

Northampton County Board of Commissioners will meet in Regular Session on Monday February 20, 2017 at 6:00 p.m. in the Commissioners' Meeting Room located at 60 West Jefferson Street, Jackson, North Carolina. The purpose of the meeting is to conduct public business as indicated on the following agenda.

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6	6:45	Mr. Chuck Joyner, EMS Director
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NORTHAMPTON COUNTY
BOARD OF COMMISSIONERS

Meeting Date: 02-20-2017

Agenda Tab Number: 1

Agenda Time: 6:00 pm

Presenter and/or Subject Matter:

Approval of Regular Meeting Minutes for February 6, 2017

Komita Hendricks

1 Approval of Regular Meeting Minutes for February 6, 2017

**NORTHAMPTON COUNTY
REGULAR SESSION
February 6, 2017**

Be It Remembered that the Board of Commissioners of Northampton County met on February 6, 2017, with the following present: Fannie Greene, Chester Deloatch, Charles Tyner, Geneva Faulkner, and Robert Carter.

Others Present: Kimberly Turner, Scott McKellar, Nathan Pearce, and Komita Hendricks

Agenda Work Session:

A work session was held to discuss today's agenda items. Chairman Carter called upon County Manager Kimberly Turner for input. Ms. Turner had no changes. Chairman Carter called upon Commissioners for input. Commissioner Tyner requested to add Representative Michael Wray to the agenda.

Regular Session:

Chairman Carter called the meeting to order, welcomed everyone, and announced when citizens could make comments. Chairman Carter gave the Invocation and the Pledge of Allegiance was recited.

Approval of Regular Session Minutes for January 18, 2017:

A motion was made by Chester Deloatch and seconded by Fannie Greene to approve the Regular Session Minutes for January 18, 2017. **Question Called:** *All present voting yes.* **Motion carried.**

Approval of Agenda for February 6, 2017:

A motion was made by Fannie Greene and seconded by Chester Deloatch to approve the amended agenda for February 6, 2017. **Question Called:** *All present voting yes.* **Motion carried.**

Representative Michael Wray:

Mr. Michael Wray, Representative of North Carolina- District 27, appeared before the Board at the request of Commissioner Tyner.

Commissioner Tyner thanked Mr. Wray for arranging the meeting with the State Superintendent for him. He mentioned the letter that he received in regards to bill filing deadlines. He also stated that he would like to submit a Resolution from this Board to the State for special appropriation of funds for Northampton County Schools.

Mr. Wray stated he is committed to that. He also stated he has already met with Governor Cooper expressing some issue with him about Northampton County and currently working with his Senior Staff on issues in Eastern North Carolina.

Commissioner Greene mentioned the Legislative Goals Conference that she attended; and asked Mr. Wray to support the goals of the Conference.

Commissioner Faulkner asked Mr. Wray if knows any retail outlets that are trying to locate to North Carolina to lobby that they come to the Northampton County side on Interstate 95.

Approval of Grants:

Mr. Craig Ellison, Cooperative Extension Director, appeared before the Board to get approval for the County Manager to sign the Expanded Food and Nutrition Education Program agreement for Expanded Services with Halifax Regional Medical Center on behalf of the Roanoke Valley Community Health Initiative (RV-CHI).

A motion was made by Charles Tyner and seconded by Fannie Greene to allow the County Manager to sign this agreement to allow grant funds to be disbursed to the county so services can be provided. **Question Called:** *All present voting yes.* **Motion carried.**

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**

Decision Paper

TO: The Northampton County Board of Commissioners

FROM: Craig Ellison, Northampton County Cooperative Extension Director

DATE: February 06, 2017

RE: Expanded Food and Nutrition Education Program (EFNEP) Agreement
For Expanded Services with Halifax Regional Medical Center on behalf of the
Roanoke Valley Community Health Initiative (RV-CHI)

PURPOSE: To obtain the Northampton County Board of Commissioners' approval to enter an agreement between Northampton County Expanded Food and Nutrition Program (EFNEP) and Halifax Regional Medical Center.

FACTS:

1. The EFNEP Program through Cooperative Extension provides well developed curriculum to reach a diverse group of people.
2. The program will provide education for adults on nutrition, physical activity, and good health practices; improve the variety of foods consumed using My Plate for Kids as a guide; and provide adults with the necessary skills to select low-cost nutritious foods.
3. Because money will be managed through Northampton County Local Government, the County Manager's signature is required to represent the Northampton County Cooperative Extension as the authorized official.

DISCUSSION: In exchange for EFNEP's work to expand the food and nutrition education program as part of the "Get Fit, Stay Fit" Roanoke Valley Campaign, Halifax Regional will reimburse expenses incurred with receipts supporting the expenditures. Upon signing of the agreement, Halifax Regional will disburse the funds for the EFNEP project. The total cost of the project will not exceed \$1,000 in expected approved reimbursements submitted to Halifax Regional on behalf of the Roanoke Valley Community Health Initiative (RV-CHI).

RECOMMENDATION:

That the Board grant Kimberly Turner, County Manager, permission to sign this agreement to allow grant funds to be disbursed to the county so services can be provided.

Coordination:

Finance Officer

Concur Allie A. Edwards

Non-concur _____

Concur with comment _____

County Manager

Concur Kimberly L. Jones 2/1/17

Non-concur _____

Concur with comment _____

Action by Decision Makers

Approved _____

Disapprove _____

Other _____



Expanded Food and Nutrition Education Program Agreement For Expanded Services

This Agreement is by and between Northampton County Expanded Food and Nutrition Education Program (EFNEP) and **Halifax Regional Medical Center on behalf of the Roanoke Valley Community Health Initiative (RV-CHI)** at 250 Smith Church Road Roanoke Rapids, NC 27870. EFNEP shall be responsible for the deliverables outlined below and for supervision of its employees. This agreement shall be effective from the date of execution of this agreement until June 30th 2017.

Project Fee and Expenses

In exchange for EFNEP's work to expand the food and nutrition program as a part of the "Get fit, Stay Fit" Roanoke Valley Campaign, Halifax Regional will reimburse expenses incurred with receipts supporting the expenditures. Upon signing of the agreement, Halifax Regional will disburse the funds for the EFNEP project. Receipts supporting the amounts expended on approved expenditures by the EFNEP program will be submitted to Halifax Regional. The total cost of the Project as described will not exceed **\$1,000** in expected approved reimbursements submitted to Halifax Regional on behalf of the RV-CHI.

Upon signing this Agreement, the company (Halifax Regional on Behalf of the Roanoke Valley Community Health Initiative) will pay Northampton County \$1000 for expansion of EFNEP services to reach 2-4 year old children and their parents residing primarily in Halifax County and the Roanoke Valley. There shall be no charges to Halifax Regional other than those specifically set forth in this Agreement for satisfactory completion of purchases and trainings made on behalf of the RV-CHI by the EFNEP representative for Northampton County. Satisfactory completion is defined as having purchased the products/merchandise and when feasible having rendered the services. EFNEP will submit a monthly report of all project deliverables accomplished during the month at the end of each month. A preliminary report of all project deliverables will be submitted to Halifax Regional by June 1st 2017. A final report will be submitted by July 30th, 2017.

Northampton County EFNEP shall provide detailed supporting documentation for all approved expense items invoiced. Invoices will be submitted monthly upon completion of services provided along with the monthly report. A final report of itemized expenses and accomplishments not to exceed the agreed upon amount of \$1000 will be submitted with the final report.

Termination of Agreement

This agreement will enter into force upon signature and shall remain in force until completion of the activities identified in the description of work. Either party may terminate the project upon thirty days (30) prior written notice by one party to the other.



Expanded Food and Nutrition Education Program Agreement For Expanded Services

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives as of the day and year first above written.

Halifax Regional Medical Center

BY: _____ DATE: _____
Name of Authorized Official

Its _____ and
Title of Authorized Official

Northampton County Cooperative Extension

By: _____ DATE: _____
Name of Authorized Official

Its _____ and
Title of Authorized Official

Expanded Food and Nutrition Education Program

BY: _____ DATE: _____
Name of Authorized Official

Its _____
Title of Authorized Official

This instrument has been pre-audited in the manner as

Per NC.G.S. 159-28 (a) Kellie A. Edwards
Finance Officer



Expanded Food and Nutrition Education Program Agreement For Expanded Services

Project:

Expansion of Halifax County EFNEP Program

The North Carolina Cooperative Extension Adult EFNEP program in Northampton County proposes to expand the services currently offered to reach 2-4 year olds and their parents through the EFNEP Adult component of the Expanded Food and Nutrition Education Program. It will provide parents a practical, hands-on approach to nutrition, food preparation, and food safety. The idea of "learning by doing" encourages positive dietary changes, improved health and self-esteem. Children and adults enjoy tasting and preparing healthy snacks with each lesson. Kids think the kitchen is an exciting and magical place to learn new things as adults may see it as a chore. Everyone loves to be involved, for small children, eating becomes something much more special when "I get to pick my favorite dish out." It's even better when they are able to help make it themselves.

Description of Plan of Work

Provide age appropriate skill builders to 2-4 year olds and their parents each week to help expose them to behaviors, which will help with establishing life-long habits for improved nutrition. Our goal is to reach children by providing parents and youth with skill builders for their use during the sessions and to encourage parents to help the children establish healthy eating habits early in life that they can continue to use at home and through out life.

Teach the importance of physical activity during the session and provide items to reinforce activities and enhance the sessions for physical activity for 2-4 year olds or younger.

- Items used during these sessions include balls, and other skill building activities which will be purchased and used to encourage them to play outside more.
- Sugar content of drinks and beverages they might consume on a day-to-day basis will be taught. The activity will engage parents actively in this learning to gain a broadened sense of what families are consuming and the importance of consumption of water.
- Incentives purchased will include items to help remind them of the importance of activity and help build good habits involving physical activity.

Funding provided will provide program expansion especially for our limited resource populations; Northampton County will purchase food and supplies necessary for the hands-on snack preparation. This is a very important part of the *Nutrition* curriculum used in the community. Adults and Children learn best by doing, exposing them to healthy foods and snacks will help them understand that something can taste good and still be good for them. Our goal is to reach 500 children this year teaching them how to eat smart and move more. Funds provided through the Roanoke Valley Community Health Initiatives "Get Fit- Stay Fit" campaign will allow the EFNEP program to expand the knowledge of foods in each food group for the students reached. Foods will be purchased that children may not be familiar with to use for preparing and tasting. Lastly, we



Expanded Food and Nutrition Education Program Agreement For Expanded Services

will implement a highly effective program to expand to other area and a different community to reach a more diverse audience. Funds will be used to introduce and implement nutrition activities, crafts, recipes, and games at churches, daycare and area community outings attended by parents of 2-4 year old youth.

Expanding the EFNEP program enables us to reach more parents and their children in Halifax County with the goal of decreasing the number of children with unhealthy weights, increase consumption of fresh fruits and vegetables and provide opportunities for increasing activity levels.

Program objectives: Adults with Youth ages 2-4 will learn:

1. Increased knowledge of good nutrition
2. Improved food selection skills
3. Increased knowledge of food safety
4. Improved decision-making skills for making healthy food selections
5. Becoming more self-reliant
6. Becoming more physically active while having fun

Program timeline:

The Adult participants in each group will take part in 9 lessons that provide innovative ways to help them learn to make wise choices about nutrition and eating smart. It also stresses the importance of exercise habits that lead to improve overall health and health outcomes. (Adult and Childhood Obesity)

Program goals:

1. Provide education for adults on nutrition, physical activity, and good health.
2. Improve the variety of foods consumed using My Plate for Kids as a guide.
3. Provide adult with the necessary skills to select low-cost nutritious foods.

Evaluation tools to be used:

Impacts and outcomes are determined through a pre and posttest for the adults. Results show what percentages of families now eat a variety of foods, increase their knowledge of nutrition, and eat a variety of foods. It also shows if they are better able to select nutritious foods.



Expanded Food and Nutrition Education Program Agreement For Expanded Services

**Budget EFNEP Expansion
"Get Fit, Stay Fit Roanoke Valley Campaign"**

January 1, 2017-June 30, 2017

DESCRIPTION OF FEES	DATE DUE	AMOUNT DUE
Skill Builders balls, toss across games, for 2-4 year olds		\$ 400.00
Healthy food and snacks		\$ 400.00
Travel		\$ 200.00
TOTAL FEES AND EXPENSES DUE		\$1,000.00

Make Checks Payable to: Northampton County Local Government - EFNEP Expansion

Mail to:

Attention Robbie Bridgers -

Post Office Box 636

Jackson, N.C. 27845

This instrument has been pre-audited in the manner as

Per NC.G.S. 159-28 (a)

Reslie A. Edwards

Finance Officer

Community Services Block Grant- Fiscal Year 17-18:

Mr. Christopher Moody, Manager of Community Service with CADA, appeared before the Board to present the 2017-2018 CSBG Work Plan for their review. Mr. Moody spoke about budget cuts to CADA.

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**



**Community Services Block Grant [CSBG]
Documentation of Submission to County Commissioners**

Background: The North Carolina Administrative Code [10A NCAC 97C.0111 (b)(1)(A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

Instructions: This form is to be completed and notarized by the Clerk to the Board.

Agency Name: Choanoke Area Development Association, Inc.

County: Northampton County

Date of Application Submission: January 10, 2017

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO **February 13, 2017**.

Clerk to the Board should initial all items below.

- _____ The agency submitted a complete grant application for Commissioner review.
- _____ The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners.
- _____ Commissioners' comments provided those to the agency. (If applicable)

Clerk to the Board

Date

Notary

Date

North Carolina Department of Health and Human Services

Division of Social Services



Community Services Block Grant Program

Fiscal Year 2017-18 Application for Funding
Project Period July 1, 2017 – June 30, 2018
Application Due Date: February 13, 2017

Agency Information	
Agency:	Choanoke Area Development Association, Inc.
Federal I.D.	560841757
DUNS Number:	075568618
Administrative Office Address:	120 Sessoms Drive, Rich Square, NC 27869
Mailing Address (include the 4-digit zip code extension):	P.O. Box 530, Rich Square, NC 27869
Telephone Number:	252-539-4155
Fax Number:	252-539-2048
Board Chairperson:	Wendell Hall, Jr.
Board Chairperson's Address: (where communications should be sent)	P.O. Box 530, Rich Square, NC 27869
Board Chairperson's Term of Office (enter beginning and end dates):	January 2016 – December 2017
Executive Director:	Sallie P. Surface
Executive Director Email Address:	surface@nc-cada.org
Agency Fiscal Officer:	Traig Neal
Fiscal Officer Email Address:	tneal@nc-cada.org
CSBG Program Director:	Christopher S. Moody
CSBG Program Director Email Address:	cmoody@nc-cada.org
Counties Served with CSBG funds:	Bertie, Halifax, Hertford, Martin, and Northampton
Agency Operational Fiscal Year:	July 1, 2017 to June 30, 2018

North Carolina Department of Health and Human Services
 Office of Economic Opportunity - Verna P. Best, Director
 2420 Mail Service Center / Raleigh, North Carolina 27699-2420

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
Planning Process Narrative**

1. Explain in detail how each of the following was involved in the planning and development of this strategic plan.

- a. Low-Income Community:

The involvement of the low-income community in the planning process is fundamental to and continues throughout all phases of planning, development, and evaluation. During the program year, CADA staff attends community meetings to inform the low-income of current on-going CADA programs and the impact these programs are making on poverty causes, and to ascertain community needs and concerns for future planning. The low-income residents of the five-county area CADA represents, participate in the development of the annual work plan through community meetings, surveys, annual planning meetings, Head Start Policy Council and other advisory boards and membership on the CADA Board of Directors. CADA distributed surveys throughout our service area in order to identify the needs of low-income families.

- b. Agency Staff:

The staff, through daily contacts with the targeted population, through community meetings with the low-income and other agencies, and through an on-going monthly evaluation process, is directly involved in the planning, evaluation, and development of the grant application. A Community Needs Assessment Survey is completed to help determine the needs of the residents in the CADA service area. Staff participated in various community events throughout our service area in order to develop professional relationships.

- c. Agency's Board Members:

The Board is reflective of the community and has direct contact with the needs and resources that are available to impact the geographical areas/targeted populations they represent. Targeted populations such as Head Start, the elderly, and youth have representation on the Board, and thus, a direct voice in the planning and development of this strategic plan. In addition, staff presents information from community needs assessments and program evaluations to the CADA Board. The board reviews pertinent information, needs, and resources, and directs the development of the plan.

2. Describe your agency's method and criteria for identifying poverty causes and list the identified causes. Also describe the methods and criteria used to determine priority and selection of strategies to be implemented that will address the poverty causes.

To facilitate planning, a Needs Assessment is conducted or is reviewed/updated annually. Some programs use a one-year planning process; others use a three – five year process. Choanoke Area Development Association conducted a community needs assessment in January 2017 throughout all five counties.

Information from the Needs Assessment, meetings with the low-income population; recommendations from the Head Start Policy Council and other standing program boards are presented to the CADA Board of Directors for consideration in establishing poverty causes or needs and their prioritization. The Board considers the identified community needs as they relate to CADA's stated mission and applies the following criteria to prioritize the cause of poverty: (a) magnitude of the problem – the number of people affected by the given cause; (b) intensity – the degree of suffering caused by the problem; and, (c) severity of the

problem resulting from the cause – this is the combination of magnitude and intensity. Also considered is (a) the agency's capacity to impact the problem; (b) available resources to combat the problem; (c) methods to measure impact on the problem; and, (d) cost effectiveness. If a discussion/dialogue does not achieve a consensus, a formal ranking method will be utilized.

3. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security.

CADA has worked to address the issue of self-sufficiency and empowerment of low-income individuals by:

- Coordinating services with local human service agencies so families can get timely referrals and the services needed;
- Providing space for low-income residents on the Board of Directors; currently low-income residents constitute 37% of the Board membership;
- Providing counseling and referral assistance for skills training/education programs;
- Helping low-income families remove the barriers to self-sufficiency such as: daycare and transportation
- Managing a NC Works Career Center, which helps low-income families improve skills and find jobs;
- Providing housing assistance to low-income families including rental, rehab, down payment assistance and individualized credit counseling.
- Providing home ownership and financial literacy classes for low-income residents interested in becoming first-time homeowners.
- Implementing a Home Protection Program;
- Providing training opportunities through WIOA;
- Implementing Parenting and Literacy Programs such as Parents as Teachers Too
- Implementing a Head Start Male Involvement Program in four counties
- Providing new housing opportunities for seniors and disabled individuals, such as Woodland Olney Apartments, Ahoskie High School Apartments and Enfield High School Apartments.

4. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources; religious organizations, charitable groups, and community organizations.

Many of the programs CADA administers have advisory boards that represent the community. CADA actively seeks to form/join partnerships to ensure that the low-income (1) have a voice; (2) are provided unduplicated services; and, (3) receive new services when needed. The membership of the community-at-large category on the CADA Board includes representatives of the faith community, youth and senior organizations, and service organizations. Several CADA staff members serve on interagency committees.

5. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations.

Copies of grant applications are furnished to local governing offices, and upon request, to other agencies that administer programs that affect the low-income. CADA staff attends interagency coordination meetings, serves on agency boards, and maintains contact with other agencies to assure effective, non-duplicative delivery of services to the low income. An established interagency referral system assures that the low income have access to unduplicated resources and services.

6. Provide a description of how your agency will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant (fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting).

Head Start offers a Male Involvement Program reaching out to fathers of Head Start students and our Parent as Teachers Too Program assists new mothers with young children with child development issues.

7. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

CADA has historically had a food pantry in Northampton County to assist those in need and referral sources for our other counties. We have received and distributed fresh vegetables received from the Food Bank of the Albemarle on a sporadic basis throughout the years. In 2010, we embarked on a much more effective method of food distribution – the Mobile Food Bank from the Food Bank of the Albemarle. This mobile unit, provided by the Kraft Food for America Program, allows us to serve over 100 families in Northampton County with a wide option of food on a monthly basis. CADA is also the lead agency for the Emergency Food and Shelter program. Nutritional outreach programs are coordinated with Cooperative Extensions, WIC and the Health Department. Programs are provided at CADA offices/centers. Staff assists with commodity distribution and serves on interagency councils.

8. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Innovation and Opportunity Act.

Choanoke Area Development Association is the administrator of the NC Works County Career Center -- a one stop employment resource that provides a myriad of services and resources to local residents. We work closely with both local community colleges with regards to Career Readiness and TABE Testing and share staff and resources so as not to duplicate services. All CSBG Case Managers are knowledgeable of the resources at the NC Works Career Center, DES Center and Roanoke Chowan Community College and Halifax County Community College and make frequent referrals to clients seeking employment or skills training.

9. Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance).

CADA has established a referral system with the local Departments of Social Services. This referral system is a two-way process since some programs CADA administers must ensure that all other sources of assistance have been exhausted. CADA offices are used by DSS for intake for the LIHEAP Program. CADA staff serves on local boards/councils for coordination and CADA actively seeks resources to complement those of DSS such as EnergyShare and Emergency Food and Shelter programs. Staff will continue to develop partnerships with agencies/organizations throughout our service area in order to maintain/increase a referral system to connect clients with much needed resources.

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
Planning Process Narrative (continued)**

10. Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.

CADA has identified the following needs for low-income youth: a) lack of after-school programs, b) lack of organized recreational activities, c) lack of adult role models and opportunities to interact with adults, d) lack of tutoring programs, e) few opportunities to build self-esteem, f) lack of work experience opportunities, g) lack of pregnancy prevention programs, and h) poor nutritional habits. In an effort to meet these needs, CADA is currently operating in Bertie, Halifax and Martin Counties WIOA Year-Round Youth. Head Start provides services and counseling through its Male Involvement Program. CADA operates Parents as First Teachers Programs in Hertford County and Northampton County which serves young mothers.

11. Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office[s].

All case managers in various programs are ready to discuss child support issues – for mothers or fathers – and advocate on their behalf. CADA works with local DSS offices to ensure that children are being supported by their non-custodial parents and will assist clients in pursuing their options – either to obtain child support or to present themselves in court for fair adjudication of the matter. Head Start's Male Involvement Program particularly emphasizes the importance and the protocol to resolve child support issues.

Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
OEO Form 210

Agency Strategy for Eliminating Poverty

Planning Period: 07/01/2017 – 06/30/2018

Section I: Identification of the Problem (use additional sheets if necessary)

1. Give the Poverty Cause name(s), rank the poverty cause(s) and identify which one(s) the agency will address.

Analysis of data obtained through CADA's Community Needs Assessment (2015-2016) reveals the barriers and challenges facing the residents of Bertie, Halifax, Hertford, Northampton and Martin Counties:

1. Lack of resources and motivation/education/skills training to increase family income to become self-sufficient
2. High unemployment – lack of industry
3. Lack of financial literacy
4. Lack of resources/knowledge/skills to access affordable, standard housing.
5. Lack of subsidized rental housing.
6. Lack of homeless shelters
7. Limited funds for emergency assistance programs.
8. Lack of awareness information and available resources/services to prevent abuse and neglect and the removal of at-risk children from home.
9. Lack of support services to enable single teenage parents and pregnant teenagers to complete high school requirements.
10. Lack of resources to provide transportation/medical/needs.
11. Lack of employment counseling
12. Lack of access to family support/family empowerment services
13. Lack of emergency childcare
14. Lack of resources and services for isolated elderly

15. Lack of parental knowledge of child development stages and appropriate ways to stimulate learning for children 0-5 years of age. Lack of programs, mentoring for youth.
16. Lack of Early Childhood Development programs/daycare to prepare children for school.
17. Lack of child/parent literacy
18. Lack of child health and wellness
2. Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources).
- (A) Explain why the problem exists.

Historically, CADA's service area has been identified as some of the most economically distressed in North Carolina and the nation. Furthermore, they have been included in a crescent of counties beginning in Virginia and continuing south through North Carolina, South Carolina, Georgia, and Alabama where poverty has been entrenched over many decades. These counties have a higher percentage of African Americans, education and health system needs, higher unemployment, and lower paying jobs. The traditional economy and jobs of this region have declined or are no longer viable options. This region was historically an agrarian society but with the decline of family farms and traditional money crops such as tobacco and the changes in the mechanism of farming, jobs have been lost. Textiles and timber/wood product industries were also important traditional economic engines to the region that have declined and contributed to the loss of jobs. The jobs that have been created often do not pay a living wage. Revenue these counties receive to assist their residents does not provide for the many needs of families. All of this information has been used by the North Carolina Department of Commerce to rate the ability of these counties to be able to help themselves as very low. Bertie County was ranked number one in the state as the county with the fewest resources to economically improve the county. The data listed below reflects the causes and conditions of entrenched poverty in the region. Just as these counties do not have the resources for change, residents do not have the resources and support needed for change.

Table 1: CADA's Service Area Tier/Poverty Comparison Ranking Out of 100 Counties in NC

<u>County</u>	<u>Allocation</u>	<u>% in poverty</u>	<u>Economic Distress Rank</u>	<u>Final 2015 Tiers</u>
BERTIE	\$62,316	25.5	3	1
HALIFAX	\$152,142	25.8	4	1
HERTFORD	\$67,338	26.3	10	1
MARTIN	\$54,808	22.5	13	1
NORTHAMPTON	\$61,180	26.2	12	1

Data Courtesy of:

* NC CSBG Allocation (Office of Economic Opportunity (OEO))

* County Development Tier Ranking (2017 NC Department of Commerce)

(B) Identify the segment of the population and give the number of people experiencing the problem.

Within CADA's service area and in Martin County, poverty is chronic and entrenched in these depressed "Tier one" rural communities where unemployment and poverty rates reflect percentages well above the state and national averages.

Table 2: Unemployment Figures and Families in Poverty in CADA Service Area

<u>County</u>	<u>November 2016</u>		<u>County</u>	<u>Population</u>	<u>Persons In Poverty</u>
Bertie	6%		Bertie	20,199	22.3%
Halifax	7.6%		Halifax	52,456	26.3%
Hertford	6%		Hertford	24,184	25.6%
Martin	6.6%		Martin	23,357	21.3%
Northampton	6.9%		Northampton	20,426	28.1%
Avg. / Service Area	6.6%		Avg. /Service Area	28,124	24.7%
North Carolina	4.8%		North Carolina	10,042,802	17.4%
			United States	321,418,820	15.5%
* NC Commerce (November 2016 Report)			*2015 Population Estimate (as of July, 2015)		

High rent with limited earnings has a major impact in CADA's service area including Martin County. Workers would need to earn well above minimum wage in order to afford Fair Market Monthly Rent (FMMR), when the average hourly wage is not sufficient for families to afford standard housing. Families earning minimum wage, working 40 hours per week would need to work an average 1.7 full time jobs in order to afford the FMMR. When you factor in other barriers that suppress individuals/families from gaining adequate employment, such as daycare, transportation, criminal background, lack of work history, lack of employable

skills, etc., it makes it difficult for families to afford standard housing as well as support the overall family without the ability to acquire employment. CADA has proven through the years that we are capable of removing barriers for families within our service area.

(C) Provide demographic information of those adversely effected inclusive of:

(a) Gender

TABLE 4: General Population¹

	Total	Male	Female
Bertie	20,199	50.8%	49.2%
Halifax	52,456	48%	52%
Hertford	24,184	49%	51%
Martin	23,357	47%	53%
Northampton	20,426	48%	52%
North Carolina	10,042,802	49%	51 %

(b) Age

AGE OF THE SERVICE AREA POPULATION

A table 5 reflects the overall age breakdown for CADA's service area.

TABLE 5: Population by Age Group²

	Bertie	Halifax	Hertford	Martin	Northampton
20 – 24	1,225	3,456	1,723	1,364	1,259
25 – 34	2,441	5,752	2,770	2,319	2,022
35 – 44	2,097	6,024	2,793	2,558	2,094
45 – 54	3,180	7,812	3,504	3,336	3,015
55 – 59	1,647	3,986	1,956	2,085	2,016
60 – 64	1,446	3,817	1,652	1,841	1,394
65 – 74	2,109	5,279	2,351	2,092	2,602
75 – 84	1,225	3,042	1,153	1,425	1,473
85 years and over	596	1,188	653	538	568

¹ U.S. Census Bureau, 2010.

² 2011-2015 American Community Survey 5-Year Estimates

(c) Race/Ethnicity for the agency's service area

RACE AMONG THE SERVICE AREA POPULATION

Table 6 examines the race/ethnicity of CADA's service area.

Table 6: Population by Race and Ethnicity³

	Bertie	Halifax	Hertford	Martin	Northampton
	Number	Number	Number	Number	Number
Non-Hispanic White	7,429	21,402	8,672	12,548	8,395
Non-Hispanic Black	12,717	27,868	14,218	10,337	11,937
Non-Hispanic American Indian	119	1,802	248	86	49
Non-Hispanic Asian and Pacific	119	439	296	132	36
Hispanic or Latino	343	1,379	781	840	391

(D) Explain how the persons are adversely affected.

The dependent poor headed by persons over 65 years of age and/or disabled represent over 15% of the area poverty households and are not potentially employable. Children under the age of six who live in poverty represent 31% of the population. Minorities that live in poverty represent 80% and 52% are female-headed households. Only 34% of the family members aged 25 or older are high school graduates. They also lack marketable skills/training, have poor or non-existent work histories, display poor work attitudes, and need affordable childcare, transportation, and other supportive services.

High rent with limited earnings also has a major impact in the five counties that CADA serves. The North Carolina Housing Coalition suggests in order for individuals/families to afford rent and utilities for a safe, modest two-bedroom apartment at the fair market monthly rent, individuals/families will have to obtain an average hourly wage \$12.20, but individuals are currently making average wages of \$8.60. When housing is affordable, families do not have to choose between paying for housing and other needs, such as food and

³ 2011-2015 American Community Survey 5-Year Estimates

medicine. Combining these barriers to employment, the remoteness of the area and the lack of employment opportunities hinder individuals/families from becoming self-sufficient. Of the area population, approximately 73% are transportation disadvantaged.

As a result of community meetings, focus groups, and surveys, CADA has learned that the concerns of the residents in CADA's service area reflect the demographics and statistics presented in the following demonstration of need. Some of the most critical issues facing these Counties, as seen by its citizens are: Education, Teen Pregnancy, Children's access to library, Transportation, Gang activity/Need for teen activities, Substance abuse, Faith based availability, and Safety; where many of these issues are a result of poverty, unemployment, teen pregnancy, and an educational system that is not fulfilling its mission of preparing children for success and achievement. Data analyzed from surveys completed by Headstart/Early Headstart parents displayed the most important issues/concerns for families such as: summer care for school age children; **EMPLOYMENT**; after school care for school age children; affordable health insurance; and **AFFORDABLE HOUSING AND UTILITIES**.

Section II: Resource Analysis (use additional sheets if necessary)

(E) Resources Available:

a. Agency Resources:

Community Services Block Grant, Weatherization, Urgent Repair, Section 8, NC Works Career Center, Youth WIA, Parents as Teachers, Head Start, Early Head Start, Male Involvement, Emergency Food and Shelter, Energy Share, Senior Housing, Free Income Tax Preparation, Home Ownership, Foreclosure Prevention, Financial Literacy Education, and Comprehensive Referral System with Community Organizations.

b. Community Resources:

TANF, Food Stamps, LIEAP, Public Housing, Day Care Centers, Roanoke Chowan Community College, Martin Community College and Halifax County Community College, Boys & Girls Clubs, DES, Choanoke Public Transit System, Salvation Army, Martin County Transit, NC/Works/DES, Community Libraries, Union Mission, Juvenile Justice, and 4-H.

(F) Resources Needed:

c. Agency Resources:

Additional emergency funds, unrestricted funds, additional homeownership grants and loan programs; additional public housing units, mobilizing financial resources, fatherhood program, funding for disseminating information to public/private entities, and substandard housing program to assist seniors needing adaptations so they can remain in their homes as well as assist individuals/families with energy efficiency to better utilize limited incomes and improve health.

d. Community Resources:

Accessible/affordable housing, funds for infrastructure, public transportation, job training/employment counseling, youth programs, after school programs, assistance with buying a home, homeless shelter, assistance for minor home accessibility modifications for low-income disabled persons, emergency childcare, transportation emergencies, isolation of elderly, parenting education, child literacy programs and child health and wellness programs.

Section III: Objective and Strategy

(G) Objective Statement:

- Leverage resources to provide resource and referral services to 150 participants by June 30, 2018 with a focus on employment, standard housing and emergency assistance.

Strategies for Objective:

- Provide a comprehensive client intake to more effectively assess the needs of our participants and expand our internal and external referral network.
- Provide a comprehensive Information & Referral program to assist those in poverty to improve quality of life.
- Deliver an effective interagency collaboration in order to assure services are not duplicated.
- Establish services with local human service agencies to provide needed assistance and facilitate coordination.
- Maintain a counseling and referral system for comprehensive skill-training/education programs.
- Continue to collaborate with local colleges to provide HRD classes to participants
- Provide a comprehensive case management system to assist family members in removing barriers to employment such as daycare, transportation, etc.
- Participate in economic development activities that will increase opportunities for self-sufficiency.
- Create a system for coordinating with NC Works Career Center/Department of Employment Security to ensure CSBG eligible customers access to the full array of services provided by the center.
- Maintain a system that focuses on individual employment plans and career path utilization.
- Provide comprehensive assessment, case management, counseling, direct assistance, referrals and follow-up services to low-income residents to help them attain self-sufficiency.
- Provide comprehensive assessment, case management, counseling, direct assistance, referrals

and direct clients to the appropriate resources.

- Promote the Earned Income Tax Credit and free tax preparation assistance for families.
 - Maintain an intake process that will allow case managers the opportunity to understand clients' needs and direct them to the appropriate resources/organizations.
 - Provide employment, emergency and substandard housing assistance to families in need from July 1, 2017 to June 30, 2018.
 - Identify low-income individuals/families in need of emergency or standard housing assistance and refer to appropriate programs for assistance.
 - Continue services with local human service agencies to provide needed assistance and facilitate coordination.
 - Distribute CADA brochures and promote services during community events.
 - Promote CSBG services to local employers, community organizations, agencies, businesses, faith-based organizations, etc.
-

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
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Section II: Project Identification							
1. Project Name:	Information and Referral Services (Bertie, Halifax, Hertford, Martin and Northampton Counties)						
2. Poverty Cause Name:	Lack of resources, knowledge and/or skills to acquire employment, emergency assistance and/or standard housing assistance.						
3. Long-Range Goal:	Leverage resources to provide information and referral services to 150 participants by June 30, 2018 with a focus on employment, standard housing and/or emergency assistance.						
4. Selected Strategy:	Identify low-income individuals/families in need of employment, emergency and/or standard housing assistance and refer to appropriate programs for assistance.						
5. Project Period:	July 1, 2017	To	June 30, 2018	Plan Year	1	of	1
6. CSBG Funds Requested for this Project:	397,784						
7. Total Number Expected to Be Served:	150						
a. Expected Number of New Clients	140						
b. Expected Number of Carryover Clients	10						
8. Number expected to be moved above Federal Poverty Guidelines this year (Self-Sufficiency Projects):	20						
9. Percent of Long-Range Goal Expected to be Met this Year (For projects other than Self-Sufficiency):	75						

Section II: One-Year CSBG Program Objective and Activities						
Activities	Position Title(s)	Implementation Schedule				
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
Objective: To provide information and referral assistance to 150 clients by June 30, 2018.	M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	25	75 (50)	125 (50)	150 (25)	
1. Development						
1.1 Implement a comprehensive client intake/call-in process to more effectively assess the needs of our participants.	M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18	
1.2 Research resources to assist families achieve self-sufficiency	ED, B/D, DD, M/CS, CSMH, CSMEA, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18	
1.3 Implement training sessions for CADA staff on Housing options for low-income residence	ED, DD, M/CS, CSMEA, CSMH, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18	

1.4 Compile, reproduce, and disseminate information on available rental, rehab/new construction resources programs and the need for additional resources.	ED, DD, M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.5 Meet with community organization service agencies etc. to explain program and solicit support and referrals	M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.6 Establish cooperative working relationship with realtors, housing authority, lenders, landlords, building materials vendors and government officials	ED, DD	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.7 Coordinate and manage an emergency assistance program to assist those in need of emergency assistance.	ED, DD, M/CS	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.8 Organize/maintain partnerships with local Dept. of Social Services (DSS) in order to assure that no services have been duplicated as well as to assure DSS funds have been exhausted.	CM, LCM, M/CS, CSMH, CSMEA, DD	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.9 Coordinate a referral system that will connect 150 clients with services/agencies as needed.	CM, LCM, M/CS, CSMEA, CSMH, NCW/CM	25 09/17	75 (50) 12/17	125 (50) 03/18	150 (25) 06/18
1.10 Maintain a system of monitoring and tracking available funding allocations in order to assure that funds are exhausted properly to avoid pledging over program allocation.	CM, LCM, M/CS, CSMEA, CSMH, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.11 Maintain a system that tracks the demographic characteristics of individuals/families that have applied for/received services.	CM, LCM, M/CS, CSMEA, CSMH, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.12 Participate in economic development activities to increase opportunities for participants.	ED, B/D, M/CS, DD	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.13 Research and establish rapport with local employers.	ED, B/D, M/CS, DD, LCM, JD	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.14 Participate in community meetings/events with other agencies/organizations in order to build partnerships that will assist low-income families with removing barriers.	M/CS, DD, LCM, JD, CSMH, CSMEA, CSM, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18

1.15 Build partnerships with local committees/groups in order to connect with additional resources to assist families.	M/CS, DD, LCM, JD, CSMH, CSMEA, CSM, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
2. Training					
2.1 Train staff on proper intake/call-in procedures including documentation, Emergency food and Shelter, Energysare guidelines, and general information about other agency programs for which clients may qualify.	LCM, M/CS, NCW/CM CSMH, CSMEA, DD	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
2.2 Train staff on proper procedures of collecting information in order to determine if clients are eligible to receive emergency or housing assistance	LCM, M/CS, CSMH, CSMEA, NCW/CM DD	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
2.3 Train staff on in-house and community resource services in order to refer clients to needed services.	LCM, M/CS, CSMH, CSMEA, NCW/CM DD	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
2.4 Train staff on the proper policies/procedures to contacting agencies such as DES, Customer Care, Energy Management (CEM), Ameri-Gas, Dominion Power, Roanoke Electric, Housing resources, etc in order to arrange pledges.	ED, LCM, M/CS, CSMH, CSMEA, NCW/CM DD	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
2.5 Train staff on monitoring and tracking available funding allocations in order to assure that funds are exhausted in the right manner.	M/CS, CSMH, CSMEA, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
2.6 Train/monitor staff in efficient use of Accountable Results for Community Action (AR4CA) for proper case management and data collection	M/CS LCM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
2.6 Continue to train Center Managers in this systems approach to maximize agency efforts to help our participants and to ensure proper reporting to funding agencies.	M/CS LCM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
3. Enrollment					
3.1. Enroll (or carry over when applicable) eligible participants.	CSMH, CSMEA, CM, CSM LCM, NCW/CM	25	75 (50)	125 (50)	150 (25)
3.2. Complete intake assessment and determine resources available for eligible participant.	CM, CSM, CSMH, CSMEA, LCM, NCW/CM	15	65 (50)	115 (50)	140 (25)

3.3. Advise participants of available resources and programs.	CM, LCM	25	75 (50)	125 (50)	150 (25)
3.4. Provide a general orientation to eligible participant concerning expectations and possible results.	CM, CSM CSMH, CSMEA, LCM, NCW/CM	15	65 (50)	115 (50)	140 (25)
3.5. Enter into written agreement between mentor and participant.	CM, CSM, CSMH, CSMEA, LCM, NCW/CM	25	75 (50)	125 (50)	150 (25)
4. Case Management					
4.1. Staff will coordinate various services for 150 clients	LCM, CSMH, CSMEA, NCW/CM, CM	25	75 (50)	125 (50)	150 (25)
4.2. Complete needs assessment to determine strengths and weaknesses of participant	CM, CSM, CSMH, CSMEA, LCM, NCW/CM	25	75 (50)	125 (50)	150 (25)
4.3. Develop a mutually agreed upon plan of action with the participant to be carried out while in the self-sufficiency program.	CM, CSM, CSMH, CSMEA, LCM, NCW/CM	25	75 (50)	125 (50)	150 (25)
4.4. Staff will record individuals/families demographic characteristics for participants who have applied for/received services	LCM, CSMH, CSMEA, NCW/CM, CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.5. Staff will verify that approved vendor payments for clients have been submitted/paid to clients' accounts	LCM, CSMH, CSMEA, NCW/CM, CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.6 Complete family data and certify eligibility for program	LCM, CSMH, CSMEA, NCW/CM, CM	25	75 (50)	125 (50)	150 (25)
4.7 Coordinate services with local human service agencies to provide needed assistance.	CM, CSM, CSMH, CSMEA, LCM, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.8 Assess housing needs of participants.	LCM, CSMH, CSMEA, NCW/CM, CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.9 Provide counseling and referral assistance to skill-training education programs.	M/CS CM, CSM, CSMH, CSMEA, LCM, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.10 Counsel participants to develop strategies and refer to appropriate resource program.	LCM, CSMH, CSMEA, NCW/CM, CM	25	75 (50)	125 (50)	150 (25)

4.11 Establish and maintain file system for participants	LCM, CSMH, CSMEA, NCW/CM, CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.12 Provide participants referrals to Community Colleges for Human Resources Development classes on regular basis	M/CS CM, CSM CSMH, CSMEA, LCM, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.13 Provide referrals to community colleges for skills training, development of individual employment plans and career path plans	M/CS CM, CSM, CSMH, CSMEA, LCM, CM, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.14 Assist/advocate for participants applying for needed services.	LCM, CSMH, CSMEA, NCW/CM, CM	25	75 (50)	125 (50)	150 (25)
4.15 Coordinate regular involvement in the NC Works Career Center to insure CSBG eligible customers receive the full array of services. (Conduct Job Fairs at Center)	M/CS CM, CSM, CSMH, CSMEA, LCM, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.16 Assist participants with applying for standard housing	LCM, CSMH, CSMEA, NCW/CM, CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.17 Assist participants with completing applications for loans/grants for rehab or new construction.	LCM, CSMH, CSMEA, NCW/CM, CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.18 Monitor participants' applications to assure services are not duplicated.	LCM, CSMH, CSMEA, NCW/CM, CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.19 Provide/coordinate financial assistance consistent with participant's action plan to help remove barriers such as: transportation, housing, food, health, and any other needs to help them reach their goal.	M/CS CM, CSM LCM, CSMH, CSMEA, NCW/CM	25	75 (50)	125 (50)	150 (25)
4.20 Through counseling and training, thirty (40) families will gain fulltime employment or upgrade their current employment status.	M/CS CM, CSM, CSMH, CSMEA, LCM, NCW/CM	5	10 (5)	15 (5)	20 (5)
4.21 Provide direct client support as needed to include payments for transportation, childcare, housing, utilities, skills training, tuition.	M/CS, CM, LCM, CSMH, CSMEA, NCW/CM	5	10 (5)	15 (5)	20 (5)

uniforms, medical and food assistance, etc.					
4.22 Coordinate placement for 10 families in substandard housing.	LCM, CSMH, CSMEA, NCW/CM, CM	4	6 (2)	8 (2)	10 (2)
4.23 Provide follow-up counseling as needed for 150 families.	LCM, CSMH, CSMEA, NCW/CM, CM	25	75 (50)	125 (50)	150 (25)
4.24 Counsel families on energy conservation methods and programs.	LCM, CSMH, CSMEA, NCW/CM, CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.25 Refer participants to needed services: Weatherization, Emergency Assistance, Employment Assistance Child Care, Urgent Repair, Single Family Rehab., etc.	LCM, CSMH, CSMEA, NCW/CM, CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
5 Follow-up					
5.1 Staff will follow up with 150 clients to assure needs have been met.	LCM, CSMH, CSMEA, NCW/CM, CM	25	75 (50)	125 (50)	150 (25)
5.2 Staff will generate reports to track participants' characteristics and funding received.	LCM, CSMH, CSMEA, NCW/CM, CM, M/CS	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
5.3 Staff meetings will be held in order to discuss various needs as well as assure all pledges have been paid in full.	ED, DD, LCM, CSMH, CSMEA, NCW/CM, CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
5.4 Evaluate Program	BD, ED, M/CS, CMS	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
5.5 Submit required reports	ED, DD, FD LCM, M/CS	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18

KEY:

BD-Board of Directors

ED-Executive Director

FD – Finance Director

DD – Deputy Director

M/CS- Manager of Community Services

CSMEA-Community Services Center Manager-Emergency Assistance

CSMH - Community Services Center Manager - Housing

NCW/CM - NC Works Coordinator – Center Manager

LCM-Lead Case Manager

CM-Case Managers

**Community Services Block Grant Program
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8. Use the tables below to enter your agency's targeted outcome results. The performance measures will be included in the agency's CSBG contract.

All CSBG grantees operating self-sufficiency projects are required to enter program targets in Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 6 of the Fiscal Year 2017-18 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page and also enter specific program targets. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Project 1 (Information & Referral)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	150
The number of low-income participant families rising above the poverty level.	20
The number of participant families obtaining employment.	30
The number of participant families who are employed and obtain better employment.	2
The number of jobs with medical benefits obtained.	6
The number of participant families completing education/training programs.	5
The number of participant families securing standard housing.	8
The number of participant families provided emergency assistance.	100
The number of participant families provided employment supports.	20
The number of participant families provided educational supports.	4
The average change in the annual income per participant family experiencing a change.	This measure does not require a target, but must be reported.
The average wage rate of employed participant families.	This measure does not require a target, but must be reported.

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9. For Community Action Agencies that serve multiple counties, provide a breakdown of the expected *number of persons served* in each designated county in the table below. Show the total number of persons served in the table.

Number of Families to be Served Per County										
Agency Name: Choanoke Area Development Association, Inc.										
Project Name: Information & Referral										
County	Bertie	Halifax	Hertford	Martin	Northampton					Total
Total Planned	24	57	26	21	22					150

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
Monitoring, Assessment and Evaluation Plan**

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs.

- a. Board of Directors:

The Board of Directors, as the governing body of the agency, is responsible for the establishment of policies, the direction of activities, and the development of programs and is assisted by the staff in planning, assessing, tracking and evaluating program progress, and recommending changes

- b. Low-Income Community:

Low-income representatives are directly involved through participation on the Board of Directors and on other CADA Advisory Boards and committees that plan, track, and evaluate all CADA programs. Program reports are presented at county council and community organization meetings for review and recommendations. Monthly, the supervisory personnel of each program use the monthly reports generated by the CADA CSBG staff in the Community Service Centers to monitor and evaluate progress. The staff presents program reports to the Board of Directors for review.

- c. Program Participants:

Low-income representatives are directly involved in the planning, tracking, and evaluation of all programs. Program participants are encouraged to evaluate and recommend program changes through individual contacts with staff and group/community organization meetings and through needs assessment surveys and tracking of customer satisfaction.

- d. Others:

The Board of Directors has representation of faith-based, business, industry, and community members who would be included in this category. The membership of Advisory Boards/committees includes other agencies and community organizations. CADA staff serves on consortium boards and collaborates with the community to maximize service without duplication.

2. Describe how administrative policies and procedures are monitored by the Board of Directors.
All CADA employees and members of its governing body are given a copy of the agency's Personnel Policies and Procedures. The Administrative staff and Board monitor these policies. The Personnel and Grievance Committee of the Board of Directors reviews the policies annually and recommends amendments if needed to the Board for approval at a quorum meeting.

CADA has on file a copy of the Affirmative Action Plan approved by CADA's Board of Directors.

CADA's Equal Opportunity Officer assures that this plan is adhered to.

Both the Board and the funding sources through monthly and quarterly reports monitor fiscal policies. A local CPA firm conducts an annual audit and copies of the report are transmitted to CADA's governing board and all funding sources.

3. Describe how the Board acts on monitoring, assessment and evaluation reports.

At the monthly Board of Directors' meeting, program reports and recommendations are presented for advice, discussion, revision, and planning as a means of solving problems and improving implementation of service. Programmatic staff is available at Board meetings to answer questions and to provide additional information the Board may need to consider. Through the board process, members make recommendations for Board actions and these are approved, disapproved or tabled for future action. Approval requires a majority of the members. Approval of the CSBG work plan is governed by this process.

4. Describe the Board's procedure for conducting the agency self-evaluation.

Each year during the planning process, the agency conducts a self-assessment. This self-assessment is the basis for program planning and assures the responsiveness of the agency to community needs. Upon completion of a project – end of program year – an in-depth assessment of the project's goals, impact and cost effectiveness is conducted by staff, the Board and the low income. The Board is provided information for assessment through Committee/Staff/ Executive Director reports. This information is used by the Board to determine revisions/additions to the agency's work plan and strategic planning. Agency self-evaluation is an ongoing process. Proposals for funding are presented to the Board for approval each month.

5. Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation.

Self-Assessments are conducted at the end of each fiscal year. The Board of Directors receives reports from the Executive Director and the managers of the self-sufficiency, housing and employment departments that outline expected and actual results. These reports are delivered each quarter and as needed. Evaluations are ongoing throughout the year and the process provides a foundation for program planning and a vehicle for modification when needed. Board members review the items presented, discuss any perceived problems and explore potential program revisions to insure the agency's continued responsiveness to community needs.

Board members expressed concerns regarding requirements of spending the county allocations in the specified county. An example of a challenge that may occur due to the county spending requirements is CADA may have challenges (staffing and resource) to respond to a crisis in a particular county (for example, natural disasters, plant layoffs, plant closings).

Acceptance of Proposal and Contract to Supply and Install a Stand-by Generator for the Cultural and Wellness Center:

Mr. Jason Morris, Public Works Director, appeared before the Board for acceptance of a proposal and contract to supply and install a stand-by generator for the Northampton County Cultural and Wellness Center.

A motion was made by Geneva Faulkner and seconded by Charles Tyner to accept the recommendation from the Public Works Department that this Board approve and accept the proposal and enter into a contract agreement with Breedlove Electric, Inc. **Question Called:** *All present voting yes.* **Motion carried.**

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**

Decision Paper

To: Northampton County Board of Commissioners

From: Jason S. Morris, Public Works Director

Date: February 6, 2017

Reference: Acceptance of Proposal and Contract to Supply and Install a Stand-by Generator for the Northampton County Cultural and Wellness Center.

Purpose: The purpose of this decision paper is to obtain approval of the Board of Commissioners for acceptance of proposal to supply and install a stand-by generator for the Northampton County Cultural and Wellness Center.

Facts:

1. In accordance with the Northampton County Bidding Requirements Policy and NCGS 143-129, the formal bid process was used and proposals were received by the Public Works Department from qualifying firms to supply and install a stand-by generator for the Northampton County Cultural and Wellness Center.
2. On December 20, 2016, the bids received were as follows: (See attached Bid Sheet)

a. Breedlove Electric Inc.	\$84,699.00
b. ALT Services Group	\$120,000.00
3. On January 13, 2017, a change order was issued by the low bidder, Breedlove Electric Inc. in the amount of \$11,551.00 for the purpose of adding a Main Circuit Breaker Disconnect for utility power to meet compliance with current building codes.
4. Recommendations from the project engineer are attached for reference.
5. Contractor may begin work upon approval and acceptance of bid proposal with attached change order and once notice to proceed is issued to the contractor.
6. All work is to be completed by June 30, 2017.

Discussion: Emergency Management has received a grant that will cover the expenses of the addition of the generator at the designated shelter for Northampton County.

Recommendation: It is the recommendation of the Public Works Department that the Board of Commissioners approve and accept the proposal and enter into a contract agreement with Breedlove Electric Inc. in the amount of \$84,699.00 in addition with the change order in the amount of \$11,551.00 totaling \$96,250.00 to supply and install a stand-by generator at the Northampton County Cultural and Wellness Center in accordance with all specifications.

Respectfully submitted,

Jason S. Morris
Public Works Director

Coordination:

Finance Officer

Concur Reddie A. Edwards

Non-concur _____

Concur with comment _____

County Manager

Concur Kimberly L. Dunn 2/1/17

Non-concur _____

Concur with comment _____

Action by Decision Makers

Approve _____

Disapprove _____

Other _____

Bid Tab Sheet

December 20, 2016

Public Works Conference Room

9371 NC Hwy 305, Jackson, NC

2:00 pm

CONTRACTOR	BID RECEIVED (DATE/TIME)	BID AMOUNT
1. Tommy Breedlove Breedlove Electric Inc.	Bid received at 1:45 pm Tuesday, December 20, 2016	\$84,699.00
2. David Slack ALT Services Group	Bid received at 1:55 pm Tuesday, December 20, 2016	\$120,000.00

Individuals in attendance on 12/20/2016 at 2:00 pm:

Mr. Jason Morris, Public Works Director

Mr. Tommy Breedlove, Breedlove Electric

Mr. David Slack, ALT Service Group

Ms. Sharekka Bridges, Public Works Administrative Assistant

BREEDLOVE ELECTRIC, INC.
 5121 NC 39 HIGHWAY SOUTH
 POST OFFICE BOX 649
 HENDERSON, N.C. 27536
 PHONE 252-438-3421
 FAX 252-438-2988
 EMAIL TBREEDLOVE@BREEDLOVEELECTRIC.COM

PROPOSAL TRANSMITTAL SHEET

To:	Jason Morris	From:	Tommy Breedlove
Company:	Northampton County Public Works	Date:	December 20, 2016
E-Mail:	Jason.morris@nhcnc.net	Total No. Of Pages Including Cover:	1
Phone Number:		Sender's Reference Number:	12201601
Re:	Generator Installation - Northampton Health & Wellness Center	Your Reference Number:	

☐ URGENT ☒ FOR REVIEW ☐ PLEASE COMMENT ☐ PLEASE REPLY ☐ PLEASE RECYCLE

NOTES/COMMENTS:

Electrical pricing per plan page E1 & Specifications by Kilian Engineering, dated 11/28/2016 include:

All wiring as shown
 Automatic transfer switch
 Concrete cut & patch
 Generator pad
 Generator & startup certification
 Full tank diesel fuel
 Permit from local Code Enforcement Office
 120v branch circuit wiring, battery charger & water jacket heater.

Price this project \$84,699.00

(Price Good for 90 Days)



Corporate Seal

Robert T Breedlove Jr.
 Secretary/Treasurer
 Breedlove Electric Inc.
 NC License 16871-U

---BILL OF MATERIALS ---

**GENERAC GENERATOR AND AUTOMATIC TRANSFER
SWITCH.**

Bill of Material

<u>kW Rating</u>	<u>Voltage</u>	<u>Phase</u>	<u>Fuel System</u>
130	277/480	3	Diesel

Quantity 1 - Generac Industrial diesel engine-driven generator set with turbocharged/aftercooled 6-cylinder 6.7L engine, consisting of the following features and accessories:

- Stationary Emergency-Standby rated
- 130 kW Rating, wired for 277/480 VAC three phase, 60 Hz
- Permanent Magnet Excitation
- Level 2 Acoustic Enclosure
 - Steel Construction
 - Industrial Grey Baked-On Powder Coat Finish
- UL2200
- EPA Certified
- H-100 Control Panel
 - Meets NFPA 99 and 110 requirements
 - Temp Range -40 to 70 degrees C
 - Digital Microprocessor:
 - Two 4-line x 20 displays, full system status
 - 3 Phase sensing, $\pm 0.25\%$ digital voltage regulation
 - RS232, RS485 and Canbus remote ports
 - Waterproof connections
 - All engine sensors are 4-20ma for minimal interference
 - Programmable I/O
 - Built-in PLC for special applications
 - Engine function monitoring and control:
 - Full range standby operation; programmable auto crank, Emergency Stop, Auto-Off-Manual switch
 - Isochronous Governor, $\pm 0.25\%$ frequency regulation
 - Full system status on all AC output and engine function parameters
 - Service reminders, trending, fault history (alarm log)
 - IZT function for full generator protection
 - Selectable low-speed exercise
- Battery Charger, 10 Amp, NFPA 110 compliant, installed
- 110 AH, 925 CCA Group 31 Batteries, dual-paralleled, with rack, installed
- Coolant Heater, 1500W
- 24" 220 Gallon Double-Wall UL142 Basetank
 - 22.9 hrs. full load run time
 - Mechanical fuel level indicator gauge
 - Electronic fuel level sender
 - Emergency Vent
- 3 Owner's Manuals
- Alternator Strip Heater
- Alternator Tropical Coating
- 225A MLCB, 100% rated thermal-magnetic
- S00130KG178.7D18HPLY3

Quantity 1 - PSTS Series Automatic Transfer Switch consisting of the following features and accessories:

- Service Entrance Rated, Open Transition
- 800 Amp, 3 Pole, 277/480 VAC three phase
- UL1008 Listed
- NEMA 1 Enclosure
- ATC-300+ Microprocessor-Based Controller
 - 2-Line, 32-Character Alphanumeric LCD Display
 - Front Panel Mimic Diagram with colored LEDs for Source/Load Indication
 - Standard Features:
 - Sensing and Programmable Setpoints for both Normal (S1) and Emergency (S2): Under-voltage/Under-frequency, Over-voltage/Over-frequency; Voltage Unbalance Sensing and Phase Reversal for all phases
 - Adjustable Time Delays: Engine Start, Transfer Normal to Emergency & Emergency to Normal, Engine Cooldown, Emergency Fail
 - Pushbutton for Bypassing Time Delays on Transfer/Retransfer
 - Test Pushbutton
 - Contacts for Go to Emergency (S2)
 - MODBUS Communication
 - Digital Programmable Plant Exerciser:
 - Off, 1-Day, 7-Day, 14-Day, 28-Day Intervals
 - Adjustable 0-600 Minutes Run Time
 - Selectable for Load or No Load
 - Auxiliary Contacts:
 - Normal (S1) Source Present (2 Form C)
 - Emergency (S2) Source Present (2 Form C)
 - Normal (S1) Position Indication (1 Form C)

- Emergency (S2) Position Indication (1 Form C)
- Pre-Transfer Signal Contacts (1 Form C)
- Service Equipment Rated w/o Ground Fault Protection
- IBC/CBC Seismic Qualified
- Indicator Light, Normal Source Tripped
- Load Shed from Emergency
- Overcurrent Protection, Source 1
- Time Delay Neutral, Adjustable
- Normal Terminal Mechanical Lugs, Customer Connection: (4) 4/0-500MCM per phase
- Emergency Terminal Mechanical Lugs, Customer Connection: (4) 4/0-500MCM per phase
- Load Terminal Mechanical Lugs, Customer Connection: (4) 4/0-500MCM per phase
- Neutral Terminal Mechanical Lugs, Customer Connection: (12) 4/0-500MCM
- ATV3NBC3080XSU



ALT Services Group
118 Pickett Hill Rd.
Henderson, NC 27537

December 20, 2016

Mr. Jason Morris,
Northampton County Cultural and Wellness Center
9536 Hwy 305,
Jackson NC 27845

Subject: Northampton Co. Cultural and Wellness Center Generator Addition

Dear Mr. Morris

The following scope of work is based as per plan pages E1 received from Killian Engineering and dated 11/18/16

- 1) Install poured pad for new generator
- 2) Provide and install new 130kw generator
- 3) Provide and install new 800A ATS system to accompany the new generator
- 4) Provide and install underground conduit and wire as per plans from generator to ATS
- 5) Provide and install underground conduit and wire as per plans from CT cabinet to ATS
- 6) Provide and install underground conduit and wire as per plans from ATS to panel MDP
- 7) Provide and install conduit and wire as per plans from existing Panel A to pad mounted receptacle
- 8) Provide and install underground conduit and control cable from ATS to pad mounted generator
- 9) Route underground conduit between generator and ATS in such a manner to avoid cutting the sidewalk where possible.
- 10) Sidewalk will need to be cut in two places where underground conduit will cross
- 11) Provide concrete removal in electrical room in such a manner to accommodate conduit to be installed for ATS, and MDP (please note that this scope takes into consideration concrete that is up to 6" thick in the electrical room. If electrical room concrete is thicker than 6" an additional cost may be incurred)
- 12) Provide and install new poured concrete flooring where concrete was removed to accommodate conduit.

NC License # 25319-U
Federal ID # 26-2210455

The total cost of the above mentioned scope of work will be \$120,000.00 (one hundred twenty thousand dollars and zero cents)

Please note: if encountered during any portion of underground work, rock removal will be an additional \$1,500.00/yard

David Slack
David Slack
Estimator
ALT Services Group

Kilian Engineering Inc.
 Michael W. Kilian, PE, CEM
 P.O. Box 3301, Henderson, NC 27536
 Phone: 252.438.8778 Fax: 252.438.8741

RECOMMENDATION TO PROCEED

Date 12/21/16

To: Jason S. Morris
 Public Works Director, Northampton County
 PO Box 68
 Jackson, NC 27845

RE: Northampton Emergency Generator, Health and Wellness Center

Owner opened bids on December 20, 2016. Breedlove Electric was the apparent low bidder. We are verifying license and insurance credentials now; however, both Kilian Engineering and Northampton County have positive experiences from working with Breedlove Electric.

Breedlove Electric
 Tommy Breedlove
 Henderson NC 27537

We recommend proceeding with a contract to Breedlove Electric. The bid was in the amount of \$84,699.00. This is in agreement to perform all work provided on Electrical drawings and Bidding instructions. Please note design is pending review by county electrical inspector.

Respectfully,

Michael Kilian, PE



mikilian@kilianengineering.com

Page: 1

BREEDLOVE ELECTRIC, INC.
 5121 NC 39 HIGHWAY SOUTH
 POST OFFICE BOX 649
 HENDERSON, N.C. 27536
 PHONE 252-438-3421
 FAX 252-438-2988
 EMAIL TBREEDLOVE@BREEDLOVEELECTRIC.COM

PROPOSAL TRANSMITTAL SHEET

To:	From:
Jason Morris	Tommy Breedlove
Company:	Date:
Northampton County Public Works	January 13, 2017
E-Mail:	Total No. Of Pages Including Cover:
Jason.morris@nhcnc.net	1
Phone Number:	Sender's Reference Number:
	12201601-011317
Re:	Your Reference Number:
Generator Installation - Northampton Health & Wellness Center - Change Request #1 - Revised	

☐ URGENT ☒ FOR REVIEW ☐ PLEASE COMMENT ☐ PLEASE REPLY ☐ PLEASE RECYCLE

NOTES/COMMENTS:

Electrical pricing to add a Main Circuit Breaker Disconnect for Utility Power.

Install a 800a Main Circuit Breaker Disconnect for the Utility Power, locate beside the existing CT Cabinet.

Install a ground bar in the existing MDP to isolate the grounded conductor.

Replace the SE rated transfer switch with a normal non SE rated, open transition transfer switch.

Change Adders \$13,450.00
 Generator ATS deduct \$1,899.00

Net Project Adder \$11,551.00



Robert T Breedlove Jr.
 Secretary/Treasurer
 Breedlove Electric Inc.
 NC License 16871-U



Kilian Engineering Inc.
Michael W. Kilian, PE, CEM
P.O. Box 3301, Henderson, NC 27536
Phone: 252.438.8778 Fax: 252.438.8741

January 24, 2017

Date 01/23/17

To: Jason S. Morris
Public Works Director, Northampton County
PO Box 68
Jackson, NC 27845

RE: Northampton Emergency Generator, Health and Wellness Center

Breedlove Electric sent revised total pricing 01-13-17 for \$11,551.00. If we were to re-bid the project we believe the overall cost would increase. Therefore we recommend to proceed with Breedlove Electric and accept the revised proposal as written.

Respectfully,

Michael W. Kilian, PE



NORTHAMPTON COUNTY		CONTRACT/VENDOR	
CONTRACT		Breedlove Electric	
CONTROL SHEET		Address 5121 NC 39 Hwy South, Henderson, NC 27537	
VENDOR # 19722		Contact Tommy Breedlove 252-430-9803	
		2	Originals 0 Copies
CONTRACT #	2017-2	Amount \$	96,250.00
New Contract	Yes		
Renewal		Date originally approved by the Board of Commissioners	
Cost or Material Changes			
Original Contract sent to Contract Administrator	Date: 1/27/2017		
Originating Department/Individual:	Public Works/Jason Morris	Item or Service:	Supply /Install Generator
Department Involved:	Public Works/Emergency Management	Type of Contract:	Service
Line Item Budgeted:	11-4330-5510-05	Period of Coverage:	145 days
GRANTS			
Board approval for Application	Approved _____	Set _____	Verified _____
Board approval for Acceptance	Approved _____	Set _____	Verified _____
COUNTY ATTORNEY	Date Received: 1/27/2017	Date Approved: 1/28/2017	
Approved as to Form: YES		Approved as to Legal Sufficiency: YES	
Revisions Necessary? YES		Board Action Necessary? YES	
Date Revisions were made? 1/28, By Atty.			
FINANCE RHE	Date Received: 1/27/17	Date Audited 1/27/17	
Non encumbered contract	Yes _____ No _____		
ASSISTANT COUNTY MANAGER	Date Received _____	Date Approved _____	
COUNTY MANAGER	Date Received _____	Date Approved _____	
BOARD OF COMMISSIONERS	CLERK TO THE BOARD		
Date approved by Board	Date Received _____	Date Attested: _____	
CONTRACT ADMINISTRATOR			
Attorney _____	Finance _____	Asst Cty Mgr _____	Cty Mgr _____ Clerk _____
Outside Agency Signatures:	Date Sent : _____	Date received: _____	
Copies Delivered to Appropriate Departments:	ORIGINATING _____	FINANCE _____	
Original to Outside Agency:	(Departments to deliver)	Date: _____	
File County Original / Add to Database:		Date: _____	
NOTES:			
_____ copies sent to originating department with instruction to obtain signatures and return 1 executed original to Legal			
_____ copies sent to originating departments with note to forward to vendor			
PROBLEMS:			
Corrective Action:		Date: _____	
		Initial: _____	

Notice to Proceed

Date: 2/6/2017

Project: Northampton County Wellness Center- Generator	
Owner: Northampton County, NC Jason Morris, Public Works Director	Owner's Contract No.: <u>2017-2</u>
Contract: Generator Installation	Engineer's Project No.: 16266
Contractor: Breedlove Electric, Inc.	
Contractor's Address: 5121 NC 39 Hwy South, Henderson NC 27537	

You are notified that the Contract Times under the above Contract will commence to run on February 6, 2017. On or before that date, you are to start performing your obligations under the Contract Documents. The number of days to achieve Substantial Completion is 145 calendar days.

Before you may start any work at the site, you and owner must each deliver to the other (with copies to Engineer and other identified additional insureds and loss payees) certificates of insurance which each is required.

Northampton County
Owner

Given by:

Robert V. Carter, Authorized Signature

Chairman of the Board
Title

February 6, 2017
Date

cc: Michael Kilian, PE

CONSTRUCTION CONTRACT

THIS AGREEMENT, made the 6th day of February in the year 2017 by and
 between Breedlove Electric, Inc. hereinafter called the Party of the First Part and the
5121 NC 39 Hwy South
Henderson NC 27537
 Owner Northampton County hereinafter called the Party of the Second Part.
Jackson NC 27845

WITNESSETH:

1. That the Party of the First Part and the Part of the Second Part for the consideration herein named agree as follows:

Scope of Work:

Obtain Necessary Permits from Local Code Enforcement Office
 Provide and Install 130kW Generator per approved specifications
 Provide and Install 800Amp Rated ATS per approved specifications
 Provide and Install 800Amp Service Entrance Rated Disconnect per approved specifications
 Provide and Install all conductors and conduits as scheduled on drawings per approved specifications
 Provide concrete pad for generator per approved specifications
 Provide diesel fuel for testing and a full tank upon project completion.
 Provide 120V branch circuit for generator auxiliaries per approved specifications.
 Cut concrete as needed for installation
 Restore concrete and landscape to "natural state" upon completion
 All other items as noted in the instructions to bidders, specifications for ATS, and Generator specifications

Consistent with plans dated: 11-28-16 and the following Addenda:

Addendum No. _____	Dated _____	Addendum No. _____	Dated _____
Addendum No. _____	Dated _____	Addendum No. _____	Dated _____
Addendum No. _____	Dated _____	Addendum No. _____	Dated _____

2. That the Party of the First Part shall commence work to be performed under this Agreement on a date to be specified in a written order of the Party of the Second Part and shall fully complete all work hereunder within dates in specification book.
3. The Party of the Second Part hereby agrees to pay the Party of the First Part for the faithful performance of the Agreement, subject to additions and deductions as provided in the Specifications or Proposal, in lawful money of the United States of America as follows:

Ninety six thousand two hundred and fifty Dollars \$96,250.00

4. It is further mutually agreed between the parties hereto that if at any time the execution of this Agreement the Party of the First Part shall be paid according to work approved progress by the Party of the Second Part as noted in Instructions to Bidders.
5. All work must be completed by 6/30/2017.
6. E-VERIFY. Party of the First Part shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if Party of the First Part utilizes a subcontractor, Party of the First Part shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.
7. INSURANCE – Party of the First Part agrees to procure and maintain throughout the term of this Agreement at least the following insurance (where applicable) covering the Services:

- a. Workers' Compensation and Employer's Liability Insurance: \$1,000,000 each accident, each employee and policy limit.
- b. Commercial General Liability (bodily injury and property damage - combined single limit): \$1,000,000 each occurrence, \$2,000,000 annual aggregate.
- c. Automobile Liability: \$1,000,000 bodily injury and \$500,000/\$1,000,000 property damage. Party of the First Part must also furnish and have any additional insurance required by the State of North Carolina.
- d. The insurance shall include \$1,000,000 Comprehensive Broad Form Coverage, including contractual liability, and \$1,000,000 for pollution liability.

Party of the First Part agrees to submit to Party of the Second Part, promptly upon request, certificates of insurance evidencing its insurance coverage. The certificates will state that no policy may be canceled or materially altered, and the coverages may not be changed, without at least one (1) day prior written notice to Party of the Second Part.

8. IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the day and date first above written in 1 counterpart, each of which shall without proof or accounting for other counterparts, be deemed an original Contract.

Witness: (Partnership or Proprietorship)

Party of the First Part:

By: _____

Breedlove Electric, Inc.

(Contractor: Name of Firm/Corporation)

By: _____

Attest: (Corporation)

Title: _____

(Owner, Partner, or Corp. Pres. Or Vice Pres. Only)

By: _____

Title: _____

(Corp. Sec. Or Assist Sec. only)

(Corporate Seal)

Witness:

Party of the Second Part:

By: _____

Komita Hendricks, Clerk to the Board

Northampton County

By: _____

Robert V. Carter

Title: Chairman of the Board

(Seal)

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

Bessie A. Edwards

Leslie H. Edwards

Finance Officer

Signed and Print Name Above

Senator Erica Smith-Ingram:

Senator Ingram spoke briefly to the Board and citizens of Northampton County about Hurricane Matthew Relief, Economic Development, and Parks/ Recreation grant.

Introduction of New Employee- Sheriff Department:

Sheriff Jack Smith introduced Christon Martin, Clayton Bowser, Michael Sledge, Timothy Worrell, Wallace Whitley, Kadesia Henderson, and Alexis Young as new deputies within the Sheriff Department.

Resolution Awarding Service Sidearm to Deputy Eddie Buffaloe, Sr.:

Mr. Jack Smith, Sheriff, appeared before the Board to get obtain approval of a Resolution Awarding Service Sidearm to Retiring Deputy Eddie Buffaloe, Sr.

A motion was made by Fannie Greene and seconded by Geneva Faulkner to approve the Resolution Awarding Service Sidearm to Retiring Deputy Eddie Buffaloe, Sr. **Question Called:** *All present voting yes. **Motion carried.***

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**

Northampton County

"A GREAT PLACE TO RAISE FAMILIES, PROFITS AND EXPECTATIONS"

BOARD OF COMMISSIONERS

P. O. BOX 808

JACKSON, N. C. 27845

PHONE (252) 534-2501 • FAX (252) 534-1166

RESOLUTION AWARDING SERVICE SIDEARM TO RETIRING DEPUTY EDDIE BUFFALOE, SR.

WHEREAS, Deputy Eddie Buffalo, Sr. served Northampton County Law Enforcement from 1965 to 2016; and,

WHEREAS, Deputy Eddie Buffalo, Sr. has dedicated fifty-one years of service to his chosen profession of public service in Northampton County; and,

WHEREAS, NC G.S. 20-187.2 provides that retiring members of county law enforcement agencies may receive, at the time of their retirement, the service weapon carried by them during their service with the County; and,

WHEREAS, attached is a certification from the Sheriff on the following weapon: Beretta 40 Caliber Model 96 Handgun, Serial # BER352413.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Northampton County, in accordance with the provisions of NC G.S. 20-187.2, authorizes the transfer of the above referenced service sidearm of Deputy Eddie Buffalo, Sr. to him at no cost for his dedicated service to Northampton County and its citizens.

Adopted this _____ day of _____ 2017.

Robert V. Carter, Chairman
Northampton County Board of Commissioners

ATTEST:

Komita Hendricks, Clerk to the Board

NORTH CAROLINA
NORTHAMPTON COUNTY

PERMIT #NCSO
HANDGUN PERMIT

I, Jack E. Smith, Sheriff of said County, do hereby certify that I have conducted a criminal background check of the applicant, Eddie Manford Buffaloe, Sr. place of residence is 1502 Griffintown Road Poteasi, NC 27867 township, Northampton County, North Carolina. And have received no information to indicate that it would be a violation of State or Federal Law for the applicant to purchase, transfer, receive, or possess a handgun. The applicant has further satisfied me as to his good moral character. Therefore, a license or permit is issued to Eddie Manford Buffaloe, Sr. to purchase one pistol from any person, firm or corporation authorized to dispose of the same.

THIS LICENSE OR PERMIT DOES NOT EXPIRE FROM ITS DATE OF ISSUANCE

This 27th day of January, 2017


Sheriff, Northampton County
(Sheriff's signature must be in red ink)



Request Date/Time for Public Hearing for Rezoning:

Mr. William Flynn, Zoning Director, appeared before the Board to request a Public Hearing date and time for Rezoning.

Chairman Carter asked the Clerk, Komita Hendricks, for a date and time. Ms. Hendricks gave the date and time of March 6, 2017 at 10:35 am.

A motion was made by Fannie Greene and seconded by Chester Deloatch to set the date and time of March 6, 2017 at 10:35 am for a Public Hearing for Rezoning. **Question Called: All present voting yes. Motion carried.**

Board Decision-Special Use Permit:

Mr. William Flynn, Zoning Director, appeared before the Board to obtain a decision on the Special Use Request for Atlantic Coast Pipeline Natural Gas Compressor Station.

A motion was made by Charles Tyner and seconded by Geneva Faulkner to approve the Special Use Request for Atlantic Coast Pipeline Natural Gas Compressor Station according to the Finding of Facts Pursuant to Northampton County Zoning Ordinance Section I-14 (Exhibit #4) and must include a 200 feet buffer on the east, west, south and 50 feet buffer on the north. **Question Called: All present voting yes. Motion carried.**

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**

DECISION PAPER

TO: Northampton County Board of Commissioners
FROM: William Flynn, Northampton County Planning and Zoning Director
DATE: January 18, 2017
SUBJECT: Special Use Request – Atlantic Coast Pipeline Natural Gas Compressor Station

PURPOSE:

The purpose of the public hearing is to receive and consider public input regarding a Special Use Request that, if granted, will allow the applicant to construct and operate a Natural Gas Compressor Station in an Agricultural- Residential (AR) zoning district.

FACTS:

1. The property is known as tax parcel number 05-00230 and is located along the North Carolina / Virginia line approximately $\frac{1}{4}$ of a mile east of US-301.
2. The property is approximately 462 acres in size and is currently wooded.
3. Facilities such as a natural gas compressor stations are not allowed in Agricultural Residential (AR) zoning districts as permitted uses.
4. Article II, Section II-1, D-10 of the Northampton County Zoning Ordinance would allow a natural gas compressor station in an AR zoning district under the heading of "gases and liquefied petroleum storage and facilities" with the approval of a Special Use Permit by the Northampton County Board of Commissioners.
5. The setbacks, (distances from property lines) for this type of non-residential activity in an AR zoning district are as follows:
 - Front – 40'
 - Rear – 50'
 - Side – 30'

DISCUSSION:

There is no requirement in the Northampton County Zoning Ordinance for this activity to have a planted buffer around the perimeter of the project. Article I, Section 1-11, A-1 states that buffer strips shall be required whenever an industrial, commercial, or any other non-residential use is established adjacent to a different zoning district. A natural gas compressor station is obviously a non-residential use but the adjoining zoning districts are the same as the district for which the project is proposed. Therefore, there is no requirement for a planted buffer.

CONCLUSION:

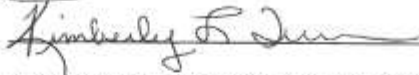
The applicant desires to construct and operate a natural gas compressor station in an Agricultural Residential (AR) zoning district. This type of activity is not allowed as a permitted use in an AR district but they are allowed in AR districts as a Special Use under the heading of "gases and liquefied petroleum storage and facilities". The applicant has applied for, and wishes to obtain, Special Use permit in order to go forward with this project.

RECOMMENDATION:

The Northampton County Planning Board has reviewed this project and has passed along a favorable recommendation to the Northampton County Board of Commissioners. Also, the planning and zoning staff recommends this project be approved for this site based on the remoteness of the location, the need for additional infrastructure the additional tax base this project will bring to Northampton County. Staff also feels strongly that, if approved, a condition should be attached to the approval. The condition should require that a planted buffer of 200' should be maintained on the east, west and south side of the proposed project and a planted buffer of 100' should be maintained on the north side of the project with exceptions made only for ingress and egress. If the condition for a buffer is approved, staff proposes that the current mature trees already found on-site be used to satisfy the buffer requirements. If this is not possible then trees should be planted meeting the buffer condition after the construction phase is completed.

CONCURRENCE:

I concur / do not concur with the above decision paper.

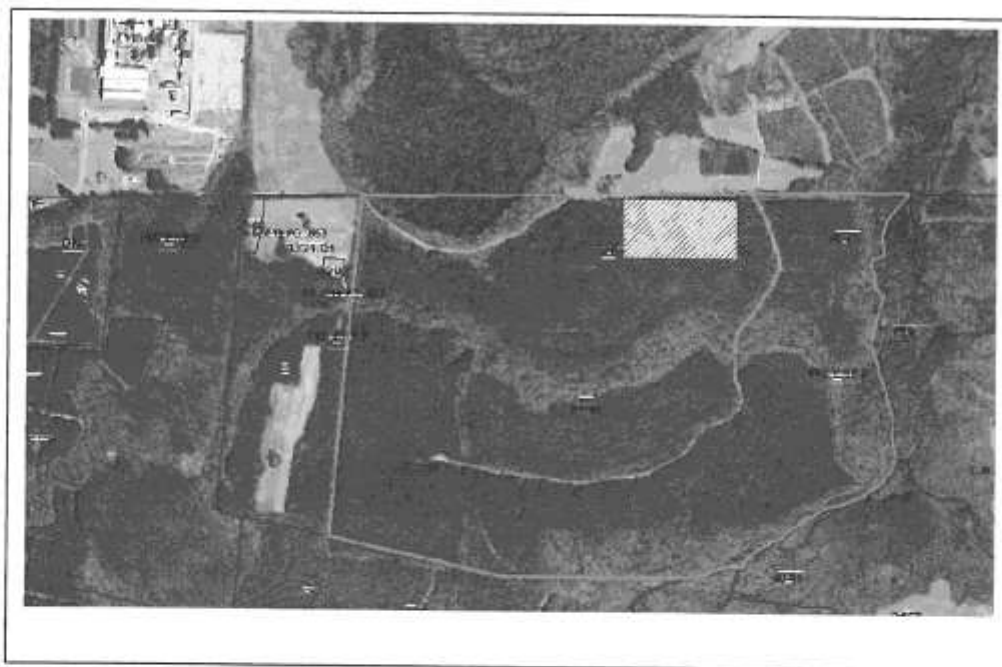
A handwritten signature in cursive script, appearing to read "Kimberly Turner", written over a horizontal line.

Kimberly Turner, Northampton County Manager

I concur / do not concur with the above decision paper.

A solid horizontal line intended for a signature.

Scott McKellar, Northampton County Attorney



SITE PROPOSED FOR PROJECT

Exhibit #4:Findings of Fact Pursuant to Northampton County Zoning Ordinance Section I-14:

Pursuant to Northampton County Zoning Ordinance Section I-14, the motion to approve the special use permit request of Atlantic Coast Pipeline, LLC [subject to any condition(s) imposed by the Board of Commissioners] is in the best interest of Northampton County and is supported by the following facts:

1. *All application specific conditions pertaining to the proposed use have been or will be satisfied.*
 - The applicant has committed to work with the County to meet all specific conditions required by the Northampton Zoning Ordinance; and
 - The applicant has also committed to comply with multiple additional permits to be obtained from State of North Carolina and federal agencies.
2. *Access roads or entrance and exit drives are or will be sufficient in size and properly located to ensure automotive and pedestrian safety and convenience, traffic flow, and control and access in case of fire or other emergency.*
 - Route 662 has low traffic volume and little new traffic will be added; and
 - There appears to be substantial room for entrances, access roads, parking, loading and other services to provide proper traffic flow and adequate access and control.
3. *Off-street parking, loading, refuse and other service areas are located so as to be safe, convenient, allow for access in case of emergency, and to minimize economic, glare, odor, and other impacts on adjoining properties in the general neighborhood.*
 - The applicant's proposed plan minimizes impact on adjoining properties and neighborhood as follows:
 - A vegetated buffer along perimeter will provide a buffer and block visibility from the road and adjacent properties;
 - The use of operational safety systems, emissions reduction technologies, noise reduction technologies, and efficient LED directional lighting.
4. *Utilities, schools, fire, law enforcement, and other necessary public and private facilities and services will be adequate to handle the proposed use.*
 - The applicant's project will have low utility demand, and will either extend utilities to the site or provide service with private facilities located on site; and
 - The applicant's project will have little to no impact on County Facilities and Services. The project will include potential for additional E911 coverage, and a planned First Response and Emergency Preparedness Plan
5. *The location and arrangement of the use on the site, screening, buffering, landscaping, and other features harmonize with adjoining properties and the general area and minimize adverse impact.*

- The applicant's project will harmonize with, and minimize the impact on, adjoining properties and general area in that
 - A vegetated buffer will remain along perimeter, and
 - The vast majority of site will remain woodlands just as adjoining properties
 - FERC Environmental Impact Statement process, which will ensure effects on environment and cultural resources are minimized; and
 - The use of operational safety systems, emissions reduction technologies, noise reduction technologies, and efficient LED directional lighting.
6. *The type, size, and intensity of the proposed use, including such consideration as the hours, of operation and number of people who are likely to utilize or be attracted to the use, will not have significant adverse impacts on adjoining properties or the neighborhood.*
- There is very low vehicular traffic associated with the proposed use;
 - The adjacent tracts are mostly woodlands;
 - There is an existing industrial facility (Georgia Pacific) within neighborhood; and
 - The applicant proposes to use operational safety systems, emissions reduction technologies, noise reduction technologies, and efficient LED directional lighting.

Right Away Agreement Dominion NC Power:


Mr. Gary Brown, EDC Director, appeared before the Board to obtain approval of a utility right of way agreement between Northampton County and Dominion and Cottonwood Solar.

A motion was made by Fannie Greene and seconded by Chester Deloatch to approve the utility right of way agreement as proposed. **Question Called: All present voting yes. Motion carried.**

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**

Decision Paper

To: Northampton County Board of Commissioners

From: Gary Brown, Northampton County Economic Development Commission 

Date: January 30, 2017

Subject: Utility Right-Of-Way Agreement, Virginia Electric & Power Company (Dominion) and Cottonwood Solar, Northampton Commerce Park

PURPOSE:

To secure approval of the Northampton County Board of Commissioners for a utility right-of-way agreement between Northampton County and the Virginia Electric & Power Company and Cottonwood Solar, LLC.

FACTS:

1. GEENEX Solar, proposes to develop a solar electric farm, known as Cottonwood Solar, LLC, on property situated north of the Enviva-Northampton Pellets facility, adjacent to the north-westernmost section of the Northampton Commerce Park.
2. Dominion Power and GEENEX personnel advise that connecting the Cottonwood Solar project to Dominion's 3-phase electric service along Enviva Boulevard necessitates a right-of way along a three hundred foot (300') section of property owned by Northampton County immediately adjacent to Enviva Boulevard beginning at the Enviva-Northampton Pellets property line. Please see the exhibits attached to the attached right-of-way agreements for a depiction of the location.
3. A processing fee of one thousand dollars (\$1,000) is associated with each easement (two in total for a total processing fee of \$2,000).
4. Northampton County Scott McKellar has reviewed and approves the right-of-way agreements proposed.
5. The proposed location of the right-of-way to be granted in this proposal is along a portion of the Northampton Commerce Park property considered to be largely an "orphan parcel" and not suited for construction of industrial/commerce buildings to be occupied.

RECOMMENDATIONS:

Staff recommends the Northampton County Board of Commissioners approve the right-of-way agreements with Virginia Electric and Power Company and Cottonwood Solar as proposed in the attached documents.

Decision Paper:
Utility Right-Of-Way Agreement, Virginia Electric & Power Company (Dominion) and
Cottonwood Solar
January 30, 2017
Page 2

ROUTED FOR CONCURRENCE/COMMENT TO:

Ms. Leslie Edwards, Northampton County Finance Director

Concur: Leslie Edwards Non-Concur: _____

Comment: _____

Ms. Kim Turner, Northampton County Manager

Concur: Kimberly Turner Non-Concur: _____

Comment: _____

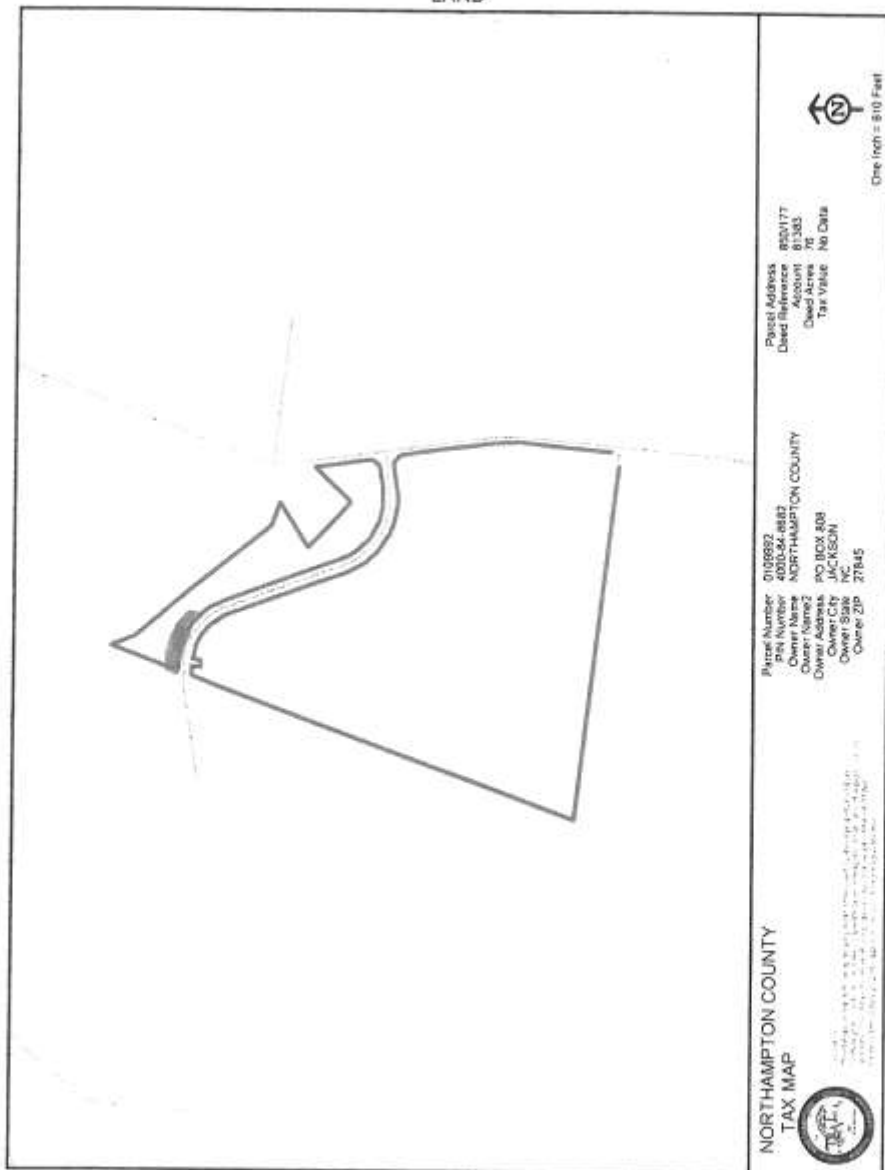
ACTION BY THE DECISION MAKER:

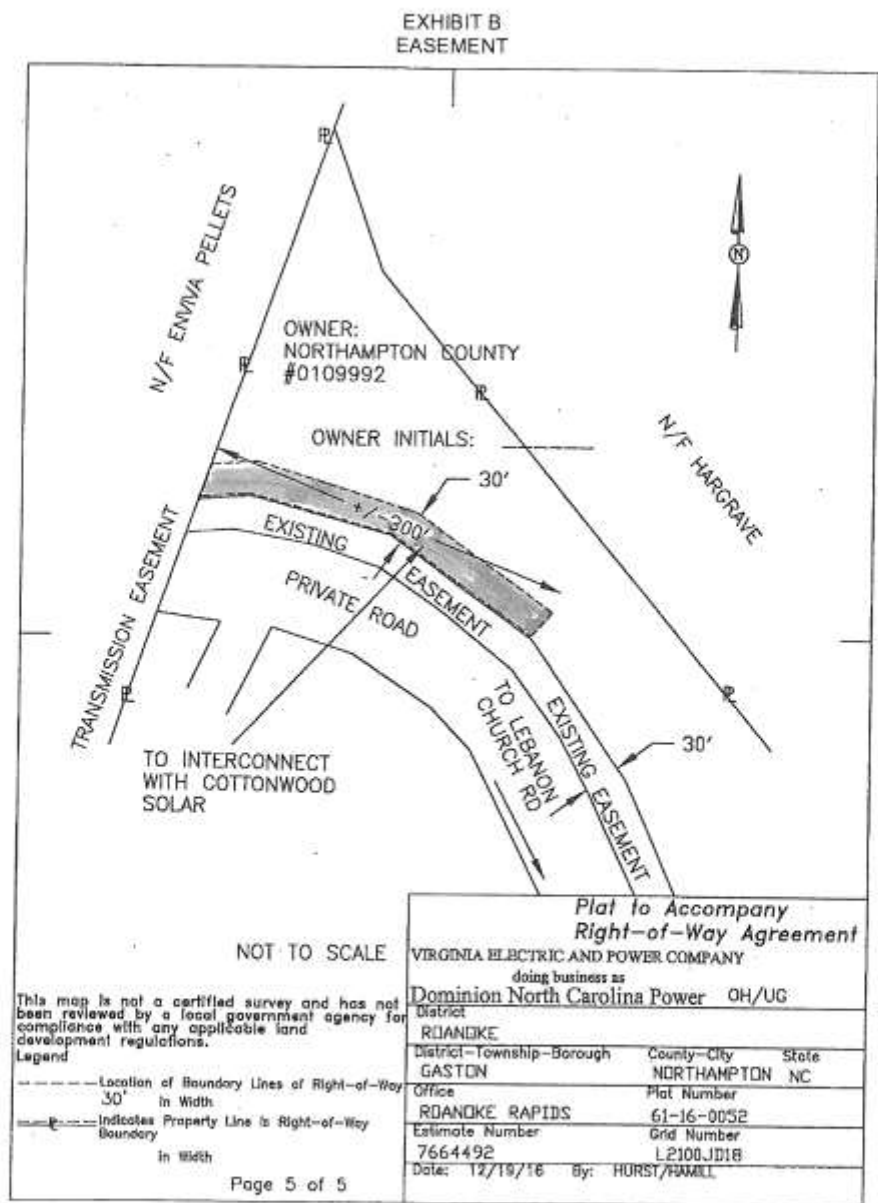
APPROVED _____ DISAPPROVED _____

OTHER (SPECIFY) _____

SIGNATURE & DATE _____

EXHIBIT A LAND







Dominion

Right of Way Agreement

THIS RIGHT OF WAY AGREEMENT, is made and entered into this _____ day of _____, by and between

NORTHAMPTON COUNTY

("GRANTOR") and VIRGINIA ELECTRIC AND POWER COMPANY, a Virginia public service corporation, doing business in North Carolina as Dominion North Carolina Power, with its principal office in Richmond, Virginia ("GRANTEE").

WITNESSETH:

1. That for and in consideration of the sum of One Dollar (\$1.00) cash in hand paid and other good and valuable consideration, the receipt and sufficiency whereof is hereby acknowledged, GRANTOR grants and conveys unto GRANTEE, its successors and assigns, the perpetual right, privilege and non-exclusive easement over, under, through, upon and across the property described herein, for the purpose of transmitting and distributing electric power by one or more circuits; for its own internal telephone and other internal communication purposes directly related to or incidental to the generation, distribution, and transmission of electricity, including the wires and facilities of any other public service company in aid of or to effectuate such internal telephone or other internal communication purposes; and for lighting purposes; including but not limited to the right:

Initials: _____

This Document Prepared by Virginia Electric and Power Company and should be returned to: Dominion North Carolina Power, 200 W. Vepco St. Roanoke Rapids, NC 27870.

(Page 1 of 5 Pages)
DNCPIDNo(s). 61-16-0052

Form No. 721043-1 (Jun 2015)
© 2016 Dominion Resources Services, Inc.

Right of Way Agreement

1.1 to lay, construct, operate and maintain one or more lines of underground conduits and cables including, without limitation, one or more lighting supports and lighting fixtures as GRANTEE may from time to time determine, and all wires, conduits, cables, transformers, transformer enclosures, concrete pads, manholes, handholes, connection boxes, accessories and appurtenances desirable in connection therewith; the width of said easement shall extend THIRTY (30') feet in width across the lands of GRANTOR; and

1.2 to construct, operate and maintain a pole line including, without limitation, all wires, poles, attachments, ground connections one or more lighting supports and lighting fixtures as GRANTEE may from time to time deem advisable, equipment, accessories and appurtenances desirable in connection therewith, including the right to increase or decrease the number of wires; the width of said easement shall extend THIRTY (30') feet in width across the lands of GRANTOR.

2. The easement granted herein shall extend across the lands of GRANTOR situated in NORTHAMPTON COUNTY, North Carolina, as more fully described on Plat(s) Numbered 61-16-0052, attached to and made a part of this Right of Way Agreement; the location of the boundaries of said easement being shown in broken lines on said Plat(s), reference being made thereto for a more particular description thereof.

3. All facilities constructed hereunder shall remain the property of GRANTEE. GRANTEE shall have the right to inspect, reconstruct, remove, repair, improve, relocate on the easement, and make such changes, alterations, substitutions, additions to or extensions of its facilities as GRANTEE may from time to time deem advisable.

4. GRANTEE shall have the right to keep the easement clear of all buildings, structures, trees, roots, undergrowth and other obstructions which would interfere with its exercise of the rights granted hereunder, including, without limitation, the right to trim, top, retrim, retop, cut and keep clear any trees or brush inside and outside the boundaries of the easement that may endanger the safe and proper operation of its facilities. All trees and limbs cut by GRANTEE shall remain the property of GRANTOR.

5. For the purpose of exercising the right granted herein, GRANTEE shall have the right of ingress to and egress from this easement over such private roads as may now or hereafter exist on the property of GRANTOR. The right, however, is reserved to GRANTOR to shift, relocate, close or abandon such private roads at any time. If there are no public or private roads reasonably convenient to the easement, GRANTEE shall have such right of ingress and egress over the lands of GRANTOR adjacent to the easement. GRANTEE shall exercise such rights in such manner as shall occasion the least practicable damage and inconvenience to GRANTOR.

Initials: _____

(Page 2 of 5 Pages)
DNCPIDNo(s). 61-16-0052

Form No. 721043-2 (Jun 2015)
© 2016 Damskyon Resources Services, Inc.

Right of Way Agreement

6. **GRANTEE** shall repair damage to roads, fences, or other improvements (a) inside the boundaries of the easement (subject, however, to **GRANTEE**'s rights set forth in Paragraph 4 of this Right of Way Agreement) and (b) outside the boundaries of the easement and shall repair or pay **GRANTOR**, at **GRANTEE**'s option, for other damage done to **GRANTOR**'s property inside the boundaries of the easement (subject, however, to **GRANTEE**'s rights set forth in Paragraph 4 of this Right of Way Agreement) and outside the boundaries of the easement caused by **GRANTEE** in the process of the construction, inspection, and maintenance of **GRANTEE**'s facilities, or in the exercise of its right of ingress and egress; provided **GRANTOR** gives written notice thereof to **GRANTEE** within sixty (60) days after such damage occurs.

7. **GRANTOR**, its successors and assigns, may use the easement for any reasonable purpose not inconsistent with the rights hereby granted, provided such use does not interfere with **GRANTEE**'s exercise of any of its rights hereunder. **GRANTOR** shall not have the right to construct any building, structure, or other above ground obstruction on the easement; provided, however, **GRANTOR** may construct on the easement fences, landscaping (subject, however, to **GRANTEE**'s rights in Paragraph 4 of this Right of Way Agreement), paving, sidewalks, curbing, gutters, street signs, and below ground obstructions as long as said fences, landscaping, paving, sidewalks, curbing, gutters, street signs, and below ground obstructions do not interfere with **GRANTEE**'s exercise of any of its rights granted hereunder. In the event such use does interfere with **GRANTEE**'s exercise of any of its rights granted hereunder, **GRANTEE** may, in its reasonable discretion, relocate such of its facilities as may be practicable to a new site designated by **GRANTOR** and acceptable to **GRANTEE**. In the event any such facilities are so relocated, **GRANTOR** shall reimburse **GRANTEE** for the cost thereof and convey to **GRANTEE** an equivalent easement at the new site.

8. **GRANTEE** shall have the right to assign or transfer, without limitation, to any public service company all or any part of the perpetual right, privilege and easement granted herein.

9. If there is an Exhibit A attached hereto, then the easement granted hereby shall additionally be subject to all terms and conditions contained therein provided said Exhibit A is executed by **GRANTOR** contemporaneously herewith and is recorded with and as a part of this Right of Way Agreement.

10. Whenever the context of this Right of Way Agreement so requires, the singular number shall mean the plural and the plural the singular.

Initials: _____

(Page 3 of 5 Pages)
DNCPIDNo(s). 61-16-0052

Form No. 721043-3 (Jun 2015)
© 2015 Dominion Resources Services, Inc.


Dominion
Right of Way Agreement

11. GRANTOR covenants that it is seised of and has the right to convey this easement and the rights and privileges granted hereunder; that GRANTEE shall have quiet and peaceable possession, use and enjoyment of the aforesaid easement, rights and privileges; and that GRANTOR shall execute such further assurances thereof as may be reasonably required.

12. The individual executing this Right of Way Agreement on behalf of GRANTOR warrants that they have been duly authorized to execute this easement on behalf of said County.

IN WITNESS WHEREOF, GRANTOR has caused its name to be signed hereto by authorized officer or agent, described below, on the date first above written.

APPROVED AS TO FORM:

COUNTY OF NORTHAMPTON

By:

(Name)

Title:

(Title)

State of _____

County of _____, to-wit:

I, _____, a Notary Public in and for the State of _____ at Large, do hereby certify that this day personally appeared before me in my jurisdiction aforesaid

(Name of officer or agent)

(Title of officer or agent)

on behalf of NORTHAMPTON County, North Carolina, whose name is signed to the foregoing writing dated this _____ day of _____, 20____, and acknowledged the same before me.

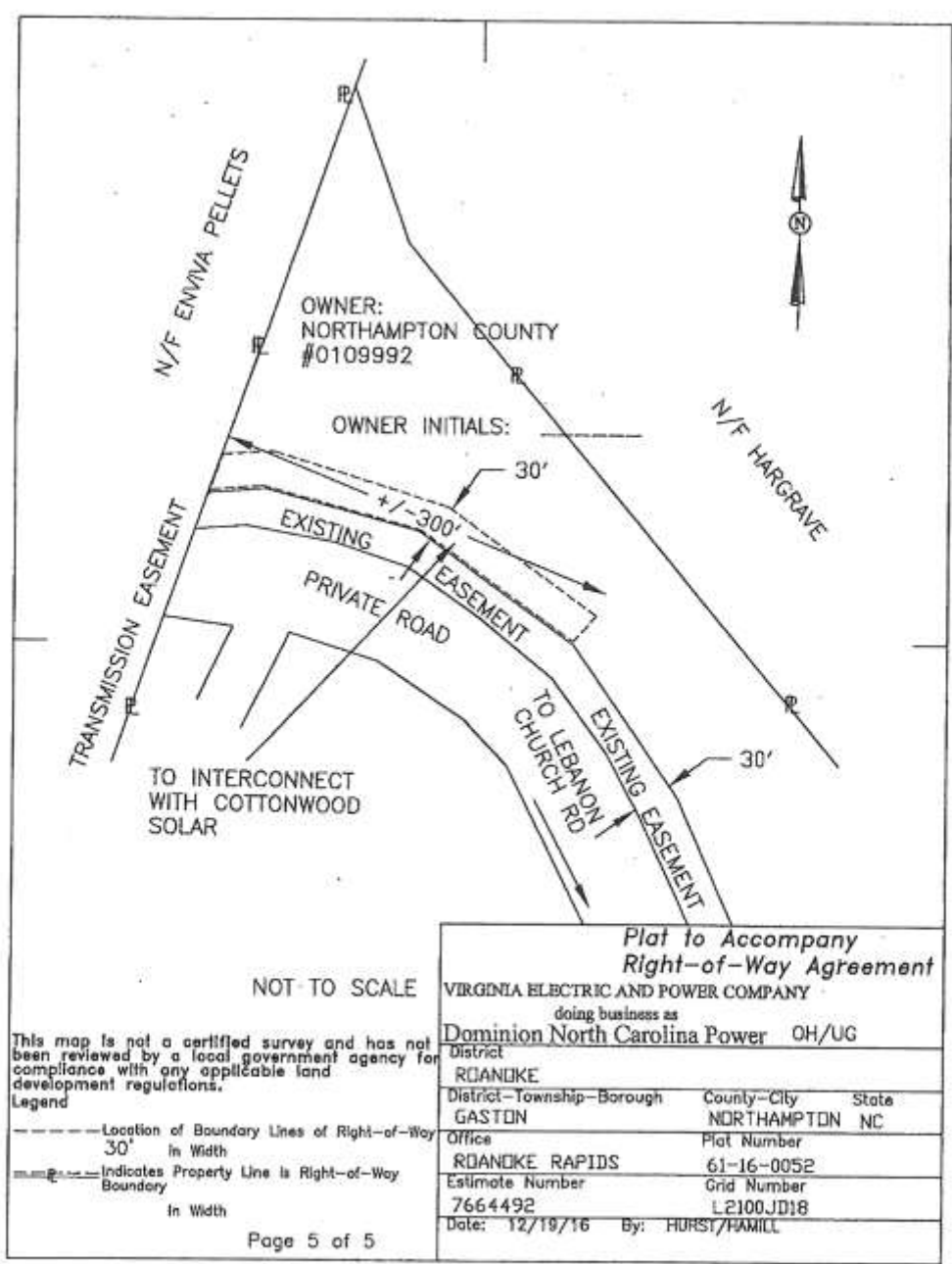
Given under my hand _____, 20____.

Notary Public (Print Name)

Notary Public (Signature)

My Commission Expires: _____

(Page 4 of 5 Pages)



RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:

Kilpatrick Townsend & Stockton LLP (JCL)
4208 Six Forks Road, Suite 1400
Raleigh, NC 27609

(Space Above for Recorder's Use Only)

Right of Way Agreement

THIS RIGHT OF WAY AGREEMENT, is made and entered into this ____ day of _____, 2017, by and between NORTHAMPTON COUNTY ("GRANTOR") and COTTONWOOD SOLAR, LLC, a North Carolina limited liability company ("GRANTEE").

WITNESSETH:

1. That for and in consideration of the sum of Ten Dollars (\$10.00) cash in hand paid and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, **GRANTOR** grants and conveys unto **GRANTEE**, its successors and assigns, the perpetual right, privilege and non-exclusive easement (except that such easement shall be exclusive where **GRANTEE'S** facilities are actually constructed hereunder) over, under, through, upon and across the property described herein, for the purpose of transmitting and distributing electric power by one or more circuits; for its own internal telephone and other internal communication purposes directly related to or incidental to the generation, distribution, and transmission of electricity, including the wires and facilities of any public service company in aid of or to effectuate such internal telephone or other internal communication purposes; and for lighting purposes; including but not limited to the right:

1.1 to lay, construct, operate and maintain one or more lines of underground conduits and cables including, without limitation, one or more lighting supports and lighting fixtures as **GRANTEE** may from time to time determine, and all wires, conduits, cables, transformers, transformer enclosures, concrete pads, manholes, handholes, connection boxes, accessories and appurtenances desirable in connection therewith; said easement shall extend THIRTY (30') feet in width across the lands of **GRANTOR**; and

1.2 to construct, operate and maintain a pole line including, without limitation, all wires, poles, attachments, ground connections one or more lighting supports and lighting fixtures as **GRANTEE** may from time to time deem advisable, equipment, accessories and appurtenances desirable in connection therewith, including the right to increase or decrease the number of wires; said easement shall extend THIRTY (30') feet in width across the lands of **GRANTOR**.

2. The easement granted herein shall extend across the lands of **GRANTOR** situated in NORTHAMPTON COUNTY, North Carolina, Tax Parcel 4000-84-8682, containing approximately seventy-six (76) acres as more fully described on Exhibit A attached to and made a part of this Right of Way Agreement; the location of the boundaries of said easement being shown in broken lines on Exhibit B attached to and made a part of this Right of Way Agreement.

3. All facilities constructed hereunder shall remain the property of **GRANTEE**. **GRANTEE** shall have the right to inspect, reconstruct, remove, repair, improve, relocate on the easement, and make such changes, alterations, substitutions, additions to or extensions of its facilities as **GRANTEE** may from time to time deem advisable.
4. **GRANTEE** shall have the right to keep the easement clear of all buildings, structures, trees, roots, undergrowth and other obstructions which would interfere with its exercise of the rights granted hereunder, including, without limitation, the right to trim, top, retrim, retop, cut and keep clear any trees or brush inside and outside the boundaries of the easement that may endanger the safe and proper operation of its facilities. All trees and limbs cut by **GRANTEE** shall remain the property of **GRANTOR**.
5. For the purpose of exercising the rights granted herein, **GRANTEE** shall have the right of ingress to and egress from this easement over such private roads as may now or hereafter exist on the property of **GRANTOR**. The right, however, is reserved to **GRANTOR** to shift, relocate, close or abandon such private roads at any time. If there are no public or private roads reasonably convenient to the easement, **GRANTEE** shall have such right of ingress and egress over the lands of **GRANTOR** adjacent to the easement. **GRANTEE** shall exercise such rights in such manner as shall occasion the least practicable damage and inconvenience to **GRANTOR**.
6. **GRANTEE** shall repair damage, but excluding normal wear and tear, to roads, fences, or other improvements (a) inside the boundaries of the easement (subject, however, to **GRANTEE's** rights set forth in Paragraph 4 of this Right of Way Agreement) and (b) outside the boundaries of the easement and shall repair or pay **GRANTOR**, at **GRANTEE'S** option, for other damage done to **GRANTOR's** property inside the boundaries of the easement (subject, however, to **GRANTEE's** rights set forth in Paragraph 4 of this Right of Way Agreement) and outside the boundaries of the easement caused by **GRANTEE** in the process of the construction, inspection, and maintenance of **GRANTEE's** facilities, or in the exercise of its right of ingress and egress; provided **GRANTOR** gives written notice thereof to **GRANTEE** within sixty (60) days after such damage occurs.
7. **GRANTOR**, its successors and assigns, may use the easement for any reasonable purpose not inconsistent with the rights hereby granted, provided such use does not interfere with **GRANTEE's** exercise of any of its rights hereunder. **GRANTOR** shall not have the right to construct any building, structure, or other above ground obstruction on the easement; provided, however, **GRANTOR** may construct on the easement fences, landscaping (subject, however, to **GRANTEE's** rights in Paragraph 4 of this Right of Way Agreement), paving, sidewalks, curbing, gutters, street signs, and below ground obstructions as long as said fences, landscaping, paving, sidewalks, curbing, gutters, street signs, and below ground obstructions do not interfere with **GRANTEE's** exercise of any of its rights granted hereunder. In the event such use does interfere with **GRANTEE's** exercise of any of its rights granted hereunder, **GRANTEE** may, in its reasonable discretion, relocate such of its facilities as may be practicable to a new site designated by **GRANTOR** and acceptable to **GRANTEE**. In the event any such facilities are so relocated, **GRANTOR** shall reimburse **GRANTEE** for the cost thereof and convey to **GRANTEE** an equivalent easement at the new site.
8. **GRANTEE** shall have the right to assign or transfer, without limitation, to any public service company all or any part of the perpetual right, privilege and easement granted herein.
9. Whenever the context of this Right of Way Agreement so requires, the singular number shall mean the plural and the plural the singular.
10. **GRANTOR** covenants that it is seised of and has the right to convey this easement and the rights and privileges granted hereunder; that **GRANTEE** shall have quiet and peaceable possession, use and enjoyment of the aforesaid easement, rights and privileges; and that **GRANTOR** shall execute such further assurances thereof as may be reasonably required.

[Signature page follows immediately]

IN WITNESS WHEREOF, the undersigned have executed this Right of Way Agreement as of the date written above.

APPROVED AS TO FORM:

GRANTOR:

COUNTY OF NORTHAMPTON

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

STATE OF _____
COUNTY OF _____

I, the undersigned, a Notary Public of the County and State aforesaid, certify that the following person(s) personally appeared before me this day, and

- ☐ I have personal knowledge of the identity of the principal(s)
☐ I have seen satisfactory evidence of the principal's identity, by a current state or federal identification with the principal's photograph in the form of a _____
☐ A credible witness has sworn to the identity of the principal(s);

each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: _____

Date: _____

_____, Notary Public
(print name)

(official seal)

My commission expires: _____

[AFFIX NOTARY SEAL BELOW - NOTE THAT SEAL MUST BE **FULLY LEGIBLE**]

[Signatures continue on following page]

This instrument has been pre-audited in the manner as

Per NC.G.S. 159-28 (a) Rebecca A. Edwards
Finance Officer

[Signatures continued from previous page]

GRANTEE:

COTTONWOOD SOLAR, LLC,
a Delaware limited liability company

By: _____
Name: _____
Title: _____

STATE OF _____
COUNTY OF _____

I, the undersigned, a Notary Public of the County and State aforesaid, certify that the following person(s) personally appeared before me this day, and

- ☐ I have personal knowledge of the identity of the principal(s)
☐ I have seen satisfactory evidence of the principal's identity, by a current state or federal identification with the principal's photograph in the form of a _____
☐ A credible witness has sworn to the identity of the principal(s);

each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: _____

Date: _____

_____, Notary Public
(print name)

(official seal)

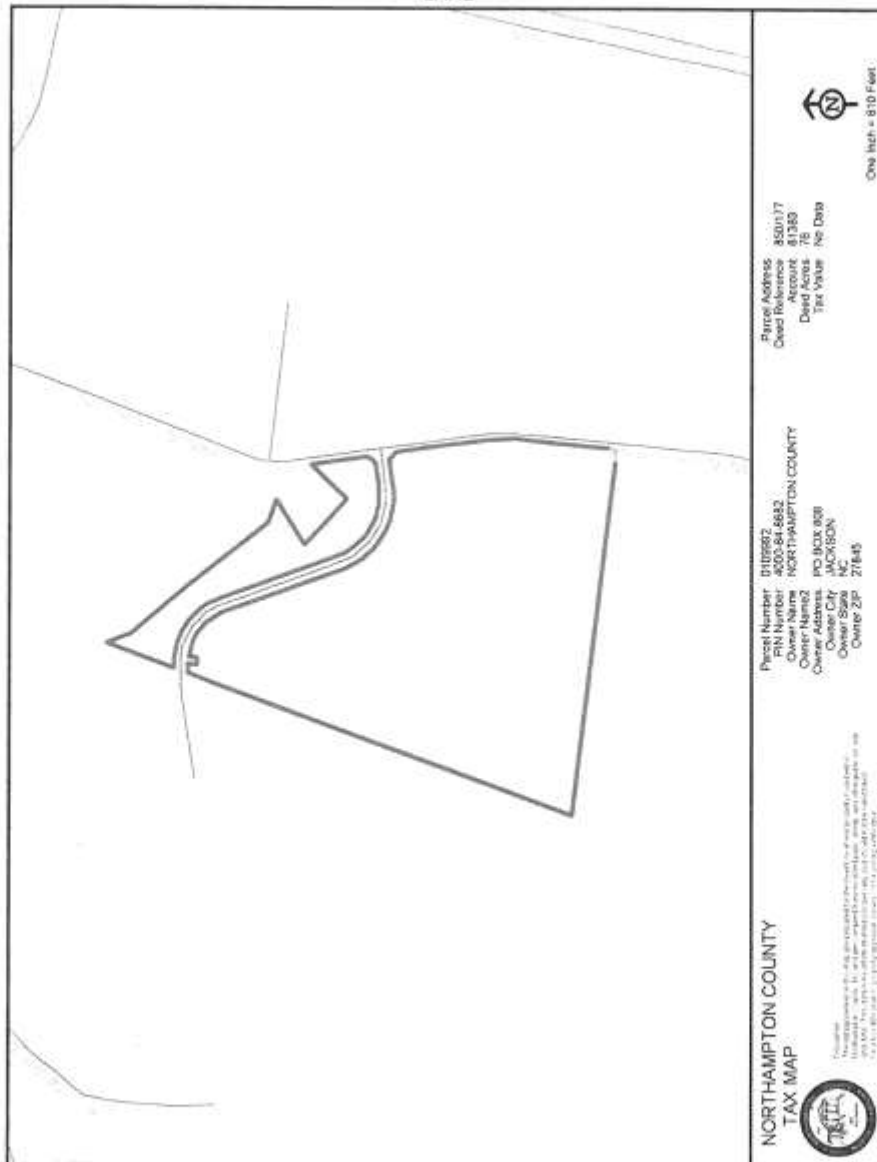
My commission expires: _____

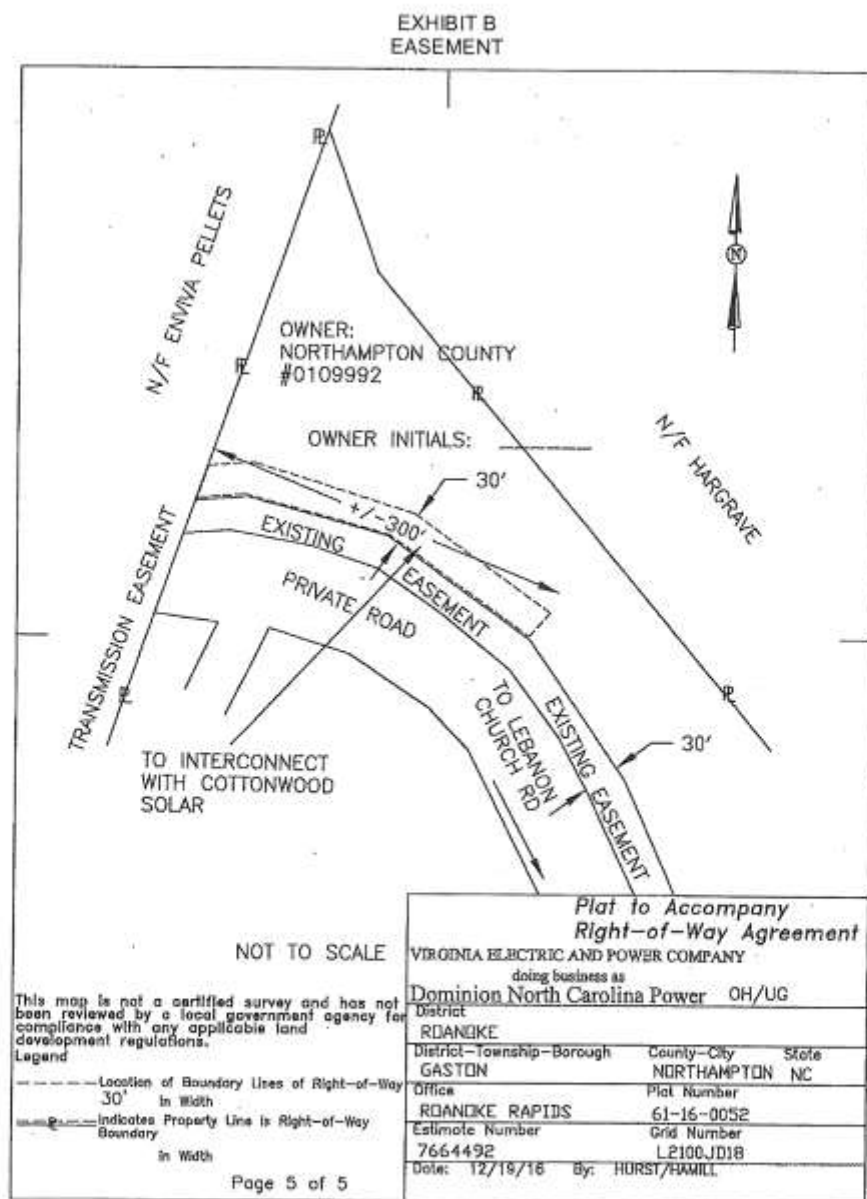
[AFFIX NOTARY SEAL BELOW - NOTE THAT SEAL MUST BE **FULLY LEGIBLE**]

This instrument has been pre-audited in the manner as

Per NC.G.S. 159-28 (a) Bessie A. Edwards
Finance Officer

EXHIBIT A LAND





Management Matters:

Ms. Kimberly Turner, County Manager, appeared before the Board on behalf of the Tax Department to obtain approval to release or refund Ad Valorem taxes in the amount of \$1,942.95 on 31 appeals.

A motion was made by Geneva Faulkner and seconded by Fannie Greene to approve the request for release or refund of the Ad Valorem Tax appeals submitted herewith in the amounts and for the reasons stated on the listing. **Question Called:** *All present voting yes.* **Motion carried.**

Ms. Kimberly Turner, County Manager, appeared before the Board on behalf of the Recreation Department to obtain approval to apply for a Grant through Vidant Roanoke Chowan Community Benefits Grant Program.

A motion was made by Chester Deloatch and seconded by Charles Tyner to approve the request to apply for a grant. **Question Called:** *All present voting yes.* **Motion carried.**

Ms. Kimberly Turner, County Manager, appeared before the board to obtain approval for a Lease Agreement Renewal for Department of Public Safety.

A motion was made by Fannie Greene and seconded by Chester Deloatch to renew the lease agreement for one year beginning April 1, 2017 **Question Called:** *Yes (Commissioner Carter, Greene, and Deloatch); no (Commissioners Faulkner, Tyner).* **Motion carried.**

Ms. Kimberly Turner, County Manager, presented the dates of February 27, 28 or March 1 for Board Retreat. The Board agreed to have the Board Retreat in Northampton County on March 1, 2017 from 10 to 4.

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**

DECISION PAPER

TO: NORTHAMPTON COUNTY BOARD OF COMMISSIONERS

FM: Cathy B. Allen, Tax Administrator

RE: Ad Valorem Tax Appeals

Motor Vehicle Refunds

DT: January 26, 2017

THIS IS A DECISION PAPER.

PURPOSE: To obtain the Board's approval to release or refund Ad Valorem taxes assessed in the amount of **\$1,942.95** on thirty-one (31) appeals.

FACTS: Attached hereto is a listing of property owners who have requested that I appeal to the Board of Commissioners on their behalf for a release or refund of tax to which they seek relief as provided in G.S. 105-381.

DISCUSSION: G.S. 105-381 Provides that a taxpayer asserting a valid defense to the enforcement of the collection of a tax assessed upon his property may appeal to the Board of Commissioners for relief of such tax. Such appeal must be presented within five years after the tax first became due or within six months after the payment of such tax, whichever is later.

The Board of Commissioners may, upon receiving a taxpayer's written statement of a valid defense, release or refund such tax if the valid defense is one of the following:

- (1) A tax imposed through clerical error
- (2) An illegal tax
- (3) A tax levied for an illegal purpose

CONCLUSION: The Board of Commissioners have the authority to grant, release, or refund due to the above three reasons.

RECOMMENDATION: That the Board of Commissioners approve the request for release or refund of the Ad Valorem Tax appeals submitted herewith in the amounts and for the reasons stated on the listings.

Respectfully submitted,

CATHY B. ALLEN
TAX ADMINISTRATOR

ACTION BY THE BOARD OF COMMISSIONERS:

APPROVED _____
DISAPPROVED _____
OTHER _____

SIGNATURE & DATE: _____

12/31/16			
AD VALOREM TAX APPEALS			
MOTOR VEHICLE REFUND ADJUSTMENTS			
NAME	ACTION	AMOUNT	REASON
James Anderson	Refund	12.07	Situs Error
Stephanie Baird	Refund	\$28.82	Vehicle Sold
Bradley Bowles	Refund	\$72.29	Mileage Adjustment
Charles Byrd	Refund	\$11.60	Vehicle Sold
Bernice Carter	Refund	\$54.03	Vehicle Sold
Lee Clemmons	Refund	\$4.03	Vehicle Totalled
Garland Hughes	Refund	\$141.66	Vehicle Totalled
Virginia Creecy	Refund	\$31.04	Vehicle Totalled
Sherrie Cunningham	Refund	\$47.64	Vehicle Sold
Jahmel Dimson	Refund	\$8.64	Vehicle Sold
Gene Doyle	Refund	\$109.75	Vehicle Totalled
Tamecia Eason	Refund	\$39.66	Vehicle Sold
James Garris	Refund	\$2.12	Situs Error
Nina Hancock	Refund	\$6.30	Situs Error
Paul Harrell	Refund	\$121.42	Vehicle Sold
Clarence Harris	Refund	\$6.00	Vehicle Sold
David Hoaglan	Refund	\$81.31	Vehicle Sold
Tyrell Howell	Refund	\$7.54	Vehicle Sold
John Kistic	Refund	\$39.81	Vehicle Totalled
Tamiko Liagoure	Refund	\$127.74	Vehicle Sold
Anthony Lowery	Refund	\$182.60	Vehicle Sold
Zacchaeus Manning	Refund	\$208.11	Vehicle Totalled
Gregory Moody	Refund	\$14.99	Vehicle Totalled
Panell Powell	Refund	\$44.96	Situs Error
Hilda Squire`	Refund	\$57.88	Vehicle Totalled
Michael Storey	Refund	\$128.71	Vehicle Sold
Gaston Tann	Refund	\$54.94	Situs Error
Melundy Vandiford	Refund	\$8.36	Vehicle Sold
Thomas Vinson	Refund	\$61.27	Vehicle Sold
Michael Walton	Refund	\$115.15	Vehicle Totalled
Sharon Grant	Refund	\$112.51	Situs Error
TOTAL REFUND AMOUNT		\$1,942.95	
Respectfully submitted,			
CATHY B. ALLEN			
TAX ADMINSTRATOR			
CBA/epj			
CC: Board of Commissioners (7)			
County Manager (1)			
Clerk to Board (6)			

Northampton County Recreation and Cultural & Wellness Center

9536 NC HWY 305 JACKSON, NC 27845 (252) 534-1303

MEMO

January 30, 2017

To: Board of County Commissioners
Kimberly Turner, County Manager

From: James Roberts, Recreation Director

RE: **Approval to apply for a Grant through Vidant Roanoke Chowan
Community Benefits Grant Program.**

Please see details below:

We are looking at applying for \$10,000. There is no match to be made by the County.

The program is to enhance the physical activity of the citizens of the county. It will help those by attending the exercise programs for both our children and adults. There will be more exercise programs as well as a nutrition program for the children. Through the Vidant Roanoke Chowan Community Benefits Grant the Northampton County Recreation Department could purchase new exercise equipment to expand & improve the activities offered by the Wellness Center. The collaboration between all the agencies involved creates synergy for healthy lifestyles within our community. Through collective efforts we will strive to instill healthy habits for a lifetime at a young age to assist with chronic disease prevention. We work in partnership with Northampton County Expanded Food & Nutrition Program to provide a free monthly program for kids which includes: one hour of physical activity disguised as fun and games followed by a healthy snack for the children and nutrition education for the parents. Other special events are also held periodically throughout the year.

1 ATTACHMENT:
More information about the Grant.

Northampton County Recreation and Cultural & Wellness Center

9536 NC HWY 305 JACKSON, NC 27845 (252) 534-1303

Vidant Health wants to help people improve their health before they reach the point of having to be hospitalized. That's why the organization supports the Community Benefit Grants Program by making a substantial annual donation to the Vidant Health Foundation. The Community Benefit Grants Program promotes outreach projects that focus on wellness, disease prevention and management. These programs help to remove transportation and financial barriers by providing services that are accessible to people in their local communities.

Each Vidant Health hospital has its own grants program. The health-related focus areas each facility selects for their grants program is based on the Community Health Needs Assessments that are conducted in partnership with their local health department. Each hospital also has their own grants review committee comprised of the hospital president or designee, medical professionals, hospital leadership and/or community benefit staff, as well as representatives from their local health department, from their local Healthy Carolinians Partnership or other health coalition, and community members.

Goals and Objectives

The goal of the Community Benefit Grants Program is to positively impact the health status of communities affiliated with Vidant Health through early detection, wellness and prevention, community health initiatives, and direct healthcare services. The Community Benefit Grants Program:

- Educates individuals about disease prevention and management
- Provides them with the knowledge and tools to be successful in their own health care
- Locates programs within communities, making them available and more accessible to people needing the programs/services

Vidant Roanoke- Chowan	Chronic Disease Prevention and Management, Nutrition & Physical Activity, Senior/Adult Health	Hertford, Gates, Northampton
---------------------------	--	---------------------------------

Eligible organizations

Non-profit organizations qualified for tax exemption under the Internal Revenue Code and government entities are eligible for funding in counties listed above through that designated hospital's grants program. A copy of the IRS Letter of Determination is required to be submitted along with the Letter of Intent.

A Grants Review Committee reviews the letters of intent to determine if the project meets the objectives and priorities of the Community Benefit Grants program. If the Grants Review Committee determines that your organization's letter of intent meets the objectives and priorities, you may be invited to submit a full application.

Northampton County Recreation and Cultural & Wellness Center

9536 NC HWY 305 JACKSON, NC 27845 (252) 534-1303

The Grants Review Committee(s) evaluate the applications and make recommendations to the Foundation's Community Benefit and Appropriations Committees. The Appropriations Committee will review the information presented and make their recommendations to the full Vidant Health Foundation board. The Foundation Board of Trustees then votes on the recommendations. Your organization would subsequently be contacted with a letter of acceptance or denial.

If you need additional information or have questions about the Community Benefit Grants program, please call Kahla Hall at [252-847-0692](tel:252-847-0692) or via e-mail at kahla.hall@vidanthealth.com.



North Carolina Department of Public Safety
Purchasing and Logistics

Roy Cooper, Governor
 Linda Wheeler Hayes, Interim Secretary

Gregory K. Baker, Commissioner
 Joanne B. Rowland, Director

Letter of Agreement

January 30, 2017

Kimberly Turner
 Northampton County Manager
 P.O. Box 808
 Jackson, NC 27845

RE: Lease Reimbursement Agreement: For +/- 1,058 sf of Office Space Located at 112 E. Jefferson Street, Jackson, Northampton County, North Carolina

Dear Ms. Turner:

Per your request, the Department of Public Safety will continue said lease as referenced above by exercising the second and final one-year renewal periods commencing on April 01, 2017 and will terminate on March 31, 2018. **Northampton County** agrees to reimburse the Department of Public Safety the monthly lease rate of **\$958.12** starting **April 01, 2017**. The DPS Controller's office will continue to invoice the County monthly for the lease payment. If you have questions concerning invoicing, please contact Angela Conyers in DPS General Accounting Office at (919) 324-1021.

Upon your review and approval, sign and date below and e-mail a copy to me at the address below. Should you have any questions or concerns related to the lease agreement, please feel free to contact me at (919) 324-6467.

Thank you for your assistance in this matter.

Sincerely,

Ronald R. Moore
 Real Estate Property Manager

Agreed to by: _____ Date _____

cc Angela Conyers, DPS Controller's Office
 Kim Williams, Division I Administrator

MAILING ADDRESS:
 4227 Mail Service Center
 Raleigh, NC 27699-4227
www.ncdps.gov



An Equal Opportunity Employer

OFFICE LOCATION:
 3030 Hammond Business Place
 Raleigh, NC 27603-3666
 Telephone (919) 743-8141
 Fax (919) 733-3731



North Carolina Department of Public Safety
Purchasing and Logistics

Roy Cooper, Governor
 Linda Wheeler Hayes, Interim Secretary

Gregory K. Baker, Commissioner
 Joanne B. Rowland, Director

January 30, 2017

CERTIFIED MAIL

Felton Turner Jr.
 PO Box 398
 Jackson, NC 27845

RE: Lease Agreement Renewal for +/- 1,058 Square Feet of Office Space 112 E. Jefferson Street, Jackson, Northampton County, North Carolina

Dear Mr. Turner:

In accordance with paragraph 2, page 2, of the above referenced lease, the Department of Public Safety hereby exercises its right to renew the present contract for the second and final one (1) year renewal period effective April 1, 2017. The existing terms and conditions in the above referenced contract will remain the same with the exception of the lease amount. The new lease amount for said term will be \$958.12 monthly.

Should you have any questions or concerns, please feel free to contact me in this office at (919) 324-6467. We appreciate your service to the Department of Public Safety.

Sincerely,

Ron Moore
 Real Property Manager

CC: John Webb, State Property Office, NC DOA
 Angela Conyers, Controller's Officer, NC DPS
 Kim Williams, Division I Administrator

MAILING ADDRESS:
 4227 Mail Service Center
 Raleigh, NC 27699-4227
www.ncdps.gov



An Equal Opportunity Employer

OFFICE LOCATION:
 3030 Hammond Business Place
 Raleigh, NC 27603-3666
 Telephone (919) 743-8141
 Fax (919) 733-3731

**THIS LEASE DOES NOT BECOME EFFECTIVE UNTIL EXECUTED
BY THE NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY**

STATE OF NORTH CAROLINA

LEASE AGREEMENT

THIS LEASE AGREEMENT, made and entered into this the 27th day of June, 2016, by and between COUNTY of NORTHAMPTON, hereinafter designated as Lessor, and the STATE OF NORTH CAROLINA, hereinafter designated as Lessee;

WITNESSETH:

WHEREAS, authority to approve and execute this lease agreement was delegated to the Department of Administration by resolution adopted by the Governor and Council of State on the 1st day of September, 1981; and

WHEREAS, the Department of Administration has delegated to this State agency the authority to execute this lease agreement by a memorandum dated the 17th day of April, 1985; and

NOW THEREFORE, in consideration of the rental hereinafter agreed to be paid and the terms and conditions hereinafter set forth, Lessor does hereby let and lease unto Lessee and Lessee hereby takes and leases from Lessor for and during the period of time and subject to the terms and conditions hereinafter set out certain space in the City of Jackson, County of Northampton, North Carolina, more particularly described as follows:

Being +/- 1,247 net square feet of office space located at 102 E. Jefferson Street, (Courthouse) Jackson, Northampton County, North Carolina.

Being +/- 1,058 net square feet of office space located at 112 E. Jefferson Street, Jackson, Northampton County, North Carolina.

(DIVISION OF ADULT PROBATION AND PAROLE)

THE TERMS AND CONDITIONS OF THIS LEASE AGREEMENT ARE AS FOLLOWS:

1. The term of this lease shall be for a period of three (3) Years commencing on the 1st day of July 2016 or as soon thereafter as the leased premises are ceded to the Lessee and terminating on the 30th day of June 2019.

2. The Lessee shall pay to the Lessor as rental for said premises the sum of \$1.00 Dollars per term to be payable within fifteen (15) days from receipt of invoice in triplicate.

The Lessee agrees to pay the aforesaid rental to Lessor at the address specified, or, to such other address as the Lessor may designate by a notice in writing at least fifteen (15) days prior to the due date.

3. Lessor agrees to furnish to the Lessee, as a part of the consideration for this lease, the following services and utilities to the satisfaction of the Lessee.

- A. Heating facilities, air conditioning facilities, adequate electrical facilities, adequate lighting fixtures and sockets, hot and cold water facilities, and adequate toilet facilities.
- B. Janitorial services and supplies including maintenance of lawns, parking areas, common areas and disposal of trash.
- C. All utilities except telephone.
- D. Parking as available.
- E. The lessor covenants that the leased premises are generally accessible to persons with disabilities. This shall include access into the premises from the parking areas (where applicable), into the premises via any common areas of the building and access to an accessible restroom.

4. During the lease term, the Lessor shall keep the leased premises in good repair and tenable condition, to the end that all facilities are kept in an operative condition. Maintenance shall include, but is not limited to furnishing and replacing electrical light fixture ballasts, air conditioning and ventilating equipment filter pads, if applicable, and broken glass. In case Lessor shall, after notice in writing from the Lessee in regard to a specified condition, fail, refuse, or neglect to correct said condition, or in the event of an emergency constituting a hazard to the health or safety of the Lessee's employees, property, or invitees, it shall then be lawful for the Lessee in addition to any other remedy the Lessee may have, to make such repair at its own cost and to deduct the amount thereof from the rent that may then be thereafter become due hereunder. The Lessor reserves the right to enter and inspect the leased premises, at reasonable times, and to make necessary repairs to the premises.

5. It is understood and agreed that Lessor shall, at the beginning of said lease term as hereinabove set forth, have the leased premises in a condition satisfactory to Lessee, including repairs, painting, partitioning, remodeling, plumbing and electrical wiring suitable for the purposes for which the leased premises will be used by Lessee.

6. The Lessee shall have the right during the existence of this lease, with the Lessor's prior consent, to make alterations, attach fixtures and equipment, and erect additions, structures or signs in or upon the leased premises. Such fixtures, additions, structures or signs so placed in or upon or attached to the leased premises under this lease or any prior lease of which this lease is an extension or renewal shall be and remain the property of the Lessee and may be removed therefrom by the Lessee prior to the termination of this lease or any renewal or extension thereof, or within a reasonable time thereafter. The Lessee shall have no duty to remove any improvement or fixture placed by it on the premises or to restore any portion of the premises altered by it. In the event Lessee elects to remove his improvements or fixtures and such removal causes damage or injury to the demised premises, Lessee will repair only to the extent of any such damage or injury.

7. If the said premises be destroyed by fire or other casualty without fault of the Lessee, this lease shall immediately terminate and the rent shall be apportioned to the time of the damage. In case of partial destruction or damage by fire or other casualty without fault of the Lessee, so as to render the premises untenable in whole or in part, there shall be an apportionment of the rent until the damage has been repaired. During such period of repair, Lessee shall have the right to obtain similar office space at the expense of Lessee or the Lessee may terminate the lease by giving fifteen (15) days written notice to the Lessor.

8. Lessor and Lessee shall be liable for any loss or damages suffered as a direct result of the failure of Lessor and Lessee to perform an act required by this lease, and provided that Lessor could reasonably have complied with said requirement.

9. Upon termination of this lease, the Lessee will peaceably surrender the leased premises in as good order and condition as when received, reasonable use and wear and damage by fire, war, riots, insurrection, public calamity, by the elements, by act of God, or by circumstances over which Lessee had no control or for which Lessor is responsible pursuant to this lease, excepted.

10. The Lessor agrees that the Lessee, upon keeping and performing the covenants and agreements herein contained, shall at all times during the existence of this lease peaceably and quietly have, hold, and enjoy the leased premises free from the adverse claims of any person.

11. The failure of either party to insist in any instance upon strict performance of any of the terms and conditions herein set forth shall not be construed as a waiver of the same in any other instance. No modification of any provision hereof and no cancellation or surrender thereof shall be valid unless in writing and signed and agreed to by both parties.

12. Any hold over after the expiration of the said term or any extension thereof, shall be construed to be a tenancy from month to month, and shall otherwise be on the terms and conditions herein specified, so far as applicable; however, either party shall give not less than sixty (60) days written notice to terminate the tenancy.

13. The parties to this lease agree and understand that the continuation of this lease agreement for the term period set forth herein, or any extension or renewal thereof, is dependent upon and subject to the appropriation, allocation or availability of funds for this purpose to the agency of the Lessee responsible for payment of said rental. The parties to this lease also agree that in the event the agency of the Lessee or that body responsible for the appropriations of said funds, in its sole discretion, determines, in view of its total local office operations that available funding for the payment of rents are insufficient to continue the operation of its local offices on the premise leased herein, it may choose to terminate the lease agreement set forth herein by giving Lessor written notice of said termination, and the lease agreement shall terminate immediately without any further liability to Lessee.

14. All notices herein provided to be given, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States mail, certified and postage prepaid and addressed as follows: To the Lessor at P.O. Box 808, Jackson, North Carolina 27845 and the Lessee at 4227 Mail Service Center, Raleigh, North Carolina 27699-4227. Nothing herein contained shall preclude the giving of such notice by personal service. The address to which notices shall be mailed as aforesaid to either party may be changed by written notice.

IN TESTIMONY WHEREOF, this lease has been executed by the parties hereto, in duplicate originals, as of the date first above written.

STATE OF NORTH CAROLINA

By: *Joanne Rowland* (SEAL)
Joanne Rowland,
Director of Purchasing & Logistics

LESSOR:

Fannie P. Greene (SEAL)
Fannie P. Greene, Chairwoman,
Northampton County Board of
Commissioners

ATTEST:

M. H. H.
Secretary
(CORPORATE SEAL)



This Instrument has been pre-audited in the manner as

Per NC.G.S. 159-28 (a) *Bertie A. Edwards*
Finance Officer

STATE OF NORTH CAROLINA

COUNTY OF Northampton

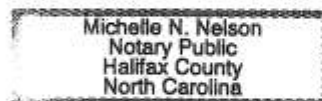
I, Michelle Nelson, a Notary Public in and for the County and State aforesaid, do hereby certify that **Fannie P. Greene**, personally came before me this day and acknowledged that she is the **Chairwoman, Northampton County Board of Commissioners**, and that by authority and given as an act of **Northampton County** and acknowledged the due execution of the foregoing instrument in its name.

WITNESS my hand and Notarial Seal, this the 20th day of June, 2016.


Notary Public

My Commission Expires:

11/2/19



STATE OF NORTH CAROLINA

COUNTY OF WAKE

I, Wanda B. Hicks a Notary Public in and for the County of Johnston and State aforesaid, do hereby certify that **Joanne Rowland**, personally came before me this day and acknowledged the due execution by her of the foregoing instrument as **Director of Purchasing and Logistics** of the Department of Safety of the State of North Carolina, for the purposes therein expressed.

WITNESS my hand and Notarial Seal, this the 27th day of June, 2016.

Wanda B. Hicks
Notary Public

My commission expires on August 19, 2019

**THIS LEASE DOES NOT BECOME EFFECTIVE UNTIL EXECUTED
BY THE NORTH CAROLINA DEPARTMENT OF ADMINISTRATION**

STATE OF NORTH CAROLINA

LEASE AGREEMENT

COUNTY OF NORTHAMPTON

THIS LEASE AGREEMENT, made and entered into this the 20th day of April, 2015, by and between, **FELTON TURNER, JR.**, hereinafter designated as Lessor, and the **STATE OF NORTH CAROLINA**, hereinafter designated as Lessee;

WITNESSETH:

THAT WHEREAS, authority to approve and execute this lease agreement was delegated to the Department of Administration by resolution adopted by the Governor and Council of State on the 1st day of September, 1981; and as amended on September 8, 1999 and December 7th, 1999, and

WHEREAS, the parties hereto have mutually agreed to the terms of this lease agreement as hereinafter set out,

NOW THEREFORE, in consideration of the rental hereinafter agreed to be paid and the terms and conditions hereinafter set forth, Lessor does hereby let and lease unto Lessee and Lessee hereby takes and leases from Lessor for and during the period of time and subject to the terms and conditions hereinafter set out certain space in the **Town of Jackson, County of Northampton, North Carolina**, more particularly described as follows:

Being \pm 1,058 net square feet of office space located at 112 E. Jefferson Street, Jackson, North Carolina

(DEPARTMENT OF PUBLIC SAFETY)

THE TERMS AND CONDITIONS OF THIS LEASE AGREEMENT ARE AS FOLLOWS:

1. The term of this lease shall be for a period of **One (1) Year**, commencing on **1st day of April, 2015**, or as soon thereafter as the leased premises are ceded to the Lessee and terminating on the **31st day of March, 2016**

2. During the term of the lease, the Lessee shall pay to the Lessor as rental for said premises the sum of **\$11,497.40** Dollars per annum, which sum shall be paid in equal monthly installments of **\$958.12** Dollars said rental to be payable within fifteen (15) days from receipt of invoice in triplicate.

RENEWAL OPTION: The Lessee shall have the option to renew this lease for two (2) additional one (1) year periods and shall provide the Lessor no less than sixty days

(60) written notice of the intent to so renew prior to the lease expiration date. The terms and conditions of this lease shall remain the same during the renewal period(s).

The Lessee agrees to pay the aforesaid rental to Lessor at the address specified, or, to such other address as the Lessor may designate by a notice in writing at least fifteen (15) days prior to the due date.

3. Lessor agrees to furnish to the Lessee, as a part of the consideration for this lease, the following services and utilities to the satisfaction of the Lessee.

- A. Heating facilities, air conditioning facilities, adequate electrical facilities, adequate lighting fixtures and sockets, hot and cold water facilities, and adequate toilet facilities.
- B. Janitorial services and supplies
- C. Maintenance of lawns, common areas, parkings areas, including snow, debris removal, and outside trash disposal.
- D. Lessor to provide required fire extinguishers and servicing, pest control, and outside trash disposal, including provision for the handling of recyclable items such as aluminum cans, cardboard and paper. All pesticides must be applied by a licensed technician.
- E. Parking
- F. All utilities, except telephone.
- G. The leased premises are generally accessible to persons with disabilities. This shall include access into the premises from the parking areas (where applicable), into the premises via any common areas of the building and access to accessible restroom.
- H. Any fire or safety inspection fees, stormwater fees, or land transfer tax/fees.
- I. Elevator Service, if applicable

4. During the lease term, the Lessor shall keep the leased premises in good repair and tenantable condition, to the end that all facilities are kept in an operative condition. Maintenance shall include, but is not limited to furnishing and replacing electrical light fixture ballasts, air conditioning and ventilating equipment filter pads, if applicable, and broken glass. In case Lessor shall, after notice in writing from the Lessee in regard to a specified condition, fail, refuse, or neglect to correct said condition, or in the event of an emergency constituting a hazard to the health or safety of the Lessee's employees, property, or invitees, it shall then be lawful for the Lessee in addition to any other remedy the Lessee may have, to make such repair at its own cost and to deduct the amount thereof from the rent that may then be thereafter become due hereunder. The Lessor reserves the right to enter and inspect the leased premises, at reasonable times, and to make necessary repairs to the premises.

5. It is understood and agreed that Lessor shall, at the beginning of said lease term as hereinabove set forth, have the leased premises in a condition satisfactory to Lessee, including repairs, painting, partitioning, remodeling, plumbing and electrical wiring suitable for the purposes for which the leased premises will be used by Lessee.

6. The Lessee shall have the right during the existence of this lease, with the Lessor's prior consent, to make alterations, attach fixtures and equipment, and erect additions, structures or signs in or upon the leased premises. Such fixtures, additions, structures or signs so placed in or upon or attached to the leased premises under this lease or any prior lease of which this lease is an extension or renewal shall be and remain the property of the Lessee and may be removed therefrom by the Lessee prior to the termination of this lease or any renewal or extension thereof, or within a reasonable time thereafter. The Lessee shall have no duty to remove any improvement or fixture placed by it on the premises or to restore any portion of the premises altered by it. In the event Lessee elects to remove his improvements or fixtures and such removal causes damage or injury to the demised premises, Lessee will repair only to the extent of any such damage or injury.

7. If the said premises be destroyed by fire or other casualty without fault of the Lessee, this lease shall immediately terminate and the rent shall be apportioned to the time of the damage. In case of partial destruction or damage by fire or other casualty without fault of the Lessee, so as to render the premises untenable in whole or in part, there shall be an apportionment of the rent until the damage has been repaired. During such period of repair, Lessee shall have the right to obtain similar office space at the expense of Lessee or the Lessee may terminate the lease by giving fifteen (15) days written notice to the Lessor.

8. Lessor shall be liable to Lessee for any loss or damages suffered by Lessee which are a direct result of the failure of Lessor to perform an act required by this lease, and provided that Lessor could reasonably have complied with said requirement.

9. Upon termination of this lease, the Lessee will peaceably surrender the leased premises in as good order and condition as when received, reasonable use and wear and damage by fire, war, riots, insurrection, public calamity, by the elements, by act of God, or by circumstances over which Lessee had no control or for which Lessor is responsible pursuant to this lease, excepted.

10. The Lessor agrees that the Lessee, upon keeping and performing the covenants and agreements herein contained, shall at all times during the existence of this lease peaceably and quietly have, hold, and enjoy the leased premises free from the adverse claims of any person.

11. The failure of either party to insist in any instance upon strict performance of any of the terms and conditions herein set forth shall not be construed as a waiver of the same in any other instance. No modification of any provision hereof and no cancellation or surrender thereof shall be valid unless in writing and signed and agreed to by both parties.

12. Any hold over after the expiration of the said term or any extension thereof, shall be construed to be a tenancy from month to month, and shall otherwise be on the terms and conditions herein specified, so far as applicable; however, either party shall give not less than sixty (60) days written notice to terminate the tenancy.

13. The parties to this lease agree and understand that the continuation of this lease agreement for the term period set forth herein, or any extension or renewal thereof, is dependent upon and subject to the appropriation, allocation or availability of funds for this purpose to the agency of the Lessee responsible for payment of said rental. The parties to this lease also agree that in the event the agency of the Lessee or that body responsible for the appropriations of said funds, in its sole discretion, determines, in view of its total local office operations that available funding for the payment of rents are insufficient to continue the operation of its local offices on the premise leased herein, it may choose to terminate the lease agreement set forth herein by giving Lessor written notice of said termination, and the lease agreement shall terminate immediately without any further liability to Lessee.

14. All notices herein provided to be given, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States mail, certified and postage prepaid and addressed as follows: To the Lessor at PO Box 398, Jackson, North Carolina 27845 the Lessee at ATTN: Property Officer, 4227 Mail Service Center, Raleigh, North Carolina 27699-4227, with a copy to State Property Office, Attn: Leasing Manager, 1321 Mail Service Center, Raleigh, North Carolina 27699-1321. Nothing herein contained shall preclude the giving of such notice by personal service. The address to which notices shall be mailed as aforesaid to either party may be changed by written notice.

15. N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

IN TESTIMONY WHEREOF, this lease has been executed by the parties hereto, in duplicate originals, as of the date first above written.

LESSEE:

STATE OF NORTH CAROLINA

By: Bill Daughtridge, Jr. (SEAL)
 Title: Bill Daughtridge, Jr.
 Secretary, Department of Administration

LESSOR:

FELTON TURNER, JR.

Felton Turner, Jr. (SEAL)

STATE OF NORTH CAROLINA

COUNTY OF WAKE

I, _____, a Notary Public in and for the County and State
aforesaid, do hereby certify that **SPEROS J. FLEGGAS**, personally appeared before me
this date and acknowledged the due execution by him of the foregoing instrument as
Deputy Secretary of the Department of Administration of the State of North Carolina, for
the purposes therein expressed.

IN WITNESS WHEREOF, I have hereunto set my hand and Notarial Seal this the
____ day of _____, 2015.

Notary Public
Printed Name: _____

My Commission expires _____

STATE OF NORTH CAROLINA

COUNTY OF Northampton

I, Patricia E. Harrison, a Notary Public in the County of Northampton
and State aforesaid, do hereby certify that **Felton Turner, Jr.**, personally came before me
this day and acknowledge the due execution of the foregoing instrument for the purposes
expressed therein.

IN WITNESS WHEREOF, I have hereunto set my hand and Notarial Seal this the
17th day of March, 2015.

Patricia E. Harrison
Notary Public
Printed Name: Patricia E. Harrison

My Commission expires Dec. 2, 2019

STATE OF NORTH CAROLINA

COUNTY OF WAKE

I, Angela M. Blinson, a Notary Public in and for the County of Johnston and State aforesaid, do hereby certify that **BILL DAUGHTRIDGE, JR.**, personally appeared before me this date and acknowledged the due execution by her of the foregoing instrument as Secretary of the Department of Administration of the State of North Carolina, for the purposes therein expressed.

WITNESS my hand and Notarial Seal, this the 20th day of April, 2015.

My commission expires 10-14-2018



Citizens/Board Comments:

Chairman Carter called for Citizens Comments.

Mr. Wood Beasley, Part Owner of Vista Green, stated due to misleading information in the community about coal ash; he will be pulling his Special Use Permit application today.

Mr. Burnette thanked Mr. Beasley for holding the meeting last week in Seaboard to inform the citizens on their plans. Mr. Burnette stated he would like to address the last meeting in reference to some citizens' complaints about letters about coal ash. He then mentioned that Commissioner Carter and Greene basically called him a liar because he was spreading rumors and they have never heard of Coal Ash before. He also stated that it has been brought to his attention by Commissioner Carter at the NAACP meeting that both Commissioner Greene and Carter knew about this 6 or 7 months ago. He stated that he wanted to make sure our public officials were working in the best interest of the people. Mr. Burnette said he is disappointed, hurt, and discouraged with our local government.

Commissioner Greene reiterated that "we have not made any type of agreement with that company." Commissioner Greene stated that she still believes that citizens still need to have their facts straight before they come before the Board.

Commissioner Carter stated that Mr. Beasley with withdrawn his application after this meeting and hoped Mr. Burnette had heard that. Commissioner Carter said he is tired of Mr. Burnette's accusations and innuendoes about what is going on with this Board of Commissioners'. Commissioner Carter stated to Mr. Burnette that he wanted him to have his facts straight before he comes forward making accusations. Chairman Carter asked Mr. Burnette to have a seat multiple times. Mr. Burnette did not follow Chairman Carter's request leading to him being escorted out of the Commissioners' Room.

Chairman Carter called for Board Comments.

Commissioner Faulkner had no comments.

Commissioner Greene had no comments.

Vice-Chairman Deloatch had no comments.

Commissioner Tyner stated the citizens are upset at County government. He stated he asked the Commissioners, did they know anything about coal ash and the reply was no. He then referenced a meeting that he attended and learned that two of the Commissioners, County Attorney, and County Manager have met with Vista Green staff. He also stated, in the community, it looks as if we have given them the indicator to come and do what needs to be done. He also stated that when we come before this Board let's make sure what we say is concrete by law.

G.S. 143-318.11(a)(6):

A motion was made by Chester Deloatch and seconded by Fannie Greene to recess regular session. **Question Called:** *All present voting yes.* **Motion carried.**

A motion was made by Chester Deloatch and seconded by Charles Tyner to enter in closed session for the purpose of G.S. 143-318.11 (a)(6) . **Question Called:** *All present voting yes.* **Motion carried.**

A motion was made by Chester Deloatch and seconded by Charles Tyner to adjourn closed session. **Question Called:** *All present voting yes.* **Motion carried.**

A motion was made by Chester Deloatch and seconded by Fannie Greene to reconvene regular session. **Question Called:** *All present voting yes.* **Motion carried.**

A motion was made by Charles Tyner and seconded by Geneva Faulkner to approve the salary increase for Mrs. Robin Williams, Register of Deeds. **Question Called:** *All present voting yes.* **Motion carried.**

A motion was made by Chester Deloatch and seconded by Fannie Greene to adjourn. **Question Called:** *All present voting yes.* **Motion carried.**

Komita Hendricks, Clerk to the Board
“r.m. 02-06-17”

NORTHAMPTON COUNTY
BOARD OF COMMISSIONERS

Meeting Date: 02-20-2017

Agenda Tab Number: 2

Agenda Time: 6:00 pm

Presenter and/or Subject Matter:

Approval of Closed Session Minutes for February 20, 2017

(omitted)

Komita Hendricks

NORTHAMPTON COUNTY
BOARD OF COMMISSIONERS

Meeting Date: 02-20-2017

Agenda Tab Number: 3

Agenda Time: 6:00 pm

Presenter and/or Subject Matter:

Approval of Agenda for February 20, 2017

Komita Hendricks

3 Approval of Agenda for February 20, 2017

The Northampton County Board of Commissioners will meet in Regular Session on Monday, February 20, 2017 at 6:00 p.m. in the Commissioners' Meeting Room located at 100 West Jefferson Street, Jackson, North Carolina. The purpose of the meeting is to conduct public business as indicated on the following agenda.

<u>TAB</u>	<u>TIME</u>	<u>DESCRIPTION</u>
	5:50	Agenda Work Session
1	6:00	Approval of Regular Meeting Minutes for February 6, 2017
2		Approval of Closed Session Minutes for February 6, 2017
3		Approval of Agenda for February 20, 2017
4	6:05	Ms. Kimberly Turner, County Manager 1) NCHS Internship Program 2) Squire Road 3) Request Date & Time for Public Hearing- Woodland Zoning Board 4) Mid-Year Review 5) Procedures Manual Change 6) Management Matters
5	6:25	Cham Trowell, Trillium 1) Annual Report for Budget Reduction 2) Resolution of Support for Adequate Funding
6	6:40	Mr. Chuck Joyner, EMS Director Contract with Mediacom
7	6:50	Mrs. Cathy Allen, Tax Administrator 1) Ad Valorem Tax Appeals 2) Motor Vehicle Refunds 3) Report on Secured and Unsecured Delinquent Tax and Fees
8	7:00	Citizens/Board Comments
	7:30	Adjourn

NORTHAMPTON COUNTY
BOARD OF COMMISSIONERS

Meeting Date: 02-20-2017

Agenda Tab Number: 4

Agenda Time: 6:05 pm

Presenter and/or Subject Matter:

Ms. Kimberly Turner, County Manager
1) NCHS Internship Program
2) Squire Road
3) Request Date & Time for Public Hearing-Woodland Zoning Board
4) Mid-Year Review
5) Procedures Manual Change
6) Management Matters

Komita Hendricks

2) Squire Road

DECISION PAPER

TO: The Northampton County Board of Commissioners

FM: Ms. Kimberly L. Turner, County Manager *KLT*

DT: February 20, 2017

RF: Squire Road

PURPOSE:

To obtain the Board's decision on whether or not to include funds in the budget to relocate the waterline on Squire Road.

FACTS:

1. We received a letter dated August 23, 2016 from Mrs. Vivian King-Jackson requesting that the Board of Commissioners consider allocating funds in the budget to replace the portion of the existing waterline that is in the conflict area on Squire Road versus relocating that portion of the existing waterline. (See Attachment 1)
2. In conversation with our Public Works Director, his recommendation is to relocate the waterline due to the convenience of the residents on that road. If we replace the existing waterline, the water will have to be turned off for an extended period of time.
3. I have identified a source of funds to pay for relocating the waterline within our Enterprise Fund. We currently have \$97,668 in our Capital Reserve Fund.
4. At our meeting on January 4, 2017, the Board instructed the County Manager to provide a timeline for relocating the waterline.
5. The timeline estimated by our Public Works Director for completion of the project is one and a half years. (See Attachment 2)
6. The estimated total cost of the project by our engineers is \$114,544. However, Mr. Morris, Public Works Director, reviewed those costs and adjusted the estimated total cost to \$92,632. (See Attachment 3)
7. As requested by Commissioners, the history of this road according to our records is attached. (See Attachment 4).

DISCUSSION:

The Northampton County Board of Commissioners submitted a resolution to NC Department of Transportation on June 4, 2012 requesting that they review the road and take over the road for maintenance if it meets established standards and criteria. After review of the road, NC Department of Transportation determined that the road did not meet their criteria in order to add the road to the state maintained system. Mrs. King-Jackson appeared before the Board on May 22, 2013 to notify the Board that NC DOT expressed that they cannot take over the road because our waterline is in conflict with the road. The cost for relocating that waterline at that time was \$68,292. County Manager Jenkins proposed the following resolutions: include it in the secondary roads improvement program, move the path, or ask a property owner, Mr. Cummings, to donate their right of way. It was suggested to look at clearing and grubbing. The Board instructed the County Manager and Public Works Director to research this and to see what can be done to alleviate some of the problems the citizens are experiencing. A letter dated

Subdivision. County Attorney Vaughan advised that he researched the plats and deeds for the subdivision and there was no indication that Northampton County assumed responsibility to open or maintain the subdivision, drain ways and other public spaces were dedicated to the public, found no language in deeds obligating the developers to maintain the streets or drain ways, and unless further research revealed otherwise, that the developer or the County does not bear any legal responsibility regarding repairs or maintenance of the streets and drain ways. An email from Mr. Jerry Jennings with NC DOT was provided to Mrs. King-Jackson on January 27, 2014 that stated in summary that DOT will be able to take over Squire Road if the following conditions are met: The proposed right of way will need to be verified or signed over by the property owners, the waterline will need to be relocated from under the roadway or shift the proposed roadway clear of the waterline, the existing crosspipe will need to be replaced by a much larger pipe(s). At that time, the estimate for costs to replace the crosspipe and grade and stabilize the roadway was \$32,000. It was noted that those costs are beyond DOT's maintenance or secondary road funding and the property owners would need to identify a source of funding. In that email, DOT stated that once those issues are resolved the road can be submitted for the Board of Transportation action to add it to the system. The Board of Commissioners met with Senator Smith-Ingram and Representative Wray on April 2, 2015 in reference to Legislative Goals and asked for their assistance in obtaining funding for Squire Road. Mrs. King-Jackson appeared before the Board again on March 7, 2016 to obtain an update on what the County was doing in reference to Squire Road. At that meeting Chairwoman Greene advised that we are looking into finding some funds to help. I advised that we have been working with Senator Smith-Ingram and Representative Wray to obtain some discretionary funds from the State and that I had talked with a representative with the Governor's office about assistance with obtaining discretionary funds. Mr. Scott Emory with DOT was at that meeting and advised that he would look at this situation to see what they could do and that the road did meet all criteria as far as getting on the state maintained system except for utility issues and drainage improvements. The Board of Commissioners approved Legislative goals on March 21, 2016 that included requesting assistance in obtaining funding for secondary roads. We received a letter from Mrs. King-Jackson on August 23, 2016 requesting the Commissioners to consider placing funds in the budget to replace the portion of the waterline that is in the conflict area. On November 7, 2016, I advised the Board that we could fund the relocation of the waterline from our Capital Reserve Account in our Enterprise Fund. There was no guidance provided by the Board at that meeting. Mrs. King-Jackson appeared before the Board again on January 4, 2017 to ask the Board for an update on this matter. The Board instructed the County Manager to provide a timeline for relocating the waterline.

RECOMMENDATION:

That the Board of Commissioners consider making a decision as to whether or not to utilize current funding in the Capital Reserve Account in the Enterprise Fund to relocate the waterline on Squire Road and/or place funding in the budget for FY 17-18 to cover the costs for relocating the waterline on Squire Road.

Coordination:

Finance Officer:

Concur

Arlene A. Edwards

Non-concur _____

Concur with comments _____

Action by the Commissioners:

Approved: _____
 Disapproved: _____
 Other: _____

Attachment 1

REVISED!

Post Office Box 277
Gaston, NC 27832

August 23, 2016

Mrs. Fannie P. Greene
Chair, Northampton County Board of Commissioners
Post Office Box 808
Jackson, NC 27845

RE: Squire Road

Dear Ms. Greene:

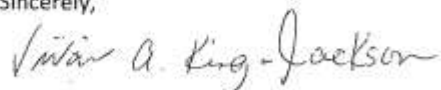
The purpose of this letter is to ask the Commissioners to consider putting monies in your budget to replace the portion of the existing waterline that is in the conflict area on Squire Road verses relocating that portion of the existing waterline.

Replacing the conflict pipe verses relocating the conflicting pipe, in essence, abandon the part that's in the center of the path. That way we can proceed with the state in putting a highway, (0.35 mile in length) in Squire Acres.

When looking at \$68,292.00, (as itemized in correspondence dated May 13, 2016 and April 23, 2016, from Northampton County Public Works Director, Mr. Jason Morris), would it be more feasible and cost effective to install a new portion of waterline than relocating the waterline?

We are willing to work with you and do what's necessary to assist in this process.

Sincerely,



Vivian A. King-Jackson
Resident of Squire Acres

p.s. Squire Acres Residents Signatures enclosed
cc: Northampton County Commissioners

We, the undersigned property owners of Squire Acres, greatly appreciate your support:

Name	Signature	Physical Address	Mailing Address	Telephone
Virian A. King-Jackson	<i>Virian A. King-Jackson</i>	165 Squire Road	P.O. Box 277 Gaston, NC 27832	(252) 578-9655
Virginia C. Plum	<i>Virginia C. Plum</i>	179 Squire Road	179 Squire Road Gaston, NC 27832	(252) 537-4658
Violane Moody	<i>Violane Moody</i>	119 Squire Acres Lane	1216 Frantford Drive Brandon, FL 33511	(813) 657-2436
Minnie P. Banks	<i>Minnie P. Banks</i>	119 Squire Acres Lane	1745 Gross Avenue Richmond, VA 23224	(804) 232-8897
Lee Vincent	<i>Lee Vincent</i>	125 Squire Acres Lane	P.O. Box 764 Gaston, NC 27832	(252) 676-7705
Dwight & Melvina	<i>Dwight Cumf</i>	110 and 190	190 Squire Road Gaston, NC 27832	(252) 537-7514
Cummings	<i>Melvina Cumf</i>	Squire Road	190 Squire Road Gaston, NC 27832	(252) 537-7514
Herbert Banks	<i>Herbert Banks</i>	135 Squire Acres Lane	P.O. Box 123 Gaston, NC 27832	(252) 537-7249
Mary Hardy	<i>Mary Hardy</i>	161 Squire Acres Lane	7106 Eastforest Road Landover, MD 20785	(301) 512-3783
Ronnie Perry	<i>Ronnie Perry</i>	201 Squire Acres Lane	P.O. Box 1239 Gaston, NC 27832	(252) 308-2894
Leroy & Jerry	<i>Leroy & Jerry</i>	206 and 216	P.O. Box 1278 Gaston, NC 27832	(252) 326-9970
Ayersman	<i>Jerry Ayersman</i>	Squire Road	P.O. Box 1278 Gaston, NC 27832	(252) 326-9970
Esther Lee	<i>Esther Lee</i>	283, 186 and 176 Squire Acres Lane	6397 Hwy. 46 NC Garysburg, NC 27831	(252) 537-2368
Robert Squire	<i>Robert Squire</i>	JA Vincent Farm	228 Cherry Tree Rd. Gaston, NC 27832	(252) 537-9991
Harold Price	<i>Harold Price</i>	237 Squire Acres Lane	237 Squire Acres Lane Gaston, NC 27832	(443) 480-8561
Valerie Higgs	<i>Valerie Higgs</i>	237 Squire Acres Lane	237 Squire Acres Lane Gaston, NC 27832	(443) 480-8561
Wilbert & Mary Arent (heirs)	<i>Wilbert & Mary Arent</i>	Wilbert and Mary Arent and heirs 233, 231 and 144 Squire Acres Lane	2536 Mistwood Forest Drive Chester, VA 23813	(804) 621-6710
Latoya Robinson	<i>Latoya Robinson</i>		P.O. Box 62 Gaston, NC 27832	(252) 673-6798

Date: January 19, 2017

Attachment 2

Squire Road off of NC Hwy 46

Squire Road is a platted and recorded sixty foot right of way as shown on Plat Book 22, page 55 and Plat Book 23 page 82. This road was platted and recorded as part of the Squire Acres Subdivision as shown on aforesaid plats dated April 22, 1986 and September 25, 1987 respectively.

Water lines were installed along the edge of the existing travel way of Squire Road and Squire Acres Lane with the installation of the Phase IV water line expansion for Northampton County. The as-built plans for this area are dated and signed by the engineer on April 26, 2005. The existing six inch water main that was installed along Squire Road was placed three to five feet off the edge of the existing travel way of Squire Road. This was done just as all waterlines at that time were placed in a similar location to the travel way of all publicly travelled roadways.

Upon the surveying and locating of the existing utilities and roadway, NCDOT found that the existing travel way of Squire Road was not located in the center of the existing platted right of way. When the alignment of the proposed paved road was produced by NCDOT, it was found that the existing six inch water main would be located underneath the new location causing the water line to be moved prior to any other work to be done on the roadway by NCDOT.

Attached you will find a cost estimate provided to Northampton County from McKim and Creed. This project estimate was provided on September 21, 2012. The original project estimate was \$93,000.

Also attached is correspondence in reference to Squire Road to Ms. King-Jackson dated April 23, 2013. With some considerations involving the scope of work, the project was able to be scaled back to \$68,292. This is an estimate from nearly four years ago and prices are subject to be more at this time due to inflation.

On January 27, 2014, there was correspondence from NCDOT to Ms. King-Jackson in reference to Squire Road. It was noted in the correspondence that there would be additional costs to replace the crosspipe and grade and stabilize the roadway. Those costs were beyond what NCDOT maintenance and secondary road funding would be able to cover. Attached for reference is a copy of the correspondence.

At the time the estimate was produced, it was not considered to do a Horizontal Directional Drill (HDD) across the existing creek along Squire Road. Due to the increased flooding of this area, it is now recommended that a HDD is performed across the creek on Squire Road to further protect the integrity of the six inch water line in that area. This may increase the proposed cost of construction.

Date: January 19, 2017

Squire Rd

Due to the nature of the proposed work to relocate the existing water line on Squire Road, The work would not be able to be performed by Northampton County personnel. This type of work would require services from an outside source or contractor. If it were to be approved to relocate the existing water line, following is a projected timeline to have the water line relocated. It should also be noted that due to the new location of the proposed water line some trees may need to be removed and existing yards and driveways may be impacted due to the location of the existing right of way. The location of any new water main will be placed five feet from the edge on the inside of the existing right of way.

The location of the existing water line and its proximity to the proposed alignment of Squire Road could cause issues with the new road. If a new water line is placed into service, then the existing water line would need to be completely removed or filled with a flowable fill material to keep the existing pipe from creating a void underneath the proposed roadway as required by NCDOT. This proposed work may increase the cost of construction as well.

Below is an estimated timeline for work required on the proposed project of relocating the existing water line.

Work to be Done	Time Frame
Design – Design would need to be done by a professional engineer and plans produced	1-2 months
Permitting – Plans would need to be submitted to NCDEQ-PWS for review and approval	3-4 months
Surveying – Determine the exact location of R/W of Squire Rd and produce easement maps	1-2 months
Legal – Attorney to perform title search and create deeds of easement for the location of new waterline	1-2 months
Deed Recording – Owner to sign deeds and record maps and deeds	1 month
Bidding – Project to be bid to contractors	2 months
Contract Award – Contract awarded and notice to proceed given to contractor. Contractor given 180 days to complete work	6 months
Final Approval – Final approval issued from NCDEQ-PWS to place new line into service	1 month
As-builts – As-built drawing produced by engineer and provided to Northampton County	1 month
Complete Project	19 months or 1.5 years

There are other existing unpaved roads in Northampton County that currently have water mains that run along the edge of the travel way. Please find listed below and in no particular order a list of said unpaved roads. Also note that some of these roads may be in much worse condition than that of Squire Rd.

Date: January 19, 2017

Blake Drive	Woods Lane
Edwards Town Street	Sandy Ridge Lane
Cumbo Lane	Beaver Pond Lane
Lotts Lane	Beaver Street
Indian Trail - Arrowhead Mobile Home Park	Oak Street - Gumberry
Tomahawk Trail- Arrowhead Mobile Home Park	Poplar Street - Gumberry
Jane Lane	Hickory Street - Gumberry
Taylor Lane	Pine Street - Gumberry
Jasper Jones Road	Potecasi Lane – Potecasi Mobile Home Park
Eagle Crest Trail	Midway Lane – Potecasi Mobile Home Park

Information prepared and provided by:

Jason S. Morris, UMC
Public Works Director
Northampton County

owner(s) of the
d described hereon
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in book
hat (we) hereby
of subdivision
Free consent,
minimum building
e all drainageways
spaces to public
noted. Further,
that the land as
within the sub-
sions, jurisdiction
County.

Robert L. Squire

PAUL T. JOHNSTON & ROBERT L. SQUIRE
C.A. VINCENT EST. TRACT #3



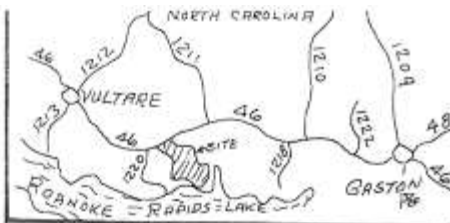
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LEGEND


E.I. = EXISTING IRON	DM = DITCH MARK
S.I. = SET IRON	B.O.C. = BACK OF CURB
C.M. = CONC. MARKER	C.B. = CATCH BASIN
4" x 36"	AC = ACRES
IRON ROD IN CONC.	CC = CALCULATED COURSE
CL = CENTER LINE	DB = DEED BOOK
CH = CHORD	

NOTE:
EASEMENTS SHOWN ARE FOR PUBLIC UTILITIES
& DRAINAGE. SIDE LINES LOTS 10 SET BACK
REAR LOT LINES 5' 25' SET BACK.
THERE ARE NO DEED RESTRICTIONS.
1/2" x 36" IRON ROD ON EACH LOT CORNER.
CONC. MON. 4" x 36" WITH IRON IN CENTER.
10.92 AC. IN LOTS

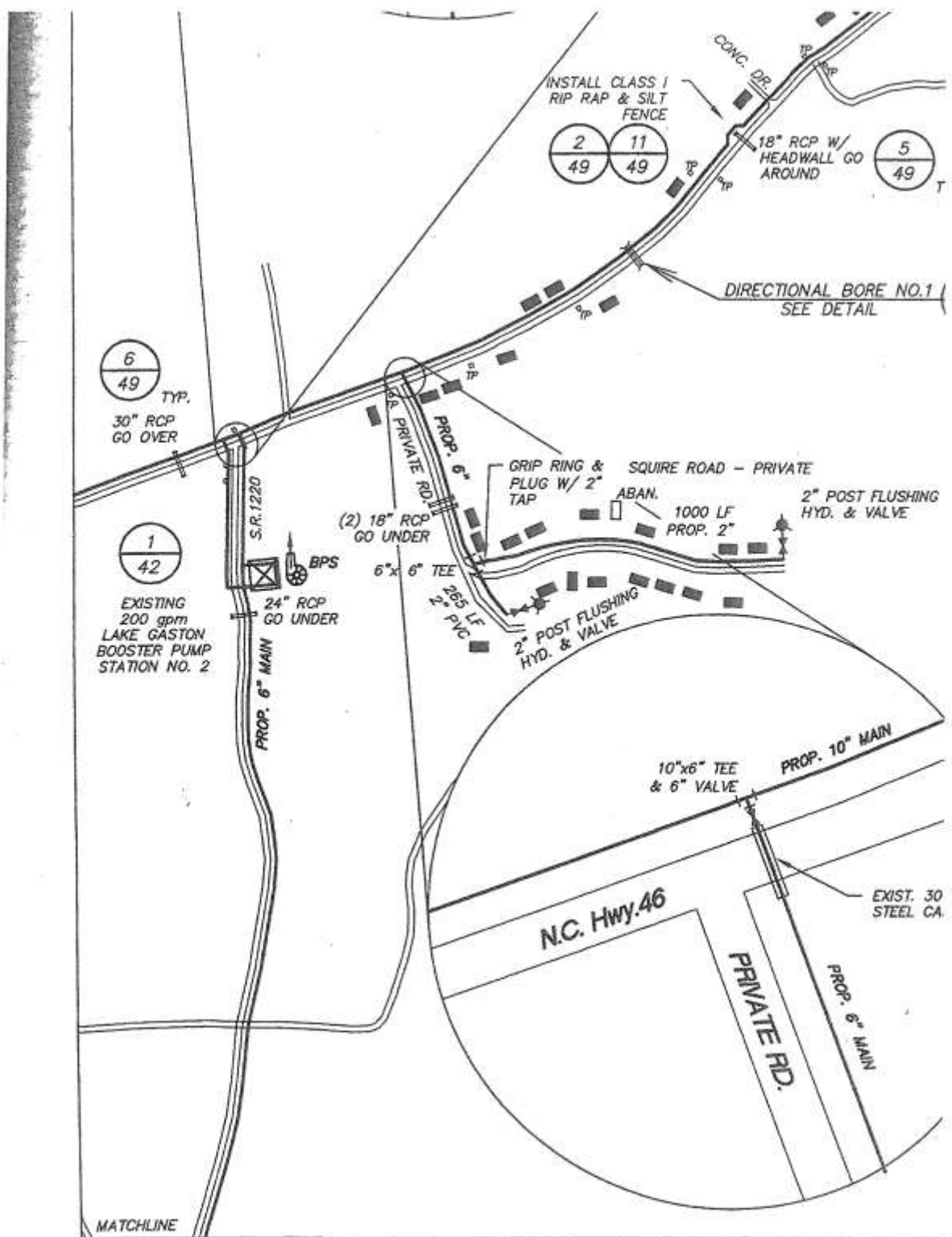
"I HEREBY CERTIFY THAT THIS SUBDIVISION ENTITLED 'ROUND BAY'."



"SQUIRE ACRES"
"REVISED"
PROPERTY OF
"PAUL T. JOHNSTON &
"ROBERT L. SQUIRE"
GASTON TOWNSHIP

RECORD DRAWING INFORMATION ADDED		APRIL 04
EXPLANATION		DATE
SYM.	REVISIONS	
 David W. Springer DATE May 3, 2000		Rivers & Associates, Inc. Since 1918 107 East Second St. Greenville, N.C. 27858 (919) 752-4135 Edg P1 Su
N.C. 46 LINEWORK & DETAILS NORTHAMPTON COUNTY WATER PHASE IV EXTENSION WATER SYSTEM IMPROVEMENTS NORTHAMPTON COUNTY, NORTH CAROLINA		
SURVEY	DRAFT R.J.	SCALE
DESIGN DWS	CHECK RGG	DRAWING NO.
		AS NOTED
		W-2327RD
		5 OF

D:\NH4-99184-WATERSYS\DWG\W2327RD-05.DWG



Jason Morris

From: Chris L. Windley <CWindley@mckimcreed.com>
Sent: Friday, September 21, 2012 9:39 AM
To: jason.morris@nhcnc.net; chris.wheeler@nhcnc.net
Cc: jsavage@mckimcreed.com
Subject: Squire Lane Water Line Relocation Costs
Attachments: Squire Lane Water Line Relocation Cost Opinion 091812.xlsx

Jason and Chris,

Below is a budgetary estimate (opinion) of the cost to relocate the water line along Squire Lane based on the information you provided us. We have also attached the itemize construction cost opinion for your information as well. Please let us know if you have any questions.

Construction Cost (Includes 20% Contingency) - \$58,020

Assumptions made for Construction Cost Opinion:

- ? 6" SDR 21 PVC water line to be installed from south side of NC 46 up to intersection of Squire Lane and Squire Acres Lane (+/- 1000LF)
- ? 2" SDR 21 PVC water line to be installed from intersection of Squire Lane and Squire Acres Lane to the end of Squire Lane (+/- 265LF)
- ? Existing 2" water line down Squire Acres Lane would need to be connected to new water main with a new 6x6 tee, 6x2 tapped cap and 2" gate valve
- ? New FHA added near intersection of Squire Lane and Squire Acres Lane
- ? 5 residential services to be reconnected
- ? New 2" post flushing hydrant and valve would be required at the end of Squire Lane (end of line)
- ? Open cut installation across four gravel driveways and across Squire Acres Lane
- ? Additional notes included on cost opinion worksheet

Engineering Cost (Assumes complete services for a County Project):

Design and Permitting - \$12,000
 Informal Bid - \$8,000
 Construction Administration - \$7,000
 Partial Construction Observation (12hrs/week) - \$6,000
 Record Drawings - \$2,000

Engineering Subtotal - \$35,000

Total Project Cost - \$93,000

Chris L. Windley, PE | Project Manager

Tel 919.233.5281 x168 | Cell 919.417.3069
1730 Varsity Drive, Suite 500 | Raleigh, NC 27606
CWindley@mckimcreed.com | <http://www.mckimcreed.com>



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Northampton County
Squire Lane Water Line Relocation
Cost Opinion - Preliminary Design

WATER MAIN

Item	Description	Qty		Unit Price		Total Cost
1	Mobilization (2% or less of total bid amount)	1	LS	\$ 850.00	/LS	\$ 850.00
2	Water Main					
	a. 6" SDR-21 PVC	1000	LF	\$ 22.00	/LF	\$ 22,000.00
	b. 2" SDR-21 PVC	265	LF	\$ 10.00	/LF	\$ 2,650.00
3	Testing, Cleanup and Seeding for All New Water Main Piping					
	a. 6" Water Main	1000	LF	\$ 2.00	/LF	\$ 2,000.00
	b. 2" Water Main	265	LF	\$ 1.00	/LF	\$ 265.00
4	Ductile Iron MJ Fittings (compact weight)	235	LB	\$ 6.00	/LB	\$ 1,410.00
5	2" Gate Valve with Valve Box	2	EA	\$ 750.00	/EA	\$ 1,500.00
6	Fire Hydrant Assembly	1	EA	\$ 4,000.00	/EA	\$ 4,000.00
7	2" Post Flushing Hydrant and Valve	1	EA	\$ 2,500.00	/EA	\$ 2,500.00
8	Reconnect Existing Water Services	5	EA	\$ 600.00	/EA	\$ 3,000.00
9	Connect to Existing Water Lines	2	EA	\$ 500.00	/EA	\$ 1,000.00
10	Abandon/Remove Existing Water Line	1265	LF	\$ 5.00	/LF	\$ 6,325.00
11	Remove and Replace Gravel Driveway/Roadway (min 6" CABC)	85	SY	\$ 10.00	/SY	\$ 850.00

Total \$ 48,350.00
20% Contingency \$ 9,670.00
TOTAL \$ 58,020.00

Notes:

- 1) Clearing and grubbing included in cost of water main pipe
- 2) Cost opinion does not include E&SC measures
- 3) Cost opinion does not include asphalt roadway removal and replacement
- 4) Undercut, unsuitable materials and rock excavation not included in cost opinion.

Jason Morris

From: Jason Morris <jason.morris@nhcnc.net>
Sent: Monday, May 13, 2013 3:20 PM
To: kingjacksonv@se.halifax.k12.nc.us
Cc: Wayne Jenkins; Robert Carter (steelcart@gmail.com)
Subject: FW: Squire Road off NC 46 near Gaston
Attachments: Cost Estimate - 4-23-13.pdf

Ms. Jackson,

Please see below for information sent via email on April 23, 2013. Please let me know if you have any questions.

Thanks,

Jason S. Morris

Public Works Director, Northampton County
 P.O. Box 68, Jackson, N.C. 27845
 Phone: (252) 534-6341
 Fax: (252) 534-1525

From: Jason Morris [mailto:jason.morris@nhcnc.net]
Sent: Tuesday, April 23, 2013 5:17 PM
To: 'kingjacksonv@se.halifax.k12.nc.us'
Cc: Wayne Jenkins; Robert Carter (steelcart@gmail.com)
Subject: Squire Road off NC 46 near Gaston

Ms. Jackson,

This email is a follow up per our meeting on April 2, 2012. As we discussed on April 2, I would meet with NCDOT to discuss possible options on relocating the existing waterline in place along Squire Road.

Two possible options discussed on April 2 were as follows: (Existing waterline is located outside of travel way along the East side of Squire Road.)

- Will NCDOT be able to realign proposed roadway to the west to avoid moving existing waterline if additional right of way is granted?
- Can only the portion(s) of the existing waterline in conflict areas be moved?

On April 19, 2013 I met with Mr. Win Bridgers (Division 1 Assistant Division Maintenance Engineer) on site to discuss possible options of Squire Road. The following conditions were found and hereby noted.

- The location of the existing travel way for Squire Road is not located in the center of the Platted 60' right of way.
- NCDOT proposed alignment of improvements for Squire Road is depicted to be located near the center of the Existing 60' Platted right of way

-To avoid major costs of clearing and grubbing on the west side of Squire Road, NCDOT will not shift proposed alignment to west to avoid existing waterline. Existing waterline would need to be relocated.

-It was found that only a portion of the existing waterline will need to be moved to accommodate the proposed alignment of Squire Road. Approximately 800 LF

-If waterline is relocated, waterline would need to be placed as close to the Eastern right of way of Squire Road as possible.

Please find attached an itemized list for a revised cost estimate to relocate a portion of the existing waterline.

Construction Cost (Includes 20% Contingency) - \$35,292

Assumptions made for Estimated Construction Cost Opinion:

- ? 6" SDR 21 PVC water line to be installed beginning from +/- 200' south of NC 46 up to intersection of Squire Lane and Squire Acres Lane (+/- 650LF)
- ? 2" SDR 21 PVC water line to be installed from intersection of Squire Lane and Squire Acres Lane and reconnected to existing line (+/- 150LF)
- ? Existing 2" water line down Squire Acres Lane would need to be connected to new water main with a new 6x6 tee, 6x2 tapped cap and 2" gate valve
- ? New FHA added near intersection of Squire Lane and Squire Acres Lane
- ? 4 residential services to be reconnected
- ? Open cut installation across two gravel driveways and across Squire Acres Lane
- ? Additional notes included on cost opinion worksheet

Estimated Engineering Cost (Assumes complete services for a County Project):

Design and Permitting - \$12,000

Informal Bid - \$8,000

Construction Administration - \$7,000

Partial Construction Observation (12hrs/week) - \$4,000

Record Drawings - \$2,000

Engineering Subtotal - \$33,000

Total Estimated Project Cost - \$68,292

If you need any additional information please let me know. Thank you for your patience on this matter.

Jason S. Morris

Public Works Director, Northampton County

P.O. Box 68, Jackson, N.C. 27845

Phone: (252) 534-6341

Fax: (252) 534-1525

Northampton County
Squire Lane Water Line Relocation
Cost Opinion - Preliminary Design

WATER MAIN

Item	Description	Qty		Unit Price		Total Cost
1	Mobilization (2% or less of total bid amount)	1	LS	\$ 850.00	/LS	\$ 850.00
2	Water Main					
	a. 6" SDR-21 PVC	650	LF	\$ 22.00	/LF	\$ 14,300.00
	b. 2" SDR-21 PVC	150	LF	\$ 10.00	/LF	\$ 1,500.00
3	Testing, Cleanup and Seeding for All New Water Main Piping					
	a. 6" Water Main	650	LF	\$ 2.00	/LF	\$ 1,300.00
	b. 2" Water Main	150	LF	\$ 1.00	/LF	\$ 150.00
4	Ductile Iron MJ Fittings (compact weight)	235	LB	\$ 6.00	/LB	\$ 1,410.00
5	2" Gate Valve with Valve Box	2	EA	\$ 750.00	/EA	\$ 1,500.00
6	Fire Hydrant Assembly	1	EA	\$ 4,000.00	/EA	\$ 4,000.00
7	Reconnect Existing Water Services	4	EA	\$ 600.00	/EA	\$ 2,400.00
8	Connect to Existing Water Lines	3	EA	\$ 500.00	/EA	\$ 1,500.00
10	Remove and Replace Gravel Driveway/Roadway (min 6" CABC)	50	SY	\$ 10.00	/SY	\$ 500.00

Total \$ 29,410.00
20% Contingency \$ 5,882.00
TOTAL \$ 35,292.00

Notes:

- 1) Clearing and grubbing included in cost of water main pipe
- 2) Cost opinion does not include E&SC measures
- 3) Cost opinion does not include asphalt roadway removal and replacement
- 4) Undercut, unsuitable materials and rock excavation not included in cost opinion.

Emory, Scott L

From: Jennings, Jerry D
Sent: Monday, January 27, 2014 5:01 PM
To: kingjacksonv@se.hallifax.k12.nc.us
Cc: The Honorable Michael H. Wray; Emory, Scott L; Bridgers, Clemmon W; Baker, Sterling D; Liverman, George J
Subject: Squire Road - Gaston
Attachments: PlansSheetsSquire.pdf

Ms. Vivian King-Jackson,

This follows our onsite meeting of January 2, 2014 that included Rep. Michael Wray, County Maintenance Engineer Jack Liverman and a number of other property owners. The purpose of the meeting was to discuss what actions need to be taken so that Squire Lane can be added to the state system of maintenance. Several questions arose that we could not answer at the time. After further research and discussion with Division staff I offer the following:

- A Property Owner's Petition and Resolution from Northampton County was submitted in June 2012. This information would still be considered valid and a new petition would not be needed.
- It appears that the question of the road's existence prior to 1975 has been answered. Our personnel have located a rural postal map from the 1920s that confirms the road's existence at that time.
- Attached is a copy of a survey performed by the department a couple years ago. It includes the road location, proposed right of way limits, property owners and location of the existing waterline. The proposed right of way has not been verified or signed over by the property owners. This will need to occur once some of the other questions have been answered.
- The waterline is currently in conflict and will need to be relocated from under the roadway. An option would be to shift the proposed roadway clear of the waterline. However, this would necessitate significant additional property from Mr. Cummings and would significantly increase the costs of improvements by having to shift off of the existing roadbed.
- We have asked our Hydraulics personnel to review the existing crosspipe. They are recommending that it be replaced with a much larger pipe(s) which will also add significant costs.
- Costs to improve the road to minimum unpaved standards seems to be the main outstanding issue assuming that the property owners will provide the necessary right of way. The waterline itself was estimated to cost around \$58,000. I was unclear from our meeting if this was something that Northampton County was willing to provide at no cost or not. A rough estimate of additional costs to replace the crosspipe and grade and stabilize the roadway is \$32,000. These costs are beyond what our maintenance or secondary road funding will be able to cover. The property owners would need to identify a source of funding.

In summary, the property owners and/or County will need to address the waterline and costs to improve the road to minimum standards. Please advise once this is resolved and we will be glad to have our Right of Way personnel contact the property owners to sign agreements necessary to secure the proposed right of way. Once these issues are resolved the road can be submitted for Board of Transportation action to add it to the system.

Should you have any questions or need additional information please contact me or Scott Emory, District Engineer.

Attachment 3

notified that any reading, dissemination, copying, or other use of this message or attachments is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message with all copies, backups, and attachments. Thank you.

 Please consider the environment before printing this email

From: Chris Windley <cwindley@cjsconveyance.com>
Sent: Friday, February 3, 2017 8:37 AM
To: Jason S. Morris
Subject: RE: Squire Road Cost Opinion

Jason,

As promised, I have updated the cost opinions for the Squire Road Water Line Extension. The updates to the construction cost opinion include the addition of the 6" HDPE HDD, reduction of 200 LF of 6" PVC Pipe, adjustments of unit prices where appropriate to reflect current market pricing, and addition of erosion control cost. The previous estimate excluded erosion control but I figured you would have limited silt fence, outlet protection for storm pipe replacements, and a few check dams in the roadside ditches. I included a LS estimated cost for erosion control in the updated cost opinion. The same assumptions listed in the email from 9/21/12 would still apply. Please find the updated construction cost opinion attached.

The updated total construction cost opinion is \$76,044.

As for engineering services, I would recommend keeping the original total fee of \$35,000 for budgetary purposes.

Therefore, Construction and Engineering together are estimated at \$111,044.

I noticed that the plan sheet with the sketch shows the road(s) as private. If the County does not already have a utility easement for the existing water line that could be reused, you will need to budget some additional cost for the easement acquisition. Note that the engineering fee does not include easement surveying and mapping. If easement surveying and mapping is required, I would recommend adding \$3,500 to the engineering fees.

Please let me know if you need anything further. I hope we can help out further on this if you need to move forward with design. I am embarrassed to say but we are still working through edits to the Master Services Agreement with the attorney. I'll get it to you ASAP so we can move on with some more helpful assistance.

Thanks,
 Chris

From: Jason S. Morris [mailto:jason.morris@nhcnc.net]
Sent: Tuesday, January 24, 2017 3:43 PM



To: Chris Windley <cwindley@cjsconveyance.com>
Subject: Squire Road Cost Opinion

Good Afternoon Chris,

I would like to see if you would be willing to provide an updated preliminary cost opinion to relocate a waterline. You had done this for me back in 2012. Attached you will see your original cost opinion and the email that was sent to me.

Will you update the preliminary cost opinion since this is almost 5 years old? I would like for you to add 200 LF of HDD of 6" HDPE pipe that will take the place of trenching in 200 LF of 6" PVC Pipe. I feel since an area on this road has repeatedly flooded and exposed our water line across a creek crossing we should include this HDD pipe in this area.

I will have a board meeting regarding this information on February 20, 2016. If possible, please get this updated information back to me by February 9, 2016.

Thanks for your help,

Jason S. Morris, UMC
 Public Works Director, Northampton County
 P.O. Box 68, Jackson, N.C. 27845
 Phone: (252) 534-6341
 Fax: (252) 534-1525



NOTICE: This e-mail message and all attachments may contain confidential information intended solely for the use of the addressee. If the reader of this message is not the intended recipient, you are hereby notified that any reading, dissemination, copying, or other use of this message or attachments is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message with all copies, backups, and attachments. Thank you.

 Please consider the environment before printing this email

Northampton County
Squire Lane Water Line Relocation
Cost Opinion - Preliminary Design

WATER MAIN

Item	Description	Qty		Unit Price		Total Cost
1	Mobilization (2% or less of total bid amount)	1	LS	\$ 1,250.00	/LS	\$ 1,250.00
2	Water Main					
	a. 6" SDR-21 PVC	800	LF	\$ 25.00	/LF	\$ 20,000.00
	b. 2" SDR-21 PVC	265	LF	\$ 11.00	/LF	\$ 2,915.00
3	Testing, Cleanup and Seeding for All New Water Main Piping					
	a. 6" Water Main	800	LF	\$ 2.00	/LF	\$ 1,600.00
	b. 2" Water Main	265	LF	\$ 1.00	/LF	\$ 265.00
3a.	6" HDPE Buff-Fused Horizontal Directional Drill (Guaranteed)	200	LF	\$ 70.00	/LF	\$ 14,000.00
4	Ductile Iron MJ Fittings (compact weight)	235	LB	\$ 6.00	/LB	\$ 1,410.00
5	2" Gate Valve with Valve Box	2	EA	\$ 750.00	/EA	\$ 1,500.00
6	Fire Hydrant Assembly	1	EA	\$ 4,000.00	/EA	\$ 4,000.00
7	2" Post Flushing Hydrant and Valve	1	EA	\$ 2,500.00	/EA	\$ 2,500.00
8	Reconnect Existing Water Services	5	EA	\$ 600.00	/EA	\$ 3,000.00
9	Connect to Existing Water Lines	2	EA	\$ 500.00	/EA	\$ 1,000.00
10	Abandon/Remove Existing Water Line	1265	LF	\$ 5.00	/LF	\$ 6,325.00
11	Remove and Replace Gravel Driveway/Roadway (min 6" CABC)	85	SY	\$ 13.00	/SY	\$ 1,105.00
12	Erosion and Sedimentation Control (Silt Fence, Check Dams, Outlet Protect.)	1	LS	\$ 2,500.00	/LS	\$ 2,500.00

Total \$ 63,370.00
20% Contingency \$ 12,674.00
TOTAL \$ 76,044.00

Notes:

- 1) Clearing and grubbing included in cost of water main pipe
- 2) Cost opinion does not include asphalt roadway removal and replacement
- 3) Undercut, unsuitable materials and rock excavation not included in cost opinion.

Northampton County
Squire Lane Water Line Relocation
Cost Opinion - Preliminary Design

WATER MAIN

Item	Description	Qty		Unit Price		Total Cost
1	Mobilization (2% or less of total bid amount)	1	LS	\$ 1,250.00	/LS	\$ 1,250.00
2	Water Main					
	a. 6" SDR-21 PVC	450	LF	\$ 25.00	/LF	\$ 11,250.00
	b. 2" SDR-21 PVC	200	LF	\$ 11.00	/LF	\$ 2,200.00
3	Testing, Cleanup and Seeding for All New Water Main Piping					
	a. 6" Water Main	450	LF	\$ 2.00	/LF	\$ 900.00
	b. 2" Water Main	200	LF	\$ 1.00	/LF	\$ 200.00
3a.	6" HDPE Buff-Fused Horizontal Directional Drill (Guaranteed)	200	LF	\$ 70.00	/LF	\$ 14,000.00
4	Ductile Iron MJ Fittings (compact weight)	235	LB	\$ 6.00	/LB	\$ 1,410.00
5	2" Gate Valve with Valve Box	2	EA	\$ 750.00	/EA	\$ 1,500.00
6	Fire Hydrant Assembly	1	EA	\$ 4,000.00	/EA	\$ 4,000.00
7	Reconnect Existing Water Services	4	EA	\$ 600.00	/EA	\$ 2,400.00
8	Abandon/Remove Existing Water Line	800	LF	\$ 5.00	/LF	\$ 4,000.00
9	Connect to Existing Water Lines	3	EA	\$ 500.00	/EA	\$ 1,500.00
10	Remove and Replace Gravel Driveway/Roadway (min 6" CABC)	50	SY	\$ 10.00	/SY	\$ 500.00
11	Erosion and Sedimentation Control (Silt Fence, Check Dams, Outlet	1	LS	\$ 2,500.00	/LS	\$ 2,500.00

Total	\$ 45,110.00
20% Contingency	\$ 9,022.00
Construction TOTAL	\$ 54,132.00
Design and Permitting	\$ 12,000.00
Informal Bid	\$ 8,000.00
Construction Administration	\$ 7,000.00
Partial Construction Observation	\$ 6,000.00
Record Drawings	\$ 2,000.00
Surveying and Mapping for Easement	\$ 3,500.00
Engineering TOTAL	\$ 38,500.00
Project TOTAL	\$ 92,632.00

Notes:

- 1) Clearing and grubbing included in cost of water main pipe
- 2) Undercut, unsuitable materials and rock excavation not included in cost opinion.



OFFICE OF THE
COUNTY MANAGER

Attachment 4

Northampton County

"A GREAT PLACE TO RAISE FAMILIES, PROFITS, AND EXPECTATIONS"

P.O. BOX 808

JACKSON, NC 27845

PHONE (252) 534-2501

FAX (252) 534-1166

June 6, 2012

Mr. C. W. Bridgers, Jr., P.E.
NC Department of Transportation
230 NC 42 West
Ahoskie, NC 27910

RE: Squire Road/Squire Lane
Gaston, North Carolina

Dear Mr. Bridgers:

Please find enclosed Form SR 1, NC Department of Transportation Division of Highways
Petition for Road Addition, maps, and Form SR 2, NC State Department of
Transportation and Highway Safety Request For Addition to State Maintained Secondary
Road System Resolution, for the abovementioned road.

Thank you and if you have any questions or concerns regarding this correspondence,
please contact me at (252) 534-2501.

Sincerely,

Kimberly L. Turner
Clerk to the Board

Enclosures

Northampton County

"A GREAT PLACE TO RAISE FAMILIES, PROFITS AND EXPECTATIONS"

BOARD OF COMMISSIONERS

P. O. BOX 808

JACKSON, N. C. 27845

PHONE (252) 534-2501 • FAX (252) 534-1166

NORTH CAROLINA STATE DEPARTMENT OF TRANSPORTATION AND HIGHWAY SAFETY REQUEST FOR ADDITION TO STATE MAINTAINED SECONDARY ROAD SYSTEM

North Carolina

County of Northampton

Road description Squire Road and Squire Lane located in Squire Acres located .35 miles west of Highway 46.

WHEREAS, the attached petition has been filed with the Board of Commissioners of the County of Northampton 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 and Highway Safety for the addition of roads to the System.

NOW, THEREFORE be it resolved by the Board of Commissioners of the County of Northampton 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 Northampton at a meeting on the 4 day of June 2012 and appears in the minutes of the said Commission.

WITNESS my hand and official seal this the 4 day of June 2012.


Kimberly L. Turner, Clerk to the Board
Northampton County Board Commissioners



**North Carolina Department of Transportation
Division of Highways
Petition for Road Addition**

ROADWAY INFORMATION: (Please Print/Type)

County: Northampton Road Name: Squire Road and Squire Lane
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Squire Acres Length (miles): 0.15 + 0.2 = 0.35 mil
Number of occupied homes having street frontage: 18 Located (miles): 0.35 miles
miles N ☐ S ☐ E ☐ W ☒ of the intersection of Route 46 and Route _____
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Squire Acres in Northampton County, do hereby request the Division of Highways to add the above described road.

CONTACT PERSON: Name and Address of First Petitioner. (Please Print/Type)

Name: Vivian A. King-Jackson Phone Number: (252) 578-9655
Street Address: 165 Squire Road
Mailing Address: P. O. Box 277 Gaston, NC 27832

PROPERTY OWNERS

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>
Vivian King-Jackson	P. O. Box 277 Gaston, NC 27832	(252) 578-9655
Virginia C. Plum	P. O. Box 295 Gaston, NC 27832	(252) 537-4658
Esther Lee	6397 Hwy 46 NC Garysburg, NC 27831	(252) 537-2368
Robert Squire	228 Cherry Tree Road Gaston, NC 28732	(252) 537-9991
Ernest Powell	P. O. Box 184 Gaston, NC 27832	(252) 537-9492
Dwight Cummings	190 Squire Road, NC 27832	(252) 537-7514
Len Vincent	P. O. Box 1114 Gaston, NC 27832	(252) 676-7705
Donnie Perry	P. O. Box 298 Gaston, NC 27832	(252) 918-8598

Dorothy Banks *Dorothy Banks* 135 Squire Acres Lane Gaston, NC 27832 (252) 676-4583
 Ronnie Perry *Ron Perry* P.O. Box 1239 Gaston, NC 27832 (252) 348-4894

INSTRUCTIONS FOR COMPLETING PETITION:

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

FOR NCDOT USE ONLY: Please check the appropriate block

☐ Rural Road ☐ Subdivision platted prior to October 1, 1975 ☐ Subdivision platted after September 30, 1975

REQUIREMENTS FOR ADDITION

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

-251-2012

Della Rose asked who was the executive director of the Lake Gaston Retirement Village Foundation, Inc. Mrs. Warren stated that Chuck Youse was the executive director, but his term is up and she does not know who the new executive director is.

Chairwoman Spruill closed the public hearing and reconvened regular session.

A motion was made by Fannie Greene and seconded by Chester Deloatch to approve the Home and Community Care Block Grant allocations and local match for county agencies as identified in the attachment. Question Called For: All present voting yes. Motion carried.

Request Date & Time for Public Hearing-ROAP Grant:

Mrs. Debby Warren, Office on Aging Director, appeared before the Board to obtain a date and time to hold a public hearing for the Rural Operating Assistance Program through the North Carolina Department of Transportation for FY 2012-2013.

A motion was made by Robert Carter and seconded by Joseph Barrett that the public hearing be set for June 18, 2012 at 2:00 p.m. Question Called For: All present voting yes. Motion carried.

Reappointment to CPTA Board:

Mr. Wayne Jenkins, County Manager, appeared before the Board to obtain the reappointment of Rebecca Bayse to the CPTA Board of Directors for a two-year term.

A motion was made by Joseph Barrett and seconded by Chester Deloatch to reappoint Rebecca Bayse to the CPTA Board of Directors. Question Called For: All present voting yes. Motion carried.

Petition for Road Addition-Squire Rd. /Squire Ln.:

Mr. Wayne Jenkins, County Manager, appeared before the Board to obtain approval of a Resolution of North Carolina Department of Transportation and Highway Safety for Addition to State Maintained Secondary Road System for Squire Road/Squire Lane.

A motion was made by Fannie Greene and seconded by Joseph Barrett to approve this request. Question Called For: All present voting yes. Motion carried.

Broadband Grant for Margarettsville, NC:

Mr. Wayne Jenkins, County Manager, appeared before the Board to present a Community-Oriented Connectivity Broadband Grant Program proposed by Crystal Broadband Networks for broadband in Margarettsville, North Carolina.

The Board accepted this as information.

-221-2013

NORTHAMPTON COUNTY
SPECIAL CALLED MEETING
May 22, 2013

Be It Remembered that the Board of Commissioners of Northampton County met on May 22, 2013 with the following present: Virginia Spruill, Robert Carter, Chester Deloatch, and Joseph Barrett.

Agenda Work Session:

A 10-minute work session was held to discuss today's agenda items. The following change was made to the agenda:

- Under Tab 7, Mr. Wayne Jenkins, County Manager, will be presenting instead of Mr. Gary Brown

Regular Session:

Chairman Carter called the meeting to order. Commissioner Barrett delivered the Invocation and the Pledge of Allegiance was recited. Chairman Carter welcomed everyone and explained the citizen comment process.

Approval of Special Called Meeting Minutes for May 2, 2013:

A motion was made by Chester Deloatch and seconded by Virginia Spruill to approve the Special Called Meeting Minutes for May 2, 2013. **Question Called For: All present voting yes. Motion carried.**

Approval of Closed Session Minutes for May 2, 2013:

A motion was made by Virginia Spruill and seconded by Chester Deloatch to approve the Closed Session Minutes for May 2, 2013. **Question Called For: All present voting yes. Motion carried.**

Approval of Regular Meeting Minutes for May 6, 2013:

A motion was made by Joseph Barrett and seconded by Chester Deloatch to approve the Regular Session Meeting Minutes for May 6, 2013. **Question Called For: All present voting yes. Motion carried.**

Approval of Closed Session Minutes for May 6, 2013:

A motion was made by Chester Deloatch and seconded by Virginia Spruill to approve the Closed Session Minutes for May 6, 2013. **Question Called For: All present voting yes. Motion carried.**

-222-2013

Approval of Agenda for May 22, 2013:

A motion was made by Joseph Barrett and seconded by Virginia Spruill to adopt the agenda with the noted change on Tab 7. Question Called For: All present voting yes. Motion carried.

Squire Acres Subdivision-Squire Road:

Mrs. Vivian King-Jackson appeared before the Board to express her concerns on the conditions of Squire Road and ask for the County's assistance in remedying the situation. Mrs. King-Jackson stated that she petitioned North Carolina Department of Transportation (NC DOT) to pave Squire Road and she has been informed by NC DOT that they cannot pave the road because the waterline was put in at the edge of the path instead of the edge of the right-of-way, which would cost approximately \$90,000 to relocate the waterline. Mrs. King-Jackson stated that the citizens on that road are mostly elderly, have health concerns, and on limited income. Mrs. King-Jackson further stated that because of the conditions of the road, the bus cannot pick-up a dialysis patient, trash truck will not come down the road, and other services are being denied. Mrs. King-Jackson shared the following information with the Board:

PLEASE SEE SCANNED EMAILS AND PICTURES OF SQUIRE ROAD BELOW WHICH ARE HEREBY MADE A PART OF THE MINUTES:

-223-2013

Print Message

Page 1 of 4

Vivian King-Jackson

From: Jason Morris
Sent: Monday 5/13/13 3:20 PM
To: kingjacksonv@se.halifax.k12.nc.us
Cc: Wayne Jenkins, Robert Carter
Subject: FW: Squire Road off NC 46 near Gaston
Cost Estimate - 4-23-13.pdf

Ms. Jackson,

Please see below for information sent via email on April 23, 2013. Please let me know if you have any questions.

Thanks,

Jason S. Morris

Public Works Director, Northampton County

P.O. Box 68, Jackson, N.C. 27845

Phone: (252) 534-6341

Fax: (252) 534-1525

From: Jason Morris [mailto:jason.morris@nhcnc.net]
Sent: Tuesday, April 23, 2013 5:17 PM
To: 'kingjacksonv@se.halifax.k12.nc.us'
Cc: Wayne Jenkins; Robert Carter (steelcrt@gmail.com)
Subject: Squire Road off NC 46 near Gaston

Ms. Jackson,

<http://se.halifax.k12.nc.us/intranet/atomic/subpages/printview.aspx?uid=703188452&folde...> 5/22/2013

-224-2013

Print Message

Page 2 of 4

This email is a follow up per our meeting on April 2, 2012. As we discussed on April 2, I would meet with NCDOT to discuss possible options on relocating the existing waterline in place along Squire Road.

Two possible options discussed on April 2 were as follows: (Existing waterline is located outside of travel way along the East side of Squire Road.)

-Will NCDOT be able to realign proposed roadway to the west to avoid moving existing waterline if additional right of way is granted?

-Can only the portion(s) of the existing waterline in conflict areas be moved?

On April 19, 2013 I met with Mr. Win Bridgers (Division 1 Assistant Division Maintenance Engineer) on site to discuss possible options of Squire Road. The following conditions were found and hereby noted.

-The location of the existing travel way for Squire Road is not located in the center of the Platted 60' right of way.

-NCDOT proposed alignment of improvements for Squire Road is depicted to be located near the center of the Existing 60' Platted right of way

-To avoid major costs of clearing and grubbing on the west side of Squire Road, NCDOT will not shift proposed alignment to west to avoid existing waterline. Existing waterline would need to be relocated.

-It was found that only a portion of the existing waterline will need to be moved to accommodate the proposed alignment of Squire Road. Approximately 800 LF

-If waterline is relocated, waterline would need to be placed as close to the Eastern right of way of Squire Road as possible.

Please find attached an itemized list for a revised cost estimate to relocate a portion of the existing waterline.

Construction Cost (Includes 20% Contingency) - \$35,292

<http://se.halifax.k12.nc.us/intranet/atomic/subpages/printview.aspx?uid=703188452&folde...> 5/22/2013

-225-2013

Print Message

Page 3 of 4

Assumptions made for Estimated Construction Cost Opinion:

- ? 6" SDR 21 PVC water line to be installed beginning from +/- 200' south of NC 46 up to intersection of Squire Lane and Squire Acres Lane (+/- 650LF)
- ? 3" SDR 21 PVC water line to be installed from intersection of Squire Lane and Squire Acres Lane and reconnected to existing line (+/- 130LF)
- ? Existing 3" water line down Squire Acres Lane would need to be reconnected to new water main with a new 6x6 tee, 6x2 tapped cap and 3" gate valve
- ? New FHA added near intersection of Squire Lane and Squire Acres Lane
- ? 4 residential services to be reconnected
- ? Open cut installation across two gravel driveways and across Squire Acres Lane
- ? Additional notes included on cost opinion worksheet

Estimated Engineering Cost (Assumes complete services for a County Project):

Design and Permitting - \$12,000

Informal Bid - \$8,000

Construction Administration - \$7,000

Partial Construction Observation (12hrs/week) - \$4,000

Record Drawings - \$2,000

Engineering Subtotal - \$33,000

Total Estimated Project Cost - \$68,292

If you need any additional information please let me know. Thank you for your patience on this matter.

Jason S. Morris

Public Works Director, Northampton County

P.O. Box 68, Jackson, N.C. 27845

Phone: (252) 534-6341

Fax: (252) 534-1525

-226-2013

Northampton County
Squire Lane Water Line Relocation
Cost Opinion - Preliminary Design

WATER MAIN

Item	Description	Qty		Unit Price		Total Cost
1	Mobilization (2% or less of total bid amount)	1	LS	\$ 850.00	/LS	\$ 850.00
2	Water Main					
	a. 6" SDR-21 PVC	650	LF	\$ 22.00	/LF	\$ 14,300.00
	b. 2" SDR-21 PVC	150	LF	\$ 10.00	/LF	\$ 1,500.00
3	Testing, Cleanup and Seeding for All New Water Main Piping					
	a. 6" Water Main	650	LF	\$ 2.00	/LF	\$ 1,300.00
	b. 2" Water Main	150	LF	\$ 1.00	/LF	\$ 150.00
4	Ductile Iron MJ Fittings (compact weight)	235	LB	\$ 6.00	/LB	\$ 1,410.00
5	2" Gate Valve with Valve Box	2	EA	\$ 750.00	/EA	\$ 1,500.00
6	Fire Hydrant Assembly	1	EA	\$ 4,000.00	/EA	\$ 4,000.00
7	Reconnect Existing Water Services	4	EA	\$ 600.00	/EA	\$ 2,400.00
8	Connect to Existing Water Lines	3	EA	\$ 500.00	/EA	\$ 1,500.00
10	Remove and Replace Gravel Driveway/Roadway (min 6" CABC)	50	SY	\$ 10.00	/SY	\$ 500.00

Total \$ 29,410.00
20% Contingency \$ 5,882.00
TOTAL \$ 35,292.00

Notes:

- 1) Clearing and grubbing included in cost of water main pipe
- 2) Cost opinion does not include E&SC measures
- 3) Cost opinion does not include asphalt roadway removal and replacement
- 4) Undercut, unsuitable materials and rock excavation not included in cost opinion.

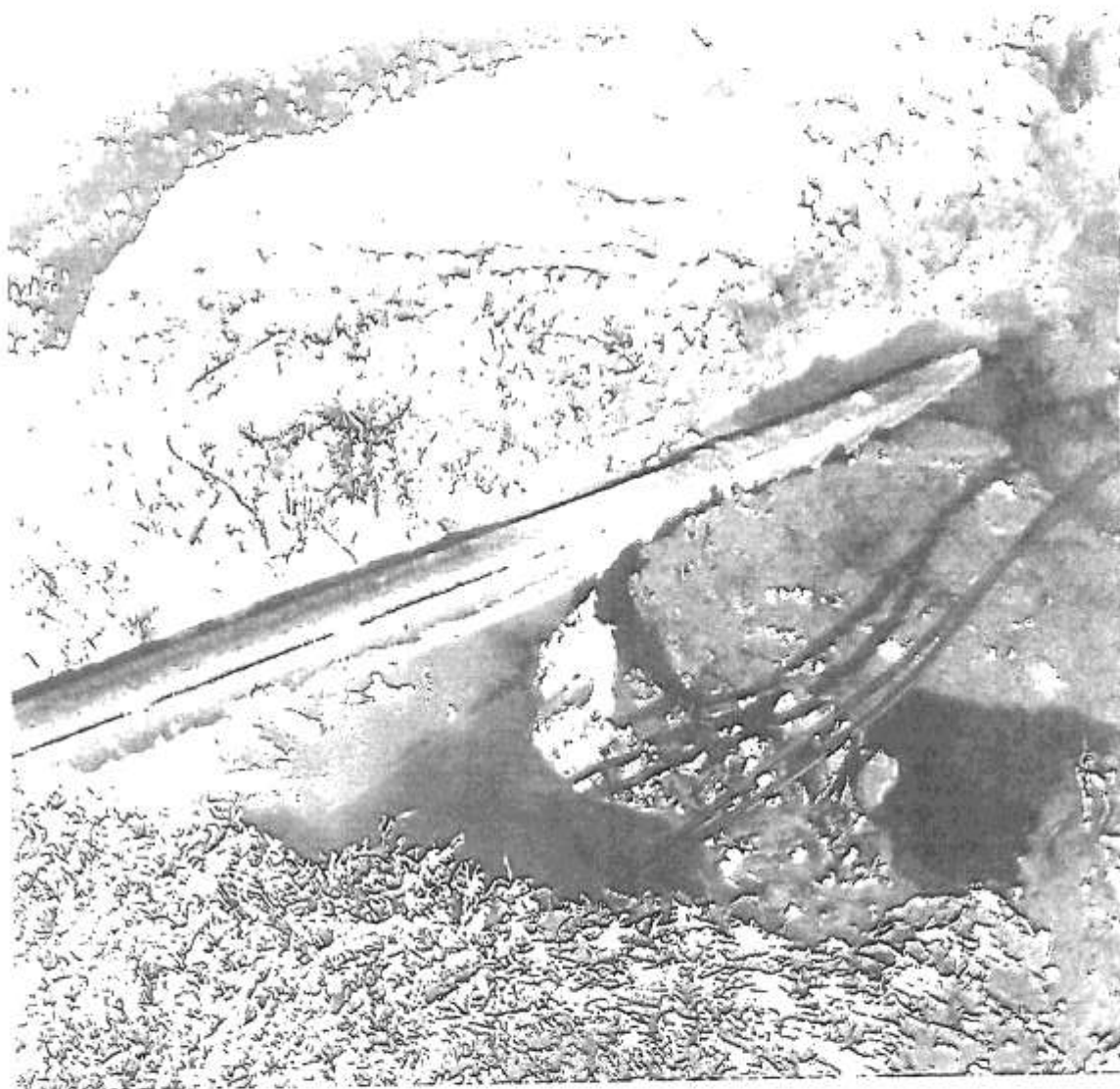
00507-0012

04/23/13

-227-2013



-228-2015



-229-2013

-B



-230-2013

Mr. Wayne Jenkins, County Manager, explained that the waterline was place there because of the maps that the engineer was using at the time and it was more cost effective for the water project to put the line there rather than clear and grub the right-of-way. Mr. Jenkins further explained the proposed resolutions to this issue: include it in the secondary roads improvement program, move the path, and ask a property owner, Mr. Cummings, on that road to donate their right-of-way.

Mr. Jason Morris, Public Works Director, explained that the path is not in the center of the right-of-way and relayed the costs to NC DOT in order to take over the road as it was explained by Mr. Win Bridgers, District Engineer.

Mr. Jenkins further stated that NC DOT will not accept anything until the conflict with the utilities; phone, cable, and the waterline; has been removed.

Mr. Charles Vaughan, County Attorney, asked if anyone has looked at the feasibility of drainage.

Mrs. King-Jackson stated that several people have been down the road, but she did not know what they were actually looking at. Mrs. King-Jackson stated that she has asked if someone could get a clear defined ditch to relieve the water.

Mr. Morris stated that the waterline would still have to be adjusted.

Mr. Jenkins stated that they could look at clearing and grubbing.

Chairman Carter stated to Mrs. King-Jackson that they are going to research this and asked that Mr. Jenkins and Mr. Morris see what can be done to alleviate some of the problems the citizens are experiences.

Commissioner Barrett clarified that according to the emails provided, the total estimated cost is \$68,000 not \$90,000.

Bid Award-Severn Peanut Natural Gas Pipeline:

Mr. Wayne Jenkins, County Manager, appeared before the Board on behalf of Mr. Gary Brown to obtain acceptance of the construction bid submitted by Distribution Construction Co., Inc. for construction of the Severn Peanut Natural Gas Pipeline.

A motion was made by Virginia Spruill and seconded by Joseph Barrett to approve the conditional award of bid and contract to Distribution Construction Company, Inc. for construction of the Severn Peanut Natural Gas Pipeline project, conditional upon the development of a natural gas purchase rate agreement between Severn Peanut Company and Piedmont Natural Gas, and the subsequent approval of that rate agreement by the North Carolina Utilities Commission; and authorize the Chairman, County Attorney, County Manager, Clerk to the Board, Economic Development Commission Director, and other staff as appropriate to execute all subsequent related documents as may be necessary to administer the project.

Question Called For: All present voting yes. Motion carried.

CHARLES J. VAUGHAN
ATTORNEY AT LAW

TELEPHONE:
Office (252) 587-5631
Fax (252) 587-5641

COPY

P.O. Box 370
Woodland, North Carolina 27897

8 August 2013

Mr. Robert V. Carter
Chairman, Board of Commissioners
Northampton County
P.O. Box 808
Jackson, North Carolina 27845



RE: Squire Acres Subdivision

Dear Mr. Carter:

Pursuant to the instructions given to me by the Board of Commissioners on 5 August 2013 I write to report to you the following information in the above referenced matter:

Squire Acres Subdivision was platted on 22 April 1986, approved by the Northampton County Planning Board on 28 July 1986 (Mr. O.B. Spalding, Chairman) and recorded in the Office of the Register of Deeds of Northampton County on 25 August 1986. A later addition to the subdivision was approved and recorded on 17 November 1987. The Planning Board approval indicates that Northampton County assumed no responsibility to open or maintain the subdivision. All drainways and other public spaces were dedicated to the public. I researched numerous deeds conveying portions of the subdivision and found no language in any deed obligating the developers, Paul T. Johnston and Robert L. Squire, to maintain the streets or drainways. Accordingly, unless further research would reveal otherwise, I do not believe the developers or the County bear any legal responsibility regarding repairs or maintenance of the streets and drainways.

Should you have any question regarding this correspondence, please feel free to contact me.

Very truly yours,

Charles J. Vaughan
Northampton County Attorney

CJV/aeh

cc: Mr. Kenneth A. Creque, County Manager
Ms. Virginia D. Spruill, Vice Chairman
Mr. Joseph Barrett, Commissioner
Mr. Chester Deloatch, Commissioner
Ms. Fannie P. Greene, Commissioner

Emory, Scott L

From: Jennings, Jerry D
Sent: Monday, January 27, 2014 5:01 PM
To: kingjacksonv@se.halifax.k12.nc.us
Cc: The Honorable Michael H. Wray; Emory, Scott L; Bridgers, Clemmon W; Baker, Sterling D; Liverman, George J
Subject: Squire Road - Gaston
Attachments: PlansSheetsSquire.pdf

Ms. Vivian King-Jackson,

This follows our onsite meeting of January 2, 2014 that included Rep. Michael Wray, County Maintenance Engineer Jack Liverman and a number of other property owners. The purpose of the meeting was to discuss what actions need to be taken so that Squire Lane can be added to the state system of maintenance. Several questions arose that we could not answer at the time. After further research and discussion with Division staff I offer the following:

- A Property Owner's Petition and Resolution from Northampton County was submitted in June 2012. This information would still be considered valid and a new petition would not be needed.
- It appears that the question of the road's existence prior to 1975 has been answered. Our personnel have located a rural postal map from the 1920s that confirms the road's existence at that time.
- Attached is a copy of a survey performed by the department a couple years ago. It includes the road location, proposed right of way limits, property owners and location of the existing waterline. The proposed right of way has not been verified or signed over by the property owners. This will need to occur once some of the other questions have been answered.
- The waterline is currently in conflict and will need to be relocated from under the roadway. An option would be to shift the proposed roadway clear of the waterline. However, this would necessitate significant additional property from Mr. Cummings and would significantly increase the costs of improvements by having to shift off of the existing roadbed.
- We have asked our Hydraulics personnel to review the existing crosspipe. They are recommending that it be replaced with a much larger pipe(s) which will also add significant costs.
- Costs to improve the road to minimum unpaved standards seems to be the main outstanding issue assuming that the property owners will provide the necessary right of way. The waterline itself was estimated to cost around \$58,000. I was unclear from our meeting if this was something that Northampton County was willing to provide at no cost or not. A rough estimate of additional costs to replace the crosspipe and grade and stabilize the roadway is \$32,000. These costs are beyond what our maintenance or secondary road funding will be able to cover. The property owners would need to identify a source of funding.

In summary, the property owners and/or County will need to address the waterline and costs to improve the road to minimum standards. Please advise once this is resolved and we will be glad to have our Right of Way personnel contact the property owners to sign agreements necessary to secure the proposed right of way. Once these issues are resolved the road can be submitted for Board of Transportation action to add it to the system.

Should you have any questions or need additional information please contact me or Scott Emory, District Engineer.

-333-2015

**Special Called Meeting
Northampton County
April 2, 2015**

Present: Robert Carter, Fannie Greene, Joseph Barrett and Virginia Spruill

Others Present: Kimberly Turner, Michelle Nelson, Representative Michael Wray, and Senator Erica Smith-Ingram

Absent: Chester Deloatch

The Board of Commissioners met with Representative Michael Wray and Senator Erica Smith-Ingram on 2015 Legislative Goals for Northampton County as deemed a priority by the North Carolina Association of County Commissioners. These are the following goals: Goal #1- Support continued state funding of Medicaid and support efforts by the state to provide healthcare access for all citizens; Goal #2- Seek legislation to restore the statutory requirement that 40% of the net lottery proceeds be allocated to counties for school capital needs and increase the annual appropriation of lottery funds until the 40% allocation is restored; Goal #3- Seek legislation to repeal the statutory authority under NC G.S. 115C-431(c) that allows local school boards to file suit against a county board of commissioners over county appropriations for education; Goal #4- Oppose any shift of state transportation responsibilities to counties; and Goal #5- Oppose unfunded mandates and shifts of state responsibilities to counties.

Topics of discussion also included Unpaved Roads, the Widening of US-158, Hydrilla on Lake Gaston, and Sales Tax Redistribution.

Michelle Nelson, Clerk to the Board
"s.m. 04-02-15"

2/11/16

-179-2016

Squire Acres:

Ms. Vivian King-Jackson, a citizen of Gaston, appeared before the Board with her concerns about her road in Squire Acres. She mentioned that it's been almost three years before she last came to the Board, and 20 years that she's been trying to get her road paved. She asked what the Board was going to do about Squire Road, so that she and the other residents can decide what they need to do. She passed out some information to the Board on what has been discussed so far, and pictures of Squire Road.

Chairwoman Greene stated that they've revisited this issue for some time. They've talked with the State about this, and they are looking into finding some money to help with the road. Ms. Turner stated that we don't have the funding to get this road into compliance, but we've been working with Representative Wray and Senator Smith-Ingram to get some discretionary funds from the State. She's also talked with a representative from the Governor's office about Squire Road.

Scott Emory from DOT was present. He said he would be glad to look at this situation to see what they could do. He also stated that her road meets all the criteria as far as getting on the State system except for utility issues and drainage improvements to get it up to minimum standards. Chairwoman Greene stated that she read that DOT would accept this road, but the County would have to fund it. Mr. Emory confirmed this was correct.

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**



3/21/2016

2016 Legislative Feedback For

Please use this form to record your discussion with your legislators regarding the NCACC short session goals and other issues for the 2016 legislative session. Be as specific as possible in your notes. Your feedback will be used to guide NCACC staff as we work with legislators to promote county interests.

PE-4: Seek legislation to repeal the statutory authority under NC G.S. 115C-431(c) that allows local school boards to file suit against a county board of commissioners over county appropriations for education.

Neither Senator Smith-Ingram or Representative Wray support the school system being able to sue the County Commissioners. Senator Smith-Ingram reiterated that both Boards should work closely together.

TF-4: Seek legislation to authorize local option revenue sources already given to any other jurisdiction.

Representative Wray noted that this issue was a tough challenge and he felt the County got the best deal it could under the circumstances. Senator Smith-Ingram discussed the Sales Tax distribution monies Northampton County will receive and admonished the Board to have plans and projects in mind for that money.

GG-2: Support legislation, regulations and funding that would preserve local option authority where needed to deploy community broadband systems to ensure community access to critical broadband services.

The Representatives discussed the subject of needing internet for citizens as well as students in our school system. Representative Wray has been working on a grassroots effort with Century Link to include internet for the County.

Discussion of other issues:

Senator Smith-Ingram discussed the widening of the Highway 158 project. She stated that a portion of 158 was included in the Bond package as it related to the roads and infrastructure. However, it's been scaled back since Secretary Tata left. Senator Smith-Ingram has also requested \$500,000 for getting secondary roads paved.

Representative Wray has been working on the Highway 158 project as well as the timber industry, and obtaining additional Cell phone towers in the County.

11/7/14

-1040-2016

Request for Renovation to Courthouse:

Ms. Kimberly Turner, County Manager, appeared before the Board on behalf of the Courthouse Safety Committee for renovation to Courthouse for security purposes.

Judge Branch stated before making a change you must assess the need first. Judge Branch mentioned that this courthouse is the most unsafe one in our district. She also stated that they are doing other safety precaution that doesn't cost the County money like active shooter drills and fire drills.

The Board directed the County Manager to bring back a financing proposal for the renovation of the courthouse and the renovation of the Old DSS building for a decision.

Management Matters:

Ms. Kimberly Turner, County Manager, introduced Mrs. Diane Hale, Veterans/Safety Officer, as a new employee.

Ms. Kimberly Turner, County Manager, presented a resolution to the Board for Squire Road for relocating the county's water line so the road can be maintained by DOT.

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**

1/4/17

-1101-2016

Squire Acres:

Mrs. Vivian King-Jackson, citizen, appeared before the Board to inquire about Board action in regards to Squire Acre Road. Mrs. King-Jackson provided information to Commissioner Tyner and Commissioner Faulkner about Squire Acre Road conditions. Mrs. King-Jackson asks what this Board is going to do about Squire Acre's Road.

Chairman Carter asked County Manager to provide the Board with an update.

Ms. Kimberly Turner, County Manager, stated that this issue was brought to the Commissioners attention in the November meeting. Ms. Turner also provided the Commissioners with letter from the State Department of Transportation that listed the issue with Squire Road and funding needed to fix the road before they could take over the road. Ms. Turner stated one of the issues was the location of our water line that needs to be relocated whereby the Public Works Director did a cost estimate to relocate the water line which would cost approximately \$68,000. Ms. Turner further stated that the county has found funding through Capital Reserve from the water department.

Board Decision-Rezoning:

Mr. William Flynn, Zoning Director, appeared before the Board to get a decision on the Re-Zoning for Parcel # 0109977.

A motion was made by Fannie Greene and seconded by Geneva Faulkner to approve the Rezoning from AR1 to AR. **Question Called: All present voting yes. Motion carried.**

Mr. William Flynn, Zoning Director, appeared before the Board to request a Public Hearing date and time for a Special Use Permit.

Chairman Carter asked the Clerk, Komita Hendricks, for a date and time. Ms. Hendricks gave the date and time of January 18, 2017 at 6:05 pm.

A motion was made by Fannie Greene and seconded by Charles Tyner to set the date and time of January 18, 2017 at 6:05 pm for a Public Hearing for a Special Use Permit. **Question Called: All present voting yes. Motion carried.**

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**

4) Mid-Year Review

NORTHAMPTON COUNTY MID-YEAR FINANCIAL REVIEW As of December 31, 2016

SUMMARY

<u>DEPARTMENT</u>	<u>BUDGET</u>	<u>PLAN</u>	<u>ACTUAL</u>	<u>DEVIATION</u>	<u>%</u>
Tax/L.Records/Reval	\$880,571	\$440,288	\$342,160	(\$98,128)	-22%
Register of Deeds	\$209,756	\$127,378	\$71,349	(\$56,029)	-44%
Finance	\$642,349	\$322,875	\$402,588	\$79,713	25%
MIS	\$279,310	\$166,513	\$118,142	(\$48,371)	-29%
Governing Body	\$112,854	\$42,578	\$42,341	(\$237)	-1%
Administration	\$250,822	\$125,074	\$94,600	(\$30,474)	-24%
Legal	\$70,375	\$35,188	\$19,347	(\$15,841)	-45%
Court Facilities	\$23,050	\$11,525	\$8,973	(\$2,552)	-22%
Office on Aging	\$55,973	\$28,837	\$28,099	(\$738)	-3%
Recreation	\$256,246	\$119,690	\$119,225	(\$465)	0%
Veterans	\$55,447	\$27,474	\$13,950	(\$13,524)	-49%
Sheriff	\$2,229,666	\$1,114,834	\$1,009,063	(\$105,771)	-9%
Detention Center	\$1,531,497	\$765,749	\$608,692	(\$157,057)	-21%
Cooperative Ext	\$276,535	\$134,168	\$122,159	(\$12,009)	-9%
Elections	\$218,497	\$109,330	\$117,706	\$8,376	8%
Econ. Development	\$193,613	\$94,619	\$90,643	(\$3,976)	-4%
Planning/Zoning	\$155,963	\$77,139	\$65,068	(\$12,071)	-16%
Code Enforcement	\$184,348	\$92,173	\$89,595	(\$2,578)	-3%

Health	\$4,900,691	\$2,260,148	\$1,820,753	(\$439,395)	-19%
Soil Conservation	\$113,164	\$52,184	\$47,387	(\$4,797)	-9%
Emergency Mgmt.	\$136,894	\$62,376	\$54,998	(\$7,378)	-12%
Emerg. Medical Svcs.	\$2,821,280	\$1,374,883	\$1,271,470	(\$103,413)	-8%
TECS/DRC	\$287,867	\$143,943	\$107,537	(\$36,406)	-25%
Social Services	\$7,281,595	\$3,404,753	\$3,189,311	(\$215,442)	-6%
E-911	\$897,329	\$448,665	\$406,173	(\$42,492)	-9%
Human Resources	\$198,245	\$99,123	\$97,020	(\$2,103)	-2%
Building & Grounds	\$905,366	\$452,683	\$425,174	(\$27,509)	-6%
Central Garage	\$81,825	\$40,375	\$33,403	(\$6,972)	-17%
TDA	\$57,600	\$22,862	\$20,812	(\$2,050)	-9%
TOTAL	\$25,308,728	\$12,197,427	\$10,837,738	(\$1,359,689)	-11%

COMPARISON TOTALS BY YEAR

<u>Year</u>	<u>Budget</u>	<u>Plan</u>	<u>Actual</u>	<u>Deviation</u>	<u>%</u>
FY06-07	\$20,090,880	\$9,823,377	\$8,396,463	(\$1,426,914)	-15%
FY07-08	\$21,286,215	\$10,384,279	\$9,278,270	(\$1,106,009)	-11%
FY08-09	\$21,793,943	\$10,685,995	\$8,939,819	(\$1,746,176)	-16%
FY09-10	\$20,631,301	\$10,104,170	\$8,960,426	(\$1,143,744)	-11%
FY10-11	\$21,563,590	\$10,314,082	\$9,120,942	(\$1,193,140)	-12%
FY11-12	\$21,472,421	\$10,734,854	\$9,525,088	(\$1,209,766)	-11%
FY12-13	\$23,034,572	\$11,314,621	\$10,532,522	(\$782,099)	-7%
FY14-15	\$23,983,447	\$11,493,401	\$10,180,350	(\$1,313,051)	-11%
FY15-16	\$24,225,744	\$11,632,317	\$10,369,944	(\$1,262,373)	-11%
FY16-17	\$25,308,728	\$12,197,427	\$10,837,738	(\$1,359,689)	-11%

**NORTHAMPTON COUNTY
2017 MID-YEAR FINANCIAL REVIEW
AS OF DECEMBER 31, 2016**

ENTERPRISE FUNDS

REVENUE

<u>DEPARTMENT</u>	<u>BUDGET</u>	<u>PLAN</u>	<u>ACTUAL</u>	<u>DEVIATION</u>	<u>%</u>
Water & Sewer	\$3,228,661	\$1,602,798	\$1,625,502	\$22,704	1%

EXPENDITURES

Water & Sewer	\$3,228,661	\$996,807	\$911,332	(\$85,475)	-9%
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REVENUE

<u>DEPARTMENT</u>	<u>BUDGET</u>	<u>PLAN</u>	<u>ACTUAL</u>	<u>DEVIATION</u>	<u>%</u>
Solid Waste	2,320,551	1,159,440	1,590,657	431,217	37%

EXPENDITURES

Solid Waste	2,320,551	1,162,626	1,109,769	(52,857)	-5%
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NORTHAMPTON COUNTY

Finance Department & Management Information Systems

Post Office Box 663

Jackson, North Carolina 27845

Finance Telephone (252) 534-1536 or (252) 534-5301

MIS Telephone (252) 534-6171

Fax (252) 534-1239

Leslie H. Edwards
Finance Officer

Bill Blanchard
MIS

INFORMATION PAPER

TO: Northampton County Board of Commissioners

FROM: Leslie H. Edwards
Finance Officer

DATE February 8, 2017

RE: Northampton County Operating Budget Report
For period ending December 31, 2016.

Attached you will find the operating budgets for period ending **December 31, 2016**.
The budget indicated revenues and expenditures for the following funds:

Operating budget (General & Social Services)

Revenues (over) Expenditure	\$ 6,155,544.04	Fund 11-General
Revenues (under) Expenditures	<u>1,326,059.07</u>	Fund 80- Social Services
Net Revenues over Expenditures	\$ 4,829,484.97	

Enterprise Funds-

Water – Revenue over Expenditures	\$ 714,170.39
Solid Waste- Revenue over Expenditures	\$ 480,888.12

Notes:

The operating fund (general and social services) is showing revenues over expenditures for the first six months of fiscal year 2017.

The water enterprise fund has revenues over expenditures for the first six months of fiscal year 2017 by \$714,170.39.

The solid waste enterprise fund has revenue over expenditures by \$480,888.12.

Respectively submitted.

5) Procedure Manual Change

information relevant to items on the agenda. A copy of the agenda packet is to be delivered to each member of the Board before the meeting. Documents in the agenda packet, if not previously available for public inspection, shall become so when packets have been delivered to each Board member or left at his or her usual dwelling.

Rule 10. Informal Public Comments

The Clerk to the Board shall include on the agenda of each regular meeting a period for comments or questions from members of the public in attendance. Anyone from the public that wishes to make comments is required to complete a Visitor Comment Form located in the Commissioner's Meeting Room and hand it to the Clerk. At the appropriate time, the Chair will recognize each individual who has completed a form prior to the public comment period. Each individual will have the opportunity to address the Board subject to available time. Each public comment will be limited to a maximum of three (3) minutes. All speakers exceeding their allotted time will be asked to stop speaking. Responses to any questions directed to the Board will be made at a later time by the Board or County staff after the Board has had an opportunity to consider the questions raised. If time does not permit an individual the opportunity to address the Board, a response will be provided at a later time.

Rule 11. Order of Business

At regular meetings, the Board shall proceed to business in the following order:

1. Agenda Work Session
2. Approval of the Minutes of the Previous Meeting
3. Scheduled Public Hearings
4. Remaining Agenda Items
5. Management Matters
6. Citizens/Board Comments
7. Closed Session if necessary
8. Adjourn

Without objection, the Chair may call in any order the most convenient for the dispatch of business.

VI. Conduct of Debate

Rule 12. Powers of the Chair

The Chair shall preside at all meetings of the Board. A member must be recognized by the Chair in order to address the Board. The Chair shall have the following powers:

III. Organization of the Board

Rule 4. Organizational Meetings

- (a) The Board shall hold an organizational meeting at its regular meeting place at 10:00 a.m. on the first Monday in December of each year. The agenda for this organizational meeting shall be limited to induction of newly elected members of the Board of the County Commissioners and other elected County officials and organization of the Board for the ensuing year. The organizational meeting shall be convened and concluded before the regular meeting is convened. The Clerk to the Board of Commissioners shall call the meeting to order and the County Attorney shall preside until a chair is elected. If they have not already been sworn and inducted into office, the newly elected members of the Board shall take and subscribe the oath of office as the first order of business. As the second order, the Board shall elect a Chair and Vice-Chair from among its members. As the third order, the Board shall approve the bonds of the Sheriff, and the Register of Deeds and induct them and any other newly elected County officials into office. As the fourth and fifth orders of business, the Board may appoint a Clerk and an Attorney.

Rule 5. Election of the Chair

The Chair and Vice-Chair of the Board shall be elected annually for a term of two years and shall not be removed from the office of Chair unless he or she becomes disqualified to serve as a member of the Board or voluntarily resigns as a member of the Board.

IV. Regular and Special Meetings

Rule 6. Regular and Special Meetings

- (a) **Regular Meetings.** The Board shall hold a regular meeting on the first and third Monday of each month. If a regular meeting day is a holiday on which County offices are closed, the meeting shall be held on the next immediate Wednesday or such succeeding day as may be specified in the motion adjourning the immediately preceding regular meeting. Regular meetings shall be held in the Commissioners' room located in the Finance Office building in Jackson, NC. The meeting on the first Monday shall begin at 10:00 o'clock a.m., and the meeting on the third Monday shall begin at 6:00 o'clock p.m. The Board may change the place or time of a particular regular meeting or all regular meetings within a specified time period by resolution adopted, posted, and noticed no less than seven days before the change takes effect. Such a resolution shall be filed with the Clerk to the Board and posted at or near the regular meeting place, and copies shall be sent to all persons who have requested notice of special meetings of the Board.

NORTHAMPTON COUNTY
BOARD OF COMMISSIONERS

Meeting Date: 02-20-2017

Agenda Tab Number: 5

Agenda Time: 6:25pm

Presenter and/or Subject Matter:

Cham Trowell, Trillium
1) Annual Report for Budget Reduction
2) Resolution of Support for Adequate Funding

Komita Hendricks

1) Annual Report for Budget Reduction

Transforming Lives



January 30, 2017

County Commissioners,

Over the past two fiscal years, the General Assembly has reduced State funding for mental health (MH), substance use disorder (SU), and intellectual/developmental disability services (I/DD) by \$263.7 million and required those reductions to be filled using LME/MCO one time savings.

LME/MCOs are subject to the requirements of the Local Government Commission in the Office of the State Treasurer. Among those requirements is that they must maintain at least thirty days which is 8% of cash on hand. This is just prudent business. For the seven LME/MCO's thirty days of cash is \$240.7 million dollars.

Trillium will have spent nearly \$40 million dollars of its own savings replacing state service funding reductions mandated by the General Assembly by June 30, 2017.

This has a direct impact on how Trillium Health Resources is managing its reinvestment funds and services for those with intellectual/developmental disabilities. Our unrestricted savings just this fiscal year will be reduced from \$18 million to an estimated \$3 million at year end. If reductions continue, Trillium will be forced to reduce state funded services and curtail reinvestment projects. State service reductions may have to include:

- Reducing State-funded group homes and other residential services for adults with mental illness and I/DD
- Reducing State-funded day programming for adults with I/DD
- Limiting most non-Medicaid consumers to outpatient therapy services only, instead of more effective evidence-based practices.
- Reinvestment projects curtailed may have to include:
 1. Replication of the Healing Transitions model for long-term substance use disorder recovery
 2. Expansion of inclusive day programs for children and adults with disabilities
 3. Expansion of crisis services

24-Hour Crisis Care & Service Enrollment - 877.685.2415

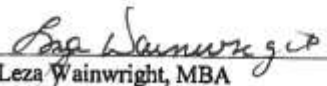
TrilliumHealthResources.org 201 West First St, Greenville, NC 27858-1132 866.998.2597 Fax: 252.215.6881



Finally, if any further reductions must be made, the formula mandated by the General Assembly on how those reductions are allocated among the LME/MCOs must be changed. The current formula, which tags the reduction to cash balances as of June 30, 2015, is very unfair to Trillium.

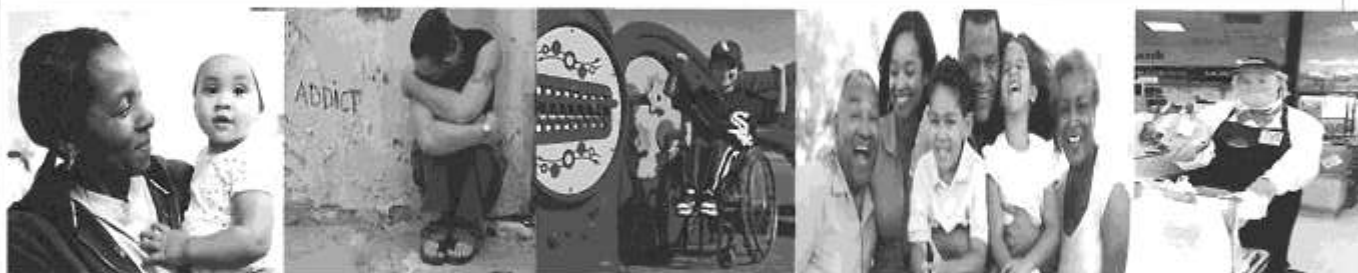
- At June 30, 2015, the Trillium cash balance was 15.11% of the statewide total, so we received 15.11% of the \$110.8 million reduction for SFY 2015-2016.
- At June 30, 2016, the Trillium cash balance was only 13.13% of the statewide total, but since the formula was not adjusted by the General Assembly, we still received 15.11% of the \$152.8 million reduction. This resulted in an additional reduction of \$3 million to Trillium.
- As of October 31, 2016, Trillium's cash balance was down to 11.61% of the statewide total, meaning our share of the 2016-2017 reduction is actually \$5.3 million more this year than our "fair share."

We are respectfully requesting that you consider adopting this resolution to express your support for providing Trillium with adequate funding to continue serving those with disabilities throughout our 24 counties.


Leza Wainwright, MBA
CEO, Trillium Health Resources

Trillium Health Resources

Taking Care of Eastern NC



Transforming Lives



Trillium Update

- Trillium Health Resources marked its one year anniversary on July 1, 2016 following the consolidation of East Carolina Behavioral Health and Coastal Care.
- Trillium continues to invest in innovation to meet the needs of individuals we serve and remains focused on delivering the right services, in the right amount, at the right time.
- We manage the behavioral health and I/DD services for the Medicaid and the indigent population.

Annual Gaps and Needs Process

Data Reviewed:

- Demographic and health information
- National prevalence data for MH/DD/SA issue
- Survey participants and stakeholders
- Complaints and grievances, Registry of Unmet Needs
- Geo-mapping data

Process:

- Online Survey
- On-site work with CFAC's and Board
- Compile and analyze data
- Develop strategies to address gaps and needs
- Present action plan to board for adoption

Current Statistics for 2015

- Served approximately 50,000 people
- Total Cost = \$340,242,416.01
- Over 400 Providers

Statistics for Northampton County

- Total Consumers served - 929
- Mental Health - 832
- Substance Use - 96
- I/DD - 80

Total is unduplicated, since a single individual may receive more than one category

Trillium's Funding for Services

- Medicaid Funding 1915(b) and (b)(3) waivers
- Innovations Waiver
- State Funding
- County Funding
- Fund Balance or Savings

State Funding

- Trillium historically received approximately \$41 million in state single stream funding to be used for services
- Some of this funding is a match to federal block grant funding and required to be used for Mental Health and Substance Use disorders
- Some of this funding is required to be paid for legacy programs
- Approximately 20 million dollars annually has historically been used to fund services that Medicaid does not cover. This includes over 200 people living in group homes and many others who receive supports through day programs, Supported Employment, respite, developmental therapy etc..

What happened in the 2015-2016 budget process?

- Over the past two fiscal years, the General Assembly has reduced State funding for mental health (MH), substance use disorder (SU), and intellectual and other developmental disability services (I/DD) by \$263.7 million and required those reductions to be filled using LME/MCO savings.

What happened in the 2015-2016 budget process?

- **The current formula the NCGA uses, which tags the reduction to cash balances as of June 30, 2015, is very unfair to Trillium. We have implemented our reinvestment plan, which has resulted in our cash balance decreasing relative to the other LME/MCOs.**
 - At June 30, 2015, the Trillium cash balance was 15.11% of the statewide total, so we received 15.11% of the \$110.8 million reduction for SFY 2015-2016.
 - At June 30, 2016, the Trillium cash balance was only 13.13% of the statewide total, but since the formula was not adjusted, we still received 15.11% of the \$152.8 million reduction. The resulted in an additional reduction of \$3 million to Trillium.
 - As of October 31, 2016 (the latest statewide numbers available), Trillium's cash balance was down to 11.61% of the statewide total, meaning our share of the 2016-2017 reduction is actually \$5.3 million more this year than our "fair share."

Fund Balance/Savings Picture today

- In June, 2014 Trillium had approximately \$10.3 million in state fund balance.
- By June, 2016 that state fund balance was completely exhausted
- Trillium has had to use unrestricted Medicaid fund balance to assure services have continued
- If all continues as is by July 1, 2017 that unrestricted Medicaid fund balance may be less than \$3 million.

What is the potential impact going to be June 2017?

- Many people may lose services and be dependent on families to care for them or end up in more costly levels of care like nursing homes, hospitals or institutions.
- **236** people with Mental Illness and Developmental Disabilities are at risk of losing their placement in group homes and having to move to higher levels of care because family is often not able to take care of their complex needs.
- **254** children with IDD may receive no services of any kind not even respite so the caregivers can recharge
- **319** Adults with IDD served by local day programs that have been part of communities for over 25 years may end up closing and those adults with IDD will be stuck at home
- Hundreds of jobs may be lost in every county some of which are already struggling communities with high unemployment rates.
- Some people's health and safety may be endangered without the support or supervision that is needed

What is Trillium doing?

- Advocating that the money be permanently restored to the budget for MHDDSA services
- If the General Assembly doesn't restore the funding, we ask that they acknowledge the innovations in the communities made by Trillium reinvestment and the improvement in the overall quality of life for people and ask that the NCGA readjust the formula is used to calculate what Trillium has to pay from savings since Trillium's saving has been impacted disproportionately in comparison to the other LMEMCOs.

What can you do?

- Call/Write/Email/Use Social media to get your legislators attention.
- As local elected county commissioners you can work with NCACC requesting they advocate with the NCGA and reach out individually to NCGA.
- Pass the resolution presented today to show your support for people with mental health, substance use and intellectual/developmental disabilities.

2) Resolution of Support for Adequate Funding

**Resolution of Support for Adequate Funding to meet the Mental Health, Intellectual and
Developmental Disabilities, and Substance Use Disorder service needs for Citizens of _____
County**

WHEREAS, _____ County knows that citizens dealing with mental illness and substance use disorders can achieve recovery with the appropriate services and supports and that citizens with intellectual and developmental disabilities can live productive lives in our communities with similar services and supports; and

WHEREAS, the funding needed for such services and supports is increasing due to North Carolina's increasing population and the opioid epidemic in our State; and

WHEREAS, _____ County is a member of Trillium Health Resources, a twenty-four county LME/MCO serving eastern North Carolina; and

WHEREAS, in accordance with the intent of the NC General Assembly and the NC Department of Health and Human Services, the Board of Trillium Health Resources has developed and is implementing a robust reinvestment plan to use savings that is benefiting the citizens of _____ County with such enhancements as accessible playgrounds, Access Point Kiosks, and new evidenced-based services; and

WHEREAS, the North Carolina General Assembly has made significant budget reductions in State funding for the past two years; and

WHEREAS, the formula used to allocate the reduction statewide in the current fiscal year was based on 2015 information which has resulted in a disproportionate reduction to Trillium Health Resources; and

WHEREAS, these budget reductions can no longer be absorbed by Trillium Health Resources without jeopardizing services to _____ County citizens, negatively impacting the lives of people in need of service as well as potentially impacting the local economy through job loss;

NOW, THEREFORE BE IT RESOLVED that we, the _____ County Board of Commissioners do hereby request that the North Carolina General Assembly:

- Maintain full State funding for mental health, developmental disabilities and substance abuse services without further reductions; and
- Allow Trillium Health Resources to continue to use its savings to reinvest in enhanced services in our communities rather than having to use that funding to replace State budget reductions; and
- Modify the formula by which any future reductions in funding are allocated, if such reductions must be made, to ensure the reduction is fairly distributed statewide.

ADOPTED this _____ day of _____, 2017.

_____ County Chair

NORTHAMPTON COUNTY
BOARD OF COMMISSIONERS

Meeting Date: 02-20-2017

Agenda Tab Number: 6

Agenda Time: 6:40pm

Presenter and/or Subject Matter:

Mr. Chuck Joyner, EMS Director

Contract with Mediacom

Komita Hendricks

Contract with Mediacom**NORTHAMPTON COUNTY**

Ambulance Service
P. O. Box 701
Jackson, North Carolina 27845
Telephone (252) 534-6811
Fax (252) 534-1433

DECISION PAPER

TO: Northampton County Board of Commissioners
FM: Chuck Joyner, EMS Director
RE: 36 Month Mediacom Internet Access Service for the EMS Station 4, Milwaukee.
DT: February 26, 2016

PURPOSE: To seek approval from the board to enter into a 36 month contract with Mediacom for Internet Access Service for the EMS Station 4 in Milwaukee.

FACTS: The Station 4 Internet:

- The county has a 1 MB Internet Access Service through CenturyLink. This service is at the end of the CenturyLink DSL line and is very sporadic.
- Trip information is entered on EMS Charts and sometimes takes as much as an hour and a half to enter a chart that should take 15 minutes due to the internet service.
- EMS Billing is now providing iPads to streamline trip reports and requires internet access.

DISCUSSION: As more and more applications require internet services, the EMS Station 4 needs to increase its internet capacity. With the addition of Mediacom service, the County will increase bandwidth from 1 MB down to 20 MB down and 2 MB up. This will help partially offset the speed issues of some of these cloud based applications.

These approximate costs are:

- Initial cost for Installation:\$124.95
- Annual fees:0.00
- Monthly fees:105.90

RECOMMENDATION:

Respectfully request the Board of Commissioners approve: The County engages Mediacom to provide additional internet service to the 207 Buck Boone Rd, Conway, NC 27820 (EMS Station 4) location.

Respectfully Submitted:

Chuck Joyner, EMS Director

COORDINATION:

Leslie Edwards, Finance Director

Concur: Leslie H. Edwards
Concur with Comment _____
Non-Concur _____

Kimberly Turner, County Manager

Concur: _____
Concur with Comment Kimberly Turner - ensure funds are budgeted
Non-Concur 4/13/17


BUSINESS FACILITIES AGREEMENT FOR CATV, MEDIACOM ONLINE SERVICES AND MEDIACOM BUSINESS PHONE

Mediacom Southeast LLC ("Mediacom") North Hampton County EMS ("Customer") Federal Tax ID #: 56-6090325 Billing Address: PO Box 701 Jackson, NC 27845 Premises: The real estate and improvements commonly known as North Hampton County EMS located at 207 Buck Boone Rd Conway, NC 27820 (the "Premises").

** For those customers purchasing Business Phone Services please be aware that Company contracts with its affiliate MCG Telephony of the Mid-Atlantic, LLC, for the provision of those services. Customer's not purchasing Business Phone Services may disregard this statement.

Mediacom operates a cable television system serving an area that includes the Premises (the "System"). The television programming, Internet access, Business Phone and other services that Mediacom from time to time offers to subscribers through the System are referred to as "Mediacom Services." Customer agrees to purchase from Mediacom, during the Service Term specified below, the Mediacom CATV Service, Mediacom Online Service and/or Mediacom Business Phone (collectively, the "Services") solely for use by Owner, employees and invitees while on the Premises.

This Agreement contains the terms for Customer's use of the Mediacom Services it orders as provided below. References to "this Agreement" are to the following, collectively: (i) this form, (ii) the referenced General Terms (the "General Terms"), (iii) any Operating Policies applicable to the users of any Mediacom Service generally, (iv) in the case of Mediacom Business Phone, tariffs, and (v) any other terms that are made applicable to any such Mediacom Service pursuant to the General Terms or such Operating Policies, tariffs or Service Guide, in each case as amended, supplemented or otherwise modified from time to time in accordance with the provisions of this Agreement.

Service:	Term of Service: 3 year	Quantity	Monthly Rate/Service	Total Monthly Rate	Installation Fee/Set Up
Business Bundles:					
Small Business Bundle (1 line w/ unl. LD) Number of lines: 1		1	\$ 99.95	\$ 99.95	\$ 99.95
*Internet Service Included: Promo 20/2					
Internet Access Services:					
High Speed Data N/A			\$	\$ 0.00	\$
Static IP Addresses: 1		1	\$ 5.95	\$ 5.95	\$ 25.00
Commercial Wi-fi Router/Modem service (not compatible with static IP)			\$	\$ 0.00	\$
Web Hosting Service N/A			\$	\$ 0.00	\$
Telephone Services:					
Primary Phone Lines – includes nationwide long distance			\$	\$ 0.00	\$
Additional Phone Lines:			\$	\$ 0.00	\$
Additional Basic Line (\$0.045/min LD)			\$	\$ 0.00	\$
Additional White Page Listing (additional listings are \$6.99/month)			\$	\$ 0.00	\$
Toll Free Service Interstate Rate \$0.02 Intrastate Rate N/A Billing 18/6			\$	\$ 0.00	\$
Video Services					
Basic Service Limited Basic Promo includes HD525		1	\$ Free	\$ Free	\$
Additional Outlets			\$	\$ 0.00	\$
Additional Equipment N/A			\$	\$ 0.00	\$
DVR Service			\$	\$ 0.00	\$
Digital Music Choice			\$	\$ 0.00	\$
Total Monthly and Installation Fee				\$ 105.90	\$ 124.95

Leased line charges do not include federal, state and local taxes, copyright fees, FCC fees, franchise fees or pass-throughs and other governmental charges or pass-throughs from time to time levied upon the services or other items furnished, which will be added to invoices. Due upon activation of the applicable service. Any Promotional Fee applies for the stated number of months, after which the Regular Fee applies. If no Promotional Fee is indicated, Regular Fee applies throughout Service Term.

START DATE; EVALUATION PERIOD: Promptly after the Effective Date (as defined below), Mediacom will conduct a more detailed evaluation of the actions and items (such as easements) needed to provide Service and a more precise accounting of its related costs, and Mediacom may determine, based on such evaluation, that it cannot or is unwilling to provide the Service on the terms stated herein. Accordingly, by notice to Customer given within 20 business days after the Effective Date, Mediacom may elect to terminate this Agreement without further liability or obligation. If Mediacom does not exercise such termination right, it will provide Customer with an estimate of the Start Date (as defined below) and any construction costs associated with providing Service. Unless otherwise agreed to, construction costs are recovered in the price of the Service. However, in the event that Customer cancels the Service between the Effective Date and the Start Date and Mediacom has expended dollars to construct to Customer, Customer agrees to reimburse Mediacom for such construction costs as a condition of cancellation. Mediacom will advise Customer of a new estimated Start Date if it becomes aware that there will be a significant delay beyond the original estimated date. If the Start Date does not occur within 90 days after the original estimated Start Date, Customer may, at its sole right and remedy, terminate this Agreement by giving Mediacom written notice within seven days after such 90-day period expires, unless the delay results from Customer's act or omission or any force majeure event. The "Start Date" will be the first date that the Service is made available by Mediacom for regular use at the Premises as specified in a written notice from Mediacom to Customer.

30 DAY MONEY BACK GUARANTEE: Customers who are not 100% satisfied with any Mediacom Business service may disconnect during the first 30 days and receive a full refund of the monthly service fee and standard installation fee actually paid. Equipment must be returned within 7 days of termination. Non-standard installation charges, such as construction costs, are additional costs and are not part of the 30-day money back guarantee. Guarantee does not apply to Fiber, PRI or Bulk (Fiber / HSO) services.

SERVICE AND AGREEMENT TERMS: Unless earlier terminated pursuant to this Agreement, for billing purposes, begins on the Start Date and ends 36 months following the Start Date. This Agreement will automatically renew at the then current rates for successive one-month terms (each, a "Renewal Term"), with all Renewal Terms and the Initial Term collectively being the "Term" upon the expiration of the Initial Term or any Renewal Term, unless earlier terminated pursuant to this Agreement or either party notifies the other in writing at least 30 days prior to the end of the then-current term that it does not wish to renew.

By its signature below, each party acknowledges that it has read this Agreement (including the General Terms and incorporated terms located at http://www.mediacombusiness.com/files/MediacomBusiness_General_Terms_4.pdf) and agrees to its terms effective as of date signed by Customer ("Effective Date").

Mediacom Southeast LLC

CUSTOMER: NORTH HAMPTON COUNTY EMS

By: _____ By: _____

Printed Name: Douglas F. Frank Printed Name: _____

Title: Group Vice President Title: _____ Date: _____

Name(s) of Authorized Account Representatives for Customer: Marlin Winborn

Version Doc 10.2016 MBI

NORTHAMPTON COUNTY
BOARD OF COMMISSIONERS

Meeting Date: 02-20-2017

Agenda Tab Number: 7

Agenda Time: 6:50 pm

Presenter and/or Subject Matter:

Mrs. Cathy Allen, Tax Administrator

1) Ad Valorem Tax Appeals

2) Motor Vehicle Refunds

3) Report on Secured and Unsecured Delinquent Tax and Fees

Komita Hendricks

1) Ad Valorem Tax Appeals

DECISION PAPER

TO: NORTHAMPTON COUNTY BOARD OF COMMISSIONERS

FM: Cathy B. Allen, Tax Administrator

RE: Ad Valorem Tax Appeals

DT: February 13, 2017

THIS IS A DECISION PAPER.

PURPOSE: To obtain the Board's approval to release or refund Ad Valorem taxes assessed in the amount of **\$2,083.51** on nine (9) appeals.

FACTS: Attached hereto is a listing of property owners who have requested that I appeal to the Board of Commissioners on their behalf for a release or refund of tax to which they seek relief as provided in G.S. 105-381.

DISCUSSION: G.S. 105-381 Provides that a taxpayer asserting a valid defense to the enforcement of the collection of a tax assessed upon his property may appeal to the Board of Commissioners for relief of such tax. Such appeal must be presented within five years after the tax first became due or within six months after the payment of such tax, whichever is later.

The Board of Commissioners may, upon receiving a taxpayer's written statement of a valid defense, release or refund such tax if the valid defense is one of the following:

- (1) A tax imposed through clerical error
- (2) An illegal tax
- (3) A tax levied for an illegal purpose

CONCLUSION: The Board of Commissioners have the authority to grant, release, or refund due to the above three reasons.

RECOMMENDATION: That the Board of Commissioners approve the request for release or refund of the Ad Valorem Tax appeals submitted herewith in the amounts and for the reasons stated on the listings.

Respectfully submitted,

CATHY B. ALLEN
TAX ADMINISTRATOR

ACTION BY THE BOARD OF COMMISSIONERS:

APPROVED _____

DISAPPROVED _____

OTHER _____

SIGNATURE & DATE: _____

February 13, 2017

Ad Valorem Tax Appeals

NAME	ACCOUNT	ACTION	AMOUNT	REASON
Atkins, George Heirs & Oliva	79754	Release	\$ 104.90	MH Sold 2014
Goldsworthy, Brian	128494	Release	258.34	Listing Error
Hargrave, W J Jr	75400	Refund	5.76	Listing Error
Hicks, Richard David	106143	Release	96.75	Listing Error
Leggett, Donald Davidson	24300	Release	279.56	Double Listed
Smith, Linda J	111434	Release	35.06	Listing Error
V P Building Solutions LLC	122940	Release	268.82	Double Listed
Vincent, Fletcher Jr Heirs	76539	Release	904.13	Double Listed
Werder, John Christopher	128641	Release	130.19	Listing Error
TOTAL REFUNDS/RELEASES			\$ 2,083.51	

Respectfully submitted,

CATHY B. ALLEN
TAX ADMINISTRATOR

CBA/br

Cc: Board of Commissioners (7)
County Manager (1)
Clerk to Board (6)

2) Motor Vehicle Refunds

DECISION PAPER

TO: NORTHAMPTON COUNTY BOARD OF COMMISSIONERS

FM: Cathy B. Allen, Tax Administrator

RE: Ad Valorem Tax Appeals

Motor Vehicle Refunds

DT: February 9, 2017

THIS IS A DECISION PAPER.

PURPOSE: To obtain the Board's approval to release or refund Ad Valorem taxes assessed in the amount of **\$1,243.61** on twenty-three (23) appeals.

FACTS: Attached hereto is a listing of property owners who have requested that I appeal to the Board of Commissioners on their behalf for a release or refund of tax to which they seek relief as provided in G.S. 105-381.

DISCUSSION: G.S. 105-381 Provides that a taxpayer asserting a valid defense to the enforcement of the collection of a tax assessed upon his property may appeal to the Board of Commissioners for relief of such tax. Such appeal must be presented within five years after the tax first became due or within six months after the payment of such tax, whichever is later.

The Board of Commissioners may, upon receiving a taxpayer's written statement of a valid defense, release or refund such tax if the valid defense is one of the following:

- (1) A tax imposed through clerical error
- (2) An illegal tax
- (3) A tax levied for an illegal purpose

CONCLUSION: The Board of Commissioners have the authority to grant, release, or refund due to the above three reasons.

RECOMMENDATION: That the Board of Commissioners approve the request for release or refund of the Ad Valorem Tax appeals submitted herewith in the amounts and for the reasons stated on the listings.

Respectfully submitted,

CATHY B. ALLEN
TAX ADMINISTRATOR

ACTION BY THE BOARD OF COMMISSIONERS:

APPROVED _____

DISAPPROVED _____

OTHER _____

SIGNATURE & DATE: _____

1-Feb-17				
AD VALOREM TAX APPEALS				
MOTOR VEHICLE REFUND ADJUSTMENTS				
NAME		ACTION	AMOUNT	REASON
RAY A. BROADY		REFUND	\$98.98	VEHICLE TOTALLED
PATRICK T. BRYANT		REFUND	\$44.49	VEHICLE SOLD
TIMTOHY G. BYERS		REFUND	\$12.42	SITUS ERROR
JOSHUA S. CLEMENTS		REFUND	\$110.45	VEHICLE SOLD
CHESTER S. COWAN		REFUND	\$9.03	SITUS ERROR
JACOB L. DICKENS		REFUND	\$8.82	VEHICLE SOLD
ROBERT E. DREWETTE		REFUND	\$6.11	VEHICLE SOLD
MARILYN E. FLYTHE		REFUND	\$14.66	VEHICLE SOLD
DELPHINE A. GREEN		REFUND	\$52.08	VEHICLE TOTALLED
REGINALD L. HARDY		REFUND	\$23.31	VEHICLE SOLD
WILLIE B. INGRAM		REFUND	\$9.51	SITUS ERROR
DAVID H. JENKINS		REFUND	\$1.98	VEHICLE SOLD
DANIEL W. JOHNSON SR		REFUND	\$5.80	VEHICLE SOLD
KELLY VANN FARMS INC		REFUND	\$115.46	ASSESSED IN ERROR
MELVIN KING		REFUND	\$7.65	VEHICLE TOTALLED
JAMES & RACHEL LANDER		REFUND	\$64.19	VEHICLE SOLD
SARA & TRACY LIVESAY		REFUND	\$136.58	VEHICLE SOLD
STEPHEN R. MULLIS		REFUND	\$41.18	VEHICLE SOLD
LAURIE B. ORDUNG		REFUND	\$418.61	VEHICLE SOLD
MARIO M. RUMPLIK		REFUND	\$3.62	MILEAGE ADJUSTMEN
CYNTHIA M. SELLERS		REFUND	\$40.79	VEHICLE TOTALLED
JANETYA E. TURNER		REFUND	\$8.16	VEHICLE SOLD
GERALD C. WARREN		REFUND	\$9.73	VEHICLE SOLD
TOTAL REFUND AMOUNT			\$1,243.61	
Respectfully submitted,				
CATHY B. ALLEN				
TAX ADMINSTRATOR				
CBA/epj				
CC: Board of Commissioners (7)				
County Manager (1)				
Clerk to Board (6)				

3) *Report on Secured and Unsecured Delinquent Tax and Fees*

DECISION PAPER

TO: NORTHAMPTON COUNTY BOARD OF COMMISSIONERS

FROM: Cathy B. Allen, Tax Administrator

REFERENCE: Report on SECURED and UNSECURED delinquent tax and fees from 2016 tax bills (pages 15) and total of all delinquent bills (pages 16) as of this date.

DATE: January 31, 2017

THIS IS A DECISION PAPER.

PURPOSE: To report amount of delinquent tax and fees to Board and request their order to advertise secured 2016 tax bills during the second or third week of April, 2017.

FACTS Pages 15, attached, summarizes the tax amount, type and totals by tax code for secured and unsecured 2016 tax bills that became delinquent on January 6, 2017; see Pages 16 attached, summarizes the tax amount and totals by tax code for all delinquent secured and unsecured tax bills as of January 31, 2017.

DISCUSSION: G. S. 105-369 (A) requires that the tax collector report unpaid taxes that are a tax lien on real property to the Board of Commissioners on the first Monday of February of each year. (Page 1 is a summary of these liens.) Upon receiving such report the Board is directed to order the tax collector to advertise such liens in detail in a local newspaper having general circulation within the tax unit.

RECOMMENDATION: That the Board adopt an order to the tax collector, directing that the secured 2016 tax liens be advertised pursuant to G. S. 105-369.

Respectfully submitted,

Cathy B. Allen
Tax Administrator

ACTION BY THE BOARD OF COMMISSIONERS

APPROVED _____

DISAPPROVED _____

OTHER _____

SIGNATURE & DATE _____

STATE OF NORTH CAROLINA

COUNTY OF NORTHAMPTON

ORDER OF NORTHAMPTON COUNTY BOARD OF COMMISSIONERS IN ACCORDANCE WITH (G.S. 105-321)
FOR THE COLLECTION OF 2016 AND PRIOR YEARS TAXES AND FEES.

TO: The tax Collector of Northampton County

You are hereby authorized, empowered and commanded to collect taxes set forth in the 2016 and prior year tax records filed in the office of the Northampton County Tax Collector and in the tax receipts delivered to you, in the amounts and from the taxpayers likewise therein set forth including solid waste fees and fire districts tax. You are further authorized, empowered and commanded to collect the 2016 and prior year taxes charged and assessed as provided by law for adjustments, charges, and additions to the tax records and tax receipts delivered to you which are made in accordance with the law. Such taxes are hereby declared to be first lien on all real property of the respective taxpayer in the County and this order shall be full and sufficient authority to direct, require, and enable you to levy on and sell any real property or personal property of such taxpayers, for and on account thereof, in accordance with the law.

WITNESS my hand and official seal, this 20th day of February, 2017.

Robert V. Carter, Chairperson
Northampton County Board of Commissioners

ATTEST:

Komita Hendricks, Clerk to the Board
Northampton County Board of Commissioners

TAX COLLECTIONS NORTHAMPTON COUNTY RTC0004
 SECURED BILLS -- 2016 OUTSTANDING TAX BILLS BY YEAR AS OF 02/14/17 PAGE 15

CODE/DESCRIPTION	ORIGINAL TAX INFORMATION			TAX DUE INFORMATION		
	LEVY	PENALTY	TOTAL	LEVY	PENALTY	TOTAL DUE
AC AC	109.29	0.00	109.29	109.29	0.00	109.29
C53 GASTON	39,754.11	0.00	39,754.11	38,920.00	0.00	38,920.00
C55 LASKER	1,334.47	0.00	1,334.47	1,334.47	0.00	1,334.47
C56 RICH SG	38,875.67	0.00	38,875.67	35,006.76	0.00	35,006.76
C59 WOODLAND	21,617.08	0.00	21,617.08	19,565.36	0.00	19,565.36
F52 GARYSB	8,098.56	0.00	8,098.56	7,389.15	0.00	7,389.15
F53 GAST FSD	27,195.69	0.00	27,195.69	15,653.94	0.00	15,653.94
F54 JACK FSD	3,490.03	0.00	3,490.03	3,230.82	0.00	3,230.82
F55 LASK FSD	2,252.30	0.00	2,252.30	2,155.48	0.00	2,155.48
F56 RSG FSD	7,506.53	0.17	7,506.53	6,817.29	0.17	6,817.46
F57 SEAB FSD	5,770.62	0.00	5,770.62	5,378.62	0.00	5,378.62
F59 WOOD FSD	7,260.15	0.00	7,260.15	6,727.23	0.00	6,727.23
F60 R-WILD	6,785.11	0.00	6,785.11	5,989.60	0.00	5,989.60
F61 R-WILD-A	2,423.76	0.00	2,423.76	2,248.84	0.00	2,248.84
001 NORTH	1,560,147.19	3.18	1,560,150.37	1,314,613.14	3.18	1,314,616.32
NDW NDWING	0.00	0.00	0.00	212.50	0.00	212.50
RC RTN CHK	0.00	0.00	0.00	0.76	0.00	0.76
SM SM FEE	516,665.93	0.00	516,665.93	476,095.82	0.00	476,095.82
4,632 BILLS	2,249,286.32	3.35	2,249,289.67	1,941,451.07	3.35	1,941,454.42

TAX COLLECTIONS NORTHAMPTON COUNTY
 SECURED BILLS -- GRAND TOTALS OUTSTANDING TAX BILLS BY YEAR AS OF 02/14/17
 RTC0804
 PAGE 16

CODE/DESCRIPTION	ORIGINAL TAX INFORMATION			TAX DUE INFORMATION		
	LEVY	PENALTY	TOTAL	LEVY	PENALTY	TOTAL DUE
A01 SC	46,916.00	0.00	46,916.00	44,739.17	0.00	44,739.17
AC AC	210.10	0.00	210.10	210.10	0.00	210.10
ADV Unknown	0.00	0.00	0.00	512.90	0.00	512.90
C53 GASTON	104,275.15	0.00	104,275.15	97,629.36	0.00	97,629.36
C55 LASKER	3,159.25	0.00	3,159.25	3,137.97	0.00	3,137.97
C56 RICH SQ	101,482.83	0.00	101,482.83	92,061.81	0.00	92,061.81
C59 WOODLAND	59,624.46	2.86	59,627.32	54,755.04	2.86	54,757.90
CC CC	0.00	0.00	0.00	26,662.12	0.00	26,662.12
DOC DOC	0.00	0.00	0.00	2,225.96	0.00	2,225.96
F52 GARYSB	21,966.72	10.93	21,977.65	19,694.78	4.79	19,699.57
F53 GAST FSD	49,402.04	4.24	49,406.28	34,247.61	3.78	34,251.39
F54 JACK FSD	9,078.88	9.33	9,088.21	8,171.16	4.49	8,175.65
F55 LASK FSD	5,710.42	0.06	5,710.48	5,336.29	0.00	5,336.29
F56 RSB FSD	20,804.53	0.33	20,804.86	18,728.89	0.33	18,729.22
F57 SEAB FSD	15,617.44	0.00	15,617.44	14,505.79	0.00	14,505.79
F59 WOOD FSD	17,809.03	0.33	17,809.36	16,426.65	0.33	16,426.98
F60 R-WILD	12,073.26	1.00	12,074.26	10,447.56	1.00	10,448.56
F61 R-WILD-A	4,931.48	0.04	4,931.52	4,033.78	0.02	4,033.80
G01 NORTH	3,656,989.65	762.75	3,657,752.40	3,151,891.62	376.02	3,152,267.64
MDM MOWING	0.00	0.00	0.00	212.50	0.00	212.50
RC RTN CHK	0.00	0.00	0.00	796.27	0.00	796.27
SC SC	0.00	0.00	0.00	2,562.14	0.00	2,562.14
SM SM FEE	1,427,878.26	0.00	1,427,878.26	1,267,555.61	0.00	1,267,555.61
16,362 BILLS	5,557,929.50	792.37	5,558,721.87	4,876,545.08	393.62	4,876,938.70

TAX COLLECTIONS NORTHAMPTON COUNTY
 UNSECURED BILLS -- 2016 OUTSTANDING TAX BILLS BY YEAR AS OF 02/14/17 R1C0B04
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CODE/DESCRIPTION	ORIGINAL TAX INFORMATION			TAX DUE INFORMATION		
	LEVY	PENALTY	TOTAL	LEVY	PENALTY	TOTAL DUE
C53 GASTON	2,849.60	255.51	3,105.11	2,849.60	255.51	3,105.11
C55 LASKER	309.90	0.00	309.90	309.90	0.00	309.90
C56 RICH SQ	4,178.77	116.25	4,295.02	4,115.42	116.25	4,231.67
C59 WOODLAND	440.11	33.29	473.40	440.11	33.29	473.40
F52 GARYSB	4,882.13	405.37	5,287.50	4,851.50	399.21	5,250.71
F53 GAST FSD	55,221.63	1,110.05	56,331.68	7,215.38	891.41	10,106.79
F54 JACK FSD	472.70	41.26	513.96	461.34	36.32	497.66
F55 LASK FSD	136.24	7.23	143.47	119.91	3.85	123.76
F56 RSG FSD	549.47	27.57	577.04	544.56	26.39	570.95
F57 SEAB FSD	4,951.46	350.29	5,301.75	4,951.46	350.29	5,301.75
F59 WOOD FSD	5,261.56	474.77	5,736.33	5,255.25	473.59	5,728.84
F60 R-WILD	467.36	35.83	503.19	434.36	35.31	469.67
F61 R-WILD-A	177.06	14.11	191.17	177.06	14.11	191.17
G01 NORTH	1,012,511.20	37,325.55	1,051,836.75	405,591.85	36,052.13	441,643.98
SW SW FEE	8,641.98	0.00	8,641.98	8,517.70	0.00	8,517.70
M60 LGWB	0.00	0.00	0.00	0.00	0.00	0.00
1.515 BILLS	1,101,250.70	42,197.08	1,143,447.78	447,835.40	38,687.66	486,523.06

RTCOB04
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NORTHAMPTON COUNTY
OUTSTANDING TAX BILLS BY YEAR AS OF 02/14/17

TAX COLLECTIONS
UNSECURED BILLS -- GRAND TOTALS

CODE/DESCRIPTION	ORIGINAL TAX INFORMATION			TAX DUE INFORMATION		
	LEVY	PENALTY	TOTAL	LEVY	PENALTY	TOTAL DUE
ADV Unknown	0.00	0.00	0.00	68.69	0.00	68.69
C53 GASTON	8,460.46	963.09	9,423.55	8,191.36	748.91	8,940.27
C55 LASKER	588.01	54.03	642.04	588.01	52.95	640.96
C56 RICH SQ	13,518.12	926.08	14,444.20	11,034.80	351.65	11,886.45
C59 WOODLAND	1,512.27	189.65	1,701.92	1,296.34	138.75	1,435.09
D52 GARY FEE	2,870.00	0.00	2,870.00	2,748.46	0.00	2,748.46
D53 GAST FEE	2,360.00	0.00	2,360.00	2,226.26	0.00	2,226.26
D54 STICKER	510.00	0.00	510.00	472.07	-0.41	471.66
D57 SEAB FEE	1,165.00	0.00	1,165.00	1,123.66	0.00	1,123.66
D59 WOOD FEE	1,575.00	0.00	1,575.00	1,510.78	0.00	1,510.78
F52 GARYSB	8,676.37	655.31	9,331.70	8,255.06	548.25	8,803.31
F53 GAST FSD	63,258.88	1,638.16	64,897.04	14,595.16	1,268.87	15,864.03
F54 JACK FSD	1,647.49	97.32	1,744.81	1,481.42	62.76	1,544.18
F55 LASK FSD	1,053.99	100.13	1,154.12	973.57	82.76	1,056.33
F56 RSG FSD	3,712.34	211.75	3,924.09	3,257.28	150.00	3,407.28
F57 SEAB FSD	6,376.44	434.47	6,832.91	6,298.82	426.89	6,723.71
F59 WOOD FSD	7,489.43	610.22	8,099.65	7,319.26	584.09	7,903.35
F60 R-WILD	1,769.54	180.83	1,950.37	1,596.20	143.47	1,739.67
F61 R-WILD-A	891.81	76.65	968.46	848.55	69.95	918.50
G01 NORTH	1,328,389.35	80,288.95	1,408,678.30	666,224.72	65,249.18	731,473.90
M01 MV TAX	252,685.44	0.00	252,685.44	229,196.91	0.00	229,196.91
M51 CONW MV	2,588.30	0.00	2,588.30	2,397.90	0.00	2,397.90
M52 GARY MV	13,629.96	17.70	13,647.66	12,475.64	0.00	12,475.64
M53 GAST MV	9,152.65	39.47	9,192.12	8,285.04	31.43	8,316.47
M54 JACK MV	2,504.89	0.63	2,505.52	2,203.96	0.63	2,204.59
M55 LASK MV	81.50	0.00	81.50	81.50	0.00	81.50
M56 RSG MV	9,188.50	76.14	9,264.64	8,292.88	38.07	8,330.95
M57 SEAB MV	4,993.77	0.00	4,993.77	4,604.11	0.00	4,604.11
M58 SEV MV	1,369.57	0.00	1,369.57	1,196.95	0.00	1,196.95
M59 WOOD MV	7,822.94	0.00	7,822.94	7,044.93	0.00	7,044.93
RC RTN CHK	0.00	0.00	0.00	52.89	0.00	52.89
SC SC	0.00	0.00	0.00	4,894.45	0.00	4,894.45
SW SW FEE	24,795.96	0.00	24,795.96	22,057.96	0.00	22,057.96
W60 LOWG	0.00	0.00	0.00	0.00	0.00	0.00
11,822 BILLS	1,784,680.00	86,560.58	1,871,240.58	1,042,902.59	70,447.20	1,113,349.79

NORTHAMPTON COUNTY
BOARD OF COMMISSIONERS

Meeting Date: 02-20-2017

Agenda Tab Number: 8

Agenda Time: 07:00 pm

Presenter and/or Subject Matter:

Citizens/Board Comments

Komita Hendricks