

The Northampton County Board of Commissioners will meet in Regular Session on Monday, May 1, 2017 at 10:00 a.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>
	9:50	Agenda Work Session
1	10:00	Approval of Regular Meeting Minutes for April 17, 2017 3
2		Approval of Closed Session Minutes for April 17, 2017
3		Approval of Agenda for May 1, 2017 56
4	10:05	Mrs. Sondra Vann, DSS
		NCDSS-Hope 58
5	10:10	Ms. Leslie Edwards, Finance Director
		Disbursement Policy 60
6	10:20	Mrs. Marcenda Rogers, Human Resource Director
		Northampton County Local Government Policy Updates 80
7	10:30	Mrs. Cathy Allen, Tax Administrator
		Board of E & R 104
8	10:35	Ms. Kimberly Turner, County Manager
		Management Matter 109
9	10:45	Citizens/Board Comments
10	11:15	Closed Session
		G.S. 143-318.11(a)(3)
	11:40	Adjourn

NORTHAMPTON COUNTY
BOARD OF COMMISSIONERS

Meeting Date: 05-01-2017

Agenda Tab Number: 1

Agenda Time: 10:00

Presenter and/or Subject Matter:

Approval of Regular Meeting Minutes for April 17, 2017

Komita Hendricks
Clerk to the Board

1 Approval of Regular Meeting Minutes for April 17, 2017

**NORTHAMPTON COUNTY
REGULAR SESSION
April 17, 2017**

Be It Remembered that the Board of Commissioners of Northampton County met on April 17, 2017, with the following present: Fannie Greene, Chester Deloatch, Charles Tyner, and Robert Carter.

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

Absent: Geneva Faulkner

Chairman Carter called the meeting to order.

A motion was made by Chester Deloatch and seconded by Fannie Greene to enter into closed session for the purpose of G.S. 143-318.11 (a)(5). **Question Called:** *All present voting yes.* **Motion carried.**

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

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. Commissioners had no changes. County Manager Kimberly Turner provided the Board with a copy of an email for their consensus on allowing the Army to come into the County to perform emergency management drills. County Manager Turner also stated that this drill has been done in Halifax County and this can possibly help with grant funding for the County. Chairman Carter stated in response to our letters to Northampton County Board of Education; they will not provide any further information until a Joint Meeting is held. County Manager Turner suggested holding the meeting before budget sessions are complete. Chairman Carter stated the date for the Joint Meeting will be scheduled at the May 1st Commissioners Meeting.

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 April 3, 2017:

A motion was made by Chester Deloatch and seconded by Fannie Greene to approve the Regular Session Minutes for April 3, 2017. **Question Called:** *All present voting yes.* **Motion carried.**

Approval of Closed Session Minutes for April 3, 2017:

A motion was made by Fannie Greene and seconded by Chester Deloatch to approve the Closed Session Minutes for April 3, 2017. **Question Called:** *All present voting yes.* **Motion carried.**

Approval of Agenda for April 17, 2017:

A motion was made by Charles Tyner and seconded by Chester Deloatch to approve the agenda for April 17, 2017. **Question Called:** *All present voting yes.* **Motion carried.**

Budget Amendments:

Ms. Leslie Edwards, Finance Director, appeared before the Board to obtain approval of Budget Amendments #12 to 23 for Fiscal Year 2015-2016.

A motion was made by Chester Deloatch and seconded by Fannie Greene that the Budget Amendments #12 to 23 be adopted. **Question Called:** *All present voting yes.* **Motion carried.**

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

BUDGET AMENDMENT

DATE 11/30/16

JE-NO 17

[illegible]

PREPARED BY Leslie Edwards POSTED BY Mary Bradley APPROVED BY _____

DATE 12/15/16

12/15/16

BOARD APPROVED

BUDGET AMENDMENT

DATE 04/12/17JE-NO 18 19

GENERAL LEDGER ACCOUNT NUMBER		DEBIT		TO AMEND BUDGET	CREDIT	
				<u>Health - 115123 CCP</u>		
113450	451230	290,802	95	Carolina Access III Reimbursement		
115123	512100			Salaries	208,150	10
115123	518100			FICA	12,905	35
115123	518200			Retirement	14,062	49
115123	518300			Co Share Hospitalization	37,380	00
115123	518600			Workmans Compensation	512	00
115123	518800			Medicare	3,018	41
115123	518900			Life Insurance	778	11
115123	526100			Office Supplies	200	00
115123	531100			Travel	9,837	70
115123	532100			Telephone	185	00
115123	532500			Postage	200	00
115123	537100			Advertising	400	00
115123	539500			Training/Schools	2,000	00
115123	543200			Leases/Schools	398	79
115123	544000			Maintenance of Equipment	275	00
115123	545100			Liability Insurance	500	00
				Contract Terminated-Program Ended		
		290,802	95		290,800	95

PREPARED BY Leslie Edwards

POSTED BY _____

APPROVED BY _____

DATE 04/12/17

BOARD APPROVED _____

BUDGET AMENDMENT

DATE 03/03/17

JE-NO 21

[illegible]

PREPARED BY Leslie Edwards POSTED BY _____ APPROVED BY _____

DATE 04/12/17

BOARD APPROVED

Appointment to the NC Senior Tar Heel Legislator:

Mrs. Joslyn Debraux-Reagor, Aging Director, appeared before the Board to obtain approval of the appointment of Peggy Cary, as an alternative to the Senior Tar Heel Legislator.

A motion was made by Fannie Greene and seconded by Chester Deloatch to appoint Peggy Cary as an Alternate for the Senior Tar Heel Legislator. **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: Office on Aging
Date: March 30, 2017
Re: Appointment to the North Carolina Senior Tar Heel legislator

Purpose: To obtain the Board's approval of recommendations to the Senior Tar Heel Legislator.

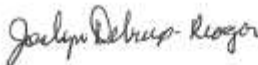
Facts: The Northampton County Home and Community Care Block Grant Advisory Committee By-Laws require that there be a delegate and alternate for each county for representation to speak on behalf of the senior's interests and needs. The Committee has voted and has nominated Peggy Cary as Alternate.

Discussion: The Committee ask that the Alternate for the Senior Tar Heel be approve for Mrs. Peggy Cary due to the resignation of Mrs. Vivian Hunter.

Conclusion: Approval of Mrs. Perry Cary as Alternate Delegate for the North Carolina Senior Tar Heel Legislator.

Recommendation: That the Board of Commissioners approves the recommendation of Peggy Cary as Alternate for the North Carolina Senior Tar Heel Legislator.

Respectfully Submitted,



Joslyn Debraux-Reagor
Office on Aging Director

STATE OF NORTH CAROLINA

P.O. Box 808
 Jackson, NC 27845
 (252) 534-2501 – Fax (252) 534-1166

COUNTY OF NORTHAMPTON

Return to: Clerk to the Board

Application for: Authorities, Board, Commissions and Committees

Please Note: All information on this document will be released to the public on request.

Name: Peggy Cary
 Phone: Home: 539-4433 Work: (252) 616-5382 Cell: (252) 616-5382 Fax:
 Northampton County Address: 401 E. Jackson St.
 Mailing Address (if different): P.O. Box 254
 Email Address: Psmith.Cary@yahoo.com

ETHNIC BACKGROUND: African American ☒ Caucasian ☐ Hispanic ☐ Native American ☐ Other ☐Sex: Male ☐ Female ☒ Age: Under 18 ☐ 18-30 ☐ 31-50 ☐ 51-65 ☐ Over 65 ☐Are you a full-time resident of Northampton County: Yes ☒ No ☐ Township: Rich SquareDo you live within any corporate or town limits: Yes ☒ No ☐ Town: Employer Name and Address: Retired

Name of Authority/Board/Commission/Committee you are interested in:

List any qualifications and why you are interested in serving on the Authority/Board/Commission/Committee:

To support the elder population in Northampton. And
help them get much needed support.

List any Northampton County Authority/Board/Commission/Committee on which you presently serve:

Northampton Council on Aging

Are your Northampton County property listing(s) and all county taxes up to date: Yes ☒ No ☐

Other Information you feel pertinent to your appointment:

Business Management Skills from Running Day Care
in Northampton County for 35 years. "Rich Square Child Dev."

Signature: Peggy CaryDate: 10/1/15

Ad Valorem Tax Appeals:

Mrs. Cathy Allen, Tax Administrator, appeared before the Board's to obtain approval to release or refund Ad Valorem taxes assessed in the amount of \$626.44 on 4 appeals.

A motion was made by Charles Tyner and seconded by Fannie Greene that the Board approve the request for release of the Ad Valorem tax appeals submitted herewith in the amount and for the reasons stated on the listings. **Question Called:** *All present voting yes.* **Motion carried.**

Motor Vehicle Refunds:

Mrs. Cathy Allen, Tax Administrator, appeared before the Board to obtain approval to release or refund Ad Valorem taxes assessed in the amount of \$1,793.67 on 40 appeals.

A motion was made by Chester Deloatch and seconded by Fannie Greene that the motor vehicle refunds be approved as submitted. **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

FM: Cathy B. Allen, Tax Administrator

RE: Ad Valorem Tax Appeals

DT: April 11, 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 **\$626.44** on four (4) 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: _____

April 11, 2017

Ad Valorem Tax Appeals

NAME	ACCOUNT	ACTION	AMOUNT	REASON
Corner Café (The)	128822	Release	\$ 506.00	Illegal Tax
Derrick M Bennett Construction	113345	Refund	31.77	Illegal Tax
Herbert, Tarzan	76643	Release	23.05	Illegal Tax
Saunders, Charles	128962	Release	65.62	Illegal Tax
TOTAL REFUNDS/RELEASES			\$ 626.44	

Respectfully submitted,

CATHY B. ALLEN
TAX ADMINISTRATOR

CBA/br

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

DECISION PAPER

TO: NORTHAMPTON COUNTY BOARD OF COMMISSIONERS

FROM: CATHY B. ALLEN, TAX ADMINISTRATOR

RE: AD VALOREM TAX APPEALS

DATE: APRIL 17, 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 \$1793.67 on forty (40) 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 a 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.

Respectfully submitted,

CATHY B. ALLEN

TAX ADMINISTRATOR

ACTION BY THE BOARD OF COMMISSIONERS:

APPROVED _____

DISAPPROVED _____

OTHER _____

DATE _____

SIGNATURE _____

March 2017 refund				
AD VALOREM TAX APPEALS				
MOTOR VEHICLE REFUND ADJUSTMENTS				
NAME	ACTION	AMOUNT	REASON	
SHANICE DASHAWN ARCHIE	REFUND	\$30.95	SITUS ERROR	
MARY ANN BAKER	REFUND	\$16.04	VEHICLE SOLD	
BARBARA ANN BEAVER	REFUND	\$1.15	VEHICLE SOLD	
JAMES DUNCAN BRIDGERS, JR	REFUND	\$24.72	VEHICLE SOLD	
WENDELL CREWS CLAIBORNE, JR	REFUND	\$8.14	VEHICLE SOLD	
JOSEPH MCDANIEL CLAYTON	REFUND	\$85.55	VEHICLE SOLD	
DANA ERIC COLEMAN	REFUND	\$9.05	VEHICLE TOTALLED	
BARRINGTON KEITH DAVIS	REFUND	\$66.93	VEHICLE SOLD	
THOMAS MICHAEL DEATHERAGE	REFUND	\$14.52	VEHICLE TOTALLED	
DEBRA BOWEN DELOATCH	REFUND	\$16.28	VEHICLE SOLD	
LINDA ANN DELOATCH	REFUND	\$11.87	SITUS ERROR	
BENJAMIN DEAN DRAPER	REFUND	\$16.71	VEHICLE SOLD	
TONY EUGENE EVANS	REFUND	\$110.36	VEHICLE SOLD	
WANDA MARIE GALLOWAY	REFUND	\$24.72	VEHICLE SOLD	
DENISHA MAQUILLA GARNER	REFUND	\$48.72	SITUS ERROR	
WALLACE RANDOLPH GARNER	REFUND	\$48.11	INSURANCE LAPSE	
ANDREW DONALD GREEN	REFUND	\$14.84	VEHICLE SOLD	
DOROTHY MALLORY GREENE	REFUND	\$50.70	VEHICLE SOLD	
PAUL RIDDICK HARRELL	REFUND	\$23.75	VEHICLE TOTALLED	
AMANUEL HARRISON	REFUND	\$26.94	VEHICLE SOLD	
STEPHANIE MAE HELMKAMP-PARKER	REFUND	\$155.10	SITUS ERROR	
BERTINA GARNER HIGH	REFUND	\$50.16	VEHICLE TOTALLED	
ELSIE BARNES HILLIARD	REFUND	\$40.17	VEHICLE SOLD	
JAMES MONTGOMERY HUX	REFUND	\$18.22	VEHICLE SOLD	
GARRY RUDOLPH JACOBS	REFUND	\$6.90	REG OUT OF STATE	
KEE BUILDERS	REFUND	\$104.60	ASSESSED IN ERR	
ALFRED WILEY KWASIKPUI	REFUND	\$40.67	MILEAGE ADJUSTMEN	
GLORIA TANN MANEY	REFUND	\$13.68	VEHICLE SOLD	
CHRISTI LEE MATHES	REFUND	\$8.42	VEHICLE TOTALLED	
JENNIFER HARGROVE MOORE	REFUND	\$16.65	VEHICLE SOLD	
PHILIP MICHAEL MOORE	REFUND	\$26.39	VEHICLE SOLD	
DAVID ALAN PARKER	REFUND	\$176.03	REG OUT OF STATE	
YVONNE TURNER PATILLO	REFUND	\$19.55	SITUS ERROR	
WALLACE CONNELL RANSOM	REFUND	\$35.35	SITUS ERROR	
JOHN THOMAS ROOK	REFUND	\$25.32	VEHICLE SOLD	
ELLEN GERTRUDE SHEARIN	REFUND	\$169.30	VEHICLE SOLD	
SHAWN PATRICK SMITH	REFUND	\$23.05	VEHICLE SOLD	
THE ELIZABETH BARNES FAMILY LLC	REFUND	\$110.58	ASSESSED IN ERR	
RICHARD EUGENE TOWNSEND, JR	REFUND	\$95.02	VEHICLE SOLD	
JAMES E WHITE	REFUND	\$8.46	VEHICLE SOLD	
TOTAL REFUND AMOUNT		\$1,793.67		
Respectfully submitted,				
CATHY B. ALLEN				

TAX ADMINISTRATOR						
CBA/epj						
CC: Board of Commissioners (7)						
County Manager (1)						
Clerk to Board (6)						

Lake Gaston Clean-up Day Resolution:

Ms. Kimberly Turner, County Manager, appeared before the Board with a Resolution in Support of Take Pride in Lake Gaston Clean-Up Day 2017.

A motion was made by Fannie Greene and seconded by Chester Deloatch to approve the resolution for Lake Gaston Clean-Up Day for 2017. **Question Called:** *All present voting yes.* **Motion carried.**

Contribution to July 4th Celebration:

Ms. Kimberly Turner, County Manager, presented a request from the Northampton County Chamber of Commerce asking for support in contributing \$1,950 towards the cost of fireworks for the 4th of July Celebration.

A motion was made by Fannie Greene and seconded by Chester Deloatch to approve the contribution of \$1,950 towards the cost for the July 4th Celebration. **Question Called:** *Yes (Commissioners Carter, Deloatch, and Greene); no (Commissioner Tyner).* **Motion carried.**

Management Matters:

Ms. Kimberly Turner, County Manager, appeared before the Board to obtain approval of Mr. Nathan Pearce, Assistant County Manager, as an alternate for the UCPCG Executive Committee.

A motion was made by Charles Tyner and seconded by Fannie Greene to appoint Mr. Nathan Pearce as an alternate for the UCPCG Executive Committee. **Question Called:** *All present voting yes.* **Motion carried.**

County Manager Turner stated on May 3, 2017 at 6:30 pm at the J. W. Faison Auditorium, there will be a Public Forum on Solar Farms. She also provided the Board with an informational paper about the current programs offered through the Recreation Department.

**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) 534-1188

Resolution in Support of Take Pride in Lake Gaston Clean-Up Day 2017

WHEREAS, there is a need to improve the appearance of Lake Gaston by removing litter and debris that create eyesores and harm the environment; and

WHEREAS, a clean Lake Gaston environment positively impacts water safety, economic development, travel, tourism and quality of life; and

WHEREAS, the Lake Gaston Association is sponsoring Take Pride in Lake Gaston clean-up of the lake on May 20, 2017 in an effort to educate citizens on the harmful effects of litter; and

WHEREAS, there is a need for citizen participation in maintaining the beauty of our county, and

WHEREAS, it is in the interest of Northampton County to support our volunteers in efforts to improve the appearance of the county;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of Northampton County, NC that it endorses and supports the Take Pride in Lake Gaston Clean-Up Day 2017 initiative.

Adopted this the ____th day of _____, 2017.

Robert Carter, Chairman

Northampton County Board of Commissioners

Komita Hendricks, Clerk

Northampton County Board of Commissioners

Northampton County Chamber of Commerce

127 W. Jefferson Street
 Jackson, North Carolina 27845
 Tel: 252-534-1383
 Fax: 252-534-1739
 e-mail: jcolliernhcoc@embarqmail.com
 Web Page: <http://www.northamptonchamber.org>

Northampton County
 Board of Commissioners
 P.O. Box 808
 Jackson, NC 27845

April 4, 2017

Dear Commissioners:

Thanks to your support our 2016 July 4th Celebration was a huge success.

We are in the process of planning our sixth July 4th Celebration. Last year was a huge success with an attendance of approximately 4000 citizens. The celebration will be in the late afternoon of July 4th with Fire Works, Entertainment (Strictly Bizzness Band) and Inflatables for the children plus food at the Cultural and Wellness Center. This is a central location that will better service our citizens.

The cost of the "Fire Works will be \$6000.00 which is an increase from last year. The Chamber is asking for you to contribute \$1950.00 towards the cost. The balance will be paid from contributions by our Municipalities and individual sponsors. If you would let the Chamber know of your decision as soon as possible it would be greatly appreciated.

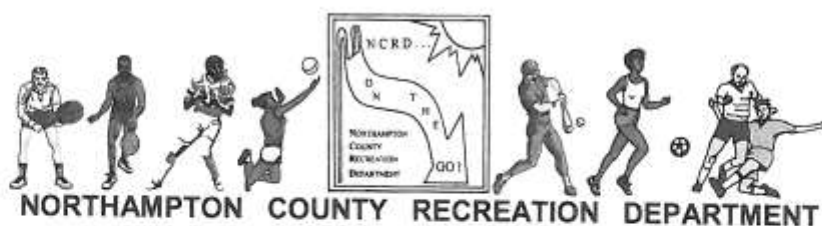
Thank you in advance for your support and generosity.

Sincerely


 Judy Collier
 Executive Director

CC: Kimberly Turner, County Manager





April, 11, 2017

We currently offer the following programs:

List Programs:

Softball ages 7-12 - Registration begins February 11th – March 9th Games start in April
Games played in Jackson and Roanoke Rapids

Softball ages 13-18 - Registration begins April 1st – May 5th Games start in June – July
Games played in Jackson and Roanoke Rapids

T-ball and coach-pitch ages 4-8 - Registration begins March 1st – April 7th. Games start in late April - June

Games played in Jackson

Baseball ages 9-15 - Registration begins May - June Games start in late June – August
Games played in Jackson

Football camp ages 7-12- Registration begins April 1st – June 23rd. Camp starts July 10th -14th.
Camp held in Jackson

Adult Softball Registration begins May 22 – June 16. Games start in July – September.
Games played in Jackson

Cheerleading ages 5-12 - Registration begins June 1st – July 7th. Practices starts in late July.

Youth Football ages 7-12 - Registration begins in May 1 – June 30. Practice begins in July and games start in August- Nov. Games played in Jackson, Gaston, Garysburg, Scotland Neck and Roanoke Rapids football field.

Basketball ages 5-15 - Registration begins October 1st – October 31st Games start in November
Practices are held at Willis Hare Elementary School and games are played at Conway Middle School.

The youth in our area seems to enjoy football, baseball, and basketball. Programs and camps in these sports would most likely be popular. However; due to budget and staff constraints, running these programs would, in all probability, be difficult. We currently employ only enough to run the programs which we now offer. In addition, we would also need to use the local school's facilities, which would require working closely with their schedule. Organized sports would be difficult to run due to the fact of limited youth in specific areas; i.e.: if a program is being held in Rich Square, there is a limited number of youth to form several teams. At the present, I am looking into the possibility of opening local school gyms in the County during times of the day or evening a few days a week. Once again, it would require additional staff and equipment. At the time, my current staff and I are busy every day mowing and maintaining the grounds and fields at the Recreational Complex and Cultural and Wellness Center. It is a daily task which runs from March through October. After running the numbers, I believe it would take a minimum of 3 - 4 part-time new staff at @ \$8.50 to 9.50/hr. depending upon qualification with at least 19 hours per week (increase the part-time budget by a minimum of \$8,000.00). Travel may also have to be increased for employees. Along with salary and budget increases, we will need to look into the County's liability policy.

The possibility of offering additional programs in different areas of the County through the school system was discussed at the New Commissioner's Orientation. I am currently working on the estimated costs to open and run the gym for approximately 4 - 5 hours a few days a week. I did mention the requirement for additional staff and funds.

Public Hearing-Rezoning:

Chairman Carter recessed the regular session to go into a Public Hearing.

Mr. William Flynn, Planning and Zoning Director, stated the purpose of this public hearing is to receive and consider public input regarding a re-zoning request that, if granted, will rezone the subject property from Light Industrial (LI) to Agricultural Residential (AR).

Chairman Carter called for Commissioners question for Mr. Flynn.

Commissioner Tyner asked if the land was located in the Town of Seaboard.

Mr. Flynn stated no.

Commissioner Tyner also asked if the applicant has considered rezoning just a portion of the land.

Mr. Flynn stated that's a question for the applicant who is here today.

Commissioner Greene asked why are we talking about solar farms.

Mr. Flynn stated that most of the time rezoning is done for a specific reason.

Commissioner Greene asked what illegal spot zoning was.

Mr. Flynn stated the difference between spot zoning and illegal spot zoning.

Chairman Carter asked the applicant if she had any questions for Mr. Flynn.

Mrs. Mary Frommer, applicant, stated no.

Chairman Carter called for Mrs. Mary Frommer to present evidence to the Board.

Mrs. Mary Frommer, applicant, stated the purpose of her being here today is to represent her family; whom grew up in Seaboard. She stated that she has been made aware that farmers are having a hard time making the kind of money they did 2 or 3 years ago and if this happens it's going to make it harder for them to pay their rent to landowners. She also stated that she is 3 centuries old and it's getting harder for her to come back to Northampton County to conduct farm business. She stated that the tax money that will be received from the solar company would far exceed the amount they currently pay for farm land.

Mrs. Frommer stated that Sun Energy 1 is the company that approached her family. They assure the family that the energy generated from this particular farm will stay here in North Carolina. She also read a letter from Sun Energy 1. In closing, Mrs. Frommer stated that this will benefit more than just her, her brother and her sister; it will benefit their children and grandchildren.

Chairman Carter called for Commissioners questions for Mrs. Frommer.

Commissioner Tyner asked Mrs. Frommer who the owners were and where they lived. Mrs. Frommer stated she is the owner, but has a sister in California and brother in Washington.

Chairman Carter called for public comments.

Mrs. Mary Bridgers, citizen, stated comments in reference to preserving farm land.

Mrs. Debbie Davis, citizen, stated comments referencing facts that she had received from NC State and why we need to preserve farm land.

Mr. Albert Vann, citizen, stated comments in reference to solar farms.

Mr. Tim Hollowell, citizen, stated comments in reference to being told what can and can't be done with land that you own.

Chairman Carter closed the Public Hearing to enter into regular session.

A motion was made by Charles Tyner and seconded by Chester Deloatch to deny the request for rezoning from Light Industrial to Agricultural-Residential. **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: William Flynn, Northampton County Planning and Zoning Director
DATE: April 17, 2017
SUBJECT: Requested rezoning of property from Light Industrial to Agricultural-Residential
APPLICANT: Mary Frommer

PURPOSE:

The purpose of this public hearing is to receive and consider public input on a rezoning request that, if granted, will rezone the subject property from Light Industrial (LI) to Agricultural-Residential (AR)

FACTS:

1. The property is 327.17 acres in size
2. The tax parcel number is 08-02598
3. It is located approximately ¼ mile south of Seaboard, NC on the east side of NC 305.
4. The parcel is currently zoned as Light Industrial (LI)
- 5.
6. The Northampton County Planning Board passed along a decision of "No Recommendation" to the Board of Commissioners.

DISCUSSION:

Items that must be considered by the Board of Commissioners for a re-zoning request:

RELATIVE SIZE OF THE PROPERTY:

The subject property is 327 acres in size and one can easily tell from the included map that is it similar, if not slightly larger, in size to similarly zoned properties and the surrounding properties. The size of the property alone makes it suitable for possible future industrial uses.

DISPARITY OF USES:

Obviously the uses in a Light Industrial (LI) zoning district are different than the uses allowed in an Agricultural-Residential (AR) zoning district. That's what different zoning districts are for, to separate uses. However, the Board of Commissioners are required to weigh the differences between the two districts against one another. This should be done by looking at exactly how different the uses are. For example.....the differences between an AR-1 zoning district and an AR zoning district aren't that great, in fact, they share a lot of common uses. However, the differences between a LI district and an AR district are vast. They share things like farming activities, placement of accessory buildings and a few other uses but there isn't very much that is similar between the two.

BENEFITS AND DETRIMENTS:

This boils down to who may benefit and who may suffer if the land is re-zoned. The reason for the re-zoning request is to allow the property owners to be able to place a solar farm on the property. If the property were to be re-zoned to AR there is little benefit, to the community and/or County. The electricity produced by the solar farm would likely benefit areas of larger electrical demand (larger cities) than it would the local residences and would provide essentially no jobs in the area. The largest benefactor of a re-zoning and the construction of a solar farm would be the individual owners of the property. The per acre rent price for a solar farm is substantially larger than the per acre rent price for a crop farm.

DOES THE PROPOSED RE-ZONING FIT WITH THE COUNTY'S LAND USE PLAN:

Northampton County has been using the zoning ordinance in conjunction with the zoning map as a land use plan since 1994. The land use plan is a projected growth plan for the County. It is clear to see that the County intended for this property to be available for potential industrial growth. From a planning standpoint it's easy to see why. The property is easily large enough in size to accommodate any of the uses listed in the Light Industrial section of the zoning ordinance, it's along a major thoroughfare and has what would be considered easy access to Interstate-95, it is near a major railroad and it has access to public water with three phase power nearby. Re-zoning this property would not make it available to industrial uses.

CONCLUSION:

It is obvious that the property in question is suitable in size for any light industrial use that may occur in the future and oversize for any of the uses listed in an Agricultural Residential (AR) zoning district. To re-zone the property to AR would take this large parcel out of consideration for light industrial uses.

There is a large difference in the uses allowed between the two zoning districts. As a general rule of re-zoning, the larger the difference in uses in the opposing districts, the more likely it is that the re-zoning action would be considered illegal spot zoning.

Also, another general rule is that the smaller the number of benefactors from the re-zoning, the more likely the action would be considered illegal spot zoning. The re-zoning of this property stands to benefit only a small number of people. Leaving the property zoned for light industrial uses allows the potential for more jobs to come to the County thereby potentially benefitting a larger number of people in the community.

It is clear to the planning and zoning staff that the re-zoning of this property does not fit with the County's land use plan. Likely due to its size and location to proper infrastructure, this property was earmarked by the Northampton County Board of Commissioners at the time the zoning ordinance was adopted in 1994 as a potential light industrial site. To change that to strictly Agricultural-Residential uses goes against the plan as established.

Taking into account the reasons listed above, staff is of the opinion that the re-zoning of this property would be considered illegal spot zoning and recommends against rezoning this parcel of land from Light Industrial to Agricultural-Residential.

AGRICULTURAL –RESIDENTIAL USES

ARTICLE II

DISTRICT REGULATIONS

Section II-1 Agricultural-Residential District (AR)

This district is established to promote a compatible mixture of agricultural, forestry, conservation, and very low-density residential uses where few public services will be available. Protection of the environment, preservation of prime farmland, and the continuation of rural lifestyles are goals this district seeks to attain.

A. Permitted Uses

1. Accessory buildings and uses that are customary and incidental to uses permitted in this district.
2. Bona fide farms
3. Cemeteries-church and family
4. Churches
5. Customary home occupations
6. Dwelling-single-family and two-family
7. Family care homes, provided that no such home be located within one-half (1/2) mile radius of an existing family care home.
8. Minor and major residential subdivision in accordance with Article III, Section III-1 of this ordinance and the Northampton County Subdivision Ordinance
9. Mobile home individual
10. Schools, public and private
11. Sign, in compliance with Northampton County outdoor Advertising Sign Ordinance.
12. Government office buildings (March 1, 2010)
13. Solar Power Generation Facilities for commercial power generation only with the following restrictions: (1/1/16)

- a. All structures and security fencing must meet a 100 foot front setback measured from the edge of the rights of way and a 50 foot side and rear setback;
- b. A landscape buffer / screen along all exterior sides of the security fence must consist of a double row or off-set evergreens, absent mature vegetation, installed at a height of 5 feet achieving opaqueness and a minimum height of 10 feet in 5 years;
- c. All solar panels must be constructed to minimize glare or reflection onto adjacent properties and adjacent roadways and must not interfere with traffic or create a safety hazard;
- d. The applicant must provide written authorization from local utility company acknowledging and approving connection to the utility company's grid;
- e. Power transmission lines must be located underground to the extent practical;
- f. A security fence equipped with a gate and a locking mechanism must be installed at a minimum height of six (6) feet topped with one foot of barbed wire along all exterior sides of the solar farm;
- g. Landscape buffer / screens, ground cover, security fences, gates and warning signs must be maintained in good condition until the solar farm is dismantled and removed from the site;
- h. The zoning permit is subject to revocation if the Planning and Zoning Department is not notified when the solar farm company holding the permit sells or otherwise transfers its interest to another entity or individual.

13-1 REMOVAL OF THE SOLAR FARM EQUIPMENT AND RESTORATION:

- i. The application must include decommissioning plans that describe the anticipated life of the solar farm, the estimated decommissioning cost in current dollars, the method for ensuring funds will be available for decommissioning and restoration, and the anticipated manner in which the solar farm project will be decommissioned and the site restored. For the purposes of this section, site restoration and having the site restored, shall mean returning the site to its original condition prior to the development of the solar power generation facility. This includes, but not limited to, grading, seeding, etc;
- ii. Following a continuous 6 month period in which no electricity is generated and transferred to the grid, the permit holder will have 6 months to complete decommissioning of the solar farm unless the site is damaged due to natural causes, in which the operator will have twelve (12) months to get the solar power generation facility back on-line. Decommissioning includes removal of, but not limited to, solar panels, buildings, cabling, electrical components, and any other associated facilities below, and above, grade as described in the approved decommissioning plan.
- iii. Prior to the issuance of a Zoning Permit, the applicant must provide the County with a performance guarantee as provided in subsection (4) below. The amount of the guarantee shall be 1.25 times the estimated decommissioning cost minus

the salvageable value, or \$50,000, whichever is greater. Estimates for decommissioning the site and salvage value shall be determined by a North Carolina licensed engineer or a licensed contractor. It is the responsibility of the applicant to provide the County with the certified cost estimate.

13.2 PERFORMANCE GUARANTEES:

The following types of performance guarantees are permitted:

1. A surety or performance bond that renews automatically, includes a minimum 60-day notice to the County prior to cancellation, is approved by the Planning Director, and is from a company on the U.S. Department of Treasury's Listing of Certified Companies. A bond certificate must be submitted to the Planning Department each year verifying the bond has been properly renewed; or
2. A certified check deposited with the county finance director, as escrow agent, who will deposit the check in an interest-bearing account for the County, with all interest accruing to the applicant. Funds deposited with the county finance director will be returned when the solar farm is decommissioned and all site restoration is completed; or
3. A no-contest irrevocable bank letter of credit from a banking corporation licensed to do business in the State of North Carolina. The terms of the letter must include the absolute right of the county finance manager to withdraw funds from the bank upon certification by the county manager that the terms and conditions of the performance guarantee have been breached. The letter of credit must be valid up to 12 months from the date the performance guarantee was approved and shall be renewed annually.
4. The full amount of the bond, certified check, or letter of credit must remain in full force and effect until the solar farm is decommissioned and all site restoration is completed.
5. The land owner or tenant must notify the County when the site is abandoned.

B. Dimensional Requirements

Minimum Lot Area

30,000 square feet (1/1/16)

20,000 square feet if the lot has public water and public sewage (1/1/16)

Ref Article I-20 for additional requirements

Minimum Lot Dimensions

Residential Width 100 ft.

Non-Residential Width 150ft.

Minimum Yards

Residential Front 30 ft. on secondary roads

Front 40 ft. on US & NC roads

Rear 25 ft.

Side 10 ft.

Non-Residential Front 40 ft.

Rear 50 ft.

Side 30 ft.

Maximum Building Height

Residential and Non-Residential 35 ft.

C. Conditional Uses

The following uses may be permitted upon the approval of the Northampton County Board of Adjustment, in accordance with Article X of this ordinance.

Unless otherwise specified, any conditional use granted by the Board of Adjustment shall expire if the applicant does not obtain a Building Permit or Certificate of Occupancy for such use within six (6) months from the date of the decision.

1. Public and private country clubs, golf courses (exclusive of miniature golf courses and three part golf courses), swimming clubs, and homes for the aged, provided that all buildings and swimming pools be set back a minimum of fifty (50) feet from all exterior property lines.
 2. Fire stations, provided that all buildings shall be set back a minimum of thirty (30) feet from all exterior property lines and that off-street parking area, at least twice as large as the floor area in the fire station, be provided on the lot.
 3. Radio, television, and microwave towers and relay stations, offices and studios in conjunction with these. These uses may be permitted as conditional uses provided that all buildings and towers shall be set a minimum of thirty (30) feet from all exterior property lines and that towers shall be set back one (1) additional foot from all exterior property lines for each one (1) foot in height over one hundred (100) feet.
 4. Commercial cemeteries, where lots are sold and title is given, provided that all graves and crypts shall be set back at least thirty (30) feet from all exterior property lines or public roads.
 5. Day nurseries and kindergartens provide that they meet all state and county regulations and that the water supply and sewerage provisions made for the day nurseries and kindergartens are approved by the Northampton County Health Department
 6. Riding stables provided that all stables and exercise yards shall be set back at least thirty (30) feet from all exterior property lines.
 7. Mobile home parks and travel trailer parks.
 8. Kennels (with a minimum of five (5) acres)
 9. Blacksmith or horse shoeing shops
-

10. Rest homes
11. Campgrounds in compliance with Article II, Section III-3
12. Existing structures of sound physical condition that have at any time, been in operation as a commercial/business use for a purpose listed as a permitted or conditional use in the Neighborhood Business District, will be allowed to be used for commercial/business purposes upon approval of the Northampton County Board of Adjustment, provided the following conditions are met:

Minimum lot area: Minimum lot area shall be the same as required for other permitted uses in the district. Lots recorded with the Register of Deeds at the time of adoption of the Northampton County Zoning Ordinance, may be used for any of the permitted uses of the Neighborhood Business District.

Parking: Shall conform to Article IV, Off-Street Parking and Loading Requirements.

Screening: Shall conform to Article I-11, Buffer Strips.

Lighting: Lighting shall be such that it does not shine directly onto any adjacent residential lot or on any public roadway.

Expansion: Any expansion of the principal building shall not exceed fifty (50) percent of the existing gross floor area, and shall not encroach on the setbacks of the Neighborhood Business District.

13. Bed and breakfast which meet the following:
 - a. Located on a lot one (1) acre or larger.
 - b. No more than five (5) guest rooms.
 - c. Owner/manager live on site.
 - d. Compatible with neighborhood.
 - e. Off-street parking at one (1) per guest room and one (1) for owner/manager.
 - f. Meet all applicable local and state health and building code requirements.
 14. Beauty and barbershops
 Craft and gift shop, florist

 Convenience and grocery stores.

 Restaurants and grills
-

Small, low-impact offices

Agricultural supply sales.

Indoor recreation facilities provided such uses meet the following minimum conditions:

- a. Minimum lot area: Minimum lot area shall be the same as required for no-residential uses in the district.
- b. Parking: Shall conform to Article IV, Off-Street Parking and Loading Requirements.
- c. Screening: Shall conform to Article I-10, Buffer Strips.
- d. Lighting: Lighting shall be such that it is not directed onto any adjacent residential lot.
- e. Outdoor storage: Shall conform to Article II-6 Standards for Outdoor Storage.

15. Conference center/retreat for a corporation, business, religious or non-profit group, which meet the following:

- a. Minimum lot size: Five (5) acres
- b. Parking: Shall be provided in accordance with Article IV, Off-Street Parking and Loading Requirements.
- c. Compatible with the neighborhood
- d. Screening: Will be provided in accordance with Article I-10, Buffer Strips.
- e. All structures used for meeting rooms and classrooms shall conform to all applicable local and state health and building code requirements.
- f. No environmentally damaging or hazardous materials allowed.

16. Public utilities other than distribution line, to include but not limited to, electrical substations, water tanks and towers, and telephone exchanges.

17. Retail plant nurseries/lawn and garden stores

18. Agricultural buying stations provided that they are at least five hundred (500) feet from any habitable residence.
-

19. Hunting and fishing clubs/lodges, private and commercial.
20. Club or lodge provided the following minimum requirements are met:
 - a. Minimum lot size: Forty thousand (40,000) square feet
 - b. Property line setback: All structures shall be located at least thirty (30) feet from all property lines.
 - c. Parking: Shall be provided in compliance with Article IV. Further, parking shall not be located in the front yard, except when the lot is eighty-thousand (80,000) square feet or larger parking may be allowed in front of structures on the lot but may not be located in the required front yard minimums.
 - d. Buffer: A minimum vegetative buffer of ten (10) feet, comprised of non-deciduous trees and shrubs shall be established and maintained on the sides and rear of the property.
 - e. Storage: No outdoor storage shall be located on the site.
 - f. No outdoor public address system shall be allowed.

D. Special Uses

The following uses may be permitted upon the approval of the County Board of Commissioners in accordance with Article I, Section I-14, Conditional Uses.

1. Community, county, or municipal sewage treatment plans, water treatment plans, sanitary landfills, provided that all buildings, structures, tanks, and pits be set back at least one hundred (100) feet from all exterior property lines, that a natural buffer at least fifty (50) feet in width separate all such uses from all exterior property lines, and that a non-climbable fence, at least six (6) feet in height, completely enclose such uses.
 2. Community, county or municipal water or sewage pumping stations, provide that they be enclosed by an appropriate fence or that they be housed in a building that is compatible with the character of the surrounding development.
 3. Planned unit development in accordance with Article III
 4. Mining of gold and silver ores (104 SIC)
 5. Bituminous coal and lignite mining (121 SIC)
 6. Crude petroleum and natural gas (131 SIC)
 7. Nonmetallic minerals, except fuels (12 SIC) including:
 - Dimensional stone (141 SIC)
 - Crushed and broken stone (142 SIC)
-

Crushed and broken granite (143 SIC)

Crushed and broken stone (not elsewhere classified 144 SIC)

Sand and gravel (145 SIC)

Clay, ceramic, and refractory minerals (146 SIC)

Chemical and fertilizer mining (147 SIC)

8. Fuel oil, kerosene, and other flammable liquids storage and distribution facilities

9. Garbage and waste incinerators

10. Gases and liquefied petroleum gases storage and facilities

11. Grounds and facilities for open-air games and sporting events

12. Airports and landing fields for fixed-wing and rotary wing aircraft

13. Automobile and other salvage and recovery yards

14. Demolition landfill – publicly or privately operated, provided:

- a. That all buildings, structures, tanks, and pits be set back at least one hundred (100) feet from all exterior property lines;
 - b. that a natural landscaped buffer at least fifty (50) feet in width separate all such uses from all exterior property lines;
 - c. that a non-climbable fence, at least six (6) feet in height, completely enclose such uses;
 - d. that the landfill be restricted to items allowed by the State of North Carolina in a demolition landfill, specifically to exclude sanitary landfill uses, chemical/toxic waste, and nuclear waste products;
 - e. that prior to issuance of a zoning permit and/or building permit, the site must be approved by the North Carolina Division of Environmental Management for such a use, and meet all the state requirements for such a use.
-

LIGHT INDUSTRIAL USES

Section II-6 Light Industrial District (LI)

The purpose of this district is to establish and protect industrial areas for the use of light manufacturing operations and for the distribution of products at wholesale. The following standards are established for this district and designed to promote sound permanent light industrial development, and to protect nearby areas from undesirable aspects of industrial development:

- (1) all assembly and/or manufacturing be confined within the building;
- (2) all outdoor storage be screened from public view by opaque fencing, screening, or landscaping, limited to rear and side of the principal building, if hazardous and/or unsafe, shall meet all local, state and federal environmental requirements, and must be one the premises of the business, and
- (3) any one applying for a LI permit must demonstrate that no adverse impacts such as noise, groundwater, air, pollution, and vibrations are created by the proposed use, beyond the lot boundaries of the use. This district shall be located adjacent to and/or with direct access to thoroughfare roads or streets.

A. Permitted Uses

1. Accessory buildings and uses that are customary and incidental to uses permitted in this district.
2. Agricultural uses

Assembly and packaging operations including mail order houses (1/1/16)

4. Bakeries and food products preparation
6. Bottling works

Clothing, curtain and linens manufacturing (NAICS 314120) (1/1/16)

8. Cosmetics manufacturing

9. Dairy processing and distribution

11. Electrical appliance manufacturing

12. Electrical machinery manufacture and/or assembly

15. Government buildings: buildings used by the federal,, state, county or city government for public purposes

16. Governmental protective services (police and fire stations), rescue squads and volunteer fire departments

17. Industrial supplies and equipment services
 18. Industrial trade schools
 19. Jewelry manufacture
 20. Laboratories for research testing
 21. Leather products and luggage manufacturing, excluding tanning and curing of hides
 22. Machine tool manufacturing
 - Machine welding shops and metal fabrication, excluding foundry and stamping (1/1/16)
 23. Off-street parking and loading in accordance with Article IV
 24. Offices that generate low to medium traffic volumes and have no adverse impacts beyond lot boundaries
 27. Precision instrument manufacturing
 28. Printing and publishing
 - Radio and television studios
 29. Railroad stations and yards
 30. Research facilities, including manufacturing incidental to same
 31. Sign painting and fabrication shop
 32. Distribution centers
 33. Wooden product manufacturing
 34. Signs, in accordance with Northampton County Outdoor Advertising Sign Ordinance
 35. Underground low or high voltage electric power distribution lines, telephone lines, water or sewer lines, low or medium pressure gas distribution, underground liquid fuel transmission lines.
 36. Water and/or wastewater collection and transmission lines, pumping stations, meter vaults and other appurtenances required as a part of such utility systems.
 37. Electric substations
-

38. Warehousing and other storage facilities

39. Wholesale and jobbing establishments

B. Dimensional Requirements

Minimum Lot Area	80,000 sq. ft.
Minimum Lot Size – Width	150 ft.
Minimum Yards – Front	100 (Amended Nov. 11, 2007)
Rear	75 ft.
Side	25 ft.
Maximum Building Height	60 ft.

C. Conditional Uses

The following uses may be permitted upon the approval of the Northampton County Board of Adjustment, in accordance with Article X.

Unless otherwise specified, any conditional use granted by the Board of Adjustment shall expire if the applicant does not obtain a Building Permit or Certificate of Occupancy for such use within six (6) months from the date of the decision.

1. Mobile Home (Individual) for Temporary Use as Office and/or Exhibition

Minimum Lot Area – None

Parking – Six (6) spaces for each person employed in office in any given time during a twenty-four (24) hour period.

Office and Exhibition:

A temporary Certificate of Occupancy/Compliance allowing mobile homes used solely as offices for purposes of exhibition, or for a caretaker or night watchman, to be temporarily parked, maintained, and/or occupied on a designated lot or land location, may be issued by the Zoning Administrator or his authorized agent where the Board of adjustment finds as a fact that the use of such mobile home does not violate the county or state building code or health regulations. All such Certificates of Occupancy/Compliance shall be valid for a period of twelve (12) months, after which they may be renewed for a period of twelve (12) months.

Notwithstanding the foregoing, a Certificate of Occupancy/Compliance may be issued for a mobile home for use as a temporary field office for contractors by the Zoning Administrator, or his authorized agents, without approval of the Board of Adjustment, if it meets the following:

- a. The structure under construction is located on the same property;
- b. It is not moved to the site more than thirty (30) days prior to construction and is removed no later than thirty (30) days after construction has been completed;
- c. It is not used for any other purpose than that connected with on-site construction;
- d. It is justified by the size and nature of the construction project;
- e. It is for a period not to exceed twenty-four (24) months;
- f. It is utilized only incidental to on-site construction and not for residential living quarters;
- g. It is parked in a location approved in advance by the Zoning administrator or his authorized agent; and
- h. Its sanitary facilities are approved by the County Health Department.

Also, notwithstanding the foregoing, a Certificate of Occupancy/Compliance may be issued for a mobile home for use as a mobile classroom by a public or private school, school administrative mobile home, and for a mobile home sales office without approval of the Board of Adjustment if:

- a. The sanitary facilities are approved by the Health Department
-

- b. The electrical facilities are connected in compliance with regulations set forth in the current National Code.
- 2. Public utility substations, electric power plants, transmission towers, elevated water tanks, sewage treatment plants, and sanitary landfills.
- 3. Day nurseries and kindergartens – provided that they meet all applicable state and county regulations and that the water supply and sewerage system is approved by the Northampton County Health Department or the NC Division of Environmental Management.

D. Special Uses

The following uses may be permitted upon the approval of the County Board of Commissioners in accordance with Article I, Section I-14, Conditional / Special Uses.

- 1. Airports and Landing fields
 - 2. Fiberglass products manufacture
 - 3. Farm machinery assembly and repair
 - 4. Mining of gold and silver ores (104 SIC)
 - 5. Bituminous coal and lignite mining (121 SIC)
 - 6. Crude petroleum and natural gas (131 SIC)
 - 7. Non-metal minerals, except fuels (14 SIC) extraction
 - a) Dimensional stone (141 SIC)
 - b) Crushed and broken stone (142 SIC)
 - c) Crushed and broken granite (142 SIC)
 - d) Crushed and broken stone (not elsewhere classified 144 SIC)
 - e) Sand and gravel (145 SIC)
 - f) Clay, ceramic, and refractory minerals (1436 SIC)
 - g) Chemical and fertilizer mining (147 SIC)
 - 8. Demolition landfill – publicly or privately operated, provided:
 - a. that all buildings, structures, tanks, and pits be set back at least one hundred (100) feet from all exterior property lines;
 - b. that a natural landscaped buffer at least fifty (50) feet in width separate all such uses from all exterior property lines;
 - c. that a non-climbable fence, at least six (6) feet in height, completely enclosed such uses;
-

d. that the landfill be restricted to items allowed by the State of North Carolina in a demolition landfill, specifically to exclude sanitary landfill uses, chemical/toxic waste, and nuclear waste products;

e. that prior to issuance of a Zoning Permit and/or Building Permit, the site must be approved by the North Carolina Division of Environmental Management for such a use, and met all the state requirements for such a use.

9. Adult entertainment establishment provided:

A. The establishment must be situated not less than one thousand (1000) feet* from all of the following:

1. a church, synagogue or regular place of worship;
2. a public or private school;
3. a publicly owned library, publicly owned art gallery, publicly owned theater, or other publicly owned entertainment facility or place of assembly, welcome/visitors center;
4. a public park, playground or athletic field or a privately owned park, playground athletic field, or recreational area which is commonly utilized by a group of homeowners; a civic, religious or fraternal organization, non-profit, or other institutional group or assembly;
5. a child daycare or nursery facility;
6. any business or facility the use or purpose of which is primarily oriented towards children;
7. any building used as a dwelling (residence); and,
8. a boundary of any residential zoning district.

*Note: For the purposes of this section, measurements shall be made in a lineal/straight line from the nearest portion of the lot line on which the adult entertainment establishment is proposed/located to the nearest lot line of the premises of any use listed above.

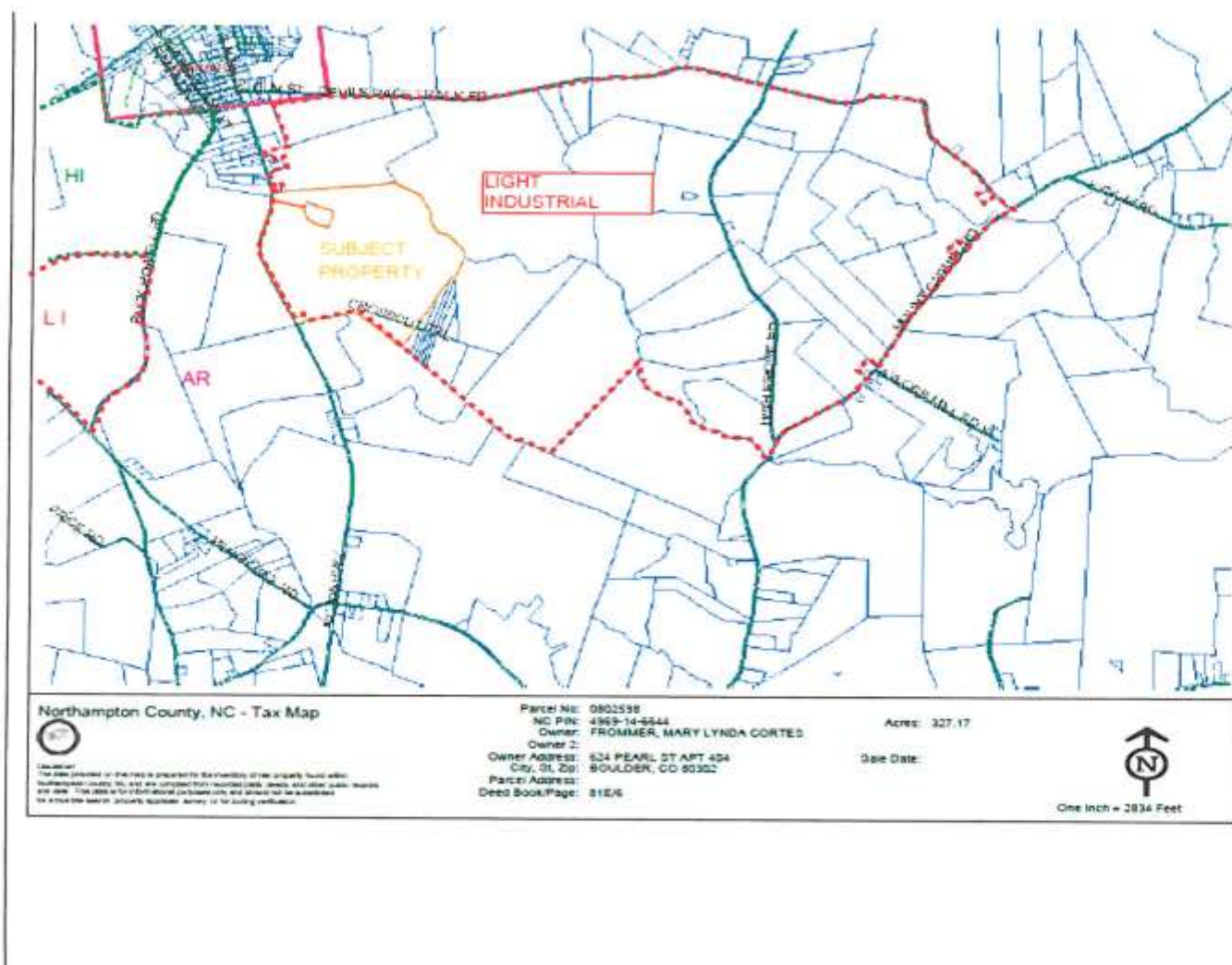
B. No sign, emblem, character, figure, symbol or manifestation depicting or referencing the human form or any part of the human body; nor any sign, emblem, or manifestation containing any sexually explicit or allusive language shall be displayed on the exterior of the establishment.

C. One (1) non-automated sign depicting the name of the establishment, which shall not exceed five (5) feet in height nor twelve (12) feet in length and which shall not extend above the roof line of the principal building may be placed on the exterior of the building parallel with the front wall. No other advertising sign may be located on the lot.

D. The lot on which the adult entertainment establishment is proposed/located shall be surrounded on three (3) sides by a buffer of not less than twenty-five (25) linear feet beginning at the adjoining side(s) and rear property lines such that at least three (3) rows of non-deciduous foliage overlap is provided from the ground to a height of six (6) feet within six (6) years. Buffers shall contain non-deciduous natural vegetation which typically grows to a height of at least twenty (20) feet.

E. The use must comply with all other provisions of this Ordinance as well as any other local, state, or federal ordinance governing the operation of adult entertainment facilities as defined herein.

10. Automobile and other salvage and recovery yards.



Citizens/Board Comments:

Chairman Carter called for Citizens Comments.

None heard.

Chairman Carter called for Board Comments.

Commissioner Tyner made comments in reference to the Health Department and water surveys.

Vice-Chairman Deloatch had no comments.

Commissioner Greene made comments in reference to the number of solar farm requests in Northampton County and encouraged Board members to attend any Board/Committee meeting that they may be assigned to.

Chairman Carter made comments in reference to the Public Forum regarding Solar Farms on May 3 at the J.W. Faison Auditorium.

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. 04-17-17”

NORTHAMPTON COUNTY
BOARD OF COMMISSIONERS

Meeting Date: 05-01-2017

Agenda Tab Number: 2

Agenda Time: 10:00

Presenter and/or Subject Matter:

Approval of Closed Session Minutes for April 17, 2017

(omitted)

Komita Hendricks
Clerk to the Board

NORTHAMPTON COUNTY
BOARD OF COMMISSIONERS

Meeting Date: 05-01-2017

Agenda Tab Number: 3

Agenda Time: 10:00

Presenter and/or Subject Matter:

Approval of Agenda for May 1, 2017

Komita Hendricks
Clerk to the Board

3 Approval of Agenda for May 1, 2017

The Northampton County Board of Commissioners will meet in Regular Session on Monday, May 1, 2017 at 10:00 a.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>
	9:50	Agenda Work Session
1	10:00	Approval of Regular Meeting Minutes for April 17, 2017
2		Approval of Closed Session Minutes for April 17, 2017
3		Approval of Agenda for May 1, 2017
4	10:05	Mrs. Sondra Vann, DSS NCDSS-Hope
5	10:10	Ms. Leslie Edwards, Finance Director 1) Budget Amendments 2) Disbursement Policy
6	10:20	Mrs. Marcenda Rogers, Human Resource Director Northampton County Local Government Policy Updates
7	10:30	Mrs. Cathy Allen, Tax Administrator Board of E&R
8	10:35	Ms. Kimberly Turner, County Manager Managements Matters
9	10:45	Citizens/Board Comments
10	11:15	Closed Session G.S. 143-318.11 (a)(3)
	11:40	Adjourn

NORTHAMPTON COUNTY
BOARD OF COMMISSIONERS

Meeting Date: 05-01-2017

Agenda Tab Number: 4

Agenda Time: 10:05

Presenter and/or Subject Matter:

Mrs. Sondra Vann, DSS

NCDSS-Hope

Komita Hendricks
Clerk to the Board

4 NCDSS-Hope



STRIVING TO HELP IMPROVE
THE WELL-BEING OF OUR CITIZENS

DECISION PAPER

NORTHAMPTON COUNTY DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 157
JACKSON, NORTH CAROLINA 27845
(252) 534-5811
(252) 534-0061 Facsimile



SHELIA MANLEY EVANS
DIRECTOR

TO: Northampton County Board of County Commissioners
FROM: Northampton County DSS, Shelia Manley-Evans, Director
RE: NCDSS-HOPE
DATE: March 24, 2017

PURPOSE: To seek your approval in utilizing the County's EIN number for the NCDSS-HOPE (Helping Other People Everyday) Organization that the old NCSSA members have structured for the purpose of opening a checking account.

FACTS:

1. The NCSSA State Executive Board voted to cease operations of NCSSA effective July 31, 2016.
2. Local NCSSA Chapters were directed to close accounts under the tax ID of the State NCSSA.
3. Funds remaining in accounts may be utilized based upon votes of the local chapter membership and rolled over into new accounts established by local chapters as a new entity.
4. Projects under NCSSA were as follows: Supporting Relay for Life, American Cancer Society, making food boxes for guardianship clients, purchasing gifts for guardianship clients and foster children at Christmas, recognition of Veterans at local nursing and rest homes, assisted the Credit Union in collecting supplies to send to our Troops, collected school supplies to be distributed to our local schools, collected items residents need to be distributed to Pine Forest Rest Home, collected food items to be sent to Haiti to assist with Disaster Relief efforts after a catastrophic hurricane, partnered with PNC and their "Grow Up Great" Program in an effort to strengthen families and increase literacy rates, collected and distributed nonperishable food items at Thanksgiving to needy families and organized the "Make a Difference Monday" project to assist families (clients of the agency) that are in immediate need for food assistance.

NORTHAMPTON COUNTY
BOARD OF COMMISSIONERS

Meeting Date: 05-01-2017

Agenda Tab Number: 5

Agenda Time: 10:10

Presenter and/or Subject Matter:

Ms. Leslie Edwards, Finance Director

Disbursement Policy

Komita Hendricks
Clerk to the Board

2) Disbursement Policy



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

DECISION PAPER

TO: Northampton County Board of Commissioners

FM: Leslie Edwards, Finance Officer

RE: Updated Cash Disbursement Policy

DT: May 1, 2017

PURPOSE: To update the Cash Disbursement Policy for Northampton County.

FACTS: The last Cash Disbursement Policy was approved by The Board of Commissioners in 1997. The old policy is attached for your reference.

DISCUSSION: The policy was drafted and reviewed by the Management Team as well as compared with several surrounding counties. As other policies and procedures have changed over the years the updated Cash Disbursement Policy now reflects the updates and changes.

RECOMMENDATION:

My recommendation is to approve the Cash Disbursement Policy to be implemented in the new fiscal year, July 1, 2017.

Respectively submitted.

COORDINATION:

County Manager

Concur:

Concur with Comment:

Non-Concur:

Northampton County Cash Disbursement Policy

Purpose: To provide guidance for the disbursing of local, state or federal funds for which the County has been entrusted.

Applicability: The policy pertains to all county employees and elected officials who may be authorized to incur obligations on behalf of the county and/or disburse funds to satisfy valid obligations for which the County has been entrusted.

General: Disbursements represent duly authorized expenditures of funds that were generated by the county through ad valorem taxes or services or funds entrusted to the county by other agencies to satisfy approved obligations. These obligations must have been budgeted and appropriated for in the county budget ordinance that was adopted by the County Board of Commissioners in accordance with North Carolina General Statutes. Prior to executing any disbursement the following verifications must be accomplished:

1. The person requesting disbursement must have the authority to obligate funds and/or incur expenditures.
2. Sufficient funds must be available in the account from which funds are to be disbursed.
3. Persons disbursing funds must have the authority to disburse.

Disbursement Authority: Disbursements authority is the authority to consummate a legal transfer of funds from the accounts of financial institutions where the county retains funds to other institutions, agencies, or persons. All disbursement authority is delegated to the county appointed Finance Officer by the County Board of Commissioners. With the exception of payroll checks, all disbursements require dual signature of a duly appointed or delegated and elected county official.

Obligations Authority: An obligation is a legal reservation of funds entrusted to the county. A legal reservation occurs with the adoption of the County Budget Ordinance.

Obligation authority is the authority to legally bind Northampton County Government to pay for goods and /or services received. Only the Northampton County Board of Commissioners

can delegate obligation authority. To date, that authority has only been vested in the County Finance Officer.

Obligation authority is as follows:

1. With the exception of new or materially changed contracts, the Finance Officer has the authority to create any and all obligations on behalf of the County.
2. New contracts and recurring contracts that have been materially changed must be approved by the County Board of Commissioners.
3. Disbursements in the amount of \$299.99 or less may be executed by department heads without a purchase order, with the exception of contracts. All contracts will require a purchase order regardless of amount.
4. Purchase orders, \$300.00 or greater, can only be approved by the Finance Officer, or designated representative.
5. Travel expenses that result from the performance of fully authorized travel, which has been budgeted and approved, may be incurred by employees and county elected officials.

Categories of Disbursement

- I. **Contracts:** Please see the Northampton County Bidding Requirements Policy approved by the County Board of Commissioners.
- II. **Purchase Orders:** Purchase orders are formal commitments by the county to pay for goods or services either received or on order. In order for a purchase order to be written, the person writing the order must have the authority to sign a purchase order; and, funds must be budgeted and available. The commitment is binding upon approval of the purchase order by the Finance Officer. The authority to issue purchase order has been delegated to all department heads. However, the county Finance Officer may suspend or withdraw authority when, in his/her professional opinion, there are indications of abuse and/or misuse of the authority and/or there is the potential for misappropriation of funds. Procurement of goods and services for \$300.00 or more require a purchase order. All contracts and agreements require

a purchase order regardless of dollar amount. Employment contracts for employees who are statutorily appointed by the board of commissioners will not require a purchase order. At the beginning of each fiscal year, Purchase Order contracts must be prepared. Purchase order requisition forms must be submitted to the Finance office by Monday at 5 p.m. Requisitions must be keyed in Munis by 12 p.m. on Wednesday. Purchase Orders will be disbursed to departments by Monday Morning.

PURCHASE ORDERS do not authorize payment. The purchase order identifies funds to be disbursed pending receipt of an invoice; and provides a formal authorization to the vendor to deliver the goods or provide the services. It assures the vendor that he will be paid. Actual payment should be based upon an invoice and a copy of a signed receiving report that reflects goods and services have been received.

III. Payroll:

- A. The regulation governing preparation of payroll is found in Article III, of the Northampton County Personnel Policy. This paragraph addresses disbursement of payrolls. The following are two methods by which payrolls are to be disbursed.
 - a. Direct Deposit - Employees are required to utilize direct deposit as the means by which they receive their bi-monthly compensation unless they can provide demonstrated evidence that such a requirement would place undue hardship upon them. Under this method the county authorizes a wire transfer of funds from its bank account directly into the employee's checking or savings account.
 - b. County Issued Check – For employees who can provide demonstrated evidence of undue hardship as described in "a" above, the County will issued a county check. The checks are provided to the County Finance Officer who personally signs each check. Payroll checks require only the signature of the Finance Officer or his/her designated representative.

County issued checks will only be disbursed on the day that all other county employees receive payroll checks (usually the 15th and the 30th).

- IV. **Disbursement for others** - Disbursements for others are those disbursements the county makes for other non-Northampton county agencies. In these cases the county's primary function is the disbursing agent. While the county does exercise some budget approval authority, budget execution authority is limited to insuring expenditures do not exceed budget. The county has no control over the nature of the expenditures unless the requesting agency provides specific written guidelines and procedures. All disbursements will be in accordance with county policy set forth above.
- V. **Other Disbursements** - Procedurally, there is no difference in the manner for disbursing funds identified as "other disbursements" than any other disbursements. However, the following other disbursements require brief elaboration.
 - A. Employee appreciation day - The amount authorized for disbursement in support of employee appreciation day shall not exceed \$15.00 per employee without prior approval of the County Manager.
 - B. Employee Retirements - An amount not to exceed \$300.00 may be spent toward refreshments and/or plaque honoring the retirement of a county employee. The expenditure must be approved in advance by the County Manager. No checks will be made out to the retiree in lieu of a refreshments and/or plaque.
 - C. Employee Farewells - No county funds may be used to provide a farewell party to an employee who is changing jobs or severing their employment relationship with the county.
- VI. **Travel:**
 - A. **General** - It is the intent of Northampton County to be reasonable and fully compensate employees, and appointed and elected officials for expenses they incur in travel associated with official county business. It is not the intent of Northampton County to pay for anyone to temporarily enjoy a luxurious lifestyle

at the expense of the county taxpayers. The following criteria is applicable to all county travel:

1. All travel must be budgeted and appropriated for prior to travel.
2. The need for travel must be justified and approved by the designated approving authority. In this regard, maximum effort must be made to ensure only the minimum essential persons travel and, where there is justifiable need for more than one traveler, travelers share transportation.
3. If out-of-county travel is over 150 miles one way, approval must be obtained from your Department Head only. If out-of-state travel, approval must be obtained from your Department Head and the County Manager. Requests must be accompanied by a copy of brochure, fee schedule, or other materials listing the cost and program content.
4. Department Heads must approve all travel requests by their respective departments. The County Manager/Assistant County Manager must approve all Department Heads travel requests.
5. The Request for Travel Form must be completed, signed by the County Manager (if applicable), and returned to the Finance Department at least five days prior to travel. Attach a copy of the program agenda to the Travel Request form. If travel request forms are not submitted five days prior to travel, a written explanation signed by the county manager must be submitted to the Finance Office.
6. Departments must ensure travelers understand the theory of "frugality" and, what constitutes legitimate reimbursable expenses. "Alcoholic beverages are not legitimate reimbursable expenses" and, "itemized receipts are required".
No expenses will be reimbursed without an original receipt.
7. Department Heads must review all claims for reimbursement and attest to the fact the claims represent legitimate expenses prior to the claim being submitted to the Finance Office for approval for payment. In the case of

department heads, the County Manager and or the Assistant County Manager will review the claim and attest to its correctness.

8. The Finance Office will make final review of all claims and approve for disbursement. Questionable claims will be reviewed by the Finance Officer. If a claim is denied the traveler may submit an appeal through their respective department head to the County Manager. The Decision of the County Manager is final.
- B. **Categories of Disbursement for Travel** – The two categories for which disbursements are made for travel are as follows:
1. **Blanket Travel** – Normal day to day travel to fulfill job duties. Meals are not reimbursable on blanket travel. Blanket travel does not include daily travel for conferences and/or training. Blanket Travel will be reimbursed using the Blanket Travel Expense Report and must be submitted no more than 30 days following the month of travel. Example: July blanket travel should be submitted no later than August 31st for payment. Blanket Travel should not be submitted more than once per month and only gas mileage will be reimbursed. The full address to each destination, to and from, must be included with mileage listed separately. Mileage will only be reimbursed from the county office location. When traveling directly from home your home address will only be allowed if the distance is shorter. If you use your home address you will have to include a MapQuest from your home location as well as your office location to show the distance was shorter. The street, city, and MapQuest of each destination must be included.
 2. **Regular Travel** – All travel, which resulted in the expenditure of county funds, will be settled, using the Monthly Expense Report, within 30 calendar days after completion of travel. Regular travel includes conferences, training, seminars, committee, boards and commissions meetings and workshops. FAILURE TO COMPLY WITH THE PROVISION COULD RESULT IN DENIAL OF SETTLEMENT CLAIM.

- C. In order to claim reimbursement for any county related travel a monthly expense report must be filed with the Finance Office, along with complete back up. The following are expenses that are reimbursable:
1. **Mileage** for the operator of a privately owned vehicle who is traveling to conduct officially approved county business will be paid only if a County vehicle is not available. Department Heads will be required to utilize a county vehicle if available. If the Department Head elects to drive their personal vehicle when a county vehicle is available, mileage will not be reimbursed. Documentation must include a MapQuest printout with the beginning and ending address.
 2. **Public Conveyances** air, rail, and bus transportation, require ticket stubs, with stated dollar amount, to serve as a receipt.
Travel by taxi cab also requires a receipt. Should non-redeemable public conveyance tickets be purchased by the county, and the traveler cancels the trip at his/her convenience, the traveler will be required to reimburse the county for the expense.
 3. **Parking fees** from paid parking lots: Statements, in lieu of receipts, may be provided as to parking meter fees. Valet parking will not be reimbursed.
 4. **Meals** are reimbursable based upon time of travel, travel outside the county, location and actual cost, with the exception of blanket travel. To the maximum extent possible, partial day meetings should be scheduled so as not to result in the need for the County to reimburse for meals. The County will pay up to 18% gratuity on meals. If more than 18% is paid the county will only reimburse up to the 18%. Itemized receipts are required for meals as well as credit card receipts to show the gratuity amount. Meals will not be reimbursed without an itemized receipt. Many times, meals are included in the Registration Fee and do not represent a legitimate reimbursement claim. Agendas must be submitted as back-up to show where meals are included. This is a prime example where eligibility for reimbursement does not always

constitute authority. Authority only exists where eligibility is followed by an actual cost to the traveler. The following are guidelines for claiming meal reimbursement:

	<u>Meal Rates</u>	
	<u>In State</u>	<u>Out of State</u>
Breakfast	\$ 6.00	\$ 9.00
Lunch	10.00	13.00
Dinner	20.00	23.00
Total	\$ 36.00	\$ 45.00

Breakfast: Depart Duty Station or Home, if closer to destination, prior to 6:30 a.m.

Lunch: Depart Duty Station prior to 10:00 a.m. (day of departure) or return to duty station after 2:00 p.m. (day of return)

Dinner: Depart Duty Station or home, if closer to destination, prior to 5:00 p.m. or return to duty station after 8:00 p.m.

Daily travel for conferences, training, seminars, committee, Boards of Commissions, and workshops meetings can be reimbursed for meals only if meeting the requirements above.

SPECIAL NOTE: Consideration will be given to the geographical area in which the meal was obtained. It is recognized that dinner, for example, could be expected to be more expensive in Washington, DC than Raleigh. However, the cost should be in line with what has been paid by other travelers to the same location. Also, reimbursement for alcoholic beverages is strictly forbidden by county regulations.

5. HOTEL/MOTEL ACCOMMODATIONS:

Reimbursements will be at the specified rate. General guidelines are that reimbursements will not exceed \$150.00 per night. However, a reasonable rate for the location will be considered. If accommodations are reserved for

the traveler and they do not use, whereby the county is billed, the traveler will be required to reimburse the county.

6. Fuel procured for operation of a county vehicle is reimbursable.
7. Registration fees are reimbursable. However, should a traveler, at his/her convenience, cancel travel for which the registration fee was paid in advance by the county and is non-reimbursable to the county, then the traveler will be required to reimburse the county for the registration fee for the amount the county was charged. **Personal expenses will not be reimbursed.**
- D. Reimbursement for those accompanying the official traveler, i.e. spouses, dependents, relatives, friends, etc. is prohibited. If hotels are charging a standard rate, regardless, of the number of guests with the traveler, the county will reimburse the standard rate. However, if there is a "Single Rate" and a "Double Rate" the county will only reimburse for the single rate. Similarly, meals and transportation cost for guest accompanying the traveler are the responsibility of the traveler. The traveler will be required to provide documentation of "Single Rate" in the case "Double Rate" is charged for a non-reimbursable guest.

VII. SCHEDULE FOR CHECK PAYMENTS:

- A. General: Checks will be processed, signed and issued on a weekly basis regardless of the nature of the checks. Checks are classified into two (2) categories. Those categories are routine and special.
 - a. Routine checks are all checks not classified as special
 - b. Special checks are checks that must be processed as an exception to the normal processing cycle and approved by the Assistant Finance Officer or Finance Officer. Factors considered when weighing the special nature of the request are:
 1. The effect on the health or welfare of the individual for whom the request is made.
 2. Cost to the County if the payment is not made, i.e. lost discount

3. Legal aspects if payment not paid

*Please note that invoices need to be submitted in a timely manner and should be processed as they are received in your department. Invoices that are late due to not being processed in a timely manner will not constitute payment as a "special". Department Heads will be notified when late invoices are received on a continual basis.

B. Processing Schedule:

- a. All invoices, correct for payment and with receiving reports on file, received by Thursday of each week will be processed for payment by the following Friday.
- b. Invoices received, in accordance with "A." above, will be processed by Noon on Wednesday.
- c. On Thursday afternoon a list of invoices to be paid on Friday will be submitted to the Board of Commissioners through the common shared drive.
- d. Specials must be received by Wednesday @ 12:00 PM to be processed with routine checks on Thursdays.

The policy will be updated, as needed, with Board of Commissioner Approval.

NORTHAMPTON COUNTY DISBURSEMENT POLICY

PURPOSE: To provide guidance for the disbursing of local, state or federal funds for which the County has been entrusted.

APPLICABILITY: This policy pertains to all county employees and elected officials who may be authorized to incur obligations on behalf of the county and/or disburse funds to satisfy valid obligations for which the county has been entrusted funds.

GENERAL: Disbursements represent duly authorized expenditures of funds that were generated by the county through ad valorem taxes or services or funds entrusted to the county by other agencies to satisfy approved obligations. These obligations must have been budgeted and appropriated for in a county ordinance that was adopted by the County Board of Commissioners in accordance with North Carolina General Statute. Prior to executing any disbursement the following verifications must be accomplished:

1. The person requesting disbursement must have the authority to obligate funds and/or incur expenditures.
2. Sufficient funds must be available in the account from which funds are to be disbursed.
3. Persons disbursing funds must have the authority to disburse.

DISBURSEMENT AUTHORITY: Disbursement authority is the authority to consummate a legal transfer of funds from the accounts of financial institutions where the county retains funds to other institutions, agencies, or persons. All disbursement authority is delegated to the county appointed Finance Officer by the County Board of Commissioners. With the exception of payroll checks, all disbursements require dual signature of a duly appointed or delegated and elected county official.

OBLIGATIONS AUTHORITY: An obligation is a legal reservation of funds entrusted to the county. A legal reservation occurs with the adoption of the County Budget Ordinance.

Obligation authority is the authority to legally bind Northampton County Government to pay for goods and/or services received. Only the Northampton County Board of Commissioners can delegate obligation authority. To date, that authority has only been vested in the County Finance Officer.

Obligation authority is as follows:

1. With the exception of new or materially changed contracts, the Finance Officer has the authority to create any and all obligations on behalf of the County. In the absence of the Finance Officer this authority is also vested in the ~~Finance Director~~, *County Manager*.
2. New contracts and recurring contracts that have been materially changed, must be approved by the County Board of

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Commissioners.

3. Disbursements in the amount of ^{199.77} \$99.99 or less may be executed by department heads without a purchase order.
4. Purchase orders, ^{200.00} \$100.00 or greater, can only be approved by the Finance Officer, or ~~designated representative which is normally the Finance Director~~ *County Manager*.
5. Travel expenses that result from the performance of duly authorized travel, which has been budgeted and approved, may be incurred by employees and county elected officials.

CATEGORIES OF DISBURSEMENTS:

1. CONTRACTS. For the purpose of this policy, a contract is a formal binding agreement between Northampton County or one of its Departments and another party, external to county government, that requires disbursement of county entrusted fund. Those contracts may be for goods or services; and are normally of one of two categories:

A. New Contract - For the purpose of this policy, any contract that is not a continuation of an existing contract is a new contract. ALL new contracts require approval of the County Board of Commissioners. A copy of the approved contract will be provided to the Finance Officer by the Clerk to the Board. The approved contract may serve both as the obligating document and the disbursing document. The terms of the contract will dictate amount, frequency of payment and other phased payments, such as construction contracts, will normally require submission of invoices to the Finance Officer to secure payment. Again, the determining factor will be the terms of the contract.

B. Recurring Contract - A recurring contract is a contract that requires periodic renewal. The most common are service contracts and maintenance contracts. Generally, the conditions such as period of time and services received remain unchanged. Should the terms of the contract remain unchanged, to include service charge, the Finance Officer may approve renewal of the contract. However, when the service charge increases or there is a decline in services to be received for the fee paid, renewal of the contract requires Board approval. Changes of this nature are considered to be material changes to the contract.

2. PURCHASE ORDERS. Purchase orders are formal commitments by the county to pay for goods or services either received or on order. In order for a purchase order to be written, the person writing the order must have the authority to sign a purchase order; and, funds must be appropriated available. The commitment is binding upon approval of the purchase order by either the Finance Officer or the Finance Director. The authority to issue purchase orders has been delegated to all department heads. However, the County Finance Officer may suspend or withdraw authority when, in his/her professional opinion, there are indications of abuse and/or misuse of the authority and/or there is the potential for misappropriation of funds. Procurement of goods and services for ^{200.00} \$100.00 or more require a purchase order.

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OF SPECIAL NOTE is that the purchase order, in itself, does not authorize payment. It basically identifies funds to be disbursed pending receipt of an invoice; and provides a formal authorization for the vendor to deliver the goods or provide the services. It assures the vendor that he will be paid. Actual payment should be based upon an invoice and a copy of a signed receiving report that reflects goods or services have been received.

3. TRAVEL. The regulation governing travel for official county business is found in Section XII of the Northampton County Personnel Policy. The purpose of this paragraph is to clarify and elaborate on fulfilling the intent of that regulation for disbursement purposes.

A. General - It is the intent of Northampton County to reasonably and fairly compensate employees, and appointed and elected officials for expenses they incur in travel associated with official county business. It is not the intent of Northampton County to pay for anyone to temporarily enjoy a luxurious lifestyle at the expense of the county taxpayers. The following criteria is applicable to all county travel:

- (1) All travel must be budgeted and appropriated for prior to travel.
- (2) The need for the travel must be justified and approved by the designated approving authority. In this regard, maximum effort must be made to ensure only the minimum essential persons travel and, where there is justifiable need for more than one traveler, travelers share transportation. To the maximum extent possible, "Train the Trainer Concept" must be employed. Simply stated, that concept is that one person, capable of training others, attend the conference and then upon returning to his/her department train others.
- (3) There must be a certification by the Finance Office that funds are available for the travel.
- (4) Departments must ensure travelers understand the theory of "frugality" and, what constitutes legitimate reimbursable expenses. "Alcoholic beverages are not legitimate reimbursable expenses." And, "receipts are required"! When a receipt is not obtainable, a signed statement from the traveler, attesting to the expense and to the reason why a receipt was not obtainable is required.
- (5) Department heads must review all claims for reimbursement and attest to the fact the claims represent legitimate expenses prior to the claim being submitted to the Finance Office for approval and payment. In the case of department heads, the County Manager will review the claim and attest to its correctness.
- (6) The Finance Office will make a final review of all claims and approve for disbursement. Questionable claims will be reviewed by the Finance Officer. If a claim is denied, the traveler may submit an appeal through their respective department head to the County Manager. The decision of the County Manager is final.

B. Categories of Disbursement - The two categories for which

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disbursements are made for travel are as follows:

- (1) Travel Advances - Although payments in advance of travel are discouraged, the county recognizes there are times when the travel requested of the employee may cause undue financial hardship on the traveler. In these situations and with proper authority, a disbursement may be made in advance of travel. Conditions under which "advance travel" payment may be requested are as follows:
 - a. When travel to the destination (one-way) is 150 miles or greater, an employee may request advance travel to help offset the expense of operating his/her privately owned vehicle. The advance payment will be at 80% of the estimated round-trip mileage, payable at the approved mileage rate. Advance travel for mileage is not authorized when travel is by county vehicle or public conveyance, ie: air, train or bus.
 - b. Whenever a registration fee for a conference or seminar exceeds \$30.00, a request may be submitted for approval.
 - c. Advance travel at 100% is authorized when the traveler is staying at conference prescribed accommodations and there is a pre-established nightly rate. When accommodations are determined by the traveler, advance travel will be paid at the standard rate of \$20.00 per night.
 - d. Request for advance travel must be submitted at least five (5) work days in advance of departure. Exceptions can only be approved by the County Manager/Finance Officer or his designated representative.
- (2) Settlement Claims - All travel, which resulted in the expenditure of county funds, will be settled, using the Monthly Expense Report, within forty five (45) calendar days after completion of travel. SPECIAL NOTE: FAILURE TO COMPLY WITH THE PROVISION COULD RESULT IN DENIAL OF SETTLEMENT CLAIM. During the month of June, because of year end close out, claims must be settled within five (5) working days.
 - a. When a travel advance is received an expense report must be filed with the Finance Office, regardless of whether or not the county owes the traveler any reimbursement. Attached to the expense report will be all receipts or appropriate statements associated with the travel.
 - b. In order to claim reimbursement for any county related travel a monthly expense report must be filed with the Finance Office. Although the following does not represent all possible reimbursable claims, it does address the primary claims:
 - (1) Mileage for the operator of a private owned vehicle who is traveling to conduct officially approved county business. NOTE: A normal day's travel is considered to be at least 400 miles.
 - (2) Public conveyances such as air, rail and bus transportation, require ticket stubs, with stated dollar amount, to serve as a receipt. Travel by taxi cab also requires a receipt. Should non-redeemable public

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conveyance tickets be purchased by the county, and the traveler cancels the trip at his/her convenience, the traveler will be required to reimburse the county for its expense.

(3) Parking fees from paid parking lots. Statements, in lieu of receipts, may be provided as to parking meter fees.

(4) Tips not to exceed \$1.00 per bag at public transportation terminals or hotels. Tips for meals will range between 10% and 15% of the cost of the meal. The percentage will depend upon services received and the quality of restaurant.

(5) Meals are reimbursable based upon time of travel, travel outside the county, location and actual cost. To the maximum extent possible, partial day meetings should be scheduled so as not to result in the need for the County to reimburse for meals. Many times, meals at conference sites are included in the Registration Fee and does not represent a legitimate reimbursement claim. This is a prime example where eligibility for reimbursement does not always constitute authority. Authority only exist where eligibility is followed by an actual cost to the traveler. The following are guidelines for claiming meal reimbursement:

(a) Time:

Breakfast - Travel commenced prior to 6:00 a.m.
Lunch - Travel was between the hours of 12:00 noon and 1:00 p.m. and travel between those hours would not result in the traveler being back at his/her employment site.
Dinner - Travel ends after 7:00 p.m.

(b) Allowable Amounts:

Total authorized for ALL meals is \$35.00.
Receipts are required for all meals claimed.
Reimbursement will equal amount of receipts, not to exceed \$35.00.

SPECIAL NOTE: Consideration will be given to the geographical area in which the meal was obtained. It recognized that dinner, for example, could be expected to be more expensive in Washington, DC than Raleigh. However, the cost should be in line with what has been paid by other travelers to the same location. Also, reimbursement for alcoholic beverages is strictly forbidden by county regulations.

(6) Hotel/Motel Accommodations:

(a) Hotel accommodations are normally included with the registration fee. However, when this is not the case and the hotel is prescribed by the host at a standard rate, then reimbursement will be at the specified rate. When this is not the case, general guidelines are that reimbursement will not exceed \$75.00 per night. However, a reasonable rate for the location will be considered. Should the accommodations be reserved for the traveler and, the traveler, at their convenience, does not use the accommodations and, the county is billed, the traveler will have to reimburse the county.

(b) When a traveler elects to travel by privately owned conveyance, the traveler will be reimbursed hotel accommodations based upon the distance the traveler should reasonably be expected to travel in one day (400 miles -

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see b(1) above). Computation is determined by total distance, as obtained from an official road atlas, divided by 400 equals number of days for which travel will be reimbursed. Exceptions, with justifications, can only be approved by the County Manager.

(7) Telephone calls, of reasonable duration and directly related to the conduct of county business, may be reimbursable.

(8) Fuel procured for operation of a county vehicle is reimbursable.

(9) Registration fees are reimbursable. However, should a traveler, at his/her convenience, cancel travel for which the registration fee was paid in advance by the county and is non-reimbursable to the county, then the traveler will be required to reimburse the county for the registration fee.

(10) All other request for reimbursement, not identified above, will be reviewed on a case-by-case basis.

C. Reimbursement for those accompanying the official traveler, i.e. spouses, dependents, relatives, friends, etc. is prohibited. If hotels are charging a standard rate, regardless, of the number of guests with the traveler, the county will reimburse the standard rate. However, if there is a "Single Rate" and a "Double Rate" the county will only reimburse for the single rate. Similarly, meals and transportation cost for guest accompanying the traveler are the responsibility of the traveler.

4. PAYROLL. The regulation governing preparation of payrolls is found at Section IX, of the Northampton County Personnel Policy. This paragraph addresses disbursement of payrolls. The following are two methods by which payrolls are to be disbursed:

A. Direct Deposit - Employees are required to utilize direct deposit as the means by which they receive their bi-monthly compensation unless they can provide demonstrated evidence that such a requirement would place undue hardship upon them. Under this method the county authorizes a wire transfer of funds from its bank account directly into the employee's checking or savings account. Prior to the authorization of the wire transfer, a printout of those employees desiring direct deposit is reviewed and authenticated by both the Administrative Assistant to the County Manager and the County Finance Officer. The authenticated direct deposit payroll is then forwarded to the county's financial institution to finalize the wire transfer transaction.

B. County-Issued Check - For those employees who can provide to the County Finance Officer demonstrated evidence that the check-to-bank option will create an undue hardship to them, the county will issue a county check. The checks are provided to the County Finance Officer who personally signs each check. Payroll checks require only the signature of the Finance Officer or his designated representative.

5. PROGRAMMED DISBURSEMENTS. Programmed disbursements are those recurring disbursement which may or may not be proceeded by a purchase order or an invoice. For example, utility bills, lawyer fees, maintenance contracts normally will have an invoice but not necessarily a purchase order. Some service contracts or bond payments

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may have an established payment date for which invoices are not provided. However, all payments of this nature do require dual signature of both the Finance Officer or his delegated representative and the Chairman of the County Board of Commissioners. These signatures are accomplished via a two-keyed check signing machine.

6. DISBURSEMENT FOR OTHERS. Disbursement for others are those disbursements the County makes for other non-Northampton County agencies. In these cases the county's primary function is Disbursing Agent. And, although the County does exercise some budget approval authority, budget execution authority is limited to insuring expenditures do not exceed budget. The County has no control over the nature of the expenditures unless the requesting agency provides specific written guidelines and/or procedures. In the absence of guidelines and procedures, all disbursements will be in accordance with county policy set forth above.

7. OTHER DISBURSEMENTS. Procedurally, there is no difference in the manner for disbursing funds identified as "Other Disbursements" than any other disbursements. However, the following OTHER DISBURSEMENTS require brief elaboration.

- a. EMPLOYEE APPRECIATION DAY: The amount authorized for disbursement in support of Employee Appreciation Day shall not exceed \$6.50 per employee without prior approval of the County Board of Commissioners.
- b. EMPLOYEE RETIREMENTS: An amount not to exceed \$100 may be spent toward refreshments and/or plaque honoring the retirement of a county employee. The expenditure must be approved in advance by the County Manager.
- c. EMPLOYEE FAREWELLS: No county funds may be used to provide a farewell party to an employee who is changing jobs or severing their employment relationship with the County.

8. ELECTRONIC/WIRE TRANSFERS. This is an automated system which permits funds to be transferred between financial institutions without hard copy checks being prepared, signed and issued. However, similar to the issuance of checks, signatures from both the Finance Officer and the other person to whom the Board has delegated check signing authority is required.

- a. Electronic Transfers are accomplished by the authorized county employee from a Finance Office based computer to the financial institution.
 - b. An authorized county employee is that person for whom the Finance Officer has signed and filed with the financial institution the necessary authorization form. This authorization may be revoked at any time.
 - c. Incoming transfers require no authorization and are recorded in the official records as soon as notification is received from the official depository.
 - d. Types of Transfers:
 - (1) Direct transfer is a county directed transfer from a county financial institution to another institution.
 - (2) Intergovernmental transfer is a transfer between accounts within the same financial institution.
-

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ie: between checking and savings; between reserve and general fund.

(3) Payroll direct deposit is a transfer, as directed by the duly authorized county official, for the county's central depository transfer funds from the county's general fund account to the banks and accounts of requesting employees.

SCHEDULE FOR CHECK PAYMENTS:

1. General: Checks will be processed, signed and issued on a weekly basis regardless of the nature of the checks. Checks are classified into two categories. Those categories are routine and special.

(a) Routine checks are all checks not classified as special.

(b) Special check are checks that must be processed as an exception to the normal processing cycle and approved by the County Finance Officer or in his absence the County Finance Director. Factors considered when weighing the special nature of the request are:

(1) The affect on the health or welfare of the individual for whom the request is made.

(2) Cost to the County if the payment is not made, ie: lost discount.

(3) Legal aspects if payment not paid.

2. Processing Schedule:

(a) All invoices, correct for payment and with receiving reports on file, received by Friday of each week will be processed for payment by the following Thursday.

(b) Invoices received, in accordance with 1, will be processed by Noon Tuesday.

(c) On Tuesday afternoon a list of invoices to be paid on Thursday will be mailed to each Commissioner.

(d) Those invoices scheduled for payment and for which a Commissioner has not raised an objection by noon on Thursday will be signed Thursday afternoon via the dual-key check signing procedure.

March 1, 1997

NORTHAMPTON COUNTY
BOARD OF COMMISSIONERS

Meeting Date: 05-01-2017

Agenda Tab Number: 6

Agenda Time: 10:20

Presenter and/or Subject Matter:

Mrs. Marcenda Roger, Human Resource Director
Northampton County Local Government Policy Updates

Komita Hendricks
Clerk to the Board

6 Northampton County Local Government Policy Updates



STRIVING TO HELP IMPROVE
THE WELL-BEING OF OUR CITIZENS
DECISION PAPER

NORTHAMPTON COUNTY DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 157
JACKSON, NORTH CAROLINA 27845
(252) 534-5811
(252) 534-0061 Facsimile



SHELIA MANLEY EVANS
DIRECTOR

TO: Northampton County Board of County commissioners
FROM: Northampton County DSS, Shelia Manley-Evans, Director
RE: NCDSS-HOPE
DATE: March 24, 2017

PURPOSE: To seek your approval in utilizing the County's EIN number for the NCDSS-HOPE (Helping Other People Everyday) Organization that the old NCSSA members have structured for the purpose of opening a checking account.

FACTS:

1. The NCSSA State Executive Board voted to cease operations of NCSSA effective July 31, 2016.
2. Local NCSSA Chapters were directed to close accounts under the tax ID of the State NCSSA.
3. Funds remaining in accounts may be utilized based upon votes of the local chapter membership and rolled over into new accounts established by local chapters as a new entity.
4. Projects under NCSSA were as follows: Supporting Relay for Life, American Cancer Society, making food boxes for guardianship clients, purchasing gifts for guardianship clients and foster children at Christmas, recognition of Veterans at local nursing and rest homes, assisted the Credit Union in collecting supplies to send to our Troops, collected school supplies to be distributed to our local schools, collected items residents need to be distributed to Pine Forest Rest Home, collected food items to be sent to Haiti to assist with Disaster Relief efforts after a catastrophic hurricane, partnered with PNC and their "Grow Up Great" Program in an effort to strengthen families and increase literacy rates, collected and distributed nonperishable food items at Thanksgiving to needy families and organized the "Make a Difference Monday" project to assist families (clients of the agency) that are in immediate need for food assistance.

ARTICLE I: ORGANIZATION OF PERSONNEL SYSTEM

ARTICLE I

ORGANIZATION
OF PERSONNEL
SYSTEM

NORTHAMPTON COUNTY
LOCAL GOVERNMENT

ARTICLE I: ORGANIZATION OF PERSONNEL SYSTEM

Public Safety Employees. Northampton County employees working in the Office of Sheriff, Detention Center, Emergency Communications, Emergency Medical Services, Emergency Management, Code Enforcement, and Animal Control officers.

Range Revision. One (1) or more salary grades are assigned different minimum and/or maximum salary ranges; or when a classification is assigned a new pay grade based upon labor market issues.

~~Reassignment. A voluntary change in status resulting from assignment of a position to an equal or lower classification level. The action usually occurs as a result from a mutually agreed arrangement between all management involved and the employee. (Deleted. Added breakdown.)~~

Reassignment. All reassignments usually occur as a result from a mutually agreed arrangement between all management involved and the employee.

- **Lateral Reassignment.** A voluntary change in status resulting from assignment of a position to an equal classification level.
- **Lower Classification Reassignment.** A voluntary change in status resulting from assignment of a position to a lower classification level.

Reclassification.

The reassignment of an existing position from one (1) class to another based on changes in job duties, difficulty, required skill and responsibility of the work performed.

Reduction-in-Force. The abolishment of or reduction of a position or group of positions based upon organizational needs, workloads and funding.

Salary Grade. All positions which are sufficiently comparable to warrant one (1) range of pay rates.

Salary Plan. A schedule of pay ranges for each class assigned to any given salary range.

Salary Plan Revision. The uniform raising and lowering of the salary ranges of every grade within the pay plan.

Salary Range. The minimum and maximum salary for a given classification.

Salary Schedule. A listing by grade and steps of the entire approved minimum to maximum salary ranges authorized by the Board of County Commissioners for various position classifications within County government.

Temporary Employee. An individual appointed to serve in a position for a period of time, typically not to exceed twelve (12) months, usually for a specific project or assignment. A

ARTICLE II

THE POSITION CLASSIFICATION PLAN

NORTHAMPTON COUNTY
LOCAL GOVERNMENT

ARTICLE II: THE POSITION CLASSIFICATION PLAN

Section 5. Exemptions

A. Employees under the Office of Human Resources

All positions within the Department of Social Services, the Health Department, and the Emergency Management **Department** ~~Director~~ (Deleted the word "Director" and added Department: We are only naming departments in this section and not individual job titles.) are exempt from this Article, The Position Classification Plan. All positions within those departments must be reviewed and approved by the Office of State Human Resources.

B. Elected Officials

BOARD DECISION PENDING.

ARTICLE III

THE PAY PLAN

NORTHAMPTON COUNTY
LOCAL GOVERNMENT

ARTICLE III: THE PAY PLAN

~~Prior to hiring, Department Heads must provide written justification to the County Manager who may approve the new employee's salary to begin at STEP 2 or STEP 3 of the salary range depending upon the justification. The County Manager strives to maintain salary equity within the County and may approve beginning salaries up to STEP 3 of the respective salary range.~~

1. County Manager - Department Heads must provide written justification to the County Manager who may approve the new employee's salary to begin at STEP 2 or STEP 3 of the salary range depending upon the justification. The County Manager strives to maintain salary equity within the County and may approve beginning salaries up to STEP 3 of the respective salary range.
2. Board of Commissioners – Department Heads/County Manager must provide written justification to the Board of Commissioners who may approve the new employee's salary beginning above a STEP 3 of the salary range depending upon the justification. The Board of Commissioners strives to maintain salary equity within the County and may approve salaries at a STEP 4, STEP 5, STEP 6, and at the highest, a STEP 7 of the respective salary range.
(Added to include the Commissioners rights to approve starting salaries between Step 4 – Step 8.)

All new employees shall **not** receive a paycheck until the second (2nd) pay period following the date of employment, based upon completion of all necessary employment forms. The first paycheck will include payment for all hours worked (with the exception of any accrued comp time hours) from the **first day** of employment. There will be no "Check-In-The-Hold".

Merit Increases

The County's Merit Policy applies to full-time Northampton County employees. Each County employee shall receive a one-step merit increase that has consistently performed assigned duties in an *above average to outstanding* manner. The Department Head shall provide the necessary Performance Evaluation and written justification to the County Manager who in turn will review and provide the final approval (*see* Article VII - Section 12).

The employee will be eligible for a merit increase every two (2) years on the employee's *anniversary date of employment* until such time as he/she reaches the maximum of the assigned salary range. Employees must maintain an *overall score* of 4.0 or above on the Northampton County Performance Evaluation. The frequency and amount of the merit increases shall be in accordance with the County's Merit Policy.

ARTICLE III: THE PAY PLAN

effective adjustment of the new employee or elimination of those whose performance will not meet acceptable standards.

Employees who qualify for the classification for which they are hired will typically receive the minimum rate of their assigned salary grade. Exceptions will be made in accordance with information in Hiring Rate/Starting Salary. (See Article III – Section 5).

Section 12. Pay Rates in Promotions, Demotions and Reclassifications

When an employee is promoted, demoted or reclassified, the rate of pay for the new position shall be established as follows:

A. Promotion

When a promotion occurs, the employee will receive a minimum increase of 5% and a maximum of 7.5% of the salary range assigned to the new classification.

If the employee's salary is below step of the entry level of the new salary grade, the employee's salary shall be increased at least by 5% and a maximum of 7.5%.

If an employee's current salary is already above the new step one (1) rate or entry level, his/her salary may be adjusted at least by a minimum of 5% and maximum of 7.5%.

B. Demotion

~~If an employee is demoted as a result of a "reclassification" and the employee's current salary is above the maximum of the range for the lower class, the employee's salary will remain the same until general schedule adjustments or range revisions bring the salary within the lower range. (Deleted. Information is duplicated in last paragraph of sub-section "D" below.)~~

If an employee is demoted for disciplinary reasons, the employee's salary will be *reduced* to any step in the lower salary range as long as the reduced salary does not fall below step one (1) of the salary rate of that range, or exceed current salary. (Added.)

~~When an employee requests a voluntary demotion, the employee must accept a salary adjustment to a step within the lower salary range as determined appropriate by the Department Head and as approved by the Human Resources Director and/or County Manager.~~

ARTICLE III: THE PAY PLAN

~~The employee shall receive a letter confirming the appointment to the lower level position and the newly assigned salary as well as a position description outlining the revised duties and responsibilities. (Deleted & added into sub-section "C" below.)~~

C. Reassignments

A reassignment is defined as the movement of an employee from one position to another existing (vacant) position within the County as a result of a mutually agreed arrangement between all management involved, and the employee.

Lateral Reassignments occur when an employee is reassigned to a position within the same classification (equal pay), therefore warranting no change in salary.

Lower Classification Reassignments occur when an employee is reassigned to a position within a lower classification. When Lower Classification Reassignments occur, the employee must accept a *salary adjustment* to a step within the lower salary range as determined appropriate by the Department Head, and as approved by the Human Resources Director and/or County Manager. The employee shall receive a letter confirming the appointment to the lower level position and the newly assigned salary, as well as a position description outlining the ~~revised~~ **(deleted: the duties are new/different, not revised)** duties and responsibilities.

D. Reclassifications

A reclassification is the reassignment of an existing position from one (1) classification to another based on job content such as duty, kind of work, level of difficulty, decision-making responsibility, required skill and education as well as accountability for work being performed. Reclassifications impact individual positions only.

When an employee's reclassified position is assigned to a higher salary range, each employee shall have his/her salary increased to the minimum of the new salary range.

If the employee's current salary is already *above* the minimum salary rate, his/her salary may be adjusted between 5% to 7.5 %. The adjusted salary may **not** exceed the maximum of the assigned salary range.

If the position is reclassified to a *lower* pay range and the employee is receiving a salary *above* the maximum established for the new class, the salary of the employee shall be maintained at that level until such time as the position's pay range is increased above the employee's current salary.

ARTICLE III: THE PAY PLAN

Hours worked is the time for which an employee is entitled to compensation under the FLSA over 40 hours or law enforcement over 171 hours. Compensation is required for the time an employee is required to be on duty, on the employer's premises or at a prescribed workplace and for the time the employee is suffered or permitted to work, whether or not requested to do so.

1. If a non-exempt employee is required to work on a County designated holiday, the hours worked on that day may be on an hour for hour basis (straight time).
2. Training-related time, either to increase efficiency or as required by the employer, is counted as hours worked for purpose of calculating time worked.
3. Time relating to training and educational seminars that are required by the County as a condition of practice of the profession is considered work time for the purpose of calculating time worked based on guidelines under the Lectures, Meetings and Training Programs section of the Fair Labor Standard Act.
4. Travel time, which is required by the County other than the normal commuting time between home and job, is considered hours worked for the purposes of calculating time worked.
5. Breaks are not an entitlement but a privilege and are counted as work time. Breaks may NOT be used in conjunction with lunch breaks, starting time or quitting time. One 15 minute **break** at mid-morning and one 15 minute break at mid-afternoon may be authorized by the immediate supervisor and/or Department Head if the departmental service needs permit breaks are considered time worked.

B. "Time Not Worked"- While all actual work time must be counted, "time not worked" is not to be included in computing time under the FLSA law. **Time not worked** includes leave time (for whatever reason) and holidays. An employee's straight time is strictly hour-for-hour for all hours not actually worked up to 40 hours or 171 hours for Law enforcement.

1. Lunch is not counted as time worked. Employees are not to perform work during **meal periods** or at any time that they are not scheduled to work. Employees are expected to work during all assigned periods except meal times.
2. Training time is not time worked if attendance is voluntary, or the course is not directly related to the employee's job. (For detailed requirements, please refer to the Department of Labor's regulations for detailed requirements). (Added to clarify and guide which trainings are related/required of the job.)
3. Vacation, sick and holiday leave will not be considered hours worked for FLSA purposes.

ARTICLE III: THE PAY PLAN

At least 15 years but less than 20 years	2.75%
At least 20 years but less than 25 years	3.0%
Twenty-five (25) or more years	4.25%

Longevity payments will be delayed in cases where an employee has been removed from County payroll due to leave without pay, Workers' Compensation or any other authorized leave. However, the longevity date will not change; regardless of any extended work absences. In these cases, Longevity payment will be made on the 30th of the month following reinstatement.

Section 23. Payroll Deductions and Complaint Procedure

Federal and State income taxes, Social Security taxes and retirement contributions shall be payroll deductions authorized by law.

Complaints regarding suspected inaccurate salary deductions must be made to the Human Resources Director and/or Finance Officer, who will initiate an examination.

If any payroll deductions were incorrect, the employee will be advised accordingly, fully reimburse for any wrong deductions, and all measures necessary will be taken to ensure no further incorrect deductions are made.

Overpayments made to employees will be deducted from the employee's paycheck in the following pay period once any overpayment has been identified. In cases which overpayments exceed the amount of the last paycheck, arrangements must be initiated by the Finance Department.

Section 24. Salary at Separation

~~The regular payroll check for the current month, in which the employee is separated, will typically include annual leave and overtime amounts due. (Deleted for clarification of when payout for vacation and overtime typically occurs.)~~ Upon separation, the next regular payroll check after the date of separation will include any hours worked during that payroll period up until the separation date. All pay for eligible annual leave and overtime amounts owed to the employee will typically be included on the payroll schedule AFTER that last regularly paid payroll check. Salary will be provided to the employee during the month of separation. An employee who separates employment with the County will receive a deduction in final pay if there is a *negative* balance in sick leave, annual or petty leave.

ARTICLE IV

RECRUITMENT AND EMPLOYMENT

NORTHAMPTON COUNTY
LOCAL GOVERNMENT

ARTICLE IV: RECRUITMENT AND EMPLOYMENT

Section 1. Equal Employment Opportunity Policy

It is the policy of Northampton County Local Government to maintain a systematic, consistent recruitment program, to promote equal employment opportunities and to identify and attract the most qualified applicants for employment with the County. This policy is to be achieved by announcing position vacancies, by evaluating all applicants using the same criteria, and by utilizing the local Division of Employment Security (DES).

The County maintains a policy of providing equal employment opportunities for all persons regardless of race, color, religion, gender, national origin, marital status, citizenship status, veteran status, ancestry, creed, disability, non-disqualifying handicap, age or political affiliation. Equal employment opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, terminations, working conditions, compensation, benefits and other terms and conditions of employment.

Section 2. Recruitment and Employee Selection

~~All Department Heads will be responsible for the selecting of employees in their respective department and may confer with the Human Resources Director or County Manager on an as-needed basis; however, in all cases, the final hiring decision is that of the respective Department Head. (Deleted as per the County Attorney's suggestion.)~~ All Department Heads shall be responsible for the initial selecting of employees in their respective department and shall confer with the Human Resources Director and the County Manager during the selection process. While the judgment of Department Heads shall be given due consideration during the hiring process, the final hiring decision is that of the County Manager. Thus, Department Heads shall be responsible for ~~recruiting~~ selecting qualified personnel for all vacant positions authorized by the operating budget of the Departments in County government, except when the Board of Commissioners, upon the recommendation of the County Manager, freezes a vacant position.

The Human Resources Department is responsible for maintaining an active recruitment program which meets current and projected staffing needs, using procedures that will ensure equal employment opportunities based on job-related requirements.

All Department Heads, with the exception of the Department of Social Services, the Health Department, Emergency Management, Register of Deeds and the Sheriff Department, shall obtain assistance from the Human Resources Director in the recruiting and selection process. The respective Department Head shall coordinate with the Human Resources Director for vacancy postings with all other County departments, the Division of Employment Security (DES) and local news media or other recruitment and selection functions.

Department Heads are responsible for notifying the Human Resources Department of intent to fill a vacancy within the department.

ARTICLE VI

HOLIDAYS AND LEAVES OF ABSENCE

NORTHAMPTON COUNTY
LOCAL GOVERNMENT

ARTICLE VI: HOLIDAYS AND LEAVES OF ABSENCE

Section 4. Holidays – When Work Required

Employees required to perform work on regularly scheduled holidays shall be granted 7.5 hours of *holiday pay*, in addition to pay to which they are otherwise entitled (see Article III, Section 14).

Section 5. Adverse Weather Conditions

In situations involving inclement weather, heavy snowstorms or other unusual weather conditions which affect the operations of all or a majority of County Departments, it is incumbent upon the Department Head to ensure that his/her Department or Office is opened to the public at the usual time, unless prior notification to the contrary has been received from the County Manager's Office.

Unless a public announcement or other notice has been given that County Departments will close, employees are expected to be at work during normal working hours. The County Manager or County Manager's designee will normally issue public announcements.

County offices and Departments shall remain open for the full scheduled workday unless authorization for early closing or other deviation from the customary schedule is received from the County Manager's Office.

All Departments and Offices will be given sufficient advance notice of any authorized early closing. The County staff will receive an official announcement from the County Manager's Office and/or through the County's EMERGENCY NOTIFICATION SYSTEM.

Thus, all employees will be held accountable for providing current telephone numbers at which they may be contacted. (The telephone number must be provided to the immediate Supervisor/Department Head).

A. Accounting For Time Not Worked

Should an employee find weather conditions so severe in his/her particular area to make conditions hazardous, arrangements for late arrival or absence should be made with the Department Head. Such time out of work will be charged to vacation leave, charged to accrued compensatory time, or taken as leave without pay. ~~or made up in accordance with the provision outlined below.~~ (Deleted. We do not require Department Heads to allow employees to "make up" missed time.) Sick time is granted to employees who are too ill to report to work, and shall not be used for adverse weather complications.

Employees who are on prearranged vacation leave or sick leave will charge leave to the appropriate account. Employees not working in mandatory operations, who anticipate problems in transportation should be permitted and encouraged to avail themselves of

ARTICLE VI: HOLIDAYS AND LEAVES OF ABSENCE

Department Head with the approval of the County Manager, for an employee to take courses of study that will better equip the employee to perform his or her duties for the County.

The employee must request such leave a minimum of twenty (20) workdays prior to the beginning of the course so as to allow sufficient time for the normal approval process.

An employee on educational leave with full pay shall continue to earn leave credits and any other benefits to which County employee are entitled. An employee on approved educational leave will be expected to report to work, as normally scheduled, when not in class or performing school related functions.

Section 15. Suspension Without Pay

As a result of a disciplinary action, an employee may be placed on Suspension -Without -Pay for a designated period of time. When an employee is suspended without pay, the employee is not eligible for leave accrual and other benefits during the suspension.

Employees who are placed on Suspension -Without -Pay are not guaranteed to be reinstated to the same position or to an equivalent position upon return and are not guaranteed a position of the same classification, seniority or pay.

Section 16. Shared Leave

The Shared Leave Program is designed to provide Northampton County's (Added for clarification) permanent full-time and permanent part-time employees the opportunity to assist and receive assistance from, other Northampton County (Added for clarification) employees during periods of prolonged absences from work due to a catastrophic illness, or a serious or life threatening condition by donation of leave. Department Heads may consider the serious or life threatening condition of an employee's spouse or child for eligibility to the Shared Leave Program. (Added as per the County Manager's suggestion.)

The program is not designed to apply to an employee's, or an employee's spouse or child's, incidental, normal, short-term medical conditions.

A catastrophic illness or a *serious or life threatening condition* is generally one that is expected to require an employee's absence from work for a period of at least (20) consecutive days.

The twenty-day period is intended to serve as a general guideline for shared leave, rather than an absolute requirement. If an employee has had prior random absences from work related to the same condition, or for another condition requiring prolonged absence from work within the last twelve (12) months, an exception to the twenty-day period may be made.

ARTICLE VI: HOLIDAYS AND LEAVES OF ABSENCE

In the case of a catastrophic illness or a *serious or life threatening condition* of an employee, or an employee's spouse or child, which causes an employee to exhaust all available leave, an employee may apply for shared leave from the annual leave account of another employee or employees.

An employee may donate leave, as outlined below, to an employee who has been approved to receive voluntary shared leave because of a medical condition of the employee that will require the employee's absence for a prolonged period of time.

A. General Guidelines

1. Establishment of a leave "bank" for use by unnamed employees is expressly prohibited. Leave must be donated on a one-to-one (1:1) personal basis.
2. An employee may not directly or indirectly intimidate, threaten, coerce or attempt to intimidate, threaten or coerce, any other employee for the purpose of interfering with any right which such employee may have with respect to donating, receiving or using annual leave under this program. Such action by an employee shall be grounds for disciplinary action up to and including dismissal on the basis of personal conduct. Individual leave records are confidential and only individual employees may reveal their donation or receipt of leave. The employee donating leave cannot receive remuneration for the leave donated.

B. Eligibility Requirements

The employee must be a permanent full-time or part-time, thirty (30) hours or more, employee. Participation in this program shall be based on the employee's past compliance with leave rules.

NON-QUALIFYING CONDITIONS: The policy will not ordinarily apply to short-term or sporadic conditions or illnesses. This would include such things as sporadic, short-term absences due to contagious diseases; or short-term, recurring medical or therapeutic treatments.

These examples are illustrative, not all inclusive. Each case must be examined and decided based on its conformity to policy intent and must be addressed consistently and equitably.

1. Application Procedure

- a. By letter of application to the Department Head, a recipient shall apply or be nominated by their Department Head to participate in the program.

ARTICLE VII

PAY AND BENEFITS

NORTHAMPTON COUNTY
LOCAL GOVERNMENT

ARTICLE VII: PAY AND BENEFITS

Section 1. Pay Periods

All Northampton County employees shall be paid on the 15th and 30th of each month for services. If the payday falls on a Saturday, Sunday, or County-observed holiday, employees will typically be paid on the last workday before the Saturday, Sunday or County-observed holiday.

Section 2. Holiday Bonus Pay

During the budget sessions each year, the Northampton County Board of Commissioners will review funding and determine if a Holiday Bonus will be granted during the upcoming fiscal year.

When approved, Holiday Bonus pay will be distributed to PERMANENT employees typically during the month of December, but is not required and is a generous courtesy of the Board of Commissioners. (Added)

Section 3. Benefits Program

The Benefits Program is designed to provide financial protection for employees and their families and thereby enhance the County's ability to attract qualified, loyal employees who will provide positive and effective work performance.

A number of approved payroll deduction plans are also available which provides employees with increased available income and an enhanced ability to save for retirement. Each employee is encouraged to make responsible decisions regarding both present needs and future financial stability.

It is the discretion of the County to determine whether to allow the addition of a benefit or service and to provide for payroll deduction. In determining whether to allow for a payroll deduction, factors which will be considered include the performance, reputation and financial responsibility of the organization requesting the service, whether the administration of the program would become burdensome for the County to administer and whether there is sufficient interest by a reasonable number of employees.

Employees will be notified at the time of benefit additions, deletions and revisions. The following is a list of benefits offered by Northampton County which are required by law:

- a) Workers' Compensation
- b) Unemployment Compensation
- c) Social Security
- d) Retirement, if the employee has worked the required number of hours

ARTICLE VII: PAY AND BENEFITS

- b) Supervisor shall contact the Human Resources Department immediately.
- c) FAX the incident report form to the Human Resources Department and forward the final report within **TWO (2)** days of the incident.
- d) If "non-urgent" medical attention is needed, the Human Resources Department will make the arrangements with the employee and the physician's office. (Prior authorization is required from the Human Resource Department).
- e) **DO NOT** send the employee to the doctor or call the physician's office directly.
- f) If "**urgent**" care is needed, the employee can be sent to the hospital or taken by EMS. Contact the Human Resources Department and fax the incident report.

Section 10. Life Insurance

Northampton County offers various Life Insurance plans as addressed below.

~~\$5,000 term life insurance.~~

~~\$15,000 term life coverage for Department Heads and \$10,000 for other full-time employees paid in full by the County.~~

(Deleted. We no longer have two separate Life Insurance Benefits.)

1. \$20,000 term life coverage for Department Heads and \$15,000 for other full-time employees paid in full by the County.

Section 11. Voluntary Benefits

Northampton County employees may also enroll for various voluntary benefits where the full insurance premium is the responsibility of the employee. These benefits include but **not** limited to Vision, Dental, Short and Long-term Disability, other Life insurances and AFLAC products.

Section 12. Time Off for Special Events

Northampton County Board of Commissioners may approve specified periods of time, during work hours, for employees to participate in special events to include wellness fairs, employee appreciation days, etc. All employees are encouraged to attend and to participate in the scheduled events.

Section 13. Performance Evaluations/Merit Policy

ARTICLE VII: PAY AND BENEFITS

- d) Merit increases will be granted upon the employee's overall good performance but also at the recommendation of the immediate supervisor and department head.
- e) The performance evaluation documentation shall be forwarded to the Northampton County Human Resources Department two (2) weeks prior to payroll initiation.
- f) Department Heads are responsible for projecting the anticipated number of merits that may be administered on an annual basis and will make the necessary budgetary preparations to ensure merits are budgeted in the County's annual budget.
- g) Manager will provide final approval after reviewing the evaluation.
- h) An eligible employee who does **not** justify a merit increase will **not** become eligible for reconsideration prior to their regularly scheduled two-year merit evaluation period.

G. Evaluation Ranking Order

1. *County Employees:* Department Head, upon notification of employee's eligibility, will determine employee's qualifications for merit and recommend to the County Manager whether or not the employee should receive a merit.
2. *Department Heads:* Department Heads are to be evaluated for merit purposes by the County Manager or the Assistant County Manager. **(Added. The Asst. County Manager may evaluate Department Heads as designated by the County Manager.)**
3. *Department Heads with Governing Boards/Commissions:* Where departments have governing boards or commissions, Board of Elections, Health Department and the Social Services Department, the County Manager will collaborate with the respective bodies on all final recommendations to the Board of Commissioners.
4. *Elected Officials:* The elected officials, Sheriff and Register of Deeds, are to be evaluated for merit purposes by the County Manager as directed by the Board of Commissioners.
5. *County Manager:* The Northampton County Commissioners shall approve all merit increases given to the County Manager.

ARTICLE VIII

SEPARATION, DISCIPLINARY ACTION & REINSTATEMENT

NORTHAMPTON COUNTY
LOCAL GOVERNMENT

ARTICLE VIII: SEPARATION, DISCIPLINARY ACTION & REINSTATEMENT

Section 3. Retirement

An employee may retire when the employee is eligible for retirement benefits. The employee must give a minimum of two (2) weeks' notice of retirement; however, a pre-retirement conference with Human Resources is strongly recommended at least three (3) months prior to the retirement date. Employees ~~should~~ **must** inform the Department Head as soon as the decision is made to retire, up to six (6) months in advance. The Local Government Retirement Handbook addresses all rules, policies, and procedures for the retirement process, including eligibility. (Available at: www.nctreasurer.com).

Section 4. Disability

An employee who cannot perform the required duties because of a physical or mental impairment may be separated for disability. The employee or the County may initiate action. In all cases, such action must be accompanied by medical evidence acceptable to the Department Head and in some cases, in coordination with the County Manager.

Section 5. The Disciplinary Process (For ALL Employees)

Any employee, regardless of occupation, position, or profession may be warned, demoted, suspended or dismissed by the appointing authority.

Employees employed by the Northampton County Department of Social Services and the Northampton County Health Department and the Emergency Management Coordinator are directly subject to all sections of the STATE HUMAN RESOURCES ACT. General County Employees are **not** subject to this act. The STATE HUMAN RESOURCES ACT does, however, provide the framework for which all disciplinary guidelines will be administered.

The Sheriff's Office and Register of Deeds and their respective employees are **not** subject to the above guidelines but are subject to the North Carolina General Statutes which provide the Sheriff and Register of Deeds the right to discharge an employee at will without any due process. Therefore, both department heads have the authority to determine the application of the steps within the outlined policy, if any at all.

For County employees, disciplinary actions shall be initiated by the Department Head and implemented with the concurrence of the Human Resources Director or County Manager. The degree and type of action taken shall be based upon the sound and reasonable judgment of the appointing authority in accordance with the provisions of this policy and only for just cause.

There are two (2) bases for the discipline or dismissal of employees under the statutory standard of "just cause" as set out in General Statute 126-35.

NORTHAMPTON COUNTY
BOARD OF COMMISSIONERS

Meeting Date: 05-01-2017

Agenda Tab Number: 7

Agenda Time: 10:30

Presenter and/or Subject Matter:

Mrs. Cathy Allen, Tax Administrator

Board of E & R

Komita Hendricks
Clerk to the Board

7 Board of E & R

The Northampton County Board of Equalization and Review will meet in Regular Session on Monday, May 1, 2017 at 10:30 a.m. in the Commissioners' Meeting Room located at 100 West Jefferson Jackson, North Carolina. The purpose of the meeting is to conduct public business as indicated on the following agenda.

NORTHAMPTON COUNTY BOARD OF EQUALIZATION AND REVIEW

AGENDA

10:30 A.M. MONDAY MAY 1, 2017

*SEE DRAFT OF REQUIRED LEGAL AD ATTACHED

1. Convene the Board of Equalization and Review
2. Oath of Office: Commissioner Geneva Riddick
 Commissioner Charles R. Tyner
3. Call for Appeals
4. Recess - until 6:20 p.m. May 15, 2017

OATH OF OFFICE
MEMBERS OF BOARD OF EQUALIZATION AND REVIEW
NORTHAMPTON COUNTY

I, Charles R. Tyner, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent herewith, and that I will faithfully discharge the duties of my office as a member of the Board of Equalization and Review of Northampton County, North Carolina, and that I will not allow my actions as a member of the Board of Equalization and Review to be influenced by my personal or political friendships or obligations so help me God.

Signature of Board Member

Administered and witnessed this the 1st day of May 2017.

Komita Hendricks, Notary Public

My Commission expires ____/____/____

OATH OF OFFICE
MEMBERS OF BOARD OF EQUALIZATION AND REVIEW
NORTHAMPTON COUNTY

I, Geneva Riddick-Faulkner, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent herewith, and that I will faithfully discharge the duties of my office as a member of the Board of Equalization and Review of Northampton County, North Carolina, and that I will not allow my actions as a member of the Board of Equalization and Review to be influenced by my personal or political friendships or obligations so help me God.

Signature of Board Member

Administered and witnessed this the 1st day of May 2017.

Komita Hendricks, Notary Public

My Commission expires ____/____/____

TO: THE LAKE GASTON GAZETTE RUN DATES: WEDNESDAY APRIL 25, 2017	FAX TO: 252 586-3522 lggads@lakegastongazette.com
TO: ROANOKE CHOWAN NEWS HERALD RUN DATES: SATURDAY APRIL 22, 2017	FAX TO: 252 332-3940 anna.phipps@r-cnews.com
TO: ROANOKE RAPIDS NEWS HERALD RUN DATE: WEDNESDAY APRIL 26, 2017	FAX TO: 252 537-5411 pwhite@rrdailyherald.com

FROM: CATHY B. ALLEN
TAX ADMINISTRATOR

REF: LEGAL NOTICE, CERTIFICATION & TEAR SHEET REQUESTED
2 COL X 6 INCHES PROX.

DATE: APRIL 13, 2017

NOTICE TO NORTHAMPTON COUNTY PROPERTY OWNERS

PURSUANT TO G.S. 105-322, THE NORTHAMPTON COUNTY BOARD OF EQUALIZATION AND REVIEW HEREBY GIVES NOTICE THAT IT WILL CONVENE IN THE COMMISSIONERS ROOM, ON COURT HOUSE SQUARE, IN JACKSON, NC AT 10:30 A.M. ON MONDAY MAY 1, 2017 AND AT 6:20 P.M. ON MONDAY, MAY 15, 2017. THE PURPOSE OF THE MEETING WILL BE THAT OF RECEIVING REQUESTS FOR APPOINTMENTS WITH THE BOARD TO HEAR APPEALS TO INCREASE OR DECREASE THE APPRAISED VALUE OF PROPERTY THAT IN THE PROPERTY OWNER'S OPINION HAS BEEN LISTED AT A VALUE MORE OR LESS THAN THE MARKET VALUE OF PROPERTIES AS OF OUR LAST REAPPRAISAL, EFFECTIVE JANUARY 1, 2015, AS REQUIRED BY GENERAL STATUE 105-283 FOR THE YEAR 2017.

THE BOARD WILL ADJOURN AFTER THE ABOVE LISTED MEETINGS FOR THE PURPOSE OF RECEIVING APPEALS OF VALUE. APPEALS NOT RECEIVED BY THE BOARD OR BY THE CLERK TO THE BOARD OF EQUALIZATION AND REVIEW AT THE TIME OF THE BOARDS ADJOURNMENT MAY 15, 2017 WILL NOT BE CONSIDERED DURING 2017.

IT IS PREFERRED THAT REQUESTS FOR APPOINTMENTS TO APPEAR BEFORE THE BOARD BE MADE IN A WRITTEN STATEMENT INDICATING THE PARCEL NUMBER, THE OWNERS OPINION OF THE PROPERTY VALUE, PROOF SUPPORTING THE OWNERS OPINION OF THAT VALUE, THE OWNERS ADDRESS AND PHONE NUMBER. THAT SUCH REQUEST BEING MADE IN WRITING IS DIRECTED TO: CATHY B. ALLEN, CLERK TO THE BOARD OF EQUALIZATION AND REVIEW, PO BOX 637, JACKSON, NC 27845. PROPERTY OWNERS WHO NEED ASSISTANCE IN PREPARING THEIR WRITTEN REQUEST ARE INVITED TO VISIT THE TAX DEPARTMENT FOR ASSISTANCE.

THOSE ENTERING SUCH APPEALS TO THE BOARD WILL BE NOTIFIED IN WRITING OF THE TIME, DATE AND PLACE FOR THEIR HEARING BEFORE THE BOARD OF EQUALIZATION AND REVIEW.

CATHY B. ALLEN
CLERK TO BOARD OF E & R

*PLEASE VERIFY RECEIPT OF FAX – EMAIL cathy.allen1@nhcnc.net

NORTHAMPTON COUNTY
BOARD OF COMMISSIONERS

Meeting Date: 05-01-2017

Agenda Tab Number: 8

Agenda Time: 10:35

Presenter and/or Subject Matter:

Ms. Kimberly Turner, County Manager

Management Matters

Komita Hendricks
Clerk to the Board

Management Matter

STATE OF NORTH CAROLINA COUNTY OF NORTHAMPTON

SERVICE AGREEMENT

THIS AGREEMENT, executed and entered into as of 1 May 2017, by and between the County of Northampton, State of North Carolina, a body politic and corporate, hereinafter called "the County", as party of the first part; and the City of Weldon, State of North Carolina, a body politic and corporate, of Post Office Box 551, Weldon, Halifax County, North Carolina, hereinafter called "the City", as party of the second part;

WITNESSETH:

WHEREAS, Northampton County has no full or part-time employee with the necessary certification from the State of North Carolina required to perform fire inspection services for Northampton County Schools, rest homes, daycare centers, etc., and;

WHEREAS, Richard Cecil Brown (hereinafter "Brown"), employee of the City is licensed by the State of North Carolina as a Level III inspector certified for inspection of all trades, including building, electrical, plumbing, mechanical and fire inspections, and;

WHEREAS, the County and the City reached a verbal agreement for Brown to perform the above described services as an independent contractor for the County on a temporary, part-time basis and both parties desire that the terms of said verbal agreement be set forth in the form of a written service agreement.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

SECTION 1. EMPLOYMENT AND DUTIES:

The County agrees to confer upon Brown the duties of fire inspection of all trades for Northampton County, which inspections shall include, but are not limited to, all building, electrical, plumbing, mechanical and fire inspections. The City accepts such conferment and agrees to make Brown available to the County during the term of this Agreement for the purposes of fulfilling all necessary inspection services required by the County.

SECTION 2. TERM:

This agreement shall continue in full force and effect until 31 May 2017 or until terminated by either party as set forth in Section 5 of this Agreement.

SECTION 3. SALARY:

County agrees to pay to the City for the services of Brown the sum of \$50 per hour, plus \$.55 per mile in travel or in mileage allowance to and from his Weldon, North Carolina home to the various inspection sites within Northampton County. Said salary and reimbursable travel to be payable upon receipt of invoice submitted to the County from the City. Brown is to receive no fringe benefits whatsoever and is not to be covered by any County insurance policy or workman's compensation and is not to operate any County motor vehicle.

SECTION 4. OTHER TERMS AND CONDITIONS OF EMPLOYMENT:

During the continuation of this agreement, City and Brown agree to be responsible for and keep current all State of North Carolina inspection certification requirements necessary to fulfill the duties

herein set forth. Brown also agrees that he will at all times perform his duties under the supervision and direction of Nathan Pearce, Northampton County Assistant Manager.

SECTION 5. TERMINATION:

Each party hereto shall have the right to terminate this agreement at any time upon thirty (30) days of written notice of intention to do so.

SECTION 6. INDEMNIFICATION:

City agrees to indemnify, protect and save Northampton County harmless from all liability, obligations, losses, claims, damages, actions, suits, proceedings, costs and expenses, including reasonable attorney fees, arising out of, connected with or resulting directly or indirectly out of the services rendered by Brown pursuant to the terms of this Agreement or in any way connected with the rendering of said services. This indemnification arising under this paragraph shall survive the Agreement's termination.

IN WITNESS WHEREOF, the County of Northampton has caused this Agreement to be signed and executed in its behalf by its County Manager, and duly attested by its County Clerk and the City of Weldon has caused this Agreement to be signed and executed in its behalf by its City Manager, and duly attested by its City Clerk, both in duplicate, the day and year first above written.

Kimberly L. Turner
Northampton County Manager (SEAL)

ATTEST:

Kornita Hendricks, Clerk to the Board
Northampton County

APPROVED AS TO FORM:

A. Scott McKellar, Northampton County Attorney

Chief Mark Macon, City Administrator
City of Weldon (SEAL)

ATTEST:

Katherine Parker, City Clerk
City of Weldon

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



Leslie H. Edwards, Northampton County Finance Officer

**STATE OF NORTH CAROLINA
COUNTY OF NORTHAMPTON**

SERVICE AGREEMENT

THIS AGREEMENT, executed and entered into as of 1 May 2017, by and between the County of Northampton, State of North Carolina, a body politic and corporate, hereinafter called "the County", as party of the first part; and the City of Weldon, State of North Carolina, a body politic and corporate, of Post Office Box 551, Weldon, Halifax County, North Carolina, hereinafter called "the City", as party of the second part;

WITNESSETH:

WHEREAS, Northampton County has no full or part-time employee with the necessary certification from the State of North Carolina required to perform fire inspection services for Northampton County Schools, rest homes, daycare centers, etc., and;

WHEREAS, Richard Cecil Brown (hereinafter "Brown"), employee of the City is licensed by the State of North Carolina as a Level III inspector certified for inspection of all trades, including building, electrical, plumbing, mechanical and fire inspections, and;

WHEREAS, the County and the City reached a verbal agreement for Brown to perform the above described services as an independent contractor for the County on a temporary, part-time basis and both parties desire that the terms of said verbal agreement be set forth in the form of a written service agreement.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

SECTION 1. EMPLOYMENT AND DUTIES:

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During the continuation of this agreement, City and Brown agree to be responsible for and keep current all State of North Carolina inspection certification requirements necessary to fulfill the duties

herein set forth. Brown also agrees that he will at all times perform his duties under the supervision and direction of Nathan Pearce, Northampton County Assistant Manager.

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Each party hereto shall have the right to terminate this agreement at any time upon thirty (30) days of written notice of intention to do so.

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City agrees to indemnify, protect and save Northampton County harmless from all liability, obligations, losses, claims, damages, actions, suits, proceedings, costs and expenses, including reasonable attorney fees, arising out of, connected with or resulting directly or indirectly out of the services rendered by Brown pursuant to the terms of this Agreement or in any way connected with the rendering of said services. This indemnification arising under this paragraph shall survive the Agreement's termination,

IN WITNESS WHEREOF, the County of Northampton has caused this Agreement to be signed and executed in its behalf by its County Manager, and duly attested by its County Clerk and the City of Weldon has caused this Agreement to be signed and executed in its behalf by its City Manager, and duly attested by its City Clerk, both in duplicate, the day and year first above written.

Kimberly L. Turner
Northampton County Manager (SEAL)

ATTEST:

Komita Hendricks, Clerk to the Board
Northampton County

APPROVED AS TO FORM:

A. Scott McKellar, Northampton County Attorney

Chief Mark Macon, City Administrator
City of Weldon (SEAL)

ATTEST:

Katherine Parker, City Clerk
City of Weldon

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

Leslie H. Edwards
Leslie H. Edwards, Northampton County Finance Officer

NORTHAMPTON COUNTY CONTRACT CONTROL SHEET		CONTRACT/VENDOR City of Weldon	
VENDOR # 426		Address	PO Box 551
		Contact	Richard Cecil Brown
		2	Originals 0 Copies
CONTRACT #	2017-11		
New Contract	Yes		
Renewal	Date originally approved by the Board of Commissioners		
Cost or Material Changes			
Original Contract sent to Contract Administrator		Date: 4/18/2017	
Originating Department/Individual: Administration		Item or Service: Inspection Services	
Department Involved: Building Inspections		Type of Contract: Services Agreement	
Line Item Budgeted: 114350-512100		Period of Coverage: May1-31, 2017	
GRANTS			
Board approval for Application		Approved	Set
Board approval for Acceptance		Approved	Set
COUNTY ATTORNEY	Date Received: 4/18/2017	Date Approved: 4/20/2017	
Approved as to Form: YES	Approved as to Legal Sufficiency: YES		
Revisions Necessary? YES	Board Action Necessary? YES		
Date Revisions were made: 4/20, By ATTY.	[Signature]		
FINANCE RHE	Date Received: 4/24/17	Date Audited: 4/24/17	
Non encumbered contract Yes No			
ASSISTANT COUNTY MANAGER		Date Received	Date Approved:
COUNTY MANAGER KJ	Date Received 4/24/17	Date Approved: 4/24/17	
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:	

NORTHAMPTON COUNTY
BOARD OF COMMISSIONERS

Meeting Date: 05-01-2017

Agenda Tab Number: 9

Agenda Time: 10:45

Presenter and/or Subject Matter:

Citizens/Board Comments

Komita Hendricks
Clerk to the Board

NORTHAMPTON COUNTY
BOARD OF COMMISSIONERS

Meeting Date: 05-01-2017

Agenda Tab Number: 10

Agenda Time: 11:15

Presenter and/or Subject Matter:

Closed Session

G.S. 143-318.11(a)(3)

Komita Hendricks
Clerk to the Board