



**SAMPSON COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
April 2, 2018**

6:00 pm	Convene Regular Meeting of Board of Commissioners (Auditorium)	
	Invocation and Pledge of Allegiance	
	Approval of Agenda	
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	<ul style="list-style-type: none">• Sampson Community College Board of Trustees• Town of Faison Planning Board, ETJ Member	
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	a. Approve the minutes of the March 5, 2018 meeting	39 - 43
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Tab 4	Consent Agenda Items (Board of Commissioners), continued	
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County Manager Reports

(Manager will provide updates and reports on several matters including progress of consolidation efforts and budget preparation, investigation of animal shelter concerns, and reminders of upcoming meetings of note.

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Closed Session: GS 143-318.11(a)(6)

Adjournment

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 1 (a-b)

Meeting Date:	April 2, 2018	<input type="checkbox"/> Information Only	<input type="checkbox"/> Public Comment
		<input checked="" type="checkbox"/> Report/Presentation	<input type="checkbox"/> Closed Session
		<input checked="" type="checkbox"/> Action Item	<input type="checkbox"/> Planning/Zoning
		<input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Water District Issue

SUBJECT: Roads

DEPARTMENT: NCDOT

PUBLIC HEARING: No

CONTACT PERSON(S): Keith Eason, NCDOT District Engineer
Keith Jackson, NCDOT Maintenance Engineer

PURPOSE: To receive quarterly report and approve request for installation of turn lane

ATTACHMENTS: Item b - Resolution, Letter and Project Information

BACKGROUND:

- a. **Quarterly Report** Keith Jackson, NCDOT Highway Maintenance Engineer, will present NCDOT's quarterly report of activities to the Board and answer any citizen questions regarding roads.

- b. **Adoption of County Resolution NCDOT Project #47777** NCDOT is preparing to install approximately 1900 feet of center turn lane on NC 24 east of Clinton. This roadway will be constructed with state funds, but requires the adoption of a County resolution of support, which is provided in your agenda. Keith Eason, District Engineer, will be present to answer any questions regarding the project.

RECOMMENDED ACTION OR MOTION:

- a. Hear monthly report of activities

- b. Adopt NCDOT resolution requesting/approving construction of center turn lane on NC24 (NCDOT Project #47777)



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

March 12, 2018

Division 3, District 2
Duplin/Sampson County

Dear Ms. Holder,

This office is requesting a County Resolution for NCDOT Project #47777, described as:

“Installation of approximately 1900-feet of center turn lane on NC 24 east of Clinton beginning 200-feet past the City Limits.”

Funding for this project will come from the “Appropriations Act of 2017” (S257) and is considered a “High Impact/Low Cost Construction Project.”

We are preparing to construct this project but I need a resolution from the County Commissioners to move forward with this process. Construction is scheduled to be completed by the end of the calendar year. I have enclosed a copy of the location map, NCGA S257 and a plan drawing for your reference.

If you have any questions or concerns please call me at (910) 592-6174 or email at ckbradshaw@ncdot.gov.

Sincerely,

DocuSigned by:

Kevin Bradshaw

E6E7F67A0D7C43B...

Kevin Bradshaw

Assistant District Engineer

CKB/ckb



FULL SITE SEARCH:	<input type="text" value="type search criteria"/>	<input type="button" value="Go"/>
SEARCH BILL TEXT:	2017-2018 Session <input type="text" value="type search criteria"/>	<input type="button" value="Go"/>
FIND A BILL:	2017-2018 Session <input type="text" value="enter bill # (e.g., S253)"/>	<input type="button" value="Go"/>
VIEW MEMBER INFO:	Select a member...	<input type="button" value="Go"/>

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S257 - Appropriations Act of 2017. (SL 2017-57)

Session Year 2017

Overview: Section 34.7 of S.L. 2017-57:

- Provides that the funds appropriated to the Mobility/Modernization Fund in the Highway Fund, shall be used by the Department of Transportation (DOT) as follows: 40% for a spot mobility program; 12% for economic development, small construction, and industrial access projects; and 48% for high impact low cost construction projects.
- Requires DOT to develop a report detailing: the formulas used to distribute funds under this section, the types of projects funded, and the total amount of funding allocated to each project; and submit the report to the Joint Legislative Transportation Oversight Committee by March 1, 2018.

This section became effective July 1, 2017.

Additional Information:

- [Full summary text](#)
- [All available summaries for S257](#)
- [SL 2017-57](#)
- [Bill information](#)

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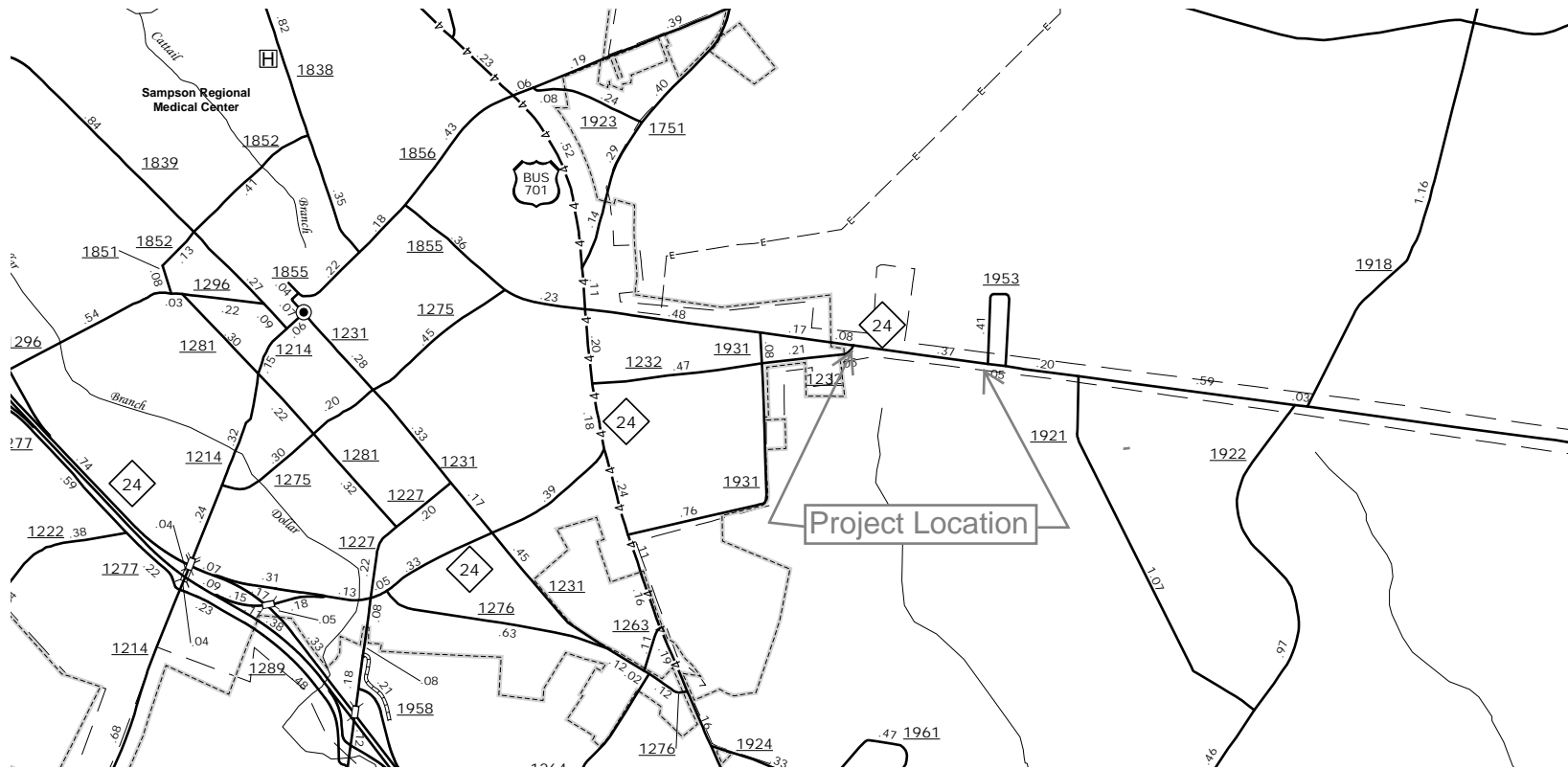
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"A" Rev

PROJECT REFERENCE NO.	3.108211
REV SHEET NO.	108
ROADWAY DESIGN ENGINEER	ICM
INCOMPLETE PLANS	DO NOT USE FOR CONSTRUCTION
PRELIMINARY PLANS	DO NOT USE FOR CONSTRUCTION

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TWO - TEN INVESTORS, INC
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TWO - TEN INVESTORS, INC.
DB: 1123 - PG: 876

HOG SLAT
DB: 1162 - PG: 484

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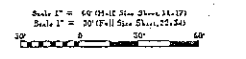
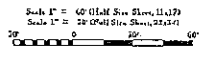
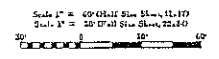
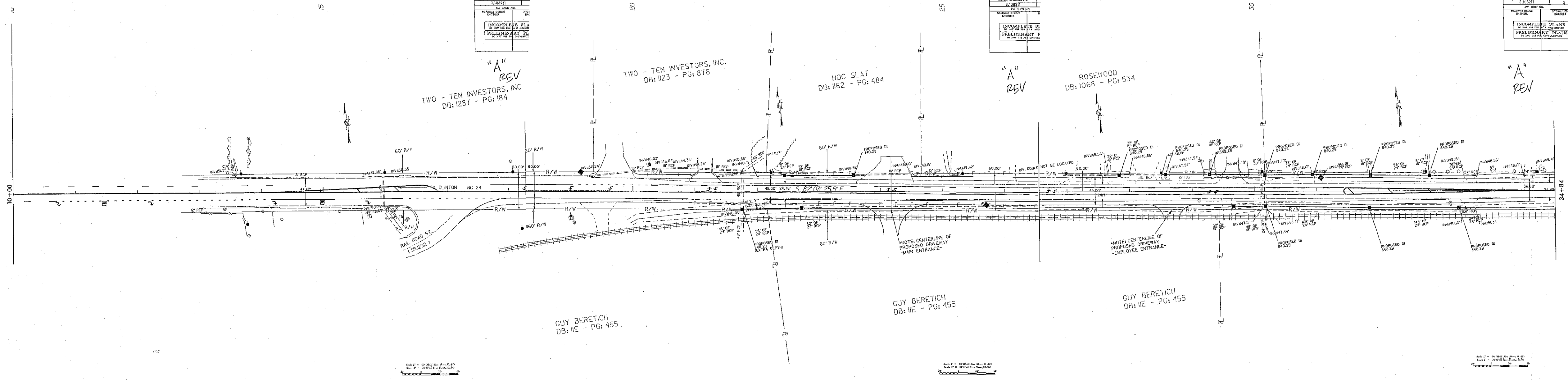
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**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2 (a)

Meeting Date:	April 2, 2018	<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

SUBJECT: Recognition of Retiree

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON(S): Vice Chairperson Sue Lee

PURPOSE: To recognize County employees for their dedicated service

ATTACHMENTS: None

BACKGROUND:

Retirees for April:
Rebecca Hairr, Public Works (1987-2018)

RECOMMENDED ACTION OR MOTION:

Present retiree with a County plaque in recognition of her years of service to the County

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2 (b)

Meeting Date:	April 2, 2018	<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

SUBJECT: Courthouse Needs

DEPARTMENT: Courts

PUBLIC HEARING: No

CONTACT PERSON(S): Albert D. Kirby, Jr., Chief Resident Superior Court Judge

PURPOSE: To hear a request from Resident Superior Court Judge regarding courthouse needs

ATTACHMENTS: None

BACKGROUND:

Newly sworn Chief Resident Superior Court Judge Albert Kirby has requested to address the Board regarding security and accommodations for jurors and jury pools.

RECOMMENDED ACTION OR MOTION:

Hear presentation by Judge Kirby

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 3 (a)

Meeting Date:	April 2, 2018	<input type="checkbox"/>	Information Only	<input checked="" type="checkbox"/>	Public Comment
		<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
		<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
		<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: **Public Hearing** - Consideration of Appropriations and Expenditures for Economic Development Activities Related to Farm Fresh Produce Distribution, Inc.

DEPARTMENT: Economic Development

PUBLIC HEARING: Yes

CONTACT PERSON(S): John Swope, Economic Developer
Joel Starling, County Attorney

PURPOSE: To receive public comment regarding intent of the County to enter into an agreement to provide performance-based incentives for an economic development project

ATTACHMENTS: Resolution Approving Agreement with Farm Fresh Produce Distribution, Inc.; Publishers Affidavit (other presentation materials presented as separate document)

BACKGROUND:

The County has duly advertised a public hearing for the purpose of receiving public comment with regard to the County's intention to enter into an incentive agreement with Farm Fresh Produce Distribution, Inc. Any appropriations and expenditures would be made pursuant to such written agreement. Under the agreement, the County would provide performance-based business incentive payments to Farm Fresh Produce Distribution, Inc. over a five-year period in the amount of \$74,036. The company would commit to make certain capital investments in the County and maintain certain levels of employment. The potential public benefits anticipated to be derived from this agreement include a taxable investment of \$4,100,000, tax revenues of \$260,931 (prior to GBI) and \$186,896 (after GBI), and employment of 36 full-time jobs at an average annual salary of \$21,000 - \$22,000. The company proposes to expand their existing 82,400 square foot building with a new addition of 62,500 square feet. The proposed site for the economic development activities of is 6370 Keener Road. Mr. Swope and Mr. Starling will review information pertinent to the proposed project and incentive agreement before the floor is opened for public comment. Once comments are heard, the hearing should be closed before any action is taken.

RECOMMENDED ACTION OR MOTION: Consider adoption of the enclosed resolution approving the incentives agreement



Resolution Approving Agreement with Farm Fresh Produce Distribution, Inc.

WHEREAS -

Representatives of Sampson County and others have been working with representatives of **Farm Fresh Produce Distribution, Inc.**, concerning the company's desire to expand their sweet potato packing operations at 6370 Keener Road by expanding their existing 82,400 square foot building with a new addition of 62,500 square feet; and

The County and **Farm Fresh Produce Distribution, Inc.** have agreed in principle that if Sampson County were selected as the location for said expanded operations for the County to make certain incentive payments to **Farm Fresh Produce Distribution, Inc.** over a **five-year** period. In return, the company will commit to make certain capital investments in the County, and to maintain certain levels of employment. The mutual obligations of the County and **Farm Fresh Produce Distribution, Inc.** will be set forth in an Incentive Agreement, a draft of which has been presented at this meeting; and

The County has held a public hearing earlier today concerning appropriations and expenditures for economic development activities pursuant to the Incentive Agreement. The Incentive Agreement is now presented to the Board of Commissioners for consideration.

NOW BE IT RESOLVED by the Board of Commissioners of Sampson County, North Carolina, as follows:

1. The Board determines that the County will enter into the proposed Incentive Agreement. The Board approves the form of the Incentive Agreement presented to this meeting. The final version of the Incentive Agreement must be in substantially the form presented, but may have such additional minor changes as may be acceptable to the Chairman, who is authorized and directed to execute the final form agreement. The final form of the agreement may not, however, in any material fashion increase the County's obligations or decrease the company's obligations from the obligations described in the draft agreement. The Chairman's execution and delivery of the final form agreement will be conclusive evidence of his approval.

2. By this resolution, the County agrees to provide performance based incentives as prescribed in the agreement requiring certification of jobs created, investment levels verified and documentation submitted by the Company.

3. By this resolution, the County confirms and accepts its agreement that the incentive payments payable to the Company will be paid in the following amounts, as specified by the incentive agreement:

Year 1 \$16,187.00

Year 2 \$15,461.00

Year 3 \$14,825.00

Year 4 \$14,190.00

Year 5 \$13,373.00

Total \$74,036.00

4. All County officers and employees are authorized and directed to deliver all certificates, agreements and instruments and to take all such further actions as they may consider necessary or desirable in furtherance of the transactions contemplated by this resolution. All such prior actions of County officers and employees are ratified, approved and confirmed.

5. All other Board proceedings, or parts thereof, in conflict with this resolution are repealed, to the extent of the conflict. This resolution takes effect immediately.

Adopted this 2nd day of April, 2018.

Chairman

ATTEST:

Clerk to the Board

SAMPSON COUNTY, NORTH CAROLINA

INCENTIVE AGREEMENT

FARM FRESH PRODUCE DISTRIBUTION, INC.

Dated as of April __, 2018

INCENTIVE AGREEMENT

THIS INCENTIVE AGREEMENT, dated as of April __, 2018, (as supplemented or amended, the "Agreement"), is by and between **FARM FRESH PRODUCE DISTRIBUTION, INC.**, a North Carolina corporation registered with the Secretary of State of North Carolina, together with its affiliates and permitted assignees (collectively, the "Company") and **SAMPSON COUNTY, NORTH CAROLINA**, a public body politic and a political subdivision of the State of North Carolina (the "County").

RECITALS

1. The purpose of this Agreement is to describe certain incentives to be provided by the County to the Company in connection with the Company's expansion of its existing sweet potato packing operations located in the County.

2. North Carolina General Statutes § 158-7.1, *et seq.*, authorizes county governments to enter into economic development agreements with private industries where, in the discretion of the county's board of commissioners, the appropriations or expenditures made pursuant to the economic development agreement will increase the population, taxable property, agricultural industries and business prospects of the county.

3. The Sampson County Board of Commissioners find that the obligations incurred by the County under this Agreement serve a public purpose and will lead to an increase in the County's population, taxable property, agricultural industries and the business prospects.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained in this Agreement, the parties hereby agree as follows:

ARTICLE I **DEFINITIONS; RULES OF CONSTRUCTION**

1.01. Definitions. For all purposes of this Agreement, unless the context requires otherwise, the following terms shall have the following meanings:

"Beneficial Occupancy" means the date on which the Company substantially completes the construction of the Facility and occupies the Facility for the purposes contemplated by this Agreement.

"Business Day" means any day that is not a Saturday or a Sunday, or a day on which banks in the State are required by law to be closed.

"Change in Use" means any diversion of or reduction in use of the Facility which would not provide the guaranteed Performance Commitments of Direct Investment, as set forth herein.

"Closing Date" means the date on which this Agreement is first executed and delivered by the parties.

"Direct Investment" means the original tax value of building improvements and equipment placed by the Company on the ad valorem tax rolls of the County.

"Facility" means the real property, fixtures, personal property and equipment intended to be constructed and placed into service by the Company under the terms of this Agreement, as more particularly identified in **Exhibit A**.

"Incentive Payments" has the meaning ascribed to it by the terms of Article II herein.

"Incentives" means the various incentive payments from all sources to the Company, as referred to in this Agreement.

The number of "New Full Time Equivalent Employees" means the number arrived at by dividing the total annual payroll hours paid by 1820, which shall be computed on a calendar year basis ending on December 31st of each year, and the certification of employment shall be provided no later than January 15th of the year following the calendar year in question. However, New Full Time Equivalent Employees for purposes of the payment reduction formula set forth in **Exhibit B** shall be calculated by dividing the total payroll hours paid by 1820, computed on the twelve (12) months immediately preceding the incentive payment date in question, which certification of employment shall be provided no later than the fifteenth (15th) day after the termination of the twelve (12) month period immediately preceding the incentive payment date in question.

"Occupancy Date" means the date on which the Company assumes Beneficial Occupancy of the Facility as contemplated by this Agreement.

"Performance Commitment(s)" has the meaning ascribed to it by the terms of Articles II and IV herein.

"State" means the State of North Carolina.

1.02. Rules of Construction. Unless the context otherwise indicates.

(a) Words importing the singular shall include the plural and vice versa, and words importing the masculine gender shall include the feminine and neuter genders as well.

(b) All references to Articles, Sections or Exhibits are references to Articles, Sections and Exhibits of this Agreement,

(c) All references to officers are references to County officers.

(d) The headings herein are solely for convenience of reference and shall not constitute a part of this Agreement nor shall they affect its meaning, construction or effect.

ARTICLE II
INCENTIVE PAYMENTS

The County will provide for Incentive Payments totaling **Seventy-Four Thousand Thirty-Six Dollars (\$74,036.00)**. The timing of these Incentive Payments will be in accordance with the following:

Year 1.....	\$16,187.00
Year 2.....	\$15,461.00
Year 3.....	\$14,825.00
Year 4.....	\$14,190.00
Year 5.....	\$13,373.00
Total	\$74,036.00

These Incentive Payments shall be made starting in the first year after the year in which the Occupancy Date of the facility occurs, and each year thereafter for a total of **five (5) years**, provided that the Company has not abandoned operations in the Facility as defined in Article V herein. In the event that the Company abandons operations in the Facility, no further Incentive Payments shall be due and payable from the County. Such Incentive Payments shall be paid in each applicable year only after the Company has paid in full all taxes or fees owed to the County in that year. The amount of such Incentive Payments shall be reduced proportionate to the amount by which the Company fails to meet its Performance Commitments as set forth in Article IV herein. The formulation of how such Incentive Payments shall be proportionately reduced is set forth in Article V and **Exhibit B**.

ARTICLE III
OTHER INCENTIVE SOURCES

It is understood by the parties to this Agreement that certain additional Incentives from sources other than the County may be made available to assist in the construction of the Facility. It is further understood that the County will be supportive of the Company's applications for these Incentives, but that it does not have any control over the approval or amount of these Incentives or how they are paid. The County shall use its best efforts to assist in obtaining any such outside grant funding, provided that Incentives from sources other than the County are ultimately outside the control of the County and are only acknowledged herein but are not otherwise subject to the terms and conditions of this Agreement.

ARTICLE IV
COMPANY'S COMMITMENTS

In return for the Incentives set forth herein, which are a competitive necessity for the Company to choose to construct the Facility in the County as contemplated by this Agreement, the Company commits to certain Performance Commitments related to new jobs created and incrementally increased taxes in the County. The parties acknowledge and agree that the

consideration for the County to enter into this Agreement is the expectation that the Company will meet or exceed these Performance Commitments. Specifically, the Company agrees to meet or exceed the following Performance Commitments:

(a) The Company will create and maintain in the Facility for the **five (5) year** term of this Agreement, jobs for at least **thirty-six (36)** New Full Time Equivalent Employees, with such number of New Full Time Equivalent Employees being hired by the end of the each of the following years:

each of the following years:

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
New Full Time Equivalent Employees	18	18	0	0	0	36

(b) The Company agrees that the average salary of all New Full Time Equivalent Employees in the Facility shall be no less than **Twenty-One Thousand Dollars (\$21,000.00)** per year; however, individual New Full Time Equivalent Employees may have salaries more than or less than Twenty-One Thousand Dollars (\$21,000.00), given that this figure represents an average salary for all New Full Time Equivalent Employees

(c) The Company shall construct the Facility as contemplated by this Agreement on the property identified on **Exhibit A** and shall make Direct Investment equal to **Four Million Two Hundred Thousand Dollars (\$4,200,000.00)**, as set forth in the table below, and the Direct Investment shall remain as taxable property in the County subject to ad valorem tax assessments for the full **five (5)** year term of this Agreement.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Real Property	\$1,900,000	\$ 0	\$ 0	\$ 0	\$ 0	\$1,900,000
Personal Property	\$2,200,000	\$ 0	\$ 0	\$ 0	\$ 0	\$2,200,000

ARTICLE V

FAILURE TO MEET PERFORMANCE COMMITMENTS

Performance Commitments are set forth herein in Article IV and represent the level of Direct Investment that must be achieved by the Company in order to qualify for a complete level of Incentive Payment in any given year.

If a Change in Use occurs in any year prior to the last Incentive Payment to the Company, the amount of the Incentive Payment due in that year, and such payments to be made in later years, shall be reduced on a pro rata basis, to the unweighted average of the percentages the company falls short in the Performance Commitment levels. Examples describing the formula for reduction in the Incentive Payments are set forth in **Exhibit B**. If the Company abandons operations in the Facility, as defined in this Article, all future Incentive Payments will be

terminated, and the County shall have no obligation to make future Incentive Payments following abandonment of operations within the Facility.

Whether or not the Company has maintained equipment and other improvements in the Facility which were a part of the initial Direct Investment for which incentives are being provided shall be determined each year based on the property tax listings filed by the Company.

ARTICLE VI **INDEMNIFICATION**

The Company hereby agrees to indemnify, protect and hold harmless the County, and its officers, directors and employees from all liability, obligations, losses, claims, damages, actions, suits, proceedings, costs and expenses, including reasonable attorneys' fees, arising out of, connected with, or resulting directly or indirectly from the Facility or the transactions contemplated by or relating to this Agreement, including without limitation, the possession, condition, construction or use thereof, insofar as such matters relate to events subject to the control of the Company and not the County. The indemnification arising under this Article shall survive the Agreement's termination.

ARTICLE VII **TERMINATION OF AGREEMENT**

Upon the occurrence of any of the following events, the Company shall have the option of terminating this Agreement:

- (a) Failure of the County to provide Incentive Payments as provided for in Article II herein; and
- (b) Payment in full of Incentive Payments from all sources, subject to the provisions of Article IV above.

ARTICLE VIII **ADJUSTMENTS OF PERFORMANCE COMMITMENTS**

All of the parties to this Agreement agree that if the Company determines in the future that, due to technical advances, it can significantly exceed the Performance Commitments of Direct Investment, but will need less than the Performance Commitments of New Full Time Equivalent Employees, all parties will negotiate in good faith to amend the agreed upon Performance Commitments and formulations for reductions set forth in **Exhibit B**.

ARTICLE IX **TEMPORARY REDUCTIONS IN PERFORMANCE COMMITMENTS**

Notwithstanding anything herein to the contrary, if the Company shall be prevented or delayed from fulfilling, or continuing to fulfill, either or both of the Performance Commitments as set forth herein, by reason of a:

- (a) Government moratorium;
- (b) Delay in obtaining any governmental or quasi-governmental approvals, permits or certificates, despite reasonable efforts by the Company to obtain the same;
- (c) Enemy or hostile governmental action;
- (d) Act of God, including but not limited to hurricane, tornado, snowstorm, windstorm, earthquake or flood, fire or other extreme weather conditions or other casualty;
- (e) Strike, lockout or a labor dispute involving entities other than the Company which causes the Company an inability to obtain labor or materials;
- (f) Delay in funding any incentive to or for the benefit of the Company; or;
- (g) Any other event, other than normal business exigencies, which is beyond the reasonable control of the Company.

then the Performance Commitments for the year(s) in which such event occurred shall be equitably reduced to reflect the effect of such event.

The parties shall negotiate in good faith to make an equitable reduction in the Performance Commitments for an affected year(s). However, if the parties cannot in good faith reach an agreement as to such adjustment, all parties agree to submit this issue to binding arbitration on an expedited basis.

ARTICLE X **ASSIGNMENTS**

No party shall sell or assign any interest in or obligation under this Agreement without the prior express written consent of all the parties. Provided, however, that this Agreement may be assigned by the Company to a wholly owned subsidiary of the Company, without the consent of all other parties, provided that the Company will guarantee the performance by the subsidiary of the obligations due under this Agreement.

ARTICLE XI **LIMITED OBLIGATION OF COUNTY**

NO PROVISION OF THIS AGREEMENT SHALL BE CONSTRUED OR INTERPRETED AS CREATING A PLEDGE OF THE FAITH AND CREDIT OF THE COUNTY WITHIN THE MEANING OF ANY CONSTITUTIONAL DEBT LIMITATION. NO PROVISION OF THIS AGREEMENT SHALL BE CONSTRUED OR

INTERPRETED AS DELEGATING GOVERNMENTAL POWERS NOR AS A DONATION OR A LENDING OF THE CREDIT OF THE COUNTY WITHIN THE MEANING OF THE STATE CONSTITUTION. THIS AGREEMENT SHALL NOT DIRECTLY OR INDIRECTLY OR CONTINGENTLY OBLIGATE THE COUNTY TO MAKE ANY PAYMENTS BEYOND THOSE APPROPRIATED IN THE COUNTY'S SOLE DISCRETION FOR ANY FISCAL YEAR IN WHICH THIS AGREEMENT SHALL BE IN EFFECT. NO PROVISION OF THIS AGREEMENT SHALL BE CONSTRUED TO PLEDGE OR TO CREATE A LIEN ON ANY CLASS OR SOURCE OF THE COUNTY'S MONEYS, NOR SHALL ANY PROVISION OF THE AGREEMENT RESTRICT TO ANY EXTENT PROHIBITED BY LAW, ANY ACTION OR RIGHT OF ACTION ON THE PART OF ANY FUTURE COUNTY GOVERNING BODY. TO THE EXTENT OF ANY CONFLICT BETWEEN THIS ARTICLE AND ANY OTHER PROVISION OF THIS AGREEMENT, THIS ARTICLE SHALL TAKE PRIORITY.

ARTICLE XII
MISCELLANEOUS

12.01. Governing Law. The parties intend that this Agreement shall be governed by the laws of the State of North Carolina. The sole jurisdiction for the hearing of any disputes arising hereunder shall be in the Superior Court Division of the General Court of Justice of Sampson County, North Carolina.

12.02. Notices.

(a) Any communication required or permitted by this Agreement must be in writing except as expressly provided otherwise in this Agreement

(b) Any communication shall be sufficiently given and deemed given when delivered by hand or three days after being mailed by first-class mail, postage prepaid, and addressed as follows:

- | | | |
|-----|------------------------|---|
| (1) | If to the Company, to: | Farm Fresh Produce Distribution, Inc.
Attn: Steven A. Ceccarelli
Post Office Box 124
Faison, North Carolina 28341 |
| (2) | If to the County, to: | Sampson County
Attention: Sampson County Manager
406 County Complex Road
Clinton, North Carolina 28328 |

12.03. Non-Business Days. If the date for making any payment or the last day for performance of any act or the exercising of any right shall not be a Business Day, such payment shall be made or act performed or right exercised on or before the next preceding Business Day.

12.04. Severability. If any provision of this Agreement shall be determined to be unenforceable, that shall not affect any other provision of this Agreement.

12.05. Entire Agreement; Amendments. This Agreement, including Exhibits A and B attached, which are incorporated herein and made a part hereof, constitutes the entire agreement between the parties, and this Agreement shall not be changed except in writing signed by all the parties.

12.06. Binding Effect. Subject to the specific provisions of this Agreement, this Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties and their respective successors and assigns.

12.07. Time. Time is of the essence in this Agreement and each and all of its provisions.

12.08. Liability of Officers and Agents. No officer, agent or employee of the County or the Company shall be subject to any personal liability or accountability by reason of the execution of this Agreement or any other documents related to the transactions contemplated hereby. Such officers, agents, or employees shall be deemed to execute such documents in their official capacities only, and not in their individual capacities. This Section shall not relieve any such officer, agent or employee from the performance of any official duty provided by law.

12.09. Counterparts. This Agreement may be executed in several counterparts, including separate counterparts. Each shall be an original, but all of them together constitute the same instrument.

THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their corporate names by their duly authorized officers, all as of the date first above written.

FARM FRESH PRODUCE DISTRIBUTION, INC.

ATTEST: By _____ [SEAL]
Steven A. Ceccarelli, Chief Executive Officer

Name: _____
_____, Secretary

SAMPSON COUNTY, NORTH CAROLINA

ATTEST: By _____ [SEAL]
Clark H. Wooten, Chairman
Sampson County Board of Commissioners

Name: Susan J. Holder,
Clerk to the Sampson County Board of Commissioners

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act

Name: David Clack,
Finance Officer, Sampson County, North Carolina

EXHIBIT A
FACILITY DESCRIPTION

The Company shall expand an existing 82,400 sq. ft. building by adding a new 62,500 sq. ft. building on real property at a facility located at 6370 Keener Road, Clinton, North Carolina 28328, which has a Property Identification Number of 04109736004.

EXHIBIT B
SCHEDULE FOR REDUCTION OF INCENTIVEMENT PAYMENTS

In any year that the County has agreed to make an Incentive Payment in which the Company fails to meet the Performance Commitments set forth in Article IV herein for either Direct Investment or the number of New Full Time Equivalent Employees (“NFTEE”), or both, the amount of Incentive Payment paid for that year to the Company shall be decreased by a pro rata amount of that year’s Incentive Payment, which pro rata amount shall be computed as the unweighted average amount of percentages by which the Company failed to meet the Performance Commitments for Direct Investment, NFTEE, or both.

Example 1. *Direct Investment Shortage.* On the third anniversary date, the Company has 80% of the amount of Direct Investment, but 100% or more of NFTEE, the Incentive Payment for that year would be 90% of **\$14,825.00**, or **\$13,342.50**.

Example 2. *NFTEE Shortage.* On the fourth anniversary date, the Company has 100% or more of the amount of Direct Investment, but only 90% of NFTEE, the Incentive Payment for that year would be 95% of **\$14,190.00**, or **\$13,480.50**.

Example 3. *Shortage in Direct Investment and NFTEE.* On the second anniversary date, the Company has 80% of Direct Investment, and 75% of NFTEE, the Incentive Payment for that year would be 77.5% of **\$15,461.00**, or **\$11,982.28**.

AFFIDAVIT OF PUBLICATION
STATE OF NORTH CAROLINA
COUNTY OF SAMPSON

SHERRY MATTHEWS, PUBLISHER/EDITOR of the Sampson Independent, a newspaper published in Sampson County, N.C. being duly sworn, says that at the time the attached notice was published in the SAMPSON INDEPENDENT, said newspaper met all of the requirements and qualifications prescribed by North Carolina General Statute 1-597; that said newspaper had a general circulation to actual paid subscribers; and was admitted to the United States mail as second class matter in Sampson County, N.C.; and further, that the attached notice was published in the SAMPSON INDEPENDENT on March 17, 2018.



Publisher/Editor

Sworn to and subscribed before me this the 19th day of March, 2018.



NOTARY PUBLIC

My commission expires: June 20, 2020

**PUBLIC HEARING NOTICE-FARM
FRESH PRODUCE PACKING, INC.**

The Board of Commissioners of Sampson County, North Carolina will hold a public hearing on Monday, April 2, 2018 at 6:00 pm or as soon as possible thereafter as the matter may be heard, in the Sampson County Auditorium, 435 Rowan Road, Clinton, North Carolina. The purpose of the public hearing is to receive public comment concerning proposed appropriations and expenditures for economic development activities. The proposed site(s) for the economic development activities is 6370 Keener Road.

The appropriations and expenditures will be made pursuant to a written agreement. Under this agreement, the County will provide performance-based business incentive payments to FARM FRESH PRODUCE, INC. over a five-year period in the amount of \$ 74,036. The company will commit to make certain capital investments in the County, and to maintain certain levels of employment. The potential public benefits anticipated to be derived from this agreement include:

Taxable investment: \$4,100,000

Estimated property tax revenues (years 1-10 in operation): \$ 260,931 – before GBI paid /\$ 186,896 – after GBI paid

Direct company employment: 36 full time jobs, at an average annual salary of \$ 21,000 to \$ 22,000 Per Year

FARM FRESH PRODUCE, INC. is considering expanding their existing 82,400 sq. ft. building with a new addition of 62,500 sq. ft. Additional information on the company and the project will be available at the time of the hearing, including a map identifying the proposed site(s). The terms of any agreement between the County and the company, however, will be subject to further completion and amendment based on comments received at the hearing and continued negotiations between the County and the company. The Board of Commissioners may take action concerning the proposed agreement and the related transactions immediately following the hearing.

Additional information on the subject of the hearing is available from Mr. John Swope, Executive Director, Sampson County Economic Development Commission (telephone 910/592-8921) during regular business hours. Persons wishing to make written comments concerning the subject of the public hearing should direct them to the Clerk to the Board of Commissioners, Sampson County, 406 County Complex Road, Clinton, North Carolina 28328, or by fax to 910/592-1945.



**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 3 (b)

Meeting Date: April 2, 2018	<input type="checkbox"/>	Information Only	<input checked="" type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: **Public Hearing** - Consideration of Amendments to Animal Control Ordinance

DEPARTMENT: Legal/Administration

PUBLIC HEARING: Yes

CONTACT PERSON(S): Joel Starling, County Attorney

PURPOSE: To receive public comment regarding proposed amendments to the Animal Control Ordinance to change terminology for the Board of Health to the Sampson County Health Advisory Committee

ATTACHMENTS: Resolution Adopting Amendments to Animal Control Ordinance

BACKGROUND:

The County has duly advertised a public hearing for the purpose of receiving public comment with regard to proposed changes to update Article I, Section 1-3 and Article III, Sections 1-33 and 1-38 of the Sampson County Animal Control Ordinance. Such changes are necessitated by the changes in terminology for the Board of Health following consolidation. Mr. Starling will review information pertinent to the proposed amendments before the floor is opened for public comment. Once comments are heard, the hearing should be closed before any action is taken.

RECOMMENDED ACTION OR MOTION:

Consider adoption of enclosed resolution approving amendments to the Animal Control Ordinance



**AMENDMENT TO
ANIMAL CONTROL ORDINANCE OF SAMPSON COUNTY**

WHEREAS, the Board of Commissioners (“Board”) of Sampson County (“County”) adopted an Animal Control Ordinance (“Ordinance”) in or about April 2008, and has unanimously voted to amend the Ordinance in certain respects on three prior occasions: its April 7, 2014 Regular Meeting, its May 5, 2014 Regular Meeting, and its April 3, 2017 Regular Meeting, after duly advertising and conducting public hearings at each Regular Meeting; and

WHEREAS, Chapter 67, Article 1A of the North Carolina General Statutes requires the County to designate a person or board to be responsible for determining when a dog is “potentially dangerous”, a term that is defined by N.C. Gen. Stat. § 67-4.1(a)(2), and a separate board to hear any appeal from such a determination and authorizes the County to adopt or enforce its own program for control of dangerous dogs; and

WHEREAS, on or about January 8, 2018, the Board adopted a resolution, *inter alia*, assuming direct control of the Sampson County Board of Health, abolishing the Sampson County Board of Health, and creating an Advisory Committee to the Sampson County Department of Health pursuant to N.C. Gen. Stat. §§ 130A-35, 153A-76, and 153A-77; and

WHEREAS, the Board finds that in light of the resolution adopted on or about January 8, 2018 and in order to best promote the public health, safety, and general welfare of the citizens of the County, it is necessary to amend the Ordinance in part as set forth herein below;

THEREFORE, BE IT ORDAINED that Article I, Section 1-3 and Article III, Sections 1-33 and 1-38 of the Ordinance are hereby amended as follows:

Article I Administration:

Section 1-3 Dangerous Dog Appeal Board Established:

- b. The Dangerous Dog Appeal Board shall consist of the ~~Sampson County Board of Health~~ *members of the Sampson County Health Department Advisory Committee.*
- c. The powers and duties of the Dangerous Dog Appeal Board shall include:

1. The Chair of the ~~Board of Health~~ *Sampson County Health Department Advisory Committee* will preside over its appeal hearings;

d. The Health Director shall be the Clerk to the ~~Sampson County Board of Health~~ when serving as the Dangerous Dog Appeal Board.

Article III Dangerous Dogs:

Section 1-33 Determination That a Dog is Potentially Dangerous; Appeals:

c. Appeals from determinations.

1. The owner of any dog determined by the Law Enforcement Officer to be potentially dangerous may appeal the decision of the Law Enforcement Officer to the Health Director within three (3) business days of receiving notice of the determination. Appeal to the ~~Sampson County Board of Health~~ *Dangerous Dog Appeal Board* may be taken by filing written objections to the Law Enforcement Officer's determination with the Clerk (Health Director) for the Appeal Board.

d. An appeal hearing before the Appeal Board shall be conducted as follows:

2. The Chairperson of the ~~Sampson County Board of Health~~ *Sampson County Health Department Advisory Board* shall preside at the hearing;

4. The Chairperson of the ~~Sampson County Board of Health~~ *Sampson County Health Department Advisory Board* shall rule on the admissibility of any evidence and on any procedural issues that might arise;

Section 1-38 Violations, Penalties and Other Remedies:

b. State law violations.

3. The ~~Sampson County Board of Health~~ *Dangerous Dog Appeal Board* is designated as the appellate board to hear appeals of determinations made pursuant to N.C.G.S. 67-4.1(c).

ADOPTED at its regular meeting, the ____ day of _____, 2018.

CLARK H. WOOTEN, Chairman

ATTEST: _____
SUSAN J. HOLDER, Clerk

AFFIDAVIT OF PUBLICATION
STATE OF NORTH CAROLINA
COUNTY OF SAMPSON

SHERRY MATTHEWS, PUBLISHER/EDITOR of the Sampson Independent, a newspaper published in Sampson County, N.C. being duly sworn, says that at the time the attached notice was published in the SAMPSON INDEPENDENT, said newspaper met all of the requirements and qualifications prescribed by North Carolina General Statute 1-597; that said newspaper had a general circulation to actual paid subscribers; and was admitted to the United States mail as second class matter in Sampson County, N.C.; and further, that the attached notice was published in the SAMPSON INDEPENDENT on March 17, 2018.

Sherry Matthews

Publisher/Editor

Sworn to and subscribed before me this the 19th day of March, 2018.

Brenda A. Cullen

NOTARY PUBLIC
My commission expires: June 20, 2020



PUBLIC HEARING NOTICE
AMENDMENT TO ANIMAL CONTROL ORDINANCE

The Sampson County Board of Commissioners will hold a public hearing on Monday, April 2, 2018 at 6:00 p.m. or as soon as possible thereafter regarding the adoption of an amendment to the Sampson County Animal Control Ordinance. The proposed amendments update Article I, Section 1-3 and Article III, Sections 1-33 and 1-38 to change the terminology for the Sampson County Board of Health to the Sampson County Health Department Advisory Committee. The hearing will be held in the County Auditorium, 435 Rowan Road in Clinton. Copies of the proposed changes can be viewed in the Office of the County Manager, 406 County Complex Road, between the hours of 8 am and 5 pm, Mon-Fri.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 3 (c)

Meeting Date:	April 2, 2018	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
		<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
		<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
		<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Adoption of Resolutions Related to Consolidation of Human Service Agencies

DEPARTMENT: Legal

PUBLIC HEARING: No

CONTACT PERSON(S): Joel Starling, County Attorney

PURPOSE: To consider adoption of resolutions setting forth authorities and duties of the Board of Commissioners and Social Service and Health Advisory Committees upon consolidation

ATTACHMENTS: Resolution Delegating Certain Authorities to the Social Services Advisory Committee and Reserving Certain Authorities to the Board of Commissioners; Resolution Delegating Certain Authorities to the Health Department Advisory Committee and Reserving Certain Authorities to the Board of Commissioners

BACKGROUND:

By previous action on January 8, 2018, the Board of Commissioners adopted a resolution regarding consolidation of our human service agencies, assuming direct control of the Sampson County Board of Health and the Sampson County Social Services Board, pursuant to related statutes. As the Board has indicated a desire to delegate certain authorities and reserve certain authorities pursuant to and consistent with those statutes, the County Attorney has prepared resolutions setting forth the Board's intentions. Mr. Starling will review the resolutions and answer any questions the Board may have.

RECOMMENDED ACTION OR MOTION:

Consider adoption of enclosed resolutions (by separate vote)



**RESOLUTION OF THE SAMPSON COUNTY BOARD OF COMMISSIONERS
DELEGATING CERTAIN AUTHORITIES TO THE SAMPSON COUNTY
DEPARTMENT OF SOCIAL SERVICES ADVISORY COMMITTEE AND RESERVING
CERTAIN AUTHORITIES TO THE SAMPSON COUNTY BOARD OF
COMMISSIONERS**

WHEREAS, on or about January 8, 2018, the Sampson County Board of Commissioners adopted a Resolution, *inter alia*, assuming direct control the Sampson County Board of Social Services and creating an Advisory Committee to the Sampson County Department of Social Services, as authorized by N.C. Gen. Stat. §§ 153A-76 and 153A-77; and

WHEREAS, the Sampson County Board of Commissioners desires in its discretion, to the extent not inconsistent with the North Carolina General Statutes and the North Carolina Administrative Code, to delegate certain duties to an Advisory Committee to the Sampson County Department of Social Services while expressly reserving to itself, sitting in its capacity as the Sampson County Board of Social Services, certain other duties and powers;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE SAMPSON COUNTY BOARD OF COMMISSIONERS AS FOLLOWS:

1. That the Advisory Committee previously created pursuant to N.C. Gen. Stat. §§ 153A-76 and 153A-77 by Resolution of the Sampson County Board of Commissioners (hereinafter, the “Board”) dated January 8, 2018 shall be referred to as the Sampson County Department of Social Services Advisory Committee (hereinafter, the “Committee”);

2. That the Committee shall meet on a bi-monthly basis;

3. That the Board expressly reserves to itself the power to make, in consultation with and after conferring with the County Manager, personnel decisions with respect to the Director of the Sampson County Department of Social Services, including, but not limited to, the authority to appoint, discipline, and terminate the employment of the Director of the Sampson County Department of Social Services; provided, however, that the County Manager shall assist and advise the Board in its review of the work performance of the Director of the Sampson County Department of Social Services;

4. That the Board further expressly reserves to itself the power to make those budgetary decisions regarding the Sampson County Department of Social Services which it is entitled to make by virtue of its status as the Sampson County Board of Social Services;

5. That, notwithstanding the foregoing, it shall be the duty of the Committee to provide information and advice to the Board on all matters, regardless of whether the Board must take ultimate action with respect to a particular matter;

6. That all those powers and duties not reserved to the Board herein shall be exercised by the Committee so long as the exercise of said power or duty by the Committee is not inconsistent with the North Carolina General Statutes, the North Carolina Administrative Code, or federal law.

7. That nothing herein shall be construed as delegating upon the Committee any duty or power required to be exercised by the Board pursuant to the North Carolina General Statutes, the North Carolina Administrative Code, or federal law;

ADOPTED at its regular meeting, the ____ day of April, 2018.

CLARK H. WOOTEN, Chairman

ATTEST: _____
SUSAN J. HOLDER, Clerk



**RESOLUTION OF THE SAMPSON COUNTY BOARD OF COMMISSIONERS
DELEGATING CERTAIN AUTHORITIES TO THE SAMPSON COUNTY HEALTH
DEPARTMENT ADVISORY COMMITTEE AND RESERVING CERTAIN
AUTHORITIES TO THE SAMPSON COUNTY BOARD OF COMMISSIONERS**

WHEREAS, on or about January 8, 2018, the Sampson County Board of Commissioners adopted a Resolution, *inter alia*, assuming direct control the Sampson County Board of Health and creating an Advisory Committee to the Sampson County Department of Health, as authorized by N.C. Gen. Stat. §§ 130A-35, 153A-76, and 153A-77; and

WHEREAS, the Sampson County Board of Commissioners desires in its discretion, to the extent not inconsistent with the North Carolina General Statutes and the North Carolina Administrative Code, to delegate certain duties to an Advisory Committee to the Sampson County Health Department while expressly reserving to itself, sitting in its capacity as the Sampson County Board of Health, certain other duties and powers reserved exclusively to the Sampson County Board of Commissioners by the North Carolina General Statutes and the North Carolina Administrative Code; and

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE SAMPSON COUNTY BOARD OF COMMISSIONERS AS FOLLOWS:

1. That the Advisory Committee previously created pursuant to N.C. Gen. Stat. §§ 130A-35 and 153A-77 by Resolution of the Sampson County Board of Commissioners (hereinafter, the “Board”) dated January 8, 2018 shall be referred to as the Sampson County Health Department Advisory Committee (hereinafter, the “Committee”);

2. That the Board expressly reserves to itself the power to perform the following public health functions:

a. Adopting and enforcing rules necessary to protect and promote the public’s health, including, but not limited to:

- i. Having operating procedures which comply with state law;
- ii. Having access to legal counsel;

- iii. Following the procedures for adopting rules set forth in N.C. Gen. Stat. § 130A-39;
- iv. Evaluating the need for the adoption or amendment of local rules or ordinances;
- b. Adjudicating disputes about local rules or ordinances and the imposition of local fines, and assuring a fair and equitable adjudication process, including, but not limited to following the procedures for adjudications set forth in N.C. Gen. Stat. § 130A-24;
- c. Receiving all training required pursuant to the North Carolina General Statutes and North Carolina Administrative Code;
- d. Assuring the development, implementation, and evaluation of local health services and programs to protect and promote the public's health, including, but not limited to:
 - i. Assuring that a qualified local health director has been appointed in accordance with N.C. Gen. Stat. §§ 130A-40 or 130A-40.1;
 - ii. Approving the policies for the administration of local public health programs;
 - iii. Describing and defining the knowledge, skills, and abilities that must be met by the local health director, consistent with the requirements of N.C. Gen. Stat. § 130A-40;
 - iv. Reviewing and approving the job description of the local health director;
 - v. Conducting an annual performance review of the health director;
 - vi. Approving policies for the recruitment, retention, and workforce development for agency staff;
- e. Participating in the establishment of public health goals and objectives;
- f. Reviewing fiscal reports to assure essential services of public health are being provided in accordance with local, state, and federal requirements;
- g. Annually reviewing and approving the local health department budget and approving local health fees in accordance with N.C. Gen. Stat. § 130A-39(g);

h. Assuring that the proposed local health department budget meets maintenance of effort requirement in the consolidated agreement between the Division of Public Health and local health department;

3. That it is the intention of the Board that the County Manager shall be involved in helping to facilitate as much of the foregoing as is practicable and appropriate; provided, however, that this shall in no abrogate the duty of the Board to exercise those powers and functions required to be exercised by the Board pursuant to the North Carolina General Statutes or the North Carolina Administrative Code;

4. That, notwithstanding the foregoing, it shall be the duty of the Committee to provide information and advice to the Board on all public health matters, regardless of whether the Board must take ultimate action with respect to a particular public health matter;

5. That all those powers and duties not reserved to the Board herein shall be exercised by the Committee so long as the exercise of said power or duty by the Committee is not inconsistent with the North Carolina General Statutes or the North Carolina Administrative Code. Nothing herein shall be construed as delegating upon the Committee any duty or power required to be exercised by the Board pursuant to the North Carolina General Statutes or the North Carolina Administrative Code;

ADOPTED at its regular meeting, the ____ day of April, 2018.

CLARK H. WOOTEN, Chairman

ATTEST: _____
SUSAN J. HOLDER, Clerk

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 3 (d)

Meeting Date:	April 2, 2018	<input type="checkbox"/> Information Only	<input type="checkbox"/> Public Comment
		<input type="checkbox"/> Report/Presentation	<input type="checkbox"/> Closed Session
		<input checked="" type="checkbox"/> Action Item	<input type="checkbox"/> Planning/Zoning
		<input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Water District Issue

SUBJECT: Appointments

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON(S): Vice Chairperson Sue Lee

PURPOSE: To consider appointments to various boards and commissions

APPOINTMENTS REQUESTED/RECOMMENDED:

Sampson Community College Board of Trustees

The Community College has advised that Michael Chestnutt has resigned from his duties on the Board of Trustees and has requested the appointment of a replacement to fill the remainder of his term which expires on June 30, 2019. As a reminder, appointments to the Board of Trustees must comply with the requirements of House Bill 1843, the State Government Ethics Act which mandates that appointees complete the Statement of Economic Interest (SEI) prior to assuming their position on the Board of Trustees.

Town of Faison Planning Board, ETJ Member

The extra-territorial representative on a municipal planning board is appointed by the Board of Commissioners. The Town of Faison has recommended the appointment of Kendrick Faison of 11525 Faison Highway as the ETJ representative on the Faison Planning Board, replacing Nicklaus Bryant, who has asked to be relieved.

SAMPSON COMMUNITY COLLEGE

A member institution of the North Carolina Community College System

POST OFFICE BOX 318
HIGHWAY 24 WEST
CLINTON, NC 28329-0318



Established 1967

Voice (910) 592-8081
Fax (910) 592-8048



March 16, 2018

Mr. Edwin Causey, County Manager
Sampson County Board of Commissioners
406 County Complex Road
Clinton, NC 28328

SUBJECT: Appointment to an Unexpired Term to the Sampson Community College
Board of Trustees

Dear Ed:

Mr. Michael Chestnutt has resigned from his duties on the Sampson Community College (SCC) Board of Trustees. Mr. Chestnutt's term was to expire on June 30, 2019.

Appointments to the SCC Board of Trustees must comply with the requirements of House Bill 1843, the State Government Ethics Act. The Act mandates that individuals must complete the Statement of Economic Interest (SEI) prior to assuming their position on the Board.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Bill Starling
President

pc: Mr. Michael Chestnutt
Ms. Erika Starling, Chair, SCC Board of Trustees
Mr. Clark Wooten, Chairman, Sampson County Board of Commissioners

Town of Faison

110 North East Center Street
Post Office Box 365
Faison, North Carolina 28341-0365



(910) 267-2721
FAX (910) 267-1848

February 27, 2018

Mr. Edwin Causey
Sampson County Manager
406 County Complex Road
Building C, Suite 110
Clinton, NC 28328

Dear Mr. Causey;

Reference: Appointment

I have tentatively appointed Mr. Kendrick Faison, 11525 Faison Hwy, Faison, NC, 28341, to our Town of Faison Planning Board, as a member from our Extra-Territorial Zoning Jurisdiction of the Town of Faison.

According to North Carolina General Statute 160-A362, a member of the Planning Board from Sampson County shall be appointed by the Sampson County Board of County Commissioners.

Mr. Faison will be replacing Mr. Nicklaus Bryant, 11661 Faison Hwy, Faison, NC, who has been a member of our board since June 2012, who has asked to be relieved.

Would you please present this appointment request to the County Board of Commissioners at the earliest opportunity for them to consider and let me know if this appointment is made?

Thanking you in advance, I remain,

Yours truly,

Carolyn Kenyon (Mayor)

Carolyn Kenyon,
Mayor

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4

Meeting Date: April 2, 2018	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input checked="" type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Consent Agenda

DEPARTMENT: Administration/Multiple Departments

ITEM DESCRIPTIONS/ATTACHMENTS:

The following actions would be taken by the Board in their capacity as Board of Commissioners:

- a. Approve the minutes of the March 5, 2018 meeting
- b. Adopt a resolution proclaiming April as Public Health Month
- c. Adopt a resolution proclaiming April as Child Abuse Prevention Month
- d. Approve the request from the Sampson County Library to declare certain withdrawn materials as surplus and authorize disposal pursuant to Records Retention Policy and Materials Selection Policy
- e. Approve a request from the Sampson County Sheriff's Office to surplus a Micro-Uzi submachine gun and authorize transfer to Class III dealer in exchange for semi-auto rifles and accessories
- f. Approve the revised Sampson Area Transportation No-Show Policy
- g. Approve tax refunds and releases as submitted
- h. Approve budget amendments as submitted

The following actions would be taken by the Board in their capacity as the Board of Health:

- i. Receive and accept Annual Communicable Disease Report for 2017
- j. Approve Local Health Services Analysis Policy and Procedure, as recommended by Sampson County Board of Health (now Health Department Advisory Committee)

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, March 5, 2018 in the County Auditorium, 435 Rowan Road in Clinton, North Carolina. Members present: Chairman Clark Wooten, Vice Chairperson Sue Lee, and Commissioners Thaddeus Godwin, Jerol Kivett and Harry Parker.

Chairperson Wooten convened the meeting and recognized Vice Chairperson Lee. She called upon Commissioner Parker for the invocation. Vice Chairperson Lee then led the Pledge Allegiance.

Approval of Agenda

Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Parker, the Board voted unanimously to approve the agenda with the addition of a Closed Session to discuss matters pertaining to the Clinton-Sampson Airport (GS 143-318.11(a)(3)).

Item 1: Planning and Zoning Items

RZ-2-18-1 Planning Director Mary Rose informed the Board that the applicant had withdrawn their application, so no hearing was necessary.

RZ-2-18-2 Chairman Wooten acknowledged Planning Director Mary Rose, who reviewed the findings of fact with regard to a request to rezone approximately 1.76 acres located at 3885 Plainview Highway from R-Residential District to RA-Residential Agriculture District. The Chairman opened the floor for public comment, and none were received. Upon a motion made by Chairman Wooten and seconded by Vice Chairperson Lee, the Board voted unanimously to approve rezoning request RZ-2-18-2, accepting the 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-2-18-2 is consistent with the goals and objectives of the Sampson County Land Use Plan for residential growth due to the fact this area is located within a portion of the County designated as a Residential Growth Area in Section 2 of the Sampson County Land Use Plan (Future Land Use Map). This section further identifies appropriate uses for this area would include primarily residential development.*

Approval of Preliminary Subdivision Plat – Mill Ridge Subdivision Phase 3
Chairman Wooten acknowledged Planning Director Mary Rose, who presented the preliminary subdivision plat to the Board, per the recommendation of the Planning

Board. Upon a motion made by Chairman Wooten and seconded by Commissioner Kivett, the Board voted unanimously to approve the preliminary subdivision plat for Mill Ridge Subdivision Phase 3 as recommended.

Approval of Preliminary Subdivision Plat – Mid Acre Subdivision Chairman Wooten acknowledged Planning Director Mary Rose, who presented the preliminary subdivision plat to the Board, per the recommendation of the Planning Board. Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Godwin, the Board voted unanimously to approve the preliminary subdivision plat for Mid Acre Subdivision as recommended.

Item 2: Reports and Presentations

Request from Sampson County Bar Association to Name the Courthouse Extension Building for W. Douglas Parsons Chairman Wooten acknowledged Tiffany Naylor, President of the Sampson County Bar Association, who presented the Board a resolution adopted unanimously by the Sampson County Bar Association requesting the naming of the Courthouse Extension Building in honor of W. Douglas Parsons. The Honorable Judge William B. Sutton then noted some of the career accomplishments of the late Mr. Parsons and provided comments in support of the resolution. He also stated that the naming of the building would help the public to identify and locate the building. The Board requested that the item be tabled providing opportunity for the matter to be taken under advisement for addition research and deliberation.

Item 3: Action Items

Request to Schedule a Public Hearing Regarding Potential Performance-Based Incentives for Farm Fresh Produce, Inc. Economic Developer John Swope requested that the Board schedule a public hearing regarding the consideration of performance-based incentives for Farm Fresh Produce, Inc. on April 2, 2018. Upon a motion made by Commissioner Kivett and seconded Commissioner Godwin, the Board voted unanimously to schedule a public hearing for the consideration of performance-based incentives for April 2, 2018.

Consideration of Request for Addition of Bent Tree Lane (Bent Tree Subdivision) to the State Maintained Secondary Road System Assistant County Manager Susan Holder presented the Board a Department of Transportation proposed resolution requesting that the Department add Bent Tree Lane to the State secondary road system. Upon a motion made by Chairman Wooten and seconded by Commissioner Kivett, the Board voted unanimously to adopt the Department of Transportation resolution requesting the addition of Bent Tree Lane to the State secondary road system (Copy of resolution filed in Inc. Minute Book ____ Page ____).

Public Hearing – Naming of Private Roads 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 Godwin, the Board voted unanimously to name private roads as follows:

PVT 421TB 1019	Bestwood Lane
PVT 421TB 10196 200	Beech Grove Lane
PVT 1827 2741	Pit Lane

Appointment – SRMC Board of Trustees Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Kivett, the Board voted unanimously to appoint Anne Faircloth to the Sampson Regional Medical Center Board of Trustees, filling the seat left vacant with the death of Jim McGuirt.

Commissioner Kivett requested recusal on the second appointment and the Board approved. Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Godwin, the Board voted (4-0) to appoint Telia Kivett to the Sampson Regional Medical Center Advisory Board.

Appointment – Economic Development Advisory Board Upon a motion made by Vice Chairperson Lee and seconded by Chairman Wooten, the Board voted unanimously to appoint Bryan Griffin to the Economic Development Advisory Board.

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 February 5, 2018 meeting
- b. Approved the renewal of the lease for the McDaniels Container Site between Sampson County and H. J. Carr and Barbara R. Carr d/b/a Rudcar Farms (Copy filed in Inc. Minute Book ____ Page ____).
- c. Approved revisions to the Sampson County Public Library’s Registration and Lending Policy and adopt the new Local History and Genealogy Room Policy (Copies filed in Inc. Minute Book ____, Page ____.)
- d. Approved execution of the applications for Public School Building Capital Funds (NC Education Lottery) for Clinton City and Sampson County Schools (Copies filed in Inc. Minute Book ____, Page ____.)

e. Approved tax refunds and releases as submitted

#8477	Linda Aldridge Fincher	\$112.28
#8436	William Houston Warren	\$193.50
#8416	Jason Whitfield	\$405.76
#8440	Michael Scott McLamb	\$451.93
#8433	Emily Grace Barnes	\$152.05
#8442	Louise Williamson Fann Trustee of the Louise	\$181.23
#8430	David Carroll Knowles	\$134.85
#8473	Francisco Javier Rodriguez	\$202.59
#8476	Wilfredo Padilla	\$173.99
Tax Release	Eduardo Zelaya	\$189.37
Tax Release	Joel Alejandro Mejia	\$250.86
Tax Release	James Robert Williams	\$138.75

f. Approved budget amendments as submitted

<u>EXPENDITURE</u>		<u>Finance</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
05558310	502500	Unallocated funds		\$8,271.00

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
05035832	306312	State grant funds		\$8,271.00

<u>EXPENDITURE</u>		<u>Child Advocacy Center</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
14553400	532100	Telephone & Postage	\$2,000.00	
14553400	544000	Contracted Services	\$25,000.00	
14553400	539500	Employee Training	\$5,000.00	
14553400	526201	Departmental Supplies – Equipment	\$5,000.00	
14553400	526100	Office Supplies	\$2,000.00	
14553400	531100	Travel	\$1,000.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
14535340	403610	DHHS Grant	\$40,000.00	

<u>EXPENDITURE</u>		<u>Finance</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
26659100	581001	Transfer of Funds	\$112,000.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
26031840	412000	Ad Valorem Taxes-Current	\$112,000.00	

<u>EXPENDITURE</u>		<u>Aging</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
2558670	525000	Home Repairs – United Way Construction	\$5,000.00	
<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
02035867	403602	Home Repairs – United Way Funding	\$5,000.00	

County Manager Reports

There were no reports provided.

Item 5: Public Comment Period

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

Closed Session

Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Godwin and seconded by Vice Chairperson Lee, the Board voted unanimously to go into Closed Session pursuant to GS 1434-318.11(a)(3) – Consultation with Attorney. In Closed Session the Board discussed matters related to the acquisition of property at the Clinton-Sampson Airport and the potential legal action related to same. Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Godwin, the Board voted unanimously to come out of Closed Session.

Adjournment

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

Clark H. Wooten, Chairman

Susan J. Holder, Clerk to the Board



**PUBLIC HEALTH MONTH
2018**

WHEREAS, public health measures to control and eliminate infectious diseases, improve environmental sanitation and promote healthy lifestyle practices have been the greatest cause of improved health status and increased life expectancy for North Carolina's residents, such that North Carolinians have an average life expectancy at birth of more than 78 years, and

WHEREAS, public health plays a critical role in eliminating health inequities and preventing chronic diseases and injuries, resulting in improved productivity and decreased health care costs for all North Carolinians; and

WHEREAS, April is generally observed as Public Health Month, and the American Public Health Association particularly encourages the observance of the week of April 2-8 as National Public Health Week; and

WHEREAS, the theme for the 2018 National Public Health Week is *Changing Our Future Together*, emphasizing that where we live, learn, work, worship and play impacts our health and our opportunity to ward off disease and injury and encouraging public and private partnerships to create healthier people, families, communities and, eventually, the healthiest nation; and

WHEREAS, to accomplish this communities, employers, hospitals and health care providers, individuals and families, insurers, legislators and policy makers, schools and child care facilities must work together to identify and develop innovative solutions to health problems facing the people of our County, our State and our Nation, such as mental and behavioral health services, the transmission of communicable diseases, protecting our natural resources, injury and violence prevention, and achieving health equity.

NOW THEREFORE, the Board of County Commissioners of Sampson do hereby proclaim April 2018, as "PUBLIC HEALTH MONTH" in Sampson County, acknowledging that public health is working in our community and urging citizens to seek opportunities to educate themselves on public health matters and engage in partnerships to create healthy communities and a healthy nation.

ADOPTED, this the 2nd day of April, 2018.

Clark H. Wooten, Chairman

Susan J. Holder, Clerk to the Board

NORTH CAROLINA'S
SAMPSON COUNTY

RESOLUTION PROCLAIMING APRIL AS
CHILD ABUSE PREVENTION MONTH IN SAMPSON COUNTY

Whereas, preventing child abuse and neglect is a community responsibility affecting both the current and future quality of life of a community; and

Whereas, child maltreatment occurs when people find themselves in stressful situations, without community resources, and do not know how to cope; and

Whereas, the majority of child abuse cases stem from situations and conditions that are preventable in an engaged and supportive community; and

Whereas, child abuse and neglect not only cause immediate harm to children, but are also proven to increase the likelihood of criminal behavior, substance abuse, health problems such as heart disease and obesity, and risky behavior such as smoking; and

Whereas, all citizens should become involved to provide safe, nurturing environments for children in all areas of their lives - at home, in school, and in the community - offering them the opportunity to grow up to be caring, contributing members of the community; and

Whereas, effective child abuse prevention programs succeed because of partnerships created among citizens, social service agencies, schools, faith communities, civic organizations, law enforcement agencies, and the business community.

Now Therefore, Be it Resolved that the Board of Commissioners of Sampson County do hereby proclaim April as Child Abuse Prevention Month in Sampson County and call upon all citizens, community agencies, faith groups, medical facilities, elected leaders and businesses to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live.

Adopted this 2nd day of April, 2018.

Clark H. Wooten, Chairman

Susan J. Holder, Clerk to the Board

Memo

To: David Clack, Finance Officer
From: Heather Bonney, Library Director
CC: Ed Causey, County Manager
Date: March 21, 2018
Re: Discarded Items Request

I request that I be allowed to withdraw all items that have been weeded from the collections from March 21, 2017, through today (see attached excel spreadsheet) due to disuse, disrepair, or out-of-date / inaccurate information, or due to damage from Hurricane Matthew. These are from the 4 branches and the outreach program.

I also request that Board of Commissioners write off these titles and all items that were donated to the library but not placed into the collection. The library will dispose of them per our Materials Selection Policy through a book sale slated to begin on April 7, 2017, at the JC Holliday Library. All leftover items will be donated to non-profit organizations or recycled.

Thank you.

Full withdrawal list provided as separate document.

JIMMY THORNTON
SHERIFF
SAMPSON COUNTY



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

March 26, 2018

MEMORANDUM

To: David Clack

From: Jimmy Thornton

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

RE: Declaring UZI Surplus and Trading for Rifles

The Sheriff's Office has a Micro-Uzi Submachine gun which was purchased in the 1980's through a grant. The firearm is in pristine condition, however it has not been used due to special training requirements and qualification standards, which make it impractical for our use. The firearm is controlled by Bureau of Alcohol, Tobacco and Firearms regulations, therefore it can only be transferred to another agency or traded to a Class III firearms dealer. We feel that it would be in our best interest to trade the rifle to a Class III dealer in exchange for semi-auto rifles and accessories to issue to road deputies, therefore we request that the weapon be declared surplus so that we may trade it. Thank you in advance for your assistance in this matter.

cc: file

Sampson County Department of Aging
405 County Complex Road
Clinton, NC 28328
(P) 910-592-4653 (F) 910-590-2142

Lorie Sutton, Director

Memorandum

TO: Ed Causey, County Manager
Susan Holder, Assistant County Manager, Clerk to the Board

FROM: Lorie Sutton, Aging/Transportation Director

DATE: March 14, 2018

RE: Revision of "No-Show" Policy

In an effort to make Sampson Area Transportation more efficient, we have revised our No-Show policy. The currently policy states that if a driver arrives at a rider's home and the person does not get on the van to ride, they are considered a no-show. If they receive three (3) no-show's within a 90 day period, they would be suspended from services for 30 days. We have revised this policy to include same day cancellations. Please see the attached.

From July 1, 2017 through February 28, 2018, we have had 8231 rider cancellations that were made on the day of the scheduled trip. This is an average of 34 rider cancellations per day. We are not running as efficiently as we should, by allowing this to continue.

The policy revision, at this time, does not cover Non-Emergency Medicaid Transportation riders. We are expecting possible policy changes from the State very soon, that hinder us from moving forward with including NEMT clients on the same policy. We will be requesting to make policy changes that will include NEMT riders, with certain exceptions, as soon as we get clarification. However, due to the number of cancellations, we feel that moving forward with this portion of the policy change will be a tremendous help to our daily operation.

Please let me know if you have questions or concerns.

Thank you.

/ls

Attachment: Revised No-Show Policy

Sampson Area Transportation

No Show Policy

(FOR GENERAL PUBLIC ONLY)

Sampson Area Transportation is committed to providing safe, efficient, and effective transportation services to all residents of Sampson County. The policy below is written to assist Sampson Area Transportation in fulfilling this commitment. Any questions regarding this policy should be addressed to the Sampson Area Transportation Office Manager by calling (910) 299-0127.

No Show Definition

1. A rider is considered a No Show if they cancel their transportation on the day of their transportation by calling Sampson Area Transportation or by canceling at the door.
2. A rider is also considered a No Show if the driver arrives at the scheduled pick up time and the rider does not come out after the next five minutes.

For example:

1. Jane Doe had transportation for February 2, 2018 and she called Sampson Area Transportation on February 2, 2018 to cancel their transportation. Jane Doe will be marked as a “No Show” for that day.
2. John Doe had a scheduled pick up time of 8:55 AM, the driver arrives at 8:55 AM, and the client does not come out by 9:00 AM. John Doe will be marked as a “No Show” for that day.

Policy

It is the rider’s responsibility to contact Sampson Area Transportation to cancel their transportation before the day of their transportation by 5 PM. Please be advised that the day before for a transportation request on Monday is Friday before 5 PM. If the rider fails to notify Sampson Area Transportation until the day of their transportation, that ride will be marked as a “No Show.” If the rider is marked as a “No Show” three times within a 90-day period, the rider will be suspended for 30 days.

If the client is marked as a “No Show”, all of their transportation for the remainder of the day will be canceled.

Violations

1. First Offense: The rider will be sent a warning letter. They will be advised that they are allowed two more violations until the provided date.
2. Second Offense: The rider will be sent a warning letter. They will be advised that they are allowed one more violation until the provided date.
3. Third Offense: The rider will be sent a suspension notification letter. They will be advised of when the suspension will start and when it will end.

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

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

8492

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 Francisco Javier Rodriguez in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2015</u>	\$ <u>574.75</u>
<u>§</u>	\$ _____
<u>§</u>	\$ _____
<u>§</u>	\$ _____
<u>§</u>	\$ _____
<u>§</u>	\$ _____
TOTAL REFUND	\$ <u>574.75</u>

These taxes were assessed through clerical error as follows.

Bill # 0039817353
PAE 9924
Tag Turned in (Sold)
2015 Chev

G02	County Tax	<u>346.11</u>
S01	School Tax	<u>60.83</u>
	Fire Tax	_____
T02	City Tax	<u>167.81</u>
	TOTAL \$	<u>574.75</u>

Mailing Address.

409 PINEVIEW RD
CLINTON, NC 28328

Yours very truly

[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

8461

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 Gary Michael Hudson in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2017</u>	\$ <u>104.71</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>104.71</u>

These taxes were assessed through clerical error as follows.

Acct# 100395
Bill# 2441
Double billed (vehicle)
See Acct# 30302

God	County Tax	<u>93.39</u>
	School Tax	_____
F13	Fire Tax	<u>11.32</u>
	City Tax	_____
	TOTAL \$	<u>104.71</u>

Mailing Address.

X GARY HUDSON
350 ALVIN ROAD
GODWIN, NC 28344

Yours very truly

X Gary M Hudson
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

8508

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 Bradford Ray Wilkerson in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2018</u>	\$ _____
<u>1</u>	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL REFUND	\$ <u>127.21</u>

These taxes were assessed through clerical error as follows.

*2016 Chev
Vehicle sold, Tax Toned In
Tag # YPN4297*

602 County Tax 127.21
 School Tax _____
 Fire Tax _____
 City Tax _____
 TOTAL \$ 127.21

Mailing Address.

X 350 Club House Dr
Dunn, NC 28334

Yours very truly

Bradford Ray Wilkerson
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

8497

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 Yong Harko in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
2018	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

TOTAL REFUND \$ 274.76

These taxes were assessed through clerical error as follows.

2016 Ford
Vehicle Sold, Tag turned IN
Tag # EEB9274

602	County Tax	<u>165.46</u>
501	School Tax	<u>29.08</u>
	Fire Tax	_____
102	City Tax	<u>80.22</u>
	TOTAL \$	<u>274.76</u>

Mailing Address.

X 1236 Sunset Ave
CLINTON N.C 28328

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

8515

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 Elizabeth Ann Hales in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2011</u>	\$ <u>107.40</u>
§	\$ _____
§	\$ _____
§	\$ _____
§	\$ _____
§	\$ _____
TOTAL REFUND	\$ <u>107.40</u>

These taxes were assessed through clerical error as follows.

Bill # 0027417569
ASP 6483
Tag Turned in (sold)
2011 Hond

C02	County Tax	<u>99.00</u>
	School Tax	_____
F10	Fire Tax	<u>8.40</u>
	City Tax	_____
	TOTAL \$	<u>107.40</u>

Mailing Address.

Elizabeth Hales
56 Beaver Rd
Clinton, NC 28328

Yours very truly

Elizabeth Ann Hales
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

8521

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 Mark Ashley Tatum in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2017</u>	\$ <u>324.92</u>
§	\$ _____
§	\$ _____
§	\$ _____
§	\$ _____
§	\$ _____
TOTAL REFUND	\$ <u>324.92</u>

These taxes were assessed through clerical error as follows.

Bill # 0040594019
TPR 7644
Tag Turn in (Surrender)
New tag 4K9420

G02 County Tax	<u>299.51</u>
School Tax	_____
T-23 Fire Tax	<u>25.41</u>
City Tax	_____
TOTAL \$	<u>324.92</u>

Mailing Address.

1630 Taylor's Bridge Hwy
Clinton, NC 28328

Yours very truly

Mark Ashley Tatum
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

8454

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 James Robert Williams in Plainview Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR		
<u>2010</u>	\$	<u>142.29</u>
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
TOTAL REFUND	\$	<u>142.29</u>

These taxes were assessed through clerical error as follows.

14.1113400-44
all land subdivided and sold
per MB 27/96, 30/52, 42/79

County Tax	<u>124.50 124.99</u>
School Tax	_____
Fire Tax	<u>F07 15.00 15.30</u>
City Tax	_____
TOTAL \$	<u>139.50 142.29</u>

Mailing Address.

James Robert Williams
2980 Huntley School Rd.
Roseboro NC 28382

Yours very truly

James Robert Williams
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

8525

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 About Time Transport LLC in SR Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2016</u>	\$ <u>217.62</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>217.62</u>

These taxes were assessed through clerical error as follows.

Sold Vehicle

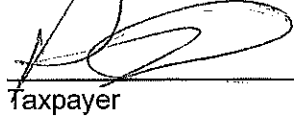
Surrendered Trg, # ZH9593
2015 GMC

Co2	County Tax	<u>116.53</u>
	School Tax	_____
	Fire Tax	_____
To4	City Tax	<u>101.09</u>
	TOTAL \$	<u>217.62</u>

Mailing Address.

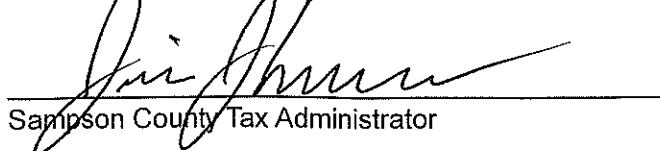
About Time Transport LLC
191 Dockery St
Carland NC 28441

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

8526

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 Iris Dell Johnson & Haywood Johnson in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
2017	\$ 115.83
§	\$
§	\$
§	\$
§	\$
§	\$
TOTAL REFUND	\$ 115.83

These taxes were assessed through clerical error as follows.

Bill # 0041449110
HT6598
~~Tax Turn in (High Mileage)~~
2015 GMC

602 County Tax 115.83
 School Tax _____
 Fire Tax _____
 City Tax _____
 TOTAL \$ 115.83

Mailing Address.

X 191 Dockery St,
Clinton N.C. 28444

Yours very truly

X Haywood Johnson
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

8500

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 Donald Hugh Lamm in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR		
2017	\$	291.66
	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL REFUND	\$	291.66

These taxes were assessed through clerical error as follows.

*Billed twice in error
2015 Carolina Skiff Boat & Motor
Acct # 165373*

Go1 County Tax	204.44	LL 20.44
SO1 School Tax	35.93	LL 3.59
F19 Fire Tax	24.78	LL 2.48
City Tax	_____	_____
TOTAL \$	265.15	/ 265.15

Yours very truly

Taxpayer

Mailing Address.

1687 Old Raleigh Rd.
CLINTON, NC. 28328

Social Security #: _____

RECOMMEND APPROVAL:

Sampson County Tax Administrator

Board Approved _____

Date

Initials

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand a release and adjustment of taxes assessed by Sampson County against the property owned by JAMES CHRISTOPHER MOONEY in LITTLE COHANCE Township, Sampson County, for the year(s) and in the amount(s) of:

Year	<u>2017</u>	\$	<u>555.87</u>
	_____	\$	_____
	_____	\$	_____
	_____	\$	_____
	_____	\$	_____
Total Release/Adjustment		\$	_____

<u>60%</u> County Tax	\$	<u>458.13</u>	LL	<u>45.82</u>
School Tax	\$	_____		
<u>F14</u> Fire Tax	\$	<u>47.20</u>	LL	<u>4.72</u>
City Tax	\$	_____		
Total	\$	<u>555.87</u>		

The taxes were assessed through clerical error or an illegal tax as follows:

2017 Seahunt Boat
VALUED IN ERROR.

Taxpayer:

JAMES CHRISTOPHER MOONEY

Tax Administrator:

JIM JHON

Board Approved:

_____ Date

_____ Initials

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

03/16/18

FROM: COOPERATIVE EXTENSION SERVICE

Date

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 COOPERATIVE EXTENSION budget be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
04449500-529930	MISCELLANEOUS UNITED WAY	3,500.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
04034950-403602	4-H UNITED WAY	3,500.00	

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

SPONSOR AND VENDOR INCOME TO OFFSET COSTS OF SAMPSON AG DAY EVENT

W. A. Cote

(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

3/26, 2018

[Signature]

(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

, 20

[Signature]

(County Manager & Budget Officer)

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

COUNTY OF SAMPSON
BUDGET AMENDMENT

3/20/2018

MEMO:

FROM: MELANIE HARRIS

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 SAMPSON SOIL & WATER Department be amended as follows:

EXPENDITURE


<u>CODE NUMBER</u>	<u>DESCRIPTION (OBJECT OF EXPENDITURE)</u>	<u>INCREASE</u>	<u>DECREASE</u>
28349610 523100	Educational Supplies	800.00	

REVENUE

<u>CODE NUMBER</u>	<u>SOURCE OF REVENUE</u>	<u>INCREASE</u>	<u>DECREASE</u>
28334961 409909	Fund Bal Appropriated State	800.00	

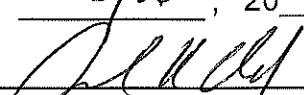
1. Reason (s) for the above request is/are as follows:

Funding to purchase lumber and other materials at Lowe's for building of raised beds for the Roseboro Community Garden Project as approved by the Sampson Soil & Water Board of Supervisors at the February 27th, 2018 Board Meeting.


(Signature of Department Head)

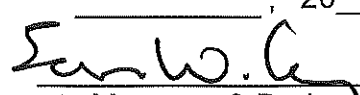
ENDORSEMENT

1. Forwarded, recommending approval/disapproval. 0

3/20, 2018

(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

 , 20

(County Manager & Budget Officer)

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

02/19/18

FROM: COOPERATIVE EXTENSION SERVICE

Date

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 COOPERATIVE EXTENSION budget be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
04449500-531130	TRAVEL	250.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
04034950-403602	MISCELLANEOUS REVENUE	250.00	

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

TO USE SCHOLARSHIP AWARDS EARNED BY SAMPSON YOUTH FOR FUTURE 4-H PROGRAM EVENTS

Eileen A. Cote

(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

2/19, 20 *18*

John H. Hill

(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

, 20

Sam W. C.

(County Manager & Budget Officer)

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

COUNTY OF SAMPSON
BUDGET AMENDMENT

MEMO:

March 9, 2018

FROM: Sarah W. Bradshaw

Date

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 Social Services Department
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
13554810-568414	LIEAP	45,000.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
13535480-403314	LIEAP	45,000.00	

2. Reason(s) for the above request is/are as follows: To record additional LIEAP funding received through reallocation.



(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

3/7/18, 2018



(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____



(County Manager & Budget Officer)

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

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

March 12, 2018

FROM: Lorie Sutton, Director of Aging

Date

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 Aging Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02558810-544005	Family Caregiver Program - Contracted Svcs	\$ 875.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02035881-408401	Family Caregiver Program - Donations	\$ 875.00	

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

Lorie B Sutton

(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval. *D*

3/20, 2018

M. H. C. F.

(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval. *D*

_____, 20____

Sambo. G.

(County Manager & Budget Officer)

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

CLINTON CITY SCHOOLS
BUDGET AMENDMENT

Fund: **STATE**

Budget Amendment: 2

The Clinton City Board of Education at a meeting on the 2nd day of January, 2018, passed the following resolution:

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2018.

SEE ATTACHED LISTING

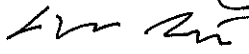
Total appropriation in current budget	\$18,175,219.00
Total increase/decrease of amendment	\$20,795.27
Total appropriation in amended budget	\$18,196,014.27

Passed by majority vote of the Clinton City Board of Education on the 2nd day of January 2018.

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 _____ 2018.



Chairman, Board of Education



Secretary, Board of Education

Chairman, Board of County Commissioners

Secretary, Board of County Commissioners

CLINTON CITY SCHOOLS
BUDGET AMENDMENT

Fund: **STATE**

Budget Amendment: 3

The Clinton City Board of Education at a meeting on the 5th day of March, 2018, passed the following resolution:

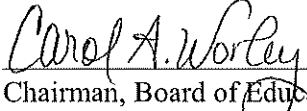
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2018.

SEE ATTACHED LISTING

Total appropriation in current budget	\$18,196,014.27
Total increase/decrease of amendment	\$367,195.01
Total appropriation in amended budget	\$18,563,209.28

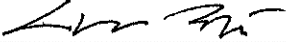
Passed by majority vote of the Clinton City Board of Education on the 5th day of March 2018.

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 _____ 2018.



Chairman, Board of Education

Chairman, Board of County Commissioners



Secretary, Board of Education

Secretary, Board of County Commissioners

CLINTON CITY SCHOOLS
BUDGET AMENDMENT

Fund: **Local**

Budget Amendment: 1

The Clinton City Board of Education at a meeting on the 2nd day of January, 2018, passed the following resolution:

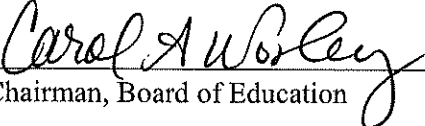
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2018.

SEE ATTACHED LISTING

Total appropriation in current budget	\$6,018,017.00
Total increase/decrease of amendment	\$0.00
Total appropriation in amended budget	\$6,018,017.00

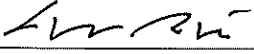
Passed by majority vote of the Clinton City Board of Education on the 2nd day of January 2018.

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 _____ 2018.



Chairman, Board of Education

Chairman, Board of County Commissioners



Secretary, Board of Education

Secretary, Board of County Commissioners

CLINTON CITY SCHOOLS
BUDGET AMENDMENT

Fund: **FEDERAL**

Budget Amendment: 1

The Clinton City Board of Education at a meeting on the 2nd day of January, 2018, passed the following resolution:

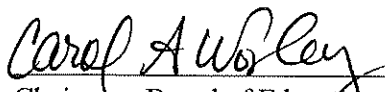
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2018.

SEE ATTACHED LISTING

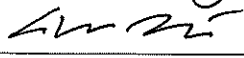
Total appropriation in current budget	\$2,431,517.24
Total increase/decrease of amendment	\$71,329.40
Total appropriation in amended budget	\$2,502,846.64

Passed by majority vote of the Clinton City Board of Education on the 2nd day of January 2018.

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 _____ 2018.



Chairman, Board of Education



Secretary, Board of Education

Chairman, Board of County Commissioners

Secretary, Board of County Commissioners

SAMPSON COUNTY HEALTH DEPARTMENT

Wanda Robinson
Health Director



360 County Complex Road, Suite 200
Clinton NC 28328

To: Ed Causey, County Manager
From: Wanda Robinson, Health Director
Subject: Annual Communicable Disease Report 2017 for the Commissioner's agenda.
Date: March 21, 2018

The North Carolina Administrative Code 10A NCAC 48A 0201 requires the health department to submit an annual Communicable Disease Report to the County Commissioners.

The purpose of this report is to provide local disease incidence and trends for Sampson County. According to this report, Sampson County has had a dramatic increase in reported Acute Hepatitis C (HCV) as a result of the current epidemic of opioid abuse and increased focus on education, screening and treatment. The health department will continue to monitor and provide surveillance for the citizens of the county.

Attached is the Sampson County Health Department annual Communicable Disease Report 2017 for your review. Please feel free to contact me if you have any questions.

Sampson County Health Department
Communicable Disease Report 2017

The Health Department Communicable Disease (CD) Program involves several communicable disease sections that include: Communicable Diseases, such as Rabies or Salmonella; Tuberculosis; Vaccine-Preventable Diseases, such as Pertussis/Whooping Cough; and Sexually Transmitted Diseases, such as HIV or Gonorrhea.

The Communicable Disease (CD) Program staff consists of four nurses that are responsible for the surveillance, reporting, investigation and follow-up of communicable diseases in our county. The CD staff works with medical providers and the public to prevent, manage, and provide treatment for disease cases and their contacts. The staff follows the North Carolina Communicable Disease Branch guidelines and notifies the appropriate authorities as needed regarding specific communicable diseases.

The CD Program staff is required to use NCEDSS, the North Carolina Electronic Disease Surveillance System, which is an electronic data entry system for monitoring, managing and reporting of diseases in Sampson County and throughout the North Carolina. The staff is responsible for monitoring NCEDSS daily to identify and follow-up on any diseases reported through the system.

Sampson County CD Report 2017

Sampson County CD Report 2016

All Communicable Diseases	Totals		All Communicable Diseases	Totals
Communicable Disease			Communicable Disease	
Campylobacter Infection	2		Campylobacter Infection	4
Legionellosis	1		Zika	1
Cryptosporidiosis	2		Hepatitis C- Acute	1
Hepatitis C	78		Hepatitis C	2
Lyme disease	5		Lyme disease	0
Rocky Mountain Spotted Fever	9		Rocky Mountain Spotted Fever	0
Salmonellosis	4		Salmonellosis	18
Haemophilus Influenzae	1		Shigellosis	0
Strep Group A, Invasive	1		Strep Group A, Invasive	1
Staph Aureus (VRSA)	1		Typhoid Fever- Acute	1
Total	104		Total	26
Tuberculosis			Tuberculosis	
TB Disease Cases	2		TB Disease Cases	3
Vaccine-Preventable Disease			Vaccine-Preventable Disease	
Influenza, adult death	1		Influenza, adult death	1
Hepatitis B – Acute	1		Hepatitis B – Acute	1
Hepatitis B - Chronic	4		Hepatitis B - Chronic	0
Hepatitis A	1		Pertussis	0
Total	9		Total	5
Sexually Transmitted Disease			Sexually Transmitted Disease	
AIDS	2		AIDS	2
HIV	7		HIV	10
Chlamydia	270		Chlamydia	294
Gonorrhea	86		Gonorrhea	119
Syphilis	15		Syphilis	6
NGU	13			
Total	393		Total	431
TOTAL	506		TOTAL	462

Hepatitis C: Test, Link, Cure (TLC) Program

North Carolina is experiencing a dramatic increase in reported acute hepatitis C (HCV) infections as a result of the current epidemic of opioid abuse. Between 2010 and 2015, the number of acute cases reported has more than doubled. According to the CDC, the true incidence is likely 10–15 times higher than the incidence of reported cases.

Sampson County Health Department has been selected to be a participant in a new program, “North Carolina Hepatitis C: Test, Link, Cure (TLC)” that was launched by NCDHHS to combat the increasing Hepatitis C epidemic. The program’s specific focus is Hepatitis C screening, testing, prevention education, linkage to care and treatment. Through this program, our county is able to provide free anti-HCV and HCV RNA testing through the state lab. Screening is focused on high-risk populations such as: IV drug users (past and current), people that are HIV positive, and people born during 1945-1965.

In 2017, we have tested approximately 25 patients and of those, 3 have tested positive for Hepatitis C. We will continue to screen as many people as we can in our community to assist in combating this epidemic.

Submitted by Kelly Parrish, PHN Supervisor I.

SAMPSON COUNTY HEALTH DEPARTMENT

Wanda Robinson
Health Director



360 County Complex Road, Suite 200
Clinton NC 28328

To: Ed Causey, County Manager

From: Wanda Robinson, Health Director

Subject: Sampson County Health Department Local Health Services Analysis Policy and Procedure

Date: March 21, 2018

This is being submitted for approval by the County Commissioners. This policy was reviewed and adopted by the Sampson County Board of Health on March 19th 2018.

The purpose of this policy is to assure that the Sampson County Health Department complies with legal requirements for reporting high level clinical service data to the North Carolina Division of Public Health (DPH). This policy details the security measures involved in the reporting process for clinical data exchanged between the NC Division of Public Health-State Center for Health Statistics and Sampson County Health Department.

Attached is the Sampson County Health Department Local Health Department Health Services Analysis Policy and Procedure. Please feel free to contact me if you have any questions.

Sampson County Health Department

Local Health Department

Health Services Analysis

Policy and Procedure

Table of Contents

1. Purpose	3
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4. Acronyms.....	3
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6. Procedure.....	3
7. Responsibilities.....	5
8. Legal Authority.....	5
9. References.....	5

1. PURPOSE:

To assure that Sampson County Health Department (SCHD) complies with legal requirements for reporting high level clinical service data to the NC Division of Public Health (DPH). The policy details the security measures involved in the reporting process for clinical data exchanged between the NC Division of Public Health-State Center for Health Statistics and Sampson County Health Department.

2. POLICY:

It is the policy of SCHD to require the contracted electronic health record (EHR) vendor (CureMD) to capture required data in its electronic health record. SCHD will require its EHR vendor (CureMD) to create a data extract in the format specified by DPH.

3. DEFINITIONS:

- a. Crush FTP: Secure server used by DPH to receive SCHD Batch Information
- b. S-FTP: Access Form sent by DPH

4. ACRONYMS:

- a. DHHS: Department of Health and Human Services
- b. DPH: Department of Public Health
- c. EHR: Electronic Health Record
- d. LHD-HSA: Local Health Department-Health Services Analysis
- e. NC: North Carolina
- f. PII: Protected Health Information
- g. SCHD: Sampson County Health Department

5. RESPONSIBLE PARTIES:

Only personnel authorized by DPH can access the CrushFTP secure server for the transfer of data with DPH.

6. Procedure:

- A. Health Director designates at least two CrushFTP users:
 - i. Tamra Jones, Accounting Specialist I
 - ii. Sandra Morrisey, Accounting Tech I
- B. Each user will
 - i. complete S-FTP Access Request form obtained from DPH;

- ii. comply with the NC DHHS Privacy and Security Policy: Acceptable Use for DHHS Information Systems;
 - iii. complete training provided by DPH;
 - iv. contact CrushFTP support (919-792-5877) or LHD-HSA Help Desk support (919-707-5192)
- C. Passwords for the CRUSH FTP server may never be shared. Users must transfer data to and from the server from the IP address given with approval. If IP address changes, contact CrushFTP support (919-792-5877).
- D. Upload of files to DPH
- i. SCHD uploads its own files to the CrushFTP server,
 - ii. Upload occurs at least every 30 days and follows the suggested upload schedule published by DPH when possible.
- E. Checking email for processed files
- i. Credentialed users check email daily on workdays for notifications that files have been processed.
 - ii. Credentialed users review the file summary.
 - iii. If the processed file(s) are without error, then no further action is needed.
Note: Processed files are automatically moved to “processed” folder on CrushFTP.
- F. Checking server for error reports
- i. If the processed file(s) indicated errors, then user signs on to the CrushFTP server and reviews the error report.
 - ii. The user may download a copy of the error report to a secure folder on a local server designated for LHD-HSA reporting. The error report will contain personally identifiable information (PII).
Note: Error files will be deleted from CrushFTP on a periodic basis by CrushFTP support.
- G. Correcting error reports
- i. Users review the error reports and make corrections.
 - ii. Some errors are technical while others may be clinical in nature.
 - iii. Contact internal users, vendor, or LHD-HSA Help Desk (919-707-5192) as needed to understand and correct errors.
- H. Resubmitting files to DPH
- i. SCHD should re-open files with changes/fixes within 10 business days.
Note: Re-submission of files to correct errors will not create a duplicate in the master data.

The legal rights and responsibilities of patients and health care providers shall apply to records created or maintained in electronic form to the same extent as those rights and responsibilities apply to medical records embodied in paper or other media. This applies to security, confidentiality, accuracy, integrity, access to, and disclosure of medical records.

All electronic health records are maintained in accordance with the SCHD policy on Electronic Health Records and Imaging Policy and Procedure.

7. **RESPONSIBILITIES:** This policy is applicable to all employees of the SCHD, including students, volunteers, temporary, and contractual staff. Supervisors are responsible for monitoring compliance with the policy.

8. **LEGAL AUTHORITY:**

HIPAA Health Insurance and Portability Act of 1996

NCGS § 130A-34.2. Billing of Medicaid.

NCGS § 90-412§. Electronic medical records.

NCGS § 130A-45.8. Confidentiality of patient information.

NCGS § 130A-15. Access to information.

NCGS § 130A-16. Collection and reporting of race and ethnicity data.

9. **REFERENCES:**

Confidentiality Policy & Procedure Manual

Electronic Health Records and Imaging Policy and Procedure Manual

HIPAA Policy & Procedure Manual

Information Security Policy & Procedure Manual

**SAMPSON COUNTY HEALTH DEPARTMENT
Local Health Department-Health Services Analysis (LHD-HSA) Policy & Procedure
Annual/Review/Policy Update Review Form**

Manual: Information Security Manual	<u>Applicable Signatures/Title</u>
Title: Local Health Department-Health Services Analysis (LHD-HSA) Policy	Program Coordinator/Specialist: N/A
Program Policy: N/A	Supervisor: N/A
Program Procedure: N/A	Director of Nursing: N/A
<input checked="" type="checkbox"/> Management/Department-wide Policy	Medical Director: N/A
Personnel/Fiscal Policy	Health Director: Wanda Robinson
Distributed to: All Staff	Board of Health Chair: Dr. Jacqueline Howard
	Effective Date: 04/01/18
	Supersedes:

Review/Revision Date: _____

Board of Health/Chair

Date

Health Director

Date

SAMPSON COUNTY HEALTH DEPARTMENT
Local Health Department-Health Services Analysis (LHD-HSA) Policy & Procedure
Annual Review/Policy Update Staff Review Form

Program Policy: LHD-HSA Policy & Procedure

Review Date: 04/01/18

Name

Date

Name

Date

Name

Date

Name

Date

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Date

SAMPSON COUNTY HEALTH DEPARTMENT
Local Health Department-Health Services Analysis (LHD-HSA) Policy & Procedure Annual
Review/Policy Update Staff Review Form

Program Policy: LHD-HSA Policy & Procedure

Review Date: 04/01/18

Name

Date

Name

Date

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SAMPSON COUNTY HEALTH DEPARTMENT
Local Health Department-Health Services Analysis (LHD-HSA) Policy & Procedure
Annual Review/Policy Update Staff Review Form

Program Policy: LHD-HSA Policy & Procedure

Review Date: 04/01/18

Name

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Date

SAMPSON COUNTY HEALTH DEPARTMENT
Local Health Department-Health Services Analysis (LHD-HSA) Policy & Procedure
Annual Review/Policy Update Staff Review Form

Program Policy: LHD-HSA Policy & Procedure

Review Date: 04/01/18

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Sampson County Health Department
LHD-HSA Policy Review & Revision Form

Annual Review Date	Revision Date	Revision: Name, Location, Page # of Section w/ Revision(s)	Changes Made By	Date Staff Notified

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 or Deputy 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 Commissioners 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.