

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

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

Absent: 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 had no changes. Chairman Carter called upon Commissioners for input. Commissioners had no changes.

Regular Session:

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

Approval of Regular Session Minutes for August 21, 2017:

A motion was made by Chester Deloatch and seconded by Fannie Greene to approve the Regular Session Minutes for August 21, 2017. **Question Called:** *All present voting yes.* **Motion carried.**

Approval of Closed Session Minutes for August 21, 2017:

A motion was made by Fannie Greene and seconded by Chester Deloatch to approve the Closed Session Minutes for August 21, 2017. **Question Called:** *All present voting yes.* **Motion carried.**

Approval of Agenda for September 6, 2017:

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

Appointment to the Agricultural Advisory Board:

Mrs. Beth Burchell, Northampton County Cooperative Extension Service, appeared before the Board to obtain the approval of Mr. Timothy Hollowell to the Agricultural Advisory Board.

A motion was made by Chester Deloatch and seconded by Fannie Greene to approve the appointment of Mr. Tim Hollowell to the Agricultural Advisory Board. **Question Called:** *yes (Commissioner Greene and Deloatch) no (Commissioner Tyner).* **Motion carried.**

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

Decision Paper

To: Northampton County Board of Commissioners
From: Beth Burchell, Northampton County Cooperative Extension Service
Date: August 18, 2017
Subject: Appointment to the Agricultural Advisory Board

PURPOSE:

To secure the appointment by the Northampton County Board of Commissioners of one (1) new member to the Agricultural Advisory Board (AAB).

FACTS:

1. The members of the Northampton County Agricultural Advisory Board are appointed by the Northampton County Board of Commissioners pursuant to the Voluntary Agricultural District (VAD) ordinance.
2. Mrs. Kay Winn is semi-retired. She has resigned her position as an at-large member.
3. Mr. Tim Hollowell farms in the Woodland area. He will be new to the board serving as an at-large member.

RECOMMENDATION:

The AAB recommends the new appointment of Mr. Tim Hollowell to the Agricultural Advisory Board.

Decision Paper: Appointment to the Agricultural Advisory Board
August 17, 2017
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ROUTED FOR CONCURRENCE/COMMENT TO:

Ms. Kimberly Turner, Northampton County Manager

Concur: Kimberly Turner Non-Concur: _____

Comment: _____

ACTION BY THE DECISION MAKER:

APPROVED: _____ DISAPPROVED: _____

OTHER (SPECIFY): _____

SIGNATURE/DATE: _____

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: Timothy (Tim) R. Hollowell
Phone: Home: 252 539-2425 Work: _____ Cell: 252-578-2291 Fax: _____
Physical Address: 764 NC 305 Hwy Woodland NC 27897
Mailing Address (if different): _____
Email Address: timpauh@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: Eagletown

Do you live within any corporate or town limits: Yes ____ No ☒ Town: _____

Employer Name and Address: Self-employed farmer

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

Agricultural Advisory Board

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

Having grown up on a family farm, and being a full time farmer since graduating from college I feel that
I have a real respect for the land. I also am very aware of what it takes to keep a farm operating.

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

none

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

Other Information you feel pertinent to your appointment:

I am a member of the Extension Advisory Leadership Council. I am also active on the local Farm Bureau Board.

Signature: Tim Hollowell



Date: 8-18-2017

Financial Assistance Contracts for Volunteer Departments:

Mr. Ronnie Storey, Emergency Management Director, appeared before the Board to obtain the approval for the contracts/applications for the Volunteer Departments for designated funds for Fiscal Year 2017-2018. The total for all Volunteer Departments is \$28,500.00 (\$14,500 for fire departments and \$14,000 for EMS squads).

A motion was made by Fannie Greene and seconded by Chester Deloatch to approve these contracts/applications for the Fire Departments and EMS squads for the designated funds for Fiscal Year 2017-2018. **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: Ronald P Storey Jr, Emergency Management Director

Re: Fire Department and EMS Squad Financial Assistance Contracts/Applications

Date: August 15, 2017

Purpose: The purpose of this decision paper is to obtain approval from the Northampton County Board of Commissioners for the contracts/applications for the Fire Departments and EMS Squads for designated funds for FY17-18.

Facts:

1. A Resolution adopted by the Board of Commissioners on March 17, 1980 sets out the process for the approval of the Fire Departments' contracts and the EMS Squads' applications for financial assistance pending a review of the performance record of each Fire Department/EMS Squad. Performance charts of Fire Departments and EMS Squads for July 1, 2016 – June 30, 2017 are included with this package.
2. Northampton County requires all Fire Departments and EMS Squads operating within the County to submit a contract/application annually in order to receive their designated funds.
3. We have 10 Fire Departments that consist of Roanoke Wildwood, Gaston, Garysburg, Jackson, Lasker, Rich Square, Seaboard, Severn, Woodland, Conway and 3 EMS Squads that consist of Conway/Severn, Eastside, and Gaston.
4. Contributions in the amount of \$14,500.00 for the Fire Departments and \$14,000.00 for the EMS Squads (\$28,500.00 total) are included in the FY17-18 budget.
5. Contracts/applications were received by the June 1, 2017 deadline from the following departments requesting their designated funds:

• Roanoke Wildwood VFD	\$850
• Gaston VFD	\$850
• Garysburg VFD	\$850
• Jackson VFD	\$850
• Lasker VFD	\$850
• Rich Square VFD	\$850
• Seaboard VFD	\$850
• Severn VFD	\$3850
• Woodland VFD	\$850
• Conway VFD	\$3850
• Conway Severn EMS	\$4667
• Eastside EMS	\$4667
• Gaston EMS	\$4667
6. The aforementioned funds are not the funds the Fire Departments receive through their Fire Service District Tax. If approved the funds will be processed for payment in October 2017.

Recommendation: I recommend the approval of these Contracts/Applications pending the Boards satisfaction with each Fire Department's/EMS Squad's performance.

Respectfully Submitted,

Ronald P Storey, Jr

Ronald P Storey, Jr
Emergency Management Director

Coordination:

County Manager

Concur: *Kimberly L. Turner*

Concur with Comment: _____

Disagree: _____

Finance Director

Concur: *Heslie A. Edwards*

Concur with Comment: _____

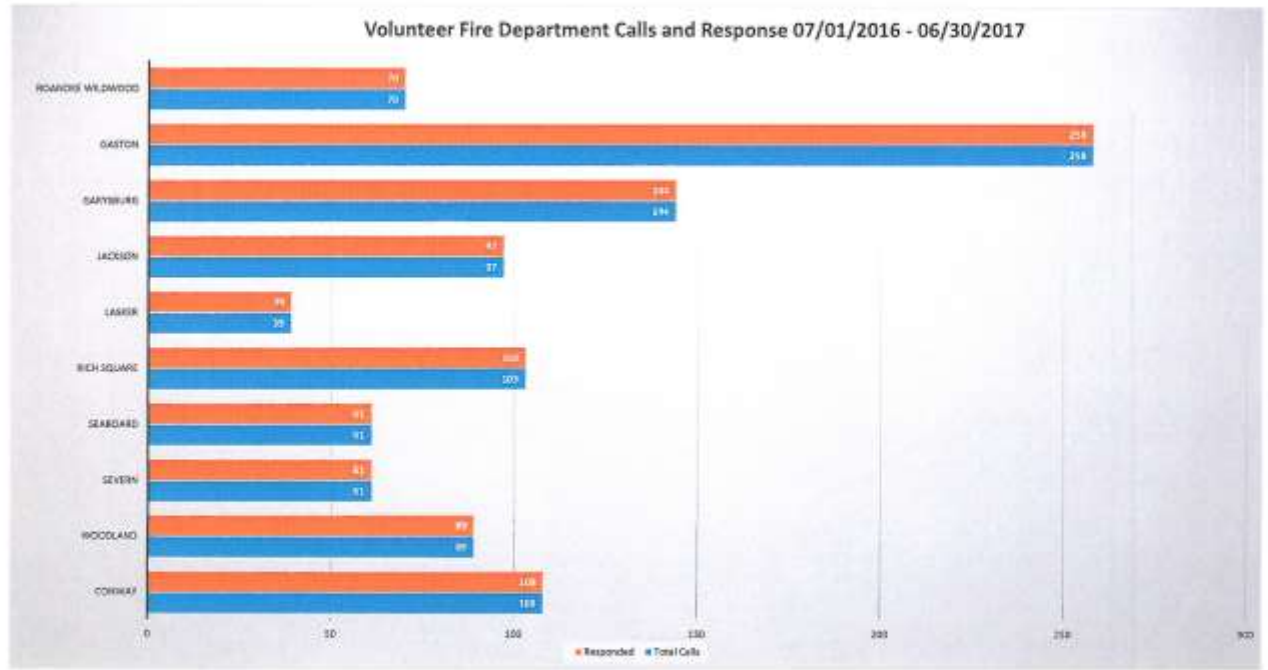
Disagree: _____

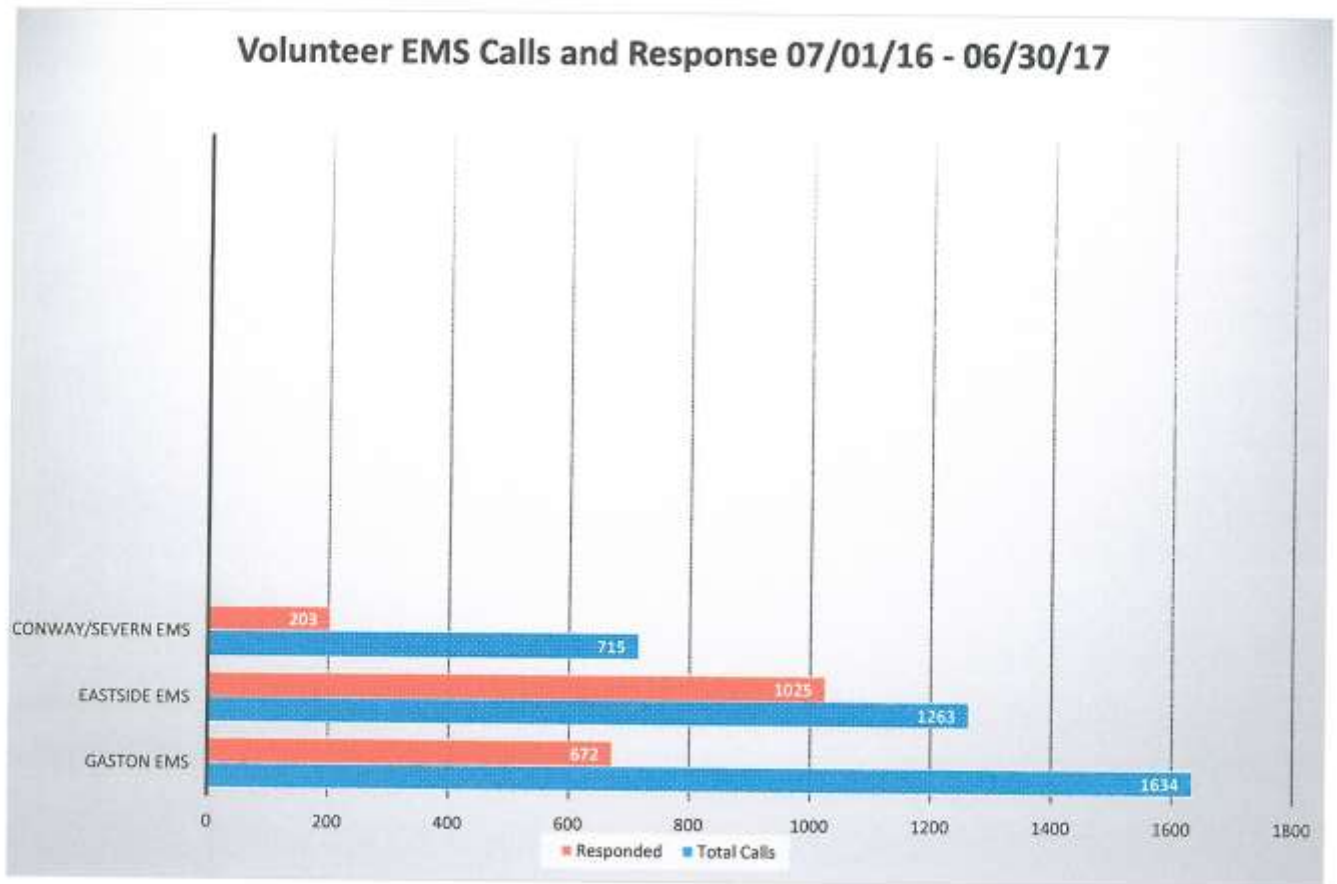
Action by the Decision Maker

Approve: _____

Disapprove: _____

Other: _____





**Application For Financial Assistance
To An Incorporated Rescue Squad
Pursuant To Resolution Adopted By The
Board of Commissioners Of Northampton County**

Application is hereby made by the Eastside Incorporated Rescue Squad for financial assistance under the provisions of the aforesaid resolution for providing financial assistance to certain Rescue Squads in the County.

The Eastside Incorporated Rescue Squad hereby agrees to give assistance to the residents of Northampton County located outside the incorporated town limits.

In witness whereof, the Eastside Incorporated Rescue Squad has caused this application to be duly executed in its name and by the undersigned officers.

ATTEST:

Lisa R. Rittle
Secretary

(Signature)
Commander

Date: 5/2/17

For County Use Only

The Board of Commissioners of Northampton County, in accordance with the provisions of the aforesaid resolution and on the basis of the Rescue Squad's past record, hereby approves the application of the Eastside Incorporated Rescue Squad for financial assistance which shall begin on July 1, 2017.

ATTEST:

Clerk to the Board

Chairperson

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

Leslie A. Edwards
Finance Officer

Vendor # 17444
Code # 114371 - 561100
Amount \$ _____
Approval _____

**Application For Financial Assistance
To An Incorporated Rescue Squad
Pursuant To Resolution Adopted By The
Board of Commissioners Of Northampton County**

Application is hereby made by the Conway/Severn Incorporated Rescue Squad for financial assistance under the provisions of the aforesaid resolution for providing financial assistance to certain Rescue Squads in the County.

The Conway/Severn Incorporated Rescue Squad hereby agrees to give assistance to the residents of Northampton County located outside the incorporated town limits.

In witness whereof, the Conway/Severn Incorporated Rescue Squad has caused this application to be duly executed in its name and by the undersigned officers.

ATTEST:

Kelly Aykies
Secretary

Neil St.
Commander

Date: 5/3/17

For County Use Only

The Board of Commissioners of Northampton County, in accordance with the provisions of the aforesaid resolution and on the basis of the Rescue Squad's past record, hereby approves the application of the Conway/Severn Incorporated Rescue Squad for financial assistance which shall begin on July 1, 2017.

ATTEST:

Clerk to the Board

Chairperson

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

Rebecca A. Edwards
Finance Officer

Vendor # 1249
Code # 114371 - 560100
Amount \$ _____
Approval _____

**Application For Financial Assistance
To An Incorporated Rescue Squad
Pursuant To Resolution Adopted By The
Board of Commissioners Of Northampton County**

Application is hereby made by the Gaston Incorporated Rescue Squad for financial assistance under the provisions of the aforesaid resolution for providing financial assistance to certain Rescue Squads in the County.

The Gaston Incorporated Rescue Squad hereby agrees to give assistance to the residents of Northampton County located outside the incorporated town limits.

In witness whereof, the Gaston Incorporated Rescue Squad has caused this application to be duly executed in its name and by the undersigned officers.

ATTEST:


Secretary


Commander

Date: 7/16/2017

For County Use Only

The Board of Commissioners of Northampton County, in accordance with the provisions of the aforesaid resolution and on the basis of the Rescue Squad's past record, hereby approves the application of the Gaston Incorporated Rescue Squad for financial assistance which shall begin on July 1, 2017.

ATTEST:

Clerk to the Board

Chairperson

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


Finance Officer

Vendor # 2542
Code # 114371 - 560500
Amount \$ _____
Approval _____

**Contract For County Fire Service
From Incorporated Department**

North Carolina
Northampton County

This Contract, made and entered into this the 1st day of July, 2017 by and between the County of Northampton, herein called the County, and the Roanoke Wildwood Fire Department, hereinafter called the Department.

Witnesseth:

That for and in consideration of the mutual covenants hereinafter contained, and pursuant to authority granted by G.S. 153A-233, do hereby covenant and agree as follows:

1. The Department agrees to furnish and provide continuing fire protection service to property within its Service Area by dispatching upon call of any resident or property owner within the said Service Area equipment consisting of 4 Engines, 1 Brush and adequate personnel to operate same.
2. The County agrees to make a contribution to the Department in the amount of \$850 annually.
3. This Contract may be terminated by either party at the end of any fiscal year by giving 180 days written notice of its intent to so terminate to the other party by registered or certified mail.

In witness whereof the County of Northampton has caused these presents to be signed in its name by its Chairman and attested by its Clerk and Roanoke Wildwood Rural Fire Department has caused these presents to be signed in its name by its President and attested by its Secretary.

This the _____ day of _____, 20 17.

ATTEST:

Clerk to the Board

Chairperson, Board of Commissioners

This the 1st day of MAY, 20 17.

ATTEST:

[Signature]
Secretary

[Signature]
President, Roanoke Wildwood Fire Dept.

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

[Signature]
Finance Officer

Vendor # 1246
Code # 114340 - 569310
Amount \$ _____
Approval _____

This instrument has been pre-audited in the manner as

Per NC.G.S. 169-28 (a) [Signature]
Finance Officer

**Contract For County Fire Service
From Incorporated Department**

North Carolina
Northampton County

This Contract, made and entered into this the 1st day of July, 2017 by and between the County of Northampton, herein called the County, and the Gaston Fire Department, hereinafter called the Department.

Witnesseth:

That for and in consideration of the mutual covenants hereinafter contained, and pursuant to authority granted by G.S. 153A-233, do hereby covenant and agree as follows:

1. The Department agrees to furnish and provide continuing fire protection service to property within its Service Area by dispatching upon call of any resident or property owner within the said Service Area equipment consisting of FIRE/RESCUE EQUIP. and adequate personnel to operate same.
2. The County agrees to make a contribution to the Department in the amount of \$850 annually.
3. This Contract may be terminated by either party at the end of any fiscal year by giving 180 days written notice of its intent to so terminate to the other party by registered or certified mail.

In witness whereof the County of Northampton has caused these presents to be signed in its name by its Chairman and attested by its Clerk and Gaston Rural Fire Department has caused these presents to be signed in its name by its President and attested by its Secretary.

This the _____ day of _____, 2017.

ATTEST:

Clerk to the Board

Chairperson, Board of Commissioners

This the 2nd day of May, 2017.

ATTEST:

Cindy Deaton
Secretary

Pres. [Signature]
President, Gaston Fire Dept.

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

Preslie H. Edwards
Finance Officer

Vendor # 1241
Code # 114340 - 569305
Amount \$ _____
Approval _____

**Contract For County Fire Service
From Incorporated Department**

North Carolina
Northampton County

This Contract, made and entered into this the 1st day of July, 2017 by and between the County of Northampton, herein called the County, and the Garvsburg Fire Department, hereinafter called the Department.

Witneseth:

That for and in consideration of the mutual covenants hereinafter contained, and pursuant to authority granted by G.S. 153A-233, do hereby covenant and agree as follows:

1. The Department agrees to furnish and provide continuing fire protection service to property within its Service Area by dispatching upon call of any resident or property owner within the said Service Area equipment consisting of Pumper + Tanker and adequate personnel to operate same.
2. The County agrees to make a contribution to the Department in the amount of \$850 annually.
3. This Contract may be terminated by either party at the end of any fiscal year by giving 180 days written notice of its intent to so terminate to the other party by registered or certified mail.

In witness whereof the County of Northampton has caused these presents to be signed in its name by its Chairman and attested by its Clerk and Garvsburg Rural Fire Department has caused these presents to be signed in its name by its President and attested by its Secretary.

This the _____ day of _____, 20____.

ATTEST:

Clerk to the Board

Chairperson, Board of Commissioners

This the 8th day of May, 2017.

ATTEST:

Lela Aubry
Secretary

Hamilton Randle
President, Garvsburg Fire Dept.

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

Leslie A. Edwards
Finance Officer

Vendor # 1245
Code # 114340-569309
Amount \$ _____
Approval _____

**Contract For County Fire Service
From Incorporated Department**

North Carolina
Northampton County

This Contract, made and entered into this the 1st day of July, 2017 by and between the County of Northampton, herein called the County, and the Jackson Fire Department, hereinafter called the Department.

Witnesseth:

That for and in consideration of the mutual covenants hereinafter contained, and pursuant to authority granted by G.S. 153A-233, do hereby covenant and agree as follows:

1. The Department agrees to furnish and provide continuing fire protection service to property within its Service Area by dispatching upon call of any resident or property owner within the said Service Area equipment consisting of _____ and adequate personnel to operate same.
2. The County agrees to make a contribution to the Department in the amount of \$850 annually.
3. This Contract may be terminated by either party at the end of any fiscal year by giving 180 days written notice of its intent to so terminate to the other party by registered or certified mail.

In witness whereof the County of Northampton has caused these presents to be signed in its name by its Chairman and attested by its Clerk and Jackson Rural Fire Department has caused these presents to be signed in its name by its President and attested by its Secretary.

This the _____ day of _____, 20____.

ATTEST:

_____ Clerk to the Board	_____ Chairperson, Board of Commissioners
This the <u>15th</u> day of <u>May</u> , 20 <u>17</u> .	
ATTEST: <u>[Signature]</u> Secretary	<u>[Signature]</u> President, <u>Jackson</u> Fire Dept.

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

[Signature]
Finance Officer

Vendor # 1243
Code # 114340-569307
Amount \$ _____
Approval _____

**Contract For County Fire Service
From Incorporated Department**

North Carolina
Northampton County

This Contract, made and entered into this the 1st day of July, 2017 by and between the County of Northampton, herein called the County, and the Lasker Fire Department, hereinafter called the Department.

Witnesseth:

That for and in consideration of the mutual covenants hereinafter contained, and pursuant to authority granted by G.S. 153A-233, do hereby covenant and agree as follows:

1. The Department agrees to furnish and provide continuing fire protection service to property within its Service Area by dispatching upon call of any resident or property owner within the said Service Area equipment consisting of 2 pumpers and adequate personnel to operate same.
2. The County agrees to make a contribution to the Department in the amount of \$850 annually.
3. This Contract may be terminated by either party at the end of any fiscal year by giving 180 days written notice of its intent to so terminate to the other party by registered or certified mail.

In witness whereof the County of Northampton has caused these presents to be signed in its name by its Chairman and attested by its Clerk and Lasker Rural Fire Department has caused these presents to be signed in its name by its President and attested by its Secretary.

This the _____ day of _____, 20____.

ATTEST:

Clerk to the Board

Chairperson, Board of Commissioners

This the 17 day of May, 2017.

ATTEST:

Carolyn Outland
Secretary

[Signature]
President, Lasker Fire Dept.

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

Julie A. Edwards
Finance Officer

Vendor # 1244
Code # 114340-569308
Amount \$ _____
Approval _____

**Contract For County Fire Service
From Incorporated Department**

North Carolina
Northampton County

This Contract, made and entered into this the 1st day of July, 2017 by and between the County of Northampton, herein called the County, and the Rich Square Fire Department, hereinafter called the Department.

Witnesseth:

That for and in consideration of the mutual covenants hereinafter contained, and pursuant to authority granted by G.S. 153A-233, do hereby covenant and agree as follows:

1. The Department agrees to furnish and provide continuing fire protection service to property within its Service Area by dispatching upon call of any resident or property owner within the said Service Area equipment consisting of Pumper/Rescue and adequate personnel to operate same.
2. The County agrees to make a contribution to the Department in the amount of \$850 annually.
3. This Contract may be terminated by either party at the end of any fiscal year by giving 180 days written notice of its intent to so terminate to the other party by registered or certified mail.

In witness whereof the County of Northampton has caused these presents to be signed in its name by its Chairman and attested by its Clerk and Rich Square Rural Fire Department has caused these presents to be signed in its name by its President and attested by its Secretary.

This the _____ day of _____, 20____.

ATTEST:

Clerk to the Board

Chairperson, Board of Commissioners

This the 5th day of May, 2017.

ATTEST:

William T. Roberson
Secretary

Donald R. Perry
President, Rich Square Fire Dept.

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

Leslie A. Edwards
Finance Officer

Vendor # 1237
Code # 114340-569301
Amount \$ _____
Approval _____

**Contract For County Fire Service
From Incorporated Department**

North Carolina
Northampton County

This Contract, made and entered into this the 1st day of July, 2017 by and between the County of Northampton, herein called the County, and the Seaboard Fire Department, hereinafter called the Department.

Witnesseth:

That for and in consideration of the mutual covenants hereinafter contained, and pursuant to authority granted by G.S. 153A-233, do hereby covenant and agree as follows:

1. The Department agrees to furnish and provide continuing fire protection service to property within its Service Area by dispatching upon call of any resident or property owner within the said Service Area equipment consisting of adequate equipment and adequate personnel to operate same.
2. The County agrees to make a contribution to the Department in the amount of \$850 annually.
3. This Contract may be terminated by either party at the end of any fiscal year by giving 180 days written notice of its intent to so terminate to the other party by registered or certified mail.

In witness whereof the County of Northampton has caused these presents to be signed in its name by its Chairman and attested by its Clerk and Seaboard Rural Fire Department has caused these presents to be signed in its name by its President and attested by its Secretary.

This the _____ day of _____, 20____.

ATTEST:

Clerk to the Board

Chairperson, Board of Commissioners

This the 18th day of May, 2017.

ATTEST:

Wendy J. LeBlanc
Asst. Secretary

John Lassiter
President, Seaboard Fire Dept.

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

Reslie A. Edwards
Finance Officer

Vendor # 1238
Code # 114340-569302
Amount \$ _____
Approval _____

**Contract For County Fire Service
From Incorporated Department**

North Carolina
Northampton County

This Contract, made and entered into this the 1st day of July, 2017 by and between the County of Northampton, herein called the County, and the Severn Fire Department, hereinafter called the Department.

Witnesseth:

That for and in consideration of the mutual covenants hereinafter contained, and pursuant to authority granted by G.S. 153A-233, do hereby covenant and agree as follows:

1. The Department agrees to furnish and provide continuing fire protection service to property within its Service Area by dispatching upon call of any resident or property owner within the said Service Area equipment consisting of 1 pump and adequate personnel to operate same.
2. The County agrees to make a contribution to the Department in the amount of \$3,850 annually.
3. This Contract may be terminated by either party at the end of any fiscal year by giving 180 days written notice of its intent to so terminate to the other party by registered or certified mail.

In witness whereof the County of Northampton has caused these presents to be signed in its name by its Chairman and attested by its Clerk and Severn Rural Fire Department has caused these presents to be signed in its name by its President and attested by its Secretary.

This the _____ day of _____, 20 ____.

ATTEST:

Clerk to the Board

Chairperson, Board of Commissioners

This the 16th day of May, 2017.

ATTEST:

[Signature]
Secretary

Dennis Ray Woodard
President, Severn Fire Dept.

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

Reslie A. Edwards
Finance Officer

Vendor # 1242
Code # 114340-569306
Amount \$ _____
Approval _____

**Contract For County Fire Service
From Incorporated Department**

North Carolina
Northampton County

This Contract, made and entered into this the 1st day of July, 2017 by and between the County of Northampton, herein called the County, and the Woodland Fire Department, hereinafter called the Department.

Witnesseth:

That for and in consideration of the mutual covenants hereinafter contained, and pursuant to authority granted by G.S. 153A-233, do hereby covenant and agree as follows:

1. The Department agrees to furnish and provide continuing fire protection service to property within its Service Area by dispatching upon call of any resident or property owner within the said Service Area equipment consisting of Engine and adequate personnel to operate same.
2. The County agrees to make a contribution to the Department in the amount of \$850 annually.
3. This Contract may be terminated by either party at the end of any fiscal year by giving 180 days written notice of its intent to so terminate to the other party by registered or certified mail.

In witness whereof the County of Northampton has caused these presents to be signed in its name by its Chairman and attested by its Clerk and Woodland Rural Fire Department has caused these presents to be signed in its name by its President and attested by its Secretary.

This the _____ day of _____, 20____.

ATTEST:

Clerk to the Board

Chairperson, Board of Commissioners

This the 5th day of May, 2017.

ATTEST:

[Signature]
Secretary

[Signature]
President, Woodland Fire Dept.

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

[Signature]
Finance Officer

Vendor # 1240
Code # 114340-569304
Amount \$ _____
Approval _____

**Contract For County Fire Service
From Incorporated Department**

North Carolina
Northampton County

This Contract, made and entered into this the 1st day of July, 2017 by and between the County of Northampton, herein called the County, and the Conway Fire Department, hereinafter called the Department.

Witnesseth:

That for and in consideration of the mutual covenants hereinafter contained, and pursuant to authority granted by G.S. 153A-233, do hereby covenant and agree as follows:

1. The Department agrees to furnish and provide continuing fire protection service to property within its Service Area by dispatching upon call of any resident or property owner within the said Service Area equipment consisting of PUMPER/TANKER and adequate personnel to operate same.
2. The County agrees to make a contribution to the Department in the amount of \$3,850 annually.
3. This Contract may be terminated by either party at the end of any fiscal year by giving 180 days written notice of its intent to so terminate to the other party by registered or certified mail.

In witness whereof the County of Northampton has caused these presents to be signed in its name by its Chairman and attested by its Clerk and Conway Rural Fire Department has caused these presents to be signed in its name by its President and attested by its Secretary.

This the _____ day of _____, 20 ____.

ATTEST:

Clerk to the Board

Chairperson, Board of Commissioners

This the 9th day of May, 2017.

ATTEST:

[Signature]
Secretary

[Signature]
President, Conway Fire Dept.

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

[Signature]
Finance Officer

Vendor # 1239
Code # 114340-569303
Amount \$ _____
Approval _____

Resolution for Asset Inventory and Assessment Grant:

Mr. Jason Morris, Public Works Director, appeared before the Board to obtain the approval of a resolution to accompany an application to the NC Division of Water Infrastructure for an Asset Inventory and Assessment Grant for water and sewer infrastructure for Northampton County Public Works Water and Sewer Division.

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

10 Year Capital Improvement Plan-Water & Sewer Division Only:

Mr. Jason Morris, Public Works Director, appeared before the Board to obtain the approval of a Ten Year Capital Improvement Plan for the Water and Sewer Division of Public Works.

A motion was made by Chester Deloatch and seconded by Charles Tyner to approve the Ten Year Capital Improvement Plan as presented. **Question Called: All present voting yes. Motion carried.**

Preventative Maintenance Agreement for Generators:

Mr. Jason Morris also appeared before the Board to obtain the approval for a maintenance agreement with National Power Corporation to maintain eleven generators owned by Northampton County.

A motion was made by Charles Tyner and seconded by Chester Deloatch to approve the recommendation from the Public Works Director to award the Preventative Maintenance Agreement to National Power Corporation for maintenance of eleven generators owned by Northampton County. **Question Called: All present voting yes. Motion carried.**

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

DECISION PAPER

To: Northampton County Board of Commissioners

From: Jason S. Morris, Public Works Director

Date: September 6, 2017

Reference: Resolution for Asset Inventory and Assessment Grant

Purpose: The purpose of this Decision Paper is to obtain approval by the Board of Commissioners of a resolution to accompany an application to the NC Division of Water Infrastructure for an Asset Inventory and Assessment Grant for water and sewer infrastructure for Northampton County Public Works Water and Sewer Division.

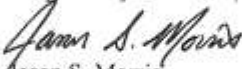
Facts:

1. Northampton County does not currently have an Asset Management Plan for all systems operated by the Public Works Department.
2. The deadline for application submittal is September 30, 2017.
3. Resolution will authorize the County Manager as signing representative for the application.

Discussion: An asset management plan will be useful to determine the age of all infrastructure for water and sewer to best determine and plan for future replacements and needs of our aging infrastructure. These asset management plans are helpful with scoring on other grant applications for system improvement that may be done in the future. Asset Management Plans also help in the creation of more accurate Capital Improvement Plans when planning for future upgrades to our systems.

Recommendation: The Public Works Department recommends the Board of Commissioners approve the Resolution attached with this decision paper.

Respectfully submitted,


Jason S. Morris
Public Works Director

Coordination:

Finance Officer

Concur Reslie A. Edwards

Non-concur _____

Concur with comment _____

County Manager

Concur Kimberly R. Lee

Non-concur _____

Concur with comment _____

Action by Decision Makers

Approved _____

Disapprove _____

Other _____

Northampton County
"A GREAT PLACE TO RAISE FAMILIES, PROFITS AND EXPECTATIONS"
BOARD OF COMMISSIONERS
P. O. BOX 808
JACKSON, N. C. 27845
PHONE (252) 534-2501 • FAX (252) 534-1166

RESOLUTION

- WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of (state whether a wastewater treatment works, wastewater collection system, stream restoration, stormwater treatment, drinking water treatment works, and/or drinking water distribution system or other "green" project), and
- WHEREAS, The Northampton County, North Carolina has need for and intends to prepare an Asset Inventory and Assessment of the water and sewer system currently under the District's operations and control, and
- WHEREAS, The Northampton County, North Carolina intends to request state (loan or grant) assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE NORTHAMPTON COUNTY BOARD OF COMMISSIONERS OF NORTHAMPTON COUNTY, NORTH CAROLINA,

That Northampton County, North Carolina, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State (loan or grant) award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Northampton County, North Carolina to make scheduled repayment of the loan, to withhold from the Northampton County, North Carolina any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Kimberly Turner, County Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a (loan or grant) to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 6th day of September, 2017 at the Northampton County Board of Commissioners Meeting in Jackson, North Carolina.

(Signature of Chief Executive Officer)(Robert V. Carter)

Chairman of the County Board of Commissioners

(Title)

This instrument has been pre-audited in the manner as

Per NC.G.S. 169-28 (a) Keslie A. Edwards
Finance Officer

DECISION PAPER

To: Northampton County Board of Commissioners

From: Jason S. Morris, Public Works Director

Date: September 6, 2017

Reference: Water and Sewer Division – 10 Year Capital Improvement Plan

Purpose: The purpose of this Decision Paper is to obtain approval by the Board of Commissioners for a Ten Year Capital Improvement Plan for the Water and Sewer Division of Public Works.

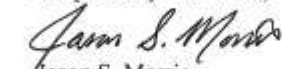
Facts:

1. Northampton County currently only has a five year Capital Improvement Plan
2. An approved 10 year Capital Improvement plan is needed in association with applying for the Asset Inventory and Assessment Grant.
3. The attached plan is only for the Water and Sewer Division of the Northampton County Public Works Department.
4. The attached proposed 10 year Capital Improvement Plan is attached for review and approval.

Discussion: The Capital Improvement Plan is for planning purposes only. It is to show the needs of our water systems over the next 10 years at a glance. This plan can be modified or changed at any time.

Recommendation: The Public Works Department recommends the Board of Commissioners approve the Ten Year Capital Improvement Plan as presented.

Respectfully submitted,


Jason S. Morris
Public Works Director

Coordination:

Finance Officer

Concur Leslie A. Edwards

Non-concur _____

Concur with comment _____

County Manager

Concur Kimberly R. Dunn

Non-concur _____

Concur with comment _____

Action by Decision Makers

Approved _____

Disapprove _____

Other _____

[illegible]

Decision Paper

To: Northampton County Board of Commissioners

From: Jason S. Morris, Public Works Director

Date: September 6, 2017

Reference: Preventative Maintenance Agreement for Generators

Purpose: The purpose of this decision paper is to obtain approval of the Board of Commissioners for a maintenance agreement with National Power Corporation to maintain Eleven Generators owned by Northampton County.

Facts:

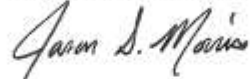
1. In accordance with NCGS 143-131, the informal bid process was used and proposals were received by the Public Works Department from qualifying firms for a Preventative Maintenance Agreement to perform yearly preventative maintenance on Eleven Generators owned by Northampton County.
2. The bids received were as follows:

a. National Power Corporation	\$7,959.00
b. Atlantic Power Solutions, Inc.	\$8,210.00
c. Clarke Power Generators	\$13,865.00
3. There will be One major Preventive Maintenance inspection done each year, to include a Load Bank Test.
4. Agreement pricing is good for a period of 3 years and may be renewed annually after review by the County and National Power Corp. Both the County and National Power Corp. reserve the right to cancel this agreement at any time with a sixty day written notice.
5. The Annual Agreement cost will be \$7,959.00 and begins October 1, 2017 and ends September 30 of each year the agreement is in place. This will be paid upon completion of preventative maintenance. All other work and repairs performed will be invoiced separately.

Discussion: This preventative maintenance agreement is to ensure that our generator units are in proper working order and to help prevent sewer overflows during power outages and help provide uninterrupted water service during power outages.

Recommendation: It is the recommendation of the Public Works Department that the Board of Commissioners award the Preventative Maintenance Agreement to National Power Corporation for maintenance of Eleven Generators owned by Northampton County.

Respectfully submitted,



Jason S. Morris
Public Works Director

Coordination:

Finance Officer

Concur Leslie A. Edwards

Non-concur _____

Concur with comment _____

County Manager

Concur Kimberly R. L... 8/22/17

Non-concur _____

Concur with comment _____

Action by Decision Makers

Approve _____

Disapprove _____

Other _____


**NATIONAL
POWER**

Smarter, nonstop power

 4541 Preslyn Drive
 Raleigh, NC 27616
 800.790.1672

www.natpow.com
Order Confirmation

Customer Name: Northampton County

Covered Equipment: Multiple

Address: Multiple

Coverage Period: Pricing valid for 3 years, first term Oct. 1 2017 – Sept. 30, 2018 (with automatic renewal for additional one-year period thereafter).

BRONZE PLAN

Initial	Brand	KW	Service Plan	Service Frequency*	Base Price	NFPA 110 Load Bank Test "during PM visit" **ADDER**	Address
	Generac	SD050 s/n: 9210415	Bronze Plan	Annual 1 Major PM	\$399	\$357	Hwy 48 Booster 1421 NC48 Hwy Garysburg, NC
	Generac	SD080 s/n: 9001032	Bronze Plan	Annual 1 Major PM	\$399	\$357	Hickory Hollow BPS 127 Hickory Hollow Rd Gaston, NC
	Generac	SD0100 s/n: 9001033	Bronze Plan	Annual 1 Major PM	\$399	\$357	Squire School BPS 4588 NC 46 Hwy Gaston, NC
	Generac	SD20 s/n: 2088351	Bronze Plan	Annual 1 Major PM	\$399	\$357	Central Elementary 9716 NC 305 Hwy Jackson, NC
	Generac	SD60 s/n: 2102615	Bronze Plan	Annual 1 Major PM	\$399	\$357	NCCAR 310 Technology Drive Garysburg, NC
	Cummins/ Onan	100KW DGD85620318 s/n: E030499564	Bronze Plan	Annual 1 Major PM	\$399	\$357	Lowe's 626 Lowes Blvd Garysburg, NC
	Cummins/ Onan	5008EJH s/n: ASK102118	Bronze Plan	Annual 1 Major PM	\$399	\$357	Motel 6793 NC 46 Hwy Garysburg, NC
	Generac	SG025 s/n: 2084115	Bronze Plan	Annual 1 Major PM	\$399	n/a	NC Welcome Center 3623 I-95 Hwy Pleasant Hill, NC
	Kohler	s/n 60RE0ZJD	Bronze Plan	Annual 1 Major PM	\$399	\$357	Envva 890 Lebanon Church Rd Garysburg, NC
	Generac	s/n: 9186833 m/n: RD03024GDA	Bronze Plan	Annual 1 Major PM	\$399	\$357	Sewer Pump #1 620 US 301 Hwy Garysburg, NC
	Generac	SD130 s/n: 3001628072	Bronze Plan	Annual 1 Major PM	\$399	\$357	Northampton County Wellness Center 9536 NC 305 Hwy N Jackson, NC

Additional Information:

- 1) Custom plans and other services are available upon request
- 2) Emergency service is available 24/7; service plan customers receive priority scheduling over other customers
- 3) For additional and emergency service, National Power's current rates are \$115.00 per hour during Normal Business Hours, \$172.50 per hour outside of Normal Business Hours, and \$1.25 per mile for travel (rates subject to change)
- 4) A representative will call you to schedule a mutually convenient date and time during Normal Business Hours; other dates and times are subject to additional charges
- 5) For load bank tests, additional charges may be incurred if the site is remote, difficult to access, or the distance required to run cable is greater than 50 feet
- 6) Payments will be rendered upon services completed. An invoice must be sent before payments are rendered.
- 7) E-verify statement Included
- 8) Service agreement may be cancelled at any time by either party with a 60 day written notice.

Contract Acceptance

Prices are valid for 30 days and based on the equipment and service information listed above. Sales and use taxes not included. National Power Corp. Terms and Conditions of Service apply to any order based on this offer and are incorporated by reference herein. A copy of these terms is available at <https://natpow.com/policies> or may be obtained from your National Power sales representative. We accept payment by check, VISA, MasterCard, and American Express.

Signature: _____
Name: _____
Date: _____
Phone: _____
Email: _____
PO# _____

Please remit payment to:
National Power Corporation
4541 Preslyn Drive
Raleigh, NC 27616

E-Verify

Employers and their subcontractors with twenty-five (25) or more employees in the State of North Carolina as defined in Article 2 of Chapter 64 of the North Carolina General Statutes must comply with E-Verify requirements in order to contract with governmental units. E-Verify is a program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees. National Power Corporation (name of employer), certifies that it is aware of and in compliance with the requirements of E-Verify and Article 2 of Chapter 64 of the North Carolina General Statutes. In addition, National Power Corporation (name of employer), certifies that to the best of its knowledge, any subcontractors employed by it as a part of this agreement are in compliance with the requirements of E-Verify and Article 2 of Chapter 64 of the North Carolina General Statutes. National Power Corporation (name of employer) acknowledges and agrees that local governments are prohibited from contracting with persons or entities that do not comply with E-Verify requirements and that Northampton County is relying on the certifications set forth herein in order to contract with National Power Corporation (name of employer).

National Power Corp. Terms and Conditions of Service

1. **DEFINITIONS.** As used in this service agreement, "Customer" shall mean the purchaser of this service agreement. "NPC" shall mean National Power Corp., with its offices at 4543 Preslyn Drive, Raleigh, NC 27616. "Covered Equipment" shall mean the equipment listed on the front page of this service agreement. "Normal Business Hours" means 8:00 AM-5:00 PM EST, Monday through Friday, excluding holidays observed by National Power.
2. **AGREEMENT.** The sale of products and/or services by NPC to Customer is expressly conditioned upon Customer's agreement to each and every term contained herein, which shall control over any additional, inconsistent, or contrary provision in Customer's purchase order or other sales forms and NPC hereby objects to any such provisions. Customer acknowledges that NPC's quote or order confirmation and the terms and conditions herein are the sole and complete agreement between the parties, which may only be modified and/or amended in a separate agreement signed both by NPC and Customer.
3. **SCOPE OF SERVICES.** The scope of services is listed on the front page of this service agreement. For major and minor generator periodic maintenance ("PM"), the scope of services consists only of scheduling and performing the periodic maintenance inspections and making recommendations based on those inspections. Customer shall be billed for all other services at NPC's then current rates for labor, material, and mileage. All rates apply portal to portal to and from the location of the nearest NPC technician. Emergency calls are subject to a four (4) hour minimum labor charge.
4. **WARRANTY.** NPC represents and warrants to Customer that the services provided under this Agreement shall be performed by qualified personnel in a professional and workmanlike manner in accordance with the requirements of this Agreement, and in accordance with any applicable commercial standards generally observed in NPC's industry. With respect to repairs performed on the covered equipment, NPC warrants the same to be free of defects in materials or workmanship for ninety (90) days from the date of repair. This warranty covers the parts that were repaired or replaced during the repair and the labor associated with the repair or replacement. Customer shall notify NPC within such ninety (90) day period of any claim pursuant to the foregoing warranty. In the event of a breach of this warranty, the sole liability of NPC and the sole remedy of Customer shall be the repair or replacement of the part, or re-performance of the service, which proved defective. The foregoing warranty constitutes the sole liability of NPC and the sole remedy of Customer for defective materials or workmanship, whether arising under contract, tort, strict liability or other form of action.
5. **CUSTOMER OBLIGATIONS.** For service calls and other matters during Normal Business Hours, Customer will call NPC at 919-790-1672. For emergency service requests outside of Normal Business Hours, Customer will call NPC's 24-hour answering service at 888-646-8596 to dispatch a technician. Customer will notify NPC if the Covered Equipment is moved to another location and NPC reserves the right to cancel this service agreement without liability if the Covered Equipment is moved. At no cost to NPC, Customer shall have a representative present at the maintenance site while NPC is providing the services. Customer shall grant ready access to the Covered Equipment, subject to reasonable security requirements, so that NPC may perform the services. Customer agrees to pay all charges for site visits requested by Customer, even if no repairs are made.
6. **INSURANCE.** During the term of this agreement, NPC shall maintain in full force and effect, at its own cost and expense, the following insurance coverage with sound and reputable insurers: a) Workers Compensation insurance in accordance with the statutory requirements of the state in which the services will be performed; b) Automobile Liability insurance on all motor vehicles licensed for highway use, both owned and non-owned; and c) Comprehensive General Liability insurance for bodily injury and property damage.
7. **INDEMNITY.** Subject to the limitations in Section 8 (Limitation of Liability) below, NPC shall indemnify, defend, and hold harmless Customer, its officers, employees and agents, from and against any and all claims, liabilities, damages, demands, losses, causes of action and suits arising out of any third-party claim alleging: a) any injury to or death of any person or damage to or destruction of any property caused by the negligent acts, errors, omissions, or willful misconduct of NPC, its agents or employees or b) the violation of any applicable law, government regulation, or order by NPC, its agents, or employees.
8. **LIMITATION OF LIABILITY.** NPC SHALL NOT BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL, OR INDIRECT DAMAGES FOR ANY REASON, INCLUDING WITHOUT LIMITATION, THOSE CAUSED BY DEFECTS IN MATERIALS OR WORKMANSHIP. NPC HEREBY DISCLAIMS ANY AND ALL IMPLIED WARRANTIES INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. ANY IMPLIED WARRANTIES WHICH ARE ALLOWED BY LAW SHALL BE LIMITED IN DURATION TO THE TERMS OF THE APPLICABLE MANUFACTURER'S WARRANTY. NPC'S MAXIMUM LIABILITY FOR DAMAGES SHALL BE LIMITED TO THE COST OF THE PRODUCTS AND SERVICES PROVIDED HEREUNDER.
9. **PAYMENT:** Unless otherwise agreed in writing by the NPC credit department, payment of NPC's invoices is due immediately upon receipt of invoice. Applicable taxes and freight charges will be billed as separate line items, unless otherwise specified above. Any payment not made when due shall be subject to a late charge of 1.5% per month. In addition, NPC reserves the right to refuse to provide any further services until such payment and late charges have been received. Any credits, allowances, or other amounts payable or creditable to Customer by NPC shall be subject to offset for any claims or other amounts owed by Customer to NPC pursuant to the provisions hereof or otherwise.
10. **SERVICE PLANS.** This Section 11 applies to PM service plans only. If Customer purchases a PM service plan, the initial term of the service plan will be one (1) year from the date of acceptance by Customer. Either party may cancel the service plan at any time after giving thirty (30) days prior written notice to the other party. Upon termination, Customer agrees to pay NPC for any work performed or commitments made through the date of termination and NPC will issue a pro rata refund if one is due. At the end of the initial term, the service plan will automatically renew at NPC's then current rates for labor and materials for an additional one (1) year period unless NPC receives written notice of Customer's decision not to renew at least thirty (30) days before the end of the initial term.

Generator Periodic Maintenance Report

National Power Corporation				4541 Preston Dr. Raleigh, NC 27616		(919) 800-1672 office (919) 980-9214 fax		jim@npsc.com www.npsc.com	
NPC Work Order #		SERVICE TYPE		Customer Name:		SITE ADDRESS:			
National Power Corporation									
TECHNICIAN PERFORMING SERVICE:				NPC		DATE OF INSP /SERVICE:			
ENGINE MAKE/MODEL:		ENGINE SERIAL:		GENERATOR MAKE:		GENERATOR MODEL #:		GENERATOR S/N:	
TRANSFER SWITCH MAKE:		TRANSFER SWITCH MODEL #:		TRANSFER SWITCH S/N:		AMPS:		VOLTAGE:	
								# PHASES:	
								FUEL TYPE:	

IMMEDIATE ATTENTION REQUIRED			OR			IMMEDIATE ATTENTION REQUIRED			OR			IMMEDIATE ATTENTION REQUIRED			OR		
1. TRANSFER SWITCH						4. GENERATOR						8. ENGINE LUBRICATION SYSTEM					
A. CONTACTS / WIRING						A. LEADS / CONNECTIONS / CONDUITS						A. OIL CHANGED - YES OR NO?					
B. CONNECTIONS CONDITIONS & TORQUE						B. CIRCUIT BREAKER ON?						B. OIL FILTER CHANGED - YES OR NO?					
C. Moisture?						C. CIRCUIT BREAKER CONNECTIONS						C. OIL SAMPLE TAKEN - YES OR NO?					
D. Corrosion?						D. CURRENT TRANSFORMERS						D. OIL LEVEL					
E. INFRARED TEMPERATURE °F						E. PROPER TORQUE						E. TUBES, LINES, SEALS, AND LEAKS					
NORMAL A B C						F. MOUNTS/BOLTS						F. GASKETS					
EMERGENCY A B C						G. BEARINGS/NOISE						8. ENGINE COOLANT SYSTEM					
LOAD A B C						H. RODENT PROTECTION						A. RADIATOR CORE CONDITION					
2. TRANSFER TEST						5. INSTRUMENTATION						B. RADIATOR CAP					
A. TRANSFER TEST PERFORMED? YES OR NO						A. OIL PRESSURE PSI						C. COOLANT LEVEL					
IF NO KIRK TEST - WAS CUSTOMER INFORMED?						B. WATER TEMP °F						D. ANTIFREEZE-FREEZE PT. °F					
B. NO LOAD VOLTS A B C						C. AMMETER Amps						E. PH LEVEL (RECORD VALUE FROM STRIP)					
C. LOADED VOLTS A B C						8. AIR INDUCTION & EXHAUST						F. HOSES, CLAMPS AND LEAKS					
D. FREQUENCY NO LOAD Hz						A. CONDITION OF PRECLEANER						G. GASKETS AND CONNECTIONS					
E. FREQUENCY LOAD Hz						B. AIR FILTER CONDITION						H. PRESSURIZED FOR 10 MIN @ LBS					
F. AMPERAGE A B C						C. AIR FILTER CHANGED - YES OR NO?						I. BELTS / PULLEYS / TENSION					
G. TIMER OPERATIONS						D. INLET PIPING, GASKETS, ETC.						J. COOLANT SAMPLE - YES OR NO?					
I. ENGINE ELECTRICAL / MECHANICAL						E. BREATHER AND BLOW-BY TUBE						K. FAN BEARINGS/BLADES					
A. BATTERIES B1 B2 B3 B4						F. CONDITION/SOUND OF TURBO						L. WATER PUMP					
B. WATER PUMP						G. TURBO OIL LEAKS - YES OR NO?						M. WATER FILTER CHANGED - YES/NO/NA					
C. AGE						H. EXHAUST TEMP LEFT RIGHT						N. BLOCK COOLANT HEATER					
D. SET						I. EXHAUST PIPES						O. BLOCK HEATER THERMOSTAT					
E. Specific Gravity						J. EXHAUST COLOR						10. FUEL SYSTEM					
F. Condition						K. INLET PIPING, GASKETS, ETC.						A. PRIMARY FILTER(S) CHANGED - YES OR NO?					
G. CABLES AND POSTS / RETIGHTEN						L. RAIN CAP						B. SECONDARY FILTER CHANGED - YES OR NO?					
H. GROUNDING						M. EXHAUST MANIFOLD						C. LINES / CONNECTIONS / LEAKS					
I. OPERATION OF GLOW PLUGS						N. WET STACKING - YES OR NO?						D. FUEL SOLENOID/REGULATORS					
J. BAT. CHARGER OUTPUT Volts						T. IGNITION SYSTEM (IF EQUIPPED)						E. OPERATION OF GOVERNOR / CONTROLS					
K. STARTING MOTOR(S) Volts						A. SPARK PLUG WIRES						F. FUEL TANK LEVEL (N)					
L. ALTERNATOR OUTPUT Volts						B. SPARK PLUGS						G. LEAKS / OPERATION / ALARMS/SIGNS					
M. ENGINE NOISE						C. COIL						H. FUEL SAMPLE TAKEN - YES OR NO?					
N. TEST ENGINE SHUT-DOWN DEVICES						D. OTHER IGNITION COMPONENTS						I. WATER IN TANK - YES OR NO?					
O. TEST ENGINE SHUT-DOWN DEVICES												J. REMOTE TANK					
												K. CLEAN & CHECK REMOTE PUMP OPERATION					

JOB HOURS:		OVERTIME:		FOLLOW UP NEEDED (see comments)		YES	NO
CUSTOMER SIGNATURE:				ALARMS CLEARED		YES	NO
CUSTOMER PRINTED NAME:				GENERATOR LEFT IN AUTO		YES	NO
				WORK COMPLETE		YES	NO

1. OIL 2. FILTER KIT 3. OIL FILTER PRIMARY 4. OIL FILTER SECONDARY 5. FUEL FILTER - PRIMARY 6. FUEL FILTER - SECONDARY 7. AIR FILTER 8. COOLANT FILTER 9. COOLANT 10. OIL SAMPLE KIT 11. FUEL SAMPLE KIT 12. COOLANT SAMPLE KIT	B1 B2 B3 B4 B5 B6 B7 B8 B9 B10 B11 B12	C1 C2 C3 C4 C5 C6 C7 C8 C9 C10 C11 C12	D1 D2 D3 D4 D5 D6 D7 D8 D9 D10 D11 D12	E1 E2 E3 E4 E5 E6 E7 E8 E9 E10 E11 E12	F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12	G1 G2 G3 G4 G5 G6 G7 G8 G9 G10 G11 G12	H1 H2 H3 H4 H5 H6 H7 H8 H9 H10 H11 H12	I1 I2 I3 I4 I5 I6 I7 I8 I9 I10 I11 I12	J1 J2 J3 J4 J5 J6 J7 J8 J9 J10 J11 J12	K1 K2 K3 K4 K5 K6 K7 K8 K9 K10 K11 K12	L1 L2 L3 L4 L5 L6 L7 L8 L9 L10 L11 L12	M1 M2 M3 M4 M5 M6 M7 M8 M9 M10 M11 M12	N1 N2 N3 N4 N5 N6 N7 N8 N9 N10 N11 N12	O1 O2 O3 O4 O5 O6 O7 O8 O9 O10 O11 O12	P1 P2 P3 P4 P5 P6 P7 P8 P9 P10 P11 P12	Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10 Q11 Q12	R1 R2 R3 R4 R5 R6 R7 R8 R9 R10 R11 R12	S1 S2 S3 S4 S5 S6 S7 S8 S9 S10 S11 S12	T1 T2 T3 T4 T5 T6 T7 T8 T9 T10 T11 T12	U1 U2 U3 U4 U5 U6 U7 U8 U9 U10 U11 U12	V1 V2 V3 V4 V5 V6 V7 V8 V9 V10 V11 V12	W1 W2 W3 W4 W5 W6 W7 W8 W9 W10 W11 W12	X1 X2 X3 X4 X5 X6 X7 X8 X9 X10 X11 X12	Y1 Y2 Y3 Y4 Y5 Y6 Y7 Y8 Y9 Y10 Y11 Y12	Z1 Z2 Z3 Z4 Z5 Z6 Z7 Z8 Z9 Z10 Z11 Z12
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This instrument has been proved in the manner as

 1. N.C.G.S. 159-28 (a) *Rebecca Edwards*
 2. *Edwards*



2287 Bonlee Bennett Road
Siler City, NC 27344
www.atlanticpowersolutions.com

Toll Free -- (800) 253-1528
Phone - (919) 837-2959
Fax - (919) 837-5374

SERVICE PROPOSAL

July 14, 2017

Jason S. Morris, UMC
Public Works Director, Northampton County
Email: jason.morris@nhcnc.net

P.O. Box 68 * 9371 NC 305 Hwy
Jackson, North Carolina 2784
Ph: (252) 534-6341 Fax: (252) 534-1525

Service agreement for 11 units:

#	Brand	KW	s/n	Address
1	Generac	SD050	s/n: 9210415	Hwy 48 Booster 1421 NC48 Hwy, Garysburg, NC
2	Generac	SD080	s/n: 9001032	Hickory Hollow BPS 127 Hickory Hollow Rd
3	Generac	SD0100	s/n: 9001033	Squire School BPS 4688 NC 46 Hwy, Gaston, NC
4	Generac	SD20	s/n: 2088351	Central Elementary 9716 NC 305 Hwy, Jackson, NC
5	Generac	SD60	s/n: 2102615	NCCAR 310 Technology Drive, Garysburg, NC
6	Cummins/ Onan	100kW DGD85620318	s/n: E030499564	Lowe's 626 Lowes Blvd, Garysburg NC
7	Cummins/ Onan	5008EJB	s/n: ASK102118	Motel 6793 NC 46 Hwy, Garysburg, NC
8	Generac	SG025	s/n: 2084115	NC Welcome Center 3623 I-95 Hwy, Pleasant Hill, NC
9	Kohler		s/n 60REDZID	Enviva 890 Lebanon Church Rd, Garysburg, NC
10	Generac	m/n: RD03024GDA	s/n: 9186833	Sewer Pump #1 620 US 301 Hwy, Garysburg, NC
11	Generac	SD130	s/n: 3001628072	Northampton County Wellness Center 9536 NC 305 Hwy N, Jackson, NC

APS will dispose of used fluids in an environmentally safe manner. No unscheduled maintenance activities will be performed without customer approval and will be done on a time and materials bases. The rate for contract customers is \$95.00/ hr. and .95/ mile and (OT) overtime is time and a half.

Attached is the Annual Preventative Maintenance list – for your review.

Best regards,

Walter Petty
President

Stefanie Prouty
Service Coordinator



QUOTE/PRICING:
NORTH HAMPTON COUNTY PUBLIC WORKS (7/14/2017)

Brand	KW	Service Frequency*	Base Price	NFPA 110 Load Bank Test *during PM visit* **ADDER**	Address
Generac	SD050 s/n: 9210415	Annual 1 Major PM	\$645.00	\$100.00	Hwy 48 Booster 1421 NC48 Hwy Garysburg, NC
Generac	SD080 s/n: 9001032	Annual 1 Major PM	\$645.00	\$160.00	Hickory Hollow BPS 127 Hickory Hollow Rd Gaston, NC
Generac	SD0100 s/n: 9001033	Annual 1 Major PM	\$645.00	\$200.00	Squire School BPS 4688 NC 46 Hwy Gaston, NC
Generac	SD20 s/n: 2088351	Annual 1 Major PM	\$530.00	\$100.00	Central Elementary 9716 NC 305 Hwy Jackson, NC
Generac	SD60 s/n: 2102615	Annual 1 Major PM	\$645.00	\$120.00	NCCAR 310 Technology Drive Garysburg, NC
Cummins/ Onan	100kW OGD85620318 s/n: E030499564	Annual 1 Major PM	\$645.00	\$200.00	Lowe's 626 Lowes Blvd Garysburg, NC
Cummins/ Onan	SD08EJB s/n: ASK102118	Annual 1 Major PM	\$645.00	\$100.00	Motel 6793 NC 46 Hwy Garysburg, NC
Generac	SG025 s/n: 2084115	Annual 1 Major PM	\$530.00	N/A	NC Welcome Center 3623 I-95 Hwy Pleasant Hill, NC
Kohler	s/n 60RE02JD	Annual 1 Major PM	\$645.00	\$120.0	Enviva 890 Lebanon Church Rd Garysburg, NC
Generac	s/n: 9186833 m/n: RD03024GDA	Annual 1 Major PM	\$530.00	\$100.00	Sewer Pump #1 620 US 301 Hwy Garysburg, NC
Generac	SD130 s/n: 3001628072	Annual 1 Major PM	\$645.00	\$260.00	Northampton County Wellness Center 9536 NC 305 Hwy N Jackson, NC



2287 Bonlee Bennett Road
Siler City, NC 27344
www.atlanticpowersolutions.com

Toll Free – (800) 253-1528
Phone - (919) 837-2959
Fax - (919) 837-5374

Annual and Semi-Annual Preventive Maintenance
Scope of Work Outline

I. Annual Service Outline
(Semiannual are same inspections without fluid and filter changes)

1- Cooling System

1. Inspect radiator heat exchanger
2. Check coolant level
3. Glycol check of coolant (ph) (freeze point) (nitrates)
4. Inspect all hoses and connections
5. Inspect fan, hub, pulleys, & belts
6. Replace coolant filters
7. Check jacket water heater
8. Inspect water pump
9. Inspect thermostats

2- Fuel System

1. Inspect fuel tank
2. Change fuel/water separator strainers
3. Inspect all fuel lines and connections
4. Inspect governor and control
5. Change all fuel filters
6. Test fuel storage for water

3- Air Intake and Exhaust Systems

1. Check air cleaners replace when needed
 2. Check service indicator on air cleaner housing
 3. Inspect air inlet piping
 4. Check exhaust manifold
 5. Check silencer, flex, clamps, & rain cap
-

4- Engine Monitors and Safety Controls

1. Check all gauges
2. Check all safety devices and alarms
3. Check remote annunciator and audible alarms

5- Lubrication/Oil System

1. Check oil level
2. Change oil filters
3. Check oil pressure
4. Inspect crank case breather
5. Check for any lube leaks
6. Change engine oil

6- Starting System

1. Test batteries inspect terminals & cables
2. Record DC volts, CCA & CA
3. Perform DC supply load test
4. Inspect battery charger record charge rate
5. Inspect starter motor and solenoid
6. Inspect alternator record charge rate
7. For gaseous engines check plugs, wires, condenser

7- Generator

1. Inspect bearing
2. Check vibration isolators
3. Inspect control panel
4. Check start controls
5. Check and verify voltmeter
6. Check and verify hertz meter
7. Check and verify ammeter
8. Check circuit breaker
9. Inspect high voltage connections

8- Transfer Switch

1. Inspect all high voltage terminations
2. Inspect conductors for overheat and vibration damage
3. Test functions of controls and motors

9- Dispose of all fluids in an environmentally safe way. Provide a summary document.

PROPOSAL FROM CLARK POWER GENERATORS

Brand	kW	Service Frequency*	Base Price	NPPA 110 Load Bank Test *during PM visit* **ADDER**	Address
Generac	50050 s/n: 9110415	Annual 1 Major PM	720.00	525.00	Hwy 88 Snorter 1471 NC48 Hwy Garysburg, NC
Generac	50080 s/n: 9001052	Annual 1 Major PM	825.00	525.00	Hickory Hollow BPS 127 Hickory Hollow Rd Gaston, NC
Generac	500100 s/n: 9001033	Annual 1 Major PM	895.00	525.00	Squire School BPS 4608 NC 46 Hwy Gaston, NC
Generac	5020 s/n: 2088051	Annual 1 Major PM	650.00	525.00	Central Elementary 9726 NC 305 Hwy Jackson, NC
Generac	5060 s/n: 2102615	Annual 1 Major PM	720.00	525.00	NECAR 310 Technology Drive Garysburg, NC
Commins/ Onan	100RV D6085620318 s/n: 6030499564	Annual 1 Major PM	895.00	525.00	Lowes 625 Lowes Blvd Garysburg, NC
Commins/ Onan	500REB s/n: A58102118	Annual 1 Major PM	705.00	525.00	Motel 6753 NC 46 Hwy Garysburg, NC
Generac	50025 s/n: 2084115	Annual 1 Major PM	650.00	N/A	NC Welcome Center 3623 I-95 Hwy Pleasant Hill, NC
Kohler	s/n: 60810293	Annual 1 Major PM	705.00	525.00	Sevier 890 Lebanon Church Rd Garysburg, NC
Generac	s/n: 9186833 m/n: R003034G00	Annual 1 Major PM	925.00	525.00	Sewer Pump #1 620 US 301 Hwy Garysburg, NC
Generac	50130 s/n: 3001628077	Annual 1 Major PM	925.00	525.00	Northampton County Wellness Center 9536 NC 305 Hwy R Jackson, NC

PM CUSTOMER LABOR RATE (REGULAR HOURS) \$85.00

PM CUSTOMER LABOR RATE (OVER TIME HOURS) \$127.50

MILEAGE CHARGE \$1.95 PER MILE (ONE DIRECTION)

Bank Financing for Fiscal Year 2016-2017:

Ms. Leslie Edwards, Finance Officer, appeared before the Board to seek approval to accept the financing proposal submitted by Southern Bank and Trust for the purchase of fifteen vehicles.

A motion was made by Chester Deloatch and seconded by Fannie Greene to approve the financing proposal submitted by Southern Bank for vehicles purchased for FY 16-17. **Question Called:** *All present voting yes.* **Motion carried.**

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



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 Director

Bill Blanchard
MIS

DECISION PAPER

TO: Northampton County Board of Commissioners

FM: Leslie Edwards, Finance Officer

RE: Vehicle Financing

DT: August 29, 2017

PURPOSE: To seek approval to accept the financing proposal submitted by Southern Bank and Trust for the purchase of the following Vehicles:

<u>QTY</u>	<u>DESCRIPTION</u>	<u>COST EACH</u>	<u>TOTAL</u>
2	2017 F150 Super Cab Short Bed 4x2	\$23,800.00	\$47,600.00
1	2017 Ford Expedition 4x4	\$34,718.00	\$34,718.00
2	2017 F150 Super Cab Short Bed 4x4	\$26,823.00	\$53,646.00
1	2017 F150 Crew Cab Short Bed 4x2	\$26,389.00	\$26,389.00
1	2017 F250 Regular Cab 4x2	\$23,696.00	\$23,696.00
1	2017 F150 Regular Cab 4x2	\$22,544.00	\$22,544.00
3	2017 Dodge Charger RWD 5.7L Hemi Patrol Cars Marked w/Uplift	\$36,500.00	\$109,500.00
1	2017 Dodge Charger RWD 5.7L Hemi Patrol Car Marked Unit w/o camera	\$31,500.00	\$31,500.00
1	2017 Dodge Charger RWD 5.7L Hemi Patrol Car Unmarked w/o camera	\$30,000.00	\$30,000.00
1	2017 Dodge Durango SSV V8 RWD w/Uplift w/o camera	\$34,526.00	\$34,526.00
1	2017 Ambulance	\$138,467.00	\$138,467.00
GRAND TOTAL			\$552,586.00

FACTS:

The above vehicles were approved during the budget work session for FY 2016-2017.

The following institutions were sent invitation to bid on financing the vehicles:

PNC Bank, Raleigh, NC
Southern Bank, Jackson, NC
First Citizens Bank, Roanoke Rapids, NC

DISCUSSION:

Funding proposals were received from one of the three institutions with the financing information listed below:

Total to Finance:	\$552,586.00
Terms:	Three (3) years (as requested)
Interest rate:	2.49%
No. of Payments	Three (3) annual
Payment amount	\$184,195.33 principal plus interest

Financing proposal attached.

No bids were received from PNC after invitations to bid were sent to the Institutions and First Citizens Bank showed interest for future financing but were not interested at this time.

RECOMMENDATION:

Respectively request the Board of Commissioners approve the financing proposal submitted by Southern Bank for vehicle purchases for FY 16-17.

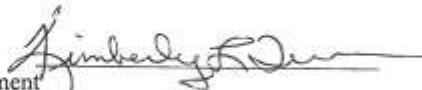
COORDINATION:

County Manager

Concur:

Concur with Comment

Non-Concur





116 East Main Street • Mt Olive, NC 28365

Suzanne M. Burrows
Vice President/CRA Officer

PO Box 729
Phone: 919-658-7027

August 29, 2017

INSTALLMENT PURCHASE CONTRACT PROPOSAL FOR:

County of Northampton
PO Box 663
Jackson, North Carolina 27845
ATTN: Ms. Leslie Edwards, Finance Officer

OFFERED BY:

Southern Bank & Trust Company
116 East Main Street
Mount Olive NC 28365

TYPE OF CONTRACT: A municipal installment purchase contract structure with the Municipality responsible for all expenses related to the use of the vehicle/equipment/facility including taxes, insurance, and maintenance.

LOAN PURPOSE: To finance the purchase of 15 vehicles outlined in the County's Request for Financing dated August 23, 2017.

LOAN AMOUNT: \$552,586.00

TYPE OF LOAN: Term Loan

INTEREST RATE: Interest will accrue on the outstanding principal balance of the loan at the rate of 2.49% per annum.

TERMS OF REPAYMENT: The loan will be payable in 3 consecutive annual payments of \$184,195.33 each plus accrued interest. The first payment will be due one year after the loan closes and each subsequent payment will be due on that same day every year. All unpaid principal and accrued interest will be due and payable at maturity.

LOAN ORIGATION FEE: None.

LATE CHARGES: We will assess a late payment charge of 4% of the unpaid balance of any payment which is at least 15 days past due.

PREPAYMENT: The loan may be prepaid in part or in full at any time without penalty.

NON-APPROPRIATION/EARLY TERMINATION: The Municipality shall exercise its best efforts to obtain annual appropriations to meet fiscal year installment sale payments. The contract may be terminated without penalty, in the event of non-appropriations.

TAX STATUS: The Municipality is qualified as a governmental entity within the meaning of Section 103 (A) of the Internal Revenue Code of 1954, as amended.

QUALIFIED TAX EXEMPT OBLIGATION: The Municipality will certify that the contract will be designed as a qualifying obligation under the \$10,000,000 small issue exemption as described within Section 265b3 of the Tax Reform Act of 1986.

MEMBER FDIC
and your community

NORTH CAROLINA GENERAL STATUTE: The contract / installment sale will conform to the requirements of North Carolina General Statute 159, article 8, 160A-20.

LOAN DOCUMENTS: The closing of the loan is contingent upon the proper execution and delivery of all the loan documents the Bank believes are reasonably appropriate or required for this loan transaction (the "Loan Documents"). The Bank, in its sole discretion, will determine the form, terms and conditions of the Loan Documents. The Loan Documents routinely used in connection with loan closings include the note, security instruments (to include deeds of trust, security agreements, pledges, assignments, financing statements, etc.) and various verifications/certifications. At the present time, the Bank has not identified all of the Loan Documents which it may require in connection with this loan transaction.

FEES AND EXPENSES TO COUNTY: All attorneys' fees including local counsel, bond counsel and Bank's counsel, stamps, taxes, recording fees, survey, appraisal, environmental impact certification and expenses will be the County's responsibility.

LOAN CLOSING COSTS: The municipality will be responsible for the payment of all costs and expenses incurred in connection with the closing of this loan, regardless of whether the loan actually closes.

PROPOSAL AND CONDITIONS: This is a proposal and not a commitment to provide funding. The closing of the transaction must occur on or before October 28, 2017. If the transaction is not closed on or before that date, our obligation to fund the transaction will terminate. If, prior to the closing of the transaction, there is a material adverse change in your financial condition, or if we discover adverse circumstances of which we are currently unaware, we may rescind this proposal and will have no obligation to fund the transaction. Final and full approval is subject to the approval of the Executive Management of Southern Bank & Trust Company.

This proposal will expire unless it is accepted in writing and the acceptance is received by the undersigned on or before September 12, 2017.

Southern Bank & Trust Company


Suzanne M. Burrows, Vice President

The foregoing proposal is accepted and approval of rate and funding is requested:

County of Northampton, North Carolina

By: _____

Title: _____

Date: _____

Lease Agreement-NC Department of Public Safety:

Ms. Kimberly Turner, County Manager, appeared before the Board to obtain approval of a no cost lease agreement between Northampton County and the State of North Carolina for Juvenile Probation.

A motion was made by Fannie Greene and seconded by Chester Deloatch to approve the no cost lease agreement between Northampton County and the State of North Carolina to provide office space in the courthouse for Juvenile Justice (probation) and allow the County Manager to sign the agreement. **Question Called:** *All present voting yes.* **Motion carried.**

Reorganization of Zoning & Building Inspection Departments:

Ms. Kimberly Turner, County Manager, appeared before the Board to obtain approval to combine the Zoning and Building Inspection Departments.

Ms. Turner stated the combining of the departments will save the County \$24,747.

A motion was made by Fannie Greene and seconded by Chester Deloatch to approve the combining of the Zoning Department and Building Inspections Department effective immediately. **Question Called:** *All present voting yes.* **Motion carried.**

Management Matters:

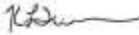
Ms. Kimberly Turner, County Manager, appeared before the Board to obtain approval of a resolution for the 50th Founders Day at Halifax Community College.

A motion was made by Chester Deloatch and seconded by Fannie Greene to approve the resolution. **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

FM: Ms. Kimberly L. Turner, County Manager 

DT: August 28, 2017

RF: Lease Agreement-NC Department of Public Safety

PURPOSE:

To obtain the Board's approval of a lease agreement between Northampton County and the State of North Carolina.

FACTS:

1. Northampton County is required to provide office space for probation services.
2. The NC Department of Public Safety is requesting that the County execute a no cost lease agreement whereby we agree to provide space for Juvenile Probation.
3. We have agreements with the State for Adult Probation; however, we do not have an agreement in place for Juvenile Probation.
4. Currently the County provides office space for Juvenile Probation in the Courthouse.
5. The agreement was provided to the County Attorney for review.

DISCUSSION:

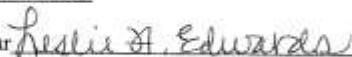
The NC Department of Public Safety is requesting that the County execute a no cost lease agreement to provide office space for juvenile probation. We already provide office space in the Courthouse, but we did not have a lease agreement with the State of North Carolina to do so.

RECOMMENDATION:

That the Board of Commissioners approve the lease agreement between Northampton County and the State of North Carolina to provide office space in the courthouse for Juvenile Justice (probation) and allow the County Manager to sign the agreement.

Coordination:

Finance Officer:

Concur 

Non-concur _____

Concur with comments _____

Action by the Commissioners:

Approved: _____
Disapproved: _____
Other: _____



North Carolina Department of Public Safety
Purchasing and Logistics

Roy Cooper, Governor
Erik A. Hooks, Secretary

Cassandra Skinner Hoekstra, Chief Deputy Secretary
Douglas Holbrook, Chief Financial Officer
Joanne B. Rowland, Director

August 17, 2017

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

RE: County Provided Space in Northampton County, NC (Attached Lease)

Dear Ms. Turner,

Hope all is well! Our **DPS-Juvenile Justice** staff has been occupying space without a leased space agreement for some time now. With respect to §Statute 7A-302 and in effort to initiate the request, please see "no cost" lease documents attached. Upon your review and approval, kindly sign both originals of enclosed lease, have notarized and returned to me at the address listed below. The lease will be executed by the DPS Property Office and one original will be returned to you for your records. Please leave the date on the first page blank as this will be completed by the DPS Property Office upon execution.

Should you have any questions or concerns, please feel free to contact me or Ron Moore, Real Property Officer at 919-324-6467. Thank you in advance for your assistance regarding this matter.

Sincerely,

Angela C. Conyers, Administrative Assistant II
Phone: 919-324-6228
Fax: 919-733-5188
Angela.Conyers@ncdps.gov
www.ncdps.gov

MAILING ADDRESS:
4227 Mail Service Center
Raleigh, NC 27699-4200
www.ncdps.gov



An Equal Opportunity Employer

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

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

STATE OF NORTH CAROLINA

LEASE AGREEMENT

THIS LEASE AGREEMENT, made and entered into this the _____ day of _____, 2017, by and between **COUNTY of NORTHAMPTON**, hereinafter designated as Lessor, and the **STATE OF NORTH CAROLINA**, hereinafter designated as Lessee;

WITNESSETH:

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

WHEREAS, the Department of Administration has delegated to this State agency the authority to execute this lease agreement by a memorandum dated the 18th day of January, 2017; and

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

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

Being +/- 136 net square feet of office space located at 102 W. Jefferson Street, (Courthouse) Jackson, Northampton County, North Carolina.

DEPARTMENT OF PUBLIC SAFETY(Juvenile Justice)

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

1. The term of this lease shall be for a period of three (3) Years commencing on the **1st day of September, 2017** or as soon thereafter as the leased premises are ceded to the Lessee and terminating on the **31st day of August, 2020**.

2. The Lessee shall pay to the Lessor as rental for said premises the sum of **\$1.00** Dollars per term to be payable within five (5) days from receipt of invoice in triplicate.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

[Remainder of page intentionally left blank; signatures on following pages]

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

STATE OF NORTH CAROLINA

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

LESSOR:

The County of Northampton
Kimberly Turner, County Manager

ATTEST:

Secretary
(CORPORATE SEAL)

This instrument has been pre-audited in the manner as

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

STATE OF NORTH CAROLINA

COUNTY OF _____

I, _____, a Notary Public in and for the
County and State aforesaid, do hereby certify that **Kimberly Turner**, personally came
before me this day and acknowledged that she is the **Northhampton County Manager**,
and that by authority and given as an act of **Northhampton County** and acknowledged the
due execution of the foregoing instrument in its name.

WITNESS my hand and Notarial Seal, this the _____ day of
_____, 2017.

Notary Public

My Commission Expires:

STATE OF NORTH CAROLINA

COUNTY OF _____

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


WITNESS my hand and Notarial Seal, this the _____ day of _____, 2017.

Notary Public

My commission expires August 19, 2019

DECISION PAPER

TO: The Northampton County Board of Commissioners

FM: Ms. Kimberly L. Turner, County Manager 

DT: August 28, 2017

RF: Reorganization of Zoning & Building Inspection Departments

PURPOSE:

To obtain the Board's approval to combine the Zoning and Building Inspection Departments.

FACTS:

1. Currently the Zoning Department is located in the Courthouse with two positions (Director and Zoning Officer) and the Building Inspection Department is located at the J.W. Faison Administration Building with three positions (Code Enforcement Officer III, Code Enforcement Officer I w/a II, Administrative Assistant I).
2. These two departments work hand-in-hand in enforcement efforts of building codes and land use.
3. Combining these two departments will improve efficiency, accuracy, and ease of services for our citizens.
4. Our zoning department does not have an administrative assistant to perform administrative duties. The Boards that are responsible for land use decision making has not had a Clerk since 2014.
5. The Building Inspection Department currently has a Code Enforcement III/department head position vacant that has been difficult to fill.
6. Our current code enforcement office is only at a Level I and will take more than two years to reach a Level III.
7. Northampton County does not have to have a Level III Code Enforcement Officer in all trades. We only need a Level III Code Enforcement Officer for fire inspections at nursing homes. Therefore, we can revise the job description for the vacant position in building inspections to a Code Enforcement Officer II with Level III certifications in fire inspections.
8. Instead of hiring for a Code Enforcement Officer III Department Head, I propose to make our current Zoning Director department head for Zoning and Building Inspections, allow our current code enforcement officer to continue to obtain certifications to reach a Level II with Level III fire inspection certifications, have the current administrative assistant in the Building Inspections Department provide support for both departments, and have one employee in a dual role for building inspections and zoning.

DISCUSSION:

The combining of building inspections and zoning is being proposed in an effort to provide continuity between departments within county government. With this reorganization, our permitting process will be more efficient and easily accessible. We will be able to save \$24,747 by reorganizing these departments

with the opportunity for more savings once we no longer have to pay for contracted services for building inspections.

RECOMMENDATION:

That the Board of Commissioners combine the Zoning Department and Building Inspections Department, approve William Flynn as the Department Head, and allow the County Manager to revise job descriptions and apply compensation for added duties for the director and administrative assistant.

Coordination:

Finance Officer:

Concur Leslie A. Edwards

Non-concur _____

Concur with comments _____

Human Resources Director:

Concur Maricenda Rogers

Non-concur _____

Concur with comments _____

Action by the Commissioners:

Approved: _____
Disapproved: _____
Other: _____

Northampton County
"A GREAT PLACE TO RAISE FAMILIES, PROFITS AND EXPECTATIONS"
BOARD OF COMMISSIONERS
P. O. BOX 808
JACKSON, N. C. 27845
PHONE (252) 534-2501 • FAX (252) 534-1166

Resolution for 50th Founders Day at HCC

WHEREAS, on Sept. 7, 1967 as Halifax County Technical Institute under the direction of Dr. Phillip W. Taylor; and,

WHEREAS, on July 1, 1976 Halifax County Technical Institute became Halifax Community College; and

WHEREAS, Halifax Community College is one of the 58 institutions within the North Carolina Community College System; and

WHEREAS, Halifax Community College offers a broad range of curriculum programs including certificates, diplomas and associate degrees; and

WHEREAS, Halifax Community College has presented 5,145 graduates with certificates, diplomas and/or associate degrees since 2000 with 12 percent of that number being Northampton County citizens and

THEREFORE, BE IT RESOLVED that by the Board of Commissioners of Northampton County, NC does honor and recognize Halifax Community College for 50 years of service to the Roanoke Valley Area for providing high-quality, accessible and affordable education.

Adopted this the 6th day of September, 2017.

Robert V. Carter, Chairman
Northampton County Board of Commissioners

Komita Hendricks, Clerk
Northampton County Board of Commissioners

Citizens/Board Comments:

Chairman Carter called for Citizens Comments.

Mr. Bryan Howard, Roanoke Chowan Community College, provided the Board with updates regarding enrollment at the Creekville site.

Commissioner Tyner asked the County Manager to do some research in regards to the old high school. He would like to know the cost to upkeep the building and who is located in the building.

Mr. Jerry McDaniel, citizen, made comments in reference to an article in the newspaper about coal ash.

Chairman Carter called for Board Comments.

Commissioner Greene thanked the Board for their support. She also stated she was appointed by the Governor to the Halifax Community College Board of Trustees.

Vice-Chairman Deloatch had no comments.

Commissioner Tyner thanked the citizens for attending. He made comments referencing Squire and Hillside Road being on the NC DOT agenda. He also mentioned some of the improvements to Northampton County.

Chairman Carter was very pleased to hear of the good news with some of the road improvements that the State is planning to perform.

Chairman Carter extended an invitation to Mayor Risper, Rich Square, to address the Board regarding funds to help with water issue.

Mayor Risper stated that is a misunderstanding from the paperwork and the research that she has done. She stated that the Town Engineer and Grant writer is currently working on a two million dollar grant to assist the town. She also stated that the \$200,000 would not complete any of their projects; so they have decided to try and use the money to rehab the Old Dialysis building.

Chairman Carter asked the County Manager to reach out to NC DOT due to the miscommunication between the Town of Rich Square and NC DOT.

A motion was made by Fannie Greene and seconded by Chester Deloatch to enter into Closed Session for purpose of G.S. 143-318.11 (a)(4). **Question Called:** *All present voting yes.* **Motion carried.**

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

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

Komita Hendricks, Clerk to the Board
"r.m. 09-06-17"