



**SAMPSON COUNTY  
BOARD OF COMMISSIONERS  
MEETING AGENDA  
January 3, 2022**

- 6:00 pm Convene Regular Meeting (County Auditorium)**  
Invocation and Pledge of Allegiance  
Approve Agenda as Published
- Item 1 Reports and Presentations**
- a. Introduction of New Chamber Executive Director 1
  - b. Presentation of Audit for Fiscal Year Ending June 30, 2021 2
- Item 2 Planning and Zoning Items** 3
- a. Request to Rezone 8.91 Acres (of a 91.6-acre tract) located at 7170 Fayetteville Highway from Residential Agricultural (RA) to Commercial (C) 4 - 18
- Item 3 Action Items**
- a. Approval of Location for Emergency Services/Sheriff Office Storage Facility 19
  - b. Scheduling of February Planning Session Dates 20
  - c. Public Hearing - Naming of Private Road 21 - 23
  - d. Appointments 24 -26
    - LEPC
- Item 4 Consent Agenda** 27
- a. Approve the minutes of the December 6, 2021 meeting 28 - 38
  - b. Approve the updated fire insurance district boundary maps for the Sampson County fire districts 39 - 40
  - c. Declare the service weapon used by retiring officer Louis High (Sig Sauer P226, serial number 47A066299) as surplus and authorize transfer to officer 41
  - d. Authorize execution of the Department of Aging's 2022 application for United Way funding for the Wheelchair Ramp Program (\$30,000) 42 - 73

|               |   |                  |
|---------------|---|------------------|
| <b>Item 4</b> | <b>Consent Agenda, continued</b>  |                  |
|               | e. Authorize execution of the Medical Services Contract between the Sampson County (Sheriff's Office) and Rodney K. Sessoms, MD; Kimberly D. Grigsby-Sessoms, MD; and Incarcerated Medical Services | <b>74 - 82</b>   |
|               | f. Approve a late application for disabled veterans tax exclusion for William Henry Jones, Jr.  | <b>83 - 85</b>   |
|               | g. Approve the tax refunds and releases as submitted  | <b>86 - 117</b>  |
|               | h. Approve budget amendments as submitted   | <b>118 - 124</b> |
| <b>Tab 5</b>  | <b>Board Information</b>  | <b>125</b>       |
|               | a. Invitation - Mid Carolina Regional Council Annual Meeting  | <b>126</b>       |
|               | b. Bladen County Disengagement with Eastpointe LME/MCO  | <b>127 - 129</b> |
| <b>Item 6</b> | <b>County Manager's Reports</b>   |                  |
| <b>Item 7</b> | <b>Public Comment Period</b>  | <b>130 - 131</b> |
|               | <b>Closed Session - GS 143-318.11 (3), Attorney Client Privilege</b>  |                  |
|               | <b>Adjournment</b>  |                  |

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 1 (a)

Meeting Date: January 3, 2022

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

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**SUBJECT:** Introduction of New Chamber Executive Director

**DEPARTMENT:** Governing Body

**PUBLIC HEARING:** No

**CONTACT PERSON(S):** Matt Stone, Clinton-Sampson Chamber Executive Director

**PURPOSE:** To introduce Clinton-Sampson Chamber Executive Director

**ATTACHMENTS:** None

**BACKGROUND:**

The Board will have the opportunity to formally meet the Chamber's newest Executive Director Matt Stone.

**RECOMMENDED ACTION OR MOTION:**

No action necessary

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 1 (b)

|                               |                                     |                     |                          |                      |
|-------------------------------|-------------------------------------|---------------------|--------------------------|----------------------|
| Meeting Date: January 3, 2022 | <input type="checkbox"/>            | Information Only    | <input type="checkbox"/> | Public Comment       |
|                               | <input type="checkbox"/>            | Report/Presentation | <input type="checkbox"/> | Closed Session       |
|                               | <input checked="" type="checkbox"/> | Action Item         | <input type="checkbox"/> | Planning/Zoning      |
|                               | <input type="checkbox"/>            | Consent Agenda      | <input type="checkbox"/> | Water District Issue |
|                               | <input type="checkbox"/>            |                     | <input type="checkbox"/> |                      |

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**SUBJECT:** Presentation of the Audit for Fiscal Year Ending June 30, 2021

**DEPARTMENT:** Finance

**PUBLIC HEARING:** No

**CONTACT PERSON(S):** David Clack, Finance Officer  
Wade Greene, W. Green, PLLC

**PURPOSE:** To consider approval of audit for fiscal year ending June 30, 2021

**ATTACHMENTS:** Audit to be provided as a separate document

**BACKGROUND:**

Wade Green of W. Green, PLLC will present the Board with the audit for fiscal year ending June 30, 2021. The audit must be submitted to the Local Government Commission for final approval.

**RECOMMENDED ACTION OR MOTION:**

Accept and approve the audit subject to submission and subsequent approval by the Local Government Commission

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 2 (a)

|                               |   |   |
|-------------------------------|---|---|
| Meeting Date: January 3, 2022 | <input type="checkbox"/> Information Only<br><input type="checkbox"/> Report/Presentation<br><input checked="" type="checkbox"/> Action Item<br><input type="checkbox"/> Consent Agenda | <input checked="" type="checkbox"/> Public Comment<br><input type="checkbox"/> Closed Session<br><input checked="" type="checkbox"/> Planning/Zoning<br><input type="checkbox"/> Water District Issue |
|-------------------------------|---|---|

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**SUBJECT:** Planning Issues

**DEPARTMENT:** Sampson County Planning & Zoning

**PUBLIC HEARING:** Yes

**CONTACT PERSON:** Austin Brinkley, Senior Planner

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

**ATTACHMENTS:** Planning Staff Reports/Memoranda; Minutes; Resolutions; Maps

**BACKGROUND:**

Request to Rezone 8.91 Acres (of a 91.6-acre tract) located at 7170 Fayetteville Highway from Residential Agricultural (RA) to Commercial (C)) The Chairperson should open the public hearing and call upon Senior Planner Austin Brinkley to review a recommendation by the Planning Board to rezone 8.91 acres of a 91.6-acre tract from Residential Agricultural to Commercial. The Planning Board voted unanimously to recommend approval of the rezoning request, finding the rezoning to be consistent with the land use plan. The Sampson County Planning Board found the proposed rezoning to be consistent with the Residential Growth Land Use designation and to positively align with the main purpose and intent of such designation. The Planning Board found that the rezoning request is reasonable and in best public interest and recommends approval to the Sampson County Board of Commissioners.

**RECOMMENDED ACTION OR MOTION:**

Approve, by resolution, the proposed rezoning of 8.91 acres of a 91.6-acre tract from Residential Agricultural to Commercial and adopt the following zoning consistency statement: *The Sampson County Board of Commissioners finds the proposed rezoning to be consistent with the Residential Growth Land Use designation and to positively align with the main purpose and intent of such designation. The Sampson County Board of Commissioners finds that the rezoning request is reasonable and votes to approve the rezoning request. The Sampson County Board of Commissioners also finds the proposed rezoning to be consistent with the land use plan.*

# *Sampson County Inspections & Planning Department*

405 County Complex Rd. STE 110  
Clinton, North Carolina 28328  
(910) 592-0146 (T) (910) 596-0773 (F)



To: Ed Causey, County Manager  
Susan Holder, Assistant County Manager

From: Austin Brinkley, Senior Planner, CZO, CFM

Subject: January 3, 2022, Board of Commissioners Meeting

Date: December 16, 2021

## **EARL TEW ESTATE REZONING (RESIDENTIAL AGRICULTURAL TO COMMERCIAL)**

The proposed **EARL TEW ESTATE REZONING** for a portion of Tax Parcel 02100032001 was reviewed by the Sampson County Planning Board at their December 13, 2021, meeting. Austin Brinkley, Senior Planner, provided an overview of the proposed rezoning, which is a proposal to rezone 8.91 acres of a 91.6-acre tract from being Residential Agricultural (RA) to a Commercial (C) Zoning District. The Zaremba Group, LLC has applied for this rezoning. The property is under the ownership of the Earl Tew Estate. The parcel is served by County water and individual septic. The Sampson County Land Use Plan classifies the parcel as being within the Residential Growth Land Use Category.

The Planning Board voted 5-0 to recommend approval of the rezoning request. The recommendation for approval is based off the Planning Board's decision that the proposed rezoning is consistent with the land use plan. The Sampson County Planning Board found the proposed rezoning to be consistent with the Residential Growth Land Use designation and to positively align with the main purpose and intent of such designation. The Planning Board found that the rezoning request is reasonable and in best public interest and recommends approval to the Sampson County Board of Commissioners.

**SAMPSON COUNTY BOARD OF COMMISSIONERS  
EARL TEW ESTATE REZONING  
WORKSHEET**

Pursuant to NCGS 160D-605 (a), when the Governing Board is adopting or rejecting any zoning text or map amendment, the governing board shall approve a brief statement describing whether its action is consistent or inconsistent with an adopted comprehensive plan (Sampson County Land Use Plan).

**Consistency Statement:** The Sampson County Board of Commissioners finds the proposed rezoning to be consistent with the Residential Growth Land Use designation and to positively align with the main purpose and intent of such designation. The Sampson County Board of Commissioners finds that the rezoning request is reasonable and votes to approve the rezoning request. The Sampson County Board of Commissioners also finds the proposed rezoning to be consistent with the land use plan.

Voting Record:

Yes \_\_\_\_\_ No \_\_\_\_\_

**Inconsistency Statement:** The Sampson County Board of Commissioners finds the proposed rezoning to be inconsistent with the Residential Growth Land Use designation and finds that this rezoning, if executed, would have a negative impact on the public. The Sampson County Board of Commissioners deems this proposed rezoning to not be appropriate and does not vote to approve. The Sampson County Board of Commissioners also finds the proposed rezoning to be inconsistent with the land use plan.

Voting Record:

Yes \_\_\_\_\_ No \_\_\_\_\_

# Earl Tew Estate Rezoning Request STAFF REPORT

Sampson County Planning & Zoning

R21-04

## REQUEST SUMMARY

**Application Number:** R21-04

**Property Location:** 7170 Fayetteville Hwy

**Request:** Rezone portion of parcel from the Residential Agricultural (RA) Zoning District to the Commercial (C) Zoning District.

**Acreage:** 8.91 acres, parent parcel 91.6 acres

**Applicant:** Mark Zawadski for Zaremba Group, LLC

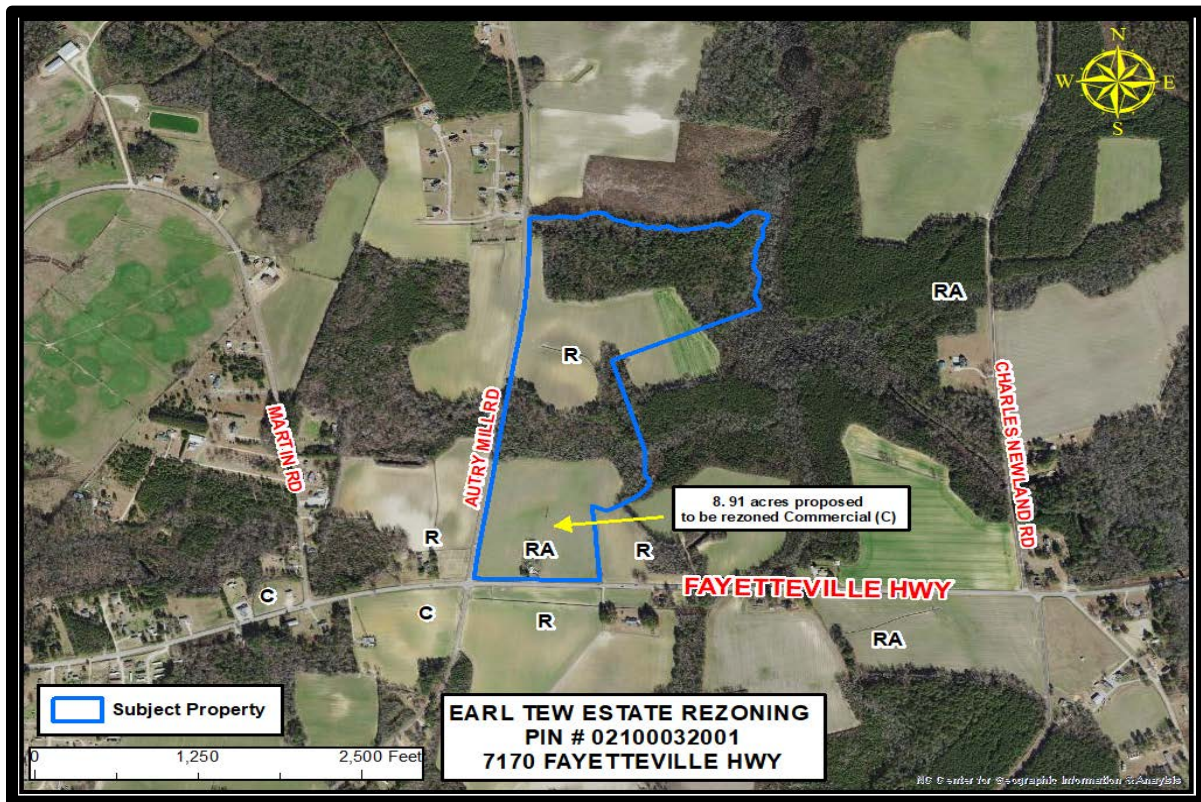
**Existing Land Use:** Single Family Dwelling/Agriculture

**Property Owner:** Earl Tew Estate

**Current Zoning:** Residential Agricultural (RA)

**Tax Map Number:** 02100032001

**Proposed Zoning:** Commercial (C)



## STAFF RECOMMENDATION

Staff recommends approval of the rezoning request based on the fact that this parcel is adjacent to a parcel zoned Commercial, as well as the parcel has frontage on Fayetteville Hwy,



# Earl Tew Estate Rezoning Request

## STAFF REPORT

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which is a major highway within the County. The Commercial (C) Zoning District desires properties to have appropriate traffic access to conduct business.

### **COMPATIBILITY WITH ADOPTED PLANS**

The Sampson County Land Use Plan classifies this site as being within the Residential Growth land use designation.

The Residential Growth Area is identified as being an area that has a greater potential for development.

Appropriate land uses would include primarily residential development consisting of single-family home sites, residential subdivisions, and manufactured home parks. Limited public, institutional, office, and commercial uses meeting locational criteria could also be expected. Locational criteria for non-residential uses include frontage and access to a major state highway or secondary road, proximity to similar uses and spatial separation from non-compatible uses such as existing residential development. Land uses are preferred to develop with public water and with or without public sewer.

The types of uses allowed in the Commercial (C) Zoning District align with the criteria set forth in the Residential Growth Land Use Category description. This proposed rezoning would be consistent with the Sampson County Land Use Plan due to the parcel fronting on Fayetteville Hwy, there is also an adjacent parcel that is zoned Commercial.

### **SYNOPSIS OF SITE AND SURROUNDING INFRASTRUCTURE**

The subject property is currently being utilized as an agricultural field with one single family dwelling present. The area proposed to be rezoned contains 8.91 acres and has direct frontage on Fayetteville Hwy and Autry Mill Rd. The use of adjacent properties are as follows; the parcels to the west are being used as a residential site and agricultural fields, the parcel to the east is being used as agricultural property, the adjacent northern and southern parcels are vacant and being utilized as agricultural/forestry land. The immediate surrounding properties are located in the Commercial, Residential, and Residential Agricultural Zoning District's. There is a property located in the Commercial (C) Zoning District located diagonally across from the intersection of Fayetteville Hwy and Autry Mill Rd.

### **Environmental Site Conditions**

- **Flood** – The portion of this parcel proposed to be rezoned is not located within the regulated floodplain.

# Earl Tew Estate Rezoning Request

## STAFF REPORT

- **Wetlands** – Wetlands are not show on the surveyed site plan.

### Fire Service Protection

Fire service at the site is provided by the Clement Volunteer Fire Department.

### Surrounding Zoning and Land Use

- North – Residential (R) Zoning District
- South – Residential (R) Zoning District
- East – Residential (R) Zoning District
- West – Residential (R) Zoning District

### Water & Sewer Utilities

- The property is served by County water and individual septic

### Traffic Impacts & AADT

| Traffic Count Year | Road Name        | Average Trips per day (ATD) – Actual | Capacity (ATD) |
|--------------------|------------------|--------------------------------------|----------------|
| 2019               | Fayetteville Hwy | 5,200                                | 19,200         |

The uses allowed in the Commercial (C) Zoning District have the potential to generate a moderate to significant increase in traffic. The ATD are well below the design capacity for Fayetteville Hwy, therefore any increase should not be significant enough to jeopardize the maximum capacity of Fayetteville Hwy.

### District Schools

- Midway Elementary School
- Midway Middle School
- Midway High School

# Earl Tew Estate Rezoning Request

## STAFF REPORT

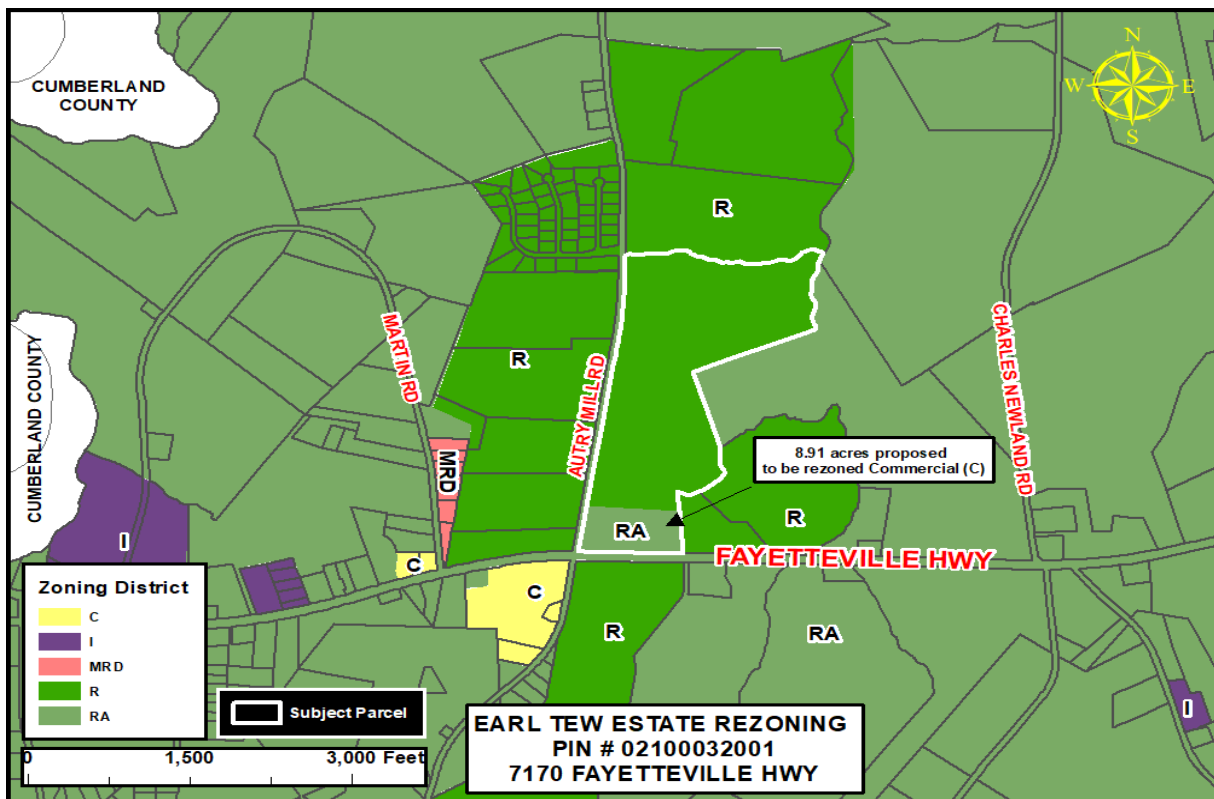
### ZONING DISTRICT COMPARISON – Residential Agricultural (RA) to Commercial (C)

The subject property is currently located in the Residential Agricultural (RA) Zoning District.

The purpose of the Residential Agricultural (RA) Zoning District is to provide an environment for residential use at densities that correspond with the available services and general farming operations as defined herein. It is intended to protect the agricultural sections of the community from an increase of urban density development that would make the land less suitable for farms and to protect residential development that is primarily dependent on private wells and septic tanks to insure a safe and healthy living environment. In addition, some uses that are necessary in a rural environment, which are nonresidential in nature may be permitted as a special requirement or by special use.

The subject property is proposed to be zoned Commercial (C).

The purpose of the Commercial (C) Zoning District is to accommodate commercial uses that are essential services that a community needs. It is important that each commercial district be located with appropriate traffic access and proper infrastructure to conduct business. Commercial business should not be detrimental to the public health safety or general welfare.



# Earl Tew Estate Rezoning Request

## STAFF REPORT

### ZONING COMPARISON TABLE

| Residential Agricultural (RA)  | Commercial (C)  |
|--|---|
| <p>10,000 sq ft minimum lot size (public water &amp; sewer available)</p> <p>25,000 sq ft minimum lot size (public water w/ no sewer available)</p> <p>30,000 sq ft minimum lot size (no public water &amp; no public sewer)</p> <p>For multi-family development there shall be no more than 6 units per acre</p>  | <p>40,000 sq ft minimum lot size</p> <p>For multi-family development there shall be no more than 6 units per acre</p>   |
| <p style="text-align: center;"><b>PERMITTED USES</b></p> <ul style="list-style-type: none"> <li>*Restaurant</li> <li>**Brewery/Distillery/Winery</li> <li>*Farm Equipment Sales</li> <li>Barber &amp; Beauty Shop</li> <li>**Convenience Store/Gas Station</li> <li>Volunteer Fire Station</li> <li>*Public Fishing Lake/Pond</li> <li>*Church</li> </ul> <p style="text-align: center;"><b>Residential Uses</b></p> <ul style="list-style-type: none"> <li>Single-Family Dwelling</li> <li>Manufactured Home</li> <li>Modular Home</li> <li>*Dwelling Multi-Family</li> </ul> <p style="text-align: center;"><b>(THIS IS NOT A COMPLETE LIST OF USES, JUST AN OVERVIEW OF CERTAIN TYPES)</b></p> <ul style="list-style-type: none"> <li>*Special Requirements</li> <li>**Special Use</li> </ul> | <p style="text-align: center;"><b>PERMITTED USES</b></p> <ul style="list-style-type: none"> <li>Government Buildings</li> <li>Child Care Center</li> <li>**Weapons Range</li> <li>Baseball Hitting Facility</li> <li>Zoo</li> <li>Hotel/Motel</li> <li>Farm Equipment Sales</li> <li>Convenience Store/Gas Station</li> <li>Grocery Store</li> <li>Tobacco Shop</li> </ul> <p style="text-align: center;"><b>Residential Uses</b></p> <ul style="list-style-type: none"> <li>*Single-Family Dwelling</li> <li>*Dwelling Multi-Family</li> <li>Manufactured Home Park</li> </ul> <p style="text-align: center;"><b>(THIS IS NOT A COMPLETE LIST OF USES, JUST AN OVERVIEW OF CERTAIN TYPES)</b></p> <ul style="list-style-type: none"> <li>*Special Requirements</li> <li>**Special Use</li> </ul> |

# Earl Tew Estate Rezoning Request

## STAFF REPORT

Sampson County Planning & Zoning

R21-04

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### ATTACHMENT 1

#### ORDINANCE REZONING PROPERTY FROM RESIDENTIAL AGRICULTURAL (RA) TO COMMERCIAL (C)

WHEREAS, Zaremba Group, LLC., has submitted a petition to rezone an 8.91-acre portion of Tax Parcel 02100032001 from Residential Agricultural (RA) to Commercial (C); and,

WHEREAS, The Sampson County Land Use Plan places the proposed rezoning area in the Residential Growth category, and,

WHEREAS, The Residential Growth category is identified as being an area that has a greater potential for development, and calls for commercial uses meeting locational criteria, locational criteria includes frontage on a major state highway; and,

WHEREAS, The Commercial (C) Zoning District identifies that each commercial district be located with appropriate traffic access and proper infrastructure to conduct business; and,

WHEREAS, The types of uses allowed in the Commercial (C) Zoning District align with the main purpose and intent of the Residential Growth Land Use Category; and,

WHEREAS, the proposed Rezoning is therefore considered reasonable and in the public interest.

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS THAT:

- A. A. The Official Zoning Map is hereby amended to classify the 8.91-acre portion of the property known as Tax Parcel 02100032001 as Commercial (C).
- B. The above amendment is effective upon the adoption of this Ordinance. Adopted this 3<sup>rd</sup> day of January 2022.

SAMPSON COUNTY  
BOARD OF COMMISSIONERS

ATTEST:

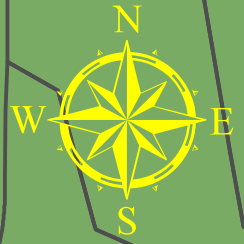
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Susan J. Holder, Clerk to the Board

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Sue Lee, Chairman

CUMBERLAND COUNTY



CUMBERLAND COUNTY

MARTIN RD

AUTRY MILL RD

CHARLES NEWLAND RD

R

R

8.91 acres proposed to be rezoned Commercial (C)

MRD

RA

R

FAYETTEVILLE HWY

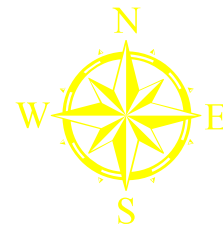
Zoning District

- C
- I
- MRD
- R
- RA

Subject Parcel

0 1,500 3,000 Feet

**EARL TEW ESTATE REZONING**  
PIN # 02100032001  
7170 FAYETTEVILLE HWY



MARTIN RD

AUTRY MILL RD

CHARLES NEWLAND RD

8.91 acres proposed to be rezoned Commercial (C)

FAYETTEVILLE HWY

C

R

RA

R


C

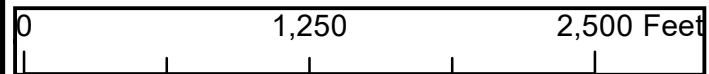
R

RA

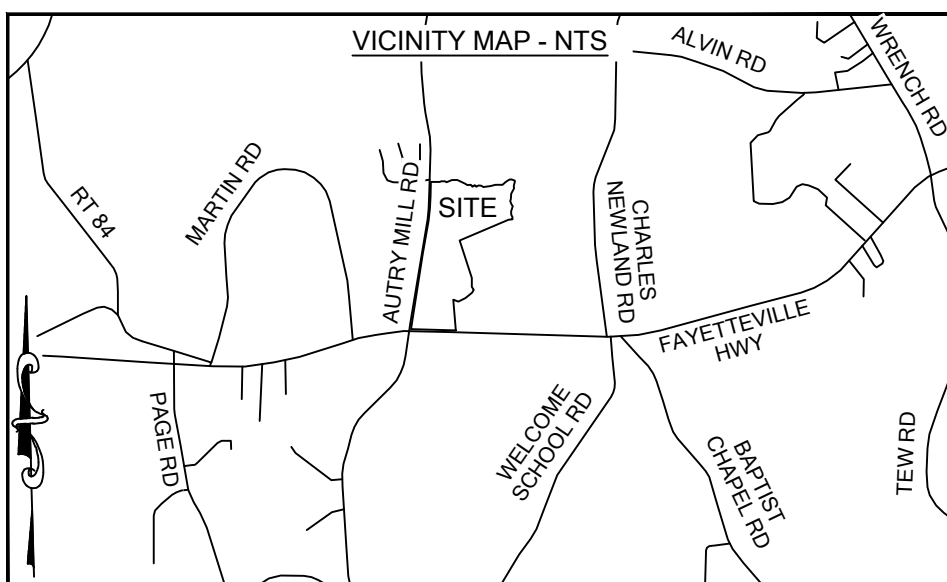
R

RA

 Subject Property



**EARL TEW ESTATE REZONING**  
**PIN # 02100032001**  
**7170 FAYETTEVILLE HWY**



- NOTES:**
1. THIS SURVEY WAS PREPARED BY BATEMAN CIVIL SURVEY CO., UNDER THE SUPERVISION OF STEVEN P. CARSON, PLS.
  2. PROPERTY LINES SHOWN WERE TAKEN FROM EXISTING FIELD EVIDENCE, EXISTING DEEDS AND PLATS OF PUBLIC RECORD, AND INFORMATION SUPPLIED TO THE SURVEYOR BY THE CLIENT
  3. ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES AND ALL BEARINGS ARE NORTH CAROLINA STATE PLANE COORDINATE SYSTEM UNLESS OTHERWISE SHOWN.
  4. THIS MAP IS NOT FOR RECORDATION AND SHOULD BE REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS
  5. THE BASIS OF ALL EASEMENTS, RIGHTS-OF-WAYS, BUFFERS, SETBACKS AND ADJOINERS, ETC. REFERENCED IN TITLE BLOCK
  6. NO INVESTIGATION INTO THE EXISTENCE OF JURISDICTIONAL WETLANDS OR RIPARIAN BUFFERS PERFORMED BY THIS FIRM.
  7. SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE OR ANY OTHER FACTS THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE.
  8. THE PROPERTY LIES IN ZONES "AE" AND "X" PER NATIONAL FLOOD INSURANCE PROGRAM FLOOD INSURANCE RATE MAP COMMUNITY NUMBER 3720150000J DATED JANUARY 05, 2007.
  9. ZONING IS RA PER SAMPSON COUNTY GIS.
  10. AREAS COMPUTED BY COORDINATE METHOD.
  11. NO CEMETERIES OR GRAVES WERE OBSERVED AS A RESULT OF THIS SURVEY.
  12. NO ENCROACHMENTS WERE OBSERVED AT TIME OF SURVEY

- LEGEND**
- R/W = RIGHT OF WAY
  - ⊙ = COMPUTED POINT
  - = PROPERTY CORNER FOUND
  - ⊙ = PROPERTY CORNER SET
  - ⊙ = IRON REBAR FOUND
  - ⊙ = IRON PIPE FOUND
  - ⊙ = IRON PIPE SET
  - ⊙ = PK NAIL SET
  - ⊙ = CABLE PEDESTAL
  - ⊙ = TELEPHONE PEDESTAL
  - ⊙ = LIGHT POLE
  - ⊙ = UTILITY POLE
  - ⊙ = GUY ANCHOR
  - ⊙ = WATER METER
  - ⊙ = FIRE HYDRANT
  - ⊙ = UTILITY VALVE
  - ⊙ = UTILITY HANDHOLE
  - OHE — = OVERHEAD UTILITY LINE
  - UGL — = UNDERGROUND FIBER LINE
  - UGL — = UNDERGROUND TELEPHONE LINE
  - UGL — = UNDERGROUND WATER LINE
  - ▨ = BOUNDARY OVERLAP AREA



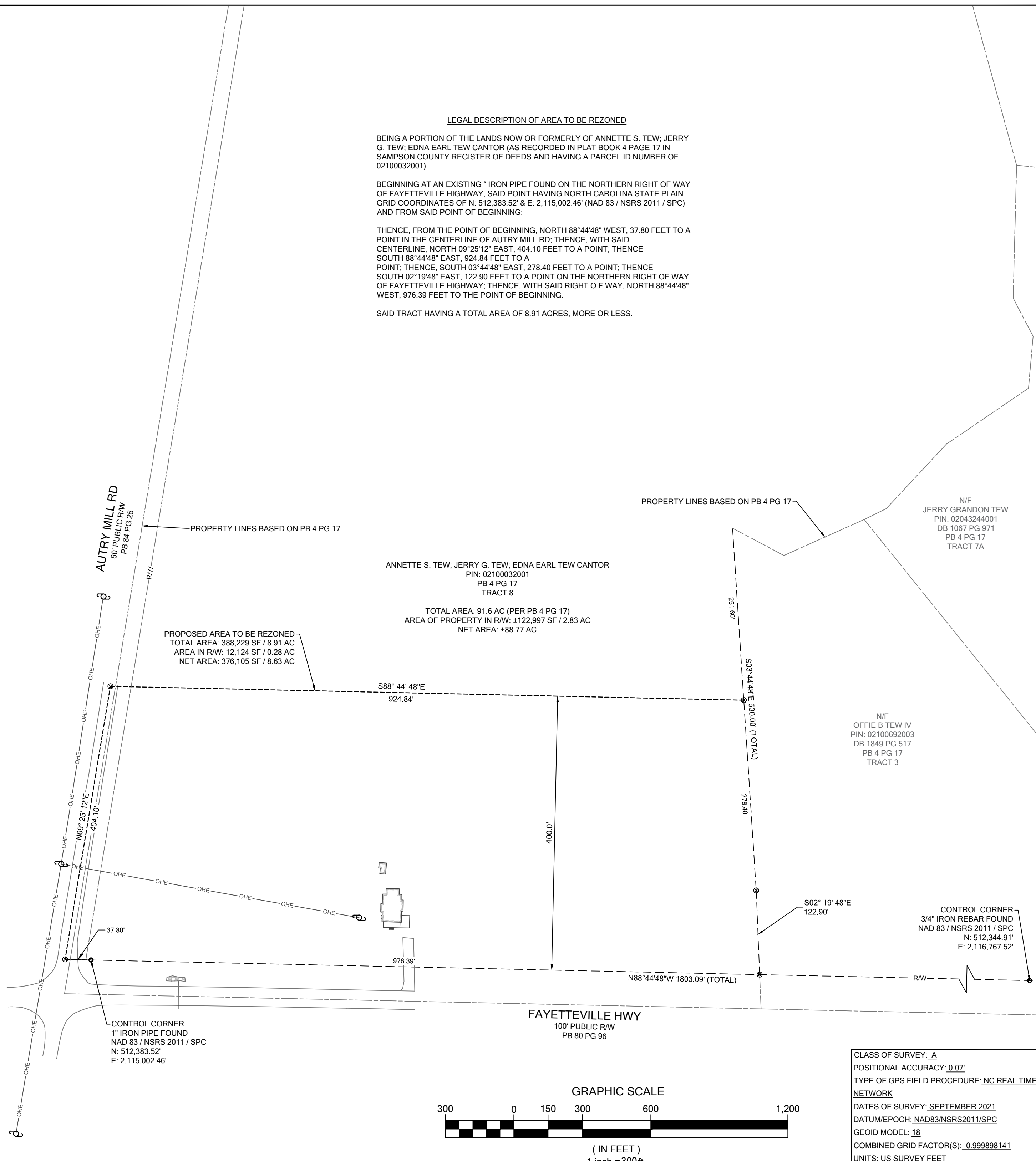
THIS MAP IS CONSIDERED PRELIMINARY, NOT FOR RECORDATION, CONVEYANCE OR SALES UNLESS SIGNED AND SEALED BY THE LICENSED SURVEYOR.

I, STEVEN P. CARSON, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DESCRIPTION RECORDED IN PLAT BOOK 4 PAGE 17); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND AS SHOWN HERE ON; THAT THE RATIO OF PRECISION AS CALCULATED IS 1: 10,000 + ; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS DAY OF \_\_\_\_\_, A.D., 2021.

I, FURTHER THAT IN ACCORDANCE WITH G.S. 47-30-F-11-C-1; CERTIFY THAT THE SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF \_\_\_\_\_ OR ONE OR MORE EXISTING EASEMENTS AND DOES NOT CREATE A \_\_\_\_\_ SET OR CHANGE AN EXISTING STREET. FOR THE PURPOSES OF THIS \_\_\_\_\_, AN "EXISTING PARCEL" OR "EXISTING EASEMENT" IS AN AREA DESCRIBED IN A SINGLE, LEGAL DESCRIPTION OR LEGALLY RECORDED \_\_\_\_\_, OR A \_\_\_\_\_ THAT HAS BEEN OR MAY BE LEGALLY CONVEYED TO A NEW \_\_\_\_\_ DEED IN ITS EXISTING CONFIGURATION.

STEVEN P. CARSON, PLS  
NC LICENSE NO. 4752

**PRELIMINARY**



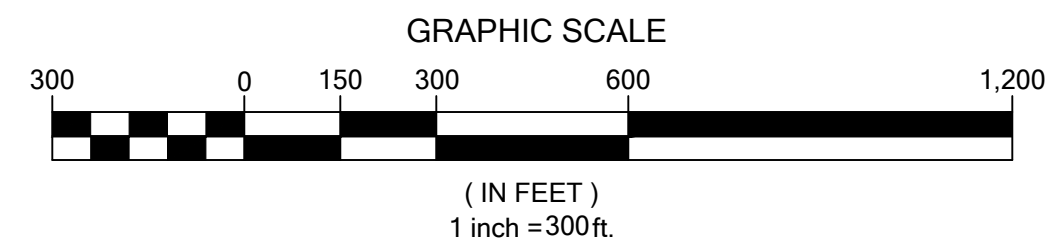
**LEGAL DESCRIPTION OF AREA TO BE REZONED**

BEING A PORTION OF THE LANDS NOW OR FORMERLY OF ANNETTE S. TEW; JERRY G. TEW; EDNA EARL TEW CANTOR (AS RECORDED IN PLAT BOOK 4 PAGE 17 IN SAMPSON COUNTY REGISTER OF DEEDS AND HAVING A PARCEL ID NUMBER OF 02100032001)

BEGINNING AT AN EXISTING " IRON PIPE FOUND ON THE NORTHERN RIGHT OF WAY OF FAYETTEVILLE HIGHWAY, SAID POINT HAVING NORTH CAROLINA STATE PLAIN GRID COORDINATES OF N: 512,383.52' & E: 2,115,002.46' (NAD 83 / NSRS 2011 / SPC) AND FROM SAID POINT OF BEGINNING:

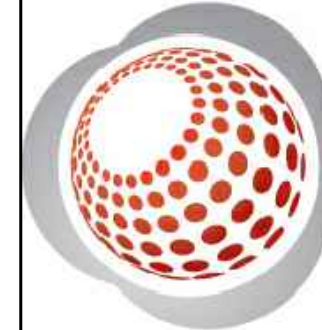
THENCE, FROM THE POINT OF BEGINNING, NORTH 88°44'48" WEST, 37.80 FEET TO A POINT IN THE CENTERLINE OF AUTRY MILL RD; THENCE, WITH SAID CENTERLINE, NORTH 09°25'12" EAST, 404.10 FEET TO A POINT; THENCE SOUTH 88°44'48" EAST, 924.84 FEET TO A POINT; THENCE, SOUTH 03°44'48" EAST, 278.40 FEET TO A POINT; THENCE SOUTH 02°19'48" EAST, 122.90 FEET TO A POINT ON THE NORTHERN RIGHT OF WAY OF FAYETTEVILLE HIGHWAY; THENCE, WITH SAID RIGHT OF WAY, NORTH 88°44'48" WEST, 976.39 FEET TO THE POINT OF BEGINNING.

SAID TRACT HAVING A TOTAL AREA OF 8.91 ACRES, MORE OR LESS.



CLASS OF SURVEY: A  
POSITIONAL ACCURACY: 0.07'  
TYPE OF GPS FIELD PROCEDURE: NC REAL TIME NETWORK  
DATES OF SURVEY: SEPTEMBER 2021  
DATUM/EPOCH: NAD83/NSRS2011/SPC  
GEOID MODEL: 18  
COMBINED GRID FACTOR(S): 0.999898141  
UNITS: US SURVEY FEET

**BATEMAN CIVIL SURVEY COMPANY**  
ENGINEERS • SURVEYORS • PLANNERS  
2524 RELIANCE AVENUE, APEX, NC 27539  
PHONE: (919) 577-1080 FAX: (919) 577-1081  
INFO@BATEMANCIVILSURVEY.COM  
NCBELS FIRM# C-2378



**ALTA / NSPS LAND TITLE SURVEY**  
EXCLUSIVELY FOR ZAREMBA GROUP  
AS RECORDED IN PLAT BOOK 4 PAGE 17  
7170 FAYETTEVILLE HWY, GODWIN, NC  
MINGO TOWNSHIP - SAMPSON COUNTY - NORTH CAROLINA

| REVISIONS |  |
|-----------|--|
| 1.        |  |
| 2.        |  |
| 3.        |  |
| 4.        |  |
| 5.        |  |

|              |            |
|--------------|------------|
| DESIGNED BY: | N/A        |
| DRAWN BY:    | ELS        |
| CHECKED BY:  | SPC        |
| SCALE:       | 1" = 300'  |
| DATE:        | 10/04/2021 |
| DRAWING #:   | 210656     |
| SHEET 1 OF 3 |            |



# Sampson County Planning Department

405 County Complex Rd. STE 110  
Clinton, North Carolina 28328  
(910) 592-0146 (T) (910) 596-0773 (F)



## Minutes of the Sampson County Planning Board

| <u>Meeting Date</u> | <u>Members Present</u>                                       | <u>Members Absent</u> |
|---------------------|--|-----------------------|
| December 13, 2021   | Marilyn Brooks<br>Jay Darden<br>Gail Gainey<br>Jason Tyndall | Houston Crumpler, III |

County Attorney Joel Starling, Senior Planner Austin Brinkley, and Planner Michelle Lance were also present.

Marilyn Brooks gave the invocation and Vice Chairman Jay Darden led the Pledge of Allegiance. Due to the absence of Houston Crumpler, III, Vice Chairman Jay Darden acted as Chair and presided over the meeting.

### Minutes Approved

Vice Chairman Darden asked the Board to review the minutes of the November 8, 2021, meeting. Marilyn Brooks made a motion that the minutes be approved as presented. The motion was seconded by Jason Tyndall.

Ayes: Unanimous

### New Business

#### Earl Tew Estate Rezoning

**R21-04**

**General Information:** Rezone 8.91 acres out of a 91.6-acre tract, Sampson County water is available, individual septic.  
**Location:** 02100032001  
**Owner:** Earl Tew Estate  
**Applicant:** Mark Zawadski for Zaremba Group, LLC  
**Current Zoning District:** Residential Agricultural (RA)  
**Proposed Zoning District:** Commercial (C)  
**Land Use Plan:** Residential Growth

Senior Planner, Austin Brinkley, presented a rezoning request submitted by Mark Zawadski for Zaremba Group, LLC to rezone 8.91 acres of a 91.6-acre tract from the Residential Agricultural (RA) Zoning District to the Commercial (C) Zoning District. Mr. Brinkley provided a brief synopsis of the site and surrounding infrastructure by informing the Board that the subject property has direct frontage on Fayetteville Hwy and Autry Mill Rd. and that the immediate surrounding properties are in the Commercial, Residential, and Residential Agricultural Zoning District's. The subject property is served by County water and individual septic systems. Staff recommends approval of the rezoning request based on the fact that this parcel is adjacent to a parcel zoned Commercial, as well as the parcel having frontage on Fayetteville Hwy, a major highway located within the County.

Tom Spaulding, PE, an employee of The Spaulding Group, attended the meeting on behalf of Mark Zawadski and the Zaremba Group, LLC. Mr. Spaulding informed the Board he would be able to answer any questions or concerns that they may have. There being none, Vice Chairman Darden inquired of the audience for any public comment to which there was none. After Board discussion, Marilyn Brooks moved to recommend approval of R21-04 to the Sampson County Board of Commissioners based on the following zoning consistency statement:

The Sampson County Planning Board finds the proposed rezoning to be consistent with the Residential Growth Land Use designation and to positively align with the main purpose and intent of such designation. The Sampson County Planning Board finds that the rezoning request is reasonable and in best public interest and recommends approval to the Sampson County Board of Commissioners. The Sampson County Planning Board finds the proposed rezoning to be consistent with the land use plan.

The motion was seconded by Jason Tyndall and was unanimously recommended for approval by the Board of Commissioners.

Ayes: Unanimous

**Other Business**

**2022 Proposed Planning Board Meeting Dates**

Senior Planner Austin Brinkley presented a 2022 Proposed Planning Board Meeting Schedule and asked for Board review. The Vice Chairman called for a vote. A motion was made by Jason Tyndall to accept the meeting dates as presented. The motion was seconded by Gail Gainey and was unanimously approved.

Ayes: Unanimous

There being no further business, Vice Chairman Darden called for a motion to adjourn. Motion to adjourn was made by Gail Gainey and seconded by Jason Tyndall.

The Planning Board adjourned at 6:20 p.m.

\_\_\_\_\_  
Jay Darden, Vice Chairman

\_\_\_\_\_  
Austin Brinkley, Secretary

## SAMPSON COUNTY PLANNING & ZONING

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December 14, 2021

Earl Tew Estate  
7818 Herndon Rd.  
Durham, NC 27713

Dear Earl Tew Estate:

According to Sampson County tax records, your property is tax parcel 02100032001 located at 7170 Fayetteville Hwy, Dunn, NC. A rezoning application to rezone from the Residential Agricultural (RA) Zoning District to the Commercial (C) Zoning District, has been submitted for this property.

The Sampson County Board of Commissioners will hold a public hearing during their meeting on Monday, January 3, 2021, to hear the rezoning request. The meeting will be held at 6:00 pm at 437 Rowan Rd., Clinton, NC, in the County Auditorium of the Sampson County Board of Education.

The Board will consider the following.

- A. The proposal will place all property similarly situated in the area in the same category, or in appropriate complementary categories.
- B. There is convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely the interest of an individual or small group.
- C. There is convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change.
- D. There is convincing demonstration that the character of the neighborhood will not be materially or adversely affected by any use permitted in the proposed change.
- E. The proposed change is in accord and consistent with the Land Use Plan. A comment by the Board that a proposed amendment is inconsistent with the Land Use Plan shall not preclude consideration or approval of the proposed amendment.

Please contact me at 910-592-0146 if you have any questions or concerns.

Sincerely,

Austin Brinkley, CZO, CFM  
Senior Planner

## SAMPSON COUNTY PLANNING & ZONING

---



December 14, 2021

Dear Property Owner:

According to Sampson County tax records, your property is adjacent to tax parcel 0210032001 located at 7170 Fayetteville Hwy, Dunn, NC. A rezoning application to rezone from the Residential Agricultural (RA) Zoning District to the Commercial (C) Zoning District, has been submitted for this property.

The Sampson County Board of Commissioners will hold a public hearing during their meeting on Monday, January 3, 2021, to hear the rezoning request. The meeting will be held at 6:00 pm at 437 Rowan Rd., Clinton, NC, in the County Auditorium of the Sampson County Board of Education.

The Board will consider the following.

- A. The proposal will place all property similarly situated in the area in the same category, or in appropriate complementary categories.
- B. There is convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely the interest of an individual or small group.
- C. There is convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change.
- D. There is convincing demonstration that the character of the neighborhood will not be materially or adversely affected by any use permitted in the proposed change.
- E. The proposed change is in accord and consistent with the Land Use Plan. A comment by the Board that a proposed amendment is inconsistent with the Land Use Plan shall not preclude consideration or approval of the proposed amendment.

Please contact me at 910-592-0146 if you have any questions or concerns.

Sincerely,

Austin Brinkley, CZO, CFM  
Senior Planner

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 3 (a)

|                               |                                     |                     |                          |                      |
|-------------------------------|-------------------------------------|---------------------|--------------------------|----------------------|
| Meeting Date: January 3, 2022 | <input type="checkbox"/>            | Information Only    | <input type="checkbox"/> | Public Comment       |
|                               | <input type="checkbox"/>            | Report/Presentation | <input type="checkbox"/> | Closed Session       |
|                               | <input checked="" type="checkbox"/> | Action Item         | <input type="checkbox"/> | Planning/Zoning      |
|                               | <input type="checkbox"/>            | Consent Agenda      | <input type="checkbox"/> | Water District Issue |

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**SUBJECT:** Approval of Location for Emergency Services/Sheriff Office Storage Facility

**DEPARTMENT:** Administration/Public Works

**PUBLIC HEARING:** No

**CONTACT PERSON(S):** Edwin W. Causey, County Manager  
Linwood Reynolds, Public Works Director

**PURPOSE:** To consider approval of site for construction of Emergency Services/Sheriff's Office storage facility

**ATTACHMENTS:** None

**BACKGROUND:**

As you will recall from last month's agenda, the County received state appropriations in the amount of \$3.0 million for the construction of a storage building to serve the needs of Emergency Services (\$2.0 million) and the Sheriff's Office (\$1.0 million). Public Works Director Lin Reynolds has done some research and determined that the site on which the new emergency services facilities are being constructed provide adequate space to also construct the storage facility. This site, between the emergency services facilities and the Sheriff's Office, will provide ease of access to both departments. Mr. Reynolds has reached out to the EM Director and the Sheriff, and both concur with the potential site.

With the approval of the site, the field testing, surveying, design, estimating and bidding can commence.

**RECOMMENDED ACTION OR MOTION:**

Approve the location of the storage building

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 3 (b)

|                               |                                     |                     |                          |                      |
|-------------------------------|-------------------------------------|---------------------|--------------------------|----------------------|
| Meeting Date: January 3, 2022 | <input type="checkbox"/>            | Information Only    | <input type="checkbox"/> | Public Comment       |
|                               | <input type="checkbox"/>            | Report/Presentation | <input type="checkbox"/> | Closed Session       |
|                               | <input checked="" type="checkbox"/> | Action Item         | <input type="checkbox"/> | Planning/Zoning      |
|                               | <input type="checkbox"/>            | Consent Agenda      | <input type="checkbox"/> | Water District Issue |

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**SUBJECT:** Scheduling of Annual Planning Sessions

**DEPARTMENT:** Administration/Governing Body

**PUBLIC HEARING:** No

**CONTACT PERSON(S):** Edwin W. Causey, County Manager

**PURPOSE:** To schedule annual pre-budget work sessions

**ATTACHMENTS:** None

**BACKGROUND:**

It is time to schedule two dates for the annual pre-budget work session. We are proposing that the conference be held during the last two weeks of February (one full day each week).

**RECOMMENDED ACTION OR MOTION:**

Schedule work sessions as Board desires



NORTH CAROLINA'S  
**SAMPSON COUNTY**  
OFFICE OF EMERGENCY SERVICES

**MEMORANDUM:**

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

**FROM:** Richard Sauer, Emergency Services *RS*

**DATE:** November 22, 2021

**SUBJECT:** Private Road Name/Public Hearing Request

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

PVT 1834 Industrial

Enterprise Dr

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

Please review and advise.



107 Underwood Street | Clinton, NC 28328

OFFICE: (910) 592-8996 | FAX: (910) 592-5383



# NOTICE OF PUBLIC HEARING NAMING OF PRIVATE ROADS

The Sampson County Board of Commissioners will hold a public hearing at 6:00 p.m. (or as soon as possible thereafter) on Monday, January 3, 2022 in the County Auditorium, Sampson County Complex Building A, 435 Rowan Road, Clinton NC to consider public input on the naming of the following private roads:

PVT ROAD CODE  
PVT 1834

PROPOSED NAME  
Enterprise Drive

Only those roads listed will be considered at this time.

The Board will also accept written comments until 5:00 p.m. on January 3, 2022 via email at [susanh@sampsonnc.com](mailto:susanh@sampsonnc.com) or via US Mail to Clerk to the Board, 406 County Complex Road, Building C, Clinton, NC 28328. Written comments submitted by members of the public will be read aloud by the Clerk and provided as part of the meeting minutes.

Questions or comments may be directed to the Office of the Clerk to the Board, 406 County Complex Road, Clinton, NC 28328 (tel: 910/592-6308)

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 3(d)

|                               |                                     |                     |                          |                      |
|-------------------------------|-------------------------------------|---------------------|--------------------------|----------------------|
| Meeting Date: January 3, 2022 | <input type="checkbox"/>            | Information Only    | <input type="checkbox"/> | Public Comment       |
|                               | <input type="checkbox"/>            | Report/Presentation | <input type="checkbox"/> | Closed Session       |
|                               | <input checked="" type="checkbox"/> | Action Item         | <input type="checkbox"/> | Planning/Zoning      |
|                               | <input type="checkbox"/>            | Consent Agenda      | <input type="checkbox"/> | Water District Issue |

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**SUBJECT:** Appointments

**DEPARTMENT:** Governing Body

**PUBLIC HEARING:** No

**CONTACT PERSON:** Vice Chairperson Jerol Kivett

**PURPOSE:** To consider appointments to various boards and commissions

Local Emergency Planning Committee (LEPC)

The LEPC has requested that Allen Hancock, the Asst. Division Traffic Engineer for NC DOT, and Jim DeMay, Director of Public Safety Training for Sampson Community College, be added to the LEPC.

## Susan Holder

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**Subject:** FW: New Member

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**From:** James Simmons <jwsimmonsedu@gmail.com>

**Sent:** Wednesday, December 8, 2021 1:43 PM

**To:** Kelsey Carter <kcarter@sampsonnc.com>; Susan Holder <susanh@sampsonnc.com>; Richard Sauer <rsauer@sampsonnc.com>

**Cc:** Aleta C. Whaley <awhaley@sampsoncc.edu>

**Subject:** Re: New Member

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

To: Sampson County Board of Commissioners  
Susan Holder, Assistant County Manager / Public Information Officer

I would like to request approval of Mr. "Jim" DeMay, Director of Public Safety Training Sampson Community College, as a member of the Local Emergency Planning Committee. His oversight of training in the county will be an asset moving forward in 2022.

J.W. Simmons  
LEPC Chair

## Susan Holder

---

**From:** James Simmons <jwsimmonsedu@gmail.com>  
**Sent:** Thursday, December 9, 2021 1:16 PM  
**To:** Susan Holder  
**Cc:** Richard Sauer; Kelsey Carter  
**Subject:** LEPC Committee

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Susan, Would you also add for Commissioners approval, Allen Hancock, the Asst. Division Traffic Engineer for NC DOT, for approval as an LEPC Member.

J.W.



The Sampson County Board of Commissioners convened for their regular meeting at 6:00 p.m. on Monday, December 6, 2021 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 Lethia Lee.

Chairman Clark Wooten called the meeting to order and acknowledged Vice Chairperson Sue Lee who called upon Assistant County Manager Susan Holder to provide the invocation. Commissioner Thaddeus Godwin then led the Pledge of Allegiance and made note of the upcoming Pear Harbor Remembrance Day.

**Item 1:                    Organization of the Board**

County Manager Ed Causey conducted the election for Chairman. Chairman Clark Wooten nominated Vice Chairperson Sue Lee. There were no other nominations. The Board voted unanimously to elect Sue Lee as Chairperson. Newly elected Chairperson Lee conducted the election for Vice Chairman. Chairperson Lee nominated Commissioner Jerol Kivett. There were no other nominations. The Board voted unanimously to elect Commissioner Jerol Kivett as Vice Chairman.

**Item 2:                    Reports and Presentations**

Update on the Status of Audit Chairperson Sue Lee called upon County Manager Ed Causey to give an update on the status of the County Audit. Mr. Causey informed the Board that the audit was not complete, but it had begun. Mr. Causey commended Wade Greene and his firm for their work and stated that the firm has a good reputation for completing the necessary work in the time frame provided. Mr. Causey then stated that the audit is expected to be completed by the end of the December and presented at the January Board Meeting.

**Item 3:                    Planning and Zoning**

Public Hearing - I-40 Corridor Rezoning - Unzoned to Residential Agricultural Chairperson Sue Lee opened the public hearing and called upon Senior Planner Austin Brinkley to review a recommendation by the Planning Board to rezone approximately 330 parcels on the I-40 corridor from Unzoned to Residential Agricultural. Hearing no questions from the Board or the public, Chairperson Lee closed the public hearing. Upon a motion by Vice Chairman Jerol Kivett and a second by Commissioner Thaddeus

Godwin, the Board voted unanimously to approve by resolution the proposed rezoning of 330 tax parcels from Unzoned to Residential Agricultural and to adopt the following zoning consistency statement: *The Sampson County Board of Commissioners does hereby find and determine that the rezoning of 330 tax parcels located within 1,500 ft of the I-40 right-of-way and further described by resolution to be consistent with the County's land use plan, consistent with the Rural Residential/Agriculture Land Use designation and positively aligning with the main purpose and intent of such designation, and in the best public interest.* (Resolution filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)

Public Hearing - Zoning Ordinance Text Amendment - Private Family Cemeteries Chairperson Sue Lee opened the public hearing a called upon Senior Planner Austin Brinkley to review a Zoning Ordinance text amendment to incorporate new language and standards for Private Family Cemeteries. Following Mr. Brinkley's review, Reverend Jimmy Melvin inquired about existing properties being grandfathered in concerning the new amendment to the ordinance. Mr. Brinkley clarified that any changes to text would not have an effect on pre-existing properties. Chairperson Sue Lee closed the public hearing, and upon a motion by Commissioner Thaddeus Godwin and a second by Vice Chairman Jerol Kivett, the Board voted unanimously to approve by resolution the proposed text amendment to the Sampson County Zoning Ordinance and to adopt the following consistency statement: *The Sampson County Board of Commissioners does hereby find and determine that the proposed Zoning Ordinance amendment to be consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents and in the best public interest.* (Resolution filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)

Public Hearing - Subdivision Ordinance Text Amendment Chairperson Sue Lee opened the public hearing and called upon Senior Planner Austin Brinkley to review a Subdivision Ordinance text amendment which revises the text regarding Section 106(D) to bring the language into alignment with the intent of G.S. 160D-802(c), introduces text in the Family Division section to clarify the process for establishing a Private Family Cemetery, and introduces standards for recording a plat for the sole purpose of establishing an easement to a pre-existing landlocked parcel. Hearing no questions from the Board or the public, Chairperson Lee closed the public hearing. Following a motion by Vice Chairman Kivett and a second by Commissioner Lethia Lee, the Board voted unanimously to approve by resolution the proposed text amendment to the Sampson County Subdivision Ordinance and adopt the following consistency statement: *The Sampson County Board of Commissioners does hereby find and determine that the proposed Subdivision Ordinance amendment to be consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents and in the best public interest.* (Resolution filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)

**Item 4: Action Items**

Consideration of Formation of New Regional Workforce Development Area and Workforce Development Board County Manager Ed Causey introduced Justin Hembree, the new Executive Director of the Mid Carolina Regional Council, who explained that currently the counties of Chatham, Harnett, Lee, and Sampson cooperate to provide workforce development services through the Triangle South Workforce Development Area/Workforce Development Board, with Central Carolina Community College serving as the grant administrator for the Workforce Board. After the Cumberland County Workforce Development Program was transferred to the Mid Carolina Council of Government in June, conversations began between staff and elected officials in Sampson, Cumberland, and Harnett regarding interest in looking at workforce development on a more regional basis and reexamining the way the workforce development programs administrated. Based upon these discussions and those with Central Carolina Community College and Mid Carolina Council of Governments, there is an interest in forming a new regional workforce area/workforce development board to be known as the Mid-Carolina Workforce Area/Workforce Development Board, with the Mid Carolina Regional Council as the grant administrator for the new workforce area. Upon a motion by Chairperson Sue Lee and a second by Commissioner Godwin, the Board voted unanimously to adopt a resolution of support to create and join the new workforce development area. (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)

Discussion of Appropriations for Sampson County in Newly Approved State Budget Chairperson Lee called on County Manager Causey who informed the Board that Sampson County and some of its municipalities were fortunate to receive appropriations in the State’s newly adopted budget totaling \$22,616,389. Mr. Causey explained the focus areas for the anticipated funding including water and sewer improvements and other capital projects, as generally categorized:

|                             |               |  |
|-----------------------------|---------------|--|
| County Water/Sewer Needs    | \$ 10,717,000 |  |
| Misc. County Projects       | \$ 4,600,000  |  |
| EM/Sheriff Storage Facility | \$ 3,000,000  |  |
| Health Depart Grant         | \$ 143,959    |  |
| Municipal Appropriations    | \$ 2,605,430  | Includes municipal water/sewer, paving needs               |
| Misc. Other Projects        | \$ 1,550,000  | History Museum (\$50,000); SCC Truck Driving (\$1,500,000) |

Among the appropriations were funds for the construction of a companion storage facility for the Emergency Services facilities that will serve both the Emergency Services Department and the Sheriff’s Department. As the County has an established relationship with ADW Architects, who designed the EM facilities currently under construction, Mr. Causey requested that the Board authorize amending the County’s



current contract with them to include the design work for the new storage facility and authorize staff to execute the contract amendment if it is determined to be a viable option. Upon a motion by Vice Chairman Kivett and a second by Commissioner Godwin, the Board voted unanimously to authorize execution of an amendment to the County's contract with ADW Architects to include the design of a new storage facility to serve the Emergency Services and Sheriff's departments, if found to be a viable option with State appropriation funding.

Report on Internal Salary Survey and Consideration of County Manager Recommendations Based Upon Survey Data Chairperson Lee called on County Manager Causey to discuss an internal salary survey and salary recommendations. Mr. Causey began by reviewing actions taken by the Board on October 18, 2021 including authorizing staff to complete an internal salary survey evaluation for all departments. He reviewed the data compiled by Human Resources Director Nancy Dillman from the target group - the eight counties contiguous to Sampson County - noting that the data reflected county positions by grade, but that there were positions for which comparable positions did not exist in the sample counties. He called the Board's attention to the 8.91% salary disparity for detention officers, noting that a recent 10% increase approved by the Board would offset it. He also noted that all employees would be receiving a bonus at the end of the week of 2.1% of their salary; thus some other disparities may be offset by the bonus pay. He noted that reclassifications and time in grade had not been considered given the focus of employee recruitment. Mr. Causey also reviewed the salary adjustment actions taken to date by the Board (see attached report) and presented general findings: (1) For the most part, County salaries are generally close to the average for the eight counties; (2) Once you move away from the detention officers, no general disparity that significantly separates the Sheriff's Office from the needs of other County departments was found (the County still has across the board needs); and (3) From a consideration of salary, any proposed % increase in salary should apply to all employees except for the detention officers who have already received an additional 10% increase (a total of nearly 17.5% per cent increase since July). The average increase for detention center workers in the current budget was 7.5%. Mr. Causey noted the costs that salary adjustments would pose, for instance a 5% increase in salaries, including fringes, would cost \$1,395,664 annually.

Mr. Causey presented the following recommendations:

1. That the comprehensive market study included in the proposal approved on October 18, 2021 be authorized to begin in July, 2022. That the County contract with Baker Tilly to complete a market survey update and analysis, job evaluation, preparation of updates to the compensation plan and preparation of a summary report at a cost of \$29,150, plus out-of-pocket expenses such as travel, copying, etc., not to exceed \$1,500, plus an additional project contingency of \$7,500.

2. That departments hit the pause button and wait until the market study is completed to resolve any outstanding questions/concerns, acknowledging that there will be questions.
3. That the detention officer 10% salary increase be made permanent. They are not included in any other proposed salary increases.
4. That the Board consider either a 5% salary increase for all employees or a 2% increase for all employees (as of January 1).
5. That the Board approve a change in how payroll is processed, shifting to pay salaries on the 15th of the month for the previous month. This means that during the month of implementation, there will be a six-week lag for employees receiving salary. Since many employees may have challenges with cash flow in the payment transition, the County would compensate employees for two weeks of employment in the middle of the month of implementation.

Mr. Causey closed by acknowledging additional budget impacts for the 2022 year that were already known. (A copy of the full proposal filed in Administration files.) Upon a motion made by Commissioner Godwin and seconded by Vice Chairman Kivett, the Board voted unanimously to approve the 5% salary increase (effective January) with the condition that there would be no cost-of-living increases in July (until the market study was complete) plus the recommendations 1, 2, 3, and 5.

Selection of Interim Social Services Director and Consideration of Consulting Services for Assessment of Social Services Director Candidates County Manager Causey informed the Board that DSS Director Sarah Bradshaw will retire as of December 31, 2021. County Administration requested the use of the consulting firm Developmental Associates to assist in the assessment of candidates for the permanent DSS Director position. Administration also recommended the appointment of Deputy Director Lynn Fields to serve as Interim DSS Director until the assessment process is completed. Hearing no questions from the Board, Chairperson Lee moved that the Board appoint Lynn Fields as Interim DSS Director and authorize staff to enter a contract with Developmental Associates for assessment services, approving the budget amendment (shown below) budgeting funds of consultant services. Upon a second by Vice Chairman Kivett, the vote was unanimous.

| <u>EXPENDITURE</u> | Finance                                    |                 |                 |
|--------------------|--|-----------------|-----------------|
| <u>Code Number</u> | <u>Description (Object of Expenditure)</u> | <u>Increase</u> | <u>Decrease</u> |
| 11141210           | 544000 Contracted Services                 | 22,000          |                 |
| 11999000           | 509700 Contingency                         |                 | \$2,000.        |

Response to OSHA COVID 19 Vaccination and Testing Emergency Temporary Standard Mr. Causey noted that despite the freeze on the enforcement of the federal vaccine mandate, the County must still develop a policy to be implemented if the legal

challenge is resolved in favor of the new OSHA COVID-19 Vaccination and Testing Emergency Temporary Standard (ETS) which will require employers to put a vaccine requirement in place or to test employees who are not vaccinated on a weekly basis, beginning on January 4, 2022. County Attorney Joel Starling explained that federal government's COVID-19 Action Plan included three separate, new vaccine mandates. Of the three, the Occupational Safety and Health Administration (OSHA) applies to businesses with more than 100 employees. It applies to private employers, he explained, but it will likely apply to North Carolina local government employers through the State Plan Agreement between OSHA and the State of North Carolina. He reviewed the draft plan, noting that it would not become effective until the State develops their policy. Mr. Starling cautioned that there is much unknown about if or when the legal challenges would be resolved and when the State would implement regulations. Upon a motion made by Chairperson Lee and seconded by Commissioner Kivett, the Board voted to adopt the draft policy, with the condition that it could be amended as the issue works its way through the courts. (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)

Selection of Contractor for Design-Build Project to Construct Industrial Park Road and Adoption of the Resolution Authorizing Execution of Contract County Attorney Joel Starling informed the Board that in July, Sampson County was awarded \$1,281,995 in Industrial Development Grant funding to assist with the development of infrastructure within the Sampson Southeastern Business Center. To expeditiously expend the grant funding, EDC has recommended the design-build methodology for the construction of the roadway and water/sewer expansion. The County issued an RFQ, and based upon the qualifications of the respondents, it was recommended that the Board approve Barnhill Contracting for the road construction and water/sewer expansion. Upon a motion by Vice Chairman Kivett and a second by Commissioner Godwin, the Board voted unanimously to adopt a resolution which: (1) ratifies the criteria for selection of the design-build delivery method and demonstrates the Board's concurrence that design-build method is appropriate; and (2) authorizes the County Manager to negotiate and execute a contract with the most qualified respondent, Barnhill Contracting Company, at a price not to exceed \$1,281,995. (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)

Authorization to Execute National Opioid Settlement Documents County Attorney Joel Starling presented a resolution authorizing the County's participation in the Distributor Settlement and copies of the Settlement Participation Forms. To participate in the settlements, local governments must execute the Settlement Participation Forms, Releases, and other required documents on or before January 2, 2022. Mr. Starling explained that when the County registered for the national settlement and designated an authorized signatory, Commissioner Clark H. Wooten was designated as the authorized signatory for Sampson County. Upon a motion by

Chairperson Lee and a second by Commissioner Godwin, the Board voted unanimously to adopt a resolution authorizing participating in the Distributor Settlement and Janssen Settlement and authorizing Commissioner Clark H. Wooten and/or the County Manager to execute Settlement Participation Forms and any other Election, Release, or other documents necessary to effectuate said Settlements. (Copies filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)

Public Hearing – Naming of Private Roads Chairperson Sue Lee opened the public hearing and called on Assistant County Manager Susan Holder who presented recommendations from the Road Naming Committee. There being no public comment, Chairperson Lee closed the public hearing. Upon a motion by Vice Chairman Kivett and a second by Commissioner Godwin, the Board voted unanimously to name the roads as recommended:

|                 |                      |
|-----------------|----------------------|
| SR 1361         | Water Treatment Road |
| SR 1362         | Tower Road           |
| PVT 1231 Lisbon | Hardware Lane        |

Appointments – Health Advisory Board Upon a motion by Chairperson Sue Lee and a second by Commissioner Godwin, the Board voted unanimously to reappoint Dr. Jeffrey Bell, Cassie Faircloth, and Charlotte Harrell to the Health Advisory Board.

Appointments – Advisory Board of Older Adults Upon a motion by Chairperson Sue Lee and a second by Vice Chairman Kivett the Board voted unanimously to appoint Barbara Faison (City of Clinton), Gracie Ellis (North Sampson), and Gail Mitchell (City of Clinton) to the Advisory Board of Older Adult Services.

Appointments – DSS Board Upon a motion by Chairperson Sue Lee and a second by Commissioner Godwin the Board voted unanimously to appoint Eric Grubb to the DSS Board, to fill the vacancy left by the resignation Dave Richert.

**Item 5:                   Consent Agenda**

Upon a motion by Vice Chairman Kivett and a second by Commissioner Godwin, the Board voted unanimously to approve the Consent Agenda as follows:

- a.     Approved the minutes of the November 1, 2021 meeting
- b.     Adopted a resolution authorizing the County Manager to execute a lease for less than one year for county property (a portion of Sampson County Parcel Nos. 12-0265560-02 and 12-0192880-05) to Lynn S. Carr (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)

- c. Authorized, by resolution, the sale of certain surplus property parcel number 16091208001 located on Garland Highway (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- d. Approved newly drawn 5- and 6-mile insurance district boundaries for the Clinton Fire District (no change to tax district or response district) (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- e. Awarded the bid for the purchase of pipe and supplies for the S. Eldridge Road project to the lowest bidder, Core & Main, LP, in the amount of \$89,834.64
- f. Approved amendments to the bylaws of the Ft. Bragg Regional Land Use Advisory Commission (RLUAC) as requested by the Commission (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- g. Authorized execution of the EMS Clinical Internship Agreement between Sampson County and Montgomery Community College (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- h. Approved delinquent veterans tax exclusion requests for George B. Howard, Daniel W. Carr, Johnny Patrick Millen, and Cory Jason Muzzy
- i. Approved the tax refunds and releases as submitted

|             |                              |            |
|-------------|------------------------------|------------|
| #9748       | East Coast Grills Inc        | \$168.08   |
| #9752       | James Bass                   | \$324.69   |
| #9749       | Clinton Wheel Alignment Inc. | \$231.19   |
| #9744       | Matthew Thomas Young         | \$334.06   |
| #9737       | Michele Kay Penvose          | \$121.32   |
| #9738       | Peggy Matthews Matthews      | \$172.93   |
| #9742       | Cameron Lee Tyndall          | \$287.11   |
| #9727       | George A. Johnson            | \$1,452.12 |
| Tax Release | Canada-America Farms, Inc.   | \$350.37   |
| Tax Release | Jena Darlene Cline           | \$502.01   |
| Tax Release | B.J. Johnson                 | \$289.20   |
| Tax Release | Christopher Alton Jordan     | \$195.75   |
| Tax Release | William Trevor Powell        | \$376.07   |

- j. Approved budget amendments as submitted

| <b><u>EXPENDITURE</u></b> |   |                 |                 |
|---------------------------|---|-----------------|-----------------|
| <u>Code Number</u>        | <u>Description (Object of Expenditure)</u>    | <u>Increase</u> | <u>Decrease</u> |
| 2558790                   | 526200 Info/Case Assist – Dept Supplies       | \$1,333.        |                 |
| 2258790                   | 544000 Info/Case Assist – Contracted Services | \$2,000.        |                 |
| <b><u>REVENUE</u></b>     |   |                 |                 |
| <u>Code Number</u>        | <u>Source of Revenue</u>                      | <u>Increase</u> | <u>Decrease</u> |
| 2035879                   | 403602 Info/Case Assist – Health Promotion    | \$3,333.        |                 |

|                           |        |  |                 |                 |
|---------------------------|--------|--|-----------------|-----------------|
| <b><u>EXPENDITURE</u></b> |        | Library  |                 |                 |
| <u>Code Number</u>        |        | <u>Description (Object of Expenditure)</u>                             | <u>Increase</u> | <u>Decrease</u> |
| 11761100                  | 526200 | Dept Supplies  | \$4,770.        |                 |
| <b><u>REVENUE</u></b>     |        |  |                 |                 |
| <u>Code Number</u>        |        | <u>Source of Revenue</u>   | <u>Increase</u> | <u>Decrease</u> |
| 11036110                  | 403625 | Reimbursement for Scanners and Receipt Printers from NC Cardinal Grant | \$4,770.        |                 |
| <b><u>EXPENDITURE</u></b> |        | Library  |                 |                 |
| <u>Code Number</u>        |        | <u>Description (Object of Expenditure)</u>                             | <u>Increase</u> | <u>Decrease</u> |
| 11761100                  | 544200 | Cultural Programming   | \$375.          |                 |
| <b><u>REVENUE</u></b>     |        |  |                 |                 |
| <u>Code Number</u>        |        | <u>Source of Revenue</u>   | <u>Increase</u> | <u>Decrease</u> |
| 11036110                  | 408900 | Grant Arts Council   | \$375.          |                 |
| <b><u>EXPENDITURE</u></b> |        | Health Department  |                 |                 |
| <u>Code Number</u>        |        | <u>Description (Object of Expenditure)</u>                             | <u>Increase</u> | <u>Decrease</u> |
| 12551560                  | 529900 | Miscellaneous  | \$500.          |                 |
| <b><u>REVENUE</u></b>     |        |  |                 |                 |
| <u>Code Number</u>        |        | <u>Source of Revenue</u>   | <u>Increase</u> | <u>Decrease</u> |
| 12535123                  | 408401 | Donation   | \$500.          |                 |
| <b><u>EXPENDITURE</u></b> |        | Airport  |                 |                 |
| <u>Code Number</u>        |        | <u>Description (Object of Expenditure)</u>                             | <u>Increase</u> | <u>Decrease</u> |
| 11141250                  | 544000 | Contract Services  | \$30,000.       |                 |
| 21941250                  | 596020 | Transfer to General Fund   | \$15,000.       |                 |
| <b><u>REVENUE</u></b>     |        |  |                 |                 |
| <u>Code Number</u>        |        | <u>Source of Revenue</u>   | <u>Increase</u> | <u>Decrease</u> |
| 11034125                  | 403623 | City of Clinton  | \$15,000.       |                 |
| 11034125                  | 409619 | County Capital Reserve   | \$15,000.       |                 |
| 21934125                  | 409900 | Fund Balance Approp  | \$15,000.       |                 |
| <b><u>EXPENDITURE</u></b> |        | Aging  |                 |                 |
| <u>Code Number</u>        |        | <u>Description (Object of Expenditure)</u>                             | <u>Increase</u> | <u>Decrease</u> |
| 2558710                   | 525600 | ADHC – Dept Supplies   | \$350.          |                 |
| <b><u>REVENUE</u></b>     |        |  |                 |                 |
| <u>Code Number</u>        |        | <u>Source of Revenue</u>   | <u>Increase</u> | <u>Decrease</u> |
| 2035871                   | 408401 | ADHC - Donations   | \$350.          |                 |
| <b><u>EXPENDITURE</u></b> |        | Sheriff  |                 |                 |
| <u>Code Number</u>        |        | <u>Description (Object of Expenditure)</u>                             | <u>Increase</u> | <u>Decrease</u> |
| 11243100                  | 526201 | Dept Supplies CD   | \$12,000.       |                 |
| 11243100                  | 526279 | Dept Supplies Narc   | \$17,800.       |                 |
| 11243100                  | 539500 | Training   | \$17,200.       |                 |
| 11243100                  | 526200 | Dept Supplies  | \$10,000.       |                 |
| <b><u>REVENUE</u></b>     |        |  |                 |                 |
| <u>Code Number</u>        |        | <u>Source of Revenue</u>   | <u>Increase</u> | <u>Decrease</u> |
| 11034310                  | 403631 | Substance Abuse  | \$57,000.       |                 |

## **Consent Agenda, Board of Health**

- k. Approved Health Department fee revisions as recommended by Health Advisory Board
- l. Approved revisions to the SCHD Advisory Committee Operating Procedures Policy (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- m. Approved revisions to the SCHD Advisory Committee Conflict of Interest Policy (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- n. Approved revisions to the SCHD Fiscal Policy (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)
- o. Authorized submission of an application for a United Way Grant in the amount of \$7,000 to support the Breast and Cervical Cancer Control Program (BCCCP) (Copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)

### **Item 6: Consideration of Tax Appeals**

Upon a motion by Chairperson Lee and a second by Vice Chairman Kivett, the Board unanimously voted to forgive 50% of the penalties in the following tax appeal cases: Hog Heaven Farming, BDC Farming, and S&G Farms.

### **Item 7: Board Information (Board of Health Items)**

The following items were provided to the Board for information only:

- a. September 20, 2021 SCHD Advisory Committee Minutes
- b. SCHD Annual Report 2020-2021
- c. COVID-19 Update

### **Item 8: County Manager's Report**

County Manager Causey informed the Board that he would like to schedule a two-day planning session in February. These dates will be presented at the January 2022 Board of Commissioners Meeting.

### **Item 9: Public Comment**

Ms. Danielle Koontz - 2057 Old Mintz Highway Ms. Koontz thanked the Board for the opportunity to speak and stated that she has continued to volunteer to collect water from residents in Sampson County, working alongside scientists from UNC Chapel Hill and Appalachian State University. To date they have completed over 100 water sample tests and have residents who are continuing to request that they test their

water. Ms. Koontz stated that the results of the water tests are being finalized and offered to email a summary of the results to the Board. In the midst of the testing, residents in District 4 are continuing to have issues with their water supply. These residents have been using bottled water, are unable to wash white clothes in their water, and have complained about odorous and discolored water. Ms. Koontz added that some of these issues are due to the residents' proximity to hog and turkey farms as well as landfills and unofficial "dumping sites." Ms. Koontz requested that the Board not forget the residents in District 4 when they begin using the funds for water infrastructure that were allocated to the County by the EPA.

Reverend Jimmy Melvin - 2057 Old Mintz Highway Reverend Melvin stated that he lives in District 4 and is a pastor in the Delway community at Mt. Zion AME Zion Church. The water supply at his church was tested a year and a half ago. The nitrogen levels in the water have fluctuated, but recently exceeded safe levels. He stated that the Health Department left correspondence that individuals should not use the water to wash hands or consume, and that they had sixty days to correct this problem with their well. Reverend Melvin's church incurred a cost of \$4,000 while digging a deeper well in order to correct this issue. Reverend Melvin stated that he has continued to express a need for County water in his area. He is disappointed that while he has corrected the well issues at his church, the parishioners must deal with the same hardships when they return home. In closing, Reverend Melvin stated that he would like for the County and the residents of District 4 to work together in order to resolve these water issues.

**Item 10: Closed Session**

Upon a motion by Vice Chairman Kivett and a second by Commissioner Godwin, the Board moved into Closed Session pursuant to GS 143-318.11(a)(3): Attorney/Client Privilege. In Closed Session, County Attorney Joel Starling discussed the insurer's offer to settle a wrongful death claim. Upon a motion by Chairperson Lee and a second by Vice Chairman Kivett, the Board voted unanimously to come out of Closed Session. Upon a motion by Chairperson Lee and a second by Commissioner Godwin, the Board voted unanimously to authorize the County's insurer to make a settlement in the Anthony Chavis Estate Wrongful Death Claim in the amount of \$250,000, and to authorize the Chairperson and County Manager to execute any and all necessary settlement documents.

**Adjournment**

Upon a motion by Vice Chairman Kivett and a second by Commissioner Godwin, the Board voted unanimously to adjourn.

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Sue Lee, Chairperson

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Susan J. Holder, Clerk to the Board



## **M E M O R A N D U M :**

**TO:** Susan Holder

**FROM:** Rick Sauer, Emergency Services Director

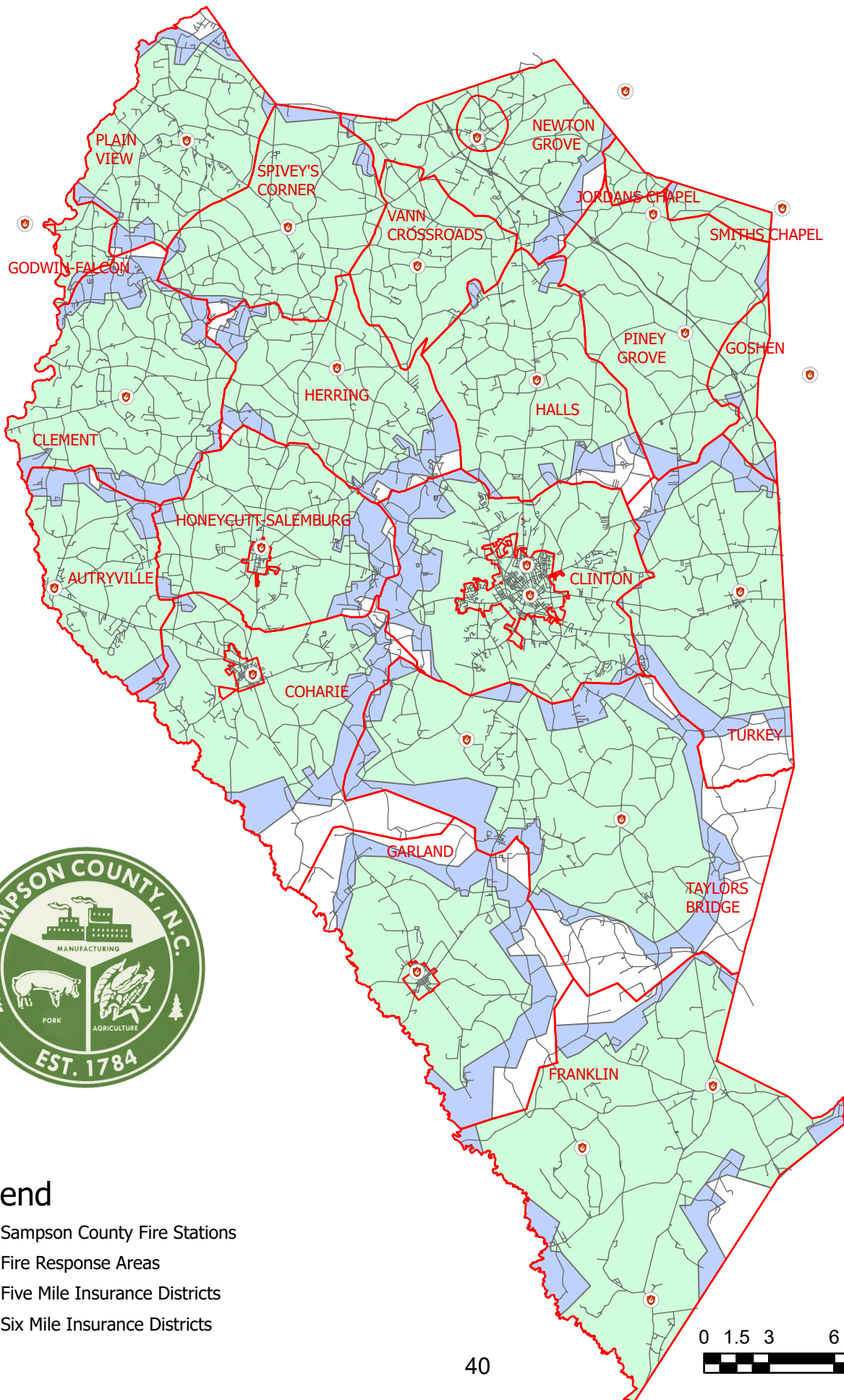
**DATE:** December 17, 2021

**SUBJECT:** **Sampson County Fire Department Insurance District Map Update**





As part of the Office of State Fire Marshal's inspection of fire departments, providing an accurate insurance district map is required for their rating classification process. Over the past several months, the Sampson County Fire Marshal's Office has been working with individual fire departments in the county to update their maps. The County Fire Marshal's Office took the initiative to review all the fire district maps in the county, identify discrepancies, and update them accordingly.

Attached you will find the newly drawn 5- and 6-mile boundaries for all the fire insurance districts in Sampson County. By updating all the fire insurance district maps, this should eliminate the need for the Board of Commissioners to approve updated maps for individual fire insured districts for the foreseeable future. There is no change to the tax district maps or response areas. I respectfully request this to be added to the consent agenda for the Board of Commissioners next meeting.

# Sampson County Proposed Five and Six Mile Insurance Boundaries



## Legend

-  Sampson County Fire Stations
-  Fire Response Areas
-  Five Mile Insurance Districts
-  Six Mile Insurance Districts



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

*MEMORANDUM*

**TO:** Board of Commissioners

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

**DATE:** December 17, 2021

**SUBJECT:** Surplus Weapon for Retiring Personnel

The Sheriff's Department has requested that we declare the service weapon used by Louis High as surplus and allow it to be transferred to Mr. High. The weapon is a Sig Sauer P226 pistol, serial number 47A066299.

We respectfully recommend that the Board approve this request.

NORTH CAROLINA'S  
**SAMPSON COUNTY**  
Department of Aging and In-Home Services

MEMORANDUM

TO: Susan Holder, Assistant County Manager  
FROM: Dana Hall, Aging Services Director  
DATE: December 20, 2021  
RE: 2022 United Way Funding Application

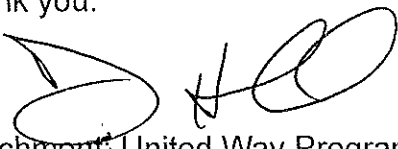
Attached is the 2022 United Way Funding Application for our Wheelchair Ramp Program for disabled individuals under 60 years of age. I am requesting permission from the Board of Commissioners to allow me to request funding in the amount of \$30,000.

If we are permitted to submit the application, I will need the Chairperson's signature on the first page of the application.

Please let me know if you need further information.

Thank you.

/dh



Attachment: United Way Program Funding Application

United Way of Sampson County  
Audit Policy

The following Audit Policy was adopted by the United Way Board of Directors at a meeting held on October 30, 1991, and was revised on February 23, 1994, October 27, 1000, and February 7, 2005.

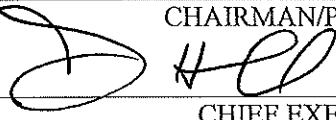
The financial records of the affiliated agencies shall be submitted and examined by the United Way of Sampson County, Inc. (UWSC) at least annually. Each agency should comply with the following set of rules when submitting financial reports to United Way, however, in no case should the reports be in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

Failure to adhere to United Way of Sampson County's financial standing guidelines may restrict or prohibit funding of an agency and/or program.

- (A) If the total support and revenue to the agency from UWSC exceeds \$35,000 for the fiscal year, the agency shall submit a copy of their financial statement including both a balance sheet and income/expense statement in nothing less than an audit format and performed by a certified public accountant (CPA). Information as to the total support and revenue and all of the fundraising activities including the kind and amounts of all funds raised, costs and expenses incidental thereto, allocation and disbursement of funds raised, changes in fund balances, notes to the audit and opinion as to the fairness of the presentation by the accountant shall be included.
- (B) If the total support and revenue to the agency from UWSC exceeds \$10,000, but is less than or equal to \$35,000 for the fiscal year, the agency may select one of these options:
  - (1) A copy of their financial statement, audited by a certified public accountant as defined in (A) above, or
  - (2) A copy of their financial position (balance sheet and income statement) presented in a review format by a CPA.
- (C) If the total support and revenue to the agency from UWSC is less than or equal to \$10,000 for the fiscal year, the agency may select one of these options:
  - (1) A copy of the financial statements audited by a certified public accountant as defined in (A) above; OR
  - (2) A copy of a review performed by a certified public accountant as defined in (B) above; OR
  - (3) A copy of a compilation performed by an independent public accountant accompanied by a statement signed by three members of the organization's governing board that to the best of their knowledge and belief the financial reports are true and correct, OR
  - (4) A copy of your completed current year IRS Form 990 accompanied by a statement signed by three members of the organization's governing board that to the best of their knowledge and belief the financial report is true and correct. In addition, the organization must provide an income statement, balance sheet and prior six months of bank statements.
- (D) Annual financial statements shall be submitted to United Way within four months after the agency's fiscal year.

BY: Sampson County Department of Aging  
AGENCY

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

BY:   
CHIEF EXECUTIVE OFFICER OR SECRETARY

\_\_\_\_\_  
DATE

UNITED WAY OF SAMPSON COUNTY, INC.

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

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

\_\_\_\_\_  
DATE

AGREEMENT OF AFFILIATION

BETWEEN

Sampson County Department of Aging

with its office located

405 County Complex Rd; Suite 140 Clinton, NC  
28328

(Hereinafter referred to as the Agency)

And

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

(Hereinafter referred to as United Way)

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

Both United Way and the Agency Agree, That Each

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

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

B The Agency Agrees

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



Supplementary Fund Raising;

9. To submit for prior approval and discussion by United Way all proposals for new programs and/or expansion of a programs that may require United Way financial support now or in the future; and

10. To realize and utilize all possible operating income that might be secured through the Agency's normal activities, e. g. , fees for service, interest, non-designated contributions and membership fees, while at no time paying a commission in connection with fund raising.

C. The United Way Agrees

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

D. Enforcement and Termination

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

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

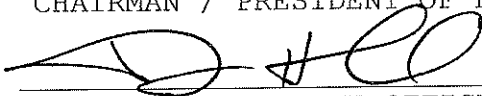
2. The United Way reserves the right to issue a "Notice of Exception" to an agency exhibiting substantial problems or deficiencies as identified by the United Way in any area of operation. Said Notice, signed by the originating allocations review committee, shall describe such problem or deficiency and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

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

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

Sampson County Department of Aging  
AGENCY

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

BY:   
CHIEF EXECUTIVE OFFICER OR SECRETARY

\_\_\_\_\_  
DATE

UNITED WAY OF SAMPSON COUNTY, INC.

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

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

\_\_\_\_\_  
DATE

## POLICY ON SUPPLEMENTAL FUND RAISING BY AFFILIATED

### PREAMBLE

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

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

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

### STRUCTURE

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

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

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

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

### III. DEFINITION

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

### ACTIVITIES

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

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

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

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

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

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

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

##### **APPROVAL BY UNITED WAY**

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

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

**C. ACTIVITIES WHICH ARE GENERALLY INAPPROPRIATE**

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

## **ADVOCATE BODIES**

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

## **VI. APPROVAL PROCEDURES**

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

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

## **AMENDMENTS**

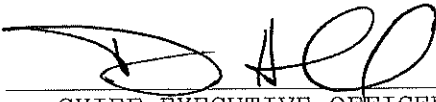
Certain programs and activities historic in character and/or required by charter terms of the member agencies' national organization may necessitate ratification of these guidelines. These requirements should be presented by the member agency to the United Way in the form of an addendum to this policy.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

EFFECTIVE DATE

These guidelines will take effect October 30, 1991.

**AGENCY**

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

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

\_\_\_\_\_  
DATE

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

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

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

\_\_\_\_\_  
DATE



## Sampson County Board of Commissioners

**Sue Lee, Chairmen** District 3  
102 W. Arrowhead Drive  
Clinton, NC 28328  
[slee@sampsonnc.com](mailto:slee@sampsonnc.com)

**Jerol Kivett, Vice Chairmen** District 2  
PO Box 590  
Clinton, NC 28329  
[jkivett@sampsonnc.com](mailto:jkivett@sampsonnc.com)

**Clark Wooten** District 1  
PO Box 527  
Newton Grove, NC 28366  
[cwooten@sampsonnc.com](mailto:cwooten@sampsonnc.com)

**Thaddeus L. Godwin** District 5  
111 E. Lee Street  
Clinton, NC 28328  
[tgodwin@sampsonnc.com](mailto:tgodwin@sampsonnc.com)

**Leitha Lee** District 4  
1798 Bland School Rd.  
Harrells, NC 28444  
[llee@sampsonnc.com](mailto:llee@sampsonnc.com)

## County Manager's Office

Edwin W. Causey, County Manager  
406 County Complex Road  
Clinton, NC 28328  
[ecausey@sampsonnc.com](mailto:ecausey@sampsonnc.com)

Susan J. Holder, Assistant County Manager  
406 County Complex Road  
Clinton, NC 28328  
[susanh@sampsonnc.com](mailto:susanh@sampsonnc.com)

**Program Funding Request Application Guidelines  
United Way of Sampson County**



**P.O. Box 1677, Clinton, NC 28329  
email:unitedsampson@intrstar.net**

**Funding Request Due: January 7, 2022**

**INTRODUCTION**

Funds allocated to programs, and their sponsoring agencies, by United Way of Sampson County are contributed dollars. Full and fair disclosure is required in the completion of all budget forms and agency/program information. In public financial reporting, full and fair disclosure principles are well established.

**One (1) original copy of the signed application (unstapled and three-hole-punched) by the stated deadline to the United Way office.**

Funding Requests which are incorrect, incomplete or submitted after due date, will not be accepted.

Funding Requests must be compliant with the guideline instructions, complete, and presented in order. Responses must be brief and concise with clarity and limited to the spaces provided.

Do not use technical terms, agency terminology, acronyms, etc..

If questions arise, please contact Wendi Ferrell, Executive Director at 592-4263 or [unitedsampson@intrstar.net](mailto:unitedsampson@intrstar.net).

**CRITERIA FOR SUBMITTED FUNDING REQUESTS**

1. United Way of Sampson County does not fund:
  - Capital improvement cost
  - Direct influencing of legislation
  - Expenses already incurred
  - Religious programming
  - Support of political activities
  - Lost funding from any source of any type
  - Endowments
  - Capital campaigns
  - Fundraising events
  - Scholarship funds -- unless restricted by United Way
2. The program for which funding is requested must only provide services within Sampson County.
3. All financial information must be rounded to the nearest dollar.
4. Loss of program licensure [local, state, or federal] will result in immediate termination of funding.

## INSTRUCTIONS FOR FUNDING REQUEST SUBMISSION

1. All forms must be typed or computer generated whenever possible.
2. Funding request and proposed budgets must be approved by the organization's Board of Directors prior to submission to United Way of Sampson County and properly signed.

## INSTRUCTIONS FOR COMPLETION OF FUNDING REQUEST APPLICATION

### Cover Sheet/Certification

The cover sheet must be signed and dated by both the Executive Director and Board President or authorized board member, as verification that the application is complete and Board approved.

### Specific Use of UWSC Funding

Using only the space provided, explain in paragraph format how the requested funds would be used.

### Organization Governance & Oversight

Reviews organization's volunteer governance and oversight.

### Organization Overview

Provides an overview of agency's operations.

### Program Overview

Completion for *each* program, for which funding is being requested. Responses must be clear and concise and presented by program.

### Program Outcomes Logic Model

Provide a Logic Model for each program for which funding is being requested, identifying *inputs* (resources dedicated to or consumed by the program), *activities* (services provided by the program to fulfill the mission, what the program does with the inputs) and *outputs* (the direct products of the program operation, the quantity of the services provided by the program).

### Program Outcomes Framework – Outcome Measurement Management Process

Provide a Framework for each of the programs for which funding is being requested.

Identify program *outcomes* (goals) which are the benefit(s) that the program has on its participants either during or after participating in the program, or the desired goal the program hopes to achieve with the people served, and *indicators* (objectives) which are used to measure the level of accomplishment achieved in reaching stated outcomes. For each outcome, there will be one or more indicators. Data sources and methods of data collection are also required.

Every indicator has one or more data source. A *data source* is the tool from which information is gathered on the indicator (e.g. test, journal, participant, teacher, log book, etc.).

For every data source there is a method to use to retrieve the information being collected. This is the *data collection* method. There will be one or more methods for collecting data for each data source.

Arrange information in the Framework appropriately.

- a.) For each outcome (goal) list the indicator(s)
- b.) For each indicator (measurable objective), list the data source(s).
- c.) For each data source, list the collection method(s).

### Measuring Program Effectiveness – Outcome Measurement Results

Responses must be clear and concise and directly related to the outcomes framework page of the application.

Responses should reflect the results projected for the funding cycle for which funding is requested.

## **Budget & Variance Form**

The following instructions are provided to assist in the completion of the budget form. Full and fair disclosure is required in the completion of all budget forms and requested information.

Financial information must be rounded to the nearest dollar.

Budget information for both the sponsoring agency's overall budget and specific program for which funding is being requested, must be completed. **Please use the supplemental application for the *program* budget.**

Current year to date (YTD) budget information for January to December and projected financial information for calendar year for which funding is requested.

### **Expenses:**

**Salaries** – Includes all salaries (executive, professional, clerical, technicians, counselors, etc.) to include full-time, part-time and temporary staff.

**Employee Benefits** – Employee health and retirement benefits including premiums for all insurance, policies, medical and dental plans, and retirement plans.

**Payroll Taxes** – F.I.C.A. (employer's share), Medicare, unemployment insurance, workers compensation insurance, disability insurance premiums.

**Advertising** – Any expenses related to the advertisement of provided services.

**Professional Fees & Contracts** – Fees and charges of professional practitioners, technical consultants, or semi-professional technicians who ARE NOT employees of the agency and are engaged as independent contractors for specified services on a fee or other individual contract basis. Examples include audit expense, consultant's, trainers, etc. (Does not include persons engaged for maintenance and repair services.)

**Supplies** – All supplies and materials used for operations and delivery of services. This includes office supplies, housekeeping supplies, cost of food and beverages purchased for use in agency food service programs, and all supplies used to implement programs and services.

**Telephone** – Expenses for telephone and similar communication activities such as cellular phone services.

**Postage & Shipping** – Self-explanatory

**Occupancy (Building & Grounds)** – All costs resulting from an agency's occupancy and use of owned or leased land, building and offices (not including salaries, depreciation and acquisition of equipment). Includes rent, building and building equipment insurance, maintenance services under contract, real estate and personal property taxes, licenses and permits (occupancy related only), and building and grounds maintenance supplies.

**Utilities** – Electricity, gas, water & sewer.

**Insurance** – Directors and officers liability insurance, program liability insurance, and other insurance not specifically covered in another category.

**Property & Equipment** – Purchase of property and equipment.

**Rental & Maintenance of Equipment** – Rental and maintenance of equipment such as computers, copy machines, etc.

**Outside Printing** – Includes printing charges of publications, mass printing, informational materials, purchased publications, subscription to technical journals and books. Can also include photography, film and processing.

**Public/Private Transportation Fees** – Staff and volunteer travel expenses to include mileage reimbursement, hotels, meals, owned vehicles maintenance, repairs, gas, oil, licenses & inspections, tires, etc.

**Other Transportation** – To include volunteer stipends, client transportation and any other miscellaneous travel expenses not covered in above definition.

**Conferences and Conventions** – Expenses of conducting meetings related to an agency's activities including registration or enrollment fees incurred by employees and volunteers while attending outside meetings.

**Specific Assistance to Individuals** – Expenses incurred for specific materials, appliances, services, and other assistance rendered including purchases made for agency/program participants.

**Organization Dues** – support to national "parent" organization

**Special Events/Fundraisers/Sales to Public** – Costs incurred in the implementation of fund-raising activities.

**Miscellaneous** – Expenses not reportable in another classification. Please explain what this line item includes in the comments line or individual or organizational dues in other organizations relevant to the functions of the agency. (Trade association, civic club, etc.).

**Revenue:**

**Other United Ways** – Contributions from other United Ways. Please list the names of the other United Ways in the comments line.

**Combined Federal Campaign** – Contributions received from the local Combined Federal Campaign

**State Revenue/Grants** – Contributions received from the State of North Carolina. If there is a specific department or name for funding received, please list the specific source or title in the variance line.

**Federal Revenue/Grants** – Contributions received from the federal government. If there is a specific department or name for funding received, please list the specific source or title in the comments line.

**County Revenue/Grants** – Contributions received from any county in North Carolina. If there is a specific department or name for funding received, or if funds are from a county other than Sampson please list the specific source or title in the comments line.

**City Revenue/Grants** – Contributions received from any municipality in Sampson County. If there is a specific department or name for funding received. Please list the specific municipality.

**Special Events/Fundraisers/Sales to Public** – Revenue produced by sales and/or events (fundraisers) done by the agency/program or affiliated groups

**Membership Dues** – Dues paid by members to join the organization.

**Client Fees** – Fees received for services provided by the organization.

**Investment Income** – Interest, dividends, rentals and royalties from any type of investment. All investment income, regardless of type and origin should be reported here.

**Endowment Contribution** – Contributions made to the organization for specific endowments.

**Variances/Comments:**

Provide a variance explanation for budget line items in the projected budget which include both a dollar difference of \$1000 or more and a percentage difference of 5% or more over the current approved budget.

**EXAMPLE 1:**

Your salary expenses in line 16 will increase from \$70,000 this year to \$73,000 in the projected budget. You should not include an explanation. Although the dollar difference is \$3,000 this amount represented only a 4.3% increase over this year's expenditures.

**EXAMPLE 2:**

Line 27, Printing & Publishing will increase from \$900 this year to \$1,350 in the projected budget. You should not include an explanation. Although there is a 50% increase, the dollar amount is only \$450.

**EXAMPLE 3:**

Your agency will receive a grant of \$35,000 this year. In the projected budget your agency will only be eligible for \$30,000. This \$5,000 reduction represents a 14% decrease. Please provide explanation.

**Program Participant Demographics**

Provide demographic information on all participants that the organization's program projects for the upcoming year.

**Program Staff Positions**

Complete for each program for which funding is being requested, listing all positions associated with each program.

Program Funding

Request Application



United Way of Sampson County

**Sponsoring Agency:** Sampson County Department of Aging  
**Program Name:** Wheelchair Ramp Program  
**Mailing Address:** 405 County Complex Rd; Suite 400 Clinton, NC 28328  
**Phone/email:** 910-592-4653/danah@sampsonnc.com

Funding Request for 2022 Program Funding \$ 30,000

**CERTIFICATION**

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

Sampson County Department of Aging Board of Directors at a meeting on January 3, 2021  
 (Sponsoring Agency) (date)  
 Our fiscal year is July 1 to June 30  
 (date) (date)

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

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

Dana Hall


Sue Lee

**Executive Director ~ Name**

**Board President or Authorized person Name**

Chairman, Sampson County Board of Commissioners

**Volunteer Title**

  
 \_\_\_\_\_  
*Signature - Executive Director*

*Signature ~ Board President or Authorized Person*

1/3/2022

1/3/2022

**Date**

**Date**

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

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

In the event that we do not receive enough applications for people under 60 years of age, we would use the remaining funding to build additional ramps for people over 60 years.

## Organization's Governance & Oversight

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

### Board Meetings

1. How many meetings were scheduled during the last fiscal year? 12
2. How many times did the Board meet during the last fiscal year? 12
3. At how many of the Board meetings did you have a quorum during the last fiscal year? 12
4. Are detailed reports of agency activities provided to the board on a regular basis? 

|     |
|-----|
| Yes |
| No  |

### Current Demographics of Board of Directors

|          |   |       |   |
|----------|---|-------|---|
| Male     | 3 | Black | 2 |
|          |   |       |   |
| Female   | 2 | White | 3 |
|          |   |       |   |
| Hispanic |   | Other |   |
|          |   |       |   |

### Fiscal Oversight

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

The North Carolina Fiscal Budget and Fiscal Control Act sets forth the fiscal controls which determine the budgetary and financial operations of the local government and its departments. Included in such controls are a pre-auditing obligation to ensure that revenues have been budgeted prior to any expenditure and an annual comprehensive audit by an independent auditor. With regards to the process of disbursement of funds for the Department of Aging, the County Finance Officer is responsible for disbursement of funds. The Senior Administrative Support Specialist at the Department of Aging makes a request with the Aging Director's final approval. The request is sent to a Finance Technician at the Finance Office who review and approves for checks to be issued. The Finance Officer and County Manager's signature are both on the check.

### National/State Affiliations

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

|  |  |  |     |  |   |   |  |    |
|--|--|--|-----|--|---|---|--|----|
| <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td></tr> </table> |  |  | YES |  | <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td style="width: 20px; height: 20px; text-align: center;">✓</td></tr> <tr><td style="width: 20px; height: 20px;"></td></tr> </table> | ✓ |  | NO |
|  |  |  |     |  |   |   |  |    |
|  |  |  |     |  |   |   |  |    |
| ✓  |  |  |     |  |   |   |  |    |
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| <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td></tr> </table> |  |  | YES |  | <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td style="width: 20px; height: 20px; text-align: center;">✓</td></tr> <tr><td style="width: 20px; height: 20px;"></td></tr> </table> | ✓ |  | NO |
|  |  |  |     |  |   |   |  |    |
|  |  |  |     |  |   |   |  |    |
| ✓  |  |  |     |  |   |   |  |    |
|  |  |  |     |  |   |   |  |    |

Please briefly describe those national standards.



## ORGANIZATION OVERVIEW

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

1. Describe the organization's mission.

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

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

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

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

We often collaborate with other Home Health Agencies to provide educational seminars. We work with church groups and civic groups to build wheelchair ramps. When we partner to build ramps, it allows the funding to go much further and we are able to help more people in need.

5. Does the organization employ paid staff?

|   |
|---|
| ✓ |
| ✓ |

YES

|  |
|--|
|  |
|  |

NO

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

|   |
|---|
| ✓ |
|   |

YES

|  |
|--|
|  |
|  |

NO

## PROGRAM OVERVIEW

Wheelchair Ramp Program

**Program Name:**

\_\_\_\_\_

Dana Hall

**Program Director's name:**

\_\_\_\_\_

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

The Sampson County Department of Aging Home Improvement program's main objective is to help disabled adults remain in their home by providing assistance in maintaining their home to ensure their safety and well-being. United Way funding specifically allows adults under the age of 60 who are disabled and have no other means of help to receive assistance with home improvements; such as wheelchair ramps, handrails, and minor home repairs. 100% of the funding pays for materials and contracted labor. Our goal is to help 15-20 people this year.

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

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

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

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

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

A current waiting list for our wheelchair ramp program is kept by our information and referrals specialist. Currently, our waiting list open. However, our funds have been scheduled through the remainder of the fiscal year. Any new call ins would need to be placed on the waiting list for 2022.

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

Applicants must be under 60 years of age and show proof of disability. The Information and Referral Specialist takes applications to determine initial eligibility. Then the Program Coordinator visits the home to perform an in-home assessment to determine the needs of the applicant.

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

The Program Coordinator determines the estimated cost of the service and based on their income a cost sharing amount is suggested to be paid toward the cost of the work. We follow the Health and Human Services Poverty guideline to determine if the applicant should contribute to the cost.

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

This program relies solely on donations and grants to continue. Currently there are no funding opportunities available through state block grant funding to help individuals under the age of 60. Cumberland County (Independent Living) has a program that will build wheelchair ramps for people under 60, however, their waiting list is extremely long.

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

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

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

We work with church groups and civic groups to build wheelchair ramps. Volunteers are used whenever available, however, our volunteer base is getting smaller each year.

10. Are reference/background checks complete on all volunteers?

YES  NO

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

The churches that we partner with have been doing this for many years and are aware of the specifications for building the ramps. The program coordinator works with new volunteers to ensure program standards are met. The program coordinator will review the specifications before each job with the crew leader and provide technical support when needed. The program coordinator inspects all work when finished and before signing off on the job.

**MEASURING PROGRAM EFFECTIVENESS  
OUTCOMES LOGIC MODEL**

**PROGRAM  
NAME**

Wheelchair Ramp Program

---

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

| INPUTS   | ACTIVITIES  | OUTPUTS   |
|--|---|---|
| <p>Staff:</p> <p>The Home Repairs program staffs a full-time coordinator who assesses and performs all the home repair/modification work that is performed. The program also has administrative staff to perform the clerical duties attached to this work which is paid for by County Funding.</p> <p>Contracted Labor: Paid for by United Way Funding</p> <p>Volunteers:</p> <p>Churches, Civic groups</p> <p>Donations: (Materials/Monetary)<br/>Churches, Civic groups, private individuals, family members.</p> <p>Tools/Equipment</p> <p>Materials: Paid for by United Way Funding</p> | <p>Complete application and other paperwork.</p> <p>Assess the needs of individuals under the age of 60 who are disabled.</p> <p>Provide Direct Services: i.e., building wheelchair ramps, installing portable ramp, installing grab bars or hand rails, or minor home repairs.</p> | <p>Build wheelchair ramps, install portable ramp, install grab bars or hand rails, or minor home repairs for 15-20 individuals.</p> |

## MEASURING PROGRAM EFFECTIVENESS OUTCOMES FRAMEWORK

**PROGRAM**

**NAME:**

Wheelchair Ramp Program

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

| OUTCOMES  | INDICATORS  | DATA SOURCE   | DATA COLLECTION METHOD   |
|---|---|---|--------------------------|
| Physical well-being of client.  | Home Repairs/modifications made to 15-20 homes to ensure safety.  | Agency records; Final assessment and client interviews. Client Files. | Data collected by staff. |
| Maintaining independence and keeping Sampson County residents safely in their homes verses going to Nursing Facilities. | Wheelchair ramps built provide feeling of independence for disabled clients or installation of portable ramp for temporary situations or until permanent ramp can be built. | Agency records; Final assessment and client interviews. Client Files. | Data collected by staff. |
| Assistance for family members to safely maneuver loved ones in and out of their homes.                                  | Home Repairs/modifications made to 15-20 homes to ensure safety.  | Agency records; Final assessment and client interviews. Client Files. | Data collected by staff. |

## OUTCOMES MEASUREMENT RESULTS

Wheelchair Ramp Program

**Program Name:** \_\_\_\_\_

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

15-20 participants

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

Monthly

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

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

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

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

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

No changes at this time.



Program Name: Wheelchair Ramp Program

|  | Actual<br>2021  | Projected<br>2022 |                     |          |
|--|-----------------|-------------------|---------------------|----------|
|  | Program Budget  | Program Budget    | Program<br>Variance | Comments |
| <b>DIRECT EXPENSES</b>   |                 |                   |                     |          |
| 1 Salaries ( list positions on attached sheet)                     |                 |                   | \$0                 |          |
| 2 Employee Benefits  |                 |                   | \$0                 |          |
| 3 Payroll Taxes  |                 |                   | \$0                 |          |
| 4 Property and other Taxes   |                 |                   | \$0                 |          |
| 5 Advertising  |                 |                   | \$0                 |          |
| 6 Professional Fees & Contracts                                    |                 |                   | \$0                 |          |
| 7 Investment Expenses: (Bank charges, broker fees, etc.)           |                 |                   | \$0                 |          |
| 8 Supplies   |                 |                   | \$0                 |          |
| 9 Telephone  |                 |                   | \$0                 |          |
| 10 Postage & Shipping  |                 |                   | \$0                 |          |
| 11 Occupancy (Building and Grounds)                                |                 |                   | \$0                 |          |
| 12 Utilities (power, water, etc)                                   |                 |                   | \$0                 |          |
| 13 Insurance   |                 |                   | \$0                 |          |
| 14 Property & Equipment  |                 |                   | \$0                 |          |
| 15 Depreciation  |                 |                   | \$0                 |          |
| 16 Rental & Maintenance of Equipment                               |                 |                   | \$0                 |          |
| 17 Outside Printing  |                 |                   | \$0                 |          |
| 18 Public/Private Transportation Fees                              |                 |                   | \$0                 |          |
| 19 Other Transportation  |                 |                   | \$0                 |          |
| 20 Conference and Conventions                                      |                 |                   | \$0                 |          |
| 21 Training  |                 |                   | \$0                 |          |
| 22 Specific Assistance to Individuals                              | \$30,000        | \$30,000          | \$0                 |          |
| 23 Organization Dues   |                 |                   | \$0                 |          |
| 24 Thrift store operating expenses                                 |                 |                   | \$0                 |          |
| 25 Special Events/Fundraiser/Sales to Public (Cookies, etc)        |                 |                   | \$0                 |          |
| 26 Miscellaneous 1: (explain)                                      |                 |                   | \$0                 |          |
| 27 Miscellaneous 2: (explain)                                      |                 |                   | \$0                 |          |
| 28 Miscellaneous 3: (explain)                                      |                 |                   | \$0                 |          |
| 29 Miscellaneous 4: (explain)                                      |                 |                   | \$0                 |          |
| 30 Miscellaneous 5: (explain)                                      |                 |                   | \$0                 |          |
| 31 <b>TOTAL EXPENSES</b>   | <b>\$30,000</b> | <b>\$30,000</b>   | <b>\$0</b>          |          |
| <b>REVENUE</b>   |                 |                   |                     |          |
| 32 UW Sampson County (Include request for projected year)          | \$30,000        | \$30,000          | \$0                 |          |
| 33 Other United Ways   |                 |                   | \$0                 |          |
| 34 Other Foundation Grant 1 (explain)                              |                 |                   | \$0                 |          |
| 35 Other Foundation Grant 2 (explain)                              |                 |                   | \$0                 |          |
| 36 Other Foundation Grant 3 (explain)                              |                 |                   | \$0                 |          |
| 37 Other Foundation Grant 4 (explain)                              |                 |                   | \$0                 |          |
| 38 State Revenue/grants-1  |                 |                   | \$0                 |          |
| 39 State Revenue/grants-2  |                 |                   | \$0                 |          |
| 40 Federal Revenue/grants  |                 |                   | \$0                 |          |
| 41 County Revenue/grants   |                 |                   | \$0                 |          |
| 42 City Revenue/grants   |                 |                   | \$0                 |          |
| 43 Thrift Store, retail sales                                      |                 |                   | \$0                 |          |
| 44 Special Events/Fundraiser/Sales to Public (Cookies, etc)        |                 |                   | \$0                 |          |
| 45 Membership Dues, parent fees etc                                |                 |                   | \$0                 |          |
| 46 Program Income: client fees, participant fees etc.              |                 |                   | \$0                 |          |
| 47 Investment Income (interest, dividends, gain on sale of assets) |                 |                   | \$0                 |          |
| 48 Endowment Contribution  |                 |                   | \$0                 |          |
| 49 Contributions (Restricted & Unrestricted)                       |                 |                   | \$0                 |          |
| 50 Refunds   |                 |                   | \$0                 |          |
| 51 Match Requirements  |                 |                   | \$0                 |          |
| 52 Miscellaneous 1: (explain)                                      |                 |                   | \$0                 |          |
| 53 Miscellaneous 2: (explain)                                      |                 |                   | \$0                 |          |
| 54 Miscellaneous 3: (explain)                                      |                 |                   | \$0                 |          |
| 55 Miscellaneous 4: (explain)                                      |                 |                   | \$0                 |          |
| 56 <b>TOTAL REVENUE</b>  | <b>\$30,000</b> | <b>\$30,000</b>   | <b>\$0</b>          |          |
| 57 <b>SURPLUS/(DEFICIT)</b>  | <b>\$0</b>      | <b>\$0</b>        | <b>\$0</b>          |          |



| Program Name: <u>Wheelchair Ramp Program</u> |                |          |          |                   |          |          |          |          |
|--|----------------|----------|----------|-------------------|----------|----------|----------|----------|
|  | Actual<br>2021 |          |          | Projected<br>2022 |          |          |          |          |
|  | Male           | Female   | Unknown  | Total             | Male     | Female   | Unknown  | Total    |
| <b>UNDUPLICATED PEOPLE SERVED TOTAL</b>      |                |          |          |                   |          |          |          |          |
| <b>AGE</b>                                   |                |          |          |                   |          |          |          |          |
| 0-12   |                |          |          | 0                 |          |          |          | 0        |
| 13-18  |                |          |          | 0                 |          |          |          | 0        |
| 19-45  | 4              |          |          | 4                 |          |          |          | 0        |
| 46-64  | 3              | 4        |          | 7                 |          |          |          | 0        |
| 65 +   |                |          |          | 0                 |          |          |          | 0        |
| Unknown                                      |                |          |          | 0                 |          |          |          | 0        |
| <b>TOTAL</b>                                 | <b>7</b>       | <b>4</b> | <b>0</b> | <b>11</b>         | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |
| <b>RACE/ETHNICITY</b>                        |                |          |          |                   |          |          |          |          |
| Caucasian                                    | 4              | 3        |          | 7                 |          |          |          | 0        |
| Asian  |                |          |          | 0                 |          |          |          | 0        |
| African American                             | 3              | 1        |          | 4                 |          |          |          | 0        |
| Hispanic                                     |                |          |          | 0                 |          |          |          | 0        |
| Native American                              |                |          |          | 0                 |          |          |          | 0        |
| Other  |                |          |          | 0                 |          |          |          | 0        |
| Unknown                                      |                |          |          | 0                 |          |          |          | 0        |
| <b>TOTAL</b>                                 | <b>7</b>       | <b>4</b> | <b>0</b> | <b>11</b>         | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |
| <b>INCOME</b>                                |                |          |          |                   |          |          |          |          |
| \$7,500 or less                              |                |          |          | 0                 |          |          |          | 0        |
| \$7,501 - \$15,000                           | 2              | 1        |          | 3                 |          |          |          | 0        |
| \$15,001 - \$30,000                          | 5              | 3        |          | 8                 |          |          |          | 0        |
| \$30,001 - \$50,000                          |                |          |          | 0                 |          |          |          | 0        |
| \$50,000 +                                   |                |          |          | 0                 |          |          |          | 0        |
| <b>TOTAL</b>                                 | <b>7</b>       | <b>4</b> | <b>0</b> | <b>11</b>         | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |





Program Name: Wheelchair Ramp Program

|              | Staff<br>Position | Salary      | Number of Hours<br>Worked/Week |
|--------------|-------------------|-------------|--------------------------------|
| 1            | Steven Wilson     | \$47,940.00 | 40                             |
| 2            |                   |             |                                |
| 3            |                   |             |                                |
| 4            |                   |             |                                |
| 5            |                   |             |                                |
| 6            |                   |             |                                |
| 7            |                   |             |                                |
| 8            |                   |             |                                |
| 9            |                   |             |                                |
| 10           |                   |             |                                |
| 11           |                   |             |                                |
| 12           |                   |             |                                |
| 13           |                   |             |                                |
| 14           |                   |             |                                |
| 15           |                   |             |                                |
| 16           |                   |             |                                |
| 17           |                   |             |                                |
| 18           |                   |             |                                |
| 19           |                   |             |                                |
| 20           |                   |             |                                |
| 21           |                   |             |                                |
| 22           |                   |             |                                |
| 23           |                   |             |                                |
| 24           |                   |             |                                |
| 25           |                   |             |                                |
| <b>TOTAL</b> | 1                 | \$47,940.00 | 40                             |
|              | <b>Average</b>    | \$47,940.00 | 40                             |

## Funding Application Checklist

Submit *ONE (1)* of each item to *ORIGINAL PACKET ONLY* as addendums, 3 hole punched, *NO STAPLES*

|                                     |  |                               |
|-------------------------------------|--|-------------------------------|
| Current<br>UWSC<br>Funded<br>Agency | Not<br>Current<br>UWSC<br>Funded<br>Agency | <b>REQUIRED DOCUMENTATION</b> |
|-------------------------------------|--|-------------------------------|

|   |                                     |  |
|---|-------------------------------------|--|
|   | <input type="checkbox"/>            | 501 C (3) IRS tax exemption letter   |
|   | <input type="checkbox"/>            | NC Department of Revenue tax exemption letter                                    |
|   | <input type="checkbox"/>            | NC Solicitation License or exemption letter                                      |
|   | <input type="checkbox"/>            | Agency and Program marketing/advertising materials (e.g. brochures)              |
|   | <input type="checkbox"/>            | Agency By-laws   |
|   | <input type="checkbox"/>            | Board Approved policy regarding non-discrimination signed by the Board President |
| * | <input type="checkbox"/>            | Financial Records Attached in accordance with Audit Policy                       |
|   | <input checked="" type="checkbox"/> | I certify that I have read and understand the Audit Policy                       |
|   | <input checked="" type="checkbox"/> | I certify that I have read and understand the Agreement of Affiliation           |
|   | <input checked="" type="checkbox"/> | I certify that I have read and understand the Supplemental Fundraising Policy    |
|   | <input type="checkbox"/> N/A        | Supplemental Fundraising Form Attached - if applicable                           |
|   | <input checked="" type="checkbox"/> | List of Board of Directors (include addresses)                                   |

|                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Funding Application Part I  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Funding Application Part II   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Funding Application Checklist   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Agency Summary Form   |
| *                                   | <input type="checkbox"/> | Audit OR if n/a Most Recent IRS Form 990 OR if n/a Most Recent 6 Months Bank Statements and<br>Include Income Statement and Balance Sheet |

\* Audit For 2021 is not complete. 2021 audit will be sent upon completion. DH

This tool is provided for completion by each Agency applying for United Way funding in Sampson County. Some of the information may be captured on the full application, however, this form is intended to provide clear, summarized program/impact statements which will not only assist applicant presentations, but will also assist board members as considerations are given and award decisions made. Completion of this form is required as part of your application.

Introductory Statement

*What is Community Impact?* (as defined by United Way of Sampson County) The *measurable and substantial impact* made in the community by the *effective investment of funds to improve the lives of our residents*.

*With the above impact statement in mind, please complete the following and restrict all responses to the allotted space for each.*

AGENCY NAME:Sampson County Department of Aging COMPLETED BY: Dana Hall

DATE: 12-20-2021

1. Amount of funding requested? \$30,000
2. *For previous/current recipients:* Does your funding request reflect an increase, decrease or no change in relation to prior award? (Requests differing from prior year *must* include an explanation)  
No Change
3. What high priority need(s) will you address using United Way funds? (education, financial stability, health issues)  
Health Issues: Our goal is to help disabled individuals stay in their homes longer, while dealing with health issues.
4. List the TOTAL anticipated number of individuals that benefit through this project AND the number benefited SPECIFICALLY due to United Way funds. Please include categorical data (such as children, teenagers, adults, elderly, etc.) and how you will address diversity among those served. (Note: At the conclusion of the United Way funding year, recipients will be asked to complete a final report of actual outcome in comparison to anticipated.)  
We anticipate helping 15 to 20 applicants in 2022 with United Way Funding. The primary age bracket are individuals under 60 years of age. However, if we do not receive enough requests for this age group, we then build ramps for people over 60 years of age.
5. List two measurable project goals and the anticipated outcome that will be used to gauge the effectiveness of your investment as explained above. (Example: % Increase due to United Way Funds). (Note: At the conclusion of the United Way funding year, recipients will be asked to complete a final report detailing actual outcomes in comparison to anticipated outcomes).
  1. To keep disabled individuals in their homes for as long as they wish.
  2. To maintain the safety and well-being of disabled individuals.
6. Please describe the impact on your project/services if you are not awarded United Way funding?  
In the event that we do not receive United Way funding, we would be unable to provide ramps for individuals who are under 60 years of age.
7. Please describe how your Agency supports our United Way. (for example: Encouraging board members/employees to contribute to the annual campaign, increasing visibility via our logo on all written materials, mentioning our funding in newspaper articles, on social media, etc.)  
Sampson County encourages all employees to contribute to United Way through payroll deductions. We also promote contributions through presentations to community groups throughout the county.

STATE OF NORTH CAROLINA  
COUNTY OF SAMPSON

SAMPSON COUNTY SHERIFF'S OFFICE  
MEDICAL SERVICES  
CONTRACT

THIS MEDICAL SERVICES CONTRACT ("Contract") is made and entered into the \_\_\_\_ day of January, 2022 (the "Effective Date"), by and between SAMPSON COUNTY (the "County"), a body corporate and politic and a political subdivision of the State of North Carolina; and RODNEY K. SESSOMS, M.D. ("Sessoms") and KIMBERLY D. GRIGSBY-SESSOMS, M.D. ("Grigsby-Sessoms"), both natural persons and physicians duly licensed by the North Carolina Medical Board to practice medicine in the State of North Carolina, and INCARCERATED MEDICAL SERVICES, PLLC ("Incarcerated Medical"), a North Carolina professional limited liability company. Collectively, Sessoms, Grigsby-Sessoms, and Incarcerated Medical are referred to herein as the "Contractor". The County and the Contractor may be referred to at times herein individually as a "Party" or collectively as the "Parties".

WITNESSETH:

WHEREAS, pursuant to the statutory authority contained in N.C. Gen. Stat. § ("G.S.") 153A-218, the County operates the Sampson County Detention Center ("Detention Center"), a "local confinement facility" as that term is defined in G.S. 153A-217(5); and

WHEREAS, the County, pursuant to G.S. 153A-225(a), has a statutory duty to develop a plan for providing medical care for inmates confined at the Detention Center; and

WHEREAS, the County, in accordance with its statutorily-mandated plan, wishes to enter into this Contract with Contractor, whereby the Contractor will be obligated to deliver certain medical services to inmates confined at the Detention Center, as more particularly set forth herein below, including the medical care required by G.S. 153A-225; and

WHEREAS, the Contractor has the training, expertise, personnel, and resources to provide the medical services identified in this Contract to inmates housed at the Detention Center in conformity with the County's plan for inmate medical care and wishes to enter into this Contract with the County; and

WHEREAS, the Sampson County Board of Commissioners (the "Board of Commissioners") has duly adopted a Resolution authorizing the Sampson County Manager to execute this Contract on behalf of the County; and

WHEREAS, James H. Thornton, acting in his official capacity as the Sheriff of Sampson County (the "Sheriff"), has also executed this Contract in order to manifest his consent to the provision of the medical services described herein by the Contractor;

NOW, THEREFORE, in consideration of the promises and covenants of the Parties, as more particularly set forth herein below, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties do hereby incorporate the above recitals and agree as follows:

1. Term. The initial term of this Contract shall commence as of the Effective Date and shall expire on June 30, 2024, and this Contract shall be a continuing contract in accordance with the provisions of G.S. 153A-13. After expiration of the initial term, this Contract may be renewed by mutual written agreement of the Parties for subsequent terms of one (1) year, with each subsequent term commencing on July 1<sup>st</sup> and ending on June 30<sup>th</sup> of the following year. In the event that the Contractor continues to provide the medical services set forth herein after the expiration of the initial term or a renewal term hereof, the terms of this Contract shall continue to govern the relationship of the Parties until such time as a new contract is executed by the Parties or a successor medical provider is designated by the County.

2. Termination for Convenience. This Contract may be terminated by either Party at any time by giving thirty (30) days written notice in the manner provided by Paragraph 18 below.

3. Termination for Cause.

a. Either Party may terminate this Contract for material breach by the other Party of any of the terms or provisions of this Contract by providing the other Party at least ten (10) days written notice in the manner provided by Paragraph 18 below, specifying the nature of the material breach. During this ten (10) day notice period, the breaching Party may cure the breach to the reasonable satisfaction of the non-breaching Party. In the event that the breach is not cured to the reasonable satisfaction of the non-breaching Party within the ten (10) day notice period, this Contract shall be deemed to have terminated.

b. The County may immediately terminate this Contract in the event that: (a) the Board of Commissioners, in its sole discretion, determines that termination is necessary for the health and safety of the inmates confined at the Detention Center; (b) Sessoms suffers the loss, suspension, or restriction of his medical license; (c) the Board of Commissioners does not appropriate funds for the medical services provided pursuant to this Contract; or (d) termination of the Contract is required by law.

4. Medical Services. Contractor agrees to provide the medical services listed below to inmates confined at the Detention Center. For purposes of this Contract, “supervise” and/or “supervision” shall include maintaining an appropriate set of standing orders, providing on-site consultation, providing telephone backup and consultation, and reviewing patient charts consistent with standards set by the North Carolina Medical Board.

a. Serve as the medical director for the Sampson County Sheriff’s Office, to include the Detention Center;

b. Advise and consult with the County and the Sheriff regarding the Detention Center's medical plan, implementation of the medical plan, and the provision of medical care to inmates confined at the Detention Center;

c. Establish, upon consultation with the County and the Sheriff, standard rules, policies, and operating procedures to be used by Detention Center staff and the Contractor's personnel in delivering and performing the medical services set forth in this Contract. These rules, policies, and procedures shall be maintained in writing and shall bear the signature of the Sheriff and Sessoms;

d. Provide regular medical care and supervision and appropriate emergency medical care of inmates confined at the Detention Center to the extent necessary for the health and general welfare of said inmates. At a minimum, Sessoms or another appropriate, qualified physician furnished by Sessoms shall come on-site to the Detention Center for at least four (4) hours per week;

e. Provide and implement preventative medical care for the benefit of inmates confined at the Detention Center to the extent reasonably necessary and appropriate;

f. Employ appropriate, qualified medical personnel, including such registered nurses, physician's assistants, and other licensed medical professionals as shall be necessary to be on-site at the Detention Center for at least thirty (30) hours per week, spread out over at least seven (7) days per week to evaluate inmate medical complaints and needs, appropriately package inmate medication, schedule medical appointments, maintain inmate medical records, and provide other needed medical services;

g. Employ appropriate, qualified medical personnel, including such registered nurses, physician's assistants, and other licensed medical professionals as shall be necessary to be on call at all times to answer telephone inquiries from Detention Center staff and to go on-site to the Detention Center as needed for the evaluation of inmate emergency medical needs or for the provision of emergency medical services.

h. Provide coverage in the form of furnishing other physicians to act in Sessoms' stead as may be necessary to appropriately provide medical care to inmates confined at the Detention Center during periods when Sessoms is absent or unavailable;

i. Direct and supervise the provision of medical care to inmates confined at the Detention Center by such nurses and other licensed medical professionals as shall be employed by the Contractor to carry out the medical services set forth in this Contract;

j. Direct and supervise the provision of medical care to inmates confined at the Detention Center by such nurses and other licensed medical professionals as shall be employed by the Contractor to carry out the medical services set forth in this Contract;

k. Take such measures as shall be reasonably necessary to avoid the spread of contagious disease, including developing policies, procedures, and protocols designed to prevent and control the transmission of contagious disease within the Detention Center;

l. Provide for the detection, examination and treatment of inmates who are infected with tuberculosis or venereal diseases, including coordinating with the Sampson County Health Department to ensure that all inmates are appropriately screened for tuberculosis and venereal disease upon their initial confinement at the Detention Center, and evaluating the medical needs and developing a plan of care for inmates found to have tuberculosis or venereal disease,

m. Maintain complete, accurate, appropriate, and confidential medical records for every inmate-patient receiving medical services while confined at the Detention Center;

n. Provide all medical services on-site at the Detention Center to the greatest extent possible, except in those circumstances in which the medical needs of the inmate receiving medical care require otherwise;

o. Provide required pre-employment physical examinations for applicants for employment as deputy sheriffs or detention officers, incident to the Contractor's service as medical director for the Detention Center.

5. Supplies. The County shall furnish supplies required to perform the medical services set forth in this Contract, provided that the total amount expended for said supplies and equipment by the County shall not exceed the amount appropriated by the Board of Commissioners for that purpose during a given fiscal year.

6. Fee. The County shall pay Contractor an annual fee of \$250,000, which shall be divided into twelve (12) monthly payments, for the provision of medical services described herein.

7. Total Compensation. The total amount of compensation paid to Contractor pursuant to this Contract shall not exceed \$250,000.00 during any fiscal year.

8. Billing. Contractor shall submit a billing report on or before the 21<sup>st</sup> day of each month. Provided that the billing report is accurate and timely submitted, the County will remit payment to Contractor on or before the 10<sup>th</sup> day of the following month. The County may refuse payment of billing reports that are not properly submitted and/or that seek compensation for services beyond the scope of this Contract.

9. Insurance. The Contractor shall maintain insurance from companies licensed to write business in the State of North Carolina with an A.M. Best rating of "A" or higher, and acceptable to the County, of the kinds and minimum amounts specified below. Before providing

medical services pursuant to this Contract, the Contractor shall furnish the County with certificates of all insurance required below. Each certificate shall indicate the type, amount, class of operations covered, effective date, and expiration date of the policy and shall contain the following statement: *The insurance covered by this certificate will not be cancelled or materially altered, except after thirty (30) days written notice has been received by Sampson County.* An updated copy of each certificate of insurance shall be provided to the County each year or at renewal date for all liability insurance certificates.

a. Workers' Compensation and Employers Liability Insurance. Covering all of the Contractor's employees who will be engaged in the provision of medical services under this Contract, providing the required statutory benefits under North Carolina Workers' Compensation law, and employers liability insurance with a limit of \$500,000 for each occurrence;

b. Commercial General Liability. Including coverage for independent contractor operations, contractual liability assumed under the provisions of this Contract, and broad form property damage liability insurance coverage. The policy shall provide liability limits at least in the amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate;

c. Automobile Liability Insurance. Covering all owned, non-owned, and hired vehicles, providing liability limits at least in the amount of \$1,000,000 per occurrence combined single limits applicable to claims due to bodily injury and/or property damage;

d. Medical Professional Liability Insurance. Covering Contractor's, and all persons rendering professional health care services on Contractor's behalf pursuant to this Contract, acts, errors, or omissions in rendering or failure to render professional health care services in performance of this Contract in amount no less than \$1,000,00 per claim with \$3,000,000 in the aggregate. The Contractor will be required to maintain this coverage for a period of at least three (3) years beyond the expiration and/or termination of this Contract and any renewal thereof;

e. Umbrella Liability Insurance. Providing coverage as excess above the underlying employers liability insurance, commercial general liability insurance, automobile liability insurance, and medical professional liability insurance policies required by this Contract. This coverage shall provide excess liability limits at least in the amount of \$1,000,000 per occurrence, combined single limits, applicable to claims arising from bodily injury, personal injury, and/or property damage.

10. Indemnification. The Contractor shall indemnify and hold harmless (and at the request of the County defend) the County, the Sheriff, and each of their respective elected officials, officers, directors, agents, and employees from and against any and all claims for any loss, damages, liability, costs, or expenses (including reasonable attorney's fees) judgments or



obligations arising from or relating to any negligence, wrongful act or omission, or breach of this Contract by Contractor or any of its members, officers, agents, or employees. The Contractor shall furthermore be fully responsible for all negligent acts and omissions of any independent contractor utilized by the Contractor in the performance of this Contract to the same extent that the Contractor would be responsible for any such acts or omissions.

11. Credentialing. The Contractor represents, warrants, and agrees that Sessoms and any health care providers providing medical services on behalf of Contractor pursuant to this contract are currently, and for the duration of this Contract shall remain, in compliance with all applicable licensing laws and that Contractor, and all employees and contractors thereof, including Sessoms, will perform the medical services set forth herein in accordance with all licensing and regulatory requirements, as well as applicable national, state, and local standards of professional ethics and practice.

12. Treatment Decisions. The County and Sheriff shall not be liable for, or exercise control over, the manner or method by which Contractor and its health care providers provide services under this Contract, including, but not limited to, any treatment decisions made by the Contractor or its health care providers.

13. Nondiscrimination. The Contractor will provide services to inmates confined at the Detention Center without discrimination on account of race, sex, sexual orientation, age, color, religion, national origin, place of residence, health status, type of Payor, source of payment, physical or mental disability, or veteran status.

14. Notice of Certain Events. The Contractor shall give written notice to the County and the Sheriff within 10 days of: (i) any event of which notice must be given to a licensing or accreditation agency or board; (ii) any change in the status of a license of the Contractor or one of its health care providers; (iii) termination, suspension, exclusion or voluntary withdrawal of the Contractor or one of its health care providers from any state or federal health care program, including but not limited to Medicaid; or (iv) any final adverse determinations in connection with a lawsuit or claim filed or asserted against the Contractor or any of its health care providers alleging professional malpractice.

15. Medical Records. The Parties and their respective officers, agents, and employees shall maintain confidentiality of inmate medical records and personal information and other health records as required by law. The Parties shall maintain adequate medical and other health records according to industry standards.

16. Assignment and Subcontracting. The Contractor shall not assign its interest in this Contract with a third party for the performance of its obligations under this Contract without the prior written consent of the County.

17. Relationship of the Parties. It is mutually agreed and understood by the Parties that the Contractor is an independent contractor (as that term is understood by law) and not an agent of the County or the Sheriff. Nothing herein shall be construed as creating a partnership or joint venture, nor shall any employee of the Contractor be construed as an employee, agent, or principal of the County or the Sheriff. Each Party shall maintain control over its own personnel, and any employment rights of the Contractor shall not be abridged.

18. Notices. All notices which may be required by this Contract or any rule of law shall be effective when received by certified mail sent to the following addresses:

The County:  
Sampson County  
Attn: County Manager  
406 County Complex Rd., Bldg. C  
Clinton, NC 28328

With a copy to:  
Sheriff of Sampson County  
112 Fontana St.  
Clinton, NC 28328

The Contractor:  
Rodney K. Sessoms, M.D. &  
Incarcerated Medical Services, PLLC  
500 Beaman St.  
Clinton, NC 28328

19. No Third-Party Beneficiaries. There are no third-party beneficiaries to this Contract. Nothing in this Contract shall create or give to third parties any claim or right of action against any Party to this Contract or any employee or agent of any Party to this Contract, including the Sheriff and any employee of the Sheriff.

20. Immunity. Nothing herein is intended or shall be interpreted as waiving any claim or defense based on the principles of sovereign immunity, governmental immunity, public official immunity, qualified immunity, or any other immunity that otherwise would be available to the County, the Sheriff, and/or any employee of the County or Sheriff.

21. E-Verify. At all times during the performance of this Agreement, the Contractor shall fully comply with Article 2 of Chapter 64 of the North Carolina General Statutes and shall ensure compliance by any subcontractors utilized by the Contractor.

22. Entire Agreement. This Contract constitutes the entire agreement between the Parties and supersedes all prior agreements and understandings, whether written or oral, relating to the subject matter hereof.

23. Amendments and Modifications. This Contract may be modified or amended by mutual consent of the Parties so long as the modification or amendment is executed in the same fashion as this Contract.

24. Additional Policies and Procedures. Notwithstanding Paragraph 22 of this Contract, the Parties may develop additional policies and procedures by consent to implement this Contract. Furthermore, each Party may develop internal policies and procedures to implement its respective obligations under this Contract.

25. Severability. In the event that any provision of this Contract shall be found to be invalid, illegal, or otherwise unenforceable, the validity, legality, and enforceability of the remaining provisions shall in no way be affected or impaired thereby.

26. Survival of Obligations. All provisions of this Contract that by their nature are to be performed or complied with following the expiration or termination of this Agreement, including without limitation Paragraphs 9, 10, and 15, survive the expiration or termination of this Contract.

27. Governing Law. This Contract shall be governed by the laws of the State of North Carolina without regard to conflict of law rules.

28. Counterparts. This Contract may be executed in one or more counterparts, each of which shall be deemed an original, but all of which taken together constitute one and the same instrument.

**THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK.**

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be executed, effective the day and year first written above.

SAMPSON COUNTY

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

By: \_\_\_\_\_  
James H. Thornton, Sheriff

INCARCERATED MEDICAL SERVICES, PLLC

By: \_\_\_\_\_  
Rodney K. Sessoms, M.D., Member-Manager

\_\_\_\_\_  
Rodney K. Sessoms, M.D., Individually

\_\_\_\_\_  
Kimberly D. Grigsby-Sessoms, M.D., Individually

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

\_\_\_\_\_  
David K. Clack, Finance Officer

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

Phone 910-592-8146

Fax 910-592-1227

To: Ed Causey, County Manager  
From: Jim Johnson, Tax Administrator  
Date: December 16, 2021  
Subject: Disabled Veteran Exclusion  
( GS 105-277.1c )

The attached disabled veteran exclusion application was received after June 1, 2021. After that date, the Board of Commissioners must approve the application.

The applicant is as follows:

William Henry Jones, Jr.

A letter is submitted requesting approval of the late application.

The application meets the statutory requirements for the disabled veteran exclusion other than being timely filed. The late application was received on November 24, 2021.

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

November 12, 2021

Sampson County Board of Commissioners  
406 County Complex Road  
Clinton, North Carolina 28328

RE: William Henry Jones, Jr.

Dear Commissioners:

I am a 100% permanently and totally disabled Veteran. I submitted an application for property Tax Exclusion to The Department of Veterans Affairs, at the Regional Office, through the Sampson County Veterans Service Office on February 12, 2021. The NCDVA-9 form for Property Tax Exclusion was received after the June cutoff date. I understand that my application is not within the time frame set, but I am requesting you to please accept this application and grant me the Tax Exclusion on my County Property Tax.

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

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

Sincerely,



William Henry Jones, Jr  
300 Faircloth Bridge Road  
Stedman, North Carolina 28391

Aect # 196820  
Parcel # 02-0158586-04

Acct # 196820  
Parcel # 02-0158586-04

NCDVA-9  
(Rev. 08-09)

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

|   |  |   |
|---|--|---|
|   | <b>State of North Carolina<br/>Certification for Disabled Veteran's<br/>Property Tax Exclusion (G.S. 105-277.1C)</b>   | <b>Sampson County Veterans<br/>Service Office</b><br><br>COUNTY |
| <b>SECTION 1</b>  | <b>TO BE COMPLETED BY THE VETERAN OR THE SURVIVING SPOUSE WHO HAS NOT REMARRIED</b>  |   |
| William Jones <sup>WV:</sup> <u>Henry Jones Jr</u><br>NAME (Print or Type)  | William Jones <sup>WV:</sup> <u>Henry Jones Jr</u><br>DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)   |   |
| <u>300 Faircloth Bridge Rd</u><br>STREET ADDRESS OR P.O. BOX NUMBER   | _____<br>SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE)<br><i>(If Applicable)</i>  |   |
| Stedman                      NC                      28391<br>CITY                              STATE                      ZIP CODE   | U.S. DEPT. OF VETERANS AFFAIRS   |   |
| _____<br>VETERAN'S SOCIAL SECURITY NUMBER   |  |   |
| I am either (1) a veteran whose character of service at separation was honorable or under honorable conditions and who has a permanent and total service-connected disability or (2) the surviving spouse, who has not remarried, of a veteran whose character of service at separation was honorable or under honorable conditions and who had a permanent and total service-connected disability at death or veteran's death was the result of a service-connected condition. I request USDVA complete this certification <i>in support of my separate application for the Disabled Veteran's Property Tax Exclusion to the Tax Assessor.</i> |  |   |
| <b>SECTION 2</b>  | <b>Disabled Veteran's Signature</b>  |   |
| I authorize the U.S. Department of Veterans Affairs to release information regarding my disability as needed for this certification.  |  |   |
| <u>William Jones Jr</u><br>DISABLED VETERAN'S SIGNATURE   |  | <u>07/12/2021</u><br>DATE                                       |
| <b>SECTION 3</b>  | <b>Surviving Spouse's (who has not remarried) Signature</b>  |   |
| I authorize the U.S. Department of Veterans Affairs to release information regarding my spouse's disability or death as needed for this certification.  |  |   |
| _____<br>SURVIVING SPOUSE'S SIGNATURE   |  | _____<br>DATE   |
| <b>SECTION 4</b>  | <b>To be completed by the U.S. Department of Veterans Affairs</b>  |   |
| Please check all that apply:  | A. <input type="checkbox"/> Veteran does not meet either B, C, D, or E of the below criteria.<br>B. <input checked="" type="checkbox"/> Veteran has a service-connected permanent and total disability that existed as of <u>7-31-2020</u><br>C. <input type="checkbox"/> Veteran received benefits on _____ from U.S. Department of Veterans Affairs for specially adapted housing under 38 U.S.C. 2101 for the veteran's permanent residence.<br>D. <input type="checkbox"/> Veteran died on _____ and had a service-connected permanent and total disability at death.<br>E. <input type="checkbox"/> Veteran died on _____ and the death was either (1) the result of a service-connected condition or (2) death occurred while on active duty in the line of duty and not due to service member's own willful misconduct. |   |
| Character of Disabled Veteran's Service at Separation: (DD-214)   | <input checked="" type="checkbox"/> Honorable<br><input type="checkbox"/> Under Honorable Conditions   | <input type="checkbox"/> Under Other than Honorable Conditions  |
| <u>K. Schillhammer</u><br>SIGNATURE OF USDVA CERTIFYING OFFICIAL  | <u>July 7, 2021</u><br>DATE  |   |
| <u>Keribaly Schillhammer</u><br>PRINTED NAME OF USDVA CERTIFYING OFFICIAL   | <b>NOTE:</b><br>Stamped Signature by USDVA Official on this form has been authorized by Director, VA Regional Office, Winston-Salem, NC.   |   |
| <u>R.O. Service Center</u><br>TITLE OF USDVA CERTIFYING OFFICIAL  |  |   |

NC Division of Veterans Affairs authorizes the NC Department of Revenue and any County Tax Office to use this form as needed.

2021 JUL -7 AM 9:15  
 VABO 318  
 FORT BRAGG  
 85

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

09784

**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 Candice Rhae Adams  
\_\_\_\_\_ in \_\_\_\_\_ Township, Sampson County, for  
the year(s) and in the amount(s) of:

| YEAR         |                  |
|--------------|------------------|
| <u>2021</u>  | \$ <u>177.19</u> |
| _____        | \$ _____         |
| _____        | \$ _____         |
| _____        | \$ _____         |
| _____        | \$ _____         |
| TOTAL REFUND | \$ <u>177.19</u> |

These taxes were assessed through clerical error as follows.

0060762913 2021 2021 0000 00  
Refunding 10 months for overlapping  
tag

|                |               |
|----------------|---------------|
| 602 County Tax | <u>136.62</u> |
| 301 School Tax | <u>24.01</u>  |
| F16 Fire Tax   | <u>16.56</u>  |
| City Tax       | _____         |
| TOTAL \$       | <u>177.19</u> |

2015 Ford  
TAG # JJE 4465  
Replaced with specialized Tag

Mailing Address.

Candice Adams  
2468 Makenzie Rd  
Clinton, NC 28328

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

**09782**

**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 Belinda Lowry Lee  
in Westbrook Township, Sampson County, for the year(s) and in the amount(s) of:

| YEAR         |                  |
|--------------|------------------|
| <u>2021</u>  | \$ <u>178.50</u> |
| _____        | \$ _____         |
| _____        | \$ _____         |
| _____        | \$ _____         |
| _____        | \$ _____         |
| TOTAL REFUND | \$ <u>178.50</u> |

These taxes were assessed through clerical error as follows.

0062826982 2021 2021 0000 00  
RCM7300  
Tag turned in  
2018 Cadillac CTS  
Vehicle Sold

G02 County Tax 159.20  
School Tax \_\_\_\_\_  
F11 Fire Tax 19.30  
City Tax \_\_\_\_\_  
TOTAL \$ 178.50

Yours very truly

Belinda Lee  
Taxpayer

Mailing Address.

Belinda Lee  
883 Jones Rd  
Newton Grove NC 28366

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**

**09778**

**JIM JOHNSON**  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
CLINTON, NORTH CAROLINA 28328

Members:

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

| YEAR         |                  |
|--------------|------------------|
| <u>2021</u>  | \$ <u>705.48</u> |
| _____        | \$ _____         |
| _____        | \$ _____         |
| _____        | \$ _____         |
| _____        | \$ _____         |
| TOTAL REFUND | \$ <u>705.48</u> |

These taxes were assessed through clerical error as follows.


0062621577-2021-2021-0000-00  
SUDAN  
Tag turned in  
2021 GMC Sierra K1500 TK  
vehicle sold

|     |            |               |
|-----|------------|---------------|
| G02 | County Tax | <u>409.78</u> |
| S01 | School Tax | <u>72.02</u>  |
|     | Fire Tax   | _____         |
| C02 | City Tax   | <u>223.68</u> |
|     | TOTAL \$   | <u>705.48</u> |

Mailing Address.

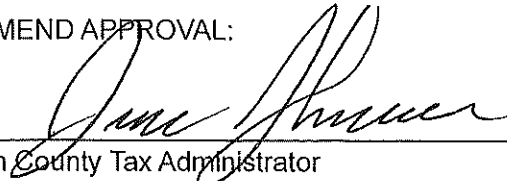
William Kenneth Sutton  
200 Deer Track Trl  
Clinton NC 28328

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

09775

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 Cory Jason Muzzy in LC Township, Sampson County, for the year(s) and in the amount(s) of:

| YEAR        |                  |
|-------------|------------------|
| <u>2021</u> | \$ <u>416.25</u> |
| _____       | \$ _____         |
| _____       | \$ _____         |
| _____       | \$ _____         |
| _____       | \$ _____         |

TOTAL REFUND \$ 416.25

These taxes were assessed through clerical error as follows.

B.O.C approved DV  
#201892  
08014208401  
100 BARKER ROAD

C01 County Tax 371.25  
School Tax \_\_\_\_\_  
F23 Fire Tax 45.00  
City Tax \_\_\_\_\_  
TOTAL \$ 416.25

Mailing Address.

Cory Jason Muzzy  
100 Barker RD  
Clinton, NC 28320

Yours very truly

[Signature]  
Taxpayer

[Signature]  
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

09774

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 Johnny Patrick Miller in West Brook Township, Sampson County, for the year(s) and in the amount(s) of:

| YEAR         |                  |
|--------------|------------------|
| <u>2021</u>  | \$ <u>416.25</u> |
| _____        | \$ _____         |
| _____        | \$ _____         |
| _____        | \$ _____         |
| _____        | \$ _____         |
| TOTAL REFUND | \$ <u>416.25</u> |

These taxes were assessed through clerical error as follows.

B.O.C approved DV  
#188603  
19014563501  
857 Houses Mill Road

|                 |            |               |
|-----------------|------------|---------------|
| Co <del>1</del> | County Tax | <u>371.25</u> |
|                 | School Tax | _____         |
| F11             | Fire Tax   | <u>45.00</u>  |
|                 | City Tax   | _____         |
|                 | TOTAL \$   | <u>416.25</u> |

Mailing Address.

Johnny Patrick Miller  
857 Houses Mill Rd  
Newton Grove NC 28366

Yours very truly

Johnny Patrick Miller  
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

09776

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 George B. Howard in Belvoir Township, Sampson County, for the year(s) and in the amount(s) of:

|             |                  |
|-------------|------------------|
| YEAR        |                  |
| <u>2021</u> | \$ <u>481.50</u> |
| _____       | \$ _____         |
| _____       | \$ _____         |
| _____       | \$ _____         |
| _____       | \$ _____         |

TOTAL REFUND \$ 481.50

These taxes were assessed through clerical error as follows.

B.O.C approved DV  
# 495528  
01049552001  
4537 Bearskin Road

|     |            |               |
|-----|------------|---------------|
| 201 | County Tax | <u>371.25</u> |
| 501 | School Tax | <u>65.25</u>  |
| F16 | Fire Tax   | <u>45.00</u>  |
|     | City Tax   | _____         |
|     | TOTAL \$   | <u>481.50</u> |

Mailing Address.

George B. Howard  
4537-Bearskin-RD  
Clinton-NC-28328

Yours very truly

George B. Howard  
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

09781

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

| YEAR |           |
|------|-----------|
| 2020 | \$ 110.88 |
|      | \$        |
|      | \$        |
|      | \$        |
|      | \$        |

TOTAL REFUND \$ 110.88

These taxes were assessed through clerical error as follows.

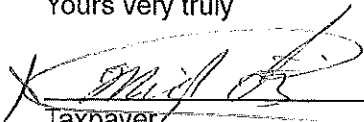
Bill # 0060757499  
Plate # EHR 1809  
2016 Ford  
Vehicle Sold  
Plate Surr.

602 County Tax 66.77  
 501 School Tax 11.74  
 Fire Tax \_\_\_\_\_  
 602 City Tax 32.37  
 TOTAL \$ 110.88

Mailing Address.

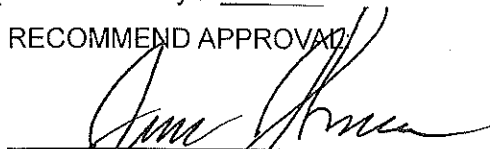
Miguel Carbajal  
307. W. Elizabeth St.  
Clinton NC 28328

Yours very truly

  
 \_\_\_\_\_  
 Taxpayer

X 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

09779

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

| YEAR         |                  |
|--------------|------------------|
| <u>2020</u>  | \$ <u>147.96</u> |
| <u>2021</u>  | \$ <u>528.98</u> |
| _____        | \$ _____         |
| _____        | \$ _____         |
| _____        | \$ _____         |
| TOTAL REFUND | \$ <u>676.94</u> |

These taxes were assessed through clerical error as follows.

Bill # 00 353 23768 & 005500369

Plate # EEY5755 & TWM 4417

Plate Turn In - Sold

2015 Chev CN  
2020 Chev TR

602 County Tax 432.03  
 School Tax \_\_\_\_\_  
 F-15 Fire Tax 13.82  
 C07 City Tax 231.09  
 TOTAL \$ 676.94

Mailing Address.

JERRY W. LUCAS  
PO BOX 1623  
ROSEBORO, NC 28382

Yours very truly

Jerry W. Lucas  
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

09767

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 Mihaela Madalina Grieser in Plainview Township, Sampson County, for the year(s) and in the amount(s) of:

| YEAR         |                  |
|--------------|------------------|
| <u>2021</u>  | \$ <u>123.50</u> |
| _____        | \$ _____         |
| _____        | \$ _____         |
| _____        | \$ _____         |
| _____        | \$ _____         |
| _____        | \$ _____         |
| TOTAL REFUND | \$ <u>123.50</u> |

These taxes were assessed through clerical error as follows.

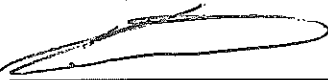
0061745177 - 2021-2021 - 0000 - 00  
JFY 1444  
Tag turned in  
2014 Audi  
Vehicle sold

G02 County Tax 110.15  
School Tax \_\_\_\_\_  
F07 Fire Tax 13.35  
City Tax \_\_\_\_\_  
TOTAL \$ 123.50

Mailing Address.

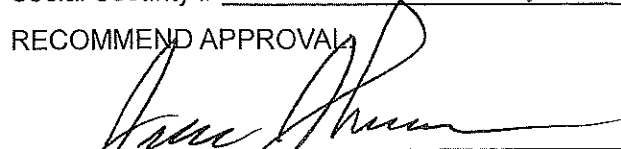
Mihaela Madalina Grieser  
121 PineCrest Dr.  
Dunn, NC 28334

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**

**09762**

**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 Wendy Grady in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

| YEAR         |                  |
|--------------|------------------|
| <u>2021</u>  | \$ <u>344.76</u> |
| _____        | \$ _____         |
| _____        | \$ _____         |
| _____        | \$ _____         |
| _____        | \$ _____         |
| TOTAL REFUND | \$ <u>344.76</u> |

These taxes were assessed through clerical error as follows.

Bill # 006 276 3575  
Plate # JHVI907  
Plate Turn In - Sold  
2020 Cadi MP

602 County Tax 312.56  
School Tax \_\_\_\_\_  
F 15 Fire Tax 32.20  
City Tax \_\_\_\_\_  
TOTAL \$ 344.76

Yours very truly

Taxpayer

Mailing Address.

202 Wye Branch Rd  
Clinton N.C. 28328

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

RECOMMEND APPROVAL

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

Date

Initials

Sampson County Tax Administrator

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

09761

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 Victor Wayne Jackson in Hall Township, Sampson County, for the year(s) and in the amount(s) of:

| YEAR         |                  |
|--------------|------------------|
| <u>2020</u>  | \$ <u>71.97</u>  |
| <u>2020</u>  | \$ <u>19.69</u>  |
| <u>2020</u>  | \$ <u>13.58</u>  |
|              | \$ _____         |
|              | \$ _____         |
|              | \$ _____         |
| TOTAL REFUND | \$ <u>105.24</u> |

These taxes were assessed through clerical error as follows.

0040703548 2020 2020 000000  
PHE 1528  
Tag turned in vehicle sold  
1962 Chevy RD

0048334487 2020 2020 000000  
TPV 9289  
Tag turned in vehicle sold  
1964 Chevy CN

0050461525 2020 2020 0000 00  
JBESS01  
Tag turned in vehicle sold  
1968 Chevy CN

G02 County Tax 97.01

School Tax \_\_\_\_\_

F08 Fire Tax 9.23

City Tax \_\_\_\_\_

TOTAL \$ 105.24

Yours very truly [Signature]  
Taxpayer

Mailing Address.

Victor Wayne Jackson

100 TANGLEWOOD LANE

CLINTON NC 28328

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

RECOMMEND APPROVAL [Signature]  
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 F. Moore, Jr. in South Clinton Township, Sampson County, for the year(s) and in the amount(s) of: 15071516004

| Year                     |                  |
|--------------------------|------------------|
| <u>2021</u>              | \$ <u>209.78</u> |
| _____                    | \$ _____         |
| _____                    | \$ _____         |
| _____                    | \$ _____         |
| _____                    | \$ _____         |
| Total Release/Adjustment | \$ <u>209.78</u> |

|                         |                  |
|-------------------------|------------------|
| County Tax              | \$ <u>187.10</u> |
| School Tax              | \$ _____         |
| <sup>F19</sup> Fire Tax | \$ <u>22.68</u>  |
| City Tax                | \$ _____         |
| Total                   | \$ <u>209.78</u> |

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

Double listed to 15071520002 per Jon Scott Moore and old maps K1384A.

Taxpayer:

James F. Moore, Jr

Tax Administrator:

Jan Jance

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 Jordan, Blythe

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

|                          |             |                  |
|--------------------------|-------------|------------------|
| Year                     | <u>2021</u> | \$ <u>358.95</u> |
| _____                    | _____       | \$ _____         |
| _____                    | _____       | \$ _____         |
| _____                    | _____       | \$ _____         |
| _____                    | _____       | \$ _____         |
| Total Release/Adjustment | _____       | \$ _____         |

|                |                  |
|----------------|------------------|
| 601 County Tax | \$ <u>329.04</u> |
| School Tax     | \$ _____         |
| F17 Fire Tax   | \$ <u>29.91</u>  |
| City Tax       | \$ _____         |
| Total          | \$ <u>358.95</u> |

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

2017 Boat listed in Bladen County.

Taxpayer: Blythe Jordan

Tax Administrator: June Jones

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 Nicholas Allen Jordan in South Clinton Township, Sampson County, for the year(s) and in the amount(s) of: Acct# 189220

|                          |  |    |                |
|--------------------------|--|----|----------------|
| Year                     |  | \$ |                |
| <u>2020</u>              |  | \$ | <u>-164.54</u> |
| <u>2021</u>              |  | \$ | <u>-159.86</u> |
| _____                    |  | \$ | _____          |
| _____                    |  | \$ | _____          |
| _____                    |  | \$ | _____          |
| Total Release/Adjustment |  | \$ | <u>324.40</u>  |

|            |            |                  |                  |
|------------|------------|------------------|------------------|
| <u>G01</u> | County Tax | \$ <u>227.37</u> | L <u>227.41</u>  |
| <u>S01</u> | School Tax | \$ <u>39.97</u>  | L <u>4.00</u>    |
| <u>F19</u> | Fire Tax   | \$ <u>27.56</u>  | L <u>27.41</u>   |
|            | City Tax   | \$ _____         |                  |
|            | Total      | \$ <u>294.90</u> | L <u>295.0</u>   |
|            |            |                  | <u>\$ 324.40</u> |

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

Double Billed - 45W Mobile Homes

MH 83  
2006  
87  
99

Taxpayer: Nicholas Allen Jordan

Tax Administrator: [Signature]

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

|                          |                  |
|--------------------------|------------------|
| Year                     |                  |
| <u>2021</u>              | \$ <u>257.86</u> |
| _____                    | \$ _____         |
| _____                    | \$ _____         |
| _____                    | \$ _____         |
| _____                    | \$ _____         |
| Total Release/Adjustment | \$ _____         |

|                |                                       |
|----------------|---------------------------------------|
| 601 County Tax | \$ <u>212.52 / 21.25<sup>LL</sup></u> |
| School Tax     | \$ _____                              |
| F15 Fire Tax   | \$ <u>21.90 / 2.19<sup>LL</sup></u>   |
| City Tax       | \$ _____                              |
| Total          | \$ <u>257.86</u>                      |

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

LES of file - Florida  
19 ft Sundance Boat

Taxpayer: Jonathan Wayne Peterson  
 Tax Administrator: [Signature]  
 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 Dallas Bell

in Piney Grove Township, Sampson County, for the year(s) and in the

amount(s) of: (13007276002)

|                          |             |    |               |
|--------------------------|-------------|----|---------------|
| Year                     | <u>2021</u> | \$ | <u>388.63</u> |
|                          |             | \$ |               |
|                          |             | \$ |               |
|                          |             | \$ |               |
|                          |             | \$ |               |
|                          |             | \$ |               |
| Total Release/Adjustment |             | \$ | <u>388.63</u> |

|                         |    |               |
|-------------------------|----|---------------|
| <u>601</u> - County Tax | \$ | <u>356.24</u> |
| School Tax              | \$ |               |
| <u>F17</u> Fire Tax     | \$ | <u>32.39</u>  |
| City Tax                | \$ |               |
| Total                   | \$ | <u>388.63</u> |

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

House billed in error in 2021 - House is on parcel 13007384002

Taxpayer: Jesse Bell  
Tax Administrator: Jim J...  
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 David Baldwin in Herring Township, Sampson County, for the year(s) and in the amount(s) of: 05014755603

|      |             |    |               |
|------|-------------|----|---------------|
| Year | <u>2021</u> | \$ | <u>303.85</u> |
|      |             | \$ |               |
|      |             | \$ |               |
|      |             | \$ |               |
|      |             | \$ |               |

|                          |            |    |               |
|--------------------------|------------|----|---------------|
| Total Release/Adjustment |            | \$ |               |
| <u>601</u> - County Tax  |            | \$ | <u>275.47</u> |
|                          | School Tax | \$ |               |
| <u>F15</u> - Fire Tax    |            | \$ | <u>28.38</u>  |
|                          | City Tax   | \$ |               |
|                          | Total      | \$ | <u>303.85</u> |

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

Land coded incorrect after split/transfer in 2020.

Taxpayer: David Baldwin  
Tax Administrator: [Signature]  
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 Clinton Acres, LLC in N Clinton Township, Sampson County, for the year(s) and in the amount(s) of: 12033724510

|                          |             |    |                |
|--------------------------|-------------|----|----------------|
| Year                     | <u>2021</u> | \$ | <u>1913.65</u> |
|                          | _____       | \$ | _____          |
|                          | _____       | \$ | _____          |
|                          | _____       | \$ | _____          |
|                          | _____       | \$ | _____          |
| Total Release/Adjustment |             | \$ | <u>1913.65</u> |

|                         |    |                |
|-------------------------|----|----------------|
| <u>601</u> - County Tax | \$ | <u>1152.38</u> |
| <u>301</u> School Tax   | \$ | <u>202.54</u>  |
| Fire Tax                | \$ | _____          |
| <u>601</u> - City Tax   | \$ | <u>558.73</u>  |
| Total                   | \$ | <u>1913.65</u> |

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

House billed in error for 2021 - House not started until 2021

Taxpayer: Clinton Acres, LLC

Tax Administrator: Jim Johnson

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

PIN #: 1435.12-      SAMPSON CO, NC - Property Card      Printed: 12/16/21      Card: 1 of 1      Appraiser: DM

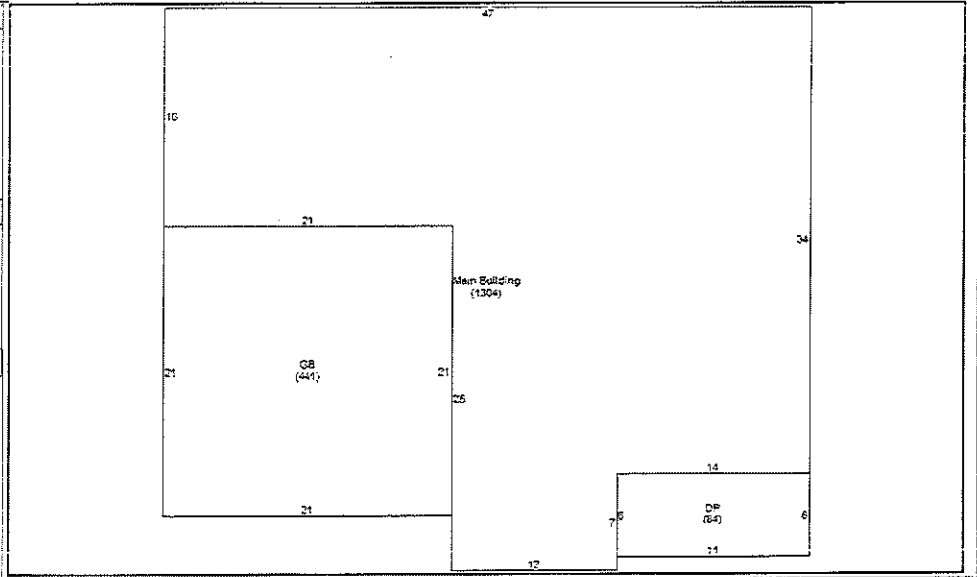
**Ownership:** 105768  
 CLINTON ACRES, LLC  
 4131 PARKLAKE AVE - STE 400  
 RALEIGH NC 27612

**SITUS:**  
 302 W BONEY ST

**Deeded Acres:** .14  
**Legal Description:**  
 W Boney St Lot 8 Mb95/19

**Subd:**  
**Nbhd:** P Paved Road

| Parcel: F fair                   | Sale Dt       | I   | S | Price  | Db/Pg    | Valid. Code   |
|----------------------------------|---------------|-----|---|--------|----------|---------------|
| <b>Fronting:</b>                 | 11/08/21      | DEE | 2 | 62,500 | 2114/519 | MULTIPLE SALE |
| <b>Location:</b>                 | 09/26/18      | D   | 1 | 40,000 | 2014/113 | MULTIPLE SALE |
| <b>Parking:</b>                  | 08/20/18      | S/W | 1 |        | 2011/791 | NO KNOWLEDGE  |
| <b>Utility:</b> A all available; | 01/04/17      | DEE | 1 | 31,000 | 1964/583 | VALID SALE    |
| <b>Zoning:</b>                   | No Valid Sale |     |   |        |          |               |



**Sketch Vectors**  
**Vector**  
 A0CU16R47D34L14D7L12U25L21 A1CD21R21U21L21 A2R33D18CR14D6L14U6

**Improvement Description: R1 conventional**

|                                   |                       |                                |                      |                         |
|-----------------------------------|-----------------------|--------------------------------|----------------------|-------------------------|
| <b>Story:</b> 1                   | <b>FP Stacks:</b>     | <b>Bsmt:</b>                   | <b>Phys Cond:</b> G  | <b>% Complete:</b>      |
| <b>Class:</b> single family       | <b>Openings:</b>      | <b>BSMT Gar:</b>               | <b>CDU:</b> AV       | <b>Grade:</b> C         |
| <b>Ext Wall:</b> alum/vinyl/steel | <b>Prefab FP:</b>     | <b>Attic:</b> no attic/unfinis | <b>Over Depr Tb:</b> | <b>C&amp;D Fact:</b>    |
| <b>Yr Blt:</b> 2020               | <b>Rooms:</b> 5       | <b>Baths:</b> 2                | <b>Funct Dep %:</b>  | <b>C&amp;D Desc:</b>    |
| <b>Eff Year:</b>                  | <b>Bedrooms:</b> 3    | <b>Half:</b>                   | <b>Funct Desc:</b>   | <b>TV/SF:</b> 111.08    |
| <b>Heating:</b> heat pump         | <b>Unfin Area:</b>    | <b>Extra Fixt:</b>             | <b>Econ Dep%:</b>    | <b>SP/SF:</b> 47.93     |
| <b>Fuel:</b> elec                 | <b>Fin Bsmt Area:</b> | <b>Misc 1:</b>                 | <b>Econ Desc:</b>    | <b>RCN/SF:</b> 107.12   |
| <b>System:</b> heat and a/c       | <b>Rec Room Area:</b> | <b>Misc 2:</b>                 | <b>N-Fact:</b>       | <b>RCNLD/SF:</b> 107.12 |

**Assessment: 2021**

**Method:**

|                  |           |                  |
|------------------|-----------|------------------|
| <b>Land:</b>     | \$5,159   | <b>Excluded:</b> |
| <b>BLDG:</b>     | \$139,683 | <b>Ag Use:</b>   |
| <b>Market:</b>   | \$144,842 | <b>SWF:</b>      |
| <b>Deferred:</b> | \$0       |                  |
| <b>Exempt:</b>   | \$0       |                  |
| <b>Taxable:</b>  | \$144,842 |                  |

| D<br>W<br>E<br>L<br>L<br><br>A<br>D<br>D<br>N<br>S | L# | Low | 1st | 2nd | 3rd | Description       | Area         | Value(RCN) | Yr Bt   | EffYr Bt | Grd | CDU | %Gd | Table | % Cmp | RCNLD  |
|--|----|-----|-----|-----|-----|-------------------|--------------|------------|---------|----------|-----|-----|-----|-------|-------|--------|
|  |    | 0   |     |     |     |                   | Conventional | 1,304      | 108,549 | 2020     |     | C   | AV  |       | 100   |        |
|  | 1  |     | GB  |     |     | Garage/Bonus Room | 441          | 28,677     | 2020    |          | C   | AV  |     | 100   |       | 28,677 |
|  | 2  |     | OP  |     |     | Open Porch        | 84           | 2,457      | 2020    |          | C   | AV  |     | 100   |       | 2,457  |

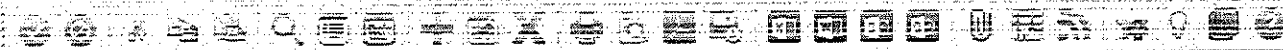
**Entrances**

Revisit:  
 Reason:

| Appr | Date | Code | Rev2 |
|------|------|------|------|
|      |      |      |      |

**Building Permit**

| Date | Permit # | Permit \$ | CO Date | Flg |
|------|----------|-----------|---------|-----|
|      |          |           |         |     |



Bill Information

|               |      |          |        |
|---------------|------|----------|--------|
| Original Bill | Year | Category | Number |
| Reprint       | 2021 | RE-R     | 29389  |

- Garnish
- Preferences
- Diagnostics

Notes/Alerts  
 JAN 1 Owner: CLINTON ACRES, LLC

- Special Conditions/Notes
- View prior unpaid bills
- View ancestor prior unpaid bills

Effective Date  
 Due 12/16/2021

Billed Item Information

|                                   |                    |                             |
|-----------------------------------|--------------------|-----------------------------|
| Year_Parcel                       | 2021_12033224510   | <a href="#">View Source</a> |
| Owner of record's customer number | 105768             |                             |
| Owner of record's name            | CLINTON ACRES, LLC |                             |

Installments Charges History Events Audits

| Installment    | Due Date   | Billed   | Abt/Adj   | Pmt/Crd | Unpaid | Interest Paid | Interest Due | Total Due |
|----------------|------------|----------|-----------|---------|--------|---------------|--------------|-----------|
| 1              | 09/01/2021 | 1,984.34 | -1,913.65 | 70.69   | 0.00   | 0.00          | 0.00         | 0.00      |
| <b>Totals:</b> |            | 1,984.34 | -1,913.65 | 70.69   | 0.00   | 0.00          | 0.00         | 0.00      |

105

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 Transource, INC in South Clinton Township, Sampson County, for the year(s) and in the amount(s) of: Acct # 189221

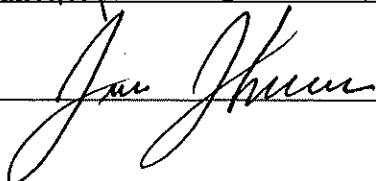
|                          |    |                 |
|--------------------------|----|-----------------|
| Year                     |    |                 |
| <u>2021</u>              | \$ | <u>6,787.33</u> |
| _____                    | \$ | _____           |
| _____                    | \$ | _____           |
| _____                    | \$ | _____           |
| _____                    | \$ | _____           |
| Total Release/Adjustment | \$ | _____           |

|                       |    |                 |
|-----------------------|----|-----------------|
| <u>601</u> County Tax | \$ | <u>4,087.26</u> |
| <u>501</u> School Tax | \$ | <u>718.37</u>   |
| Fire Tax              | \$ | _____           |
| <u>602</u> City Tax   | \$ | <u>1,981.70</u> |
| Total                 | \$ | <u>6,787.33</u> |

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

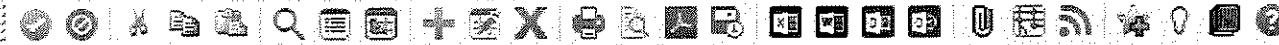
Tax in Guilford County  
See Attached  
IRP Tag Vehicles, listed in error by TAXPAYER

Taxpayer: Tammy Shaw for Transource, Inc

Tax Administrator: 

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

Date \_\_\_\_\_ Initials \_\_\_\_\_



- Original Bill
- Reprint
- Garnish
- Preferences
- Diagnostics

Bill Information

| Year | Category | Number |
|------|----------|--------|
| 2021 | PP-R     | 1759   |

Notes/Alerts

JAN 1 Owner: TRANSOURCE, INC

- Special Conditions/Notes
- View prior unpaid bills

Effective Date

Due 11/29/2021

Billed Item Information

|               |            |                             |
|---------------|------------|-----------------------------|
| Year_Property | 2021_35433 | <a href="#">View Source</a> |
| Property ID   | 35433      |                             |

Customer Information

Customer ID  [View Bills](#)  
 TRANSOURCE, INC  
 PO BOX 446  
 KERNERSVILLE, NC 27285  
 3369966060

Property Information

|           |                      |                            |
|-----------|----------------------|----------------------------|
| Parcel ID | <input type="text"/> |                            |
| Prop ID   | 35433                | <a href="#">View Bills</a> |
| Prop Loc  | <input type="text"/> | <input type="text"/>       |

Installments Charges History Events Audits

| Installment    | Due Date   | Billed   | Abt/Adj | Pmt/Crd | Unpaid   | Interest Paid | Interest Due | Total Due |
|----------------|------------|----------|---------|---------|----------|---------------|--------------|-----------|
| 1              | 09/01/2021 | 7,184.84 | 0.00    | 0.00    | 7,184.84 | 0.00          | 0.00         | 7,184.84  |
| <b>Totals:</b> |            | 7,184.84 | 0.00    | 0.00    | 7,184.84 | 0.00          | 0.00         | 7,184.84  |

107

Original Bill

My File Edit Tools Help



Chgs/Taxes

Values

Pers prop ID: 35433 Tax year(s): 2021

Parcel: [ ] Current owner names: TRANSOURCE, INC Add'l names?: [ ]

Street: [ ] Unit: [ ]

Juris: 15 Class: BP Status: A DBA: [ ] Own: [ ]

Subdiv: [ ] Bus-cd: 1 List: L Field audit: [ ] By: [ ] Exempt: [ ]

List yr: 0 Filed?: N Desk audit: [ ] By: [ ]

Created: 06/23/2015 Old ID: [ ]

| Class | Assessmnt  | Description   | Tax/exem | Rate    | Amount   | Totals        |
|-------|------------|---------------|----------|---------|----------|---------------|
| BP    | 15,918.00  | BUSINESS PERS | C02      | .400000 | 2,097.76 | Taxes         |
| BP    | 3,705.00   | BUSINESS PERS | G01      | .825000 | 4,326.64 | 7,184.84      |
| BP    | 853.00     | BUSINESS PERS | S01      | .145000 | 760.44   | Exempt/abated |
| BP    | 600.00     | BUSINESS PERS |          |         |          | .00           |
| MV    | 495,426.00 | MOTOR VEHICLE |          |         |          |               |
| MV    | 7,939.00   | MOTOR VEHICLE |          |         |          |               |
|       |            |               |          |         |          | Net taxes     |
| Total | 524,441.00 |               |          |         |          | 7,184.84      |

108

Display charges and taxes for the current record.

OVR

Property ID: 35433

# Personal Property Detail Values

My File Edit Tools Help



## Property

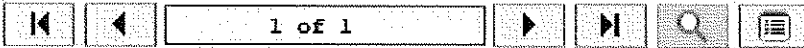
ID  Sequence   
Tax year  AR category  Bill number   
Owner

## Description

Class  MOTOR VEHICLE  
Item  MV\_IRP  
Schedule  88

## Purchase information

Year purchased   
Purchased value   
Acquisitions   
Removals   
Net value   
Percent good   
Depreciated value



You are currently at the end of the record set.

OVR

*\*Additions*

Additions

| System Number | Asset Account | Location | Dept    | Description                 | Unit   | Total Aquired | Customer      | Locations | Plates     | Vin               | Year |
|---------------|---------------|----------|---------|-----------------------------|--------|---------------|---------------|-----------|------------|-------------------|------|
| 002117        | 160001        | Clinton  | Leasing | 40-312 2021 Volvo VNL64T860 | 40-312 | 141,823.91    | TDM Farms     | Clinton   | NM5094     | 4V4NC9EJ7MN600319 | 2021 |
| 002118        | 160001        | Clinton  | Leasing | 40-313 2021 Volvo VNL64T860 | 40-313 | 141,823.91    | TDM Farms     | Clinton   | NM5095     | 4V4NC9EJ3MN600320 | 2021 |
| 002115        | 160001        | Clinton  | Leasing | 40-314 2021 Volvo VNL64T860 | 40-314 | 142,903.69    | Prestage Farm | Clinton   | NM5063     | 4V4NC9EJ7MN600398 | 2021 |
| 002116        | 160001        | Clinton  | Leasing | 40-315 2021 Volvo VNL64T860 | 40-315 | 142,903.69    | Prestage Farm | Clinton   | NL9103     | 4V4NC9EJ9MN600399 | 2021 |
| 002087        | 165108        | Clinton  | Parts   | T-114 2015 Nissan NV Van    | T-114  | 28,355.00     | Parts         | Clinton   | Company Ve | 1N6BF0KL9FN807026 | 2015 |
|               |               |          |         |                             | 0      | 597,810.20    |               |           |            |                   |      |

*569,455.20*



19, 2021 5:24:45 PM  
Q12 1902

GENERAL VEHICLE DETAIL

04/19/21 17:24:42

STATUS CURRENT TITLE, NOT HELD OD 000000000

TITLE 775811202828134  
4V4NC9EJ9MN600399

2021 VOLV

VN VNL

TR

DEALER 0074092 FUEL D

ACT DT 011221 TITLE DT 093020 TRF DT 093020 APPL DT

100820 PRNT DT 101320

OWNER ID 000011693088 OWNERS 1 LIENS 1 EQUIP

TAX CNTY GUILF

N TRANSOURCE INC  
8700 TRIAD DR  
COLFAX NC 272359440

IRP ACCT NB000055800

LESSEE ID LESSEES CONTROL

PLATE NO NL9103 36948678 ISS DT 011221 EXP DT 013122 WEIGHT 80000  
FHVUT DT 063021 CAT PERMANENT APPORTIONED VEHICLE USE APPV DRAFT N  
U34 - UNION INSURANCE COMPANY OF P P# 5E26313  
STATUS ACTIVE 01/12/2021 CERT DT 011221 CERT TYPE FR2

PF1/HELP PF2/IMAGE PF3/RETURN PF4/ PF5/LESSEES PF6/OWNERS  
PF7/HOLD CD PF8/ PF9/PRINT PF10/DRAFTS PF11/ADDINFO PF12/MENU

19, 2021 5:23:54 PM  
Q12 |902

GENERAL VEHICLE DETAIL 04/19/21 17:23:50

STATUS CURRENT TITLE, NOT HELD OD 000000000

TITLE 777976203005134 2021 VOLV VN VNL TR  
4V4NC9EJ3MN600320 DEALER 0074092 FUEL D  
ACT DT 102620 TITLE DT 102320 TRF DT 102320 APPL DT 102620 PRNT DT 110320L  
OWNER ID 000011693088 OWNERS 1 LIENS 1 EQUIP TAX CNTY GUILF

N TRANSOURCE INC  
8700 TRIAD DR  
COLFAX NC 272359440

IRP ACCT NB000055800

LESSEE ID LESSEES CONTROL

PLATE NO NM5095 37807332 ISS DT 010821 EXP DT 013122 WEIGHT 80000  
FHVUT DT 063021 CAT PERMANENT APPORTIONED VEHICLE USE APPV DRAFT N  
U34 - UNION INSURANCE COMPANY OF P P# 5E26313  
STATUS ACTIVE 01/08/2021 CERT DT 010821 CERT TYPE FR2

PF1/HELP PF2/IMAGE PF3/RETURN PF4/ PF5/LESSEES PF6/OWNERS  
PF7/HOLD CD PF8/ PF9/PRINT PF10/DRAFTS PF11/ADDINFO PF12/MENU

19, 2021 5:23:28 PM

Q12 1902

GENERAL VEHICLE DETAIL

04/19/21 17:23:23

STATUS CURRENT TITLE, NOT HELD OD 000000000

TITLE 777974203007134 2021 VOLV VN VNL TR  
 4V4NC9EJ7MN600319 DEALER 0074092 FUEL D  
 ACT DT 102620 TITLE DT 102320 TRF DT 102320 APPL DT 102620 PRNT DT 110320L  
 OWNER ID 000011693088 OWNERS 1 LIENS 1 EQUIP TAX CNTY GUILF

N TRANSOURCE INC  
 8700 TRIAD DR  
 COLFAX NC 272359440

IRP ACCT NB000055800

LESSEE ID LESSEES CONTROL

PLATE NO NM5094 37807331 ISS DT 010821 EXP DT 013122 WEIGHT 80000  
 FHVUT DT 063021 CAT PERMANENT APPORTIONED VEHICLE USE APPV DRAFT N  
 U34 - UNION INSURANCE COMPANY OF P P# 5E26313  
 STATUS ACTIVE 01/08/2021 CERT DT 010821 CERT TYPE FR2

PF1/HELP PF2/IMAGE PF3/RETURN PF4/ PF5/LESSEES PF6/OWNERS  
 PF7/HOLD CD PF8/ PF9/PRINT PF10/DRAFTS PF11/ADDINFO PF12/MENU

19, 2021 5:24:19 PM  
Q12 1902

GENERAL VEHICLE DETAIL

04/19/21 17:24:14

STATUS CURRENT TITLE, NOT HELD OD 000000000

TITLE 775809202822134 2021 VOLV VN VNL TR  
4V4NC9EJ7MN600398 DEALER 0074092 FUEL D  
ACT DT 100820 TITLE DT 093020 TRF DT 093020 APPL DT 100820 PRNT DT 101320  
OWNER ID 000011693088 OWNERS 1 LIENS 1 EQUIP TAX CNTY GUILF

N TRANSOURCE INC  
8700 TRIAD DR  
COLFAX NC 272359440

IRP ACCT NB000055800

LESSEE ID LESSEES CONTROL

PLATE NO NM5063 37807333 ISS DT 010821 EXP DT 013122 WEIGHT 80000  
FHVUT DT 063021 CAT PERMANENT APPORTIONED VEHICLE USE APPV DRAFT N  
U34 - UNION INSURANCE COMPANY OF P P# 5E26313  
STATUS ACTIVE 01/08/2021 CERT DT 010821 CERT TYPE FR2

PF1/HELP PF2/IMAGE PF3/RETURN PF4/ PF5/LESSEES PF6/OWNERS  
PF7/HOLD CD PF8/ PF9/PRINT PF10/DRAFTS PF11/ADDINFO PF12/MENU

**CAUTION**

This email originated from outside of the organization. Do not click any links or attachments unless you are absolutely sure, otherwise contact IT.

Please see attached for requested work paper. The below IRP's were added to listing:

TRANSOURCE INC 4V4NC9EJ9MN600399 2021 VOLV 9/30/2020 7.75811E+14 NM5064 120,523.85  
 TRANSOURCE INC 4V4NC9EJ3MN600320 2021 VOLV 10/23/2020 7.77976E+14 NM5095 119,049.55  
 TRANSOURCE INC 4V4N19EH4MN601026 2021 VOLV 12/23/2020 7.77581E+14 NL9138 92,001.39  
 TRANSOURCE INC 4V4NC9EJ7MN600319 2021 VOLV 10/23/2020 7.77974E+14 NM5094 119,049.55  
 TRANSOURCE INC 4V4N19EH6MN601027 2021 VOLV 12/23/2020 7.77584E+14 NL9139 92,001.39  
 TRANSOURCE INC 4V4NC9EJ7MN600398 2021 VOLV 9/30/2020 7.75809E+14 NM5063 120,523.85  
 TRANSOURCE INC 4V4N19EH8MN601028 2021 VOLV 12/23/2020 7.77582E+14 NL9140 92,001.39

Each County receives an IRP report quarterly from the NC DMV and it is too confusing for the Counties to try to remember what trucks for each taxpayer is actually residing in another County. If a truck is going to be located at a location outside the "Registered County" then a change needs to be made at the DMV to change the "Registered County".

Rosalie Frankel is the analyst that worked this listing; she is copied on this email for further questions.

Thanks,



**Tammy Dalton, PPS**  
**Business Personal Property Supervisor**  
**Tax Department**

---

**Guilford County Government**  
 400 West Market Street, Greensboro, NC 27401  
 336-641-3347 | f: 336-641-3322  
 tdalton@guilfordcountync.gov | <https://link.edgepilot.com/s/fddc5f63/WzhL8LcF8ESaSpZtutPnIQ?u=http://ww>

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This email was scanned for malware

| Schedule/Category: |                        | N-8: IRP/TRAILERS/UNREGISTERED |                       |            |                       |
|--------------------|------------------------|--------------------------------|-----------------------|------------|-----------------------|
| Year Acquired      | Current Year Cost      | % Good                         | Appraised Value       | Assessed % | Assessed Value        |
| 2014               | \$199,356.00           | 25.00                          | \$49,839.00           |            | \$49,839.00           |
| PRIOR              | \$52,646.00            | 25.00                          | \$13,162.00           |            | \$13,162.00           |
| <b>TOTAL</b>       | <b>\$13,885,483.00</b> |                                | <b>\$8,960,012.00</b> |            | <b>\$8,960,012.00</b> |

| Schedule/Category: |                    | K-10: LEASEHOLD IMPROVEMENTS |                    |            |                    |
|--------------------|--------------------|------------------------------|--------------------|------------|--------------------|
| Year Acquired      | Current Year Cost  | % Good                       | Appraised Value    | Assessed % | Assessed Value     |
| 2020               |                    | 90.00                        |                    |            |                    |
| 2019               | \$5,707.00         | 82.00                        | \$4,680.00         |            | \$4,680.00         |
| 2018               | \$0.00             | 74.00                        | \$0.00             |            | \$0.00             |
| 2017               |                    | 65.00                        |                    |            |                    |
| 2016               | \$30,635.00        | 55.00                        | \$16,849.00        |            | \$16,849.00        |
| 2015               |                    | 44.00                        |                    |            |                    |
| 2014               |                    | 34.00                        |                    |            |                    |
| 2013               |                    | 25.00                        |                    |            |                    |
| 2012               |                    | 25.00                        |                    |            |                    |
| PRIOR              | \$0.00             | 25.00                        | \$0.00             |            | \$0.00             |
| <b>TOTAL</b>       | <b>\$36,342.00</b> |                              | <b>\$21,529.00</b> |            | <b>\$21,529.00</b> |

| Schedule/Category: |                     | N-8: IRP'S ON BARBARAS LIST |                     |            |                     |
|--------------------|---------------------|-----------------------------|---------------------|------------|---------------------|
| Year Acquired      | Current Year Cost   | % Good                      | Appraised Value     | Assessed % | Assessed Value      |
| 2020               | \$755,151.00        | 87.00                       | \$656,981.00        |            | \$656,981.00        |
| 2019               |                     | 75.00                       |                     |            |                     |
| 2018               |                     | 63.00                       |                     |            |                     |
| 2017               |                     | 50.00                       |                     |            |                     |
| 2016               |                     | 37.00                       |                     |            |                     |
| 2015               |                     | 25.00                       |                     |            |                     |
| 2014               |                     | 25.00                       |                     |            |                     |
| PRIOR              |                     | 25.00                       |                     |            |                     |
| <b>TOTAL</b>       | <b>\$755,151.00</b> |                             | <b>\$656,981.00</b> |            | <b>\$656,981.00</b> |

| Schedule/Category: |                       | J-10: GARAGES |                     |            |                     |
|--------------------|-----------------------|---------------|---------------------|------------|---------------------|
| Year Acquired      | Current Year Cost     | % Good        | Appraised Value     | Assessed % | Assessed Value      |
| 2020               | \$7,835.00            | 90.00         | \$7,052.00          |            | \$7,052.00          |
| 2019               | \$2,695.00            | 81.00         | \$2,183.00          |            | \$2,183.00          |
| 2018               | \$6,934.00            | 72.00         | \$4,992.00          |            | \$4,992.00          |
| 2017               | \$117,570.00          | 64.00         | \$75,245.00         |            | \$75,245.00         |
| 2016               | \$4,190.00            | 54.00         | \$2,263.00          |            | \$2,263.00          |
| 2015               | \$107,396.00          | 43.00         | \$46,180.00         |            | \$46,180.00         |
| 2014               | \$75,130.00           | 32.00         | \$24,042.00         |            | \$24,042.00         |
| 2013               | \$6,532.00            | 25.00         | \$1,633.00          |            | \$1,633.00          |
| 2012               | \$11,309.00           | 25.00         | \$2,827.00          |            | \$2,827.00          |
| PRIOR              | \$553,100.00          | 25.00         | \$138,275.00        |            | \$138,275.00        |
| 2020               |                       | 90.00         |                     |            |                     |
| 2019               | \$11,240.00           | 81.00         | \$9,104.00          |            | \$9,104.00          |
| 2018               | \$0.00                | 72.00         | \$0.00              |            | \$0.00              |
| 2017               |                       | 64.00         |                     |            |                     |
| 2016               | \$0.00                | 54.00         | \$0.00              |            | \$0.00              |
| 2015               | \$2,893.00            | 43.00         | \$1,244.00          |            | \$1,244.00          |
| 2014               | \$1,586.00            | 32.00         | \$508.00            |            | \$508.00            |
| 2013               |                       | 25.00         |                     |            |                     |
| 2012               |                       | 25.00         |                     |            |                     |
| PRIOR              | \$116,962.00          | 25.00         | \$29,241.00         |            | \$29,241.00         |
| <b>TOTAL</b>       | <b>\$1,025,372.00</b> |               | <b>\$344,789.00</b> |            | <b>\$344,789.00</b> |

| Schedule/Category: |                     | U-5: EDP EQUIPMENT 162 |                     |            |                     |
|--------------------|---------------------|------------------------|---------------------|------------|---------------------|
| Year Acquired      | Current Year Cost   | % Good                 | Appraised Value     | Assessed % | Assessed Value      |
| 2020               | \$346,123.00        | 80.00                  | \$276,898.00        |            | \$276,898.00        |
| 2019               | \$7,561.00          | 61.00                  | \$4,612.00          |            | \$4,612.00          |
| 2018               | \$5,974.00          | 37.00                  | \$2,210.00          |            | \$2,210.00          |
| 2017               | \$4,016.00          | 19.00                  | \$763.00            |            | \$763.00            |
| PRIOR              | \$241,453.00        | 5.00                   | \$12,073.00         |            | \$12,073.00         |
| <b>TOTAL</b>       | <b>\$605,127.00</b> |                        | <b>\$296,556.00</b> |            | <b>\$296,556.00</b> |

| Schedule/Category: |                   | N-8: IRP/TRAILERS/UNREGISTERED |                 |            |                |
|--------------------|-------------------|--------------------------------|-----------------|------------|----------------|
| Year Acquired      | Current Year Cost | % Good                         | Appraised Value | Assessed % | Assessed Value |
| 2020               | \$1,866,387.00    | 87.00                          | \$1,623,757.00  |            | \$1,623,757.00 |
| 2019               | \$4,936,519.00    | 75.00                          | \$3,702,389.00  |            | \$3,702,389.00 |
| 2018               | \$3,973,476.00    | 63.00                          | \$2,503,290.00  |            | \$2,503,290.00 |
| 2017               | \$750,671.00      | 50.00                          | \$375,336.00    |            | \$375,336.00   |
| 2016               | \$1,380,264.00    | 37.00                          | \$510,698.00    |            | \$510,698.00   |
| 2015               | \$726,164.00      | 25.00                          | \$181,541.00    |            | \$181,541.00   |

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

11/29/2021

FROM: SAMPSON COUNTY HEALTH DEPARTMENT

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2021-2022

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

| <u>Expenditure Account</u> | <u>Expenditure Account Description</u> | <u>Increase</u> | <u>Decrease</u> |
|----------------------------|--|-----------------|-----------------|
| 12551560-519300            | MEDICAL SERVICES                       | 500.00          |                 |

| <u>Revenue Account</u> | <u>Revenue Account Description</u> | <u>Increase</u> | <u>Decrease</u> |
|------------------------|------------------------------------|-----------------|-----------------|
| 12535123-408401        | DONATION                           | 500.00          |                 |

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

TO ALLOCATE NEW FUNDING RECEIVED THROUGH DONATION

Wanda Roberts  
(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

12/17, 2021

Dale W. W.  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

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

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

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





**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

FROM: Sheriff Jimmy Thornton

1-Jul-21

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2021-2022

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

| <u>Expenditure Account</u> | <u>Expenditure Account Description</u> | <u>Increase</u> | <u>Decrease</u> |
|----------------------------|--|-----------------|-----------------|
| 11243100-555000            | Capital Outlay Other Equipment         | 4,000.00        |                 |

| <u>Revenue Account</u> | <u>Revenue Account Description</u> | <u>Increase</u> | <u>Decrease</u> |
|------------------------|------------------------------------|-----------------|-----------------|
| 11034310-408900        | Misc. Revenue                      | 4,000.00        |                 |

2. Reason(s) for the above request is/are as follows:  
Funds from sold LESS vehicle to be transferred back to the Sheriff's Office (1986 Chevrolet Truck)

*Jimmy Thornton*

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

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

12/17, 2021

*Dalva*

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

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

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

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

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

COUNTY OF SAMPSON  
BUDGET AMENDMENT

14-Dec-21

MEMO:

FROM: Sarah W. Bradshaw

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2021-2022

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> |
|----------------------------|--|-----------------|-----------------|
| 13554810-568416            | Water Assistance Program               | \$133,882.00    |                 |

| <u>Revenue Account</u> | <u>Revenue Account Description</u> | <u>Increase</u> | <u>Decrease</u> |
|------------------------|------------------------------------|-----------------|-----------------|
| 13535480-403316        | Grant Water Assistance             | \$133,882.00    |                 |

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

To account for new federal funds received "Low Income Household Water Assistance Program - LIHWAP". Funds will be used for water payment assistance for eligible clients.



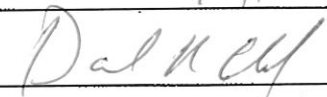
(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.



12/17, 2021



(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

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

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

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

21-22-09

COUNTY OF SAMPSON  
BUDGET AMENDMENT

14-Dec-21

MEMO:

FROM: Sarah W. Bradshaw

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2021-2022

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                                  | \$73,190.00     |                 |

| <u>Revenue Account</u> | <u>Revenue Account Description</u> | <u>Increase</u> | <u>Decrease</u> |
|------------------------|------------------------------------|-----------------|-----------------|
| 13535480-403314        | LIEAP                              | \$73,190.00     |                 |

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

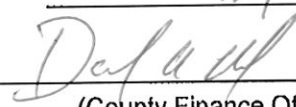
To account for \$73,190 additional funds received than first budgeted



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

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_ 12/17, 20 21  
  
 \_\_\_\_\_  
 (County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

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

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

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

11/22/21

FROM: Brad Hardison

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

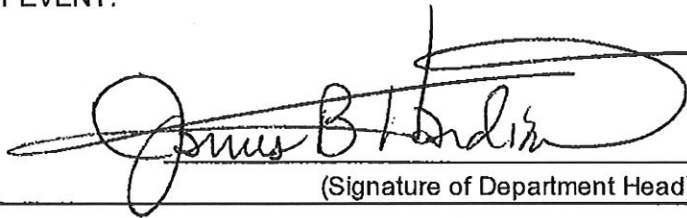
SUBJECT: Budget Amendment for Fiscal Year 2021-2022

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

| <u>Expenditure Account</u> | <u>Expenditure Account Description</u> | <u>Increase</u>    | <u>Decrease</u> |
|----------------------------|--|--------------------|-----------------|
| 11449500-529900            | MISC EXPENSES                          | 3500.00<br>2995.00 |                 |


| <u>Revenue Account</u> | <u>Revenue Account Description</u> | <u>Increase</u>                | <u>Decrease</u> |
|------------------------|------------------------------------|--------------------------------|-----------------|
| 11034950-408900        | MISC REVENUE COOP EXTENSON         | <del>3,500.00</del><br>2995.00 |                 |

2. Reason(s) for the above request is/are as follows:  
INCREASE IN REVENUE DUE TO AG DAY 2021 EVENT.

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

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_ 12/17, 20 21  
  
 \_\_\_\_\_  
 (County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

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

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

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

12/20/2021

FROM: Dana Hall

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for 2021-2022

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

| <u>Expenditure Account</u> | <u>Expenditure Account Description</u> | <u>Increase</u> | <u>Decrease</u> |
|----------------------------|--|-----------------|-----------------|
| 02558670-524100            | Building Materials                     | 29,558.00       |                 |
| 02558670-544000            | Contracted Services                    | 15,000.00       |                 |

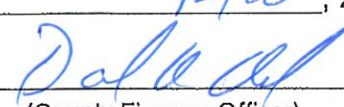
| <u>Revenue Account</u> | <u>Revenue Account Description</u> | <u>Increase</u> | <u>Decrease</u> |
|------------------------|------------------------------------|-----------------|-----------------|
| 02035867-403601        | State Grant - Mid Carolina         | 44,558.00       |                 |

2. Reason(s) for the above request is/are as follows:  
Reallocate money for state block grant program.

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

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

12/20, 2021  
  
\_\_\_\_\_  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

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

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

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

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.     5    

Meeting Date: January 3, 2022

Information Only  
 Report/Presentation  
 Action Item  
 Consent Agenda

Public Comment  
 Closed Session  
 Planning/Zoning  
 Water District Issue

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INFORMATION ONLY

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

- a. Invitation - Mid Carolina Regional Council Annual Meeting
- b. Bladen County Disengagement with Eastpointe LME/MCO

**Susan Holder**

---

**Subject:** FW: Mid-Carolina Annual Meeting & BBQ Supper

**From:** jhembree@mccog.org <jhembree@mccog.org>

**Sent:** Wednesday, December 8, 2021 9:59 AM

**To:** jhembree@mccog.org

**Subject:** FW: Mid-Carolina Annual Meeting & BBQ Supper

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good morning! Would you mind to share this invitation with your elected officials, employees, and others that may be interested in attending? All are welcome!

Thanks, Justin



We are inviting you to our

## ANNUAL MEETING & BBQ SUPPER

5pm, Thursday, January 27, 2022

Harnett County Resource Center & Library  
455 McKinney Pwky  
Lillington, NC 27546

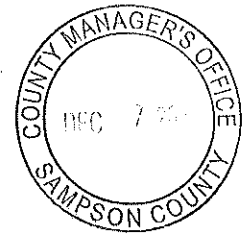
Please register here:

<https://www.surveymonkey.com/r/82X7Y7F>





STATE OF NORTH CAROLINA  
DEPARTMENT OF HEALTH AND HUMAN SERVICES



ROY COOPER  
GOVERNOR

MANDY COHEN, MD, MPH  
SECRETARY

November 29, 2021

Mr. Gregory J. Martin  
County Manager  
Bladen County Government  
Post Office Box 1048  
Elizabethtown, North Carolina 28337-1048

Re: Bladen County LME/MCO Disengagement and Realignment

Dear Mr. Martin:

The Department has finalized its review of Bladen County's decision to disengage from Eastpointe LMC/MCO and realign with Trillium Health Resources LME/MCO. This review followed the rules for disengagement that went into effect on February 1, 2017.

The Bladen County Board of County Commissioners voted unanimously to disengage from Eastpointe and realign with Trillium on June 28, 2021. The County engaged in public comment and reviewed all the factors set out in statute and rule.

Based upon our review of this information, I have determined that Bladen met the requirements of the statute and the eleven factors set out in the rule. The disengagement and realignment will not adversely affect the quality, variety, and amount of services for Bladen County residents receiving services

I have also reviewed the public comments where consumers express concerns about disruption of services. I believe Trillium's Transition Work Plan for Bladen County, which was adopted by Bladen County as its continuity of services plan will ensure a smooth transition and address those concerns.

Therefore, in accordance with NCGS § 122C-115(a3) and the county disengagement rules, the Department is approving, with conditions as set out below, Bladen County's realignment with Trillium, with an effective date of February 1, 2022.

First, the County and Trillium must include representatives from executive leadership from Eastpointe and Trillium, CFAC members, and providers in the transition process. It is imperative that all parties work together to carefully steward this transition and ensure it is seamless for all individuals.

Of specific concern are the individuals currently in the Transitions to Community Living (TCL) program. Trillium must ensure that these individuals continue to receive the in-reach, transition coordination, housing access and acquisition, and integrated behavioral and medical services, supported employment and education,

and community inclusion they currently are receiving from Cardinal in accordance with the terms of the settlement agreement with the United States Department of Justice.

No later than December 20, 2021, Bladen County, Trillium, and Eastpointe in collaboration with each other, must complete and submit to both DMH/DD/SAS and DHB [NC Medicaid] a detailed joint plan to accomplish the full realignment, including milestone dates. This joint plan must detail how Bladen County, Eastpointe, and Trillium will ensure that there are no gaps in service coverage for recipients. DMH/DD/SAS and DHB staff will also create their work plan for the work that the Department must undertake to achieve the transition.

I expect all parties to cooperate fully in this realignment process, including the sharing of client information necessary to ensure continuity of care, without disruption for the providers and consumers in Bladen County.

Should you have any questions or need additional information, please contact Tasha Griffin in DHB, at [tasha.griffin@dhhs.nc.gov](mailto:tasha.griffin@dhhs.nc.gov) or Yvonne French in DMH/DD/SAS at [yvonne.french@dhhs.nc.gov](mailto:yvonne.french@dhhs.nc.gov).

Sincerely,



Mandy K. Cohen, MD, MPH  
Secretary

cc: JLOC Health and Human Services Chairs  
Sarah Stroud, CEO, Eastpointe  
Eastpointe Board of Directors  
Leza Wainwright, CEO, Trillium Health Resources  
Trillium Board of Directors  
Wayne County Board of County Commissioners  
Sampson County Board of County Commissioners  
Warren County Board of County Commissioners  
Duplin County Board of County Commissioners  
Edgecombe County Board of County Commissioners  
Greene County Board of County Commissioners  
Lenoir County Board of County Commissioners  
Scotland County Board of County Commissioners  
Wilson County Board of County Commissioners  
Bertie County Board of County Commissioners  
Camden County Board of County Commissioners  
Chowan County Board of County Commissioners  
Currituck County Board of County Commissioners  
Gates County Board of County Commissioners  
Hertford County Board of County Commissioners  
Halifax County Board of County Commissioners  
Martin County Board of County Commissioners  
Northampton County Board of County Commissioners  
Pasquotank County Board of County Commissioners

Perquimans County Board of County Commissioners  
Beaufort County Board of County Commissioners  
Craven County Board of County Commissioners  
Dare County Board of County Commissioners  
Hyde County Board of County Commissioners  
Nash County Board of County Commissioners  
Pamlico County Board of County Commissioners  
Pitt County Board of County Commissioners  
Tyrell County Board of County Commissioners  
Washington County Board of County Commissioners  
Brunswick County Board of County Commissioners  
Carteret County Board of County Commissioners  
Columbus County Board of County Commissioners  
Jones County Board of County Commissioners  
New Hanover County Board of County Commissioners  
Onslow County Board of County Commissioners  
Pender County Board of County Commissioners

**PUBLIC COMMENT POLICIES AND PROCEDURES**  
**Revised June, 2018**

In accordance with NCGS 153A-52.1, 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. 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.

As with public hearings, the Chair (or presiding officer) will determine and announce limits on speakers at the start of the Public Comment period. Each speaker will be allocated no more than five (5) minutes. The Chairman (or presiding officer) may, at their discretion, decrease this time allocation if the number of persons wishing to speak would unduly prolong the meeting. A staff member will be designated as official timekeeper, and the timekeeper will inform the speaker when they have one minute remaining of their allotted time. When the allotted time is exhausted, the speaker will conclude their remarks promptly and leave the lectern. Speakers may not yield their time to another speaker, and they may not sign up to speak more than once during the same Public Comment period.

An individual wishing to address the Board during the Public Comment period shall register with the Clerk/Deputy Clerk to the Board prior to the opening of the meeting by signing his or her name, and providing an address and short description of his or her topic on a sign-up sheet stationed at the entrance of the meeting room. Any related documents, printed comments, or materials the speaker wishes distributed to the Commissioners shall be delivered to the Clerk/Deputy Clerk in sufficient amounts (10 copies) at least fifteen minutes prior to the start of the meeting. Speakers will be acknowledged to speak in the order in which their names appear on the sign-up sheet. Speakers will address the Commissioners from the lectern, not from the audience, and begin their remarks by stating their name and address.

**To ensure the safety of board members, staff and meeting attendees, speakers are not allowed to approach the Board on the seating platform, unless invited by the Board to approach.**

Speakers who require accommodation for a disabling condition should contact the office of the County Clerk or County Manager not less than twenty-four (24) hours prior to the meeting.

If time allows, those who fail to register before the meeting may be allowed speak during the Public Comment period. These individuals will be offered the opportunity to 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.

A total of thirty (30) minutes shall be set aside for public comment. At the end of this time, those who signed up to speak but have not yet been recognized may be requested to hold their comments until the next meeting's public comment period, at which time they will be given priority for expression. Alternatively, the Board, in its discretion, may extend the time allotted for public comment.

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. Speakers will not discuss matters regarding the candidacy of any person seeking public office, including the candidacy of the person addressing the Board.

Speakers will be courteous in their language and presentation, shall not use profanity or racial slurs and shall not engage in personal attacks that by irrelevance, duration or tone may threaten or perceive to threaten the orderly and fair progress of the discussion. Failure to abide by this requirement may result in forfeiture of the speaker's right to speak.

The Public Comments segment of the agenda is intended to provide a forum for the Board of Community to listen to citizens; there shall be no expectation that the Board will answer impromptu questions. However, Board members, through the presiding officer, may ask the speaker questions for clarification purposes. Any action on items brought up during the Public Comment period will be at the discretion of the Board. When appropriate, items will be referred to the Manager or the proper Department Head for further review.

A copy of the Public Comments Policy will be included in the agenda of each regular meeting agenda and will be made available at the speaker registration table. The policy is also available on the County's website.