

**NORTHAMPTON COUNTY
REGULAR SESSION
August 6, 2018**

Be It Remembered that the Board of Commissioners of Northampton County met on August 6 2018 with the following present: Robert Carter, Chester Deloatch, Charles Tyner, Fannie Greene, and Geneva Faulkner.

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

Chairman Carter called the meeting to order.

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 requested to remove Tab 4 and Item 1 from Tab 5 and add Closed Session G.S. 143-318.11 (a) (3). Chairman Carter called upon Commissioners for input. Commissioners had no changes.

Commissioner Tyner entered the meeting.

Regular Session:

Chairman Carter called the meeting to order, welcomed everyone, and announced when citizens could make comments. Chairman Carter called for a moment of silence and invited everyone to participate in the Pledge of Allegiance.

Approval of Regular Session Minutes for July 16, 2018:

A motion was made by Chester Deloatch and seconded by Fannie Greene to approve the Regular Session Minutes for July 16, 2018. **Question Called:** *All present voting yes.* **Motion carried.**

Approval of Closed Session Minutes for July 16, 2018:

A motion was made by Fannie Greene and seconded by Chester Deloatch to approve the Closed Session Minutes for July 16, 2018. **Question Called:** *All present voting yes.* **Motion carried.**

Approval of Agenda for August 6, 2018:

A motion was made by Charles Tyner and seconded by Chester Deloatch to approve the agenda for August 6, 2018 with stated changes. **Question Called:** *All present voting yes.* **Motion carried.**

Budget Amendments:

Ms. Leslie Edwards, Finance Officer, appeared before the Board to obtain approval of Budget Amendments #31 to 33 for Fiscal Year 2017-2018.

A motion was made by Chester Deloatch and seconded by Charles Tyner that the Budget Amendments #31 to 33 be adopted. **Question Called:** *All present voting yes.* **Motion carried.**

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

PREPARED BY Leslie Edwards POSTED BY _____ APPROVED BY Kimberly L. [Signature]
DATE 07/30/18 BOARD APPROVED _____

GENERAL LEDGER ACCOUNT NUMBER		INCREASE	TO AMEND BUDGET	INCREASE
			Insurance Reimbursement	
114310	535300	1,577.75	Vehicle Repairs	
113830	438360		Insurance Proceeds	1,577.75
			Received Insurance Proceeds for vehicle damage.	
		1,577.75		1,577.75

PREPARED BY Leslie Edwards POSTED BY _____

APPROVED BY Kimberly Fisher 7/31/08

DATE 07/30/18

BOARD APPROVED

BUDGET AMENDMENT

DATE 06/30/18

JE-NO 33

GENERAL LEDGER ACCOUNT NUMBER		INCREASE	TO AMEND BUDGET	INCREASE
			County Day Donations	
114120	537100	2,500.00	Promotional Materials	
113830	438331		County Day Donation	2,500.00
			County Day Donations received.	
		2,500.00		2,500.00

PREPARED BY Leslie Edwards POSTED BY _____

APPROVED BY Lambert R. De 7/30/18

DATE 07/30/18

BOARD APPROVED

Commissioner Faulkner entered the meeting.

Ad Valorem Tax Appeals:

Mrs. Cathy Allen, Tax Administrator, appeared before the Board to obtain approval to release or refund Ad Valorem taxes assessed in the amount of \$1,177.59 on fifteen (15) appeals.

A motion was made by Chester Deloatch and seconded by Fannie Greene to approve the release or refund of Ad Valorem taxes assessed in the amount of \$1,177.59 on fifteen (15) appeals.

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: CATHY B. ALLEN, TAX ADMINISTRATOR

RE: AD VALOREM TAX APPEALS

DATE: August 6, 2018

THIS IS A DECISION PAPER

PURPOSE: To obtain the Board's approval to release or refund Ad Valorem taxes assessed in the amount of \$1177.59 on fifteen (15) 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 of 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 _____

Jul-18				
AD VALOREM TAX APPEALS				
MOTOR VEHICLE REFUND ADJUSTMENTS				
NAME	ACTION	AMOUNT	REASON	
WILLIAM P. BOONE	REFUND	\$53.34	VEHICLE TOTALLED	
EDGARD M BORKI	REFUND	\$33.59	VEHICLE SOLD	
JEFFREY S. COTTON	REFUND	\$8.34	VEHICLE SOLD	
LAKISHA S. DAVIDSON	REFUND	\$11.07	VEHICLE TOTALLED	
FREIDA C. DAVIS	REFUND	\$16.17	VEHICLE SOLD	
YVONNE F. LASSITER	REFUND	\$32.99	VEHICLE TOTALLED	
LISA R. LITTLE	REFUND	\$54.71	SITUS ERROR	
DENNIS T. MARTIN	REFUND	\$149.49	TAG SURRENDER	
MEHERRIN AGRICULTURAL & CHEMICAL CO	REFUND	\$234.44	ASSESSED IN ERROR	
AUSTIN N. MOORE	REFUND	\$87.84	SITUS ERROR	
SARAH J. POPE	REFUND	\$20.05	VEHICLE SOLD	
JOSEPH P. REMILLARD	REFUND	\$15.75	SITUS ERROR	
JAMES P. ROBERTS	REFUND	\$16.26	TAG SURRENDER	
RICARDO J. ROOKS	REFUND	\$325.70	VEHICLE SOLD	
AMECIA R. SEXTON	REFUND	\$117.83	VEHICLE SOLD	
TOTAL		\$1,117.57		
Respectfully submitted,				
CATHY B. ALLEN				
TAX ADMINSTRATOR				
CBA/epj				
CC: Board of Commissioners (7)				
County Manager (1)				
Clerk to Board (6)				

Approval of 2017 Tax Collection Settlement (Unaudited):

Mrs. Cathy Allen, Tax Administrator, appeared before the Board to obtain approval of 2017 Tax Collection Settlement (Unaudited).

A motion was made by Geneva Faulkner and seconded by Charles Tyner to accept and approve this unaudited report for 2017 Tax Collection Settlement (Unaudited) as presented by Tax Administrator, Mrs. Cathy Allen. **Question Called:** *All present voting yes.* **Motion carried.**

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

TO: NORTHAMPTON COUNTY BOARD OF
COMMISSIONERS/ ER

FROM: Tax Administrator

RE: Tax Collections 2017 Settlement (Unaudited)

DT: July 10, 2018

THIS IS A DECISION PAPER

PURPOSE: To obtain Board approval of the 2017 Settlement

FACTS: Included herein are Schedules 2, 3, 4, 5, 6, 7, and 8 which represent the various charges (taxes, fees and after-charges billed on tax bills) and credits, receipted deposits, releases, refunds, or write-offs for approval by the Board of Commissioners.

DISCUSSION: G.S. 105-373 (a) provides that a preliminary (sworn) report from the Tax Collector be provided to the governing body of the tax unit. That such report will contain analysis of current year taxes and delinquent tax status. That such report be presented after July 1 of the closing current collection year, but before the new charge is placed in the hands of the tax collector.

G. S. 105-373 (e) provides that approval by the governing body does not relieve the tax collector or his bondsman of liability for any shortage actually existing at the time of the settlement and thereafter discovered or of any criminal liability.

CONCLUSION: In the Third Edition of "PROPERTY TAX COLLECTION IN NORTH CAROLINA" by William F. Campbell, Mr. Campbell provides that it is the intent of the Machinery Act to create a direct relationship of responsibility and accountability between the tax collector and the governing body of his unit. The governing body must decide whether to accept his settlement report and accounting.

RECOMMENDATION: That the Board accept and approve this unaudited report which I hereby certify to be true and accurate to the best of my knowledge and belief as of June 30, 2018.

SCHEDULE OF AD VALOREM TAXES RECEIVABLE 2017-2018				
SCHEDULE 2				
YEAR	UNCOLLECTED BAL 2017	ADDITIONS	COLLECTIONS AND CREDITS	UNCOLLECTED BAL 2018
2017	\$0.00	\$17,494,288.15	-\$16,639,220.26	\$855,067.89
2016	\$872,093.54		-\$287,621.72	\$584,471.82
2015	\$522,909.41		-\$111,607.80	\$411,301.61
2014	\$422,800.29		-\$75,197.04	\$347,603.25
2013	\$320,436.68		-\$39,619.67	\$280,817.01
2012	\$230,274.67		-\$22,956.14	\$207,318.53
2011	\$171,712.92		-\$17,466.93	\$154,245.99
2010	\$123,695.19		-\$12,056.97	\$111,638.22
2009	\$84,205.69		-\$8,286.18	\$75,919.51
2008	\$65,408.75		-\$5,310.73	\$60,098.02
	\$2,813,537.14	\$17,494,288.15	-\$17,219,343.44	\$3,088,481.85
UNFORCEABLE COLLECTIONS				
2007	\$43,338.94		-\$2,394.39	\$40,944.55
2006	\$37,382.59		-\$1,375.04	\$36,007.55
2005	\$35,815.47		-\$1,009.54	\$34,805.93
2004	\$30,963.80		-\$838.44	\$30,125.36
2003	\$30,803.49		-\$966.60	\$29,836.89
2002	\$29,873.43		-\$393.74	\$29,479.69
TOTALS	\$120,069.66		-\$6,977.75	\$201,199.97
GRAND TOTALS	\$3,021,714.86	\$17,494,288.15	-\$17,226,321.19	\$3,289,681.82
PLUS: Uncollected taxes on 2017-2018 motor vehicles				\$0.00
Less: Allowance for uncollectible accounts - General Fund				
RECONCILEMENT WITH REVENUES:				
Taxes Collected				15,899,410
Penalties				67,168
Discoveries, abatements, and adjustments (net)				1,470,124
Ad-Valorem write-off				(983)
Less Interest				(182,287)
Less Penalties Collected				(27,111)
TOTAL				17,226,321
TOTAL COLLECTIONS				
SCHEDULE 3 ANALYSIS OF CURRENT YEAR TAX COLLECTION				
	PROPERTY VALUATION	RATE PER \$100		AMOUNT
County Wide Orig. Levy	2,055,727,349	0.92		16,132,009
Late Listing Penalty				44,318
Public Utilities	129,789,535			1,194,064
Discovery	119,988			37,810
Discovery Penalty				2,476
Rollback	8,877,286			81,672
Motor Vehicles	210,886			1,940
Less Def. Value	-271,214,889			
Less OA & DA Exempt	-31,033,455			
Total for Year	1,892,476,700			17,494,289
COLLECTIONS AND CREDITS				
Rebates and Releases				68,692
Collections				-16,705,935
UNCOLLECTED AS OF 06/30/18				855,068
PERCENT CURRENT YEAR TAX COLLECTED				95.11
TOTAL VEHICLES COLLECTED BY DMV NET				\$1,711,523.21

		Motor Vehicles	Ad-Valorem	Total
Total Levy		1,940	17,492,349	17,494,289
Less Uncollected 06/30/18		-1,940	-16,637,281	-16,639,221
Current Year Collected		0	855,068	855,068
PERCENT CURRENT YEAR COLLECTED	2017	100.00	95.11	95.11
%PRIOR YR COLL	2016	100.00	94.87	94.87
SCHEDULE 4	ANALYSIS OF CURRENT TAX LEVY (MOTOR VEHICLES) 2017 (G01)			
	PROPERTY VALUATION		RATE PER \$100	LEVY AMOUNT
Motor Vehicle Levy	210.886		0.92	1,940
COLLECTIONS AND CREDITS				
Rebates and Releases				0
Collections				1,939
				1,939
UNCOLLECTED AS OF 06/30/18				0
Percent Collected				100.00
COLLECTED BY DMV NET				\$1,435,534.96
SCHEDULE 5	ANALYSIS OF SOLID WASTE FEES			
		2016	2017	
Prev Yr Levy		0	0	
Current Yr Levy		2,143,230	2,204,399	
Current Yr Discovery				
Total		2,196,498	2,206,416	
Rebates & Releases		-3,247	887	
Collections		-1,900,217	-1,899,415	
Total		-1,903,464	-1,898,528	
UNCOLLECTED AS OF 06/30/18		293,034	297,970	
% COLLECTED		86.66	86.12	
SCHEDULE 6	ANALYSIS OF ROANOKE WILDWOOD FIRE DISTRICTS F60/F61			
		2016	2017	
Prev Yr Levy		0	0	
F60 Cur Levy		142,507	143,658	
F60 Additions				
Total		142,507	143,658	
Rebates & Releases		-121	218	
Collections		-138,968	-140,950	
Total		-139,089	-140,732	
UNCOLLECTED AS OF 06/30/18		3,418	2,926	
% COLLECTED		97.60	97.96	
COLLECTED BY DMV				\$4,802.51

Prev Yr Levy		0	0
F61 Cur Levy		35,168	35,555
F61 Additions			
Total		35,168	35,555
Rebates & Releases		-3.42	-35.27
Collections		-33,775	-34,351
Total		-33,778	-34,386
UNCOLLECTED AS OF		1389	1169
06/30/18			
% COLLECTED		96.05	96.71
COLLECTED BY DMV		1554.79	\$1,618.88
SCHEDULE 6	ANALYSIS OF RICH SQUARE FIRE DISTRICT F56		
		2016	2017
Prev Yr Levy		0	0
Cur Yr Levy		49828	49465
Additions			
Total		49,828	49,465
Rebates & Releases		-228.46	41
Collections		-45,154	-44,992
Total		-45,383	-44,951
UNCOLLECTED AS OF			
6/30/2018		4,445	4,514
% COLLECTED		91.08	90.87
COLLECTED BY DMV		6448.19	\$6,410.15
SCHEDULE 6	ANALYSIS OF GASTON FIRE DISTRICT F53		
		2016	2017
Prev Yr Levy		0	0
Cur Yr Levy		197,198	197,820
Additions			
Total		197,198	-1,523
Rebates & Releases		-184.41	-1523
Collections		-185,003	-184,162
Total		-185,187	-185,686
UNCOLLECTED AS OF			
6/30/2018		12,011	12,134
% COLLECTED		93.91	93.87
COLLECTED BY DMV		16986.95	\$16,976.07
SCHEDULE 6	ANALYSIS OF JACKSON FIRE DISTRICT F54		
		2016	2017
Prev Yr Levy		0	0
Cur Yr Levy		33,344	33,062
Additions			
Total		33,344	33,062
Rebates & Releases		-216.77	24
Collections		-30,620	30,748
Total		-30,837	30,772
UNCOLLECTED AS OF			
6/30/2018		2,507	2,337
% COLLECTED		92.48	92.93
COLLECTED BY DMV		5259.77	\$5,259.77

SCHEDULE 6 ANALYSIS OF GARYSBURG FIRE DISTRICT F52		2016	2017
Prev Yr Levy		0	0
Cur Yr Levy		83,812	87,321
Additions			
Total		83,812	87,321
Rebates & Releases		-39.79	27
Collections		-78,865	-81,783
Total		-78,905	-81,756
UNCOLLECTED AS OF 6/30/2018		4,907	5,565
% COLLECTED		94.14	93.63
COLLECTED BY DMV		8190.66	\$5,226.18
SCHEDULE 6 ANALYSIS OF LASKER FIRE DISTRICT F55		2016	2017
Prev Yr Levy		0	0
Cur Yr Levy		21,733	21,244
Additions			
Total		21,733	21,244
Rebates & Releases		-310.68	-6
Collections		-20,491	-20,226
Total		-20,802	-20,232
UNCOLLECTED AS OF 6/30/2018		931	1,012
% COLLECTED		95.72	95.24
COLLECT BY DMV		2905.55	2886.18
SCHEDULE 6 ANALYSIS OF SEABOARD FIRE DISTRICT F57		2016	2017
Prev Yr Levy		0	0
Cur Yr Levy		62,619	67,759
Additions			
Total		62,619	67,759
Rebates & Releases		-345.84	-70
Collections		-52,961	63,780
Total		-53,307	63,710
UNCOLLECTED AS OF 6/30/2018		3,785	3,909
% COLLECTED		93.96	94.23
COLLECTED BY DMV		5646.66	\$5,956.36
SCHEDULE 6 ANALYSIS OF WOODLAND FIRE DISTRICT F59		2016	2017
Prev Yr Levy		0	0
Cur Yr Levy		51,583	50,778
Additions			
Total		51,583	50,778
Rebates & Releases		-180.2	-186
Collections		-47,054	-45,579
Total		-47,235	-45,765
UNCOLLECTED AS OF 6/30/2018		4,349	5,013
% COLLECTED		91.57	90.13
COLLECTED BY DMV		6639.61	\$6,395.07

SCHEDULE 8 ANALYSIS OF TOWN LEVY (MOTOR VEHICLES)			
M51 CONWAY		2016	2017
Prev Yr Levy		0	0
Cur Yr Levy		0	0
Total		0	0
Rebates & Releases		0	0
Collections		0	0
Total		0	0
UNCOLLECTED AS OF 6/30/2018		0	0
% COLLECTED		0.00	0.00
COLLECTED BY DMV		24712.47	\$23,461.86
M52 GARYSBURG		2016	2017
Prev Yr Levy		0	0
Cur Yr Levy		0	67
Total		0	67
Rebates & Releases		0	0
Collections		0	-67
Total		0	-67
UNCOLLECTED AS OF 6/30/2018		0	0
PERCENT COLLECTED		0.00	100.00
COLLECTED BY DMV		31704.1	\$28,716.79
D52 GARYSBURG STICKER FEE		2016	2017
Prev Yr Levy		0	0
Cur Yr Levy		0	70
Total		0	70
Rebates & Releases		0	0
Collections		0	-70
Total		0	-70
UNCOLLECTED AS OF 6/30/2018		-	-
PERCENT COLLECTED		0.00	100.00
FEES COLLECTED BY DMV		6290	6,180

M53 GASTON				2016	2017
Prev Yr Levy				0	0
Cur Yr Levy				0	0
Total				0	0
Rebates & Releases				0	0
Collections				0	0
Total				0	0
UNCOLLECTED AS OF					
6/30/2018				0	0
PERCENT COLLECTED				0	0
COLLECTED BY DMV				31271.13	\$31,208.92
D53 GASTON STICKER FEE				2016	2017
Prev Yr Levy				0	0
Cur Yr Levy				0	0
Total				0	0
Rebates & Releases				0	0
Collections				0	0
Total				0	0
UNCOLLECTED AS OF					
6/30/2018				-	-
PERCENT COLLECTED				0.00	0.00
FEES COLLECTED BY DMV				3310	3,310
M54 JACKSON				2016	2017
Prev Yr Levy				0	0
Cur Yr Levy				0	0
Total				0	0
Rebates & Releases				0	0
Collections				0	0
Total				0	0
UNCOLLECTED AS OF					
6/30/2018				0	0
PERCENT COLLECTED				0.00	0.00
COLLECTED BY DMV				40051.04	\$41,128.99

SCHEDULE 8 ANALYSIS OF TOWN LEVY (MOTOR VEHICLES)				
D54 JACKSON STICKER FEE			2016	2017
Prev Yr Levy			-	0
Cur Yr Levy			-	0
Total			-	0
Rebates & Releases			0	0
Collections			0	0
Total			0	0
UNCOLLECTED AS OF 6/30/2018			0	0
PERCENT COLLECTED			-	0
FEES COLLECTED BY DMV			2720	2,995
M55 LASKER			2016	2017
Prev Yr Levy			0	0
Cur Yr Levy			0	0
Total			0	0
Rebates & Releases			0	0
Collections			0	0
Total			0	0
UNCOLLECTED AS OF 6/30/2018			0	0
PERCENT COLLECTED			0.00	0.00
COLLECTED BY DMV			1584.33	\$2,886.18
M56 RICH SQUARE			2016	2017
Prev Yr Levy			0	0
Cur Yr Levy			174	0
Total			174	0
Rebates & Releases			0	0
Collections			174	0
Total			174	0
UNCOLLECTED AS OF 6/30/2018			0	0
PERCENT COLLECTED			100	0
COLLECTED BY DMV			34604.86	\$65,223.20

SCHEDULE 8 ANALYSIS OF TOWN LEVY (MOTOR VEHICLES)			
M57 SEABOARD		2016	2017
Prev Yr Levy		0	0
Cur Yr Levy		0	0
Total		0	0
Rebates & Releases		0	0
Collections		0	0
Total		0	0
UNCOLLECTED AS OF 6/30/2018		0	0
PERCENT COLLECTED		0	0
COLLECTED BY DMV		18281.33	\$22,102.55
D57 SEABOARD STICKER FEE		2016	2017
Prev Yr Levy		0	0
Cur Yr Levy		0	0
Additions			
Total		0	0
Rebates & Releases		0	0
Collections		0	0
Total		0	0
UNCOLLECTED AS OF 6/30/2018		0	0
PERCENT COLLECTED		0.00	0.00
FEES COLLECTED BY DMV		1925	\$1,895.00
M58 SEVERN		2016	2017
Prev Yr Levy		0	0
Cur Yr Levy		0	0
Total		0	0
Rebates & Releases		0	0
Collections		0	0
Total		0	0
UNCOLLECTED AS OF 6/30/2018		0	0
PERCENT COLLECTED		0	0
COLLECTED BY DMV		15969.76	\$15,484.80

SCHEDULE 8				
M59 WOODLAND ANALYSIS OF TOWN LEVY (MOTOR VEHICLES)				
			2016	2017
Prev Yr Levy			0	0
Cur Yr Levy			0	0
Total			0	0
Rebates & Releases			0	0
Collections			0	0
Total			0	0
UNCOLLECTED AS OF 6/30/2018			0	0
PERCENT COLLECTED			0.00	0.00
COLLECTED BY DMV			21,557.65	\$19,062.94
D59 WOODLAND STICKER FEE				
			2016	2017
Prev Yr Levy			0	0
Cur Yr Levy			0	0
Total			0	0
Rebates & Releases			0	0
Collections			0	0
Total			0	0
UNCOLLECTED AS OF 6/30/2018			0	0
PERCENT COLLECTED			0.00	0.00
FEES COLLECTED BY DMV			3190	2,075
C53 TOWN OF GASTON AD-VALOREM TAXES				
			2016	2017
Prev Yr Levy			0	0
Cur Yr Levy			191652	195121
Total			191,652	195,121
Rebates & Releases			-212	226
Collections			-162886	-172868
Total			-163,098	-172,643
UNCOLLECTED AS OF 6/30/2018			28,554	22,478
PERCENT COLLECTED			85.10	88.48
FEES COLLECTED BY DMV				31,208.92

C55 TOWN OF LASKER AD-VALOREM TAXES			
	2016	2017	
Prev Yr Levy	-	-	
Cur Yr Levy	8587	8374	
Total	8,587	8,374	
Rebates & Releases	-2	-3	
Collections	-8,275	-7,999	
Total	-8,278	-8,002	
UNCOLLECTED AS OF 6/30/2018	310	372	
PERCENT COLLECTED	96.39	95.56	
C56 TOWN OF RICH SQUARE AD-VALOREM TAXES			
	2016	2017	
Prev Yr Levy	0	0	
Cur Yr Levy	257694.83	256147.04	
Additions			
Total	257694.83	256147.04	
Rebates & Releases			
Collections	-569	464	
Total	-232,115	232,208	
UNCOLLECTED AS OF 6/30/2018	25,012	24,404	
PERCENT COLLECTED	90.29	90.47	
C59 TOWN OF WOODLAND AD-VALOREM TAXES			
	2016	2017	
Prev Yr Levy			
Cur Yr Levy	125172.33	147077.11	
Additions			
Total	125172.33	147077.11	
Rebates & Releases			
Collections	175	-1,498	
Total	112,176	130,787	
UNCOLLECTED AS OF 6/30/2018	-111594.61	14792.95	
PERCENT COLLECTED	89.05	89.94	

EXECUTIONS REPORT		2016	2017
TAX EXECUTIONS		41,075.96	30,206.03
SHERIFF FEES		94.76	212.39
TOTAL COLLECTED BY TAX DIVISION		41,170.92	30,418.42
OCCUPANCY TAX REPORT			
7/1/17 THRU 6/30/18		67,433.79	67,433.79
SOLID WASTE FEES REPORT			
		2016	2017
Prev Yr Levy			
Cur Yr Levy		2196498.12	2,204,399.02
Additions			
Total		2196498.12	2,204,399.02
Rebates & Releases		-3,247	887
Collections		-1,900,217	-1,899,415
Total		-1,903,464	-1,898,527
UNCOLLECTED AS OF 6/30/2018		293034.53	305,871.64
PERCENT COLLECTED		86.66	86.12
Respectfully submitted,			
Cathy B. Allen			
Tax Administrator			
cc: Board of Commi			
Clerk to Board			
County Manager			
ACTION BY THE BOARD OF COMMISSIONERS:			
APPROVED _____			
DISAPPROVED _____			
OTHER _____			
SIGNATURE & DATE: _____			

Board Stipend Pay:

Mrs. Sheila Evans, DSS Director, appeared before the Board to obtain approval for a stipend increase for the board members of Social Services.

A motion was made by Charles Tyner and seconded by Geneva Faulkner to table the matter until further research is done. **Question Called:** *All present voting yes.* **Motion carried.**

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



STRIVING TO HELP IMPROVE
THE WELL-BEING OF OUR CITIZENS

NORTHAMPTON COUNTY DEPARTMENT OF SOCIAL SERVICES

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

Decision Paper



SHELIA MANLEY EVANS
DIRECTOR

To: Ms. Kimberly Turner, County Manager
From: Shelia Manley-Evans, Director
Meeting Date: July 30, 2018
Re: Board Member Stipend Increase

PURPOSE:

To seek your approval for a stipend increase for the Board Members of Social Services.

FACTS:

- The rate has been the same for over ten years. Current rate is \$30.00 for Chairman and \$25.00 for other members per meeting. Meetings are held once per month.
- The 2018-19 was approved by the commissioners with the increase added into the budget.
- Requesting for rates to be changed to the following:
 - \$75.00 for Chairman
 - \$70.00 for all other Board Members

Finance Officer:

Concur Yellie A. Edwards
Concur with Comment Funds are
budgeted in 2018-2019 Budget.
Non-concur _____

County Manager:

Concur _____
Concur with Comment Kimberly B. Turner
Solely at the discretion of County Commissioners
Non-concur _____

Human Resources Director:

Concur Maranda Rogers
Concur with Comment _____
Non-concur _____

Policy Revisions:

Mrs. Marcenda Rogers, Human Resource Director, appeared before the Board to obtain approval of the revisions to the Performance Evaluation/Merit Policy; Article VII; Pay and Benefits; Section 13 and updated the evaluation form.

A motion was made by Fannie Greene and seconded by Geneva Faulkner to approve the revisions to the Performance Evaluation/Merit Policy; Article VII; Pay and Benefits; Section 13 and updated the evaluation form for the first reading. **Question Called:** *All present voting yes.*
Motion carried.

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



Northampton County Local Government Human Resources Department

DECISION PAPER

Equal Opportunity Employer
Marcenda Rogers
HR Director

TO: Board of Commissioners
FM: Marcenda Rogers, HR Director
DT: August 1, 2018
RE: Northampton County Local Government Policy Update

PURPOSE:

The purpose of this decision paper is to seek the endorsement of the Board of Commissioners for the approval of the revisions to the Performance Evaluation/Merit Policy; Article VII; Pay and Benefits; Section 13 and updated the evaluation form.

FACT:

1. This policy will help guide decisions on the Performance Evaluations/Merit Policy. To be effective, policies need to be adjusted to meet the changing needs of the County.

DISCUSSION:

1. The Board's evaluation of the draft copy of the Northampton County Local Government Personnel Policy submitted, August 6, 2018.

RECOMMENDATION:

It is the recommendation of the Human Resources Director for the Board of Commissioners to approve all of the updates and revisions to the Performance Evaluation/Merit Policy; Article VII; Pay and Benefits; Section 13 and approval of the updated evaluation form.

COORDINATION:

Finance Officer: Concur/Non-concur

Julia A. Edwards

Comments:

County Manager: Concur/Non-concur

Kimberly D. Dean

Comments:

PO Box 367
107 Thomas Bragg Drive
Jackson, North Carolina 27845
Office: 252-574-0236 Fax: 252-534-4483

ARTICLE VII: PAY AND BENEFITS

Section 13. Performance Evaluations/Merit Policy

On an **annual basis**, all full-time Northampton County Local Government employees will be evaluated as to their performance during the last year. It is the policy of Northampton County to award all full-time employees a merit (one-step) increase every two (2) years that has exceeded expectations in some areas or sometimes or consistently meets expectations of assigned duties. In order for an employee to be eligible for a merit increase, the overall review rating shall be "Exceed Expectations in Some Areas or Some Times" or "Consistently Exceeds Expectations".

While conversations between supervisors and employees about performance and development should be frequent, this performance evaluation system ensures that a more formal, summary discussion takes place at least once a year. These discussions give supervisors and employees an opportunity to reflect on what the employee achieved compared to what was expected and how the employee is performing overall.

~~On an annual basis, all full-time Northampton County Local Government employees will be evaluated as to their performance during the last year. It is the policy of Northampton County to award all full-time employees a one-step (1) merit increase that has consistently performed assigned duties in an above average to outstanding manner every two (2) years.~~

All performance appraisals will be processed on the County's Performance Evaluation form within the required timeframe for payroll or other administrative functions. Typically, one (1) month prior to the employee's employment anniversary date, the Department Head will be advised in writing by the Human Resources Department that the employee is due a performance appraisal (annual or merit). **NO CHANGE**

A. Evaluation Criteria (Ratings)

1. *Consistently Exceeds Expectations (CE) (5pts)*: An employee whose performance is progressive, takes on more than expected and successfully completed, requires little or no guidance, accepts responsibility.
 - a. Extraordinary: Marvelous, remarkable, superlative, surprising, wonderful
 - b. Exceptional: Great, incomparable, matchless, notable, noteworthy, unequalled, unique, unmatched, unsurpassed, significant, special, striking
 - c. Excellent: Admirable, brilliant, first-rate
 - d. Outstanding: Remarkable, significant, terrific

~~*Outstanding: An employee whose performance far exceeds that expected of an employee of like grade and length of employment. Unhesitatingly assumes additional responsibilities and willingly, without having to be asked, helps others with a "team player" attitude. Requires no supervision in the performance of routine duties and responsibilities. Requires little to no supervision in the performance of extraordinary duties.*~~

ARTICLE VII: PAY AND BENEFITS

2. *Exceeds Expectations in Some Areas or Some Times (E) (4 pts):* An employee whose performance displays initiative, seeks job growth, requires little guidance, occasionally takes on more than expected and completes.

- a. Exemplary: Creditable, laudable, praiseworthy
- b. Superior: Accomplished, commendable, consummate, expert, high quality, skilled
- c. Very good: Highly regarded, impressive, valuable, worthy
- d. More than adequate: Fine, more than sufficient, more than ample

~~*Above Average: An employee whose performance is above that expected of the average employee of like grade and length of employment. Willingly assumes additional duties and responsibilities when asked and routinely demonstrates qualities of a "team player" toward getting the job done. Performance of extraordinary duties requires routine supervision but performance of routine duties requires little to no supervision.*~~

3. *Meets Expectations (ME) (3 pts):* An employee whose performance demonstrates acceptable performance, does a good job, meets job requirements, requires some guidance, completes assigned projects, performs the minimum requirements.

- a. Good: Decent, good quality, respectable, skillful
- b. Satisfactory: Appropriate, apt, fitting, proper
- c. Acceptable: Good enough, okay, up to standard
- d. Adequate: Allowable, passable, reasonable, tolerable

~~*Average: An employee whose performance is that generally expected of an employee of like grade and length of employment. Periodic to routine supervision is required on the performance of duties and associated responsibilities. For the most part, focuses on doing his/her job well and demonstrates little initiative toward helping others as a "team player". May demonstrate qualities of a "team player" but is generally more prone to focusing on performance of assigned duties and responsibilities. Performance of extraordinary duties requires routine supervision.*~~

4. *Does Not Meet Some Expectations (DE) (2 pts):* An employee whose performance falls below minimal performance, does not consistently demonstrate ability to perform at expected levels, requires specific guidance, show potential for improvement.

- a. Fair: Barely, adequate
- b. Poor: Inferior, meager, weak
- c. Less than adequate: Inadequate, insufficient, paltry, scant

~~*Below Average: An employee whose performance is below that expected of other employees of like grade and length of employment. Above routine supervision is required in the performance of routine duties and responsibilities of the position. Work requires frequent corrections and employee demonstrates little to no inclination to be a "team player". Performance warrants consideration for termination of employment.*~~

ARTICLE VII: PAY AND BENEFITS

Consistently Falls Below Expectations (CF) (1 pts): An employee whose performance has not responded to previous efforts for improvement, does not demonstrate ability to perform at expected levels, requires significant improvement, requires substantial guidance, performance is expected to improve.

- a. Unsatisfactory: beneath standard, inferior, low-grade, mediocre, poor quality, second rate, substandard
- b. Undependable: Devious, not to be trusted, unstable, untrustworthy
- c. Unreliable: Changeable, erratic, fickle, not to be relied upon, unpredictable, variable
- d. Unacceptable: Insufficient, intolerable, objectionable

B. Review Procedures

On an annual basis, all full-time Northampton County Local Government employees will be evaluated as to their performance during the last year. It is the policy of Northampton County to award all full-time employees a merit increase every two (2) years that has exceeded expectations in some areas or sometimes or consistently meets expectations of assigned duties. On the employee's anniversary date, supervisors are required to conduct a performance evaluation of each full-time employee utilizing the Performance Appraisal Form. **NO CHANGE**

ADDED

- a) Supervisor will schedule a review meeting and provide Areas of Discussion for Employee (Page 2) and Individual Goals Forms (Page 3) to employees for completion and return to supervisor prior to evaluation meeting.
- b) Supervisor will utilize the Completed Areas of Discussion Form, Individual Employee Goals Form, and Job Description to set goals for the upcoming year using the Established Measurable Goals Form (Page 4).
- c) Supervisor will complete the Employee Performance Evaluation Form (Page 5) by reviewing goals set the previous year.
- d) Supervisor and employee will discuss the evaluation and sign the form.
- e) Department Heads will send entire evaluation packet including job description to HR for County Manager's approval.

Where there is an intermediate supervisor between the employee and the Department Head, the Department Head should do the evaluation in collaboration with the supervisor. This may consist of joint discussions or having the supervisor provide the Department Head with written input for the Department Head's approval. When the appraisal (annual or merit) has been completed, signed and dated by the Department Head, the Department Head will hold counsel with the employee. Where an intermediate supervisor exists, it is recommended that the supervisor be present during the review. **NO CHANGE**

ARTICLE VII: PAY AND BENEFITS

At the conclusion of this meeting, the employee will be asked to sign and date the performance appraisal to acknowledge the evaluation session occurred. Should any employee decline to sign the appraisal, the Department Head will make every effort to ensure the employee understands that the signature in no way reflects the employee agrees with the rating. It simply acknowledges that the employee reviewed the written evaluation and was informed and/or counseled as to its contents. Should the employee continue to decline, the Department Head will write in the employee's signature block, "*Employee Refused to Sign*" and date the form, and the employee will be provided a COPY of the appraisal. **NO CHANGE**

The Department Head will retain a copy of the appraisal in the department's personnel files and also submit the *original* to the Human Resources Department. (In the case of the Department of Social Services and the Health Department, each department will maintain the original evaluation for its primary files and forward a copy to the Human Resources Department). **NO CHANGE**

D. Consistently Falls Below Expectations

Should a Department Head find it necessary to evaluate an employee's performance falls below expectations, the appraisal must contain a statement as to corrective action planned by the Department Head. An employee whose performance consistently falls below expectations will constitute a *written warning*.

The Department Head's statement must specify what the employee must do to correct the situation and the maximum length of time the employee is given to take corrective action. **NO CHANGE**

There is no requirement for the Department Head to wait the maximum time before deciding what must be done or terminating the employee. However, Department Heads are encouraged to give the employee sufficient time to correct the situation (See Article IX. Grievance Procedures and Appeals Policies). **NO CHANGE**

~~Unsatisfactory Performance Rating:~~

~~Should a Department Head find it necessary to evaluate an employee's performance as unsatisfactory, the appraisal must contain a statement as to corrective action planned by the Department Head. An unsatisfactory rating constitutes a *written warning*.~~

E. Special situations

Any employee may be rated for a period "OTHER" than the routine "Annual Rating" for reasons as determined by the Department Head. Conditions that warrant ratings for other than annual are as follows:

ARTICLE VII: PAY AND BENEFITS

1. A decision to terminate an employee at the end of his/her nine (9) month or **12 month** probationary period. A copy of the rating should be attached to the Letter of Termination.
2. A change of jobs within the County government. If an employee acquires employment with another department with County Government, a closeout rating should be accomplished. **NO CHANGE**
3. A change of supervisor. The departing supervisor should provide a closeout appraisal. **NO CHANGE**
4. Exceptional performance or unsatisfactory performance on the part of the employee may warrant an evaluation. **NO CHANGE**
5. When an employee is being considered for a merit (one-step increase), an original appraisal document must accompany the Department Head's recommendation (cover memo attached for the County manager's approval). **NO CHANGE**

F. Merit Increase

The merit increase will be granted *every two (2) years*, effective the first day of the month of the employee's anniversary date of employment.

Provisions:

- a) All full-time employees will automatically be considered for a merit increase every two (2) years of employment on his/her anniversary date with the County until such time as he/she reaches the maximum of the assigned salary range. In order for an employee to be eligible for a merit increase, the overall review rating shall be "Exceed Expectation in Some Areas or "Some Times" or "Consistently Exceeds Expectations".
- b) At no time will an employee advance more than one (1) step at a time within a grade. A step increase, however, may be considered on the *Merit* anniversary date.
- c) In order for an employee to be eligible for a merit increase, the overall review rating shall be "Exceed Expectations in Some Areas or Some Times" or "Consistently Exceeds Expectations".
- d) Employee's salary will typically be adjusted one (1) step. Merit increases will be based strictly on performance of duties and **not** as a result of reclassification, or longevity.

ARTICLE VII: PAY AND BENEFITS

- e) Merit increases will be granted upon the employee's overall ~~good~~ performance but also at the recommendation of the immediate supervisor and department head.
- f) The performance evaluation documentation shall be forwarded to the Northampton County Human Resources Department two (2) weeks prior to payroll initiation.
- g) 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.
- h) The County Manager will provide final approval after reviewing the evaluation.
- i) 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.
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 not evaluated.
- ~~*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.

**NORTHAMPTON COUNTY EMPLOYEE
PERFORMANCE APPRAISAL
Cover Sheet**

Northampton County is committed to producing informed, motivated employees who are dedicated to improving the effectiveness of their performance. In order for an employee to perform exceedingly, job expectations must be clearly defined. Annual reviews shall be conducted, which address well-established performance goals and objectives. The reviews provide a basis for planning future performance expectations.

Employee Name _____ Position _____

Employment Date _____ Department _____ Date Assigned to Position _____

Period Covered: From: _____ To: _____ Review Date: _____

Type of Appraisal: ☐ Annual If Other, Explain: _____

☐ Merit

☐ Probationary

☐ Other

(Northampton County Personnel Policy, Article VII, Section 13)

EMPLOYEE PERFORMANCE EVALUATION INFORMATION AND INSTRUCTIONS

Northampton County is committed to producing informed, motivated employees who are dedicated to improving the effectiveness of their performance. In order for an employee to perform exceedingly, job expectations must be clearly defined. Annual reviews shall be conducted, which address well-established performance goals and objectives. The reviews provide a basis for planning future performance expectations.

Overview:

While conversations between supervisors and employees about performance and development should be frequent, this performance evaluation system ensures that a more formal, summary discussion takes place at least once a year. These discussions give supervisors and employees an opportunity to reflect on what the employee achieved compared to what was expected and how the employee is performing overall.

Process:

On an annual basis, all full-time Northampton County Local Government employees will be evaluated as to their performance during the last year. It is the policy of Northampton County to award all full-time employees a merit increase every two (2) years that has exceeded expectations in some areas or sometimes or consistently meets expectations of assigned duties.

On the employee's anniversary date, supervisors are required to conduct a performance evaluation of each full-time employee utilizing the attached Performance Appraisal Forms as follows:

1. Supervisor will schedule a review meeting and provide Areas of Discussion for Employee (Page 2) and Individual Goals Forms (Page 3) to employees for completion and return to supervisor prior to evaluation meeting.
2. Supervisor will utilize the Completed Areas of Discussion Form, Individual Employee Goals Form, and Job Description to set goals for the upcoming year using the Established Measurable Goals Form (Page 4).
3. Supervisor will complete the Employee Performance Evaluation Form (Page 5) by reviewing goals set the previous year.
4. Supervisor and employee will discuss the evaluation and sign the form.
5. Department Heads will send entire evaluation packet including job description to HR for County Manager's approval.

Ratings and What They Mean:

Consistently Exceeds Expectations (CE) (5pts)

Progressive, takes on more than expected and successfully completed, requires little or no guidance, accepts responsibility.

Extraordinary: Marvelous, remarkable, superlative, surprising, wonderful

Exceptional: Great, incomparable, matchless, notable, noteworthy, unequaled, unique, unmatched, unsurpassed, significant, special, striking

Excellent: Admirable, brilliant, first-rate

Outstanding: Remarkable, significant, terrific

Exceeds Expectations in Some Areas or Some Times (E) (4 pts)

Displays initiative, seeks job growth, requires little guidance, occasionally takes on more than expected and completes.

Exemplary: Creditable, laudable, praiseworthy

Superior: Accomplished, commendable, consummate, expert, high quality, skilled
Very good: Highly regarded, impressive, valuable, worthy
More than adequate: Fine, more than sufficient, more than ample

Meets Expectations (ME) (3 pts)

Demonstrates acceptable performance, does a good job, meets job requirements, requires some guidance, completes assigned projects, performs the minimum requirements.

Good: Decent, good quality, respectable, skillful
Satisfactory: Appropriate, apt, fitting, proper
Acceptable: Good enough, okay, up to standard
Adequate: Allowable, passable, reasonable, tolerable

Does Not Meet Some Expectations (DE) (2 pts)

Falls below minimal performance, does not consistently demonstrate ability to perform at expected levels, requires specific guidance, show potential for improvement.

Fair: Barely, adequate
Poor: Inferior, meager, weak
Less than adequate: Inadequate, insufficient, paltry, scant
Minimal: Insignificant, negligible, slight, token, trivial

Consistently Falls Below Expectations (CF) (1 pts)

Has not responded to previous efforts for improvement, does not demonstrate ability to perform at expected levels, requires significant improvement, requires substantial guidance, performance is expected to improve.

Unsatisfactory: beneath standard, inferior, low-grade, mediocre, poor quality, second rate, substandard
Undependable: Devious, not to be trusted, unstable, untrustworthy
Unreliable: Changeable, erratic, fickle, not to be relied upon, unpredictable, variable
Unacceptable: Insufficient, intolerable, objectionable

In order for an employee to be eligible for a merit increase, the overall review rating shall be "Exceed Expectations in Some Areas or Some Times" or "Consistently Exceeds Expectations".

AREAS OF DISCUSSION FOR EMPLOYEE

Employee Name _____ Date _____

We will be meeting to discuss your performance for this year and to form plans for developing your potential as an employee. Your input is a very important part of this meeting. You can prepare for the meeting and help me to address your concerns by reading over the following questions and writing down those aspects of your performance and development you would like to discuss. Please return this form to me at least 24 hours before our scheduled meeting on (date) _____

What do you consider to be your most important accomplishments on the job this year?

What questions do you have concerning what is expected of you on the job?

What steps could you take to improve your performance? Are there any training courses or assignments you feel would increase your ability to do your job?

Please outline any certifications, awards, or activities that might give a more complete picture of your strengths and abilities.

Do you have any other questions that you would like to discuss at this meeting?

Employee Signature _____

Date _____

INDIVIDUAL EMPLOYEE'S GOALS

For the employee to complete and return with Areas of Discussion Form

Goal #1: _____

Measure of Success _____

Goal #2: _____

Measure of Success _____

Goal #3: _____

Measure of Success _____

(Optional)

Goal #4: _____

Measure of Success _____

(Optional)

Goal #5: _____

Measure of Success _____

Employee's Signature	Date
----------------------	------

ESTABLISHED MEASURABLE GOALS

For the supervisor to complete to set goals for upcoming year

Goal #1: Customer Service: responsiveness to customers, clients, others

Measure of Success:

Goal #2: Work Ethic: confidentiality, attendance, punctuality, reliability, honesty, judgment, etc. (Attendance standard is no more than 1 unscheduled absence occurrence per month averaged over the 12 month evaluation period)

Measure of Success:

Goal #3:

Measure of Success:

Goal #4:

Measure of Success:

Goal #5:

Measure of Success:

Supervisor's Signature

Date

EMPLOYEE PERFORMANCE EVALUATION

<i>MEASURABLE GOALS ACCOMPLISHED</i>						<i>Results (1-5)</i>
Customer Service: responsiveness to customers, clients, others						
Work Ethic: confidentiality, attendance, punctuality, reliability, honesty, judgment, etc. (Attendance standard is no more than 1 unscheduled absence occurrence per month averaged over the 12 month evaluation period)						
TOTAL						0

Average Score: (Total/5) 0

	5.0	4.0-4.9	3.0-3.9	2.0-2.9	1.0-1.9
Check One for Overall Review Rating	CE	E	ME	DE	CF

Signatures

Employee's Comments:

I have seen and been counseled as to my performance appraisal. Signature acknowledges discussion of evaluation, not agreement.

Employee's Signature Date _____

Supervisor's/Department Head's Comments:

I hereby certify that this appraisal constitutes my best judgment of the job performance of this employee and is based on personal knowledge of his/her work.

Supervisor's Signature Date _____

Department Head Signature Date _____

Cooperative Service Agreement:

Ms. Kimberly Turner, County Manager, appeared before the Board to obtain approval of the Cooperative Service Agreement for the Beaver Management services. Ms. Turner noted that she was instructed by County Attorney McKellar to change the date on the agreement from August 1, 2018 to October 1, 2018.

A motion was made by Charles Tyner and seconded by Fannie Greene to approve the Cooperative Service Agreement for Beaver Management services. **Question Called:** *All present voting yes.* **Motion carried.**

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

WS-ER (7-17)

Agreement No.: 18-7237-7131 RA
WBS Element: AP.RA.RX37.72.1131

COOPERATIVE SERVICE AGREEMENT
Between
COUNTY OF NORTHAMPTON
and the
UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)
ANIMAL AND PLANT HEALTH INSPECTION SERVICE, WILDLIFE SERVICES (APHIS WS)

ARTICLE 1

The purpose of this agreement is to cooperate in a wildlife damage management project, as described in the Work Plan on the next page.

ARTICLE 2

APHIS WS has statutory authority under the Act of March 2, 1931 (46 Stat. 1468; 7 USCA 8351-7 USCA 8352) as amended, and the Act of December 22, 1987 (101 Stat. 1329-331, 7 USCA 8353), to cooperate with States, local jurisdictions, individuals, public and private agencies, organizations, and institutions while conducting a program of wildlife services involving mammal and bird species that are reservoirs for zoonotic diseases, or animal species that are injurious and/or a nuisance to, among other things, agriculture, horticulture, forestry, animal husbandry, wildlife, and human health and safety.

ARTICLE 3

APHIS WS and the County agree:

1. APHIS WS will provide the requested beaver damage management services.
2. The County will provide (in advance) APHIS WS the sum of \$4,000 to cover the costs as outlined in the Financial Plan. Payment will be made by check or money order payable to "U.S.D.A." or credit card by August 1, 2018.
3. The County ensures and certifies that it is not currently debarred or suspended and is free of delinquent Federal debt.
4. The monies received by APHIS WS will be used for wildlife damage management activities.
5. Nothing in this agreement shall prevent APHIS WS from entering into separate agreements with any other organization or individual for the purpose of providing wildlife damage management services exclusive of those provided for under this agreement.
6. The County certifies that APHIS WS has advised the County that there may be private sector service providers available to provide wildlife management services that the County is seeking from APHIS WS.
7. The performance of wildlife damage management actions by APHIS WS under this agreement is contingent upon a determination by APHIS WS that such actions are in compliance with the National Environmental Policy Act, Endangered Species Act, and any other applicable federal statutes. APHIS WS will not make a final decision to conduct requested wildlife damage management actions until it has made the determination of such compliance.
8. If this agreement is subject to NCGS 143-133.3, the APHIS WS agrees that its hiring practices include the use of E-verify; as a Federal Agency, APHIS WS is not subject to requirements of Article 2 of Chapter 64 of the NCGS.

ARTICLE 4

Pursuant to Section 22, Title 41, United States Code, no member of or delegate to Congress shall be admitted to any share or part of this Agreement or to any benefit to arise therefrom.

ARTICLE 5

APHIS assumes no liability for any actions or activities conducted under this Cooperative Service Agreement except to the extent that recourse or remedies are provided by Congress under the Federal Tort Claims Act (FTCA), (28 U.S.C. 1346(b), 2401(b), and 2671-2680).

ARTICLE 6

The Agreement shall become effective July 1, 2018 and shall continue in effect until June 30, 2019 or exhaustion of funds, whichever is sooner. This Agreement may be amended or terminated at any time by mutual agreement of the parties in writing. Further, in the event the County does not provide necessary funds, APHIS WS is relieved of the obligation to provide services under this agreement.

Tax Identification Number: 56-6000325

Kimberly L. Turner, County Manager
Northampton County
108 W. Jefferson St.
Jackson, NC 27845

Date

Keith P. Wehner, State Director
USDA APHIS Wildlife Services
6213-E Angus Drive
Raleigh, NC 27617

Date

WORK PLAN

Wildlife Species: Beaver

Description of Damage: The County has requested that APHIS-Wildlife Services reduce or eliminate property damage and/or threats to human health and safety caused by beaver and their activities as part of NC Beaver Management Assistance Program (BMAP).

Location: Properties assigned by the County within the County.

Services Provided: Techniques which may be used to address beaver damage include lethal removal of beaver using traps, snares, and shooting. Non-lethal techniques such as installation of exclusion devices to prevent beaver from gaining access to resources may also be used. To alleviate flooding, beaver dams may be removed using hand tools or explosives and/or water control devices such as the Clemson Beaver Pond Leveler maybe installed. Incidental takes of muskrat and nutria caught under a beaver agreement will be counted as target species. The County acknowledges that he/she has been informed of and clearly understands the methods and manner in which the management materials and devices will be used and of the possible hazards associated with their use.

This agreement is part of the NC BMAP which is a cost share program funded in part by the County, individual landowners, and the NC Wildlife Resources Commission (NCWRC). Services will be provided in the County according to the amount of funding available through this agreement and the appropriate portion of NCWRC funding. This portion is determined by the amount of funding provided by the NCWRC (\$385,000) divided by the number of participating Counties (43). For this agreement period, the NCWRC will be providing approximately \$8,953 in cost share funds for services in the County in addition to this agreement.

If the combined County and NCWRC funding is exhausted prior to July 30, 2019, then services can still be provided to landowners within the County under different funding arrangements with landowners or the County at full cost recovery.

FINANCIAL PLAN

Personnel Costs	\$2,683
Vehicle Fuel	\$250
Supplies/Equipment	\$213
Subtotal (Direct Costs)	\$3,146
Pooled Job Costs (11%).....	\$346
Indirect Costs (16.15%).....	\$508
TOTAL	\$4,000

The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed \$4,000.

Financial Point of Contact

<Cooperator>:	Leslie Edwards	(252) 534-1536
	<Name to call for billing questions>	Phone

APHIS WS:	Catherine Saunders, Budget Analyst	(919) 326-6917
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Request Date/Time for Public Hearing for CDBG Program:

Ms. Kimberly Turner, County Manager, appeared before the Board on behalf of Mr. Gary Brown, EDC Director, to obtain a date and time for a Public Hearing for the CDBG program.

Chairman Carter asked Ms. Komita Hendricks, Clerk, for a date and time. Ms. Hendricks gave the date and time of August 20, 2018 at 6:05 pm.

A motion was made by Charles Tyner and seconded by Fannie Greene to set the date and time of August 20, 2018 at 6:05 pm for a Public Hearing for the CDBG program. **Question Called: All present voting yes. Motion carried.**

Management Matters:

Ms. Kimberly Turner, County Manager, appeared before the Board to request a date and time to meet with the Board of Education in regards to the design and planning of a New High School.

The Board consensus is to set the meeting for August 20, 2018 at 5 pm.

Citizens/Board Comments:

Chairman Carter called for Citizens Comments.

Mr. Roger West, citizen, appeared before the Board to ask if they could encourage citizens to recycle waste.

Mr. Tony Burnette, citizen, appeared before the Board and made comments in regards to stipend pay for Board members. He also stated that he never received a response to his question he asked at the last commissioners meeting.

Chairman Carter called for Board Comments.

Commissioner Faulkner thanked everyone for coming. She encouraged everyone to contact their legislative representative to start the process of releasing 8 million owed to Northampton County Schools and asked the Commissioners to think about writing a resolution in support. She also stated that she listens to citizens and provided her phone number for contacting purposes.

Commissioner Deloatch thanked everyone for coming.

Commissioner Greene made comments in regards to National Association of County Commissioners conference in Nashville, Tennessee.

Commissioner Tyner also thanked everyone for attending the meeting and for their comments. He made comments in reference to economic development, water; improve roads; grocery store; risks; and meetings. He also stated that he has a passion about the County not being in the same position next year where it is financially today.

Chairman Carter thanked everyone for their comments.

Commissioner Faulkner reminded everyone of Project Lift and Sheriff Department event on August 18 at the Cultural and Wellness Center from 11 am to 3pm.

A motion was made by Chester Deloatch and seconded by Fannie Greene to recess regular session and enter into closed session for the purpose of a G.S. 143-318.11 (a)(3) and G.S. 143-318.11 (a)(6) . **Question Called: All present voting yes. Motion carried.**

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

Meeting was adjourned by Chairman Carter.

Komita Hendricks, Clerk to the Board
"r.m. 08-06-18"