



**SAMPSON COUNTY  
BOARD OF COMMISSIONERS  
MEETING AGENDA  
July 6, 2020**

*This meeting is to be held during the unprecedented event of the COVID-19 pandemic. Because the State and the County remain under a State of Emergency, the meeting will be conducted via Zoom and broadcast via Facebook Live. A copy of the published Notice of Regular Meeting is attached.*

- |   |                |
|---|----------------|
| <b>6:00 pm Convene Regular Meeting (County Auditorium) - Notice Attached</b>  | <b>1</b>       |
| Invocation and Pledge of Allegiance   |                |
| Approve Agenda as Published   |                |
| <br>  |                |
| <b>Item 1 COVID Pandemic Updates</b>  | <b>2 - 4</b>   |
| a. COVID Update (Health Department)   |                |
| b. Challenges of Disaster Sheltering in a Pandemic (Emergency Services)   |                |
| <br>  |                |
| <b>Item 2 Planning and Zoning Items</b>   | <b>5 - 12</b>  |
| a. R20-000002: Request to Rezone 254.6 Acres at I-40 and Preacher Henry Road from HCO-Highway Corridor Overlay to RA-Residential Agriculture  | <b>13 - 24</b> |
| b. R20-000003: Request to Rezone 17.85 Acres Between I-40 and William R. King Road from HCO-Highway Corridor Overlay to C-Commercial (3.0 acres) and RA-Residential Agriculture (14.85 acres) | <b>25 - 34</b> |
| c. R20-000004: Request to Rezone 79.81 Acres Between I-40 and William R. King Road from HCO-Highway Corridor Overlay to C-Commercial (4.5 acres) and RA-Residential Agriculture (75.31 acres) | <b>35 - 46</b> |
| <br>  |                |
| <b>Item 3 Public Hearings</b>   |                |
| a. Public Hearing Regarding Community Development Needs, Intent to Apply for CDBG-NR Funding  | <b>47 - 53</b> |
| b. Public Hearing Regarding Naming of Private Road  | <b>54 - 56</b> |
| <br>  |                |
| <b>Item 4 Action Items</b>  |                |
| a. Tax Settlement and Charge to Tax Collector   | <b>57 - 64</b> |
| b. Designation of Voting Delegate - NCACC Annual Conference   | <b>65 - 67</b> |
| c. Appointments   | <b>68 - 69</b> |
| • Convention & Visitors Bureau  |                |
| • Workforce Development Board   |                |

<b>Item 5 Consent Agenda</b>	<b>70</b>
a. Approve the minutes of the June 1, 2020; June 11, 2020; and June 18, 2020 meetings	<b>71 - 82</b>
b. Approve and authorize the execution of the FY 2020-2021 Home and Community Care Block Grant (HCCBG) Funding Plan	<b>83 - 85</b>
c. Approve the revised 2020 lease documents for the Agri Exposition Center	<b>86 - 107</b>
d. Approve the lease between the County and Eastpointe LME for 6,000 square feet of space at 120 County Complex Road	<b>108 - 111</b>
e. Authorize the execution of the FFCRA (Families First Coronavirus Response Act) Funding Agreement between Sampson County (Department of Aging) and Mid Carolina Council of Governments	<b>112 - 125</b>
f. Authorize the execution of the 2020 Urgent Repair Program Post-Approval Documents	<b>126 - 140</b>
g. Adopt a resolution authorizing City of Clinton to issue pyrotechnic permits for pyrotechnics that will be exhibited, used, or discharged within the corporate limits of the City	<b>141 - 142</b>
h. Approve the Animal Shelter’s request to adjust the adoption/neuter fees for male cats and dogs to reflect current contract fees	<b>143</b>
i. Approve the delinquent property tax exemption request for Prestage Ag Energy of NC, LLC	<b>144 - 155</b>
j. Authorize the waiver of late list penalties for business personal property listings for Circle N Farms	<b>156 - 161</b>
k. Approve the tax refunds and releases as submitted	<b>162 - 178</b>
l. Approve budget amendments as submitted	<b>179 - 183</b>

**Item 6 County Manager’s Report**

**Item 7 Public Comment Period**

*As publicly advertised, written comments will be accepted until 5 pm on the date of the meeting via mail or email. Comments received by the deadline will be read aloud by the Clerk and included in the official minutes of the meeting (unless they violate the Board’s Rules of Procedure and Conduct or Public Comment Policy).*

**Recess to Reconvene (recommended date: July 9, 2020 – 6 pm )**

**NOTICE OF REGULAR MEETING**  
**Meeting Date/Time: July 6, 2020 at 6:00 p.m.**

The Sampson County Board of Commissioners will hold its July regular meeting on Monday, July 6, 2020 at 6:00 p.m. In the event the State of North Carolina is still under a COVID-19 State of Emergency at that time, the meeting will be held virtually by video conference, and the Board of Commissioners' Auditorium will not be open to the public. In the event the State of North Carolina is no longer under a COVID-19 State of Emergency at that time, the meeting and any recessed and reconvened meetings will be held in the County Auditorium, located at 435 Rowan Road, Building A, Clinton, NC 28328.

**July 6th Remote Meeting Information**

If the meeting is held virtually, the meeting will be broadcast live via Facebook Live beginning at 6:00 p.m. Members of the public who wish to listen to the meeting but do not have internet access may do so by dialing the following telephone number and entering the following meeting ID number and password:

Telephone number:	(646) 558-8656
Meeting ID number:	835 9081 5676
Password:	472083

Members of the public who wish to address the Board of Commissioners regarding the July 6th meeting's scheduled public hearings or during the general public comment period may do so by submitting written comments by one of the following means:

- First class mail addressed as follows: Clerk to the Board  
406 County Complex Rd., Bldg. C  
Clinton, NC 28328
- Email addressed as follows: [susanh@sampsonnc.com](mailto:susanh@sampsonnc.com)

**Please note that written comments must include the commenter's name and address. Comments intended for the meeting's general public comment period must be received by 5:00 p.m. on Monday, July 6, 2020. Comments intended for the meeting's public hearings must be received by 5:00 p.m. on Wednesday, July 8, 2020 in order to be considered.**

Written comments submitted by members of the public will be read aloud by the Clerk and provided as part of the meeting minutes at the July regular meeting or a subsequent meeting, depending on the time of receipt. However, written comments that violate the Board of Commissioners Rules of Procedure and Conduct or Public Comment Policies and Procedures will not be read aloud by the Clerk.

Date Posted: June 22, 2020

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 1 (a-b)

Meeting Date: July 6, 2020	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input checked="" type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

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**SUBJECT:** COVID Pandemic Updates

**DEPARTMENT:** Health and Emergency Services

**PUBLIC HEARING:** No

**CONTACT PERSON(S):** Wanda Robinson, Health Director  
Ronald Bass, EM Director

**PURPOSE:** To hear an update on the COVID pandemic numbers for Sampson and to discuss the challenges of disaster sheltering in the pandemic

**ATTACHMENTS:** EM Memo

**BACKGROUND:**

Health Director Wanda Robinson will provide a report on the most current numbers for COVID cases in Sampson County and insights into activities to continue to stem the rising case numbers.

As of July 1, we have entered hurricane season. The COVID pandemic will present unique challenges to our disaster preparations and response, particularly in our sheltering operations. EM Director Ronald Bass will discuss.

**RECOMMENDED ACTION OR MOTION:**

No action needed.

## **CHALLENGES OF DISASTER SHELTERING DURING PANDEMIC**

### ***SHELTERING IS AN OPERATIONAL CHALLENGE IN “NORMAL” DISASTER RESPONSE CIRCUMSTANCES:***

- Sampson County typically utilizes eleven schools for emergency sheltering - 5 of them categorized as primary shelters and 6 of them categorized as secondary shelters.
- The County also operates one special needs shelter and one pet shelter.
- During Hurricane Florence, the County housed approximate 3,300 evacuees, opening all eleven shelters.
- Sampson County Department of Social Services is the primary lead agency for shelter operations but managing shelter operations can take approximately 75% of our disaster workforce. It could easily utilize more personnel, but other staff are engaged in other necessary response activities: EOC, CRDP, Law Enforcement, Detention Center, EMS/Paramedics, for instance.
- Given the seasonal workers present during hurricane season, we see an influx in our shelters of seasonal workers, many non-English speaking; the language barrier can present challenges.
- Sampson County can experience an influx of evacuees from the coastal communities.

### ***HURRICANE SEASON 2020 WILL PRESENT THESE CHALLENGES AND THE ADDITIONAL CHALLENGES OF THE COVID PANDEMIC.***

- NOAA has predicted 13-19 named storms, 3-6 major storms for the 2020 hurricane season.
- Sampson County has been designated as a “hot spot” for COVID cases. As of June 24, we ranked 75th in the nation among counties with the highest growth rate of COVID-19 in a two-week period. We ranked 3rd in NC for the most rapid growth of COVID-19 cases day by day.
- Given the prevalence of the virus, we must consider options for the best use of our shelter facilities, establishing procedures for pre-registration testing, methodologies for social distancing, isolation of potential cases, safe congregate feeding, sanitation protocols and designating appropriate staffing for both health and mental health issues.

### ***RECOMMENDATIONS – SPECIFIC TO USE OF FACILITY SPACE***

- CDC guidance recommends a standard of 6 feet of distance between individuals in any shelter.
- American Red Cross recommends 110 square feet per person with a cot or 60 square feet per person without a cot. [As we currently do, the distribution of cots should be restricted to those in most need, such as the elderly as cots can present sanitation concern.]

- Families would be allowed to cluster closer together.
- Conversations must be had with State officials seeking re-direction of coastal evacuees beyond Sampson County to large shelters and/or providing additional personnel to accommodate staffing needs associated with coastal evacuees.

### ***REQUIREMENTS – SPECIFIC TO VIRUS PROTECTION***

- County personnel will complete a health screening on **everyone** entering a shelter. If sheltering persists for multiple days, daily screenings may need to be incorporated.
- Anyone with symptoms must be isolated, within the shelter facility or diverted to a separate facility.
- Anyone that has tested positive must be isolated. Considerations must be made for any family members similarly exposed and for health staff to be dedicated solely to isolation areas.
- Personal Protection Equipment (PPE) shall be provided. The County currently has this equipment in stock.
- The County will work in partnership with school officials to arrange for appropriate, safe, congregate feeding.

### ***ASSUMPTIONS***

- The above-referenced recommendations/requirements will likely place an operational hardship on the County due to limited available space for sheltering.
- The scarcity of both human and material resources will be a challenge prior to, during and potentially after a hurricane.
  - Many ongoing COVID-related health activities are already demanding countless staff hours, and these are personnel that would be in high demand in a shelter during a pandemic situation. Alternatives for health worker presence in shelters must be considered, and additional state assistance may be necessary.
  - Any COVID related illnesses/quarantines within our County staff could diminish available workforce.
  - Workers exposed during sheltering operations could diminish our post-disaster workforce.
- Public messaging regarding sheltering during a pandemic will be critical: what to bring (masks, handwipes, bedding, etc.); screening expectations, encouraging alternatives to public sheltering where appropriate/possible.
- Multi-lingual messaging will be critical. Outreach to large agricultural operations with seasonal workers will be needed to manage the influx of shelterees. Additional translators will be needed.

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.    2 (a-c)

Meeting Date: July 6, 2020	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input checked="" type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
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**SUBJECT:** Planning Issues

**DEPARTMENT:** Inspections and Planning Department

**PUBLIC HEARING:** Yes

**CONTACT PERSON:** Anita Lane, Planning Director

**PURPOSE:** To conduct public hearings related to planning and zoning items as recommended by Planning Board

**ATTACHMENTS:** Planning Staff Memorandum and Minutes; Maps

**BACKGROUND:**

- a. R20-000002: Request to Rezone 254.6 Acres Between I-40 and Preacher Henry Road  
 The Chairman should open the public hearing and call upon Ms. Lane to present the findings of fact regarding the request by ITAC 443, LLC to rezone approximately 254.6 acres from HCO-Highway Corridor to RA-Residential Agriculture. The Planning Board recommends the approval of the rezoning request, finding the request is consistent with the goals and objectives of the Sampson County Land Use Plan and other long-range planning documents due to the fact this property is located in an area that is already zoned RA- Residential Agriculture. The Chairman should call upon the Clerk to read any comments which have been submitted prior to the hearing, then close the hearing.
  
- b. R20-000003: Request to Rezone 17.85 Acres Between I-40 and William R. King Road  
 The Chairman should open the public hearing and call upon Ms. Lane to present the findings of fact regarding the request by R. Gerald Warren to rezone approximately 17.85 acres from HCO-Highway Corridor. The request is to rezone 3 acres as C-Commercial and the remaining 14.85 acres as RA-Residential Agriculture . The Planning Board recommends the approval of the rezoning request, finding the request is consistent with the goals and objectives of the Sampson County Land Use Plan and other long-range planning documents due to the fact the request for Commercial is adjacent to I-40 and the remaining is currently being farmed. The Chairman should call upon the Clerk to read any comments which have been submitted prior to the hearing, then close the hearing.
  
- c. R20-000004: Request to Rezone 79.81 Acres Between I-40 and William R. King Road  
 The Chairman should open the public hearing and call upon Ms. Lane to present the findings of fact regarding the request by R. Gerald Warren to rezone approximately 79.81 acres from HCO-Highway Corridor. The request is to rezone 4.5 acres as C-Commercial and the remaining 75.31 acres as RA-

Residential Agriculture . The Planning Board recommends the approval of the rezoning request, finding the request is consistent with the goals and objectives of the Sampson County Land Use Plan and other long-range planning documents due to the fact the request for Commercial is adjacent to I-40 and the remaining is currently being farmed. The Chairman should call upon the Clerk to read any comments which have been submitted prior to the hearing, then close the hearing.

**RECOMMENDED ACTION OR MOTION:**

Because the hearings are conducted during a remote/virtual meeting, action must be deferred for a minimum of 24 hours to allow for additional comment. Staff recommends the Board consider a secondary meeting for July 9<sup>th</sup> at 6 pm, at which time action can be taken. The public will be provided information regarding the subsequent meeting and opportunities for submission of any additional comments prior to that meeting.





## Sampson County Inspections & Planning Department

405 County Complex Rd. Suite 110  
Clinton, North Carolina 28328

To: Ed Causey, County Manager  
From: Anita H. Lane, Senior Planner  
Subject: June 15, 2020 Sampson County Planning Board Meeting  
Sampson County Board of Commissioners Meeting July 6, 2020-Agenda Items  
Date: June 18, 2020

The following request were addressed and unanimously recommended for approval by the Sampson County Planning Board at their June 15, 2020 meeting.

**R20-000002**-A rezoning request by ITAC 443, LLC to rezone approximately 254.6 acres between I-40 and Preacher Henry Road from HCO-Highway Corridor Overlay to RA-Residential Agriculture. (See Attached Map)

Staff has prepared the following findings of fact for consideration.

1. Victoria Templeton has signed the rezoning application as Vice President of ITAC 443, LLC.
2. The rezoning request will consist of 5 adjoining parcels that total approximately 254.6 acres. Attached is a recent survey map recorded in map book 104 page 53 in the Sampson County Register of Deeds showing the intent to recombine all five parcels.
3. The property is currently located in the HCO-Highway Corridor Overlay District.
4. The property is located between I-40 and Preacher Henry Road, Faison, N.C.
5. The property immediately to the North, South, East and West are currently in the RA-Residential Agriculture District and HCO-Highway Corridor Overlay District, with the exception of one parcel located to the South that is zoned C-Commercial.
6. All adjacent property owners within 100' have been notified by mail and the property has been posted.

### **Zoning Consistency Statement:**

Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Planning Board does hereby find and determine that the recommendations of the ordinance amendment R20-000002 is consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact this property is located in an area that is already zoned RA-Residential Agriculture.



**R20-000003**-A rezoning request by Warren Farming Company to rezone approximately 17.85 acres located between I-40 and William R King Road, Newton Grove, N.C. (See Attached Map)

Staff has prepared the following findings of fact for consideration.

1. R. Gerald Warren has signed the rezoning application as President of Warren Farming Company.
2. The rezoning request will consist of approximately 17.85 acres.
3. The property is currently located in the HCO-Highway Corridor Overlay District.
4. The request is to rezone approximately 3.0 acres alongside I-40 to C-Commercial and the remainder of approximately 14.85 acres to RA-Residential Agriculture.
5. The property immediately to the North, South, East and West are currently in the HCO-Highway Corridor Overlay District and just outside of that is zoned RA-Residential Agriculture.
6. All adjacent property owners within 100' have been notified by mail and the property has been posted.

**Zoning Consistency Statement:**

Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Planning Board does hereby find and determine that the recommendations of the ordinance R20-000003 is consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact the request for Commercial is adjacent to I-40 and the remaining is currently being farmed.



**R20-000004**- A rezoning request by Warren Farming Company to rezone approximately 79.81 acres located between I-40 and William R King Road, Newton Grove, N.C. (See Attached Map)

Staff has prepared the following findings of fact for consideration.

1. R. Gerald Warren has signed the rezoning application as President of Warren Farming Company.
2. The rezoning request will consist of approximately 79.81 acres.
3. The property is currently located in the HCO-Highway Corridor Overlay District.
4. The request is to rezone approximately 4.5 acres long I-40 to C-Commercial and the remainder of approximately 75.31 acres to RA-Residential Agriculture.
5. The property immediately to the North, South, East and West are currently in the HCO-Highway Corridor Overlay District and just outside of that is zoned RA-Residential Agriculture.
6. All adjacent property owners within 100' have been notified by mail and the property has been posted.

**Zoning Consistency Statement:**

Whereas, in accordance with the provisions of North Carolina General Statute 153A-341, the Sampson County Planning Board does hereby find and determine that the recommendations of the ordinance amendment R20-00004 is consistent with the goals and objectives of the Sampson County Land Use Plan and other long range planning documents due to the fact that the request for Commercial is adjacent to I-40 and the remainder is currently being farmed.

# ***Sampson County Inspections & Planning Department***

405 County Complex Rd. STE 110  
Clinton, North Carolina 28328  
(910) 592-0146 (T) (910) 596-0773 (F)



## Minutes of the Sampson County Planning and Zoning Board

<u>Meeting Date</u>	<u>Members Present</u>	<u>Members Absent</u>
June 15, 2020	Nancy Blackman Marilyn Brooks Houston Crumpler III Steve Parker	Jay Darden

County Attorney Joel Starling, Senior Planner Anita H. Lane and Planner Michelle Lance were also present.

Marilyn Brooks gave the invocation.

### Minutes Approved

Upon a motion by Houston Crumpler III and seconded by Marilyn Brooks, the minutes of the May 18, 2020 meeting were approved as presented to the board.

Ayes: Unanimous

### New Business

#### Rezoning Applications

**R20-000002-** A rezoning request by ITAC 443, LLC to rezone approximately 254.6 acres situated between I-40 and Preacher Henry Road from HCO- Highway Corridor Overlay to RA- Residential Agricultural. (*Exhibit's 1*)

Senior Planner Anita Lane informed the Board that staff had reviewed the request and prepared the following findings of fact for consideration by the Planning Board:

1. Victoria Templeton has signed the rezoning application as Vice President of ITAC 443, LLC.
2. The rezoning request consists of 5 adjoining parcels that total approximately 254.6 acres and provided a recent survey map recorded in map book 104 page 53 in the Sampson County Register of Deeds showing the intent to recombine all five parcels.
3. The property is located in the HCO-Highway Corridor Overlay District.
4. The property is located between I-40 and Preacher Henry Road, Faison, NC.

## ***Sampson County Inspections & Planning Department***

405 County Complex Rd. STE 110

Clinton, North Carolina 28328

(910) 592-0146 (T) (910) 596-0773 (F)

5. The property immediately to the North, South, East and West are currently in the RA-Residential Agricultural District and the HCO-Highway Corridor Overlay District., with the exception of one parcel located to the south that is zoned C-Commercial.
6. All adjacent property owners within 100' have been notified by mail and the property has been posted.

After Board discussion, Houston Crumpler III moved to recommend approval of R20-000002 to the Sampson County Board of Commissioners based on the following zoning consistency statement:

Whereas, in accordance with the provisions of the North Carolina Statue 153A-341 the Sampson County Planning Board does hereby find and determine that the recommendations of the ordinance amendment R20-000002 is consistent with the goals and objectives of the Sampson County Land Use Plan and the other long range planning documents due to the fact the property is located adjacent to Interstate I-40.

The motion was seconded by Nancy Blackman and unanimously recommended for approval by the Board.

Ayes: Unanimous

**R20-000003-** A rezoning request by Warren Farming Company to rezone approximately 17.85 acres located between I-40 and William R King Road, Newton Grove, NC from HCO-Highway Corridor Overlay to 3.0 acres of C-Commercial and 14.85 acres to RA-Residential Agricultural. (*Exhibit's II*)

Senior Planner Anita Lane informed the Board that staff had reviewed the request and prepared the following findings of fact for consideration by the Planning Board:

1. R. Gerald Warren has signed the rezoning application as President of Warren Farming Company.
2. The rezoning request will consist of approximately 17.85 acres.
3. The property is currently located in the HCO-Highway Corridor Overlay District.
4. The request is to rezone approximately 3.0 acres along I-40 to C-Commercial and the remainder of approximately 14.85 acres to RA-Residential Agricultural.
5. The property immediately to the North, South, East and West are currently in the HCO-Highway Corridor Overlay District and just outside of that is zoned RA-Residential Agricultural.
6. All adjacent property owners within 100' have been notified by mail and the property has been posted.

After Board discussion, Houston Crumpler III moved to recommend approval of R20-000003 to the Sampson County Board of Commissioners based on the following zoning consistency statement:

Whereas, in accordance with the provisions of the North Carolina Statue 153A-341 the Sampson County Planning Board does hereby find and determine that the recommendations of the ordinance amendment R20-000003 is consistent with the goals and objectives of the Sampson County Land Use Plan and the other long range planning documents due to the fact the request for Commercial is adjacent to Interstate I-40 and the rest in currently being farmed.

## ***Sampson County Inspections & Planning Department***

405 County Complex Rd. STE 110

Clinton, North Carolina 28328

(910) 592-0146 (T) (910) 596-0773 (F)

The motion was seconded by Nancy Blackman and unanimously recommended for approval by the Board.

Ayes: Unanimous

**R20-000004**- A rezoning request by Warren Farming Company to rezone approximately 79.81 acres located between I-40 and William R King Road, Newton Grove, NC from HCO-Highway Corridor Overlay to 4.50 acres C-Commercial and 75.31 to RA-Residential Agricultural. (*Exhibit'sIII*)

Senior Planner Anita Lane informed the Board that staff had reviewed the request and prepared the following findings of fact for consideration by the Planning Board:

1. R. Gerald Warren has signed the rezoning application as President of Warren Farming Company.
2. The rezoning request will consist of approximately 79.81 acres.
3. The property is currently located in the HCO-Highway Corridor Overlay District.
4. The request is to rezone approximately 4.50 acres along I-40 to C-Commercial and the remainder of approximately 75.31 acres to RA-Residential Agricultural.
5. The property immediately to the North, South, East and West are currently in the HCO-Highway Corridor Overlay District and just outside of that is RA-Residential Agricultural.
6. All adjacent property owners within 100' have been notified by mail and the property has been posted.

After Board discussion, Houston Crumpler III moved to recommend approval of R20-000004 to the Sampson County Board of Commissioners based on the following zoning consistency statement:

Whereas, in accordance with the provisions of the North Carolina Statue 153A-341 the Sampson County Planning Board does hereby find and determine that the recommendations of the ordinance amendment R20-000004 is consistent with the goals and objectives of the Sampson County Land Use Plan and the other long range planning documents due to the fact the request for Commercial is adjacent to Interstate I-40 and the rest in currently being farmed.

The motion was seconded by Nancy Blackman and unanimously recommended for approval by the Board.

There being no further business the meeting was adjourned by Chair Steve Parker at 6:25 p.m.

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Steve Parker, Chairman

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Anita H. Lane, Secretary

SAMPSON COUNTY  
**REZONING APPLICATION**  
 INSPECTIONS AND PLANNING DEPARTMENT



Applications are considered complete when all of the items listed below are provided to the Inspections and Planning Department, located at 405 County Complex Road in Clinton. Incomplete applications will not be accepted. Submitted applications will be processed for consideration at the first available Planning Board meeting. These meetings are typically held on the third Monday of each month at 6:00 pm in the County Auditorium (435 Rowan Road), and the deadline for submission is generally the 25<sup>th</sup> of the month prior to the meeting. This deadline is subject to change, however, given holiday and other office closures. Planning Board recommendations are then forwarded to the Sampson County Board of Commissioners for public hearing and consideration. Regular meetings of the Sampson County Board of Commissioners are typically held on the first Monday of each month at 6 pm in the County Auditorium.

**A. APPLICANT/OWNER INFORMATION**

**Applicant Contact Information:**

Name: Brad Sutton  
 Mailing address: 3619 Curbin St Raleigh NC 27612  
 Telephone: 919-427-5244  
 Email: eastertur@maint@yahoo.com

**Owner Contact Information (if different from applicant):**

Name: ITAC 443 LLL  
 Mailing address: 121 N Columbia Street Chapel Hill NC 27514  
 Telephone: 919-945-2400  
 Email: vtemplerton@vtemplerton.com

**Professional Representative Information (i.e. Attorney, Engineer, etc.)**

Name: \_\_\_\_\_  
 Firm: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**B. PROPERTY INFORMATION**

1. Present zoning classification of parcel(s): HCO - Highway Corridor Overlay
2. Parcel ID #: 5 parcels listed below Deed Book: 2057 Page: 472
3. Current use(s) of the property: Agriculture / Forestry
4. Requested Zoning Classification(s): R.A.
5. Describe the purpose of the Rezoning Request: Farm Shop/office and Living Quarters Need to construct

**PIN #s**

13012761001	13026588004
13040110003	13026588002
13040110002	

**C. SUPPLEMENTAL INFORMATION**

1. The filing fee for this application is \$200.
2. Application Withdrawal
  - This application may only be withdrawn by written request from the applicant or property owner. If such request is received prior to submission of the Planning and Zoning Board public hearing to the newspaper, filing fees may be refunded. Filing fees will not be refunded after submission of public hearing notice to the newspaper.
  - After submission of public hearing notice to the newspaper, an application may only be withdrawn by action of the Planning and Zoning Board or County Board of Commissioners at the public hearing.

**D. SIGNATURES**

I, Broad Sutton, the undersigned applicant, do hereby certify that to the best of my knowledge and belief all information supplied in and with this application is true and accurate.

Applicant Signature: Broad Sutton Date: 4-23-2020

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Vivian Umplett ITAC Vice President Date: 4-27-2020

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**E. TIMELINE OF EVENTS (OFFICE USE ONLY)**

The following timeline exhibit to the Rezoning Process:

Steps for Rezoning Application	Date Completed	Staff Initial
Completed Application Received		
Public Notice Issued to Newspaper (1)		
Public Notice Issued to Newspaper (2)		
Written Notice Mailed to Adjacent Property Owners		
Property Posted		
Planning Board Makes Recommendation		
County Commissioners Decision		
Applicant Notified		



State of North Carolina  
Department of the Secretary of State

Limited Liability Company  
ARTICLES OF ORGANIZATION

Pursuant to §57D-2-20 of the General Statutes of North Carolina, the undersigned does hereby submit these Articles of Organization for the purpose of forming a limited liability company.

1. The name of the limited liability company is: ITAC 443, LLC  
(See Item 1 of the Instructions for appropriate entity designation)
2. The name and address of each person executing these articles of organization is as follows: (State whether each person is executing these articles of organization in the capacity of a member, organizer or both by checking all applicable boxes.) **Note: This document must be signed by all persons listed.**

Name	Business Address	Capacity
<u>Investors Title Accommodation Corporation</u>	<u>121 North Columbia Street, Chapel Hill, NC 27514</u>	<input checked="" type="checkbox"/> Member <input checked="" type="checkbox"/> Organizer
_____	_____	<input type="checkbox"/> Member <input type="checkbox"/> Organizer
_____	_____	<input type="checkbox"/> Member <input type="checkbox"/> Organizer

3. The name of the initial registered agent is: Investors Title Exchange Corporation

4. The street address and county of the initial registered agent office of the limited liability company is:

Number and Street: 121 North Columbia Street  
City: Chapel Hill State: NC Zip Code: 27514 County: Orange

5. The mailing address, if different from the street address, of the initial registered agent office is:

Number and Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: NC Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

6. Principal office information: (Select either a or b.)

a.  The limited liability company has a principal office.

The principal office telephone number: 919-968-2200

The street address and county of the principal office of the limited liability company is:

Number and Street: 121 North Columbia Street  
City: Chapel Hill State: NC Zip Code: 27514 County: Orange

The mailing address, if different from the street address, of the principal office of the company is:

Number and Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

b.  The limited liability company does not have a principal office.

7. Any other provisions which the limited liability company elects to include (e.g., the purpose of the entity) are attached.

8. **(Optional):** Listing of Company Officials (See instructions on the importance of listing the company officials in the creation document.

Name	Title	Business Address

9. **(Optional):** Please provide a business e-mail address: \_\_\_\_\_  
The Secretary of State's Office will e-mail the business automatically at the address provided above at no cost when a document is filed. The e-mail provided will not be viewable on the website. For more information on why this service is offered, please see the instructions for this document.

10. These articles will be effective upon filing, unless a future date is specified:

\_\_\_\_\_

This is the 17th day of October, 2019.

Investors Title Accommodation Corporation  
\_\_\_\_\_

Victoria Templeton  
Signature

Victoria Templeton, Vice President  
Type or Print Name and Title

The below space to be used if more than one organizer or member is listed in Item #2 above.

_____	_____
_____	_____
Signature	Signature
_____	_____
Type and Print Name and Title	Type and Print Name and Title

**NOTE:**

1. Filing fee is \$125. This document must be filed with the Secretary of State.

SAMPSON CO. PLANNING DEPARTMENT  
ZONING REQUEST  
**Z**  
FOR MORE INFORMATION  
**910-592-0148**

05/24/2020

ITAC 443, LLC-Rezone to RA-Preacher Henry Road



ITAC 443, LLC - Location I-40 - Rezone Request to RA-Residential Agriculture

05/24/2020

FILED Mar 30, 2020  
AT 04:11:23 PM  
BOOK 02057  
START PAGE 0472  
END PAGE 0475  
INSTRUMENT # 01659  
EXCISE TAX \$985.00

PREPARED BY: HOWARD & CARR, PLLC ATTORNEYS AT LAW - POST OFFICE BOX 81 - CLINTON, N.C. 28329 - (910) 592-1942

This instrument was prepared by Alison G. Carr, a licensed North Carolina attorney. Delinquent taxes, if any, will be paid by the closing attorney to the Sampson County Tax Collector upon disbursement of closing proceeds (NCGS 161-31 (a))

PINS: 13026588002, 13040116003, 13012761601  
13026588004, 13040116002

Revenue Stamps: \$985.00

STATE OF NORTH CAROLINA  
COUNTY OF SAMPSON

**SPECIAL WARRANTY DEED**

THIS DEED, made this 19<sup>th</sup> day of March, 2020, by MARGARET D. COLEMAN and husband, DAN L. COLEMAN, DOUGLAS M. DAUGHTRY and wife, BRENDA P. DAUGHTRY, DUSTY T. DAUGHTRY (Unmarried), and TIMOTHY V. DAUGHTRY and wife, JOLYNNE H. DAUGHTRY, Grantors; to ITAC 443, LLC, a North Carolina limited liability company, 3121 North Columbia Street, Chapel Hill, North Carolina 27514, Grantee;

**WITNESSETH:**

The Grantors, for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, the receipt of which is hereby acknowledged, have bargained and sold and by these presents do hereby grant, bargain, sell and convey to Grantee, its successors and assigns, in fee simple, all of those lots or parcels of real estate lying and being in Piney Grove Township, Sampson County, North Carolina and more particularly described as follows:

**BEING** all of that tract or parcel of land containing **249.55 acres**, more or less, and being more particularly described on that survey map entitled, "Recombination Boundary Survey Map for NBS Properties, LLC," prepared by Millard T. Owen, III, Professional Land Surveyor, under date of March 10, 2020, and recorded in Map Book 104 at Page 53 of the Sampson County Registry.

For title reference, see the following: Deed Book 877 at Page 122 (as to PIN: 13026588002); Deed Book 1633 at Page 349 (as to PIN: 13012761601); Deed Book 600 at Page 311 (as to PIN: 13026588004); and Deed Book 1131 at Page 947 (as to PINs: 13040116002 and 13040116003). Eugene Mack Daughtry died intestate on April 2, 2016, a

The preparer of this instrument has made no examination of title.

submitted electronically by "Manning Fulton & Skinner, P.A." in compliance with North Carolina statutes governing recordable documents and the terms of the submitter agreement with the sampson county Register of Deeds.

citizen and resident of Sampson County, North Carolina, survived by his four children, Margaret D. Coleman, Douglas M. Daughtry, Dusty T. Daughtry, and Timothy V. Daughtry, who together constitute all of his heirs at law (see File No. 16 E 164 in the Office of the Clerk of Superior Court of Sampson County, North Carolina).

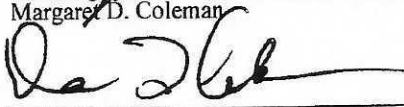
[The property herein conveyed does not include the primary residence of the Grantors.]

TO HAVE AND TO HOLD the above described real estate, together with all privileges and appurtenances thereunto belonging, to the Grantee in fee simple forever, subject to current year *ad valorem* property taxes for Sampson County, which shall be prorated upon transfer of title and subject also to highway and public utility easements of record (the "Permitted Exceptions").

And the said Grantors covenant with said Grantee, and its successors and assigns, that they have done nothing to impair such title as Grantors received, and they will warrant and defend the title to the same against the lawful claims of all persons claiming by, through, or on account of them, other than the Permitted Exceptions.


IN WITNESS WHEREOF, said Grantors have hereunto set their hands and seals the day and year first above written.

 (SEAL)  
Margaret D. Coleman

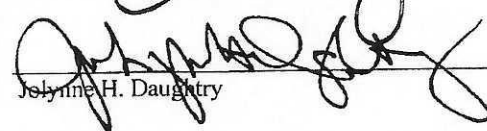
 (SEAL)  
Dan L. Coleman

 (SEAL)  
Douglas M. Daughtry

 (SEAL)  
Brenda P. Daughtry

 (SEAL)  
Dusty T. Daughtry

 (SEAL)  
Timothy V. Daughtry

 (SEAL)  
Jolyne H. Daughtry

The preparer of this instrument has made no examination of title.

PREPARED BY: HOWARD & CARR, PLLC ATTORNEYS AT LAW • POST OFFICE BOX 81 • CLINTON, N.C. 28329 • (910) 592-1942

STATE OF NORTH CAROLINA

COUNTY OF SAMPSON

I, a Notary Public of the County and State aforesaid do hereby certify that **MARGARET D. COLEMAN and husband, DAN L. COLEMAN**, (the "Signatory") personally came before me this day and acknowledged the due execution of the foregoing instrument for the purposes expressed therein. I certify that (i) I have personal knowledge of the identity of the Signatory; or (ii) I have seen satisfactory evidence of the Signatory's identity, by a current state or federal identification with the Signatory's photograph in the form of a driver's license or \_\_\_\_\_; or (iii) a credible witness has sworn to the identity of the Signatory.

The Signatory acknowledged to me the voluntary execution of the foregoing document for the purpose stated therein and in the capacity indicated.

Witness my hand and official seal or stamp this 19<sup>th</sup> day of March, 2020.

Affix notary seal or stamp here



Alison G. Carr  
Notary Public Official Signature  
Printed or typed name: Alison G. Carr  
My commission expires: 10/18/22

STATE OF NORTH CAROLINA

COUNTY OF SAMPSON

I, a Notary Public of the County and State aforesaid do hereby certify that **DOUGLAS M. DAUGHTRY and wife, BRENDA P. DAUGHTRY**, (the "Signatory") personally came before me this day and acknowledged the due execution of the foregoing instrument for the purposes expressed therein. I certify that (i) I have personal knowledge of the identity of the Signatory; or (ii) I have seen satisfactory evidence of the Signatory's identity, by a current state or federal identification with the Signatory's photograph in the form of a driver's license or \_\_\_\_\_; or (iii) a credible witness has sworn to the identity of the Signatory.

The Signatory acknowledged to me the voluntary execution of the foregoing document for the purpose stated therein and in the capacity indicated.

Witness my hand and official seal or stamp this 19<sup>th</sup> day of March, 2020.

Affix notary seal or stamp here



Alison G. Carr  
Notary Public Official Signature  
Printed or typed name: Alison G. Carr  
My commission expires: 10/18/22

The preparer of this instrument has made no examination of title.

PREPARED BY: HOWARD & CARR, PLLC ATTORNEYS AT LAW - POST OFFICE BOX 81 - CLINTON, N.C. 28329 - (910) 592-1942

STATE OF NORTH CAROLINA

COUNTY OF SAMPSON

I, a Notary Public of the County and State aforesaid do hereby certify that **DUSTY T. DAUGHTRY**, (the "Signatory") personally came before me this day and acknowledged the due execution of the foregoing instrument for the purposes expressed therein. I certify that (i) I have personal knowledge of the identity of the Signatory; or (ii) I have seen satisfactory evidence of the Signatory's identity, by a current state or federal identification with the Signatory's photograph in the form of a driver's license or \_\_\_\_\_; or (iii) a credible witness has sworn to the identity of the Signatory.

The Signatory acknowledged to me the voluntary execution of the foregoing document for the purpose stated therein and in the capacity indicated.

Witness my hand and official seal or stamp this 19<sup>th</sup> day of March, 2020.

Affix notary seal or stamp here



Alison G. Carr

Notary Public Official Signature

Printed or typed name: Alison G. Carr

My commission expires: 10/13/22

STATE OF NORTH CAROLINA

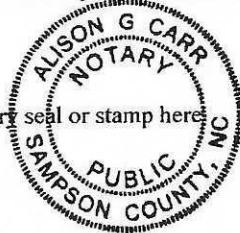
COUNTY OF SAMPSON

I, a Notary Public of the County and State aforesaid do hereby certify that **TIMOTHY V. DAUGHTRY and wife, JOLYNNE H. DAUGHTRY**, (the "Signatory") personally came before me this day and acknowledged the due execution of the foregoing instrument for the purposes expressed therein. I certify that (i) I have personal knowledge of the identity of the Signatory; or (ii) I have seen satisfactory evidence of the Signatory's identity, by a current state or federal identification with the Signatory's photograph in the form of a driver's license or \_\_\_\_\_; or (iii) a credible witness has sworn to the identity of the Signatory.

The Signatory acknowledged to me the voluntary execution of the foregoing document for the purpose stated therein and in the capacity indicated.

Witness my hand and official seal or stamp this 19<sup>th</sup> day of March, 2020.

Affix notary seal or stamp here



Alison G. Carr

Notary Public Official Signature

Printed or typed name: Alison G. Carr

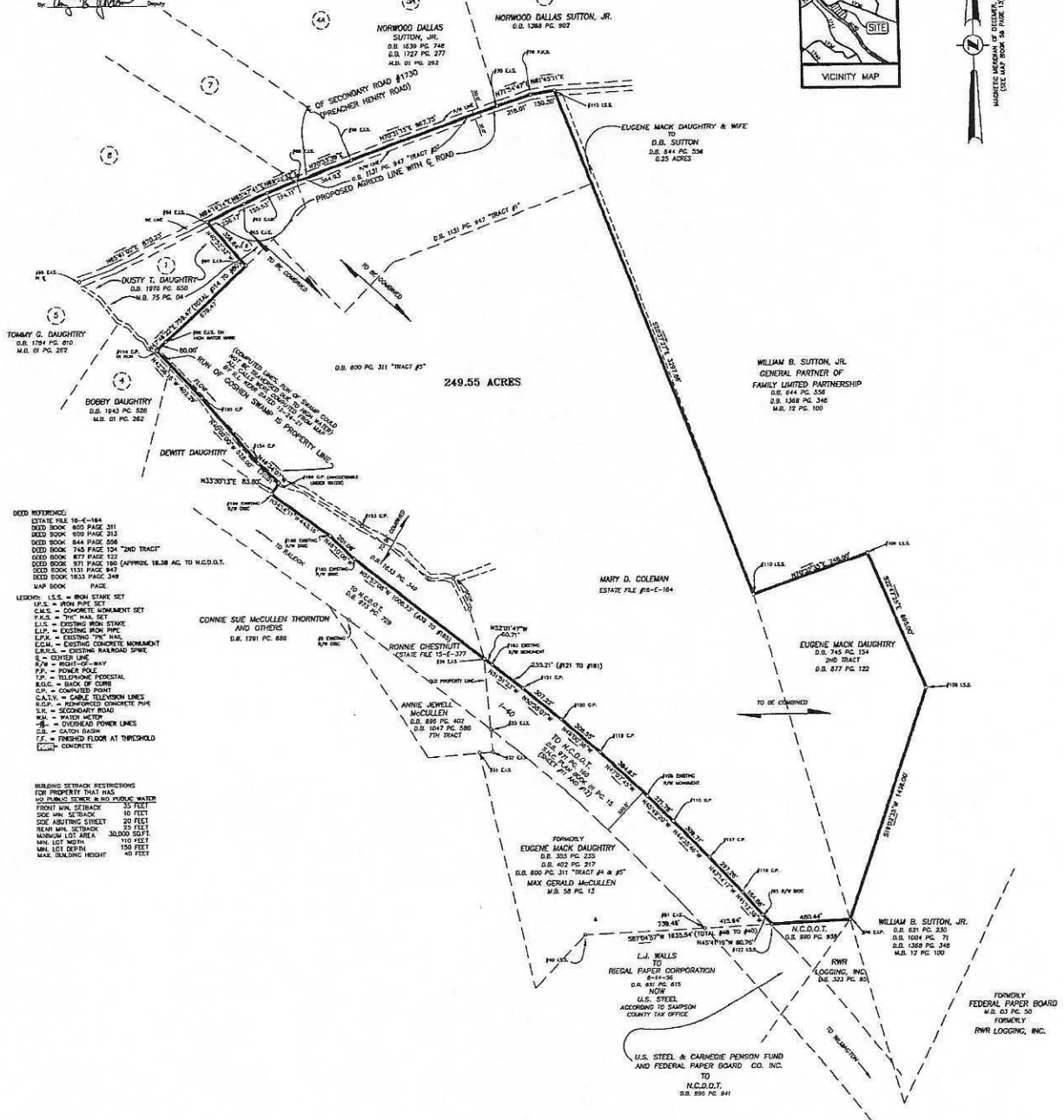
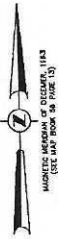
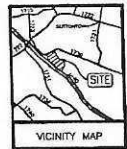
My commission expires: 10/13/22

The preparer of this instrument has made no examination of title.

PREPARED BY: HOWARD & CARR, PLLC ATTORNEYS AT LAW - POST OFFICE BOX 81 - CLINTON, N.C. 28329 - (910) 592-1942



Filed for registration on the 14th day of March 20 20  
 at 11:53 A.M. and registered in the office  
 of the Register of Deeds of Sampson County on the 17th day of  
 March 20 20 2020. Page No. 22  
 Original Instrument  
 Dr. *William D. Colman* Deputy



- DEED REFERENCES:**
- ESTATE FILE 15-E-184
  - DEED BOOK 600 PAGE 311
  - DEED BOOK 600 PAGE 312
  - DEED BOOK 644 PAGE 506
  - DEED BOOK 745 PAGE 154 "2ND TRACT"
  - DEED BOOK 877 PAGE 122
  - DEED BOOK 971 PAGE 160 (APPROX. 18.38 AC. TO N.C.D.O.T.)
  - DEED BOOK 1131 PAGE 847
  - DEED BOOK 1823 PAGE 348
- MAP BOOK PAGE:**
- DEED BOOK 600 PAGE 311
  - DEED BOOK 600 PAGE 312
  - DEED BOOK 644 PAGE 506
  - DEED BOOK 745 PAGE 154
  - DEED BOOK 877 PAGE 122
  - DEED BOOK 971 PAGE 160
  - DEED BOOK 1131 PAGE 847
  - DEED BOOK 1823 PAGE 348
- LEGEND:**
- S.S. = IRON STAKE SET
  - C.M.S. = CONCRETE MONUMENT SET
  - F.M.S. = "70" IRON SET
  - E.L.S. = EXISTING IRON STAKE
  - E.L.P. = EXISTING IRON PIPE
  - E.P.A. = EXISTING "70" NAIL
  - E.C.M. = EXISTING CONCRETE MONUMENT
  - E.L.S. = EXISTING RAILROAD SPUR
  - S. = COVER LINE
  - R/W = RIGHT-OF-WAY
  - P.P. = POWER POLE
  - T.P. = TELEPHONE POST
  - B.C. = BACK OF CURB
  - C.P. = COMPLETED
  - C.A.T.V. = CABLE TELEVISION LINES
  - R.C.P. = REINFORCED CONCRETE PIPE
  - S.L. = SECONDARY ROAD
  - M.S. = POWER METER
  - O.P.L. = OVERHEAD POWER LINES
  - C.L. = CANTER LINES
  - F.F. = FINISHED FLOOR AT THRESHOLD
  - C. = CONCRETE
- BUILDING SETBACK RESTRICTIONS FOR PROPERTY THAT HAS NO SUBDIVISION RECORD:**
- FRONT YARD SETBACK 30 FEET
  - REAR YARD SETBACK 10 FEET
  - SIDE YARD SETBACK 20 FEET
  - REAR WALL SETBACK 30.00 FEET
  - MINIMUM LOT AREA 30,000 SQ. FT.
  - MIN. LOT WIDTH 150 FEET
  - MIN. LOT DEPTH 150 FEET
  - MAX. BUILDING HEIGHT 40 FEET

**BUILDING SETBACK RESTRICTIONS FOR PROPERTY THAT HAS NO SUBDIVISION RECORD:**

- FRONT YARD SETBACK 30 FEET
- REAR YARD SETBACK 10 FEET
- SIDE YARD SETBACK 20 FEET
- REAR WALL SETBACK 30.00 FEET
- MINIMUM LOT AREA 30,000 SQ. FT.
- MIN. LOT WIDTH 150 FEET
- MIN. LOT DEPTH 150 FEET
- MAX. BUILDING HEIGHT 40 FEET



**CONTACT PERSON**  
**BRAD SUTTON**  
 3518 CORBIN STREET  
 RALEIGH, NORTH CAROLINA 27612  
 PHONE: (919) 427-5249

- NOTES:**
- THIS SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXCEPTION TO THE DEFINITION OF SURVEYING.
  - ALL DISTANCES ARE HORIZONTAL UNLESS OTHERWISE NOTED.
  - TAX PARCEL ID NUMBER: 1304018002, 1302781828, 1304018001, 1302558000, & 1302658000.
  - THIS LOT MAY BE SUBJECT TO EASEMENTS AND UNRECORDED RESTRICTIONS.
  - COMPARISON OF RECORDS, IF ANY, NOT SPECIFICALLY DESCRIBED HEREIN.
  - IF AN INSTRUMENT LISTED ON SAMPSON COUNTY ROAD SYSTEM LIST PROVIDED BY CURS STARTING ON 2-28-07 OF THE N.C.D.O.T.
  - ENHANCED BA = REBOSTON-HARDLINE
  - THIS PLAT DOES NOT CONVEY THIS TRACT OF LAND WITHOUT LEGAL RECORDED DOCUMENTS.
  - THIS TRACT OF LAND IS CURRENTLY OWNED BY MARY D. COLMAN ACCORDING TO SAMPSON COUNTY O.S.



*William D. Colman*  
 PROFESSIONAL LAND SURVEYOR  
 L-1498

STATE OF NORTH CAROLINA  
 COUNTY OF SAMSON  
 I, *William D. Colman*, REGISTERED PROFESSIONAL LAND SURVEYOR, CERTIFY THAT THIS MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.  
 DATE: 3-17-2020  
 BY: *William D. Colman*  
 REGISTERED PROFESSIONAL LAND SURVEYOR  
 NO SIGNATURE REQUIRED  
 Date: \_\_\_\_\_  
 Adjudicator: \_\_\_\_\_

*William D. Colman* 2/17/2020  
*Brad Sutton* 3-17-2020  
*Donna Marie Longley* 7-19-20  
*Thomas R. H. H.* 2-17-2020  
*William D. Colman* 3/17/2020

THIS MAP IS A CORRECT REPRESENTATION OF THE LAND SURVEYED AND PLATTED, BUT A NORTH CAROLINA LICENSED ATTORNEY-AT-LAW SHOULD BE CONSULTED TO DETERMINE THE EXACT JURISDICTION OF THE COUNTY OF SAMSON AND THAT I HEREBY ADD THE PLAN OF SUBDIVISION WITH THE CORRECT, ADDRESS, ADDRESS NUMBER, BUILDING HEIGHT, AREA, AND DEGREE OF CURVE, AND OTHER DATA AND INFORMATION TO PUBLIC RECORDS AS NOTED. FURTHERMORE, I HEREBY CERTIFY TO THE COUNTY OF SAMSON THAT THIS MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

OWEN SURVEYING, INCORPORATED (FIRM # C-900) 212 LISBON STREET  
 PHONE: (910) 590-3232 / FAX 592-3394 CLINTON, N.C. 28328-4115  
 TOLL FREE: (800) 826-8495 (910) 108-4277  
 MARCH, 2020 SCALE: 1 INCH = 300 FEET

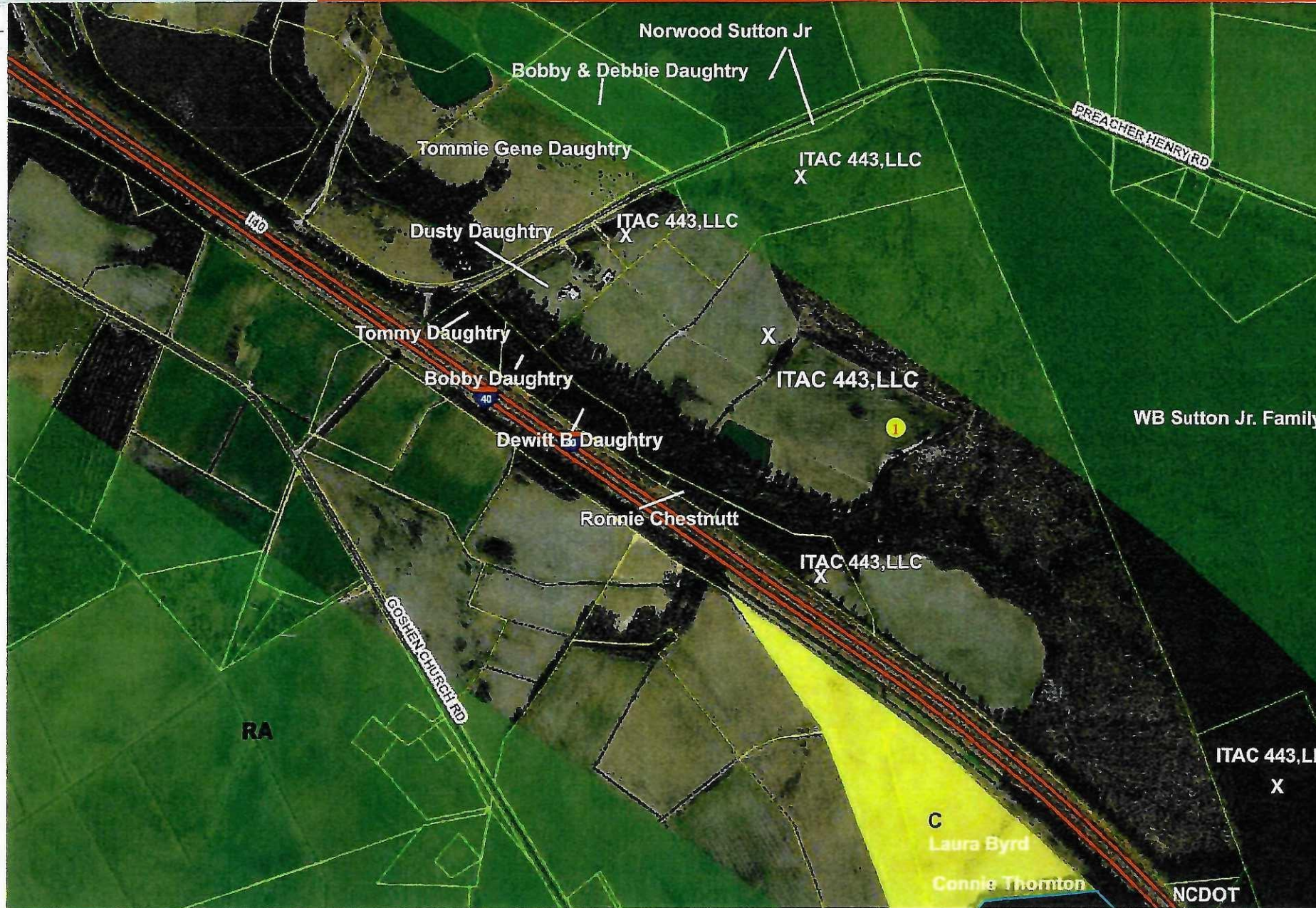
I, WILLARD T. OWEN CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION. (SEE NOTE FOR RECORDED DEED DESCRIPTION) THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000. THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 41-30 AS AMENDED. ALL AREAS WERE FIELDED BY USING THE B.M.D. METHOD UNLESS OTHERWISE NOTED. I ALSO CERTIFY TO NOTE BY WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL HAS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2020.

1	RECOMBINATION BOUNDARY SURVEY MAP	<b>NBS PROPERTIES, LLC</b> PINEY GROVE TOWNSHIP, SAMPSON COUNTY, NORTH CAROLINA	DATE: MARCH, 2020 SCALE: 1" = 300'	<b>OWEN SURVEYING, INC.</b> 212 LISBON STREET CLINTON, N.C. 28328-4115 PHONE: (910) 590-3232	MAP BOOK 104 PAGE 53
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# ITAC 443, LLC - Rezone



Search



SAMPSON COUNTY  
**REZONING APPLICATION**  
 INSPECTIONS AND PLANNING DEPARTMENT



Applications are considered complete when all of the items listed below are provided to the Inspections and Planning Department, located at 405 County Complex Road in Clinton. Incomplete applications will not be accepted. Submitted applications will be processed for consideration at the first available Planning Board meeting. These meetings are typically held on the third Monday of each month at 6:00 pm in the County Auditorium (435 Rowan Road), and the deadline for submission is generally the 25<sup>th</sup> of the month prior to the meeting. This deadline is subject to change, however, given holiday and other office closures. Planning Board recommendations are then forwarded to the Sampson County Board of Commissioners for public hearing and consideration. Regular meetings of the Sampson County Board of Commissioners are typically held on the first Monday of each month at 6 pm in the County Auditorium.

**A. APPLICANT/OWNER INFORMATION**

**Applicant Contact Information:**

Name: Warren Farming Company  
 Mailing address: PO Box 229 Newton Grove NC 28366  
 Telephone: 910-237-9791  
 Email: \_\_\_\_\_

**Owner Contact Information (if different from applicant):**

Name: Same  
 Mailing address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Professional Representative Information (i.e. Attorney, Engineer, etc.)**

Name: Scotty Shivar  
 Firm: SCOTT OUTDOOR LLC  
 Mailing address: PO Box 974 Snow Hill NC 28580  
 Telephone: 252-468-6969  
 Email: scottyshivar@gmail.com

**B. PROPERTY INFORMATION**

1. Present zoning classification of parcel(s): HCD - Highway Corridor Overlay 17.85
2. Parcel ID #: 11047679001 Deed Book: 1961 Page: 935
3. Current use(s) of the property: Farming
4. Requested Zoning Classification(s): C 3.DAC RA 14.85
5. Describe the purpose of the Rezoning Request:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**C. SUPPLEMENTAL INFORMATION**

1. The filing fee for this application is \$200.
2. Application Withdrawal:
  - This application may only be withdrawn by written request from the applicant or property owner. If such request is received prior to submission of the Planning and Zoning Board public hearing to the newspaper, filing fees may be refunded. Filing fees will not be refunded after submission of public hearing notice to the newspaper.
  - After submission of public hearing notice to the newspaper, an application may only be withdrawn by action of the Planning and Zoning Board or County Board of Commissioners at the public hearing.

**D. SIGNATURES**

I, Warren Farming Co.  
R. Gerald Warren, the undersigned applicant, do hereby certify that to the best of my knowledge and belief all information supplied in and with this application is true and accurate.

R. Gerald Warren \_\_\_\_\_ 5-7-20  
 Applicant Signature Date

\_\_\_\_\_  
 Applicant Signature Date

\_\_\_\_\_  
 Property Owner Signature Date

\_\_\_\_\_  
 Property Owner Signature Date

**E. TIMELINE OF EVENTS (OFFICE USE ONLY)**

The following timeline exhibits the Rezoning Process:

Steps for Rezoning Application	Date Completed	Staff Initial
Completed Application Received		
Public Notice Issued to Newspaper (1)		
Public Notice Issued to Newspaper (2)		
Written Notice Mailed to Adjacent Property Owners		
Property Posted		
Planning Board Makes Recommendation		
County Commissioners Decision		
Applicant Notified		

- File an Annual Report/Amend an Annual Report
- Upload a PDF Filing
- Order a Document Online
- Add Entity to My Email Notification List
- View Filings
- Print a Pre-Populated Annual Report form
- Print an Amended a Annual Report form

## Business Corporation

### Legal Name

Warren Farming Company

## Information

**SosId:** 0158013

**Status:** Current-Active

**Date Formed:** 12/22/1980

**Citizenship:** Domestic

**Fiscal Month:** December

**Annual Report Due Date:** April 15th

**CurrentAnnual Report Status:**

**Registered Agent:** Warren, R Gerald

## Addresses

### Principal Office

596 Blake Road  
Newton Grove, NC 28366

### Reg Office

596 Blake Road  
Newton Grove, NC 28366

### Mailing

PO Box 223  
Newton Grove, NC 28366-0223

### Reg Mailing

PO Box 223  
Newton Grove, NC 28366

## Officers

### President

R. Gerald Warren  
PO Box 223  
Newton Grove NC 28366

1961  
0935

FILED  
SAMPSON COUNTY  
ELEANOR N. BRADSHAW  
REGISTER OF DEEDS

BK:01961 PG:0935

Sampson County 12-06-2016  
NORTH CAROLINA  
Excise Tax \$68.00

FILED Dec 06, 2016  
AT 03:58:22 pm  
BOOK 01961  
START PAGE 0935  
END PAGE 0936  
INSTRUMENT # 06359

THIS INSTRUMENT WAS PREPARED BY WARRICK, BRADSHAW, AND LOCKAMY, P. A., NORTH CAROLINA LICENSED ATTORNEYS, 609 COLLEGE STREET (P. O. BOX 1216) CLINTON, NC 2329 (28329) DELINQUENT TAXES, IF ANY, TO BE PAID BY CLOSING ATTORNEY TO THE COUNTY TAX COLLECTOR UPON DISBURSEMENT OF CLOSING PROCEEDS

County PIN 11047679001

Excise Tax \$68.00

Recording \$26.00

## NORTH CAROLINA GENERAL WARRANTY DEED

STATE OF NORTH CAROLINA

COUNTY OF SAMPSON

THIS DEED, made this \_\_\_\_\_ day of \_\_\_\_\_ 2016, by **HONEY-BELL, INCORPORATED, A NORTH CAROLINA CORPORATION**, party of the first part, to **WARREN FARMING COMPANY, A NORTH CAROLINA CORPORATION, P. O. Box 223, Newton Grove, NC 28366**, party of the second part;

### WITNESSETH:

That the said party of the first part, in consideration of Ten Dollars (\$10.00) and other valuable consideration to it paid by the said party of the second part, the receipt of which is hereby acknowledged, has bargained and sold, and by these presents does bargain, sell and convey unto the said party of the second part, its successors and assigns, all that lot or parcel of land lying and being in **Newton Grove Township, Sampson County, North Carolina**, and being more particularly described as follows:

**BEING** 17.85 acres, more or less, designated as Lot 3 on that map entitled "Survey for J. Bennett Warren Heirs", prepared by Owen Surveying, Inc., dated November, 1993, and recorded in Map Book 26 at Page 80 of the Sampson County Registry, reference to which being hereby made for a more complete description by metes and bounds.

**TO HAVE AND TO HOLD** the aforesaid lot or parcel of land and all privileges and appurtenances thereunto belonging to the said party of the second part and its successors and assigns forever.

1961 And the party of the first part for itself and its successors and assigns does  
0936 covenant that it is seized of said premises and has the right to convey the same in fee simple; that the same is free and clear from encumbrances, and that it will warrant and defend the title to the same against the lawful claims of all persons whomsoever.

IN TESTIMONY WHEREOF, the said party of the first part has caused this instrument to be signed by its duly authorized officer, the day and year first above written.

HONEY-BELL, INCORPORATED

BY: Warren Joe Bell

STATE OF NORTH CAROLINA

COUNTY OF SAMPSON

I, Kristen Holly Bullard, a Notary Public of Sampson County North Carolina, certify that Warren Joe Bell personally came before me this day and acknowledged that he is President of **Honey-Bell, Incorporated, a North Carolina corporation**, and that he, as President, being authorized to do so, executed the foregoing on behalf of the company. Witness my hand and official stamp or seal, this 30<sup>th</sup> day of November, 2016.

My commission expires: 9/27/2021

Kristen Holly Bullard  
NOTARY PUBLIC



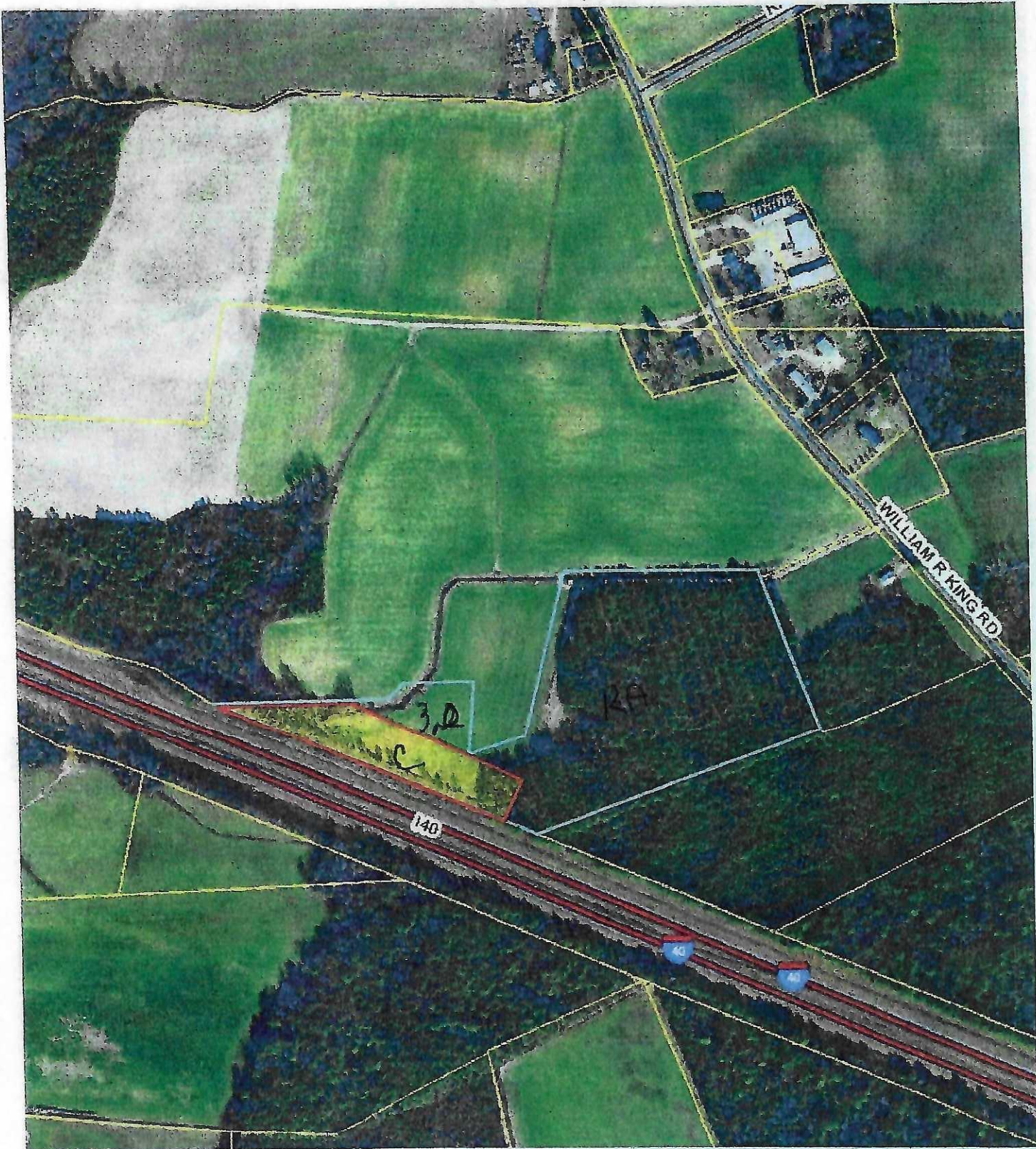


17.85  
- 3.0 C  
-----  
14.85 RA

17.8

1:463

Search





<b><u>PIN</u></b> 11047679001	<b><u>GEO PIN</u></b> 2503513758	<b><u>GIS APN</u></b> 2503000070
<b><u>CALC ACRES</u></b> 18.8170913677635	<b><u>CREATEDBY</u></b>	<b><u>MODIFIEDBY</u></b> ODESSEY\RSiwiec
<b><u>PIN 1</u></b> 11047679001	<b><u>OWNER</u></b> WARREN FARMING COMPANY	<b><u>ACREAGE</u></b> 17.85
<b><u>TWP CODE</u></b> 11	<b><u>APN</u></b> 2503-51-3758	<b><u>TAX CODE</u></b> F18
<b><u>BK PG</u></b> 1961/935	<b><u>CONSIDERATION</u></b> 34000	<b><u>DATE RECORDED</u></b> 12/6/2016 12:00:00 AM
<b><u>MAP SHEET</u></b> K4 0 39A	<b><u>SITE ADDRESS</u></b> WILLIAM R KING RD OFF	<b><u>SEG TYPE</u></b> CROPLAND WOODLAND
<b><u>APPR SEG VALUE</u></b> \$12,746 \$21,383	<b><u>LAND TAX DEFERRED</u></b> 24210	<b><u>USE DESC</u></b>
<b><u>ASSESSED VALUE</u></b> 9919	<b><u>TOTAL TAX VALUE</u></b> 9919	<b><u>PARCEL CLASS</u></b> AGRICULTURE
<b><u>STYLE</u></b>	<b><u>YEAR BUILT</u></b>	<b><u>HEAT</u></b>
<b><u>SYSTEM</u></b>	<b><u>ROOF</u></b>	<b><u>FOUNDATION</u></b>
<b><u>BEDROOMS</u></b>	<b><u>FULL BATH</u></b>	<b><u>SHAPE Length</u></b> 5284.35036577149
<b><u>SHAPE Area</u></b> 819669.221290826	<b><u>OBJECTID</u></b> 41002	<b><u>OWNER ADDRESS</u></b> PO BOX 223
<b><u>OWNER CITY</u></b> NEWTON GROVE	<b><u>OWNER STATE</u></b> NC	<b><u>OWNER ZIP</u></b> 28366
<b><u>APPRAISED</u></b>	<b><u>CONSTRUCTION</u></b>	<b><u>STORY HEIGHT</u></b>
<b><u>LIVING AREA</u></b>	<b><u>TOTAL ROOMS</u></b>	<b><u>HALF BATH</u></b>
<b><u>DEED</u></b> 19610935		

We are continually editing our maps to improve accuracy of position and information. This information should not be relied upon by anyone as a determination of the location, ownership, or market value of property. Always refer to the recorded deed for all legal purposes. Use of this web site indicates your acceptance of these terms.

A photograph of a grassy field with a zoning sign in the foreground and trees in the background. The sign is white with black text and a large letter 'Z'.

SAMPSON CO. PLANNING DEPARTMENT  
ZONING REQUEST  
**Z**  
FOR MORE INFORMATION  
910-592-0140

Warren Farming Company-I-40 Rezone to C-Commercial

05/24/2020



SAMPSON CO PLANNING DEPARTMENT  
ZONING REQUEST  
**Z**  
CALL FOR INFORMATION  
919-997-6146

05/24/2020

Warren Farming Company-2nd Location; William R. King Rd. Rezone to RA

# Warren Farming Company-Rezone



## Sampson County Planning Department

SAMPSON COUNTY  
**REZONING APPLICATION**  
INSPECTIONS AND PLANNING DEPARTMENT



Applications are considered complete when all of the items listed below are provided to the Inspections and Planning Department, located at 405 County Complex Road in Clinton. Incomplete applications will not be accepted. Submitted applications will be processed for consideration at the first available Planning Board meeting. These meetings are typically held on the third Monday of each month at 6:00 pm in the County Auditorium (435 Rowan Road), and the deadline for submission is generally the 25<sup>th</sup> of the month prior to the meeting. This deadline is subject to change, however, given holiday and other office closures. Planning Board recommendations are then forwarded to the Sampson County Board of Commissioners for public hearing and consideration. Regular meetings of the Sampson County Board of Commissioners are typically held on the first Monday of each month at 6 pm in the County Auditorium.

**A. APPLICANT/OWNER INFORMATION**

**Applicant Contact Information:**

Name: Warren Farming Company  
Mailing address: Po Box 223 Newton Grove NC 28366  
Telephone: 910-237-9791  
Email: \_\_\_\_\_

**Owner Contact Information (if different from applicant):**

Name: Sam  
Mailing address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Professional Representative Information (i.e. Attorney, Engineer, etc.)**

Name: Scotty Shivar  
Firm: Scotty Outdoor  
Mailing address: Po Box 974 Snow Hill NC 28580  
Telephone: 252-468-6969  
Email: scottyshivar@gmail.com

**B. PROPERTY INFORMATION**

1. Present zoning classification of parcel(s): HCD- Highway Corridor 79.81 AC
2. Parcel ID #: 11006300009 Deed Book: 1317 Page: 599
3. Current use(s) of the property: Farming
4. Requested Zoning Classification(s): C-4.5 + 75.31 RA
5. Describe the purpose of the Rezoning Request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. SUPPLEMENTAL INFORMATION**

1. The filing fee for this application is \$200.
2. Application Withdrawal:
  - This application may only be withdrawn by written request from the applicant or property owner. If such request is received prior to submission of the Planning and Zoning Board public hearing to the newspaper, filing fees may be refunded. Filing fees will not be refunded after submission of public hearing notice to the newspaper.
  - After submission of public hearing notice to the newspaper, an application may only be withdrawn by action of the Planning and Zoning Board or County Board of Commissioners at the public hearing.

**D. SIGNATURES**

Warren Farming Co.

I R. Gerald Warren, the undersigned applicant, do hereby certify that to the best of my knowledge and belief all information supplied in and with this application is true and accurate.

R. Gerald Warren - President  
Applicant Signature

5-7-2020  
Date

Applicant Signature

Date

Property Owner Signature

Date

Property Owner Signature

Date

**E. TIMELINE OF EVENTS (OFFICE USE ONLY)**

The following timeline exhibits the Rezoning Process:

Steps for Rezoning Application	Date Completed	Staff Initial
Completed Application Received		
Public Notice Issued to Newspaper (1)		
Public Notice Issued to Newspaper (2)		
Written Notice Mailed to Adjacent Property Owners		
Property Posted		
Planning Board Makes Recommendation		
County Commissioners Decision		
Applicant Notified		

• File an Annual Report/Amend an Annual Report • Upload a PDF Filing • Order a Document Online • Add Entity to My Email Notification List • View Filings • Print a Pre-Populated Annual Report form • Print an Amended a Annual Report form

## Business Corporation

### Legal Name

Warren Farming Company

## Information

**SosId:** 0158013

**Status:** Current-Active

**Date Formed:** 12/22/1980

**Citizenship:** Domestic

**Fiscal Month:** December

**Annual Report Due Date:** April 15th

**Current Annual Report Status:**

**Registered Agent:** Warren, R Gerald

## Addresses

### Principal Office

596 Blake Road  
Newton Grove, NC 28366

### Reg Office

596 Blake Road  
Newton Grove, NC 28366

### Mailing

PO Box 223  
Newton Grove, NC 28366-0223

### Reg Mailing

PO Box 223  
Newton Grove, NC 28366

## Officers

### President

R. Gerald Warren  
PO Box 223  
Newton Grove NC 28366

281

SAMPSON COUNTY NC 02/12/1999  
\$260.00  
Real Estate Excise Tax  
Excise Tax



Filed for registration on the 12<sup>th</sup> day of February, 1998  
at 5:23 o'clock P. M. and registered in the office of the Register  
of Deeds of Sampson County on the 12<sup>th</sup> day of February  
1999 In Book No. 1317 Page No. 599  
MAE H. TROUBLEFIELD  
Register of Deeds  
By: *Jules L. Paison* Deputy  
VOL 1317 PAGE 599

Recording Time, Book and Page

Tax Lot No. \_\_\_\_\_ Parcel Identifier No. \_\_\_\_\_  
Verified by \_\_\_\_\_ County on the \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_  
by \_\_\_\_\_

Mail after recording to Warren Farming Company,  
This instrument was prepared by BENJAMIN R. WARRICK, ATTORNEY AT LAW, P.O. BOX 1416, CLINTON,  
N.C. 28329.  
Brief description for the Index

[Empty box for index description]

### NORTH CAROLINA GENERAL WARRANTY DEED

THIS DEED made this 12<sup>th</sup> day of February, 1999, by and between

GRANTOR	GRANTEE
<b>PATSY W. MCPHERSON and husband, DALLAS W. MCPHERSON and MARY B. BELL and husband, MORRIS L. BELL</b>	<b>WARREN FARMING COMPANY, a N.C. Corporation</b>

Enter in appropriate block for each party: name, address, and, if appropriate, character of entity, e.g. corporation or partnership.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple that certain 7/8 interest in all that certain lot or parcel of land situated in Newton Grove Township, Sampson County, North Carolina and more particularly described as follows:

SEE ATTACHED SCHEDULE A.



## SCHEDULE "A"

Lying and being in Newton Grove Township, Sampson County, North Carolina and being all of Lot 2 of the J.B. Warren Farm Division, containing 86 acres more or less, all according to a Map and Survey by W. J. Lambert, Registered Land Surveyor, dated October 10, 1956, and as recorded in Map Book 4, at Page 7, in the Office of the Register of Deeds of Sampson County.

**SAVING AND EXCEPTING** from the above description the following lands:

**Parcel A -** So much of the above Lot 2 as is contained within the right way of Interstate Hwy. 40 and all of the Lot 2 lying South of Interstate Hwy. 40.

**Parcel B -** **BEGINNING** at a point in the center line of State Road 1711 (William R. King Road), a joint corner with Lot 1 of this division and Mac Luther Blackmon, Jr., and runs thence the center line of State Road 1711 (William R. King Road), South 26 degrees 56 minutes 11 seconds East, 99.57 feet and South 33 degrees 34 minutes 42 seconds East, 66.56 feet to a stake; thence South 77 degrees 40 minutes 47 seconds West, 333.59 feet to an iron stake; thence North 35 degrees 58 minutes 30 seconds West, 67.72 feet to an iron stake; thence North 19 degrees 19 minutes 07 seconds West, 193.36 feet to an iron stake in the Southern line of Lot 1 of the J.B. Warren Farm Division; thence with the line of Lot 1, South 84 degrees 21 minutes 56 seconds East, 233 feet to an iron stake; thence again with Lot 1, North 86 degrees 18 minutes 05 seconds East, 72 feet to a stake; thence again with Lot 1, South 85 degrees 16 minutes 08 second East, 44.16 feet to the point of **BEGINNING**, containing 1.53 acres more or less and being that tract of land conveyed to Kenneth Ray Barefoot and wife Miranda Graham Barefoot by Deed dated June 18, 1990, and as recorded in Book 1110, Page 795 in the Office of the Register of Deeds of Sampson County.

The property hereinabove described was acquired by Grantor by instrument recorded in \_\_\_\_\_  
A map showing the above described property is recorded in Plat Book \_\_\_\_\_ Page \_\_\_\_\_

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that the Grantor will warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions hereinafter stated. Title to the property hereinabove described is subject to the following exceptions:

IN WITNESS WHEREOF, the grantor has hereunto set his hand and seal, or if corporate, has caused this instrument to be signed in its corporate name by its duly authorized officers and its seal to be hereunto affixed by authority of its Board of Directors, the day and year first above written.

\_\_\_\_\_  
(Corporate Name)

By: \_\_\_\_\_

\_\_\_\_\_  
President

ATTEST: \_\_\_\_\_

\_\_\_\_\_  
Secretary (Corporate Seal)

Patsy W. McPherson (SEAL)  
PATSY W. MCPHERSON

Dallas W. McPherson (SEAL)  
DALLAS W. MCPHERSON

Mary B. Bell (SEAL)  
MARY B. BELL

Morris L. Bell (SEAL)  
MORRIS L. BELL



NORTH CAROLINA, Sampson County.  
I, Dana H. Thornton, a Notary Public of the County aforesaid, certify that PATSY W. MCPHERSON and husband, DALLAS W. MCPHERSON, Grantors, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal, this 12<sup>th</sup> day of February, 1999.

My commission expires: 4-2-2002 Dana H. Thornton Notary Public



NORTH CAROLINA, Sampson County.  
I, Dana H. Thornton, a Notary Public of the County aforesaid, certify that MARY B. BELL and husband, MORRIS L. BELL, Grantors, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal, this 12<sup>th</sup> day of February, 1999.

My commission expires: 4-2-2002 Dana H. Thornton Notary Public

SEAL-STAMP

NORTH CAROLINA, County.  
I, a Notary Public of the County and State aforesaid, certify that \_\_\_\_\_, personally came before me this day and acknowledged that he/she is the Secretary of \_\_\_\_\_, a North Carolina corporation, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its \_\_\_\_\_ President, sealed with its corporate seal and attested by \_\_\_\_\_ as its Secretary. Witness my hand and official stamp or seal, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

My commission expires: \_\_\_\_\_ Notary Public

The foregoing certificate(s) of Dana H. Thornton, Sampson Co., NC certified to be correct. This instrument and this certificate are duly registered at the date and time and in the Book and Page shown on the first page hereof.

Register of Deeds for Sampson County  
MAE H. TROUBLEFIELD

By Julia C. Faison, Deputy

Benjamin R. Warrick

2-24-99



79.81 Total AC  
 C-4.5 AC  
 RA 75.31

1:463



<b><u>PIN</u></b> 11006300004	<b><u>GEO PIN</u></b> 2503423337	<b><u>GIS APN</u></b> 2503000066
<b><u>CALC ACRES</u></b> 67.1994386378114	<b><u>CREATEDBY</u></b>	<b><u>MODIFIEDBY</u></b> ODESSEY\lthomas2
<b><u>PIN 1</u></b> 11006300004	<b><u>OWNER</u></b> WARREN FARMING COMPANY	<b><u>ACREAGE</u></b> 79.81
<b><u>TWP CODE</u></b> 11	<b><u>APN</u></b> 2503-#066	<b><u>TAX CODE</u></b> F18
<b><u>BK PG</u></b> 1317/599	<b><u>CONSIDERATION</u></b> 130000	<b><u>DATE RECORDED</u></b> 2/12/1999 12:00:00 AM
<b><u>MAP SHEET</u></b> K 4 0 43	<b><u>SITE ADDRESS</u></b> WILLIAM R KING RD	<b><u>SEG TYPE</u></b> CROPLAND WOODLAND WASTELND
<b><u>APPR SEG VALUE</u></b> \$189,456 \$25,242 \$136	<b><u>LAND TAX DEFERRED</u></b> 155050	<b><u>USE DESC</u></b>
<b><u>ASSESSED VALUE</u></b> 59784	<b><u>TOTAL TAX VALUE</u></b> 59784	<b><u>PARCEL CLASS</u></b> AGRICULTURE
<b><u>STYLE</u></b>	<b><u>YEAR BUILT</u></b>	<b><u>HEAT</u></b>
<b><u>SYSTEM</u></b>	<b><u>ROOF</u></b>	<b><u>FOUNDATION</u></b>
<b><u>BEDROOMS</u></b>	<b><u>FULL BATH</u></b>	<b><u>SHAPE Length</u></b> 9210.29908614566
<b><u>SHAPE Area</u></b> 2927195.83824999	<b><u>OBJECTID</u></b> 41001	<b><u>OWNER ADDRESS</u></b> PO BOX 223
<b><u>OWNER CITY</u></b> NEWTON GROVE	<b><u>OWNER STATE</u></b> NC	<b><u>OWNER ZIP</u></b> 28366
<b><u>APPRAISED</u></b>	<b><u>CONSTRUCTION</u></b>	<b><u>STORY HEIGHT</u></b>
<b><u>LIVING AREA</u></b>	<b><u>TOTAL ROOMS</u></b>	<b><u>HALF BATH</u></b>
<b><u>DEED</u></b> 13170599		

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Sampson2  
Printed May 21, 2020  
See Below for Disclaimer



- Parcels (Yellow)
- Centerlines
- Sampson County
- NC Counties
- Primary Roads
- I
- US
- NC
- Municipal Limits

A photograph of a grassy field with a zoning sign in the foreground and trees in the background. The sign is white with black text and a large letter 'Z'.

SAMPSON CO. PLANNING DEPARTMENT  
ZONING REQUEST  
**Z**  
FOR MORE INFORMATION  
010-302-0140

Warren Farming Company-I-40 Rezone to C-Commercial

05/24/2020



05/24/2020

Warren Farming Company-2nd Location;William R. King Rd. Rezone to RA

# Warren Farming Company-Rezone



## Sampson County Planning Department



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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 3 (a)

Meeting Date: July 6, 2020	<input type="checkbox"/>	Information Only	<input checked="" type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

---

**SUBJECT:** Public Hearing Regarding Community Development Needs, Intent to Apply for CDBG-NR Funding

**DEPARTMENT:** Finance/Housing

**PUBLIC HEARING:** Yes

**CONTACT PERSON(S):** David Clack, Finance Officer

**PURPOSE:** To conduct the second of two public hearings required prior to applying for CDBG funding

**ATTACHMENTS:** Public Hearing Notice  
Resolution and Citizen Participation Plan (cannot vote on until 7/9)

**BACKGROUND:**

We have duly advertised a second public hearing to receive public input on the County's community development needs and the potential for the County to apply for CDBG - NR (Neighborhood Redevelopment) funding from the State. Sampson County anticipates submitting this CDBG application on July 27, 2020, and two public hearings are required prior to submission of an application.

The Chairman should open the hearing and call upon Finance Officer David Clack who will provide information on the grant, including funding available, the requirements on benefit to low-and-moderate income persons, eligible activities, and plans to minimize displacement and provide displacement assistance as necessary. The Chairman should then ask the Clerk to the Board to read any comments received prior to the meeting, and then close the hearing.

**RECOMMENDED ACTION OR MOTION:**

Because the hearing is conducted during a remote/virtual meeting, action must be deferred for a minimum of 24 hours to allow for additional comment. Staff recommends the Board consider a secondary meeting for July 9<sup>th</sup> at 6 pm, at which time action can be taken. The public will be provided information regarding the subsequent meeting and opportunities for submission of any additional comments prior to that meeting.

**PUBLIC HEARING NOTICE**  
**APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING**  
**SAMPSON COUNTY, NORTH CAROLINA**

A public hearing will be held by the Sampson County Board of Commissioners on July 6, 2020 at 6:00 p.m. In the event the State of North Carolina is still under a COVID-19 State of Emergency at that time, the meeting will be held virtually by video conference, and the Board of Commissioners' Auditorium will not be open to the public. In the event the State of North Carolina is no longer under a COVID-19 State of Emergency at that time, the meeting will be held in the County Auditorium, located at 435 Rowan Road, Building A, Clinton, NC 28328.

The proposed project will include housing acquisition, clearance, reconstruction, rehabilitation and general administration. CDBG activities are proposed scattered throughout the County. The total estimated CDBG program cost is \$750,000.00 which represents 100% of the total program costs.

Citizens will be given the opportunity to provide oral and written comment on Sampson County's use of CDBG funds. Formal written views and proposals concerning the Community Development Block Grant application process which are submitted to the Chairman will be responded to within ten (10) calendar days.

**July 6<sup>th</sup> Remote Meeting Information**

If the meeting is held virtually, the meeting will be broadcast live via Facebook Live beginning at 6:00 p.m. on July 6, 2020. Members of the public who wish to listen to the meeting but do not have internet access may do so by dialing the following telephone number and entering the following meeting ID number and password:

Telephone number: (646) 558-8656  
Meeting ID number: 875 8707 6428  
Password: 378181

Members of the public who wish to address the Board of Commissioners regarding the public hearing may do so by submitting written comments by one of the following means:

- First class mail addressed as follows:  
Clerk to the Board  
406 County Complex Rd., Bldg. C  
Clinton, NC 28328
- Email addressed as follows: [susanh@sampsonnc.com](mailto:susanh@sampsonnc.com)

**Please note that written comments must include the commenter's name and address and must be received by 5:00 p.m. on July 6, 2020 in order to be considered.**

This information is available in Spanish or any other language upon request. Please contact the County Manager at 910-592-7181 or at 406 Complex Road, Suite 120, Clinton, NC 28328 for accommodations for this request.

Esta información está disponible en español o cualquier otro lenguaje a petición. Por favor, póngase en contacto con County Manager en 910-592-7181 o en 406 Complex Road, Suite 120, Clinton, NC 28328 de alojamiento para esta solicitud.





**RESOLUTION REGARDING SAMPSON COUNTY'S  
APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FOR THE 2020  
CDBG-NR PROJECT**

**WHEREAS**, the Sampson County Board of Commissioners has previously indicated its desire to assist in community development efforts for housing within the County; and

**WHEREAS**, the Commissioners have held two public hearings concerning the proposed application for Community Development Block Grant funding to benefit LMI families with housing needs; and

**WHEREAS**, the Commissioners wish the County to pursue a formal application for Community Development Block Grant funding to benefit LMI families with housing needs; and

**WHEREAS**, the Commissioners certify it will meet all federal regulatory and statutory requirements of the State of North Carolina Community Development Block Grant Program.

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the County of Sampson that the County is authorized to submit a formal application to the North Carolina Department of Commerce for approval of a Community Development Block Grant to benefit LMI families with housing needs.

Adopted this the \_\_\_ day of \_\_\_\_\_, 20\_\_\_ in Clinton, North Carolina.

---

Clark H. Wooten, Chairman

ATTEST:

---

Susan J. Holder, Clerk to the Board

## **CITIZEN PARTICIPATION PLAN**

This plan describes how Sampson County will involve citizens in the planning, implementation and assessment of the Community Development Block Grant (CDBG) program. The funds must be used for projects which benefit low and moderate-income persons and aids in the elimination and prevention of slums and blight. The program is intended to assist governments in understanding neighborhood improvement programs. The regulations give ultimate responsibility for the design and implementation of the program to local elected officials and require that citizens be given an opportunity to serve in a key advisory role to these elected officials.

### **SCOPE OF CITIZEN PARTICIPATION**

Citizens will be involved in all stages of the CDBG program, including program implementation, assessment of performance and design of changes in the Citizen Participation Plan. There will be three (3) general mechanisms for their involvement:

1. To serve as an advisory committee to the project;
2. To attend or hold public hearings or community meetings; and
3. To provide individual citizen efforts in the form of comments, complaints or inquiries submitted directly to the Program Administrators or designated County official.

### **PROGRAM IMPLEMENTATION**

Citizen participation in program implementation will occur primarily through consultation with the County. The County will be asked to review and comment on specific guidelines for approved projects. They will also meet to review any program amendments, budget revisions and program modifications. All such changes will be discussed with the County and their comments considered prior to taking action. If program amendments require approval from the North Carolina Department of Commerce, a public hearing shall be held specifically on the amendment. Citizens may also be involved in implementation of projects specifically requiring citizen participation, such as self-help projects. Their roles will be defined as the project develops. Technical assistance will be available as needed.

### **PROGRAM ASSESSMENT**

As a part of the orientation to the program offered at the public hearing, citizens will be invited to submit comments on all aspects of program performance through the program year. Comments should be submitted in writing to the County Manager. He or she will respond in writing within ten (10) days. If the response is unsatisfactory, the complainant should write directly to the Chairman. He or she shall respond within ten (10) days.

If the citizen is still dissatisfied, he/she should write to the NC Department of Commerce, Rural Economic Development Division/State CDBG Program, 4346 Mail Service Center, Raleigh, NC 27699-4346, Attention: Citizen Participation Matter. Program staff will also be available during normal business hours to respond to any citizen inquiries or complaints at 919-814-4663

### **VIRTUAL HEARINGS**

During a declaration of a state of emergency by the Governor or General Assembly, and if a local unit of general government is concerned about significant public health risks that may result from holding an in-person public hearings, the local unit of general government may undertake a virtual public hearing (alone, or in concert with an in-person hearing) if:

- It allows questions in real time, with answers coming directly from the elected representatives to all “attendees.” Therefore, members of the public must be entitled to participate and address the governing body during any telephonic or video-conference meeting.
- The governing body must post a written notice that gives the public a way to participate remotely, such as a toll-free dial-in number, and that includes an electronic copy of any agenda packet that officials will consider at the meeting.
- As with an in-person hearing, the grantee must select a virtual hearing method or platform that provides accessibility for persons with disabilities and limited English proficiency (LEP) to the greatest extent possible. These accommodations must be free to these populations.
- A governing body must provide the public with access to a recording of any telephonic or videoconference meeting.
- The local unit of government must document its efforts and the reason for them.
- Additional specific communication requirements and requirements for conducting remote meetings can be found in Article 1A of Chapter 166A and Article 33C of Chapter 143 of the General Statutes.

#### **TECHNICAL ASSISTANCE**

Technical Assistance will be provided to citizen organizations and groups of low/moderate income persons or target area residents upon request to Sampson County. Such assistance will support citizen efforts to develop proposals, define policy and organize for the implementation of the program. It is expected that such assistance will be provided directly to the County in response to their request. Assistance could be provided in the form of local presentations, informational handouts, research of a specific issue, or other short-term efforts.

#### **PUBLIC INFORMATION**

Sampson County will also undertake public information efforts to promote citizen participation. These efforts will include the following:

1. Public Notice of all Public Hearings will be published in the non-legal section of the local newspaper at least ten (10) days before the scheduled hearing. These notices will indicate the date, time, location and topics to be considered.
2. Orientation Information will be provided at the first public hearing. The Program Administrator(s) will make a presentation which covers: (a) the total amount of CDBG funds available and the competitive basis for award; (b) the range of eligible activities; (c) the planning process and the schedule of meetings and hearings; (d) the role of citizens in the program and (e) a summary of other program requirements, such as the environmental policies, fair housing provisions and contracting procedures.
3. A Public File containing program documentation will be available for review at the County Administration Building during normal business hours. Included will be copies of the Application, Environmental Review Record, the Citizen Participation Plan and the Annual Performance Report. Other program documents are also available for citizen review on request at the County Administration Building consistent with applicable State and local laws regarding personal privacy and obligations of confidentiality.
4. Public Hearings an interpreter will be provided for all non-English speaking individuals and/or deaf individuals.

ADOPTED, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

---

*Chairman  
Sampson County*

---

*Attest: Clerk to the Board  
Sampson County*

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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**ITEM ABSTRACT**

ITEM NO.     3 (b)

Meeting Date: July 6, 2020	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/ Zoning <input type="checkbox"/> Water District Issue
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**SUBJECT:** Public Hearing – Naming of Private Roads

**DEPARTMENT:** Emergency Management (Addressing)/ Administration

**PUBLIC HEARING:** Yes

**CONTACT PERSON(S):** Susan J. Holder, Assistant County Manager

**PURPOSE:** To receive public input on the naming of certain private roads

**ATTACHMENTS:** Memo

**BACKGROUND:**

We have duly advertised this public hearing to receive comments on the recommendations of the Road Naming Committee with regard to the names of certain private roads:

PVT 1639 549                  Camp Lane

The Chairman should open the hearing, call upon the Clerk to review the road name recommendation and read any comments received prior to the hearing. The hearing should then be closed.

**RECOMMENDED ACTION OR MOTION:**

Because the hearing is conducted during a remote/virtual meeting, action must be deferred for a minimum of 24 hours to allow for additional comment. Staff recommends the Board consider a secondary meeting for July 9<sup>th</sup> at 6 pm, at which time action can be taken. The public will be provided information regarding the subsequent meeting and opportunities for submission of any additional comments prior to that meeting.



NORTH CAROLINA'S  
**SAMPSON COUNTY**  
OFFICE OF EMERGENCY SERVICES

**MEMORANDUM:**

**TO:** Ms. Susan Holder, Assistant County Manager

**FROM:**  Ronald Bass, Emergency Management

**DATE:** May 29, 2020

**SUBJECT:** Private Road Name/Public Hearing Request

The Road Naming Committee members have reviewed road name suggestions for the following pending private road. The Committee's recommendation has been listed below:

PVT 1639 549

Camp Ln

This is being forwarded for your review and if you concur, please place this on the Board's agenda for consideration at a public hearing.

Please review and advise.



107 Underwood Street | Clinton, NC 28328  
OFFICE: (910) 592-8996 | FAX: (910) 592-5383

## Public Notice

Notice is hereby given that the Sampson County Board of Commissioners will hold a public hearing at their July regular meeting on **Monday, July 6, 2020 at 6:00 p.m.** regarding the naming of a private road:

PVT 1639 549

Recommended Name: Camp Lane

In the event the State of North Carolina is still under a COVID-19 State of Emergency at the time, the meeting will be held virtually by video conference, and the Board of Commissioners' Auditorium will not be open to the public. In the event the State of North Carolina is no longer under a COVID-19 State of Emergency at the time, the meeting will be held in the County Auditorium, located at 435 Rowan Road, Building A, Clinton, NC 28328.

### Remote Meeting Information

If held virtually, the meeting will be broadcast live via Facebook Live beginning at 6:00 p.m. Members of the public who wish to listen to the meeting but do not have internet access may do so by dialing the following telephone number and entering the following meeting ID and password:

Telephone number:	(646) 558-8656
Meeting ID number:	835 9081 5676
Password:	472083

Members of the public who wish to address the Board of Commissioners during the scheduled public hearings may do so by submitting written comments by one of the following means:

First class mail addressed as follows:	Clerk to the Board 406 County Complex Rd., Bldg. C Clinton, NC 28328
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Email addressed as follows:	susanh@sampsonnc.com
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**Please note that written comments must include the commenter's name and address and must be received by 5:00 p.m. on Wednesday, July 8, 2020 in order to be considered.**

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 4 (a)

Meeting Date: July 6, 2020

<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

---

**SUBJECT:** Tax Settlement and Charge to Tax Collector

**DEPARTMENT:** Tax

**PUBLIC HEARING:** No

**CONTACT PERSON(S):** Jim Johnson, Tax Administrator

**PURPOSE:** To hear annual settlement of taxes for FY 2019-2020 and charge Tax Collector with collection of FY 2020-2021 taxes

**ATTACHMENTS:** Tax Charge

**BACKGROUND:**

Annually, the Tax Administrator must provide a settlement of taxes for the previous fiscal year before being charged with the collection of the current year taxes. Tax Administrator Jim Johnson will review the tax settlement information.

**RECOMMENDED ACTION OR MOTION:**

Motion to accept settlement and charge Tax Collector with collection of taxes for FY 2020-2021

Sampson County  
**Office of Tax Collector**

Phone 910-592-7081  
Fax 910-592-4865

Clinton, N.C. 28329-0207

P.O. Box 207

To: Ed Causey, County Manager  
From: Jim Johnson, Tax Administrator  
Date: June 24, 2020  
Subject: Annual Tax Settlement

According to GS 105-373, after July 1 and before being charged with collection of taxes for the current fiscal year a preliminary report on the previous fiscal year must be reported to the governing board.

**Annual Tax Settlement  
Fiscal Year 2019-2020**

Real Property	\$1,335,955.46
Personal Property	\$84,973.42
	<hr/>
	\$1,420,928.88

The above principle amounts are as of June 24, 2020 and include County Tax, Fire Districts, School Tax, City Tax, penalties and advertising costs.

\*\* Minimal Tax Bills \*\* 499 tax bills \$2.00 or less totaling \$522.21.

06/24/2020 07:18  
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SAMPSON COUNTY TAX OFFICE, NC  
ACCOUNTS RECEIVABLE REGISTER

P 1  
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TAX YEAR 2019 AR CATEGORY: 25 - PERSONAL PROPERTY SUMMARY OF UNPAID TAX BILLS

CODE	DESCRIPTION	ORIGINAL TAX INFORMATION			TAX DUE INFORMATION		
		LEVY	PENALTY	TOTAL	LEVY	PENALTY	TOTAL DUE
C02	CLINTON CITY TAX	4,971.21	.00	4,971.21	2,813.48	.00	2,813.48
C03	CLINTON DOWNTOWN TAX	79.99	.00	79.99	79.99	.00	79.99
C04	GARLAND TOWN	652.45	.00	652.45	604.08	.00	604.08
C05	HARRELLS TOWN	2.44	.00	2.44	2.44	.00	2.44
C09	TURKEY TOWN	1.54	.00	1.54	1.54	.00	1.54
F06	PLAIN VIEW FIRE DISTRICT	524.45	.00	524.45	448.48	.00	448.48
F07	SPIVEYS CORNER FIRE DISTRICT	164.81	.00	164.81	153.30	.00	153.30
F08	HALLS FIRE DISTRICT	131.37	.00	131.37	130.73	.00	130.73
F09	FRANKLIN FIRE DISTRICT	402.10	.00	402.10	340.18	.00	340.18
F10	TURKEY FIRE DISTRICT	309.57	.00	309.57	287.04	.00	287.04
F11	VANNS CROSSROAD FIRE DISTRICT	139.60	.00	139.60	115.54	.00	115.54
F13	GODWIN-FALCON FIRE DISTRICT	22.92	.00	22.92	22.92	.00	22.92
F14	COHARIE FIRE DISTRICT	1,183.69	.00	1,183.69	391.92	.00	391.92
F15	HERRING FIRE DISTRICT	349.02	.00	349.02	338.63	.00	338.63
F16	HONEYCUTT-SALEMBURG FIRE DISTRICT	598.02	.00	598.02	526.92	.00	526.92
F17	PINEY GROVE FIRE DISTRICT	128.66	.00	128.66	128.66	.00	128.66
F18	NEWTON GROVE FIRE DISTRICT	1,048.81	.00	1,048.81	1,045.88	.00	1,045.88
F19	CLINTON FIRE DISTRICT	1,596.78	.00	1,596.78	1,506.18	.00	1,506.18
F20	CLEMENT FIRE DISTRICT	437.60	.00	437.60	410.20	.00	410.20
F21	AUTRYVILLE FIRE DISTRICT	131.21	.00	131.21	119.65	.00	119.65
F22	GARLAND FIRE DISTRICT	145.50	.00	145.50	140.81	.00	140.81
F23	TAYLORS BRIDGE FIRE DISTRICT	245.93	.00	245.93	224.49	.00	224.49
F24	GOSHEN FIRE DISTRICT	8.92	.00	8.92	8.92	.00	8.92
F25	TAYLORS BRIDGE SERVICE DISTRICT	9.45	.00	9.45	9.45	.00	9.45
G01	GENERAL COUNTY	91,352.53	.00	91,352.53	71,425.79	.00	71,425.79
LVY	LEVY FEE	.00	.00	.00	912.78	.00	912.78
S01	CLINTON SCHOOL DISTRICT	3,665.19	.00	3,665.19	2,783.42	.00	2,783.42
1,091 BILLS		108,303.76	.00	108,303.76	84,973.42	.00	84,973.42

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9906jjoh

SAMPSON COUNTY TAX OFFICE, NC  
ACCOUNTS RECEIVABLE REGISTER

P 2  
arncrgrst

TAX YEAR ALL AR CATEGORY: 25 - PERSONAL PROPERTY SUMMARY OF UNPAID TAX BILLS

CODE	DESCRIPTION	ORIGINAL TAX INFORMATION			TAX DUE INFORMATION		
		LEVY	PENALTY	TOTAL	LEVY	PENALTY	TOTAL DUE
C02	CLINTON CITY TAX	4,971.21	.00	4,971.21	2,813.48	.00	2,813.48
C03	CLINTON DOWNTOWN TAX	79.99	.00	79.99	79.99	.00	79.99
C04	GARLAND TOWN	652.45	.00	652.45	604.08	.00	604.08
C05	HARRELLS TOWN	2.44	.00	2.44	2.44	.00	2.44
C09	TURKEY TOWN	1.54	.00	1.54	1.54	.00	1.54
F06	PLAIN VIEW FIRE DISTRICT	524.45	.00	524.45	448.48	.00	448.48
F07	SPIVEYS CORNER FIRE DISTRICT	164.81	.00	164.81	153.30	.00	153.30
F08	HALLS FIRE DISTRICT	131.37	.00	131.37	130.73	.00	130.73
F09	FRANKLIN FIRE DISTRICT	402.10	.00	402.10	340.18	.00	340.18
F10	TURKEY FIRE DISTRICT	309.57	.00	309.57	287.04	.00	287.04
F11	VANNS CROSSROAD FIRE DISTRICT	139.60	.00	139.60	115.54	.00	115.54
F13	GODWIN-FALCON FIRE DISTRICT	22.92	.00	22.92	22.92	.00	22.92
F14	COHARIE FIRE DISTRICT	1,183.69	.00	1,183.69	391.92	.00	391.92
F15	HERRING FIRE DISTRICT	349.02	.00	349.02	338.63	.00	338.63
F16	HONEYCUTT-SALEMBURG FIRE DISTRICT	598.02	.00	598.02	526.92	.00	526.92
F17	PINEY GROVE FIRE DISTRICT	128.66	.00	128.66	128.66	.00	128.66
F18	NEWTON GROVE FIRE DISTRICT	1,048.81	.00	1,048.81	1,045.88	.00	1,045.88
F19	CLINTON FIRE DISTRICT	1,596.78	.00	1,596.78	1,506.18	.00	1,506.18
F20	CLEMENT FIRE DISTRICT	437.60	.00	437.60	410.20	.00	410.20
F21	AUTRYVILLE FIRE DISTRICT	131.21	.00	131.21	119.65	.00	119.65
F22	GARLAND FIRE DISTRICT	145.50	.00	145.50	140.81	.00	140.81
F23	TAYLORS BRIDGE FIRE DISTRICT	245.93	.00	245.93	224.49	.00	224.49
F24	GOSHEN FIRE DISTRICT	8.92	.00	8.92	8.92	.00	8.92
F25	TAYLORS BRIDGE SERVICE DISTRICT	9.45	.00	9.45	9.45	.00	9.45
G01	GENERAL COUNTY	91,352.53	.00	91,352.53	71,425.79	.00	71,425.79
LVY	LEVY FEE	.00	.00	.00	912.78	.00	912.78
S01	CLINTON SCHOOL DISTRICT	3,665.19	.00	3,665.19	2,783.42	.00	2,783.42
1,091 BILLS		108,303.76	.00	108,303.76	84,973.42	.00	84,973.42

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SAMPSON COUNTY TAX OFFICE, NC  
ACCOUNTS RECEIVABLE REGISTER

P 1  
arnrcrgst

TAX YEAR 2019 AR CATEGORY: 20 - REAL ESTATE SUMMARY OF UNPAID TAX BILLS

CODE	DESCRIPTION	ORIGINAL TAX INFORMATION			TAX DUE INFORMATION		
		LEVY	PENALTY	TOTAL	LEVY	PENALTY	TOTAL DUE
A01	ADVERTISING FEE	.00	.00	.00	10,496.60	.00	10,496.60
C02	CLINTON CITY TAX	88,469.84	.00	88,469.84	74,956.80	.00	74,956.80
C03	CLINTON DOWNTOWN TAX	5,039.77	.00	5,039.77	4,858.13	.00	4,858.13
C04	GARLAND TOWN	22,674.62	.00	22,674.62	17,702.35	.00	17,702.35
C05	HARRELLS TOWN	1,079.61	.00	1,079.61	1,054.26	.00	1,054.26
C09	TURKEY TOWN	1,577.06	.00	1,577.06	1,342.95	.00	1,342.95
F06	PLAIN VIEW FIRE DISTRICT	7,738.99	.00	7,738.99	6,137.91	.00	6,137.91
F07	SPIVEYS CORNER FIRE DISTRICT	2,763.22	.00	2,763.22	2,109.06	.00	2,109.06
F08	HALLS FIRE DISTRICT	6,157.82	.00	6,157.82	4,462.23	.00	4,462.23
F09	FRANKLIN FIRE DISTRICT	7,557.87	.00	7,557.87	6,374.44	.00	6,374.44
F10	TURKEY FIRE DISTRICT	6,290.04	.00	6,290.04	5,224.68	.00	5,224.68
F11	VANNS CROSSROAD FIRE DISTRICT	2,525.50	.00	2,525.50	1,755.30	.00	1,755.30
F13	GODWIN-FALCON FIRE DISTRICT	395.44	.00	395.44	292.53	.00	292.53
F14	COHARIE FIRE DISTRICT	9,601.52	.00	9,601.52	7,985.08	.00	7,985.08
F15	HERRING FIRE DISTRICT	6,312.46	.00	6,312.46	5,105.42	.00	5,105.42
F16	HONEYCUTT-SALEMBURG FIRE DISTRICT	7,830.15	.00	7,830.15	6,177.30	.00	6,177.30
F17	PINEY GROVE FIRE DISTRICT	2,541.54	.00	2,541.54	1,862.00	.00	1,862.00
F18	NEWTON GROVE FIRE DISTRICT	3,103.96	.00	3,103.96	2,521.31	.00	2,521.31
F19	CLINTON FIRE DISTRICT	18,092.68	.00	18,092.68	14,254.34	.00	14,254.34
F20	CLEMENT FIRE DISTRICT	8,246.35	.00	8,246.35	7,069.67	.00	7,069.67
F21	AUTRYVILLE FIRE DISTRICT	3,487.34	.00	3,487.34	3,015.09	.00	3,015.09
F22	GARLAND FIRE DISTRICT	6,834.07	.00	6,834.07	5,848.43	.00	5,848.43
F23	TAYLORS BRIDGE FIRE DISTRICT	6,122.12	.00	6,122.12	4,479.03	.00	4,479.03
F24	GOSHEN FIRE DISTRICT	503.67	.00	503.67	413.17	.00	413.17
F25	TAYLORS BRIDGE SERVICE DISTRICT	937.59	.00	937.59	725.31	.00	725.31
G01	GENERAL COUNTY	1,345,384.31	.00	1,345,384.31	1,081,289.22	.00	1,081,289.22
HTC	HARRELLS TRASH COLLECTION	1,110.00	.00	1,110.00	1,110.00	.00	1,110.00
INT	INTEREST	.00	.00	.00	369.20	.00	369.20
LVY	LEVY FEE	.00	.00	.00	2,102.17	.00	2,102.17
S01	CLINTON SCHOOL DISTRICT	55,299.96	.00	55,299.96	44,894.10	.00	44,894.10
TRA	CITY CLEAN UP/MR WARRICK	10,404.17	.00	10,404.17	9,967.38	.00	9,967.38
3,970 BILLS		1,638,081.67	.00	1,638,081.67	1,335,955.46	.00	1,335,955.46



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SAMPSON COUNTY TAX OFFICE, NC  
ACCOUNTS RECEIVABLE REGISTER

P 2  
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TAX YEAR ALL AR CATEGORY: 20 - REAL ESTATE SUMMARY OF UNPAID TAX BILLS

CODE	DESCRIPTION	ORIGINAL TAX INFORMATION			TAX DUE INFORMATION		
		LEVY	PENALTY	TOTAL	LEVY	PENALTY	TOTAL DUE
A01	ADVERTISING FEE	.00	.00	.00	10,496.60	.00	10,496.60
C02	CLINTON CITY TAX	88,469.84	.00	88,469.84	74,956.80	.00	74,956.80
C03	CLINTON DOWNTOWN TAX	5,039.77	.00	5,039.77	4,858.13	.00	4,858.13
C04	GARLAND TOWN	22,674.62	.00	22,674.62	17,702.35	.00	17,702.35
C05	HARRELLS TOWN	1,079.61	.00	1,079.61	1,054.26	.00	1,054.26
C09	TURKEY TOWN	1,577.06	.00	1,577.06	1,342.95	.00	1,342.95
F06	PLAIN VIEW FIRE DISTRICT	7,738.99	.00	7,738.99	6,137.91	.00	6,137.91
F07	SPIVEYS CORNER FIRE DISTRICT	2,763.22	.00	2,763.22	2,109.06	.00	2,109.06
F08	HALLS FIRE DISTRICT	6,157.82	.00	6,157.82	4,462.23	.00	4,462.23
F09	FRANKLIN FIRE DISTRICT	7,557.87	.00	7,557.87	6,374.44	.00	6,374.44
F10	TURKEY FIRE DISTRICT	6,290.04	.00	6,290.04	5,224.68	.00	5,224.68
F11	VANNS CROSSROAD FIRE DISTRICT	2,525.50	.00	2,525.50	1,755.30	.00	1,755.30
F13	GODWIN-FALCON FIRE DISTRICT	395.44	.00	395.44	292.53	.00	292.53
F14	COHARIE FIRE DISTRICT	9,601.52	.00	9,601.52	7,985.08	.00	7,985.08
F15	HERRING FIRE DISTRICT	6,312.46	.00	6,312.46	5,105.42	.00	5,105.42
F16	HONEYCUTT-SALEMBURG FIRE DISTRICT	7,830.15	.00	7,830.15	6,177.30	.00	6,177.30
F17	PINEY GROVE FIRE DISTRICT	2,541.54	.00	2,541.54	1,862.00	.00	1,862.00
F18	NEWTON GROVE FIRE DISTRICT	3,103.96	.00	3,103.96	2,521.31	.00	2,521.31
F19	CLINTON FIRE DISTRICT	18,092.68	.00	18,092.68	14,254.34	.00	14,254.34
F20	CLEMENT FIRE DISTRICT	8,246.35	.00	8,246.35	7,069.67	.00	7,069.67
F21	AUTRYVILLE FIRE DISTRICT	3,487.34	.00	3,487.34	3,015.09	.00	3,015.09
F22	GARLAND FIRE DISTRICT	6,834.07	.00	6,834.07	5,848.43	.00	5,848.43
F23	TAYLORS BRIDGE FIRE DISTRICT	6,122.12	.00	6,122.12	4,479.03	.00	4,479.03
F24	GOSHEN FIRE DISTRICT	503.67	.00	503.67	413.17	.00	413.17
F25	TAYLORS BRIDGE SERVICE DISTRICT	937.59	.00	937.59	725.31	.00	725.31
G01	GENERAL COUNTY	1,345,384.31	.00	1,345,384.31	1,081,289.22	.00	1,081,289.22
HTC	HARRELLS TRASH COLLECTION	1,110.00	.00	1,110.00	1,110.00	.00	1,110.00
INT	INTEREST	.00	.00	.00	369.20	.00	369.20
LVY	LEVY FEE	.00	.00	.00	2,102.17	.00	2,102.17
S01	CLINTON SCHOOL DISTRICT	55,299.96	.00	55,299.96	44,894.10	.00	44,894.10
TRA	CITY CLEAN UP/MR WARRICK	10,404.17	.00	10,404.17	9,967.38	.00	9,967.38
3,970 BILLS		1,638,081.67	.00	1,638,081.67	1,335,955.46	.00	1,335,955.46

State of North Carolina  
County of Sampson

To the Tax Collector of the County of Sampson:

You are hereby authorized, empowered and commanded to collect the taxes set forth in the tax records filed in the Sampson County Tax Office and in the tax receipts herewith delivered to you, in the amount and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Sampson, and this order shall be a full and sufficient authority to direct, require and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this 6<sup>th</sup> day of July, 2020.

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Chairman, Sampson County Board of Commissioners

ATTEST:

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Clerk to the Board of Commissioners

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO. 4 (b)

Meeting Date: July 6, 2020	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue
	<input type="checkbox"/>		<input type="checkbox"/>	

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**SUBJECT:** Designation of Voting Delegate for NCACC Conference (August 6, 2020 Business Session)

**DEPARTMENT:** Governing Body

**PUBLIC HEARING:** No

**CONTACT PERSON(S):** Edwin W. Causey, County Manager

**PURPOSE:** To designate board member (or Manager) to serve as voting delegate at business session of NCACC Annual Conference, August 6, 2020

**ATTACHMENTS:** Voting Delegate Form

**BACKGROUND:**

The North Carolina Association of County Commissioners Annual Conference's Business Session will be held virtually on August 6, 2020 at 11 am. The Board needs to determine which of its members will be designated as the Board's voting delegate (and, if desired, an alternate voting delegate). The voting delegate can be a commissioner or the County Manager.

**RECOMMENDED ACTION OR MOTION:**

Designate an individual to serve as the County's voting delegate at the NCACC Annual Conference's Business Session

## Susan Holder

---

**From:** Alisa Cobb <alisa.cobb@ncacc.org>  
**Sent:** Thursday, June 11, 2020 1:45 PM  
**To:** County Managers; County Clerks  
**Cc:** Alisa Cobb  
**Subject:** Designation of Voting Delegate to NCACC's 113th Annual Conference, August 2020  
**Attachments:** Voting delegate form 2020.doc

Good afternoon County Managers and Clerks to the Board,

The NCACC 113<sup>th</sup> Annual Conference Business Session will be held by **virtual** platform **on Thursday, August 6, at 11 a.m.** Each county will be entitled to one vote on items that come before the membership, including the election of the NCACC Second Vice President.

In order to facilitate the voting process, we ask that each county designate one voting delegate (*and also may assign one alternate voting delegate*) prior to Annual Conference using the attached Designation of Voting Delegate form.

**Please note that voting will take place via an electronic format and more information will follow regarding this process as we get closer to the date of the Business Session.**

Please return the completed form to Alisa Cobb via email by close of business **Monday, August 3, 2020**. Should you have any questions, please contact Alisa Cobb at [alisa.cobb@ncacc.org](mailto:alisa.cobb@ncacc.org).

Thank you for your assistance and we appreciate all you do to help us make this a successful event.



Alisa Cobb  
North Carolina Association of County Commissioners  
323 W. Jones Street, Suite 500 | Raleigh, NC 27603  
Phone (919) 715-2685 | Fax (919) 733-1065  
[www.ncacc.org](http://www.ncacc.org)  
[www.welcometoyourcounty.org](http://www.welcometoyourcounty.org)





## Designation of Voting Delegate to NCACC Annual Conference

I, \_\_\_\_\_, hereby certify that I am the duly designated voting delegate for \_\_\_\_\_ County at the 113<sup>th</sup> Annual Conference of the North Carolina Association of County Commissioners to be held during the **virtual\*** Annual Business Session on August 6, 2020, at 11 a.m.

Voting Delegate Name: \_\_\_\_\_

Title: \_\_\_\_\_

In the event the designated voting delegate is unable to attend, \_\_\_\_\_ has been selected as \_\_\_\_\_ County's alternate voting delegate.

Alternate Voting Delegate Name: \_\_\_\_\_

Title: \_\_\_\_\_

### Article VI, Section 2 of our Constitution provides:

“On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its county commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the board of county commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues.”

Please return this form to Alisa Cobb via email by **Monday, August 3, 2020** close of business:

Email: [alisa.cobb@ncacc.org](mailto:alisa.cobb@ncacc.org)

**\*Please note – due to the COVID-19 pandemic, the 113<sup>th</sup> NCACC Annual Conference will be held virtually with voting taking place via an electronic platform.**

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.     **4 (c)**

Meeting Date: July 6, 2020

<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

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SUBJECT:                     Appointments  
DEPARTMENT:             Governing Body  
PUBLIC HEARING:         No  
CONTACT PERSON:         Vice Chairperson Sue Lee  
PURPOSE:                    To consider appointments to various boards and commissions

Convention and Visitors Bureau

The CVB Board has requested reappointment of the following:

Roy Patel (for second term)  
Phillip Bell (for second term)  
Susan Richert (for third term)

Workforce Development Board (WIA Board)

Mr. Michael Thornton has requested to be relieved from his appointment to the WIA Board. A business sector appointee is needed.



DATE: 25 June 2020

TO: Sue Lee, Vice Chair, Sampson County Board of Commissioners  
VIA: Ed Causey, County Manager  
Susan Holder, Assistant County Manager

FROM: Julie Stadig, Chair  
Sheila Barefoot, Director

SUBJECT: CVB Board Appointments – Effective July 1, 2020

The board of the Sampson County Convention & Visitors Bureau has two board members whose first term expires on June 30, 2020, **Mr. Roy Patel and Mr. Phillip Bell**. The CVB Board has voted unanimously and would like to recommend both Mr. Patel and Mr. Bell continue to fill their board seat and continue their 2<sup>nd</sup> term on the CVB Board of Directors.

Also, the board of the Sampson County Convention & Visitors Bureau has one board member whose second term expires on June 30, 2020, **Ms. Susan Richert**. The CVB Board has voted unanimously and would like to recommend Ms. Richert continue to fill the board seat and continue her 3<sup>rd</sup> term on the CVB Board of Directors.

If you should have any questions or need additional information, please contact me at your convenience. Please let me know when this will be scheduled.

Sincerely

Julie Stadig  
Chair  
CVB Board of Directors

Sheila Barefoot  
CVB Director

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**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

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ITEM ABSTRACT

ITEM NO.     5

Meeting Date: July 6, 2020	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input checked="" type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

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**SUBJECT:** Consent Agenda

**DEPARTMENT:** Administration/Multiple Departments

**ITEM DESCRIPTIONS/ATTACHMENTS:**

- a. Approve the minutes of the June 1, 2020; June 11, 2020; and June 18, 2020 meetings
- b. Approve and authorize the execution of the FY 2020-2021 Home and Community Care Block Grant (HCCBG) Funding Plan
- c. Approve the revised 2020 lease documents for the Agri Exposition Center
- d. Approve the lease between the County and Eastpointe LME for 6,000 square feet of space at 120 County Complex Road
- e. Authorize the execution of the FFCRA (Families First Coronavirus Response Act) Funding Agreement between Sampson County (Department of Aging) and Mid Carolina Council of Governments
- f. Authorize the execution of the 2020 Urgent Repair Program Post-Approval Documents
- g. Adopt a resolution authorizing City of Clinton to issue pyrotechnic permits for pyrotechnics that will be exhibited, used, or discharged within the corporate limits of the City
- h. Approve the Animal Shelter's request to adjust the adoption/neuter fees for male cats and dogs to reflect current contract fees
- i. Approve the delinquent property tax exemption request for Prestage Ag Energy of NC, LLC
- j. Authorize the waiver of late list penalties for business personal property listings for Circle N Farms
- k. Approve the tax refunds and releases as submitted
- l. Approve budget amendments as submitted

**RECOMMENDED ACTION OR MOTION:**

Motion to approve Consent Agenda as presented.



The Sampson County Board of Commissioners convened for their regular meeting at 6:00 p.m. on Monday, June 1, 2020. Because the State and the County were under a State of Emergency during the COVID-19 pandemic, the Board met virtually via Zoom, and the meeting was broadcast via Facebook Live, proper notice of the virtual environment and broadcast information having been duly posted. Members present via virtual means, as verified by the Clerk's roll call were: Chairman Clark Wooten, Vice Chairperson Sue Lee, and Commissioners Jerol Kivett Harry Parker and Thaddeus Godwin.

Chairman Wooten called the meeting to order and acknowledged Vice Chairperson Lee who then called upon Commissioner Parker for the invocation. Vice Chair Lee then led the Pledge.

### **Approval of Agenda**

Upon a motion made by Commissioner Parker and seconded by Commissioner Kivett, the Board voted unanimously to approve the agenda as published. (Such votes confirmed by Clerk's roll call.)

### **Item 1: Planning and Zoning Items**

Approval of Preliminary Subdivision Plat for Timberlake Section Twenty (Lots 109-121) Senior Planner Anita Lane who reviewed the request for approval of the preliminary plat submitted by DMB Development, Inc. for Timberlake Section Twenty, per the unanimous recommendation of the Planning Board. Upon a motion made by Commissioner Kivett and seconded by Vice Chairperson Lee, the Board voted unanimously to approve the preliminary plat to the extent that the subdivider (or its agents) intends to presell or prelease unrecorded lots, that all contracts or leases contain the provisions found in Article III, Section 303 of the subdivision regulations. (Such votes confirmed by Clerk's roll call.)

### **Item 2: Public Hearings**

Public Hearing Regarding Proposed Expenditures for Economic Development Purposes - Acquisition of Property The Chairman opened the public hearing and acknowledged County attorney W. Joel Starling, Jr. who presented the proposed expenditure for economic development purposes, for the acquisition of a 1.5 ± acre parcel (Property Identification Number: 15017320002) from Grace H. Byrd in the amount of \$14,244.00. He noted that the funding source will be the County's General Fund and made note of the proposed resolution included in the agenda. Due

to statutory requirements set forth in G.S. 158-7.1(c) action could not be taken until 24 hours after the public hearing, therefore, the item would be voted on at the June 11, 2020, recessed meeting. The Chairman then opened the floor for any public comments received. Ms. Holder noted that there had been no comments received. The Chairman reiterated that public comments were to be submitted by 5 p.m. on June 11, 2020. The Chairman closed the hearing.

Public Hearing Regarding Proposed Expenditures for Economic Development Purposes - Consideration of Incentive Agreement The Chairman opened the public hearing and acknowledged Economic Developer Stephen Barrington who provided details regarding the expansion project of an existing facility of a local private enterprise. The expansion project will include the leasing of a facility, adding nearly \$18,000,000 to the tax base and 37 new jobs over the span of five years. Mr. Barrington also noted that County would provide a tax-back incentive of up to 25%. Mr. Starling included that the incentives are performance based, requiring the company to meet the Performance Commitments set forth in Article IV of the agreement, which at that point the Incentive Payments will be proportionally reduced as set forth in Article V of the agreement, to the extent of no incentive payments being made if no performance commitments are achieved. The Chairman opened the floor for the reading of received public comments. Ms. Holder noted that there had been no comments received. The Chairman reiterated that public comments were to be submitted by 5 p.m. on June 11, 2020. The Chairman closed the hearing.

### **Item 3: Action Items**

Presentation of the Proposed Budget for Fiscal Year 2020 – 2021 County Manager Ed Causey presented the budget message for Fiscal Year 2020-2021. (Copy attached hereto.) Mr. Causey outlined major points and noted that since being presented during the unprecedented era of the coronavirus pandemic, the budget was recommended based upon anticipated economic impacts of the pandemic and the County's response thereto; therefore, it was further anticipated that the Board of Commissioners would revisit revenues and expenditures mid-year and may need to adjust the budget accordingly. The Board commended the staff for their efforts in preparation of the draft budget. Upon a motion made by Commissioner Kivett and seconded by Commissioner Godwin, the Board scheduled the necessary budget hearings to be held during the June 11, 2020 recessed meeting. (Such votes confirmed by Clerk's roll call.)

Acceptance of Coronavirus Relief Funding and Approval of Associated Documents Finance Officer David Clack informed the Board that all 100 North Carolina counties had received grant funding from the Coronavirus Relief Fund (CRF) established under the CARES Act. He then reviewed the grant, associated

budget amendment, and spending plan, noting that the County was allocated \$1,283,670 which could be used in six categories and granted to non-profits and municipalities in the County. He noted the funding could be disbursed at the discretion of each individual county, within the following categories: medical expenses, public health expenses, payroll expenses, expenses of actions that facilitate compliance with COVID-19 related public health measures, expenses associated with the provision of economic support, and other expenses incurred to address the COVID-19 public health emergency. Mr. Clack reviewed the spending plan advising that funding would begin with the local hospital and other community health providers, followed by municipalities. He then noted that the funding would not cover expenditures covered by other programs, i.e. FEMA assistance programs. The municipalities and non-profits were advised to spend the appropriated funding by November 1, 2020, which is the established date for reallocating available funding based on remaining needs, providing adequate time for spending before the December 30, 2020 deadline set forth by the State.

Upon a motion made by Commissioner Kivett and seconded by Commissioner Parker, the Board voted unanimously to accept the funds and approve the budget amendment (as noted below) and spending plan (copy filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_). (Such votes confirmed by Clerk’s roll call.)

<u>EXPENDITURE</u>		COVID Cares Act Funds		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11558311	512100	Salaries	75,000	
11558311	518100	FICA	4,650	
11558311	518120	Medicare	1,088	
11558311	518200	Retirement	7,431	
11558311	518901	401k County	3,750	
11558311	526200	Department Supplies	79,420	
11558311	526201	Dept Supplies Equipment	87,185	
11558311	544000	Contract Services	34,372	
11558311	532100	Telephone and Postage	2,688	
11558311	555000	Capital Outlay Other	203,180	
11558311	581000	Transfers to Other Agencies	784,906	
<u>REVENUE</u>			<u>Increase</u>	<u>Decrease</u>
<u>Code Number</u>		<u>Source of Revenue</u>		
11035831	402600	CARES Act Grant	1,283,670	

Discussion of Employee Contributions to the COVID Pandemic Response  
 County Manager Ed Causey informed the Board that staff is considering rewarding the hard work and dedication of all employees during the pandemic, particularly the employees who may have been required to work in at risk settings due to the nature of their jobs, such as those in health and human services and emergency

management. The Board agreed to continue discussion at the June 11, 2020 recessed meeting.

Sampson Community College Board of Trustees Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Kivett, the Board voted unanimously to reappoint Sandra Carrol to the Sampson Community College Board of Trustees. (Such votes confirmed by Clerk's roll call.)

Social Services Advisory Board Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Wooten, the Board voted unanimously to Michael Elmore to the Social Services Advisory Board. (Such votes confirmed by Clerk's roll call.)

Economic Development Advisory Board Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Kivett, the Board voted unanimously to appoint Amber Cava (2020-2023), Robby James (2020-2023), and Jeff Nethercutt (2020-2023); and reappoint Tim Butler (2022), Dewayne West (2022), Pat Nobles (2022), Hugh Carr (2021), and Richard Chancy (2021) to the Economic Development Advisory Board. (Such votes confirmed by Clerk's roll call.)

**Item 4: Consent Agenda (as Board of Commissioners)**

Upon a motion made by Commissioner Kivett and seconded by Commissioner Parker, the Board voted unanimously to approve the Consent Agenda: (Such votes confirmed by Clerk's roll call.)

- a. Approved the minutes of the May 4, 2020; May 6, 2020; May 7, 2020; and May 20, 2020 meetings
- b. Adopted the resolution authorizing the County Manager to execute fire protection, emergency medical and rescue services contracts with Jordan's Chapel Fire Department, Inc., Piney Grove Volunteer Fire Department, Inc., Smith Chapel Volunteer Fire Department, Inc., The Town of Roseboro, Turkey Volunteer Fire Department, Inc., Autryville Fire Department, Inc., The City of Clinton, Garland Volunteer Fire & Rescue Department, Inc., Halls Fire and Rescue Department, Inc., Harrells Volunteer Fire Department, Inc., Newton Grove Fire & Rescue, Plain View Volunteer Fire Department, Inc., Salemburg Volunteer Fire Dept., Inc., Spivey's Corner Volunteer Fire Department, Inc., Taylors Bridge Fire Department, Clement Fire Department, Inc., Faison Fire and Rescue, Inc., Godwin-Falcon Fire Department, Inc., Herring Volunteer Fire & Rescue, Inc., Vann Crossroads Fire Department, Inc. (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_.)

- c. Adopted the resolution permitting EMS services in Goshen Fire Protection Service District (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_.)
- d. Authorized Sampson Area Transportation’s submission of an application for FY20 Cares Act Grant funding in the amount of \$229,766 (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_.)
- e. Accepted and reviewed the application to be submitted by Action Pathways, Inc. for FY 20 Cares Act Grant funding (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_.)
- f. Accepted and reviewed the application to be submitted by Action Pathways, Inc. for Relief NC Grant funding (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_.)
- g. Approved the Conflict of Interest and Confidentiality Policy for the Sampson County Economic Development Commission Advisory Board (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_.)
- h. Adopted the resolution accepting State Reserve Loan Funds (\$906,160) and State Reserve Grant Funds (\$906,160) for the I40-403 Interchange Production Well project (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_.)
- i. Adopted the resolution accepting State Revolving Fund Loan (\$883,000) for the Faison Highway Well Treatment project (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_.)
- j. Approved the Juvenile Crime Prevention Council Certification/ Administration budget allocation as recommended
- k. Authorized the waiver of late list penalties for business personal property listings for Prestage Ag Energy, Gilmore Law Firm and Timothy Cates CPA, PA
- l. Approved tax refunds and releases as submitted:

#9298	Robert Robinson	\$140.28
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- m. Approved budget amendments as submitted:

<u>EXPENDITURE</u>		Library		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
1176110	526201	Department Supplies	\$2,500.00	
<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11036110	403646	LSTA Grant	\$2,500.00	
<u>EXPENDITURE</u>		WIC		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
12551670	526201	Department Supplies Equipment	\$1,708.00	
12551670	526200	Department Supplies	\$454.00	

<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
12535167	404000	State Assistance	\$2,162.00	
<b><u>EXPENDITURE</u></b>				
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
13554810	568414	LIEAP		\$41,255.80
<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
13535480	403314	LIEAP		\$41,255.80
<b><u>EXPENDITURE</u></b>				
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
26659100	581000	Transfer to City Schools	\$50,000.00	
<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
26031840	412000	Current Year Taxes	\$50,000.00	

- Approved Clinton City Schools Budget Amendment No. 1 (FEDERAL);  
Approved Clinton City Schools Budget Amendment No. 1 (STATE).

**Consent Agenda Items (Board of Health)**

- n. Adopted new fees as recommended by the Health Advisory Board for COVID-19 testing  
CPT Code Test Fee  
87635 COVID-19 Labcorp \$51.31 (Retroactive 2/01/20-April 30)  
87635 COVID-19 Labcorp \$100.00 (Retroactive 5/01/20 due to price increase)
- o. Approved the amendment budgeting supplemental WIC funds (June 1, 2020 - September 30, 2020). Portion (\$2,162 to be budgeted for FY 19-20, the remainder \$46,465 to be budgeted in FY 20-21 to purchase desktop computers, cover contract nutritionist and additional time for virtual breast feeding promotion and support sessions.
- p. Authorized submission of an application for Fill the Gap Response Grant funding to serve underserved populations disproportionately impacted by COVID-10 (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_.)
- q. Wrote off as uncollectible accounts totaling \$200.09

**Item 5: Board Information**

Request for Small Business Support The Board received a letter from Lethia Lee requesting funding for small businesses for COVID relief.

**County Manager' Report**

Mr. Causey informed the Board that the architect for the new EMS Building project was ready to meet with the staff and/or Board regarding the schematics of the building, and the Board determined that Board representation would be determined later.

**Public Comments**

The Chairman opened the floor for the reading of public comments. None were received.

**Recess to Reconvene**

Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Kivett, the Board voted unanimously to recess to reconvene on June 11, 2020, at 6:00 p.m. (Such votes confirmed by Clerk's roll call.)

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Clark H. Wooten, Chairman

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Susan J. Holder, Clerk to the Board

The Sampson County Board of Commissioners convened for a recessed meeting at 6:00 p.m. on Thursday, June 11, 2020. Because the State and the County were under a State of Emergency during the COVID-19 pandemic, the Board met virtually via Zoom, and the meeting was broadcast via Facebook Live, proper notice of the virtual environment and broadcast information having been duly posted. Members present via virtual means, as verified by the Clerk's roll call were: Chairman Clark Wooten, Vice Chairperson Sue Lee, and Commissioners Jerol Kivett Harry Parker and Thaddeus Godwin.

Chairman Wooten reconvened the meeting and acknowledged Vice Chairperson Lee who led an invocation and the Pledge of Allegiance.

### **Item 1: Budget Public Hearings**

Public Hearing Regarding Proposed Budget for FY 20-21 Chairman Wooten opened the public hearing and called upon Assistant County Manager/Clerk to the Board Susan Holder to read any comments received prior to the meeting date. Ms. Holder read the following into the record:

From Larry Sutton of Clinton, NC:

*If given a chance, most people want the opportunity of being able to better themselves through their own hard work. I'm very much in favor of economic development in Sampson County, with an emphasis and commitment to equal the playing field as we work to come to terms with our long history of economic inequity which remains "the defining challenge of our time." Going forward with this emphasis on economic development and growth, it is incumbent on the Sampson County Board of County Commissioners and staff to make sure we all benefit from any investments made for future economic growth and prosperity. We are at a unique moment in time in Sampson County, North Carolina and the American nation. This is an opportunity for our community to develop economic policies that will continue to honor Dr. Martin Luther King's legacy, by implementing those policies and practices to fulfill his dream. Let's make sure all new businesses and industries represent a great fit for all of us as they reflect the American values on inclusion and diversity in their employment and promotion practices, especially in the area of providing job-training for the underserved and underemployed. It's time to develop an economy that works for everyone, providing for economic justice for all. Moving into the future, as we strive to become more equitable and inclusive, I do hope you will bear in mind that the wealth gap in Sampson County and across the State and nation continues to widen, creating disparities in progress among the different social groups. With that in mind, it is imperative that we continue to identify and remove structural economic barriers which will allow for a more productive economic environment and possibly, more income-earning opportunities. Now, to do otherwise would involve great costs in terms of lost earnings, taxes, productivity and in perpetuating economic inequality –*



*something we need to remedy with deliberate speed. Future captains of industry must do their part to contribute to the movement for racial equality and economic justice. And, for us to be a more just and equal society, we must believe and demonstrate that everyone deserves a fair chance. Thank you.*

Chairman Wooten expressed appreciation for community feedback on the positives economic development brings to the community and concurrence with the offered comments. County Manager Ed Causey noted that the school systems had indicated their understanding of the County's need to hold funding stable given the current uncertain pandemic situation. He noted that the budget would have to be revisited mid-year, with hopes of cautious optimism. There being no further comments, the hearing was closed. Chairman Wooten noted that the budget ordinance would be considered at a recessed meeting to be held at 6 pm on June 18.

Public Hearing Regarding Economic Development Expenditures in Proposed Budget for FY 20-21 Chairman Wooten opened the public hearing and called upon Assistant County Manager/Clerk to the Board Susan Holder to read any comments received prior to the meeting date. Ms. Holder noted there were no comments received (other than those read previously). County Manager Causey noted that the current budget did not include an allocation of funds in the economic development reserve fund, but the opportunity could be revisited after the mid-year review. There being no further comments, the hearing was closed.

**Item 2: Public Hearing - CDBG**

Public Hearing Regarding Community Development Needs, Intent to Apply for CDBG-NR Chairman Wooten opened the public hearing and called upon Assistant County Manager/Clerk to the Board Susan Holder to read any comments received prior to the meeting date. Ms. Holder noted there were no comments received as of the meeting. Finance Officer David Clack explained the block grant funding for housing needs. There being no further comments, the hearing was closed. A second hearing will be scheduled for the Board's regular meeting in July.

**Item 3: Actions Related to June 1 Public Hearings**

Proposed Expenditures for Economic Development Purposes – Acquisition of Property The Chairman asked Assistant County Manager/Clerk to the Board Susan Holder to read any comments received prior to the meeting date. Ms. Holder noted there were no comments received as of the meeting. County Attorney Joel Starling noted that the Board had duly held a hearing on June 1 regarding the proposed acquisition of a fee simple interest in a 1.5± acre parcel from Grace H. Byrd for economic development purposes for \$14,244. Upon a motion made by Commissioner Kivett and seconded by Commissioner Godwin, the Board voted unanimously to adopt

a resolution approving the appropriation for the acquisition of the real property, subject to the terms and conditions of the Offer to Purchase and Control and Addendum to the Offer to Purchase and Contract. (Such votes confirmed by Clerk’s roll call.) Copy of resolution filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.

Proposed Expenditures for Economic Development Purposes – Consideration of Incentive Agreement The Chairman asked Assistant County Manager/Clerk to the Board Susan Holder to read any comments received prior to the meeting date. Ms. Holder noted there were no comments received as of the meeting. Economic Developer Stephen Barrington noted the anticipated investment of the company (name yet to be revealed). Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Godwin, the Board voted unanimously to adopt a resolution that determines that the appropriation will increase the population, taxable property, agricultural industries, employment, industrial output, and business prospects of Sampson County, sets forth the proposed incentives and performance-based commitments, and authorizes the execution of the Incentive Agreement . (Such votes confirmed by Clerk’s roll call.) Copy of resolution filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.

**Item 4: Other Action Items**

Re-appointment/DSS Advisory Board Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Kivett, the Board voted unanimously to reappoint David Richert to the DSS Advisory Board. (Such votes confirmed by Clerk’s roll call.)

Approval of Budget Amendment/Plain View Fire Department Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Kivett, the Board voted unanimously to approve the following budget amendment. (Such votes confirmed by Clerk’s roll call.)

<b><u>EXPENDITURE</u></b>		Plain View Fire Department		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
23243410	581018	Plain View Fire Department	20,000.00	
<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
23043418	499900	Fund Balance Appropriated	20,000.00	

**Recess to Reconvene**

Assistant County Manager Holder reviewed the contact information for the recessed meeting and noted that additional comments would be accepted until 5 pm on June 18 via email at [susanh@sampsonnc.com](mailto:susanh@sampsonnc.com). Upon a motion made by Chairman Wooten and seconded by Commissioner Godwin, the Board voted unanimously to

recess to reconvene on June 18<sup>th</sup> at 6 pm, the meeting to be held again virtually via Zoom and to be broadcast via Facebook Live. (Such votes confirmed by Clerk's roll call.)

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Clark H. Wooten, Chairman

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Susan J. Holder, Clerk to the Board

The Sampson County Board of Commissioners convened for a recessed meeting at 6:00 p.m. on Thursday, June 18, 2020. Because the State and the County were under a State of Emergency during the COVID-19 pandemic, the Board met virtually via Zoom, and the meeting was broadcast via Facebook Live, proper notice of the virtual environment and broadcast information having been duly posted. Members present via virtual means, as verified by the Clerk's roll call were: Chairman Clark Wooten, Vice Chairperson Sue Lee, and Commissioners Jerol Kivett Harry Parker and Thaddeus Godwin.

Chairman Wooten reconvened the meeting and acknowledged Vice Chairperson Lee who led an invocation. Commissioner Kivett led the Pledge of Allegiance.

**Item 1: Budget Adoption**

The Chairman noted that the Board had previously held the required public hearings regarding the proposed budget for FY 2020-2021 and asked Assistant County Manager/Clerk to the Board Susan Holder to read any comments received since the hearings. Ms. Holder noted there were no comments received as of the meeting. There being no additional comments from the County Manager, Finance Officer or Board members, the Chairman entertained a motion. Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Godwin, the Board voted unanimously to adopt the Budget Ordinance. (Such votes confirmed by Clerk's roll call.) Copy of budget ordinance filed in Ordinance Book \_\_\_\_\_, Page \_\_\_\_\_.

**Adjournment**

Upon a motion made by Commissioner Godwin and seconded by Commissioner Kivett, the Board voted unanimously to recess to adjourn. (Such votes confirmed by Clerk's roll call.)

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Clark H. Wooten, Chairman

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Susan J. Holder, Clerk to the Board

NORTH CAROLINA'S  
**SAMPSON COUNTY**

Department of Aging and In-Home Services

**Memorandum**

**TO:** Ed Causey, County Manager  
Susan Holder, Assistant County Manager

**FROM:** Lorie Sutton, Director of Aging Services

**DATE:** June 24, 2020

**RE:** Home and Community Block Grant Funding  
Fiscal Year 2020-2021

The Home and Community Care Block Grant provides service to older adults, age 60 and above, through the following programs: Adult Day Health Care, Transportation, Home Improvement, In-Home Aide, Senior Center, Information and Case Assistance and Nutrition (congregate and home-delivered meals). This funding allows those who are not eligible for Medicaid and who are not financially able to pay out of pocket, receive needed services.

The Federal and State allocation for FY20-21 will be \$555,097.00. The required county match will be \$61,677.00. The total HCCBG funding amount will be \$616,774.00.

The attached funding plan will require approval from the Board of Commissioners and signatures from the Chairman and the Finance Officer.

We appreciate your support and that of our Commissioners.

/ls

Attachments: County Services Summary – DOA -731  
Provider Services Summary – DOA-732

**Home and Community Care Block Grant for Older Adults**

Sampson County Department of Aging  
 405 County Complex Road, STE 140  
 Clinton, NC 28328

**County Funding Plan**

**Provider Services Summary**

DAAS-732

County: SAMPSON

Budget Period: July 2020 through June 2021

Revision #: \_\_\_\_\_ Date: \_\_\_\_\_

Services	Serv. Delivery (Check One)		A				B	C	D	E	F	G	H	I
	Direct	Purchase	Block Grant Funding				Required Local Match	Net Service Cost	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimburse Rate*	Projected HCCBG Clients	Projected Total Units
			Access	In-Home	Other	Total								
Adult Day Health	X		\$ -	\$ 80,300	\$ -	\$ 80,300	\$ 8,922	\$ 89,222	\$ -	\$ 89,222	2,075	\$ 43.0045		5,140
Congregate Nutrition	X		\$ -	\$ -	\$ 85,198	\$ 85,198	\$ 9,466	\$ 94,664	\$ 15,777	\$ 110,441	21,036	\$ 4.5001		37,612
Home Delivered Meals	X		\$ -	\$ 129,268	\$ -	\$ 129,268	\$ 14,363	\$ 143,631	\$ 22,303	\$ 165,934	29,737	\$ 4.8301		29,823
Housing & Home Improvement	X		\$ -	\$ -	\$ 90,000	\$ 90,000	\$ 10,000	\$ 100,000	\$ -	\$ 100,000	-	\$ -		-
Information & Case Assistance	X		\$ 19,042	\$ -	\$ -	\$ 19,042	\$ 2,116	\$ 21,158	\$ -	\$ 21,158	-	\$ -		-
In-Home Aide-Level II - Personal Care	X		\$ -	\$ 76,581	\$ -	\$ 76,581	\$ 8,509	\$ 85,090	\$ -	\$ 85,090	5,454	\$ 15.6014		5,454
Senior Center Operation	X		\$ -	\$ -	\$ 44,820	\$ 44,820	\$ 4,980	\$ 49,800	\$ -	\$ 49,800	-	\$ -		-
Transportation (General)	X		\$ 29,888	\$ -	\$ -	\$ 29,888	\$ 3,321	\$ 33,209	\$ -	\$ 33,209	2,562	\$ 12.9607		2,562
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
<b>Total</b>			\$ 48,930	\$ 286,149	\$ 220,018	\$ 555,097	\$ 61,677	\$ 616,774	\$ 38,080	\$ 654,854	60,864			80,591

**\*Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate**

	ADC	ADHC
Daily Care	\$33.07	\$ 40.00
Administrative		\$ 3.00
Proj. Reimbursement Rate	\$33.07	\$ 43.00
Administrative %	0.00%	7.50%

Certification of required minimum local match availability.  
 Required local match will be expended simultaneously  
 with Block Grant Funding.

\_\_\_\_\_  
 Authorized Signature, Title  
 Community Service Provider

\_\_\_\_\_  
 Signature, County Finance Officer

\_\_\_\_\_  
 Signature, Chairman, Board of Commissioners

**Home and Community Care Block Grant for Older Adults**

DOA-731 (Rev. 2/14)

**County Funding Plan**

County: Sampson  
July 1, 2020 through June 30, 2021

**County Services Summary**

Services	A				B	C	D	E	F	G	H	I
	Block Grant Funding				Required Local Match	Net Service Cost	USDA Subsidy (.75)	Total Funding	Projected HCCBG Units	Projected Reimbursement Rate	Projected HCCBG Clients	Projected Total Units
	Access	In-Home	Other	Total								
Adult Day Health		\$ 80,300.00			\$ 8,922.00	\$ 89,222.00		\$ 89,222.00	2,075	\$ 43.0045	17	5140
Congregate Nutrition			\$ 85,198.00		\$ 9,466.00	\$ 94,664.00	\$ 15,777.00	\$ 110,441.00	21,036	\$ 4.5001	143	37612
Home Delivered Meals		\$ 129,268.00			\$ 14,363.00	\$ 143,631.00	\$ 22,303.00	\$ 165,934.00	29,737	\$ 4.8301	162	29823
Housing & Home Improvement			\$ 90,000.00		\$ 10,000.00	\$ 100,000.00		\$ 100,000.00			80	0
Information & Case Assist	\$ 19,042.00				\$ 2,116.00	\$ 21,158.00		\$ 21,158.00			1500	0
In-home Aide Lvl II Personal Care		\$ 76,581.00			\$ 8,509.00	\$ 85,090.00		\$ 85,090.00	5,454	\$ 15.6014	11	5454
Senior Center Operation			\$ 44,820.00		\$ 4,980.00	\$ 49,800.00		\$ 49,800.00		\$ -	125	0
Transportation (General)	\$ 29,888.00				\$ 3,321.00	\$ 33,209.00		\$ 33,209.00	2,562	\$ 12.9607	25	2562
<b>Total</b>	\$ 48,930.00	\$ 286,149.00	\$ 220,018.00	\$ 555,097.00	\$ 61,677.00	\$ 616,774.00	\$ 38,080.00	\$ 654,854.00	60,864		2063	80591

Signature, Chairman, Board of Commissioners

Date

“The Center of Activity”

414 Warsaw Road • Clinton, NC 28328 • (P) 910.592.6451 • (F) 910.592.8486 • [www.sampsonexpoctr.com](http://www.sampsonexpoctr.com)

This Lease Agreement made and entered into on (MONTH, DAY, and YEAR): \_\_\_\_\_  
by and between the County of Sampson, hereinafter referred to as LESSOR and;

Client: \_\_\_\_\_

Contact: \_\_\_\_\_ Secondary Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Contact DOB: \_\_\_\_\_ Driver's License State: \_\_\_\_\_ Driver's License #: \_\_\_\_\_;  
hereinafter referred to as Client.

### LEASED SPACE

The LESSOR hereby leases to the CLIENT the following rooms in the Sampson County Agri Exposition Center:

Entire Facility: _____	Board Room: _____	Expo Room: _____
Prestage Hall: _____	PH Salon A: _____	PH Salon B: _____
Heritage Hall: _____	HH Salon A: _____	HH Salon B: _____
Large Kitchen: _____	Small Kitchen: _____	PH Stage (M-Th. Only): _____

This lease is with the understanding that CLIENT shall have the right of ingress and egress through the halls and corridors of said facility but acquires no other right to any other part of the facility than the part specified. The rental of such space includes normal set-up and tear-down of tables and chairs and the use of the basic sound and lighting systems.

### LEASE DATE AND TIME

For the purposes of the CLIENT'S event(s) use of leased space shall be the date(s) as follows:

Day: \_\_\_\_\_ Month, Day & Year: \_\_\_\_\_

### PRE-EVENT SET-UP TIME(S) (If Applicable)

Pre-Event Set-Up Time: \_\_\_\_\_ Pre-Event Set-Up End Time: \_\_\_\_\_

### EVENT TIME(S) - (Required)

Move-In (Set-Up): \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_ Move Out (Close): \_\_\_\_\_



**CLIENT** shall use the premises during the term hereof for the following type event(s):

Estimated Attendance: \_\_\_\_\_ (Check One) Pubic Event: \_\_\_\_\_ Private Event: \_\_\_\_\_

Is Organization/Client a Sampson County Non-Profit (501c3): \_\_\_\_\_

Will there be a Dance/Band/DJ: \_\_\_\_\_ Dance Floor Required: \_\_\_\_\_

Name of Band or DJ: \_\_\_\_\_

Alcoholic Beverage Services Requested: \_\_\_\_\_ ABC Permit Required: \_\_\_\_\_

\*Will Tickets be sold: \_\_\_\_\_

\*Effective January 1, 2014: Pursuant to NC Tax Code, ALL organizations (Not-For Profit included) and/or individuals presenting "LIVE PERFORMANCES" are required to collect the required NC State Sales Tax (4.75%) and applicable county tax (2.25%) for a total of 7% on ALL ticket sales for events that offer or provide "live entertainment". It is the responsibility of the "Organization or Individual" leasing space to report, file and submit the appropriate forms and taxes to the NC Department of Revenue. For any event that the CenterStage Box Office provides ticketing services, applicable taxes will be accessed to all purchasers of tickets (in addition to the cost of the ticket) and submitted to the NC Department of Revenue.

### **ROOM FLOOR PLANS**

At the time contracts are issued, each CLIENT is required to provide a preliminary description of how they would like tables, chairs, or other equipment to be arranged.

(See Attached Preliminary Floor Plan)

**A complete floor plan for each event must be submitted no less than (14 business days) prior the event date. No load-in shall begin without an approved floor plan being on file with the staff of the Sampson County Exposition Center.**

It is recommended that Clients evaluate their event needs regarding room floor plans, table and chair requirements, or other equipment to be provided by the Sampson County Exposition Center. (The set-up of tables, chairs, and other equipment provided by the Sampson County Exposition Center is performed by its Janitorial Staff prior to each event. The request for additional tables, chairs, or other equipment on the day of an event cannot not be guaranteed and may be subject to additional set-up or labor fees.)

The Sampson County Exposition Center only accepts room floor plans, or floor plan changes directly from its CLIENT. (Changes provided by decorators, caterers, or other service providers will not be accepted.)

It is the responsibility of the CLIENT to provide their respective decorator, caterer, or other service provider with a copy of the Final Approved Floor Plan that is on file with the Sampson County Exposition Center.

Floor plans may be provided in advance. All changes to floors plans must be submitted no less than (14 business days) in advance of each event. Failure to meet this requirement will result in the assessment of Late Fees at the rate of \$25.00 per day.

Is Podium Needed? \_\_\_\_\_ If Yes, Position of Podium: \_\_\_\_\_

Is LED Projector Package Needed? \_\_\_\_\_

Facility rental fees include basic sound system including two (2) corded microphones and CD/Bluetooth Players. *(Events that require advanced sound and/or lighting production are encouraged to notify the Sampson County Exposition Center’s administrative staff (a minimum of 30 days) prior to their scheduled event to request an official quote for production services.)*

Is Basic \*Sound System Needed? \_\_\_\_\_ Number of Microphones Needed: \_\_\_\_\_

Only Decorators, Caterers, and Rental companies listed on the Sampson County Exposition Center’s list of Approved Decorators, Caterers, and Rental Companies are permitted to provide services for events held at the facility. A complete listing of Approved Decorators, Caterers, and Rental Companies is available upon request and is available online at [www.sampsonexpocenter.com](http://www.sampsonexpocenter.com).

*Should a Client desire to use a Service Provider that is not listed as an Approved Decorator, Caterer, or Rental Company, they may inform the prospective service provider that they may submit a Service Provider Application for consideration and approval. (Service Provider Applications must be submitted a minimum of six (6) months prior to any scheduled event. Once approved, new service providers will be notified via email, and will be permitted to perform work within the facility.)*

Name of Caterer: \_\_\_\_\_ Caterer Phone: \_\_\_\_\_

Caterer Email: \_\_\_\_\_

May staff contact Caterer to discuss their requirements for table set-up? \_\_\_\_\_

Name of Decorator: \_\_\_\_\_ Decorator Phone: \_\_\_\_\_

Decorator Email: \_\_\_\_\_

May staff contact Decorator to discuss their requirements for table set-up? \_\_\_\_\_

**Signage Information**

Event Day: \_\_\_\_\_ Event Date: \_\_\_\_\_

Client: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Event Type: \_\_\_\_\_

Door Signs and/or Facility Marquee(s) to read the following Message:

Client wishes to display image on Facility Electronic Billboard: \_\_\_\_\_

Clients that wish to have an image displayed on the facility's electronic marquee must provide a (jpg) image to the staff of the Sampson County Exposition Center a minimum of thirty (30) days prior to their event date. The Sampson County Exposition Center cannot guarantee that images received after this deadline will be posted.

Client Image Received: \_\_\_\_\_ Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

**By signing below, I confirm the above information is accurate and my signature is approval for this information, and image to be displayed on signage related to my event.**

\_\_\_\_\_  
Lessee Signature:

\_\_\_\_\_  
Date

## Website Listing Information

The Sampson County Exposition Center provides clients with the option to have information regarding their event posted to the online Events Calendar at [www.sampsonexpoctr.com](http://www.sampsonexpoctr.com).

There is no charge for this service; however, for inclusion event information and details must be provided a minimum of thirty (30) days prior to the event. Information submitted for inclusion shall not contain false or offensive information. No listing shall contain information that suggests or implies that the Sampson County Exposition Center is in any manner, a sponsor, co-sponsor, or promoter of any event listed without written permission from the Executive Director of the Sampson County Exposition Center.

All information submitted for inclusion is subject to being edited or rejected at the sole discretion of the staff of the Exposition Center. The Exposition Center makes no warranty implied or expressed regarding information posted to the website.

Event Day: \_\_\_\_\_ Event Date: \_\_\_\_\_

Client: \_\_\_\_\_ Event Type: \_\_\_\_\_

Event Name: \_\_\_\_\_

Sponsored/Presented by: \_\_\_\_\_

Event Hours: Doors Open: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_ Event Contact: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Event Website or Facebook Link: \_\_\_\_\_

Up to one (1) image may be included. Image Provided: \_\_\_\_\_ Date: \_\_\_\_\_

**Event Description (Please list ticket prices, ticket locations and other pertinent event details)**

**By signing below, I confirm the above information is accurate and my signature is approval for this information, and or image to be displayed online to promote my event.**

\_\_\_\_\_  
Lessee Signature:

\_\_\_\_\_  
Date

**Sampson County Exposition Center  
Alcoholic Beverage Permission Form  
Effective: 1 July 2020**

The legal age for the consumption of alcoholic beverages in the State of North Carolina is (21) years of age. No alcoholic beverages will be served to any guest without proper identification. No alcoholic beverages may be brought into the facility. Alcoholic beverages may NOT be consumed in the parking lots or outside the building without prior written permission from the Lessor. The service of alcoholic beverages shall cease at 12:00 midnight for all events, unless approved by the Lessor.

\_\_\_\_\_ Option 1. Clients, or their guests may NOT bring alcoholic beverages in/on the property of the Sampson County Exposition Center nor allow alcoholic beverages to be served or consumed during their event. (No Alcoholic Beverages Permitted)

\_\_\_\_\_ Option 2. Clients, age 21 or above, may choose to have a "Cash Bar" provided by the Sampson County Exposition Center for the attendees of their event. (See current Price List for details and pricing.)

\_\_\_\_\_ Option 3. Clients, age 21 or above, may choose to have an "Open Bar" provided by the Sampson County Exposition Center for the attendees of their event. Client hereby agrees to the terms and conditions as stated in the "Open Bar Price Sheet." (See current Price List for details and pricing.)

\_\_\_\_\_ Option 4: Non-Profit Organizations may apply for a Special One-Time Permit from the NC ABC Commission. This permit will allow the organization to serve or sell, beer, unfortified wine, fortified wine or spirituous liquor, or allow brown-bagging at a single fundraising event of the organization held at the Sampson County Exposition Center, at their own discretion, and at their own risk, subject to the most current "Corkage Fee" pricing structure. (See current Price List for details and pricing.) Upon selecting Option 4, Client assumes responsibility for verifying the age of all guests and/or patrons and assumes all liability for their guests or those served.

**The undersigned CLIENT has completed the required Application for Use and Lease Agreement for leasing space in the Sampson County Exposition Center.**

**By signing this document Client understands the alcoholic beverage policies of the Sampson County Exposition Center and hereby agrees to follow those policies.**

Client: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License State: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

\_\_\_\_\_  
Client Signature Date

\_\_\_\_\_  
Owner/Lessor Date

Bar Information for Event Manager(s) - Bartenders - Bar Sales Staff and Bar Service Staff

Event Day: \_\_\_\_\_ Event Date: \_\_\_\_\_

Client: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Event Type: \_\_\_\_\_ Use Wrist Bands: \_\_\_\_\_

**BAR TYPE**

Cash Bar: \_\_\_\_\_ Open Bar: \_\_\_\_\_ Non-Profit Organization (Corkage Fee): \_\_\_\_\_

If Open Bar, list Prepaid Amount: \$ \_\_\_\_\_  
(Not including gratuity or bar set-up fees)

If Open Bar, turn into Cash Bar once limit is met? \_\_\_\_\_

If Non-Profit, is copy of Non-Profit status on file? \_\_\_\_\_

If Non-Profit, is copy of NCABC Permit on file? \_\_\_\_\_

**BAR HOURS**

Bar Set Up by: \_\_\_\_\_ Bar Open Time: \_\_\_\_\_

Bar Last Call: \_\_\_\_\_ Bar Close Time: \_\_\_\_\_

Special Instructions:

## Event Manager Requirements

Event Day: \_\_\_\_\_ Event Date: \_\_\_\_\_

Client: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Event Type: \_\_\_\_\_

Facility Room(s):  
\_\_\_\_\_

### Event Manager Hours

Pre-Event Set-Up Start Time (if applicable): \_\_\_\_\_

Pre-Event Set-Up Ending Time (if applicable): \_\_\_\_\_

**(A) Subtotal Pre-Event Set-Up Hours:** \_\_\_\_\_

Standard Time Client needs to enter Facility: \_\_\_\_\_

Projected Time Event is to end: \_\_\_\_\_

**(B) Subtotal Event Hours:** \_\_\_\_\_

**Total Hours (Add lines A & B):** \_\_\_\_\_

Standard Rate (Hours 1-8): \_\_\_\_\_ X \$15.00 = \$ \_\_\_\_\_

Standard Overtime Rate (Hours >8) \_\_\_\_\_ X \$19.00 = \$ \_\_\_\_\_

Holiday Rate (Hours 1-8): \_\_\_\_\_ X \$18.00 = \$ \_\_\_\_\_

Holiday Overtime Rate (Hours >8) \_\_\_\_\_ X \$27.00 = \$ \_\_\_\_\_

**Total Projected Fees for Event Manager(s) = \$ \_\_\_\_\_**

Event Manager(s) are required for all events held after 5:00 p.m. Monday-Friday, and for events on Saturdays, Sundays and Holidays. There is a four (4) hour minimum requirement for Event Manager Services.

Event Manager(s) will remain onsite until the completion of client's event. Should it be required for an Event Manager to be onsite past projected times as listed client will be obligated to Sampson County for any additional fees. Any additional fees required will be deducted from the client's security deposit. Should the security deposit not be enough to cover overages, client will be invoiced at the current rate for Event Manager(s).

## Security Personnel Requirements

Event Day: \_\_\_\_\_ Event Date: \_\_\_\_\_

Client: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Event Type: \_\_\_\_\_

Facility Room(s):  
\_\_\_\_\_

Time Client will allow guests to enter facility: \_\_\_\_\_

### Security Personnel Hours

Security Officer Arrival Start Time: \_\_\_\_\_

Security Officer Projected End Time: \_\_\_\_\_ (\*)

**Total Number of Hours:** \_\_\_\_\_

**Number officers required:** X \_\_\_\_\_

**Total # Hours Security Required Onsite:** \_\_\_\_\_

#### Security Personnel Hours and Rate

**Total Hours (X) Std. Rate for Security Personnel:** \_\_\_\_\_ x \$22.00/Hour = \$ \_\_\_\_\_

**Total Hours (X) Std. Rate for Security Personnel:** \_\_\_\_\_ x \$30.00/Hour = \$ \_\_\_\_\_

**Total Projected Fees for Security Personnel:** \$ \_\_\_\_\_

There is a four (4) hour minimum requirement for Security Personnel. Security Personnel are required to be onsite 30 minutes prior to the opening of doors for guests. Security Personnel will remain onsite until the completion of client's event and the premises are vacated. Should it be required that Security Personnel remain past projected time(s) as stated, client will be obligated to Sampson County for any additional fees. Any fees associated with overtime will be deducted from the client's security deposit. Should the security deposit not be enough to cover said charges, client will be invoiced at the current rate for Security Personnel.

(Example: Client's attendees are scheduled to arrive at 6:00 p.m. and leave at 1:00 a.m. (Security would begin at 5:30 pm for a total 7.5 Hours); however, Client remains onsite until 2:00 a.m. to remove their property; security will be required from 5:30 p.m. until 2:00 a.m. for a total of 8.5 hours. (Ex: 8.5 Hours x 2 officers = 17 hours x \$22.00 = \$ 374.00 total security fee.)



## APPROVAL OF CONTRACT

It is mutually agreed that this lease agreement will not be take effect until it has been signed by the CLIENT and has been approved and duly signed by the Executive Director of the Sampson County Exposition Center (LESSOR). In the event approval is denied, any security deposit paid will be refunded to the LESSEE.

**It is also agreed that the CLIENT and the LESSOR shall be bound by the rules and regulations of the Sampson County Exposition Center, contained herein, or incorporated by reference as EXHIBIT A and/or the Facility's Guidelines.**

All sections of EXHIBIT A shall apply to said lease agreement except for any lettered paragraphs, which are specifically omitted by the LESSOR.

Exceptions from Exhibit A: \_\_\_\_\_

## CANCELLATION BY LESSEE

Should the CLIENT wish to cancel the event covered under this agreement, a written request must be submitted to the Sampson County Agri Exposition Center a minimum of 120 days prior to the event date, at which time a full refund of the deposit shall be made by the Sampson County Finance Office. Refunds will be mailed on the 10th of the month following approval of the request. If a cancellation request is received within 120 days of the event CLIENT shall be released from this agreement, however, no refund will be issued. LESSOR reserves the right to require full payment of the entire fee if LESSOR receives less than 90 days prior written notification of any cancellation and/or if LESSOR is unable to re-lease the leased space for the date and time noted above.

## INDEMNITY

**CLIENT, on behalf of itself and its owners, shareholders, managers, members, agents and/or employees covenants and agrees to defend, indemnify, and save harmless the LESSOR, its officers, agents and employees each severally and separately, from and against any and all liabilities, demands, claims, damages, losses, costs and expenses of whatsoever kind or nature, including, without limitation, any and all direct and indirect costs of defense, made against, or incurred or suffered by, LESSOR, its officers, agents and/or employees as a direct or indirect consequence of: injury, sickness, or disease, including death, to persons; injury to, or destruction of property, including without limitation, the loss or use of property; or any other cause of action whatsoever arising out of, resulting from, or which would not have occurred or existed but for this lease agreement. This indemnity shall include, without limitation, any and all liabilities, demands, claims, damages, losses, costs and expenses caused, or alleged to have been caused, by any negligence or any act or omission of CLIENT and its owners, shareholders, managers, members, agents and/or employees.**

## AGREEMENT TO QUIT PREMISES

ALL EVENTS HELD AT THE SAMPSON COUNTY EXPOSITION CENTER MUST CONCLUDE OR SUBSIDE ON OR BEFORE 12:30 AM. A CLIENT'S GUESTS MAY NOT REMAIN ONSITE AFTER THIS TIME; HOWEVER, CLIENT WILL HAVE ACCESS UNTIL 2:00 AM FOR THE PURPOSES OF CLEANING OR REMOVING HIS/HER ITEMS FROM THE FACILITY. ANY CLIENT(S) EVENT THAT VOLIATES THIS POLICY SHALL IMMEDIATELY FORFIET HIS/HER SECURITY DEPOSIT.

CLIENT agrees to quit leased space no later than the term of this agreement and further agrees to leave leased space in condition equal to that at the commencement date of this agreement. Upon vacating the premises, CLIENT agrees to remove all trash and personal items from the facility.

## REMOVAL OF PROPERTY

CLIENT agrees that all materials pertinent to the event, which are not the possessions of the LESSOR, will be removed from the premises before the expiration of this agreement. LESSOR shall be authorized to remove

Sampson County Exposition Center Lease Agreement

Effective: 1 July 2020

Page 10 of 17

at the expense of CLIENT all materials remaining in leased space at the termination date of this agreement. CLEINT shall be responsible for payment of storage costs of such materials and CLEINT agrees that LESSOR shall in no way be responsible for loss, damage or claims against any materials moved or stored under this provision. LESSOR will hold such materials for a period of 21 days, after which items will be transferred to Sampson County Surplus for disposal as provided by law. CLIENT agrees that LESSOR will have a lien on such materials for payments of costs accrued for storage and or removal.

### **PAYMENT FOR DAMAGES**

CLIENT agrees to pay the associated costs for any repairs or the replacement of any equipment resulting from use of the facility. This includes all damages of whatever origin or nature which may have occurred during the date and time set-forth in this agreement that are necessary or proper to restore the leased space or premises (interior or exterior) to its pre-leased condition, normal wear and tear excepted. CLEINT will be charged for all necessary repairs and damages based upon the replacement cost of item(s) or for any necessary repair(s). It being expressly understood between the contracting parties hereto; that CLIENT shall be solely responsible for any and all damages or injuries caused by CLEINT, his/her agents, employees, clients, customers, or attendees.

### **Rate Schedule Extra Ordinary Cleaning**

Extra Ordinary Cleaning Charge: \$ 25.00 per Hour\*/Per Staff Member(s) Required. \*Includes: Excessive debris, excessive spilled liquids and excessive dirt or grime.

### **ASSIGNMENT AND SUBLEASING**

CLIENT will not assign or sublease this agreement without the written approval of the LESSOR.

### **TOTAL AGREEMENT**

All terms and conditions of this written contract shall be binding upon the parties, their heirs, representatives, and assigns, and cannot be waived by any oral representation or promise of any agent or other representative of the parties hereto unless the same be in writing and signed by the duly authorized agent or agents who executed this contract. Such written document must be incorporated by specific reference herein as part of this contract.

### **SEVERABILITY**

If any portion of this agreement is found to be in violation of the laws or public policy of the State of North Carolina, County of Sampson, or the City of Clinton, and thus invalid or unenforceable, all other provisions shall nevertheless continue in full force and effect. No illegal activity is permitted in, on or around the Sampson County Exposition Center as defined by the State of North Carolina.

### **FEES AND DEPOSITS**

A Refundable Security Deposit of \$250 or \$500, is due before any date will be reserved or held for any CLEINT. The required Refundable Security Deposit is in addition to other associated Rental Fees.

No date(s) will be held or reserved without receipt of the required security deposit. Upon the completion of CLIENT'S event, the security deposit will be refunded to the CLIENT provided that no fees for damages or additional services are required. Refunds will be made at the conclusion of the event on the 10th day of the following month. All refunds shall be paid to CLEINT by the Sampson County Finance Department.

CLIENT agrees to pay LESSOR fees (Payable to: County of Sampson) for the rental term and services described herein. All payments for facility rental and services are due (14 Business Days) prior to any scheduled event. LESSOR reserves the right to cancel this agreement should balances not be paid by dates

aforementioned. All scheduled events must be prepaid unless account is pre-approved a minimum of thirty (30) day prior to the scheduled event date by the Executive Director.

**FACILITY FEES**

Facility Rental Fee: # Day(s) _____ x \$ _____	\$ _____
Event Manager Fee: (Total from Page 8)	\$ _____
Security Personnel Fee: (Total from Page 9)	\$ _____
<b>Subtotal:</b>	\$ _____

**Non-Taxable Services**

Extra Ordinary Cleaning Services: _____ (Hours) x \$25.00/Hour/Staff	\$ _____
Forklift Services (Operator Included) _____ (Hours) x \$50.00 (Two Week Advance Notice Required)	\$ _____
Production Personnel (Quote Required) (Two Week Advance Notice Required)	\$ _____
Piano Tuning Services (*Required for Grand Piano)	\$ _____
Bar Corkage Fee (Non-Profits Organizations ONLY)	\$ _____
Bar Set-up Fee	\$ _____
Bar Services Gratuity	\$ _____
Bar Services (Pre-Paid towards Open Bar)	\$ _____
<b>Non-Taxable Subtotal:</b>	\$ _____

**Taxable Services**

Addl. Corded Microphones: _____ x \$20.00 Each	\$ _____
Handheld Cordless Microphones: _____ x \$25.00 Each	\$ _____
Straight Microphone Stands: _____ x \$15.00 Each	\$ _____
Boom Microphone Stands: _____ x \$15.00 Each	\$ _____
*200 Amp Stage Power Distro: _____ x \$50.00 Each *Electrical Service (Required PH events with Band or DJ)	\$ _____
LED Video Projector Package: _____ x \$110.00/Day (Required for Computer/VCR/DVD presentations)	\$ _____
Board Room AV Package: _____ x \$50.00/Day (TV for Computer/VCR/DVD presentations)	\$ _____
100A Elec. Service Cart: (PH Only) _____ x \$50.00/Cart	\$ _____
Dry Board Easel with Markers: _____ x \$25.00 Each	\$ _____
Easels: _____ x \$15.00 Each	\$ _____
Flipchart: (Includes Writing Pad) _____ x \$25.00/Day	\$ _____
Gaffers Tape: (3" x 55-yard roll) _____ x \$30.00 Each	\$ _____

Elevated Seating Platforms: (Quote Required) \$ \_\_\_\_\_

Table Linen Services: (Quote Required) \$ \_\_\_\_\_

Catering Services: (Quote Required) \$ \_\_\_\_\_

Subtotal Taxable Amount: \$ \_\_\_\_\_

NC Sales Tax (7%) \$ \_\_\_\_\_

Subtotal Total Taxable Services: \$ \_\_\_\_\_

Total Amount Due: \$ \_\_\_\_\_

IN WITNESS WHEREOF, LESSOR AND CLIENT have entered into and executed this agreement.

BY: \_\_\_\_\_  
(CLIENT NAME)

\_\_\_\_\_  
CLIENT Signature

\_\_\_\_\_  
DATE

BY: \_\_\_\_\_  
Executive Director of the Sampson County Exposition Center,  
on behalf of LESSOR

\_\_\_\_\_  
DATE

(FOR OFFICE USE ONLY)

**Security Deposit Payment Information:**

Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Payment Method: Cash: \_\_\_\_\_ Check: \_\_\_\_\_ MasterCard®: \_\_\_\_\_ Visa®: \_\_\_\_\_ AMEX®: \_\_\_\_\_

**Facility Rental Payment(s):**

Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Payment Method: Cash: \_\_\_\_\_ Check: \_\_\_\_\_ MasterCard®: \_\_\_\_\_ Visa®: \_\_\_\_\_ AMEX®: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Payment Method: Cash: \_\_\_\_\_ Check: \_\_\_\_\_ MasterCard®: \_\_\_\_\_ Visa®: \_\_\_\_\_ AMEX®: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Payment Method: Cash: \_\_\_\_\_ Check: \_\_\_\_\_ MasterCard®: \_\_\_\_\_ Visa®: \_\_\_\_\_ AMEX®: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Payment Method: Cash: \_\_\_\_\_ Check: \_\_\_\_\_ MasterCard®: \_\_\_\_\_ Visa®: \_\_\_\_\_ AMEX®: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Payment Method: Cash: \_\_\_\_\_ Check: \_\_\_\_\_ MasterCard®: \_\_\_\_\_ Visa®: \_\_\_\_\_ AMEX®: \_\_\_\_\_

**Security Deposit Refund:**

Amount Refunded to Client: \$ \_\_\_\_\_

Amount Withheld from Client: \$ \_\_\_\_\_

Deposit Withheld to Account #'s: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Date Check Request Sent to Finance Office: \_\_\_\_\_

Date Refund Check Requested to be mailed to Client: \_\_\_\_\_

JE Date (Date on JE sent to Finance Office: \_\_\_\_\_

**THIS PAGE LEFT INTENTIONALLY BLANK.**

**ATTACH COPY OF PHOTO ID.**

**ATTACH COPY OF PAYMENT RECEIPT(s).**

**ATTACH COPY OF ROOM FLOOR PLAN.**

**EVENT SUMMARY - CHECK LIST**

Event Day: \_\_\_\_\_ Event Date: \_\_\_\_\_

Client: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Client provided Exhibit A and Facility Guidelines: \_\_\_\_\_ Client Signature: \_\_\_\_\_

Event Type: \_\_\_\_\_

Facility Room(s):  
\_\_\_\_\_

Move-In (Set-Up): \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_ Move Out (Close): \_\_\_\_\_

House Manger Hours: \_\_\_\_\_ to \_\_\_\_\_

Security Hours: \_\_\_\_\_ to \_\_\_\_\_ Number Officers: \_\_\_\_\_

Alcohol Served/Allowed: \_\_\_\_\_

Bar Type: Cash Bar: \_\_\_\_\_ Open Bar: \_\_\_\_\_ Non-Profit Organization: \_\_\_\_\_

Bar Set Up by: \_\_\_\_\_ Bar Open Time: \_\_\_\_\_

Bar Last Call: \_\_\_\_\_ Bar Close Time: \_\_\_\_\_

Event added to Online Calendar: \_\_\_\_\_ Date Added: \_\_\_\_\_

Event Placed on LED Sign: \_\_\_\_\_ Date Added: \_\_\_\_\_

Final Floor Plan Received: \_\_\_\_\_ Date Received: \_\_\_\_\_

Notes:

Event Cancelled by Client: \_\_\_\_\_ Client Signature: \_\_\_\_\_  
Date (Or see attached written documentation)

# Sampson County Exposition Center Lease Agreement

## EXHIBIT A

- A. **AGE REQUIREMENT:** Only individuals 21 years of age and older are permitted to lease space in the Sampson County Exposition Center. All prospective clients must provide proper photo identification prior to the issuance of a Lease/Rental Agreement.
- B. **INSURANCE:** CLIENT agrees to provide a general liability insurance policy naming LESSOR and CLIENT as insured parties and covering claims for injuries, death, and/or property damage arising out of the use of the premises by CLIENT in such amounts and such terms LESSOR may approve. Insurance carrier must be licensed to do business in the state of North Carolina.
- C. **PERFORMANCE BOND:** CLIENT shall deposit a sum of money (personal check or cashier's check) equal to the facility lease fee and surcharge required or provided for by the lease contract; such sum to be deposited not less than 14 days prior to the scheduled event. This deposit shall be held by LESSOR in lieu of a performance bond and shall be returned to LESSEE the first business day after the scheduled event following the post-event site inspection noted in section K of this Exhibit; provided that the LESSEE is not obligated to LESSOR for damages as provided herein, then the amount held by LESSOR in lieu of a performance bond shall be utilized to compensate LESSOR for such damages, even to the full extent of the deposit. CLIENT shall remain obligated to LESSOR for damages in excess of the deposit required hereunder, should these damages exceed amount of that deposit.
- D. **COMPLIANCE WITH LAWS AND REGULATIONS:** CLIENT will comply with all laws, ordinances and regulations adopted or established by federal, state or local government agencies or bodies; and by the most current facility rules and guidelines as provided by LESSOR, and CLIENT will require that its agents, employees and attendees will likewise comply. Security services for the Sampson County Exposition Center are provided by the City of Clinton Police Department.
- a. Effective July 1, 2015; the City of Clinton Police Department is authorized to serve as an agent which allows security personnel the ability to enforce policies and guidelines and specifically the policy of no consumption of alcoholic beverages outside of the building, or enforcing that no alcoholic beverages be brought into the facility. This policy states: "It is understood that the officers of the Clinton Police Department will act as agents and order these individuals to leave the premises/property; and it is further understood that if these individuals do not leave the officers of the Clinton Police Department may make arrests for violation of North Carolina General Statute 14-159.12 (Trespassing), or any other applicable statutes." (Should an arrest be made, or a citation be issued to an individual that individual is not permitted on the property for a period of 12 months.)
- E. **CHILD SAFETY:** For the safety of a client's children and the safety of children of event attendees; all children (under the age of 18) must always be supervised. Unsupervised children should not be allowed in lobbies, kitchens and other common hallways or areas without direct adult supervision. Unsupervised children should also not be allowed outside the building. Assistance is requested to insure children are kept out of these areas and with keeping children off the grass and out of flower and plant beds. Please note that hallways and lobby areas are "common areas." Common areas (especially hallways) must be kept clear and open in the case of an emergency.
- a. Enforcement of this policy is as follows:
1. First Verbal Warning. Verbal notification to client by Event Manager requesting assistance in keeping hallways and common areas free of unsupervised children;
  2. Second Verbal Warning. Verbal notification to client requesting assistance in keeping hallways and common areas free of unsupervised children with a special announcement made from the stage to attendees made by the client and in the presence of security personnel and the Event Manager on duty;
  3. Third Warning. The third warning or notification made to client will require the event to cease for attendees and will allow 15 minutes for the client's guests to vacate the premises. Should the third warning be issued to client, there will be no financial recourse, as this is a direct violation of policy.



- F. INGRESS/EGRESS: PLEASE NOTE: This policy is in place to secure the facility and to stop uninvited guests and "foot traffic" from gaining access to the facility and to aid in insuring the safety of all guests and patrons as well as their belongings. During "Load-in" clients are provided access to the leased spaces, as stated herein, via load-in doors and other facility entrances. Upon the completion of "load-in," and prior to the arrival of event attendees, all doors apart from main entrance(s), and kitchen doors shall be locked and secured. (Due to the nature of catering, and providing food service for events, it shall be the responsibility of the client and/or his or her caterer to maintain and secure access to the facility via kitchen doors. Guests and patrons shall not utilize kitchen doors as points of ingress or egress.) ALL Guests, attendees and patrons shall enter that portion of the facility leased by the client via the MAIN entrances located on the West side of the facility for events in Prestage Hall; and via the East MAIN Entrance for events held in Heritage Hall. Handicap access for events in Heritage Hall is via the ramp located adjacent to the Small Kitchen. There are numerous doors within the facility that are "FIRE OR EMERGENCY" exits. These doors are clearly marked, and many have devices that provide an audible alarm if opened. These "FIRE/EMERGENCY" exits shall not be opened unless in the case of an actual emergency, or at the conclusion of scheduled event, for the purposes of "loading-out."
- a. Violation of this policy will result as follows:
    - i. First instance, a verbal warning will be issued to client;
    - ii. Second instance will result in a fee of \$50.00 being assessed and require a special announcement be made from the stage to attendees by client;
    - iii. Third instance will result in an additional fee of \$100 being assessed and require a special announcement be made from the stage to attendees by the client and in the presence of Security Personnel and the Event Manager on duty; and the
    - iv. Fourth instance will require the event to cease for attendees and will allow 15 minutes for the client's guests to vacate the premises. Should the fourth warning be issued to client, there will be no financial recourse as this is a direct violation of policy.
- G. ALCOHOL SERVICE/ALCOHOL PERMITS: NO ALCOHOLIC BEVERAGES SHALL BE SERVED BY CLIENT, AND OR, THEIR GUESTS (including any agent or employee) without first completing the Alcoholic Beverage Permission Form listed in the original lease agreement.
- a. The legal age for the consumption of alcoholic beverages in the State of North Carolina is (21) years of age.
  - b. NC ABC laws are very strict regarding the proper ID of patrons. Please note that Bar Staff is instructed to properly ID patrons that wish to purchase or consume alcohol.
  - c. Please be aware and share with guests as best possible that in the State of North Carolina there are only four (4) acceptable forms of ID that allow the purchase of alcoholic beverages.
    - i. NC Driver's License or Driver's License of any other US state;
    - ii. US Military ID;
    - iii. NC DMV issued ID Card; or
    - iv. US Passport.
  - d. No alcoholic beverages shall be served to guests without proper identification upon request. (See Section I, below)
  - e. No alcoholic beverages may be brought into the facility except by approved Non-Profit Organizations as listed on the Alcoholic Beverage Permission Form.
  - f. Alcoholic beverages may NOT be consumed in the parking lots or outside the building without prior written permission from the Lessor.
  - g. The service of alcoholic beverages shall cease at 12:00 midnight for all events without prior written permission from Lessor.
  - h. ALL INFORMATION REGARDING TYPE SERVICE, BAR HOURS AND OR SPECIAL REQUESTS PERTAINING TO BAR SERVICES ARE REQUIRED A MINIMUM OF (45) DAYS IN ADVANCE of the event date.
  - i. Please note that no alcoholic beverages may be brought into the facility. Please inform those participating with your event of this policy. It is suggested that Clients specifically notify any band, band members, DJ, or other service providers of this policy.
- H. LICENSES AND PERMITS: CLIENT agrees to pay promptly all taxes, excise or license fees and to take out all licenses or permits for the use of the leased space as required by federal, state or local laws and ordinances. Any CLIENT that engages in selling merchandise must have a valid North Carolina Sales Tax Identification Number and shall advise all exhibitors offering goods for sale that all applicable sales taxes must be reported to the NC Department of Revenue. Events that charge admission (advance ticket sales or at the door) for dances, DJ's, sporting or athletic contests, or live entertainment must conform to North Carolina G.S. 105-164.4(a)(10) of the North Carolina Revenue Laws. Any person, firm, corporation, or agent engaged in a

temporary business must obtain an Itinerant Merchants License from the City of Clinton Police Department (222 Lisbon Street, Clinton, NC 28328, 910-592-3105.) CLIENT agrees to provide copies as evidence of all required permits to LESSOR ten (10) business days prior to the event date.

- I. SECURITY: LESSOR, at its option, may require CLIENT, at CLIENT'S sole expense, to have security personnel present during the event covered by the lease agreement. Should LESSOR require such security personnel, then the LESSOR shall arrange for security officers to be present and onsite. The cost of such security personnel is listed on the Rate Schedule for the Sampson County Exposition Center and full payment for such security personnel shall be made as listed under FEES AND DEPOSITS. There is a four (4) hour minimum for Security Personnel Services. Security Personnel is required for all events where there will be a dance, band, concert (not including Gospel Concerts), DJ, comedy show, or that will allow the service of alcoholic beverages. Additionally, Security Personnel maybe required for other events if deemed in the best interest of public safety. The final determination regarding the need for event security shall be made by the Executive Director of the Sampson County Exposition Center. Security personnel are provided by the City of Clinton Police Department. (See Section D for additional details)
- J. EVENT MANAGERS: LESSOR requires at CLIENT'S sole expense, that an Event Manager be on site for all events beginning or ending after 5:00 p.m. Monday-Friday and for events held on Saturdays, Sundays, or Holidays. Event Managers will open and close the facility and will generally enforce the rules and regulations of the facility and shall insure that the facility is cared for and maintained by clients per rental agreements and guidelines. This position is not for the purposes of providing security for public or private events or to serve in the capacity as custodians. There is a four-hour (4) minimum per scheduled event for Event Manager Services.
- K. CARE OF FACILITY: CLIENTS, their guests, servants, employees, or agents shall not injure, mar, or in any manner deface the interior or exterior of the leased premises nor any equipment located therein or thereon and shall not cause or permit anything to be done whereby such premises or equipment shall be injured, marred, or defaced in any manner; and will not drive or permit to be driven nails, hooks, tacks, screws, or anything in the general nature thereof, or allow pressure sensitive tape to be placed upon any part of the interior or exterior building or equipment contained therein or thereon. It being further understood that CLIENT shall not make nor allow any alterations of any kind to building or equipment contained therein. It shall be the responsibility of the CLIENT to leave the facility (interior and exterior) in the same condition as on the effective date of the lease, normal wear and tear excepted. In this regard, it is understood and agreed between the parties hereto that any damages or prohibitions described in this paragraph shall conclusively be the responsibility of the CLIENT if those damages are sustained at any time between the pre-use inspection and the post-use inspection. A representative of the LESSOR will inspect all tables, chairs, walls, floors, interior and exterior areas for damages before and after the event pursuant to the lease agreement. Should damages to any part of the facility or its contents be found by CLIENT prior to the use of the facility, CLEINT should immediately report such damages to LESSOR so as to relieve CLIENT of its absolute liability hereunder. Failure to report such damages prior to the beginning of the event scheduled shall be conclusive evidence that no such damages existed at the time that the scheduled event began.
- L. CLEANING OF LEASED SPACE: LESSOR will be responsible for cleaning the facilities before use, and for normal cleaning, after each event. Normal cleaning does not include removing food, food related items, debris, boxes, litter, spilled liquids, grease, paint, excessive dirt or grime, etc, from the building or grounds. Upon vacating the facility at termination of the event, CLIENT agrees to remove all trash and debris from all areas of the leased premises, interior and exterior. LESSOR will issue mops and brooms for CLEINT'S use. It being further understood and agreed that CLIENT shall be charged for any abnormal cleaning charges and that those charges shall be at the rate listed on the Rate Schedule for the Sampson County Exposition Center. In the event such charges are greater than the rental deposit then CLEINT shall pay such difference to LESSOR immediately upon notification by LESSOR of such deficiency. Should such deficiency not be paid within 7 days after notification thereof CLIENT shall forfeit any right to future use of the facility and LESSOR may at its option begin collection proceedings.
- M. FLOOR PLANS: (JOEL...THIS IS LISED ABOVE, DO WE NEED THIS AGAIN? A copy of full and complete floor plans for any event scheduled by CLIENT must be submitted no less than 14 business days before the event date and no move-in shall begin without such floor plan. Floor plans may be provided as far in advance as warranted, however, all changes to plans must be submitted no less than 14 business days in advance of any scheduled event. Failure to meet this requirement will result in the assessment of Late Fees at the rate of \$25.00 per day.

- N. KEYS TO FACILITY: No keys will be issued to the facility except as authorized by the Executive Director or his/her designee.
- O. SIGNAGE: LESSOR agrees to place letters on the sign located on the east side of premises for parties using Heritage Hall and further agrees to display on the sign on the west side of premises the information pertinent to events held in Prestage Hall. LESSOR will aid in promoting all events held at the facility on the LED Facility Marquee. CLIENT'S events will be scheduled to run for a period of one week prior to the event, this may be extended at the direction of the Executive Director of the Sampson County Exposition Center. In the event there are multiple events being held concurrently the first event booked will have priority of the lettered sign available for Heritage Hall events. CLIENT's desiring additional messages/advertisements on the LED Facility Marquee shall have the option to purchase additional advertising from the LESSOR at the current published rates.
- P. TABLECLOTHS, DINNERWARE AND CATERING SERVICES: CLIENT is responsible for providing his/her own tablecloths, dinnerware, dishcloths, detergents, and catering services for use at any scheduled event unless other arrangements have been made with the LESSOR for contracted services of these items.
- Q. RIGHT OF ENTRY BY LESSOR: In renting the leased space to the CLIENT, it is understood that LESSOR retains at all time the right to enforce any laws, rules, and/or regulations applicable to the lease agreement and that LESSOR, or his/her agents may also enter the premises at any time and on any occasion, without any restriction whatsoever, for the purpose of seeing that such laws, rules, and/or regulations are being enforced. Such right of entry to include any portion of the building or parking areas utilized as a result of the lease agreement. Should such inspection reveal a failure to comply with laws, rules, and/or regulations then, and in such event, LESSOR, at its sole option, may declare the lease agreement immediately terminated and may order that CLIENT and all guests, servants, employees, or agents immediately vacate the premises. Failure to vacate upon order by LESSOR shall constitute an immediate trespass and subject CLIENT, his/her servants, employees, guest, or agents to any and all applicable civil and/or criminal penalties.
- R. PUBLIC SAFETY: CLIENT agrees that it will at all times conduct its activities with full regard to public safety and will observe and abide by directives of LESSOR or any authorized governmental agency having responsibility for public safety. All portions of the sidewalks, entrances, doors, passages, vestibules, halls, corridors, passageways, and all access to public facilities situated upon the premises shall be kept unobstructed at all times and shall not be used for any other purpose other than ingress, egress and regress.
- S. POLICING EVENTS: LESSOR reserves the right to eject or cause to be ejected from the premises any intoxicated or any disorderly person or persons, and neither LESSOR nor any of its officers, agents or employees shall be liable to CLIENT for any damage that may be sustained by CLIENT by the exercise of LESSOR of such right.
- T. SEATING CAPACITY: CLIENT agrees to provide the LESSOR with an accurate number of attendees that is expected to attend an event. CLIENT agrees to not allow more guest or attendees inside the building than the number stated within the contract. CLIENT will not allow or permit to be sold or distributed tickets or passes in excess of the seating capacity of the facility as determined by staff or the Sampson County Fire Marshall. For those events without ticket sales and with open admission, LESSOR will have the right to determine the maximum number of persons permitted in the facility to allow for free and safe movement and for public safety. (See Exposition Center staff for seating capacities of the various rooms located within the facility.)
- U. ADVERTISING: CLIENT agrees that all advertising of the CLIENT'S event will be honest and true and will include accurate information regarding, performers, show times and ticket prices. For advertising and marketing purposes, the LESSOR requires that CLIENT use the following name and address in its promotion of events: Sampson County Exposition Center, 414 Warsaw Road, Clinton, NC 28328. Under no circumstances should any advertising by the CLIENT infer or insinuate that their event is being sponsored, in part, or by, the County of Sampson or the Sampson County Exposition Center; and under no circumstance should client list the Exposition Center's phone number in advertisements pertaining to events or functions. The only exception applicable is if the Sampson CenterStage Box Office is serving as a ticket agent for the CLIENT, in this case only the Box Office telephone number (910-592-7200) may be published.

- V. LOST ARTICLES: LESSOR assumes no responsibility for any article that may be lost or left on the premises by the CLIENT or persons attending CLIENT'S event(s). Any items or articles that are unclaimed after 21 days shall be disposed of as provided by law.
- W. NONEXCLUSIVE RIGHT: LESSOR shall retain the right to use and/or lease use of such portions of the premises as may not be covered by this agreement. LESSOR also retains the right to reenter any part of the premises covered by this agreement should such part become vacant; and to determine that such unused portion may be offered for other use with receipts therefore going to LESSOR.
- X. CIVIC RIGHTS: CLIENT agrees not to discriminate in any manner on the basis of race, sex, color, creed, or national origin, religion, or in any other manner prohibited by law.
- Y. ACT OF GOD: CLIENT shall have no claim for damages from LESSOR should an unforeseen event occur, including, but not limited to fire, casualty, labor strike, hurricane, state of emergency, pandemic or other like unforeseen event which event shall render impossible the utilization of the leased premises for the term covered within the lease agreement. However, any such event that occurs prior to the leased event and which occurrence was beyond the control of LESSOR shall render any lease agreement void and LESSOR shall promptly refund to CLIENT any funds deposited with LESSOR, which relate to the terminated event.
- Z. DAMAGES: The LESSOR shall not be responsible for any loss or damage to machinery, equipment, paraphernalia, costumes, clothing, scenery, trucks, exhibit material, musical instruments or cases, or any other property of the CLIENT caused by theft, fire, riot, strikes, and acts of God, or for any other cause of whatever nature or kind.
- AA. MISREPRESENTATION: It is agreed that without prejudice to any other rights and remedies that may available to the LESSOR in the event of the breach by CLIENT of one or more of the provisions of the lease agreement or any misrepresentations in obtaining said lease agreement, the LESSOR may refuse to allow the CLEINT to take possession of the premises, or if CLEINT is already in such possession, may stop all activities of CLIENT on premises and oust CLIENT therefrom. The LESSOR and its agents and employees shall in no way be responsible to the CLEINT for doing any or all of the things authorized by this paragraph. The LESSOR will not be held liable by the refusal to rent to CLIENT.
- BB. NON-INTERFERANCE: CLIENT agrees not to interfere in any way with the use of the facility by other clients using any portion of the facility or grounds not expressly covered by this agreement including the common hallways/corridors between Prestage Hall and Heritage Hall.
- CC. PAYMENT: Payment for use of the leased facility shall be made by personal check, cashier's check or certified check made payable to: County of Sampson. A returned check fee of \$25.00 will be accessed against the issuer for any check returned as the result of insufficient funds. Payments may also be made using MasterCard, Visa and American Express. All payments are due (14) Business Days prior to any scheduled event.
- DD. COPYRIGHTS: CLIENT will assume all costs, liabilities and claims arising from the use of patented, trademarked, franchised, or copyrighted music, materials, devices, processes, or dramatic rights used on or incorporated in the event. CLEINT agrees to indemnify, defend, and hold harmless LESSOR from any claims or costs, including legal fees, which might arise from question of use of any such material described above.
- EE. UTILITY CONNECTIONS: The proposed installation of electricity, gas, plumbing, and telephone service required for an event beyond that already supplied by the facility, must be submitted to and approved in advance by the LESSOR. All such connections and related work will be at the expense of the CLIENT, including any related costs incurred by the LESSOR.
- FF. PARKING: All parking rights and privileges shall be utilized as directed by the LESSOR. Any vehicle improperly or illegally parked will be towed at the owner's expense. It shall be the responsibility of CLIENT to notify its employees, servants, customers, guests and invitees of this requirement. There is ample parking for patrons with physical challenges.
- GG. EVACUATION: Should it become necessary in the judgment of LESSOR to evacuate the premises because of fire, bomb threat, or for other reasons of public safety, the CLIENT will retain possession of the premises for sufficient time to complete presentation of his/her activity without additional fees provided such time does

not interfere with another scheduled event. If it is not possible to complete presentation of the activity, rental fee shall be forfeited, prorated or adjusted at the discretion of the LESSOR based upon the situation, and the CLIENT hereby waives any claim for damages or compensation against the LESSOR.

- HH. SMOKING POLICY: The Sampson County Exposition Center is a Smoke-Free Environment. Smoking is not permitted within 50 feet of any entrance or door. Patrons are required to dispose of all cigarettes, cigars, pipes or other smoking devices in the proper receptacles.
- II. FIREARMS: Pursuant to North Carolina General Statute NO firearms or handguns concealed or otherwise are allowed in or on the grounds of the Sampson County Exposition Center. (Exception: Fundraising Events pre-approved by the Executive Director of the Sampson County Exposition Center.)
- JJ. Bounce Houses/Inflatables: The use of Bounce Houses or other Inflatables is not allowed in the parking lots or outside the building. Clients may use Bounce Houses or other inflatables within Prestage Hall; however, should a client use Bounce Houses or other inflatable, he/she assumes full responsibility for any damages to the facility, and for any injuries that may be sustained by any person, guest, attendee, or staff member that may be caused or created by their use. If a CLIENT chooses to use a Bounce House or other Inflatable for their event, they must provide full supervision of their use, at all times, by an adult 21 years of age or older.
- KK. MISCELLANOUS: Any matters not herein expressly provided for shall be decided by the judgment of the Sampson County Exposition Center Advisory Board subject to approval by the Sampson County Board of Commissioners, and such decision shall be binding.



*Sampson County Finance Department*  
*David K. Clack, Finance Officer*

*MEMORANDUM*

**TO:** Board of Commissioners

**FROM:** David K. Clack, Finance Officer

**DATE:** June 26, 2020

**SUBJECT:** Lease of County Space to Eastpointe LME

Attached is the annual lease between Eastpointe LME and the County for the space that Eastpointe uses to provide mental health, development disabilities and substance use services for its members in Sampson County.

The lease requires that Eastpointe pay \$40,000 as the annual lease payment to the County. The space has been leased to Eastpointe for the last several years. The revenue from this lease has been included in the FY 20-21 budget.

We respectfully request that the Board approve this lease.

LEASE AGREEMENT  
BETWEEN  
COUNTY OF SAMPSON  
AND  
EASTPOINTE HUMAN SERVICES

This agreement is made and entered in to this 1<sup>st</sup> day of July, 2020, by the County of Sampson, a body politic and a political subdivision of the State of North Carolina, hereinafter referred to as Lessor; and Eastpointe Human Services, the LME/MCO designated by the State of North Carolina for the area which includes Sampson County, hereinafter referred to as Lessee.

WITNESSETH

That for and in consideration of the rental and the mutual covenants and conditions contained herein, Lessor agrees to lease unto Lessee and Lessee agrees to accept office space consisting of approximately 6,000 square feet located in the building at 120 County Complex Road, Clinton, North Carolina, for the purpose of conducting Lessee's usual business activities of providing mental health, development disabilities, and substance use services for its members in Sampson County.

This lease is subject to the following terms:

1. The lease term shall be from July 1, 2020 through June 30, 2021.
2. The annual rent shall be \$40,000 payable in equal monthly installments. Each monthly payment shall be due by the 10<sup>th</sup> day of the month.
3. Upon termination, Lessee shall remove all of its personal property from the premises within 72 hours.
4. The leased premises shall only be used for the purposes stated herein.
5. Lessee shall not make alterations, improvements or repairs to the building without the consent of the Lessor. Any such alterations, improvements or repairs shall remain as part of the building and become the property of Lessor upon termination of the lease.
6. Lessee may sublease the premises or assign any privileges hereunder to another service provider for the purpose of providing any of the services stated herein. Lessee shall remain liable for the payment of the rent and for all other of its obligations stated in this lease.
7. Lessee shall be responsible for all utility services to the premises including electrical, heating and air conditioning, water and sewage. Lessee shall also be responsible for providing all housekeeping, cleaning and janitorial services to the premises.
8. Lessee shall also be responsible for the general routine maintenance and upkeep of the premises, including minor repairs to the facility, plumbing and electrical components and replacement of interior light bulbs. A minor repair shall be any repair for which the cost is less than \$100.
9. Lessee shall not be responsible for any loss or damage occurring to the property of Lessee or any of Lessee's employees, invitees or guests while located in the parking or common areas of the Lessor's property at the County Office Complex. Lessor shall not be responsible to provide any

security, lighting or other measures to protect any such property of Lessee or any of Lessee's employees, invitees or guests.

10. Upon termination of the lease, Lessee shall surrender the premises in as good a condition as when the lease commenced, ordinary wear and tear excepted.
11. Lessee shall maintain general premises liability insurance on the premises in an amount of at least \$1,000,000 throughout the term of the lease and shall provide evidence of such coverage to the Lessor.
12. Lessee may terminate this lease immediately if State and/or Local funds granted for the program and services provided by it are revoked, reduced, or terminated by the funding agencies in a manner beyond the control of the Lessee and provided that Lessee promptly notifies Lessor of the action by the funding agencies and of its intent to terminate.
13. This lease may be terminated at any time upon mutual consent of both parties or after thirty (30) days written notice of termination by one party to the other.
14. Any unearned rent paid in advance by the Lessee shall be apportioned and refunded to Lessee in case of termination of this lease.
15. If Lessee fails to comply with any of its obligations under this lease, then all of its rights hereunder shall terminate at once and the Lessor may enter the premises and expel the Lessee therefrom without prejudice to other remedies. Notice to quit possession and every other formality is hereby expressly waived by the Lessee in case of default or violation of any of the terms of this agreement.
16. Lessee shall allow Lessor to inspect the premises at any time during normal business hours.
17. Lessee shall be responsible for the installation of any office equipment and communications or technology cables or lines to or in the premises for the conduct of its business.
18. Lessee shall be responsible for locking the entrance doors to the premises at the close of business each day.

IN WITNESS WHEREOF, the parties hereto set their hands and seals with authority duly given the day and year first above written.

---

Sarah N. Stroud, Chief Executive Officer  
Eastpointe Human Services  
P.O. Box 369  
Beulaville, NC 28518

---

Edwin Causey, County Manager  
County of Sampson  
P.O. Box 257  
Clinton, NC 28329  
Tax ID # 56-6000338



---

David Clack, Finance Officer  
County of Sampson

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

---

Catherine Dalton, Chief of Business Operations  
Eastpointe Human Services

NORTH CAROLINA'S  
**SAMPSON COUNTY**

Department of Aging and In-Home Services

**Memorandum**

**TO:** Ed Causey, County Manager  
Susan Holder, Assistant County Manager

**FROM:** Lorie Sutton, Director of Aging Services

**DATE:** June 24, 2020

**RE:** Families First Coronavirus Response Act  
Fiscal Year 2020-2021

Families First Coronavirus Response Act (FFCRA) was signed into law March 18, 2020. These funds are being provided as emergency funding to ensure older adults who need nutrition services during the Coronavirus outbreak are able to receive meals.

Sampson County is eligible to receive \$59,746.00 in FFCRA funding. This project period is July 1, 2020 through September 30, 2021. There is no county match required. We can use this funding for meals, PPE equipment and other needed equipment for the program.

The attached agreement and funding plan will require approval from the Board of Commissioners and signature from the Chairman.

Thank you.

/ls

Attachments: Provider Services Summary – DAAS-732  
Agreement for FFCRA Funding

405 County Complex Road, Suite 140  
(910) 592-4653

Clinton, North Carolina 28328  
[www.sampsonnc.com](http://www.sampsonnc.com)

NC Division of Aging and Adult Services  
 DAAS-732-COVID (2020)  
 Provider: Sampson County Department of Aging  
 Address: 405 County Complex Rd; STE 140, Clinton  
 County: Sampson

COVID-19 EMERGENCY RESPONSE:  
 FAMILIES FIRST CORONAVIRUS RESPONSE ACT

Project Start Date: July 1, 2020  
 Project End Date: September 30, 2021

Provider Services Summary

REVISION # , DATE :

Families First Funding	Service Delivery (Check one)		A				B	C	D	E	F	G	H	I
	Direct	Purchased	FF Funding				Local Match NOT Required	Net* Service Cost	NSIP NOT Allowed	Total COVID-19 Funding	Projected FF Units	Projected Reimbursement Rate	Projected FF Clients	Projected Total Units
			Access	In-Home	Other	Total								
Code 900 - Non-unit		X			\$ 5,250		0	\$ 5,250	0	\$ 5,250	7	750.0000		
Code 026 Home Delivered Meals		X		\$ 54,496			0	\$ 54,496	0	\$ 54,496	10921	4.9900		
							0	\$ -	0	\$ -				
							0	\$ -	0	\$ -				
							0	\$ -	0	\$ -				
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							0	\$ -	0	\$ -				
							0	\$ -	0	\$ -				
							0	\$ -	0	\$ -				
Total			\$ -	\$ 54,496	\$ 5,250	\$ 59,746	0	\$ 59,746	0	\$ 59,746	10928		0	0

\*Adult Day Care & Adult Day Health Care Net Service Cost

	ADC	ADHC
Daily Care		
Administrative Costs		
Net Service Cost Total	\$ -	\$ -

Community Service Provider  
 \_\_\_\_\_  
 Authorized Signature, Title  
 \_\_\_\_\_  
 Date

IF APPLICABLE:  
 \_\_\_\_\_  
 Signature, Chairman, Board of Commissioners  
 \_\_\_\_\_  
 Date

May 1, 2020 through September 30, 2021  
**AGREEMENT FOR THE PROVISION OF HOME DELIVERED MEALS AND  
CONGREGATE NUTRITION PROGRAM SERVICES  
FUNDED BY THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT**

This Agreement, entered into as of this 1st day of July 2020, by and between Sampson County Department of Aging (hereinafter referred to as the "Service Provider") and the Mid-Carolina Council of Government Area Agency on Aging, (hereinafter referred to as the "Area Agency").

Witnessed That:

WHEREAS, the Families First Coronavirus Response Act (FFCRA) was signed into law March 18, 2020 and appropriated funds for additional home-delivered and congregate meals to qualified older adults who depend on the Senior Nutrition programs in their communities; and

WHEREAS, the President declared North Carolina a Major Disaster Area on March 25, 2020, action which opened the state, local governments and eligible nonprofit organizations for emergency funding in response to the coronavirus outbreak;

WHEREAS, the Area Agency received funding through the Title V of the Families First Coronavirus Response Act (FFCRA) for home-delivered meals and congregate nutrition program services under Title III of the Older Americans Act as amended ; and

WHEREAS, these funds will help providers make meals available to older adults experiencing hardship as a result of the COVID-19 public health emergency; and

WHEREAS, based on the Intrastate Funding Formula, the Service Provider has been awarded funds as stated below:

<u>Service Provider</u>	<u>Amount</u>
Sampson County Department of Aging	\$59,746

NOW THEREFORE, the parties hereto agree as follows:

1. Compliance with Regulations - The Service Provider agrees to comply with the Division of Aging and Adult Services Standards, Monitoring Guidelines and Section 3 and 4, of the N.C. Home and Community Care Block Grant Manual, 1997, where applicable and rules and regulations promulgated by the Administration for Community Living and the N.C. Division of Aging and Adult Services for the Families First Coronavirus Response Act. In addition, the Service Provider agrees to perform services in full compliance with the Older Americans Act of 1965 as amended.
2. Project Period - The project period for this Agreement is July 1, 2020 through September 30, 2021. All FFCRA funds must be obligated by September 30, 2021, with final liquidation accomplished by December 30, 2021.

3. Match and Administrative Costs – Under Families First Coronavirus Response Act funding, the Provider shall not be required to provide service match for meals.
4. FFCRA funds under this Agreement include no allocations for administrative costs.
5. Requirements for Eligible Meals - Under North Carolina’s Major Disaster Declaration Emergency Menu and Dietary Guidelines apply that allow temporary deviation from the recommended daily allowance. See Attachment A for Guidelines.
6. Unit Rates - The SFY 2020-unit rates applicable to Home Delivered and to Congregate Meals shall remain in effect for meals purchased with FFCRA funds through June 30, 2020. As of July 1, 2020, the applicable unit rate for SFY 2021 shall apply to meals purchased with FFCRA funds through June 30, 2021. If there are funds remaining as of July 1, 2021, the SFY 2022-unit rate shall apply until the end of the project period, September 30, 2021.
7. Impact of Revocation of Disaster Declaration - Revocation of the Major Disaster Declaration may have an effect on purchase of FFCRA meals. Purchase of disaster meals shall extend until the declaration ends, pending availability of funds. Guidance from the Division of Adult and Aging Services will be provided on the effect of revocation of the disaster declaration on the purchase of FFCRA meals after the declaration ends but before the end of the project period, September 30, 2021.
8. Client Eligibility
  - a. *Congregate Nutrition Meals* – Congregate meals may be carried out, picked-up, or delivered  
Clients must be age 60+.
  - b. *Home Delivered Meals*:  
Clients must be 60+ and:
    - be physically or mentally unable to obtain food or prepare meals, and
    - have no responsible person able and willing to perform this service, and
    - be unable to participate in a Congregate Nutrition program because of physical or mental impairment.Home delivered meals may be delivered to individuals who are “home bound,” the definition of which under Families First funding, includes those individuals who are practicing social distancing and staying at home.

c. *Special Eligibility for congregate or home delivered meals* – Federal rules establish special eligibility for certain categories of individuals under age 60 to receive congregate or home delivered meals:

- Spouses under age 60 of an eligible nutrition participant.
- Individuals under age 60 with disabilities who reside at home with eligible older adults receiving home-delivered meals.
- Individuals under age 60 with disabilities who reside at home with and accompany an eligible older adult to the nutrition site.
- Individuals under age 60 with disabilities who reside in housing facilities occupied primarily by older adults at which congregate nutrition services are provided.

9. Reimbursement - The Area Agency agrees to reimburse up to the total amount stated herein for the project period JULY 1, 2020– SEPTEMBER 30, 2021. The terms set forth in this Agreement for payment, continuation, or renewal is contingent upon the receipt of funds by the Area Agency.

10. Consumer Contributions –Consumer Contributions must be solicited and properly documented for both Congregate Nutrition meals and Home Delivered Meals funded through Families First.

11. Grant Administration. The persons named below shall be administrators for the respective parties and shall be the persons to whom notices provided for in this Agreement shall be given and to whom matters relating to administration or interpretation of this Agreement shall be addressed. The grant administrator for the Area Agency shall be Tracy Honeycutt, Director of the Area Agency on Aging. The grant administrator for the Service Provider shall be Lorie Sutton. It is understood and agreed that the grant administrator shall represent the Service Provider in the performance of this Agreement. The Service Provider shall notify the Area Agency in writing if the administrator changes during the grant period.

12. Assignability and Contracting. The Service Provider shall not assign all or any portion of its interest in this Agreement. Any purchase of services with this FFCRA funding shall be carried out in accordance with the procurement and contracting policy of the service provider or, where applicable, the Area Agency, and which does not conflict with procurement and contracting requirements contained in 45 CFR 92.36.

Federal funds shall not be awarded to any subrecipients who have been suspended or debarred by the Federal government. In addition, Federal funds may not be used to purchase goods or services costing over \$100,000 from a vendor that has been suspended or debarred from Federal grant programs.

13. Uniform Guidance procurement policy compliance statement – The purchase of any goods or services under this Agreement must be procured in a manner that conforms with all

applicable Federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200).

14. Distribution of Funds and Transfers Across Grants - Funds will be made available in two separate grants—one for Home Delivered Meals, and one for Congregate Nutrition. Per Administrative Letter No. 20-08 from DAAS, federal law allows transfers across the two grants. During the period covered by the Major Disaster Declaration, no Transfer Request is necessary.
15. Compensation and Payments to the Service Provider. The Service Provider shall be compensated for the meals actually purchased under this Agreement by payments to be made monthly by the Area Agency. The Area Agency's obligation to pay the Service Provider any amount under this Agreement is conditioned upon receipt of funds from the North Carolina Division of Aging and Adult Services. Total reimbursement to the Service Provider under this Agreement may not exceed the amount specified herein.
16. Reimbursement of Service Costs. Reimbursements of costs are carried out as provided in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Service Providers, Revised February 17, 1997.
17. Documentation – Meals funded through Families First funding under this Agreement must be tracked separately from Home and Community Care Block Grant funded meals. The Service Provider shall comply with the following documentation requirements for clients:
  - a. complete a DAAS 101 (Client Registration) Form for each eligible client served through Families First funding;
  - b. complete the Special Eligibility Documentation Form used by the Service Provider for a client receiving meals as a special eligibility client for Families First funding;
  - c. solicit consumer contributions as provided in Paragraph 10;
  - d. maintain the meal tracking form used by the Service Provider indicating the dates and number of meals served for each eligible client.
18. Reporting Requirements. The Service Provider will complete all data entry in the ARMS system, using codes shown on Attachment B, keep accurate financial and programmatic records, and will accommodate other requests by the Mid-Carolina Council of Governments Area Agency on Aging. Further reporting guidance will be forthcoming from DAAS.
19. Reallocation of Funds and Budget Revisions. Any reallocation of FFCRA funding between agencies shall be voluntary on the part of the Service Provider and shall be effective only for the period of the Agreement. If during the performance period of the Agreement, the Area Agency determines that a portion of the funds will not be expended, the grant administrator for the Service Provider shall be notified in writing by the Area Agency and given the opportunity to make funds available for reallocation to other agencies within the county.

20. License and Permits. The Service Provider shall maintain all required licenses, permits, bonds, and insurance required for carrying out this contractual service as specified. The Service Provider shall notify the Area Agency immediately if any required licenses or other permits are canceled, suspended, or otherwise ineffective. Failure to maintain proper licenses, permits, bonds or insurance shall be a basis for the Area Agency to disallow all or part of payments due under this Agreement and/or termination of this Agreement for cause.
21. Monitoring. This Agreement will be monitored to assure that services are being provided as stated in the Division of Aging and Adult Service monitoring Policies and Procedures at <http://www.ncdhhs.gov/aging/monitor/mpolicy.htm>. The monitoring of services provided under this Agreement shall be carried out by the Area Agency in accordance with its Assessment Plan.

Counties and community service providers will receive a written report of monitoring findings in accordance with procedures established in Section 308 of the AAA Policies and Procedures Manual at <http://www.ncdhhs.gov/document/section-308-aaa-policies-and-procedures-manual>. Any areas of non-compliance will be addressed in a written corrective action plan with the community service provider.

Community service providers shall submit all subcontracts to the Area Agency. The community service provider shall be responsible for the performance of all its subcontractors. Subcontract(s) must include at a minimum 1) the full scope of work, 2) deliverables, and 3) appropriate references to service standard requirements. All community service providers who subcontract shall annually complete a "Subcontractor Performance Evaluation" (SPE) form on each subcontractor and submit these SPE forms to the Area Agency.

22. Disputes and Appeals. When there is a question of fact arising under this Agreement, the Service Provider's grants administrator shall identify the issue in writing to the Director of the Area Agency on Aging. The Director shall promptly furnish a decision in writing. If the Service Provider believes it will be harmed by the decision, the grants administrator may appeal the Director's decision by submitting a written request for a hearing to the Director. The request must state the grounds for the appeal and must be submitted within ten (10) calendar days of the adverse decision. Thereafter, the AAA shall provide the Service Provider with a copy of the Mid-Carolina Council of Governments Area Agency on Aging Appeals Process and shall implement the process provided for therein.

As provided in the AAA Appeals Process, a decision by the Regional Advisory Council on Aging is final unless within ten (10) days of receipt of the decision, the Service Provider submits a written request for appeal to the Director of the North Carolina Division of Aging



and Adult Services with a copy sent to the AAA and to the Chair of the Board of County Commissioners. Appeals to the Division of Aging and Adult services shall be addressed to:

Director  
North Carolina Division of Aging and Adult Services  
2101 Mail Service Center  
693 Palmer Drive  
Raleigh, North Carolina 27699-2101

Procedures thereafter will be determined by the appeals process of the Division of Aging and Adult Services.

23. Termination for Cause. If through any cause, the Service Provider shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or the Service Provider has or shall violate any of the covenants, agreements, representations or stipulations of this Agreement, the Area Agency shall have the right to terminate this Agreement by giving the Service Provider Administrator and the Chairman of the Board of the Service Provider Agency written notice of such termination no fewer than fifteen (15) days prior to the effective date of termination. In such event, all finished documents and other materials collected or produced under this Agreement shall at the option of the Area Agency, become its property. The Service Provider shall be entitled to receive just and equitable compensation for any work satisfactorily performed under this Agreement.
24. Audit. The Service Provider agrees to have an annual independent audit in accordance with North Carolina General Statutes, North Carolina Local Government Commission requirements, Division of Aging and Adult Services Program Audit Guide for Aging Services and Federal Office of Budget and Management (OMB).

Community service providers, as specified in paragraph one (1), who are not units of local government or otherwise subject to the audit and other reporting requirements of the Local Government Commission are subject to audit and fiscal reporting requirements, as stated in NC General Statute 143C-6-22 and 23 and OMB Uniform Guidance 2 CFR Part 200, where applicable. Applicable community service providers must send a copy of their year-end financial statements, and any required audit, to the Area Agency on Aging. For-profit corporations are not subject to the requirements of OMB Uniform Guidance 2 CFR Part 200 but are subject to NC General Statute 143C-6-22 and 23 and Yellow Book audit requirements, where applicable. **Federal funds** may not be used to pay for a **Single or Yellow Book audit** unless it is a federal requirement. The Department of Health and Human Services will provide confirmation of federal expenditures at the close of the state fiscal year. Information on audit and fiscal reporting requirements can be found at <https://www.osbm.nc.gov/management/grants>

The following provides a summary of reporting requirements under NCGS 143C-6-22 and 23, NCAC 03M section .0100, and OMB Uniform Guidance CFR 2 Part 200 based upon funding received and expended during the service provider's fiscal year.

Annual Expenditures	Report Required to AAA	Allowable Cost for Reporting / Due Date
Less than \$25,000 in State or Federal funds	Certification Form and State Grants Compliance Reporting: <\$25,000 ( <i>item #11, Activities and Accomplishments does <u>not</u> have to be completed</i> ) <b>OR</b> Audited Financial Statements in compliance with GAO/GAS (i.e., Yellow Book)	N/A
Greater than \$25,000 and less than \$500,000 in State Funds or \$750,000 in Federal Funds	Certification Form and State Grants Compliance Reporting: >\$25,000 and Schedule of Receipts and Expenditures <b>OR</b> Audited Financial Statements in compliance with GAO/GAS (i.e., Yellow Book)	N/A
\$500,000+ in State funds <u>but</u> Federal pass through in an amount less than \$750,000	Audited Financial Statement in compliance with GAO/GAS (i.e., Yellow Book)	May use State funds, <u>not</u> Federal Funds
\$500,000+ in State funds, <u>and</u> \$750,000+ in Federal pass through funds (i.e \$1,000,000)	Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part 200 (i.e., Single Audit)	May use State and Federal funds
Less than \$500,000 in State funds <u>and</u> \$750,000+ in Federal pass through funds	Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part 200 (i.e., Single Audit)	May use Federal funds, but <u>not</u> State funds.

25. Audit/Assessment Resolutions and Disallowed Cost. It is further understood that the Service Provider is responsible to the Area Agency for clarifying any audit exceptions that may arise from any Area Agency assessment, single or financial audit, or audits conducted by the State or Federal Governments. In the event that the Area Agency or the Department of Health and Human Services disallows any expenditure made by the Service Provider for any reason, the Service Provider shall promptly repay such funds to the Area Agency once any final appeal is exhausted in accordance with paragraph twenty-two (22). The Area Agency can recoup any required payback from the Service Provider in the event that payback is due to a Service Provider's failure to meet OMB Uniform Guidance CFR 2 Part 200, 45 CFR Part 1321, or state eligibility requirements as specified in policy.

26. Equal Employment Opportunity and Americans with Disabilities Act Compliance. The Service Provider shall comply with all federal and state laws relating to equal employment opportunity and accommodation for disability.
27. Data to be Furnished to the Service Provider. All information which is existing, readily available to the Area Agency without cost and reasonably necessary, as determined by the Area Agency's staff, for the performance of this Agreement by the Service Provider shall be furnished to the Service Provider without charge by the Area Agency. The Area Agency, its agents and employees, shall fully cooperate, with the Service Provider in the performance of the Service Provider's duties under this Agreement.
28. Rights in Documents, Materials and Data Produced. The Service Provider agrees that at the discretion of the Area Agency, all reports and other data prepared by or for it under the terms of this Agreement shall be delivered to, become and remain the property of the Area Agency upon termination or completion of the work. Both the Area Agency and the Service Provider shall have the right to use same without restriction or limitation and without compensation to the other. For the purposes of this Agreement, "data" includes writings, sound recordings, or other graphic representations, and/or other electronic materials. No reports or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the Service Provider.
29. Conflict of Interest
- a. Interest of the Board of Provider Agency. The Community Service Provider covenants that neither the Board of Community Service Provider nor its agents or employees presently has an interest, nor shall acquire an interest, direct or indirect, which conflicts in any manner or degree with the performance of its service hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the service hereunder in an impartial and unbiased manner.
  - b. Interest of Members of the Area Agency, Lead Regional Organization, and Others. No officer, member or employee of the Area Agency or Lead Regional Organization, and no public official of any local government which is affected in any way by the Project, who exercises any function or responsibilities in the review or approval of the Project or any component part thereof, shall participate in any decisions relating to this Agreement which affects his personal interest or the interest of any corporation, partnership or association in which he is, directly or indirectly, interested; nor shall any such persons have any interest, direct or indirect, in this Agreement or the proceeds arising there from.
  - c. Any conflict or potential conflict of interest, or the appearance of a conflict of interest as described shall be reported by a member of the governing board to that board and by an employee to the employee's supervisor immediately, whereupon a

process shall be conducted to identify whether a conflict of interest exists and if so, to implement the prescribed course of action.

30. Prohibition Against Use of Funds to Influence Legislation. No part of any funds under this Agreement shall be used to pay the salary or expenses of any employee or agent acting on behalf of the Service Provider to engage in any activity designed to influence legislation or appropriations pending before Congress.
31. Confidentiality and Security. Any client information received in connection with the performance of any function of a community service provider or its subcontractors under this Agreement shall be kept confidential. The community service provider acknowledges that in receiving, storing, processing, or otherwise handling any confidential information, the agency and any subcontractors will safeguard and not further disclose the information except as provided in this Agreement and accompanying documents.
32. Record Retention and Disposition. All state and local government agencies, nongovernmental entities, and their subrecipients, including applicable vendors, that administer programs funded by federal sources passed through the NC DHHS and its divisions and offices are expected to maintain compliance with the DHHS record retention and disposition schedule and any agency-specific program schedules developed jointly with the NC Department of Cultural Resources, Division of Archives and Records. Retention requirements apply to the community service providers funded under this Agreement. Information on retention requirements is posted at <https://www.ncdhhs.gov/about/administrative-offices/office-controller/records-retention> and updated semi-annually by the NC DHHS Controller's Office. By funding source and state fiscal year, this schedule lists the earliest date that grant records in any format may be destroyed. Confidential records, including electronic records, must be destroyed in such a manner that the data, metadata, and/or physical media cannot be read or reconstructed.

The NCDHHS record retention schedule is based on federal and state regulations and pertains to the retention of all financial and programmatic records, supporting documents, statistical records, and all other records supporting the expenditure of a federal grant award. Records legally required for ongoing official proceedings, such as outstanding litigation, claims, audits, or other official actions, must be maintained for the duration of that action, notwithstanding the instructions of the DHHS record retention and disposition schedule.

In addition to record retention requirements for records in any format, the long-term and/or permanent preservation of electronic records require additional commitment and active management by agencies. The community service provider will comply with all policies, standards, and best practices published by the Division of Aging and Adult Services regarding the creation and management of electronic records.

33. Amendments. The terms of this Agreement may only be amended with a written Contract Amendment executed by both Parties.

34. Applicable Law. This Agreement is executed and is to be performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State.

In witness whereof, the Area Agency and the Service Provider have executed this Agreement as of the day first written above.

Attest:

\_\_\_\_\_  
Lorie Sutton, Director  
Sampson County Department of Aging

By: \_\_\_\_\_  
, Board Chair

**Mid-Carolina Council of Governments**

Attest:

\_\_\_\_\_  
Tracy Honeycutt, Director  
Area Agency on Aging

By: \_\_\_\_\_  
Justin Hembree, Executive Director  
Mid-Carolina Council of Governments

Provision for payment of the monies to fall due under this Agreement within the current fiscal year have been made by appropriation duly authorized as required by the Local Government Budget and Fiscal Control Act.

By: \_\_\_\_\_  
Glenda Dye, Finance Director  
Mid-Carolina Council of Governments

ATTACHMENT A – GUIDELINES FOR ELIGIBLE MEALS  
Emergency Menu and Dietary Guidelines

Under the March 25 Major Disaster Declaration, emergency menu and dietary guidelines apply that allow temporary deviation from the recommended daily allowance for meals as set forth below:

1. *Food Caterers* - Nutrition Service providers who purchase meals are encouraged to continue using their current food caterers. Should continuation with the current caterer not be possible or advisable, the service provider shall notify the Area Agency in writing, summarizing the circumstances, and advise that a request for proposals (RFP) for a new caterer will be undertaken.
2. *1/3 RDA Requirement* – When possible the Provider shall provide meals that meet the 1/3 Recommended Dietary Allowance (RDA) requirement.
3. *Deviations from RDA-DRI* – During North Carolina’s Major Disaster Declaration, the Provider may temporarily provide meals that do not meet one-third of the recommended daily allowance dietary reference intake (RDA-DRI) requirements.
  - a. *Meal content* - Meals that do not meet one-third of the recommended RDA-DRI must include a serving of meat or meat alternative, two servings of grain, and one serving of a vegetable or fruit to be eligible for reimbursement through Families First funding.
4. *Menus* - Written menus, as for all other Title III meals, are required. For meals that do not meet one-third of the recommended RDA-DRI, written menus will be assessed for eligibility according to food content rather than nutrient analysis. Menu approval does not require an assessment by a registered dietitian; however, written menus must be kept on file for review by AAA monitors during both desk reviews and onsite monitoring visits.
5. *Multiple meals* – The Provider may assemble shelf stable meals. The provider may provide multiple meals to an individual at the same time (e.g. five frozen meals in a box or the equivalent of five shelf stable meals in a grocery bag) and may provide more than the typical five meals per week, up to twenty-one (21) meals per client per week under FFCRA funding.
6. *Approved sources* – The Provider shall obtain all foods for meals allowed under these emergency provisions from approved federal or state agency sources.

ATTACHMENT B – ARMS Codes, Descriptions, Unit Rates  
For Families First Coronavirus Response Act (FF)

<b>ARMS Service Code</b>	<b>Description</b>	<b>Unit Rates</b>
Code 026 – FF Home-delivered meals.	Represents all eligible meals to home-delivered meals clients using Families First funding. One meal is the equivalent of one unit in ARMS.	SFY 2020: Current HCCBG Home Delivered Meals rate plus \$.75 allowance. SFY 2021: Cost Computation HCCBG Home Delivered Meals rate plus \$.75 allowance. If funds remain as of July 1, 2021, the SFY 2022 Cost Computation HCCBG Home Delivered Meals rate plus \$.75 allowance.
Code 187 – FF Congregate Meals.	Represents all eligible meals to congregated nutrition program clients using Families First funding. One meal is the equivalent of one unit in ARMS.	SFY 2020: Current HCCBG Congregate Nutrition rate plus \$.75 allowance. SFY 2021: Cost Computation HCCBG Congregate Nutrition rate plus \$.75 allowance. If funds remain as of July 1, 2021, the SFY 2022 Cost Computation HCCBG Congregate Nutrition rate plus \$.75 allowance.
Code 900 – FF Non-unit Emergency Response Cost COVID for Home-delivered meals and Congregate Nutrition.	Represents emergency response costs in response to the COVID-19 pandemic. The intent is to capture service provider's necessities such as personal protective equipment (PPE), food service equipment, and other unique items such as freezer rentals that allow providers to continue service. One item is the equivalent of one expense.	Code 900 non-unit codes.

NORTH CAROLINA'S  
**SAMPSON COUNTY**

Department of Aging and In-Home Services



Memorandum:

TO: Ed Causey, County Manager  
FROM: Lorie Sutton, Director of Aging Services  
DATE: June 17, 2020  
RE: 2020 Urgent Repair Program Award Letter/Post Approval Documents

Attached are the post-approval documents, requested by North Carolina Housing Finance Agency, for the Urgent Repair Program Funding for 2020. Please review documentation and sign the 2<sup>nd</sup> page of the Post-Approval Documentation checklist.

The only item missing is (F) Bonding/Honesty and Fidelity Insurance Coverage letter. I am waiting for Finance to send me that information.

Please send all documentation back to me so that I can forward to NCFHA for approval.

Thank you.

/ls

Attachment: NCHFA Post-Approval Documentation packet



**North Carolina Housing Finance Agency  
Urgent Repair Program (URP20)  
Post-Approval Documentation**

<b>URP2033</b>	<b>Sampson County</b>
----------------	-----------------------

**A. Instructions**

Your Application for Funding was approved for the requested amount. The numbers in the table in section E below reflect the numbers from your application and represent the required performance standards for your URP20 award. If you agree with the amounts listed, please provide the information and documentation requested below and return this Post Approval Documentation packet to Kim Hargrove, Team Leader of Documentation and Compliance, MSML who will serve as your case manager throughout your project. All proposed changes to these performance standards will require Agency approval and should result in no net loss of application rating points.

**B. Local Matching Funds (*Attach*)**

Your Application for Funding stated that other funds would be available to assist with repairs/modifications of your proposed housing units. Please provide documentation, from the funding source, for each source of local matching funds. The table immediately below summarizes the proposed amount of matching funds according to your application.

Source of Funds	Amount
Council of Aging funds	\$10,000
<b>Total of local matching funds committed to the URP20 project</b>	<b>\$10,000</b>

**C. Assistance Policy (*Attach*)**

Because URP beneficiaries are not necessarily pre-selected and approved through a public hearing process, it is especially important that URP recipients *adopt* an assistance policy that thoroughly and clearly identifies criteria for eligibility for assistance, and for prioritizing applicants once they have been determined eligible. This policy should be fair, open and non-discriminatory. In addition, other facts, policies and procedures affecting potential applicants and/or recipients of assistance should be spelled out in your assistance policy. **Please submit your proposed Assistance Policy as part of the completed Post Approval Documentation.**

**D. Procurement and Disbursement Policies (*Attach*)**

URP Recipients must submit a copy of their Procurement Policy that is specific to URP20 and is written in accordance with 24CFR85.36 (for units of local government), or 24CFR84.4 (for non-profit organizations), and a copy of their Disbursement Policy to the Agency for review and approval.

**E. Service Area Requirements**

The Application for funding was approved based partly on your targets for Program assistance by service area and the percentages of Program funding to be spent in each county within the service area. Your required targets (based on your requested amount), broken out by county, are shown in the table below.

Service Area	Proposed # of Units	Program Funds
Sampson	11	\$100,000
<b>TOTAL</b>	<b>11</b>	<b>\$100,000</b>

**F. Bonding/Honesty and Fidelity Insurance Coverage (Attach)**

Recipients must submit evidence that honesty and fidelity insurance coverage is available in an amount not less than 50% of your URP20 funding allocation. This must be in the form of a letter from the recipient's insurer identifying the policy by number, the amount of coverage, the effective date, the positions covered by the policy, and containing a statement that NCHFA will be notified in writing if the coverage is discontinued or reduced. For self-insured units of government, the acceptable evidence of insurance will be a letter from the unit's chief financial officer or manager, stating that the unit maintains a self-insurance fund in an amount adequate to provide honesty and fidelity coverage equal to 50% of the URP20 allocation. The letter must state that the recipient will notify NCHFA in writing if the self-insurance is discontinued or reduced to a level that no longer provides the required 50% coverage.

**G. Fiscal Year and Audits (Complete this section)**

Recipients will be required to submit reports as required under NC State General Statute 143C-6-23 (Non-Government Organizations) or NC State General Statute 159-34 (Units of Local Government)

Fiscal year begins July and ends June.

**H. Acknowledgement of Audit Compliance Reporting Responsibilities (Attach)**

Please have the financial person from your organization, responsible for coordinating the annual audit, complete and sign the enclosed "Audit Compliance Responsibilities" form, acknowledging its receipt. Then, return it with the completed PAD.

**I. Organizational Documents (Not Applicable)**

1. Recipients who are not units of government must supply copies of their organizational documents, including articles of incorporation, by laws and a listing of all directors, officers and staff.
2. Recipients that are private-nonprofit organizations must forward a notarized copy of their Conflict of Interest policy, in accordance with G.S. 143C-6-23, to the Agency, which addresses conflicts of interest that may arise involving any member of the recipient's management, board of directors or other governing body.
3. Recipients that are private nonprofit organizations must provide a written statement, made under oath and completed by the organizations board of directors or appropriate governing body, stating that the organization does not have any overdue taxes, as defined by G.S. 105-243.1.

**J. W9 Tax ID and Direct Deposit (Attach)**

1. Enclosed is the Form W-9 Request for Taxpayer Identification Number and Certification. Please complete this form with the requested information and return the completed form with the PAD.
2. Also, enclosed is the form for electronic payments, which will allow for direct deposit of Program funds into your designated checking account. Please complete this form with the requested information and return the completed form with the PAD.

**K. Intergovernmental Agreement (Not Applicable)**

Please provide a copy of an intergovernmental agreement between your governmental entity and the governmental entity in which you will be providing services under URP20, as required by GS 160-456.

**L. Certifications**

The Recipient certifies that: 1) there have been no changes in the key personnel or their roles as identified in section III. B of the Application for Funding; or 2) the Recipient has submitted a written request to the Agency indicating the change(s) in personnel and/or their roles accompanied by a detailed resume for each. The Recipient certifies that the information, provided herein and herewith, is complete and accurate and that, if approved by the North Carolina Housing Finance Agency, it will be made part of the Funding Agreement by reference, superseding any conflicting information contained in the original Application for funding without otherwise affecting said Application.

Attest	Authorized Signature
Title	Title
Date	Date

B.

SAMPSON COUNTY, NORTH CAROLINA  
Adopted Budget Fiscal Year 2019 - 2020

Account Number & Description	Current Year Original Budget	Year to Date Actual	Department Requested	Administration Recommended	Board Approved
<b>02035867 HCCBG HOME REPAIR REVENUE</b>					
* 403601 STATE GRANT - MID CAROLINA	-92,000.00	-64,566.00	-90,000.00	-90,000.00	-90,000.00
403602 GRANT - UNITED WAY	-10,000.00	-10,000.00	-10,000.00	-10,000.00	-10,000.00
408400 PROJECT INCOME	0.00	-100.00	0.00	0.00	0.00
408401 DONATIONS	0.00	-50.00	0.00	0.00	0.00
408403 CPL DONATIONS - FANS	0.00	0.00	0.00	0.00	0.00
408900 MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
* 409600 COUNTY CONTRIBUTION	-82,692.00	0.00	-75,228.00	-75,228.00	-75,228.00
409900 FUND BALANCE APPROPRIATED	0.00	0.00	0.00	0.00	0.00
<b>Total HCCBG HOME REPAIR REVENUE</b>	<b>-184,692.00</b>	<b>-74,716.00</b>	<b>-175,228.00</b>	<b>-175,228.00</b>	<b>-175,228.00</b>

\* Funding for our Home Repairs program. We can partner the two programs together. Home and Community Block Grant and County funding.

**Sampson County**  
**Assistance Policy**  
**For the 2020 Cycle of the**  
**Urgent Repair Program**

**What is the Urgent Repair Program?** Sampson County has been awarded \$100,000 by the North Carolina Housing Finance Agency (“NCHFA”) under the 2020 cycle of the Urgent Repair Program (“URP20”). This program provides funds to assist very low and low-income households with special needs in addressing housing conditions which pose imminent threats to their life and/or safety or to provide accessibility modifications and other repairs necessary to prevent displacement of very-low and low-income homeowners with special needs such as frail elderly and persons with disabilities. A total of 11 households will be assisted under URP20.

This Assistance Policy describes who is eligible to apply for assistance under URP20, how applications for assistance will be rated and ranked, what the form of assistance is and how the repair/modification process will be managed. The County has tried to design this URP20 project to be fair, open, and consistent with the County’s approved application for funding and with NCHFA’s URP Program Guidelines.

The funds provided by NCHFA come from the North Carolina Housing Trust Fund. Additional funds for construction costs are provided by Home & Community Block Grant funds and local funds in the amount of \$10,000.

**Eligibility** To be eligible for assistance under URP20 applicants

- 1) must reside within the county limits of the County of Sampson and own and occupy the home in need of repair
- 2) must have a household income which does not exceed 50% of the County median income for the household size (see income limits below)
- 3) must have a special need (i.e. be elderly,  $\geq$  62 years old, handicapped or disabled, a single parent with a dependent living at home, a Veteran, a large family with  $\geq$ 5 household members or a household with a child below the age of six with lead hazards in the home.
- 4) must have urgent repair needs, which cannot be met through other state or federally-funded housing assistance programs

**URP20 Income Limits\* for Sampson County**

Number in Household	30% of Median (very-low income)	50% of Median (low income)
1	\$13,900	\$23,150
2	\$15,900	\$26,500
3	\$17,850	\$29,800
4	\$19,850	\$33,100
5	\$21,450	\$35,750
6	\$23,050	\$38,400
7	\$24,650	\$41,050
8	\$26,200	\$43,700

\*Income limits are subject to change based on annually published HUD HOME Limits and will be updated each year. This update will not require a re-approval of the governing authority.

**Outreach Efforts of the Urgent Repair Program** Sampson County will advertise or publish an article about the Urgent Repair Program in the local newspaper serving the County (The Sampson Independent), at senior centers throughout the County and on the County's website.

**Selection of applicants** The County has devised the following priority system to rank eligible applicants, determine which of them will be selected for assistance and in what order. Under this system, applicants will receive points for falling into certain categories of special need and income. The applications will be ranked according to which receive the most points.

**Priority Ranking System for Sampson County's URP20**

<i>Special Needs (for definitions, see below)</i>	<i>Points</i>
Disabled, Elderly or Veteran Head of Household (62 or older)	4
Disabled, Elderly, or Veteran Household Member (not Head of Household)	3
Disabled, Elderly, or Veteran Head of Household that have applied in previous funding cycles and have not received a loan	3
Single-Parent Household (with one or more children in the home)	3
Large Family (5 or more permanent residents)	2
Emergency (may submit without regard to application deadlines)	2
Children under age of six with lead hazards in the home	2
<i>Income (See Income Table above)</i>	<i>Points</i>
Less than 30% of Statewide Median Income	10
30% to 50% of Statewide Median Income	5

Under NCHFA Program Guidelines, a minimum of 50% of households assisted must have incomes which are less than 30% of the area median income for the household size, and no household with an income exceeding 50% of the area median income will be eligible. This guideline will be adhered to strictly and will be the primary factor in the selection of those households to be assisted under URP20.

Recipients of assistance under the URP20 will be chosen by the above criteria without regard to race, color, religion, national origin, sex, familial status and disability.

**The definitions of special needs** populations under URP20 are:

- *Elderly*: An individual aged 62 or older.
- *Emergency*: A situation in which a household member has an immediate threat of being evicted or removed from a home due to health or safety issues within a time frame that the program can complete a repair to stop eviction or removal. These applications will be received at any time during the funding cycle and evaluated on the ability of the program to complete the work in a timely manner that meets the goal of assisting homeowners to remain in their home.
- *Disabled*: A person who has a physical, mental or developmental disability that greatly limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.
- *Large Family*: A large family household is composed of five or more individuals; at least four are immediate family members.

- *Head of Household:* The person or persons who own(s) the house.
- *Household Member:* Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a "household member" (the number of household members will be used to determine household size and all household members are subject to income verification).
- *Occupant:* An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of the household, regardless of the time of occupancy); or non-immediate family member who has resided in the dwelling at least 3 months prior to the submission of the family's application.
- *Single-Parent Household:* A household in which one and only one adult resides with one or more dependent children.
- *Veteran:* A person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.
- *Child with lead hazards in the home:* a child below the age of six living in the applicant house which contains lead hazards.

**Client Referral and Support Services** Many homeowners assisted through the Urgent Repair Program may also need other services. At the time of the application process the applicant will meet with the Information/Referral and Options Counselor to discuss all needs, as well as, discuss the resources and programs available in the County and provide pamphlets and a list of the agencies with contact information. When the Rehabilitation Specialist goes to the home to do the preliminary inspection or through the course of the repair work; if further needs are discovered, the Rehabilitation Specialist will converse with the Information/Referral and Options Counselor to determine if further resources or help may be provided to the applicant. With the homeowner's permission, a case file will be created and a staff person will follow up with the homeowner concerning the available services in the referral network.

**What is the form of assistance under URP20?** The County will provide assistance to homeowners, whose homes are selected for repair/modification in the form of a loan. Homeowners will receive an unsecured deferred, interest-free loan, forgiven at a rate of \$2,000 per year, until the principal balance is reduced to zero.

**What is the amount of the loan?** The amount of the loan will depend on the scope of work necessary to address the identified imminent threats to life and/or safety, and that will be determined by the County's rehabilitation specialist. There is no minimum to the amount of the loan; however, the maximum life-time limit according to the guidelines of URP20 is \$10,000.

**What kinds of work will be done?** Only repairs that address imminent threats to the life and/or safety of occupants of the dwelling unit or accessibility modifications will be performed under the County's URP. Please understand that all deficiencies in a home will likely not be able to be repaired with the available funds.

All work that is completed under URP20 must meet or exceed NC Residential Building Code.

**Who will do the work on the homes?** The County is obligated under URP20 to ensure that quality work is done at reasonable prices and that all work is contracted through a fair,

open and competitive process. Please request a copy of the County's Procurement and Disbursement Policy for further information.

A minimum of three contractors will be invited to bid on each job, and the lowest responsive and responsible bidder will be selected for the contract. "Responsive and responsible" is described in the Procurement and Disbursement Policy.

**What are the steps in the process, from application to completion?** Now that you have the information about how to qualify for the County of Sampson URP20, what work can be done, and who will do it, let's go through all the major steps in the process:

- 1. Completing an Application form:** Homeowners who wish to apply for assistance must do so by September 25, 2020. Apply by contacting Angela Faircloth, Information/Referral and Options Counselor, at 910-592-4653. Proof of ownership and income will be required. Those who have applied for housing assistance from the County in the past will not automatically be reconsidered. A new application will need to be submitted.
- 2. Applicant interviews:** Approved applicants will be provided detailed information on assistance, program repair/modification standards.
- 3. Screening of applicants:** Applications will be rated and ranked by the County based on the priority system outlined on page 2. The households to be approved for inspection will be selected by October 2, 2020. Household income will be verified for program purposes only (information will be kept confidential). Ownership of property will be verified along with other rating factors. From this review, the eleven (11) most qualified applicants will be chosen according to the priority system described above. There will also be a list of alternates in the order of qualification. Applicants not receiving notification that they were chosen by October 31, 2020 may contact Angela Faircloth, Information/Referral and Options Counselor, at (910) 592-4653 to confirm the disposition of the application.
- 4. Assessment, Inspection and Work write-up:** The County's Rehabilitation Specialist will visit the home for a thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace, if any. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks and the like. The Rehabilitation Specialist will prepare complete and detailed work specifications (known as the "work write-up"). A final cost estimate will also be prepared by the Rehabilitation Specialist and held in confidence until bidding is completed.
- 5. Bidding:** The work write-up and bid documents will be sent to a minimum of three contractors who will be given one week in which to inspect the property and prepare bid proposals. Each will need access to those areas of the house, in which work is to be performed, in order to prepare a bid. A bid opening will be conducted at the Department of Aging at a specified date and time, with all bidders and the homeowner invited to attend.

- 6. Contractor selection:** Within 24 hours of the bid opening and after review of bid breakdowns and timing factors, the winning bidder will be selected. All bidders and the homeowner will be notified of (1) the selection, (2) the amount, (3) the amount of the County's cost estimate, (4) any support or contingency costs that will be included in the loan amount, and (5) if other than the lowest bidder is selected, the specific reasons for the selection.
- 7. Formal agreement:** After approval of the work write-up, the homeowner will sign a formal agreement that will explain and govern the repair/modification process and an explanation of the Promissory Note, which is considered a forgivable loan. This agreement will define the roles of the parties involved throughout the process.
- 8. Execution of loan and contract:** The loan will be executed as well as the repair/modification contract prior to work beginning on the project. This contract will be between the contractor and homeowner, with the County signing as an interested third party. The cost of the actual work and project related support costs up to the maximum amount of \$1000 will be included in the loan document.
- 9. Pre-construction conference:** A pre-construction meeting will be held at the home. At this time, the homeowner, contractor and program representatives will be present and discuss the details of the work to be done. Starting and ending dates will be agreed upon, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home (such as old plumbing, etc.). If the contract has been executed, the County will issue a "proceed order" formally instructing the contractor to commence by the agreed-upon date within 24 hours of the pre-construction meeting.
- 10. Construction:** The contractor will be responsible for obtaining any required building permits for the project before beginning work. The permit must be posted at the house during the entire period of construction. Program staff will closely monitor the contractor during the construction period to make sure that the work is being done according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. Code Enforcement Officers will inspect new work for compliance with the State Building Code as required by the guidelines of URP20. The homeowner will be responsible for working with the contractor toward protecting personal property by clearing work areas as much as practicable.
- 11. Change Orders:** All changes to the scope of work must be reduced to writing as a contract amendment ("change order") and approved by all parties to the contract: the owner, the contractor and two representatives of the County of Sampson. If the changes require an increase in the loan amount, a loan modification stating these changes in the contract amount must be completed by the County, and executed by the owner. If the changes result in a decrease in the loan amount, an estoppel informing the homeowner of these changes in the contract amount will be completed by the County and conveyed to the owner.
- 12. Post-construction meeting:** Following construction, the contractor and the Rehabilitation Specialist will sit down with the homeowner one last time. At this



meeting the contractor will hand over all owner's manuals and warranties on equipment. The contractor and Rehabilitation Specialist will go over operating and maintenance requirements for any new equipment installed and discuss general maintenance of the home with the homeowner. The homeowner will have the opportunity to ask any final questions about the work and the loan.

**13. Payments to contractor:** The contractor will be paid following inspection of and satisfactory completion of all items on the work write-up and change orders, if any, as outlined in the County's Procurement and Disbursement Policy.

**14. Closeout:** Once each item outlined in section 13 has been satisfied and the homeowner has signed a Certificate of Satisfaction, the job will be closed out (fully completed).

**What are the key dates?** If, after reading this document, you feel that you qualify for this program and wish to apply, please keep the following dates in mind:

***\*\*Timeline could change due to disaster related events such as hurricanes.***

- Applications available to the public starting September 1, 2020.
- Applications must be completed by calling or visiting County of Sampson's Department of Aging by 5:00 PM on September 25, 2020.
- Loans made to selected households November 1, 2021.
- All rehabilitation work must be under contract by November 1, 2021.
- All rehabilitation work must be completed by December 31, 2021

**How do I request an application?** Just contact:

Angela Faircloth, Information/Referral and Options Counselor  
Sampson County Department of Aging  
405 County Complex Road; Suite 140  
Clinton, NC 28328  
910-592-4653

**Is there a procedure for dealing with complaints, disputes and appeals?** Although the application process and repair/modification guidelines are meant to be as fair as possible, the County of Sampson realizes that there is still a chance that some applicants or participants may feel that they were not treated fairly. The following procedures are designed to provide an avenue for resolution of complaints and appeals.

During the application process:

1. If an applicant feels that his/her application was not fairly reviewed or rated and would like to appeal the decision made about it, he/she should contact Angela Faircloth, Information/Referral and Options Counselor at 910-592-4653, within five days of the initial decision and voice their concern. If the applicant remains dissatisfied with the decision, the detailed complaint should be put into writing.

2. A written appeal must be made within 10 business days of the initial decision on an application.
3. The County of Sampson will respond in writing to any complaints or appeals within 10 business days of receiving written comments.

During the repair/modification process:

1. If the homeowner feels that repairs or modifications are not being completed per the contract, he/she must inform the contractor and the Rehabilitation Specialist.
2. The Rehabilitation Specialist will inspect the work in question. If it is found that the work is not being completed according to contract, the Rehabilitation Specialist will review the contract with the contractor and ask the contractor to remedy the problem.
3. If problems persist, a mediation conference between the homeowner and the contractor may be convened by the Rehabilitation Specialist and facilitated by the County's Department of Aging Director.
4. Should the mediation conference fail to resolve the dispute, the County's Aging Services Director will render a written final decision.
5. If the Rehabilitation Specialist finds that the work is being completed according to contract, the complaint will be noted and the Rehabilitation Specialist and the homeowner will discuss the concern and the reason for the Rehabilitation Specialist's decision.

**Will the personal information provided remain confidential?** Yes. All information in applicant files will remain confidential. Access to the information will be provided only to County employees who are directly involved in the program, the North Carolina Housing Finance Agency and auditors.

**What about conflicts of interest?** No officer, employee or other public official of the County, or member of the County Commissioners, or entity contracting with the County that exercises any functions or responsibilities with respect to URP20 shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with program funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of County employees, Board of Commissioners and others closely identified with the County, may be approved for rehabilitation assistance only upon public disclosure before the County Commissioners and written permission from NCHFA.

**What about favoritism?** All activities under URP20, including rating and ranking applications, inviting bids, selecting contractors and resolving complaints, will be conducted in a fair, open and non-discriminatory manner, entirely without regard to **race, color, religion, national origin, sex, familial status and disability**

**Who can I contact about URP20?** Any questions regarding any part of this application or program should be addressed to:

Angela Faircloth, Seven Wilson, or Lorie Sutton  
Sampson County Department of Aging

405 County Complex Road; Suite 140  
Clinton, NC 28328  
910-592-4653

These contacts will do their utmost to answer questions and inquiries in the most efficient and correct manner possible.

This Assistance Policy is adopted this \_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
County Manager

\_\_\_\_\_  
Notary Public

**Sampson County**  
**Procurement and Disbursement Policy**  
**URGENT REPAIR PROGRAM**

**PROCUREMENT POLICY**

1. To the maximum extent practical, the Sampson County (the County) promotes a fair, open and competitive procurement process as required under the North Carolina Housing Finance Agency's Urgent Repair Program (URP).
2. At least three eligible contractors on the County's approved contractor shall be invited to bid on each job and the lowest responsive and responsible bidder shall be selected for the contract. "Responsive and responsible" means (a) the contractor is deemed able to complete the work in a timely fashion, (b) the bid is within 15%, in either direction, of the County's cost estimate, and (c) there is no conflict of interest (real or apparent).
3. Although bid packages may be bundled for multiple job sites, the bids for multiple job sites shall be considered separate and apart when awarded and shall be awarded to the lowest responsive and responsible bidder(s) for each job site.
4. Bid packages shall consist of an invitation to bid, work write up(s) and bid sheet(s) for each job.
5. Bids will be for labor only. The Department of Aging Home Repairs Specialist will be responsible for ordering all supplies that are used for each job.
6. Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract and two representatives of the County. The change order must also detail any changes to the original contract price.
7. No work may begin prior to a contract being awarded and a written order to proceed provided to the contractor. In addition, a pre-construction conference and "walk thru" shall be held at the work site prior to commencement of repair work.
8. The County reserves the right to reject any or all bids at any time during the procurement process.
9. In the event of a true emergency situation, the County reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, faxed bids and the like. Should such methods ever become necessary the transaction will be fully documented.
10. All sealed bids will be opened publicly at a time and place to be announced in the bid invitation. All bidders are welcome to attend.

**DISBURSEMENT POLICY**

1. All repair work must be inspected by the County's Rehabilitation Specialist, and (b) the homeowner prior to any payments to contractors. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be issued upon presentation of an original invoice from the contractor. **Contractor should allow 21 business days for processing of the invoice for payment.**
2. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of payment. If the contractor fails to correct the work to the satisfaction of the County's Rehabilitation Specialist, payment may be withheld until such time the work is satisfactory. (Contractors may follow the County's Urgent Repair Program Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy).
3. The County assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.
4. All contractors, sub-contractors and suppliers must sign a lien waiver prior to disbursement of funds.

The Procurement and Disbursement Policies are adopted this the \_\_\_\_\_ day of \_\_\_\_\_ 2020.

**Sampson County**

BY: \_\_\_\_\_

ATTEST: \_\_\_\_\_

**CONTRACTORS STATEMENT:**

I have read and understand the attached Procurement and Disbursement Policy.

BY: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

WITNESS: \_\_\_\_\_

## Acknowledgement of Audit Compliance Reporting Responsibilities

Please X applicable section(s) and return this form with your PAD

       We are a non-profit organization and will comply with North Carolina General Statute 143C-6-23 which requires us to submit reports. These reports will be submitted directly to NCHFA @ [subreport.rehabteam@nchfa.com](mailto:subreport.rehabteam@nchfa.com). Our organization will submit these reports by the required deadline and will notify our NCHFA contact when reports are submitted.

If your organization received less than \$750,000 as a subrecipient of state and/or federal funds in the reporting fiscal year, your reports are due six (6) months after your fiscal year-end date.

If your organization received \$750,000 or more as a subrecipient of state and/or federal funds in the reporting fiscal year, your reports are due nine (9) months after your fiscal year-end date.

       We are a local governmental organization and will comply with North Carolina General Statute 159-34, "The Local Government Budget and Fiscal Control Act".

  X   We will submit our annual Financial Statements electronically via a .pdf file within thirty (30) days of publication. **Submit to [caxtell@nchfa.com](mailto:caxtell@nchfa.com)**

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*I acknowledge receipt of the information regarding compliance reporting. I am the person responsible for coordinating the submission of reports that comply with state and federal regulations pertaining to this funding. Our reports will be submitted prior to all compliance deadlines.*

Signed:           David K. Clack          

Date: 5/28/2020

Name David K. Clack

Title Finance Officer

Organization County of Sampson

Federal Tax ID Number 56-6000338

Address 406 County Complex Rd., Ste. 120

Address Clinton, NC 28328

Email davec@sampsonnc.com

Phone 910-592-7181

Fax 910-592-1945

Fiscal Year-End Date 6/30/21

Award: URP

NORTH CAROLINA'S  
**SAMPSON COUNTY**  
OFFICE *of the* COUNTY ATTORNEY

**MEMORANDUM**

---

**TO:** Susan J. Holder  
**FROM:** Joel Starling  
**DATE:** June 24, 2020  
**RE:** City of Clinton Pyrotechnic Permitting

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The City of Clinton has requested that the City Council be allowed to take over the task of permitting pyrotechnics that will be exhibited, used, or discharged within the corporate limits of the City in connection with the conduct of concerts or public exhibitions. This would include the City's annual July Fourth fireworks exhibition. G.S. 14-413 requires the Board of County Commissioners to adopt a resolution authorizing the City to issue pyrotechnic permits before the City may begin doing so. The Sampson County Fire Marshall's Office does not object to the City's request.

Materials:

1. Resolution Authorizing the City of Clinton to Issue Pyrotechnic Permits

**RESOLUTION**

WHEREAS, N.C. Gen. Stat. § 14-413 grants boards of county commissioners the authority to issue permits for the exhibition, use, or discharge or pyrotechnics in connection with the conduct of concerts or public exhibitions, such as fairs, carnivals, shows of all descriptions and public celebrations; and

WHEREAS, N.C. Gen. Stat. § 14-413(a1) allows boards of county commissioners to authorize the governing body of any city in the county to issue permits for pyrotechnics to be exhibited, used, or discharged within the corporate limits of the city for use in connection with the conduct of concerts or public exhibitions; and

WHEREAS, the City of Clinton has requested that the Sampson County Board of Commissioners authorize the Clinton City Council to issue permits for pyrotechnics to be exhibited, used, or discharged within the corporate limits of the City for use in connection with the conduct of concerts or public exhibitions; and

WHEREAS, the Sampson County Board of Commissioners wishes to grant said authorization to the Clinton City Council pursuant to N.C. Gen. Stat. § 14-413;

NOW, THEREFORE, be it Resolved that:

1. The Clinton City Council is hereby authorized to issue permits for pyrotechnics to be exhibited, used, or discharged within the corporate limits of the City for use in connection with the conduct of concerts or public exhibitions pursuant to N.C. Gen. Stat. § 14-413.

2. Pursuant to N.C. Gen. Stat. § 14-413(a1), this Resolution shall remain in effect until such time as the Sampson County Board of Commissioners adopts a subsequent resolution withdrawing the authority conferred herein.

Adopted the 6th day of July, 2020.

By: \_\_\_\_\_  
CLARK H. WOOTEN, Chairman,  
Sampson County Board of Commissioners

ATTEST:

\_\_\_\_\_  
SUSAN J. HOLDER, Clerk to the  
Sampson County Board of Commissioners





**Sampson County Animal Shelter & Pet Adoption Center**

June 18, 2020

Susan,

I respectfully ask that the adoption/neuter fee for male cats and dogs be changed as follows:

Male Cats – Adoption fee: \$10 Neuter fee: \$60 Total: \$70

Male Dogs – Adoption fee: \$25 Neuter fee: \$60 Total: \$85

The submission of this fee structure for formal approval was overlooked when the contract with Veterinary Medical Clinic was approved in August 2019. These neuter fees reflect the costs we pay to the clinic.

Sincerely,

Anna Ellis

Sampson County Animal Shelter Director

Sampson County  
**Office of Tax Assessor**  
PO Box 1082  
Clinton, NC 28329

Phone 910-592-8146

Fax 910-592-1227

To: Ed Causey, County Manager  
From: Jim Johnson, Tax Administrator  
Date: January 24, 2020  
RE: Late Property Tax Exemption Request


The following taxpayer is requesting approval for a late property tax exemption.

Prestage AgEnergy of NC, LLC

Attached is a letter to the Board of Commissioners requesting approval of the late application.

The application meets all statutory requirements other than being timely filed. I recommend approval of the late application.

Jim Johnson



Sampson County Tax Administrator

**Property Tax Exemption or Exclusion**

COUNTY: Sampson

MUNICIPALITY: Clinton

Full Name of Owner(s): Prestage AgEnergy of NC, LLC

Trade Name of Business: \_\_\_\_\_

Mailing Address of Owner: PO Box 2348

Phone Numbers: Home: \_\_\_\_\_ Work: 910-596-5758 Cell: \_\_\_\_\_

List the Property Identification Numbers and addresses/locations for the properties included in this application (attach list if needed):

Property ID #: 0041219 Address/Location: 311 Prestage Mill Ln. Clinton, NC 28328

Property ID #: \_\_\_\_\_ Address/Location: \_\_\_\_\_

Property ID #: \_\_\_\_\_ Address/Location: \_\_\_\_\_

**Non-Deferment Exemptions and Exclusions**—Check or write in the exemption or exclusion for which this application is made.

These exemptions or exclusions do not result in the creation of deferred taxes. However, taxes for prior years of exemption or exclusion may be recoverable if it is later determined that the property did not actually qualify for exemption or exclusion for those prior years.

- |   |  |  |                                     |
|---|--|--|-------------------------------------|
| <input checked="" type="checkbox"/> G.S. 105-275(8) | Pollution abatement/recycling            | <input type="checkbox"/> G.S. 105-278.5  | Religious educational assemblies    |
| <input type="checkbox"/> G.S. 105-275(17)           | Veterans organizations                   | <input type="checkbox"/> G.S. 105-278.6  | Home for the aged, sick, or infirm  |
| <input type="checkbox"/> G.S. 105-275(18),(19)      | Lodges, fraternal & civic purposes       | <input type="checkbox"/> G.S. 105-278.6  | Low- or moderate-income housing     |
| <input type="checkbox"/> G.S. 105-275(20)           | Goodwill Industries                      | <input type="checkbox"/> G.S. 105-278.6  | YMCA, SPCA, VFD, orphanage          |
| <input type="checkbox"/> G.S. 105-275(45)           | Solar energy electric system             | <input type="checkbox"/> G.S. 105-278.6A | CCRC-Attach Form AV-11              |
| <input type="checkbox"/> G.S. 105-275(46)           | Charter school property                  | <input type="checkbox"/> G.S. 105-278.7  | Other charitable, educational, etc. |
| <input type="checkbox"/> G.S. 105-277.13            | Brownfields-Attach brownfields agreement | <input type="checkbox"/> G.S. 105-278.8  | Charitable hospital purposes        |
| <input type="checkbox"/> G.S. 105-278.3             | Religious purposes                       | <input type="checkbox"/> G.S. 131A-21    | Medical Care Commission bonds       |
| <input type="checkbox"/> G.S. 105-278.4             | Educational purposes (institutional)     | <input type="checkbox"/> Other:          | _____                               |

**Tax Deferment Programs**—Check the tax deferment program for which this application is made. \*\*\*These programs will result in the creation of deferred taxes that will become immediately due and payable with interest when the property loses eligibility. The number of years for which deferred taxes will become due and payable varies by program. Read the applicable statute carefully.\*\*\*

- |  |   |
|--|---|
| <input type="checkbox"/> G.S. 105-275(12)  | Nonprofit corporation or association organized to receive and administer lands for conservation purposes    |
| <input type="checkbox"/> G.S. 105-275(29a) | Historic district property held as a future site of a historic structure                                    |
| <input type="checkbox"/> G.S. 105-277.14   | Working waterfront property   |
| <input type="checkbox"/> G.S. 105-277.15A  | Site infrastructure land  |
| <input type="checkbox"/> G.S. 105-278      | Historic property-Attach copy of the local ordinance designating property as historic property or landmark. |
| <input type="checkbox"/> G.S. 105-278.6(e) | Nonprofit property held as a future site of low- or moderate-income housing                                 |

Describe the property: Renewable energy facility utilizing poultry litter to generate electricity and create steam for an adjacent feed mill

Describe how you are using the property. If another organization is using the property, give their name, how they are using the property, and any income you receive from their use: Prestage AgEnergy Operations operates the facility to produce renewable energy. The lease payment to AgEnergy of NC is enough to cover the depreciable cost of the assets, taxes, and associated fees, and request confidentiality or disclosure of income by phone if possible.

**AFFIRMATION:** I, the undersigned, declare under penalties of law that this application and any attachments are true and correct to the best of my knowledge and belief. I have read the applicable exemption or exclusion statute. I fully understand that an ineligible transfer of the property or failure to meet the qualifications will result in the loss of eligibility. If applying for a tax deferment program, I fully understand that loss of eligibility will result in removal from the program and the immediate billing of deferred taxes.

Signature(s) of Owner(s): Michael Page Title: Vice President Date: 5/1/20

(All tenants of a tenancy \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

in common must sign.) \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

The Tax Assessor may contact you for additional information after reviewing this application.



# Prestage AgEnergy

May 1, 2020

Sampson County Board of Commissioners  
406 County Complex Rd  
Clinton, NC 28328

Re: Appeal of Late 2020 Tax Abatement Application

Dear Board,

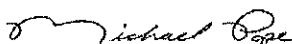
Prestage AgEnergy has spent the last few years working to generate renewable energy from local poultry litter to help fulfill State Senate Bill 3. During start-up in 2017, we faced some challenges with an equipment supplier meeting their performance guarantee. Realizing a change in equipment was likely necessary, we did not want to consume the time of the County and NCDEQ with the processing of a tax exemption application for pollution abatement equipment. Our plant came down in 2017 to replace the equipment, but after completing that process and bringing the plant back online, we failed to circle back around and complete the exemption application process.

In filing our tax listing for this year, it was remembered that an application was in order to receive a proper tax exemption on our pollution abatement equipment. Such application is usually submitted during the regular listing period, but as Prestage was granted a filing extension, property tax items aren't usually addressed until March or April. It is our understanding that we may appeal to the Board of Commissioners to approve our late application, with the tax exemption of qualifying equipment contingent upon NCDEQ's certification of such.

As you consider the granting of our late application, I'd ask that you please consider the additional tax revenue already paid to Sampson County related to our pollution abatement equipment not being exempted. By delaying the exemption of equipment which should never have been taxable to begin with, we have contributed excess property taxes of close to \$40,000 over the previous two years. That mistake falls at our feet, but with that in mind I would ask that understanding and exception be given as it relates to the filing of our 2020 property taxes and the late application we are submitting.

I appreciate your time and consideration in this matter, and will gladly discuss further as needed. Should you have any questions and want to reach out, I can best be reached at (910) 385-4452 or by email at [mpope@prestagefarms.com](mailto:mpope@prestagefarms.com).

Sincerely,

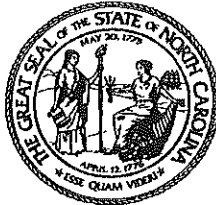


Michael Pope  
Vice President

ROY COOPER  
*Governor*

MICHAEL S. REGAN  
*Secretary*

MICHAEL A. ABRACZINSKAS  
*Director*



NORTH CAROLINA  
*Environmental Quality*

May 14, 2020

Mr. Jim Johnson  
Tax Administrator  
Sampson County Tax Administration  
PO Box 1082  
Clinton, NC 28329

SUBJECT: Tax Certification  
Application No. 8200112.20A  
Prestage Farms - Moltonville  
Facility ID: 8200112, Clinton, Sampson County  
Permit No. 07210R14

Dear Mr. Johnson:

Transmitted herewith is one copy of a Tax Certification for the operation of air pollution abatement facilities covered under Air Permit No. 07210R14 issued to Prestage Farms - Moltonville, Sampson County, North Carolina.

This Certification may be used to obtain tax benefits in keeping with the General Statutes of North Carolina. Copies of this Tax Certification are being sent under separate cover to Mr. John Prestage of Prestage Farms - Moltonville.

Sincerely,

A handwritten signature in cursive script, appearing to read "Heather Carter".

Heather Carter, Regional Supervisor  
Division of Air Quality, NCDEQ

Enclosure

cc: Fayetteville Regional Office Files  
John Prestage, Prestage Farms - Moltonville



North Carolina Department of Environmental Quality | Division of Air Quality  
Fayetteville Regional Office | Systel Building, 225 Green Street, Suite 714 | Fayetteville, NC 28301-5094  
910.433.3300 T | 910.485.7467 F

**DIVISION OF AIR QUALITY  
APPLICATION FOR TAX CERTIFICATION & EXEMPTION  
FORM TC-AQ**

For DAQ Use:

Tax Certification Application Number:

This Application Form is to be used only for air-cleaning device(s) under the authority of the NC Division of Air Quality (DAQ)

Revised  
05/18/2016

**DIRECTIONS:** Complete and mail a signed copy to both: 1) The County Tax Administrator for the County in which the facility is located **AND** 2) The regional office of the Division of Air Quality. Type or print in blue or black ink. A separate application is required for each facility where property proposed for tax certification is located.

**THIS APPLICATION WILL NOT BE PROCESSED WITHOUT COMPLETE AND ACCURATE INFORMATION.** If you have any questions regarding this application, please call the local tax office or the NC Division of Air Quality Regional Office responsible for the county in which the facility is located (see <https://deq.nc.gov/about/divisions/air-quality/regional-offices> for regional contact information.)

**Please Note:** Tax Certifications will only be processed for facilities under the authority of the DAQ and only if the DAQ has found that the described property:

1. Has been or will be constructed or installed;
2. Complies with or that plans therefore which have been submitted to the DAQ indicate that it will comply with the requirements of the Environmental Management Commission;
3. Is being effectively operated or will, when completed, be required to operate in accordance with the terms and conditions of the permit, certificate of approval, or other document of approval issued by the DAQ; and
4. Has or, when completed, will have as its PRIMARY rather than incidental purpose the reduction of air pollution resulting from the emission or air contaminants.
5. **The property is being used exclusively (100%) for the reduction of air pollution.**

**A. APPLICANT** (Applicant is the owner of, and taxpayer for, the property described in this application for tax certification.)

Name of Applicant: PRESTAGE AGENERGY OF NC	Name of Facility and ID No. (DAQ Premise Number) where the property is located: PRESTAGE FARMS - MOLTONVILLE <b>FACILITY ID No.:</b> 8200112	
Address of Applicant, if different from facility where the property is located: (address)      (city)      (zip code)	Physical Address of Facility where the property is located (no PO Box): 311 PRESTAGE MILL LANE      CLINTON      28328 (street address)      (city)      (zip code)	
Business Relationship of Applicant to the facility where the property is located: OWNER	County where the property is located: SAMPSON	
	Name of Contact Person at Facility where the property is located: MICHAEL POPE	
	Facility Contact Title: VICE PRESIDENT	Facility Contact Phone Number: (910) 596-5758

Does the Applicant hold any NC Department of Environmental Quality Permits?

Yes     No    If Yes, list Agency Name and Permit No(s):  
EQUIPMENT OPERATED UNDER PRESTAGE FARMS – MOLTONVILLE AIR PERMIT NO. 07210R14

Is this the first Tax Certification issued for this Facility?     Yes     No    If no, attach any previously issued tax certifications

**B. COMPLETE THIS SECTION ONLY IF THE OPERATOR/USER OF THE FACILITY AND EQUIPMENT IS DIFFERENT FROM THE OWNER OF THE FACILITY**

Name of Operator/User: PRESTAGE AGENERGY OPERATIONS		
Operator/User Address: 311 PRESTAGE MILL LANE      CLINTON      28328 (address)      (city)      (zip code)		
Operator/User Contact Name: MICHAEL POPE	Operator/User Contact Title/Phone Number: VICE PRESIDENT // (910) 596-5758	
Relationship between Operator/User of the facility and equipment and the applicant: LEASEE		

**RECEIVED**

**\*\*\*ATTACH A PROCESS SCHEMATIC TO YOUR APPLICATION. The number of each item for which Tax Certification is being requested must be shown on the schematic\*\*\***

Application Continues on Next Page >>>>

MAY - 7 2020

**DIVISION OF AIR QUALITY TAX CERTIFICATION & EXEMPTION APPLICATION**


Revised 05/18/2016

Equipment: Equipment must be used exclusively for the abatement of air pollution.

For County Use Only	For DAQ Use Only: "A" Approved "D" Disapproved	Description of Air Pollution Control Devices as Listed on the Current Air Permit**	Original Permit Application Date AND Current Control Device ID No.	Asset Number, Vehicle Identification Number (VIN)	How is this equipment used for air pollution abatement?	% of Use for Pollution Abatement	Year Acquired	Original Historical Cost*	Is this asset replacing a prior asset?
1		Multi-cyclones (9" diameter tubes)	July 2016 CD-01a	FNB-617 / 6	Particulate removal	100%	2016	\$187,969	No
2		Fabric filter baghouse with dry sorbent injection system (16,270 sq. ft. filter area)	March 2018 CD-04, CD-05	85 / 88	Acid gas control and particulate removal	100%	2018	\$1,309,128	Yes
3									
4									
5									
6									
7									
8									
9									
10									

Attach additional pages if necessary

DAQ Review Engineer (Print) GREGORY REEVES

Signature: 

Date: 05/18/2016

**DIVISION OF AIR QUALITY TAX CERTIFICATION & EXEMPTION APPLICATION**

Equipment: Equipment must be used exclusively for the abatement of air pollution.

Revised 05/18/2016

For County Use Only	For DAQ Use Only. "A" Approved "D" Disapproved	Description of "Supportive" Equipment <u>NOT</u> Listed on the Current Air Permit****	Original Permit Application Date AND Current Control Device ID No.	Asset Number, Vehicle Identification Number (VIN)	How is this equipment used for air pollution abatement?	% of Use for Pollution Abatement	Year Acquired	Original Historical Cost*	Is this asset replacing a prior asset?
11									
12									
13									
14									
15									

Attach additional pages if necessary

DAQ Review Engineer (Print) GREGORY REEVES

Signature: 

Date: 05/12/2020

\*When certifying systems or equipment, DAQ is not certifying the cost of the equipment or the year of acquisition.

\*\*Description must be identical as listed on the current Air Permit.

\*\*\*Attach detailed information as to why this equipment should qualify for Tax Exemption.

**Facilities:** To qualify for tax certification, the building or section of building being applied for must be used exclusively for the abatement of air pollution. A sketch of the building with square footage along with details as to how the building is being used to prevent air pollution is required.

**Land:** To qualify for tax certification, the land must be used exclusively for the prevention of air pollution. A schematic diagram of the facility showing the amount of land (acreage) being requested for certification and how it is being used is required.

**SIGNATURE:** I hereby certify that the above equipment, facilities, and/or land are used for the purpose stated, and that the information presented in this application is accurate. Furthermore, I certify that any portable or mobile equipment listed on this application will be used exclusively in the state of North Carolina.

APPLICANT NAME (Print): Michael Pope

TITLE: Vice President

Date: 5/1/20

APPLICANT PHONE NUMBER: 910-596-5758

APPLICANT EMAIL: mpope@prestagefarms.com

APPLICANT SIGNATURE: 

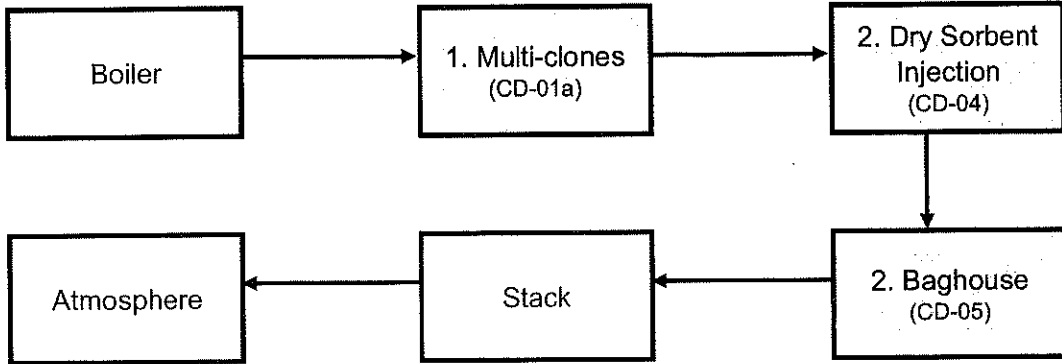
NAME OF APPLICANT BUSINESS ENTITY: Prestage AgEnergy of NC

NOTICE: The penalty for false statement, representation or certification herein includes imprisonment or the assessment of civil penalties.

TC-AQ



# AgEnergy Process Schematic



<b>DIVISION OF AIR QUALITY</b>		For DAQ Use:	Tax Certification Application Number:
<b>APPLICATION FOR TAX CERTIFICATION &amp; EXEMPTION FORM TC-AQ</b>		This Application Form is to be used only for air-cleaning device(s) under the authority of the NC Division of Air Quality (DAQ)	
			Revised 05/18/2016
<p><b>DIRECTIONS:</b> Complete and mail a signed copy to both: 1) The County Tax Administrator for the County in which the facility is located <b>AND</b> 2) The regional office of the Division of Air Quality. Type or print in blue or black ink. A separate application is required for each facility where property proposed for tax certification is located.</p> <p><b>THIS APPLICATION WILL NOT BE PROCESSED WITHOUT COMPLETE AND ACCURATE INFORMATION.</b> If you have any questions regarding this application, please call the local tax office or the NC Division of Air Quality Regional Office responsible for the county in which the facility is located (see <a href="https://daq.nc.gov/about/divisions/air-quality/regional-offices">https://daq.nc.gov/about/divisions/air-quality/regional-offices</a> for regional contact information.)</p> <p><b>Please Note:</b> Tax Certifications will only be processed for facilities under the authority of the DAQ and only if the DAQ has found that the described property:</p> <ol style="list-style-type: none"> <li>Has been or will be constructed or installed;</li> <li>Complies with or that plans therefore which have been submitted to the DAQ indicate that it will comply with the requirements of the Environmental Management Commission;</li> <li>Is being effectively operated or will, when completed, be required to operate in accordance with the terms and conditions of the permit, certificate of approval, or other document of approval issued by the DAQ; and</li> <li>Has or, when completed, will have as its PRIMARY rather than incidental purpose the reduction of air pollution resulting from the emission or air contaminants.</li> <li>The property is being used exclusively (100%) for the reduction of air pollution.</li> </ol>			
<b>A. APPLICANT (Applicant is the owner of, and taxpayer for, the property described in this application for tax certification.)</b>			
Name of Applicant PRESTAGE AGENERGY OF NC		Name of Facility and ID No. (DAQ Premise Number) where the property is located: PRESTAGE FARMS - MOLTONVILLE FACILITY ID No.: 8200112	
Address of Applicant, if different from facility where the property is located:		Physical Address of Facility where the property is located (no PO Box):	
(address)	(city)	(street address)	(city) (zip code)
311 PRESTAGE MILL LANE	CLINTON	311 PRESTAGE MILL LANE	CLINTON 28328
Business Relationship of Applicant to the facility where the property is located: OWNER		County where the property is located: SAMPSON	
		Name of Contact Person at Facility where the property is located: MICHAEL POPE	
		Facility Contact Title: VICE PRESIDENT	Facility Contact Phone Number: (910) 596-5758
Does the Applicant hold any NC Department of Environmental Quality Permits?			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, list Agency Name and Permit No(s):			
EQUIPMENT OPERATED UNDER PRESTAGE FARMS – MOLTONVILLE AIR PERMIT NO. 07210R14			
Is this the first Tax Certification issued for this Facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, attach any previously issued tax certifications			
<b>B. COMPLETE THIS SECTION ONLY IF THE OPERATOR/USER OF THE FACILITY AND EQUIPMENT IS DIFFERENT FROM THE OWNER OF THE FACILITY</b>			
Name of Operator/User: PRESTAGE AGENERGY OPERATIONS			
Operator/User Address:			
311 PRESTAGE MILL LANE	CLINTON	28328	
(address)	(city)	(zip code)	
Operator/User Contact Name: MICHAEL POPE		Operator/User Contact Title/Phone Number: VICE PRESIDENT // (910) 596-5758	
Relationship between Operator/User of the facility and equipment and the applicant: LEASEE			
***ATTACH A PROCESS SCHEMATIC TO YOUR APPLICATION. The number of each item for which Tax Certification is being requested must be shown on the schematic***			

Application Continues on Next Page >>>>

TC-AQ

**DIVISION OF AIR QUALITY TAX CERTIFICATION & EXEMPTION APPLICATION**

Equipment: Equipment must be used exclusively for the abatement of air pollution.

Revised 05/18/2016

For County Use Only	For DAQ Use Only		Description of Air Pollution Control Devices as Listed on the Current Air Permit**	Original Permit Application Date AND Current Control Device ID No.	Asset Number, Vehicle Identification Number (VIN)	How is this equipment used for air pollution abatement?	% of Use for Pollution Abatement	Year Acquired	Original Historical Cost*	Is this asset replacing a prior asset?
	Approved "A"	Disapproved "D"								
1			Multi-cyclones (9" diameter tubes)	July 2016 CD-01a	FNB-617 / 6	Particulate removal	100%	2016	\$187,969	No
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3										
4										
5										
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7										
8										
9										
10										

Attach additional pages if necessary

DAQ Review Engineer (Print) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TC-AQ

**DIVISION OF AIR QUALITY TAX CERTIFICATION & EXEMPTION APPLICATION**

Equipment: Equipment must be used exclusively for the abatement of air pollution.

Revised 05/18/2016

For County Use Only	For DAQ Use Only "A" Approved "D" Disapproved	Description of "Supportive" Equipment <u>NOT</u> Listed on the Current Air Permit***	Original Permit Application Date AND Current Control Device ID No.	Asset Number, Vehicle Identification Number (VIN)	How is this equipment used for air pollution abatement?	% of Use for Pollution Abatement	Year Acquired	Original Historical Cost*	Is this asset replacing a prior asset?
11									
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14									
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Attach additional pages if necessary

DAQ Review Engineer (Print) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*When certifying systems or equipment, DAQ is not certifying the cost of the equipment or the year of acquisition.  
 \*\*Description must be identical as listed on the current Air Permit.  
 \*\*\*Attach detailed information as to why this equipment should qualify for Tax Exemption.

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**Land:** To qualify for tax certification, the land must be used exclusively for the prevention of air pollution. A schematic diagram of the facility showing the amount of land (acreage) being requested for certification and how it is being used is required.

**SIGNATURE:** I hereby certify that the above equipment, facilities, and/or land are used for the purpose stated, and that the information presented in this application is accurate. Furthermore, I certify that any portable or mobile equipment listed on this application will be used exclusively in the state of North Carolina.

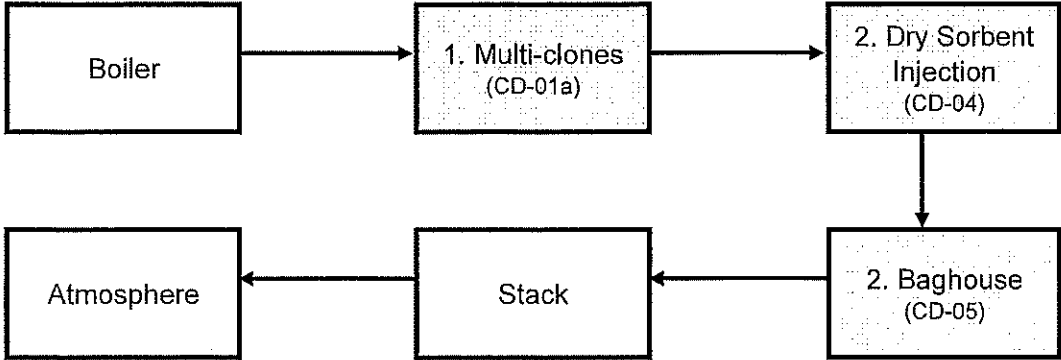
APPLICANT NAME (Print): Michael Pope TITLE: Vice President Date: 5/1/20

APPLICANT PHONE NUMBER: 910-596-5758 APPLICANT EMAIL: mpope@prestagefarms.com

APPLICANT SIGNATURE:  NAME OF APPLICANT BUSINESS ENTITY: Prestage AgEnergy of NC

NOTICE: The penalty for false statement, representation or certification herein includes imprisonment or the assessment of civil penalties. TC-AQ

# AgEnergy Process Schematic



Sampson County  
**Office of Tax Assessor**  
PO Box 1082  
Clinton, NC 28329

Phone 910-592-8146

Fax 910-592-1227

To: Ed Causey, County Manager  
From: Jim Johnson, Tax Administrator  
Date: January 24, 2020  
RE: Request for Waiver of Late List Penalty

The following taxpayer is requesting a waiver of late list penalty (10%) on its 2020 business personal property tax listing.

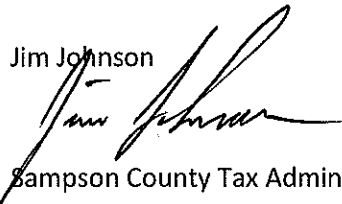
Circle N Farms

Attached is a letter to the Board of Commissioners requesting relief of penalties.

Businesses are required to list all personal property in January, the regular listing period. Any business can request an extension to file during the regular listing period. The taxpayer timely filed a request for and was granted an extension to file up to April 15, 2020. Due to the COVID-19 outbreak the taxpayer was unable to meet the April 15, 2020 deadline for filing.

Any property not timely filed is considered a discovery and carries a 10% late list penalty. General Statute 105-312(k) gives the Board of Commissioners the power to compromise a discovery bill. It is my recommendation, based on the current situation related to COVID-19, that the request for waiver of late list penalty be approved.

Jim Johnson



Sampson County Tax Administrator

Dear Board of Commissioners,

I am requesting a waiver on the late list penalty for Circle N Farms 2020 property tax filing after the April 15th deadline. The reason for my asking is due to the Covid-19 virus, public places being closed due to this & also taking care of my mama which is a recent double transplant patient. It would be greatly appreciated if I was granted an extension. I appreciate your time and consideration in this matter.

Thank you,  
Amy Leah Naylor

Requested 1970 LLP be waived due to Covid 19

COUNTY OF SAMPSON  
TAX DEPARTMENT  
PO BOX 1082  
CLINTON, NC 28329

COUNTY OF SAMPSON  
NORTH CAROLINA  
(910) 592-8146

01-01-2020

BUSINESS PERSONAL PROPERTY LISTING

FOR DEPARTMENT USE ONLY <input type="checkbox"/>	ACCOUNT NUMBER 203141	TOWNSHIP 05	DISTRICT F15			CITY
1	2	3	4	5	6	7
8	B	D	E	F	PPID 51688 MIXL	

BUSINESS NAME AND ADDRESS

Naylor, Amy Leah  
DBA Circle N Farms  
935 Honeycutt Rd.  
Clinton, NC 28328

RECEIVED

JUN 04 2020

SAMPSON COUNTY TAX OFFICE

STANDARD INDUSTRIAL CLASSIFICATION CODE (SIC #) \_\_\_\_\_

NAICS CODE \_\_\_\_\_

DATE BUSINESS BEGAN IN THIS COUNTY \_\_\_\_\_

DATE BUSINESS (FISCAL) YEAR ENDS \_\_\_\_\_

FILL IN APPLICABLE CIRCLE:

PARTNERSHIP  SOLE PROPRIETORSHIP  UNINCORPORATED ASSOCIATION

LLC

CORPORATION  OTHER (SPECIFY) \_\_\_\_\_

OTHER N.C. COUNTIES WHERE PERSONAL PROPERTY IS LOCATED \_\_\_\_\_

FILL IN APPLICABLE CIRCLE: BUSINESS CATEGORY

RETAIL  WHOLESALE  MANUFACTURING

SERVICE  LEASING/RENTAL  FARMING

OTHER (SPECIFY) \_\_\_\_\_

CONTACT PERSON FOR AUDIT \_\_\_\_\_

ADDRESS & PHONE 910 590 7388

IF OUT OF BUSINESS COMPLETE THIS SECTION

DATE CEASED \_\_\_\_\_

PHYSICAL ADDRESS Honeycutt Rd.

REAL ESTATE OWNED BY \_\_\_\_\_

FILL IN APPLICABLE CIRCLE:

SOLD  CLOSED  BANKRUPT  OTHER

WHAT IS PRINCIPAL BUSINESS IN THIS COUNTY HOG & CROP Farming

LOCATION OF ACCOUNTING RECORDS \_\_\_\_\_

SOLD EQUIPMENT, FIXTURES, SUPPLIES TO \_\_\_\_\_

NAME IN WHICH BUSINESS WAS LISTED LAST YEAR Dad deceased / inherited

Acct # 87606 (Wife (Barbara kept some of equipment))

BUYER'S ADDRESS & PHONE: \_\_\_\_\_

**SCHEDULE A PERSONAL PROPERTY - SEE INSTRUCTIONS**

YEAR ACQUIRED	GROUP (1) MACHINERY & EQUIPMENT			
	PRIOR YR. COST	ADDITIONS	DELETIONS	CURR. YR. COST
2019				
2018				8000
2017				
2016	9250			4250
2015				14,639
2014	25,940			20,000
2013				20,700
2012	130			5600
2011				
2010	5270			5100
2009				
2008				
2007	110 tractor			
2006				
2005	17,994			
2004				
PRIOR				63,000
TOTAL				141,889

YEAR ACQUIRED	GROUP (3) OFFICE FURNITURE & FIXTURES			
	PRIOR YR. COST	ADDITIONS	DELETIONS	CURR. YR. COST
2019				
2018				
2017				
2016				
2015				
2014				
2013				
PRIOR				
TOTAL				

YEAR ACQUIRED	GROUP (4) COMPUTER EQUIPMENT			
	PRIOR YR. COST	ADDITIONS	DELETIONS	CURR. YR. COST
2019				
2018				
2017				
2016				
PRIOR				
TOTAL				

**GROUP (2) CONSTRUCTION IN PROGRESS**

LIST TOTAL OF ALL PERSONAL PROPERTY EXPENDITURES IN CIP ACCOUNT ON JANUARY 1, BUT NOT INCLUDED ABOVE - ITEMIZE IN SCHEDULE G

TOTAL CIP: \$ \_\_\_\_\_

Listings due January 31. Extension only by written request or electronic, if filing online.  
County addresses and additional schedules are available at: <http://www.dornco.com/taxes/property/index.html>

DO NOT REMIT THIS FORM TO NC DEPARTMENT OF REVENUE  
Send to Sampson County Tax Administration  
Business Section  
PO Box 1082  
Clinton, NC 28329

1992 JD 2955 Tractor - on a schedule  
✓ 9909

DN - 59,161

5611PBP.L 11/29/19 PMS 286.485



**SCHEDULE A CONTINUED**

**PERSONAL PROPERTY - SEE INSTRUCTIONS**

YEAR ACQUIRED	GROUP (5) IMPROVEMENTS TO LEASED PROPERTY			
	PRIOR YR. COST	ADDITIONS	DELETIONS	CURR. YR. COST
2019				
2018				
2017				
2016				
2015				
2014				
2013				
2012				
2011				
2010				
2009				
2008				
2007				
2006				
PRIOR				
TOTAL				

YEAR ACQUIRED	GROUP (6) EXPENSED ITEMS				CAPITALIZATION THRESHOLD $\square \rightarrow$
	PRIOR YR. COST	ADDITIONS	DELETIONS	CURR. YR. COST	
2019					
2018					
2017					
2016					
2015					
2014					
2013					
2012					
2011					
2010					
2009					
2008					
2007					
2006					
PRIOR					
TOTAL					

GROUP (7) SUPPLIES LIST COST ON HAND AS OF JANUARY 1			
	COST		COST
1. OFFICE, MAINTENANCE, JANITORIAL, MEDICAL, DENTAL, BARBER AND BEAUTY SUPPLIES		5. RENTAL ITEMS NOT SOLD IN THE NORMAL COURSE OF BUSINESS AND NOT LISTED ELSEWHERE IN SCHEDULE A	
2. FUELS HELD FOR CONSUMPTION		6. ALL OTHER MISCELLANEOUS SUPPLIES NOT LISTED ABOVE	
3. REPLACEMENT PARTS AND SPARE PARTS		7. TOTAL	
4. RESTAURANT AND HOTEL ITEMS SUCH AS LINENS, CLEANING SUPPLIES AND COOKWARE NOT LISTED ELSEWHERE IN SCHEDULE A			

**SCHEDULE B VEHICULAR EQUIPMENT & MOBILE HOMES OR MOBILE OFFICES**

If you answer yes to any of questions 1-7 below, you must attach the appropriate Schedule which corresponds with the equipment type listed below. If you answer yes to any question 1, 2, 3 or 4 attach Schedule B-1, attach Schedule B-2 for watercraft, attach Schedule B-3 for Mobile Homes or Mobile Offices, and attach Schedule B-4 for aircraft. Indicate number of short-term rental vehicles owned for question 8.

1. Does your business own any Unregistered Motor Vehicles?  YES  NO

2. Does your business own any Multi-year or permanently registered Trailers?  YES  NO **If yes attach schedule  $\rightarrow$  B-1**

3. Does your business own any special bodies on vehicles?  YES  NO

4. Does your business own any IRP (International Registration Plan) plated vehicles?  YES  NO

**NOTE:** Effective January 1, 2014, IRP plated vehicles are required to be listed with the local county tax office as part of the business personal property listing form process, unless they are already being reported as part of your Public Service Valuation with the N.C. Department of Revenue.

5. Does your business own any watercraft or engines for watercraft?  YES  NO **If yes attach schedule  $\rightarrow$  B-2**

6. Does your business own any Mobile Homes or Mobile Offices?  YES  NO **If yes attach schedule  $\rightarrow$  B-3**

7. Does your business own any Aircraft?  YES  NO **If yes attach schedule  $\rightarrow$  B-4**

8. Does your business own any vehicles held for short-term rental?  YES  NO **Number  $\square \rightarrow$**

**SCHEDULE C LEASED PROPERTY OR OTHER PROPERTY IN YOUR POSSESSION THAT IS OWNED BY OTHERS**

N.C.G.S. 105-315 AND 105-316 requires every person having custody of taxable tangible personal property that has been entrusted to him by another for any business purpose to furnish a separate list containing name, address, and description of the property. If you answered yes to one of the following three questions or are otherwise required to supply this list, you must return the list or separate Schedule C-1 by January 15.

1. Does your business hold any Leased Property, owned by another party (are you a lessee)?  YES  NO

2. Do you have any property used by your business, or in your possession that is owned by others?  YES  NO

3. Do you operate a mobile home park, campground, marina, aircraft storage facility or similar business?  YES  NO

**SCHEDULE D** **SEPARATELY SCHEDULED PROPERTY**

1. Does your business own any artwork, displays, statues, or other personal property that is separately scheduled for insurance purposes?  YES  NO

Please describe the items and estimated value of items if applicable.

**SCHEDULE E** **FARM EQUIPMENT**

Does your business own any tractors and/or other farm equipment?  YES  NO

If so, list and attach year, make, model, cost and year purchased.

**SCHEDULE F** **INTANGIBLE PERSONAL PROPERTY**

Do you lease or rent real property from exempt owners, such as a church, local, state, or federal government, an airport authority, university, or other exempt owner?  YES  NO If yes, include lease information below. Attach additional schedule if necessary.

NAME AND ADDRESS OF OWNER	DESCRIPTION OF PROPERTY	DATE OF LEASE AND LEASE TERM	MONTHLY PAYMENT	ACCT. #

**SCHEDULE G** **ACQUISITIONS AND DISPOSALS DETAIL**

Acquisitions and disposals detail of machinery, equipment, furniture and fixtures and computer equipment, and leasehold improvements in the prior year. If there is not enough room below, attach separate Schedule.

ACQUISITIONS - ITEMIZE IN DETAIL	100% ORIGINAL COST	DISPOSALS - ITEMIZE IN DETAIL	YEAR ACQUIRED	100% ORIGINAL COST

**SCHEDULE H** **REAL ESTATE IMPROVEMENTS**

During the past calendar year, did your business make improvements and/or other additions to real property, owned by your business? If yes, attach separate schedule.  YES  NO

**SCHEDULE I** **BILLBOARDS - OUTDOOR ADVERTISING STRUCTURES**

Does your business own any billboards - outdoor advertising structures?  YES  NO

If yes, attach separate Schedule.

**SCHEDULE J** **LEASED EQUIPMENT**

Does your business lease equipment to others?  YES  NO

If yes, attach separate Schedule.

**AFFIRMATION**

**LISTING FORM MUST BE SIGNED BY A LEGALLY AUTHORIZED PERSON - SEE INSTRUCTIONS**

Under penalties prescribed by law, I hereby affirm that to the best of my knowledge and belief this listing, including any accompanying statements, inventories, schedules, and other information, is true and complete. (If this is signed by an individual other than the taxpayer, he affirms that he is familiar with the extent and true value of all the taxpayer's property subject to taxation in this county and that his affirmation is based on all the information of which he has any knowledge.)

Listing **MUST** be signed by the taxpayer, a principal officer of the taxpayer or a **FULL-TIME** employee of the taxpayer who has been officially empowered by the principal officer to list the property.

*X Amy Leah Naylor* X 6-4-2020 \_\_\_\_\_  
 Signature Date Preparer Other Than Taxpayer Date

*X Owner* X 910-990-7388 \_\_\_\_\_  
 Title Telephone Number Address

*X amyleahnaylor@gmail.com* \_\_\_\_\_  
 Email Address Fax Number Telephone Number

Any individual who willfully makes and subscribes an abstract listing required by the Subchapter (of the Revenue Laws) which he does not believe to be true and correct as to every material matter shall be guilty of a Class 2 Misdemeanor. (Punishable by imprisonment of up to 60 days).

INSTRUCTIONS—Listings due by January 31.

Group (2) Construction in Progress (CIP)

Commonly Asked Questions

Who must file a listing, and what do I list?

Any individual(s) or business(es) owning or possessing personal property used or connected with a business or other income producing purpose on January 1. Temporary absence of personal property from the place at which it is normally taxable shall not affect this rule. For example, a lawn tractor used for personal use, to mow the lawn at your home is not listed. However, a lawn tractor used as part of a landscaping business in this county must be listed if the lawn tractor is normally in this county, even if it happens to be in another state or county on January 1.

NCGS §105-308 reads "...any person whose duty it is to list any property who willfully fails or refuses to list the same within the time prescribed by law shall be guilty of a Class 2 misdemeanor. The failure to list shall be prima facie evidence that the failure was willful." A Class 2 Misdemeanor is punishable by imprisonment of up to 60 days.

When and where to list?

Listings are due on or before January 31. They must be filed with the County Tax Department. DO NOT FILE THIS FORM WITH THE NORTH CAROLINA DEPARTMENT OF REVENUE. This form will not be accepted by the NC Department of Revenue.

A list of county tax office addresses can be found at the NC Department of Revenue's Website. http://www.dor.state.nc.us/publications/property.html.

As required by state law, late listings will receive a penalty. An extension of time to list may be obtained by sending a written request showing "good cause" to the County Assessor by January 31.

How do I list?—Three important rules:

- (1) Read these INSTRUCTIONS for each schedule or group.
(2) If a Schedule or Group does not apply to you, indicate so on the listing form, DO NOT LEAVE A SECTION BLANK, DO NOT WRITE "SAME AS LAST YEAR". A listing form may be rejected for these reasons and could result in late listing penalties.
(3) Listings must be filed based on the tax district where the property is physically located. If you have received multiple listing forms, each form must be completed separately.

INFORMATION SECTION

Complete all sections at the top of the form, whether or not they are specifically addressed in these INSTRUCTIONS. Attach additional sheets if necessary.

- (1) Other N.C. Counties where personal property is located: If your business has property normally located in other counties, list those counties here.
(2) Contact person for audit: In case the county tax department needs additional information, or to verify the information listed, list the person to be contacted here.
(3) Physical address: Please note here the location of the property. The actual physical location may be different from the mailing address. Post Office Boxes are not acceptable.
(4) Principal Business in this County: What does the listed business do? For example: Tobacco Farmer, Manufacture electrical appliances, Laundromat, Restaurant.
(5) Complete other requested business information. Make any address changes.
(6) If out of business: If the business we have sent this form to has closed, complete this section and attach any additional information regarding the sale of the property.

Schedule A

The year acquired column: The rows which begin "2019" are the rows in which you report property acquired during the calendar year 2019. Other years follow the same format.

Schedule A is divided into seven (7) groups. Each is addressed below. Some counties may have the column "Prior Years Cost" pre-printed. This column should contain the cost information from last year's listing. If it does not, please complete this column, referring back to your last year's listing. List under "Current Year's Cost" the 100% cost of all depreciable personal property in your possession on January 1. Include all fully depreciated assets as well. Round amounts to the nearest dollar. Use the "Additions" and "Deletions" column to explain changes from "Prior Yr. Cost" to "Current Yr. Cost". The "Prior Year's Cost" plus "Additions" minus "Deletions" should equal "Current Year's Cost". If there are any additions and/or deletions, please note those under schedule G, Acquisitions and Disposals Detail. If the deletion is a transferred or paid under lease, please note this, and to whom the property was transferred.

COST - Note that the cost information you provide must include all costs associated with the acquisition as well as the costs associated with bringing that property into operation. These costs may include, but are not limited to invoice cost, trade-in allowances, freight, installation costs, sales tax, expensed costs, and construction period interest.

The cost figures reported should be historical cost, that is the original cost of an item when first purchased, even if it was first purchased by someone other than the current owner. For example, you, the current owner, may have purchased equipment in 2000 for \$100, but the individual you purchased the equipment from acquired the equipment in 1995 for \$1000. You, the current owner, should report the property as acquired in 1995 for \$1000.

Property should be reported at its actual cost at the retail level of trade. For example, a manufacturer of computers can make a certain model for \$1000 total cost. It is typically available to any retail customer for \$2000. If the manufacturer uses the model for business purposes, he should report the computer at its market cost at the retail level of trade, which is \$2000, not the \$1000 it actually cost the manufacturer. Manufacturer/lessor businesses which lease the equipment that they manufacture must list their equipment at the retail level of trade rather than their manufacturing cost.

Group (1) MACHINERY & EQUIPMENT

This is the group used for reporting the cost of all machinery and equipment. This includes all warehouse and packaging equipment, as well as manufacturing equipment, production lines, hi-tech or low-tech. List the total cost by year of acquisition, including fully depreciated assets that are still connected with the business.

For example, a manufacturer of textiles purchased a knitting machine in October 2019 for \$10,000. The sales tax was \$200, shipping charges were \$200, and installation costs were \$200. The total cost that the manufacturer should report is \$10,600, if there were no other costs incurred. The \$10,600 should be added in group (1) to the 2019 current year's cost column as an addition.

CIP is business personal property which is under construction on January 1. The accountant will typically not capitalize the assets under construction until all of the costs associated with the asset are known. In the interim period, the accountant will typically maintain the cost of the asset in a CIP account. The total of this account represents investment in tangible personal property, and is to be listed with the other capital assets of the business during the listing period. List in detail. If you have no CIP, write "none".

Group (3) Office Furniture & Fixtures

This group is for reporting the costs of all furniture & fixtures and small office machines used in the business operation. This includes, but is not limited to, file cabinets, desks, chairs, adding machines, curtains, blinds, ceiling fans, window air conditioners, telephones, intercom systems, and burglar alarm systems.

Group (4) Computer Equipment

This group is for reporting the costs of non-production computers & peripherals. This includes, but is not limited to, personal computers, midrange, or mainframes, as well as the monitors, printers, scanners, magnetic storage devices, cables, & other peripherals associated with those computers. This category also includes software that is capitalized and purchased from an unrelated business entity. Note: The development cost of software or any modification cost to software, whether done internally by the taxpayer or externally by a third party to meet the customer's specified needs is excluded and should not be reported. This does not include high tech equipment such as proprietary computerized point of sale equipment or high tech medical equipment, or computer controlled equipment, or the high-tech computer components that control the equipment. This type of equipment would be included in Group (1) or "other".

Group (5) Leasehold Improvements

This group includes real estate improvements to leased property contracted for, installed, and paid for by the lessee which may remain with the real estate, thereby becoming an integral part of the leased fee real estate upon expiration or termination of the current lease, but which are the property of the current lessee who installed it. (Examples are lavatories installed by lessee in a barbershop, special lighting, or dropped ceiling.) If you have no leasehold improvements write "none". Contact the appropriate county to determine if you question if leasehold improvements have already been appraised as real property.

Group (6) Expensed Items

This group is for reporting any assets which would typically be capitalized, but due to the business' capitalization threshold, they have been expensed. Section 179 expensed items should be included in the appropriate group (1) through (4). Fill in the blank which asks for your business' "Capitalization Threshold." If you have no expensed items write "none".

Group (7) Supplies

Almost all businesses have supplies. These include normal business operating supplies. List the cost on hand as of January 1. Remember, the temporary absence of property on January 1 does not mean it should not be listed if that property is normally present. Supplies that are immediately consumed in the manufacturing process or that become a part of the property being sold, such as packaging materials, or raw materials, for a manufacturer, do not have to be listed. Even though inventory is exempt, supplies are not. Even if a business carries supplies in an inventory account, they remain taxable.

SCHEDULE B VEHICULAR EQUIPMENT - ATTACH ADDITIONAL SCHEDULES IF NECESSARY.

Motor vehicles registered with the NC Department of Motor Vehicles as of January 1 do not have to be listed. Please answer the questions on the form to determine if you should complete and attach separate schedules.

SCHEDULE C PROPERTY IN YOUR POSSESSION, BUT OWNED BY OTHERS

If on January 1, you have in your possession any business machines, machinery, furniture, vending equipment, game machines, postage meters, or any other equipment which is loaned, leased, or otherwise held and not owned by you, a complete description and ownership of the property should be reported in this section. This information is for office use only. Assessments will be made to the owner/lessor. If you have already filed the January 15th report required by §105-315, so indicate. If you have none, write "none" in this section. If property is held by a lessee under a "capital lease" where there is a conditional sales contract, or if title to the property will transfer at the end of the lease due to a nominal "purchase upon termination" fee, then the lessee is responsible for listing under the appropriate group.

SCHEDULE D, E, F, G, AND H, please answer the questions provided on the form to determine if you need to complete and attach separate schedules.

AFFIRMATION

If the form is not signed by an authorized person, it will be rejected and could be subject to penalties. Please read the information on this section of the form regarding who may sign the listing form.

Listings submitted by mail shall be deemed to be filed as of the date shown on the postmark affixed by the U.S. Postal Service. Any other indication of the date mailed (such as your own postage meter) is not considered and the listing shall be deemed to be filed when received in the office of the tax assessor.

Any person who willfully attempts, or who willfully aids or abets any person to attempt, in any manner to evade or defeat the taxes imposed under this Subchapter (of the Revenue Laws), whether by removal or concealment of property or otherwise, shall be guilty of a Class 2 Misdemeanor. (Punishable by Imprisonment of up to 60 days)

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

9303

**JIM JOHNSON**  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Cynthia Elaine Smith in NC Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2019</u>	\$ <u>317.06</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>317.06</u>

These taxes were assessed through clerical error as follows.

Traded Vehicle  
Surrendered Tax  
2019 Chev  
Tag # FL54254

Co2 County Tax 290.64  
School Tax \_\_\_\_\_  
F18 Fire Tax 26.42  
City Tax \_\_\_\_\_  
TOTAL \$ 317.06

Mailing Address.

X Cynthia Elaine Smith  
305 Old Crow Rd  
Newton Grove, NC 28366

Yours very truly

X Cynthia E. Smith  
Taxpayer

X Social Security # \_\_\_\_\_  
RECOMMEND APPROVAL:

Jim Johnson  
Sampson County Tax Administrator

Board Approved \_\_\_\_\_  
Date \_\_\_\_\_ Initials \_\_\_\_\_

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

9324

**JIM JOHNSON**  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Timothy Robert Craddock in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2019</u>	\$ <u>47.34</u>
<u>2019</u>	\$ <u>53.43</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL REFUND \$ 100.77

① Bill # 0051797988  
Plate # TBT3166  
Plate turned in  
2014 kia

These taxes were assessed through clerical error as follows.

602 County Tax 90.86

School Tax \_\_\_\_\_

720 Fire Tax 9.91

City Tax \_\_\_\_\_

TOTAL \$ 100.77

② Bill # 0051798282  
Plate # PLP3662  
2014 Subar.  
Plate turned in

Mailing Address.

X 778 Wallingford Rd  
Clifton Pa 17543

Yours very truly

[Signature]  
Taxpayer

X Social Security # \_\_\_\_\_

RECOMMEND APPROVAL:

[Signature]  
Sampson County Tax Administrator

Board Approved \_\_\_\_\_  
Date \_\_\_\_\_ Initials \_\_\_\_\_

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

9321

**JIM JOHNSON**  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Christopher Todd Calcutt in PV Township, Sampson County, for the year(s) and in the amount(s) of:

	YEAR	
2016 Chev	<u>2019</u>	\$ <u>126.25</u>
2004 Ford	<u>2019</u>	\$ <u>11.17</u>
		\$ _____
		\$ _____
		\$ _____
TOTAL REFUND		\$ <u>137.42</u>

These taxes were assessed through clerical error as follows.

Sold vehicles

Surrendered Tags

2004 Ford RNW1927  
2016 Chev FCE6508

Go2 County Tax 122.56  
School Tax \_\_\_\_\_  
F07 Fire Tax 14.86  
City Tax \_\_\_\_\_  
TOTAL \$ 137.42

Mailing Address.

Christopher Todd Calcutt  
X26 Hickory Green Lane  
Dunn NC 28334

Yours very truly

X Christopher Calcutt  
Taxpayer

X Social Security # \_\_\_\_\_

RECOMMEND APPROVAL

Jim Johnson  
Sampson County Tax Administrator

Board Approved \_\_\_\_\_  
Date \_\_\_\_\_ Initials \_\_\_\_\_

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

9306

**JIM JOHNSON**  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by White Investment Co. NC Corp. in Little Boharie Township, Sampson County, for the year(s) and in the amount(s) of: 08010099001

YEAR	
<u>2019</u>	\$ <u>362.87</u>
<u>2018</u>	\$ <u>331.89</u>
<u>2017</u>	\$ <u>331.89</u>
<u>2016</u>	\$ <u>364.86</u>
	\$ _____
	\$ _____
TOTAL REFUND	\$ <u>1,391.51</u>

These taxes were assessed through clerical error as follows.  
4.863 acres taken by Dep. of Transportation  
in 2015, per DB 1907/271  
+ 1844/254

County Tax	<u>1,261.73</u>
School Tax	_____
Fire Tax	<u>129.78</u>
City Tax	_____
TOTAL \$	<u>1,391.51</u>

Mailing Address.

P.O. Box 700  
Roseboro, NC 28382

Yours very truly

White Investment Co.  
Taxpayer

Social Security # \_\_\_\_\_

RECOMMEND APPROVAL:

Jim Johnson  
Sampson County Tax Administrator

Board Approved \_\_\_\_\_  
Date \_\_\_\_\_ Initials \_\_\_\_\_

FILED  
SAMPSON COUNTY  
ELEANOR N. BRADSHAW  
REGISTER OF DEEDS

FILED Nov 19, 2012  
AT 03:49:06 pm  
BOOK 01844  
START PAGE 0254  
END PAGE 0255  
INSTRUMENT # 07090

Prepared By/Return To: Richard G. Sowerby, Assistant Attorney General  
N.C. Department of Transportation, Attorney General's Office  
1505 Mail Service Center, Raleigh, N.C. 27699-1505

NORTH CAROLINA  
SAMPSON COUNTY

DEPARTMENT OF TRANSPORTATION,  
Plaintiff,

v.

MEMORANDUM OF ACTION  
(G.S. 136-104)

WHITE INVESTMENT COMPANY; and  
BANK OF AMERICA CORPORATION,  
Defendants.

Take Notice:

1. That on or about the 19<sup>th</sup> day of November, 2012, the Department of Transportation, under the provisions of Article 9, Chapter 136 of the General Statutes, instituted the above-captioned civil action in the Superior Court of Sampson County by the filing of a Complaint and Declaration of Taking and by the issuance of summons; that pursuant to G.S. 136-104, the interest and area specified in said Complaint and Declaration of Taking vested in the Department of Transportation on said date.

2. That the above-named defendants are the persons who the Department is informed and believes may have or claim to have an interest in said lands.

Project No.: 34416.2.4  
Parcel No.: 058  
I.D. No.: R-2303C

A.G. FILE NO. TR-11-01141



3. That the property which is the subject of this action is described as follows:

Those certain lands lying and being in Little Coharie Township, Sampson County, North Carolina and being more particularly described as follows:

Being that tract of land described in a deed dated May 13, 1998 to White Investment Company, a North Carolina corporation, and recorded May 28, 1998 in Book 1292 at Page 957 of the Sampson County Registry. The property description contained in said deed is hereby incorporated by reference.

4. That the estate or interest acquired in or across said lands taken are described in Exhibit "B" of said Complaint and Declaration of Taking.

This the 15th day of November, 2012.

ROY COOPER  
Attorney General



E. Burke Haywood  
Special Deputy Attorney General

FILED  
SAMPSON COUNTY  
ELEANOR N. BRADSHAW  
REGISTER OF DEEDS

FILED Jan 26, 2015  
AT 12:05:08 pm  
BOOK 01907  
START PAGE 0271  
END PAGE 0276  
INSTRUMENT # 00376

BK:01907 PG:0271

(ABOVE THIS LINE FOR REGISTER OF DEEDS USE ONLY)

FILED  
2015 JAN 16 A 9:45  
SAMPSON CO., C.S.  
BY [Signature]

(ABOVE THIS LINE FOR CLERK OF COURT USE ONLY)

Prepared by and Return to: Alvin W. Keller, Jr., Assistant Attorney General,  
North Carolina Department of Transportation, Attorney General's Office,  
1505 Mail Service Center, Raleigh, North Carolina 27699-1505

NORTH CAROLINA  
SAMPSON COUNTY

IN THE GENERAL COURT OF JUSTICE  
SUPERIOR COURT DIVISION  
CIVIL ACTION  
2012 CVS 1267

DEPARTMENT OF TRANSPORTATION, )  
Plaintiff, )  
)  
v. )  
)  
WHITE INVESTMENT COMPANY; and )  
BANK OF AMERICA CORPORATION, )  
)  
Defendants. )

CONSENT JUDGMENT  
(CNDM)

THIS CAUSE coming on to be heard and being heard before the undersigned Judge of the Superior Court and it appearing to the Court and the Court finding as fact:

That this action was duly instituted on the 19<sup>th</sup> day of November, 2012, by the issuance of Summonses, by the filing of a Complaint and Declaration of Taking and Notice of Deposit and by the deposit of **TWO HUNDRED TWO THOUSAND ONE HUNDRED DOLLARS (\$202,100.00)** as estimated just compensation;

That Summonses were duly served on the defendants, **WHITE INVESTMENT COMPANY**; and **BANK OF AMERICA CORPORATION**, together with a copy of the Complaint and Declaration of Taking and Notice of Deposit; that defendant, **WHITE INVESTMENT COMPANY**, duly filed an answer to the Complaint;

That prior to the date of filing of this action, the deed of trust to defendant, **BANK OF AMERICA CORPORATION**, recorded in Book 1292, Page 959, Sampson County Registry, was cancelled of record in the Office of the Register of Deeds for Sampson County by a Notice of Satisfaction recorded in Book 01842, Pages 0280-0281 and therefore said defendant, **BANK OF AMERICA CORPORATION**, no longer has any interest in the subject property or proceeds of this action and should therefore be dismissed as party defendant to this action;

That the remaining defendant, **WHITE INVESTMENT COMPANY**, is the only party who has or claims to have an interest in the property described in the Complaint and Declaration of Taking, and the title to the property is not in dispute; that as of the date of the institution of this action, the property described in the Complaint and Declaration of Taking was subject only to such liens and encumbrances as were set forth in Exhibit "A" of the Complaint and Declaration of Taking; provided however, the deed of trust recorded in Book 1292, Page 959, Sampson County Registry has been paid and satisfied;

That all parties who are necessary to the determination of this action are properly before the Court; and that the defendant, **WHITE INVESTMENT COMPANY** is under no legal disability;

That now, the defendant, **WHITE INVESTMENT COMPANY**, and the plaintiff have reached an agreement whereby the plaintiff has agreed to pay and the defendant, has agreed to accept the additional sum of **ONE HUNDRED FIFTY-TWO THOUSAND NINE HUNDRED DOLLARS (\$152,900.00)**, as complete and final settlement of all claims in this action and as just compensation pursuant to Article 9, Chapter 136, of the North Carolina General Statutes for the appropriation of the interests and areas as set forth in the Complaint and Declaration of Taking and as hereinafter more particularly described; for any and all claims of interest and costs; for any and all damages caused by the acquisition for the construction of Department of Transportation Project I.D.# R-2303C (WBS# 34416.2.4), Sampson County; and for the past and future use thereof by the Department of Transportation, its successors and assigns, for all purposes for which the Department is authorized by law to subject the same.

**NOW, THEREFORE, IT IS ORDERED, ADJUDGED AND DECREED:**

1. That the Department of Transportation, the plaintiff herein, was entitled to acquire and did acquire, free and clear of all encumbrances, on the 19<sup>th</sup> day of November, 2012, by the filing of a Complaint and Declaration of Taking and Notice of Deposit, together with the deposit of **TWO HUNDRED TWO THOUSAND ONE HUNDRED DOLLARS (\$202,100.00)**, those certain interests or estates and areas, hereinafter more particularly described, in, over, upon and across the property of the defendants; and that said property of the defendants is described as follows:

Being all of that tract of land more particularly described in that certain MEMORANDUM OF ACTION captioned "DEPARTMENT OF TRANSPORTATION, Plaintiff, v. WHITE INVESTMENT COMPANY; and BANK OF AMERICA CORPORATION, Defendants", recorded in the Office of the Register of Deeds for Sampson County in Book 01844, Pages 0254-0255, reference to which MEMORANDUM OF ACTION is made for a more particular description of said property of the defendants.

2. That the interests or estates acquired in, over, upon and across the hereinabove described property of the defendants are described as follows:

**INTERESTS AND ESTATES TAKEN:**

Fee simple title to right of way for all purposes for which the plaintiff is authorized by law to subject the same.

Access is controlled by the Department of Transportation as is indicated by control-of-access (C/A) lines on the project plans referred to below, and there will be no access to, from, or across the areas within the control-of-access (C/A) lines to the main traffic lanes, ramps, or approaches over or from the property abutting said highway right of way.

3. That the areas acquired in, over, upon and across the above-described property are accurately shown upon a map, entitled "PROPERTY DESCRIBED IN CIVIL ACTION ENTITLED STATE OF NORTH CAROLINA DEPARTMENT OF TRANSPORTATION VS WHITE INVESTMENT COMPANY, ET. AL., SAMPSON COUNTY 2012-CVS-1267", as Parcel 058 filed by the plaintiff on the 6<sup>th</sup> day of June, 2014, to include survey lines and station numbers as are delineated on the Master Plans for Department of Transportation Project I.D.# R-2303C (WBS# 34416.2.4) as Parcel No. 058, on file in the Right of Way Branch of the Department of Transportation, Transportation Building, in Raleigh, North Carolina, and also on a copy of said project plans which are or will be recorded, as required by law, in the office of the Register of Deeds of Sampson County, to which plans reference is hereby made for greater certainty of the areas and interests herein conveyed, and said areas and interests are described by metes and bounds as follows:

**AREAS TAKEN:****NEW RIGHT OF WAY #1:**

Beginning at Point "301" being North 47°10'42" East 155.90 ft. from -L- 915+00.47, thence North 56°35'43" East 72.88 ft. to point "302"; thence along a curve turning to the left, having a radius of 1690.0000 ft. and having a chord with a bearing of South 61°06'17" East and a chord distance of 292.72 ft., an arc distance of 293.09 ft. along said curve to point 303, thence South 21°50'52" East 437.96 ft. to point "304"; thence along a curve turning to the right, having a radius of 2020.0000 ft. and having a chord with a bearing of North 67°45'19" West and a chord distance of 510.25 ft., an arc distance of 511.62 ft. along said curve to point 305, thence South 29°30'02" West 20.00 ft. to point "306"; thence along a curve turning to the right, having a radius of 2040.0000 ft. and having a chord with a bearing of North 58°05'14" West and a chord distance of 171.73 ft., an arc distance of 171.78 ft. along said curve to point 307, thence North 21°51'48" West 81.95 ft. to point "308"; thence North 47°10'42" East 243.10 ft. to point "301"; returning to the place of beginning.

**NEW RIGHT OF WAY #2:**

Beginning at Point "311" being North 21°50'52" West 36.52 ft. from -Y33-13+07.74, thence along a curve turning to the right, having a radius of 25.0000 ft. and having a chord with a bearing of South 23°05'14" West and a chord distance of 35.32 ft., an arc distance of 39.21 ft. along said curve to point 312, thence South 68°01'21" West 89.30 ft. to point "309"; thence North 50°42'43" East 119.75 ft. to point "310"; thence South 21°50'52" East 10.69 ft. to point "311"; returning to the place of beginning.

**CONTROL-OF-ACCESS:**

Access is controlled by the Department of Transportation as is indicated by control-of-access (C/A) lines on the project plans referred to above, and there will be no access to, from, or across the areas within the control-of-access (C/A) lines to the main traffic lanes, ramps, or approaches from the property abutting said highway right of way.

4. That prior to the date of filing of this action, the deed of trust to defendant, BANK OF AMERICA CORPORATION, was cancelled of record in the Office of the Register of Deeds for Sampson County by a Notice of Satisfaction recorded in Book 01842, Pages 0280-281 and therefore said defendant, BANK OF AMERICA CORPORATION, no longer has any interest in the subject property or proceeds of this action and is hereby dismissed as party defendant to this action.

5. That the Department of Transportation, the plaintiff herein, pay into Court the additional sum of **ONE HUNDRED FIFTY-TWO THOUSAND NINE HUNDRED DOLLARS (\$152,900.00)**, and that said sum, together with the original deposit made by the plaintiff in this

action, unless heretofore disbursed by order of the Court, be disbursed by the Clerk to, Garris Neil Yarborough, Attorney at Law, Yarborough, Winters, and Neville, P.A., as counsel for and for the benefit of the defendant, WHITE INVESTMENT COMPANY, as the said defendant interest may appear.

6. That the sum of **THREE HUNDRED FIFTY-FIVE THOUSAND DOLLARS (\$355,000.00)**, said sum being the total amount of the original deposit plus said additional amount is just compensation pursuant to Article 9, Chapter 136 of the North Carolina General Statutes for the taking of the hereinabove described interests and areas by the Department of Transportation; for any and all claims for interest and costs; for any and all damages caused by the acquisition for the construction of Department of Transportation Project I.D.# R-2303C (WBS# 34416.2.4), Sampson County; and for the past and future use thereof by the Department of Transportation, its successors and assigns, for all purposes for which the said Department is authorized by law to subject the same.

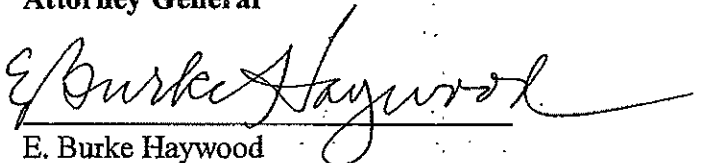
7. That a copy of this Judgment be certified by the Clerk of Superior Court of Sampson County to the Register of Deeds, who shall record the same among the land records of said County.

This the 7 day of Jan., 2015

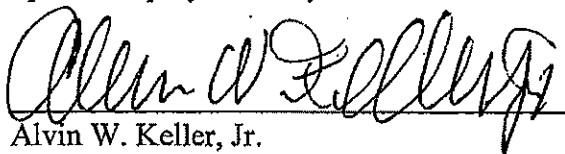
  
\_\_\_\_\_  
JUDGE OF SUPERIOR COURT

**APPROVED AND CONSENTED TO:**

**ROY COOPER**  
Attorney General

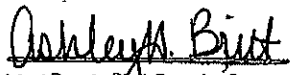


E. Burke Haywood  
Special Deputy Attorney General



Alvin W. Keller, Jr.  
Assistant Attorney General

**A TRUE COPY**  
CLERK OF SUPERIOR COURT  
SAMPSON COUNTY

BY   
Assistant Deputy Clerk Superior Court

Signature page of the Consent Judgment in that high-way condemnation action captioned "DEPARTMENT OF TRANSPORTATION, Plaintiff, v. White Investment Company; and Bank of America Corporation, Defendants" 2012-CVS-1267, Sampson County

White Investment Company

By: \_\_\_\_\_

*Anthony Lynn White*

Type/Print Name: \_\_\_\_\_

*Anthony Lynn White*

Title: \_\_\_\_\_

*Secretary / Treasurer*



Garris Neil Yarborough  
Attorney for the Defendant,  
White Investment Company

#186343

Original Bill

My File Edit Tools Help



- Chgs/Taxes
- Values
- Inquiry

Parcel Information

Year	2016	Bill	46841	Tax year(s)	2016
Parcel	08-0100990-01				
Alt	1453-#095				
Street	ROSEBORO HWY			Unit	
Juris	08	Class	R1	Status	A
Subdiv	0	Zone		List	L
# fam		SIC		Exempt	N
SF	409028	Bk/pg	1292/957		
Acres	9.390	Date	05/28/1998		

Ownership Information

Name1	WHITE INVESTMENT CO. NC CORP.		
Name2			
Owner SSN		Add'l names	N
DBA		Own	
JAN 1 Owner: WHITE INVESTMENT CO. NC CORP.			
Lender	Acct	Serv	

Legal Description

ROSEBORO HWY

Assessment Values

	Prev year	This year
Land val	85,425	85,425
Bldg val	324,203	324,203
Pers val		
Gross	409,628	409,628
Spec assmnt bal		.00
Curr land use		
Curr val exem		
Curr taxable		409,628

Taxes/Abatements/Exemptions/Prelim Adjustments

Charge	Rate	Amount
F14	0.085000	348.18
G01	0.830000	3399.91

Exemption	Date	Amount

Totals
Taxes
3,748.09
Exempt/abated
.00
Net taxes
3,748.09

Display charges and taxes for the current record.

OVR



Original Bill

My File Edit Tools Help



- Chgs/Taxes
- Values
- Inquiry

Parcel Information

Year	2017	Bill	47047	Tax year(s)	2017
Parcel	08-0100990-01				
Alt	1453-#095				
Street	ROSEBORO HWY				
Juris	08	Class	R1	Status	A
Subdiv	0	Zone		List	L
# fam		SIC		Exempt	N
SF	409028	Bk/pg	1292/957		
Acres	9.390	Date	05/28/1998		

Ownership Information

Name1	WHITE INVESTMENT CO. NC CORP.		
Name2			
Owner SSN		Add'l names	N
DBA		Own	
JAN 1 Owner: WHITE INVESTMENT CO. NC CORP.			
Lender	Acct	Serv	
Legal Description	ROSEBORO HWY		

Assessment Values

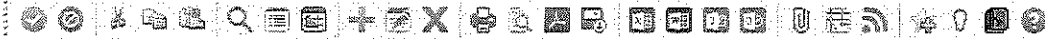
	Prev year	This year
Land val	85,425	85,425
Bldg val	324,203	324,203
Pers val		
Gross	409,628	409,628
Spec assmnt bal		.00
Curr land use		
Curr val exem		
Curr taxable		409,628

Taxes/Abatements/Exemptions/Prelim Adjustments

Charge	Rate	Amount	Totals
F14	0.085000	348.18	Taxes 3,727.61
G01	0.825000	3379.43	Exempt/abated .00
			Net taxes 3,727.61
Exemption	Date	Amount	

Display charges and taxes for the current record.

OVR



- Chgs/Taxes
- Values
- Inquiry

Parcel Information

Year	2018	Bill	15686	Tax year(s)	2018
Parcel	08-0100990-01				
Alt	1453-#095				
Street	ROSEBORO HWY			Unit	
Juris	08	Class	R1	Status	A
Subdiv	0	Zone		List	L
# fam		SIC		Exempt	N
SF	409028		Bk/pg	1292/957	
Acres	9.390	Date	05/28/1998		

Ownership Information

Name1	WHITE INVESTMENT CO. NC CORP.		
Name2			
Owner SSN		Add'l names	N
DBA		Own	
JAN 1 Owner: WHITE INVESTMENT CO. NC CORP.			
Lender	Acct	Serv	
Legal Description			
ROSEBORO HWY			

Assessment Values

	Prev year	This year
Land val	85,425	85,425
Bldg val	324,203	324,203
Pers val		
Gross	409,628	409,628
Spec assmnt bal		.00
Curr land use		
Curr val exem		
Curr taxable		409,628

Taxes/Abatements/Exemptions/Prelim Adjustments

Charge	Rate	Amount	Totals
F14	0.085000	348.18	Taxes
G01	0.825000	3379.43	3,727.61
			Exempt/abated
			.00
			Net taxes
			3,727.61

Display charges and taxes for the current record.

OVR

- Chgs/Taxes
- Values
- Inquiry

Parcel Information

Year	2019	Bill	15923	Tax year(s)	2019
Parcel	08-0100990-01				
Alt	1453-#095				
Street	89			Unit	
	INDUSTRY PARK				
Juris	08	Class	R1	Status	A
Subdiv	0	Zone		List	L
# fam		SIC		Exempt	N
SF	409028	Bk/pg		1292/957	
Acres	9.390	Date	05/28/1998		

Ownership Information

Name1	WHITE INVESTMENT CO. NC CORP.		
Name2			
Owner SSN		Add'l names	N
DBA		Own	
JAN 1 Owner: WHITE INVESTMENT CO. NC CORP.			
Lender	Acct	Serv	
Legal Description			
ROSEBORO HWY			

Assessment Values

	Prev year	This year
Land val	85,425	91,036
Bldg val	324,203	382,627
Pers val		
Gross	409,628	473,663
Spec assmnt bal		.00
Curr land use		
Curr val exem		
Curr taxable		473,663

Taxes/Abatements/Exemptions/Prelim Adjustments

Charge	Rate	Amount	Totals
F14	0.085000	402.61	Taxes
G01	0.825000	3907.72	4,310.33
			Exempt/abated
			.00
			Net taxes
			4,310.33

Display charges and taxes for the current record.

OVR

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand a release and adjustment of taxes assessed

by Sampson County against the property owned by Federal Servicing LLC (IRT TAGS)

in Mingo Township, Sampson County, for the year(s) and in the

amount(s) of:

Year		
<u>2019</u>	\$	<u>118.26</u>
_____	\$	_____
_____	\$	_____
_____	\$	_____
Total Release/Adjustment	\$	<u>118.26</u>
<u>60%</u> County Tax	\$	<u>99.09</u> L. <u>9.91</u>
School Tax	\$	_____
F07 Fire Tax	\$	<u>8.41</u> L. <u>6.85</u>
City Tax	\$	_____
Total	\$	<u>118.26</u>

The taxes were assessed through clerical error or an illegal tax as follows:

No longer own, listed with Cordell Trucking LLC  
Acct 192030.

Taxpayer: Federal Servicing LLC

Tax Administrator: Jim Shuman

Board Approved: \_\_\_\_\_

Date: \_\_\_\_\_ Initials: \_\_\_\_\_

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

FROM: David K. Clack, Finance Officer  
 TO: Sampson County Board of Commissioners  
 VIA: County Manager & Finance Officer  
 SUBJECT: Budget Amendment for fiscal year 2020-2021

1. It is requested that the budget for the COVID-19 CARES Act Funds Department be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11558311-512100	Salaries	75,000.00	
11558311-518100	FICA	4,650.00	
11558311-518120	Medicare	1,088.00	
11558311-518200	Retirement	7,431.00	
11558311-518901	401k County	3,750.00	
11558311-526200	Department supplies	79,420.00	
11558311-526201	Dept. supplies equipment	87,185.00	
11558311-544000	Contract services	34,372.00	
11558311-532100	Telephone and postage	2,688.00	
11558311-555000	Capital outlay other	203,180.00	
11558311-581000	Transfers to other agencies	784,906.00	

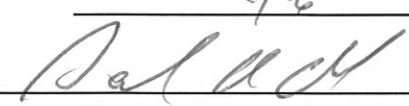
<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11039999-409900	Fund balance appropriated	1,283,670.00	

2. Reason(s) for the above request is/are as follows:  
 To bring forward unexpended grant funds for CARES Act grant.

  
 \_\_\_\_\_  
 (Signature of Department Head)


**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 2020  
  
 \_\_\_\_\_  
 (County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_  
  
 \_\_\_\_\_  
 (County Manager & Budget Officer)

\_\_\_\_\_  
 Date of approval/disapproval by B.O.C.

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

FROM: David K. Clack, Finance Officer  
 TO: Sampson County Board of Commissioners  
 VIA: County Manager & Finance Officer  
 SUBJECT: Budget Amendment for fiscal year 2019-2020

1. It is requested that the budget for the Employee Health Insurance Fund be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
72154000-545100	Claims paid	400,000.00	


<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
72035400-408900	Miscellaneous revenue	400,000.00	

2. Reason(s) for the above request is/are as follows:  
 To allocate additional funds to pay claims through the end of the year.

  
 \_\_\_\_\_  
 (Signature of Department Head)

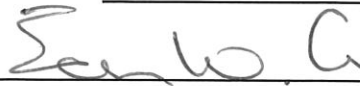
**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_ 6/26, 2020  
  
 \_\_\_\_\_  
 (County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_  
  
 \_\_\_\_\_  
 (County Manager & Budget Officer)

\_\_\_\_\_  
 Date of approval/disapproval by B.O.C.

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

6/25/2020

FROM: SAMPSON COUNTY HEALTH DEPARTMENT

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2020-2021

1. It is requested that the budget for the WIC Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12551670-537000	ADVERTISING	4,200.00	
12551670-543000	RENTAL EQUIPMENT	190.00	
12551670-526200	DEPARTMENT SUPPLIES	64.00	
12551670-532100	TELEPHONE/POSTAGE	692.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12535167-404000	STATE ASSISTANCE	5,146.00	

2. Reason(s) for the above request is/are as follows:

TO ALLOCATE WIC PHASE 2 SPECIAL FUNDING

Wanda Rabun

(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

6/20, 2020

Dalkech

(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_

Earl W. C.

(County Manager & Budget Officer)

Date of approval/disapproval by B.O.C.

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

MEMO:

6/25/2020

FROM: SAMPSON COUNTY HEALTH DEPARTMENT

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2020-2021

1. It is requested that the budget for the WIC Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12551670-526201	DEPARTMENT SUPPLIES EQUIPMENT	6,048.00	
12551670-544000	CONTRACT SERVICES	32,000.00	
12551670-526200	DEPARTMENT SUPPLIES	454.00	
12551670-512100	SALARIES	7,267.00	
12551670-518100	FICA	451.00	
12551670-518120	MEDICARE FICA	106.00	
12551670-518200	RETIREMENT	550.00	
12551670-518300	GROUP INSURANCE	1,161.00	
12551670-518400	DENTAL INSURANCE	44.00	
12551670-518901	401 K	546.00	
<hr/>			
<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
12535167-404000	STATE ASSISTANCE	48,627.00	

2. Reason(s) for the above request is/are as follows:

TO ALLOCATE WIC PHASE 1 SPECIAL FUNDING

Wanda Rabun  
(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

6/26, 2020

[Signature]  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_

[Signature]  
(County Manager & Budget Officer)

\_\_\_\_\_  
Date of approval/disapproval by B.O.C.



**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

FROM: Lorie Sutton, Director of Aging

\_\_\_\_\_  
Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2020-2021

1. It is requested that the budget for the AGING Department  
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02558800-522100	NUTRITION - FOOD PROVISION	\$ 54,496.00	
02558800-526201	NUTRITION - DEPT EQUIPMENT	\$ 5,250.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02035880-403601	MID-CAROLINA - STATE GRANT	\$ 59,746.00	

2. Reason(s) for the above request is/are as follows:

To budget Family First Coronavirus Response Act Funds for July 1, 2020 through September 31, 2021.

Lorie B Sutton

(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

6/26, 2020

[Signature]

(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_

[Signature]

(County Manager & Budget Officer)

\_\_\_\_\_  
Date of approval/disapproval by B.O.C.