



**SAMPSON COUNTY  
BOARD OF COMMISSIONERS  
MEETING AGENDA  
August 7, 2017**

**6:00 pm Convene Regular Meeting (County Auditorium)**

Invocation and Pledge of Allegiance  
Approve Agenda as Published

**Tab 1 Reports and Presentations**

- a. Recognition of Retiree 1
- b. Tax – Appointment of Deputy Tax Collector and Administration of Oath of Office 2 - 3

**Tab 2 Planning and Zoning**

**4 - 14**

- a. RZ-5-17-2 Request to Rezone 4.6 Acres Along Boyette Road and I-40 from RA-Residential Agriculture to C-Commercial (continued from July meeting) **13-14  
(maps)**
- b. RZ-6-17-1 Request to Rezone 10.65 Acres Located Along Goshen Church Road and I-40 from RA-Residential Agriculture to C-Commercial (open and continue only)
- c. TA-6-17-1 Request to Amend Section 3.3.4 Commercial District of the Sampson County Zoning Ordinance to Include Private Schools as a Permitted Use

**Tab 3 Action Items**

- a. Consideration of Request from Tarheel Challenge for Sampson County to Provide Oversight and Management of Construction of Multi-Purpose Building **15 - 30**
- b. Appointments **31 - 32**
  - Juvenile Justice Crime Prevention Council (JCPC)
  - Nursing Home CAC

**Tab 4 Consent Agenda**

**33**

- a. Approve the minutes of the July 10, 2017 meeting **34 - 39**
- b. Adopt a proclamation celebrating the reunion of the Clear Run School classes of 1962, 1967 and 1969 **40**

**Tab 4 Consent Agenda, continued**

- c. Approve the execution of the lease agreement between Sampson County and Eastpointe Human Services for 6,000 square feet of space located at 120 County Complex Road (ADAP) **41 - 43**
- d. Approve the execution of the contribution agreement between Sampson County and USDA/NRCS **44 - 50**
- e. Declare certain confiscated weapons as surplus and authorize transfer to vendor for credit on future purchases of supplies **51**
- f. Adopt NCHFA policies related to ESRF-DR grant funding including the Assistance Policy and Procurement and Disbursement Policy **52 - 66**
- g. Approve the late disabled veteran exclusion application filed by Charles Edwin Tyndall **67 - 69**
- h. Approve tax refunds and releases as submitted **70 - 86**
- i. Approve budget amendments as submitted **87 - 97**

**Tab 5 Board Information**

- a. Invitation to the Annual Joint Meeting with the Sampson Regional Medical Center Board of Trustees, September 25, 2017 **98**
- a. Invitation to the Annual Joint Meeting with the Sampson Regional Medical Center Board of Trustees, September 25, 2017 **99**

**County Manager's Reports**

**Public Comment Period (see policies and procedures in agenda) 100**

**Adjournment**

**OUR PUBLIC CHARGE**

*The Board of Commissioners pledges to the citizens of Sampson County its respect. The Board asks its citizens to likewise conduct themselves in a respectful, courteous manner, both with Board members and fellow citizens. At any time should any member of the Board or any citizen fail to observe this public charge, the Chair (or presiding officer) will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the Chair (or presiding officer) will recess the meeting until such time that a genuine commitment to this public charge is observed. All electronic devices such as cell phones, pagers, and computers should please be turned off or set to silent/vibrate.*

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 1 (a)

Meeting Date: August 7, 2017

<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
<input checked="" type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

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SUBJECT: Recognition of Retiree

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON: Vice Chairperson Sue Lee

PURPOSE: To recognize County employees for their dedicated service

ATTACHMENTS: None

BACKGROUND: Retirees for June (she was unable to attend in July):

Pernella (Penny) Peterson (Public Works): January 2002 - June 2017

RECOMMENDED ACTION OR MOTION: Present retiree with a County plaque in recognition of her years of service to the County

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.    1 (b)

Meeting Date: August 7, 2017	<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: Tax - Appointment of Deputy Tax Collector and Administration of Oath of Office

DEPARTMENT: Tax

PUBLIC HEARING: No

CONTACT PERSON: Jim Johnson, Tax Administrator  
Amanda Beatty, Deputy Tax Collector

PURPOSE: To formally appoint Deputy Tax Collector

ATTACHMENTS: Oath of Office

BACKGROUND: Amanda Beatty was recently promoted to Tax Collections Supervisor following the retirement of Angela Sanderson in May. Tax Administrator Jim Johnson has requested that Ms. Beatty be appointed as Deputy Tax Collector, and she would have the same statutory duties and responsibilities as the appointed tax collector. If the Board chooses to make the appointment, the Clerk can administer the oath of office to Ms. Beatty.

RECOMMENDED ACTION OR MOTION: Appoint Ms. Beatty for a four-year term and administer oath of office

**NORTH CAROLINA**

**SAMPSON COUNTY**

I, **Amanda Beatty** do solemnly swear (or affirm) that I will support and maintain the Constitution and Laws of the United States, and the Constitution and Laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as **DEPUTY TAX COLLECTOR OF SAMPSON COUNTY**, and that I will not allow my actions as Tax Collector to be influenced by personal or political friendships or obligations, so help me God.

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Sworn to and subscribed before me  
this 7th day of August, 2017.

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Susan J. Holder  
Clerk, Board of Commissioners

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.    2 (a-c)

Meeting Date: August 7, 2017	<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

**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-5-17-2** Planning staff will review a request to rezone approximately 4.6 acres located along Boyette Road and I-40 from RA-Residential Agriculture to C-Commercial. The Planning Board has heard certain findings of fact (as shown in attached documents) and determined that the request was **NOT CONSISTENT** with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact this proposed location is **NOT** located in proximity to a major thoroughfare. Based upon these findings, the Planning Board unanimously recommended **DENIAL** of the rezoning request. *(This request was continued at your July meeting.)*
- b. **RZ-6-17-1** Planning staff has requested that this hearing be opened and continued.
- c. **TA-6-17-1** Planning staff will review a request to amend Zoning Ordinance Section 3.3.4 Commercial District to include Private Schools as a permitted use.

**RECOMMENDED ACTION OR MOTION:**

- a. Motion to **DENY** rezoning request RZ-5-17-2, accepting the presented findings of fact and making the following zoning consistency statement: *Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Board of Commissioners does hereby find and determine that the recommendation of the ordinance amendment RZ-5-17-2 is **NOT** consistent with the goals and objectives of the Sampson County Land Use Plan and other long*

*range planning documents due to the fact that this proposed location is not in close proximity to a major thoroughfare.*

- b. Open and continue the hearing until September meeting.
- c. Motion to approve amendment to Sampson County Zoning Ordinance Section 3.3.4 Commercial District to include Private Schools as a permitted use.



## Clinton-Sampson Planning Department

227 Lisbon Street  
Post Office Box 199  
Clinton, North Carolina 28329  
(910) 299-4904 (T) - (910) 592-4261 (F)



**To:** Ed Causey, County Manager  
**From:** Mary M. Rose, Planning Director  
**Subject:** July 17, 2017 Sampson County Planning and Zoning Board Meeting -  
County Board of Commissioners August 7, 2017 Agenda Items  
**Date:** July 24, 2017

The following requests were addressed by the Planning and Zoning Board at their June 19, 2017 meeting:

**RZ-6-17-1** - A rezoning request by Bobby Daughtry to rezone approximately 10.65 acres located along Goshen Church Road and I-40 from RA-Residential Agriculture to C-Commercial was continued until the August 21, 2017 Planning Board meeting at the request of the applicant in order that they may provide the Board with additional information.

**TA-7-17-1** - A text amendment request by Angela Hoskins to amend Section 3.3.4, C-Commercial District, of the Sampson County Zoning Ordinance to include Private Schools as a permitted use was unanimously recommended for approval by the Sampson County Planning Board.

Please contact my office with any additional questions or comments.

attachment

cc: Susan Holder, Assistant County Manager



MINUTES OF THE SAMPSON COUNTY  
PLANNING AND ZONING BOARD

Meeting Date  
July 17, 2017

Members Present  
Steve Parker  
Clayton Hollingsworth  
Debra Bass  
Nancy Blackman  
Andrew Jackson  
Sherri Smith

Members Absent  
Ann Naylor

Minutes Approved

Upon a motion by Nancy Blackman and seconded by Sherri Smith, the minutes of the June 19, 2017 meeting were unanimously approved as presented by the Board.

**RZ-6-17-1**

A rezoning request by Bobby Daughtry to rezone approximately 10.65 acres located along Goshen Church Road and I-40 from RA-Residential Agriculture to C-Commercial. (See attached location map)

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

1. Bobby Daughtry has signed the rezoning application as the owner of the property under consideration.
2. This rezoning will include approximately 10.65 acres as shown on the location map.
3. The property is currently zoned RA-Residential Agriculture. (see attached site map)
4. This property is located off Goshen Church Road and I-40. The properties adjoining to the south, east, and west are zoned RA-Residential Agriculture. The property is bordered to the north by I-40.
5. Per the NC Department of Transportation this property does not have frontage along Goshen Church Road.
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-6-17-1 is/is not** consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents.

Mr. Moore explained to the board the applicant had requested RA-6-17-1 be continued to the August Planning Board meeting while the applicant pursued an easement to the proposed property.

**DECISION.** After Board discussion, Nancy Blackman moved to recommend RZ-6-17-1 be continued until the July Planning Board Meeting. The motion was seconded by Debra Bass and was unanimously continued by the Board to the August 21, 2017 Planning Board meeting.

**TA-7-17-1**

A text amendment request by Angela Hoskins to amend Section 3.3.4, C-Commercial District, of the Sampson County Zoning Ordinance to include Private Schools as a permitted use.

**Proposed:**

**3.3.4 C - COMMERCIAL DISTRICT**

## **B. Permitted Principal Uses and Structures:**

Accessory uses and structures (see general provisions)

Agriculture (Bona Fide Farm)

Animal Shelters and Kennels

Arenas, Assembly and Exhibition Halls

Athletic Fields, recreation buildings, playgrounds (no commercial gain)

Auction House

Automobile Parts Sales

Automobile Rental or Leasing

Automobile Sales and Service

Automobile Service (including, but not limited to, body shops, engine repair, garages, wrecker service, etc. Use does not include junk vehicle storage)

Bakery

Bank

Beauty and Barber Shops

Bed and Breakfast Operations

Boat Sales and Service (outdoor storage in rear yard only & screened)

Car or Truck Wash

Cemeteries (*Amended 5/2008*)

Churches (*Amended/5/2012*)

Clubs, lodges and community centers (Private Non Profit)

Clubs and places of entertainment (commercial)

Contractor/Construction Business (including, but not limited to, general contractors, subcontractors, grading, landscaping, tree service, pool installation, and other similar trades)

Convenience Stores, including self-service gas pumps, coin operated car wash

Day Care Facilities

Driving Range

Drug Stores and Gift Shops

Dry Cleaning Establishments and Laundries

Farm Equipment Sales and Services

Feed and Seed Sales

Feed and Seed Sales (no outdoor storage)

Feed Processing

Funeral Homes

Golf Courses, Par 3

Golf Courses, excluding miniature golf

Golf Courses, miniature golf

Greenhouse and Nurseries and Turf farms

Hotels and Motels

Manufactured or Modular Home Sales Lots

Marina (fuel supplies)

Mini-Warehouse / Storage Facilities

Mixed commercial and residential use where commercial use is primary and both occupy the same structure or lot

Movie Theaters, not including outdoor "drive-ins"

Moving Companies

Nursing & Convalescent Homes

Offices - Business, Professional and Medical

Other Vehicle and Equipment Sales and Services, including farm equipment, trucks, motorcycles, motor homes and campers, and boats

Post Offices

Printing, Publishing and Binding Establishments

**Private Schools**

Private Utilities (water and sewer)  
Produce Stands  
Public Facilities & Buildings including schools, colleges, hospitals, parks, community centers, ambulance services, fire stations, and other similar uses  
Public Utility Distribution Lines & Easements (exempt from dimensional requirements.)  
Radio and Television Studios  
Recreation, Indoor (bowling alleys, skating rinks etc.)  
Recreation, Outdoor (including, but not limited to, ball fields, swimming pools, horseback riding trails, saddle clubs and community rodeos)  
Restaurants, including Drive-Ins and Fast Food  
Retail Sales and other Establishments (not elsewhere listed)  
Temporary Construction Buildings (must be removed within 30 days of receiving Certificate of Occupancy)  
Vehicle Service Stations (including Car Washes)  
Veterinary Clinics  
Wholesale and Retail Trade, such as building supplies, farm equipment, feed and seed, office equipment and supplies, large household appliances, plumbing and electrical fixtures, wholesale businesses, and lumber yards.

DECISION. After Board discussion, Sherri Smith moved to recommend TA-7-17-1 for approval as presented. The motion was seconded by Nancy Blackman and was unanimously approved by the Planning Board.

There being no further business, the meeting was adjourned at 7:00 p.m.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

MINUTES OF THE SAMPSON COUNTY  
PLANNING AND ZONING BOARD

Meeting Date  
June 19, 2017

Members Present  
Ann Naylor  
Clayton Hollingsworth  
Debra Bass  
Nancy Blackman  
Andrew Jackson  
Sherri Smith

Members Absent  
Steve Parker

Minutes Approved

Upon a motion by Clayton Hollingsworth and seconded by Sherri Smith, the minutes of the May 15, 2017 meeting were unanimously approved as presented by the Board.

**RZ-5-17-2**

A rezoning request by Hubbard Sutton to rezone approximately 4.6 acres located along Boyette Road and I-40 from RA-Residential Agriculture to C-Commercial. (See attached location map)

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

1. Hubbard Sutton has signed the rezoning application as the owner of the property under consideration.
2. This rezoning will include approximately 4.6 acres as shown on the location map.
3. The property is currently zoned RA-Residential Agriculture. (see attached site map)
4. This property is located along I-40 and has access to Boyette Road. The properties adjoining to the north, south, east, and west are zoned RA-Residential Agriculture.
5. In section 1 of the Sampson County Land Use Plan, economic growth and commercial activities are encouraged at locations with access to major thoroughfares such as I-40. Access to I-40 is approximately 2.5 miles from the property under consideration.
6. All adjacent property owners within 100' have been notified by mail and the property has been posted.

After Board discussion related to the portion of the property being requested to be rezoned being located a considerable distance (2,500') from Boyette Road as well as access to I-40 being approximately 2.5 miles away, a motion was made which recommended denial of the request to the County Board of Commissioners with the following statement which addresses the Board finding that the ordinance amendment would not be consistent with the goals and objectives of the Sampson County Land Use Plan.

**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-5-17-2 is not** consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the proposed location not being in close proximity to a major thoroughfare.

**DECISION.** After Board discussion, Sherri Smith moved to recommend denial of RZ-5-17-2 with the above referenced findings of fact and zoning consistency statement. The motion was seconded by Clayton Hollingsworth and recommended for denial by the Board.

Ayes: 5, Ann Naylor, Clayton Hollingsworth, Nancy Blackman, Sherri Smith, Debra Bass  
Nays: 1, Andrew Jackson

### **RZ-6-17-1**

A rezoning request by Bobby Daughtry to rezone approximately 10.65 acres located along Goshen Church Road and I-40 from RA-Residential Agriculture to C-Commercial. (See attached location map)

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

1. Bobby Daughtry has signed the rezoning application as the owner of the property under consideration.
2. This rezoning will include approximately 10.65 acres as shown on the location map.
3. The property is currently zoned RA-Residential Agriculture. (see attached site map)
4. This property is located off Goshen Church Road and I-40. The properties adjoining to the south, east, and west are zoned RA-Residential Agriculture. The property is bordered to the north by I-40.
5. Per the NC Department of Transportation this property does not have frontage along Goshen Church Road.
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-6-17-1 is/is not** consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents.

Nancy Blackman asked to be recused from RZ-6-17-1 and RZ-6-17-2. The board unanimously voted to recuse Mrs. Blackman from both cases.

Debbie Daughtry, wife of the property owner, explained to the board there was deeded easement to the proposed property. Mrs. Daughtry asked the board to continue RZ-6-17-1 until the July Planning Board Meeting to prove there was an easement.

**DECISION.** After Board discussion, Andrew Jackson moved to recommend RZ-6-17-1 be continued until the July Planning Board Meeting. The motion was seconded by Clayton Hollingsworth and was unanimously continued by the Board to the July 17, 2017 Planning Board meeting.

### **RZ-6-17-2**

A rezoning request by Tommy Daughtry to rezone approximately 26.24 acres located along Goshen Church Road and I-40 from RA-Residential Agriculture to C-Commercial. (See attached location map)

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

1. Tommy Daughtry has signed the rezoning application as the owner of the property under consideration.
2. This rezoning will include approximately 26.24 acres as shown on the location map.
3. The property is currently zoned RA-Residential Agriculture. (see attached site map)
4. This property is located along Goshen Church Road and I-40. The properties adjoining to the south, east, and west are zoned RA-Residential Agriculture. The property is bordered to the north by I-40.
5. In section 1 of the Sampson County Land Use Plan, economic growth and commercial activities are encouraged at locations with access to major thoroughfares such as I-40. The proposed property is located within 1,100' of the Suttontown Road/I-40 interchange.
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-6-17-2** is consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the proposed location being located within close proximity to a major thoroughfare.

DECISION. After Board discussion, Ann Naylor moved to recommend approval of RZ-6-17-2 with the above referenced findings of fact and zoning consistency statement. The motion was seconded by Clayton Hollingsworth and unanimously recommended for approval by the Board.

**Special Use Permit and Quasi-Judicial Procedural Discussion** - Mrs. Rose initiated a discussion of Special Use Permits, the standards associated with these permits and what is considered expert testimony. Upon discussion with staff and County Attorney Joel Starling, the Board acknowledged their understanding of the standards but did not take any action at this time. Staff recommended continuing this discussion during an upcoming Land Use Plan Steering Committee meeting as they consider the possibility of recommending amendments to the Sampson County Zoning Ordinance or in the future development of a Unified Development Ordinance providing for more uses permitted with conditions instead of Special Uses in order to move away from quasi-judicial hearings.

The Board also discussed amending their by-laws to provide for time restrictions on testimony during rezoning and text amendment requests. There was discussion on whether testimony could be limited during quasi-judicial hearings, however the County Attorney and Planning staff informed the Board they had been advised by the Institute of Government this was not advised for quasi-judicial cases.

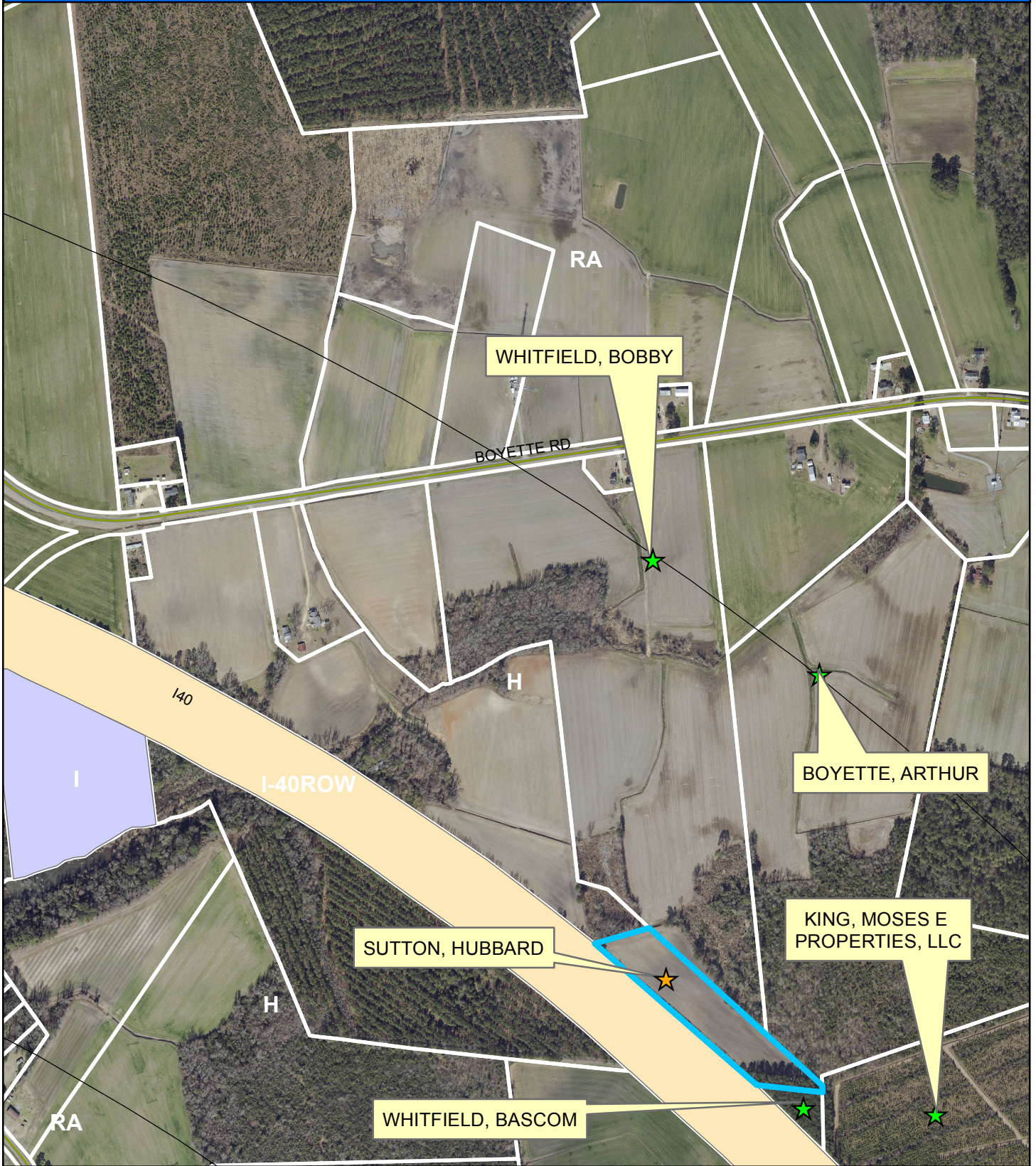
Planning staff agreed to research time limits other jurisdictions placed upon testimony and report back to the Board in August.

There being no further business, the meeting was adjourned at 8:00 p.m.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

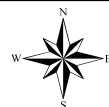
**RZ-5-17-2  
Hubbard Sutton  
I-40 & Boyette Road**



**Proposed Properties**



**Properties Owners Within 100 Feet**



**RZ-5-17-2  
Hubbard Sutton  
I-40 & Boyette Road**



**Proposed Property**





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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.

3 (a)

Meeting Date: August 7, 2017	<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:** Consideration of Request from Tarheel Challenge for Sampson County to Provide Oversight and Management of Construction of Multi-Purpose Building

**DEPARTMENT:** Tarheel ChalleNGe Academy

**PUBLIC HEARING:** No

**CONTACT PERSON:** Col. (Retired) Edward Timmons, State Director-Tarheel ChalleNGe  
Joel Starling, County Attorney

**PURPOSE:** To hear a request from Tarheel ChalleNGe for the County to provide oversight and management of a construction project

**ATTACHMENTS:** Email correspondence between County Administration and Tarheel ChalleNGe

**BACKGROUND:** Tarheel ChalleNGe has a need for a multi-purpose building on their Salemburg campus to provide an area for cadet activities. In 2016, the General Assembly appropriated to the National Guard, earmarked for Tarheel Challenge, the sum of \$700,000 for the project. Because the National Guard has a number of projects “on the books” that would have priority for construction by their personnel, Tarheel ChalleNGe wishes to expedite the project by having a local government act as a recipient for the funding and manage the project on their behalf. The costs of construction would funnel through the County’s budget, and the project would be managed by County staff in conjunction with the National Guard.

The County has been an advocate for the Tarheel Challenge program since its inception in Sampson County in the early 90’s, and we appreciate the economic impact it has on our county. Their current efforts regarding the multi-purpose building are

commendable; therefore we have invited Tarheel Challenge State Director Col. Timmons to present his request to the Board for consideration. However, we have advised Col. Timmons that staff has reservations about the liabilities for the County, and County Attorney Joel Starling will offer his perspective on these liabilities. We also have concerns about the time involved for County personnel.

RECOMMENDED  
ACTION OR MOTION:

Consider the request by Tarheel Challenge

## Susan Holder

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**From:** Susan Holder  
**Sent:** Wednesday, May 10, 2017 5:42 PM  
**To:** 'edward.timmons1@ncdps.gov'  
**Cc:** Clerk, Town of Salemburg; David Clack; Ed Causey  
**Subject:** Tarheel Challenge - Request for Local Government to Manage Funding/Construction Project  
**Attachments:** Tarheel Challenge Steel Bldg Quote.pdf

<b>Tracking:</b>	<b>Recipient</b>	<b>Delivery</b>
	'edward.timmons1@ncdps.gov'	
	Clerk, Town of Salemburg	
	David Clack	Delivered: 5/10/2017 5:42 PM
	Ed Causey	Delivered: 5/10/2017 5:42 PM

Col. Timmons,

It was a pleasure meeting you and members of your staff yesterday evening. We appreciate the Town of Salemburg inviting the County to the discussion regarding the potential use of the State's \$700,000 appropriation earmarked to fund the construction of a multi-purpose facility on the Tarheel Challenge campus. The County has been an advocate for the Tarheel Challenge program since its inception in Sampson County in the early 90's. We appreciate the economic impact it has on our county and its communities (particularly the Town of Salemburg), the socio-economic impact to North Carolina in the reduction in dropout and incarceration rates, and the life-changing opportunities you provide for the at-risk youth you reach. Your efforts are commendable.

From your briefing last evening, here is our understanding of your project and needs:

- Tarheel Challenge has a need for a multi-purpose building for the Salemburg campus to provide an area for the cadet activities in inclement weather conditions; you have actively sought funding for such facility in numerous years.
- Engineers with the North Carolina National Guard have designs and specifications for a 100' x 100' building, with an estimated cost to construct of \$1.4 million.
- In 2016, the General Assembly appropriated to the National Guard, earmarked for Tarheel Challenge, the sum of \$700,000. Since that time, you have sought, but been unsuccessful in obtaining, additional funding.
- Currently, the National Guard has a number of projects "on the books" that would have priority for construction by their personnel; therefore, you are seeking an alternate method for construction.
- At the Tarheel Challenge site in New London, NC (Stanley County), a similar project (a 60-bed barracks facility) was expedited by having the county as the recipient of funding on behalf of Tarheel Challenge. The local government managed the construction project.
- You indicated a desire to use this same model for the Salemburg Challenge campus. To this end, you are seeking to have the appropriation language changed by the General Assembly to allow the earmarked funds to be given to a "host" government to administer the project, and have requested that the Town of Salemburg or the County of Sampson serve in this capacity. You anticipate that this change could take 2-3 weeks to accomplish.
- You indicated that the State funding should still be available, unless it was "lost" to the budget needs of the State, and that additional funding could be requested from the state in the future.
- You have identified an opportunity to purchase materials previously allocated to another project for a 90' x 100' steel building that you proposed be utilized for your campus to reduce the scope of the planned multi-purpose building (at a cost of \$74,180), and have asked that a local government pay the deposit of \$14,900 to secure the materials. (See attached.)

As we noted last evening there are some concerns and additional information that the County would need before we could entertain your request:

1. Purchasing statutes prohibit local governments from breaking a large project into smaller parts not subjected to the bid process. Building construction and repair contracts estimated to cost \$500,000 or more are required to follow formal bidding requirements (General Statute 143-129). The threshold applies to the estimated cost of the total contract, not to each item. By law, contracts cannot be divided for the purpose of evading the bidding requirements as per General Statute 143-133. Even though the intent is not to “get around” the bidding requirement it would give the appearance of such. Because the total value of this project exceeds \$500,000, the local government would be required to formally bid all aspects of the project, including the purchase of the building materials. The price for the building of \$74,910 includes only the materials delivered to the job site and not the finished product.
2. In order to bid the project, there would have to be current, certified engineered, site-specific designs for the complete project, not just the steel building engineered drawings. Has there been any consideration as to plans for electrical, plumbing, concrete slab construction? We note that the original size of the planned facility has changed from the original state engineer plans, and you did not mention if there had been site surveys, etc. completed to ensure compliance with local planning and zoning requirements. Moreover, have you considered alternate uses for the building? For instance, if the building were to be made available for public, community functions, have you planned for parking, amenities, ADA compliance for bathrooms, etc.?
3. Because the bid process can add as much as 45 days to a project, the timing of the use of the allocated fund becomes critical. Is there a deadline for the use of the funds before they would be lost?
4. There are concerns regarding the financial liability to the local government which manages the project. Obviously, the local government could not and would not award a construction contract that exceeded available funds, but any project costs would also have to include the costs associated with plans and specs, engineering, and site preparation. The County would require an architect or engineer of record to oversee the project, as we have limited staff to participate in construction management (and for that matter financial administration as well). This would further reduce the amount available for construction. Moreover, the local government could not have long-term financial obligations for the maintenance/upkeep for the building. Our local government would have to have a “hold harmless” agreement for any costs, obligations or liabilities beyond the state funding. We have doubts that this would be achievable.
5. Given a similar process has been used in Stanley County, could you please provide contacts for the county officials who were involved with the project management.

These reflect the County’s questions and concerns. We cannot speak for the Town of Salemburg, and they may have similar or additional questions and the desire and ability to serve as the local government that manages the project.

Again, we appreciate the efforts of many, including Senator Brent Jackson, to identify needs, allocate funding and pursue solutions to ensure the needs of the Tarheel Challenge program are met. Our goal at this point is to ascertain if the County can play a role in that process while being mindful of our fiscal responsibilities to our citizens.

Kindest regards,



Susan J. Holder, Assistant County Manager/PIO  
406 County Complex Road, Bldg C  
Clinton, North Carolina 28328

## Susan Holder

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**From:** Timmons, Edward <edward.timmons1@ncdps.gov>  
**Sent:** Wednesday, May 10, 2017 6:39 PM  
**To:** Susan Holder  
**Subject:** [Non-DoD Source] RE: Salemburg  
**Attachments:** Comparable Estimate -- 9,989 SF Family Life Center.xlsx; Quasi Family Life Center (Concept 5) -- Plan & Section.pdf

**Importance:** High

Good afternoon Mrs. Holder,

It was great meeting you and Mr. Clack yesterday evening. Just wanted to follow-up on the meeting. As you know, Senator Jackson was instrumental in Tarheel Challenge Academy (TCA)-Salemburg receiving the \$700k for the Multi-Purpose Facility and probably not aware the initial project design requires another \$700k. You may want to reach out to Senator Jackson in that you assisted him, and if any last minute monies are available he is aware the project could use additional funds. Attached is a copy of the initial design.

Understand your concerns. I have already asked the engineers to look at designing a plan to the 100 x 90 dimensions shared with the board last night. Not sure how long it would take for them to complete that. If the plan presented last night is purchased before anything can be resolved, it will be a non-issue. We will pursue the normal process for work still through the County.

For clarification, there were two projects (School and Female Barracks) at New London: The School construction at TCA-New London was through TCA/National Guard and the Stanly County Manager (made payments/released funds). The 60 bed female barracks was constructed by a single contractor and paid through TCI 501 c,3 organization. Things worked fairly smoothly without issue. Below is the contact information for Stanly County Manager:

Andy Lucas  
Stanly County Manager  
704-986-3600 (office)  
704-984-1258 (cell)  
alucas@stanlycountync.gov

Please do not hesitate to contact me if you have any questions.

Sincerely,

Colonel (Retired) Edward W. Timmons  
State Director  
Tarheel Challenge Academy  
(910) 525-5520

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Email correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized state official.

From: "Timmons, Edward" <[edward.timmons1@ncdps.gov](mailto:edward.timmons1@ncdps.gov)>  
Date: 7/21/17 8:25 PM (GMT-05:00)  
To: Susan Holder <[susanh@sampsonnc.com](mailto:susanh@sampsonnc.com)>  
Cc: "Clerk, Town of Salemburg" <[tos@intrstar.net](mailto:tos@intrstar.net)>, David Clack <[davec@sampsonnc.com](mailto:davec@sampsonnc.com)>, Ed Causey <[ecausey@sampsonnc.com](mailto:ecausey@sampsonnc.com)>  
Subject: FW: Final MOA and Exhibits

Good afternoon Mrs. Holder,

On May 18, 2017, we (JFHQs) met with the Office State Management and Budget (OSMB) and was approved to move forward with the Multi-Purpose facility. Please find attached the following "Revised" Multi-Purpose Building Concept: MOA for TCA and Sampson, Site Plan, Phase I Floor & Section, Phase I Elevation, Phase II Floor Plan & Section, and Phase II Elevation. The MOA and attachments should clear up any concerns.

We discussed the funds being transferred to the Sampson County Manager for their oversight and management of the construction of the attached "revised" multi-purpose building concept for TCA-Salemburg. The original concept design was for \$1.4 million which is currently off the table.

As you know, Mayor Warren of Salemburg is extremely excited about the building and progressing forward.

You noted a number of concerns and additional information that the County would need before you entertained our request which was as follows:

1. Purchasing statutes prohibit local governments from breaking a large project into smaller parts not subjected to the bid process. Building construction and repair contracts estimated to cost \$500,000 or more are required to follow formal bidding requirements (General Statute 143-129). The threshold applies to the estimated cost of the total contract, not to each item. By law, contracts cannot be divided for the purpose of evading the bidding requirements as per General Statute 143-133. Even though the intent is not to "get around" the bidding requirement it would give the appearance of such. Because the total value of this project exceeds \$500,000, the local government would be required to formally bid all aspects of the project, including the purchase of the building materials. ....We clearly understand the bidding process, and are not asking you to do anything inappropriate! We understand the bidding process and expect you to clearly adhere to all aspects of the legal process. Is it not prudent to look for cost savings?
2. In order to bid the project, there would have to be current, certified engineered, site-specific designs for the complete project, not just the steel building engineered drawings. Has there been any consideration as to plans for electrical, plumbing, concrete slab construction? We note that the original size of the planned facility has changed from the original state engineer plans, and you did not mention if there had been site surveys, etc. completed to ensure compliance with local planning and zoning requirements. Moreover, have you considered alternate uses for the building? For instance, if the building were to be made available for public, community functions, have you planned for parking, amenities, ADA compliance for bathrooms, etc.? .....Yes, most construction today requires American Disability Act (ADA) adherence for most buildings (access ramps, bathroom/shower, parking, etc.). There are only 8-weeks a year in which the academy is not in operation to academy Cadets/students. Although parking is limited, it is available and will be adjusted as the construction is completed.
3. Because the bid process can add as much as 45 days to a project, the timing of the use of the allocated fund becomes critical. Is there a deadline for the use of the funds before they would be lost? ..... No, however timing is of the essence because money was approved in 2016 Short Session.
4. There are concerns regarding the financial liability to the local government which manages the project. Obviously, the local government could not and would not award a construction contract that exceeded available funds, but any project costs would also have to include the costs associated with plans and specs, engineering, and site preparation. The County would require an architect or engineer of record to oversee the project, as we have limited staff to participate in construction management (and for that matter financial administration as well). This

would further reduce the amount available for construction. Moreover, the local government could not have long-term financial obligations for the maintenance/upkeep for the building. Our local government would have to have a "hold harmless" agreement for any costs, obligations or liabilities beyond the state funding. We have doubts that this would be achievable..... Understand your concerns, no one is asking the county for any money! Currently, the county does not take care of any facility maintenance cost or building upkeep. We can/will do a memorandum of understanding and ""hold harmless" agreement. The Tarheel ChalleNGe Academy and Town of Salemburg as extremely interested parties which is no different than a home buyer will carefully observes and scrutinizes the building project just as we did in New London ( There was no issue).

5. Given a similar process has been used in Stanley County, could you please provide contacts for the county officials who were involved with the project management. On May 10, 2017 I provided you Stanly County Manager, Mr. Andy Lucas number 704-986-3600 (office)/704-984-1258 (cell) and email [alucas@stanlycountync.gov](mailto:alucas@stanlycountync.gov). Have you had the opportunity to communicate with him?

I trust that I have adequately addressed the County's questions and concerns. Understand you cannot speak for the Town of Salemburg, and they may have similar or additional questions and the desire and ability to serve as the local government that manages the project.

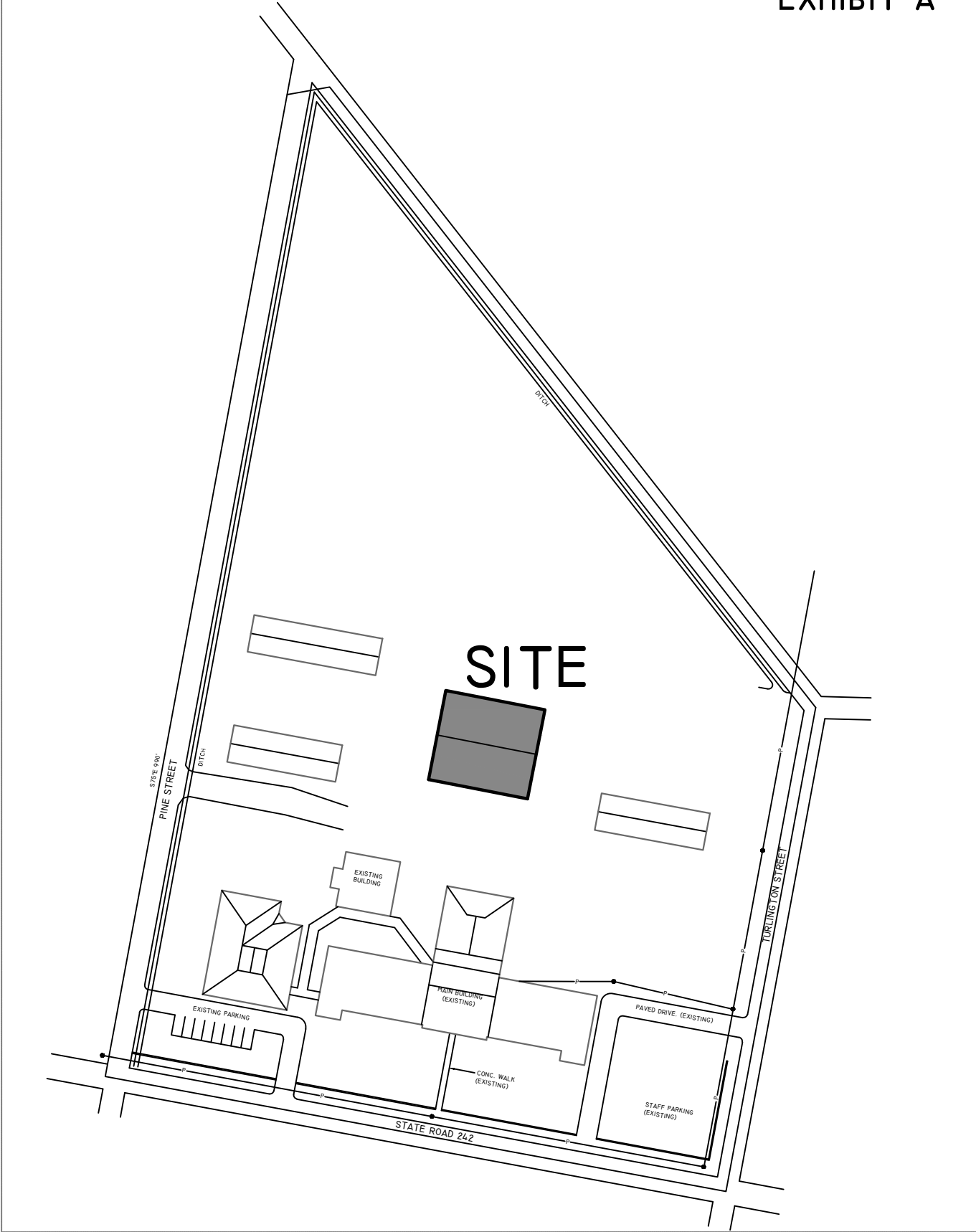
Bottom-line, the academy is approved for 700K. A memorandum of agreement/understanding earmarking the approved funds for TCA-Salemburg as required by OSMB. Please tell me how we can move this project forward. A current Site Survey was done on June 21, 2017, and completed June 22, 2017 due to rain. Please review the attachments and we can discuss the way ahead sometime next week at your earliest available date.

I welcome your thoughts or concerns at this point to move forward. Have a safe weekend!

Sincerely,

Colonel (Retired) Edward Timmons  
State Director  
Tarheel ChalleNGe Academy  
(910) 525-5520

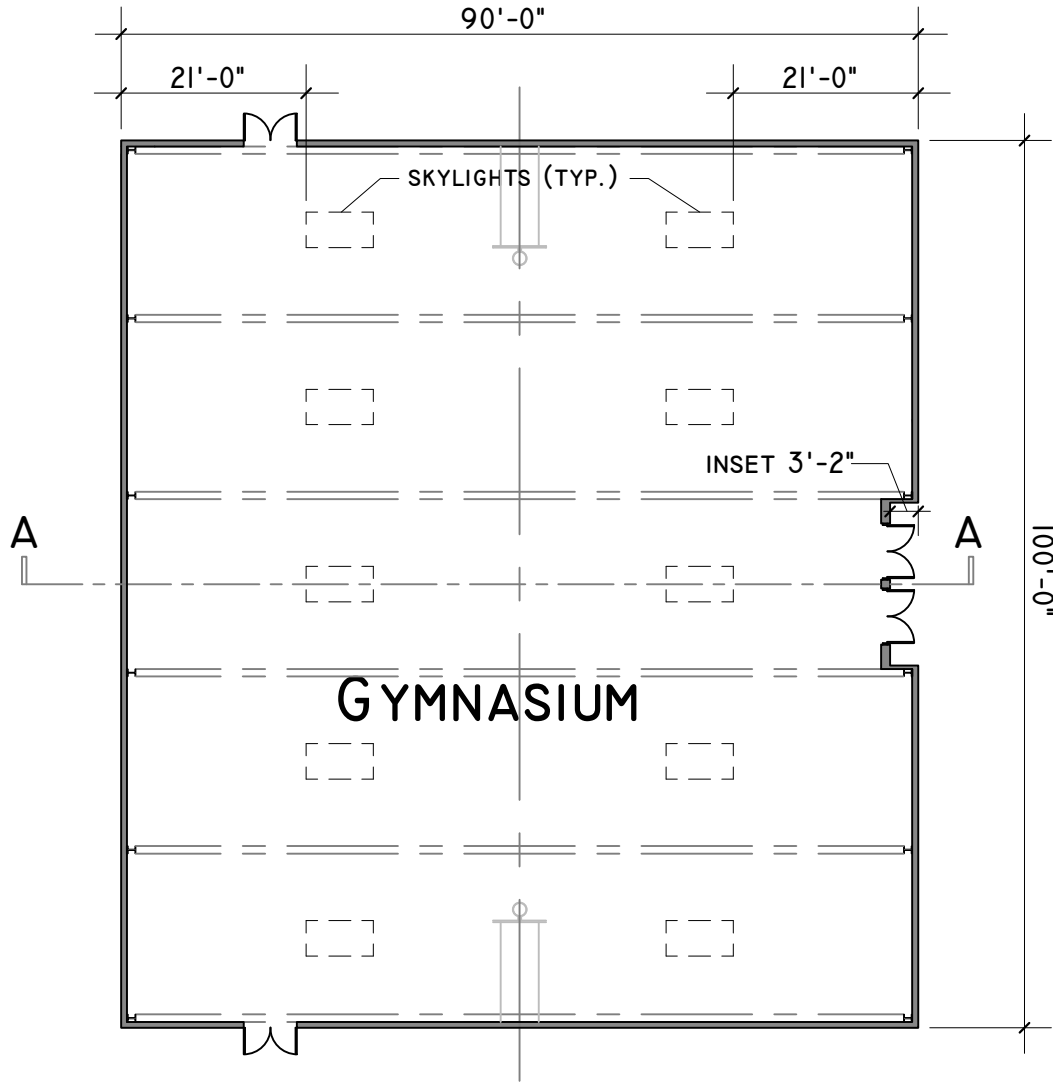
EXHIBIT A



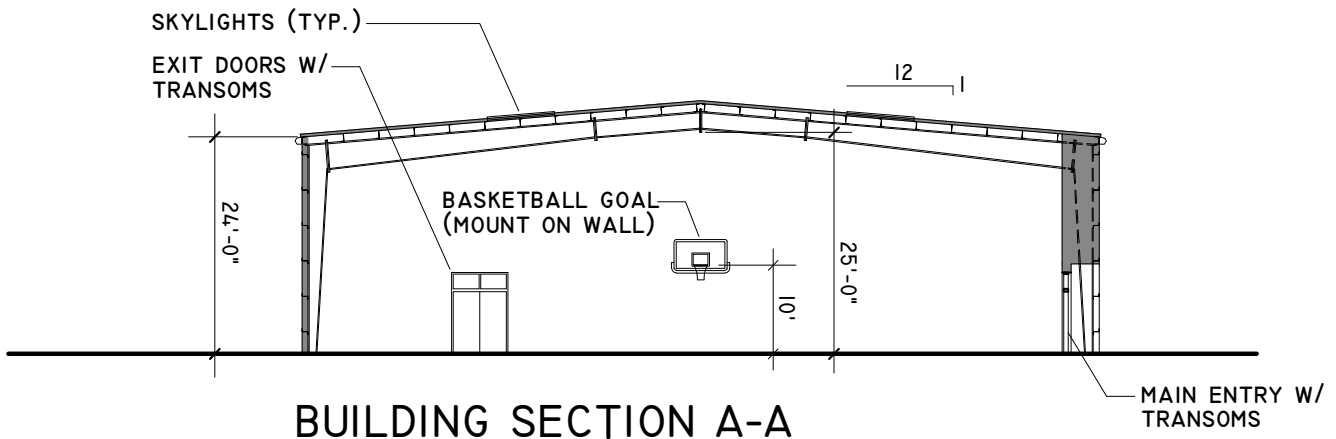


# EXHIBIT B -- PHASE I (BUILDING (SHELL))

BASED ON 90'W. X 100'L. METAL BUILDING W/ 1/12 ROOF SLOPE



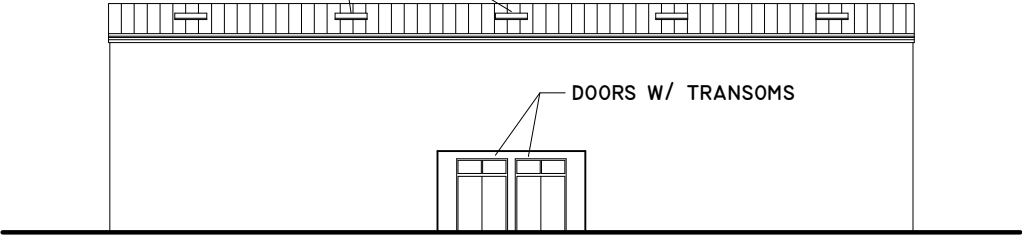
## FLOOR PLAN



## BUILDING SECTION A-A

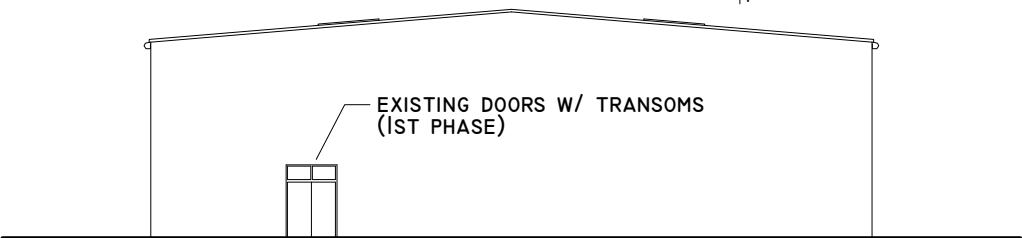
# EXHIBIT C -- PHASE I (BUILDING (SHELL))

SKYLIGHTS

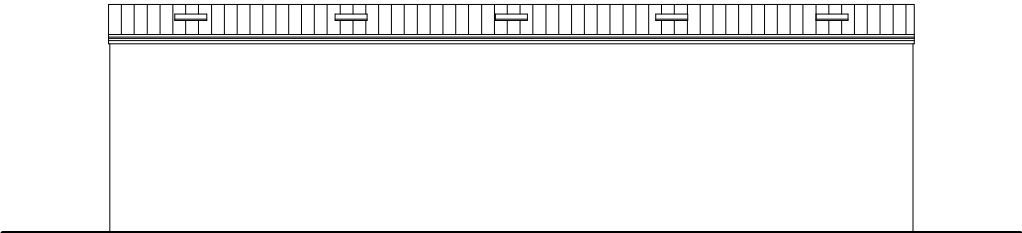


BUILDING ELEVATION 1

12

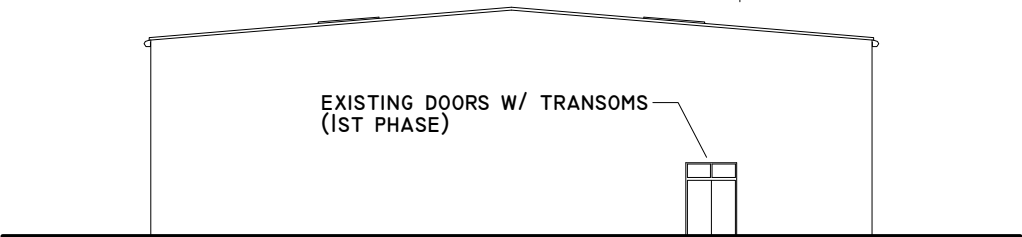


BUILDING ELEVATION 2



BUILDING ELEVATION 3

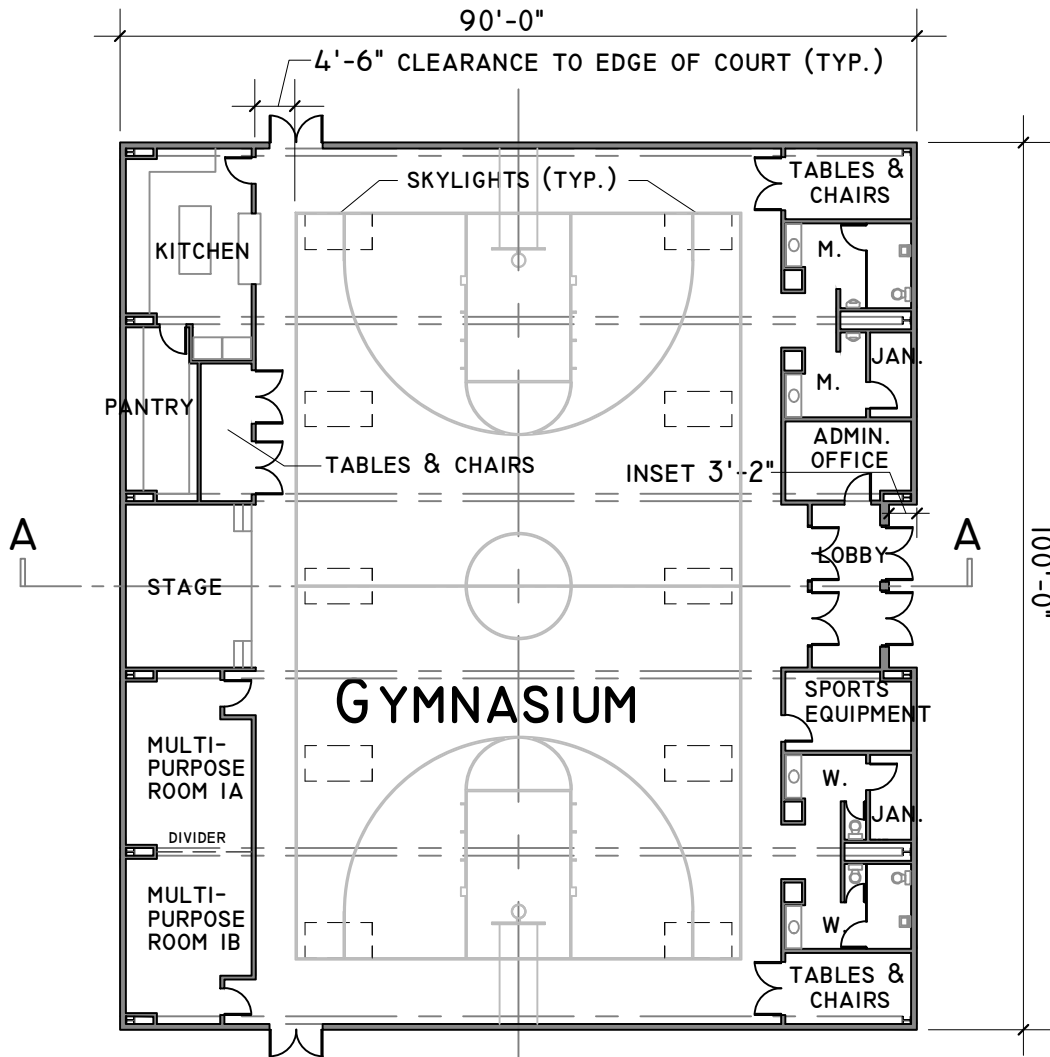
12



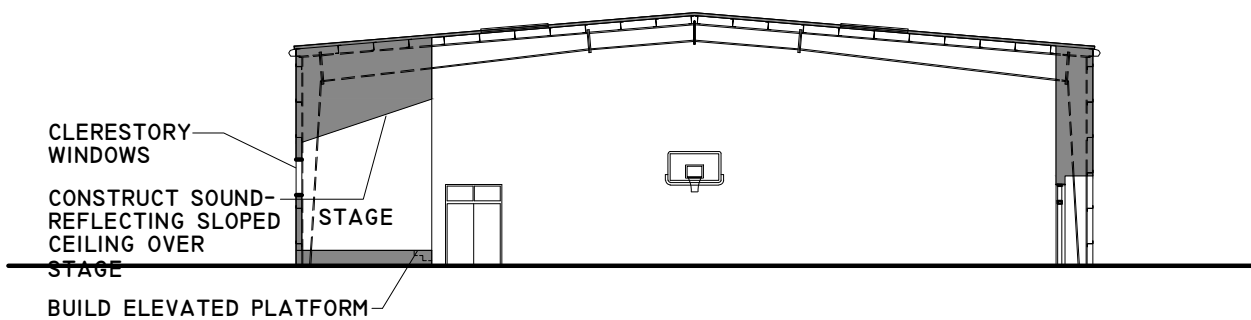
BUILDING ELEVATION 4

# EXHIBIT D -- PHASE II (FUTURE IMPROVEMENTS)

BASED ON 90'W. X 100'L. METAL BUILDING W/ 1/12 ROOF SLOPE



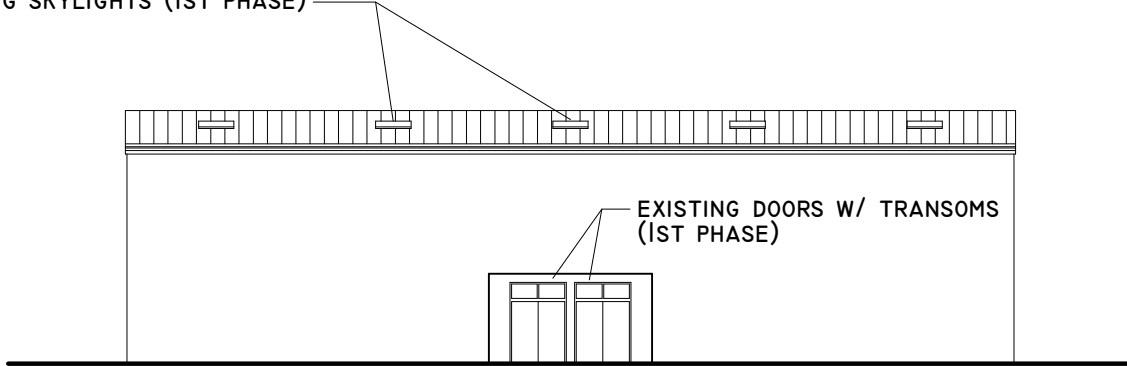
## FLOOR PLAN



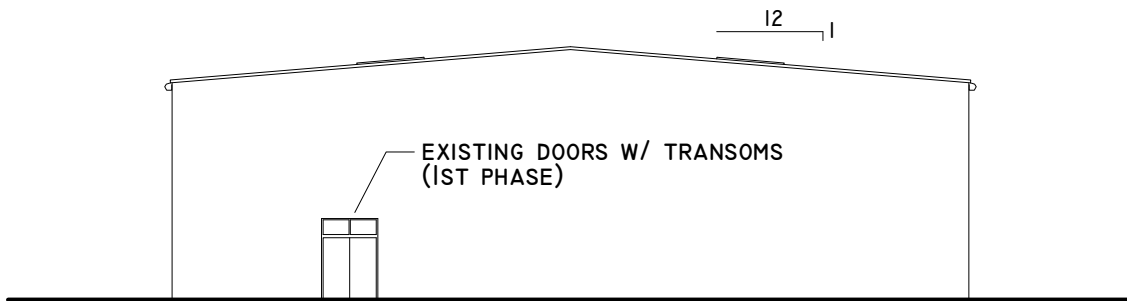
## BUILDING SECTION A-A

# EXHIBIT E -- PHASE II (FUTURE IMPROVEMENTS)

EXISTING SKYLIGHTS (1ST PHASE)

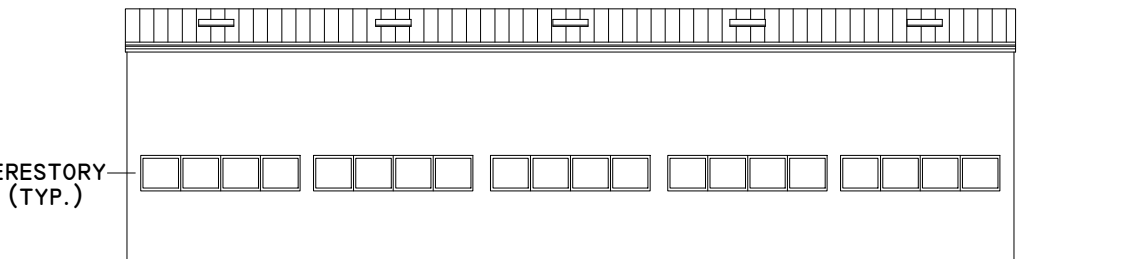


BUILDING ELEVATION 1

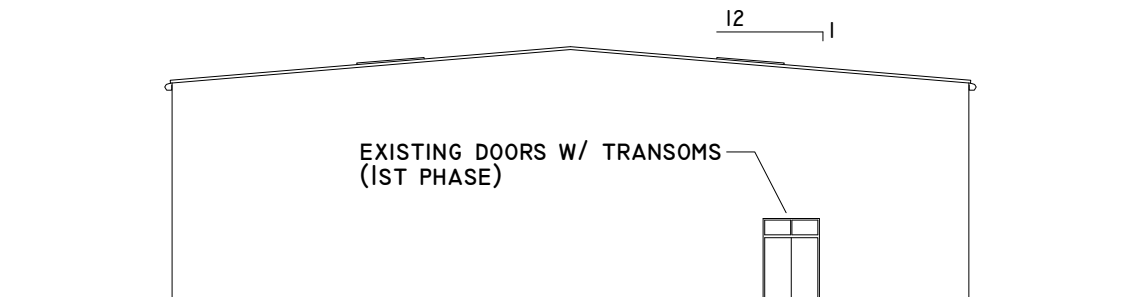


BUILDING ELEVATION 2

NEW CLERESTORY WINDOWS (TYP.)



BUILDING ELEVATION 3



BUILDING ELEVATION 4



**STATE OF NORTH CAROLINA  
DEPARTMENT OF PUBLIC SAFETY  
JOINT FORCE HEADQUARTERS  
NORTH CAROLINA NATIONAL GUARD**



ROY COOPER  
GOVERNOR

ERIC HOOKS  
SECRETARY OF PUBLIC SAFETY

GREGORY A. LUSK  
MAJOR GENERAL, NCNG  
ADJUTANT GENERAL

**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE NC DEPARTMENT OF PUBLIC SAFETY /  
NC NATIONAL GUARD TARHEEL CHALLENGE ACADEMY AND  
SAMPSON COUNTY MANAGER**

THIS AGREEMENT, made and entered into this the \_\_\_ day of \_\_\_\_\_, 2017, by and between the North Carolina National Guard Salemburg Tarheel Challenge Academy (TCA), and Sampson County Manager, and agreed upon by North Carolina Department of Public Safety, for transfer of \$700,000 to Sampson County be used for the construction of 90' x 100' Family Life Center at the TCA.

**SCOPE OF WORK:**

The following estimate is to design and construct the metal building enclosure for an economical Family Life Center for the Tarheel Challenge Academy. This will be a phased undertaking and only Phase I is included in this MOA. Phase I will design and construct a 90' x 100' outside envelope using \$700,000 in state-appropriated funds. Further improvements will be accomplished in a Phase II project (cost TBD) with other funds (i.e., construction of kitchen, pantry, stage, multi-purpose rooms, bathrooms, lobby, office, storage, etc.).

Phase I will accomplish site work, purchase of the metal building package, installation of the metal building, and certain other plumbing, mechanical, electrical, and fire protection work to meet current codes for egress and life safety. The structural configuration is based on a 100 foot long building with a 5-bay tapered column girder system, 20-ft on center. Final, sealed working drawings will need to be prepared by a licensed architect to meet the customer's needs for a finished facility. The roof slope should be 1:12 pitch with a 24' high eave." Phase 1 cost estimates are provided below; however, cost cannot exceed \$700,000. Any funds remaining at the conclusion of Phase I will be applied to other equipment and furnishings, listed in item VI below.



Assuming the Sampson County Manager will enlist the services of a licensed architect (A-E) for preparation of final sealed working drawings, construction bid solicitation, and construction administration. The A-E scope of work will typically include the following basic services.

**BASIC SERVICES:**

**Consolidated Construction Document Services:** This type of service represents 65% of the basic design fee which includes the complete development of the architectural/ engineering design documents to be used for the project. This includes preparation of drawings and specifications to be used as contract documents for the construction of the project, the preparation of cost estimates, design analysis for the work, materials involved, and NCNG requirements listed below.

**Bid Phase, Construction Phase & Post-Construction Phase Services:** These services will be authorized at a later date when construction funding is secured. This type of service represents 35% of the basic design fee which includes bid phase, providing construction inspection, testing, shop drawing review and construction management services. This includes site visits to witness and document construction contractor and sub contractors' construction activity, demolition (if applicable), progress, conditions, safety & industry practices, condition an use of materials, personal and equipment, any and all common elements of construction industry practices. Filling out and maintaining Construction Inspection Records, participate in pre-construction conferences including pre-proposal site investigation and pre-construction conference with the construction contractor.

The A-E should be expected to propose specific dates for key milestones, to include the following.

<u>Task</u>	<u>Target Date</u>
Completed Design	MM/DD/YY
Estimated Date to Bid	MM/DD/YY
Completed Construction	MM/DD/YY

**SCOPE OF WORK POINT OF CONTACT:** William Burriola, Project Manager, North Carolina National Guard, Construction and Facility Management Office, 1636 Gold Star Drive, Suite 2600N, Raleigh, North Carolina 27607, Office Phone: 984-664-6354 Email: [William.s.burriola.mil@mail.mil](mailto:William.s.burriola.mil@mail.mil)

This Memorandum of Agreement is intended for the sole and exclusive benefit of the parties hereto. Nothing in this Memorandum of Agreement, express or implied, is intended to confer on any other person or entity any legal or equitable claims, rights or

remedies in or by reason of this Memorandum of Agreement. No person or entity, other than the signatory parties to this Memorandum of Agreement, may enforce any part of this Memorandum of Agreement or shall have any rights hereunder.

Assignment. This agreement shall not be assignable by either party without express written consent of the other party.

Waiver and Modification. Neither this agreement nor any provision hereof may be waived, modified, amended, discharged or terminated, except by written instrument agreed upon by both parties.

IN WITNESS WHEREOF, the parties have each executed this Memorandum of Agreement, this \_\_\_ day of \_\_\_\_\_, 2017.

Attest:

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Edward Timmons  
State Director, Tarheel Challenge

Attest:

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Edwin W. Causey  
Sampson County Manager

REVIEWED BY DIVISION DIRECTOR OR  
DESIGNEE:

By: \_\_\_\_\_  
Gary R. Allen  
Deputy Director, NCNG

Exhibit A – Site Plan

Exhibit B – Phase I (Building Shell), floor plan and building section

Exhibit C – Phase I (Building Shell), elevations

Exhibit D – Phase II (Future Improvements), floor plan & building section

Exhibit E – Phase II (Future Improvements), elevations



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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.    **3 (b)**

Meeting Date: August 7, 2017	<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:                      Appointments

DEPARTMENT:              Governing Body

PUBLIC HEARING:            No

CONTACT PERSON:         Vice Chairperson Sue Lee

PURPOSE:                    To consider appointments to various boards and commissions

Juvenile Justice Crime Prevention Council

The JCPC Board has recommended the reappointment of Darold Cox, Terrace Miller and Billy Frank Jackson.

Nursing Home Community Action Committee

The regional ombudsman has recommended the reappointment of Mary Brown and Clementine Mason to the Nursing Home CAC.



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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.     4

Meeting Date: August 7, 2017	<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 July 10, 2017 meeting
- b. Adopt a proclamation celebrating the reunion of the Clear Run School classes of 1962, 1967 and 1969
- c. Approve the execution of the lease agreement between Sampson County and Eastpointe Human Services for 6,000 square feet of space located at 120 County Complex Road (ADAP)
- d. Approve the execution of the contribution agreement between Sampson County and USDA/NRCS
- e. Declare certain confiscated weapons as surplus and authorize transfer to vendor for credit on future purchases of supplies
- f. Adopt NCHFA policies related to ESRF-DR grant funding including the Assistance Policy and Procurement and Disbursement Policy
- g. Approve the late disabled veteran exclusion application filed by Charles Edwin Tyndall
- h. Approve tax refunds and releases as submitted
- i. Approve budget amendments as submitted

RECOMMENDED

ACTION OR MOTION: Motion to approve Consent Agenda as presented

The Sampson County Board of Commissioners convened for their regular meeting at 6:00 p.m. on Monday, July 10, 2017 in the County Auditorium, 435 Rowan Road in Clinton, North Carolina. Members present: Chairman Clark Wooten, Vice Chairperson Sue Lee, and Commissioners Albert Kirby Jr., and Jerol Kivett. Absent: Commissioner Harry Parker.

The Chairman convened the meeting and called upon Vice Chairperson Lee for the invocation. Finance Officer David Clack then led the Pledge Allegiance.

### **Approval of Agenda**

Upon a motion made by Chairman Wooten and seconded by Vice Chairperson Lee, the Board voted unanimously to approve the agenda with the following changes: Item 1 (a): Recognition of Retiree was removed due to the absence of the retiree.

### **Roads (first Monday of each Quarter)**

**Roads - Quarterly Report** Keith Jackson, NCDOT Highway Maintenance Engineer, presented the Quarterly Report to the Board. He updated the Board on the recovery efforts following the May 23, 2017 tornado and May 30, 2017 straight-line winds storm events. Mr. Jackson applauded the response and recovery efforts of Sampson County officials and supporting organizations. Mr. Jackson went on to inform the Board that NCDOT was still working on projects from Hurricane Matthew, which included the reconstructing of 11 bridge pipes by October 2017. He also noted a 16-mile resurfacing project and preservation projects which were all scheduled to begin in July 2017, and resurfacing projects for Hwy 701, NC Hwy 50, US Hwy 13, and NC Hwy 55, all which were expect to be completed in 2018.

Commissioner Kirby revisited constituent W.L. Ammons' complaint regarding property erosion due to a state owned drainage pipe and asked Mr. Jackson for insight. Mr. Jackson informed the Board that NCDOT had investigated the situation and it was determined that the NCDOT pipe in question met North Carolina standards and regulations. After deliberation, the Board requested that Mr. Eason research the ordeal and provide an update to include a determination of whether the erosion damage was caused by the pipe.

Chairman Wooten concluded by making mention that many Sampson County citizens misunderstood that the NCDOT would remove Hurricane Matthew storm debris placed on the side of Shipp Road, making the public aware that federal

funding is not always allocated for storm debris removal placed alongside state roads and that the NCDOT may not be responsible for debris removal.

**Item 1: Reports and Presentations**

Recognition of Retirees Item was removed from the Agenda due to the absence of the retiree.

Administration - Administering Oath of Office for Deputy Clerk and Introduction of New Administrative Assistant Assistant County Manager Susan Holder administered oath of office to newly appointed Deputy Clerk Richard Carr. Ms. Stephanie Shannon was then introduced as the new Administrative Assistant.

Tax - Reappointment of Tax Assessor/Collector and Administering of Oath of Office Upon a motion made by Commissioner Kivett and seconded by Commissioner Kirby, the Board voted unanimously to re-appoint Jim Johnson for a four-year term as Tax Assessor and Tax Collector. Assistant County Manager Susan Holder administered oaths of office to Mr. Johnson as Tax Assessor and Tax Collector.

**Item 2: Planning and Zoning**

RZ-5-17-2 Chairman Wooten called the hearing to order and recognized Planning Director Mary Rose who informed the Board that the applicant had respectfully requested that the zoning request be continued to the August 7, 2017 meeting. Upon a motion made by Chairman Wooten and seconded by Commissioner Kivett, the Board voted unanimously to continue the hearing.

RZ-6-17-2 Chairman Wooten called the hearing to order and recognized Planning Director Mary Rose who reviewed a request to rezone approximately 26.24 acres located along Goshen Church Road and I-40 from RA-Residential Agriculture to C-Commercial. The Chairman opened the floor for comments, and the following were received:

Grey Vick (Wilmington, NC): Mr. Vick, representing the applicant Tommy Daughtry, was present to address comments from the Board and public. None were received.

The Chairman closed the hearing. Upon a motion made by Chairman Wooten and seconded by Vice Chairperson Lee, the Board voted unanimously to approve rezoning request RZ-6-17-2, 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 Planning Board does hereby find and determine that the recommendation of the ordinance amendment RZ-6-17-2 is consistent with the goals*

*and objectives of the Sampson County Land Use Plan and other long range planning documents due to the proposed location being located within close proximity to a major thoroughfare.*

Planning Director Mary Rose informed that the Board that the Planning Board, Clinton-Sampson Planning Department, and Sampson County Land Use Plan Steering Committee were in the process of developing an updated Sampson County Land Use Plan and had scheduled public input meetings affording the public opportunity to provide input. She provided the following dates and locations for the public meetings:

- July 13, 2017 - 6:30 pm - Harrells Activity Center - 891 Ward Rd., Harrells, NC
- July 20, 2017 - 6:30 pm - Clinton City Hall Auditorium - 221 Lisbon St., Clinton, NC
- July 27, 2017 - 6:30 pm - Spivey's Corner Fire Department - 8200 Newton Grove Hwy., Dunn, NC

**Item 3: Action Items**

Tax Settlement and Charge to Tax Collector Tax Administrator Jim Johnson presented the Board with a settlement of the outstanding balance of all delinquent taxes for FY 2016-2017 at \$1,417,121.27, which is a difference of \$296,278.97 from the FY 2015-2016 balance of \$1,120,842.30. Mr. Johnson noted that the collection rate for FY 2016-2017 was 96.56%, which was down from the 97.29% collection rate for FY 2015-2016; however, with the levy being approximately \$700,000.00 higher than FY 2015-2016, there was approximately \$400,000.00 more collected in revenue. Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Kirby, the Board voted unanimously to accept the tax settlement for FY 2016-2017 and to charge the Tax Collector with collection of taxes for FY 2017-2018 (Copy of the Tax Charge filed in Inc. Minute Book \_\_\_, page \_\_\_).

Adoption of Documents Related to Refinancing of USDA Debt Finance Officer David Clack reminded the Board that the County was proposing to refinance certain USDA debt as a cost-saving measure and that upon the adoption of the enclosed resolution, the Chairman and staff would be authorized to execute certain draft documents prepared by Bond Counsel and Underwriter Counsel including the Deed of Trust, Indenture of Trust and Preliminary Official Statement. He informed the Board that the Local Government Commission was scheduled to consider the County's application on August 1, 2017, and that the County planned to sell the bonds at the end of August or early September. Upon a motion made by Commissioner Kirby and seconded Commissioner Kivett, the Board voted unanimously to adopt the Resolution Approving an Installment Financing Contract and Providing for Certain Other Related Matters. (Copies filed in Inc. Minute Book \_\_\_, page \_\_\_).

Public Hearing - Naming of Private Road The Chairman opened the hearing and called upon Assistant County Manager Susan Holder who reviewed the

recommendations for naming certain private roads. The floor was opened for public comments and none were received. The hearing was closed. Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Kivett, the Board voted unanimously to name private roads as follows:

PVT 1147 1455      Melon Lane

Designation of Voting Delegate – NCACC Annual Conference  
(August 10-13, 2017) Upon a motion made by Commissioner Kirby and seconded by Commissioner Kivett, the Board voted unanimously to designate County Manager Ed Causey to serve as the voting delegate at the 2017 NCACC Annual Conference, August 10-13, 2017. (Copy of the NCACC Designation Form filed in Inc. Minute Book \_\_\_, Page \_\_\_).

Appointment – Convention and Visitors Bureau Upon a motion by Vice Chairperson Lee and seconded by Chairman Wooten, the Board voted unanimously to reappoint Julie Stadig and Susan Richert, and appoint Roy Patel and Phillip Bell to the Convention and Visitors Bureau.

**Item 4:      Consent Agenda**

Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Kivett, the Board voted unanimously to approve the Consent Agenda items as follows:

- a. Approved the minutes of the May 22, 2017; June 5, 2017; June 19, 2017; and June 26, 2017 meetings
- b. Adopted a resolution supporting HB 353 and the creation of a Black River State Park (Copy filed in Inc. Minute Book \_\_\_ Page \_\_\_.)
- c. Approved the contract with the City of Clinton for FY 2017-2018 planning and zoning services (Copy filed in Inc. Minute Book \_\_\_ Page \_\_\_.)
- d. Approved the FY 2017-2018 contract between Sampson County and Eastpointe Human Services for the 4H Prevention Program (Copy filed in Inc. Minute Book \_\_\_ Page \_\_\_.)
- e. Approved requests from Finance and Administration for destruction of records pursuant to the Records Retention and Disposition Policy
- f. Approve the FY 2017-18 contract for non-emergency medical transportation between Sampson County (DSS) and Sampson Area Transportation (Copy filed in Inc. Minute Book \_\_\_ Page \_\_\_.)
- g. Approved the FY 2017-18 contracts for legal services between Sampson County (DSS) and Warrick & Bradshaw and Tiffany Naylor (Copy filed in Inc. Minute Book \_\_\_ Page \_\_\_.)

- h. Approved the contract between Sampson County Department of Social Services and Blizzard Construction for the construction of a brick wall/ playground area for use for foster care/special children adoption programs (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_.)
- i. Approve policy documents related to the Essential Single Family Loan Pool 17 Program (ESFRLP-17): Assistance Policy, Procurement and Disbursement Policy and Language Access Plan (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_.)
- j. Approved tax refunds and releases as submitted

#8055	Martina Altman Wagner	\$228.77
#8059	Dorothy Bullard Royal	\$142.61
#8070	Jeff Smith	\$115.13
#8075	Royal Hall Funeral Home	\$119.57
#8076	Pamela Jean Best	\$316.13
#8087	Ronnie Lee Warren	\$320.99
#8090	Helen Barefoot	\$254.43
#8093	Donnie Sampson	\$104.57

- k. Approved budget amendments as submitted

<b><u>EXPENDITURE</u></b>		<b><u>Sampson Soil &amp; Water</u></b>	
<b><u>Code Number</u></b>		<b><u>Description (Object of Expenditure)</u></b>	
28349610	526200	Departmental Supplies	\$1,640.00

<b><u>REVENUE</u></b>			
<b><u>Code Number</u></b>		<b><u>Source of Revenue</u></b>	
28334961	409909	Fund Balance Appropriated State	\$1,640.00

<b><u>EXPENDITURE</u></b>		<b><u>Finance Department</u></b>	
<b><u>Code Number</u></b>		<b><u>Description (Object of Expenditure)</u></b>	
23243410	581020	Turkey Fire Department	\$30,000.00

<b><u>REVENUE</u></b>			
<b><u>Code Number</u></b>		<b><u>Source of Revenue</u></b>	
23043420	499900	Fund Balance Appropriated	\$30,000.00

- Approved Clinton City Schools Amendment No. 1 (Special Revenue); Approved Clinton City Schools Amendment No. 2 (Federal); Approved Clinton City Schools Amendment No. 10 (State); Approved Clinton City Schools Amendment No. 9 (State); Approved Clinton City Schools Amendment No. 8 (State); Approved Clinton City Schools Amendment No. 7 (State); Approved Clinton City Schools Amendment No. 1 (Local) as submitted.



**Item 5: Board Information**

The Board was provided with the following items for information only:

a. Opportunities for Public Comment on Proposed Land Use Plan

Chairman Wooten directed the staff to research the feasibility of two projects – (1) consolidating the Human Services agencies (Health and Social Services) and bringing the two agencies under the governance of the County, and (2) bringing the Planning Department under the governance of the County. Information on such feasibility to be provided in time for FY 2018-2019 budget discussions.

**County Manager Reports**

County Manager Ed Causey provided an update on the Customer Service Initiative, informing the Board that the staff has been developing a plan and that Assistant County Manager Susan Holder would soon provide a Customer Service Survey which would provide input from both internal and external customers. He also mentioned the plan of developing a customer service committee consisting of members who would focus on specifics of customer service and provide insight as the plan is developed. Mr. Causey noted that Sampson Area Transportation had begun providing Medicaid transportation services as of July 1. Mr. Causey then reminded the Board of the County Commissioners Conference in Durham on August 10-12, 2017.

**Public Comments**

The floor was opened for comments, and none were received.

**Adjournment**

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

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Clark H. Wooten, Chairman

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Susan J. Holder, Clerk to the Board



## ***Proclamation Honoring the 50<sup>th</sup> Reunion of the Clear Run School Class of 1967***

***Whereas***, from the late 1950's to the late 1980's Clear Run School operated in the southeastern portion of Sampson County, first as a high school and later as a middle school, its teachers and administrators providing its students the knowledge and skills to be productive members of society; and

***Whereas***, on September 2, 2017, the 1962, 1967 and 1969 graduating classes of Clear Run High School will hold a reunion in Raleigh, North Carolina, with a special recognition of the 50<sup>th</sup> anniversary for the Class of 1967; and

***Whereas***, reunion attendees will celebrate the rich history of the Clear Run School, marking the occasion with a dedication service and the preparation of a time capsule which will be returned and buried on the site of the old Clear Run School.

***Now, Therefore***, the Board of Commissioners of the County of Sampson honors the role of Clear Run School in the history of education in Sampson County, the valuable educational foundation it provided our youth, and the continuing contributions its alumni make through scholarship opportunities. The Board extends its best wishes to the Classes of 1962, 1967 and 1969 as they gather to remember and celebrate.

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Clark H. Wooten, Chairman  
Sampson County Board of Commissioners

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Susan J. Holder, Clerk to the Board

LEASE AGREEMENT  
BETWEEN  
COUNTY OF SAMPSON  
AND  
EASTPOINTE HUMAN SERVICES

This agreement is made and entered in to this 1<sup>st</sup> day of July, 2017, by the County of Sampson, a body politic and a political subdivision of the State of North Carolina, hereinafter referred to as Lessor; and Eastpointe Human Services, the LME/MCO designated by the State of North Carolina for the area which includes Sampson County, hereinafter referred to as Lessee.

WITNESSETH

That for and in consideration of the rental and the mutual covenants and conditions contained herein, Lessor agrees to lease unto Lessee and Lessee agrees to accept office space consisting of approximately 6,000 square feet located in the building at 120 County Complex Road, Clinton, North Carolina, for the purpose of conducting Lessee's usual business activities of providing mental health, development disabilities, and substance use services for its members in Sampson County.

This lease is subject to the following terms:

1. The lease term shall be from July 1, 2017 through June 30, 2018.
2. The annual rent shall be \$40,000 payable in equal monthly installments. Each monthly payment shall be due by the 10<sup>th</sup> day of the month.
3. Upon termination, Lessee shall remove all of its personal property from the premises within 72 hours.
4. The leased premises shall only be used for the purposes stated herein.
5. Lessee shall not make alterations, improvements or repairs to the building without the consent of the Lessor. Any such alterations, improvements or repairs shall remain as part of the building and become the property of Lessor upon termination of the lease.
6. Lessee may sublease the premises or assign any privileges hereunder to another service provider for the purpose of providing any of the services stated herein. Lessee shall remain liable for the payment of the rent and for all other of its obligations stated in this lease.
7. Lessee shall be responsible for all utility services to the premises including electrical, heating and air conditioning, water and sewage. Lessee shall also be responsible for providing all housekeeping, cleaning and janitorial services to the premises.
8. Lessee shall also be responsible for the general routine maintenance and upkeep of the premises, including minor repairs to the facility, plumbing and electrical components and replacement of interior light bulbs. A minor repair shall be any repair for which the cost is less than \$100.
9. Lessee shall not be responsible for any loss or damage occurring to the property of Lessee or any of Lessee's employees, invitees or guests while located in the parking or common areas of the Lessor's property at the County Office Complex. Lessor shall not be responsible to provide any

security, lighting or other measures to protect any such property of Lessee or any of Lessee's employees, invitees or guests.

10. Upon termination of the lease, Lessee shall surrender the premises in as good a condition as when the lease commenced, ordinary wear and tear excepted.
11. Lessee shall maintain general premises liability insurance on the premises in an amount of at least \$1,000,000 throughout the term of the lease and shall provide evidence of such coverage to the Lessor.
12. Lessee may terminate this lease immediately if State and/or Local funds granted for the program and services provided by it are revoked, reduced, or terminated by the funding agencies in a manner beyond the control of the Lessee and provided that Lessee promptly notifies Lessor of the action by the funding agencies and of its intent to terminate.
13. This lease may be terminated at any time upon mutual consent of both parties or after thirty (30) days written notice of termination by one party to the other.
14. Any unearned rent paid in advance by the Lessee shall be apportioned and refunded to Lessee in case of termination of this lease.
15. If Lessee fails to comply with any of its obligations under this lease, then all of its rights hereunder shall terminate at once and the Lessor may enter the premises and expel the Lessee therefrom without prejudice to other remedies. Notice to quit possession and every other formality is hereby expressly waived by the Lessee in case of default or violation of any of the terms of this agreement.
16. Lessee shall allow Lessor to inspect the premises at any time during normal business hours.
17. Lessee shall be responsible for the installation of any office equipment and communications or technology cables or lines to or in the premises for the conduct of its business.
18. Lessee shall be responsible for locking the entrance doors to the premises at the close of business each day.
19. Iran Divestment Act Certification: By executing this lease, the Lessor certifies that it is not currently identified on the list created by the North Carolina State Treasurer pursuant to G.S. 147-86.58, as engaging in investment activities in Iran.

IN WITNESS WHEREOF, the parties hereto set their hands and seals with authority duly given the day and year first above written.

---

Sarah N. Stroud, Chief Executive Officer  
Eastpointe Human Services  
P.O. Box 369  
Beulaville, NC 28518

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Edwin Causey, County Manager  
County of Sampson  
P.O. Box 257  
Clinton, NC 28329  
Tax ID # 56-6000338

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David Clack, Finance Officer  
County of Sampson

*This instrument has been pre-audited in the manner  
required by the Local Government Commission  
Budget and Fiscal Control Act.*

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Catherine Dalton, Chief of Business Operations  
Eastpointe Human Services



*Sampson County Finance Department*  
*David K. Clack, Finance Officer*

*MEMORANDUM*

**TO:** Board of Commissioners

**FROM:** David K. Clack, Finance Officer

**DATE:** July 28, 2017

**SUBJECT:** Contribution Agreement Between USDA NRCS and County

Attached is an agreement between the United States Department of Agriculture, Natural Resources Conservation Service (USDA-NRCS) and Sampson County that is to run for five (5) years and pay the County \$3,240 for services rendered by our Soil Conservation Office. The payment of funds replaces money that we were receiving to offset the utility costs of the space used by our Soil Conservation Department.

We respectfully request that the Board approve the contribution agreement and authorize the County Manager to sign the agreement on behalf of the County.

**STATEMENT OF WORK FOR CONTRIBUTION AGREEMENT BETWEEN THE  
U.S. DEPARTMENT OF AGRICULTURE (USDA)  
NATURAL RESOURCES CONSERVATION SERVICE (NRCS)**

**AND THE**

**Sampson County  
State of North Carolina (PARTNER)**

**I. AUTHORITIES**

Conservation Technical Assistance (CTA): Soil Conservation and Domestic Allotment Act (P.L. 74-46), as amended. 16 U.S.C. 590a-g, 590q (CFDA 10.902).

**II. PURPOSE**

The (PARTNER) and the NRCS share a commitment to conservation of natural resources at the local level and advocate comprehensive resource management planning. Both parties desire to cooperate to improve the social, economic, and environmental well-being of the natural resource base. The purpose of this agreement is to increase the efficiency of service delivery in specific program areas. Customers of the parties to this agreement are individual landowners/land users, Federal and State land management agencies, other individuals, groups, and units of government.

**III. OBJECTIVES**

The main objectives of this agreement are to:

1. Encourage partnership participation in the planning, development, and protection of natural resources.
2. Increase awareness and provide continuity relative to the operational structure for delivering educational and technical support to land users who are eligible to receive the benefits of state and federal soil and water conservation programs. Together, the NRCS and the (PARTNER) have worked cooperatively with individuals, citizen advisory groups, community education, and technical support services necessary to carry out their mutually shared responsibilities for protecting North Carolina's natural resources.
3. Support and strengthen the capabilities of the conservation partnership.

**IV. RESPONSIBILITIES OF THE PARTIES**

**a. NRCS will:**

1. Administer NRCS programs including, but not limited to, Environmental Quality Incentive Program (EQIP), Agricultural Conservation Easement Program (ACEP), Conservation Reserve Program (CRP), Conservation Stewardship Program (CSP), and Conservation Technical Assistance (CTA), work cooperatively to implement programs of shared interest, and provide service to our common customers.
2. Provide leadership and share in administrative, educational opportunities, and technical training for federal Farm Bill programs as determined by program needs.
3. Work together with partners to maximize available resources and actively seek funding to accomplish natural resources priorities and programs.

4. Pay quarterly invoices to the (PARTNER) for expenses for technical assistance and necessary to fulfill the conservation mission.
5. Annually review this agreement and its provisions to ensure the most effective working relationship and financial arrangements possible.
6. Be held free from any and all claims or course of action resulting from the obligation undertaken by the (PARTNER) under this arrangement or resulting from the work provided for in this agreement.
7. Provide the following individuals as liaisons for this agreement:

NRCS Program Contact

Jerry Raynor, Assistant State Conservationist – Management & Strategy  
4407 Bland Road, Raleigh, North Carolina 27609  
919-873-2162 / Jerry.Raynor@nc.usda.gov

NRCS Administrative Contact

Jeremy Wood, Management Analyst  
4407 Bland Road, Raleigh, North Carolina 27609  
919-873-2193 / Jeremy.Wood@nc.usda.gov

**b. The Recipient will:**

1. Implement local programs and work cooperatively with NRCS programs such as EQIP, ACEP, CRP, CSP, CSTP, and CTA and provide service to our common customers.
2. Share in administration, educational opportunities, and technical training for programs as determined by program needs.
3. Provide funding to cover costs associated with technical assistance and technical services, including infrastructure expenses, necessary to fulfill the conservation mission of the parties to this agreement.
4. Submit quarterly invoices to the (NRCS), in arrears, for expenses for technical assistance necessary to fulfill the conservation mission.
5. Annually review this agreement and its provisions to ensure the most effective working relationship and financial arrangements possible.
6. Be responsible for the development and direction of local programs to address resource needs and concerns. Programs will be based on customer and partner needs and input.
7. Provide the following individual as a liaison for this agreement:



Program Contact

Edwin W. Causey, County Manager  
406 County Complex Road, Clinton, NC 28328  
Phone 910-592-7181

Admin Contact

Melanie Harris, Director  
Sampson County Soil Conservation Service  
80 County Complex Road, Clinton, NC 28328  
Phone 910-592-7963

**c. It is Mutually Agreed:**

1. This agreement may be renewed by amendment until the objectives of the agreement are accomplished, but not later than the end of the fiscal year in which work is completed.
2. The (PARTNER) and NRCS are responsible for the hiring, management, supervision, development, and evaluation of its own personnel, including creating an environment that supports a diverse workforce. The (PARTNER) and NRCS will work together to coordinate staffing that supports identified natural resources needs. Employee evaluations shall be done by the employing organization.
3. Employees of the (PARTNER) shall remain its employees while carrying out their duties under this agreement and shall not be considered as Federal employees or agents of the United States for any purpose under this agreement.
4. Employees of NRCS shall participate in efforts under this agreement solely as representatives of NRCS. To this end, they shall not participate as directors, officers, employees, or otherwise serve to hold themselves out as representatives of the (PARTNER). They also shall not assist the (PARTNER) with efforts to lobby Congress, or to raise money through fundraising efforts. Further, NRCS employees shall report to their immediate supervisor any negotiations with the (PARTNER), concerning future employment and shall refrain from participation in efforts regarding such parties until approved by NRCS.
5. Each party will assume the responsibility for the actions of their officials or employees acting within the scope of their employment to the extent provided by federal, tribal, state, or local laws. Each party therefore agrees that it will assume all risk and liability to itself, its agents or employees, for any injury to person or property resulting in any manner from the conduct of its own operations, and the operations of its agency or employees under this agreement, and for any loss, cost, damage or expense resulting at any time from failure to exercise proper precautions, or of itself or its own agency or its own employees, while occupying or visiting the project under and pursuant to this agreement. The Government's liability shall be governed by the provisions of the Federal Tort Claims Act (28 U.S.C. 2671-80).

6. The (PARTNER) and NRCS will provide leadership, share in administrative and technical training, and other educational opportunities as determined by program needs. Training also includes the orientation of all employees in the organizational philosophies, programs, authorities, roles, and responsibilities of each partner.
7. The (PARTNER) and NRCS shall work together to determine the amount of technical, educational, and administrative assistance needed and available for program delivery.
8. The (PARTNER) and NRCS will work together to provide office space within funding limits, operating guidelines, and authorities. Both parties shall develop a policy and strategy to share common space, whenever possible. The (PARTNER) and NRCS agree that working together in a common office location provides efficiencies to better serve clientele. Both parties agree to consult with each other regarding office space needs within the USDA Space Leasing guidelines and share access to communications facilities and tools for official business in accordance with respective policies and guidelines.
9. The (PARTNER) and NRCS agree to contribute equipment and supplies necessary to carry out their programs within budget limitations. The (PARTNER) and NRCS authorize employees to use each other's equipment and supplies available when such use will increase program effectiveness. Both parties agree that the owner of the equipment shall be responsible for normal maintenance and upkeep of their own equipment. The (PARTNER) and NRCS agree to repair or replace (to its condition prior to damage) equipment that is damaged through negligence of their respective employees. The (PARTNER) and NRCS shall require their respective employees to follow the policies and procedures established by the owner of equipment and supplies.
10. The (PARTNER) and NRCS are responsible for arranging transportation for their own employees within fund limitations and individual agency laws and/or policies.
11. Where co-located in a federal facility or if utilizing federal equipment and/or software, the (PARTNER) and NRCS agree to adhere to federal directives overseeing the right to access federal building, records and communications systems by submitting to background security checks and completing annually mandated computer security awareness training.
12. The (PARTNER) and NRCS are responsible for covering their respective operating and overhead expenses in carrying out the business of the Conservation Partnership.
13. This agreement may be terminated by either party by written notice to the other party at least 30 days in advance of the effective date of termination.
14. This agreement may be amended in writing by mutual consent of the parties to this agreement.
15. The furnishing of financial and other assistance by NRCS is contingent upon funds appropriated by Congress, made administratively available, or authorized by law.

16. Activities performed under this agreement may involve access to confidential and potentially sensitive information about governmental and landowner issues. Confidential information means information or data of a personal nature, proprietary about an individual, or information or data submitted by or pertaining to an organization. This information shall not be disclosed without prior written consent of NRCS.
17. By signing this agreement, the (PARTNER) assures the NRCS that the program or activities provided for under this agreement will be conducted in compliance with all applicable federal civil rights laws, rules, regulations, and policies.

**V. EXPECTED ACCOMPLISHMENTS AND DELIVERABLES**

Item No.	Deliverable Description	Unit of Measure	Unit Cost	Estimated Units to Complete	Estimated Cost to NRCS	Comments
	<b>Outreach Event /Activities</b>					<b>OBJECTIVE: To increase awareness of the federal, state and local conservation programs offered by USDA in order to improve customer service and program participation.</b>
1	Public meetings, events or activities that will provide conservation awareness, education, programmatic information and technical support to the general public, farm landowners and producers, or units of government.	Event	\$648 per event	25 Events - FY 2018 – FY2022	\$16,200	NRCS shall receive the following types of documents from the outreach activity or event as confirmation of completion. Documentation should include date, time and location and primary audience. Acceptable types of documents include but are not limited to: Meeting agendas, meeting minutes, participant registration list, activity reports, etc.

Any questions about acceptable events or reporting methods, please contact the NRCS technical program contact listed in Section IV. a.7.

**VI. PERIOD OF PERFORMANCE**  
October 1, 2017 – September 30, 2022.

**VII. RESOURCES REQUIRED**

a. Recipient: \$16,200

b. NRCS: \$16,200

**VIII. MILESTONES**

Activity	FY18	FY19	FY20	FY21	FY22	Totals
Targeted Outreach Meetings	5	5	5	5	5	25
Quarterly Reports	4	4	4	4	4	20
Final Agreement Report					<b>X</b>	



***Sampson County Finance Department***  
*David K. Clack, Finance Officer*

***MEMORANDUM***

**TO:** Board of Commissioners

**FROM:** David K. Clack, Finance Officer

**DATE:** July 28, 2017

**SUBJECT:** Surplus Weapons

Below is a list of confiscated weapons that have been turned over to the Sheriff's Department. They would like permission to send those weapons to a vendor in exchange for credit to purchase supplies for the Sheriff's Department.

Description	Identification Number
S&W Eastfield 916-T Shotgun	1B3986
Stevens 94 Shotgun	B861378
Browning A-Bolt Rifle	37991NV8C7
Remington 870 Shotgun	DEJ1707
Mossberg 500A Shotgun	L838289
Luger 9mm Handgun	5370
Davis 32 Cal Revolver	40017
Beretta 92FS Handgun	BER053507
Kel Tec 9mm Handgun	77105
Lorcin L380 Handgun	077002
Ruger P345 Handgun	664-41586
Ruger Single-Six Revolver	268-17112
Lorcin L380 Handgun	548848
Taurus TL 78400 Handgun	9877731
Sportarms 213 Handgun	204677
Derringer TA Handgun	L30934
Davis Industries P-380 Handgun	AP469556

We respectfully request that the Board declare the above items surplus and authorize us to send them to the appropriate vendor to obtain credit to make purchases of supplies for the Sheriff's Department.

# Memo

To: David Clack, Finance Officer  
From: Juanita Brewington, Purchasing & Contracting Officer  
Date: July 24, 2017  
Re: Essential Single Family Rehab – Disaster Recovery (ESFR-DR)

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Sampson County was approved, by the North Carolina Housing Finance Agency (NCHFA), for ESFR-DR funds to assist Hurricane Matthew victims in the rehabilitation of their owner-occupied homes located in Sampson County.

The Post Approval Documentation along with the draft Assistance Policy and the Procurement and Disbursement Policy have been approved by NCHFA pending adoption of the policies by the Board of Commissioners. Those policy are attached for approval and submittal to NCHFA.

Sampson County will carry out the duties as the Program Administrator with the Adams Company providing assistance with the field work.

There is a total of fifteen million dollars available in this program for disaster affected Counties. This program is mirrored after the Single Family Rehab (SFR) program that the County applies and receives on a rotating three year cycle. Sampson County was approved for an initial set aside amount of \$150,000, with the option to access the loan pool for additional funds upon completion of the initial homes. The focus of the program is on essential rehabilitation of homes affected by the disaster with the maximum being \$40,000 per unit and the soft cost funds per unit are set at \$10,000. We anticipate assisting three disaster affected owner occupied homes with the initial set aside funds and request additional funds from the loan pool. This program is to be completed no later than June 30, 2019.

We respectfully request that the Board adopt the attached policies related to the ESRF-DR grant.

# Sampson County Assistance Policy

## Essential Single-Family Rehabilitation Loan Pool - Disaster Recovery

### **What is the Essential Single-Family Rehabilitation Loan Pool – Disaster Recovery?**

Sampson County has been awarded Membership by the North Carolina Housing Finance Agency (“NCHFA”) under the Essential Single-Family Rehabilitation Loan Pool - Disaster Recovery (“ESFRLP-DR”). This program provides Members with funds via a “loan pool” to assist with the rehabilitation of owner-occupied homes damaged by Hurricane Matthew, Tropical Storms Julia and Hermine. The funds provided by NCHFA come from the North Carolina Housing Trust Fund

Sampson County has been allocated an initial set-aside of \$150,000 which it plans to apply toward the rehabilitation of at least three houses in Sampson County. After demonstrating successful use of the initial set-aside, the County may access additional funds, when available, on a unit-by-unit basis from the ESFRLP-DR loan pool.

This Assistance Policy describes who is eligible for assistance under ESFRLP-DR, how applications for assistance will be ranked, what the terms of assistance are, and how the rehabilitation process will be managed. Sampson County has designed the ESFRLP-DR project to be fair, open and consistent with its approved application for funding and with ESFRLP-DR Program Guidelines.

### **Who is Eligible to Apply?**

There are six major requirements to be eligible for ESFRLP-DR assistance:

- 1) The housing unit to be rehabilitated with ESFRLP-DR funds must be located in Sampson County, and must be owner-occupied;
- 2) The gross annual household income must not exceed 100% of the Area Median Income for the County (see income limit table on the following page);
- 3) The home must have received at least \$5,000 of damage from Hurricane Matthew, Tropical Storms Julia and/or Hermine;
- 4) The construction cost of rehabilitation charged to the ESFRLP-DR Program cannot exceed the limit of \$40,000;
- 5) The homeowner cannot have been approved to receive a loan from the Small Business Administration to repair damages to their home due to Hurricane Matthew, Tropical Storms Julia and/or Hermine; and,
- 6) The homeowner must work with Sampson County to properly document any FEMA assistance received for home repair due to Hurricane Matthew, Tropical Storms Julia and/or Hermine.

Unfortunately, not all homes can be rehabilitated to meet either the local minimum housing standard or the Essential Rehabilitation Standard with the limited funding

available. Some otherwise-eligible households may be deemed ineligible for assistance because their homes fail this test.

**What Types Of Houses Are Eligible?**

Properties are eligible only if they meet all the following requirements:

- The property must require at least \$5,000 of improvements to meet the Essential Property Standard or the local minimum housing code.
- Site-built and off frame modular units are eligible for assistance. Manufactured housing is eligible for assistance if the foundation and utility hookups are permanently affixed including removal of all transporting equipment (e.g. wheels, axles, tongue) and installation of a full masonry foundation and tie-downs.
- No more than fifty percent (50%) of the total area of the unit may be used for an office or business (e.g. day care). Program funds may only be used to improve the residential portion of mixed-use buildings.
- The property must be free of environmental hazards and other nuisances as defined by all applicable codes or regulations, or any such hazards or nuisances must be corrected as part of the rehabilitation of the home. Sampson County’s Rehabilitation Specialist will determine the presence of any known environmental hazards/nuisances on the site and if they can be removed through rehabilitation.
- Properties cannot be located in the right-of-way of any impending or planned public improvements. Sampson County staff will assist in making this determination.
- The property cannot be located on a site that is endangered by mudslides, landslides or other natural or environmental hazards. If needed, the Rehabilitation Specialist will work with the homeowner to make this determination.
- The property may be located in the 100 year flood plain if the lowest finished floor level (verified by an elevation certificate provided by the homeowner) is above the base flood elevation and the property will be covered by flood insurance. The property must be in compliance with Sampson County’s flood plain ordinance upon completion of any ESFRLP-DR assistance. *Sampson County will verify whether the home is in the flood plain.*)

**Income Limits for Sampson County’s  
Essential Single-Family Rehabilitation Loan Pool - Disaster Recovery**

Number in Household	100% of Median Income
1	\$34,100
2	\$39,000
3	\$43,900
4	\$48,700
5	\$52,600
6	\$56,500
7	\$60,400
8	\$64,300



\*Income limits are subject to change based on annually published HUD HOME Limits.

### **How are applications selected?**

There are many more ESFRLP-DR-eligible households (with eligible houses) than can be assisted with the available funds. Therefore, Sampson County has devised the following priority system to select eligible applicants. Sampson County will rank applications on a first-come, first-approved, and first-served basis. First come being receipt of completed applications with all supporting documents. First approved being first applications above by NCHFA. Sampson County may be able to treat additional houses with unrestricted pool funds. Pool applicants will come from the original applicant list and be considered per the feasibility of the repairs and the continued first-come, first-approved, and first-served basis.

**Definitions** under ESFRLP-DR are:

- *Head of Household:* The person or persons who own(s) the house.
- *Household Member:* Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a “household member” (the number of household members will be used to determine household size and all household members are subject to income verification).
- *Occupant:* An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of household who has resided in the dwelling unit for at least 3 months prior to the submission of the family’s application.

Recipients of assistance under ESFRLP-DR will be chosen by the above criteria without regard to race, color, religion, national origin, sex, familial status and disability.

### **What Are The Terms of Assistance Under ESFRLP-DR28?**

The form of ESFRLP-DR assistance is a 0% interest, forgivable loan covering the hard and soft costs associated with the rehabilitation of the home. Homeowners will receive an unsecured deferred, interest-free loan. As long as the homeowner is not in default, the loan will be forgiven at a rate of \$5,000 per year, until the principal balance is reduced to zero. Default can occur if the property is sold or transferred to another person and/or if the borrower fails to use the home as a principal residence, without prior written approval of the North Carolina Housing Finance Agency.

As long as the borrower lives in the home, no payments on the loan will be required. Furthermore, under certain circumstances NCHFA may allow assumption or refinancing of the loan. Should an heir inherit the property and choose to live in the house as their permanent residence, they may assume the loan without being income eligible.

NCHFA may pay an amount for soft costs not to exceed \$10,000 as part of the loan. Soft costs include application outreach/intake/management, environmental

reviews/inspections/testing and project assessment/documentation/estimating/bidding to complete the repair of the home.

### **What Kinds Of Work Will Be Done?**

Each house selected for assistance, upon completion of the rehabilitation, must meet NCHFA's Essential Property Standard. These are so-called "habitability standards" which set minimum standards for decent, safe and sanitary living conditions.

These requirements are spelled out in full in the ESFRLP-DR Administrator's Manual which you may view, at reasonable times, upon request, at the Finance office of Sampson County or anytime online at [NCHFA.com](http://NCHFA.com).

Of course, contractors performing work funded under ESFRLP-DR are responsible for meeting all local requirements for permits and inspections. All work done under the program must be performed to meet NC State Residential Building Code standards.

### **Who Will Do The Work On The Homes?**

Sampson County is obligated under ESFRLP-DR to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open and competitive process. To meet these requirements, Sampson County will invite bids only from general contractors who are part of an "Approved Contractors Registry". For additional information about procurement and disbursement procedures, please refer to the ESFRLP-DR Procurement and Disbursement Policy for Sampson County.

- All qualified members of the Approved Contractors Registry will be invited to bid on each job, and the lowest responsive and responsible bidder will be selected for the contract.
- All contractors working on pre-1978 units must be Renovate, Repair and Paint Rule (RR&P) Certified Renovators working for Certified Renovation firms.
- Homeowners who know of quality rehabilitation contractors that are not on the approved contractors' registry are welcome to invite them to apply.

### **What Are The Steps In The Process, From Application To Completion?**

You now have information about how to apply for the Essential Single-Family Rehabilitation Loan Pool – Disaster Recovery and what type of work can be done through the Program. Let's go through the steps for getting the work done:

#### **1. Completing a pre-application form:**

Homeowners who wish to apply for assistance must do so by contacting Juanita Brewington, Purchasing & Contracting Officer, at (910) 592-7181 ext. 2256. Proof of ownership and income will be required. Those who have applied for housing

assistance from Sampson County in the past will not automatically be reconsidered and must complete a new pre-application form.

## **2. Client Referral and Support Services:**

Many homeowners seeking assistance through the Essential Single-Family Rehabilitation Loan Pool - Disaster Recovery may also need other services. If the staff meet the homeowner during the application process, they will provide pamphlets and a list of the agencies with contact information for the resources and programs available in the County. For households that meet the requirements of the pre-application step and qualify to receive assistance through the ESFRLP-DR program, additional verbal discussion will be offered during the Screening of applicants and/or Pre-rehab inspection steps of the program.

## **3. Preliminary inspection:**

Sampson County's Rehabilitation Specialist will visit the homes of eligible households to determine the need and feasibility of the home for rehabilitation.

## **4. Screening of applicants:**

Applications will be selected by Sampson County based on a first-come, first-approved, and first-served basis on the priority system outlined on page 3 and the feasibility of rehabilitating the house. Households to be offered assistance will be selected as soon as possible. Household income will be verified for program purposes only (information will be kept confidential). Sampson County will verify ownership of the property by conducting a title search. From this review, at least three qualified applicants will be chosen according to the priority system described above; there will be a list of two (2) alternates. Sampson County will then submit to NCHFA an ESFRLP-DR Loan Application and Reservation Request for each potential borrower for approval. Applicants not selected for ESFRLP-DR assistance will be notified in writing.

## **5. Pre-rehab inspection & unit evaluation:**

Sampson County's Rehabilitation Specialist will visit the home again for a more thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks, etc. Each unit will be evaluated for energy-saving opportunities such as air-sealing and duct-sealing as well as for environmental concerns, such as lead based paint hazards, and asbestos.

## **6. Work write-up:**

The Rehabilitation Specialist will prepare complete and detailed work specifications (known as the "work write-up"). A final cost estimate will also be

prepared by the Rehabilitation Specialist and held in confidence until bids are received from contractors.

**7. Lead and Other Testing:**

Sampson County will arrange for a certified firm to inspect all the pre-1978 constructed homes for potential lead and asbestos hazards. The owner will receive information covering the results of the tests and any corrective actions that will be needed as part of the rehabilitation.

**8. Bidding:**

The work write-up and bid documents will be conveyed to all contractors from the Approved Contractors Registry who will be given no less than seven days in which to inspect the property and prepare bid proposals. Each contractor will need access to all parts of the house in order to prepare a bid. A bid opening will be conducted in the Board Room located in the Sampson County Administration office, 406 County Complex Road, Clinton, NC at a specified date and time, with all bidders invited to attend.

**9. Contractor selection:**

Within 72 hours of the bid opening the winning bidders will be selected. All bidders and the homeowner will be notified in writing of 1) the selection of the winning bid, 2) the amount of the winning bid; 3) the amount of the County's cost estimate, and 4) the specific reasons for the selection, if other than the lowest bidder was selected.

**10. Loan closing and contract execution:**

Loan documents (Legal Advice Disclosure and Promissory Note) will be prepared by Sampson County as the lender and executed by the homeowner. The homeowner must sign a NCHFA "Legal Advice Disclosure" which documents their understanding that they have the right to hire legal representation of their choosing at the loan closing. Rehabilitation contract documents will be executed by the homeowner and contractor with Sampson County signing on as an interested third party prior to the commencement of any construction. Sampson County will facilitate with the loan closing.

**11. Pre-construction conference:**

A pre-construction conference will be held at the selected applicant's home. At this time, the homeowner, contractor and Sampson County program representatives will discuss the details of the work to be completed. Starting and ending dates will be finalized, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home. Sampson County will issue a "proceed order" formally instructing the contractor to commence work by the agreed-upon date.

## **12. Construction:**

The contractor is responsible for obtaining and posting all permits for the project before beginning work. Sampson County staff will closely monitor the contractor during the construction period and local Code Enforcement Officials will inspect the work. To protect personal property the homeowner will be responsible for working with the contractor toward clearing work areas of personal property as needed as much as practicable. The contractor will be responsible for all clearing and cleaning activities necessary due to construction activities.

## **13. Change Orders:**

All changes to the scope of work must be approved by the owner, the contractor, Sampson County's Rehabilitation Specialist, and the Sampson County Program Administrator and reduced in writing as a contract amendment ("change order"). The owner, contractor and two Sampson County personnel must execute any change order agreements to the construction contract.

## **14. Progress payments:**

The contractor is entitled to request two partial payments and a final payment. When a payment is requested, the Rehabilitation Specialist will inspect the work within three days.

## **15. Closeout:**

When the Rehabilitation Specialist and the Homeowner are satisfied that the contract has been fulfilled, the Homeowner, Project Administrator and Rehabilitation Specialist will sign off on the work. All material and workmanship will be guaranteed by the contractor for a period of one-year from the date of completion of the work.

## **16. Post-construction conference:**

Following construction, the contractor and the Rehabilitation Specialist will sit down with the Homeowner one last time. At this conference the contractor will hand over all owner's manuals and warranties on equipment and materials to the homeowner. The contractor and Rehabilitation Specialist will go over operating and maintenance requirements for the new equipment, materials and appliances and discuss general maintenance of the home with the Homeowner. The Homeowner will have the opportunity to ask any final questions about the work.

## **17. Final loan amount determination:**

If, upon completion of all rehabilitation work, the contract price has changed because of change orders, Sampson County will prepare an estoppel for a loan reduction or modification agreement for loan increases as necessary at the time of closeout of the unit to modify the loan amount. The loan will remain the

property of Sampson County, with original documents remaining there for storage and “servicing”. Please note that it is the responsibility of the owner to record an estoppel if they wish.

**The warranty period:** It is extremely important that any problems with the work that was performed be reported by the homeowner to the Sampson County Rehabilitation Specialist or other representative, as soon as possible in writing. All bona fide defects in materials and workmanship reported within one year of completion of construction will be corrected free of charge by the Contractor.

### **What are the key dates?**

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

- Applications available to the public starting August 14, 2017.
- Applications must be turned in at the Sampson County Finance Office, located at 406 County Complex Road, Suite 120 (Bldg. C), Clinton, NC by 5:00 PM on March 31, 2018.
- Selection of units will be made based on first-come (receipt of completed application with supporting documents), first approved (approval by NCHFA) and first served basis.
- All rehabilitation work must be under contract by December 1, 2018.
- All rehabilitation work must be completed by June 30, 2019.

### **How do I request an application?**

Contact:

Juanita Brewington, Purchasing & Contracting Officer  
Sampson County  
406 County Complex Road, Suite 120  
Clinton, NC 28328  
Phone: (910) 592-7181 ext. 2256

Or: pick up an application at the Sampson County Finance Office, located 406 County Complex Road, Suite 120, Clinton, NC 28328.

### **Is there a procedure for dealing with complaints, disputes and appeals?**

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

During the application process:

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

During the rehabilitation process:

1. If the homeowner feels that construction is not being completed per the contract, he/she must inform the contractor and the Rehabilitation Specialist.
2. The Rehabilitation Specialist will inspect the work in question. If he finds that the work is not being completed according to the contract, the Rehabilitation Specialist will review the contract with the contractor and ask the contractor to correct the problem.
3. If problems persist, the homeowner must put the concern in writing and a mediation conference between the homeowner and the contractor may be convened by the Rehabilitation Specialist and facilitated by the County Manager.
4. Should the mediation conference fail to resolve the dispute, the County Manager will render a written final decision.
5. If the Rehabilitation Specialist finds that the work is being completed according to contract, the complaint will be noted and the Rehabilitation Specialist and the homeowner will discuss the concern and the reason for the Rehabilitation Specialist's decision.

Final Appeal:

After following the above procedures, any applicant or homeowner who remains dissatisfied with Sampson County's final decision may appeal to Michael Handley, NCHFA, PO Box 28066, Raleigh, NC 27611-8066, (919) 877-5627.

**Will the personal information provided remain confidential?**

Yes. All information in applicant files will remain confidential. Access to the information will be provided only to Sampson County employees who are directly involved in the program, the North Carolina Housing Finance Agency, HUD, FEMA, SBA, Emergency Management and auditors.

**What about conflicts of interest?**

No employee or board member of Sampson County, or entity contracting with Sampson County, who exercises any functions or responsibilities with respect to the

ESFRLP-DR project shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with project funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of Sampson County employees or of Sampson County board members and others closely identified with, may be approved for rehabilitation assistance only upon public disclosure before the Sampson County Board of Commissioners and written permission from NCHFA.

**What about favoritism?**

All activities under ESFRLP-DR, including rating and ranking applications, inviting bids, selecting contractors and resolving complaints, will be conducted in a fair, open and non-discriminatory manner, entirely without regard to race, color, religion, national origin, sex, familial status and disability.

**Who can I contact about the ESFRLP-DR program?**

Any questions regarding any part of this application or program should be addressed to:

Juanita Brewington, Purchasing & Contracting Officer  
Sampson County  
406 County Complex Road, Suite 120  
Clinton, NC 28328  
Telephone: (910) 592-7181 ext. 2256

This Assistance Policy is adopted this \_\_\_\_ day of \_\_\_\_\_ 2017.

\_\_\_\_\_  
Clark Wooten, Chairman  
Sampson County Board of Commissioners

Attest:

\_\_\_\_\_  
Susan J. Holder  
Clerk to the Board



**Sampson County**  
**Procurement and Disbursement Policy**  
**ESSENTIAL SINGLE FAMILY REHABILITATION LOAN POOL – DISASTER RECOVERY**  
**(ESFRLP-DR28)**

**PROCUREMENT POLICY**

1. To the maximum extent practical, Sampson County (the County) promotes a fair, open and competitive procurement process as required under the North Carolina Housing Finance Agency's (NCHFA) Essential Single-Family Rehabilitation Loan Pool – Disaster Recovery (ESFRLP-DR). Bids are invited from Contractors who are part of the County's approved contractor registry.
2. Any current contractor listed with and approved by the County and in good standing (ie. no unresolved past performance issues and not listed on the federal or state debarred list) will receive automatic approval status on the contractor registry.
3. To be listed in the Approved Contractor Registry, a contractor must complete an application, have their recent work references checked by the County's Rehabilitation Specialist and submit proof of insurance. All contractors working on pre-1978 units must be Renovate, Repair and Paint Rule (RR&P) Certified Renovators working for Certified Renovation firms; only those contractors with this certificate on file will be invited to bid on pre-1978 homes.
4. At least three (3) eligible contractors on the County's approved contractor registry shall be invited to bid on each job and the lowest responsive and responsible bidder shall be selected for the contract. "Responsive and responsible" means (a) the contractor is deemed able to complete the work in a timely fashion, (b) the bid is within 15%, in either direction, of the County's cost estimate, (c) the contractor has not been suspended or debarred and (d) there is no conflict of interest (real or apparent).
5. Although bid packages may be bundled for multiple job sites, the bids for multiple job sites shall be considered separate and apart when awarded and shall be awarded to the lowest responsive and responsible bidder(s) for each job site.
6. Bid packages shall consist of an invitation to bid, work write up(s) and bid sheet(s) for each job, including instructions for distribution and receipt of bids. Contractors will be given no less than seven days in which to inspect the property and prepare bid proposals. Each contractor will need access to all parts of the house in order to prepare a bid. A bid opening will be

conducted in the Board Room of the Sampson County Administration Office, 406 County Complex Road, Suite 120, Clinton, NC at a specified date and time, with all bidders invited to attend.

7. Bids must include a cost-per-item breakdown with line item totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.
8. The County reserves the right to reject any or all bids at any time during the procurement process.
9. In the event of a true emergency situation, the County reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, faxed bids and the like. Should such methods ever become necessary the transaction will be fully documented. In the event phone bids are used, the County of Sampson will call the first three responsive contractors on the approved contractor list who have indicated a desire to be on the telephone call list. The County will track who has been called and responsive, and will rotate through the full list before beginning the rotation again.
10. All sealed bids will be opened publicly at a time and place to be announced in the bid invitation. All bidders are welcome to attend. Within 72 hours of the bid opening, after review of bid breakdowns and construction schedules, the winning bidders will be selected. All bidders and the homeowner will be notified in writing of 1) the selection of the winning bid, 2) the amount of the winning bid, 3) the amount of the County's cost estimate, and 4) the specific reasons for the selection, if other than the lowest bidder was selected.
11. The contractor is responsible for obtaining a building permit for the project before beginning work. The permit must be posted at the house during the entire period of construction. If applicable, the contractor will obtain a permit for lead hazard related activities. Sampson County ESFRLP-DR staff will closely monitor the contractor during the construction period to make sure that the work is being done according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. Local Code Enforcement Officials will inspect the work for compliance with the NC State Building Code and the local minimum housing code, when applicable. To protect personal property the homeowner will be responsible for working with the contractor toward clearing work areas of personal property as needed as much as practicable. The contractor will be responsible for all clearing and cleaning activities necessary due to construction activities.

12. Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract and two representatives of the County. The change order must also detail any changes to the original contract price.
13. No work may begin prior to a contract being awarded and executed and a written order to proceed provided to the contractor. In addition, a pre-construction conference and “walk thru” shall be held at the work site prior to commencement of repair work. At this time, the homeowner, contractor and ESFRLP-DR Sampson County program representatives will discuss the details of the work to be completed. Starting and ending dates will be finalized, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home. Within 24 hours of the pre-construction conference, Sampson County will issue a "proceed order" formally instructing the contractor to commence work by the agreed-upon date.
14. The County of Sampson is an equal opportunity employer, implements non-discriminatory practices in its procurement/disbursement and will make special outreach efforts to include M/WBE (Minority/Women Business Enterprise) businesses within its contractor and subcontractor pool. Contractors will be chosen by the above criteria without regard to race, color, religion, national origin, sex, familial status and/or disability.

### **DISBURSEMENT POLICY**

1. All repair work must be inspected by (a) the County’s Rehabilitation Specialist, (b) the local building or minimum housing code inspector when applicable and (c) the homeowner prior to any payments to contractors. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be issued upon presentation of an original invoice from the contractor. Contractor should allow 21 business days for processing of the invoice for payment.
2. The contractor is entitled to request two partial payments and a final payment. The first partial payment may be requested when the work is 50% complete. The second partial payment may be requested when the work is 85% complete. When a payment is requested, the Rehabilitation Specialist will inspect the work within three days, determine percentage of job completion and calculate a payment based on 90% of the total work completed.
3. Following construction, the contractor and the Rehabilitation Specialist will meet with the Homeowner in a post-construction conference. At this

conference the contractor will hand over all owner's manuals and warranties on equipment and materials to the homeowner and be available to answer homeowner questions.

4. Project Closeout: When the contractor declares the work complete, the Rehabilitation Specialist will thoroughly inspect the work. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of final payment. If the contractor fails to correct the work to the satisfaction of the County's Rehabilitation Specialist, payment may be withheld until the work is deemed satisfactory. (Contractors may follow the County's Essential Single Family Rehabilitation Loan Pool – Disaster Recovery Program Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy). The Homeowner, Project Administrator and Rehabilitation Specialist will sign off on the work. After receipt of the contractor's final invoice, inspections, certificate of completion and lien releases, the final payment will be ordered. All material and workmanship will be guaranteed by the contractor for a period of one-year from the date of completion of the work.
5. The County assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.
6. All contractors, sub-contractors and suppliers must sign a lien waiver prior to disbursement of funds.

The Procurement and Disbursement Policies are adopted this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

**COUNTY OF SAMPSON:**

BY: \_\_\_\_\_

ATTEST: \_\_\_\_\_

**CONTRACTORS STATEMENT:**

I have read and understand the attached Procurement and Disbursement Policy.

BY: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

WITNESS: \_\_\_\_\_

Sampson County  
**Office of Tax Assessor**  
PO Box 1082  
Clinton, NC 28329

Phone 910-592-8146

Fax 910-592-1227

To: Ed Causey, County Manager  
From: Jim Johnson, Tax Administrator  
Date: July 25, 2017  
Subject: Disabled Veteran Exclusion  
( GS 105-277.1c )

The attached disabled veteran exclusion application was received after June 1, 2017. After that date, the Board of Commissioners must approve the application.

The applicant is as follows:

Charles Edwin Tyndall

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. The late application was received on June 27, 2017.

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

# 06-1031360-01  
# 1031360

NCDVA-9  
(Rev. 08-09)

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

083

7R3	State of North Carolina Certification for Disabled Veteran's Property Tax Exclusion (G.S. 105-277.1C)	Samson COUNTY
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**SECTION 1** TO BE COMPLETED BY THE VETERAN OR THE SURVIVING SPOUSE WHO HAS NOT REMARRIED

Charles Edwin Tyndall <small>NAME (Print or Type)</small>	Charles E. Tyndall <small>DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)</small>
9551 Minnie Hall Rd <small>STREET ADDRESS OR P.O. BOX NUMBER</small>	<small>SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE)</small> (If Applicable)
Roseboro NC 28382 <small>CITY STATE ZIP CODE</small>	<div style="border: 1px solid red; width: 150px; height: 20px; margin: 0 auto;"></div> <small>U.S. DEPT. OF VETERANS AFFAIRS FILE NUMBER</small>
<small>VETERAN'S SOCIAL SECURITY NUMBER</small>	

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

**SECTION 2** Disabled Veteran's Signature

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

Charles E. Tyndall <small>DISABLED VETERAN'S SIGNATURE</small>	3-9-2017 <small>DATE</small>
-------------------------------------------------------------------	---------------------------------

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

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

<small>SURVIVING SPOUSE'S SIGNATURE</small>	<small>DATE</small>
---------------------------------------------	---------------------

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

Please check all that apply:

- A.  Veteran does not meet either B, C, D, or E of the below criteria.
- B.  Veteran has a service-connected permanent and total disability that existed as of 9/13/16.
- 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

K. Schumacher <small>SIGNATURE OF USDVA CERTIFYING OFFICIAL</small>	3/15/17 <small>DATE</small>
------------------------------------------------------------------------	--------------------------------

PRINTED NAME OF USDVA CERTIFYING OFFICIAL: VSCM

TITLE OF USDVA CERTIFYING OFFICIAL: \_\_\_\_\_

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

**SAMPSON COUNTY  
VETERANS COMMISSION**

COUNTY SERVICE OFFICERS  
Ann G. Knowles, Director  
Carolyn L. Jordan  
Sherry M. Hope

335 County Complex Road, Bldg. D  
P.O. Box 731  
CLINTON, NORTH CAROLINA 28329-0731

PHONE: 910-592-2862  
FAX: 910-590-2818  
E:MAIL: [aknowles@sampsonnc.com](mailto:aknowles@sampsonnc.com)  
[cjordan@sampsonnc.com](mailto:cjordan@sampsonnc.com)  
[shope@sampsonnc.com](mailto:shope@sampsonnc.com)

June 27, 2017

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

RE: Tyndall, Charles E.

Dear Commissioners:

I am Total and Permanently Disabled Veteran Honorably Discharged Veteran that served in the Military Vietnam Era.. I am receiving Veterans Compensation from the Department of Veterans Affairs for disabilities that occurred while in service. I was awarded benefits in March 2017. I was recently made aware of the application for the Property Tax Exclusion for Disabled Veteran's and Widow's through the County Veterans Office in Clinton. I have just received the application from the Regional Office in Winston-Salem, NC. I am requesting you to please accept this application and grant me the Tax Exclusion on my County Property Tax.

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

Sincerely,



Charles E Tyndall  
9551 Minnie Hall Road  
Roseboro, North Carolina 28382

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

8094

**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

Members:

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 William Nelson  
in Piney Grove Township, Sampson County, for  
the year(s) and in the amount(s) of: 13073860001

YEAR	
<u>2016</u>	\$ <u>63.14</u>
<u>2015</u>	\$ <u>64.43</u>
<u>2014</u>	\$ <u>63.14</u>
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>190.71</u>

These taxes were assessed through clerical error as follows.  
All land sold in 1989 per Deed 1085 Pg 524  
601 County Tax 190.71

School Tax \_\_\_\_\_  
Fire Tax \_\_\_\_\_  
City Tax \_\_\_\_\_  
TOTAL \$ 190.71

Mailing Address.

6305 Summerhill Rd.  
Temple Hill, MD 20748

Yours very truly

William Sugar  
Taxpayer

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

RECOMMEND APPROVAL:

Jim Johnson  
Sampson County Tax Administrator

Board Approved \_\_\_\_\_  
Date \_\_\_\_\_ Initials \_\_\_\_\_



**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

**8039**

**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

Members:

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 Steven Lewis Coombs in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2016</u>	\$ <u>105.03</u>
}	\$ _____
}	\$ _____
}	\$ _____
}	\$ _____
}	\$ _____
TOTAL REFUND	\$ <u>105.03</u>

These taxes were assessed through clerical error as follows.

Bill # 0036258191  
BHP 4747  
Tag Turned in (traded)  
2013 NISSAN

G01	County Tax	<u>96.32</u>
	School Tax	_____
F17	Fire Tax	<u>8.71</u>
	City Tax	_____
	TOTAL \$	<u>105.03</u>

Mailing Address.

X 3751 Lake Artesia Rd.  
Faison, NC 28341

Yours very truly

Taxpayer

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

RECOMMEND APPROVAL

Sampson County Tax Administrator

Board Approved \_\_\_\_\_

Date

Initials

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

8120

**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

Members:

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 William Arvie Butler in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2016</u>	\$ <u>179.85</u>
<u>2016</u>	\$ <u>37.81</u>
}	\$ }
}	\$ }
}	\$ }
}	\$ }
TOTAL REFUND	\$ <u>217.66</u>

These taxes were assessed through clerical error as follows.

Bill # 0031394160  
Bill # 0025685527  
DOM 2405 - 2015 KIA  
Dex 7841 - 1980 Chev  
Tags Turn In (Sold)

Go 1	County Tax	<u>131.38</u>
So 1	School Tax	<u>22.96</u>
	Fire Tax	_____
To 2	City Tax	<u>63.32</u>
	TOTAL \$	<u>217.66</u>

Mailing Address.

X 105 Harman St  
Clinton NC 28328

Yours very truly

William Arvie Butler  
Taxpayer

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

RECOMMEND APPROVAL:

Jim Johnson  
Sampson County Tax Administrator

Board Approved \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

8106

**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

Members:

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 Javier Pena in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2015</u>	\$ <u>98.70<sup>DS</sup></u>
<u>2015</u>	\$ <u>75.60<sup>DS</sup></u>
<u>     </u>	\$ _____
<u>     </u>	\$ _____
<u>     </u>	\$ _____
<u>     </u>	\$ _____
<u>     </u>	\$ _____
TOTAL REFUND	\$ <u>174.30<sup>DS</sup></u>

These taxes were assessed through clerical error as follows.

Bill # 0031280822  
EAW 8188 + CFH1360  
Tas Turned in (out of State)  
2013 Honda + 2015 TOYT

G01	County Tax	<u>140.74<sup>DS</sup></u>
	School Tax	_____
F08	Fire Tax	<u>13.56<sup>DS</sup></u>
	City Tax	_____
	TOTAL \$	<u>174.30<sup>DS</sup></u>

Mailing Address.

X PO Box 1176  
Collegedale TN 37315

Yours very truly

X JAVIER PEÑA *Javier Pena*  
Taxpayer

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

RECOMMEND APPROVAL:

*Jim Johnson*  
Sampson County Tax Administrator

Board Approved \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

8077

**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

Members:

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 Crop Production Services Inc in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
2017	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL REFUND	\$ <u>113.38</u>

These taxes were assessed through clerical error as follows.

*2010 Ford  
Vehicle Sold, Tag Tamed In  
Tag# CN 2870*

*602*  
County Tax 101.19  
School Tax \_\_\_\_\_  
*F19* Fire Tax 12.19  
City Tax \_\_\_\_\_  
TOTAL \$ 113.38

Mailing Address.

3005 Rocky Mtn Ave  
Loveland, CO 80503

Yours very truly

*C. Mock*  
Taxpayer

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

RECOMMEND APPROVAL:

*Jim Johnson*  
Sampson County Tax Administrator

Board Approved \_\_\_\_\_  
Date \_\_\_\_\_ Initials \_\_\_\_\_

# OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

8128

**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

Members:

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 DeAngela J. Pierce  
\_\_\_\_\_ in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR						
<u>2017</u>		\$				
	\$					
	\$					
	\$					
	\$					
TOTAL REFUND		\$	<u>268.15</u>			

These taxes were assessed through clerical error as follows.

<p><u>2014 Lincoln</u> <u>Vehicle totalled TAG Turned in</u> <u>Tag # DH 8484</u></p>	<p>602 County Tax <u>241.92</u></p> <p>School Tax _____</p> <p>Fire Tax <u>26.23</u></p> <p>City Tax _____</p> <p>TOTAL \$ <u>268.15</u></p>
-----------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------

Mailing Address.

x 4931 Faison Hwy  
Clinton NC 28328

Yours very truly

DeAngela Pierce  
Taxpayer

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

RECOMMEND APPROVAL:  
Jim Johnson  
Sampson County Tax Administrator

Board Approved \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

8110

**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

Members:

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 Prestage Farms in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2016</u>	\$ <u>528.68</u>
<u>§</u>	\$ _____
<u>§</u>	\$ _____
<u>§</u>	\$ _____
<u>§</u>	\$ _____
<u>§</u>	\$ _____
<b>TOTAL REFUND</b>	\$ <u>528.68</u>

These taxes were assessed through clerical error as follows.

0035457122  
HK5641  
Tag Turned (sold)  
2017 Ford

G01	County Tax	<u>487.56</u>
	School Tax	_____
F23	Fire Tax	<u>41.12</u>
	City Tax	_____
	<b>TOTAL \$</b>	<u>528.68</u>

Mailing Address.

X PO Box 438  
Clinton NC 28329-0438

Yours very truly

X Prestage Farms Inc.  
Taxpayer Jammy Shanton

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

RECOMMEND APPROVAL:

Jim Johnson  
Sampson County Tax Administrator

Board Approved \_\_\_\_\_  
Date \_\_\_\_\_ Initials \_\_\_\_\_

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

8140

**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

Members:

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 Patricia Bradshaw O'Neighon in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2017</u>	\$ _____
<u>/</u>	\$ _____
<u>/</u>	\$ _____
<u>/</u>	\$ _____
<u>/</u>	\$ _____
<u>/</u>	\$ _____
TOTAL REFUND	\$ <u>277.55</u>

These taxes were assessed through clerical error as follows.

*2016 Ford  
Vehicle sold, Tag turned in  
TAG# ECH6296*

*Bo2* County Tax 250.40  
 School Tax \_\_\_\_\_  
*FD* Fire Tax 27.15  
 City Tax \_\_\_\_\_  
 TOTAL \$ 277.55

Mailing Address.

*x Patricia Bradshaw O'Neighon*  
3175 Maxwell Rd  
Claytonville NC 28318

Yours very truly

*x Patricia Bradshaw O'Neighon*  
Taxpayer

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

RECOMMEND APPROVAL:

*Jim Johnson*  
Sampson County Tax Administrator

Board Approved \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

8137

**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

Members:

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 Oscar Wayne Johnston in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
2017	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

TOTAL REFUND \$ 112.35

These taxes were assessed through clerical error as follows.

*2012 Chev  
Vehicle Sold Tag Turned In  
Tag # YTS 7663*

County Tax 103.04  
School Tax \_\_\_\_\_  
Fire Tax 9.31  
City Tax \_\_\_\_\_  
TOTAL \$ 112.35

Mailing Address.

X 997 E Darden Rd  
Fairfax NC 27341

Yours very truly

X [Signature]  
Taxpayer

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

RECOMMEND APPROVAL:

[Signature]  
Sampson County Tax Administrator

Board Approved \_\_\_\_\_  
Date \_\_\_\_\_ Initials \_\_\_\_\_



**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

8115

**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

Members:

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 Thomas Michael Steed + Anthony Reed Steed in Halls Township, Sampson County, for the year(s) and in the amount(s) of: 04-03/10/60-05

	YEAR	
(Rollback)	2017	\$ 375.73
(Bill)		\$
		\$
		\$
		\$
		\$
TOTAL REFUND		\$ 375.73

These taxes were assessed through clerical error as follows.

L U Figured on 19,753 value - (new value)  
should have been Figured on 5819 old value.

602	County Tax	346.51
	School Tax	
F00	Fire Tax	29.22
	City Tax	
TOTAL \$		375.73

Yours very truly  
Thomas Michael Steed  
\* Anthony Reed Steed  
Taxpayer  
J M Steed  
\* Anthony Reed Steed  
Social Security # \_\_\_\_\_

\* Mailing Address.  
New Mailing Address:  
\_\_\_\_\_  
541 Timberlake Drive  
Clinton NC 28328

RECOMMEND APPROVAL:  
Jim Johnson  
Sampson County Tax Administrator

Board Approved \_\_\_\_\_  
Date \_\_\_\_\_ Initials \_\_\_\_\_

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

8125

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

Members:

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 PJ North Carolina LLC #2534 in South Clinton Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2016</u>	\$ <u>195.98</u>
	\$
	\$
	\$
	\$
	\$
TOTAL REFUND	\$ <u>195.98</u>

These taxes were assessed through clerical error as follows.

Acct# 76584 — Value: 14,253  
 ill# 4045  
 - PJ - #15,839  
 - NFS - #13,270  
 listed diff figures - but I called same POS system  
 listed in error by PJ NC - lease  
 listed/pd as well -

G11 County Tax 118.30  
 S01 School Tax 20.67  
 Fire Tax \_\_\_\_\_  
 C02 City Tax 57.01  
 TOTAL \$ 195.98

Mailing Address.

PJ North Carolina LLC #2534  
20377 SW Acacia St. 2nd Floor  
Newport Beach, CA 92660

Yours very truly

[Signature] 7/17/17  
 Taxpayer

Federal ID

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

RECOMMEND APPROVAL

[Signature]  
 Sampson County Tax Administrator

Board Approved \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

8095

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

Members:

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 Danny Joe Pope in North Clinton Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2016</u>	\$ <u>899.15</u>
<u>2015</u>	\$ <u>785.58</u>
<u>2014</u>	\$ <u>85.62</u>
<u>2013</u>	\$ <u>85.48</u>
<u>2012</u>	\$ <u>166.45</u>
TOTAL REFUND	\$ <u>1862.28</u>

These taxes were assessed through clerical error as follows.

Was charged Clinton school district in error and Clanta all fire district in error. Should FR be Turkey Fire and Union School. Refunding school and difference in fire -

County Tax	<u>                    </u>
School Tax	<u>1346.21</u>
Fire Tax	<u>516.07</u>
City Tax	<u>                    </u>
TOTAL \$	<u>1862.28</u>

Mailing Address.

Danny Joe Pope  
834 Pope Rd  
Clinton NC 28328

Yours very truly

Danny Joe Pope  
Taxpayer

Social Security #                     

RECOMMEND APPROVAL:

Jim Johnson  
Sampson County Tax Administrator

Board Approved                      Date                      Initials



- Original Bill
- Reprint
- Garnish
- Preferences
- Diagnostics

Bill Information

Year	Category	Number
2012	PP-D	20121266

Notes/Alerts

JAN 1 Owner: POPE, DANNY JOE

- Special Conditions/Notes
- View prior unpaid bills

Effective Date

Due 06/21/2017

Billed Item Information

Year\_Property 2012\_28306 [View Source](#)  
 Property ID

Customer Informa

Customer ID  
 POP  
 834  
 CLIN  
 533

Property Informa

Parcel ID  
 Prop ID  
 Prop Loc

- Installments
- Charges
- History
- Events
- Audits

Line	Charge	Description	Billed	Abt/Adj	Pmt/Crd	Unpaid	Interest P
1	G01L	ENTY TAX	1,354.94	0.00	1,354.94	0.00	0.
2	F19	CLINTONFD	163.97	0.00	163.97	0.00	0.
3	G01L	COUNTY LAT	135.49	0.00	135.49	0.00	0.
4	F19L	CLINTON FI	16.40	0.00	16.40	0.00	0.
Totals:			1,670.80	0.00	1,670.80	0.00	0.

*172,604*



- Original Bill
- Reprint
- Garnish
- Preferences
- Diagnostics

Bill Information

Year	Category	Number
2013	PP-R	3973

Notes/Alerts

JAN 1 Owner: POPE, DANNY JOE

- Special Conditions/Notes
- View prior unpaid bills

Effective Date

Due 06/21/2017

Billed Item Information

Year\_Property 2013\_28306 [View Source](#)  
 Property ID

Customer Informa

Customer ID  
 POP  
 834  
 CLIN  
 533

Property Informa

Parcel ID  
 Prop ID  
 Prop Loc

- Installments
- Charges
- History
- Events
- Audits

Line	Charge	Description	Billed	Abt/Adj	Pmt/Crd	Unpaid	Interest P
1	G01	CNTY TAX	2,683.97	0.00	2,683.97	0.00	0.
2	F19	CLINTONFD	324.81	0.00	324.81	0.00	0.
Totals:			3,008.78	0.00	3,008.78	0.00	0.

341,907



- Original Bill
- Reprint
- Garnish
- Preferences
- Diagnostics

Bill Information

Year	Category	Number
2014	PP-R	4316

Notes/Alerts

JAN 1 Owner: POPE, DANNY JOE

- Special Conditions/Notes
- View prior unpaid bills

Effective Date

Due 06/21/2017

Billed Item Information

Year\_Property 2014\_28306 [View Source](#)  
 Property ID

Customer Informa

Customer ID  
 POP  
 834  
 CLIN  
 533

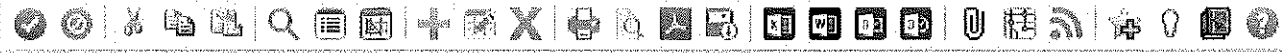
Property Informa

Parcel ID  
 Prop ID  
 Prop Loc

- Installments
- Charges
- History
- Events
- Audits

Line	Charge	Description	Billed	Abt/Adj	Pmt/Crd	Unpaid	Interest Pr
1	G01	CNTY TAX	2,584.25	0.00	2,584.25	0.00	0.
2	F19	CLINTONFD	295.79	0.00	295.79	0.00	0.
3	G01L	COUNTY LAT	258.43	0.00	258.43	0.00	0.
4	F19L	CLINTON FI	29.58	0.00	29.58	0.00	0.
Totals:			3,168.05	0.00	3,168.05	0.00	0.

311,356



- Original Bill
- Reprint
- Garnish
- Preferences
- Diagnostics

**Bill Information**

Year	Category	Number
2015	PP-R	4056

**Customer Informa**  
 Customer ID  
 POP  
 834  
 CLIN

**Notes/Alerts**  
 JAN 1 Owner: POPE, DANNY JOE

Special Conditions/Notes

View prior unpaid bills

**Property Informa**  
 Parcel ID  
 Prop ID  
 Prop Loc

**Effective Date**  
 Due 06/21/2017

**Billed Item Information**  
 Year\_Property 2015\_32974 [View Source](#)  
 Property ID

Installments		Charges	History	Events	Audits		
Line	Charge	Description	Billed	Abt/Adj	Pmt/Crd	Unpaid	Interest P
1	F19	CLINTONFD	408.10	0.00	408.10	0.00	0.
2	G01	CNTY TAX	3,387.19	0.00	3,387.19	0.00	0.
3	S01	CLINTONSD	591.74	0.00	591.74	0.00	0.
4	F19L	CLINTON FI	40.81	0.00	40.81	0.00	0.
5	G01L	COUNTY LAT	338.72	0.00	338.72	0.00	0.
6	S01L	CLINTON SC	59.17	0.00	59.17	0.00	0.
<b>Totals:</b>			<b>4,825.73</b>	<b>0.00</b>	<b>4,825.73</b>	<b>0.00</b>	<b>0.</b>

*408.095*



- Original Bill
- Reprint
- Garnish
- Preferences
- Diagnostics

Bill Information

Year	Category	Number
2016	PP-R	4062

Notes/Alerts

JAN 1 Owner: POPE, DANNY JOE

- Special Conditions/Notes
- View prior unpaid bills

Effective Date

Due 06/21/2017

Billed Item Information

Year\_Property 2016\_32974 [View Source](#)  
 Property ID

Customer Informa

Customer ID  
 POP  
 834  
 CLIN

Property Informa

Parcel ID  
 Prop ID  
 Prop Loc

- Installments
- Charges
- History
- Events
- Audits

Line	Charge	Description	Billed	Abt/Adj	Pmt/Crd	Unpaid	Interest P
1	F19	CLINTONFD	479.52	0.00	479.52	0.00	0.
2	G01	CNTY TAX	3,979.97	0.00	3,979.97	0.00	0.
3	S01	CLINTONSD	695.30	0.00	695.30	0.00	0.
Totals:			5,154.79	0.00	5,154.79	0.00	0.

*479,515*



**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

FROM: David K. Clack, Finance Officer  
 TO: Sampson County Board of Commissioners  
 VIA: County Manager & Finance Officer  
 SUBJECT: Budget Amendment for fiscal year 2017-2018

1. It is requested that the budget for the Various Departments be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11141300-554000	Capital outlay vehicles	532,108.00	
11141300-532100	Telephone and postage	10,000.00	
11449200-519100	Professional services	17,883.00	
11449200-519500	Engineering	10,561.00	
11449200-531101	Existing industry project	426.00	
11449200-544000	Contract services	17,000.00	
11558200-526201	Dept supplies equipment	2,131.00	


<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11033910-409100	Loan proceeds	532,108.00	
11039999-409800	Fund balance approp encumbrances	58,001.00	

2. Reason(s) for the above request is/are as follows:  
 To allocate funds for items and services ordered in FY 2016-2017 but not delivered until FY 2017-2018.

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

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20 17  
  
 \_\_\_\_\_  
 (County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

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

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

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

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

FROM: David K. Clack, Finance Officer  
 TO: Sampson County Board of Commissioners  
 VIA: County Manager & Finance Officer  
 SUBJECT: Budget Amendment for fiscal year 2016-2017

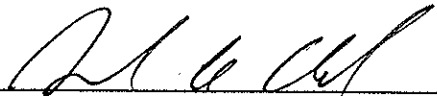
1. It is requested that the budget for the Airport Capital Project be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
40981510-519500	Engineering	61,679.00	
21941250-596020	Transfer to airport capital project	3,084.00	

<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
40038151-404000	State Grant	55,511.00	
40038151-403623	City	3,084.00	
40038151-409619	Transfer from capital reserve	3,084.00	
21934125-409900	Fund balance appropriated	3,084.00	

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

To provide funds to pay engineering and appraisal costs for Westwoods property adjacent to the Airport runway. The State will pay 90% of the costs associated with this project.

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

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_ 3/28, 2017  
 \_\_\_\_\_  
 (County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

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

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

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

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

July 24, 2017

FROM: Lorie Sutton, Director of Aging

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2016-2017

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>
02558800-526200	Nutrition - Departmental Supplies	\$ 300.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02035880-408401	Nutrition - Donations	\$ 300.00	

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

The Town of Turkey donated \$300 to the Turkey Nutrition Site to be used for bingo prizes and other supplies.

Lorie B Sutton  
(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

7/31, 2017

M. Caldwell  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

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

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

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

CLINTON CITY SCHOOLS  
BUDGET AMENDMENT

Fund: **STATE**

Budget Amendment: **11**


The Clinton City Board of Education at a meeting on the 27th day of June, 2017, passed the following resolution:

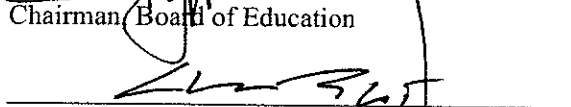
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2017.

**SEE ATTACHED LISTING**

Total appropriation in current budget	\$19,133,353.82
Total increase/decrease of amendment	\$1,009.00
Total appropriation in amended budget	\$19,134,362.82

Passed by majority vote of the Clinton City Board of Education on the 27 day of June 2017.

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

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

We, the Board of County Commissioners of Sampson County, hereby approve the changes in the Clinton City School Budget as indicated above and have made entry of changes in the minutes of said Board this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

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

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

**BUDGET AMENDMENT DETAIL**

**FUND: STATE**

<u>CODE</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
1.5110.130.412	Textbooks	\$1,009.00	

**ADJUST BUDGET TO ACTUAL**

CLINTON CITY SCHOOLS  
BUDGET AMENDMENT

Fund: Local

Budget Amendment: 2

The Clinton City Board of Education at a meeting on the 27th day of June, 2017, passed the following resolution:


Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2017.

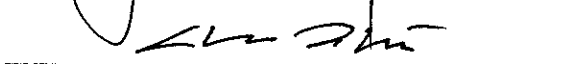
**SEE ATTACHED LISTING**

Total appropriation in current budget	\$5,353,322.00
Total increase/decrease of amendment	0.00
Total appropriation in amended budget	\$5,353,322.00

Passed by majority vote of the Clinton City Board of Education on the 27 day of June 2017.

We, the Board of County Commissioners of Sampson County, hereby approve the changes in the Clinton City School Budget as indicated above and have made entry of changes in the minutes of said Board this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

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

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

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

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

**BUDGET AMENDMENT DETAIL**

**FUND: LOCAL**

<u>CODE</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
2.5110.001.162.308	CERTIFIED SALARY		\$9,441.68
2.5860.031.146.308	LOW WEALTH	\$9,441.68	

CLINTON CITY SCHOOLS  
BUDGET AMENDMENT

Fund: Local

Budget Amendment: 3

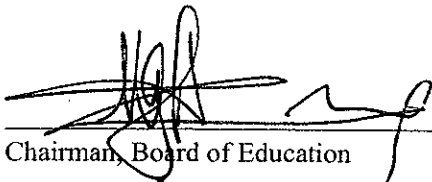
The Clinton City Board of Education at a meeting on the 27th day of June, 2017, passed the following resolution:

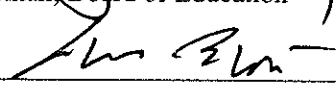
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2017.

**SEE ATTACHED LISTING**

Total appropriation in current budget	\$5,353,322.00
Total increase/decrease of amendment	0.00
Total appropriation in amended budget	\$5,353,322.00

Passed by majority vote of the Clinton City Board of Education on the 27 day of June 2017.

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

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

We, the Board of County Commissioners of Sampson County, hereby approve the changes in the Clinton City School Budget as indicated above and have made entry of changes in the minutes of said Board this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

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

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



**BUDGET AMENDMENT DETAIL**

**FUND: LOCAL**

<u>CODE</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
2.5110.001.121	SALARY		\$25,000.00
2.6110.002.182	SALARY	\$5,000.00	
2.6110.002.211	SOCIAL SECURITY	\$13,000.00	
2.6110.002.182	TRAVEL EXPENSE	\$5,000.00	
2.6400.002.181	SUPPLEMENT	\$2,000.00	
2.5110.001.121	SALARY		\$27,500.00
2.5404.003.151	SALARY	\$27,500.00	

CLINTON CITY SCHOOLS  
BUDGET AMENDMENT

Fund: **FEDERAL**

Budget Amendment: 3

The Clinton City Board of Education at a meeting on the 27th day of June, 2017, passed the following resolution:

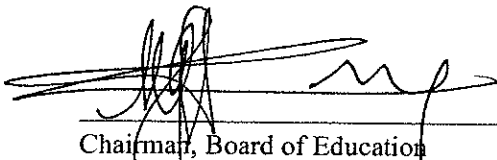
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2017.

**SEE ATTACHED LISTING**

Total appropriation in current budget	\$2,802,215.36
Total increase/decrease of amendment	\$3,138.00
Total appropriation in amended budget	\$2,805,353.36

Passed by majority vote of the Clinton City Board of Education on the 27 day of June 2017.

We, the Board of County Commissioners of Sampson County, hereby approve the changes in the Clinton City School Budget as indicated above and have made entry of changes in the minutes of said Board this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

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

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

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

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

**BUDGET AMENDMENT DETAIL**

**FUND: FEDERAL**

<u>CODE</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
3.5320.050.131	Salary	\$3,138.00	

**ADJUST BUDGET TO ACTUAL**

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.     5    

Meeting Date: August 7, 2017

Information Only  
 Report/Presentation  
 Action Item  
 Consent Agenda

Public Comment  
 Closed Session  
 Planning/Zoning  
 Water District Issue

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INFORMATION ONLY

*For all Board Information items, please contact the County Manager's Office if you wish to have additional information on any of the following.*

- a. Invitation to the Annual Joint Meeting with the Sampson Regional Medical Center Board of Trustees, September 25, 2017

# SAMPSON

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## REGIONAL MEDICAL CENTER

607 Beaman Street (28328), Post Office Drawer 260, Clinton, NC 28329-0260  
Telephone: (910) 592-8511, Fax (910) 590-2321

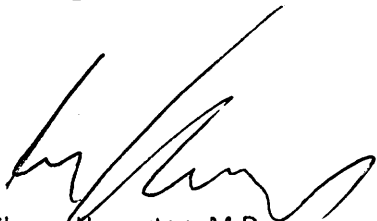
July 24, 2017

Board of Commissioners  
406 County Complex Road  
Clinton, NC 28328

Dear Commissioners:

Sampson Regional Medical Center is requesting your attendance at the annual Board of Trustees meeting on Monday, September 24<sup>th</sup> at 6:00pm for approval of the 2018 capital and operating budget. Dinner will be served at the meeting.

Best regards,



Shawn Howerton, M.D.  
Chief Executive and Medical Officer

Please note that the date is incorrect - Monday is  
September 25 not 24.

## 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.