the Sampson County Health Department.
  - E. If the establishment is located within 30' to 100 ' feet of the adjoining property line of an existing residence, he/she must provide screening and buffering in accordance with Section 4.18 C.
  - F. The establishment shall be a minimum of 1,000 feet from any other gaming establishment or any sexually oriented business.
  - G. The establishment shall be a minimum of 1,000 feet from any religious institution, school, daycare center/home, library, public park, recreation area or movie theater.
  - H. For the purpose of this section, all measurements shall be in a straight line from the closest point of the parcel at which the electronic gaming operation is located.
  - I. No alcoholic beverages shall be served or consumed on the premises of electronic gaming operations.



8. All adjacent property owners within 100' have been notified by mail and the property has been posted.

Mrs. Rose informed the Board staff had attempted to contact Mr. Dale to inform him that his request had been continued from September. Mrs. Rose informed the Board that staff was unable to contact Mr. Dale through phone calls or letters and had not heard from Mr. Dale in reference to this case.

After Board discussion, Gary Mac Herring moved to deny the request as presented due to the fact the applicant was not present to answer questions or provide evidence the proposed use would not materially endanger the public health or safety. The motion was seconded by Sherri Smith and the request was denied by the Board.

Ayes: Unanimous

### **RZ-10-14-1**

A rezoning request by Sawan Rcom to rezone 1.54 acres at 1935 Autry Highway from I-Industrial to C-Commercial.

Staff has reviewed the rezoning request and made the following findings:

1. Sawan Rcom has signed the rezoning application as the applicant of the property under consideration.
2. The property under consideration contains approximately 1.54 acres as shown by the attached site map.
3. The property is currently zoned I-Industrial.
4. The existing structure will meet all setback requirements in the C-Commercial District.
5. The properties adjacent to the north and south are currently zoned RA-Residential Agriculture. The properties adjacent to the east and west are currently zoned C-Commercial.
6. All adjacent property owners within 100' have been notified by mail and the property has been posted.

### **Zoning Consistency Statement:**

Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Planning Board does hereby find and determine that the recommendation of the ordinance Amendment RZ-10-14-1 is consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact this property is located in close proximity to existing commercial development and zoning.

The applicant's brother, Michael Winn of 10302 Fayetteville Road, Fayetteville North Carolina, spoke on behalf of the applicant. He expressed to the Board their desire to operate a commercial business in the existing building now and their future plans for manufacturing in the remaining building, which is still zoned Industrial.

After Board discussion, Gary Mac Herring moved to recommend approval of the request with the Zoning Consistency Statement as presented, the motion was seconded by Angela Marco and approved by the Board.

Ayes: Unanimous

**ZA-10-14-1**

An amendment request by Planning Staff to amend the Article 4, Section B, (3) of the Sampson County Flood Prevention Ordinance.

**Existing:**

(3) Certification Requirements.

(a) Elevation Certificates

- i) An Elevation Certificate (FEMA Form 81-31) is required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the floodplain administrator a certification of the elevation of the reference level, in relation to mean sea level. The floodplain administrator shall review the 'certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder prior to the beginning of construction. Failure to submit the certification or failure to make required corrections shall because to deny a floodplain development permit.
- ii) An Elevation Certificate (FEMA Form 81-31) is required after the reference level is established. Within seven (7) calendar days of establishment of the reference level elevation, it shall be the duty of the permit holder to submit to the floodplain administrator a certification of the elevation of the reference level, in relation to mean sea level. Any work done within the seven (7) day calendar period and prior to submission of the certification shall be at the permit holder's risk. The floodplain administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to further work being permitted to proceed. Failure to submit the certification or failure to make required corrections shall be cause to issue a stop-work order for the project.
- iii) A final as-built Elevation Certificate (FEMA Form 81-31) is required after construction is completed and prior to Certificate of Compliance/Occupancy issuance. It shall be the duty of the permit holder to submit to the floodplain administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities. The floodplain administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to Certificate of Compliance/Occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make required corrections shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy.

**Proposed:**

(3) Certification Requirements.

(a) Elevation Certificates

- i) An Elevation Certificate (FEMA Form 81-31) is required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the floodplain administrator a certification of the elevation of the reference level, in relation to mean sea level. The floodplain administrator shall review the 'certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder prior to the beginning of construction. Failure to submit the certification or failure to make required corrections shall because to deny a floodplain development permit.
- ~~ii) An Elevation Certificate (FEMA Form 81-31) is required after the reference level is established.~~

~~Within seven (7) calendar days of establishment of the reference level elevation, it shall be the duty of the permit holder to submit to the floodplain administrator a certification of the elevation of the reference level, in relation to mean sea level. Any work done within the seven (7) day calendar period and prior to submission of the certification shall be at the permit holder's risk. The floodplain administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to further work being permitted to proceed. Failure to submit the certification or failure to make required corrections shall be cause to issue a stop work order for the project.~~

- iii) A final as-built Elevation Certificate (FEMA Form 81-31) is required after construction is completed and prior to Certificate of Compliance/Occupancy issuance. It shall be the duty of the permit holder to submit to the floodplain administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities. The floodplain administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to Certificate of Compliance/Occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make required corrections shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy.

Mrs. Rose explained to the Board planning staff is recommending the above referenced section of the Sampson County Flood Damage Prevention Ordinance be amended. The current Flood Ordinance requires three Elevation Certificates, (pre-construction, during construction, and final certification), exhibiting a structure has been properly constructed to meet FEMA's floodplain requirements. Planning Staff has only required a pre-construction and final certification Elevation Certificates to present date. Per NCDPS, North Carolina Department of Public Safety, a pre-construction and final construction Elevation Certificate are all that is required of the citizen to prove they meet FEMA's floodplain requirements.

After Board discussion, Scott Brown moved to recommend approval of the request as presented, seconded by Sherri Smith and unanimously recommended for approval by the Board.

Ayes: Unanimous

**Public Input:**

Mr. Scott Brown, Chairman, opened the meeting for public comments concerning Electronic Gaming in Sampson County.

Mr. Charles Sessoms (1819 Josh Sessoms Road), Mrs. Linda Sessoms (1819 Josh Sessoms Road), Wayne Butler (369 Boren Brick Road, Roseboro), Hampson Faircloth (202 E Clinton St, Roseboro), Diamond Butler (3700 Autry Road, Autryville), John Adams, Brooke Souls (Pumpkintown Road), Michael Dudley, and Jim Blevins expressed their desires to have Electronic Gaming removed from the Sampson County Zoning Ordinance. They expressed concerns about these uses creating gambling addictions, bringing undesirable traffic to Sampson County, the money spent in these operations not staying in Sampson County, and Electronic Gaming is not allowed in some surrounding counties. Some of the citizens in attendance questioned if Electronic Gaming was a legal use in North Carolina.

County Attorney, Joel Starling informed the Board the current legal state of Electronic Gaming is murky at best, with certain types of software being statutorily illegal, but many judges use their discretion when interpreting the relevant statute, NCGS 14-306.4.

Ms. Sandra Clark (1333 Boren Brick Road), and Mr. Kevin Simmons (4330 Hayne Stretch Road) were in favor of keeping Electronic Gaming in the Sampson County Zoning Ordinance as a Special Use. Ms. Sandra informed the Board that she and her husband operate an Electronic Gaming establishment in Roseboro. They only allow people 21 and older to use the machines.

Mrs. Rose pointed out to those present that the Sampson County Planning Board only has jurisdiction in the unincorporated areas of Sampson County and that each municipality has the authority to adopt or amend their regulations within their communities. Mrs. Rose cited the City of Clinton as an example of a municipality which had recently amended their Land Development Ordinance to remove electronic gaming as a use.

Mr. Kevin Simmons asked the board to consider that citizens can gamble from their homes, and he was just trying to operate a business to support his family. He informed the board he would like to request a permit to operate an electronic gaming operation on Hayne Stretch Road if he is approved a variance to use a nonconforming building at that location. Mrs. Rose did clarify to the Board that in reviewing the property Mr. Simmons was interested in pursuing a special use permit for electronic gaming, staff had found that the building was nonconforming and would require a variance prior to use. Mrs. Rose further informed the Board that staff had already notified adjacent property owners that Mr. Simmons would be requesting a special use permit at this meeting and had heard from several citizens in the area that there were concerns. Mrs. Rose informed the Board she made an administrative decision to inform those with concerns they may come to the October Planning Board meeting to express their concerns even though the special use request could not be heard prior to approval of a variance request to use the nonconforming building.

Sherri Smith moved to recommend the Sampson County Zoning Ordinance be amended by removing Electronic Gaming as a use. The motion was seconded by Gary Mac Herring, who expressed his concerns of the legal status of Electronic Gaming. During discussion, board member Angela Marco expressed her concern that this item was not on the agenda and had not been advertised to the public. Chairman Scott Brown informed the Board that at any time the Planning Board can initiate a text amendment recommendation and it did not require a public hearing. Mrs. Rose confirmed Mr. Brown's information and assured the Board that any text amendment recommendation would require advertisement and a public hearing before the County Board of Commissioners. Mrs. Rose informed the Board this could be accomplished prior to the November 3, 2014 Board of Commissioners meeting.

Ayes: 3

Scott Brown, Gary Mac herring, Sherri Smith

Nays:

Ms. Angela Marco did not vote.

The meeting adjourned at 7:45 pm.

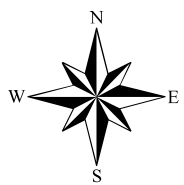
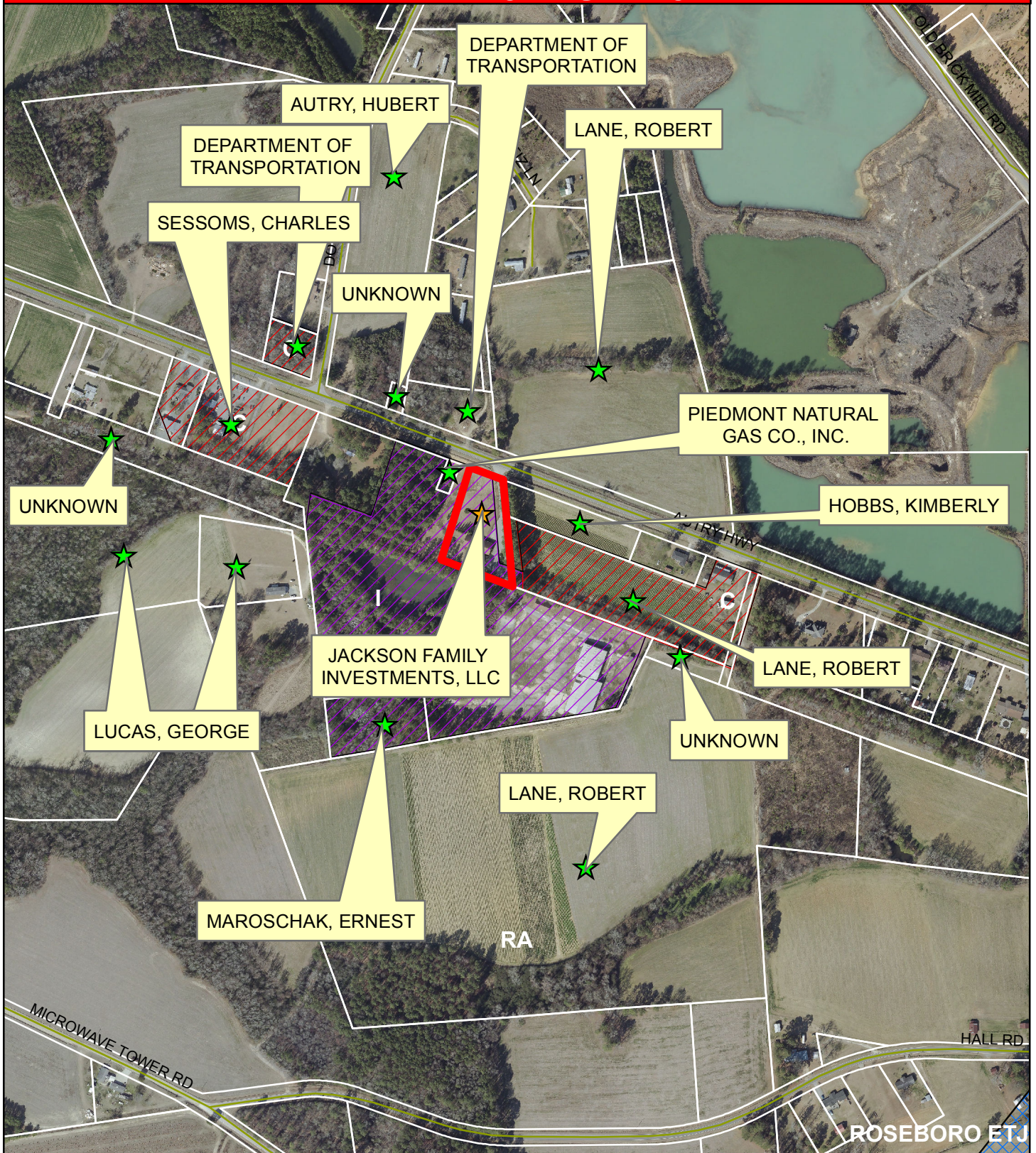
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Chairman

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Secretary

# RZ-10-14-1 Sawan Rcom 1935 Autry Highway



1 inch = 500 feet

	Subject Property
	Property Owners Within 100'

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.    2 (a)

Meeting Date: November 3, 2014	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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**SUBJECT:** Public Hearing – FY 2016 Community Transportation Program Grant Funding Application

**DEPARTMENT:** Sampson Area Transportation/Dept. of Aging

**PUBLIC HEARING:** Yes

**CONTACT PERSON:** Eartle McNeil, SAT Coordinator  
Lorie Sutton, Department of Aging Director

**PURPOSE:** To consider public comments with regard to the submission of the application for CTP transportation grant funding for the period July 1, 2015 - June 30, 2016

**ATTACHMENTS:** Public Hearing Notice; CTP Grant Documents; Grant Resolution

**BACKGROUND:** Each year the County applies to the North Carolina Department of Transportation for Community Transportation Funding, which is used by our Sampson Area Transportation program to coordinate existing transportation programs operating in Sampson County and to provide transportation services within our communities. The Department of Aging has proposed that an application be submitted in the amount of \$448,008, which requires a \$52,677 local match. The match will be budgeted in the Department of Aging’s 2015-2016 budget. We are required to provide the public the opportunity to comment on the application prior to submission.

**PRIOR BOARD ACTION:** Application is submitted annually

**RECOMMENDED ACTION OR MOTION:** Adopt Grant Resolution authorizing submission of grant and making assurances and certifications regarding compliance with federal and state requirements

# COMMUNITY TRANSPORTATION PROGRAM RESOLUTION

## Section 5311 FY 2016 RESOLUTION

Applicant seeking permission to apply for Community Transportation Program funding, enter into agreement with the North Carolina Department of Transportation, provide the necessary assurances and the required local match.

A motion was made by *(Board Member's Name)* \_\_\_\_\_ and seconded by *(Board Member's Name or N/A, if not required)* \_\_\_\_\_ for the adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for rural public transportation projects; and

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural public transportation services consistent with the policy requirements for planning, community and agency involvement, service design, service alternatives, training and conference participation, reporting and other requirements (drug and alcohol testing policy and program, disadvantaged business enterprise program, and fully allocated costs analysis); and

WHEREAS, *(Legal Name of Applicant)* \_\_\_\_\_ hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project, prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, Section 5333 (b) Warranty, and all administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U. S. C.

NOW, THEREFORE, be it resolved that the *(Authorized Official's Title)\** \_\_\_\_\_ Of *(Name of Applicant's Governing Body)* \_\_\_\_\_ is hereby authorized to submit a grant application for federal and state funding, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural public transportation services.

I *(Certifying Official's Name)\** \_\_\_\_\_ *(Certifying Official's Title)* \_\_\_\_\_ do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the *(Name of Applicant's Governing Board)* \_\_\_\_\_ duly held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
*Signature of Certifying Official*

**\*Note that the authorized official, certifying official, and notary public should be three separate individuals.**

Seal Subscribed and sworn to me *(date)* \_\_\_\_\_

\_\_\_\_\_  
*Notary Public \**

\_\_\_\_\_  
*Printed Name and Address*

My commission expires *(date)* \_\_\_\_\_

*Affix Notary Seal Here*

## SECTION 5311 TITLE VI PROGRAM REPORT

### Part A (complete either Part A or Part B)

Legal Name of Applicant: Sampson County

I certify that to the best of my knowledge, **No complaints or lawsuits** alleging discrimination have been filed against *(Transit System Name)* Sampson Area Transportation during the period **July 1, 2013 through June 30, 2014**.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

Edwin W. Causey, County Manager

\_\_\_\_\_  
Type Name and Title of Authorized Official

### Part B (complete either Part A or Part B)

**The following Title VI complaints or lawsuits alleging discrimination have been filed with**  
*(Transit System Name)* \_\_\_\_\_ **during the period July 1, 2013 through June 30, 2014.**

Complainant Name/Address/Telephone Number	Date	Description	Status/Outcome

(Attach an additional page if required.)

I certify that to the best of my knowledge, the above described complaints or lawsuits alleging discrimination have been filed against *(Transit System Name)* \_\_\_\_\_ during the period July 1, 2013 through June 30, 2014.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type Name and Title of Authorized Official

### Part C Title VI Plan

Do you currently have a Title VI Plan: \_\_\_\_\_ Yes \_\_\_\_\_

Date of last plan update: \_\_\_\_\_ 2010 \_\_\_\_\_



**DBE GOOD FAITH EFFORTS CERTIFICATION**

This is to certify that in all purchase and contract selections Sampson County is committed to and shall make good faith efforts to purchase from and award contracts to Disadvantaged Business Enterprises (DBEs).

**DBE good faith efforts will include the following items that are indicated by check mark(s) or narrative:**

Required by PTD	Check all that apply	Description
	<input type="checkbox"/>	Write a letter to Certified DBEs in the service area to inform them of purchase or contract opportunities;
*	<input checked="" type="checkbox"/>	Document telephone calls, emails and correspondence with or on behalf of DBEs;
	<input type="checkbox"/>	Advertise purchase and contract opportunities on local TV Community Cable Network;
	<input type="checkbox"/>	Request purchase/contract price quotes/bids from DBEs;
	<input checked="" type="checkbox"/>	Monitor newspapers for new businesses that are DBE eligible
*	<input checked="" type="checkbox"/>	Encourage interested eligible firms to become NCDOT certified. Interested firms should refer to <a href="http://www.ncdot.gov/business/ocs/dbe/#FAQ10">http://www.ncdot.gov/business/ocs/dbe/#FAQ10</a> or contact the office of contractual services at (919) 707-4800 for more information
*	<input checked="" type="checkbox"/>	Encourage interested firms to contact the Office of Historically Underutilized Businesses at (919) 807-2330 for more information.
*	<input checked="" type="checkbox"/>	Consult NCDOT Certified DBE Directory. A DBE company will be listed in the DBE Directory for each work type or area of specialization that it performs. You may obtain a copy of this directory at <a href="http://partner.ncdot.gov/VendorDirectory/default.html">http://partner.ncdot.gov/VendorDirectory/default.html</a>
	<input type="checkbox"/>	Other efforts: Describe:
	<input type="checkbox"/>	Other efforts: Describe:

You may obtain a copy of the USDOT Disadvantaged Business Enterprise Program Title 49 Part 26 at <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl>

**Reminder:** Documentation of all good faith efforts shall be retained for a period of five (5) years following the end of the fiscal year.

I certify that, to the best of my knowledge, the above information describes the DBE good faith efforts.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

Edwin W. Causey, County Manager  
\_\_\_\_\_  
Type Name and Title of Authorized Official

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
PUBLIC TRANSPORTATION DIVISION**

**DBE/MBE/WBE/HUB ANTICIPATED VENDOR AWARDS in FY2016**

**APPLICANT'S NAME:** Sampson County **PERIOD COVERED**  
**MAILING ADDRESS:** 405 County Complex Road; Suite 140, Clinton, NC 28328 **From:** July 1, 2015  
**VENDOR NUMBER:** 7666 **To:** June 30, 2016

**We expect to utilize the following list of DBE/MBE/WBE/HUB Vendors in FY2016:**

DBE/MBE/WBE/HUB Vendor/Subcontractor's Name	Mailing Address City, State, Zip	ID# from NCDOT Website	Describe Service/ Item to be Purchased	Anticipated Expenditure (\$)
<b>TOTAL</b>				

- The above list includes the DBE/MBE/WBE/HUB Vendors the applicant expects to utilize in FY2016.  
 The applicant does **NOT** expect to utilize any DBE/MBE/WBE/HUB Vendors in FY2016.

\_\_\_\_\_  
**Signature of Authorized Official**

\_\_\_\_\_  
**Date**

## LOCAL SHARE CERTIFICATION FOR FUNDING

**Sampson County**  
(Legal Name of Applicant)

### Requested Funding Amounts

<u>Project</u>	<u>Total Amount</u>	<u>Local Share</u>
Administrative	\$ <u>157,507</u>	\$ <u>23,627</u> (15%)
Capital (Vehicles & Other)	\$ <u>290,501</u>	\$ <u>29,050</u> (10%)
Operating (Small fixed route, regional, and consolidated urban-rural systems)	\$ _____	\$ _____ *(50% or more)
<small>*Note: Small fixed route systems contribute more than 50%</small>		
<hr/>		
TOTAL	\$ <u>448,008</u>	\$ <u>52,677</u>
	<b>Total Funding Requests</b>	<b>Total Local Share</b>

### The Local Share is available from the following sources:

<u>Source of Funds</u>	<u>Amount</u>
<b><u>County Contribution</u></b>	\$ <u>52,677</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL</b>	\$ <u>52,677</u>

I, the undersigned representing **Sampson County** do hereby certify to the North Carolina Department of Transportation, that the required local funds for the FY2016 Community Transportation Program will be available as of **July 1, 2015**, which has a period of performance of July 1, 2015 – June 30, 2016.

\_\_\_\_\_  
Signature of Authorized Official

Edwin W. Causey, County Manager  
\_\_\_\_\_  
Type Name and Title of Authorized Official

\_\_\_\_\_  
Date

# PUBLIC HEARING NOTICE

This is to inform the public that a public hearing will be held on the proposed Sampson County Community Transportation Program Application to be submitted to the North Carolina Department of Transportation no later than November 21, 2014. The public hearing will be held on November 3, 2014 at 7:00 pm before the Sampson County Board of Commissioners. The hearing will be held in the Sampson County Auditorium, 435 Rowan Road in Clinton, North Carolina.

Those interested in attending the public hearing and needing either auxiliary aids and services under the Americans with Disabilities Act (ADA) or a language translator should contact the County Manager's Office on or before October 31, 2014, at telephone number 910-592-6308 or via email at [susanh@sampsonnc.com](mailto:susanh@sampsonnc.com).

The Community Transportation Program provides assistance to coordinate existing transportation programs operating in Sampson County as well as provides transportation options and services for the communities within this service area. These services are currently provided using Sampson Area Transportation. Services are rendered by Sampson Area Transportation.

The total estimated amount requested for the period ***July 1, 2015 through June 30, 2016***

Project	Total Amount	Local Share	
Administrative	<b>\$157,507.00</b>	<b>\$23,627.00</b>	<b>(15%)</b>
Capital (Vehicles & Other)	<b>\$290,501.00</b>	<b>\$29,050.00</b>	<b>(10%)</b>
Operating (Small fixed-route, regional, and consolidated urban-rural systems only)	\$	\$	*(50%) or more *Note: Small Fixed Route systems must contribute more than 50%
<b>TOTAL PROJECT</b>	<b>\$448,008.00</b>	<b>\$52,677.00</b>	
<b>Total Funding Request</b>		<b>Total Local Share</b>	

This application may be inspected at Sampson County Department of Aging from October 27, 2014 through November 3, 2014. Written comments should be directed to Lorie Sutton before November 3, 2014.

# AVISO DE AUDIENCIA PÚBLICO

## FY16 COMMUNITY TRANSPORTATION PROGRAM FUNDING

(Año Fiscal 15-16 Financiamiento para el Programa de Transporte de Comunidad)

La Junta de Comisionados de el Condado de Sampson sostendrá una audiencia pública el Lunes, Noviembre 3, 2014 a las 7:00p.m. en relación a la propuesta Aplicación sobre el Transporte de la Comunidad a ser presentada en el Departamento de Transportación de Carolina del Norte no más tarde de Noviembre 21, 2014. La audiencia será sostenida en el Auditorio del Condado de Sampson, Edificio de Administración del Condado, 435 Rowan Road en Clinton, Carolina del Norte.

El Programa de Transporte de Comunidad proporciona la ayuda necesaria para coordinar los programas de transporte existentes en el Condado Sampson, así como proporcionar opciones y servicios para las comunidades dentro del condado. El Transporte de Área de Sampson actualmente proporciona servicios usando las necesidades publicas en demanda y rutas fijadas. Los servicios son dados utilizando camionetas.

El total estimado que se solicita para el período de desempeño es de Julio 1,2015 hasta el 30 de Junio de 2016 es \$448,008.00 dólares. Los gastos Administrativo/ los gastos de Desarrollo de empleado son estimados en \$157,507 dólares (15% participación local del \$23,627), y los gastos de Capital son estimados en \$290,501.00 dólares (participación local del 10 %) = \$29,050.00.

La aplicación puede ser inspeccionada en la oficina de Transporte de Área de Sampson, 405 County Complex Road; Suite 140 en Clinton de las 8:00a.m. a las 5:00p.m. Los comentarios/petición escritos para una audiencia pública deberían ser dirigidos a: Lorie Sutton, Director, 405 County Complex Road; Suite 140, Clinton, NC 28328. Cualquier persona con una incapacidad que necesite ayuda auxiliar o el servicio a fin de participar en esta reunión puede ponerse en contacto con la Oficina del Gerente del Condado al 910-592-6103 y via email [susanh@sampsonnc.com](mailto:susanh@sampsonnc.com) al menos 48 horas antes de la reunión.

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 2 (b)

Meeting Date: November 3, 2014	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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SUBJECT: 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

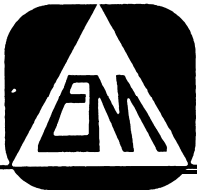
ATTACHMENTS: Memo, Public Hearing Ad

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 1217 2349 Hawthorne Lane

PRIOR BOARD ACTION: N/A

RECOMMENDED ACTION OR MOTION: Name private road as recommended



**MEMORANDUM:**

**TO:** Ms. Susan Holder, Assistant County Manager

**FROM:** Ronald Bass, Emergency Management

**DATE:** October 9, 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 1217 2349**

**Hawthorne 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, November 3, 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

PROPOSED NAME

PVT 1217 2349

Hawthorne 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)



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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.    2 (c)

Meeting Date: November 3, 2014	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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SUBJECT: Golden Leaf Community Based Grant Funding Potential Applications

DEPARTMENT: Sampson Community College  
Sampson County Economic Development/Public Works

PUBLIC HEARING: No

CONTACT PERSON: Dr. Paul Hutchins, SCC President  
Joel Starling, County Attorney

John Swope, Economic Developer  
Lee Cannady, Public Works Director  
Matthew West, Dewberry Engineering

PURPOSE: To consider actions to facilitate/support the submission of two applications for Golden Leaf Community Based Grants applications

ATTACHMENTS: SCC Letter, Map

BACKGROUND: As the Board was previously advised, the Golden Leaf Foundation is sponsoring a community-based grants initiative for 2015. The County has the potential opportunity to have up to three projects totaling \$1.5 million funded under this initiative. We have provided the opportunity for our municipal and agency partners to meet with us to determine their interest in submitting applications, and preliminary applications from the interested parties are due to County Administration on November 5<sup>th</sup>. The following requests are presented to facilitate the submission of two applications:

Sampson Community College - The College has indicated their desire to seek Golden Leaf Community Based Grant funds to relocate their Truck Driver Training Program driving range in Sampson County. As discussed in the cover letter included in your agenda, the Community College is requesting that the Board approve the deeding or leasing of an 8.86 acre parcel of County-owned property located adjacent to SR 1931, near the Sampson County Detention Center, to the College for use in the relocation of

the driving range. The value of the property would also be counted as the College's 20% grant match. Dr. Paul Hutchins will present the College's request that the Board vote to indicate their willingness to pursue the transfer or lease of the property should the Golden Leaf application be approved. County Attorney Joel Starling will be prepared to answer any questions regarding the Board's authority to make such transfer or long-term lease.

Sampson County Economic Development/Public Works As a potential County application, Economic Developer John Swope and Public Works Director Lee Cannady have been working with Matthew West of Dewberry to develop a proposal to add an additional well site near the Faison/I-40 interchange. This project would support significant economic development for the I-40 area as well as other areas in northern Sampson County. Mr. Swope and Mr. Cannady will review the proposed project. An additional benefit of the added well would be the opportunity for the bulk sale of water to Johnston County in the future, and Mr. West will discuss how the County's Golden Leaf project could enhance our water infrastructure in this manner. The County's project would require a 20% match. If we are proposing a \$500-600,000 grant, then a 20% match would be approximately \$100,000, and we propose to use our sales tax refunds from the construction of the existing USDA well project for this purpose. The Board is asked to vote to indicate their willingness to allow the sales tax refunds to be used for this purpose should the County's Golden Leaf application be approved.

PRIOR BOARD ACTION: N/A

RECOMMENDED ACTION OR MOTION: Community College request: Indicate, by vote, the Board's willingness to pursue the transfer or lease of the 8.86 acres located adjacent to SR 1913 to the Community College for their use with their Truck Driving Program training range should their Golden Leaf application be approved

Economic Development/Public Works request: Indicate, by vote, the Board's willingness to allow the sales tax refunds to be used as a County grant match should the County's Golden Leaf application be approved



## SAMPSON COMMUNITY COLLEGE

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

Established 1967

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

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

October 21, 2014

Mr. Edwin W. Causey, County Manager  
Sampson County  
406 County Complex Road, Building C  
Clinton, North Carolina 28328

Dear Ed:

This letter is to formally request that the Sampson County Board of Commissioners approve the deeding or leasing of the County-owned parcel of 8.86 acres of property located adjacent to Secondary Road 1931 (Commerce Street) near the Sampson County Jail to Sampson Community College (SCC). SCC is requesting this property for our use to relocate our Truck Driver Training Program driving range to Sampson County.

SCC's Truck Driver Training Program was launched in 2006 thanks to the generosity of Ezzell Trucking, Smithfield Foods, Prestage Farms and AgProvision, who partnered with the College by providing tractors, trailers, a training field and essential maintenance equipment and supplies. The program began with 3 weekend classes with 12 students per class for a total of 36 students enrolled the inaugural year. By 2009, over 200 students were on a waiting list for enrollment. A \$100,000 Golden Leaf Grant enabled 3 weekday classes to be added to accommodate industry needs. The Truck Driver Training Program has continued to grow such that 13 classes were conducted in 2013 with 228 students enrolled. Graduates are immediately hired upon successful completion of the class by local, regional and national professional truck driving companies.

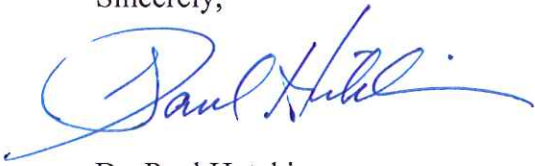
The training program has three components: classroom instruction, field training and open-road training. Classroom instruction is held on the SCC campus; however, the training field is located at AgProvision in Kenansville. This is because we have been unable to secure a location in Sampson County large enough to accommodate the tractor trailers, plus provide adequate square footage for training and CDL testing. Travel to and from the training field is a financial hardship for students, many of whom are unemployed or underemployed when they enter the program.

Page Two

SCC is making this request as part of our application for grant funds through the Golden Leaf Foundation Community Based Grant Initiative. SCC will use the value of the property as part of the required 20% match required by Golden Leaf. SCC is also approaching many of our industry and business partners to secure additional matching funds to support the grant application.

Thank you for your consideration of this request.

Sincerely,

A handwritten signature in blue ink that reads "Paul Hutchins". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Dr. Paul Hutchins  
President





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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.     3    

Meeting Date: November 3, 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

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SUBJECT: Consent Agenda

DEPARTMENT: Administration/Multiple Departments

ITEM DESCRIPTIONS/ATTACHMENTS:

- a. Approve the minutes of the October 6, 2014 and October 27, 2014 meetings
- b. Adopt a proclamation honoring Chasity Melvin - 2014 Inductee NCSU Athletic Hall of Fame
- c. Adopt a resolution supporting NC Vision 25 Transportation Funding Plan
- d. Approve revised Sampson County Library Policies: Code of Conduct; Computer/Internet Access; Fines, Fees and Replacement; and Registration and Lending
- e. Approve Use of Seized Asset Funds for Purchase of Equipment
- f. Approve the 2015 Holiday Schedule for Sampson County Local Government
- g. Approve the 2015 Sampson County Board of Commissioners Regular Meeting Schedule
- h. Approve late disabled veteran tax exclusion application for Eddie W. Williams, Jr.
- i. Approve tax refunds
- j. Approve budget amendments

RECOMMENDED

ACTION OR MOTION: Motion to approve Consent Agenda as presented

**Joint Meeting with the Sampson County Convention and Visitors Bureau**

The Sampson County Board of Commissioners convened at 5:30 p.m. on Monday, October 6, 2014 in the County Administration Building for a dinner meeting with the Sampson County Convention and Visitors Bureau Board. Members present: Chairman Jefferson Strickland, Vice Chairman Jarvis McLamb and Commissioners Albert D. Kirby, Jr., and Harry Parker. Absent: Commissioner Billy Lockamy.

Chairman Jefferson Strickland called the Board to order and recognized SCCVB Chairman Ray Jordan who offered thanks to the Board of Commissioners for the invitation to present the SCCVB Annual Report. Mr. Jordan introduced each member of the SCCVB present. Following dinner, Mr. Jordan presented those present with a copy of the FY 2013-2014 Annual Report of the Sampson County Convention & Visitors Bureau, and he and CVB Director Vickie Crane reviewed its highlights and the fiscal report. Upon a motion made by Commissioner McLamb and seconded by Commissioner Kirby, the Board voted unanimously to accept the report as presented.

Upon a motion made by Commissioner Kirby and seconded by Commissioner Parker, the Board then recessed to reconvene in the County Auditorium for their regular monthly meeting.

**Regular Meeting**

The Sampson County Board of Commissioners convened for their regular meeting at 7:00 p.m. on Monday, October 6, 2014 in the County Auditorium, 435 Rowan Road in Clinton, North Carolina. Members present: Chairman Jefferson Strickland, Vice Chairman Jarvis McLamb, Commissioner Albert D. Kirby, Jr. and Commissioner Harry Parker. Absent: Commissioner Billy Lockamy.

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

**Approval of Agenda**

Upon a motion made by Commissioner Kirby and seconded by Commissioner Parker, the Board voted unanimously to approve the agenda as presented.



**Item 1: Roads**

Monthly Report - NCDOT District Engineer Keith Eason was present to address questions or concerns from the Board or citizens in attendance. Mr. Eason had no specific reports with regard to secondary roads construction, but reported that the Department had picked up 16 miles of roadways during Litter Sweep, gathering 556 bags of trash with DOT staff and inmate labor during the two week period. From the audience, Eileen Coite expressed appreciation to the Department for repairs to a bridge on W. Mt. Gilead Road.

Addition of Roads to State Secondary Roads System: Pinecroft Subdivision (Pinecroft Drive and Woods Edge Drive) and Stonegate Subdivision (Ridge Stone Drive and Creek Stone Lane) Mr. Eason reported that Pinecroft Drive and Woods Edge Drive in the Pinecroft Subdivision and Ridge Stone Drive and Creek Stone Lane in the Stonegate Subdivision all met the standards for inclusion in the state system, and resolutions from the Board were required for the Department to proceed to accept the roads as requested by petition. Upon a motion made by Commissioner Kirby and seconded by Commissioner McLamb, the Board voted unanimously to adopt resolutions requesting the addition of Pinecroft Drive and Woods Edge Drive (Pinecroft Subdivision) and Ridge Stone Drive and Creek Stone Lane (Stonegate Subdivision) to the State secondary roads system. (Copies of resolutions filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)

**Item 2: Reports & Presentations**

Recognition of Retiree The Board presented retirees Connie Guyton (Library) and William Warren (Public Works) with plaques recognizing them for their service to the County.

Project W.A.S.P. (Working Alarms Save and Protect) Kelly Ransdell of the Office of State Fire Marshal, along with EMS Director Ronald Bass, Assistant EMS Director Jerry Cashwell and Fire Marshal Prentice Magdar, provided a report on the success of Project W.A.S.P., a countywide initiative on October 4, 2014 to provide free working smoke alarms and fire education safety to at-risk populations. Ms. Ransdell reported that the event, initiated in response to the tragic loss of six residents in a house fire in Garland, included representatives from OSFM, Sampson County Emergency Management, 15 of the County's 17 fire departments, along with almost 200 volunteers from North Carolina Baptist Aging Ministry, North Carolina Baptist Men, American Red Cross, Murphy-Brown, the Sampson County Fire Marshal's Office, the Sampson County Fireman's Association, Sampson County Aging, Sampson County Inspections Department, and Nationwide Insurance Company. The door-to-door canvassing event, she noted, was the largest ever one-day smoke detector distribution in North Carolina and resulted in the installation of 800 smoke alarms, as well as 200 carbon monoxide

detectors and some hearing-impaired devices (donated by Kidde and OSFM). EMS officials noted that the efforts would be ongoing.

#### NC Vision 25 Transportation Plan and \$1.49 Billion State Bond Proposal

Economic Developer John Swope reviewed the Governor's NC Vision 25 Transportation Plan and the \$1.49 Billion State bond proposal and the potential impact to the completion of Sampson County transportation projects, including Sections E & F of Highway 24. The Board directed staff to prepare a resolution supporting the NC Vision 25 Plan for consideration at the November meeting.

### **Item 3: Action Items**

Public Hearing – Small Cities Community Development Block Grant Program (CDBG) for Economic Development Projects The Chairman opened the hearing and called on Economic Developer John Swope who explained that the County was interested seeking funds from the State's Small Cities Community Development Block Grant Program (CDBG) for a \$1,750,000 water infrastructure improvement project to support the Enviva project and the entire I-40, Exit 355 interchange area – including a one mile of 12-inch water line from Burch Road down NC 403 and a 500,000 gallon elevated water tank. Mr. Swope reviewed the funding sources, including Golden Leaf (\$450,000), the Rural Economic Development Division of NC Commerce (\$781,500), the CDBG grant (\$542,425), and the County match (\$39,075). This hearing, he explained, was the second of two required public hearings for the CDBG funding, and included the consideration of policies required by the grant, which were similar to those adopted by the County in the past for other CDBG housing projects. Grant Consultant Skip Green noted for the record that the CDBG program, administered by the North Carolina Department of Commerce and the North Carolina Department of Environment and Natural Resources, totals \$43,757,560, and of this amount \$26,323,245 is available for infrastructure programs, specifically water and sewer. The Economic Development program has \$17,434,315; statewide the CDBG Program has to have a 70% low to moderate income benefit. He stated that in the event the project results in relocation, the County would do all that they could to minimize the need for such; however, in this proposed program, it was not anticipated that there would be any relocation. Mr. Green explained that the pre-application for funding had been submitted, and the Rural Infrastructure Authority would meet during the month and would formally consider the application for approval. After such approval, he explained, the final formal application would be submitted. He called the Board's attention to the policies and procedures presented for adoption. He clarified that the water would be available for commercial and residential use as the County determined; staff further clarified that the CDBG grant amount requested was \$542,425. The floor was opened for comments, and none were received; therefore the hearing was closed. Upon a motion made by Commissioner McLamb and seconded by the Commissioner Kirby, the Board voted unanimously to authorize the submission of the grant application and to approve the

following associated documents: Resolution Regarding Sampson County's Application for CDBG Economic Development Funds, Resolution to Adopt Policies and Guidelines for Small Cities CDBG Grant Programs, Citizen Participation Plan, Local Jobs Initiative/Section 3 Plan, Equal Employment and Procurement Plan, Procurement Policy, Code of Conduct, Guideform Residential Displacement & Relocation Assistance Plan/Section 104(d), Resolution to Prohibit Excessive Force by Law Enforcement/Section 519 Certification, Property Acquisition Policy, Labor Standards Officer Designation, Section 504 Compliance Officer/Grievance Procedure, Fair Housing Policy, Limited English Proficiency Communication Plan, and Public Facility Assessment Policy. (Copies filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)

Public Hearing – Rural Operating Assistance Program Grant Funds

Chairman Strickland declared open the public hearing to receive public comments regarding the County's intent to apply for FY 2015 Rural Operating Assistance Program funding. Lorie Sutton, Department of Aging Director, was present and introduced new Transportation Coordinator Earle McNeil. She reviewed the proposed uses for the grant funding, totaling \$152,898. The floor was opened for questions or comments, and the following were received:

Ann Knowles, Veterans Service Officer: I want you to know what a wonderful job they do in getting the veterans to their medical appointments. It takes a lot of juggling because the VA does not always want to work to our schedule.

There being no further comments, the Chairman closed the public hearing. Upon a motion made by Commissioner Kirby and seconded by Commissioner McLamb, the Board voted unanimously to authorize the submission of the grant application for FY 2015 and the execution of all associated documents, including the certification statement. (Copies filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)

Public Hearing – Naming of Private Roads The Chairman opened the public hearing and called upon Assistant County Manager Susan Holder who reviewed the recommendations of the Road Naming Committee. There were no other comments, and the hearing was closed. Upon a motion made by Commissioner Kirby and seconded Commissioner Parker, the Board voted unanimously to name the private roads as follows:

PVT 1141 2019      Nadine Lane

Sampson County Schools Request for Utilization of Remainder of School Roof Allocation Lou Nelon, Executive Director of Auxiliary Services for Sampson County Schools, presented a request to use a portion of the remaining funding previously allocated for school roof repairs (\$37,000) to make needed repairs to buildings within their Plant Operations Complex (\$15,000) and to the Old Midway Elementary gymnasium (\$22,000) to extend the life of these facilities. It was noted that the remainder of the monies would go back into the reserve capital account. Upon a motion

made by Commissioner Kirby and seconded by Commissioner Parker, the Board voted unanimously to approve the request (and associated budget amendment as follows):

<u>EXPENDITURE</u>		<u>County Schools Capital Outlay</u>	
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u> <u>Decrease</u>
11659140	555030	Category 1 Capital Outlay	37,000.00
11659140	550000	Unallocated Capital Outlay	18,616.00
11659140	582096	Transfer to general fund	55,616.00
<u>REVENUE</u>			
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u> <u>Decrease</u>
11035914	409612	Transfer frm school cap reserve	55,616.00
19932320	409900	Fund balance appropriated	55,616.00

Request to Surplus Property (Parcel (Parcel 09-0828060-01) and Dispose of Utilizing Upset Bid Process Finance Officer David Clack explained that the County had acquired by foreclosure a .5 acre parcel located on Ruffin Lane in Clinton. At the time of foreclosure, there were no bids offered at auction; however, there has been recent interest from a citizen in acquiring the property, and the Board was asked to declare the property as surplus and authorize its disposal pursuant to the upset bid process. Upon a motion made by Commissioner Kirby and seconded by Commissioner McLamb, the Board voted to declare the property as surplus and to authorize its disposal by upset bid, setting a minimum bid of \$2,915.

Consideration of Amendment to the Sampson County Noise Ordinance County Attorney Joel Starling reviewed information provided at the Board’s September meeting regarding options for amending the noise ordinance in response to a citizen’s concerns raised during the public comment portion of the Board’s August meeting. Mr. Starling reiterated his caution to the Board with regard to making changes to “legislate enforcement,” and noted that it may not make sense to amend the ordinance to address an isolated issue which may be more of enforcement in nature. He noted that if the Board elected to change the ordinance, it would necessitate a public hearing. Because there were few, if any, other similar concerns which had been reported, the Board directed staff to send a letter to advise the Sheriff of this particular citizen’s concerns and took no further action.

Appointments - Workforce Development Board This item was tabled.

Appointments - Library Board of Trustees This item was tabled.

**Item 4:            Consent Agenda**

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

- a. Approved the minutes of the September 2, 2014; July 28, 2014; July 23, 2014; June 26, 2014; June 23, 2014; June 16, 2014; June 2, 2014; May 27, 2014; May 16, 2014; April 7, 2014; March 31, 2014; and March 3, 2014 meetings
- b. Adopted a resolution proclaiming October as Breast Cancer Awareness Month (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- c. Adopted the Resolution Providing for Electronic Listing and Extending the Time for Filing Electronic Listings of Personal Property for Property Tax Purposes (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- d. Approved new Health Department fees as recommended by the Board of Health (lipid panel; influenza vaccine)
- e. Approved contracts between the Sampson County Health Department and Clinton City Schools and Sampson County Schools for nursing services (Copies filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- f. Approved the primary attorney (Warwick and Bradshaw) and secondary attorney (Howard and Bradshaw PLLC) contracts for Sampson County Social Services (Copies filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- g. Approved the execution of a one-year lease by DHHS Children’s Developmental Services Agency for three (3) cubicles at the Sampson County Health Department (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- h. Authorized destruction of Health Department personnel records (30 years after separation) held by Division of Archive and Records
- i. Approved revisions to Home and Community Care Block Grant (reduction in State funding) (Copy of forms filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_\_.)
- j. Adopted a resolution supporting the construction of the Atlantic Coast Pipeline (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- k. Approved the following tax refunds:

#6514	Coastal Agribusiness	\$ 180.98
#6481	John Williams Owens	\$ 122.74
#6504	Laquisha Simone Wilson	\$ 117.50
#6451	William K. Thornton	\$ 877.38
#6452	Gwendolyn Bowden	\$ 654.28
#6429	Joe Robinson (deceased)	\$ 3,279.60
#6404	Roger Allen Jr., Christine A. Labor	\$ 1,158.48
#6456	K&T Family Farm LLC	\$ 298.73
#6455	Ronald David Worley	\$ 329.10
#6458	Sandra Pope Ward	\$ 141.92

#6464	Joe Britt Warren	\$ 651.41
#6465	Guy Richard Beretich	\$ 604.47
#6457	Edna T. Underwood (deceased)	\$ 305.23
#6459	Gary Dixon Porter, Brenda K. Porter	\$ 423.79
#6462	Luther Donald Starling, Jr.	\$ 452.87
#6453	Betty Jo Smith	\$ 544.87
#6440	Edna Elizabeth Lancaster	\$ 897.79

1. Approved the following budget amendments:

<u>EXPENDITURE</u>		<u>SFR 14 Program</u>	
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u> <u>Decrease</u>
29549420	519049	SFR 14 Administration	35,000.00
29549420	562004	SFR Rehabilitation	135,000.00

<u>REVENUE</u>			
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u> <u>Decrease</u>
29034942	403614	NC Housing Finance Grant	170,000.00

<u>EXPENDITURE</u>		<u>Child Advocacy Center</u>	
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u> <u>Decrease</u>
14553400	512600	Salaries - Part Time	19,600.00
14553400	518100	FICA	1,220.00
14553400	518120	Medicare	285.00
14553400	519900	Child Advocate Services	12,000.00
14553400	519300	Child Medical Exams	11,395.00
14553400	526100	Office Supplies	900.00
14553400	531100	Travel	700.00
14553400	539500	Training	500.00
14553400	549100	Dues & Subscriptions	400.00
14553400	551000	Office Furniture & Equipment	12,000.00

<u>REVENUE</u>			
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u> <u>Decrease</u>
14535340	403608	State - CAC Grant	46,000.00
14535340	408401	Local - Donations	13,000.00

<u>EXPENDITURE</u>		<u>Health - Child Services Coordination</u>	
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u> <u>Decrease</u>
12551680	544000	Department Supplies Equipment	40,500.00

<u>REVENUE</u>			
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u> <u>Decrease</u>
12535168	404097	Fund Balance Approp TXIX	40,500.00

<b><u>EXPENDITURE</u></b>		<b><u>CES-Senior Health Insurance Info Prog SHIIP</u></b>	
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	
			<u>Increase</u> <u>Decrease</u>
04549580	512600	Salaries - Part Time	1,400.00
04549580	518100	FICA	87.00
04549580	518120	Medicare FICA	21.00
04549580	526200	Departmental Supplies	1,132.00
04549580	529900	Miscellaneous Expenses	100.00
04549580	531100	Travel	100.00
04549580	532100	Telephone & Postage	50.00

<b><u>REVENUE</u></b>			
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u> <u>Decrease</u>
04034958	404088	SHIIP Revenue (State of NC Dept of Insurance)	2,890.00

<b><u>EXPENDITURE</u></b>		<b><u>CES-Senior Health Insurance Info Prog SHIIP</u></b>	
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	
			<u>Increase</u> <u>Decrease</u>
04549580	512600	Salaries - Part Time	2,020.00
04549580	518100	FICA	126.00
04549580	518120	Medicare FICA	30.00
04549580	526200	Departmental Supplies	820.00
04549580	529900	Miscellaneous Expenses	100.00
04549580	531100	Travel	100.00
04549580	532100	Telephone & Postage	50.00

<b><u>REVENUE</u></b>			
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u> <u>Decrease</u>
04034958	404088	SHIIP Revenue (State of NC Dept of Insurance)	3,246.00

<b><u>EXPENDITURE</u></b>		<b><u>County Schools Capital Outlay</u></b>	
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	
			<u>Increase</u> <u>Decrease</u>
11659140	555030	Category 1 Capital Outlay	125,116.00
11659140	555031	Category 2 Capital Outlay	1,016.00
11659140	555032	Category 3 Capital Outlay	6,610.00
11659140	582096	Transfer to general fund	132,742.00

<b><u>REVENUE</u></b>			
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u> <u>Decrease</u>
11035914	409612	Transfer frm school cap reserve	132,742.00
19932320	409900	Fund balance appropriated	132,742.00

<b><u>EXPENDITURE</u></b>		<b><u>County Schools Capital Outlay</u></b>	
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	
			<u>Increase</u> <u>Decrease</u>
11659140	555030	Category 1 Capital Outlay	581,400.00
11659140	555031	Category 2 Capital Outlay	52,000.00
11659140	555032	Category 3 Capital Outlay	34,000.00
11659140	550000	Unallocated Capital Outlay	667,400.00

**Item 5: Board Information**

The following items were provided to the Board for information:

- a. Letter of Appreciation from Sampson County History Museum Board of Directors
- b. Notice of Receipt of Grant Funding of \$186,000 for Upgrade of VIPER Mobile Tower
- c. Sampson Soil & Water - 2014 Annual Report

**Item 6: Water and Sewer District Board Actions**

The Sampson County Board of Commissioners recessed and reconvened as the Board of Directors of Water and Sewer District II for the consideration of the following item:

Approval of Amendment to Water Purchase Contract with City of Dunn Public Works Director Lee Cannady presented a proposed amendment to the District's current water purchase contract with the City of Dunn that establishes a minimum quarterly usage equal to or greater than thirty (30) million gallons, which allows for stability in the County's water purchase rate. Upon a motion by Commissioner Kirby and seconded by Commissioner Parker, the Board voted unanimously to approve the contract amendment. (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)

Mr. Cannady announced that there would be a ceremony on October 15<sup>th</sup> at 3:00 p.m. to celebrate turning on the new wells.

The Board then adjourned as the Board of Directors of Water District II and reconvened as the Board of Commissioners.

**County Manager Reports**

County Manager Ed Causey reported that he was preparing a report regarding business audits to present to the Board at their January 2015 meeting. He reported that the Pay, Classification and Benefits study was progressing, that he would be meeting with department heads on October 16<sup>th</sup> with regard to review of proposed job classifications. He anticipated that the process would move quickly after this was completed. Mr. Causey expressed his appreciation to the Board for accommodating him with regard to family deaths during the budget process; he noted that he would be traveling that weekend to finish his third estate in a year.



## **Public Comments**

There were no public comments offered.

## **Recess to Reconvene**

Upon a motion made by Commissioner Kirby and seconded by Commissioner Parker, the Board voted unanimously to recess to reconvene at 6:00 p.m. on October 27, 2014 for a joint meeting with the Sampson Regional Medical Center Board of Trustees for their annual budget presentation.

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Jefferson B. Strickland, Chairman

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Susan J. Holder, Clerk to the Board

### **Hospital Budget Presentation**

The Sampson County Board of Commissioners reconvened at 6:00 p.m. on Monday, October 27, 2014, in the Third Floor Classroom at Sampson Regional Medical Center for a joint meeting with the Sampson Regional Medical Center Board of Trustees. Members present: Chairman Jefferson Strickland, and Commissioners Billy Lockamy and Harry Parker. Absent: Vice Chairman Jarvis McLamb and Commissioner Albert D. Kirby, Jr.

The Chairman called the Board of Commissioners to order and thanked the hospital trustees for their hospitality. Following a budget presentation by CFO Jerry Heinsman, Commissioner Lockamy moved that the Board of Commissioners approve the budget as presented. The motion was seconded by Commissioner Parker and was approved unanimously.

### **Adjourn**

Upon a motion made by Commissioner Parker and seconded by Commissioner Lockamy, the Board voted unanimously to adjourn.

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Jefferson B. Strickland, Chairman

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Susan J. Holder, Clerk to the Board



**Proclamation Honoring Chasity Melvin  
2014 North Carolina State University Athletic Hall of Fame Inductee**

**Whereas**, the County of Sampson wishes to pay tribute to Chasity Melvin, selected as a 2014 North Carolina State University Athletic Hall of Fame Inductee; and

**Whereas**, the Roseboro, North Carolina native led the Lakewood High School Leopards to a North Carolina High School Athletic Association 1-A Championship in 1994, her 37 points the fifth-highest total in any NCHSAA title game and her 21 rebounds the second most in any NCHSAA title game; and

**Whereas**, Melvin became a leader on the court with the North Carolina State Wolfpack Women's Basketball team, the first player in the school's history to lead the team in field goal percentage all four years and only the second player in the university's history with 2,000 career points and 1,000 rebounds; and

**Whereas**, earning accolades as the 1995 ACC Rookie of the Year, a 1998 National Player of the year finalist and a Kodak All-American, Melvin led her Wolfpack team to four NCAA Tournament appearances during her college career, culminating with the 1998 Final Four; and

**Whereas**, as the fourth-leading scorer and rebounder in the NCSU Women's Basketball program's history, Melvin was a member of the ACC's 50<sup>th</sup> Anniversary team, and was a WNBA first-round draft pick; and

**Whereas**, Melvin played 12 seasons in the WNBA with Cleveland, Chicago and Washington, as well as international basketball in Italy, Israel, Spain, Russia and China. Melvin was a WNBA All-Star in 2001 and ranks in the top 20 in WNBA history in career rebounds; and

**Whereas**, on Friday, October 10<sup>th</sup>, Melvin will be inducted at the third-annual NC State Athletic Hall of Fame Induction Ceremony at Reynolds Coliseum, but not before being honored by family, friends, fans and fellow Leopards at a pep rally at her high school alma mater Lakewood High School.

**Now, Therefore, Be It Resolved**, that the Board of Commissioners of the County of Sampson does hereby recognize and commend this distinguished citizen on this auspicious occasion and extend their congratulations and best wishes.

**Presented, this 10<sup>th</sup> day of October, in the year 2014.**

**Jefferson B. Strickland, Chairman  
Sampson County Board of Commissioners**



## RESOLUTION SUPPORTING NC VISION 25

**Whereas**, North Carolina Governor Pat McCrory and Transportation Secretary Tony Tata have unveiled NC Vision 25, a 25-year plan for meeting the transportation needs of North Carolina to “map our future and determine how to best leverage our infrastructure to catalyze economic growth;”<sup>1</sup>and

**Whereas**, NC Vision 25 builds upon the Strategic Transportation Investments (STI) law which established a new Strategic Mobility Formula which more efficiently and fairly allocates revenues for transportation improvements on data-driven scoring and local input; and

**Whereas**, NC Vision 25 recognizes that each sector of the state faces its own distinctive challenges and identifies potential solutions and future investments by regions: Western, Central, Coastal, and Eastern; and

**Whereas**, the NC Vision 25 recognizes that our region, the Eastern Region, is a center of agriculture and a strategic military corridor, but lacks competed infrastructure to best capitalize on these economic drivers; and

**Whereas**, NC Vision 25’s solutions for the Eastern Region include strengthening military connections, enhancing freight movement and improving I-95 connections; and

**Whereas**, Sampson County Board of Commissioners have long advocated for transportation improvements that achieve these goals, including the full funding and completion of all six sections of NC 24 project from I-95 to I-40, which is included in the Governor’s list of highway projects tentatively targeted to receive funding in a State bond proposal.

**Now, Therefore, Be It Resolved**, that the Board of Commissioners of the County of Sampson do express their support for the NC Vision 25 plan as it seeks to identify and implement strategic regional solutions to the State’s transportation challenges; and

**Be it Further Resolved**, that the Board applauds the shift in how North Carolina prioritizes and funds major transportation projects, as this may resolve the disparity in the allocation of transportation funding between urban areas and rural communities; and

**Be it Further Resolved**, that the Board encourages the Governor and General Assembly to set vision to action, funding much needed regional projects that accomplish the goals set forth in the 25-year plan, such as the full completion of the NC 24 project, which will not only provide the most expedient passage for industrial and agricultural commodities to the major commerce routes of I-95 and I-40, but also create logistic efficiencies which enhance our critical defense corridor.

**Adopted** this 3rd day of November, 2014.

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Susan J. Holder, Clerk to the Board

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Jefferson B. Strickland, Chairman  
Sampson County Board of Commissioners

**SAMPSON-CLINTON PUBLIC LIBRARY SYSTEM**

217 Graham Street  
Clinton, North Carolina 28328  
910-592-4153  
(Fax) 910-590-3504

TO: Sampson County Board of Commissioners  
FROM: Heather Bonney, Library Director  
RE: Policy changes and revisions  
DATE: October 17, 2014

After extensive consultation with my staff and my Board of Trustees, I wish to submit the following Polices for approval:

- Code of Conduct
- Computer/Internet Access
- Fines, Fees, and Replacement
- Registration and Lending

The first two have been revised to such an extent that I ask the old policy be replaced. I have included it and changed the title to include the term OLD. The other two policies simply show the revisions within the document in mark-up.

The impetus for change is our patron base themselves. They use our libraries differently than when these policies were first adopted. Our circulation database has changed since their adoption. And, frankly, so has our staff. We wish to have a more gracious, inviting environment, and these policies reflect that.

If you have any questions, I am at your disposal.

attachments

# Sampson-Clinton Public Library

## Code of Conduct

In order to provide a safe environment that promotes the enjoyment and full utilization of the Sampson Clinton Public Library, patrons are asked to respect each other and the library staff and to share the library's space and its resources. We also ask that everyone abide by the guidelines below. Library staff will issue one warning to cease conduct violating any of the following, and failure to comply may result in being asked to leave the library for the remainder of the day.

- Any behavior, verbal or physical, that makes another patron feel harassed, intimidated, threatened, discomfited or unsafe or that in any way interferes with another patron's use of the library is not allowed.
- Cell phones and other electronic devices should be used so as not to disturb others.
- Only service animals are appropriate in the library.
- Conversations and activities are to be kept at a level that will not disturb others. Situations that have been caused complaint in the past include young children babbling/crying; people humming; children running; people having extended conversations; etc....
- Obscene, abusive, or threatening language is strictly prohibited.
- Children should not be left unattended anywhere on the library premises if they cannot care for themselves or if they interfere with or disrupt other patrons' use of the library (Please see the "Unattended Children" section below).
- Soliciting opinions/money, giving speeches, or requesting people to fill out surveys is not permitted.
- Eating, smoking, carrying weapons, or bathing in the library is not allowed.
- All drinks must have a lid.
- The library does not allow the use of sports or recreational equipment on the property.
- Sleeping on the library's premises for an extended period of time (approx. 15 min.) is not allowed.
- Patrons are must be properly proper attired (shoes, pants/skirt, shirt, etc...) and be in possession of their personal property at all times. The library is not responsible for the loss or theft of items left unattended.
- Patrons are required to comply with the directions of library staff members.

If a person's hygiene is interfering with another person's use of the library, he/she will be asked to return to the library once the hygiene issue has been resolved.

A patron will be immediately expelled and suspended for committing or attempting to commit the following:

- Harassment, stalking or threatening behavior
- The use of alcohol or controlled substances

The police will be contacted immediately for the following offenses:

- Assault
- Battery

- Theft
- Vandalism
- Sexual offenses / offensive touching

## Unattended Children

The Sampson-Clinton Public Library welcomes children of all ages. The library is a public building and, as such, everyone is welcome. We ask patrons to help us keep the library a safe and pleasant place for children by adhering to the following policies:

- It is the parent or guardian, not the library staff, who are responsible for the supervision of the child(ren) in the library. Library staff do not act in loco parentis.
- Parents are reminded that they are responsible for supervising their children's access to Library materials. While the staff members are always available to lead young people to interesting materials selected with children's interests and needs in mind, it shall be assumed that children who visit the Library unattended are authorized to use the full range of materials available to all library patrons.
- Unwelcomed interaction with minors is prohibited in the library. Parents should speak to their child(ren) about personal safety. Children should know they can always come to a library staff member if another person is making them feel threatened or uncomfortable.
- All children are subject to the library's Code of Conduct while in the library.
- Children:
  - Under 5 and under must stay with a parent or caregiver over age of 17.
  - Between 6 and 12 who can care for themselves and do not disturb others may be in the library unsupervised (parent / caregiver is on library property).
  - 12 and over may be left at the library unattended if they can care for themselves and do not disturb others provided that they be picked up quickly in case of emergency, library closure, or other incident.
- All children must know how to reach an adult in case of an emergency; both children and adults should be aware of library hours. At closing time, the proper authorities will be notified to escort unattended children from the library contact cannot be established with the parent after fifteen minutes.

Any other behavior not included in this policy which interferes with the proper and established function of a public library, that threatens the safety and/or welfare of individuals, or that interferes with the quiet enjoyment of the library and library grounds by other individuals is not allowed.

Library administration understands that circumstances may occur which would necessitate varying the application of this policy, and these instances will be handled on a case-by-case basis by the Library Director.

BOC adoption November, 2014

# **OLD**Sampson-Clinton Public Library

## **Library Code of Conduct**

We invite everyone to explore our resources, to consult our helpful staff, and to enjoy our welcoming environment. This mission can only be fully achieved if users of the Library respect the rights of all other users and the staff. This general statement underlies the more specific provisions of the Library's Code of Conduct set forth below and requires that Library users act in a manner that will not interfere with the functioning of the Library or disturb others.

Patrons who do not comply with the Code of Conduct will be subject to increasing levels of action, ranging from asking the patron to leave the library for the remainder of the day to the patron's suspension or permanent loss of all library privileges to legal prosecution. The level of action shall be determined on a case-by-case basis and shall be within the sole discretion of the Library Director or his or her designee.

### **Patron Conduct**

1. Conversations and activities should be kept at a level that will not disturb others. Upon entering the Library, users of cell phones or other mobile communication devices should set their devices to vibrate or mute the volume of the ring. When on a call, patrons should keep their voices at low levels.
2. Obscene, abusive, or threatening language, whether written or spoken, is prohibited.
3. Any behavior, verbal or physical, that makes another patron feel harassed, intimidated, threatened, discomfited or unsafe or that in any way interferes with another patron's use of the library is not allowed.
4. No weapons are allowed on library property. Law enforcement officers are exempt.
5. Patrons may use radios and other sound-producing equipment if they use headphones and sound is not transmitted to others. Emergency personnel radios are exempt.
6. Service animals are acceptable at all libraries. Patrons should not bring any other animals to the library except when they are involved in a library-sponsored event. Animals outside of the library must not be disturbing to patrons entering the building or cause noise levels that are disruptive to patrons inside the library.
7. Briefcases, handbags, knapsacks and any other packages may be examined upon any Patron leaving the library. Patrons may not bring bedrolls, blankets, suitcases, duffel bags, or other large bags or containers into the library.
8. Consumption or possession of food or beverages in open containers in the library is prohibited with the following exceptions:
  - a. During library-sponsored programs
  - b. Caregivers with bottles for infants/toddlers.
9. Possessing, consuming, or being under the influence of alcohol or illegal drugs and smoking or other uses of tobacco inside the library is not allowed.
10. Patrons must be fully clothed, including shirt and shoes. Clothing must be worn appropriately (fastened, zipped, covering adequately, etc...).
11. Patrons whose hygiene is offensive enough to constitute a nuisance to other people shall be required to leave the building.
12. Patrons are required to comply with any request of a library staff member.



# **OLD**Sampson-Clinton Public Library

## **Library Code of Conduct**

### **Proper Use of Library Property**

1. Library materials and furnishings may not be rearranged. This includes the indiscriminate pulling of materials from shelves in a manner that disrupts the orderly and proper arrangement of library materials.
2. Library or library staff property should not be misused, mutilated, damaged, or defaced.
3. The Library's telephone is used to conduct library business. If available, patrons may be allowed use of the library's telephone for brief (less than 5 minutes) local calls.
4. Library staff will not take or convey messages to or for patrons.
5. Use of the library's card catalogs, computers, copy machines, and microfilm/fiche readers is subject to reasonable time limitation which may be employed at the discretion of library staff if others are waiting.
6. Soliciting, vending, and distributing of petitions, notices, surveys, or merchandise in the library or on library grounds by a non-library sponsored group is not permitted.
7. Since the library is not designed to serve as a public shelter, lounge, or recreational center, the following cannot be allowed:
  - a. Sleeping
  - b. Loitering or lingering aimlessly
  - c. Misuse of restrooms
  - d. Using sports or recreational equipment on library grounds
  - e. Other boisterous conduct not suited to a library environment
8. Patrons may not use the library to store their personal belongings. The library does not take responsibility for any items left unattended.
9. The Children's Room is dedicated to resources and services for children (birth through 12 years of age), and it is to be used primarily by and for them. Parents and caregivers are invited to accompany their children to the Children's Room to participate actively in reading, programs, and the selection and use of library materials. For the safety of all children, adults (17 and over) who are not accompanied by children, are to use the Children's Library only for the purpose of retrieving materials for check out or to make arrangement to retrieve materials for use in other areas of the library.
10. The Genealogy room contains irreplaceable items and is meant to be used by adults who are using those items for research. The Genealogy room is not a meeting or study room.
11. The Library prohibits parking vehicles on the Library's premises for purposes other than library use. No vehicles should remain on the premises during hours that the library is not open to the public. Vehicles parked in violation of this rule may be towed in conformance with any local ordinance or regulation.

### **Unattended Children**

1. All children are subject to the library's Code of Conduct while in the library. The term children refers to patrons under the age of seventeen.
2. The library encourages children to visit and take advantage of its resources; however, it is the responsibility of caregivers to ensure their children's appropriate behavior. Staff do not act in loco parentis.

# **OLD**Sampson-Clinton Public Library

## **Library Code of Conduct**

3. Children eight years old and under visiting the library must remain in the immediate supervising vicinity of a caregiver who is at least seventeen years of age. If a child's behavior causes a disturbance, the caregiver will be asked to remove the child from the building until such time the child can be quieted or calmed.
4. Children nine years old and over may use the library unattended provided their behavior is appropriate as outlined in this policy and they are mature enough to stay alone. Children not following the Code of Conduct will be given one warning and then will be asked to leave if the behavior persists.
5. The library staff is not responsible for the supervision of unattended children. An unattended child refers to a child in the library alone, or a child whose caregiver is in the library but is not directly supervising that child. Unattended children must know how to reach a caregiver at all times in case of emergencies or unexpected changes in pick-up times.
  - a. Parents, guardians, or caregivers are expected to be aware of the opening and closing times of the Library and to make arrangements to meet and/or transport their children.
  - b. Inclement weather, power failures, and other unforeseen emergencies can and do occur, requiring the Library to open late or to close early. Library staff will try to reach a parent or guardian when these situations occur, but if no contact can be made, it will be necessary for the library staff to call local authorities to pick up the child.
  - c. It is not the responsibility of Library staff to monitor whether unattended children leave the premises, nor is it their responsibility to know if a child is leaving with a parent, guardian, relative, friend, or stranger.
6. If a child under the age of eight is attending a library program, a parent or childcare provider must remain in the library until the conclusion of the program in case of emergency. Under no circumstances will staff offer transportation to patrons left at closing. If an unattended child is left at closing, two staff members will remain with the child until he/she is retrieved. The responsible adult will be given a copy of this policy, and an incident report will be filed with Library Administration who will decide the appropriate course of action for future library visitations by the child.

Any other behavior not included in this policy which interferes with the proper and established function of a public library, that threatens the safety and/or welfare of individuals, or that interferes with the quiet enjoyment of the library and library grounds by other individuals is not allowed. Should it be necessary to request police assistance, the offender, if under the age of seventeen, will be barred from the library until a conference with a parent or legal guardian can be held with Library Administration to define acceptable behavior and establish the requirements for readmission to the Library.

Library Administration understands that circumstances may occur which would necessitate varying the application of this policy, and these instances will be handled on a case-by-case basis by the Library Director.

SCPL Board of Trustees 08/09, 4/10, 11/11  
BOC 09-09, 5/10, 12/11

## Sampson-Clinton Public Library Computer / Internet Access Policy

It is our mission to make available Internet access for the local demand. Our facilities provide FREE Wi-Fi access for residents with personal computers and other compatible electronic devices. We have computers available for access by patrons with current SCPL cards in good standing. Patrons not eligible for an SCPL card may obtain a visitor's pass (see Fee Schedule).

### **Statement of Purpose:**

The Sampson-Clinton Public Library provides public access to the Internet as part of its mission to deliver services and materials to meet the information needs of all citizens. Users are responsible for critically evaluating the information found on the Internet.

### **Access Policy**

As with other library materials, Library staff does not monitor what any user views or reads on the Internet. It is the responsibility of the parent or guardian to guide his or her own child's use of the Internet. Parents are encouraged to learn how to access the Internet along with their children, so that they may help guide the child toward appropriate and useful information.

### **Filtering Policy**

In an attempt to block access to Internet sites which display obscene material, the Sampson-Clinton Public Library does filter all search requests. In most cases, this can be overridden by staff for adult users (18 years or above) using the computer for research. Proof of age will be required.

### **Internet Use Rules and Procedures**

***By logging in to SCPL computers or networks, all patrons are agreeing to abide by the following:***

- Those eligible for a SCPL card will use their own library card to access the computers.
- Users may logon as many times as they will each day. Staff are able to extend time for persons if there is a special task that requires extended time provided no one is waiting.
- As all workstations are in view of other patrons and staff, users are not permitted to access pornographic or obscene sites. The Library will interrupt or terminate a patron's computer session if material displayed on the screen is not appropriate in a public environment. Willfully breaking this rule will result in the loss of computer access for a minimum of one month upon the first infraction and the permanent termination of computer access upon the second infraction.
- Access to on-line games and other programs that utilize excessive bandwidth may be terminated if these programs interfere with overall network performance.

- The library is not responsible for damage to patron's property or for any loss of data, damage or liability that may occur from use of or from the inability to use or access the Library's computers / Internet connection / wireless network.
- Patrons will not use library computers or networks to violate the law.
- Patrons will be considerate of others. Talking, humming, having children who are crying or being disruptive, etc... interferes with others who are trying to use the workstations. Patrons will be warned once, and then they may be asked to log off in consideration of the other patrons.

### **Violations of this Policy**

The library is providing this service free of charge. Please be considerate of the equipment and other users. Users who do not follow these rules and procedures will lose Internet access privileges at the library. The Library staff reserves the right to terminate any Internet session at any time.

BOC adoption November, 2014

# **OLD**Sampson-Clinton Public Library

## **Internet and Computer / Network Acceptable Use Policy**

### **PURPOSE:**

The Sampson-Clinton Public Library is pleased to provide its patrons with free access to computers and the World Wide Web. The purpose of this service is to ensure that everyone can take advantage of the ever-growing resources and services available via current technology. Due to our technology boundaries and the nature of some materials available through the Internet, it is necessary to impose some restrictions on the use of the Library's computers / network.

### **DISCLAIMER:**

The Internet is an unregulated medium. It may provide access to information that is inaccurate, incomplete, unlawful to access or use, or that some may find offensive or disturbing. The Library has no control over materials available on the Internet and can in no way be held responsible for its content or any individual's communications. Should the user find any of the information retrieved through the use of the Internet as being offensive or inaccurate, SCPL suggests that the user contact the webmaster or party responsible for the webpage.

The Library, having installed and enforced the operation of filtering software in compliance with the Children's Internet Protection Act, is not liable for the operation or failure to operate, of the filtering software or for its circumvention by users. Since software and information downloaded from any source, including the Internet, may contain computer viruses, users are advised to utilize virus checking software on their home computers. The Library is not responsible for damage to users' disks or computers or for any loss of data, damage or liability that may occur from use of or from the inability to use or access the Library's computers / Internet connection / wireless network.

### **TECHNOLOGY PROTECTION MEASURES:**

All Internet access is filtered, and the Library will enforce the operation of the filter to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Filtering software is not foolproof. It diminishes the likelihood that searchers will inadvertently retrieve text or images that they may find offensive, but does not eliminate that possibility; therefore, it is the responsibility of the user to leave any sites which are prohibited by this policy if the filter does not block said site for whatever reason. Filters often block access to sites that users would consider both inoffensive and useful. Patrons may ask a librarian for help if they

believe the filtering software is too restrictive for their purposes. Technology protection measures may be disabled temporarily by a Library staff member, as necessary, for bona fide research or other lawful purposes for persons 17 years of age and older.

### **STAFF ASSISTANCE:**

Library staff are available to provide brief / limited assistance to patrons about the Internet and the Library's computers / network. Staff will give basic instruction about computer / network logon procedures and may be able to answer basic questions and assist with general research methods involving the computers / Internet.

### **RULES AND REGULATIONS:**

By logging on to the library's computers / network, users agree to abide by the following rules:

- Patrons with SCPL library cards must use their own library card to log on to the library's computers, and it must be in good standing and not expired. The term "in good standing" is defined as a library card that does not have any fines or fees, overdue books, or other blocks attached to it.
- Patrons not residing in Sampson County may obtain a visitors pass for an hourly fee by presenting a valid photo ID upon each visit. Contiguous county patrons with SCPL library cards who do not wish to renew their library cards may obtain a visitor's pass for the hourly fee instead of paying the contiguous county fee. Visitors with their own laptop computers may use the library's wireless network free of charge.
- Supervision of a child's access to the Internet is the responsibility of the parent or guardian; the Library will not take measures to restrict access to the Internet. Parents and guardians are encouraged to review with their child the "Kids' Rules for Online Safety" and "Online Safety Guidelines for Parents" by going to <http://www.safekids.com>.
- Library staff shall require valid photo identification to verify that a patron is at least 17 years old in order to disable the filter for websites which may be blocked for reasons other than are restricted by this policy.
- Due to the limited number of public access terminals, patron use is on a first-come, first-serve basis. Computer sessions shall be limited to 60 minutes. If additional time is needed, patrons may log back onto a computer for as many additional sessions as they need.
- The Library prohibits the viewing of any material accessed through the Library's computers / network which may be interpreted as (1) obscene, (2) pornographic, or (3) harmful to minors.
- Access to on-line games and chat/IM programs may be restricted as these mediums utilize excessive bandwidth and interfere with overall network performance.
- Computer users must bring their own information storage devices (USB flash drives may be used on all computers) in order to save their information.
- Printers are available at each branch (see "Fines, Fees, and Replacement Policy" for prices). These charges apply even if patrons supply their own paper due to the wear on the printer and use of toner.
- The Library will provide electrical outlets for public use for charging personal laptop computers if possible within safety and fire code regulations. The Library is not responsible for damage to personal property when using this service.

## **UNACCEPTABLE USES:**

By logging on to the library's computers / network, users agree that they will not use their logon session for unacceptable uses. Uses that are considered unacceptable and which constitute a violation of this policy include but are not limited to the following:

- Uses that violate the law or encourage others to violate the law
  - Transmission of offensive or harassing messages
  - Offering for sale or use any substance the possession or use of which is prohibited by law
  - Viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law
  - Downloading or transmitting confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, users should assume that all materials are protected unless there is explicit permission on the materials to use them.
  
- Uses that cause harm to others or damage to their property
  - Engaging in defamation (harming another's reputation by lies)
  - Uploading a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism
  - Participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems
  
- Uses that jeopardize the security of access of the computer network or other networks on the Internet
  - Disclosing or sharing another's password(s) with others
  - Impersonating another user
  - Using one's own software programs on the Library's computers
  - Altering the Library's computer settings
  - Damaging or modifying computer equipment or software.
  
- Uses that compromise the safety and security of minors (under the age of 17) when using e-mail and other forms of direct electronic communications
  - Giving others private information about one's self or others, including credit card numbers and social security
  - Arranging a face-to-face meeting with someone one has "met" on the computer network or Internet without a parent's permission.
  
- Uses that Violate Confidentiality of Information
  - Unauthorized disclosure, use, or dissemination of personal information regarding Library users, including minors. Personally identifiable information about users may not be disclosed or used in any way, except to law enforcement authorities as provided in the law.
  - Users should be aware, however, that due to technical difficulties involved in providing absolute security, transactions and files may become public.

## **RESPONSE TO VIOLATIONS:**

The user's access to the Library's computer network and Internet is a privilege, NOT a right. A library user who fails to comply with this policy and its procedures will forfeit his/her right to access these computers / network based on the following guidelines:

- 1<sup>st</sup> offense : Computer / network privileges are suspended for one week. The patron may see a staff member on the morning of the eighth day to reinstate his/her account.
- 2<sup>nd</sup> offense : Computer / network privileges are suspended for on 30 days. The patron may see a staff member on the morning of the 31<sup>st</sup> day to reinstate his/her account.
- 3<sup>rd</sup> offense : Computer / network privileges are revoked.

Library Administration understands that there may circumstances which would necessitate varying the application of this policy and these instances will be handled on a case-by-case basis by the Library Director.

SCPL 7/01

SCPL Revised 3/04, 9/06, 08/08, 05/09, 4/10, 11/11

BOC 5/3/04, 10/06, 9/08, 05/09, 5/10, 12/11



## Sampson-Clinton Public Library Fines, Fees, and Replacement Policy

The timely return and care of borrowed materials make it possible for all patrons to enjoy the same services. SCPL charges overdue fines for materials returned after the due date, excluding days the library is closed. Additionally, fees are charged in order to pass along to the individual borrower those costs associated with that borrower's failing to return, damaging or losing materials checked out on his/her card.

### OVERDUE FINES:

The fine schedule for the most commonly borrowed types of materials is listed below. The maximum overdue fines charged per patron account is \$50. This maximum does not apply to lost or damaged items. In the event there are remarkable extenuating circumstances (such as hospitalization or a death in the family), a patron may request that the library waive fines once per patron account every 10 years.

<u>Fine Amounts by Item Type</u>	<u>Daily</u>	<u>Maximum Overdue Fine</u>
Audiobooks (CD or Cassette)	\$1.00	<del>\$2</del> 10.00 or cost of item whichever is lesser
Books	\$ .20	\$10.00 or cost of book whichever is lesser
Magazines	\$ .20	\$ 5.00
Videotapes, DVDs, & Kits	\$1.00	<del>\$20</del> 10.00 or cost of item whichever is lesser
AV Equipment	\$2.00	\$20.00

### FEES:

~~Due to limited resources, the library may not be able to provide change for copiers or bills larger than \$10.~~

<u>Fee Type</u>	<u>Amount</u>	<u>Comment</u>
Lost Library Card	\$ 3.00	
<del>Contiguous County Library Card</del>	<del>\$10.00</del>	<del>Yearly fee due upon registration expiration</del>
Inter-Library Loan	\$ 3.00	See ILL Policy
Photocopies	<del>\$.15</del> 20/page	Double-sided copies are <del>\$.30</del> 40
Printing – Computer	<del>\$.15</del> 20/page	Black & white
Printing – Computer	\$.50/page	Color, <u>if available</u>
Visitor Computer Pass	\$1.00/hr	No time limit <del>&amp; no laptop use</del>

### DAMAGED & LOST ITEMS:

If materials are lost or damaged, the individual borrower is charged the appropriate costs to replace the items in order for circulation to continue. SCPL ~~does not~~ accepts equivalent paperbacks, hardbacks, ~~magazines, cassettes, etc...~~ as replacements for lost or damaged materials in lieu of payment if the item is new or appears to be new with no signs of wear or use. The patron will still be charged the \$2 processing fee.

**Damaged Items:** If an item is returned with part(s) damaged or missing, the following fines will be charged:

Audiobook Cases (CD & Tape Format)	
2-Pack	-----\$5.00
4+Pack	-----\$8.00

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Magazine Envelopes	-----	\$1.00
Video / DVD Cases	-----	\$2.00
Barcodes	-----	\$.25
Call Labels	-----	\$.25
Laptop Computer	-----	replacement cost

**Lost Items:** The borrower is responsible for the cost of the lost/damaged item and a \$2.00 processing fee which covers barcodes, call labels, and staff time involved in the item's replacement. Damaged items become the property of the patron after payment is made. Overdue fines will not be collected in addition to replacement costs for damaged or lost items. The replacement cost is usually the retail cost at the time of purchase. The replacement cost of Inter-Library Loan materials are determined by the lending library, but if that price cannot be determined, the standard prices listed below will apply.

Adult Fiction	\$25 + \$2 processing fee
Adult Non-Fiction	\$30 + \$2 processing fee
Adult Trade Paperback	\$16 + \$2 processing fee
Adult Mass Market Paperback	\$ 7 + \$2 processing fee
Large Print Book	\$28 + \$2 processing fee
Individual Encyclopedia Volume	\$35 + \$2 processing fee
YA or Juvenile Paperback	\$ 7 + \$2 processing fee
YA or Juvenile Hardcover	\$20 + \$2 processing fee
Videos	\$20 + \$2 processing fee
DVDs	\$25 + \$2 processing fee
Audiobooks (CD & Tape Format)	\$35 + \$2 processing fee
Magazines	\$ 5 + \$2 processing fee
AV Equipment	replacement cost + \$2 processing fee
Multi-Media Kit	replacement cost + \$2 processing fee or cost as determined by Library Administration for replacement of individual items within the kit
ILL Materials	replacement cost as determined by lending library

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Patrons are encouraged to search for lost items before making payment. If an item is found by a patron after payment has been made it becomes the property of the patron. No refunds will be issued.

If the library is required to pay for an unreturned ILL book by the loaning-lending library, the charge will be placed on the patron's account. That item is then the patron's property, and the patron will be required to pay for the item before further library use will be permitted.

If materials are damaged or lost due to theft or fire, the replacement costs and overdue fines of these materials may be waived by library administration upon presentation of an official report by the appropriate regulatory body documenting the incident.

Library Administration understands that circumstances may occur that would necessitate varying the application of this policy, and these instances will be handled on a case-by-case basis by the Library Director.

## Sampson-Clinton Public Library Registration and Lending Policy

The Sampson-Clinton Public Library System welcomes all patrons. Library cards may be issued to residents of Sampson County, ~~and/or to those who own land in Sampson County, and those in contiguous counties at no charge.~~ ~~Patrons in contiguous counties may be issued a card for an annual fee approximately equal to the annual property tax a Sampson County resident pays to support the Library (see “Fines, Fees, and Replacement Policy”).~~ In special circumstances, temporary library cards may be issued to other patrons interested in obtaining a SCPL library card at the discretion of the Library ~~Director and for the same fee charged to contiguous county patrons.~~ It is expected that all patrons adhere to current library policies. Library privileges may be suspended for non-adherence to library policies.

### Registration:

- Patrons must show ~~valid a US government-issued form of~~ photo identification ~~or a passport.~~ ~~Examples of acceptable identification include a valid North Carolina Driver’s License, student ID, or passport. If the photo ID does not show a current address, a library card may still be issued, but the patron will be required to show current proof of address upon his next visit. Examples of acceptable proof include recently dated postmarked envelopes, bills or lease agreements in the patron’s name.~~
- ~~First cards are issued at no cost to the patron. First time card users are limited to a two item check out limit and may not check out DVDs, CDs, videocassettes, audiocassettes, or audiovisual equipment.~~
- Library cards may be issued to juveniles between the ages of ~~six five~~ and seventeen. Parents or guardians must have a library card of their own in good standing (no overdue materials/outstanding fines or fees) and must accompany their child when the application for a library card is made. ~~The S~~signature of parent or guardian is required in the presence of library staff as the signer is assuming responsibility for all items and fines associated with the child’s card. Children may not check out DVDs, videos, or audiovisual equipment.
- Library cards are updated ~~annually every three years on the anniversary date of issue.~~
- It is the responsibility of the patron to notify the library should his card be lost or stolen to prevent unauthorized use and to update contact information when it changes. All patrons are responsible for any items checked out on their library cards. There will be a fee for replacement cards (see “Fines, Fees, and Replacement Policy”). The library will waive the replacement cost of a stolen or destroyed library card upon presentation of an official report by the appropriate regulatory body documenting the incident.

### Lending Policies

- A valid Sampson-Clinton Public Library card is required to check out materials at all library locations and must be presented with each visit. Patrons may also choose to allow their photo to be kept on file to allow staff to verify identity ~~for checkout and computer use~~ in case the patron forgets his/her library card.
- Patrons are responsible for returning all items by the due date, undamaged, and with all library processing unaltered. The library does not send overdue reminders by postal

service. Patrons may choose to give an email address or phone number for texting for notifications.

- Patrons are responsible for returning DVDs, videocassettes, kits, and audiobooks in the proper casings. These items will not be considered returned nor will they be checked in until the items are returned with all parts included. The library assumes no responsibility for damage caused to the borrower’s recorder/player by a DVD, videocassettes, kits, or audiobooks borrowed from the library. Copyright laws limit these materials to home viewing/listening unless specifically mentioned on the item that “Public Performance Rights” are included. Duplication is prohibited.
- Patrons may not use other patrons’ cards to check out materials or use computers. ~~The only exception is that a parent may use his/her child’s card to check out materials (except for computers) unless doing so would avoid responsibility for overdue items, fines, and fees on their own card.~~
- Homebound patrons (those who have a condition resulting from an injury or illness which restricts their ability to leave their home except with the aide of supporting devices or the assistance of another person) have two options to obtain access to library materials:
  - They may fill out a “Homebound Request for Designated Library Card Users” to ask that up to two designees named therein may be allowed to check-out materials (except computers and AV equipment) using that patron’s card. Approval is at the discretion of the Library Director.
  - They may request that print and/or audio materials be delivered to them by the Library’s Outreach Services Program.
- Circulation periods are as follows:
 

○ Library books:	7-21 days	No limit
○ Magazines:	14 days	Limit 10 & must be back-issues
○ Audiobooks:	14 days	Limit 5
○ Videos:	<del>_____</del> <u>3-7</u> days	Limit 5 & no juvenile checkout
○ DVDs:	<u>3-7</u> days	Limit <del>4-5</del> & no juvenile checkout
○ AV equipment:	3 days	No juvenile checkout
- Patrons with long overdue materials (those exceeding three weeks past the due date) will not be allowed to use computers or check out additional materials until everything has been returned/renewed, and all fines have been paid. Patrons may renew long overdue materials if the original due date is within two months of the date of the request for renewal. Patrons with long overdue materials exceeding \$50.00 in value may under North Carolina Generals Statue 14-398 be taken to Small Claims Court. All fines and fees associated with this legal procedure will become the responsibility of the patron. Parents of children under 17 years of age will be legally accountable for all materials checked out to their children.
- Patrons with overdue fines exceeding \$~~20~~20.00 will not be allowed to check out materials until the fines are paid. ~~All Fines under \$2.00~~ must be paid on the second visit (verbal notification of overdue fines will be indicated on patron records).
- See “Fines, Fees, and Replacement Policy” for charges for overdue, damaged, and/or lost materials.

Library Administration understands that there may be circumstances which would necessitate varying the application of this policy, and these instances will be handled on a case-by-case basis by the Library Director.

SCPL revised 12/03, 09/06, 05/08, 05/09, 4/10, 11/11, 9/13, [10/14](#)  
BOC approved 10/06, 05/08, 05-09, 5/10, 12/11, 9/13, [11/14](#)

JIMMY THORNTON  
SHERIFF  
SAMPSON COUNTY



112 FONTANA ST  
CLINTON, NC 28328  
www.sampsonsheriff.com

October 23, 2014

**MEMORANDUM**

To: Sampson County Board of Commissioners

From: Sheriff Jimmy Thornton

A handwritten signature in black ink, appearing to read "Jimmy Thornton".

RE: Use of Seized Asset Funds to Purchase Equipment

I would like to request that the Board approve a Budget Amendment moving \$44,795.00 in seized asset forfeiture funds into the FY14/15 Sheriff's Office budget to purchase necessary equipment. The funds will be used for the following:

1. \$29,000.00 – Purchase of a pick-up truck to accommodate a "surveillance pod" insert. The federal government is providing us with a surplus "surveillance pod" that is shaped like a camper shell and fits in a pickup truck bed. The pod contains state of the art audio/video recording equipment and can accommodate personnel to monitor the equipment. This equipment will be beneficial to enhance the effectiveness of undercover drug investigations in addition to other types of criminal investigations.
2. \$5,450.00 – Purchase 40 replacement batteries for the Motorola XTS-2500 walkie talkies that were originally purchased over seven years ago. The replacement batteries are \$135.00 a piece.
3. \$3,845.00 – Purchase a heating/air conditioning unit to convert a large storage unit into a "climate controlled" environment to accommodate evidence storage in compliance with standards established by the legislature regarding DNA.
4. \$6,500.00 – To obtain a subscription to LEEDS online, which will allow investigators to monitor exchanges in pawn shops/metal buyers in order to identify stolen property. This will be beneficial in solving crimes such as burglaries.

Your assistance in this matter is greatly appreciated.

cc: County Manager  
Finance Officer  
file

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

23-Oct-14

FROM: Sheriff Jimmy Thornton

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2014-2015

1. It is requested that the budget for the \_\_\_\_\_ Department  
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11243100-555000	Capital Outlay - Other Equipment	9,295.00	
11243100-554000	Capital Outlay - Vehicles	29,000.00	
11243100-549100	Dues & Subscriptions	6,500.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11034310-402603	Federal Asset Funds (NARC)	44,795.00	

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


Purchase pick-up truck for surveillance; purchase 40 replacement radio batteries; Purchase heat/air unit for evidence storage pod; and Purchase subscription to LEES Online (Investigative software).



\_\_\_\_\_  
(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

10/24, 2014  


\_\_\_\_\_  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

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


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

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



**Sampson County Local Government  
2015 Holiday Schedule**

New Year's Day	Thursday, January 1, 2015
Martin Luther King Birthday	Monday, January 19, 2015
Good Friday	Friday, April 3, 2015
Memorial Day	Monday, May 25, 2015
Independence Day	Friday, July 3, 2015
Labor Day	Monday, September 7, 2015
Veterans Day	Wednesday, November 11, 2015
Thanksgiving	Thursday & Friday, November 26-27, 2015
Christmas	Wednesday, Thursday & Friday December 23-25, 2015





**Sampson County Board of Commissioners  
Regular Meeting Schedule - 2015**

**Monday, January 5, 2015**

**Monday, February 2, 2015**

**Monday, March 2, 2015**

**Monday, April 6, 2015**

**Monday May 4, 2015**

**Monday, June 1, 2015**

**Monday, July 6, 2015**

**Monday, August 3, 2015**

**Tuesday, September 8, 2015**

**(County Offices closed on Monday in observance of Labor Day)**

**Monday, October 5, 2015**

**Monday, November 2, 2015**

**Monday December 7, 2015**

**All regular meetings will be held at 7:00 p.m. in the Sampson County Auditorium,  
435 Rowan Road in Clinton, NC unless otherwise announced.**

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: October 20, 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.

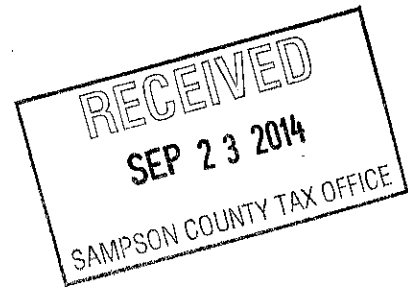
The applicant is as follows:

Eddie W. Williams Jr.

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.



Sampson County Board of Commissioners  
Rowan Rd  
Clinton, NC 28328

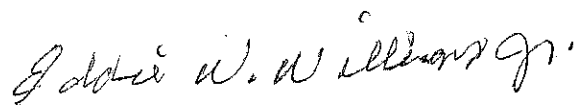
In Re: Williams, Eddie W., Jr.  
412 Isaac Rd  
Clinton, NC 28328

Dear Commissioners:

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

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

Sincerely,

  
Eddie W Williams, Jr.

01-1106200-01

# 1106200

NCDVA-9  
(Rev. 08-09)

For best delivery to USDVA, filing this form with your local veteran's service office is recommended.

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

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

<u>Eddie W Williams</u> NAME (Print or Type)	<u>Eddie W Williams</u> DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)
<u>412 Isaac Rd</u> STREET ADDRESS OR P.O. BOX NUMBER	<u>(If Applicable)</u> SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE)
<u>Clinton</u> <u>NC</u> <u>28328</u> CITY                      STATE      ZIP CODE	<u>27 063 552</u> U.S. DEPT. OF VETERANS AFFAIRS FILE NUMBER
	VETERAN'S SOCIAL SECURITY NUMBER

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

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

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

Eddie W. Williams      9/5/2013  
DISABLED VETERAN'S SIGNATURE      DATE

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

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

\_\_\_\_\_  
SURVIVING SPOUSE'S SIGNATURE      DATE

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

**Please check all that apply:**

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

B.  Veteran has a service-connected **permanent** and total disability that existed as of 7-30-12.

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

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

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

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

<u>[Signature]</u> SIGNATURE OF USDVA CERTIFYING OFFICIAL	<u>9-13-13</u> DATE
<u>[Name]</u> PRINTED NAME OF USDVA CERTIFYING OFFICIAL	<b>NOTE:</b> Stamped Signature by USDVA Official on this form has been authorized by Director, VA Regional Office, Winston-Salem, NC.
_____ TITLE OF USDVA CERTIFYING OFFICIAL	



**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

6540

**JIM JOHNSON**  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
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 Prestige Farms Inc in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2013</u>	\$ <u>25.23</u>
<u>2013</u>	\$ <u>48.86</u>
<u>2013</u>	\$ <u>55.02</u>
_____	\$ _____
_____	\$ _____

TOTAL REFUND \$ 129.11

These taxes were assessed through clerical error as follows.

V# 1791 Bill# 0016457097  
 V# 566 Bill# 0018834405  
 V# 539 Bill# 0006690266  
 3 vehicles sold, tags turned in  
 TAG # XH4291, X24575, XM8958

God County Tax 118.54  
 School Tax \_\_\_\_\_  
 F23 Fire Tax 10.57  
 City Tax \_\_\_\_\_  
 TOTAL \$ 129.11

Yours very truly

Tommy Shamban, Corporate Controller  
Taxpayer

Mailing Address.

P.O. Box 438  
Clinton, NC  
28329

TAXID# \_\_\_\_\_

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

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

Jim Johnson  
Sampson County Tax Administrator

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

6531

JIM JOHNSON  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
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 Prestige Farms Inc in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR		
<u>2013</u>	\$	<u>5,42</u>
<u>2013</u>	\$	<u>7,30</u>
<u>2013</u>	\$	<u>34,62</u>
<u>2013</u>	\$	<u>36,98</u>
<u>2013</u>	\$	<u>48,86</u>
TOTAL REFUND	\$	<u>133,18</u>

These taxes were assessed through clerical error as follows.

<u>V# 573</u>	<u>Bill # 0009335182</u>	<u>Go2</u> County Tax	<u>122,28</u>
<u>V# 533</u>	<u>" # 0009335534</u>	School Tax	
<u>V# 789</u>	<u>" # 0016455169</u>	<u>F23</u> Fire Tax	<u>10,90</u>
<u>V# 550</u>	<u>" # 0016457098</u>	City Tax	
<u>V# 564</u>	<u>" # 0018834407</u>	TOTAL \$	<u>133,18</u>
<u>5 Vehicles Sold, Ags, Turned In</u>			

Yours very truly

Jimmy Johnston, Corporate Controller  
Taxpayer

Mailing Address.

P.O. Box 438  
Clinton, NC  
28329

TAX ID  
Social Secur.

RECOMMEND APPROVAL:

Jim Johnson  
Sampson County Tax Administrator

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

6522

**JIM JOHNSON**  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
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 Cheryl Ann Montgomery in Hispanol Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
2014	\$ 198.83
TOTAL REFUND	\$ 198.83

These taxes were assessed through clerical error as follows.

1992 Beat - Spectrum 17'

error in value  
Billed at value 21,830  
Correct value 2,183

Go! County Tax	179.38
School Tax	
F20 Fire Tax	19.45
City Tax	
TOTAL \$	198.83

Yours very truly

Cheryl A. Montgomery  
Taxpayer

Mailing Address.

1148 Baptist Chapel RD  
Antreville, NC  
28318

Social Security ..

RECOMMEND APPROVAL

Jim Johnson  
Sampson County Tax Administrator



**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

6549

**JIM JOHNSON**  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
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 Anthony R. + Todd Marshall in South River Township, Sampson County, for the year(s) and in the amount(s) of: 16-0439720-02

YEAR	
<u>2013</u>	\$ <u>56.07</u>
<u>2012</u>	\$ <u>56.07</u>
<u>2011</u>	\$ <u>56.07</u>
<u>2010</u>	\$ <u>287.55</u>
	\$ _____

TOTAL REFUND \$ 455.76

These taxes were assessed through clerical error as follows.

Average adjusted per Deedbk  
1689/411 + owners request.

County Tax	<u>406.34</u>
School Tax	_____
Fire Tax	<u>49.42</u>
City Tax	_____
TOTAL \$	<u>455.76</u>

Yours very truly

Anthony R Marshall  
Taxpayer

Mailing Address.

Anthony Marshall  
5081 Harrells Hwy  
Garland NC 28441

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

RECOMMEND APPROVAL:  
[Signature]  
Sampson County Tax Administrator

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

October 3, 2014

FROM: Lorie Sutton, Director of Aging/Transportation Services

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2014-2015

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

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02558670-524100	Home Repairs - Materials	\$ 100.00	
02558660-544000	PC II - Contracted Services	\$ 100.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02035867-408400	Home Repairs - Consumer Contributions	100.00	
02035866-408400	PCII - Consumer Contributions	100.00	

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

To budget consumer contributions (Program Income) received from clients.

Lorie B Sutton

(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

10/24, 2014

[Signature]

(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

, 20    

[Signature]

(County Manager & Budget Officer)

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

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

October 24, 2014

**MEMO:**

FROM: David K. Clack, Finance Officer  
 TO: Sampson County Board of Commissioners  
 VIA: County Manager & Finance Officer  
 SUBJECT: Budget Amendment for fiscal year 2014-2015

1. It is requested that the budget for the Clinton Fire and Autryville Fire Departments be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
23043410-581022	Clinton fire department	19,090.00	
23043410-581024	Autryville fire department	12,500.00	

<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
23043422-414000	Clinton fire district py taxes	19,090.00	
23043424-499900	Autryville FD fund balance approp	12,500.00	

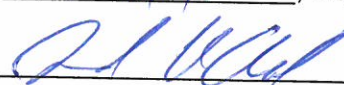
2. Reason(s) for the above request is/are as follows:

To allocate additional funds to Clinton Fire District and allocate funds so Autryville Fire Department can purchase additional equipment under 50% grant program.

  
 \_\_\_\_\_  
 (Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 2014  
  
 \_\_\_\_\_  
 (County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

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

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

## 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.