

AGENDA – MEETING
GREENE COUNTY BOARD OF COUNTY COMMISSIONERS
10:00 AM – THE WELLNESS CENTER MONDAY, JUNE 7, 2021

A. CALL TO ORDER

Invocation/Pledge to the Flag

B. APPROVAL OF AGENDA

C. CONSENT AGENDA

1. May 17, 2021 Regular Meeting Minutes
2. Release/Refunds
3. Monthly Collection Report
4. Budget Amendment; ARP Funds
5. Budget Amendment; Register of Deeds
6. Budget Amendment; Recreation

D. PUBLIC HEARING

1. FY 21/22 Proposed Budget Ordinance

E. PUBLIC COMMENTS

F. PRESENTATIONS

1. Becky Sutton; County Owned Foreclosed Property

G. COUNTY MANAGERS REPORT

1. Proposed FY 21/22 Budget Ordinance
2. Designation of Voting Delegate
3. Resolution; Elder Abuse Awareness Month
4. Sponsorship; LCC Foundation Tennis & Golf Classic
5. 2021 ESFRLP
6. Incentives for Blood Drive Participation

H. COUNTY ATTORNEY COMMENTS

I. COMMISSIONER'S REPORT AND RECOMMENDATION

J. ADJOURN

Commissioners
Bennie Heath - Chairman
James T. Shackleford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burress



C
County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Consent Agenda

Date: June 7, 2021

The Consent Agenda for the June 7, 2021 Regular meeting consists of the following items:

- 1.) May 17, 2021, Regular Meeting Minutes
- 2.) Releases/Refunds
- 3.) Monthly Collection Report
- 4.) BA; ARP Funds
- 5.) BA; R.O.D.
- 6.) BA; Recreation

Action Recommended:

Motion to accept the Consent Agenda

Board Action is Needed

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NORTH CAROLINA
COUNTY OF GREENE

The Greene County Board of Commissioners met in regular session on Monday, May 17, 2021 at 7:00 p.m. in the Wellness Center. Present for the meeting: Chairman Bennie Heath, Vice Chairman James T. Shackleford Jr, Commissioners Jerry Jones, Susan Blizzard, and Derek Burress, County Manager Kyle DeHaven, County Attorney Gay Stanley and Deputy Clerk Kathy Mooring.

A. Call to Order

Chairman Bennie Heath called the meeting to order, and asked Commissioner Blizzard to give the Invocation and lead the Pledge to the Flag.

B. Approval of Agenda

Chairman Heath noted we are adding a Closed Session for Attorney Client Privilege which will be I and Adjourn will become J. Chairman Heath also noted that C7 on the Consent Agenda is informational only not to be voted on.

On motion by Commissioner Jones and seconded by Commissioner Shackleford, the Board voted unanimously to approve the Agenda with the noted changes.

C. Consent Agenda

Chairman Heath asked for any changes to the Consent Agenda

On motion by Commissioner Jones and seconded by Commissioner Shackleford the Board voted unanimously to approve the Consent Agenda.

- May 3, 2021 Regular Meeting Minutes
- Release/Refunds
- Consideration of Late Application for Present Use Value
- Monthly Collection Report
- Budget Amendment; DSS (2)
- Budget Amendment; Transportation
- County Financials (March & April) Informational Only

Refunds: NCVTS Tax & Tag

James Delano Tyndall, II	\$157.38	Ada Williams Edwards	\$145.22		
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Releases: Ad Valorem Tax

Modular Technologies Inc.	\$51.88				
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D. PUBLIC COMMENTS

None

E. PRESENTATIONS

1. Sharon Harrison; Greene County's 2021 Governors Volunteer Service Award Recipients. Ms. Harrison stated that the North Carolina Commission on Volunteerism and Community Service has selected the following from Greene County to receive the 2021 Governor's Volunteer Service Award: Trey Cash, Dorien Sutton, Malik Sutton and Gene Riddle. Award recipients receive a pin and certificate of recognition from Governor Roy Cooper. Additionally, Marvin Gene Riddle is one of the top 20 volunteers selected throughout the State for the 2021 Governor's Medallion Award. Gene was honored during a virtual ceremony on May 12th presented by the Governor's Office of Volunteer Service. See attached for local recipient and a description of their volunteer service.

2. Mike Barnett; HMGP Programs. Mr. Barnett went over the Greene County 2017 HMGP Programs and where each one stands at this time. See attached for the Acquisition and Elevations. Commissioner Shackelford asked for an explanation of why this is being held up so much. Mr. Barnett said they have done all they can do at this point and are now waiting for DEM to respond the request for additional funds for the elevations. Commissioner Blizzard stated she has nothing personal against Mr. Barnett or McDavid and Associates. She thanked Mr. Barnett for this information and all his hard work this past week and half. She also noted she still wants Mr. Barnett to meet with the elevation homeowners at the county offices individually. She asked that he meet with them to go over the drawings also. Mr. Barnett stated that he had met with all this past weekend at their homes except for one and that was done by phone and went over all information with them. Commissioner Blizzard asked for proper documentation be submitted for reimbursement. He submits the documents online and does not know the status of them after that. She asked the County Attorney about fraudulent documents. Ms. Stanley noted that it depends on the type of documentation. She then asked Mr. Barnett if he had participated any of that. He stated he had forgotten some documents when originally signed by the home owner and they did not want to sign them with old dates and he sent them blank documents to be

dated when signed. Commissioner Burress asked for clarification on this also. Commissioner Shackelford asked if there would be any changes to Mr. Becton's contract and Mr. Barnett stated there were not. Chairman Heath said that there is not a Commissioner on this Board who does not sympathize with all these citizens of Greene County. Chairman Heath noted that many other counties are in the same position as us and that the process is extremely slow.

F. COUNTY MANAGER REPORT

1. Mr. DeHaven presented a request for four public hearings from the Planning Director. The four requested public hearings are to adopt the proposed amendments to the Zoning, Subdivision, Building Code, and Flood Ordinances to meet the new legislation of Chapter 160D. He noted that individual and separate public hearings are requested for each to maintain simplicity and clarity as much as possible. The date of June 21, 2021 is requested for all four of these hearings.

Chairman Heath granted this request to set June 21, 2021 at 7 p.m. during a regular scheduled Board of Commissioners meeting.

2. Mr. DeHaven next presented a request from the Board of Health to reappoint Vanessa Hardy, Barbara Williams, Jody Tyson and Kathy Dail as well as to the Board of Health and appoint Katelyn Rouse to the Board of Health.

On motion by Commissioner Jones to reappoint Vanessa Hardy, Barbara Williams and Kathy Dail and appoint Katelyn Rouse and Michael Rhodes to the Board of Health, this motion was seconded by Commissioner Shackelford. Commissioners Blizzard and Burress stated they felt the Board should go the BOH recommendations but they were reminded that it is the BOC decision. Commissioner Burress tried to make a motion and he was told they had a motion and second already on the floor and it needed to be voted on first, Commissioner Burress stated he did not hear the second. The Board voted 3 to 2 (Commissioners Blizzard and Burress voted nay) to reappoint Vanessa Hardy, Barbara Williams and Kathy Dail and appoint new BOH member Katelyn Rouse as Veterinarian (ILO) and Michael Rhodes as Public Member.

3. Mr. DeHaven next presented a request to make a decision for the State Employees Appeal of Real Property Values that was presented to the Board of Equalization and Review. An appeal was received from The State Employees Credit Union and was scheduled to be heard on April 19, 2021 at 6:00 p.m. The appellant did not appear. The evidence previously submitted by the appellant was distributed to each board member. The response from the Greene County Tax Office was presented by Mrs. Becky Sutton. At that time the Board voted unanimously to take the evidence and response under consideration and to render a decision at a later date. No other correspondence has been received from the appellant.

On motion by Commissioner Blizzard and seconded by Commissioner Shackelford the Board voted unanimously to accept the County proposal.

Mr. DeHaven handed out the Proposed Budget to the Commissioners and asked to schedule the budget workshop and set the date of June 7, 2021 for the Budget Public Hearing. The workshops were scheduled for Tuesday, May 25th at 10 a.m. and Tuesday, June 1st at 6 p.m. at the Wellness Center. The public hearing was scheduled for June 7, 2021 during the regularly scheduled BOC meeting.

G. County Attorney Report

Nothing at this time.

H. Commissioner's Report and Recommendations

Chairman Heath gave a COVID-19 update and encouraged all to be cautious as cases are picking back up and all need to be careful. Commissioner Jones wants to encourage all farmers that use migrant workers to have them vaccinated. Commissioner Burress stated that on the Board of Health appointments that all the candidates are good and that they should have honored the BOH wishes. Commissioner Burress went on to congratulate the recipients of the Governor's Volunteer Service Award and thanked them for their service to the county. He also congratulated the GC Men's Tennis Team for a wonderful season and for representing Greene County at the 2-A State Tournament. He also thanked Eric and Crystal Keel for organizing the Jason Crabb/Jackson Heights concert that raised money for Christian Education. He also reminded everyone that the Walstonburg American Legion Post 332 has an upcoming event on June 6th. They will be holding a "D-Day Celebration" honoring military personnel and also front-line COVID-19 Heroes. He also reminded everyone about the Shine Fire and EMS reverse raffle drawing on June 5th at the Greene County Intermediate School. He reminded everyone that Hurricane Season begins next month and to go ahead and start preparing yourself and family for any needs you may have. He noted that a new DSS Director should be chosen soon. He suggested that the public comments policy be taken out of their agenda packets as he feels it is a waste of paper and ink. He also feels it to be a waste to have the request to be on the agenda form and then a document from the presenter on what they are presenting, etc. He then asked the County Attorney about the defective water meters. He had asked the attorney a couple of meetings ago to review the contract with the vendor who provides these meters to determine if there has been a breach of contract concerning the defective water meters. Ms. Gay stated she went over the contract and according to the contract the company is not in breach of contract as they are replacing defective water meters as required. Commissioner Burress also asked the County Attorney if she had reviewed the McDavid and Associates agreement and had she formed an opinion on that yet. Ms. Gay responded that no she has not seen the retainer letter yet so she has not formed an opinion.

I. CLOSED SESSION – Attorney Client Privilege

Motion/Second into Session: Commissioners Jones and Shackleford. Board voted unanimously to go into Closed Session.

Motion/Second out of Session: Commissioners Jones and Blizzard. Board voted unanimously to come out of Closed Session.

J. ADJOURN

On motion by Commissioner Jones and second by Commissioner Blizzard to adjourn the meeting, the Board voted unanimously to adjourn.

Bennie Heath, Chairman

Attest:

Kyle J. DeHaven, Clerk to the Board

RECIPIENTS OF THE 2021 GOVERNOR'S VOLUNTEER SERVICE AWARD

The North Carolina Commission on Volunteerism and Community Service has selected the following from Greene County to receive the **2021 Governor's Volunteer Service Award**: Trey Cash, Dorien Sutton, Malik Sutton, and Gene Riddle. Award Recipients receive a pin and certificate of recognition from Governor Roy Cooper. Additionally, Marvin Gene Riddle is one of the top 20 volunteers selected throughout the State for the 2021 **Governor's Medallion Award**. Gene was honored during a virtual ceremony on May 12th presented by the Governor's Office of Volunteer Service.

The Governor's Volunteer Service Award honors people who have shown concern and compassion for their neighbors by making a significant contribution to their community through volunteer service. The award was created in the Office of the Governor in 1979 to honor outstanding volunteers throughout the State.

Local award recipient and a description of their volunteer service

Trey Cash: Joshua Trey Cash was nominated **in the area of Disaster**-showing remarkable volunteerism in disaster preparedness, response, recovery of mitigation activities. Trey serves as a Captain and Training Officer for the Maury Volunteer Fire Dept. During the pandemic, Trey developed programs to continue training both online and safely in-person. Although faced with hardships both private and public, Trey continued to respond to emergencies and oversee his administrative duties for the Department. Trey was nominated by Maury Volunteer Fire & Rescue Members Neil Jarman-Chief, Robert Avery-Assistant Chief, and Harris Enzor-Captain.

Dorien Sutton: Dorien Sutton was nominated **in the area of Serving Youth, Disaster, and Environment**. A volunteer for the Walstonburg Volunteer Fire Department since August of 2018, he received the Fire Fighter Rookie of the year award in 2019, and the Firefighter of the Year Award in 2020. In addition to being a very active fireman, he assists with Department Blood Drives, Fund Raisers, and organization/cleaning of the equipment. Working towards his Eagle Scout, Dorien chose to build raised beds for the Pre-K Center to give students hand on experience with gardening. Dorien also volunteers at Vidant Hospital, and tutors students through the AmeriCorps program. Dorien was nominated by Carolyn Newcomb-Community Liaison for Greene Early College and Don Holloman-Chief Walstonburg Volunteer Fire Dept.

Malik Sutton: Malik Sutton was nominated for **Perseverance in Volunteerism in the area of Seniors, Disaster, and Health & Human services**. With the changes that occurred with Senior Nutrition Programs due to COVID-19, Malik became a valuable asset to our program. Malik stepped up to assist every Monday with the extra packing and labor needed to get meals in the hands of Seniors in the safest manner possible with our Drive Thru Meal Program. Not only does he pack meals for distribution, Malik also delivers meals to clients in the program. Malik also assisted with packing Holiday Grocery Bags, distributing Ensure, and COVID Food Box Delivery. He also assisted with Fundraisers for Dementia Research and Lenoir/Greene United Way which funds our local food bank, the Senior Center, and our Boys & Girls Club. During distribution days, Malik is the first to greet participants with a kind word, and a huge smile behind the mask.

Marvin Gene Riddle: STATE MEDALLION RECIPIENT Marvin Gene Riddle was nominated as a **Senior for Lifetime Achievement**-lifelong commitment to volunteerism and community service. Marvin Gene Riddle was nominated by Shenile Ford, Director of NC Cooperative Extension Greene County and David Jones-Community Garden Assistant Manager for his work with the Greene County Community Garden, the Neuse River Beekeepers of NC, organizing the first Snow Hill Downtown Community Extravaganza, and volunteering as a member of the Snow Hill Rotary Club. Mr. Riddle has been a Master Gardener for over 10 years, building 32 raised beds at the garden including 3 beds for those with disabilities, teaching youth and adults how to grow different varieties of vegetables, fruits, and herbs, and giving 2,500 pounds of produce to the local food bank and the Senior Center. Prior volunteer work included work with his fraternity Alpha Phi Omega, president of the Easter Seals Campaign, Cub Scout Master, and a volunteer with United Way.

Greene Co. 2017 HMGP

Acquisition

- #1 2557 Edwards Bridge Road – Dianne Barrett
Did not accept buyout offer. Per DEM, a withdrawal letter has been sent requesting written withdrawal.
- #2 3633 Four Way Road – Dennis Heath
Acquisition complete – reimbursement request submitted to DEM – follow-up expected.
Demolition complete-first demolition invoice processed.
- #3 3832 Four Way Road – Myde Harrison & Hilton Harrison
Hilton Harrison has made contact. Offer to Purchase, appraisal and title sent certified mail 5-17-21.
Confirmed mailing via text to Hilton.
- #4 757 Loop Road – Charlie Crandell
Did not accept buyout offer. Per DEM, a withdrawal letter has been sent requesting written withdrawal.
- #5 8394 US 258 West – Nancy Britt Foreman
Acquisition complete – reimbursement request submitted to DEM – follow-up expected.
Demolition complete - first demolition invoice processed.
- #6 2960 Four Way Road – Michael Sugg
Acquisition complete – reimbursement request submitted to DEM – follow-up expected.
Demolition complete - first demolition invoice processed.
- #7 9453 Hwy 903 North – Ronald Morgan
Acquisition complete – reimbursement request submitted to DEM – follow-up expected.
Demolition complete - first demolition invoice processed.

Elevation

- #1 153 Beaman Old Creek Road – Anthony Grant
Elevation contract awarded 11/16/20 – need additional funds - request complete to DEM.
Status coordinated with Anthony 5-16-21 in home visit.
- #2 5176 Speights Bridge – Darian Ward
Elevation contract awarded 11/16/20 – need additional funds - request complete to DEM.
Status coordinated with Darian 5-16-21. Phone contact - owner-not home on two visits.
- #3 750 Loop Road – Wiliam Litz
Requested scope of work change from elevation to acquisition - request complete to DEM.
- #4 5408 Speights Bridge Road – John Becton
Elevation contract awarded 11/16/20 – need additional funds - request complete to DEM.
Status coordinated with John 5-15-21. in home visit.
- #5 *Unit not funded. Elevation by owner Donald Beamon*
- #6 868 Loop Road – Steve Johnson
Owner chose not to participate.

[illegible]

Becky R. Sutton
Tax Administrator



229 Kingold Blvd.
P.O. Box 482
Snow Hill, NC 28580

(252) 747-3615
FAX (252) 747-5067

Date: June 2, 2021

To: Greene County Board of Commissioners

From: Becky R. Sutton - Tax Administrator

Subject: GS 105-350 (7)

Monthly

All levy

Report of amount collected on each year's taxes and amount remaining
uncollected - Collections posted as of May 31, 2021

Year		Current		FY 2020-2021	Amount Remaining	%
		Month		Collections YTD	Uncollected	Collected
		Adj. Payments+interest		Adj. Payments+interest		
2010		\$ 386.68		\$ 4,235.25	\$ 11,451.17	99.87%
2011		\$ 280.22		\$ 1,693.84	\$ 11,824.25	99.87%
2012		\$ 208.53		\$ 1,644.83	\$ 12,396.36	99.86%
2013		\$ 42.00		\$ 2,087.75	\$ 20,303.53	99.78%
2014				\$ 3,044.92	\$ 7,220.23	99.92%
2015		\$ 86.38		\$ 3,961.20	\$ 8,142.48	99.91%
2016		\$ 292.91		\$ 7,382.03	\$ 14,265.72	99.84%
2017		\$ 343.69		\$ 9,306.64	\$ 16,488.81	99.82%
2018		\$ 1,050.60		\$ 18,013.47	\$ 25,654.70	99.72%
2019		\$ 5,132.30		\$ 70,683.31	\$ 44,317.64	99.52%
2020		\$ 54,580.96		\$ 9,253,823.77	\$ 169,543.96	98.19%
Total		\$ 62,404.27		\$ 9,375,877.01	\$ 341,608.85	

MTD Levy added for 2020				
Beginning Receivable		ytd add'l levy	payments (principal only)	ytd interest(+)
\$ 15,575.00		\$ 9,411,551.16	\$ 9,261,545.88	\$ 33,962.91
YTD:	releases	adjustments	refunds	write offs
	\$ 40,240.19	\$ 2,518.85	\$ (43,663.47)	\$ 1,978.45

C5

GREENE COUNTY
LINE ITEM TRANSFER/BUDGET AMENDMENT

June 1, 2021

Register of Deeds

LINE ITEM TRANSFER					
FROM			TO		
Account Name	Acct #	Amount	Account Name	Acct #	Amount
Total		\$ -	Total		\$ -

BUDGET AMENDMENT					
REVENUES			EXPENDITURES		
Account Name	Acct #	Amount	Account Name	Acct #	Amount
Conveyance/Excise Tax	11-101 431507	8,000	Conveyance/Excise Tax	11-419 5327-00	8,000
Total		\$ 8,000	Total		\$ 8,000

Explanation:

Budgeted amount is not sufficient for balance of 2020-2021 budget year.
Funds will be collected by Register of Deeds office.

Requested by:

Kathy Murphy

Approved by:

C6

GREENE COUNTY
LINE ITEM TRANSFER/BUDGET AMENDMENT

5/21/21

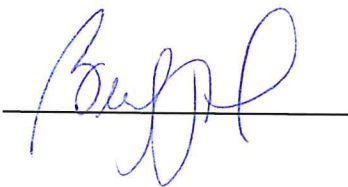
RECREATION

LINE ITEM TRANSFER					
<u>FROM</u>			<u>TO</u>		
<u>Account Name</u>	<u>Acct #</u>	<u>Amount</u>	<u>Account Name</u>	<u>Acct #</u>	<u>Amount</u>
Total		\$ -	Total		\$ -

BUDGET AMENDMENT					
<u>REVENUES</u>			<u>EXPENDITURES</u>		
<u>Account Name</u>	<u>Acct #</u>	<u>Amount</u>	<u>Account Name</u>	<u>Acct #</u>	<u>Amount</u>
			CARES ACT EXPENSE	11511-581126	\$ (13,000.00)
			CONTRACTED SERVICES	11511-527500	\$ 13,000.00
Total		\$ -	Total		\$ -

Explanation: Cares Act Expenses for Track Out Camp; Reimbursed by YMCA CARES Act funds in fund 41

Requested by:



Approved by:

Commissioners
Bennie Heath - Chairman
James T. Shackleford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burrese



71
County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Public Hearing; FY 21/22 Proposed Budget Ordinance

Date: June 7, 2021

A Public Hearing to receive Public Comment is scheduled for the proposed FY 21/22 Budget Ordinance.

Mr. Chairman Open the public hearing to receive Public Comment

Mr. Chairman may close the public hearing when all public comment is received.

Action Recommended:

None at this time, Action for the proposed budget will take place in the Managers Section

No Board Action Needed

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Commissioners
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County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

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Gay Stanley

WHEREAS, the Greene County Board of Commissioners hereby establishes and sets aside a special time for the purpose of receiving such comments and suggestions in addition to public hearings

NOW, THEREFORE; BE IT RESOLVED that all comments and suggestions addressed to the Greene County Board of Commissioners during the Public Comment Period shall be subject to the following Public Comment Policy:

1. Policy Purpose

a. To establish a policy for citizens to appear before the Greene County Board of Commissioners at their regular meetings during the month.

2. Coverage

a. This policy, upon adoption by the Greene County Board of Commissioners, shall remain in effect until such time that it is altered, modified, or rescinded by the Greene County Board of Commissioners.

3. Policy

a. Anyone desiring to address the Board of Commissioners must sign up with the Deputy County Clerk 15 minutes prior to the scheduled meeting time of the Greene County Board of Commissioners meeting. The request should be in writing and on a form provided by the Deputy County Clerk. The form shall, as a minimum, provide the requestors name and address.

b. The Public Comment portion of the agenda will be placed at the beginning of the agenda but after all Public Hearings.

c. Each speaker must be recognized by the Chairman as having the exclusive right to be heard.

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"Greene County is an equal opportunity provider, employer and lender."
To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Ave., SW, Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TDD)

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d. Comments are limited to three minutes per speaker. A speaker cannot give their allotted time/minutes to another speaker to increase that persons allotted time.

e. Speakers must address the entire Greene County Board of Commissioners, not an individual member. Discussions between speakers and the audience will not be allowed.

f. Speakers will be civil in their language and presentation.

g. There shall be a maximum of three (3) participants on the same subject. It is recommended that if there are several people who wish to speak on the same subject that they choose one speaker to speak for all.

h. The time allotted for Public Comment will be 15 minutes. The Board of Commissioners can choose to extend the Public Comment Period, by a majority vote, an additional 15 minutes for a total of 30 minutes for public comments.

i. Individuals who sign up but cannot speak due to time constraints will be carried to the next regular meeting of the Greene County Board of Commissioners and placed first on the Public Comment Agenda.

j. For clarification, any Greene County Board of Commissioners may ask the speaker questions. The time used by a Greene County Board of Commissioners to ask a question, or the response to his/her question, will not be counted against the citizens three minute time allotment.

k. Public comment is not intended to require the Greene County Board of Commissioners to answer any impromptu questions. Action on items brought up during the Public Comment Period will be at the discretion of the Greene County Board of Commissioners.

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County Manager
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l. The public can address the Greene County Board of Commissioners on any issue other than public hearings items and those items that would be covered in closed session, which would include, but not be limited to attorney/client privilege, personnel, land acquisition and contract negotiations.

m. Anyone desiring to address the Greene County Board of Commissioners on a specific concern requiring more effective and informed action by the Greene County Board of Commissioners should contact the County Manager at least one week prior to the meeting for the topic to be reviewed for consideration to be placed on the agenda. Whenever possible, staff will address the concern directly, but if staff cannot address the issue, it will be placed on the agenda as early as practicable. The person making the request should provide sufficient information pertaining to their concerns to allow the Greene County Board of Commissioners to review the citizen concerns and/or request.

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County Manager
 Kyle J. DeHaven

Finance Officer
 Beverly T. Stroud

County Attorney
 Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Ms. Becky Sutton; County Owned Foreclosed Property

Date: June 7, 2021

Ms. Becky Sutton, tax Administrator, will present to the Board upset bids offered for parcels previously bid. The time has expired for upset bids to be received and Ms. Sutton is recommending the Board accept the latest upset bid offer.

Action Recommended:

Motion to accept the recommended upset bid offer

Board Action is Needed

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Becky R. Sutton
Tax Administrator



229 Kingold Blvd.
P.O. Box 482
Snow Hill, NC 28580

(252) 747-3615
FAX (252) 747-5067

May 26, 2021

To: Mr. Kyle DeHaven
Greene County Board of Commissioners

Re: County Owned Foreclosed Property

On April 5, 2021, the Board unanimously voted to consider an offer to purchase from Cub Lands, LLC in the amount of \$2500.00 for parcel 0406509, Mewborn Church Road, Snow Hill and to declare the property as surplus property.

The 5% deposit was received. As prescribed by law, the offer was first published in The Standard on April 15, 2021 and gave notice that the bid may be raised within 10 days of the notice.

Subsequently, the following upset bids were received and advertisement on each began as prescribed by law. Please note that each time the bid was upset, the previous bidder was contacted and advised of the upset bid.

Date of upset bid/	From Whom	Amount	Date of 1st advertisement
03/31/2021	Calvin Watson Properties	\$2750.00	May 6, 2021
05/03/2021	Cub Lands, LLC	\$3,025.00	
05/05/2021	Calvin Watson Properties	\$3,327.50	May 13, 2021

No more upset bids have been received since the May 13, 2021 advertisement date (last day to upset bid May 24, 2021). Our recommendation is that the Board accept the latest upset bid and offer as presented in the amount of \$3,327.50 from Calvin Watson Properties and proceed with the sale of this property.

G|

Commissioners
Bennie Heath - Chairman
James T. Shackelford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burrese



County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Proposed 21/22 FY 21/22 Budget Ordinance

Date: June 7, 2021

Attached you will find the final proposed 21/22 Budget Ordinance. A recommended budget from the Manager was given to the Greene County Board of Commissioners at the May 17th, 2021 Board of Commissioners meeting. Two budget workshops were set and took place on May 25th 2021 at 10:00am and June 1st, 2021 at 6:00pm in the Wellness Center. The budgets were discussed by department by fund. All questions and comments were addressed. You now have the final budget and with no further questions, I would ask for approval of this proposed budget.

Action Recommended:

Motion to approve the proposed FY 21/22 Budget Ordinance

Board Action is Needed

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The mission of Greene County Government is to serve and improve the lives of all citizens by providing high-quality, cost-effective services in an open, professional and ethical environment

BUDGET ORDINANCE 2021-2022 FISCAL YEAR

BE IT ORDAINED by the Board of County Commissioners of Greene County, North Carolina, in session June 7, 2021 that for the expenditures of the County Government, its activities, and institutions for the fiscal year beginning July 1, 2021 and ending June 30, 2022, the amounts in the following sections are hereby adopted for the budget of the departments, agencies, or activities as indicated by title and to provide for payment of said amounts the following revenues or so much thereof as may be needed are hereby appropriated:

SECTION 1. EXTENSION FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Revenue	6,000
<u>EXPENDITURES</u>	
Expense	6,000

SECTION 2. DSS CLIENT FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Client Fund	132,000
<u>EXPENDITURES</u>	
Client Fund Exp.	132,000

SECTION 3. GENERAL FUND That for the fiscal year there is hereby budgeted and appropriated the following:

REVENUES

General	
Taxes and Licenses	14,764,757
Miscellaneous General Revenues	522,100
Charges for Services	1,818,571
Program Specific – Operating Grants	575,098
Social Services Programs	2,289,533
Public Health Programs	980,244
Transfers	4,800
Other	0
Fund Balance Appropriated	<u>135,925</u>
General Fund Revenue Total	\$21,091,028

EXPENDITURES**AMOUNT**

411	Governing Body	135,005
412	General Government	437,050
415	Administration	841,615
416	Tax	521,428
417	Court System	25,130
418	Elections	298,462
419	Register of Deeds	248,218
420	Building Inspections	444,206
421	Animal Control	173,348
431	Sheriff	1,754,170
432	Jail	1,645,660
441	Emergency Management	248,156
443	EMS	1,697,681
		516,754
461	Public Buildings	654,526
475	Forestry	78,734
491	Economic Development	83,907
493	Juvenile Restitution	55,253
495	Cooperative Extension	268,267
496	Soil Conservation Service	138,488
501	Veteran's Service	29,054
502	DJJDP Youth Programs	45,645
504	Greene County Schools	3,476,600
505	LCC-Greene County	240,000
506	Public Library	139,500
507	Mental Health	66,018
511	Recreation	426,544
514	Farmers Market Operations	8,275
521	Social Services	3,647,354
541	Public Health	1,944,641
580	Senior Services	301,329
990	Transfers to Other funds	500,010
Total General Fund Budget		\$21,091,028

SECTION 4. DEBT SERVICE RESERVE FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Transfer from General Fund	0
<u>EXPENDITURES</u>	
Transfer to Reserve	0

SECTION 5. FINES/FORFEITURES FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Fines Received	70,000
<u>EXPENDITURES</u>	
Fines Transmitted	70,000

SECTION 6. EMERGENCY TELEPHONE FUND That for the fiscal year there is hereby budgeted and appropriated the following based on a wireline surcharge of \$.70 per phone line:

<u>REVENUES</u>	
E-911 Surcharge	204,322
E-911 Designated Fund Balance	0
	204,322
<u>EXPENDITURES</u>	
E-911 Related Expenditures	
Operating	182,500
Reserve	21,822
	204,322

SECTION 7. AUTOMATION ENHANCEMENT AND PRESERVATION FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Transfer from General Fund	4,800
Fund Balance Appropriated	0
	4,800
<u>EXPENDITURES</u>	
Operating	4,800
Reserve	0

	4,800
--	-------

SECTION 8. REVALUATION FUND That for the fiscal year there is hereby budgeted and appropriated the following:

REVENUES	
Revaluation Designated Fund Balance	50,000
Interest	0
	50,000
EXPENDITURES	
Transfer to Reserve	50,000
Reserve	0
	50,000

SECTION 9. SCHOOL CAPITAL FINANCE That for the fiscal year there is hereby budgeted and appropriated the following:

REVENUES	
Miscellaneous Revenues	720,210
EXPENDITURES	
Capital Outlay	0
Debt Service	720,210
	720,210

SECTION 10. ALTERNATIVE WATER SUPPLY FUND That for the fiscal year there is hereby budgeted and appropriated the following:

REVENUES	
Transfer from Water	731,000
	227,167
	958,167
EXPENDITURES	
Reserve	97,517
Debt Service	860,650
	958,167

SECTION 11. GREENE COUNTY REGIONAL WATER & SEWER SYSTEM That for the fiscal year there is hereby budgeted and appropriated the following:

REVENUE	
Customer Charges	4,125,000

Miscellaneous	8,000
Retained Earnings Appropriated	151,542
Interest	<u>1,000</u>
	4,285,542

<u>EXPENDITURES</u>	
Operating	3,457,191
Transfers	828,351
Reserve	0
	4,285,542

SECTION 12. SOLID WASTE FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Fund Balance Appropriated	0
Fees	739,939
White Goods Fees	0
Sale of White Goods	2,500
Solid Waste Disposal Tax	17,000
Interest	100
Recycling	0
Scrap Tire Fees	<u>28,000</u>
	787,539
<u>EXPENDITURES</u>	
Landfill Expenditures	286,565
Collection Site Expenditures	457,574
Closure Expenditures	12,400
White Goods Operating	3,000
Scrap Tire Operating	<u>28,000</u>
	787,539

SECTION 13. TRANSPORTATION FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Operating Grants	478,952
Fare	0
Other	<u>0</u>

	478,952
<u>EXPENDITURES</u>	
Operating	478,952
Capital Outlay	0
	478,952

SECTION 14. WATER SUPPLY CAPITAL RESERVE FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Transfer from Utility Fund	97,351
<u>EXPENDITURES</u>	
Reserves	97,351

SECTION 15. RAINBOW FIRE DISTRICT FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Fire Tax	127,780
<u>EXPENDITURES</u>	
Contracted Fire Protection	127,780

SECTION 16. BULL HEAD FIRE DISTRICT FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Fire Tax	76,000
<u>EXPENDITURES</u>	
Contracted Fire Protection	76,000

SECTION 17. MAURY FIRE DISTRICT FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Fire Tax	87,000
<u>EXPENDITURES</u>	
Contracted Fire Protection	87,000

SECTION 18. ARBA FIRE DISTRICT FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Fire Tax	60,000
<u>EXPENDITURES</u>	
Contracted Fire Protection	60,000

SECTION 19. SHINE FIRE DISTRICT FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Fire Tax	77,000
<u>EXPENDITURES</u>	
Contracted Fire Protection	77,000

SECTION 20. LITTLE CREEK FIRE DISTRICT FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Fire Tax	39,558
<u>EXPENDITURES</u>	
Contracted Fire Protection	39,558

SECTION 21. CONTENTNEA FIRE DISTRICT FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Fire Tax	140,000
<u>EXPENDITURES</u>	
Contracted Fire Protection	140,000

SECTION 22. FORT RUN FIRE DISTRICT FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Fire Tax	60,925
<u>EXPENDITURES</u>	
Contracted Fire Protection	60,925

SECTION 23. JASON FIRE DISTRICT FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Fire Tax	57,800
<u>EXPENDITURES</u>	
Contracted Fire Protection	57,800

SECTION 24. CASTORIA FIRE DISTRICT FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Fire Tax	80,000
<u>EXPENDITURES</u>	
Contracted Fire Protection	80,000

SECTION 25. SPEIGHT'S BRIDGE FIRE DISTRICT FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Fire Tax	71,000
<u>EXPENDITURES</u>	
Contracted Fire Protection	71,000

SECTION 26. MIDDLE SWAMP SERVICE DISTRICT FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Fire Tax	17,000
<u>EXPENDITURES</u>	
Contracted Fire Protection	17,000

SECTION 27. TAX LEVY That there are hereby levied the following taxes per \$100 valuation on property listed for ad valorem taxation as of January 1, 2020 for the purpose of raising the revenues listed for the corresponding funds set out in other sections of this Ordinance:

<u>FUND</u>	<u>RATE PER \$100 VALUATION</u>	<u>LEVY</u>
General Fund	.7860	9,666,000
Rainbow Fire District	.108	127,780
Bull Head Fire District	.120	76,000
Maury Fire District	.089	87,000

Arba Fire District	.063	60,000
Shine Fire District	.09	77,000
Little Creek Fire District	.095	39,558
Contentnea Fire District	.0820	140,000
Fort Run Fire District	.122	60,925
Jason Fire District	.0800	57,800
Castoria Fire District	.10	80,000
Speight's Bridge Fire District	.0708	71,000
Middle Swamp Service District	.089	17,000

SECTION 28. SOLID WASTE FEES That there is hereby imposed a Household Solid Waste Fee in Greene County. The Solid Waste Fee is composed of an availability fee of \$45.00 per residential unit, which is applied uniformly throughout the County, including incorporated municipalities. The Solid Waste Fee is also composed of a user fee in the amount of \$45.00 per residential unit per year, which is applied only to the unincorporated areas of Greene County and to those incorporated municipalities in Greene County that do not provide a system of municipal solid waste collection. Solid Waste Fees were originally set forth and more particularly described in an ordinance approved by the Board of County Commissioners dated July 6, 1993. The tipping fee at the Greene County Landfill will be \$46.00 per ton effective July 1, 2021.

SECTION 29. GREENE COUNTY INSPECTION FEES That there is hereby imposed the following fee schedule for inspections in Greene County:

Permit Type	Residential	Commercial
Building	\$.12/tsf	\$.14/tsf
Insulation	\$.02/tsf – min. \$30.00	\$.03/tsf – min. \$30.00
Plumbing	\$8.00/fixture	\$10/fixture
*Sewage & Water Taps	\$50	\$50
Mechanical	\$.06/tsf	\$.08/tsf
*Unit Replacement	\$50.00	\$50.00
Electrical	\$.06/tsf + service 0-200 amps \$55.00 201-400 amps \$75.00 401-600 amps \$95.00 601-800 amps \$115.00	\$.08/tsf + service 0-200 amps \$55.00 201-400 amps \$75.00 401-600 amps \$95.00 601-800 amps \$115.00
*Temporary Service Pole	\$55.00	\$55.00
*Temporary Power	\$50.00	\$50.00
*Mobile Home/Off. Trailer	\$55.00	\$55.00
*Swimming Pool	\$50.00	\$50.00
*Mechanical Replacement	\$30.00	\$30.00
*Individual Motors & Fixtures	1-10 = \$20.00 after 10 \$10.00 each	1-10 = \$20.00 after 10 \$10.00 each
*Livestock Production Buildings		\$120/building + AMP
*Bulk Barns		\$25.00

Renovation	\$3.00/\$1,000 of contract	\$4.00/\$1,000 of contract
Demolition	\$75.00	\$100.00
Mobile Home *Single Wide *Double Wide	(includes set-up& plumbing) \$150.00 \$200.00	
Modular Units/House Moving	\$250.00	\$250.00
Gas Line	\$20.00 first line \$10.00 each additional line	\$20.00 first line \$10.00 each additional line
Signs & Billboards		\$50.00
Change of Occupancy	\$100.00	\$100.00
Fire Protection *Sprinkler System *UST Installation *UST Removal *Above Ground Tank Installation *Fire Suppression System	\$115.00 + 2.00 ea. Add'l head \$100.00 \$100.00 \$100.00 \$100.00 \$60.00	\$115.00 + 2.00 ea. Add'l head \$100.00 \$100.00 \$100.00 \$100.00 \$60.00
Pool	\$50.00	\$50.00
Office Trailer		\$100.00
Warehouses & Storage Units *Unheated & Unlighted		\$4.00/\$1000 of contract
Refrigeration	\$50.00	\$50.00
Miscellaneous Fees *Zoning & Consulting *Inspections not otherwise listed *Asbestos Insp. *Homeowner's Recovery Fund	\$50.00 per hour \$100.00 \$200.00 plus samples \$10.00	\$50.00 per hour \$100.00 \$200.00 plus samples \$10.00
Re-inspection Fee	\$50.00	\$50.00
Failure to Obtain Permit	\$100.00	\$100.00
Minimum Building Permit Fee	\$50.00	\$50.00

SECTION 30: FIRE INSPECTION FEES That there is hereby imposed the following fee schedule for Fire Inspection:

Type of Fee	Fee Amount
Under 5,000 square feet ¹	\$75.00
5,000 to 10,000 square feet ¹	\$100.00
Over 10,000 square feet ¹	\$100.00 + \$5.00/1,000 sq. ft
Special Situations	\$75.00
(i.e. installation or removal of motor vehicle	\$75.00 per tank

fuel storage tanks)	
Residential Occupancies ³ (Multi-Family)	0-5,000 sq. ft \$75.00
Footprint from 5,000-10,000 square feet	\$100.00
Footprint over 10,000 square feet	\$100.00 + \$5.00/1,000 sq. ft
Group Care Homes	\$150.00
Foster Care Inspection	\$50.00

¹ Includes first inspection and one follow-up inspection. Each subsequent follow-up inspection will be requiring an additional ½ the permit fee.

² To be billed to licensing agency.

³ This inspection only covers the common areas of the structure.

SECTION 31. HEALTH DEPARTMENT LOCAL FEES That there is hereby imposed the following fee schedule for the Health Department in Greene County:

Type of Fee	Fee Amount
Environmental Health	
Lot Evaluation (Single Family Dwelling or <480 gal/day)	\$200
Lot Evaluation (Flow >480 gal/day, additional \$100)	\$300
Re-Evaluation	\$200
Existing Septic Tank Inspection	\$50
Septic Tank Repair Permit	\$50
Re-Visit	\$25
Well Permit	\$200
Swimming Pool Permit	\$50
Tattoo Establishment Permit	\$150
Water Sample: Bacteriological, Inorganic or Nitrate	\$75 each
TFE (Temporary Food Establishment) Fee	\$75
Plan Review (Pool, Restaurant, etc.)	\$100
Expansion Permit(New)	\$50
Expansion Permit(Existing)	\$200
Clinic Flat Rate Fees	
See Clinic rate schedule at	
http://www.co.greene.nc.us/health	

SECTION 32. ANIMAL CONTROL FEES That there is hereby imposed the following fee schedule for Animal Control Department in Greene County:

Animal Control	
Adoptions; Dogs	\$60
Adoptions; Cats	\$40
Puppies under 4 months	\$30
Kittens under 4 months	\$50
1 year-out of County Residents Rabies Vaccinations	\$15
1 year-In County Residents Rabies Vaccinations	\$10
3 year-out of County Residents Rabies Vaccinations	\$20
3 year-In County Residents Rabies Vaccinations	\$15
Owner Redemption	\$35 + Boarding
*Owned Animal Pickup	\$35/animal
**Boarding Fee	\$25/day
Animal Surrender	\$35
Animal Pickup, First Violation	\$100.00
Animal Pickup, Second Violation	\$150.00
Animal Pickup, Third Violation	\$200.00

* When owner calls and requests pickup of unwanted pets.

**For pets picked up as strays and quarantined animals.

SECTION 33. TRANSPORTATION FEES That there is hereby imposed the following fee schedule for Transportation Department in Greene County:

A rate of \$1.85 per shared mile.

SECTION 34. WATER AND SEWER RATES

Category	Adopted Rates	Adopted Sewer Rates
Residential		
First 2,000 Gallons	\$15.64	\$17.535
1 meter (R1)		
Next 3,000 Gallons	\$4.95	\$6.79 per 1,000 gallons
All over 5,000 Gallons	\$5.08 per 1,000 gallons	\$6.79 per 1,000 gallons
Commercial		
First 1,000 Gallons	\$47.19	
Next 1,000 Gallons	\$2.95	
Next 2,000 Gallons	\$3.54	
All over 4,000 Gallons	\$5.08 per 1,000 gallons	

Prison		
First 2,000 Gallons	\$5,126.15	\$22,591.674
All over 2,000 Gallons	\$6.25 per 1,000 gallons	\$7.90 per 1,000 gallons
Bulk water Rate		
Cost per 1,000 Gallons	\$3.86	
Monthly Surcharge		
Alternative Water Supply Fee	\$12.00	

SECTION 31. REVENUE NEUTRAL RATE

The general reappraisal of real property for Greene County occurs once every eight years. State law requires that units of local government, including public authorities, publish a revenue-neutral tax rate in the budget immediately following the completion of the general reappraisal of real property. The purpose for the revenue-neutral tax rate is to provide citizens with comparative information. The FY 2021-2022 operating budget follows the general reappraisal for real property for Greene County. The revenue-neutral property tax rate is the rate that is estimated to produce revenue for the next fiscal year equal to the revenue that would have been produced for the next fiscal year by the current tax rate if no reappraisal had occurred. The rate is then adjusted by a growth factor equal to the average annual percentage increase in the tax base due to the improvements since the last general appraisal. The reappraisal produced a tax base of \$1,249,924,531 for Greene County. The tax levy for the current fiscal year is \$9,235,014 and the growth factor since the last general reappraisal is 1.66% using the formula mandated by state law, the revenue neutral-tax rate for Greene County is 75.1 cents. The proposed tax rate for 2021-2022 is 78.6 cents which remains equal to the rate from 2020-2021.

SECTION 32. DELEGATED AUTHORITY

The County Manager is hereby authorized to transfer appropriations among line items within the department for which the funds were originally appropriated.

The County Manager is hereby authorized to transfer appropriations, not to exceed \$15,000 per transfer, among departments within the Fund for which the funds were originally appropriated.

Adopted this the 7th day of June, 2021.

Chairman of the Board

Clerk to the Board

Commissioners
Bennie Heath - Chairman
James T. Shackleford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burress



County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Designation of Voting Delegate

Date: June 7 2021

A Voting delegate is needed for the 114TH Annual Conference of the NCACC. The voting delegate is traditionally the Chairman of the Board of Commissioners.

Action Recommended:

Motion to designate the Chairman as the voting delegate for the 114th conference of the NCACC

Board Action is Needed

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Designation of Voting Delegate to NCACC Annual Conference

I, _____, hereby certify that I am the duly designated voting delegate for _____ County at the 114th Annual Conference of the North Carolina Association of County Commissioners to be held during the Annual Business Session on August 14, 2021, at 12:45 p.m. in New Hanover County.

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 9, 2021** close of business:

Email: alisa.cobb@ncacc.org

Commissioners
 Bennie Heath - Chairman
 James T. Shackleford-Vice Chair
 Jerry Jones
 Susan Blizzard
 Derek Burress



County Manager
 Kyle J. DeHaven

Finance Officer
 Beverly T. Stroud

County Attorney
 Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Resolution; Elder Abuse Awareness

Date: June 7 2021

A Resolution has been submitted and is attached declaring June as Elder Abuse Awareness Month.

Action Recommended:

Motion to approve the Elder Abuse Awareness Month Resoluion

Board Action is Needed

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Commissioners
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James T. Shackleford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burrese



County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

**North Carolina
Greene County**

Elder Abuse Awareness Month and World Elder Abuse Awareness Day

WHEREAS, Greene County recognizes the month of June as Elder Abuse Awareness Month and joins the State of North Carolina and the world in recognizing World Elder Abuse Awareness Day for those in our county who suffer in silence and shame; and

WHEREAS, elder abuse can be the result of intentional or unintentional neglect and can take various forms such as physical, psychological or emotional, sexual and financial abuse; and

WHEREAS, approximately 1 in 10 Americans age 60 or older have experienced abuse; research shows underestimated studies of elder abuse as only 1 in 24 cases is reported; and

WHEREAS, Greene County's older adults of all social, economic, racial, and ethnic backgrounds may be targets of abuse, neglect, or exploitation, which can occur in families, long-term care settings, and communities; and

WHEREAS, protecting older adults in our state is a community responsibility, and all North Carolinians are charged under state law to report suspected abuse, neglect, or exploitation to their local County Department of Social Services; and

WHEREAS, Elder Abuse Awareness Month and the World Elder Abuse Awareness Day provides an opportunity for the Greene County community to promote a better understanding of abuse and neglect of older persons by raising awareness of the cultural, social, economic, and demographic processes affecting older populations; and

NOW, THEREFOR, BE IT RESOLVED the Greene County Board of Commissioners, do hereby proclaim the month of June 2021 as **Elder Abuse Awareness Month** and recognizes June 15, 2021 as **WORLD ELDER ABUSE AWARENESS DAY** in Greene County and commend its observance to all citizens.

Adopted this the 7th of June, 2021.

Bennie Heath, Chairman
Greene County Board of Commissioners

Attest:

Kyle J. DeHaven
Clerk to the Board

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Commissioners
 Bennie Heath - Chairman
 James T. Shackleford-Vice Chair
 Jerry Jones
 Susan Blizzard
 Derek Burrese



County Manager
 Kyle J. DeHaven

Finance Officer
 Beverly T. Stroud

County Attorney
 Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Sponsorship; 39th Annual Snow Hill/LCC Foundation Tennis and Golf Classic

Date: June 7 2021

A Sponsorship request has been received for the LCC Foundation to sponsor their annual Tennis and Golf Classic. We have sponsored this event in the past in the amount of \$1500. They have requested this same amount in response to our annual request for donations for the year.

Action Recommended:

Motion to approve sponsorship of the LCC Foundation Tennis and Golf Classic

Board Action is Needed

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LENOIR
COMMUNITY COLLEGE
FOUNDATION

May 3, 2021

Mr. Kyle DeHaven
Greene County Manager's Office
229 Kingold Blvd #D
Snow Hill, NC 28580

Dear Kyle,

Thank you for your past participation in and/or sponsorship of the Snow Hill/LCC Foundation Tennis and Golf Classic. We invite you to join us for the **39th Annual Snow Hill Tennis and Golf Tournament**. The tournament begins **August 26th** at **Cutter Creek Golf Club** and continues at the **Greene Ridge Racquet Club August 26th-29th**. This tournament has raised more than \$100,000 over the last ten years to help countless Greene County students obtain a college education.

All of the proceeds from this event will help students in Greene County reach their academic goals. It is the goal of the Lenoir Community College Foundation that no individual be denied the opportunity to obtain an education for monetary reasons. During the 2019-2020 academic year, the LCC Foundation awarded nearly 200 scholarships to students in eastern North Carolina. Your support of this event will make it possible to assist even more students in Greene County alone, through our scholarship program in the future.

We hope you can participate by playing in the tournament or by becoming a sponsor. We offer four levels of sponsorship in the golf tournament. The first level is the Platinum Sponsorship for \$1,000, the second level is the Gold Sponsorship for \$500, the third level is the Silver Sponsorship for \$300, and the fourth is the Bronze Sponsorship for \$150. Details of each level are enclosed.

The Greene County comes together every year to support student scholarships, and we hope that you will consider being a part this year's. For more information, please contact Katherine Pearson at 252-233-6843.

Sincerely,



Jeanne Kennedy
Executive Director



Katherine Pearson
Development Coordinator

Enclosures

Commissioners
 Bennie Heath - Chairman
 James T. Shackleford-Vice Chair
 Jerry Jones
 Susan Blizzard
 Derek Burrese



County Manager
 Kyle J. DeHaven

Finance Officer
 Beverly T. Stroud

County Attorney
 Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Acceptance of 2021 ESFRLP

Date: June 7 2021

The NCHFA has awarded Greene County funds for the 2021 ESFRLP cycle. This program targets home with needed repair that have household income at or below 80% LMI. Attached are Assistance, Disbursement, and Procurement Policies. These policies follow templates from NCHFA and are similar to previous ESFRLP cycles.

Action Recommended:

Motion to accept the grant, approve the budget ordinance, approve the contract signing authority, approve the requisition approval and project access authorization, and the 3 attached policies.

Board Action is Needed

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www.greenecountync.gov

The mission of Greene County Government is to serve and improve the lives of all citizens by providing high-quality, cost-effective services in an open, professional and ethical environment

**Greene County
Commissioner's Agenda Information
June 7, 2021**

**NC Housing Finance Agency
2021 Essential Single Family Rehabilitation Loan Pool Program**

Description:

The North Carolina Housing Finance Agency (NCHFA) has awarded Greene County \$190,000 under the 2021 cycle of the Essential Single Family Rehabilitation Loan Pool Program (ESFRLP21). This program is funded through the NC Housing Trust Fund and HOME funds.

The ESFRLP21 program targets properties with moderate, "essential" repair needs. All eligible households must be located within Greene County (including its municipalities) and have household incomes at or below Greene County's 80% median income (LMI). The LMI annual amount for a 1-person household is \$32,800. The LMI annual amount for a four-person household is \$46,800. Households must also be occupied by individuals with special needs (elderly, disabled, veteran, or children with elevated blood lead levels).

Project Budget: Greene County needs to budget the funding expected from NCHFA and attached is a Program Budget Ordinance for the initial funding obligation of \$190,000. The document authorizes the Finance Director to revise the County's budget when the County receives additional funds.

Contract Signing Authority: The County will have access to the ESFR "loan pool" later in the project. NCHFA will automatically increase the revenues available to the County during this process, and the County must authorize individuals to accept the additional funding. Attached is a "Contract Signing Authority" to authorize individuals to accept these funds in the NCHFA Portal.

Requisition Approval and Project Access Authorization: NCHFA operates the ESFRLP program through an online "Portal". Attached is an Authorization to allow County staff access to enter information and approve requisitions and invoices and allow program management staff to access the Portal and enter information only.

ESFRLP21 regulations require policies be developed for program execution. These policies include:

- 1. Assistance Policy**
- 2. Disbursement Policy**
- 3. Procurement Policy**

The attached policies are based upon NCHFA templates with very few changes. Greene County has used very similar policies for the County's 2018 ESFRLP program. The County will submit these Policies to NCHFA as part of the Post Approval Documentation (PAD) approval process.

NCHFA will forward a Funding Agreement to the County upon completion of the Post Approval Documentation (PAD) process.

Requested Actions:

1. Accept the \$190,000 grant offer from NCHFA and authorize the Manager to execute paperwork needed to accept the grant offer.
2. Approve the Program Budget Ordinance
3. Approve the Contract Signing Authority
4. Approve the Requisition Approval and Project Access Authorization
5. Approve the Assistance Policy, Disbursement Policy, and Procurement Policy

Greene County
Procurement and Disbursement Policy
For the 2021 Cycle of the
ESSENTIAL SINGLE-FAMILY REHABILITATION LOAN POOL

PROCUREMENT POLICY

1. To the maximum extent practical, Greene County promotes a fair, open, and competitive procurement process as required under the North Carolina Housing Finance Agency's (NCHFA) Essential Single-Family Rehabilitation Loan Pool (ESFRLP). Bids are invited from Contractors who are part of the County's approved contractor registry. Any current contractor listed with and approved by the County and in good standing (i.e. no unresolved past performance issues and not listed on the federal or state debarred list) will receive automatic approval status on the Approved Contractor Registry.
2. To be listed in the Approved Contractor Registry, a contractor must complete an application, have their recent work inspected, reviewed, and approved by the County's Rehabilitation Specialist and submit proof of insurance.
3. At least three eligible contractors on the County's Approved Contractor Registry 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 contractor has not been suspended or debarred and (c) there is no conflict of interest (real or apparent).

All contractors working on pre-1978 units must be Renovation, Repair and Painting Rule (RR&P) Certified Renovators working for Certified Renovation firms; only those contractors with this certificate on file will be invited to bid on pre-1978 homes.

4. 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.
5. Bid packages shall consist of an invitation to bid, work write up(s) and bid sheet(s) for each job, including instructions for distribution and receipt of bids. Contractors will be given no less than seven days in which to inspect the property and prepare bid proposals. Each contractor will need access to all parts of the house to prepare a bid. A bid opening will be conducted in the Greene County Administrative Building at 229 Kingold Blvd. Snow Hill, NC 28580 at a specified date and time, with all bidders invited to attend.
6. Bids must include a cost-per-item breakdown with unit price totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.
7. The County reserves the right to reject any or all bids at any time during the procurement process.
8. In the event of an emergency situation, the County reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, electronic bids and the like. Should such methods ever become necessary, the transaction will be well documented. In the event phone bids are used, Greene County will call the first three responsive contractors on the approved contractor list who have indicated a desire to be on the telephone call list. The County will track

who has been called and responsive, and will rotate through the full list before beginning the rotation again.

9. 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. Within 7 days of the bid opening, after review of bid breakdowns and construction schedules, the winning bidders will be selected. All bidders and the homeowner will be notified in writing of 1) the selection of the winning bid, 2) the amount of the winning bid, 3) the specific reasons for the selection, if other than the lowest bidder was selected.
10. The contractor is responsible for obtaining a building permit for the project before beginning work. The permit must be posted at the house during the entire period of construction. If applicable, the contractor will obtain a permit for lead hazard related activities. Greene County ESFRLP staff will closely monitor the contractor during the construction period to make sure that the work is being completed according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. Local Code Enforcement Officials will inspect the work for compliance with the NC State Building Code and the local minimum housing code, when applicable. To protect personal property the homeowner will be responsible for working with the contractor toward clearing work areas of personal property as needed as much as practicable. The contractor will be responsible for all clearing and cleaning activities necessary due to construction activities.
11. 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 including at minimum, the homeowner, the contractor and two representatives of the County. The change order must also detail any changes to the original contract price and completion date.
12. No work may begin prior to a contract being awarded and executed 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. At this time, the homeowner, contractor and ESFRLP Greene County program representatives will discuss the details of the work to be completed. Starting and ending dates will be finalized, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home. Within 24 hours of the pre-construction conference, Greene County will issue a "proceed order" formally instructing the contractor to commence work by the agreed-upon date.
13. Greene County is an equal opportunity employer, implements non-discriminatory practices in its procurement/disbursement and will make special outreach efforts to include M/WBE (Minority/Women Business Enterprise) businesses within its contractor and subcontractor pool. Contractors will be chosen by the above criteria without regard to race, color, religion, national origin, sex, familial status and/or disability.

DISBURSEMENT POLICY

1. All repair work must be inspected by (a) the County's Rehabilitation Specialist, (b) the local building or minimum housing code inspector when applicable and (c) 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. The contractor is entitled to request three partial payments and a final payment. The partial payments may be requested when the work is 25%, 50% and 75% complete. When a payment is requested, the Rehabilitation Specialist will inspect the work within three days, determine percentage of job completion and calculate a payment based on 90% of the total work completed.
3. Following construction, the contractor and the Rehabilitation Specialist will meet with the Homeowner in a post-construction conference. At this conference, the contractor will hand over all owner's manuals and warranties on equipment and materials to the homeowner and be available to answer homeowner questions.
4. Project Closeout: When the contractor declares the work complete, the Rehabilitation Specialist will thoroughly inspect the work. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of final payment. If the contractor fails to correct the work to the satisfaction of the County's Rehabilitation Specialist, payment may be withheld until the work is deemed satisfactory. (Contractors may follow the County's Essential Single-Family Rehabilitation Loan Pool Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy). The Homeowner, Project Administrator and Rehabilitation Specialist will sign off on the work. After receipt of the contractor's final invoice, inspections, certificate of completion and lien releases, the final payment will be ordered. All material and workmanship will be guaranteed by the contractor for a period of one-year from the date of completion of the work as approved after inspection by the Rehabilitation Specialist.
5. The County assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.
6. All contractors, sub-contractors and suppliers must sign a lien waiver prior to disbursement of funds.

The County Manager is authorized to award contracts and amend this Policy as needed.

This Procurement and Disbursement Policy is adopted June 7, 2021.

Bennie Heath, Chairman
Greene County Board of Commissioners

Attest

Kathy Mooring
Deputy Clerk to the Board

CONTRACTORS STATEMENT:

I have read and understand the attached Greene County Procurement and Disbursement Policy.

BY: _____

COMPANY _____ NAME:

WITNESS:

**GRANT PROGRAM BUDGET
GREENE COUNTY
2021 ESFRLP PROGRAM**

Be it ordained by the Board of Commissioners of Greene County, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Program Budget is hereby adopted:

Section 1. The Program authorized is the Essential Single Family Rehabilitation Loan Pool Program (ESFRLP) described in the work statement contained in the grant agreement between this unit and the North Carolina Housing Finance Agency. This project is more familiarly known as the 2021 ESFRLP Program.

Section 2. The officers of this unit are hereby directed to proceed with the Grant Program Budget within the terms of the grant documents, the rules and regulations of the NC Housing Finance Agency and the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this Program:

NC Housing Finance Agency 2021 ESFRLP	\$190,000.00
County Funds	<u>0.00</u>
Total	\$190,000.00

Section 4. The following amounts are appropriated for the Program:

Hard Costs	\$140,000.00
Soft Costs	<u>50,000.00</u>
Total	\$190,000.00

Section 5. The Finance Officer is hereby directed to maintain within the Grant Program Fund sufficient detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and federal and state regulations.

Section 6. The Finance Officer is authorized to revise the existing budget as needed to make needed changes between and above listed line items within the ESFRLP revenues available.

Section 7. The Board recognizes the County may receive additional revenues from the ESFRLP Loan Pool to do additional units and authorizes the Finance Officer to make appropriate changes as needed to this budget to accommodate for these additional revenues and expenditures.

Section 8. Funds may be advanced from the General Funds for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 9. The Finance Officer is directed to report annually on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 10. The Finance Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this board.

Section 11. Copies of this grant project ordinance shall be made available to the budget officer and the Finance Officer for direction in carrying out this Program.

Adopted June 7, 2021.

Bennie Heath, Chairman
Greene County Board of Commissioners

ATTEST:

Kathy Mooring
Deputy Clerk to the Board

**Greene County
Assistance Policy
For the 2021 Cycle of the
Essential Single-Family Rehabilitation Loan Pool**

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What is the Essential Single-Family Rehabilitation Loan Pool?

Greene County has been awarded Membership by the North Carolina Housing Finance Agency (“NCHFA”) under the 2021 Cycle of the Essential Single-Family Rehabilitation Loan Pool (“ESFRLP”). This program provides Members with funds via a “loan pool” to assist with the rehabilitation of moderately deteriorated homes that are owned and occupied by lower-income, special need households. ESFRLP assists eligible households by facilitating aging in place, meeting minimum housing code requirements, promoting long-term affordability, lowering operating costs, and stabilizing pre-1978 homes that include children aged 6 or under whose health is threatened by the presence of lead hazards.

Greene County has been allocated an initial set-aside of \$190,000 which it plans to apply toward the rehabilitation of five houses in Greene County. After demonstrating successful use of the initial set-aside, the County may access additional funds, when available, on a unit-by-unit basis from the ESFRLP loan pool.

This Assistance Policy describes who is eligible for assistance under ESFRLP, how applications for assistance will be ranked, what the terms of assistance are, and how the rehabilitation process will be managed. Greene County has designed the ESFRLP project to be fair, open and consistent with its approved application for funding and with ESFRLP Program Guidelines.

The funds provided by NCHFA come from the US Department of Housing and Urban Development’s (HUD) Federal HOME Investment Partnerships Program. Assistance for construction-related costs (hard costs) will be provided as no interest, no payment loans which are forgiven at the rate of \$5,000 per year. Non-construction-related costs (soft costs including lead/asbestos inspections/clearances, radon testing and environmental reviews) will be provided in the form of a grant.

Who is Eligible to Apply?

There are three major requirements to be eligible for ESFRLP assistance:

- 1) The housing unit to be rehabilitated with ESFRLP funds must be in Greene County, and must be owner-occupied. The household occupying the unit must have an elderly, disabled and/or veteran (see definitions) fulltime household member or a child aged 6 or under if there are lead hazards in the home;
- 2) The gross annual household income must not exceed 80% of the Area Median Income for the County (see income limit table on the following page) and;
- 3) The cost of rehabilitation cannot exceed the ESFRLP Program limit of \$30,000 and must include all Essential Rehabilitation Criteria as described in the ESFRLP Administrator’s Manual for the 2021 Cycle (available online at www.NCHFA.com).

Unfortunately, not all homes can be rehabilitated to meet the Essential Rehabilitation Criteria with the limited funding available. Some otherwise-eligible households may be deemed ineligible for assistance because their homes fail this test.

What Types Of Houses Are Eligible?

Properties are eligible only if they meet the following requirements:

- The property must require at least \$5,000 of improvements to meet ESFRLP Property Standards or the local minimum housing code.
- Site-built and off frame modular units are eligible for assistance. Manufactured housing is eligible for assistance if the foundation and utility hookups are permanently affixed including removal of all transporting equipment (e.g. wheels, axles, tongue) and installation of a full masonry foundation and tie-downs.

- No more than fifty percent (50%) of the total area of the unit may be used for an office or business (e.g. day care). Program funds may only be used to improve the residential portion of mixed-use buildings.
- The property must be free of environmental hazards and other nuisances as defined by all applicable codes or regulations, or any such hazards or nuisances must be corrected as part of the rehabilitation of the home. Greene County's Rehabilitation Specialist will determine the presence of any known environmental hazards/nuisances on the site and if they can be removed through rehabilitation.
- Properties cannot be in the right-of-way of any impending or planned public improvements. Greene County staff will assist in making this determination.
- The property cannot be located on a site that is endangered by mudslides, landslides or other natural or environmental hazards. If needed, the Rehabilitation Specialist will work with the homeowner to make this determination.
- The property may be in the 100-year flood plain if the lowest finished floor level (verified by an elevation certificate provided by the homeowner) is above the base flood elevation and the property will be covered by flood insurance. The property must comply with Greene County's flood plain ordinance. All things considered equal, properties located outside the 100-year flood plain will be given priority over properties located in the 100-year flood plain. *(Greene County will verify whether the home is in the flood plain.)*
- The property cannot have been repaired or rehabilitated with public funding of \$30,000 or more within the past 10 years without NCHFA approval.
- Properties that have a known infestation of bed bugs, fleas, mites or any other ectoparasites will not be evaluated until the infestation has been eliminated.
- If the county representative and/or county suspects that the home is being used for criminal activity or homeowners are engaging in criminal activity, the property will not be eligible. Properties that have been approved will be removed from the program if criminal activity is suspected and the homeowner will be required to make restitution to the County.

**2021 Income Limits for Greene County's
Essential Single-Family Rehabilitation Loan Pool**

Number in Household	30% of Median Income	50% of Median Income	80% of Median Income
1	\$12,300	\$20,500	\$32,800
2	\$14,050	\$23,400	\$37,450
3	\$15,800	\$26,350	\$42,150
4	\$17,550	\$29,250	\$46,800
5	\$19,000	\$31,600	\$50,550
6	\$20,400	\$33,950	\$54,300
7	\$21,800	\$36,300	\$58,050
8	\$23,200	\$38,650	\$61,800

**Income limits are subject to change based on annually published HUD HOME Income Limits and will be updated immediately upon publication.*

How are applications ranked?

There are many more ESFRLP-eligible households (with eligible houses) than can be assisted with the available funds. Therefore, Greene 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. Applications will be ranked according to which receive the most points. If there are more eligible applicants with eligible houses than can be treated with existing funding, Greene County may be able to treat additional houses with unrestricted pool funds. Pool applicants will come from the original applicant list and be considered according to which received the most points. If alternate pool applicants are not identified on the original applicant list and must be solicited, the solicited, eligible, pool applicants will be selected on a first come first to qualify.

<i>Eligibility Criteria</i>	
Owner occupied	
Owner/Occupant 62 years old or disabled.	
Veteran full-time household member	
Household income under 80%	
Non-historic (as determined by SHPO)	
<i>Age and Disability</i>	<i>Points</i>
0-62 and disabled	30
63-80 and disabled	50
81+ and disabled	40
62-80 and not disabled	40
81+ and not disabled	30
Household with a child age 6 or under with a reference level of 5 mg per deciliter or higher	20
Household with a child age 6 or under with lead hazards in the home	15
Veteran full-time household member	15
<i>Income</i>	
0% – 30%	15
31% – 50%	10
51% – 80%	8
<i>Bonus Points</i>	
Clear title	18
Estimated LBP < \$8,000	5
No liens or judgments	5
Taxes paid	5

Definitions under ESFRLP are:

- ***Elderly:*** An individual aged 62 or older.
- ***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.
- ***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 household) who has resided in the dwelling unit for at least 3 months prior to the submission of the family’s application.
- ***Veteran:*** A person who is a military veteran, is defined as one who served in the active military, naval, or air service (i.e. Army, Navy, Air Force, Marine Corps, and Coast Guard; as a commissioned officer of the Public Health Service; or as a commissioned officer of the National Oceanic and Atmospheric Administration or its predecessors), and who was discharged or released there from under conditions other than dishonorable. Provide DD-214 form to demonstrate.

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

What Are The Terms of Assistance Under ESFRLP?

The form of ESFRLP assistance is a 0% interest, forgivable loan covering the hard costs associated with the rehabilitation of the home and a grant for the soft costs. These will be two separate documents or sets of documents.

The Loan: To assist households selected for the project, NCHFA will create loan documents including a Promissory Note and Deed of Trust covering hard costs for the rehabilitation in an amount not to exceed \$30,000. This loan covering the hard costs remains 0% interest and forgivable at \$5,000 per year for as long as the owner resides in the home or until the balance is reduced to \$0. The term of the loan is dependent upon the loan amount and the number of years it takes to bring the balance of the loan to \$0 when forgiven at \$5,000 per year. For example, if the amount of the loan is \$21,452, then the term is 5 years (\$20,000 forgiven over the first 4 years and \$1,452 forgiven at the end of the 5th year). The maximum term of the typical loan will be six years.

If the borrower lives in the home, no payments on the loan will be required. If the recipient prefers, the loan can be paid off at any time to NCHFA, either in installments or as a lump sum payment. Furthermore, under certain circumstances NCHFA may allow assumption or refinancing of the loan. Should an heir inherit the property and choose to live in the house as their permanent residence, they may assume the loan without being income eligible. However, the lien remains on the property. A buyer who may wish to buy the property to live in may assume the loan so long as they can document that they are income-eligible ($\leq 80\%$ AMI). Default can occur if the property is sold or transferred to another person and/or if the borrower fails to use the home as a principal residence, without prior written approval of the North Carolina Housing Finance Agency.

The Grant: To pay for soft costs including application outreach/intake/management, environmental reviews/inspections/tests and project assessment/documentation/ estimating/bidding, NCHFA will create a Grant Agreement not to exceed \$10,000. The grant has no repayment or recovery terms.

What Kinds Of Work Will Be Done?

Each house selected for assistance must be rehabilitated to meet ESFRLP Rehabilitation Criteria. That means every house must, upon completion of the rehabilitation:

- meet the more stringent requirements of either NCHFA's Essential Property Standard or the municipal housing codes (These are "habitability standards" which set minimum standards for decent, safe and sanitary living conditions.) Additionally, the home must meet applicable Lead-Based Paint regulations 24 CFR part 35.
- retain no "imminent threats" to the health and safety of the home's occupants or to the home's "structural integrity". (An example of an imminent threat to occupants as well as to the home's structural integrity is an infestation of insects or a crawlspace that is too damp).

These requirements are spelled out in full in the ESFRLP Administrator's Manual which you may view, at reasonable times, upon request, at the Community Development office of Greene County or anytime online at www.NCHFA.com.

In addition to the above items that must be done to satisfy NCHFA requirements, the scope of work may include approved items meant to reduce future maintenance and operational costs or to further protect homes from natural disasters and/or home modifications designed to enable greater accessibility for household members to function more independently as they age.

Once the rehabilitation is complete, major systems in the home that, with reasonable maintenance and normal use, should be capable of lasting another 5 years include: structural support, roofing, cladding and weatherproofing, plumbing, electrical and heating/cooling systems.

Of course, contractors performing work funded under ESFRLP are responsible for meeting all local requirements for permits and inspections. All work done under the program must be performed to meet NC State Residential Building Code standards. (This does not mean, however, that the whole house must be brought up to current Building Code Standards.)

What About Lead-based Paint?

Until it was discovered to be a health hazard, lead was used for centuries to make house paints. Now we know that lead exposure is a serious problem for everyone and especially small children. Selling lead paint was outlawed in 1978, but many older buildings still contain lead paint and children are still being poisoned.

Under ESFRLP, a lead hazard evaluation must be performed on every home selected for rehabilitation that was built before 1978. The specific type of evaluation and the appropriate lead hazard reduction work performed will depend on the total amount of Federal funds used to rehabilitate the home, as per 24 CFR part 35. If required, lead-based paint hazard reduction and/or abatement will be performed by contractors who are trained and certified to perform such work.

It may be necessary for the household to relocate during the construction process for protection against lead poisoning. If relocation is required, it shall be the responsibility of the homeowner to pay for the relocation.

Who Will Do the Work on the Homes?

Greene County is obligated under ESFRLP to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open, and competitive process.

To meet the requirements, Greene County will conduct a bid process which will allow all vendors qualified (using the Greene County vendor process) to provide quotes, bids or proposals for the product or services needed on each home. For additional information about procurement and disbursement procedures, please refer to the Greene County ESFRLP Procurement and Disbursement Policy for the 2021 Cycle

- All qualified vendors will be invited to bid on each home and the lowest responsive and responsible bidder will be selected for the contract. Every reasonable effort will be made to receive at least three quotes, bids or proposals for the product or services needed.
- All contractors working on pre-1978 units must be Renovation, Repair and Painting Rule (RR&P) Certified Renovators working for Certified Renovation firms.
- Homeowners who know of quality rehabilitation contractors that are not on the approved contractors' registry are welcome to invite them to apply.

What Are The Steps In The Process, From Application To Completion?

You now have information about how to apply for the Essential Single-Family Rehabilitation Loan Pool (ESFRLP) and what type of work can be done through the Program. Let's go through the steps for getting the work done:

1. **Completing a pre-application form:** Homeowners who wish to apply for assistance must do so by October 31, 2021. *[Applicants after this date will be placed on a list for a review of qualifications only after it is determined that sufficient funds and time remain available once those who applied by the application deadline have been qualified, ranked and their needs determined.]* Proof of ownership and income will be required. Those who have applied for housing assistance from Greene County in the past will not automatically be reconsidered and must complete a new pre-application form.
2. **Client Referral and Support Services** Many homeowners seeking assistance through the Essential Single-Family Rehabilitation Loan Pool may also need other services. If the ESFRLP staff meet the

homeowner during the application process, they will provide pamphlets and a list of the agencies with contact information for the resources and programs available in the County. For households that meet the requirements of the pre-application step and qualify to receive assistance through the ESFRLP program, additional verbal discussion will be offered during the Screening of applicants and/or Pre-rehab inspection steps of the program.

3. **Preliminary inspection:** Greene County's Rehabilitation Specialist will visit the homes of eligible households to determine the need and feasibility of the home for rehabilitation.
4. **Screening of applicants:** Applications will be ranked by Greene County based on the priority system outlined on page 3 and the feasibility of rehabilitating the house. Households to be offered assistance will be selected by December 15, 2021. Household income will be verified for program purposes only (information will be kept confidential). NCHFA will verify ownership of the property by conducting a title search. From this review, the five most qualified applicants will be chosen according to the priority system described above; the remaining applicants will be placed on a list of alternates in the order that they qualified.] Greene County will then submit to NCHFA an ESFRLP Loan Application and Reservation Request for each potential borrower for approval. Applicants not selected for ESFRLP assistance will be notified in writing.
5. **Written agreement:** A HOME Owner Agreement, between the homeowner and Greene County, will be executed as part of the Loan Application and Reservation Request procedure (that formally commits funds to a dwelling unit). This agreement will certify that the property is the principal residence of the owner, that the post-rehab value of the property will not exceed 95% of the 203(b) limits established by HUD and defines the ESFRLP maximum amount and form of assistance being provided to the homeowner, the scope of work to be performed, the date of completion and the rehabilitation criteria and standards to be met.
6. **Pre-rehab inspection & unit evaluation:** Greene County's Rehabilitation Specialist will visit the home again for a more thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace. The owner should report any known problems such as insect and/or pest infestations, electrical short circuits, blinking lights, roof leaks, etc. Each unit will be evaluated for energy-saving opportunities such as air-sealing and duct-sealing as well as for environmental concerns, such as lead based paint hazards, radon and asbestos.
7. **Work write-up:** 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 bids are received from contractors.
8. **Lead and Other Testing:** Greene County will arrange for a certified firm to inspect all pre-1978 constructed homes for potential lead hazards (required) and asbestos hazards (as deemed necessary before or after 1978). All homes will be tested for radon. The owner will receive information covering the results of the tests and any corrective actions that will be needed as part of the rehabilitation.
9. **Bidding:** The work write-up and bid documents will be conveyed to all contractors from the Approved Contractors Registry who will be given no less than seven days in which to inspect the property and prepare bid proposals. Each contractor will need access to all parts of the house to prepare a bid. A bid opening will be conducted in the County Administrative Building in Williamston, NC at a specified date and time, with all bidders invited to attend.
10. **Contractor selection:** Within 7 days of the bid opening the winning bidders will be selected. All bidders and the homeowner will be notified in writing of 1) the selection of the winning bid, 2) the amount of the winning bid, and 3) the specific reasons for the selection, if other than the lowest bidder was selected.
11. **Loan closing and contract execution:** Loan documents (Promissory Note and Deed of Trust) will be prepared by NCHFA as the lender and executed by the homeowner. *By law, homeowners have the right to hire legal representation of their choosing at loan closing.* If a homeowner does not have "representation" at

the closing, the borrower must sign a NCHFA "Legal Advice Disclosure". Rehabilitation contract documents will be executed by the homeowner and contractor with Greene County signing on as an interested third party prior to the commencement of any construction. Greene County will facilitate with the loan closing and recordation of these documents and forward the recorded documents to NCHFA.

- 12. Pre-construction conference:** A pre-construction conference will be held at the selected applicant's home. At this time, the homeowner, contractor and ESFRLP Greene County program representatives will discuss the details of the work to be completed. Starting and ending dates will be finalized, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home. Greene County will issue a "proceed order" formally instructing the contractor to commence work by the agreed-upon date.
- 13. Construction:** The contractor is responsible for obtaining and posting all permits for the project before beginning work. Greene County ESFRLP Program staff will closely monitor the contractor during the construction period and local Code Enforcement Officials will inspect the work. To protect personal property the homeowner will be responsible for working with the contractor toward clearing work areas of personal property as needed as much as practicable. The contractor will be responsible for all clearing and cleaning activities necessary due to construction activities.
- 14. Change Orders:** All changes to the scope of work must be approved by the owner, the contractor, Greene County's Rehabilitation Specialist and/or Greene County Program Manager, and the Greene County Manager or Point of Contact and reduced in writing as a contract amendment ("change order"). The owner, contractor and three Greene County personnel must execute any change order agreements to the construction contract.
- 15. Progress payments:** The contractor is entitled to request three partial payments and a final payment. The first partial payment may be requested when the work is 25% complete. The second partial payment may be requested when the work is 50% complete. The third partial payment of 75% may be requested when the project is ready for a punch list inspection. Payment will be made within 15 business days of the receipt of the approved payment request by the Finance Office.
- 16. Closeout:** When the Rehabilitation Specialist and the Homeowner are satisfied that the contract has been fulfilled, the Homeowner, Project Administrator and Rehabilitation Specialist will sign off on the work. All material and workmanship will be guaranteed by the contractor for a period of one-year from the date of completion of the work as established by the date on the final pay requisition.
- 17. Post-construction conference:** Following construction, the contractor and the Rehabilitation Specialist will sit down with the Homeowner one last time. At this conference, the contractor will hand over all owner's manuals and warranties on equipment and materials to the homeowner. The contractor and Rehabilitation Specialist will go over operating and maintenance requirements for the new equipment, materials and appliances and discuss general maintenance of the home with the Homeowner. The Homeowner will have the opportunity to ask any final questions about the work.
- 18. Final loan amount determination:** If, upon completion of all rehabilitation work, the contract price has changed due to change orders, NCHFA will prepare an estoppel for a loan reduction or modification agreement for loan increases as necessary at the time of closeout of the unit to modify the loan amount when there is a need for a change order involving a change in the original loan amount). The loan will remain the property of NCHFA, with original documents remaining there for storage and "servicing. Please note that it is the responsibility of the owner to record an estoppel if they wish this to be reflected in the Deed of Trust.
- 19. The warranty period:** It is extremely important that any problems with the work that was performed be reported by the homeowner to the Greene County Rehabilitation Specialist or other representative, as soon as possible in writing. All bona fide defects in materials and workmanship reported within one year of completion of construction will be corrected free of charge by the Contractor.

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:

- Applications available to the public starting July 1, 2021
- Applications must be turned in by 5:00 PM on October 31, 2021.
- Selection of units will be made by December 15, 2021.
- All rehabilitation work must be under contract by December 31, 2023.
- All rehabilitation work must be completed by June 30, 2024.

How do I request an application?

Contact: McDavid Associates, Inc
 PO Drawer 49
 Farmville NC 27828
 (252) 753-2139

Or: pick up an application at the Greene County Manager's office in the Greene County
 Administrative Building in Snow Hill, NC (252) 747-3446

Is there a procedure for dealing with complaints, disputes, and appeals? Although the application process and rehabilitation guidelines are meant to be as fair as possible, Greene County realizes that there is still a chance that some applicants or participants may feel that they are 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 reviewed fairly or rated and would like to appeal the decision made about it, he/she should contact Kyle DeHaven, County Manager through the assistant to the County Manager at (252) 747-3446 within five days of the initial decision and voice their concern.
2. If the applicant remains dissatisfied with the decision, the detailed complaint should be put into writing. A written appeal must be made within 10 business days of the initial decision on an application.
3. Greene County will respond in writing to any complaints or appeals within 10 business days of receiving written comments.

During the rehabilitation process:

1. If the homeowner feels that construction is not being completed according to the contract, he/she must inform the contractor and the Rehabilitation Specialist, preferably in writing.
2. The Rehabilitation Specialist will inspect the work in question. If he finds that the work is not being completed according to the contract, the Rehabilitation Specialist will review the contract with the contractor and ask the contractor to correct the problem.
3. If the Rehabilitation Specialist finds that the work is being completed according to contract, the complaint will be added to the applicant's file and the Rehabilitation Specialist and the homeowner will discuss the concern and the reason for the Rehabilitation Specialist's decision.
4. If problems persist, the homeowner must put the concern in writing and a mediation conference between the homeowner and the contractor may be convened by the Rehabilitation Specialist and facilitated by Greene County's County Manager.
5. Should the mediation conference fail to resolve the dispute, the County Manager will render a written final decision.

Final Appeal:

After following the above procedures, any applicant or homeowner who remains dissatisfied with Greene County's final decision may appeal in writing to Donna Coleman, NCHFA, P.O. Box 28066, Raleigh, NC 27611-8066, (919) 981-5006.

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 Greene County employees who are directly involved in the program, the North Carolina Housing Finance Agency, the US Department of Housing and Urban Development (HUD) and auditors.

What about conflicts of interest? No employee or board member of Greene County, or entity contracting with Greene County, who exercises any functions or responsibilities with respect to the ESFRLP project shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with project funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of Greene County employees or of Greene County board members and others closely identified with, may be approved for rehabilitation assistance only upon public disclosure before the Greene County Board of Commissioners and written permission from NCHFA.

What about favoritism? All activities under ESFRLP, 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.

Outreach Efforts of the ESFRLP Program

The County makes citizens aware of the ESFRLP program and other housing rehabilitation opportunities through various service providers and specific outreach efforts. At minimum, the County will advertise or publish an article about the Essential Single-Family Rehabilitation Loan Pool Program via the following media/venues: the Standard, at senior center and social service locations throughout the County, on the County's website and through the local nutrition programs such as meals on wheels.

Who can I contact about the ESFRLP program? Any questions regarding any part of this application or program should be addressed to:

Assistant to the County Manager
Greene County
229 Kingold Blvd.
Snow Hill, NC 28580
Phone: (252) 747-3446

Mike Barnette, Program Manager
McDavid Associates, Inc.
3714 N. Main Street / PO Drawer 49
Farmville, NC 27828
Phone: (252) 753-2139

The County Manager is authorized to amend this Assistance Policy as needed for effective program execution.

This Assistance Policy is adopted June 7, 2021.

Bennie Heath, Chairman
Greene County Board of Commissioners

Attest:

Kathy Mooring
Deputy Clerk to the Board

Essential Single-Family Rehabilitation Loan Pool Portal

Contract Signing Authority

Project: ESFRLP2112

Member: Greene County

Contact Name: Kyle DeHaven, County Manager

Contact Email: kyle.dehaven@greencountync.gov

Level of Access

Printed Name	Title	E-mail	Phone	1	2	3
Beverly Stroud	Finance Officer	beverly.stroud@greencountync.gov	(252) 747-3446			X
Landon Price	Assistant Finance Director	landon.price@greencountync.gov	(252) 747-3446			X
Kyle De Haven	County Manager	kyle.dehaven@greencountync.gov	(252) 747-3446			X

Select the level of access:

1. Access to enter units, but not approve requisitions/invoices.
2. Full access to enter units and approve requisitions/invoices.
3. Contract Signing Authority approves Funding Agreement Modification-*must have at least one.*

The above individuals are authorized to approve requisitions for funds or granted access for the project and may be revised as needed by the Chairman.

Certifying Official	x
Name and Title	Bennie Heath, Chairman
Date:	June 7, 2021

Essential Single-Family Rehabilitation Loan Pool Portal

Requisition Approval and Project Access Authorization

Program: 2021 ESFRLP

Project: 2112

Member: Greene County

Contact Name: Kyle DeHaven, County Manager

Level of Access

Printed Name	Title	E-mail	Phone	1	2
Beverly Stroud	Finance Officer	beverly.stroud@greenecountync.gov	(252) 747-3446		X
Landon Price	Assistant Finance Officer	landon.price@greenecountync.gov	(252) 747-3446		X
Kyle De Haven	County Manager	kyle.dehaven@greenecountync.gov	(252) 747-3446		X
Mike Barnette	Program Manager	mdb@mcdavid-inc.com	(252) 753-2139	X	
Jordan Kearney	Housing Specialist	ajk@mcdavid-inc.com	(252) 753-2139	X	
AJ Medino	Housing Specialist	ajm@mcdavid-inc.com	(252) 753-2139	X	

Select the level of access

1. Access to enter units, but not approve requisitions/invoices
2. Full access to enter units and approve requisitions/invoices

The above individuals are authorized to approve requisitions for funds or granted access for the project and may be revised as needed by signature of the Chairman.

Certifying Official Signature	X
Certifying Official Name and Title	Bennie Heath, Chairman
Date	June 7, 2021

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Commissioners
Bennie Heath - Chairman
James T. Shackelford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burress



County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Blood Drive Incentives

Date: June 7 2021

Greene County was recently approached by representatives of the American Red Cross to host a blood drive. This blood drive will take place at the Wellness Center on June 30th. In an attempt to promote County Employee participation, I am requesting the Greene County Commissioners agree to incentivize employees who participate. Ms. Stevens, of the A.R.C. had mentioned compensatory time for staff has become a popular incentive. In conversation I stated I did not have the authority to grant this incentive without Board Authorization.

Action Recommended:

Motion to incentivize blood donation as deemed appropriate by Board of Commissioners

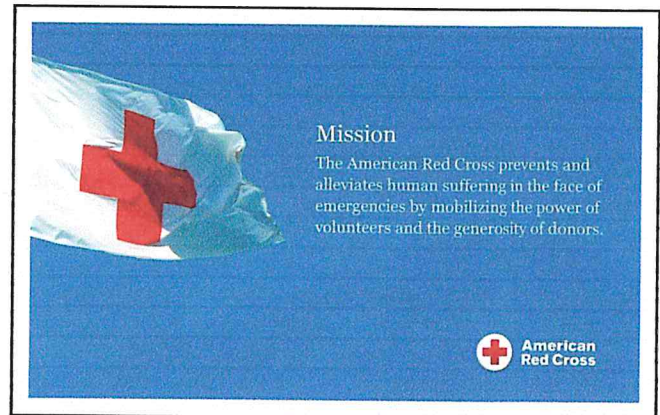
Board Action is Needed

229 Kingold Blvd., Suite D • Snow Hill, NC 28580 • (252) 747-3446 • FAX (252) 747-3884
www.greenecountync.gov

The mission of Greene County Government is to serve and improve the lives of all citizens by providing high-quality, cost-effective services in an open, professional and ethical environment



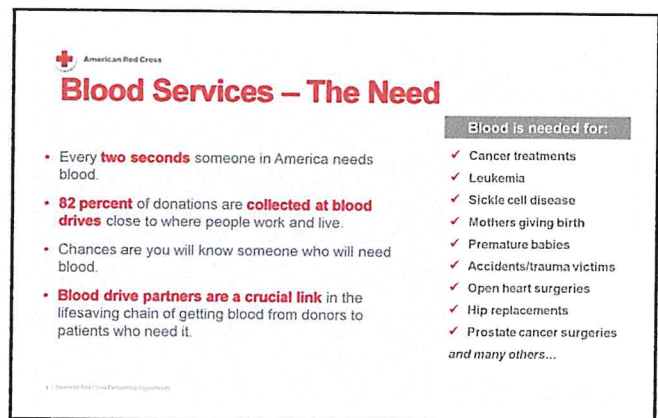
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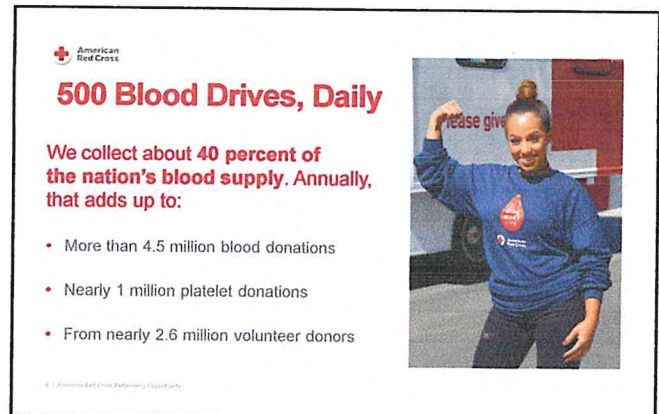
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With Lifesaving Blood, Tymia Thrives

By just age 10, Tymia McCullough had been hospitalized a remarkable 40 times. Her spleen and also her gall bladder had already been removed.

She has sickle cell disease, and there is just one treatment.

Tymia receives blood transfusions every few months. They let her live a normal life, which she never takes for granted.

"You can be anything or do anything – you just have to put your mind to it."

Crowned Miss South Carolina Jr. Pre-Teen, Tymia is a cheerleader, dancer and honor roll student. "Without the Red Cross," she told us, "I would not be who I am today."



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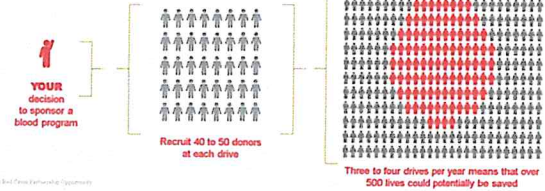
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The Multiplier Effect

One partner's decision to host a blood program could touch hundreds of patients.

One donation can help save more than one life!



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The Need is Constant

Blood products are **perishable** and cannot be **manufactured**.

With your support, the Red Cross continues to fulfill its lifesaving mission—providing the safest and most reliable blood products from volunteer donors to patients in need.



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This is a Win-Win-Win Partnership

- Builds goodwill and loyalty with stakeholders and customers as they engage in visible community action.
- Builds morale, team spirit and leadership development opportunities among members as they rally and work together for a lifesaving cause.
- Offers practical manifestation of values such as volunteerism and giving back to the community, alongside a trusted and respected brand.
- Builds a stronger and more resilient community – supporting ALL Red Cross services.
- Ultimately, you help save lives.



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A Partnership to be Proud of and Share

We encourage you to share your impact!

- Share with the community and customers – incorporate us into your outreach:
 - Website, social media, external communications
 - Conferences, events, newsletters, press releases, mailings
 - Your Best Places to Work application
- Share with employees, board members and other internal stakeholders:
 - Reward and recognition programs
 - Team building challenges or competitions
 - Internal communications and others



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Hosting a Blood Program: Overview

- Before a blood drive: Potential donor base assessment, site selection, recruitment committee, recruiting donors.
- Day of blood drive: Setup, volunteer support, donor support – make it fun!
- After the blood drive: Recognition, celebration of impact through internal and external channels.



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Making a Blood Program a Success

- Enlist **leadership advocacy** and support.
- Make it a community and/or **team event**.
- Set up a planning and **recruitment committee** to build a broad base of support.
- **Leverage Red Cross tools** and my expertise.
- **Create excitement** – add competition, recognition, giveaways*, food – make it fun!
- **Celebrate and share successes** both internally and externally.



* Fundraising, rewarding and recognizing those who support a blood drive program can support the benefits outlined above. It is crucial that all participants receive benefit. Recognition reward and incentive programs should be inclusive of all participants who make the drive possible including volunteers, donors who are deferred or could not donate for other reasons in addition to those who actually donate blood products. The Red Cross does not condone incentivizing donors for the blood that they donate as this could impact the safety of the blood supply. Please work with your blood manager and the Red Cross specifically on these points to set up your program.

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Tools to Make it Easier for You

- **Blood Drive Management Portal** – for scheduling donors, viewing drive metrics and accessing marketing materials.
- **RapidPass®** – mobile optimized donor scheduling process, and our online health history portal.
- **Blood Donor App** – featuring impact, convenience, rewards and teams.
- **SleevesUp** – peer-to-peer platform for virtual blood drives.
- Always monitoring and innovating in the areas of infectious disease testing and pathogen inactivation.



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You'll be in Good Company



Plus over 50,000 more...

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In Summary... the Win-Win-Win

You Win	The Community and Patients Win
<ul style="list-style-type: none"> • Active, visible contributions to the community • Lower cost opportunity to give back • Goodwill and morale booster • Leadership opportunities for staff and youth • Partnership with a trusted community partner • Satisfaction of knowing you have actively helped save lives 	<ul style="list-style-type: none"> • Reliable blood supply • Community strengthened through broad range of Red Cross services • Lives saved
We Win	
<ul style="list-style-type: none"> • Fulfilling our mission of ensuring the availability of the safest possible blood supply • Alleviating human suffering • Efficient collection of blood 	

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Thanks!

We look forward to partnering with you.

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