



**SAMPSON COUNTY  
BOARD OF COMMISSIONERS  
MEETING AGENDA  
November 6, 2017**

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

Invocation and Pledge of Allegiance  
Approve Agenda as Published

**Tab 1 Presentations and Reports**

- a. Introduction of Financial Consultant and Debt Service Overview 1

**Tab 2 Planning and Zoning**

- a. CZ-10-17-1 Request for Conditional Zoning of 1.09 Acres Located 2 - 6  
Along Plainview Highway from R-Residential to CZC-Conditional  
Zoning Commercial District

**Tab 3 Action Items**

- a. Consideration of Resolution Regarding Use and Protection of 7 - 18  
Pondberry Bay Plant Conservation Preserve as Part of Mountains-to-  
Sea Trail
- b. Public Hearing – Amendments to Water System Ordinances 19 - 24
- c. Consideration of Consolidation of Human Service Agencies – Next 25 - 26  
Steps
- d. Consideration of Request to Add Private Road Liberty Lane to State 27 - 30  
Secondary Roads System
- e. Appointments 31
- Workforce Development Board
  - Airport Authority

**Tab 4 Consent Agenda 32**

- a. Approve the minutes of September 19, 2017; October 2, 2017; and 33 - 50  
October 9, 2017 meetings
- b. Approve the Sampson County Local Government Holiday Schedule 51  
for Calendar Year 2018
- c. Approve the Board of Commissioners Meeting Schedule for Calendar 52  
Year 2018

<b>Tab 4 Consent Agenda, continued</b>	
d. Approve a request to destroy certain Human Resources records pursuant to the Records Retention and Disposition policies and other related regulations	53
e. Approve a request to destroy certain Exposition Center Records pursuant to the Records Retention and Disposition polices and other related regulations	54
f. Approve, as recommended by the Board of Health, the Current Procedural Terminology (CPT) codes and fee schedule	55 - 57
g. Accept the Community Health Medical Access Plan Grant and the North Carolina Disposal Initiative Grant and authorize execution of associated grant documents	58 - 80
h. Approve tax refunds and releases as submitted	81 - 105
i. Approve budget amendments as submitted	106 - 113
<b>Tab 5 Consideration of Tax Appeals</b>	<b>114 - 120</b>
<ul style="list-style-type: none"> <li>• Ronnie Smith</li> <li>• Best Brothers Farms</li> <li>• E &amp; L Farms</li> <li>• Bobby Marshall</li> <li>• Blue View, Inc.</li> <li>• Miles Jackson</li> </ul>	
<b>Tab 6 Board Information</b>	<b>121</b>
a. 2020 Census Participation Information	122 - 125
<b>County Manager's Reports</b>	
<b>Public Comment Period (see policies and procedures in agenda)</b>	<b>126</b>
<b>Adjournment</b>	

**OUR PUBLIC CHARGE**

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

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.    1(a)

Meeting Date:	November 6, 2017	<input type="checkbox"/> Information Only	<input type="checkbox"/> Public Comment
		<input checked="" type="checkbox"/> Report/Presentation	<input type="checkbox"/> Closed Session
		<input type="checkbox"/> Action Item	<input type="checkbox"/> Planning/Zoning
		<input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Water District Issue

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**SUBJECT:** Introduction of Financial Consultant and Debt Service Overview

**DEPARTMENT:** Finance

**PUBLIC HEARING:** No

**CONTACT PERSON(S):** David Clack, Finance Officer  
Doug Carter, DEC Associates

**PURPOSE:** To introduce financial consultant and hear his perspectives on County's debt service status

**ATTACHMENTS:** None

**BACKGROUND:**

Douglas E. Carter (Doug) has assisted Sampson County with our financing projects for more than twenty years. Most recently, Mr. Carter provided invaluable assistance in the successful refunding of our USDA debt, for total savings of \$11,482,149 over the remaining life of the debt. We have asked Mr. Carter to be present so that the Board can personally offer their appreciation for his assistance and to hear his perspectives on the County's debt service position.

**RECOMMENDED ACTION OR MOTION:**

Express appreciation for Mr. Carter's valuable assistance and receive report

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.     2

Meeting Date: November 6, 2017	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input checked="" type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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**SUBJECT:** Planning Issues

**DEPARTMENT:** Clinton-Sampson Planning and Zoning

**PUBLIC HEARING:** Yes

**CONTACT PERSON:** Mary Rose, Planning Director

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

**ATTACHMENTS:** Planning Staff Memorandum; Maps

**BACKGROUND:**

**CZ-10-17-1 (public hearing)** Planning staff will review a conditional request to rezone approximately 1.09 acres located along Plainview Highway from RA-Residential Agriculture to CZC-Conditional Zoning Commercial. The Planning Board has heard certain findings of fact (as shown in the attached documents) and determined that the request **is consistent** with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact this property is located along a major thoroughfare where commercial development is encouraged. Based upon these findings, the Planning Board unanimously recommended **approval** of the rezoning request.

**RECOMMENDED ACTION OR MOTION:**

Motion to Approve CZ-10-17-1, accepting the presented findings of fact and making the following zoning consistency statement: *Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Board of Commissioners does hereby find and determine that the recommendation of the ordinance amendment CZ-10-17-1 is consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact this property is located along a major thoroughfare where commercial development is encouraged.*



## Clinton-Sampson Planning Department

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



**To:** Ed Causey, County Manager  
**From:** Mary M. Rose, Planning Director  
**Subject:** October 16, 2017 Sampson County Planning and Zoning Board Meeting -  
County Board of Commissioners November 6, 2017 Agenda Items  
**Date:** October 24, 2017

The following request was addressed by the Planning and Zoning Board at their October 16, 2017 meeting:

**CZ-10-17-1** - A conditional zoning request by Kenneth Godwin to rezone approximately 1.09 acres located along Plainview Highway from R-Residential to CZC-Conditional Zoning Commercial District was unanimously recommended for approval with the following findings of fact and zoning consistency statement:

1. Kenneth Godwin has signed the conditional zoning application as the owner of the property.
2. This conditional zoning will include approximately 1.09 acres as shown on the attached location map and site plan.
3. The property is currently zoned R-Residential District. (see attached location map)
4. This property is located along Plainview Highway (Hwy 421). The properties to the north, east and west are zoned R-Residential. The properties to the south are currently zoned R-Residential and RA-Residential Agriculture.
5. The applicant proposes to expand the existing building used for commercial purposes by completing an addition to the building which would be used for mini-storage. (see the attached site plan)
6. The addition will remain 30' from the side and 25' from the rear property line. The applicant will be responsible for obtaining any required NCDOT Driveway permits.
7. All adjacent property owners within 100' have been notified by mail; and, the property has been posted.

### **Zoning Consistency Statement:**

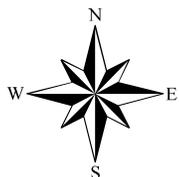
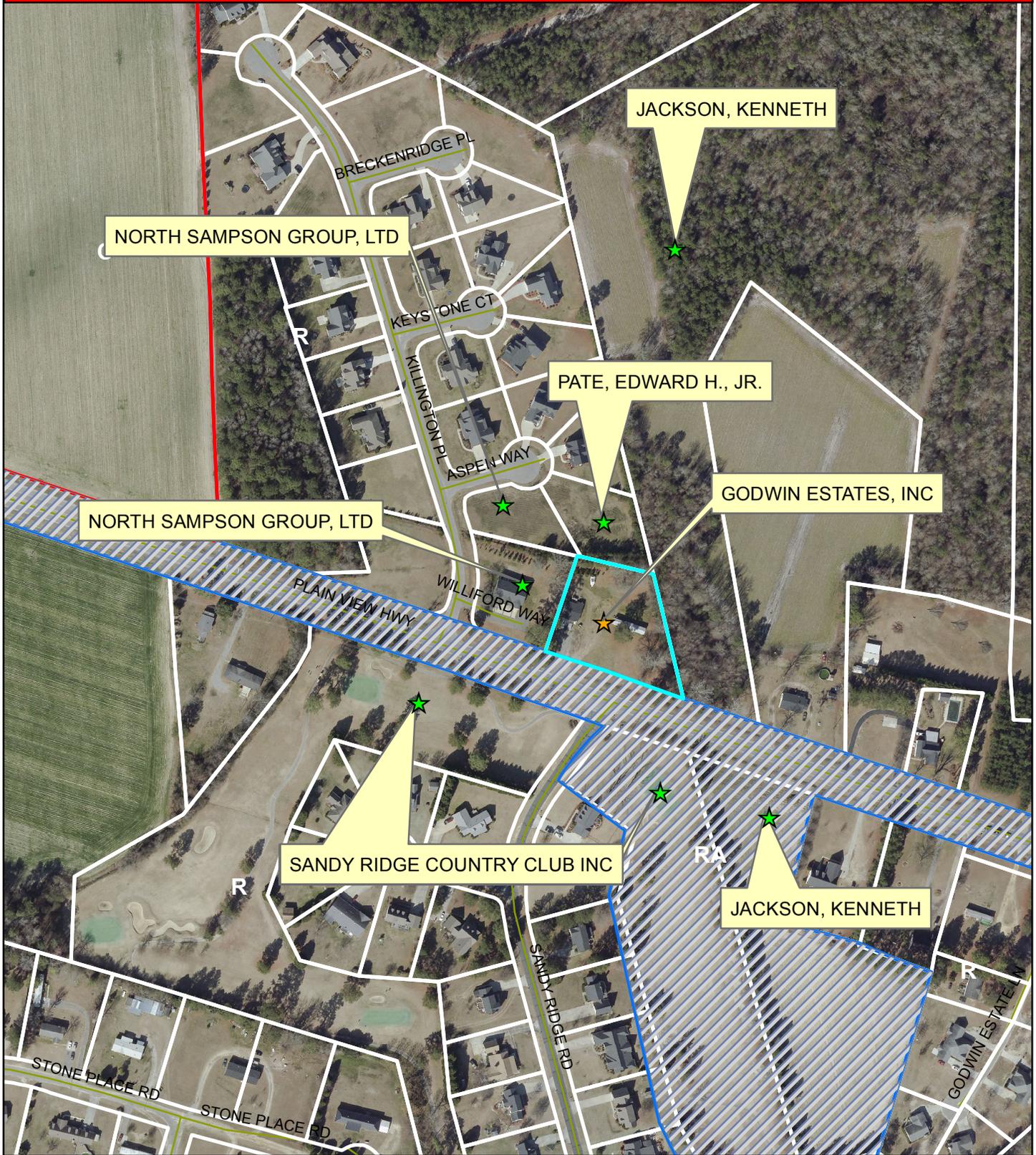
Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Planning Board does hereby find and determine that the recommendation of the ordinance amendment CZ-10-17-1 **is** consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact this property is located along a major thoroughfare where commercial development is encouraged.

Please contact my office with any additional questions or comments.

attachments

cc: Susan Holder, Assistant County Manager

# CZC-10-17-1 Kenneth Godwin Plainview Highway



1 inch = 281 feet

	Proposed Properties
	Adjacent Property Owners

MINUTES OF THE SAMPSON COUNTY  
PLANNING AND ZONING BOARD

Meeting Date  
October 16, 2017

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

Members Absent

Minutes Approved

Upon a motion by Sherri Smith and seconded by Debra Bass, the minutes of the September 18, 2017 meeting were unanimously approved as presented by the Board.

**CZ-10-17-1**

A conditional zoning request by Kenneth Godwin to rezone approximately 1.09 acres located along Plainview Highway from R-Residential to CZC-Conditional Zoning Commercial District. (See attached location map and site plan)

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

1. Kenneth Godwin has signed the conditional zoning application as the owner of the property.
2. This conditional zoning will include approximately 1.09 acres as shown on the attached location map and site plan.
3. The property is currently zoned R-Residential District. (see attached location map)
4. This property is located along Plainview Highway (Hwy 421). The properties to the north, east and west are zoned R-Residential. The properties to the south are currently zoned R-Residential and RA-Residential Agriculture.
5. The applicant proposes to expand the existing building used for commercial purposes by completing an addition to the building which would be used for mini-storage. (see the attached site plan)
6. The addition will remain 30' from the side and 25' from the rear property line. The applicant will be responsible for obtaining any required NCDOT Driveway permits.
7. All adjacent property owners within 100' have been notified by mail; and, the property has been posted.

**Zoning Consistency Statement:**

Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Planning Board does hereby find and determine that the recommendation of the ordinance amendment CZ-10-17-1 **is** consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact this property is located along a major thoroughfare where commercial development is encouraged.

Andrew Jackson asked Ms. Rose if the existing accessory building on the property was currently used for a commercial use. Mr. Kenneth Godwin informed Mr. Jackson the building was currently being used as a tile shop.

Mrs. Rose informed the Board Mr. Edward Pate had called her office and was in favor of the request, but also requested the existing vegetation along the northern property line be left in as a buffer. Mr. Godwin agreed to leave the existing vegetation in place as a buffer.

DECISION. After discussion, Nancy Blackman moved to recommend approval of CZ-10-17-1 with the above referenced findings of fact, buffer agreement, and zoning consistency statement. The motion was seconded by Clayton Hollingsworth and unanimously recommended for approval by the Board.

Ayes: Unanimous

There being no further business, the meeting was adjourned at 6:45 p.m.

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Chairman

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Secretary



**RESOLUTION IN RECOGNITION OF THE VALUE OF THE PONDBERRY BAY PLANT CONSERVATION PRESERVE TO THE COUNTY OF SAMPSON, NC NATURAL HERITAGE AND TO REQUEST THAT CITIZENS BE GIVEN PERMISSION TO ASSIST IN ITS PROTECTION, LEARN ABOUT ITS DIVERSITY AND ENJOY ITS BEAUTY ON THE MOUNTAINS-TO-SEA TRAIL**

**WHEREAS**, County of Sampson recognizes the exceptional value played by the 2100-acre Pondberry Bay Plant Conservation Preserve in protecting our county’s natural heritage;

**WHEREAS**, County of Sampson recognizes that the North Carolina Plant Conservation Program is responsible for managing the Preserve to protect endangered plant species and enhance habitat for native plants and wildlife;

**WHEREAS**, the Preserve is managed by the Plant Conservation Program, according to policies established by the North Carolina General Assembly in the Plant Protection and Conservation Act, to provide for the “recreational needs of the people, the interests of science, and the economy of the State”;

**WHEREAS**, the North Carolina General Assembly voted in June 2017 to route the Mountains-to-Sea Trail through Sampson County to help people learn about the natural heritage of this part of North Carolina and to enhance the economy of the area;

**WHEREAS**, the Plant Conservation Program seeks citizens who live near its preserves to serve as site stewards to assist in protecting native plants and land management;

**WHEREAS**, Friends of the Mountains-to-Sea Trail (MST), a nonprofit organization, raises funds and recruits and trains volunteers to assist with trail building, maintenance and other tasks that help land managing agencies where the trail is located protect and enhance the natural resources on their properties;

**WHEREAS**, County of Sampson supports the Plant Conservation Program’s mission of protecting and enhancing native habitat and plants on the Preserve and the fulfillment of the vision of the North Carolina General Assembly for the Mountains-to-Sea Trail through Sampson County;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of Sampson County encourages the North Carolina Plant Conservation Program to work with the Friends of the Mountains-to-Sea Trail to develop a route for the Mountains-to-Sea Trail through the Pondberry Bay Plant Conservation Preserve that will allow citizens to assist in protection of the preserve and the native plants that live there, to learn about its natural habitats, and to enjoy its beauty.

Adopted this 6<sup>th</sup> day of November, 2017.

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Clark H. Wooten, Chairman

ATTEST:

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Susan J. Holder, Clerk to the Board

# Pondberry Bay Preserve Proposed Mountains to Sea Trail Route

Salemburg

- MST Trail
- Existing Roads
- New Trail
- Carolina Bay
- C Cemetery
- H Old Homestead

Lakewood Golf & Country Club

Sampson County Landfill

HWY 24 Expansion

Hog Farm

Roseboro

1 MILE

September 20, 2017

TO: Katherine K. Schlosser, Chairman  
Cheryl Gregory, Administrator  
NC Plant Conservation Program

FROM: Kate Dixon, Executive Director *Kate Dixon*  
Friends of the Mountains-to-Sea Trail

RE: Proposal to route the Mountains-to-Sea Trail through the Pondberry Bay Plant Conservation Preserve

Thank you for the opportunity to present a proposal for routing North Carolina's Mountains-to-Sea Trail (MST) through the Pondberry Bay Plant Conservation Preserve.

We understand that the Plant Conservation Program (PCP) Board, Staff and Scientific Committee members are concerned about a possible negative impact of such a trail on native plant communities – current and restored – on the preserve.

I hope that this proposal will help to address those concerns and that continued dialogue between us may address concerns that Friends of the MST (Friends) is unaware of. We are deeply interested to learn more about your restoration plans and how we can bring resources and support to help you achieve your vision.

Our goal is to build a continuous natural-surface footpath across North Carolina for the enjoyment and education of people. We hope that this trail will also help spur protection of North Carolina's natural heritage.

The MST is a unit of the State Park system, and the General Assembly voted in June 2017 to route the MST through Sampson County to help people learn about the natural heritage of this part of North Carolina and to enhance the economy of the area. A trail through the Pondberry Bay Preserve would be an outstanding addition to the route.

All over North Carolina, the MST spurs people to volunteer and donate to help land managing agencies with a variety of projects in addition to trail building and maintenance. Our volunteers have provided and offered this kind of help at your Eno River Diabase Sill Preserve, and we hope that we can develop a similar relationship to bring you additional resources to meet your goals at the Pondberry Bay Preserve.

This proposal is based on the assumptions listed below. If any of these assumptions about the goals of the PCP and the status of the preserve are incorrect, please let me know so that we can work with you to try to better understand and address your concerns.

## ASSUMPTIONS

- 1) The primary mission of the PCP is to protect endangered and threatened plant species and to restore the habitat on its preserves to increase the populations of endangered plants and enhance the vibrancy of the natural communities in which they live.
- 2) Secondary missions of the PCP as outlined in the Plant Protection and Conservation Act are to provide for the recreational needs of the people, the interests of science, and the economy of the State.
- 3) The Ponderberry Bay Plant Conservation Preserve was established to protect the Ponderberry Bay, a federally-listed endangered species, which is found within at least one Carolina Bay located on the property.
- 4) Although habitat for the Ponderberry Bay (Carolina Bays that support the rare Cypress Savanna natural community) exists on only a small percentage of the preserve, the overall property will have great ecological significance if the longleaf pine ecosystem surrounding it can be enhanced. Restoration of this habitat will require prescribed burns, logging, controlled deer hunts, removal of invasive plant species, and replanting of native species.
- 5) Although Ponderberry Bay is an attractive plant, poachers have not shown interest in it to date as they have in plants located on other PCP preserves.
- 6) Research has found that public access can lead to the destruction of fragile species if people leave the trail and tread on plants. For example, the National Park Service found that 10% of the 40,000 seasonal users of the Rough Ridge Trail along the Blue Ridge Parkway left the trail and damaged the plant communities along it even though signs and trail design discouraged them from doing so. For this reason, PCP is understandably opposed to allowing unsupervised public access on many of its small preserves where it would be difficult to route a trail far from endangered, fragile plant communities.
- 7) Ponderberry Bay is large and remote enough that people routinely trespass on the property now without oversight of their activities by the PCP or community leaders who care about the preserve.
- 8) The Ponderberry Bay Preserve is large enough to route a trail out of eye sight of endangered plant communities.
- 9) The property has existing roads which have been used and may continue to be needed as fire breaks to allow controlled burning.
- 10) Trash dumping is a significant problem, particularly along White Woods Road where a major landfill is located.
- 11) PCP needs more volunteers, particularly local residents who can easily reach the preserve, to help manage Ponderberry.
- 12) Because the MST crosses land managed by many different agencies with varied regulations about how their land may be used, Friends provides information through signs, guide books and our website about what activities are allowed on each section of the trail and when that trail is accessible to the public.

- 13) Friends has been successful in organizing and supporting crews of volunteers to build and maintain trail and assist land managing agencies with other stewardship activities. Your local site steward, Bill Scott, originally learned of the Pondberry Bay Preserve because of his interest in the trail, and Roland Hall, a former mayor of Roseboro, who has just applied to be a PCP site steward also first became interested in Pondberry because of the trail. Because of the growing interest in the MST in Sampson County, Friends is confident that we can continue to help recruit local volunteers to help PCP with stewardship tasks at Pondberry.

### PROPOSAL

- A) The MST could be routed through the preserve entirely on existing roads with the exception of trail, boardwalk, fords and/or bridges that will be needed to cross Little Coharie Creek and its floodplain. (The Coharie floodplain portion of the preserve is listed as an area of secondary interest in the Sampson County Natural Heritage Inventory.)
- B) The attached map shows a possible route which follows existing roads (in beige) and indicates places where new trail would be needed (in red). The total length of this new trail would be approximately  $\frac{3}{4}$ -mile in three shorter sections.
- C) We note that the existing road crosses one Carolina Bay and abuts another. If this is a concern to PCP, Friends can help PCP close and restore the old road and build a new one in a location that works better for your stewardship goals.
- D) PCP may prefer that the existing roads be as wide as they are so that they can serve as fire breaks. If PCP would prefer that the roads be narrowed to reduce weed invasion and unauthorized vehicle access, MST volunteers can help with replanting efforts along the road edges.
- E) Friends would be responsible for design, construction and maintenance of the trail that could only be constructed after review and approval of the proposed design and location by PCP.
- F) If PCP determines that the trail is having negative impacts on endangered plant populations, Friends and adjacent local governments agree to close the trail or immediately shift its location or management in ways recommended by PCP.
- G) Friends and adjacent local governments will post signs that explain to the public the terms under which the trail is open to the public. These signs will stress our support for the core mission of the PCP and the terms of our use.
- H) Friends and local governments will assist PCP in recruiting local volunteers to help PCP manage the preserve. Tasks they could help with include:
  - a) Monitoring the preserve and reporting trespass, poaching, ATV use, and other unauthorized activities
  - b) Patrolling the trails frequently to interact with trail users and stress the importance of following the rules
  - c) Helping with controlled burns
  - d) Removing invasive vegetation
  - e) Removing trash and working with the landfill and sheriff to help control dumping along White Woods Road

- f) Assisting with ecological research
  - g) Helping with restoration plantings
- 
- I) If PCP is concerned that periodic management activities such as prescribed burns, controlled hunts or other activities may endanger trail users, Friends and local governments will work with PCP to post signs and online notices to alert visitors that the trail is temporarily closed.
  - J) If PCP desires, Friends and local governments can post that the preserve is only open during daylight hours and that camping and camp fires are not allowed.
  - K) Because of its size, amount of upland, and adjacent development, Pondberry Bay may be one of PCP's preserves most vulnerable to pressure for the land to be taken for other purposes or for new developments nearby to negatively impact the preserve. If the preserve becomes a highlight of the trail and a treasured asset of the community, local governments and Friends will become passionate advocates for its protection.
  - L) Friends would hope to work with PCP to acquire additional tracts to expand the preserve and extend the trail, and the MST expands funding opportunities available for that land. State Trails, including the MST, were included in the 2016 Connect NC bond referendum. The Parks & Recreation Trust Fund and the Recreational Trails Program also fund land acquisition, and both prioritize projects to extend the MST. Projects that allow public access are also popular with the NC Clean Water Management Trust Fund.

We hope that this proposal helps to answer many of your questions about ways that Friends might work with PCP to enhance your management of Pondberry while extending the trail. Please let me know if you have questions or need more information.

I look forward to discussing the proposal further at your board meeting on Wednesday, October 11.

**NATURAL AREA INVENTORY**  
**OF**  
**SAMPSON COUNTY, NORTH CAROLINA**

by

Richard J. LeBlond and Gilbert S. Grant

Department of Environment and Natural Resources  
Office of Planning and Conservation  
North Carolina Natural Heritage Program

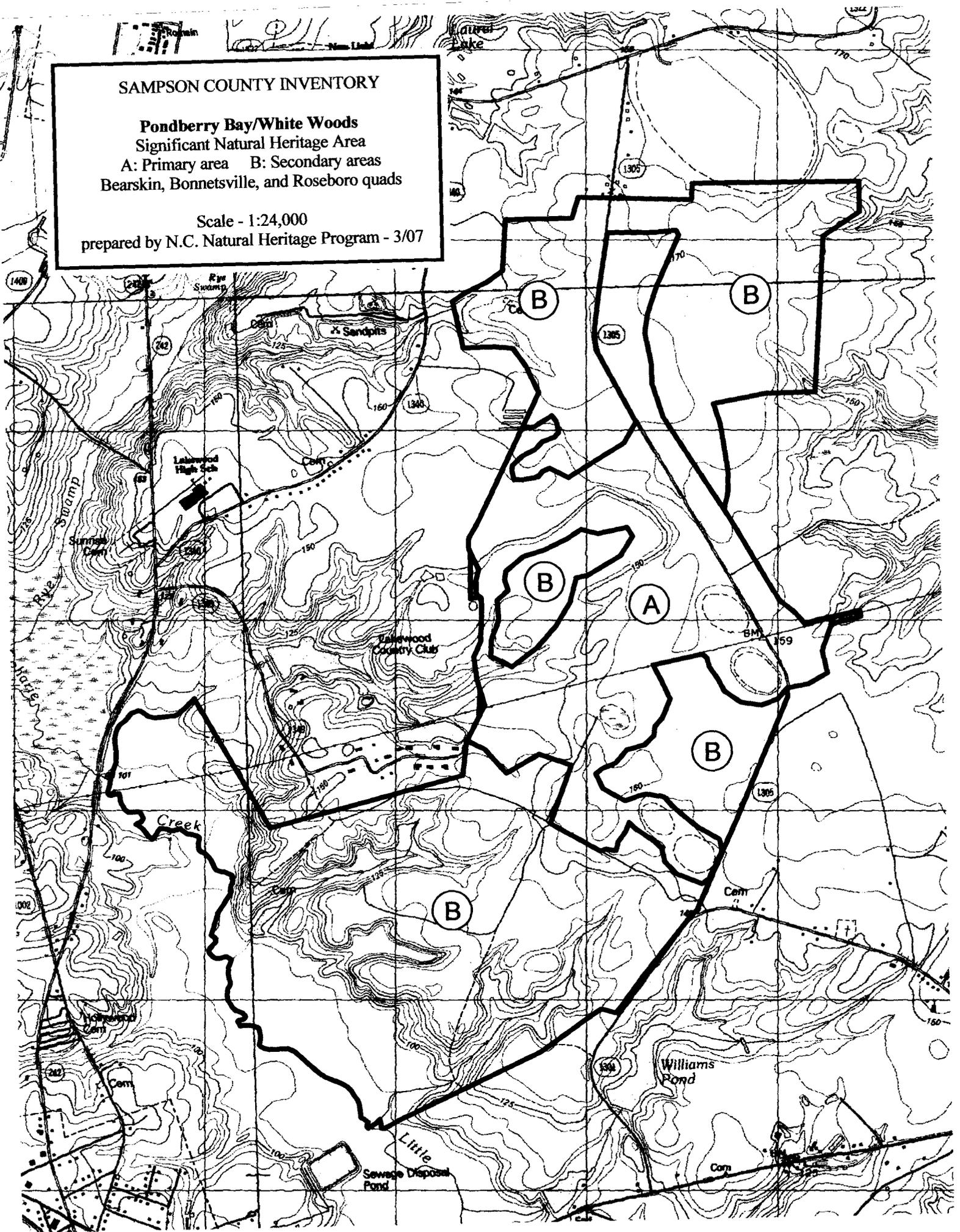
Funded by  
North Carolina Natural Heritage Trust Fund

April 2007

**SAMPSON COUNTY INVENTORY**

**Pondberry Bay/White Woods**  
Significant Natural Heritage Area  
A: Primary area B: Secondary areas  
Bearskin, Bonnetsville, and Roseboro quads

Scale - 1:24,000  
prepared by N.C. Natural Heritage Program - 3/07



## Sampson County Natural Area Inventory

### PONDBERRY BAY/WHITE WOODS Significant Natural Heritage Area

**Site significance:** National                      **Size:** 2,067 acres (608 primary acres, 1,459 secondary acres)  
**Quadrangles:** Bearskin, Bonnetsville, Roseboro  
**Ownership:** N.C. Department of Agriculture and Consumer Services; private

**SIGNIFICANT FEATURES:** Pondberry Bay/White Woods natural area comprises a diverse longleaf pine ecosystem with uncommon to rare natural communities and several uncommon to globally very rare plants and animals. Most significant is a large population of pondberry (*Lindera melissifolia*), a Federal and State Endangered plant known currently from only three populations in the state. Among the rare animals are Federal and State Endangered red-cockaded woodpecker (*Picoides borealis*) and Federal Species of Concern Bachman's sparrow (*Aimophila aestivalis*). Altogether, the site supports populations of six rare plants, seven rare animals, seven Watch List plants, and two Watch List animals. Among the rare plants are three Federal Species of Concern plants: Sandhills milk-vetch (*Astragalus michauxii*, also State Threatened), pondspice (*Litsea aestivalis*), and awned meadow-beauty (*Rhexia aristosa*, also State Threatened). Pine barren boneset (*Eupatorium resinosum*) is a State Threatened–Special Concern plant that occurs at the natural area. The site contains one of the very few known occurrences of the Cypress Savanna natural community on the Coastal Plain east of I-95.

**LANDSCAPE RELATIONSHIPS:** This natural area is found in west-central Sampson County northeast of Roseboro. Located within a largely agricultural area, the site is isolated from other natural areas. Upper South River Floodplain natural area lies about 3¼ miles to the southwest, while Great Coharie Creek Swamp natural area lies nearly 4½ miles to the east. Streamheads on the site drain westward into Little Coharie Creek, and from there to Great Coharie Creek and Black River in the southern part of the county. This floodplain habitat benefits the movement of some animal groups. Within the natural area, the primary boundary includes habitat in good natural condition and/or with other exceptional biological values, while the secondary boundary includes areas of lesser natural value, but which buffer primary habitat and/or have good restoration potential.

**SITE DESCRIPTION:** Pondberry Bay/White Woods is primarily a longleaf pine ecosystem located on a broad interstream sandy terrace. Scattered among the pines are several wetland features, including small Carolina Bays and a few streamheads. Pine/Scrub Oak Sandhill Mixed Oak Variant is the most frequent natural community on the dry upland soils, although some areas have been altered by past timber management. Longleaf pine (*Pinus palustris*) is the dominant tree, and canopy age varies from young to mature, with larger trees reaching 16 inches diameter. Three oaks are prominent in the understory: turkey oak (*Quercus laevis*), bluejack oak (*Q. incana*), and sand post oak (*Q. margarettiae*). This oak diversity reflects a slightly higher soil fertility than that found in the Xeric Sandhill Scrub community. Dwarf indigo-bush (*Amorpha herbacea*) is a common shrub, while Carolina wiregrass (*Aristida stricta*) is the dominant grass. Composites and legumes are important members of the ground community, especially sandhill chaffhead

(*Carphephorus bellidifolius*), grassleaf blazing-star (*Liatris pilosa*), and goat's rue (*Tephrosia virginiana*).

Nestled within the sandhill community area a few small Carolina bays supporting the rare Cypress Savanna natural community. This community occurs in bays with a layer of clay in the soil, and are typically flooded during winter and spring, then become exposed later in the growing season. However, some years they can be flooded year-round. These small basins are characterized by a diverse ground layer of grasses, sedges, and wildflowers, with or without an open canopy of pond cypress (*Taxodium ascendens*). The Cypress Savanna depressions at this site have few or no cypress, and loblolly pine (*Pinus taeda*) has seeded in during extended droughts. Higher water levels in more recent years have killed off many of the pines. Prominent in the diverse ground layer are maidencane (*Panicum hemitomon*), redroot (*Lachnanthes caroliniana*), and Wright's witch grass (*Dichantheium wrightianum*). The very rare pondberry is an important shrub in one of the bay savannas.

Another small isolated depression supports the Small Depression Pocosin community. Like other pocosin communities, it has a dense shrub layer with an open canopy of pond pine (*Pinus serotina*). Swamp red bay (*Persea palustris*) forms a sparse subcanopy over the crowded shrubs of blueberry (*Vaccinium* species), inkberry (*Ilex glabra*), gallberry (*I. coriacea*), and common greenbrier (*Smilax rotundifolia*). This community differs from the related Pond Pine Woodland community by its small size and isolated situation. Small headwater streams on the site also support pocosin vegetation, with Atlantic white cedar (*Chamaecyparis thyooides*) and loblolly bay (*Gordonia lasianthus*) often prominent in the canopy.

**MANAGEMENT AND PROTECTION:** The great majority of Pondberry Bay/White Woods is in Pondberry Bay Preserve, a Dedicated state nature preserve managed by the N.C. Plant Conservation Program, an office of the N.C. Department of Agriculture and Consumer Services. The site is managed to maintain and restore natural community structure and composition. Prescribed burning is a primary tool to accomplish these goals by reducing woody vegetation dominance and promoting greater graminoid and forb diversity. A small area is privately owned and not protected.

**NATURAL COMMUNITIES:** Cypress Savanna, Pine/Scrub Oak Sandhill Mixed Oak Variant, Small Depression Pocosin.

**RARE PLANTS:** Sandhills milk-vetch (*Astragalus michauxii*), pine barren boneset (*Eupatorium resinosum*), pondberry (*Lindera melissifolia*), pondspice (*Litsea aestivalis*), awned meadow-beauty (*Rhexia aristosa*), Georgia nutrush (*Scleria georgiana*). Watch List: flaxleaf gerardia (*Agalinis linifolia*), pinebarrens goober grass (*Amphicarpum amphicarpon*), narrowleaf bluestem (*Andropogon perangustatus*), erectleaf witch grass (*Dichantheium erectifolium*), blackfruit spikerush (*Eleocharis melanocarpa*) three-angle spikerush (*E. tricostata*), Small's yellow-eyed-grass (*Xyris smalliana*).

**RARE ANIMALS:** Vertebrates - Bachman's sparrow (*Aimophila aestivalis*), Mabee's salamander (*Ambystoma mabeei*), chicken turtle (*Deirochelys reticularia*), red-cockaded woodpecker (*Picoides*

*borealis*). Invertebrates - Hessel's hairstreak (*Callophrys hesseli*), Meske's skipper (*Hesperia meskei*), Edwards' hairstreak (*Satyrrium edwardsii*). Watch List: Vertebrates - pine woods snake (*Rhadinaea flavilata*), southeastern fox squirrel (*Sciurus niger niger*). Invertebrates - King's hairstreak (*Satyrrium kingi*).

**REFERENCES:**

- LeBlond, R.J., and B.A. Sorrie. 2001. Site survey report: Ponderberry Bay Cypress Savanna. N.C. Natural Heritage Program, Office of Conservation and Community Affairs, DENR, Raleigh, N.C.
- LeBlond, R.J. 2007. Site survey report: Ponderberry Bay/White Woods Small Depression Survey. N.C. Natural Heritage Program, Office of Conservation and Community Affairs, DENR, Raleigh, N.C.
- LeGrand, H.E. Jr. 2001. Site survey report: Ponderberry Bay/White Woods (outside Carolina bay). N.C. Natural Heritage Program, Office of Conservation and Community Affairs, DENR, Raleigh, N.C.
- North Carolina Natural Heritage Program. 2003. Description: Ponderberry Bay Dedicated Nature Preserve. N.C. Natural Heritage Program, Office of Conservation and Community Affairs, DENR, Raleigh, N.C.

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 3 (b)

Meeting Date: November 6, 2017	<input type="checkbox"/>	Information Only	<input checked="" type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue
	<input type="checkbox"/>			

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**SUBJECT:** Public Hearing - Amendments to Water System Ordinances

**DEPARTMENT:** Public Works

**PUBLIC HEARING:** Yes

**CONTACT PERSON(S):** Lin Reynolds, Public Works Director  
Joel Starling, County Attorney

**PURPOSE:** To receive public comments on the proposed amendments to the ordinances related to the operations of Water and Sewer District I and Water and Sewer District II

**ATTACHMENTS:** Draft Amendments to Ordinances

**BACKGROUND:**

At a special session on September 19, 2017, the Board heard recommendations from Public Works Director Lin Reynolds regarding changes to the fees and policies regarding the operations of the water districts including: providing the Board with authorities to reduce tap fees/connection fees with purchase conditions; processes for consideration of additional lines; policies for turn-on including changes in fee terminology; policies for recouping costs of directional bores; and establishment of bulk governmental rates. Changes to the ordinances require a public hearing.

Mr. Reynolds and Mr. Starling will be able to answer questions regarding the proposed amendments to the ordinance.

**RECOMMENDED ACTION OR MOTION:**

Receive comments regarding amendments to the water ordinance(s); consider adoption of amendments to ordinances

**AMENDMENT TO  
ORDINANCE IMPLEMENTING RULES AND REGULATIONS  
OF SAMPSON COUNTY WATER AND SEWER DISTRICT I**

WHEREAS, the Board of Commissioners (the “Board”) of Sampson County (the “County”) adopted an Ordinance implementing certain rules and regulations for Sampson County Water and Sewer District I (the “Ordinance”); and

WHEREAS, the Board finds that in order to best promote the public health, safety, and general welfare of the citizens of the County and to ensure the provision of water and sewer services to Sampson County Water and Sewer District I, the Ordinance should be amended;

THEREFORE, BE IT ORDAINED that the Ordinance is hereby amended as follows:

**II. RATE AND SCHEDULE AND TAP-ON FEES**

**A. Benefited Users**

- (3) *The Board of Commissioners of Sampson County, sitting as the Water and Sewer Board for Sampson County Water and Sewer District I, shall have the authority by motion approved by a majority of its members then present to establish a bulk rate for water and sewer services sold to other units of local government.*

**C. Tap-On Fees**

- (5) *The Board of Commissioners of Sampson County, sitting as the Water and Sewer Board for Sampson County Water and Sewer District I, shall have the authority by motion approved by a majority of its members then present to reduce the tap-on fee for designated periods of time. The Board shall further have the authority to require that any customer who signs up for water and sewer service during a period of reduced tap-on fees sign a contract obligating the customer to purchase water in an amount equal to at least the regular minimum as set out in the published rates of the District for a period of twenty-four (24) months or repay the difference between the temporary reduced tap-on fee and the tap-on fee prior to the temporary reduction.*

**III. CONNECTION FEES**

- E. The Board of Commissioners of Sampson County, sitting as the Water and Sewer Board for Sampson County Water and Sewer District I, shall have the authority by motion approved by a majority of its members then present to reduce the connection fee for designated periods of time. The Board shall further have the authority to require that any customer who signs up for water and sewer service during a period of reduced connection fees sign a contract obligating the*

*customer to purchase water in an amount equal to at least the regular minimum as set out in the published rates of the District for a period of twenty-four (24) months or repay the difference between the temporary reduced connection fee and the connection fee prior to the temporary reduction.*

**VIII. EXTENSIONS TO MAINS AND SERVICES**

**B.** *The Board of Commissioners of Sampson County, sitting as the Water and Sewer Board for Sampson County Water and Sewer District I, shall have the authority to enter into contracts for the extension or addition of water and sewer line within the District provided that the users agree to bear a percentage of the cost of the extension or addition, upon such terms and conditions as may be advisable to the Board of Commissioners.*

**XII. SUSPENSION OF SERVICE**

**B.** **Service discontinued for nonpayment of bills will be restored only after the user's water bills are paid in full, and the appropriate ~~reconnection~~ delinquent fees are paid. A ~~reconnection~~ delinquent fee of \$10.00 will be assessed for the first ~~reconnection-trip~~ service discontinuation; a fee of \$20.00 will be assessed for a second or subsequent ~~reconnection-trip~~ service discontinuation. If no person eighteen or older is present at the premises when District personnel attempt to reconnect service, a return trip fee of \$25.00 shall be assessed for each such occasion.**

THIS AMENDMENT TO THE ORDINANCE IMPLEMENTING RULES AND REGULATIONS OF SAMPSON COUNTY WATER AND SEWER DISTRICT I WAS ADOPTED BY UNANIMOUS CONSENT AT A REGULAR MEETING OF THE SAMPSON COUNTY BOARD OF COMMISSIONERS AFTER HAVING BEEN DULY ADVERTIZED, AS REQUIRED BY LAW, THE 6<sup>TH</sup> DAY OF NOVEMBER, 2017.

SAMPSON COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
CLARK WOOTEN,  
Chairman

ATTEST:

By: \_\_\_\_\_  
SUSAN J. HOLDER,  
Secretary

**AMENDMENT TO  
ORDINANCE IMPLEMENTING RULES AND REGULATIONS  
OF SAMPSON COUNTY WATER AND SEWER DISTRICT II**

WHEREAS, the Board of Commissioners (the “Board”) of Sampson County (the “County”) adopted an Ordinance implementing certain rules and regulations for Sampson County Water and Sewer District II (the “Ordinance”); and

WHEREAS, the Board finds that in order to best promote the public health, safety, and general welfare of the citizens of the County and to ensure the provision of water and sewer services to Sampson County Water and Sewer District II, the Ordinance should be amended;

THEREFORE, BE IT ORDAINED that the Ordinance is hereby amended as follows:

**II. RATE AND SCHEDULE AND TAP-ON FEES**

**A. Benefited Users**

- (3) *The Board of Commissioners of Sampson County, sitting as the Water and Sewer Board for Sampson County Water and Sewer District II, shall have the authority by motion approved by a majority of its members then present to establish a bulk rate for water and sewer services sold to other units of local government.*

**C. Tap-On Fees**

- (5) *The Board of Commissioners of Sampson County, sitting as the Water and Sewer Board for Sampson County Water and Sewer District II, shall have the authority by motion approved by a majority of its members then present to reduce the tap-on fee for designated periods of time. The Board shall further have the authority to require that any customer who signs up for water and sewer service during a period of reduced tap-on fees sign a contract obligating the customer to purchase water in an amount equal to at least the regular minimum as set out in the published rates of the District for a period of twenty-four (24) months or repay the difference between the temporary reduced tap-on fee and the tap-on fee prior to the temporary reduction.*

**III. CONNECTION FEES**

- E. The Board of Commissioners of Sampson County, sitting as the Water and Sewer Board for Sampson County Water and Sewer District II, shall have the authority by motion approved by a majority of its members then present to reduce the connection fee for designated periods of time. The Board shall further have the authority to require that any customer who signs up for water and sewer service during a period of reduced connection fees sign a contract obligating the*

*customer to purchase water in an amount equal to at least the regular minimum as set out in the published rates of the District for a period of twenty-four (24) months or repay the difference between the temporary reduced connection fee and the connection fee prior to the temporary reduction.*

**VIII. EXTENSIONS TO MAINS AND SERVICES**

**B.** *The Board of Commissioners of Sampson County, sitting as the Water and Sewer Board for Sampson County Water and Sewer District II, shall have the authority to enter into contracts for the extension or addition of water and sewer line within the District provided that the users agree to bear a percentage of the cost of the extension or addition, upon such terms and conditions as may be advisable to the Board of Commissioners.*

**XII. SUSPENSION OF SERVICE**

**B.** **Service discontinued for nonpayment of bills will be restored only after the user's water bills are paid in full, and the appropriate ~~reconnection~~ delinquent fees are paid. A ~~reconnection~~ delinquent fee of \$10.00 will be assessed for the first ~~reconnection-trip~~ service discontinuation; a fee of \$20.00 will be assessed for a second or subsequent ~~reconnection-trip~~ service discontinuation. If no person eighteen or older is present at the premises when District personnel attempt to reconnect service, a return trip fee of \$25.00 shall be assessed for each such occasion.**

THIS AMENDMENT TO THE ORDINANCE IMPLEMENTING RULES AND REGULATIONS OF SAMPSON COUNTY WATER AND SEWER DISTRICT II WAS ADOPTED BY UNANIMOUS CONSENT AT A REGULAR MEETING OF THE SAMPSON COUNTY BOARD OF COMMISSIONERS AFTER HAVING BEEN DULY ADVERTIZED, AS REQUIRED BY LAW, THE 6<sup>TH</sup> DAY OF NOVEMBER, 2017.

SAMPSON COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
CLARK WOOTEN,  
Chairman

ATTEST:

By: \_\_\_\_\_  
SUSAN J. HOLDER,  
Secretary

**NOTICE OF PUBLIC HEARING**  
**SAMPSON COUNTY BOARD OF COMMISSIONERS**  
**SITTING AS THE BOARDS OF DIRECTORS OF**  
**WATER AND SEWER DISTRICTS I AND II**

The Sampson County Board of Commissioners will hold a public hearing on Monday, November 6, 2017 at 6:00 pm or as soon as possible thereafter regarding the adoption of amendments to the ordinances implementing the rules and regulations of Water and Sewer Districts I and II. The hearing will be held in the County Auditorium, Bldg A of the Sampson County Complex, 435 Rowan Road in Clinton, NC. The amendments include changes to Section II: Rate and Schedule and Tap-On Fees; Section III: Connection Fees; Section VIII: Extensions to Mains and Services; and Section XII: Suspension of Service. The proposed amendments can be viewed in the Office of the County Manager, 406 County Complex Road, Bldg C, in Clinton, NC, Mon-Fri 24am – 5pm or online at [http://www.sampsonnc.com/departments/public\\_works/](http://www.sampsonnc.com/departments/public_works/).

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 3 (c)

Meeting Date: November 6, 2017	<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:** Consideration of Consolidation of Human Service Agencies - Next Steps

**DEPARTMENT:** Governing Body

**PUBLIC HEARING:** No

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

**PURPOSE:** To determine what next steps, if any, the Board wishes to pursue regarding potential consolidation of our Human Service agencies

**ATTACHMENTS:** Attorney Memorandum

**BACKGROUND:**

The Board has received a synopsis of options for consolidation of the County's Human Service agencies (particularly Social Services and the Health Department). You have sought and received additional information from the School of Government during a special meeting also attended by members of the Social Services Board and Board of Health, along with directors and key staff from those departments which could be impacted. Staff is seeking direction from the Board as to the next steps you may wish to take with regard to potential consolidation. The County Attorney has provided guidance on the public hearing and notice requirements imposed on counties prior to consolidation efforts. If the Board chooses to pursue consolidation, you will need to hold a public hearing pursuant to GS 153A-77. You do not have to determine which of the consolidation options you wish to pursue prior to the hearing, but the hearing notice must allow for all three possibilities, as noted in the attorney's memorandum. Your next regular meeting is less than 30 days from the date of this meeting; thus any hearing would have to be scheduled for a special meeting in December 30 days after notice was published or at your January regular meeting.

**RECOMMENDED ACTION OR MOTION:**

Schedule required public hearing if the Board wishes to pursue consolidation of human service agencies

## MEMORANDUM

To: Sampson County Bd. of Commissioners; County Manager; Asst. County Manger  
From: W. Joel Starling, Jr. of Daughtry, Woodard, Lawrence & Starling, County Attorney  
Re: Public Hearing Requirements Under G.S. 153A-77  
Date: Monday, October 30, 2017

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This memorandum will address the public hearing and notice requirements imposed on counties prior to consolidation of human services agencies pursuant to G.S. 153A-77. Although the statute only explicitly requires a public hearing for what we would refer to as Option 1 (Board of Commissioner assumption of the powers and duties of the social services and public health boards with no consolidation of departments) and Option 3 (Board of Commissioner consolidation of the social services and health departments with the Board of Commissioners acting as the consolidated human services board), the faculty at the UNC School of Government advises that counties give public notice for Option 2 (Board of Commissioner consolidation of the social services and health departments with the creation of an independent consolidated human services board) as well.

G.S. 153A-77 requires that the board of county commissioners give 30 days' notice of the public hearing in a newspaper having general circulation in the county. Given that the Board of Commissioners will be considering all three options at once, the County should draft a public hearing notice that allows for all three possibilities. We don't have an exemplar for how such a notice of public hearing should be drafted. In speaking with Aimee Wall, however, she suggested language like the following:

The Sampson County Board of Commissioners hereby gives notice that at its December 4, 2017 meeting, it will consider the possibility of following: (1) abolishing the Sampson County Social Services Board and/or the Sampson County Board of Health, (2) assuming direct control of the activities of the Sampson County Social Services Board and/or the Sampson County Board of Health, (3) establishing a consolidated human services agency, and/or (4) establishing a consolidated human services board.

Professor Wall advised that the notice did not have to mention the possibility of creating a health advisory committee in the event that the Board of Commissioners chose to pursue Option 1.

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 3 (d)

Meeting Date: November 6, 2017	<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:** Consideration of Addition of Road to State Secondary Road System

**DEPARTMENT:** Administration

**PUBLIC HEARING:** No

**CONTACT PERSON(S):** Susan J. Holder, Assistant County Manager

**PURPOSE:** To consider addition of road to secondary roads system, as requested by NCDOT

**ATTACHMENTS:** Memorandum/Resolution Regarding Addition of Road

**BACKGROUND:**

The Department of Transportation has provided the Board with a proposed resolution for consideration. The resolution requests that the Department add Liberty Lane (located in the Liberty Ridge Subdivision) to the state secondary road system. The District Office has completed a field survey which indicates that all property owners have signed the petition. According to the memo received from NCDOT, they are prepared to add the road if the Board adopts the necessary resolution.

**RECOMMENDED ACTION OR MOTION:**

Motion to adopt a resolution requesting the addition of Liberty Lane to the state secondary roads system

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

North Carolina

County of Sampson

Road Description Liberty Lane in Liberty Ridge Subdivision

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

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

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

**CERTIFICATE**

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

WITNESS my hand and official seal this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Official Seal**

Clerk, Board of Commissioners  
County of \_\_\_\_\_

**PLEASE NOTE:**

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



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

JAMES H. TROGDON, III  
SECRETARY

October 2, 2017

**Division 3, District 2  
Duplin/Sampson County**

Dear Ms. Holder,

This office has completed the investigation of Liberty Lane in Liberty Ridge Subdivision in Sampson County. We received a request that this road be added to the State System for maintenance.

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Bradshaw".

Kevin Bradshaw  
Assistant District Engineer

CKB/ckb



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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.    3 (e)

Meeting Date: November 6, 2017	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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SUBJECT:                      Appointments

DEPARTMENT:                Governing Body

PUBLIC HEARING:              No

CONTACT PERSON:            Vice Chairperson Sue Lee

PURPOSE:                      To consider appointments to various boards and commissions

Workforce Development Board

Mr. Lonnie F. (Mac) McPhail is recommended for appointment to the vacant WDB seat. This seat has been reclassified as a community-based organization representative.

Airport Advisory Board

The terms of Andrew Jackson and Teddy St. Pierre expire at the end of October. Both are eligible for reappointment.

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.     4

Meeting Date: November 6, 2017	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input checked="" type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

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**SUBJECT:** Consent Agenda

**DEPARTMENT:** Administration/Multiple Departments

**ITEM DESCRIPTIONS/ATTACHMENTS:**

- a. Approve the minutes of September 19, 2017; October 2, 2017; and October 9, 2017 meetings
- b. Approve the Sampson County Local Government Holiday Schedule for Calendar Year 2018
- c. Approve the Board of Commissioners Meeting Schedule for Calendar Year 2018
- d. Approve a request to destroy certain Human Resources records pursuant to the Records Retention and Disposition policies and other related regulations
- e. Approve a request to destroy certain Exposition Center Records pursuant to the Records Retention and Disposition policies and other related regulations
- f. Approve, as recommended by the Board of Health, the Current Procedural Terminology (CPT) codes and fee schedule
- g. Accept the Community Health Medical Access Plan Grant and the North Carolina Disposal Initiative Grant and authorize execution of associated grant documents
- h. Approve tax refunds and releases as submitted
- i. Approve budget amendments as submitted

**RECOMMENDED ACTION OR MOTION:**

Motion to approve Consent Agenda as presented.

The Sampson County Board of Commissioners reconvened at 6:00 p.m. on Tuesday, September 19, 2017, in the Conference Room of the County Administration Building, 406 County Complex Road, Clinton. Members present: Chairman Clark Wooten, Vice Chairperson Sue Lee, and Commissioners Albert D. Kirby, Jr., Harry Parker and Jerol Kivett.

### **Item 1: Water System Initiatives and Opportunities**

The Chairman called the Board of Commissioners to order and called upon Public Works Director Lin Reynolds and Utilities Superintendent Mark Turlington who provided a PowerPoint presentation on recent initiatives and project updates, suggestions for increasing the system's customer base, proposed water ordinance changes, proposed conversions to surface water from the City of Dunn and potential new service areas. (Presentation attached; brief synopsis of each discussion provided herein with associated action or direction of the Board.)

#### ***Recent Initiative - Reducing Water Turn Offs***

In July 2017, staff identified concerns of excessive turn-offs due to delinquent payments. In response, the call system was used to contact 550 customers by phone regarding their upcoming late payment; 384 customers were reached and turn-offs were reduced by 15 customers for the month of August. In September, the process was repeated with 387 customers contacted, 261 reached and turn-offs reduced by 31 customers for September. This initiative utilized existing staff and resources and added no additional costs to the taxpayers or the water system.

#### ***Increasing Customer Base - Identifying New Customers on Existing Lines***

In July 2017, staff contacted members of the NCRWA to elicit successful strategies for increasing the customer base on existing lines. Only one member responded, Duplin County, and they decreased tap fees by 50% for a short period (unclear whether this was for new construction or existing lines). In August, door hangers were placed at the homes of 120 potential customers in a densely populated service area with a questionnaire regarding likelihood of water usage. With only 17 of 120 questionnaires responding, about half stated they had considered becoming a customers, but would not be likely to sign up unless their well went bad or taps fees were offered at a lower rate.

Staff offered the suggestion that the tap fee could be offered at half price for a short period (90 days) along existing lines throughout the county. The reduction credit would require customer to sign a contract obligating water purchase for a minimum of 24 months, or pay back the reduced costs. The system could offer privileges for connection at reduced amounts in order to encourage additional hookups to increase revenue. Any customer who takes advantage of a reduced connection would be responsible for paying at least the minimum monthly water bill whether or not water is used until such

time as the reduced connection fee charged, plus all monthly water bills charged, equal the then current charge for tap-on connection.

### ***Increasing Customer Base – New Installations***

Staff noted that the system had about 5,450 customers along 505 miles, with an average of 10.79 customers per mile. Recommendations offered: (1) the water system could consider paying for the addition of lines if economically feasible (grants, etc.) if a minimum of 10 customers per mile will sign a contract to purchase water for at least 24 months; or (2) if the area has less than 10 customers per mile, the system could elect to participate along with a user fee. (For example, if there are 7 customers per mile, the system may elect to participate up to 70% minus grants. The users would bear the remainder of the costs (30%) and sign a contract to purchase water for at least 24 month.) Areas for consideration of new installations would be determined by a minimum of 10 customers per mile, if schools or churches impacted, and potential economic impact. Funding sources for new installation initiatives would be loans, user-funding, developers or grants.

Potential areas for new installations include:

- Carroll Store Rd; Ernest Williams Rd; Howard Rd; Tyndall Bridge Rd; Vander Rd (looped)
- Bullard Pit Cir; Lee Rd (Loop to Maxwell Rd)
- Fleet Cooper Rd; Old Mintz Rd; Norris Rd, Claudes Drag Rd (tie to US 701/NC 24 Loop) (Tie to north of Garland, and serve Mintz School along with adjacent customers)
- Peavine Rd (1.5 mi) – ties to NC 24 West that is currently served via Clinton
- Ivanhoe Rd (8 miles to nearest supply-Atkinson?)
- South Eldridge Rd; Oak Grove Church Rd; Dave Bright Rd; Wade Daughtry Rd, etc.

### ***Request for Ordinance Changes – Turn On Policy***

Staff discussed concerns and costs for repetitive trips to turn on new water installations, recommending that turn-on services be offered by 8 am – 5 pm, Monday through Friday and that it be mandated that a responsible person be present at the premises when a turn on of water is scheduled for the safety of the customer. If no one is on the premises at the time the water is turned on and it was determined by departmental personnel that water is running at the premises, the department personnel would turn off the water and lock the meter. The personnel would then return to turn on the water only when a responsible person is present, and the customer would be charged a service call fee of \$25 for each return trip. Staff also recommended that language in the ordinance be amended to change Reconnection fee to Delinquent fee.

### ***Request for Ordinance Changes – Tap Fees***

Staff discussed the need to recoup the actual costs for directional bores. By example: with new construction on NC 24, the tap requires a directional bore if a residence is on the opposite side of the trunk line. Cost: \$1,800 plus hardware (\$550) for a total cost of \$2,350 for one tap. Recovery time is \$2,350/\$19.40 – 121 months (10 years) before the

system breaks even. Staff recommended that: If a directional bore or other costly installation methods are needed, require the customer to pay the cost of installation or require a minimum monthly participation until cost is recovered.

***Request for Ordinance Changes - Bulk Rate***

Staff noted that the water system's rates were generally consistent with those of neighboring systems; however, there was a need to establish a bulk rate: a flat rate of (x) per 1,00 gallons or (x) rate per 1,000 with minimum purchase.

***Proposed Water Source Conversion - Partial Conversion to Dunn Surface Water***

Currently, water is being produced and pumped to northern Sampson, which is about a max of 30 miles. Because of the distance, the water is losing chlorine and pressure (45' elevation change), and the system is experiencing dirty water complaints and is losing 20% due to aggressive flushing in northern area. Staff recommended that the system decrease its purchase of water from Clinton, and subsequently purchase water from the City of Dunn at \$2/1,000. The system would then send county water to Turkey and US 701 South. This would result initially in a decrease of \$760 per month, but would position the County to sell water to Johnston County and would resolve customer concerns.

The system could then increase its base along existing lines by recruiting again to recoup revenue lost. It would need approximately  $(\$760/\$40)$  19 additional customers. One potential area: If capacity allows, tie system on Peavine Road and serve all our customers. Tie would be 6" line for 1.5 miles at \$35/foot. Cost would be  $\$7,930 \times \$35 = \$277,550$ . Current potential revenue is \$3,820/month, paid to Clinton to purchase water. Estimated return:  $\$277,550/\$3,820 = 73$  months, or about 6 years. The benefits would be a return on investment in six years and the looped system would prevent stagnant water.

***Discussion on Recommendations:***

County Attorney Joel Starling noted that impact fees had become invalid with the passage of recent system development fee legislation; capacity fees were still permissible. He also discussed the rules regarding mandatory hookups for existing systems: they can be mandated in certain circumstances (i.e. cannot if working, permitted well on the property), but not across the board. Staff discussed the negative public relations impact of mandatory hookups for rural systems.

With regard to directional bores, staff noted that if the County purchased the equipment (which is a large investment, approximately \$200,000), there was interest from other governments for the County to perform such operations for them in addition to saving the costs the County currently pays to other contractors to do them.

County Manager Ed Causey noted that the Board had requested creative, innovative ideas for consideration on how to grow the water system but urged caution given the budget constraints of the water system. The Board noted that the session allowed them to consider priorities.

It was determined that most of the recommendations for consideration would fall under the existing water ordinance and to amend such would necessitate a public hearing. It was determined that Mr. Reynolds would work with the attorney to draft an amended ordinance for a hearing in November.

The Board agreed with the recommendations for changes in turn-ons, but discussed the need to adequately notify customers with regard to the fees for reconnection and need to ensure water is cut off prior to water being turned back on.

Dewberry Engineers will provide an estimate for engineering/design of Peavine tie on.

With regard to the application of a bulk rate vs. commercial rate terminology, Mr. Causey noted concerns with a potential large industry who would want to take the bulk rate. Dewberry Engineer Matt West suggested one strategy would be to call it a bulk governmental rate if providing to other governmental systems.

Commissioner Kivett moved that the Board accept the recommendation of the purchase of water from the City of Dunn and decrease of purchase from the City of Clinton, with redirection of County water to Turkey and south. The motion was seconded by Commissioner Kirby and passed unanimously.

The Board discussed the value of having water service and need to market its availability.

### **Consulting Engineer's Updates and Reports**

Matthew West and Larry Mitchell of Dewberry Engineers provided updates on a number of water projects. (See attached.) Mr. West reported that the bid opening for the third well would be the following Tuesday and that the goal was to have a recommendation for tentative bid award (pending EDA review) be provided for the Board's October meeting.

Mr. West reported that the iron/manganese treatment system project had been advanced to 50% design status. As the company began design work and updating costs, they found that the project would be over the approved budget by the Division of Water Infrastructure. Drivers included increased costs for the type of filters, the flow rate calculated by the estimating vendor was incorrect, the need for a building to house filters and valving for backwash recycling. The program has been re-evaluated for potential cost reductions, and it was recommended to build one treatment system to treat water from both wells with a raw water mains to connect the wells, a potential savings of approximately \$200,000 compared to separate systems at both wells. Mr. West reminded the Board that the currently approved funding was \$1,013,250 grant and \$337,750 loan at 0% interest (total \$1,351,000), and the revised estimated costs were \$2,122,000. He stated that additional funding is available from the Division of Water Infrastructure as additional loan; the updated funding being \$1,013,250 grant and

\$1,108,750 loan at 0% interest. While the additional loan might not be needed if the purchase of water from Dunn mitigated the water quality issues permanently, the wait to determine that could cause the loss of the available funding. Mr. West stated that the County had until May 2018 to get the 80% documents submitted, so they could do an amended PER to get the loan approved and pause until it could be determined if the purchase of water from Dunn resolved some of the treatment issues. Also, the quality of water might not extend further if the County wanted to sell water to Johnston County. Vice Chairperson Lee moved that the Board authorize the completion of the PER and staff to work with the State to secure the additional loan dollars. The motion was seconded by Commissioner Kivett and passed unanimously.

### **Recess to Reconvene**

Upon a motion made by Commissioner Kirby and seconded by Commissioner Parker, the Board voted unanimously to recess to reconvene on Monday, September 25, 2017 at 6:00 p.m. at Sampson Regional Medical Center for the annual budget presentation with the SRMC Board of Trustees.

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Clark H. Wooten, Chairman

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Susan J. Holder, Clerk to the Board

The Sampson County Board of Commissioners convened for their regular meeting at 6:00 p.m. on Monday, October 2, 2017 in the County Auditorium, 435 Rowan Road in Clinton, North Carolina. Members present: Chairman Clark Wooten, Vice Chairperson Sue Lee, and Commissioners Albert Kirby Jr. (arrived late – see below), Jerol Kivett, and Harry Parker.

Chairperson Wooten convened the meeting and recognized Vice Chairperson Lee. She called upon County Manager Ed Causey for the invocation. She then led the Pledge Allegiance.

### **Approval of Agenda**

Upon a motion made by Chairman Wooten and seconded by Commissioner Parker, the Board voted to approve the agenda with the following changes: Item 3(a): Consideration of Resolution Regarding Use and Protection of Ponderberry Bay Plant Conservation Preserve as Part of Mountains-to-Sea Trail was tabled until the November 6, 2017 meeting; Item 3(d): Tentative Award of Test and Production Well; Item 3(e): Acceptance of State SRP Loan and Grant; and Item 4(h): Tax Overpayment Reimbursement to Belinda Morrisey were added.

Commissioner Kirby arrived at this time.

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

**Roads - Quarterly Report** Keith Jackson, NCDOT Highway Maintenance Engineer, presented the quarterly report to the Board. He updated the Board that the projects relative to Hurricane Matthew were near completion, with only 12 pipe replacement projects remaining, along currently opened roads. The expected project completion date was said to be March 2018. He also noted that there were several places along the I-40 corridor being closely monitored until project completion. Mr. Jackson informed the Board that the 2017 resurfacing plan was expected to be completed on October 27, 2017, and the 2018 resurfacing plan was expected to begin on October 5, 2017 and be completed by November 2018. He concluded by informing the Board that his staff was currently working on a 5-year resurfacing preservation plan, including the 2020 plan, as directed by legislation.

### **Item 1: Old Business**

Consideration of Acquisition of Planning Services Currently Provided by the City of Clinton on Behalf of the County Commissioner Kivett made a motion for the County to acquire planning services currently provided for the County by the City of Clinton. Vice Chairperson Lee seconded the motion. The Chairman called for votes in

in favor and Commissioners Kivett and Lee voted aye; however, before the remainder of the votes could be cast, Commissioner Kirby asked for discussion and the opportunity to ask questions of Planning Director Mary Rose. Commissioner Kirby asked Ms. Rose for clarification on the division of labor of her current staff, how much business was done on behalf of the county versus the city. Ms. Rose responded that the five staff members were cross-trained to serve both the city and the county, and typically the planning staff had more county-related business than city, as noted in a log provided in a requested report to Mr. Causey and to the Board. Ms. Rose noted that while the City valued having five staff members, those staff members assist more county residents that require one-on-one contact. Mr. Kirby then asked for numbers for county versus city walk-ins. Ms. Rose stated that she did not have data for walk-ins on hand, however, she had permit data which showed that the County had 111 permits issued compared to the City's 9 in one year, plus 97 bona fide farm exemptions issued for the County. Commissioner Kirby asked for numbers on mapping signatures. Ms. Rose noted that there were 310 maps signed in 2016, as noted in a previously submitted report. Commissioner Kirby then asked if Planning had received any citizen complaints about the multi-location setup. Ms. Rose stated that she had not received any personal complaints; however, she had heard over the years that some citizens would enjoy the benefits of a one-stop shop setup. Mr. Kirby then asked if online permitting would address the concern of one-stop shop. Ms. Rose noted that the Planning Department had been working to implement an online permitting program which would provide the convenience of applying for permits, as well as other services. Commissioner Kirby asked if online permitting would essentially be a one-stop shop from a citizen's living room, and Ms. Rose concurred. Commissioner Kirby asked Ms. Rose's opinion, as the Director, of the consolidation proposal made during the September 11, 2017 meeting (Item 3c), which included two new hires, and whether she felt they could carry the same workload of the 5 planning staff members. Ms. Rose stated that it was certainly up to the County how they wished to manage their Planning functions, but stated she would not want to be one of two people administering the functions her office did at this time. Commissioner Kirby concluded by reiterating his thoughts on consolidating, stating that he considered the proposal was ill-advised due to fact it expands government by increasing positions and the associated costs, including potential future costs. He also noted that he believed the move would decrease the County's ability to provide the services county residents needed.

Upon a motion previously made by Commissioner Kivett and seconded by Vice Chairperson Lee, the Board voted (3-2) to acquire planning services currently provided for the County by the City of Clinton, Commissioners Kirby and Parker cast the dissenting votes.

Consideration of Resolution Levying Additional 3% Occupancy Tax Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Kivett, the Board voted 3-2 to adopt the resolution levying the additional 3% room occupancy tax, with Commissioners Kirby and Parker casting the dissenting votes (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_).

## Item 2: Planning and Zoning

CZ-9-17-1 The Chairman called the hearing to order and recognized Planning Director Mary Rose who reviewed a request to rezone approximately 2.02 acres located at 4115 Suttontown Road from RA-Residential Agriculture to CZC-Conditional Zoning Commercial. She explained how conditional zoning worked as this was an unusual case where she could describe the actual planned use for the property, a rental venue for events such as weddings, birthday parties, and family reunions. The Chairman opened the floor for public comment, and none were received. The Chairman closed the hearing. Upon a motion made by Chairman Wooten and seconded by Vice Chairperson Lee, the Board voted unanimously to approve rezoning request CZ-9-17-1, accepting the presented findings of fact and making the following zoning consistency statement: *Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Board of Commissioners does hereby find and determine that the recommendation of the ordinance amendment CZ-9-17-1 is consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact this property is located in close proximity to a major thoroughfare near which commercial development is encouraged.*

RZ-9-17-1 The request was withdrawn by the applicant.

RZ-9-17-2 The Chairman called the hearing to order and recognized Planning Director Mary Rose who reviewed a request to rezone approximately 2.3 acres located along Hobbton Highway from RA-Residential Agriculture to C-Commercial. She provided additional excerpts from the Land Use Plan with the pertinent section on goals and objectives highlighted. The Chairman opened the floor for public comment, and the following were received:

Scott Brown: Mr. Brown, of Par 5 Development Group, LLC, spoke on behalf of the applicant. He noted that he was present at the Planning Board and disagreed with some of the Planning Board's findings of fact and their recommendation for denial. He stated that there was an existing billboard on the corner, and there was some thought that the corner area was once zoned as Commercial; billboards are not allowed on residential zoned property and by default the property was non-conforming as it exists now. He stated there was commercial property across the street, only separated by a street; the Board would be continuing commercial zoning, not spot zoning. He stated that he knew one of the main concerns of the Planning Board was reducing rural/urban sprawl to maximize wise and efficient use of limited natural and manmade resources; if it were spot zoning, he would not disagree with what the Board recommended, but typically commercial zoning was done at major intersections to capture traffic, which is what they were asking for in this particular case. He noted that three of the four sides of the intersection were commercial use with billboards and the store. He stated what was not brought up as part of the objectives was to promote continued economic investment through the retention and expansion of existing industrial concerns and the recruitment

of new industries and commercial businesses; that was what they were trying to do with the piece of property. His client was aware of the 41 +/- acres of commercial zoned property, but preferred to catch the traffic at the intersection as most commercial businesses would. He also noted another objective of the land use plan highlighted by Ms. Rose was to encourage development of small service-oriented commercial activities only at existing intersections or median crossovers on major thoroughfares, and he stated the applicant's request met that objective. He stated that the request did not create urban sprawl. As to spatial separation from non-compatible uses such as residential development, there was only one house. In his career as a civil engineer, he did not see that classified as a residential development. He stated that they would be spatially separated by the road. Now, he noted, they would look out of the house window and see a billboard, a non-conforming use. He suggested that it should be corrected and allow the property to be zoned commercial as it should have been.

Commissioner Kivett asked what the plan was for the property, and it was noted that it would be any possible use allowed under commercial zoning classification. The commissioners asked about the neighboring residential development, and Mr. Brown noted that it was across the road, and his interpretation was that residential development should be more than one house. Commissioner Kirby stated there was more than one house in the area, and Mr. Brown stated not in the general vicinity.

Scott Dunnigan: With Dunnigan Law, PLLC, attorney for Par 5 Development, LLC. In addition to the comments provided by Scott Brown, Mr. Dunnigan stated that Par 5 Development's position was this was an ideal location for commercial zoning because there is already a billboard location there, suggesting that it should be zoned commercial as it is, and the location of the 2.3 acres being along a major thoroughfare (Hobbton Hwy) designated as such by NCDOT. He noted that the highway has a fair amount of traffic per counts on the NCDOT website: 6700 in 2010, 6900 in 2011, 6700 in 2012, 6000 in 2013, and 6600 in 2016. Thus, he stated, having commercial zoning should not impact the traffic patterns. He added that Keener Road, a secondary road, had 900 vehicles in 2011, 860 vehicles in 2013, 860 in 2015. Mr. Dunnigan noted discussions regarding urban sprawl with concerns that once this property was zoned commercial that gives way to other commercial zoning, and stated that the property in question was owned by Bobby Lockamy, part of a larger 40-acre tract zoned residential agricultural. It appears, he stated, to be very little risk of that property being zoned commercial later. With regard to the Land Use Plan and the discussed separation, he reiterated that there was the separation by the road.

Brian Bullard (attorney representing Mr. Allie Ray McCullen, Bullard Law Firm, PLLC): Mr. Bullard noted that there were actually two houses on the property directly across Hobbton Highway from the proposed property, and that those residents appreciate their property; they had lived there since 1951. Mr. McCullen is opposed to commercial development across from him as he has already been in two accidents where he was rear-ended in this area. He opposes the rezoning as it would significantly decrease the value of his home and the peaceful enjoyment of his property by increasing traffic,

noise, light pollution and congestion. Mr. Bullard also noted that Mr. Lewis Herring had also requested that he share his concerns; his wife was struck from behind on that highway three years ago. Mr. Bullard stated that Mr. McCullen supported his neighbor Mr. Lockamy being able to use his already existing 41 acres of commercially zoned property, especially the vacant land across from the home of Mr. Lockamy. Mr. Bullard noted there was precedent here in the past, if hypothetically speaking a Dollar General were to be looking at this location, such as in the Plainview community. There were residents in opposition, so they were willing to back it down the road and capture traffic at a major intersection. Mr. Bullard noted there was plenty of land already commercially zoned. He referred to Section 1 and Section 2 of the Land Use Plan and found this was not consistent with its goals and objectives.

County Attorney Joel Starling noted that it was not a quasi-judicial hearing, it was legislative determination, but the Board in considering the request should consider any potential use permitted under the commercial designation.

The Chairman closed the public hearing. Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Kirby, the Board voted unanimously to deny rezoning request RZ-9-17-2, accepting the presented findings of fact and making the following zoning consistency statement: *Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Board of Commissioners does hereby find and determine that the recommendation of the ordinance amendment RZ-9-17-2 is not consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact Section 1 of the Sampson County Land Use Plan promotes reducing rural/urban sprawl to maximize wise and efficient use of limited natural and manmade resources, and in Section 2 of the Land Use Plan locational criteria for nonresidential uses addresses spatial separation from non-compatible uses such as existing residential development.*

Commissioner Kirby noted that he voted against the request due to the fact that there was already a property zoned commercial which could have been used, and also due to the Planning Board's recommendation to deny the request. Chairman Wooten then made reference to the former Plainview Dollar General request, which he voted in opposition of due to the fact there was already an appropriately zoned piece of property that could be used, and noted that his current vote was done to remain consistent.

ZA-9-17-1 The Chairman called the hearing to order and recognized Planning Director Mary Rose who reviewed a proposed amendment to Section 4.10 of the Sampson County Zoning Ordinance regarding Projection Into Public Rights-of-Way. The Chairman opened the floor for public comment, and none were received. The Chairman closed the public hearing. Upon a motion made by Commissioner Kirby and seconded by Commissioner Parker, the Board voted unanimously to approve text amendment ZA-9-17-1, as recommended by the Planning Board as follows:

#### **4.10 PROJECTION INTO PUBLIC RIGHT-OF-WAYS**

No private sign, or structure, or other items shall project beyond an imaginary line drawn ten (10) feet from and parallel to the outer edge of into the public right-of-way. Any projection into a public right-of-way, new or existing, shall be removed.

**Item 3: New Business**

Consideration of Resolution Regarding Use and Protection of Ponderberry Bay Plant Conservation Preserve as Part of Mountains-to-Sea Trail The item was tabled until the November 6, 2017 meeting.

Public Hearing – FY2019 Community Transportation Program (CTP) Grant Funding Application The Chairman called the hearing to order and recognized Aging Director Lorie Sutton, who presented the Board with details regarding the grant, noting a total administrative request amount of \$203,980.00, with 15% being a local match of \$30,597.00, and a total capital request amount of \$265,792.00, with a 10% local match of \$13,291.00. Ms. Sutton also noted that the administrative funding would primarily cover staff salaries and benefits, and marketing, while the capital funding would be used to replace five vans that have met their mileage threshold and are in need of replacing and equipment. The Chairman opened the floor for comments, and none were received. Upon a motion made by Chairman Wooten and seconded by Commissioner Kivett, the Board voted unanimously to adopt grant resolutions authorizing submission of the grant and making assurances and certifications regarding compliance with federal and state requirements. (Copies filed in Inc. Minute Book \_\_\_\_, Page \_\_\_\_.)

Public Hearing – Naming of a Private Road The Chairman opened the hearing and called upon Assistant County Manager Susan Holder who reviewed the recommendations for naming certain private roads. The floor was opened for public comments, and none were received. The hearing was closed. Upon a motion made by Commissioner Kirby and seconded by Vice Chairperson Lee, the Board voted unanimously to name private roads PVT 1325 1187 as Lilly Mae Lane, as requested.

Tentative Award of Water Test and Production Well Public Works Director Lin Reynolds informed the Board that bids for the I40/NC 403 test and production well had been received on September 26, with three bids received. Dewberry Engineering had analyzed the bids, found them to be responsive and recommended that the bid be tentatively awarded to the apparent low, responsible, responsive bidder, McCall Brothers, Inc. (pending subsequent approval by EDA) in the amount of \$219,300.00. Upon a motion by Commissioner Kirby and seconded by Commissioner Kivett, the Board voted unanimously to tentatively award the bid, pending EDA approval of the bid and award documents (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_).

Acceptance of State SRP Loan and Grant County Manager Ed Causey provided the Board with details regarding the SRRP Loan and Grant, noting the grant amount of \$1,013,250.00 and loan amount of \$337,750.00 for the Manganese Dioxide Treatment System. Upon a motion made by Chairman Wooten and seconded by Commissioner

Kivett, the Board voted unanimously to (1) adopt a resolution of the governing body as applicant accepting the loan and grant and providing assurances that the loan and grant conditions will be adhered to, and (2) to approve the associated capital project ordinance (Copies filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_ and Ordinance Book \_\_\_\_\_, Page \_\_\_\_\_).

**Item 4: Consent Agenda**

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

- a. Approved the minutes of the September 11, 2017 and September 25, 2017 meetings
- b. Approved a resolution proclaiming October as Breast Cancer Awareness and Pink Ribbon Month (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_).
- c. Adopted a resolution proclaiming November as Native American Heritage Month (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_).
- d. Approved the waiver of competitive bidding and use of “piggybacking” on previous bidding to award bid for purchase of ambulance to Northwestern Emergency Vehicles in the amount of \$142,582 (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_).
- e. Approved the late disabled veteran exclusion applications filed by Grady Butler, Jr.
- f. Approved tax refunds and releases as submitted:

#8232	Morris Johnson	\$208.90
#3213	Valerie Upshaw	\$148.91
#8227	Julian Williams	\$151.37
#8233	Owen Williford	\$159.53
#8218	Mittie Williams, Estate	\$1,050.27
#8159	MHC Truck Leasing, Inc	\$1,644.93
#8235	Ezzell Trucking, Inc.	\$2,618.55
#8211	Prestage Farms, Inc.	\$589.72
Tax Release	Mittie Williams, Estate	\$245.92

- g. Approved budget amendments as submitted

<u>EXPENDITURE</u>		<u>Debt Service Dept</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
31891116	571100	Principal PW		\$23,500.00
31891116	572100	Interest PW		\$29,200.00
31891116	575101	Reserve PW		\$5,254.00
31891117	571100	Principal Human Svcs		\$151,000.00
31891117	572100	Interest Human Svcs		\$353,000.00

31891117	575101	Reserve Human Svcs	\$48,104.00
31891118	571100	Principal Detention Ctr	\$185,900.00
31891118	572100	Interest Detention Ctr	\$409,700.00
31891118	575101	Reserve Detention Ctr	\$59,530.00
31891119	571100	Principal Bldg renovation	\$21,500.00
31891119	572100	Interest Bldg renovation	\$38,200.00
31891119	535101	Reserve Bldg renovation	\$5,963.00

**REVENUE**

<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
31839114	409609	Tr from fund 10		\$142,788.00
31839116	409600	Tr from fund 11		\$52,537.00
31839117	409600	Tr from fund 11		\$503,885.00

**EXPENDITURE**

Debt Service Dept (cont.)

<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
31891120	571100	Principal Coop Ext & Animal Shelter		\$35,700.00
31891120	572100	Interest Coop Ext & Animal Shelter		\$87,700.00
31891120	575101	Reserve Coop Ext & Animal Shelter		\$12,353.00
31891114	571100	Principal Courthouse Ext		\$63,000.00
31891114	572100	Interest Courthouse Ext		\$66,900.00

**REVENUE**

<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
31839118	409600	Tr from fund 11		\$595,301.00
31839119	409600	Tr from fund 11		\$59,586.00
31839120	409600	Tr from fund 11		\$123,222.00
31839112	409900	Fund balance approp		\$119,185.00

**EXPENDITURE**

County Schools

<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11998110	596012	Tr to fund 31		\$52,537.00
11998110	596013	Tr to fund 31		\$403,885.00
11998110	596014	Tr to fund 31		\$504,966.00
11998110	596015	Tr to fund 31		\$59,586.00
11998110	596056	Tr to fund 31		\$123,222.00
10142600	596070	Tr to fund 31		142,788.00

**REVENUE**

<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11039999	409900	Fund balance approp		\$1,144,196.00
10033834	408600	Lease rental fees		\$142,788.00

**EXPENDITURE**

Aging Family Caregiver

<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
31891112	571100	Principal 2017 LOBs	\$322,000.00	
31891112	572100	Interest 2017 LOBs	\$422,500.00	
31891112	575100	Trustee Charges 2017 LOBs	\$10,000.00	
10142600	596070	Tr to fund 31	\$142,788.00	
11998110	596012	Tr to fund 31	\$611,712.00	

**REVENUE**

<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11039999	409900	Fund balance approp	\$611,712.00	
10033834	408600	Lease rental fees	\$142,788.00	
31839112	409600	County contribution	\$611,712.00	
31839112	409609	Tr from fund 10	\$142,788.00	

**EXPENDITURE** Sampson County Exposition Center

<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
31891113	571100	Principal and interest	\$23,601,000.00	
31891113	575100	Cost of issuance	\$197,000.00	

**REVENUE**

<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
31839113	409100	Bond proceeds	\$23,798,000.00	

**EXPENDITURE** School Debt Service Dept

<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
32891114	571100	Principal RES		\$177,000.00
32891114	572100	Interest RES		\$441,000.00
32891114	575100	Debt Reserve RES		\$61,800.00
32891117	571100	Principal UHS and MHS		\$106,500.00
32891117	572100	Interest UHS and MHS		\$281,200.00
32891117	575101	Debt reserve UHS and MHS		\$38,730.00
32891116	575101	Debt reserve CHS		\$157,572.00
11998110	596068	Tr to fund 32	\$190,198.00	
32891112	571100	Principal 2017 LOBs	\$624,000.00	
32891112	572100	Interest 2017 LOBs	\$820,000.00	
32891112	575100	Debt service charge	\$10,000.00	

**REVENUE**

<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
32839110	409600	Tr from fund 11	\$190,198.00	
11039999	409900	Fund balance approp	\$190,198.00	

**EXPENDITURE** School Debt Service Dept (cont.)

<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
32891100	571100	Principal and interest	\$45,700,000.00	
32891100	575100	Cost of issuance	\$382,000.00	

**REVENUE**

<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
32839110	409100	Bond proceeds	\$46,082,000.00	

**EXPENDITURE** Health Department

<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
12551100	532100	Telephone and postage	\$2,268.00	

<b>REVENUE</b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
12535110	409800	Fund balance approp encumbrances	\$2,268.00	

- h. Authorized the refund of overpayment of taxes by Belinda Morrissey due to a clerical error of garnishment of the wrong customer in the amount of \$479.10.

**Item 5: Tax Appeal Requests**

Upon a motion made by Chairman Wooten and seconded by Vice Chairperson Lee, the Board voted unanimously to adjust the penalty applied to the following tax accounts for failure to timely list business personal property by forgiving one-half of the assessed penalties.

- William Dodson, Jr. (Tax \$11,815.46) Penalty \$4,429.71 Adjusted by Half
- Underwood Farms (Mark Underwood) (Tax \$6,514.66) Penalty \$2,068.63 Adjusted by Half
- Chris Matthis Farming, LLC (Tax \$32,963.79) Penalty \$9,184.40 Adjusted by Half
- Makin Bacon Hog Farm, LLC (Tax \$6,193.72) Penalty \$2,301.14 Adjusted by Half
- Samuel J. Hope (Tax \$12,944.20) Penalty \$4,507.53 Adjusted by Half
- Hope Farming (Tax \$11,591.55) Penalty \$3,564.71 Adjusted by Half
- John R. Hope (Tax \$16,314.50) Penalty \$3,673.05 Adjusted by Half
- W.S. Matthews Farms, Inc./David Matthews (Tax \$21,655.49) Penalty \$6,278.87 Adjusted by Half
- Johnny N. Williams (Tax 12,459.86) Penalty \$4,492.36 Adjusted by Half
- Terrell Williams: (Tax \$7,809.76) Penalty \$2,783.59 Adjusted by Half

**Item 6: Board Information**

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

- a. 4th Annual Garland Community Day Event

**County Manager Reports**

County Manager Ed Causey reminded the Board of the NCACC questionnaire deadline of October 20, 2017. He also reminded the Board of the meeting with the NC School of Government to discuss consolidation of Human Service agencies on October 9, 2017 at 10 a.m. in Heritage Hall of the Exposition Center. Mr. Causey then informed the Board that staff would continue to work closely and carefully with the Planning Department to accommodate the needs of all.

**Public Comments**

The floor was opened for comments, and the following was received:

Kim Underwood: Ms. Underwood expressed her concerns with the limitation of services provided to seniors throughout the county due to budgeting. She offered fund

raising ideas such as staffing grant writers at the senior sites to help with grant funding. She then expressed concern with a senior citizen's home-delivered food waiting list, stating that according to the reports she has heard, she felt the average wait is too long.

**Recess to Reconvene**

Upon a motion made by Vice Chairperson Lee and seconded by Chairman Wooten, the Board voted unanimously to recess to reconvene on October 9, 2017 at 10:00 a.m. in Heritage Hall of the Sampson County Exposition Center.

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Clark H. Wooten, Chairman

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Susan J. Holder, Clerk to the Board

The Sampson County Board of Commissioners reconvened at 10:00 a.m. on Monday, October 9, 2017 at the Sampson County Agri-Exposition Center, 414 Warsaw Road, Clinton, North Carolina. Members present: Chairman Clark H. Wooten, Vice Chairperson Sue Lee, and Commissioners Albert D. Kirby Jr., Harry Parker, and Jerol Kivett. The Board was joined by members of the Sampson County Board of Health and the Sampson County Social Services Board for a School of Government-facilitated information session regarding Human Service agencies consolidation.

Chairman Wooten called the meeting to order, and Vice Chairperson Lee provided an invocation and led the Pledge of Allegiance. Those in attendance introduced themselves.

### **Options for Consolidated Human Services Departments**

Margaret Henderson of the UNC School of Government discussed the objectives for the meeting and encouraged participants to describe what they would want to ensure was maintained should the County elect to consolidate its human services agencies. The responses were:

- Our departments are efficient
- DSS Board works well
- Communication across departments
- Optimism; willing to change
- Maintain same quality
- Our staff
- Collaborative decision making on Public Health Board
- Best quality services for citizens
- Good relationship with State Office of Personnel
- Be willing to explore better customer service
- Consider all improvements
- Hire and retain the best staff (passionate and interested staff)
- Excellent accounting staff and processes
- Relationships across departments
- Cooperation

Jill Moore of the UNC School of Government provided a presentation on the options for changes in structure and governance under law (see attached). Following a break for lunch, the group asked questions including concerns regarding impacts to employees with “career status” under State Personnel [no definitive information yet available], whether or not there were cost efficiencies to be gain [potentially few since our agencies are already co-located], the logistics/process for action [a public hearing can be held without first determining which option the Board might pursue], and the reasons for

and lessons learned from other counties who have consolidated. Health and DSS Board members and staff discussed concerns about pursuing change for change sake and the unlikelihood of budget or staff decreases given the potential impact to the federal and state funding each receive and need to properly code to eligible programs or the fact that many Health programs are fee-based.

In conclusion, the group discussed what additional information may be needed and what the next steps might be. The group noted the benefits of considering informal options for greater efficiencies before formal change and the possibility of measuring if/how services might be improved by consolidation.

The group was dismissed and the Board recessed to the Expo Room to consider another matter of business.

### **Potential Purchase of Water from Dunn**

County Manager Ed Causey noted that in a recent work session the Board of Commissioners had heard a proposal to purchase water from Dunn, while at the same time decreasing the water purchased from the City of Clinton. However, he explained, water quality problems in the northern part of the County were necessitating the “decoupling” of these initiatives and a hastening of the purchase of water from Dunn to resolve the water quality issues. Public Works Director Lin Reynolds noted that while the chlorine levels in the water pushed up north met State requirements, the levels were not enough to prohibit odors and complaints from users. He explained that the City of Dunn was willing to sell water at \$2.00 per 1,000 gallons with a guaranteed minimum purchase; without a guaranteed minimum, the rate would be \$4.00. He stated that the amount needed would be 3.5 million gallons, which would remain consistent given current conditions, and the City of Dunn was willing to amend its contract with the County accordingly.

Upon a motion made by Commissioner Kivett and seconded by Commissioner Kirby, the Board voted unanimously to authorize the purchase of water from the City of Dunn.

### **Adjournment**

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

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Clark H. Wooten, Chairman

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Susan J. Holder, Clerk to the Board



**Sampson County Local Government  
2018 Holiday Schedule**

New Year's Day	Monday, January 1, 2018
Martin Luther King Birthday	Monday, January 15, 2018
Good Friday	Friday, March 30, 2018
Memorial Day	Monday, May 28, 2018
Independence Day	Wednesday, July 4, 2018
Labor Day	Monday, September 3, 2018
Veterans Day	Monday, November 12, 2018
Thanksgiving	Thursday and Friday, November 22-23, 2018
Christmas	Monday, Tuesday and Wednesday December 24, 25 and 26, 2018



**Sampson County Board of Commissioners  
Regular Meeting Schedule - 2018**

**Monday, January 8, 2018**

**(County Offices closed on January 1 in observance of New Year's Day)**

**Monday, February 5, 2018**

**Monday, March 5, 2018**

**Monday, April 2, 2018**

**Monday May 7, 2018**

**Monday, June 4, 2018**

**Monday, July 9, 2018**

**(Delayed one week to avoid 4<sup>th</sup> of July holiday week)**

**Monday, August 6, 2018**

**Monday, September 10, 2018**

**(County Offices closed on September 3<sup>rd</sup> in observance of Labor Day)**

**Monday, October 1, 2018**

**Monday, November 5, 2018**

**Monday December 3, 2018**

**All regular meetings will be held at 6:00 p.m. in the Sampson County Auditorium,  
435 Rowan Road in Clinton, NC unless otherwise announced.**

NORTH CAROLINA'S  
**SAMPSON COUNTY**

HUMAN RESOURCES DEPARTMENT

*Nancy Dillman, Director*

MEMORANDUM

TO: Sampson County Board of Commissioners  
FROM: Nancy Dillman, Human Resources Director  
DATE: October 20, 2017  
SUBJECT: Records Disposal

Pursuant to Sampson County Personnel Resolution Article IV, Section 6, addressing Inactive Application Files, I respectfully request permission to dispose of all applications for candidates not selected for vacancies within our organization prior to November 1, 2015. These records will be destroyed pursuant to the County's Records Retention and Disposition policies and any pertinent state laws.

Thank you for your consideration of this request.

SAMPSON COUNTY  
AGRI-EXPOSITION  
C E N T E R

17 October 2017

TO: Sampson County Board of Commissioners  
Ed Causey, County Manager  
Susan Holder, Assistant County Manager  
David Clack, Chief Financial Officer

FROM: Ray Jordan, Executive Director 

SUBJECT: Destroying Old Files

Please accept this request for approval to destroy the following old files.

- A. Rental Contracts/Lease Agreements with Clients for the following years:  
2011-2012
- B. Paid Invoice Files for the following years: 2011-2012
- C. Sampson CenterStage Invoices and Documents: 2011-2012

The exception to what would be destroyed includes records concerning the following information: Fire Marshall Inspections, Fire Alarm Inspections, HVAC-Maintenance Records and information relating to the history of the facility and of the Sampson CenterStage Performing Arts Series.

This would leave the following files on hand: 2012-2013 to our current year or five years of past fiscal years as well as our current year. (Please note that Lease Agreements for the years beginning 2003 are stored on computer and will not be destroyed.)

# SAMPSON COUNTY HEALTH DEPARTMENT

Wanda Robinson  
Health Director



360 County Complex Road, Suite 200  
Clinton NC 28328

To: Mr. Edwin Causey  
County Manager

Susan Holder  
Assistant County Manager

From: Wanda Robinson   
Health Director

Subject: County Commissioner's Agenda Item

Date: October 20, 2017

The Sampson County Health Department is requesting the approval for the attached Current Procedural Terminology (CPT) codes and recommended fees be added to the fee schedule. These codes and fees were approved by the Board of Health on October 16, 2017.

If there are any questions, please feel free to contact me.

Attachment: Current Procedural Terminology Codes (CPT)

**Sampson County Health Department**  
**CPT Codes**

The Health Department is requesting that the following CPT codes be added to the Fee Schedule.

<b>CODE</b>	<b>DESCRIPTION</b>	<b>CURRENT FEE</b>	<b>RECOMMENDED FEE</b>
<b>PROGRAM: BMI</b>			
<b>G8420</b>	Calculated BMI within normal parameters and documented	0.00	0.00
<b>G8417</b>	Calculated BMI above normal parameters and a follow-up plan was documented	0.00	0.00
<b>G8418</b>	Calculated BMI below normal parameters and a follow-up plan was documented	0.00	0.00
<b>G8419</b>	Calculated BMI outside normal parameters, no follow-up plan documented	0.00	0.00
<b>G8421</b>	BMI not calculated	0.00	0.00
<b>PROGRAM: BLOOD PRESSURE</b>			
<b>G8783</b>	Normal blood pressure reading documented, follow-up not required	0.00	0.00
<b>3077F</b>	Most recent systolic blood pressure >140 mm Hg	0.00	0.00
<b>3080F</b>	Most recent diastolic blood pressure > 90 mm Hg	0.00	0.00
<b>PROGRAM: DIABETES-A1C</b>			
<b>3045F</b>	Most recent HbA1c level ≤ 9.0%	0.00	0.00
<b>3046F</b>	Most recent HbA1c > 9.0%	0.00	0.00
<b>3046F-8P</b>	HbA1c not performed, reason not specified	0.00	0.00
<b>PROGRAM: TOBACCO SCREEN</b>			
<b>1036F</b>	Tobacco non-user	0.00	0.00
<b>1034F</b>	Tobacco User	0.00	0.00
<b>4004F</b>	Patient screened for tobacco use AND received tobacco cessation intervention	0.00	0.00
<b>4004F-8P</b>	Tobacco screening or tobacco cessation intervention not performed, reason not specified	0.00	0.00

<b>CODE</b>	<b>DESCRIPTION</b>	<b>CURRENT FEE</b>	<b>RECOMMENDED FEE</b>
<b>59025</b>	Fetal Non-Stress Test	0.00	70.00
<b>59025-TC</b>	Fetal Non-Stress Test	70.00	40.00

<b>CODE</b>	<b>DESCRIPTION</b>	<b>LABCORP FEE</b>	<b>CURRENT FEE</b>	<b>RECOMMENDED FEE</b>
<b>84520</b>	Blood Urea Nitrogen (BUN)	27.00	0.00	34.00
<b>82565</b>	Blood (Serum) Creatinine	27.00	0.00	34.00
<b>84560</b>	Uric Acid	27.00	0.00	34.00
<b>85610</b>	Prothrombin Time	17.22	0.00	22.00
<b>85049</b>	Platelet Count	17.64	0.00	23.00

# SAMPSON COUNTY HEALTH DEPARTMENT

Wanda Robinson  
Health Director



360 County Complex Road, Suite 200  
Clinton NC 28328

To: Mr. Edwin Causey  
County Manager

Susan Holder  
Assistant County Manager

From: Wanda Robinson   
Health Director

Subject: County Commissioner's Agenda Item

Date: October 20, 2017

The Sampson County Health Department is requesting the approval for the items listed below. These grants were approved by the Board of Health on October 16, 2017.

I. Community Health Medical Access Plan Grant:

Access to health services remains a serious problem faced by North Carolina's medically vulnerable residents. This one time award supports efforts to provide much needed primary care access to medically vulnerable and indigent residents through the Medical Access Plan Program.

Grant funds are provided under this contract in the amount of \$100,000 and are for the provision of care to underserved patients.

II. North Carolina Disposal Initiative:

According to statistical data, Sampson County saw a significant spike in the number of all medication and drug poisoning deaths from 5 deaths in 2013 to 18 deaths in 2014. The goal of this grant is to implement an event for the residents of Sampson County to raise awareness for the need to properly store and dispose of prescription medicines.

The health department was awarded this grant in the amount of \$1,167.68.

We do appreciate your assistance in the provision of health care for the citizens of Sampson County. If you have any questions, please feel free to contact me.

Attachments: Community Health Medical Access Plan Grant  
North Carolina Disposal Initiative

## GENERAL CONTRACT COVER

This contract is hereby entered into by and between the North Carolina Department of Health and Human Services, Central Management and Support - Office of Rural Health (the "Division") and County of Sampson, Sampson County Local Health Department (the "Contractor") (referred to collectively as the "Parties").

### 1. Contract Documents:

This contract consists of the following documents, which are incorporated herein by reference:

- (a) This contract cover
- (b) The General Terms and Conditions
- (c) Scope of Work
- (d) Performance Measures Chart
- (e) The Line Item Budget
- (f) State Certification

### Incorporated By Reference

The following documents are reference materials and are available by going to the following website, [Open Window](http://dhhsopenwindow.nc.gov/index.aspx?pid=doc_ReferenceDocuments) ([http://dhhsopenwindow.nc.gov/index.aspx?pid=doc\\_ReferenceDocuments](http://dhhsopenwindow.nc.gov/index.aspx?pid=doc_ReferenceDocuments)).

- (a) Travel: Policies Governing Travel Related Expenses for Contractors
- (b) General Statutes G.S.143C6 NonState Entities Receiving State Funds
- (c) Subchapter 03M Uniform Administration of State Grants

These documents constitute the entire agreement between the Parties and supersede all prior oral or written statements or agreements.

### 2. Precedence Among Contract Documents:

In the event of a conflict between or among the terms of the Contract Documents, the terms in the Contract Document with the highest relative precedence shall prevail. The order of precedence shall be the order of documents as listed in the contract document section, with the first-listed document having the highest precedence and the last-listed document having the lowest precedence. If there are multiple contract amendments, the most recent amendment shall have the highest precedence and the oldest amendment shall have the lowest precedence.

### 3. Effective Period:

This contract shall be effective on 9/1/2017 and shall terminate on 6/30/2018, with the option to extend, if mutually agreed upon, through a written amendment as provided for in the General Terms and Conditions.

### 4. Contractor's Duties:

The Contractor shall provide the services as described in the scope of work and in accordance with the approved budget.

### 5. Division's Duties:

The Division shall pay the Contractor in the manner and in the amounts specified in the contract documents. The total amount paid by the Division to the Contractor under this contract shall not exceed \$100,000. This amount consists of \$100,000 in State funds, \$0 in Local funds, \$0 in Other funds and \$0 in Federal funds.

The total contract amount is \$100,000.

**6. Conflict of Interest Policy:**

The division has determined that this contract is not subject to N.C.G.S. 143C-6-22 & 23.

**7. Reversion of Unexpended Funds:**

Any unexpended grant funds shall revert to the Division upon termination of this contract.

**8. Grants:**

The Contractor/Grantee has the responsibility to ensure that all sub-grantees, if any, provide all information necessary to permit the Contractor/Grantee to comply with the standards set forth in this contract.

**9. Reporting Requirements:**

The Division has determined that this is a contract for financial assistance with a Public Entity. Local governmental agencies are subject to N.C.G.S. § 159-34, annual independent audit, rules and regulations, OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and N.C.G.S. § 143C-6-22, use of state funds by non state entities. If subgranting is allowable, a nongovernmental subgrantee is subject to the reporting requirements described on the Notice of Certain Reporting and Audit Requirements. Regulations and Reporting Requirements of N.C. General Statute 143C-6.23 can be found at [ncgrants.gov](http://ncgrants.gov).

**10. Payment Provisions:**

Upon execution of this contract, the Contractor shall submit to the Division contract administrator, a monthly reimbursement request for services rendered the previous month by the 10th of each month and, upon approval by the Division, receive payment within 30 days. The Division must make all payments to the Contractor by June 30. Therefore, the Contractor shall submit any adjusted reimbursement request for services, the final request for reimbursement and return any unearned funds, relating to this contract period, to the Division no later than June 10 of the current state fiscal year. The Division shall have no obligation for payment of reimbursement request received later than June 10. If this contract is terminated prior to the original end date, the Contractor is required to submit a final reimbursement report and to return any unearned funds to the Division within 30 days of the contract termination date or no later than June 10. All payments are contingent upon fund availability.

**11. Contract Administrators:**

All notices permitted or required to be given by one Party to the other and all questions about the contract from one Party to the other shall be addressed and delivered to the other Party's contract administrator. The name, post office address, street address, telephone number, fax number, and email address of the Parties' respective initial contract administrators are set out below. Either Party may change the name, post office address, street address, telephone number, fax number, or email address of its contract administrator by giving timely written notice to the other Party.

For the Division:

IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Ginny Ingram Central Management and Support - Office of Rural Health 2009 Mail Service Center Raleigh, NC 27699  <b>Telephone :</b> (919)-527-6440 <b>Fax:</b> ()-- <b>Email:</b> ginny.ingram@dhhs.nc.gov	Ginny Ingram Central Management and Support - Office of Rural Health 311 Ashe Avenue Raleigh, NC 27699

For the Contractor:

IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Wanda Robinson, Health Director Sampson County Local Health Department 360 County Complex Road, Suite 200 Clinton, NC 28328  <b>Telephone:</b> (910)-592-1121 <b>Fax:</b> (910)-299-4977 <b>Email:</b> wrobinson@sampsonnc.com	Wanda Robinson, Health Director Sampson County Local Health Department 360 County Complex Road, Suite 200 Clinton, NC 28328

**12. Supplementation of Expenditure of Public Funds:**

The Contractor assures that funds received pursuant to this contract shall be used only to supplement, not to supplant, the total amount of federal, state and local public funds that the Contractor otherwise expends for contract services and related programs. Funds received under this contract shall be used to provide additional public funding for such services; the funds shall not be used to reduce the Contractor's total expenditure of other public funds for such services.

**13. Disbursements:**

As a condition of this contract, the Contractor acknowledges and agrees to make disbursements in accordance with the following requirements:

- (a) Implement adequate internal controls over disbursements;
- (b) Pre-audit all vouchers presented for payment to determine:
  - Validity and accuracy of payment
  - Payment due date
  - Adequacy of documentation supporting payment
  - Legality of disbursement
- (c) Assure adequate control of signature stamps/plates;
- (d) Assure adequate control of negotiable instruments; and
- (e) Implement procedures to insure that account balance is solvent and reconcile the account monthly.

**14. Outsourcing to Other Countries:**

The Contractor certifies that it has identified to the Division all jobs related to the contract that have been outsourced to other countries, if any. The Contractor further agrees that it will not outsource any such jobs during the term of this contract without providing notice to the Division.

**15. Other Requirements:**

Any changes to the budget must be requested in writing by the Contractor, and written approval granted by the Division. Changes that exceed 15% of any budgeted line item will require a formal contract amendment.

**16. Signature Warranty:**

The undersigned represent and warrant that they are authorized to bind their principals to the terms of this agreement.

Signatures follow on next page

In Witness Whereof, the Contractor and the Division have executed this contract in duplicate originals, with one original being retained by each party.

**County of Sampson, Sampson County Local Health Department**

_____ Signature	_____ Date
Wanda Robinson _____ Printed Name	Health Director _____ Title

WITNESS

_____ Signature	_____ Date
_____ Printed Name	_____ Title

**Central Management and Support - Office of Rural Health, North Carolina Department of Health and Human Services**

_____ Signature	_____ Date
Margaret L. Sauer _____ Printed Name	Director _____ Title

**GENERAL TERMS AND CONDITIONS**

**Relationships of the Parties**

**Independent Contractor:** The Contractor is and shall be deemed to be an independent contractor in the performance of this contract and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Contractor represents that it has, or shall secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of, or have any individual contractual relationship with, the Division.

**Subcontracting:** The Contractor shall not subcontract any of the work contemplated under this contract without prior written approval from the Division. Any approved subcontract shall be subject to all conditions of this contract. Only the subcontractors specified in the contract documents are to be considered approved upon award of the contract. The Division shall not be obligated to pay for any work performed by any unapproved subcontractor. The Contractor shall be responsible for the performance of all of its subcontractors.

**Assignment:** No assignment of the Contractor's obligations or the Contractor's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority, the State may: (a) Forward the Contractor's payment check directly to any person or entity designated by the Contractor, or (b) Include any person or entity designated by Contractor as a joint payee on the Contractor's payment check. In no event shall such approval and action obligate the State to anyone other than the Contractor and the Contractor shall remain responsible for fulfillment of all contract obligations.

**Beneficiaries:** Except as herein specifically provided otherwise, this contract shall inure to the benefit of and be binding upon the parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this contract, and all rights of action relating to such enforcement, shall be strictly reserved to the Division and the named Contractor. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the Division and Contractor that any such person or entity, other than the Division or the Contractor, receiving services or benefits under this contract shall be deemed an incidental beneficiary only.

**Indemnity and Insurance**

**Indemnification:** The Contractor agrees to indemnify and hold harmless the Division, the State of North Carolina, and any of their officers, agents and employees, from any claims of third parties arising out of any act or omission of the Contractor in connection with the

performance of this contract to the extent permitted by law.

**Default and Termination**

**Termination Without Cause:** The Division may terminate this contract without cause by giving 30 days written notice to the Contractor.

**Termination for Cause:** If, through any cause, the Contractor shall fail to fulfill its obligations under this contract in a timely and proper manner, the Division shall have the right to terminate this contract by giving written notice to the Contractor and specifying the effective date thereof. In that event, all finished or unfinished deliverable items prepared by the Contractor under this contract shall, at the option of the Division, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made. Notwithstanding the foregoing provision, the Contractor shall not be relieved of liability to the Division for damages sustained by the Division by virtue of the Contractor's breach of this agreement, and the Division may withhold any payment due the Contractor for the purpose of setoff until such time as the exact amount of damages due the Division from such breach can be determined. In case of default by the Contractor, without limiting any other remedies for breach available to it, the Division may procure the contract services from other sources and hold the Contractor responsible for any excess cost occasioned thereby. The filing of a petition for bankruptcy by the Contractor shall be an act of default under this contract.

**Waiver of Default:** Waiver by the Division of any default or breach in compliance with the terms of this contract by the Contractor shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this contract unless stated to be such in writing, signed by an authorized representative of the Department and the Contractor and attached to the contract.

**Availability of Funds:** The parties to this contract agree and understand that the payment of the sums specified in this contract is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the Division.

**Force Majeure:** Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

**Survival of Promises:** All promises, requirements, terms, conditions, provisions, representations,

guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.

### Intellectual Property Rights

**Copyrights and Ownership of Deliverables:** All deliverable items produced pursuant to this contract are the exclusive property of the Division. The Contractor shall not assert a claim of copyright or other property interest in such deliverables.

### Compliance with Applicable Laws

**Compliance with Laws:** The Contractor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.

**Equal Employment Opportunity:** The Contractor shall comply with all federal and State laws relating to equal employment opportunity.

**Health Insurance Portability and Accountability Act (HIPAA):** The Contractor agrees that, if the Division determines that some or all of the activities within the scope of this contract are subject to the Health Insurance Portability and Accountability Act of 1996, P.L. 104-91, as amended ("HIPAA"), or its implementing regulations, it will comply with the HIPAA requirements and will execute such agreements and practices as the Division may require to ensure compliance.

### Confidentiality

**Confidentiality:** Any information, data, instruments, documents, studies or reports given to or prepared or assembled by the Contractor under this agreement shall be kept as confidential and not divulged or made available to any individual or organization without the prior written approval of the Division. The Contractor acknowledges that in receiving, storing, processing or otherwise dealing with any confidential information it will safeguard and not further disclose the information except as otherwise provided in this contract.

**Data Security:** The Contractor shall adopt and apply data security standards and procedures that comply with all applicable federal, state, and local laws, regulations, and rules.

**Duty to Report:** The Contractor shall report a suspected or confirmed security breach to the Division's Contract Administrator within twenty-four (24) hours after the breach is first discovered, provided that the Contractor shall report a breach involving Social Security Administration data or Internal Revenue Service data within one (1) hour after the breach is first discovered.

During the performance of this contract, the contractor is to notify the Division contract administrator of any contact by the federal Office for Civil Rights (OCR) received by the contractor.

**Cost Borne by Contractor:** If any applicable federal, state, or local law, regulation, or rule requires the Division or the Contractor to give affected persons written notice of a security breach arising out of the Contractor's performance under this contract, the Contractor shall bear the cost of the notice.

### Oversight

**Access to Persons and Records:** The State Auditor shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with General Statute 147-64.7. Additionally, as the State funding authority, the Department of Health and Human Services shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions.

**Record Retention:** Records shall not be destroyed, purged or disposed of without the express written consent of the Division. State basic records retention policy requires all grant records to be retained for a minimum of five years or until all audit exceptions have been resolved, whichever is longer. If the contract is subject to Federal policy and regulations, record retention may be longer than five years. Records must be retained for a period of three years following submission of the final Federal Financial Status Report, if applicable, or three years following the submission of a revised final Federal Financial Status Report. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Contract has been started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later. The record retention period for Temporary Assistance for Needy Families (TANF) and MEDICAID and Medical Assistance grants and programs must be retained for a minimum of ten years.

**Miscellaneous**

**Choice of Law:** The validity of this contract and any of its terms or provisions, as well as the rights and duties of the parties to this contract, are governed by the laws of North Carolina. The Contractor, by signing this contract, agrees and submits, solely for matters concerning this Contract, to the exclusive jurisdiction of the courts of North Carolina and agrees, solely for such purpose, that the exclusive venue for any legal proceedings shall be Wake County, North Carolina. The place of this contract and all transactions and agreements relating to it, and their situs and forum, shall be Wake County, North Carolina, where all matters, whether sounding in contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

**Amendment:** This contract may not be amended orally or by performance. Any amendment must be made in written form and executed by duly authorized representatives of the Division and the Contractor. The Purchase and Contract Divisions of the NC Department of Administration and the NC Department of Health and Human Services shall give prior approval to any amendment to a contract awarded through those offices.

**Severability:** In the event that a court of competent jurisdiction holds that a provision or requirement of this contract violates any applicable law, each such provision or requirement shall continue to be enforced to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of this contract shall remain in full force and effect.

**Headings:** The Section and Paragraph headings in these General Terms and Conditions are not material parts of the agreement and should not be used to construe the meaning thereof.

**Gender and Number:** Masculine pronouns shall be read to include feminine pronouns and the singular of any word

or phrase shall be read to include the plural and vice versa.

**Time of the Essence:** Time is of the essence in the performance of this contract.

**Key Personnel:** The Contractor shall not replace any of the key personnel assigned to the performance of this contract without the prior written approval of the Division. The term "key personnel" includes any and all persons identified as such in the contract documents and any other persons subsequently identified as key personnel by the written agreement of the parties.

**Care of Property:** The Contractor agrees that it shall be responsible for the proper custody and care of any property furnished to it for use in connection with the performance of this contract and will reimburse the Division for loss of, or damage to, such property. At the termination of this contract, the Contractor shall contact the Division for instructions as to the disposition of such property and shall comply with these instructions.

**Travel Expenses:** Reimbursement to the Contractor for travel mileage, meals, lodging and other travel expenses incurred in the performance of this contract shall not exceed the rates published in the applicable State rules or approved local government travel policy. International travel shall not be reimbursed under this contract.

**Sales/Use Tax Refunds:** If eligible, the Contractor and all subcontractors shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this contract, pursuant to G.S. 105-164.14; and (b) exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their reimbursement reports.

**Advertising:** The Contractor shall not use the award of this contract as a part of any news release or commercial advertising.

## **Scope of Work**

### **Community Health Medical Access Plan (MAP) Grant**

#### **Background**

Access to health services remains a serious problem faced by North Carolina's medically vulnerable residents. Many of the state's residents have lost health insurance coverage due to layoffs in an economy that has seen numerous textiles, furniture, and other industries close their doors. While geographic access has been addressed over the past thirty years, the economic access issues are growing worse with rising health care costs. Community Health Grant funding is earmarked by the General Assembly especially for this vulnerable population. This one-time award supports efforts to provide much needed primary care access to medically vulnerable and indigent residents through the Medical Access Plan (MAP) program.

MAP is a program that helps residents of North Carolina access primary health care services they could otherwise not afford. Patient visits are reimbursable through MAP for medically necessary, on-site, face-to-face provider encounters at \$100 per visit.

#### **Purpose**

The purpose of this contract is to grant Community Health MAP support to provide primary medical care services to underserved residents in the Contractor's service area. Through this award, the Contractor enables the Division to meet its mission of providing access to underserved populations who would otherwise be unable to receive primary care due to geographic, economic, or other barriers. Specifically, this contract provides reimbursement to the Contractor at a rate of \$100 per face-to-face provider encounter for patients who qualify for MAP. It is expected that this funding will be used to support ongoing operations (including staffing) necessary to ensure the Contractor remains accessible to residents in its service area.

#### **Scope**

The Contractor will provide primary medical services to residents living within its service area. The highest priority is the underserved population. The Contractor agrees to identify patients at higher risk for chronic disease through tracking metrics associated with generally accepted best practice protocols in the performance measures outlined in this contract. Grant funds provided under this contract are for the provision of care to underserved patients.

Visits will be reimbursed through MAP for the following services. Medically necessary on-site, face-to-face provider encounters include but are not limited to:

- On-site X-rays (both technical and professional components), in-house laboratory work, and any surgical procedures provided in the office
- The portion of medically necessary hospital, nursing home, and home care services performed by practice providers
- The use of telemedicine to provide visits reimbursed through MAP: Telemedicine is the practice of medicine using electronic communication, information technology, or other means between a physician in one location and a patient in another
- Any prophylaxis for high-risk patients recommended by the Centers for Disease Control (CDC) as a standard protocol (including but not limited to flu and pneumonia)

In addition to direct medical care, primary care may include any of the following: care coordination/care management by a primary care entity, behavioral health, oral health, women's health, maternal and child health that supports health care services in a primary care setting.

### **Performance Standards**

MAP face-to-face provider visits are based on Medicaid guidelines.

MAP visits are defined as face-to-face encounters with a physician, nurse practitioner, physician assistant, or certified nurse midwife.

The Contractor will submit performance reports per the following schedule:

- By January 15, 2018 that will reflect work performed during the first four months of the grant period (September 1, 2017 through December 31, 2017)
- By April 15, 2018 that will reflect work performed during the first seven months of the grant period (September 1, 2017 through March 31, 2018)
- By July 31, 2018 that will reflect work performed during the entire grant period (September 1, 2017 through June 30, 2018)

The Contractor will maintain all relevant records (e.g., invoices, payroll records, de-identified patient data, etc.) as described in the General Terms and Conditions and in accordance with the approved budget and performance measures. The Contractor will make such records available to the Division upon request.

### **Performance Monitoring/Quality Assurance Plan**

The contract will be monitored per the following plan:

- Performance reporting: The Contractor will submit performance reports to the Division in the manner described above. The Division will review these reports to measure the Contractor's progress towards meeting the performance targets and objectives listed in the contract package. Failure to submit reports will result in a corrective action plan, up to and including suspension of funding.
- On-site reviews and/or desk reviews: The Division will conduct on-site reviews, interview Contractor staff regarding program goals and accomplishments, and review key performance and financial documentation to ensure compliance with the contract terms.
- Other periodic contact with Contractor, consulting and referring sites/providers: Meetings, teleconferences, and other periodic contact with all stakeholders will be undertaken to facilitate participation, review progress, and discuss any questions that may arise.

If the contract performance is deemed to be out of compliance, the Division will work with the Contractor to correct any deficiencies. If performance issues are not resolved within 30 days of an identified deficiency, a corrective action plan will be developed and implemented within the ensuing 30 days. Failure to resolve deficiencies within the timeframe prescribed in the corrective action plan may result in suspension of funding or other alternative management decisions.

**Reimbursement**

Community Health MAP Grant funds may only be reimbursed upon completion of a MAP Withdrawal Worksheet/monthly expense report that accurately reflects MAP visits and MAP reimbursement due from the Division. Monthly reimbursement requests must be completed and returned to the Division in the specified format by the 10th of the month to ensure prompt payment. Final reconciliation of expenditures will be made within sixty (60) days of the contract's termination date.

**PERFORMANCE MEASURES CHART**

The Department of Health and Human Services uses performance measures rubrics as a tool to determine the success of a project and how well services and products are being delivered. Together they enable the Department to gauge efficiency, determine progress toward desired results and assess whether the Department is on track with meeting its goals. The contractor shall adhere to all of the performance requirements/standards in the scope of work, including performance measures in the performance measures chart below.

<b>Measure Type</b>	Output	<b>Reporting Frequency</b>	Annual
<b>Measure</b>	Number of face-to-face MAP encounters		

<b>Budget Year</b>	1	<b>Trend</b>	Increase
<b>Baseline Value</b>	0		
<b>Target Value</b>	1,000		
<b>Data Source</b>	Contractor's Electronic Health Record system		
<b>Collection Process and Calculation</b>	Contractor will generate reports from Electronic Health Records		
<b>Collection Frequency</b>	Quarterly		

<b>Measure Type</b>	Output	<b>Reporting Frequency</b>	Annual
<b>Measure</b>	Number of unduplicated patients served		

<b>Budget Year</b>	1	<b>Trend</b>	Increase
<b>Baseline Value</b>	3,852		
<b>Target Value</b>	4,212		
<b>Data Source</b>	Contractor's Electronic Health Record system		
<b>Collection Process and Calculation</b>	Contractor will generate reports from Electronic Health Records		

<b>Collection Frequency</b>	Quarterly
-----------------------------	-----------

<b>Measure Type</b>	Outcome	<b>Reporting Frequency</b>	Annual
<b>Measure</b>	Percentage of patients 18-85 years old who had a diagnosis of hypertension (HTN) and whose blood pressure (BP) was adequately controlled (less than 140/90 mm Hg) during the reporting period		

<b>Budget Year</b>	1	<b>Trend</b>	Increase
<b>Baseline Value</b>	50%		
<b>Target Value</b>	60%		
<b>Data Source</b>	Contractor's Electronic Health Record system		
<b>Collection Process and Calculation</b>	Contractor will generate reports from Electronic Health Records		
<b>Collection Frequency</b>	Quarterly		

<b>Measure Type</b>	Outcome	<b>Reporting Frequency</b>	Annual
<b>Measure</b>	Percentage of patients 18-75 years of age with diabetes who had hemoglobin A1c (HbA1c) greater than 9.0 percent during the reporting period (or who had no test conducted during the reporting period)		

<b>Budget Year</b>	1	<b>Trend</b>	Decrease
<b>Baseline Value</b>	100%		
<b>Target Value</b>	83%		
<b>Data Source</b>	Contractor's Electronic Health Record system		
<b>Collection Process and Calculation</b>	Contractor will generate reports from Electronic Health Records		

<b>Collection Frequency</b>	Quarterly
-----------------------------	-----------

<b>Measure Type</b>	Quality	<b>Reporting Frequency</b>	Annual
<b>Measure</b>	Percentage of patients aged 18 years and older with a visit during the reporting period with a documented BMI during the most recent visit or within six months prior to that visit and when the BMI is outside of normal parameters, a follow-up plan is documented during the visit or during the previous six months of the visit.		

<b>Budget Year</b>	1	<b>Trend</b>	Increase
<b>Baseline Value</b>	17%		
<b>Target Value</b>	18%		
<b>Data Source</b>	Contractor's Electronic Health Record system		
<b>Collection Process and Calculation</b>	Contractor will generate reports from Electronic Health Records		
<b>Collection Frequency</b>	Quarterly		

<b>Measure Type</b>	Quality	<b>Reporting Frequency</b>	Annual
<b>Measure</b>	Percentage of patients aged 18 years and older who were screened for tobacco use one or more times within 24 months AND if identified as a tobacco user, received cessation counseling intervention		

<b>Budget Year</b>	1	<b>Trend</b>	Maintain
<b>Baseline Value</b>	100%		
<b>Target Value</b>	100%		
<b>Data Source</b>	Contractor's Electronic Health Record system		
<b>Collection Process and</b>	Contractor will generate reports from Electronic Health Records		

<b>Calculation</b>	
<b>Collection Frequency</b>	Quarterly

LINE ITEM BUDGET

This begins the line item budget for year 1

Budget Detail - Year 1			
Category	Item	Narrative	Amount
Salary\Wages			\$0.00
Fringe Benefits			\$0.00
Other			\$0.00
Repair and Maintenance			\$0.00
Staff Development			\$0.00
Dues and Subscriptions			\$0.00
Operational Other	Not Otherwise Classified	Monthly reimbursement based on documented encounters at \$100 each, 1,000 encounters x \$100 per encounter = \$100,000	\$100,000.00
Subcontracts and Grants			\$0.00
Match			\$0.00

Budget Detail - Year 1			
Category	Item	Narrative	Amount
Cost Per Service			\$0.00
<b>Sub Total</b>			\$100,000.00
Indirect Cost			\$0.00
<b>Total Budget</b>			\$100,000.00

Subcontracting and Grants Budget Detail - Year 1			
Category	Item	Narrative	Amount
			\$0.00
<b>Sub Total</b>			\$0.00

Salaries - Year 1								
Persons	Position or Title	Annual Salary	Hourly Rate	Months	Work %	Fringe Amount Total	Fringe Percent Total	Total
0		\$0.00	0.0000	0	0%	\$0.00	\$0.00	\$0.00

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

10/19/2017

FROM: SAMPSON COUNTY HEALTH DEPARTMENT

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

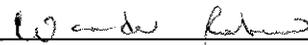
SUBJECT: Budget Amendment for fiscal year 2017-2018

1. It is requested that the budget for the RURAL HEALTH GRANT Department  
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
0-512100	SALARIES	41,609.00	
0-518100	FICA	2,580.00	
0-518120	MEDICARE FICA	604.00	
0-518200	RETIREMENT	3,146.00	
0-518300	GROUP INSURANCE	2,352.00	
0-518400	DENTAL	90.00	
0-518901	401K	2,913.00	
0-529702	LAB SERVICES	4,000.00	
0-523900	MEDICAL SUPPLIES	19,942.00	
0-535200	MAINT/REPAIR EQUIPMENT	3,722.00	
0-526200	DEPT SUPPLIES	2,651.00	
0-526201	DEPT SUPPLIES EQUIPMENT	12,000.00	
0-531100	TRAVEL	3,391.00	
0-529700	LAB SUPPLIES	1,000.00	
<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
0-404000	STATE ASSISTANCE	100,000.00	

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

CREATE PROGRAM AND ALLOCATE FUNDS FROM RURAL HEALTH GRANT

  
(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval. \_\_\_\_\_, 20\_\_\_\_

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

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval. \_\_\_\_\_, 20\_\_\_\_

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

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

Appendix 1: Application Form

North Carolina Disposal Initiative: Request for Appropriations	
<p>Dedicated contact individual for the project.</p> <p>Include name, affiliation, address, phone, and email</p>	<p>B.G. Kennedy</p> <p>Sampson County Substance Abuse Coalition                      B.G. Kennedy, Chairman                      360 County Complex Rd., Suite 200                      Clinton, NC 28328                      910-592-8081 ext.2501; bkennedy@sampsoncc.edu</p>
<p>Dedicated individual or organization to accept funds</p> <p>Please attach a W-9 form</p>	<p>Sampson County Health Department                      Attn: Wanda Robinson                      360 County Complex Rd., Suite 200                      Clinton, NC 28328</p>
<p>What will you do?</p> <p>Describe in one or two sentences the planned take back events. Provide the location, dates, and times of the event.</p>	<p>Sampson County Substance Abuse Coalition will partner with the Clinton Police Department and Clinton Drug Co. to host a Take Back Event. The event will be at Clinton Drug Co., 307 Beaman St., Clinton, NC on Friday, October 27, 2017 from 10:00 am to 2:00 pm. Upon receiving grant money, we will register the event at <a href="http://www.projectlazarus.org/NCDI">www.projectlazarus.org/NCDI</a>. We will use promotional materials to advertise the event and educational materials for public awareness. All medicines collected will be weighed and tallied after the event.</p>
<p>How will you promote your event?</p> <p>Please attach any promotional material you plan to use.</p>	<p>Sampson County Substance Abuse Coalition will promote the event through flyers, advertisements in 2 local newspapers and radio advertisements beginning a few weeks before the date of the event.</p>

## FY 2017 Proposal Budget

### North Carolina Disposal Initiative (NCDI) Budget Proposal and Budget Narrative

Name of Applicant:

Sampson County Substance Abuse Coalition

B.G. Kennedy

#### Expenditure Budget: \$1,000-2,000.

Category	Expenses	Narrative Detail
		Add lines to detail each item as needed
<b>Materials/Supplies/Resources</b>		
Rack card/brochures/posters/flyers	207.68	150 About Prescription Drugs brochures @ \$71.34; 150 About Over the Counter Drugs brochures @ \$71.34; 150 Prescription Drugs Factsheets @ \$52.50; 50 Event Flyers @ \$12.50.
Scales to weigh the collected medications		
Other:		
Total Materials/Supplies/Resources	<b>207.68</b>	
<b>Media/Advertising</b>		
Newspaper/Radio Ads/TV Ads, etc.	960.00	Advertising: The Sampson Independent newspaper for 2 weeks @ \$80 per week; The Sampson Weekly newspaper for 2 weeks @ \$150 per week; WCLN 1170 radio for 2 weeks @ \$100 per week; MIA 94.3 radio for 1 week @ \$300 per week.
Other:		
Total Media/Advertising	960.00	
<b>Stipend</b>		
Law Enforcement Officers		
Pharmacists		
Staff Coordination		
Total Stipend	<b>0.00</b>	
<b>Medicine Disposal Costs (if not covered by SBI or other means)</b>		
Costs associated with storage of medicines (i.e. biohazard bins)		
Transportation of collected medicines		
Incineration of collected medicines		
Other:		
Total Disposal Costs	<b>0.00</b>	
<b>Total Expenditures</b>	<b>1,167.68</b>	

*SCSAC*  
Sampson County Substance Abuse Coalition

September 15, 2017

Mr. Fred Wells Brason II  
Project Lazarus  
5368 NC HWY 16 S  
Moravian Falls, NC 28654

Mr. Brason,

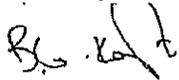
Enclosed is the Sampson County Substance Abuse Coalition's (SCSAC) request for the Project Lazarus - North Carolina Disposal Initiative (NCDI) grant in the amount of \$1,167.68.

According to statistical data, Sampson County saw a significant spike in the number of all medication and drug poisoning deaths from 5 deaths in 2013 to 18 deaths in 2014 (NC Injury & Violence Prevention Branch, 2016).

The Sampson County Substance Abuse Coalition is asking Project Lazarus – North Carolina Disposal Initiative (NCDI) to join us in our quest to reduce the risk of diversion and misuse by hosting a Take Back Event scheduled for October 27<sup>th</sup> from 10:00 a.m. to 2:00 p.m. in collaboration with Clinton Police Department. The goal of our proposal is to implement an event to raise awareness for the need to properly store and dispose of prescription medicines to residents in Sampson County.

At the end of the Take Back Event, I will provide the measurement information as outlined in the RFA. Please let me know if there is any additional information needed to fund this initiative. Thank you very much for your support, time and consideration.

Sincerely,



B.G. Kennedy, Chairman  
Sampson County Substance Abuse Coalition

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

10/19/2017

FROM: SAMPSON COUNTY HEALTH DEPARTMENT

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2017-2018

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

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12551550-526200	DEPARTMENT SUPPLIES	1,167.68	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12535155-404000	STATE ASSISTANCE	1,167.68	

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

ALLOCATE FUNDS FOR PROJECT LAZARUS GRANT

Wanda Johnson  
(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval. \_\_\_\_\_, 20\_\_\_\_  
  
\_\_\_\_\_  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval. \_\_\_\_\_, 20\_\_\_\_  
  
\_\_\_\_\_  
(County Manager & Budget Officer)

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

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

8253

**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 Marcia B.B. Minich in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2017</u>	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>111.77</u>

These taxes were assessed through clerical error as follows.

2012 Cadillac  
Vehicle Sold To/Turned In  
Tag # JLT 5600

602 County Tax	<u>86.29</u>
501 School Tax	<u>15.08</u>
FIA Fire Tax	<u>10.40</u>
City Tax	_____
TOTAL \$	<u>111.77</u>

Mailing Address.

Yours very truly

Marcia Brooke Blackman  
Taxpayer

X 11 Cabin Creek Ln.  
Clinton, NC 28328

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

8278

**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 Warry Pate Holland Jr in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
2017	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL REFUND	\$ <u>132.83</u>

These taxes were assessed through clerical error as follows.

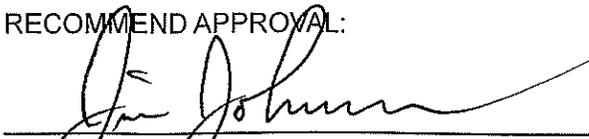
2015 Chrysler  
Vehicle Totalled, Tag Turned In  
Tag # DFW 9686

802 county Tax 118.55  
 School Tax \_\_\_\_\_  
 Fire Tax 14.28  
 City Tax \_\_\_\_\_  
 TOTAL \$ 132.83

Yours very truly  
  
Taxpayer

Mailing Address.  
1495 Country Club Rd  
Salemberg, NC 28385

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

8267

**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 Ernest G. Barefoot  
\_\_\_\_\_ in Mingo Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2017</u>	\$ _____
<u>1</u>	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL REFUND	\$ <u>118.99</u>

These taxes were assessed through clerical error as follows.

2011 GMC  
Vehicle Sold, Tag Turned In  
TAG # V2P8284

6000 County Tax 107.35  
School Tax \_\_\_\_\_  
F06 Fire Tax 11.64  
City Tax \_\_\_\_\_  
TOTAL \$ 118.99

Yours very truly

X Ernest G. Barefoot  
Taxpayer

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

RECOMMEND APPROVAL:

Jim Johnson  
Sampson County Tax Administrator

Mailing Address.

X 1826 Green Path Rd  
Dunn NC. 28334

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

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

8305

**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 Sandra Avery Spell & Darren Scott Spell in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2017</u>	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL REFUND	\$ <u>102.07</u>

These taxes were assessed through clerical error as follows.

*2013 Nissan  
Vehicle totalled  
Tag Turned In  
Tag # CRK1319*

601 County Tax	<u>78.81</u>
501 School Tax	<u>13.77</u>
F19 Fire Tax	<u>9.49</u>
City Tax	_____
TOTAL \$	<u>102.07</u>

Mailing Address.

Sandra Avery Spell & Darren Scott Spell  
35 Cypress Trail Ln.  
Clinton, NC 28328

Yours very truly

Sandra A. Spell  
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

8317

**JIM JOHNSON**  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

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

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by James Aaron Lee in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2017</u>	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL REFUND	\$ <u>119.62</u>

These taxes were assessed through clerical error as follows.

*2015 Ford  
Vehicle Sold Tax Terminated  
TAG # 5PT6731*

County Tax 106.76  
School Tax \_\_\_\_\_  
Fire Tax 12.86  
City Tax \_\_\_\_\_  
TOTAL \$ 119.62

Mailing Address.

X 311 Lee Allen Pope Ln.  
Dunn, N.C. 28334

Yours very truly

James Aaron Lee  
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

8307

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

YEAR	
<u>2016</u>	\$ <u>128.49</u>
<u>§</u>	\$ <u>§</u>
TOTAL REFUND	\$ <u>128.49</u>

These taxes were assessed through clerical error as follows.

Bill # 0033379877  
DFW 9351  
Tag Turn in (Repro)  
2015 Jeep

~~GOV~~ County Tax 114.67  
School Tax \_\_\_\_\_  
F16 Fire Tax 13.82  
City Tax \_\_\_\_\_  
TOTAL \$ 128.49

Mailing Address.

X 3855 Bearskin rd  
Salemburg, NC 28385

Yours very truly

Jacqueline Williams  
Taxpayer

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

RECOMMEND APPROVAL:

Jim Johnson  
Sampson County Tax Administrator

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

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

8312

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

YEAR	
<u>2017</u>	\$ <u>121.56</u>
}	\$ _____
}	\$ _____
}	\$ _____
}	\$ _____
}	\$ _____
TOTAL REFUND	\$ <u>121.56</u>

These taxes were assessed through clerical error as follows.

Bill # 0039144596  
ELR 4071  
Tag Turned in (sold)  
2016 Ford

<u>602</u> County Tax	<u>73.20</u>
<u>501</u> School Tax	<u>12.87</u>
Fire Tax	_____
<u>702</u> City Tax	<u>35.49</u>
TOTAL \$	<u>121.56</u>

Mailing Address.

X 105 East Arrowhead Drive  
Clinton, N.C. 28328

Yours very truly

Ramona Faircloth Hales  
Taxpayer

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

RECOMMEND APPROVAL:

Jim Johnson  
Sampson County Tax Administrator

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

Date

Initials

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

8295

**JIM JOHNSON**  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

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

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by William Nelson  
in Piney Grove Township, Sampson County, for the year(s) and in the amount(s) of: 13073856001

YEAR	
<u>2016</u>	\$ <u>310.23</u>
<u>2015</u>	\$ <u>310.23</u>
<u>2014</u>	\$ <u>304.03</u>
	\$ _____
	\$ _____
TOTAL REFUND	\$ <u>924.49</u>

These taxes were assessed through clerical error as follows.  
No deed found + unmapped. Land does not exist.

County Tax 924.49  
School Tax \_\_\_\_\_  
Fire Tax \_\_\_\_\_  
City Tax \_\_\_\_\_  
TOTAL \$ 924.49

Yours very truly

William Ingar  
Taxpayer

Mailing Address.

6305 Summerhill Rd.  
Temple Hill, Md 20748

Social Security... \_\_\_\_\_  
RECOMMEND APPROVAL:  
Jim Johnson  
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 Construction Trade Press, LLC in North Clinton Township, Sampson County, for the year(s) and in the amount(s) of:

Year		\$	
	<u>2017</u>	\$	<u>125.63</u>
		\$	
		\$	
		\$	
		\$	
Total Release/Adjustment		\$	

Should have been billed in the City will Rebill

<u>601</u> County Tax	\$ <u>88.05</u>
<u>v61</u> School Tax	\$ <u>15.48</u>
<u>F19</u> Fire Tax	\$ <u>10.67</u>
<u>or</u> LL Pen.	\$ <u>11.43</u>
Total	\$ <u>125.63</u>

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

Taxpayer: Construction Trade Press, LLC

Tax Administrator: Jim Johnson

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 Erick Juvini Lara-Ferrera

in South Clinton Township, Sampson County, for the year(s) and in the

amount(s) of: Parcel 15-0046021-01

Year	<u>2017</u>	\$	<u>231.69</u>
	_____	\$	_____
	_____	\$	_____
	_____	\$	_____
	_____	\$	_____
Total Release/Adjustment		\$	<u>231.69</u>

<u>601</u>	County Tax	\$	<u>206.64</u>
	School Tax	\$	_____
<u>F19</u>	Fire Tax	\$	<u>25.05</u>
	City Tax	\$	_____
	Total	\$	<u>231.69</u>

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

LH owide double listed with land parcel 15-0121185-05 - This happened during Reval - 2011

Taxpayer: Erick Juvini Lara Ferrera

Tax Administrator: Ju Johnson

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 A.G. Lee Oil Co. dba Dash Inn Conv. Store in North Clinton Township, Sampson County, for the year(s) and in the amount(s) of:

Acct# 111126  
PID# 42893

Year	<u>2017</u>	\$ <u>746.77</u>
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
Total Release/Adjustment		\$ <u>746.77</u>

<u>801</u> County Tax	\$ <u>623.43</u>	<u>G01L - 52.34</u>
<u>501</u> School Tax	\$ <u>92.06</u>	<u>S01L - 9.30</u>
<u>A7</u> Fire Tax	\$ <u>63.45</u>	<u>F19L - 6.35</u>
City Tax	\$ _____	
Total	\$ <u>746.77</u>	

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

DT Should have been billed with City Taxes  
No Fire Tax - Will Release and Rebill Acct.

Taxpayer: A. G. Lee Oil Co. dba Dash Inn Conv. Store  
 Tax Administrator: Jim Johnson  
 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 Job Hog, Inc

in North Clinton Township, Sampson County, for the year(s) and in the

amount(s) of:

Acct# 86208 PID# 42649	(DT) Year	<u>2017</u>	\$ <u>107.39</u>
		_____	\$ _____
		_____	\$ _____
		_____	\$ _____
		_____	\$ _____

Total Release/Adjustment \$ 107.39

<u>60%</u> County Tax	\$ <u>83.04</u> - <u>601L</u> - 8.30
<u>40%</u> School Tax	\$ <u>14.59</u> - <u>501L</u> - 1.46
Fire Tax	\$ _____
City Tax	\$ _____
Total	\$ <u>107.39</u>

(DT) The taxes were assessed through clerical error or an illegal tax as follows:  
 should have been billed in the City  
 will Release and ReBill.

Taxpayer: Job Hog, Inc.

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 Dolan C. Hall in Dismal Township, Sampson County, for the year(s) and in the amount(s) of: 02040784101

Year	<u>2017</u>	\$ <u>154.52</u>
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
Total Release/Adjustment*		\$ <u>154.52</u>

<u>601</u> County Tax	\$ <u>146.27</u>
School Tax	\$ _____
<u>F21</u> Fire Tax	\$ <u>8.25</u>
City Tax	\$ _____
Total	\$ <u>154.52</u>

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

*Dolan Hall passed away 9/13/16 which gave JFC Partnership full interest in property then per DB 1921/515, Rebill to JFC Partnership.*

Taxpayer:

Dolan C. Hall

Tax Administrator:

*Jim Johnson*

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 William Nelson in Piney Grove Township, Sampson County, for the year(s) and in the amount(s) of: 13073856001

Year	<u>2017</u>	\$ <u>308.36</u>
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
Total Release/Adjustment		\$ <u>308.36</u>

<u>60%</u> County Tax	\$ <u>308.36</u>
School Tax	\$ _____
Fire Tax	\$ _____
City Tax	\$ _____
Total	\$ <u>308.36</u>

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

No deed found + Not mapped. Land doesn't exist.

Taxpayer:

William Nelson

Tax Administrator:

Jean Johnson

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 William Rice Matthews Jr & Edna Matthews in South Clinton Township, Sampson County, for the year(s) and in the amount(s) of: 15-0650620-09

Year	<u>2017</u>	\$ <u>3,694.31</u>
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
Total Release/Adjustment		\$ _____

County Tax	\$ <u>2848.42</u>
School Tax <sup>(501)</sup>	\$ <u>500.63</u>
Fire Tax <sup>(FA)</sup>	\$ <u>345.26</u>
City Tax	\$ _____
Total	\$ <u>3,694.31</u>

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

This was an inactive parcel, somehow it billed in error for 2017

Taxpayer:

William R, Edna Matthews

Tax Administrator:

Jim Johnson

Board Approved:

Date

Initials



- Chgs/Taxes
- Values
- Inquiry

Parcel Information

Year	2017	Bill	27898	Tax year(s)	2017
Parcel	15-0650620-09				
Alt	1495.18-#019				
Street	485	Unit			
OVERLAND RD					
Juris	15	Class	R1	Status	A
Subdiv		Zone		List	L
# fam		SIC		Exempt	N
SF	343253	Bk/pg	982/713		
Acres	7.880	Date	12/01/1981		

Ownership Information

Name1	MATTHIS, WILLIAM RICE, JR.		
Name2	MATTHIS, EDNA A.		
Owner SSN	246244287	Add'l names	N
DBA		Own	
JAN 1 Owner: MATTHIS, WILLIAM RICE, JR.			
Lender		Acct	
Serv			
Legal Description			
485 OVERLAND RD			

Assessment Values

	Prev year	This year
Land val	52,126	52,126
Bldg val	293,137	293,137
Pers val		
Gross	345,263	345,263
Spec assmnt bal		.00
Curr land use		
Curr val exem		
Curr taxable		345,263

Taxes/Abatements/Exemptions/Prelim Adjustments

Charge	Rate	Amount	Totals
F19	0.100000	345.26	Taxes 3,694.31
G01	0.825000	2848.42	
S01	0.145000	500.63	
			Exempt/abated .00
			Net taxes 3,694.31
Exemption	Date	Amount	

Display charges and taxes for the current record.

OVR



Preferences

Account Information

Parcel: 15-0650620-09  
 Location: \*\* MULTIPLE \*\*  
 Name: \*\* VARIOUS \*\*

*Handwritten notes:*  
 All parcels } 15-0650620-14  
 15-0650620-18  
 15-0650620-17  
 Also

Notes/Alerts

Special Conditions/Notes

Effective Date

Due 09/29/2017

Account Bills

Year	Type	Bill	NSC	Reference	Due Date	Billed	Abt/Adj	Pmt/Cr
2001	RE-R	34167	0	ADAMS RIDGE S...	09/01/2001	1,624.28	0.00	1,624.2
2002	RE-R	35080	0	ADAMS RIDGE S...	09/01/2002	1,567.26	0.00	1,567.2
2003	RE-R	24098	0	ADAMS RIDGE S...	09/01/2003	2,233.12	0.00	2,233.1
2004	RE-R	36081	0	ADAMS RIDGE S...	09/10/2004	2,233.12	0.00	2,233.1
2005	RE-R	24722	0	ADAMS RIDGE S...	09/01/2005	2,498.08	0.00	2,498.0
2006	RE-R	25069	0	ADAMS RIDGE S...	09/01/2006	2,599.01	0.00	2,599.0
2007	RE-R	37398	0	485 OVERLAND ...	09/01/2007	2,599.01	0.00	2,599.0
2008	RE-R	37741	0	485 OVERLAND ...	09/01/2008	2,769.34	0.00	2,769.3
2009	RE-R	37993	0	485 OVERLAND ...	09/01/2009	2,769.34	0.00	2,769.3
2010	RE-R	38195	0	485 OVERLAND RD	09/01/2010	2,769.34	0.00	2,769.3
2011	RE-R	26360	0	485 OVERLAND RD	09/01/2011	3,102.21	0.00	3,102.2
2012	RE-R	26615	0	485 OVERLAND RD	09/01/2012	3,132.78	0.00	3,132.7
2013	RE-R	27150	0	485 OVERLAND RD	09/01/2013	3,132.78	0.00	3,132.7
2014	RE-R	27391	0	485 OVERLAND RD	09/01/2014	3,270.32	0.00	3,270.3
2015	RE-R	27567	0	485 OVERLAND RD	09/01/2015	3,285.60	0.00	3,285.6
2016	RE-R	27745	0	485 OVERLAND RD	09/01/2016	3,711.57	0.00	3,711.5
2017	RE-R	27898	0	485 OVERLAND RD	09/01/2017	3,694.31	0.00	3,694.3
Totals:						47,091.47	0.00	47,091.4

*Handwritten note:* for some reason didn't go inactive. billed in error

*Handwritten notes:*  
 15-0650620-14  
 12.74 MB 90/00  
 15-0650620-14

*Handwritten note:* 7+ times & house

*Handwritten notes:*  
 9/4/08  
 2AC  
 to Deno

*Handwritten notes:*  
 Dec 09, 16  
 5,88 ac  
 97 9/4/08



Preferences

Account Information

Parcel: 15-0650620-18  
 Location: 485 OVERLAND RD  
 Name: MCLAMB, KENNETH DENO

Notes/Alerts

Special Conditions/Notes

Effective Date

Due 09/29/2017

Account Bills

Year	Type	Bill	NSC	Reference	Due Date	Billed	Abt/Adj	Pmt/Crd	Unpaid	Interest Paid
2017	REG	23769	0	485 OVERLAND RD	09/29/2017	3,433.17	0.00	0.00	3,433.17	0.00
Totals:						3,433.17	0.00	0.00	3,433.17	0.00

2 Acres + home





- Ancestor
- Assessment
- Charges
- Deed
- Legal
- Location
- Misc Documents
- Miscellaneous Fields
- Ownership
- Values
- Text
- View Audit
- XML Output

**Parcel** 15-0650620-09

Alt parcel 1495.18-#019

Year 0 List no. 0

Version 0 - Current

Filing Number 0

- Adjustments
- Exemptions
- Special Condition/Notes

- Parcel Information
- Legal information
- Property codes
- General

Loc number 485

Loc suffix

Loc street OVERLAND RD

Loc unit

Created 01/01/1900

Resident

Deed recorded 12/01/1981

Book/Page 982/713

Deed type DEED

Acres 7.880

Square feet 343,253 # Units 0

Status I - Inactive

Inactive 12/13/2016

Tot exempt

Type R - RESIDENTIAL

List

Legal description

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 Mt. Carmel Church of God  
 in Little Coharie Township, Sampson County, for the year(s) and in the  
 amount(s) of:

Year	<u>2017</u>	\$	<u>8719.27</u>
	_____	\$	_____
	_____	\$	_____
	_____	\$	_____
	_____	\$	_____
Total Release/Adjustment		\$	<u>8719.27</u>
	<u>G01</u>	County Tax	\$ <u>7818.91</u>
		School Tax	\$ _____
	<u>F21</u>	Fire Tax	\$ <u>900.36</u>
		City Tax	\$ _____
		Total	\$ <u>8719.27</u>

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

08-0025280-02 - Wasn't <sup>billed</sup> exempt + should have been billed as exempt after a mapping change -

Taxpayer:

Mt. Carmel Church of God

Tax Administrator:

Jiri Johnson

Board Approved:

\_\_\_\_\_ Date

\_\_\_\_\_ Initials

APPLICATION for TAX YEAR 2017

**Property Tax Exemption or Exclusion**

COUNTY: Sampson

MUNICIPALITY: \_\_\_\_\_

Full Name of Owner(s): Mt. Carmel Church of God Prophecy

Trade Name of Business: \_\_\_\_\_

X Mailing Address of Owner: 3060 Astry Mill Rd, Godwin, NC 28344

\* Phone Numbers: Home: 910 567-6793 Work: 910 323-0098 Cell: 910 624-2920

**List the Property Identification Numbers and addresses/locations for the properties included in this application (attach list if needed):**

X Property ID #: 08-0025280-02 Address/Location: 1606 Mt. Carmel Church Rd

Property ID #: \_\_\_\_\_ Address/Location: \_\_\_\_\_

Property ID #: \_\_\_\_\_ Address/Location: \_\_\_\_\_

**Non-Deferment Exemptions and Exclusions**

—Check or write in the exemption or exclusion for which this application is made. These exemptions or exclusions do not result in the creation of deferred taxes. However, taxes for prior years of exemption or exclusion may be recoverable if it is later determined that the property did not actually qualify for exemption or exclusion for those prior years.

- |  |  |  |                                     |
|--|--|--|-------------------------------------|
| <input type="checkbox"/> G.S. 105-275(8)           | Pollution abatement/recycling            | <input type="checkbox"/> G.S. 105-278.5  | Religious educational assemblies    |
| <input type="checkbox"/> G.S. 105-275(17)          | Veterans organizations                   | <input type="checkbox"/> G.S. 105-278.6  | Home for the aged, sick, or infirm  |
| <input type="checkbox"/> G.S. 105-275(18),(19)     | Lodges, fraternal & civic purposes       | <input type="checkbox"/> G.S. 105-278.6  | Low- or moderate-income housing     |
| <input type="checkbox"/> G.S. 105-275(20)          | Goodwill Industries                      | <input type="checkbox"/> G.S. 105-278.6  | YMCA, SPCA, VFD, orphanage          |
| <input type="checkbox"/> G.S. 105-275(45)          | Solar energy electric system             | <input type="checkbox"/> G.S. 105-278.6A | CCRC-Attach Form AV-11              |
| <input type="checkbox"/> G.S. 105-275(46)          | Charter school property                  | <input type="checkbox"/> G.S. 105-278.7  | Other charitable, educational, etc. |
| <input type="checkbox"/> G.S. 105-277.13           | Brownfields-Attach brownfields agreement | <input type="checkbox"/> G.S. 105-278.8  | Charitable hospital purposes        |
| <input checked="" type="checkbox"/> G.S. 105-278.3 | Religious purposes                       | <input type="checkbox"/> G.S. 131A-21    | Medical Care Commission bonds       |
| <input type="checkbox"/> G.S. 105-278.4            | Educational purposes (institutional)     | <input type="checkbox"/> Other:          | _____                               |

**Tax Deferment Programs**

—Check the tax deferment program for which this application is made. \*\*\*These programs will result in the creation of deferred taxes that will become immediately due and payable with interest when the property loses eligibility. The number of years for which deferred taxes will become due and payable varies by program. Read the applicable statute carefully.\*\*\*

- |  |   |
|--|---|
| <input type="checkbox"/> G.S. 105-275(12)  | Nonprofit corporation or association organized to receive and administer lands for conservation purposes    |
| <input type="checkbox"/> G.S. 105-275(29a) | Historic district property held as a future site of a historic structure                                    |
| <input type="checkbox"/> G.S. 105-277.14   | Working waterfront property   |
| <input type="checkbox"/> G.S. 105-277.15A  | Site infrastructure land  |
| <input type="checkbox"/> G.S. 105-278      | Historic property-Attach copy of the local ordinance designating property as historic property or landmark. |
| <input type="checkbox"/> G.S. 105-278.6(e) | Nonprofit property held as a future site of low- or moderate-income housing                                 |

Describe the property: Fellowship Hall + 9.07 acres

Describe how you are using the property. If another organization is using the property, give their name, how they are using the property, and any income you receive from their use: Fellowship hall

**AFFIRMATION:** I, the undersigned, declare under penalties of law that this application and any attachments are true and correct to the best of my knowledge and belief. I have read the applicable exemption or exclusion statute. I fully understand that an ineligible transfer of the property or failure to meet the qualifications will result in the loss of eligibility. If applying for a tax deferment program, I fully understand that loss of eligibility will result in removal from the program and the immediate billing of deferred taxes.

X Signature(s) of Owner(s): Betsy L. Roberts Title: Supervisor & Trustee Date: 10-1-17

(All tenants of a tenancy \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

in common must sign.) \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

The Tax Assessor may contact you for additional information after reviewing this application.

OFFICE USE ONLY:  APPROVED  DENIED BY: [Signature] REASON FOR DENIAL: \_\_\_\_\_

2017 SAMPSON COUNTY TAX BILL

SAMPSON COUNTY TAX COLLECTOR  
 PO BOX 207  
 CLINTON NC 28329-0207



ADDRESS SERVICE REQUESTED

\*\*\*\*\*AUTO\*\*5-DIGIT 28335  
 5236893 5611-PTN 12782 1 1 1



MT. CARMEL CHURCH OF GOD PROPHECY  
 C/O GREGORY BULLOCK  
 3060 AUTRY MILL RD  
 GODWIN NC 28344-8544



- ★ **\*\*Please deduct the 2% Discount on 2017 Tax Bill if paid by August 31, 2017. The Discount amount is listed below. The discount applies only to the current year tax bill.**
- ★ **ESCROW/MORTGAGE ACCOUNTS: The Property owner is responsible for full payment of this bill. If your property tax is escrowed (paid by your lender) and they request your tax information, it will be sent to them. It is your sole responsibility to ensure that your mortgage lender has submitted payment of your taxes.**
- ★ **DUE DATE: 2017 Property taxes are due and payable September 1, 2017 and delinquent if not paid on or before January 5, 2018.**
- ★ **PARTIAL PAYMENTS WILL BE ACCEPTED ON CURRENT BILLS: Account must be paid in full by January 5, 2018.**
- ★ **FAILURE TO PAY: Delinquent taxes are subject to garnishment of wages, bank attachments, debt set-off and foreclosure proceedings.**
- ★ **To Pay by Credit Card - see instructions on back.**

NOTICE DATE  
 08/01/2017

BILL PREFIX	TOWNSHIP	PARCEL /ACCOUNT	SIZE	PROPERTY DESCRIPTION	ASSESSED VALUE	SPECIAL DISTRICT	TOTAL TAX
		<i>Handwritten: 17, 9, CK 12 65</i>					
ASSESSED VALUE				TAXES LEVIED		RATE	
REAL			947,747	F21 AUTRYVILFD	\$900.36		0.095000
DEFERRED				G01CNTY TAX	\$7,818.91		0.825000
NET REAL			947,747				
PERSONAL EXEMPTIONS							
TOTAL TAXABLE			947,747	LATE LIST PENALTY			
				TAXES DUE	\$8,719.27		
				PREPAYMENT			
				INTEREST			
ACCOUNT NUMBER	BILL NUMBER		PAY THIS AMOUNT		\$8,719.27		
104368	30837						

KEEP THIS PORTION FOR YOUR RECORDS

DETACH THIS PORTION AND RETURN WITH PAYMENT IN THE ENCLOSED ENVELOPE

2017 SAMPSON COUNTY TAX NOTICE

TAXES ARE DUE SEPTEMBER 1 AND ARE DELINQUENT AFTER JANUARY 5

ACCOUNT NUMBER	PARCEL NUMBER	DEDUCT THIS 2% DISCOUNT AMOUNT IF PAID BY AUG 31	DATE PAID
104368	08-0025280-02	\$174.39	
		2017 TAXES DUE IF PAID SEPT 1 - JAN 5	AMOUNT PAID
		\$8,719.27	
		BILL NUMBER	Request for receipts must include a self addressed stamped envelope
		30837	

IF YOU CHANGED YOUR MAILING ADDRESS, PLEASE FILL IN YOUR NEW ADDRESS BELOW

MAKE CHECKS PAYABLE & REMIT TO:

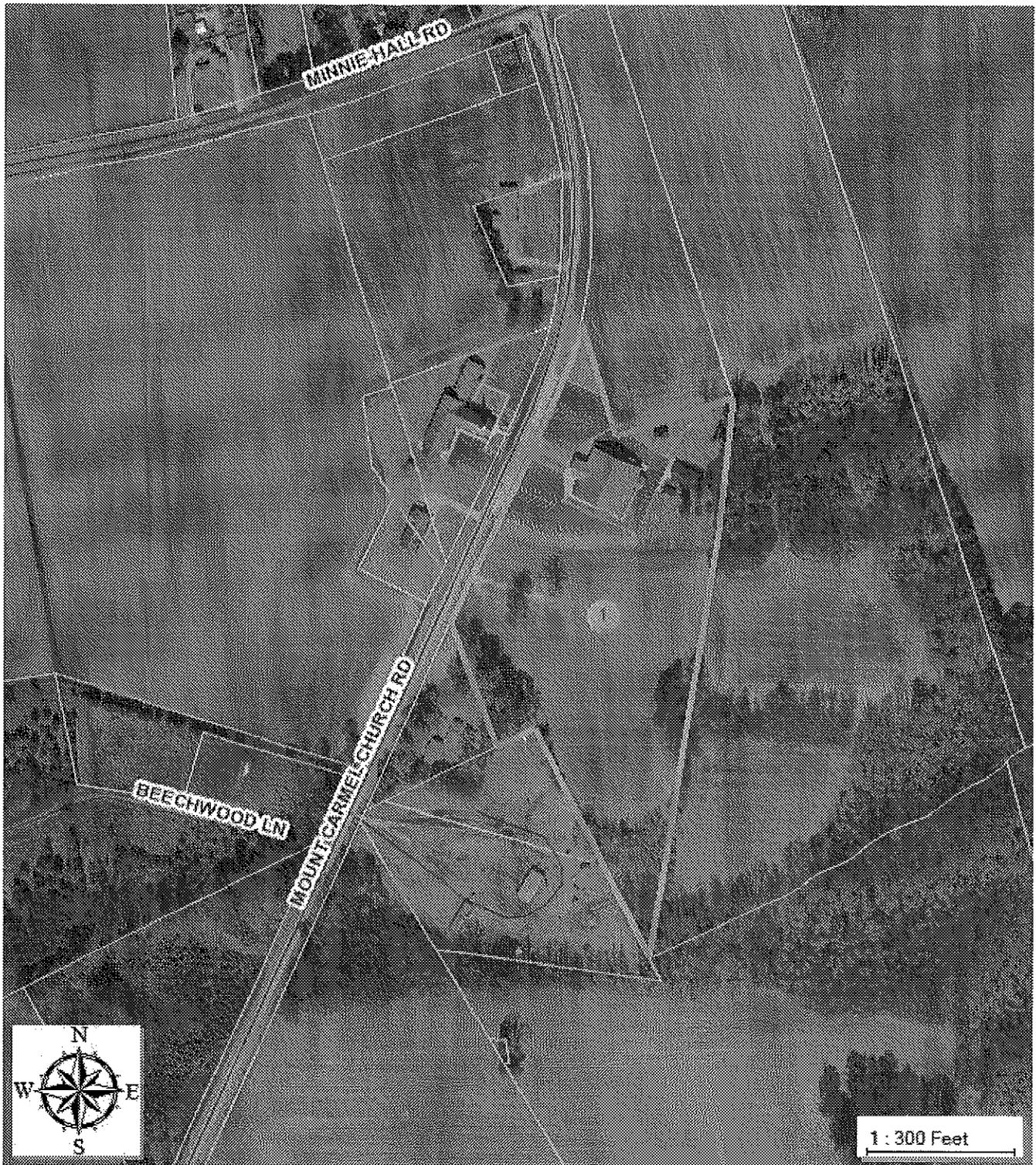
ADDRESS:  
 CITY: STATE: ZIP:

MT. CARMEL CHURCH OF GOD PROPHECY  
 C/O GREGORY BULLOCK  
 3060 AUTRY MILL RD  
 GODWIN NC 28344-8544

SAMPSON COUNTY TAX COLLECTOR  
 PO BOX 207  
 CLINTON NC 28329-0207



5611PTN 5/12/17 PMS 348 K 35



08002528002

Map #: C10 0 16

Pin #:

Route #: 54000

**1656 MOUNT CARMEL CHURCH RD**  
**CID: 104368**  
**MT. CARMEL CHURCH OF GOD PROPHECY**  
**C/O GREGORY BULLOCK**  
**3060 AUTRY MILL RD**  
**GODWIN NC 28344**

Deeded: 9.07 Acres  
 08 - LITTLE COHARIE  
 Plat: S02 -

Land Use: A Average  
 Class: EX Exempt  
 Zoning:  
 Nhd: P Paved Road  
 Utility: W Water  
 E Electric

**SAMPSON CO., NC**  
 Card: 1 of 1  
 Print Date: 09/27/2017 08:52 am  
 Review Code:  
 Review Date:  
 Township: 08 - LITTLE COHARIE

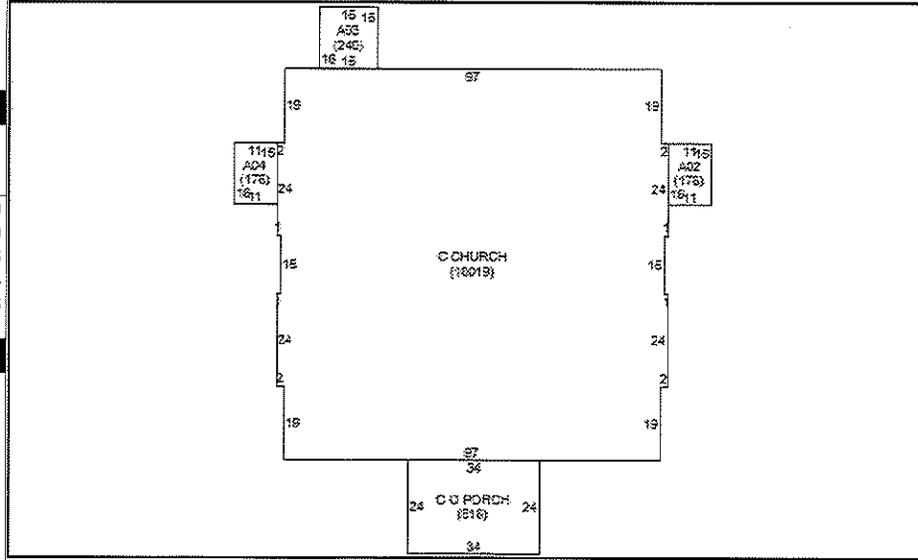
**COMMERCIAL BUILDING DATA**

**FELLOWSHIP HALL ACROSS FROM CH**

Structure: C14 Church  
 Grade C+2  
 Building # 8 Yr Blt: 2005 %Comp: 100  
 Units/Ident: Eff Yr: RCN: 894,240  
 Mkt Adj: Area: 11,427 RCN \$/SF: 78.26  
 C&D%: Heated: 11,427 Value: 840,584  
 % Good: CDU: Val \$/SF: 73.56

**COMMERCIAL FEATURE DATA**

S#	Feature	Units	Measure	Area	Value
1	C Church	1	10019x1		814,161
2	C O Porch	1	816x1		16,160
3	C O Porch	1	176x1		4,016
4	C O Porch	1	240x1		5,267
5	C O Porch	1	176x1		4,016



**APPRAISED VALUES**

Land: 49,217  
 Deferral: 0  
 Improvement: 874,508  
 Outbuildings: 24,022  
 Total Appraisal: 947,747

**PERMITS**

Date	Num	Price

**ENTRANCE**

Date	Rev	Type



**SALES**

Date	Book	Page S/T	Valid	Price
09/01/06	1639	261		50,000
10/22/47	559	167		

**COMMERCIAL INT/EXT SECTION DATA**

S#	Lvl	IntFin	Area	Perim	Use	Type	W Ht	Ext	Wall	Cns	PT	HT	AC	PB	LT	Phy	Fun	%Gd	%Cmp	RCNLD
1	01:01		10,019	408	Main Area	2	Brick/St	1	=	=	=	=	=	=	=	G		94		811,229
2	01:01		816	116	C O Porch		Brick/St	1	=	=	=	=	N	=	=	G		94		16,102
3	01:01		176	54	C O Porch		Brick/St	1	=	=	=	=	N	=	=	G		94		4,004
4	01:01		240	62	C O Porch		Brick/St	1	=	=	=	=	N	=	=	G		94		5,245
5	01:01		176	54	C O Porch		Brick/St	1	=	=	=	=	N	=	=	G		94		4,004

**LAND**

L#	Typ	Cd	Descr	Size	BRate	INF	Inf%Vc%	AdjRate	Value
1	A	CA	Cropland	5.0700	3,643			3,642	18,467
2	A	ICG	Woodland	2.0000	2,875			2,875	5,750
3	A	ACE	Comm	2.0000	12,500			12,500	25,000
<b>Total</b>				<b>9.07</b>				<b>5,426.35</b>	<b>49,217</b>

**OUTBUILDINGS**

S#	Code	Units	YrBlt	Dim	Area	Mod	Cd	Grd	Cond	Func	%Cmp	%Gd	Mkt	Value	Notes/Loc
5	43	1	2005					C	A			88		8,000	T FELLOWSHIP H
6	26	1	2005					C	A			88		1,000	T FELLOWSHIP H
7	56	1	2005	30x44	1,320			C	A			88		2,000	SHELTER
8	62	1	2005	14x30	420			C	A			88		4,435	ATT TO SHELTER
9	21	1	2005	20x20	400			C	A			88		8,587	DET BRK GARAGE

**NOTES**

L# 3 COMNT SPLIT 3.2A OFF TO 08-0025280-03 SEP DEEDS OH-08-0025280-01559  
 L# 4 JAMES AUTRY 559/167 10-22-47 LOCATION 1606 MT. CARMEL CH. R.  
 L# 2 BLDGS MOVED HER PER GIS/AERIAL AND INSPECTION 3/2017  
 L# 6 08-0025280-05, 08-0104368-02 & 03 CW THIS TRACT PER MB 64/81 0

Total Value: 24,024.05

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

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

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

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
40981570-519500	Professional services	350,000.00	
40981570-557000	Land purchase	25,000.00	
40981570-519200	Legal	7,000.00	
21941250-596020	Trans to airport capital project	19,100.00	

<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
40038157-403623	City of Clinton contribution	19,100.00	
40038157-404000	State grant	343,800.00	
40038157-409600	County contribution	19,100.00	
21934125-409900	Fund balance appropriated	19,100.00	

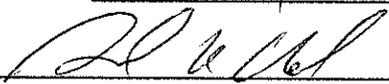
2. Reason(s) for the above request is/are as follows:

To allocate funds for the purchase of approximately 23 acres of land adjacent to the airport. The acquisition is necessary for the safe operation of the airport and will negate the need to constantly trim trees.

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

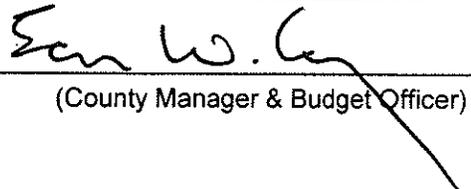
**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 10/25, 2017  
  
 \_\_\_\_\_  
 (County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

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

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

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

10/19/2017

FROM: SAMPSON COUNTY HEALTH DEPARTMENT

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2017-2018

1. It is requested that the budget for the RURAL HEALTH GRANT Department  
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12551630-529702	LAB SERVICES	1,250.00	
12551640-529702	LAB SERVICES	1,250.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12535163-404099	APPROPRIATED FUND BALANCE	1,250.00	
12535164-404099	APPROPRIATED FUND BALANCE	1,250.00	

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

FUNDS FROM UNC RESEARCH GRANT

Wanda Palmer  
(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

10/26, 2017  
[Signature]  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_  
[Signature]  
(County Manager & Budget Officer)

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

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

2-Oct-17

FROM: Sheriff Jimmy Thornton

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2017-2018

1. It is requested that the budget for the SHERIFF'S Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11243100-526200	DEPARTMENTAL SUPPLIES	20,000.00	
11243200-544000	CONTRACTED SERVICES	32,000.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11034310-408900	MISC. REVENUE	52,000.00	

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

To budget funds for unplanned care of livestock seized as part of a animal cruelty case. The Court has ordered t the defendant pay \$13,000 a month to the Clerk of Court to reimburse the County for expenses.

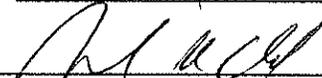


\_\_\_\_\_  
(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

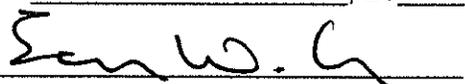
10/25, 2017

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

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

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



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

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

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

25-Oct-17

FROM: Sheriff Jimmy Thornton

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2017-2018

1. It is requested that the budget for the SHERIFF'S 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	6,600.00	
11243100-554000	CAPITAL OUTLAY - VEHICLES	23,840.00	
11243100-526200	DEPARTMENTAL SUPPLIES	10,216.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11034310-408900	MISC. REVENUE - INS. SETTLEMENT	40,656.00	

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

To budget funds for the replacement of a vehicle, vehicle equipment and other issued equipment that was damaged in an automobile crash. The revenue is the settlement amount from the insurance company.

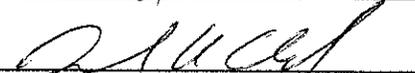


\_\_\_\_\_  
(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 2017



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

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

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



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

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

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

25-Oct-17

FROM: Sheriff Jimmy Thornton

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2017-2018

1. It is requested that the budget for the SHERIFF'S Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11243100-555079	C.O. - OTHER EQUIP. - NARCOTICS	48,000.00	
11243100-539579	TRAINING - NARCOTICS SQUAD	1,000.00	
11243100-531100	TRAVEL	2,000.00	
11243100-526279	DEPT. SUPPLIES - NARCOTICS	2,200.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11034310-402603	FEDERAL ASSET FUNDS	53,200.00	

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

To budget funds for the purchase of a drone with FLIR camera; a tactical robot; equipment, travel and training for tactical breaching course; and tactical weapon harnesses.



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

**ENDORSEMENT**

1. Forwarded, recommending approval/~~disapproval~~.

10/25, 2017

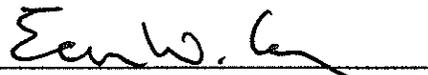


\_\_\_\_\_  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

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



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

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

JIMMY THORNTON  
SHERIFF  
SAMPSON COUNTY



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

October 25, 2017

**MEMORANDUM**

To: Board of Commissioners  
From: Sheriff Jimmy Thornton   
RE: Allocation of Seized Asset Funds for Equipment and Training

I have submitted a Budget Amendment to allocate \$53,200 from Seized Asset Funds to be allocated to the FY17/18 Sheriff's Office budget. The funding will be used for the purchase of equipment and training that will be used for drug investigations and search warrant service.

Aerial Drone with FLIR Camera (\$26,200) – The drone will be equipped with a thermal imaging camera in addition to a regular camera. The purpose of the drone is two-fold, one it can be used to fly over small patches of wooded areas to identify marijuana grow operations and secondly it can be used to fly over areas to search for missing persons or persons who have fled law enforcement.

Tactical Throwbot (\$21,800) – The Throwbot is a small ruggedized robot that can be thrown into a structure and remotely operated. The advantage of such a device enhances officer safety, especially during tactical operations involving an armed barricaded suspect. The robot will allow officers to identify the number and location of hostile subjects in a dwelling, prior to making entry.

Tactical Breaching Class & Equipment (\$4,000) – Equipment will be purchased to allow for dynamic door breaching and training, which will occur in Virginia. More and more drug houses are barricading or reinforcing doors to delay law enforcement's entry during search warrants. This equipment and training will offer alternatives during tactical entries.

Tactical One-Point Attachment Slings (\$1,200) – One point – attachment tactical rifle slings will be ordered for personnel with rifles to attach to Level IV body armor. The slings are designed for quick attachment and detachment as needed.

The equipment listed above will supplement our drug enforcement and high-risk warrant service associated with drug enforcement. This allocation allows "seized drug money" to be used for needed equipment without impacting taxpayers. Your cooperation in this matter is greatly appreciated.

cc: file

## David Clack

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**From:** Ed Causey  
**Sent:** Monday, October 30, 2017 11:41 AM  
**To:** Susan Holder; David Clack  
**Subject:** FW: Sheriff Budget Amendment Questions

**From:** Eric Pope  
**Sent:** Monday, October 30, 2017 11:38 AM  
**To:** Ed Causey <ecausey@sampsonnc.com>  
**Cc:** Jimmy Thornton <sheriff@sampsonsheriff.com>  
**Subject:** RE: Sheriff Budget Amendment Questions

Mr. Causey,

In response to your questions regarding the Budget Amendment for Seized Asset Funds I have the following information:

1. Will the purchase of the aerial drone or the tactical throw bot require any additional operating costs in subsequent years?
  - There are not any anticipated yearly operational costs associated with operation of the drone or the Throwbot other than the possible replacement of a battery. If any major repairs or replacement are required the Sheriff's Office will use Seized Asset Funds.
2. Does the current budget amendment provide funds for training in the use and maintenance of the aerial drone and tactical throw bot?
  - The current budget amendment does not provide funding for maintenance for either the drone or the Throwbot due to the limited warranty for the equipment.
  - Training and testing for the drone will be completed on-line at no cost. (Factory resources will be utilized)
  - There is no formal training for the Throwbot other than factory instructions and hands-on familiarization.
3. The tactical breaching class and equipment for \$4,000 should include a breakdown of the cost of the equipment. I do not think it is capital outlay.
  - The Throwbot and the drone are the only items in the Capital Outlay.
  - The cost of the Tactical Breaching is broke down as follows:
    - \$1,000 – Training (Out of State)
    - \$2,000 – Travel (Out of State)
    - \$1,000 – Departmental Supplies – Narcotics (Breaching Equipment)

Please advise if you require any additional information.

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

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

1. It is requested that the budget for the Juvenile Justice Grant Programs be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
05558310-581000	Transfer to state agency	21,940.00	

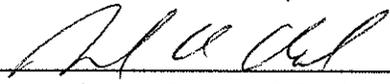
<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
05435831-409900	Fund balance approp administration	5,789.00	
05435831-409902	Fund balance approp teen court	7,568.00	
05435831-409903	Fund balance approp youth inspire	3,083.00	
05435831-409905	Fund balance approp psychological	5,500.00	

2. Reason(s) for the above request is/are as follows:  
 To allocate prior year unexpended grant funds that must be returned to the State.

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

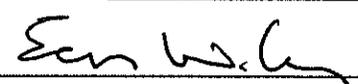
**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 10/25, 2017  
  
 \_\_\_\_\_  
 (County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

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

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

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 5

Meeting Date:	<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:** Consideration of Tax Appeals

**DEPARTMENT:** Board of Commissioners

**PUBLIC HEARING:** No

**CONTACT PERSON(S):** Edwin W. Causey, County Manager  
Jim Johnson, Tax Administrator

**PURPOSE:** To consider taxpayer appeals of penalties assessed for failure to timely list business personal property

**ATTACHMENTS:** Appeal requests and tax billings

**BACKGROUND:**

Assessments and billings have been issued as a result of business personal property compliance reviews. The following individuals have requested an adjustment of the penalties applied to their accounts, pursuant to North Carolina General Statutes, for failure to timely list their business personal property. The Board has previously voted to require the appeal to be made in person (or by a designated representative).

Ronnie Smith: (Tax \$9,619.49 + **Penalty \$3,452.97** = \$13,072.46)

Best Brothers Farms (Tax \$18,377.35 + **Penalty \$5,605.01** = \$23,982.36)

E&L Farms (Tax \$989.94 + **Penalty \$285.92** = \$1,275.86)

Bobby Marshall (Tax \$6,286.29 + **Penalty \$1,935.05** = \$8,221.34)

Blue View, Inc. (Tax \$45,544.91 + **Penalty \$16,535.26** = \$62,080.17)

Miles Jackson (Tax \$11,888.93 + **Penalty \$4,481.61** = \$16,370.54)

**RECOMMENDED ACTION OR MOTION:**

Consider appeal requests from those applicants in attendance (as verified by Clerk)

Please see attached request for the following accounts:

1. Ronnie Smith (tax) 9,619.49 + (penalty) 3,452.97 = 13,072.46
2. Best Brothers Farms (tax) 18,377.35 + (penalty) 5,605.01 = 23,982.36
3. E & L Farms (tax) 989.94 + (penalty) 285.92 = 1,275.86
4. Bobby Marshall (tax) 6,286.29 + (penalty) 1,935.05 = 8221.34
5. Blue View Inc. (tax) 45,544.91 + (penalty) 16,535.26 = 62,080.17
6. Miles Jackson (tax) 11,888.93 + (penalty) 4,481.61 = 16,370.54

Date: 10/9/17

Ronnie D Smith  
999 Moseley Ave  
Clinton NC 28328

Account # 187143

Sampson County Board of Commissioners,

A compliance review was recently completed on my business personal property account with the Sampson County Tax Office. I respectfully request an adjustment of the penalties applied to my account for failure to timely list my assets. I fully understand that I must appear before the Sampson County Board of Commissioners at a date to be determined to be considered for a relief or adjustment of any penalties.

R. D. Smith

Signature

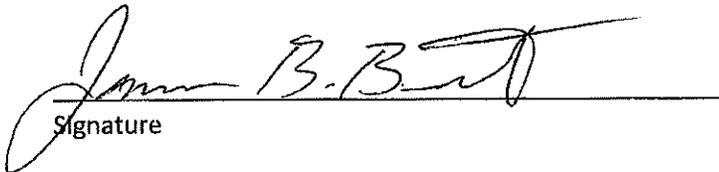
Date: 10-16-17

Best Brothers Farms  
4180 Church Rd.  
Clinton NC 28328

Account # 193812

Sampson County Board of Commissioners,

A compliance review was recently completed on my business personal property account with the Sampson County Tax Office. I respectfully request an adjustment of the penalties applied to my account for failure to timely list my assets. I fully understand that I must appear before the Sampson County Board of Commissioners at a date to be determined to be considered for a relief or adjustment of any penalties.

  
Signature

Date: 10-16-17

E and L Farms  
337 Archie Lee Rd  
Dunn NC 28334

Account # 193809

Sampson County Board of Commissioners,

A compliance review was recently completed on my business personal property account with the Sampson County Tax Office. I respectfully request an adjustment of the penalties applied to my account for failure to timely list my assets. I fully understand that I must appear before the Sampson County Board of Commissioners at a date to be determined to be considered for a relief or adjustment of any penalties.

Eddie E Lee  
Signature

Date: 10-18-'17

Bobby Marshall  
5184 Harrells Hwy  
Garland NC 28441

Account # 187690

Sampson County Board of Commissioners,

A compliance review was recently completed on my business personal property account with the Sampson County Tax Office. I respectfully request an adjustment of the penalties applied to my account for failure to timely list my assets. I fully understand that I must appear before the Sampson County Board of Commissioners at a date to be determined to be considered for a relief or adjustment of any penalties.

Bobby Marshall  
Signature

Date: 10-18-17

Miles F. Jackson & Blue View Inc.

PO Box 189

Dunn NC 28335

Account # 187150 & 100305

Sampson County Board of Commissioners,

A compliance review was recently completed on my business personal property account with the Sampson County Tax Office. I respectfully request an adjustment of the penalties applied to my account for failure to timely list my assets. I fully understand that I must appear before the Sampson County Board of Commissioners at a date to be determined to be considered for a relief or adjustment of any penalties.

Blue View Inc

by Miles F. Jackson pres.

Signature

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.     6    

Meeting Date: November 6, 2017

Information Only  
 Report/Presentation  
 Action Item  
 Consent Agenda

Public Comment  
 Closed Session  
 Planning/Zoning  
 Water District Issue

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INFORMATION ONLY

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

- a. 2020 Census Participation Information

*Office of the Governor  
State of North Carolina*

*Roy Cooper  
Governor*



*20301 Mail Service Center  
Raleigh, N.C. 27699-0301*

October 12, 2017

Managers:

As the U.S. Census Bureau prepares to conduct the 2020 Census, it will send several mailings reaching out to local governments. The Bureau will invite you to report boundary changes, confirm residential addresses and form local committees to promote participation in the 2020 Census.

Information from the once-a-decade Census is vital to the economic health and future of all communities in North Carolina. With your help, the 2020 Census numbers will:

- Likely add another seat to North Carolina's congressional delegation, increasing our state's representation and voice in Washington, D.C.;
- Bring federal tax dollars we send to Washington back to our communities - more than \$16 billion in estimated federal funding, or \$1,623 per person in our state;
- Support planning and services to our residents for the next 10 years as local businesses and governments use Census data to serve the needs of our population; and
- Act as a starting point for the State Demographer's annual population estimates, which the state uses to distribute tax revenues to local governments.

I encourage you to participate fully in the 2020 Census preparations to strengthen your community's standing.

The Census Bureau mailed invitations to the highest elected officials in counties and municipalities to participate in the Local Update of Census Addresses (LUCA) program in July 2017. This program is your opportunity to verify addresses in your area with the Census Bureau and to ensure that 2020 Census forms will reach your residents. Registration for this program is open until December.

*Location: The State Capitol Building, Raleigh, N. C. 27602  
Phone: 919-814-2100*

LUCA training sessions will be held across North Carolina to demonstrate the LUCA process, and local government management are encouraged to attend the most convenient session. Workshops are presented by the US Census Bureau Atlanta Regional Census Office staff and hosted by North Carolina Councils of Government, affiliates of the North Carolina State Data Center network. For more information, please visit <https://www.osbm.nc.gov/luca-training-north-carolina>.

As a local leader, you will also be asked to form a Complete Count Committee to support participation. These Committees are made up of trusted local community representatives and can help plan your committee membership, messages, and outreach strategies now. Federal and state Census partners will assist you in making the 2020 Census successful for your community.

The 2020 Census is important to North Carolina, and communities have one opportunity a decade to make the Census a success for their future. Please join me in preparing our state for the 2020 Census in North Carolina counts.

With kind regards, I am

Very truly yours,

A handwritten signature in black ink that reads "Roy Cooper". The signature is written in a cursive style with a large, prominent "R" and "C".

Roy Cooper



# North Carolina and the 2020 Census

## Census Day is April 1, 2020!

### Representation

The Census is constitutionally required to apportion seats in the House of Representatives

The Census counts everyone, once, and in the place they usually reside.

By taking a few minutes to answer your Census form, you will **increase our voice in Congress, bring tax dollars back to our communities, and invest in better planning and services for your neighborhood.**

You can use the internet or your smartphone to complete your 2020 Census questionnaire.

### Funding

The US Government spent nearly \$590 billion in FY 2015 based on Census data – **\$1,623 per person in NC**

Your personal Census information is confidential and by law cannot be shared with law enforcement, the courts, immigration, or anyone for 72 years.

Being counted in the Census is safe, quick, and very important to the future of our communities and state.

The Census is a once a decade snapshot of who we are, and you are an important part of that picture! You count in your neighborhood, county, and state ... Be Counted in the Census!

### Planning

Local governments and businesses rely on Census data to evaluate how to **serve their communities**

## 2020 Census



**330+**  
million  
people



**140+**  
million  
households



**less than 9 months**  
to count every person,  
tabulate data, and produce  
the results



**1 chance**  
to succeed

# Preparing for the Census – We Have Work To Do!



Census programs are underway now preparing for the 2020 Census, and we have a role to play.

Local Governments are invited to participate in:

### Boundary Annexation Survey (BAS)

Annual survey verifying boundaries as of January 1. Response deadline is May 31.

### Local Update of Census Addresses (LUCA)

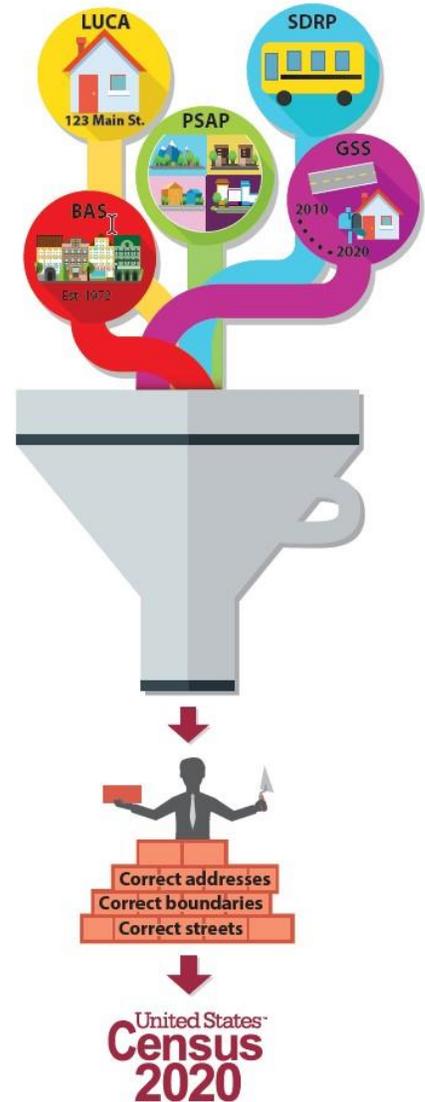
Once a decade verification of residential addresses. Invitation letters were mailed to highest elected officials in July 2017 with registration encouraged by September 2017. Training will be held in Fall 2017. Materials will be mailed starting in February 2018, and participants will have 120 days to verify addresses.

### Participants Statistical Areas Program (PSAP)

One time opportunity for local governments to suggest boundaries for small geographies for data publication throughout the next decades. PSAP materials will be available starting in December 2018, and the deadline is May 2019.

Local governments, businesses, community organizations, campuses, faith-based groups, and individuals are invited to make the 2020 Census a success by forming or joining a local **Complete Count Committee (CCC)**. CCC members encourage friends, family members, coworkers, or neighbors to be counted in the Census.

North Carolina provides statewide response to the **Geographic Support System (GSS)** and **School District Review Program (SDRP)**



For questions or information about the Census in North Carolina, contact:

**Bob Coats**

Governor’s Census Liaison and North Carolina State Data Center Coordinator  
North Carolina Office of State Budget and Management

[Bob.Coats@osbm.nc.gov](mailto:Bob.Coats@osbm.nc.gov)

(919) 807-4781

## POLICIES AND PROCEDURES REGARDING PUBLIC COMMENT

A period reserved for comments from the public on topics not otherwise included on that evening's agenda will be included as an item of business on all agendas of regularly-scheduled Board of Commissioners meetings and shall be deemed the "Public Comment" segment of the agenda. The Public Comment segment of the agenda will be placed at the end of the agenda, following the conclusion of all other open session business.

As with Public Hearings, the Chair (or presiding officer) will determine and announce limits on speakers at the start of the Public Comment period. Generally, each speaker will be allocated five (5) minutes. **Speakers may not allocate their time to another speaker.** The Chairman (or presiding officer) may, at his discretion, decrease this time allocation, if the number of persons wishing to speak would unduly prolong the meeting.

The Public Comment period shall not exceed a total of thirty (30) minutes unless the Board entertains a successful majority vote to extend this period.

An individual wishing to address the Board during the Public Comment period shall register with the Clerk or Deputy Clerk to the Board prior to the opening of the meeting by signing his or her name, address and a short description of his or her topic on a sign-up sheet stationed in the lobby of the County Auditorium.

If time allows, those who fail to register before the meeting may speak during the Public Comment period. These individuals will speak following those who registered in advance. At this time in the agenda, an individual should raise his or her hand and ask to be recognized by the Board Chair (or presiding officer) and then state his or her name, address and introduce the topic to be addressed.

Items of discussion during the Public Comment segment of the meeting will be only those appropriate to Open Meetings. Closed Meeting topics include, but are not limited to, such subjects as personnel, acquisition of real property, and information protected by the client-attorney privilege. Closed Meeting subjects will not be entertained.

Because subjects of Special and Emergency Meetings are often regulated by General Statutes, there will be no Public Comments segment reserved on agendas of these meetings; however, Special and Emergency Meetings are open for public attendance.

The Public Comments segment of the agenda is intended to provide a forum for the Board of Commissioners to listen to citizens; **there shall be no expectation that the Board will answer impromptu questions.** However, Board members, through the presiding officer, may ask the speaker questions for clarification purposes. The Board will not take action on an item brought up during the Public Comments segment of the agenda and, when appropriate, items will be referred to the Manager or the proper Department Head.