

**SAMPSON COUNTY  
NORTH CAROLINA**

**February 1, 2021**

The Sampson County Board of Commissioners convened for their regular meeting at 6:00 p.m. on Monday, February 1, 2021. Members present: Chairman Clark Wooten, Vice Chairperson Sue Lee, and Commissioners Jerol Kivett, Thaddeus Godwin, and Lethia Lee.

Chairman Wooten called the meeting to order and acknowledged Vice Chairperson Sue Lee who called on Commissioner Godwin to provide the invocation. Chairperson Sue Lee then led the Pledge of Allegiance.

**Approval of Agenda**

Upon a motion made by Commissioner Kivett and seconded by Commissioner Godwin, the Board voted unanimously to approve the agenda with the following additions: Item 4 (b): Updated Home and Community Care Block Grant Funding Plan and Budget Amendment; Item 4 (g): Memorandum of Understanding between Sampson County and the Sampson County Board of Education Regarding School Resource Officers; and Item 4 (h): Revised Sampson County Purchasing Manual.

**Item 1: Reports and Presentations**

Discussions of Transitions Following Department Head Retirements County Manager Ed Causey informed the Board that since the retirement of Aging Director Lorie Sutton in December 2020 staff had conducted a series of meetings with Aging staff members to evaluate current programs and services and to develop recommendations on how to continue the programs and services in the future. He noted that the recommendations will be shared in March 2021. He then noted Emergency Management Director Ronald Bass' expected retirement in May 2021 and that staff proposes contracting with Developmental Associates, LLC of Chapel Hill, NC, to conduct a hiring process similar to that conducted for the Economic Development Director position filled in October of 2019. He noted that the proposed cost for the project would be approximately \$19,000.00, but is expected to be slightly less, to include any incidental expense which may arise. Upon a motion by Commissioner Lethia Lee and seconded by Commissioner Godwin, the Board voted unanimously to authorize staff to pursue contracted services with Development Associates, LLC to facilitate the hiring process of the soon to be vacant Emergency Management Director position.

Update on the 911 and Emergency Services Facilities Project County Manager Ed Causey informed the Board that the County had received 12 bids during the January 27, 2021 bid opening and that a final estimate would be provided after the

bids were reviewed by the architects and bid tabulations completed. He also noted that any changes would not negatively affect any grants monies received for the project. Mr. Causey continued by informing the Board that more information will be provided, and a required public hearing scheduled for March 2021. Construction is expected to begin in April 2021, requiring loan approval to be done at the April 2021 Board meeting.

**Item 2: Planning and Zoning Matters**

Approval of Final Plat – Taylors Creek Subdivision Phase I (13 lots) Inspections Director Myron Cashwell introduced Mr. Austin Brinkley as the new Senior Planner. The Chairman then opened the hearing and acknowledged Mr. Brinkley who presented the final plat for Taylor’s Creek Subdivision Phase I (13 lots). The Chairman opened the floor of comments and none were received. The hearing was closed. Upon a motion made by Commissioner Kivett and seconded by Commissioner Godwin, the Board voted to approve the final plat of the Taylors Creek Subdivision Phase I (13 lots) contingent upon receipt of the NCDEQ Final Approval Letter, to accompany the NCDOT Basic Letter already received by the Planning Department.

**Item 3: Action Items**

Public Hearing – Economic Development Budget Adjustments Finance Officer David Clack reminded the Board that during the January meeting the proposed mid-year budget adjustments were reviewed, and that any changes to economic development appropriations require a public hearing. The Chairman opened the hearing and opened the floor for public comment. None were received. The Chairman closed the hearing. Upon a motion made by Vice Chairperson Sue Lee and seconded by Commissioner Kivett, the Board voted unanimously to approve the proposed budget amendment presented at the January 4, 2021 regular scheduled meeting.

<u>EXPENDITURE</u>		Economic Development Department		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11449200	512100	Salaries	\$3,396.00	
11449200	512700	Longevity		\$1,895.00
11449200	518200	Retirement	\$1,481.00	
11449200	518300	Group Insurance	\$744.00	
11449200	526200	Dept Supplies	\$7,862.00	
11449200	538100	Data Processing Programming	\$2,967.00	
11449200	534100	Printing	\$2,000.00	
11449200	582096	Economic Development Reserve	\$250,000.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11031840	412000	Current Year Tax Revenue	\$266,555.00	

Tax Administration – Report of Unpaid Taxes Which Are Liens on Real Property Tax Administrator Jim Johnson reported to the Board the amount of \$3,375,252.71 of unpaid taxes for the current fiscal year which are liens on real property. This total is \$1,080,917.24 less than the previous fiscal year, however, the overall collection rate was 91.28%, whereas it was 90.59% at the same time in the previous fiscal year. Mr. Johnson requested authorization to advertise the unpaid taxes on April 14, 2021, with a deadline for payment to avoid publication being April 7, 2021 at 5:00 p.m. Upon a motion made by Chairman Wooten and seconded by Vice Chairperson Lee, the Board voted unanimously to approve the request.

Scheduling of 2021 Board of Equalization and Review Hearings Mr. Johnson asked the board to consider setting dates for the 2021 Board of Equalization and Review hearings. Upon a motion made by Commissioner Kivett and seconded by Commissioner Godwin, the board voted unanimously to schedule the Board of Equalization and Review hearings for April 22, 2021 to convene from 1-5 p.m.

**Item 4: Consent Agenda**

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

- a. Approved the minutes of the January 4, 2021 meeting
- b. Approved the Home and Community Care Block Grant Funding Plan, reallocating funds from transportation and personal care services to home repairs (amended as a Walk On Item) (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_.)
- c. Adopted resolutions permitting EMS Services in Turkey Fire Protection Service District and authorized the County Manager to execute a fire protection, emergency medical and rescue services contract with Turkey Volunteer Fire Department (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_.)
- d. Adopted a resolution requesting the addition of Mill Ridge Court, in Mill Ridge Subdivision, to the State’s secondary roads system (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_.)
- e. Approved tax refunds and releases as submitted:

#9473	William Best	\$299.72
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#9474	Leon Millette, Jr.	\$102.87
#9460	Betty Bronson	\$105.65
#9454	Scottie Barnes	\$165.41
#9479	Eusebio Torres	\$411.75
#9464	Clinton Truck & Tractor Co. Inc.	\$461.35
#9475	White Investment Co., NC Corp	\$362.81
#9463	Mary Ann Hill	\$1,289.70
Tax Release	Sue Barber	\$110.54
Tax Release	Daniel Goodling	\$189.27
Tax Release	Nathan Pope	\$2,484.46
Tax Release	Colin Stoekel	\$411.75

f. Approved budget amendments as submitted:

<b><u>EXPENDITURE</u></b>		AA-543 Enhancing Detection-COVID		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
12551240	512100	Salaries	\$111,000.00	
12551240	518100	FICA	\$6,882.00	
12551240	518120	Medicare FICA	\$1,610.00	
12551240	518200	Retirement	\$8,392.00	
12551240	518300	Group Insurance	\$9,660.00	
12551240	518400	Dental Insurance	\$350.00	
12551240	518901	401K	\$8,235.00	
12551240	525100	Gas, Oil, & Tire	\$2,000.00	
12551240	526200	Department Supplies	\$6,226.00	
12551240	523100	Medical Supplies	\$6,500.00	
12551240	537000	Advertising	\$1,500.00	
12551240	532100	Telephone & Postage	\$4,000.00	
12551240	543000	Rental Equipment	\$3,000.00	
12551240	529702	Lab Services	\$3,000.00	
12551240	531100	Travel	\$1,000.00	
12551240	544000	Contract Services	\$74,017.00	

**REVENUE**

<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
12535124	404000	State Assistance	\$247,372.00	

<b><u>EXPENDITURE</u></b>		AA-716-COVID Vaccine Funding		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
12551230	512100	Salaries	\$29,035.00	
12551230	518100	FICA	\$1,801.00	
12551230	518120	Medicare FICA	\$421.00	
12551230	518200	Retirement	\$2,196.00	
12551230	518300	Group Insurance	\$805.00	

12551230	518400	Dental Insurance	\$30.00	
12551230	518901	401K	\$2,178.00	
<b><u>REVENUE</u></b>				
<b><u>Code Number</u></b>		<b><u>Source of Revenue</u></b>	<b><u>Increase</u></b>	<b><u>Decrease</u></b>
12535123	404000	State Assistance	\$36,466.00	
<b><u>EXPENDITURE</u></b>				
		Aging		
<b><u>Code Number</u></b>		<b><u>Description (Object of Expenditure)</u></b>	<b><u>Increase</u></b>	<b><u>Decrease</u></b>
02558670	525000	Home Repairs – United Way	\$200.00	
<b><u>REVENUE</u></b>				
<b><u>Code Number</u></b>		<b><u>Source of Revenue</u></b>	<b><u>Increase</u></b>	<b><u>Decrease</u></b>
02035867	408401	Home Repair – Donations	\$200.00	
<b><u>EXPENDITURE</u></b>				
		Aging		
<b><u>Code Number</u></b>		<b><u>Description (Object of Expenditure)</u></b>	<b><u>Increase</u></b>	<b><u>Decrease</u></b>
82558750	524100	URP - Materials	\$39,216.00	
82558750	529901	URP – Soft Costs	\$8,800.00	
82558750	544000	URP – Contracted Services	\$51,984.00	
<b><u>REVENUE</u></b>				
<b><u>Code Number</u></b>		<b><u>Source of Revenue</u></b>	<b><u>Increase</u></b>	<b><u>Decrease</u></b>
82035875	403605	URP – NCHFA	\$100,000.00	
<b><u>EXPENDITURE</u></b>				
		Aging		
<b><u>Code Number</u></b>		<b><u>Description (Object of Expenditure)</u></b>	<b><u>Increase</u></b>	<b><u>Decrease</u></b>
02558810	526200	Family Caregiver – Dept Supplies	\$200.00	
<b><u>REVENUE</u></b>				
<b><u>Code Number</u></b>		<b><u>Source of Revenue</u></b>	<b><u>Increase</u></b>	<b><u>Decrease</u></b>
02035881	408401	Family Caregiver- Donations	\$200.00	
<b><u>EXPENDITURE</u></b>				
		Sheriff’s Department		
<b><u>Code Number</u></b>		<b><u>Description (Object of Expenditure)</u></b>	<b><u>Increase</u></b>	<b><u>Decrease</u></b>
11243200	535200	Maint/repair equipment	\$6,490.00	
<b><u>REVENUE</u></b>				
<b><u>Code Number</u></b>		<b><u>Source of Revenue</u></b>	<b><u>Increase</u></b>	<b><u>Decrease</u></b>
11039999	409800	Fund Balance Approp Encumbrances	\$6,490.00	
<b><u>EXPENDITURE</u></b>				
		Detention Center		
<b><u>Code Number</u></b>		<b><u>Description (Object of Expenditure)</u></b>	<b><u>Increase</u></b>	<b><u>Decrease</u></b>
11243200	535100	Maint/repair buildings and grounds	\$49,500.00	
11998110	596076	Trans to County bldg. maint reserve		\$49,500.00
<b><u>REVENUE</u></b>				
<b><u>Code Number</u></b>		<b><u>Source of Revenue</u></b>	<b><u>Increase</u></b>	<b><u>Decrease</u></b>

<u>EXPENDITURE</u>		Water District Operating Dept.		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
61971000	555000	Capital outlay Other	\$88,900.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
61937100	409900	Fund Balance Appropriated	\$88,900.00	

<u>EXPENDITURE</u>		Water District Operating Dept.		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
61971000	555000	Capital outlay Other	\$150,000.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
61937100	409900	Fund Balance Appropriated	\$150,000.00	

- Approved Clinton City Schools Budget Amendment No. 1 (State); Approved Clinton City Schools Budget Amendment No. 1 (Federal); Approved Clinton City Schools Budget Amendment No. 1 (Special Revenue).
- g. (WALK ON) Approved the Memorandum of Understanding between Sampson County, the Sheriff of Sampson County, and the Sampson County Board of Education Regarding School Resource Officers (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_.)
- h. (WALK ON) Approved the Revised Sampson County Purchasing Manual (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_.)

**Item 5: County Manager’s Report**

County Manager Ed Causey informed the Board that staff had delayed the scheduling of planning sessions due to the COVID-19 pandemic. He noted that it is still advised that both school systems and Sampson Community College have planning sessions with the Board in early March 2021, offering the opportunity to provide insight on the expected budget expectations and challenges cause by the pandemic. He then informed Commissioner Lethia Lee with brief synopsis of the budget planning process and foresight of what to expect in the coming weeks and months.

**Item 6: Public Comment Period**

The Chairman opened the floor for comments and no comments were received.

## Adjourn

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

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Clark H. Wooten, Chairman

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Susan J. Holder, Clerk to the Board