



**SAMPSON COUNTY  
BOARD OF COMMISSIONERS  
MEETING AGENDA  
March 5, 2018**

<b>6:00 pm</b>	<b>Convene Regular Meeting of Board of Commissioners (Auditorium)</b>	
	Invocation and Pledge of Allegiance	
	<b>Approval of Agenda</b>	
<b>Tab 1</b>	<b>Planning and Zoning Items</b>	<b>1 - 9</b>
	a. RZ-2-18-2: Request to Rezone 1.75 Acres at 60 Olde Store Road from R-Residential to RA-Residential Agriculture	<b>7 (map)</b>
	b. Approval of Preliminary Subdivision Plat for Mill Ridge Subdivision Phase 3	<b>8 (map)</b>
	c. Approval of Preliminary Subdivision Plat for Mid Acre Subdivision	<b>9 (map)</b>
<b>Tab 2</b>	<b>Reports and Presentations</b>	
	a. Request from Sampson County Bar Association to Name the Courthouse Extension Building for W. Douglas Parsons	<b>10 - 11</b>
<b>Tab 3</b>	<b>Action Items</b>	
	a. Request to Schedule a Public Hearing Regarding Potential Performance-Based Incentives for Farm Fresh Produce, Inc.	<b>12</b>
	b. Consideration of Request for Addition of Bent Tree Lane (Bent Tree Subdivision) to the State Maintained Secondary Road System	<b>13 - 17</b>
	c. Public Hearing - Naming of Private Roads	<b>18 - 20</b>
	d. Appointments	<b>21 - 22</b>
	• SRMC Board of Trustees	
	• Economic Development Advisory Board	
<b>Tab 4</b>	<b>Consent Agenda</b>	<b>23</b>
	a. Approve the minutes of the February 5, 2018 meetings	<b>24 - 29</b>
	b. Approve the renewal of the lease for the McDaniels Container Site between Sampson County and H. J. Carr and Barbara R. Carr d/b/a Rudcar Farms	<b>30 - 32</b>
	c. Approved revisions to the Sampson County Public Library's Registration and Lending Policy and Fines, Fees and Replacement Policy and adopt the new Local History and Genealogy Room Policy	<b>33 - 38</b>

<b>Tab 4</b>	<b>Consent Agenda, continued</b>	
	d. Approve execution of the applications for Public School Building Capital Funds (NC Education Lottery) for Clinton City and Sampson County Schools	<b>39 - 40</b>
	e. Approve tax refunds and releases	<b>41 - 52</b>
	f. Approve budget amendments	<b>53 - 56</b>
	<b>County Manager Reports</b>	
<b>Tab 5</b>	<b>Public Comment Period</b> (See policies and procedures in agenda.)	<b>57</b>
	<b>Adjournment</b>	

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.    1 (a-c)

Meeting Date: March 5, 2018	<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 (a), No (b & c)

**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:**

*Note: In addition to the items below, RZ-2-18-1 was advertised for hearing, but the request was withdrawn by the applicant. No hearing is necessary.*

- a. RZ-2-18-2 (PUBLIC HEARING) Planning Director Mary Rose will review a request to rezone approximately 1.76 acres located at 3885 Plainview Highway from R-Residential District to RA-Residential Agriculture District. The Planning Board has reviewed the findings of fact (see attached memo) and recommended approval of the request determining that it is consistent with the goals and objectives of the Sampson County Land Use Plan for residential growth due to the fact this area is located within a portion of the County designated as a Residential Growth Area in Section 2 of the Sampson County Land Use Plan (Future Land Use Map). This section further identifies appropriate uses for this area would include primarily residential development.
  
- b. Approval of Preliminary Subdivision Plat – Mill Ridge Subdivision Phase 3 (NOT A PUBLIC HEARING) The 13-lot preliminary subdivision plat for Mill Ridge Subdivision Phase 3 has been unanimously recommended for approval by the Planning Board.
  
- c. Approval of Preliminary Subdivision Plat – Mid Acre Subdivision (NOT A PUBLIC HEARING) The 10-lot preliminary subdivision plat for Mid Acre Subdivision has been unanimously recommended for approval by the Planning Board.

**RECOMMENDED ACTION OR MOTION:**

- a. Motion to approve rezoning request RZ-2-18-2, 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-2-18-2 is consistent with the goals and objectives of the Sampson County Land Use Plan for residential growth due to the fact this area is located within a portion of the County designated as a Residential Growth Area in Section 2 of the Sampson County Land Use Plan (Future Land Use Map). This section further identifies appropriate uses for this area would include primarily residential development.*
- b. Motion to approve the preliminary subdivision plat for Mill Ridge Subdivision Phase 3
- c. Motion to approve the preliminary subdivision plat for Mid Acre Subdivision



# 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:** February 19, 2018 Sampson County Planning and Zoning Board Meeting -  
 County Board of Commissioners March 5, 2018 Agenda Items  
**Date:** February 20, 2018

The following requests were addressed by the Planning and Zoning Board at their February 19, 2018 meeting:

**RZ-2-18-1** - A rezoning request by JPF Properties, LLC to rezone approximately 1.26 acres located at 60 Olde Store Road from MRD-Mixed Residential District to C-Commercial District was withdrawn in writing by the applicant on Tuesday, February 20, 2018.

**RZ-2-18-2** - A rezoning request by Charles Suggs to rezone approximately 1.76 acres located at 3885 Plainview Highway from R-Residential District to RA-Residential Agriculture District was unanimously recommended for approval with the following findings of fact and zoning consistency statement: (See attached location map)

1. Charles Suggs has signed the rezoning application as the owner.
2. This rezoning will include approximately 1.76 acres as shown on the location map.
3. The property is currently zoned R-Residential. (see attached location map)
4. This property is located at 3885 Plainview Highway. The properties to the north, south, east, and west are zoned R-Residential. There is currently RA-Residential Agriculture zoned property located within 515' of the proposed property.
5. This property is located in the northwestern part of Sampson County. In Section 2 of the Sampson County Land Use Plan, this portion of the county is designated as appropriate for single family residential growth.
6. All adjacent property owners within 100' have been notified by mail and the property has been posted.

**Zoning Consistency Statement:**

Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Planning Board does hereby find and determine that the recommendation of the ordinance amendment **RZ-2-18-2 is** consistent with the goals and objectives of the Sampson County Land Use Plan for residential growth due to the fact this area is located within a portion of the County designated as a Residential Growth Area in Section 2 of the Sampson County Land Use Plan (Future Land Use Map). This section further identifies appropriate uses for this area would include primarily residential development.

**Preliminary Subdivision Plat (Mill Ridge Subdivision Phase 3)** – A thirteen lot subdivision to be located along Mill Ridge Court by Tew Land Development, LLC was reviewed and unanimously recommended by the Planning Board for approval. All thirteen lots as proposed meet the dimensional criteria of the Sampson County Zoning Ordinance and have access to County water.

**Preliminary Subdivision Plat (Mid Acre Subdivision)** – A ten lot subdivision to be located along Spiveys Corner Hwy by Ross Williams was reviewed and unanimously recommended by the Planning Board for approval. All thirteen lots as proposed meet the dimensional criteria of the Sampson County Zoning Ordinance and have access to County water.

Please contact my office with any additional questions or comments.

attachments

cc: Susan Holder, Assistant County Manager

MINUTES OF THE SAMPSON COUNTY  
PLANNING AND ZONING BOARD

Meeting Date  
February 19, 2018

Members Present  
Sherri Smith  
Clayton Hollingsworth  
Debra Bass  
Nancy Blackman

Members Absent  
Steve Parker  
Andrew Jackson  
Ann Naylor

Minutes Approved

Upon a motion by Nancy Blackman and seconded by Debra Bass, the minutes of the January 16, 2018 meeting were unanimously approved as presented by the Board.

**RZ-2-18-1**

A rezoning request by JPF Properties, LLC to rezone approximately 1.26 acres located at 60 Old Store Road from MRD-Mixed Residential District to C-Commercial District. (See attached location map)

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

1. Paul Faircloth has signed the rezoning application as the owner.
2. This rezoning will include approximately 1.26 acres as shown on the location map.
3. The property is currently zoned MRD-Mixed Residential District. (see attached location map)
4. This property is located at 60 Old Store Road. The properties to the north and east are currently zoned Mixed Residential. The property to the south is currently zoned Residential Agriculture and the property to the west is currently zoned Commercial.
5. The proposed property is located 400' from Plainview Highway.
6. The Sampson County Land Use Plan encourages Commercial zoned properties in close proximity to existing commercial development.
7. All adjacent property owners within 100' have been notified by mail and the property has been posted.

Cody Register of 230 Olde Store Road appeared before the Board to oppose the request based on the fact this is a single family residential neighborhood, and also expressing his concern for potential noise and crime.

Joann Shatterly of 63 Olde Store Road appeared before the Board to oppose the request based upon her concern for the value of her mother's property at 63 Olde Store Road and the fact the neighborhood is predominantly single family residential.

Ann Way of 205 Olde Store Road appeared before the Board to oppose the request based upon her concern for property values, and the impact a commercial use could have on quality of life in the single family neighborhood.

Tracy Wrench of 7321 Plainview Hwy appeared before the Board to oppose the request based upon the fact this property has previously been used as a commercial property and was unsightly when used as a commercial property as well as created a nuisance due to a large number of cats located on the property. She also expressed concern a commercial use would affect her quality of life in what is predominantly a single family neighborhood.

Ruby Murphy of Olde Store Road appeared before the Board to oppose the request based upon concern for her property value, quality of life, noise, and traffic which would be generated by a commercial use.

DECISION. After Board discussion, Sherri Smith moved to recommend denial of RZ-2-18-1 with the above referenced findings of fact and following zoning consistency statement. The motion was seconded by Debra Bass and unanimously recommended for denial by the Board.

**Zoning Consistency Statement:**

Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Planning Board does hereby find and determine that the recommendation of the ordinance amendment **RZ-2-18-1 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 2 Future Land Use Map identifies locational criteria for non-residential uses in Rural Residential/Agricultural areas to include frontage and access to a major State highway or secondary road, proximity to similar uses, and spatial separation from non-compatible uses such as existing residential development.

**RZ-2-18-2**

A rezoning request by Charles Suggs to rezone approximately 1.76 acres located at 3885 Plainview Highway from R-Residential District to RA-Residential Agriculture District. (See attached location map)

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

1. Charles Suggs has signed the rezoning application as the owner.
2. This rezoning will include approximately 1.76 acres as shown on the location map.
3. The property is currently zoned R-Residential. (see attached location map)
4. This property is located at 3885 Plainview Highway. The properties to the north, south, east, and west are zoned R-Residential. There is currently RA-Residential Agriculture zoned property located within 515' of the proposed property.
5. This property is located in the northwestern part of Sampson County. In Section 2 of the Sampson County Land Use Plan, this portion of the county is designated as appropriate for single family residential growth.
6. All adjacent property owners within 100' have been notified by mail and the property has been posted.

**Zoning Consistency Statement:**

Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Planning Board does hereby find and determine that the recommendation of the ordinance amendment **RZ-2-18-2 is** consistent with the goals and objectives of the Sampson County Land Use Plan for residential growth due to the fact this area is located within a portion of the County designated as a Residential Growth Area in Section 2 of the Sampson County Land Use Plan (Future Land Use Map). This section further identifies appropriate uses for this area would include primarily residential development.

DECISION. After Board discussion, Debra Bass moved to recommend approval of RZ-2-18-2 with the above referenced findings of fact and zoning consistency statement. The motion was seconded by Nancy Blackman and unanimously recommended for approval by the Board.

**Preliminary Subdivision Plat (Mill Ridge Subdivision Phase 3)** - A thirteen lot subdivision to be located along Mill Ridge Court by Tew Land Development, LLC.

Findings of Fact:

1. The proposed subdivision is located along Mill Ridge Court.
2. The subdivision will contain 13 lots. All proposed lots meet the dimensional requirements of the Sampson County Zoning Ordinance and Sampson County Subdivision Regulations.
3. The subdivision has access to County water.

Ms. Rose informed the board the proposed properties had access to County water and met all the dimensional requirements of the Sampson County Zoning Ordinance, and the development requirements of the Sampson County Subdivision Regulations for a preliminary subdivision plat.

**DECISION.** After Board discussion, Nancy Blackman moved to recommend approval of the preliminary plat for Mill Ridge Subdivision Phase 3. The motion was seconded by Clayton Hollingsworth and unanimously recommended for approval by the Board.

**Preliminary Subdivision Plat (Mid Acre Subdivision)** - A ten lot subdivision to be located along Spiveys Corner Hwy by Ross Williams.

Findings of Fact:

1. The proposed subdivision is located along Spiveys Corner Highway.
2. The subdivision will contain 10 lots. All proposed lots meet the dimensional requirements of the Sampson County Zoning Ordinance and Sampson County Subdivision Regulations.
3. The subdivision has access to County water.

Ms. Rose informed the board the proposed properties had access to County water and met all the dimensional requirements of the Sampson County Zoning Ordinance, and the development requirements of the Sampson County Subdivision Regulations for a preliminary subdivision plat.

**DECISION.** After Board discussion, Nancy Blackman moved to recommend approval of the preliminary plat for Mid Acre Subdivision. The motion was seconded by Clayton Hollingsworth and unanimously recommended for approval by the Board.

There being no further business, the meeting was adjourned at 7:10 p.m.

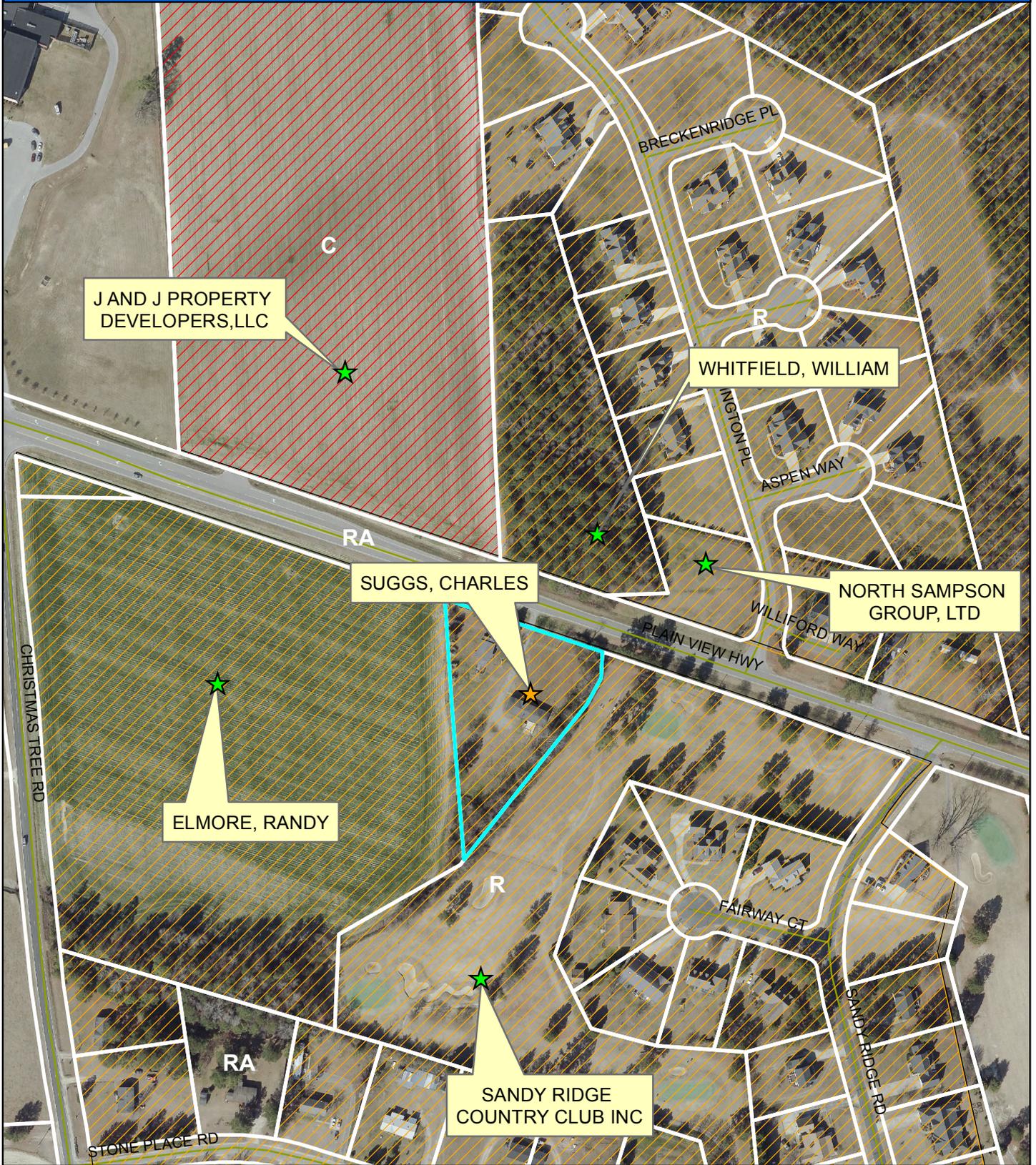
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Chairman

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Secretary

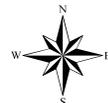
**RZ-2-18-2**  
**Charles Suggs**  
**3885 Plainview Highway**

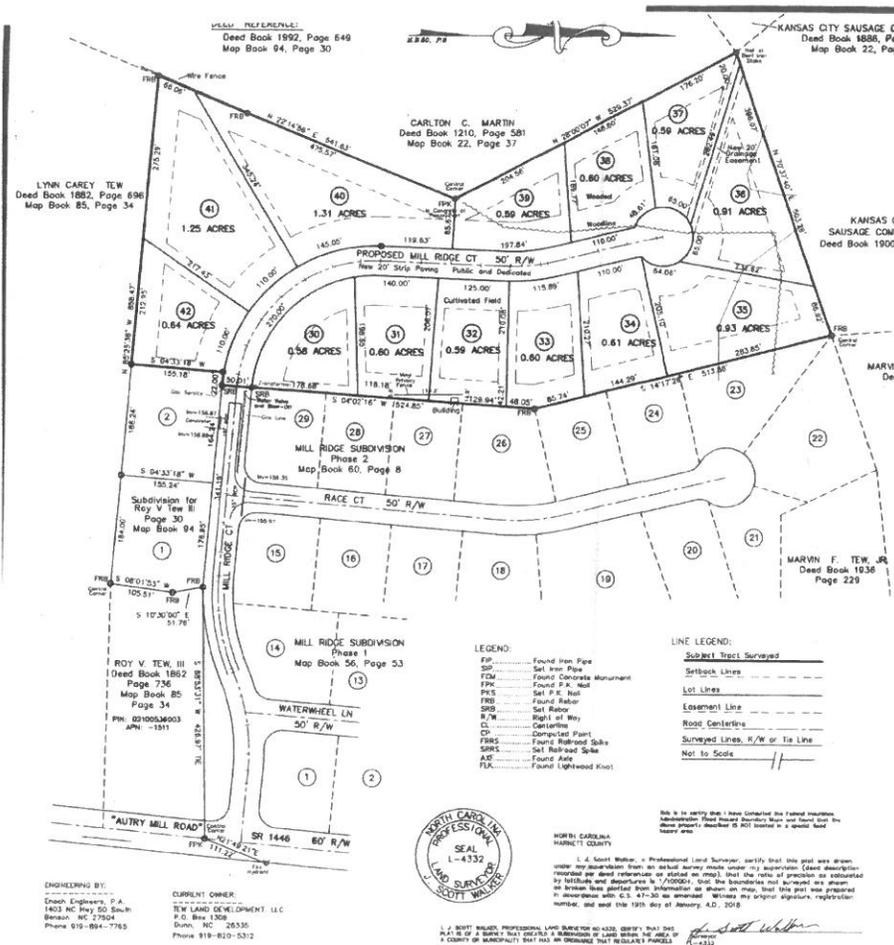


**Proposed Property**

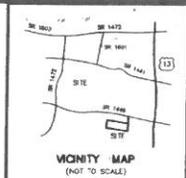


**Property Owners Within 100 Feet**





ZONED: RA  
 MINIMUM SETBACK REQUIREMENT  
 Front .....50'  
 Side .....15'  
 Corner .....20'  
 Rear .....40'



NOTES:  
 This property does not appear to be located within 2000 feet of a C. Grid Monumentation.  
 All measurements shown are horizontal ground measurements unless otherwise noted.  
 Area calculated by computer.  
 Set #4 rebar at all corners unless otherwise indicated.  
 Adjoining References are From the County OS Office and other sources and may not have been verified by this Office.  
 \* Denotes Control Corner.  
 Area of Tract to be Subdivided: 10.86 Ac. (473000 sq. ft.)  
 Number of Parcels Created: 13  
 Smallest Parcel Created: Lot 30 - 0.58 Ac. (25120 Sq. Ft.)  
 Length of New Street: 860 Linear Feet

State of North Carolina  
 County of Sampson  
 Review Officer of Sampson  
 County certifies that the map or plat to which this certification is affixed meets all statutory requirements for recording.  
 Date \_\_\_\_\_ Review Officer \_\_\_\_\_  
 North Carolina  
 Sampson County  
 This Map/Plat was presented for registration and recorded in the office of Map Book \_\_\_\_\_ Page \_\_\_\_\_  
 This \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2018  
 ELAHOH N. BRADSHAW  
 Register of Deeds  
 P.R. \_\_\_\_\_  
 Asst./Deputy Register of Deeds

PRELIMINARY PLAN FOR  
**MILL RIDGE SUBDIVISION**  
 PHASE 3  
 PROPERTY OF:  
**TEW LAND DEVELOPMENT, LLC**  
 A North Carolina Limited Liability Company

P.O. Box 1308, Dunn, NC 28335  
 DISMAL TWP., SAMPSON CO., N.C.  
 DRAWN BY: J. SCOTT WALKER  
 635 Midway Road, Dunn, NC 27821  
 Phone: (919) 897-5753  
**JANUARY 15, 2018**  
 GRAPHIC SCALE



PIN: 02100532013 APN: 1511-#014

- LEGEND:
- FIP..... Found Iron Pipe
  - SIP..... Set Iron Pipe
  - FCM..... Found Concrete Monument
  - FKM..... Found P.K. Mark
  - PKS..... Set P.K. Mark
  - FRD..... Found Rebar
  - SRB..... Set Rebar
  - R/W..... Right of Way
  - CL..... Centerline
  - CP..... Connected Point
  - FRSD..... Found Railroad Spike
  - SRSD..... Set Railroad Spike
  - AS..... Found Aule
  - FLK..... Found Lightwood Knot
- LINE LEGEND:
- Subject Tract Surveyed
  - Setback Lines
  - Lot Lines
  - Easement Line
  - Road Centerline
  - Surveyed Lines, R/W or Tie Line
  - Not to Scale



I, J. Scott Walker, a Professional Land Surveyor, certify that this plan was drawn under my supervision from an actual survey made under my supervision. (Lead description recorded per deed reference and stated on map) that the boundaries and surveyed area shown on herein have been plotted from information as shown on map, that this plan was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number, and seal this 15th day of January, A.D. 2018.

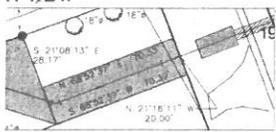
J. Scott Walker  
 L-4332  
 Registration Number

ENGINEERING BY:  
 Coonh Engineers, P.A.  
 1403 NC Hwy 50 South  
 Benson, NC 27804  
 Phone 919-894-7765

CURRENT OWNER:  
 TEW LAND DEVELOPMENT, LLC  
 P.O. Box 1308  
 Dunn, NC 28335  
 Phone 919-820-5312

1567A

**RELEASEMENT OUTSIDE OF  
STREET ROW**



F/N  
**ARLEENE BASS  
SMITH**  
DB: 73, PG: 652  
ZONING: RA  
VACANT

F/N  
**COUNTY OF SAMPSON**  
DB: 1648, PG: 767  
ZONING: RA  
VACANT

F/N  
**PAUL D. WORLEY**  
DB: 1578, PG: 756  
DB: 1580, PG: 550

F/N  
**ESTELLE M. TEW**  
DB: 1241, PG: 982  
ZONING: RA  
VACANT

**ADDER LOT  
3 ACRES**

LEGEND		STRAYS	
EP	EXISTING EASEMENT	15'	15'
EP	EXISTING EASEMENT	10'	10'
EP	EXISTING EASEMENT	5'	5'
EP	EXISTING EASEMENT	2'	2'
EP	EXISTING EASEMENT	1'	1'

**ECLS**  
GLOBAL  
U.S. VETERAN-OWNED  
15 N. WICKINLEY ST.  
WILMINGTON, NC 28403  
910.897.3297 FAX: 910.897.3299  
ECLS@GLOBAL.COM

REVISIONS:

SHEET #:

**MID ACRES  
SUBDIVISION**

AT

C:  
0005

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 2

Meeting Date: March 5, 2018	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input checked="" type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

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**SUBJECT:** Request from the Sampson County Bar Association to Name the Courthouse Extension Building for W. Douglas Parsons

**DEPARTMENT:** Sampson County Bar Association

**PUBLIC HEARING:** No

**CONTACT PERSON(S):** Tiffany Naylor, President of the Sampson County Bar Association

**PURPOSE:** To receive a resolution adopted by the Bar Association requesting the naming of the Courthouse Extension Building in honor of W. Douglas Parsons

**ATTACHMENTS:** Resolution

**BACKGROUND:**

We are in receipt of a resolution adopted unanimously by the Sampson County Bar Association requesting that the Sampson County Courthouse Extension Building be named in honor of former Senior Resident Superior Court Judge W. Douglas Parsons. Bar Association President Tiffany Naylor will formally present the request.

**RECOMMENDED ACTION OR MOTION:**

Given the precedent that would be set for future requests for the naming of county buildings, it is recommended that this matter be taken under advisement for additional research and deliberation

RESOLUTION

IT IS HEREBY RESOLVED as follows:

WHEREAS, the Honorable W. Douglas (Doug) Parsons was a citizen and resident of Sampson County, North Carolina residing in Clinton his entire lifetime, passing from this earth suddenly and unexpectedly on September 24, 2017.

WHEREAS, the Honorable W. Douglas Parsons was a practicing attorney for thirty-seven years and Senior Resident Superior Court Judge for five years. He graduated from UNC Chapel Hill and earned his law degree from Wake Forest University. He was an Assistant District Attorney, a United States Attorney, and A Fellow in the American College of Trial Lawyers.

WHEREAS, the Honorable W. Douglas Parsons served in a variety of civic, professional and religious organizations. He was a former member of the North Carolina Courts Commission, Education Training and Standards Commission, and present member of the North Carolina Judicial Standards Commission. He was awarded Best Lawyers in America, Legal Elite, Top 100 Criminal Lawyers, and lectured for the North Carolina Academy of Trial Lawyers. Doug was a former member of the Board of Trustees of Sampson Community College, a former Commissioner on the North Carolina Wildlife Commission, and a lifelong member of First United Methodist Church serving the church in a variety of capacities including Chairman of the Board of Trustees. Doug never met a stranger. He loved his family, his friends and the people of Sampson County.

WHEREAS, the members of the Sampson County Bar, by unanimous approval at a duly called meeting of its' members, respectfully request the Sampson County Board of Commissioners, in honor of and in recognition of a lifetime of dedicated service by Judge Parsons to his clients and the public, name the Sampson County Courthouse Extension Building (Old First Citizens) as follows:

W. Douglas Parsons Judicial Building

Respectfully submitted this 19<sup>th</sup> day of February, 2018

Sampson County Bar Association

By: \_\_\_\_\_

Tiffany N. Naylor, President

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 3 (a)

Meeting Date: March 5, 2018	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue
	<input type="checkbox"/>		<input type="checkbox"/>	

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**SUBJECT:** Request to Schedule a Public Hearing Regarding Potential Performance-Based Incentives for Farm Fresh Produce, Inc.

**DEPARTMENT:** Economic Development

**PUBLIC HEARING:** No

**CONTACT PERSON(S):** John Swope, EDC Executive Director

**PURPOSE:** To consider scheduling a public hearing regarding the consideration of performance-based incentives for Farm Fresh Produce, Inc.

**ATTACHMENTS:** None

**BACKGROUND:**

Economic Developer John Swope has requested that the Board schedule a public hearing for your April 2, 2018 meeting to consider approval of additional performance-based incentives for Farm Fresh Produce. Farm Fresh is considering expanding their sweet potato storage and processing operations at the Keener Road facility they built in 2016. Economic Development has also begun the process of applying to the NC Dept. of Commerce for use of a second Building Reuse Program grant (BRPG) on behalf of Farm Fresh.

**RECOMMENDED ACTION OR MOTION:**

Schedule a public hearing for the consideration of performance-based incentives for April 2, 2018

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 3 (b)

Meeting Date: March 5, 2018	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

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**SUBJECT:** Consideration of Request for Addition of Bent Tree Lane (Bent Tree Subdivision) to the State Maintained 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 Bent Tree Lane 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 Bent Tree Lane to the State secondary roads system



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

JAMES H. TROGDON, III  
SECRETARY

February 1, 2018

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

Dear Ms. Holder,

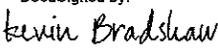
This office has completed the investigation of Bent Tree Lane in Bent Tree Subdivision in Sampson County. We received a request that this road be added to the State System for maintenance.

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 Subdivision Platt and a locater map 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,

DocuSigned by:  
  
E6E7F67A0D7C43B...

Kevin Bradshaw  
Assistant District Engineer

CKB/ckb

*Mailing Address:*  
NC DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
5501 BARBADOS BOULEVARD  
CASTLE HAYNE, NC 28429-5647

*Telephone:* (910) 341-2000  
*Fax:* (910) 675-0143  
*Customer Service:* 1-877-368-4968

*Website:* [www.ncdot.gov](http://www.ncdot.gov)

*Location:*  
5501 BARBADOS BOULEVARD  
CASTLE HAYNE, NC 28429-5647

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

North Carolina

County of Sampson

Road Description Bent Tree Lane in Bent Tree 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\_\_.

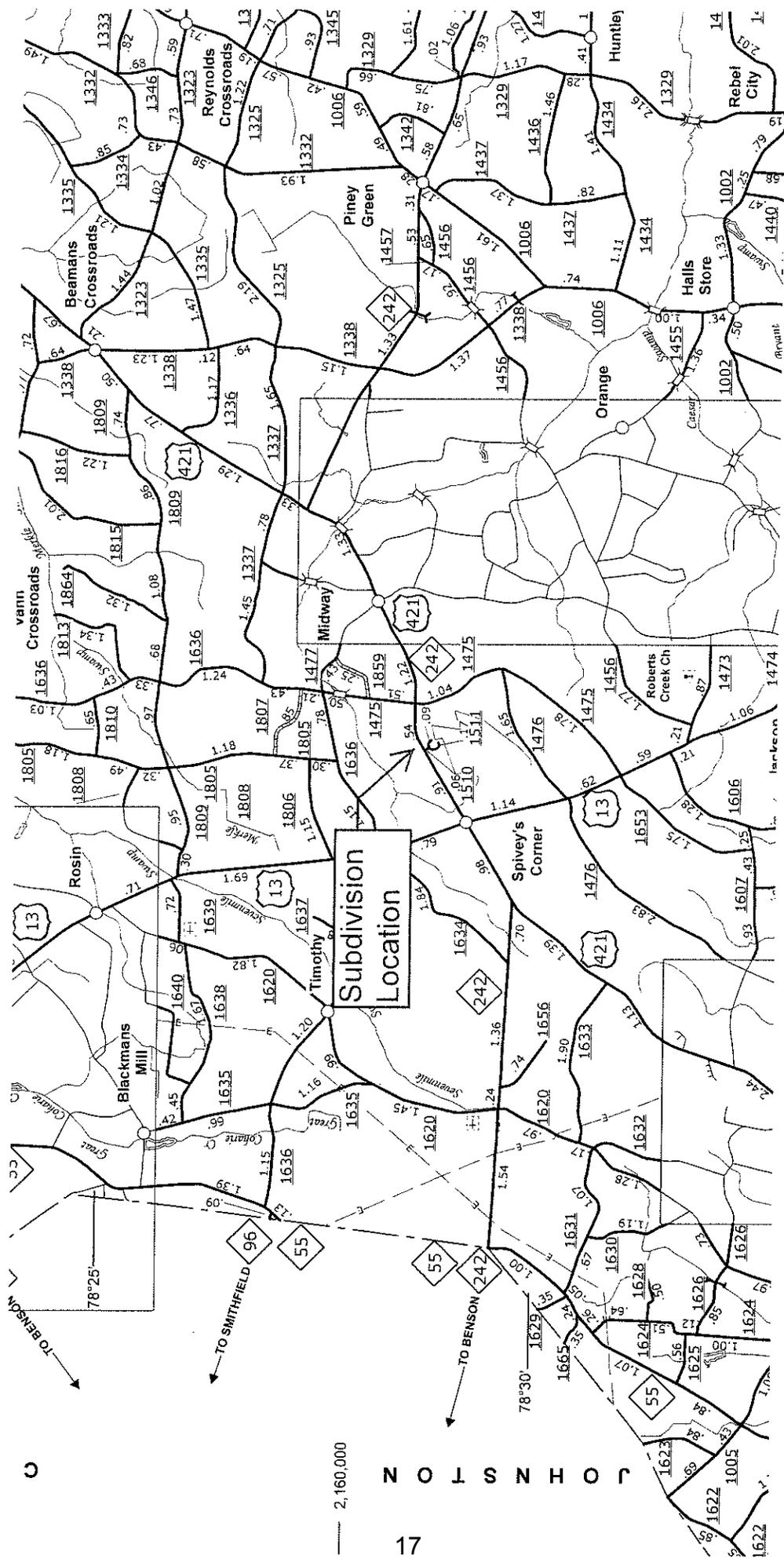
**Official Seal**

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

**PLEASE NOTE:**

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





— 2,160,000





**Sampson County  
Emergency Management  
Services**

**Ronald Bass**

**Director**

**Office (910) 592-8996**

**Fax (910) 592- 5383**

107 UNDERWOOD ST, CLINTON, NORTH CAROLINA 28328

**MEMORANDUM:**

**TO:** Ms. Susan Holder, Assistant County Manager  
**FROM:** <sup>RB</sup> Ronald Bass, Emergency Management  
**DATE:** February 7, 2018  
**SUBJECT:** Private Road Names/Public Hearing Request

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

PVT 421TB 10196	Bestwood Ln
PVT 421TB 10196 200	Beech Grove Ln
PVT 1827 2741	Pit Ln

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

Please review and advise.

# NOTICE OF PUBLIC HEARING NAMING OF PRIVATE ROADS

The Sampson County Board of Commissioners will hold a public hearing at 6:00 p.m. on Monday, March 5, 2018, in the County Auditorium, Sampson County Complex, Building A to consider public input on the naming of the following private roads:

## **PVT ROAD CODE**

PVT 421TB 10196

PVT 421TB 10196 200

PVT 1827 2741

## **PROPOSED NAME**

Bestwood Lane

Beech Grove Lane

Pit Lane

Only those roads listed will be considered at this time. Questions or comments may be directed to the Office of the Clerk to the Board, 406 County Complex Road, Clinton, NC 28328 (tel: 910/592-6308)

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.    **3 (d)**

Meeting Date: March 5, 2018	<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

SRMC Board of Trustees

The untimely passing of Jim McGuirt has left a vacancy on the SRMC Board of Trustees, so an appointment is required to fill the remaining term that expires on January 1, 2019. In accordance with the Board of Trustees bylaws, they have submitted two nominations for the seat: Anne Faircloth and Nelson Powell.

Further, it is our understanding that Jon Core has resigned from the Board of Trustees, and they will be submitting nominations for consideration in filling this vacancy as well. Such nominations had not yet been received at the time of agenda preparation.

Economic Development Advisory Board

Mr. Anthony Sessoms has submitted his resignation from the EDC Advisory Board due to time constraints. A replacement appointee is requested.

# SAMPSON

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## REGIONAL MEDICAL CENTER



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

January 30, 2018

Office of Sampson County Manager  
406 County Complex Road  
Clinton, NC 28328

Dear Mr. Causey,

As you are aware, Mr. Jim McGuirt's passing has created a vacancy on the Sampson Regional Medical Center Board of Trustees. An appointment is required to fill the remaining term which expires on 1/1/2019.

In accordance with Sampson Regional Medical Center's Governing Board By-Laws, vacancies in the membership by reason of resignation, death, or as otherwise provided in the Medical Center By-Laws shall be filled for the balance of the unexpired term only. The Board of Trustees shall nominate two (2) persons for each vacancy and shall immediately certify said nominations to the Sampson County Board of Commissioners, who shall fill such vacancy by appointment. Therefor, the Sampson Regional Medical Center Board of Trustees submit the following persons for consideration and appointment for the one (1) vacancy:

1. Anne Faircloth
2. Nelson Powell

Thank you for your consideration, if you have any questions, please contact me at 910-590-8716

Best Regards,

A handwritten signature in black ink, appearing to read "Shawn Howerton".

Shawn Howerton M.D.

Chief Executive and Medical Officer

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.        4   

Meeting Date:    March 5, 2018	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input checked="" type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

---

**SUBJECT:**                                 Consent Agenda

**DEPARTMENT:**                         Administration/Multiple Departments

**ITEM DESCRIPTIONS/ATTACHMENTS:**

- a. Approve the minutes of the February 5, 2018 meetings
- b. Approve the renewal of the lease for the McDaniels Container Site between Sampson County and H. J. Carr and Barbara R. Carr d/b/a Rudcar Farms
- c. Approved revisions to the Sampson County Public Library’s Registration and Lending Policy and adopt the new Local History and Genealogy Room Policy
- d. Approve tax refunds and releases as submitted
- e. Approve budget amendments as submitted

**RECOMMENDED ACTION OR MOTION:**

Motion to approve Consent Agenda as presented

The Sampson County Board of Commissioners convened for their regular meeting at 6:00 p.m. on Monday, February 5, 2018 in the County Auditorium, 435 Rowan Road in Clinton, North Carolina. Members present: Commissioners Clark Wooten, Vice Chairperson Sue Lee, and Commissioners Jerol Kivett and Harry Parker. The District 5 seat remained vacant as Albert Kirby Jr. had been appointed as Senior Resident Superior Court Judge of NC District 4A.

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

### **Approval of Agenda**

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

### **Item 1: Planning and Zoning Items**

RZ-1-18-1 Chairman Wooten acknowledged Planning Director Mary Rose, who reviewed the findings of fact with regard to a request to rezone approximately 2.08 acres located at 567 Christmas Tree Road from R-Residential to RA-Residential Agriculture. The Chairman opened the floor for public comment, and none were received. Upon a motion made by Commissioner Parker and seconded by Vice Chairperson Lee, the Board voted unanimously to approve rezoning request RZ-1-18-1, accepting the findings of fact and making the following zoning consistency statement: *Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Board of Commissioners does hereby find and determine that the recommendation of the ordinance amendment RZ-1-18-1 is consistent with the goals and objectives of the Sampson County Land Use Plan for residential growth due to the fact this area is located within a portion of the County designated as a Residential Growth Area in Section 2 of the Sampson County Land Use Plan (Future Land Use Map). This section further identifies appropriate uses for this area would include primarily residential development.*

### **Item 2: Action Items**

Tax Administration – Report of Unpaid Taxes Which Are Liens on Real Property  
Tax Administrator Jim Johnson reported to the Board the amount of \$2,772,883.97 of unpaid taxes for the current fiscal year which are liens on real property. This total is \$208,270.28 less than the previous fiscal year. Mr. Johnson noted that Sampson County had collected 91% of real and personal property taxes, down 0.5% from the collection

rate of the previous fiscal year. Mr. Johnson requested authorization to advertise the unpaid taxes on April 5, 2018, with a deadline for payment to avoid publication being March 29, 2018 at 5:00 p.m. Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Kivett, the Board voted unanimously to approve the request.

Scheduling of 2018 Board of Equalization and Review Hearings Mr. Johnson asked the board to consider setting dates for the 2018 Board of Equalization and Review hearings. Upon motion made by Commissioner Kivett and seconded by Vice Chairperson Lee, the board voted unanimously to schedule the Board of Equalization and Review hearings for April 17 and April 25, each session to convene from 1-6 p.m.

Contract for Ambulance Billing and Collection Finance Officer David Clack informed the Board that the Finance Office had determined the County could significantly increase its annual collection of ambulance billings by contracting such services through Colleton Software, a medical billing company that exclusively deals with ambulance billing, rather conducting such billing and collections operations internally. Based on the company's analysis, it was anticipated that they could increase the county's annual collections over fiscal year 2017-2018 by \$380,000 in fiscal year 2018-2019, by \$460,000 in fiscal year 2019-2020, and by \$525,000 in fiscal year 2020-2021, which would equate to \$1,365,000 more than the current budgeted amount. Mr. Clack noted that the fee for their services would be 6.5% of net collections, totaling approximately \$150,200 for fiscal year 2018-2019. The County would net an additional \$229,800.

Vice Chairperson Lee enquired of what would happen to the position currently collecting the billings. Mr. Clack stated that the position that was currently allocated to billing and collections would be retained to perform the duties previously performed by those Finance staff who had recently been reassigned to the newly developed Human Resources department. The Board asked for clarification if the change would result in job position totals increase or decrease. Mr. Clack informed the Board that there would be no change in position totals.

Upon a motion made by Commissioner Kivett and seconded by Vice Chairperson Lee, the board voted unanimously to authorize the County Manager to execute a contract for ambulance billing and collections with Colleton Software, once it has been reviewed and approved by the County Attorney (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_).

Addition of New Pine Lane (Bridgepoint Subdivision) to the State Secondary Road System Assistant County Manager Susan Holder reviewed the NCDOT request to add New Pine Lane (in the Bridgepoint Subdivision) to the State secondary road

system. Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Kivett, the board voted unanimously to adopt a resolution requesting the addition of New Pine Lane to the state secondary roads system (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_).

**Item 3: Consent Agenda**

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

- a. Approved the minutes of the January 8, 2018 meeting.
- b. Awarded bid for lawn care services to the lowest responsive bidder, JDR Lawn Care, in the amount of \$990 per cut (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_).
- c. Declared 2002 Trailblazer (VIN 1GNDSI3S22443871) as surplus and transfer to the Clement Fire Department.
- d. Approved tax refunds and releases as submitted

#8373	Meridian Group, LLC	\$643.99
#8419	Christian Listening Network, Inc.	\$117.75
#8424	Johnny Ray Norris	\$122.90
#8135	Larry Lewis McLaurin	\$500.19
#8408	Arnold H. Sandy and Caroline O.	\$145.55
#8411	Arnold H. Sandy and Caroline O.	\$123.46
#8409	Arnold H. Sandy and Caroline O.	\$163.48
#8407	Arnold H. Sandy and Caroline O.	\$190.03
#8405	Arnold H. Sandy and Caroline O.	\$180.89
#8430	David Carroll Knowles	\$134.85
Tax Release	Double K Farms, Inc.	\$111.20
Tax Release	BB&T Equipment Finance	\$440.08
Tax Release	BB&T Equipment Finance Corp	\$370.37
Tax Release	Kelly and Jeremy Smiley	\$475.62
Tax Release	David W Tyndall	\$659.15
Tax Release	Randi Horrell	\$356.96

- e. Approved budget amendments as submitted

<u>EXPENDITURE</u>		<u>Sheriff's</u>			
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>		<u>Increase</u>	<u>Decrease</u>
11243100	554000	C.O. – Vehicles		\$23,779.00	
11243100	555000	Cap. Outlay – Other Equipment		\$3,255.00	

<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11034310	408900	Misc. Revenue – ins. Settlement	\$27,034.00	
<b><u>EXPENDITURE</u></b>				
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
02558810	526200	Family Caregiver Program – Dept Supplies	\$11,625.00	
<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
02035881	408401	Family Caregiver Program – Donations	\$11,625.00	
<b><u>EXPENDITURE</u></b>				
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
12551510	529702	Lab Services	\$2,500.00	
<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
12551151	404081	Local – Other Revenues	\$2,500.00	
<b><u>EXPENDITURE</u></b>				
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
04449500	529930	Miscellaneous	\$4,650.00	
04449500	526230	Departmental Supplies	\$1,400.00	
04449500	531130	Travel	2,940.00	
<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
04034950	409900	Fund Balance Appropriated	\$8,990.00	
<b><u>EXPENDITURE</u></b>				
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
15243256	555000	Capital Outlay Other	\$22,485.00	
<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
15232556	409900	Fund Balance Appropriated	\$22,485.00	
<b><u>EXPENDITURE</u></b>				
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
05558310	581000	Transfer to State Agency	\$6,780.00	
<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
05435831	409900	Fund Balance Approp Administration	\$6,780.00	

## **County Manager Reports**

County Manager Ed Causey updated the Board on the Human Services consolidation project, noting that he, Assistant County Manager Susan Holder and County Attorney Joel Starling had met with both the Board of Health and Social Services Board, along with both agencies' directors to discuss the consolidation. He noted that the attorney would be drafting resolutions defining how the Board of Health and Social Services Board would operate moving forward. The draft resolutions would be submitted to the Board for review prior to consideration at the March meeting. He noted that it was still anticipated that the Board's memberships would remain as they currently exist.

### **Item 4          Public Comment Period**

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

### **Recess to Reconvene**

Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Kivett, the Board voted unanimously to recess to reconvene on February 14, 2018 at 9:00 am in the County Administration Conference Room for Planning Session.

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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 simultaneously as the Board of Directors of Water District I and the Board of Directors of Water District II at the conclusion of the Board's regular scheduled meeting on Monday, February 5, 2018 in the County Auditorium, 435 Rowan Road in Clinton, North Carolina. Members present: Chairman Clark Wooten, Vice Chairperson Sue Lee, and Commissioners Jerol Kivett and Harry Parker. The District 5 seat remained vacant as Albert Kirby Jr. had been appointed as Senior Resident Superior Court Judge of NC District 4A.

Chairman Wooten called upon Public Works Director Lin Reynolds who provided the Board with an update on the water tap project, noting that there were 42 new customers in January of 2018, which was significantly higher than the average 9 new taps per month. Mr. Reynolds then informed the Board that the 2016 Local Water Supply Plans for Sampson County Water and Sewer District I-Clinton and Water and Sewer District II-Dunn had been reviewed by the State's Department of Environmental Quality/Water Resources Division and had been determined to meet the minimum criteria established in NCGS 143-355(l).

Upon a motion made by Vice Chairperson Lee and Commissioner Kivett, the Board voted unanimously to adopt separate resolutions evidencing approval of the 2016 Local Water Supply Plans for Sampson County Water and Sewer District I-Clinton and Water and Sewer District II-Dunn (Copies filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_).

### **Adjournment**

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

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Clark H. Wooten, Chairman  
Board of Directors  
Sampson County Water Districts I and II

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Susan J. Holder, Clerk to the Board

NORTH CAROLINA  
SAMPSON COUNTY

LEASE OF CONVENIENCE SITE

This Lease is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2018, by and between H. J. CARR, JR. and wife, BARBARA R. CARR, d/b/a RUDCAR FARMS, of Sampson County, North Carolina, hereinafter referred to as Lessors; and SAMPSON COUNTY, a body corporate and politic and a political subdivision of the State of North Carolina, hereinafter referred to a Lessee, with a principal address at 406 County Complex Road, Clinton, NC 28328.

WITNESSETH:

That subject to the terms and conditions hereinafter set forth, Lessors do hereby lease unto Lessee and Lessee does hereby lease that certain tract or parcel of land lying and being in McDaniels Township, Sampson County, North Carolina, more particularly described as follows:

BEGINNING at a buried pipe in the center line of SR 1212, which pipe is located N 17° 37' 18" W, 1381.86 feet from a railroad spike set at the center line of the intersection of SR 1212 and SR 1214; thence with the center line of SR 1212, N 17 ° 07' 55" W 241.27 feet to a buried iron pipe; thence leaving said road, a new line with the Carr property, N 71° 47' 42" E 383.39 feet to an iron pipe; thence another new line with the Carr property, S 17° 10' 27" E 229.24 feet to an iron pipe; thence another line with the Carr property S 70° 00' 00" W 383.97 feet to the point of BEGINNING, containing 2.07 acres, more or less, as surveyed by Hill and Owen Surveying, according to a plat attached hereto.

The terms and conditions of this lease are as follows:

1. The Lease term shall commence on March 1, 2018 and shall continue for ten years to February 28, 2028.
2. The rental for the leased premises shall be \$1800 per year to be paid in annual installments on March 1<sup>st</sup> of each year of the lease term.

3. The leased premises shall be used by Lessee to provide a convenience center for the use of the citizens of Sampson County to deposit household trash, garbage, and debris in containers designed to accommodate transfer of the same to an appropriate solid waste disposal facility in accordance with the rules and regulations established by the Lessee from time to time.

4. Lessee shall maintain the leased premises in a reasonably clean and sanitary condition consistent with its use as a convenience center at all times and shall not allow the permanent accumulation of any garbage, trash, or debris upon the premises.

5. This Lease shall be executed in duplicate originals with one original being retained by each party.

IN TESTIMONY WHEREOF the Lessors have set their hands and seals and the Lessee has caused this Lease to be executed by the Chairman of its Board of Commissioners, attested by its Clerk to the Board, and sealed with its official seal on the dates indicated by each signature.

Lessor: RUDCAR FARMS

\_\_\_\_\_  
H.J. Carr, Jr.

\_\_\_\_\_  
Barbara R. Carr

Lessee: SAMPSON COUNTY

By: \_\_\_\_\_  
Clark H. Wooten  
Chairman, Board of Commissioners

Attest:

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

\*\*\*\*\*

North Carolina, Sampson County

I, \_\_\_\_\_, a Notary Public of the State and County aforesaid, certify that H.J. Carr, Jr., and wife, Barbara R. Carr, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

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

\_\_\_\_\_  
\_\_\_\_\_, Notary Public

My commission expires:\_\_\_\_\_

\*\*\*\*\*

North Carolina, Sampson County

I, \_\_\_\_\_, a Notary Public of the State and County aforesaid, certify that Susan J. Holder personally came before me this day and acknowledged that she is the Clerk to the Board of Commissioners of Sampson County and that by authority duly given and as the act of Sampson County, the foregoing instrument was signed in its name by the Chairman of its Board of Commissioners, sealed with its official seal, and attested by herself as its Clerk to the Board of Commissioners.

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

\_\_\_\_\_  
\_\_\_\_\_, Notary Public

My commission expires:\_\_\_\_\_

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

\_\_\_\_\_  
Finance Officer

**SAMPSON-CLINTON PUBLIC LIBRARY SYSTEM**

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

TO: Board of Commissioners  
FROM: Heather Bonney, Library Director  
RE: Request to review policy revisions and to pass one new policy  
DATE: February 8, 2018

The Board of Trustees of the Sampson-Clinton Public Library met on January 27, 2018, to discuss revisions to the “Registration and Lending Policy” and the “Fines, Fees, and Replacement Policy” (see attachments—changes in red). Major changes include

- Raising the age to get a library card without parental consent to 18.
- To provide better customer service, staff may look up a patron’s account if they forget their library card, and staff will no longer question the right of the possessor of the card as to his/her right to use it. For instance, spouses may now use each other’s cards.
- Several check-out limits have been increased, as have several fees due to inflation and the library’s outsourcing of cataloging services now.
- Sending bills to patrons for lost items was changed from 100 days past the due date to 60 days, and we will now charge \$1 to the patron for the postage and handling of the bill being sent.

The Board also reviewed the “Local History and Genealogy Room Policy” (see attached). All policies were adopted unanimously.

Thank you for your time.

attachment

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

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

### OVERDUE FINES:

The fine schedule for the most commonly borrowed types of materials is listed below. Overdue fines are charged for each day after the due date an item remains unreturned. It is possible to accrue multiple fines for the same item if it is renewed past the due date each time. The maximum overdue fines charged per patron account is \$50. This maximum does not apply to lost or damaged items. In the event there are remarkable extenuating circumstances (such as hospitalization or a death in the family), a patron may request that the library waive fines once per patron account every 10 years.

<u>Fine Amounts by Item Type</u>	<u>Daily</u>	<u>Maximum Overdue Fine</u>
Audiobooks (CD or Cassette)	\$1.00	\$10.00
Adult & YA Books	\$ .20	\$10.00
Children's books (J, E, PB)	\$ .20	\$ 5.00
Magazines	\$ .20	\$ 5.00
DVDs, & Kits	\$1.00	\$10.00
AV Equipment	\$2.00	\$20.00
Inter-Library Loan	\$1.00	\$20.00

### FEES:

<u>Fee Type</u>	<u>Amount</u>	<u>Comment</u>
Lost Library Card	\$ 3.00	
Inter-Library Loan	\$ 3.00	See ILL Policy
Photocopies	\$.20/page	Double-sided copies are \$.40
<u>Photocopies - Color</u>	<u>\$.50/page</u>	<u>If available</u>
Printing – Computer	\$.20/page	Black & white
Printing – Computer	\$.50/page	Color, if available
<u>Scanning</u>	<u>\$.05/page</u>	<u>If available</u>
Visitor Computer Pass	\$1.00/hr	No time limit
<u>Billing Postage and Handling</u>	<u>\$1.00</u>	
<u>Processing Fees</u>	<u>\$5.00</u>	
<u>Faxing</u>	<u>\$1.00/page</u>	<u>If available</u>

### DAMAGED & LOST ITEMS:

If materials are lost or damaged, the individual borrower is charged the appropriate costs to replace the items in order for circulation to continue. SCPL accepts equivalent paperbacks, hardbacks, etc... as replacements for lost or damaged materials in lieu of payment if the item is

new or appears to be new with no signs of wear or use. The patron will still be charged the \$25 processing fee.

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

Audiobook Cases (CD & Tape Format)	
2-Pack	-----\$5.00
4+Pack	-----\$8.00
Magazine Envelopes	-----\$1.00
DVD Cases	-----\$2.00
Barcodes	-----\$ .2550
Call Labels	-----\$ .2550

**Lost Items:** The borrower is responsible for the cost of the lost/damaged item and a \$52.00 processing fee which covers barcodes, call labels, [MARC records, other processing materials](#) and staff time involved in the item's replacement. Damaged items become the property of the patron after payment is made. Overdue fines will not be collected in addition to replacement costs for damaged or lost items. The replacement cost is usually the retail cost at the time of purchase. The replacement cost of Inter-Library Loan materials ~~are~~[is](#) determined by the lending library.

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

[Any items overdue for 60 days will be changed to lost status. The patron will be sent a bill through the mail, and a \\$1.00 fine will be added to the account to pay for the postage and handling. Patrons may return the lost items, and only overdue fines will be charged in addition to the postage and handling charge.](#)

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

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

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

SCPL revised 11/46/04, 08/02/2016, 03/18

## Sampson-Clinton Public Library Registration and Lending Policy

The Sampson-Clinton Public Library System welcomes all patrons. Library cards may be issued to residents of Sampson County, those who own land in Sampson County, and those in contiguous counties. In special circumstances, temporary library cards may be issued to other patrons interested in obtaining a SCPL library card at the discretion of the Library Director. It is expected that all patrons adhere to current library policies. Library privileges may be suspended for non-adherence to library policies.

### Registration:

- Patrons must show a US government-issued form of photo identification or a passport.
- Library cards may be issued to juveniles between the ages of five and ~~seventeen~~eighteen. Parents or guardians must have a library card of their own in good standing (no overdue materials/outstanding fines or fees) and must accompany their child when the application for a library card is made. ~~The signature of parent or guardian is required in the presence of library staff as the signer is assuming responsibility for all items and fines associated with the child's card.~~ Children may not check out DVDs, or audiovisual equipment.
- Library cards are updated every three years.
- It is the responsibility of the patron to notify the library should his card be lost or stolen to prevent unauthorized use and to update contact information when it changes. All patrons are responsible for any items checked out on their library cards. There will be a fee for replacement cards (see "Fines, Fees, and Replacement Policy"). The library will waive the replacement cost of a stolen or destroyed library card upon presentation of an official report by the appropriate regulatory body documenting the incident.

### Lending Policies

- A valid Sampson-Clinton Public Library card is required to check out materials at all library locations ~~and must be presented with each visit.~~
- Patrons are responsible for returning all items by the due date, undamaged, and with all library processing unaltered. The library does not send overdue reminders by postal service. Patrons may choose to give an email address to receive courtesy notifications. Electronic delivery services are not guaranteed, and failure to receive a courtesy reminder does not constitute a reason to void/waive overdue fines.
- Patrons are responsible for returning DVDs, kits, and audiobooks in the proper casings. These items will not be considered returned nor will they be checked in until the items are returned with all parts included. The library assumes no responsibility for damage caused to the borrower's recorder/player by a DVD, kits, or audiobooks borrowed from the library. Copyright laws limit these materials to home viewing/listening unless specifically mentioned on the item that "Public Performance Rights" are included. Duplication is prohibited.
- The library discourages the use of another individual's library card. However, if a person's card is in someone else's possession and that card has not been reported to the library as stolen or lost, library staff must assume that the person who has possession of the card has the account holder's permission to use it. Everything

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checked out on the card is still the cardholder's responsibility. Patrons may not use other patrons' cards to check out materials or use computers.

- ~~Homebound patrons (those who have a condition resulting from an injury or illness which restricts their ability to leave their home except with the aide of supporting devices or the assistance of another person) have two options to obtain access to library materials:~~
  - ~~The may fill out a "Homebound Request for Designated Library Card Users" to ask that up to two designees named therein may be allowed to check out materials (except computers and AV equipment) using that patron's card. Approval is at the discretion of the Library Director.~~
  - ~~They may request that print and/or audio materials be delivered to them by the Library's Outreach Services Program.~~
- Circulation periods are as follows:
  - Library books: 7-21 days No limit
  - Magazines: ~~1421~~ days Limit 10 & must be back-issues
  - Audiobooks: ~~1421~~ days Limit ~~5~~10
  - ~~Videos: 7 days Limit 5 & no juvenile checkout~~
  - DVDs: 3 days Limit ~~5~~10 & no juvenile checkout
  - AV equipment: 3 days No juvenile checkout
- Patrons with long overdue materials (those exceeding three weeks past the due date) will not be allowed to use computers or check out additional materials until everything has been returned/renewed, and all fines have been paid. Patrons may renew long overdue materials if the original due date is within two months of the date of the request for renewal. Patrons with long overdue materials exceeding \$50.00 in value may under North Carolina Generals Statue 14-398 be taken to Small Claims Court. All fines and fees associated with this legal procedure will become the responsibility of the patron. Parents of children under ~~187~~ years of age will be legally accountable for all materials checked out to their children.
- Patrons with overdue fines exceeding \$20.00 will not be allowed to check out materials until the fines are paid. All fines must be paid on the second visit (verbal notification of overdue fines will be indicated on patron records).
- See "Fines, Fees, and Replacement Policy" for charges for overdue, damaged, and/or lost materials.

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

SCPL revised 12/03, 08/16, 03/18

Sampson-Clinton Public Library  
Local History and Genealogy Room Policy

The J. C. Holliday Library in Clinton, NC, houses a collection of print and microfilm resources concerning the history and families of Sampson County. It is library policy not to purchase family histories/genealogies. Our collection is composed of donations. Therefore, we do not have a family history/genealogy for every family that has roots in Sampson County.

The local history and genealogy room is provided for public use and is not staffed by certified genealogists or experts. Library staff cannot compile lineages, determine parentage, locate missing persons or living relatives, or undertake extensive copying projects from books or microfilm. We are happy to instruct patrons in the use of our microfilm reader and to locate resources for patron use. It is our responsibility to support our patron's research efforts, but we cannot perform extensive research for them; therefore, any requests submitted for staff must be specific in nature.

Examples of acceptable requests are:

- Please locate John BASSETT b. 1883, in the 1910, 1920 and 1930 census. He lived in Sampson County NC. Wife, Loretta; Children James, Sylvia and John.
- Please check for burial information for John SNOW and his wife Adele in Sampson County NC cemetery records. They were in the 1910 census but not the 1920.
- Can you locate an obituary for Fred JOHNSON who d. 15 Jan 1923 in Newton Grove? (Obituary requests should be limited to the Sampson County and contain the exact date of death)

Examples of unacceptable requests are:

- Will you check your records for any information on the Joseph Smith Family of Roseboro, NC?
- Can you locate the parents of Sarah JAMES b. ca. 1838 Sampson County, NC? (Parental searches other than in indexed census data (post 1850) often fall into the "General Research" category)
- My grandmother died in Sampson County sometime in the 1990s. Can you find her obituary?

We are happy to be able to provide this service to everyone, including those living outside of Sampson County and North Carolina. We encourage you to show your support of these services by donating to the Sampson-Clinton Public Library to recognize the specialized skills and staff time utilized to answer your question.

For those patrons requiring more assistance than staff can provide, we will provide a list of private researchers who can undertake more extensive research on a fee basis.

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

Adopted 03/18

**APPLICATION  
PUBLIC SCHOOL BUILDING CAPITAL FUND  
NORTH CAROLINA EDUCATION LOTTERY**

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

Date: \_\_\_\_\_

County: Sampson

Contact Person: David K. Clack

LEA: Clinton City

Title: Finance Director

Address: 406 County Complex Rd, Ste 120 Clinton, NC 28328

Phone: 910-592-7181

Project Title: USDA Loan Clinton High School

Location: Clinton, NC 28328

Type of Facility: New High School

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:

- (3) No county shall have to provide matching funds...
- (4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.
- (5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. ***Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.***

Short description of Construction Project: Debt payment on USDA Community Facilities Loan issued July, 2006

Estimated Costs:

Purchase of Land _____	\$ _____	
Planning and Design Services _____	_____	
New Construction _____	_____	
Additions / Renovations _____	_____	
Repair _____	_____	
Debt Payment / Bond Payment _____		435,300.00
<b>TOTAL _____</b>	<b>\$ _____</b>	<b>435,300.00</b>

Estimated Project Beginning Date: \_\_\_\_\_ Est. Project Completion Date: \_\_\_\_\_

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 435,300.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

\_\_\_\_\_  
(Signature — Chair, County Commissioners) (Date)

\_\_\_\_\_  
(Signature — Chair, Board of Education) (Date)

**APPLICATION  
PUBLIC SCHOOL BUILDING CAPITAL FUND  
NORTH CAROLINA EDUCATION LOTTERY**

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

Date: \_\_\_\_\_

County: Sampson

Contact Person: David K. Clack

LEA: Sampson County

Title: Finance Director

Address: 406 County Complex Rd., Ste 120, Clinton, NC 28328

Phone: 910-592-7181

Project Title: 2006 COPs Issue School Construction

Location: Clinton, NC 28328

Type of Facility: New Union and Midway High Schools

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:

- (3) No county shall have to provide matching funds...
- (4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.
- (5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. ***Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.***

Short description of Construction Project: Debt payment on \$55,060,000 Certificates of Participation issued November, 2006 Refunded in FY 2017-2018

Estimated Costs:

Purchase of Land _____	\$ _____	
Planning and Design Services _____	_____	
New Construction _____	_____	
Additions / Renovations _____	_____	
Repair _____	_____	
Debt Payment / Bond Payment _____		695,500.00
<b>TOTAL _____</b>	<b>\$ _____</b>	<b>695,500.00</b>

Estimated Project Beginning Date: \_\_\_\_\_ Est. Project Completion Date: \_\_\_\_\_

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 695,500.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

\_\_\_\_\_  
(Signature — Chair, County Commissioners) (Date)

\_\_\_\_\_  
(Signature — Chair, Board of Education) (Date)

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

8477

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

YEAR	
<u>2017</u>	\$ <u>112.28</u>
<u>§</u>	\$ _____
<b>TOTAL REFUND</b>	\$ <u>112.28</u>

These taxes were assessed through clerical error as follows.

Bill # 0006724980  
RAR 2338  
Tag Turn In (Sold)  
2010 Toyt

GO2	County Tax	<u>102.92</u>
	School Tax	_____
FIN	Fire Tax	<u>9.36</u>
	City Tax	_____
	TOTAL \$	<u>112.28</u>

Mailing Address.

2580 Goshen Church Rd.  
Faison NC 28341

Yours very truly

Linda Fincher  
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

8436

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

YEAR	
<u>2016</u>	\$ <u>193.50</u>
<u>§</u>	\$ <u>§</u>
<b>TOTAL REFUND</b>	\$ <u>193.50</u>

These taxes were assessed through clerical error as follows.

Bill# 0038767833  
EWHW  
Tag Turn In (Sold)  
2016 Chev

602	County Tax	<u>172.49</u>
	School Tax	_____
F07	Fire Tax	<u>20.81</u>
	City Tax	_____
	<b>TOTAL \$</b>	<u>193.50</u>

Mailing Address.

X 1830 Straw Pond School Rd  
Roseboro, NC 28382

Yours very truly

William Houston Warren  
Taxpayer

Social Security # X

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

8440

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

YEAR	
<u>2017</u>	\$ <u>451.93</u>
<u>§</u>	\$ _____
<b>TOTAL REFUND</b>	\$ <u>451.93</u>

These taxes were assessed through clerical error as follows.

Acct# 54392  
Bill# 3284  
2016 Boat Phoenix  
Double Billed  
See Acct# 107300

God	County Tax	<u>407.47</u>
	School Tax	_____
FOV	Fire Tax	<u>44.46</u>
	City Tax	_____
	TOTAL \$	<u>451.93</u>

Mailing Address.

X 140 Bagley Lane  
Dunn, NC 28334

Yours very truly

[Signature]  
Taxpayer

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

RECOMMEND APPROVAL:

[Signature]  
Sampson County Tax Administrator

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

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

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

**8433**

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

YEAR	
<u>2017</u>	\$ <u>152.05</u>
}	\$ _____
}	\$ _____
}	\$ _____
}	\$ _____
}	\$ _____
TOTAL REFUND	\$ <u>152.05</u>

These taxes were assessed through clerical error as follows.

Bill 0040237506  
EFP 9421  
Tag Turned in (sold)  
2014 Jeep

602 County Tax	<u>152.05</u>
School Tax	_____
Fire Tax	_____
City Tax	_____
TOTAL \$	<u>152.05</u>

Mailing Address.

X 1008 Mount Carmel Church Rd  
Artnville, NC 28318

Yours very truly

X Emily Grace Barnes  
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

8442

**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 Louise Williamson Fann Trustee of the Louise W Fann Revoc Trust Herring Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2017</u>	\$ <u>45.12</u>
<u>2016</u>	\$ <u>45.37</u>
<u>2015</u>	\$ <u>45.37</u>
<u>2014</u>	\$ <u>45.37</u>
	\$ _____
	\$ _____
TOTAL REFUND	\$ <u>181.23</u>

These taxes were assessed through clerical error as follows.

84 tract double billed -  
05.0161852.01 and new owner (2004)  
25.0142654.01.

604 County Tax 141.71  
 School Tax \_\_\_\_\_  
 511 Fire Tax 19.52 F11  
 City Tax \_\_\_\_\_  
 TOTAL \$ 181.23

Yours very truly

Louise Williamson Fann  
Taxpayer

Mailing Address.

Louise Williamson Fann  
3255 High House Rd.  
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

8430

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

YEAR	
<u>2017</u>	\$ <u>134.85</u>
<u>  </u>	\$ <u>  </u>
<b>TOTAL REFUND</b>	\$ <u>134.85</u>

These taxes were assessed through clerical error as follows.

Bill # 0038249859  
EKP 4680  
Tag Turned in (traded)  
2015 Toy

600	County Tax	<u>103.98</u>
501	School Tax	<u>18.27</u>
F19	Fire Tax	<u>12.60</u>
	City Tax	<u>  </u>
	<b>TOTAL \$</b>	<u>134.85</u>

Mailing Address.

X 93 Beaverdam Rd.  
Clinton, Nc 28328

Yours very truly

X David C. Knowles, Jr.  
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

8473

**JIM JOHNSON**  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

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

Members:

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

YEAR	
<u>2017</u>	\$ <u>202.59</u>
<u>§</u>	\$ _____
<b>TOTAL REFUND</b>	\$ <u>202.59</u>

These taxes were assessed through clerical error as follows.

Bill # 0039 217164  
F AV 8142  
Tag Turn In (sold)  
~~Tag 2014 Ford~~

602	County Tax	<u>122.00</u>
501	School Tax	<u>21.44</u>
	Fire Tax	_____
402	City Tax	<u>59.15</u>
	<b>TOTAL \$</b>	<u>202.59</u>

Mailing Address.

300 INVERNESS RD  
CLINTON, NC 28328

Yours very truly

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**

**8476**

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

YEAR	
<u>2017</u>	\$ <u>173.99</u>
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL REFUND	\$ <u>173.99</u>

These taxes were assessed through clerical error as follows.

Bill # 0029679005  
PHE2282  
Tag Turned In  
2015 Dogs

<u>602</u> County Tax	<u>155.18</u>
School Tax	_____
<u>Fl6</u> Fire Tax	<u>18.81</u>
City Tax	_____
TOTAL \$	<u>173.99</u>

Mailing Address.

3855 Bearskin Rd  
Salemburg N.C. 28385

Yours very truly

Wilfredo Padilla  
Taxpayer

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 Eduardo Zelaya in Halls Township, Sampson County, for the year(s) and in the amount(s) of: 04-0198706-14

Year	<u>2017</u>	\$	<u>189.37</u>
	_____	\$	_____
	_____	\$	_____
	_____	\$	_____
	_____	\$	_____
Total Release/Adjustment		\$	<u>189.37</u>

<u>601</u> County Tax	\$	<u>174.56</u>
School Tax	\$	_____
<u>F08</u> Fire Tax	\$	<u>14.81</u>
City Tax	\$	_____
Total	\$	<u>189.37</u>

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

Fire report in 2016 - Attached - now gone by end of Dec 2016

Taxpayer: Eduardo Zelaya  
Tax Administrator: Juan Jimenez  
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 Goel Alejandro Mejia in Halls Township, Sampson County, for the year(s) and in the amount(s) of: 04-0079904-01

Year	<u>2017</u>	\$	<u>250.86</u>
	_____	\$	_____
	_____	\$	_____
	_____	\$	_____
	_____	\$	_____
Total Release/Adjustment		\$	_____

<u>Go</u> County Tax	\$	<u>231.24</u>
School Tax	\$	_____
<u>FOB</u> Fire Tax	\$	<u>19.62</u>
City Tax	\$	_____
Total	\$	<u>250.86</u>

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

TDW not owned by Mr. Mejia -  
Not titled to Mr. Mejia  
Reval error -  
Mr Mejia lives  
at 2605 Shorelake

Taxpayer:

Goel Alejandro Mejia

Tax Administrator:

Jim Shrew

Board Approved:

Date

Initials

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand a release and adjustment of taxes assessed by Sampson County against the property owned by James Robert Williams

in Plainview Township, Sampson County, for the year(s) and in the amount(s) of: 14-1113400-44

Year	<u>2017</u>	\$	<u>138.75</u>
		\$	
		\$	
		\$	
		\$	
Total Release/Adjustment		\$	<u>138.75</u>

<u>601</u> County Tax	\$	<u>123.75</u>
School Tax	\$	
Fire Tax <u>F07</u>	\$	<u>15.00</u>
City Tax	\$	
Total	\$	<u>138.75</u>

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

All land sub divided and sold per MB 27/96, 30/52, 42/79

Taxpayer: James Robert Williams

Tax Administrator: Jim [Signature]

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

Date Initials

**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 Crime Prevention Council Program be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
05558310-502500	Unallocated funds		8,271.00

<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
05035832-306312	State grant funds		8,271.00

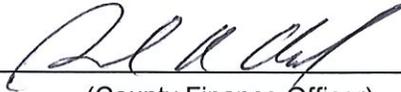
2. Reason(s) for the above request is/are as follows:

To reduce budget to reflect funding that was not allocated prior to the December 31, 2017 deadline.

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

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 2/13, 2018  
  
 \_\_\_\_\_  
 (County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

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

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

COUNTY OF SAMPSON  
BUDGET AMENDMENT

MEMO:

February 7, 2018

FROM: Sarah W. Bradshaw

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2017-2018

1. It is requested that the budget for the Child Advocacy Center Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
14553400-532100	Telephone & Postage	2,000.00	
14553400-544000	Contracted Services	25,000.00	
14553400-539500	Employee Training	5,000.00	
14553400-526201	Departmental Supplies - Equipment	5,000.00	
14553400-526100	Office Supplies	2,000.00	
14553400-531100	Travel	1,000.00	

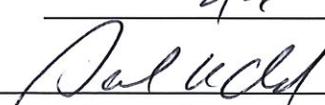
<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
14535340-403610	DHHS Grant	40,000.00	

2. Reason(s) for the above request is/are as follows: To record grant received from DHHS for provisional Child Advocacy Centers in North Carolina.

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

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

2/7, 2018  
  
\_\_\_\_\_  
(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

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

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

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

2/9/2018

FROM: David Clack

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 Supplemental Current Expense Fund Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
26659100-581001	Transfer of Funds	112,000.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
26031840-412000	Ad Valorem Taxes-Current	112,000.00	

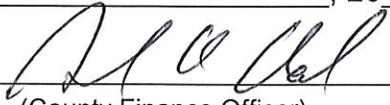
2. Reason(s) for the above request is/are as follows:

To increase budget to remit all supplemental current expense taxes collected during the year to the Clinton City Schools.

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

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

2/9, 2018  
  
\_\_\_\_\_  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

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

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

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

February 22, 2018

FROM: Lorie Sutton, Director of Aging

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2017-2018

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

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02558670-525000	Home Repairs - United Way Construction	\$ 5,000.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02035867-403602	Home Repairs - United Way Funding	\$ 5,000.00	

2. Reason(s) for the above request is/are as follows:  
To budget United Way Grant funding for January 1, 2018 through June 30, 2018.

Lorie B Sutton  
(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval. 0

2/26, 2018  
[Signature]  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval. 0

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

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

## POLICIES AND PROCEDURES REGARDING PUBLIC COMMENT

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

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

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

An individual wishing to address the Board during the Public Comment period shall register with the Clerk 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 Community to listen to citizens; **there shall be no expectation that the Board will answer impromptu questions.** However, Board members, through the presiding officer, may ask the speaker questions for clarification purposes. The Board will not take action on an item brought up during the Public Comments segment of the agenda and, when appropriate, items will be referred to the Manager or the proper Department Head.