



## BOARD OF COUNTY COMMISSIONER'S MEETING

Monday, March 20<sup>th</sup>, 2023

224 Seminary Street

Kenansville, N.C. 28349

**6:00 p.m.** Meeting Called to Order

Invocation

Pledge of Allegiance

Approval of Meeting Agenda

Approval of Minutes – Regular Meeting held on March 6<sup>th</sup>, 2023 **(A)**

Approval of Minutes—Board Retreat Meeting held on March 10<sup>th</sup>, 2023 **(B)**

### REGULAR MEETING AGENDA

#### CONSENT AGENDA

1. Budget Amendment Journal Entry Report **(B)**
2. Tax and Solid Waste Releases-- #20157-20186 **(D)**
3. Extend of Service Contract with Sarah Swartz for a Digitization Project for the Duplin County Library System for an amount not to exceed \$2,500.00 and to be completed by May 31, 2023. **(E)**
4. Approval of a Budget Amendment for Library System to Purchase New Shelving in the amount of \$58,392.08.00 Utilizing Non-Recurring State Aid to Public Libraries Funds **(F)**
5. Bad Debt & Deceased Write off for Duplin County Health Department for February and March, 2013 in the amount of \$10,616.33 **(G)**
6. Health Department Budget Amendment Budgeting Projected Excess Revenues into the Communicable Disease, Immunizations, Maternal Health & Child Health Programs **(H)**

#### ITEMS TO BE MADE PART OF MINUTES

- Administrative Budget Amendment Journal Entry Report **(I)**

#### REGULAR AGENDA ITEMS OF BUSINESS

**6:05 p.m.** Public Comments (limited to three (3) minutes per speaker)

- 6:10 p.m.** Melissa Kennedy, E-911 Addressing Coordinator  
 Conduct a Public Hearing Regarding a Request from Victoria Brinson to Name a Lane in the Warsaw Township **(J)**  
 Request a Public Hearing Be Scheduled Regarding a Request from New Beginnings Construction to Name a Lane in the Limestone Township **(K)**  
 Request a Public Hearing Be Scheduled Regarding a Request from Ever Alvarez to Name a Lane in the Rose Hill Township **(L)**  
 Request a Public Hearing Be Scheduled Regarding a Request from Wilfredo Ortiz Chacon to Name a Lane in the Glisson Township **(M)**
- 6:20 p.m.** Martin Towery, Revenge Roughstock Rodeo Company  
 Request to Obtain Exclusivity Rights to Organize, Promote and Conduct Rodeos at the Duplin County Events Center **(N)**
- 6:30 p.m.** Kenny Barrett, SECU Vice- President/City Executive Kenansville Branch  
 Request to Place an ATM on County Owned Property in the Town of Kenansville **(O)**
- 6:40 p.m.** Davis H. Brinson, County Manager/Clerk to the Board  
 Mowing Contract with Baker's Lawn Care & Maintenance for Mowing County Owned Properties **(P)**
- 6:45 p.m.** Sheriff Stratton Stokes, Sheriff of Duplin County  
 Request the Reclassification of a Non-Sworn Jail Sergeant Position to a Sworn Jail First Sergeant Position **(Q)**  
 Request the Reclassification of a Deputy Sheriff II (SRO) Position to a Lieutenant (SRO) Position **(R)**
- 6:55 p.m.** Twig Rollins, County Planner  
 Requests Amendment of the Mobile Home Park, Subdivision, and Airport Land Use and Height Restriction Ordinances **(S)**  
 Request Approval of a Contract with Insight Planning & Development, LLC for Duplin County 2022 CDBG-NR Program Grant Administration Services **(T)**
- 7:05 p.m.** Scotty Summerlin, Economic development Director  
 NC Department of Commerce Industrial Development Fund (Utility Account) Grant Award & Acceptance **(U)**
- 7:10 p.m.** Tracy Chestnutt, Finance Officer  
 Project Ordinance for Senior Services and Veterans Services Center **(V)**
- 7:15 p.m.** Davis H. Brinson, County Manager/Clerk to the Board  
 General Announcements

**REPORTS (W)**

- Airport—January & February 2023  
 Animal Services—February 2023  
 Building Inspections-February 2023  
 Communications E-911 Addressing—February 2023

Garage-February 2023  
Register of Deeds—February 2023  
Tourism—March 2023  
Transportation—February 2023

**ADJOURN**

**The Board will adjourn until Monday, March 20<sup>th</sup>, 2023 at 6:00 p.m. for a Commissioners Meeting at the Administrative Building located at 224 Seminary Street in Kenansville, N.C.**



**BOARD OF COUNTY COMMISSIONER'S MEETING**

**Monday, March 20<sup>th</sup>, 2023**

**224 Seminary Street**

**Kenansville, N.C. 28349**

**COMMISSIONER'S INFORMATION BULLETIN**

**TO:** Commissioner Branch  
Commissioner Dowe  
Commissioner D. Edwards  
Commissioner Garner  
Commissioner J. Edwards

**FROM:** Davis H. Brinson, County Manager/Clerk to the Board

**DATE:** Monday, March 20<sup>th</sup>, 2023

**SUBJECT:** Commissioner's Meeting

1. Meeting Called to Order by Chairman Edwards
2. Invocation given by \_\_\_\_\_
3. Pledge of Allegiance to the Flag of the United States of America.
4. Approval of agenda for tonight's meeting. Members of the Board and/or the County Manager/Clerk to the Board may request to make any changes or additions to the proposed agenda.

**RECOMMENDED MOTION:** Motion to approve the meeting agenda.

**Motion** \_\_\_\_\_ **2nd** \_\_\_\_\_ **For** \_\_\_\_\_ **Against** \_\_\_\_\_ **Carried** \_\_\_\_\_

5. Approval of Minutes – Regular Meeting held on March 6<sup>th</sup>, 2023 (A)

**RECOMMENDED MOTION:** Motion to approve the minutes of the March 6<sup>th</sup>, 2023 Board of Commissioners meeting as presented.

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ For \_\_\_\_\_ Against \_\_\_\_\_ Carried \_\_\_\_\_

6. Approval of Minutes – Annual Board Retreat Meeting held on March 10<sup>th</sup>, 2023 (B)

**RECOMMENDED MOTION:** Motion to approve the minutes of the March 10<sup>th</sup>, 2023 Annual Board of Commissioners Budget Retreat meeting as presented.

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ For \_\_\_\_\_ Against \_\_\_\_\_ Carried \_\_\_\_\_

**REGULAR MEETING AGENDA**

**CONSENT AGENDA**

1. Budget Amendment Journal Entry Report (B)
2. Tax and Solid Waste Releases-- #20157-20186 (D)
3. Extend of Service Contract with Sarah Swartz for a Digitization Project for the Duplin County Library System for an amount not to exceed \$2,500.00 and to be completed by May 31, 2023. (E)
4. Approval of a Budget Amendment for Library System to Purchase New Shelving in the amount of \$58,392.08.00 Utilizing Non-Recurring State Aid to Public Libraries Funds (F)
5. Bad Debt & Deceased Write off for Duplin County Health Department for February and March, 2013 in the amount of \$10,616.33 (G)
6. Health Department Budget Amendment Budgeting Projected Excess Revenues into the Communicable Disease, Immunizations, Maternal Health & Child Health Programs (H)

**RECOMMENDATION:** Motion to approve the consent agenda.

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ For \_\_\_\_\_ Against \_\_\_\_\_ Carried \_\_\_\_\_

**ITEMS TO BE MADE PART OF MINUTES**

- Administrative Budget Amendment Journal Entry Report (I)

**AGENDA**

1. Public Comments (limited to three (3) minutes per speaker)
2. Ms. Melissa Kennedy, E-911 Addressing Coordinator, will appear before the board to conduct a public hearing to receive public comments on a request from Victoria Brinson to name a lane in the 200 block of Henry Middleton Road; Warsaw, NC in the Warsaw Township: Monroe Moore Lane in accordance with the Duplin County Addressing and Road Naming Ordinance. **(J)**

**RECOMMENDATION:** Motion to approve the request from Victoria Brinson to name a lane in the 200 block of Henry Middleton Road; Warsaw, NC in the Warsaw Township: Monroe Moore Lane in accordance with the Duplin County Addressing and Road Naming Ordinance

**Motion** \_\_\_\_\_ **2nd** \_\_\_\_\_ **For** \_\_\_\_\_ **Against** \_\_\_\_\_ **Carried** \_\_\_\_\_

3. Ms. Melissa Kennedy, E-911 Addressing Coordinator, will appear before the Board to request that a public hearing be scheduled on April 17<sup>th</sup>, 2023 to receive public comments regarding a request from New Beginnings Construction to name lane at 245 Wagon Ford Road, Beulaville, NC in the Limestone Township: Annette Lane. **(K)**

**RECOMMENDATION:** Motion to approve to schedule a public hearing on April 17<sup>th</sup>, 2023 to receive public comments regarding a request from New Beginnings Construction to name lane at 245 Wagon Ford Road, Beulaville, NC in the Limestone Township: Annette Lane in accordance with the Duplin County Addressing and Road Naming Ordinance.

**Motion** \_\_\_\_\_ **2nd** \_\_\_\_\_ **For** \_\_\_\_\_ **Against** \_\_\_\_\_ **Carried** \_\_\_\_\_

4. Ms. Melissa Kennedy, E-911 Addressing Coordinator, will appear before the Board to request that a public hearing be scheduled on April 17<sup>th</sup>, 2023 to receive public comments regarding a request from Ever Alvarez to name lane at 108 Rosemary Road, Rose Hill, NC in the Rose Hill Township: Alvarez Drive. **(L)**

**RECOMMENDATION:** Motion to approve to schedule a public hearing on April 17<sup>th</sup>, 2023 to receive public comments regarding a request from Ever Alvarez to name lane at 108 Rosemary Road, Rose Hill, NC in the Rose Hill Township: Alvarez Drive in accordance with the Duplin County Addressing and Road Naming Ordinance.

**Motion** \_\_\_\_\_ **2nd** \_\_\_\_\_ **For** \_\_\_\_\_ **Against** \_\_\_\_\_ **Carried** \_\_\_\_\_

5. Ms. Melissa Kennedy, E-911 Addressing Coordinator, will appear before the Board to request that a public hearing be scheduled on April 17<sup>th</sup>, 2023 to receive public comments regarding a request from Wilfredo Ortiz Chacon to name lane in the 200 block of Bennett's Bridge Road; Mount Olive, NC in the Glisson Township: Elsa Duarte Lane. **(M)**

**RECOMMENDATION:** Motion to approve schedule a public hearing on April 17<sup>th</sup>, 2023 to receive public comments regarding a request from Wilfredo Ortiz Chacon to name lane in the 200 block of Bennett's Bridge Road; Mount Olive, NC in the Glisson Township: Elsa Duarte Lane in accordance with the Duplin County Addressing and Road Naming Ordinance.

**Motion** \_\_\_\_\_ **2nd** \_\_\_\_\_ **For** \_\_\_\_\_ **Against** \_\_\_\_\_ **Carried** \_\_\_\_\_

6. Mr. Martin Towery, Revenge Roughstock Rodeo Company, will appear before the Board to request to obtain exclusivity rights to organize, promote and conduct rodeos at the Duplin County Events Center. The rodeos put on by Revenge Roughstock Company are one of, if not the most profitable series of shows put on at the Events Center each year. Without granting Revenge Roughstock Company exclusivity right the Duplin Events Center would lose the series of rodeo shows put on by Revenge Roughstock Company which currently agrees to give up 10% of all ticket sales, which based on the most recent data from the shows held in February 2023 equates to \$4,685.00 on top of the rental fees they pay to use the facility and all of the profits generated from concessions which are retained by the Events Center. Also, in order to hold indoor rodeos and monster truck shows dirt must be moved into the facility, leveled and then removed which costs a total of \$9,200.00. The Revenge Roughstock Company also agrees as a part of their contract to pay one half of the cost of moving the dirt in and out of the facility which was \$4,600.00 this year. The remainder of the cost is paid by the promoters of the monster truck shows. The Revenge Roughstock Company has advised that if granted exclusivity, they are interested in putting on at least four (4) shows per calendar year with two (2) in either January or February and two (2) more which will be scheduled as outdoor events in either the summer or fall. **(N)**

**RECOMMENDATION:** Motion to (approve/reject) the request from Revenge Roughstock Rodeo Company that it be granted exclusivity rights to organize, promote and conduct rodeos at the Duplin County Events Center.

**Motion** \_\_\_\_\_ **2nd** \_\_\_\_\_ **For** \_\_\_\_\_ **Against** \_\_\_\_\_ **Carried** \_\_\_\_\_

7. Mr. Kenny Barrett, SECU Vice- President/City Executive Kenansville Branch, will appear before the Board to request to place an ATM on County owned property in the Town of Kenansville. The State Employee's Credit Union (SECU) is requesting to lease a portion of property owned by Duplin County on which to place an automated teller machine (ATM). The SECU wishes to place a drive thru ATM in the parking lot owned by Duplin County across from the Kenansville Fire Department on West Hill Street in the Town of Kenansville. The SECU will own the ATM and pay for its installation, maintenance and operation. In exchange for a lease agreement the SECU proposes to pay Duplin County a monthly rent payment of \$200.00. **(O)**

**RECOMMENDATION:** Motion to approve the lease of a portion of County owned property in the parking lot on West Hill Street in the Town of Kenansville to the State Employee's Credit Union on which to place an ATM with the location being approved by the Chairman and to further authorize the Chairman to execute the necessary lease agreement associated with same upon review and approval by the County Attorney.

**Motion** \_\_\_\_\_ **2nd** \_\_\_\_\_ **For** \_\_\_\_\_ **Against** \_\_\_\_\_ **Carried** \_\_\_\_\_

8. Mr. Davis H. Brinson, County Manager/ Clerk to the Board, will appear before the board on behalf of Randy Norwood, Maintenance Director, to request the approval of the mowing contract with Bakers Lawn Care and Duplin County Maintenance. Randy Norwood, Maintenance Director, would like to contract with Baker's Lawn Care & Maintenance to provide weekly mowing, weed-eating and trimming to all grass to include in and around ditch banks, buildings, fences, utilities, and other structures for county owned properties in the Town of Kenansville, in addition to putting out pine straw at the locations listed in Attachment 1 for a duration of eight (8) months from March 1, 2023 to November 30, 2023 for a total cost of \$53,123.81. **(P)**

**RECOMMENDATION:** Motion to approve the service contract between Baker's Lawn Care & Maintenance to provide mowing services for county owned properties in the Town of Kenansville at the locations listed in Attachment 1 for a duration of eight (8) months from March 1, 2023 to November 30, 2023 at a total cost of \$53,123.81.

**Motion** \_\_\_\_\_ **2nd** \_\_\_\_\_ **For** \_\_\_\_\_ **Against** \_\_\_\_\_ **Carried** \_\_\_\_\_

9. Sheriff Stratton Stokes, Sheriff of Duplin County, will appear before the Board to request the reclassification of the unsworn position of Jail Sergeant (Grade 64) with a starting salary of \$46,726.42, to the sworn position of First Sergeant (Grade 65) with the starting salary of \$49,062.52. This reclassification request will support Sheriff Stratton's goal of having more sworn officers positions in the Jail. **(Q)**

**RECOMMENDATION:** Motion to approve Sheriff Stokes' request for the reclassification of the Jail Sergeant non-sworn position at a Grade 64 to a Jail First Sergeant sworn position at a Grade 65.

**Motion** \_\_\_\_\_ **2nd** \_\_\_\_\_ **For** \_\_\_\_\_ **Against** \_\_\_\_\_ **Carried** \_\_\_\_\_

10. Sheriff Stratton Stokes, Sheriff of Duplin County, will appear before the Board to request the reclassification of a Deputy Sheriff II (SRO) position to a Lieutenant (SRO) position, which was approved by the Duplin County Board of Education on February 8<sup>th</sup>, 2023 at a Grade 68 at an annual salary of \$56,796.21. The Sheriff is now asking that the Board of Commissioners approve the reclassification to coincide with the Board of Education's request. This request does not add any positions to the County's contract with the Board of



Education which currently makes allowances for fifteen (15) SRO positions. (R)

**RECOMMENDATION:** Motion to approve Sheriff's Stokes' the reclassification of a Deputy Sheriff II (SRO) position to a Lieutenant (SRO) position.

**Motion** \_\_\_\_\_ **2nd** \_\_\_\_\_ **For** \_\_\_\_\_ **Against** \_\_\_\_\_ **Carried** \_\_\_\_\_

11. Twig Rollins, County Planner, will appear before the Board to request the approval of amendments of the Mobile Home Park, Subdivision, and Airport Land Use and Height Restriction Ordinances, changing the text in these ordinances to reflect the Board of Adjustment to handle variance hearings. (S)

**RECOMMENDATION:** Motion to approve an amendment to the Mobile Home Park, Subdivision, and Airport Land Use and Height Restriction Ordinances, changing the text in these ordinances to reflect establishment of a Board of Adjustment to handle variance hearings.

**Motion** \_\_\_\_\_ **2nd** \_\_\_\_\_ **For** \_\_\_\_\_ **Against** \_\_\_\_\_ **Carried** \_\_\_\_\_

12. Twig Rollins, County Planner, will appear before the Board to present a proposed professional services contract for Duplin County 2022 CDBG-NR Program Grant Administration Services. The County completed a procurement process for 2022 CDBG-NR Administration Services in accordance with 2 CFR 200. Staff is recommending award of the contract to Insight Planning & Development of Wilmington, North Carolina, for a not to exceed fee of \$99,500 contingent upon approval by Rural Economic Development Division (REDD) for noncompetitive negotiations since there was only one proposal submitted after two (2) rounds of requests. (T)

**RECOMMENDATION:** Motion to approve the professional services contract for grant administration services for the county's 2022 CDBG-Neighborhood Revitalization program with Insight Planning & Development, LLC contingent upon approval of non-competitive (sole source) negotiations by the Rural Economic Development Division (REDD)

**Motion** \_\_\_\_\_ **2nd** \_\_\_\_\_ **For** \_\_\_\_\_ **Against** \_\_\_\_\_ **Carried** \_\_\_\_\_

13. Scotty Summerlin, Economic Development Director, will appear before the Board to request the acceptance of the NC Commerce Industrial Development Fund (Utility Account) Grant Award. The Economic Development Commission, on behalf of Duplin County and AirPark Business & Industry Park, has applied for and received preliminary approval for a grant to extend utilities necessary to further develop the subject park. The grant amount is \$2,750,500.00. A previous State allocation provided to the County in the amount of \$1,500,000 will serve as the required local match, as explained in the application. The full application requires the governing body's approval of the subject Resolution accepting the grant award. (U)

**RECOMMENDATION:** Motion to adopt the Resolution Approving NC Commerce Industrial Development Fund Grant for Airpark Development for the Extensions of Water, Sewer and Access Roads.

**Motion** \_\_\_\_\_ **2nd** \_\_\_\_\_ **For** \_\_\_\_\_ **Against** \_\_\_\_\_ **Carried** \_\_\_\_\_

14. Tracy Chestnutt, Finance Officer, will appear before the Board to present the Project Ordinance for Senior Services and Veterans Services Center. General statute 159-13.2(c) states: If a local government or public authority intends to authorize a capital project or a grant project by a project ordinance, it shall not begin the project until it has adopted a balanced project ordinance for the life of the project. A project ordinance is balanced when revenues estimated to be available for the project equal appropriations for the project. A project ordinance shall clearly identify the project and authorize its undertaking, identify the estimated revenues that will finance the project, and make the appropriations necessary to complete the project. A local government or public authority may incur obligations and make disbursements authorized by the budget appropriations before receiving estimated revenues and may use available fund balance from the general fund or enterprise fund associated with the project to fund the disbursements.

The County received State Capital Infrastructure grant funds and has capital reserve funds set aside for senior center construction in the capital reserve fund. A contractor has been chosen and authorized to proceed with the design of the project. The Board of Commissioners must authorize a project ordinance for the life of a project to expend funds for the Senior Services and Veterans Services Center Project. (V)

**RECOMMENDATION:** Motion to authorize a project ordinance to establish a project budget for the Senior Services and Veterans Services Center Project.

**Motion** \_\_\_\_\_ **2nd** \_\_\_\_\_ **For** \_\_\_\_\_ **Against** \_\_\_\_\_ **Carried** \_\_\_\_\_

15. Mr. Davis H. Brinson, County Manager/Clerk to the Board, will appear to make general announcements and/or updates.

**REPORTS (W)**

Airport—January & February 2023  
Animal Services—February 2023  
Building Inspections-February 2023  
Communications E-911 Addressing—February 2023  
Garage-February 2023  
Register of Deeds—February 2023  
Tourism—March 2023  
Transportation—February 2023

**ADJOURN**

**The Board will adjourn until Monday, April 3<sup>rd</sup> 2023 at 6:00 p.m. for a Commissioners Meeting at the Administrative Building located at 224 Seminary Street in Kenansville, N.C.**

**Motion \_\_\_\_\_ 2nd \_\_\_\_\_ For \_\_\_\_\_ Against \_\_\_\_\_ Carried \_\_\_\_\_**



**BOARD OF COUNTY COMMISSIONER'S MEETING**

**Monday, March 6<sup>th</sup>, 2023**

**224 Seminary Street**

**Kenansville, N.C. 28349**

The Duplin County Board of Commissioners met at 6:00 p.m. on Monday, March 6<sup>th</sup>, 2023 in the Commissioners Room located at 224 Seminary Street, Kenansville, NC.

Present: Commissioners Dexter B. Edwards; Elwood Garner; Jesse L. Dowe, III.; Wayne Branch; and Justin Edwards.

Also Present: Mr. Davis H. Brinson, County Manager/Clerk to the Board; Trisha-Ann Hoskins, Administrative Officer /Deputy Clerk to the Board; Tracy Chestnutt, Finance Officer; and Mr. Tim Wilson, County Attorney.

**Call to Order**

The meeting was called to order by Chairman Edwards.

**Invocation and Pledge of Allegiance**

Invocation was given by Reverend George Futrelle. The Board then led those in attendance in the pledge of allegiance to the flag of the United States of America.

**Approval of the Meeting Agenda**

Motion was made by Commissioner Garner, seconded by Commissioner Branch, carried unanimously to approve the meeting agenda.

**Approval of the Minutes – Governing Body**

Motion was made by Commissioner Garner, seconded by Commissioner Branch, carried unanimously to approve the minutes of the February 20<sup>th</sup>, 2023 Board of Commissioners meeting as presented.

**REGULAR MEETING AGENDA**

## **CONSENT AGENDA**

Motion was made by Commissioner Garner, seconded by Commissioner J. Edwards, carried unanimously to approve the consent agenda which consisted of: Budget Amendment Journal Entry Report; Tax and Solid Waste Releases; Reappointment of Members of the Board of Equalization and Review including: Gary Ange (Retired Business Executive of Island Creek Township); James Ralph Britt, Jr. (Farmer of Faison Township); Gerald Haywood Quinn, Jr. (Banker of Kenansville Township); John C. Smith, Jr. (CPA of Smith Township) and J. Norwood West (Real Estate Broker of Warsaw Township).

## **ITEMS TO BE MADE PART OF MINUTES**

Administrative Budget Amendment Journal Entry Report

## **AGENDA**

### **Public Comments**

No Public Comments

### **End Public Comments**

Mr. Davis H. Brinson, County Manager/Clerk to the Board, appeared before the Board to receive Road Concerns from the members of the Board of County Commissioners and members of the public on behalf of the NC Department of Transportation.

Commissioner Branch requested information regarding the concern of the four-way stops being installed at various locations throughout the county. County Manager/Clerk to the Board, Mr. Davis Brinson assured the Commissioners that the NC Department of Transportation is making a concerted effort to foster better communication. He explained that NCDOT had provided him with an overview and update on the planned installation of future four-way stops in Duplin County. Mr. Davis Brinson provided the members of the Board with a copy of the email which contained a full listing of the planned future installations, statistics and justifications NCDOT has given to support the installation of four-way stops.

Commissioner Garner stated his concern for the lack of more caution indicators when approaching four-way stop intersections like he has seen in other counties.

Commissioner Branch reiterated that the goal is to have effective communication regarding these changes.

Chairman Edwards mentioned that there is missing cattle crossing sign on Willard Edwards Rd. near the NC Hwy. 24 end of the road. He indicated that it had been re-installed but has been removed again.

Dr. Wesley Boykin of Warsaw spoke during public comments to bring the issue of flooding on W. Hill Street near Cross Street in Warsaw to the Board's attention. He also requested the installation list for the four-way stops from the County Manager/ Clerk to the Board, Mr. Davis Brinson.

Twig Rollins, County Planner, appeared before the Board to conduct a public hearing to receive public comments regarding proposed revisions to the Airpark Development Ordinance & Airport Land Use Height Restriction Ordinance; Mobile Home & Trailer Park Ordinance and the Subdivision Ordinance specifically to establish a Board of Adjustments. NC General Statute §160D mandates that a public hearing must be conducted when considering amending a County Ordinance.

**Chairman D. Edwards Opens the Public Hearing.**

No Public Comments

**Chairman D. Edwards Closes the Public Hearing.**

Motion was made by Commissioner Branch, seconded by Commissioner J. Edwards, carried unanimously to approve the proposed revisions to the Airpark Development Ordinance & Airport Land Use Height Restriction Ordinance; Mobile Home & Trailer Park Ordinance and the Subdivision Ordinance as required by NC General Statute §160D.

Melissa Kennedy, E-911 Addressing Coordinator, appeared before the Board to conduct a public hearing to receive public comments regarding a request from James Kenan to name a lane in the 1400 block of Old Camp Road; Rose Hill, N.C. in the Magnolia Township: Kenan Family Lane.

**Chairman D. Edwards Opens the Public Hearing.**

No Public Comments

**Chairman D. Edwards Closes the Public Hearing.**

Motion was made by Commissioner Branch, seconded by Commissioner Garner, carried unanimously to approve the request from James Kenan to name a lane in the 1400 block of Old Camp Road; Rose Hill, N.C. in the Magnolia Township: Kenan Family Lane in accordance with the Duplin County Addressing and Road Naming Ordinance.

Melissa Kennedy, E-911 Addressing Coordinator, appeared before the Board to request that a public hearing be scheduled on April 3<sup>rd</sup>, 2023 to receive public comments regarding a request from Dwight Hill to name two (2) lanes: first, in the 600 Block of Kinsey Mill Road;

Mt. Olive, NC in the Wolfscrape Township; Randall Hill Lane and the second, near the intersection of Kinsey Mill Road and Carter Thigpen Road; Mt. Olive, NC in the Wolfscrape Township: Alison Hill Lane.

Motion was made by Commissioner Garner, seconded by Commissioner Branch, carried unanimously to schedule a public hearing on April 3<sup>rd</sup>, 2023 to receive public comments regarding a request from Dwight Hill to name two (2) lanes: first, in the 600 Block of Kinsey Mill Road; Mt. Olive, NC in the Wolfscrape Township; Randall Hill Lane and the second, near the intersection of Kinsey Mill Road and Carter Thigpen Road; Mt. Olive, NC in the Wolfscrape Township: Alison Hill Lane in accordance with the Duplin County Addressing and Road Naming Ordinance.

Davis H. Brinson, County Manager/Clerk to the Board appeared before the Board to request the Sheriff's Office be allowed to purchase two (2) vehicles with state drug restitution funds. The Sheriff's Office has state drug restitution funds with which they wish to purchase two (2) Chevrolet Tahoe's at a cost of \$38,869.78 each for a total of \$77,739.56. These funds were acquired through proceeds from the unauthorized substance tax which is an excise tax imposed on controlled substances (marijuana, cocaine etc.) to illicit spirituous liquor ("moonshine"), mash, and illicit mixed beverages. State and local law enforcement agencies can generate revenue from their narcotics investigations if during the investigation, a taxable quantity of drugs is discovered and the agency submits the appropriate referral form to the NC Department of Revenue. Thus, these vehicles are being purchased with non-general fund monies. The total amount of funds in the Sheriff's Office state drug restitution fund is currently \$257,462.00.

Motion was made by Commissioner Branch, seconded by Commissioner Dowe, carried unanimously to approve the Sheriff's Office request to purchase two (2) Chevrolet Tahoes utilizing state drug restitution funds at a cost of \$77,739.56 and to approve the associated budget amendment.

Joe Newburn, Animal Services Supervisor, appeared before the Board to request an appointment to the Animal Advisory Board. There is currently a vacancy on the Animal Advisory Board for a public member at large. The Animal Services Department and the Animal Advisory Board both recommended the appointment of Michelle C. Blanchard of Wallace, NC to fill the public member at large slot.

Motion was made by Commissioner Garner, seconded by Commissioner Branch, carried unanimously to appoint Michelle C. Blanchard to the Animal Advisory Board for a term to expire on December 31, 2024.

Scotty Summerlin, Economic Development Director, appeared before the Board to conduct a public hearing regarding the adoption of a Resolution of Support for Economic Development's Project Freeze.

**Chairman D. Edwards Opens the Public Hearing.**

No Public Comments

### **Chairman D. Edwards Closes the Public Hearing.**

Scotty Summerlin, Economic Development Director, appeared before the Board to request the adoption of a Resolution of Support for Economic Development Project Freeze. Project Freeze is an existing industry in Duplin County and a leading supplier currently expanding their business by renovating an existing facility for renovation of approximately 38,850 square feet. This project qualifies for Commerce. Project Freeze will create 19 new jobs and invest approximately year period. The Building Reuse Grant requires the county to provide a resource and may not be derived from other State or Federal grant funds.

Building Reuse: \$170,000.00  
5% County Match: \$8,500.00

Motion was made by Commissioner Branch, seconded by Commissioner Garner, carried unanimously to adopt a Resolution of Support for Economic Development Project Freeze; to authorize the Economic Development Commission to enter into a Performance Agreement with Project Freeze, allowing a payment of the 5% cash match in the amount of \$8,500.00 as required by the NC Dept. of Commerce's Building Reuse Grant Program and to authorize the Chairman to sign the Rural Building Reuse and Infrastructure Application.

Tim Wilson, County Attorney, appeared before the board to request a Resolution authorizing execution of opioid settlements and approving the supplemental agreement for additional funds between the state of North Carolina and local governments on proceeds relating to the settlement of opioid litigation. The NC Department of Justice recently announced five (5) new opioid settlements with CVS, Walgreens, Walmart, Allergan and Teva. These settlements will result in an additional \$600 million to NC state and local governments. This is in addition to the first round of settlements which resulted in \$750 million being distributed to NC state and local government, with 85% going to local governments. The distribution formula for this settlement will mirror the original MOA allocation model outlined in the first settlement agreement, which Duplin County signed in 2021. In order to receive settlement funds, the Board of Commissioners must first adopt a resolution joining the settlements. By doing so this will authorize the County Manager to sign the settlement paperwork for all five settlements and the Supplemental Agreement for Additional Funds (SAAF) via Docu-sign. The deadline for counties to join and sign the settlement agreements is April 18, 2023.

Motion was made by Commissioner Branch, seconded by Commissioner Dowe, carried unanimously to adopt the Resolution Authorizing Execution of Opioid Settlements and Approving the Supplemental Agreement for Additional Funds Between the State of North Carolina and Local Governments on Proceeds Relating to the Settlement of Opioid Litigation and authorizing the County Manager to enter into the associated settlement documents.

Brian Matthis, Emergency Management Planner, appeared before the Board to request the Board approve the Hurricane Florence Hazard Mitigation Grant Program Grant Agreement between the State of North Carolina Department of Public Safety, Division of Emergency Management and Duplin County, NC. Following Hurricane Florence, Duplin



County applied for FEMA's (Federal Emergency Management Agency) Hazard Mitigation Grant Program to acquire flooded properties in the county. FEMA has approved a second round of funding for Duplin County to acquire and demolish nineteen (19) additional properties throughout the county.

Motion was made by Commissioner Dowe, seconded by Commissioner Branch, carried unanimously to approve the Hurricane Florence Hazard Mitigation Grant Program Grant Agreement between the State of North Carolina Department of Public Safety, Division of Emergency Management and Duplin County, NC; to authorize the Chairman to sign same and to approve the associated budget amendment.

Donna Brown, Water/Utilities Department Director, appeared before the Board to request the approval/acceptance of a mowing contract with Down East Property Services, LLC. Down East Property Services LLC. provided the lowest bid offer and a breakdown of the service cost will be audited by the Finance Officer.

Motion was made by Commissioner Garner, seconded by Commissioner Branch, carried unanimously to enter into a service contract with Down East Property Service, LLC to provide biweekly mowing at the County owned water facility sites during the 2023 growing season from April 1, 2023 through and including October 31, 2023.

Gary Rose, Tax Administrator, appeared before the Board to request the abolishment of the Senior Real Estate Appraiser position in his department and to create a Real Estate Appraiser position. The Tax Administration Dept. currently has a Senior Real Estate Appraiser position that has been vacant for some time as the department has not received any applications that would qualify for the position. The Tax Administrator advises that they desperately need an appraiser and that he should be able to hire someone with the background and expertise that is needed if he abolishes the Senior Real Estate Appraiser position and creates another Real Estate Appraiser Position. The Senior Real Estate Appraiser position is at a Grade 64 and the Real Estate Appraiser position is at a Grade 61.

Motion was made by Commissioner J. Edwards, seconded by Commissioner Branch, carried unanimously to abolish the Senior Real Estate Appraiser position (Grade 64) and create a Real Estate Appraiser position (Grade 61) in the Tax Administration Department.

Mr. Davis H. Brinson, County Manager/Clerk to the Board, appeared before the Board to make general announcements and/or updates.

Motion was made by Commissioner Garner, seconded by Commissioner Branch, carried unanimously to go out of open session and enter into closed session to discuss legal matters pursuant to NCGS§143-318.11 (a) (3).

Motion was made by Commissioner J. Edwards, seconded by Commissioner Branch, carried unanimously to go out of closed session and return to open session.

Motion was made by Commissioner Garner, seconded by Commissioner J. Edwards, carried unanimously to recess until Friday, March 10<sup>th</sup>, 2023 at 9:00 a.m. for the Board of

Commissioners Annual Board Retreat at the Duplin County Airport located at 260 Airport Road in Kenansville, N.C.

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Davis H. Brinson  
Clerk to the Board

DRAFT



**BOARD OF COUNTY COMMISSIONER'S  
ANNUAL BUDGET RETREAT MEETING  
Friday, March 10, 2023  
Duplin County Airport Conference Room  
260 Airport Road  
Kenansville, NC 28349**

The Duplin County Board of Commissioners met at 9:00 a.m. on Friday, March 10<sup>th</sup>, 2023 in recessed session in the conference room in the Duplin County Airport, located at 260 Airport Road, Kenansville, NC.

Present: Commissioners: Dexter B. Edwards; Justin Edwards; Jesse L. Dowe, III.; Wayne B. Branch; and Elwood Garner.

Also Present: Mr. Davis H. Brinson, County Manager/Clerk to the Board; Mr. George H. Futrelle, Assistant County Manager/Airport Director; Ms. Tracy Chestnutt, Finance Officer; Mr. Tim Wilson, County Attorney; Ms. Trisha-Ann Hoskins, Administrative Officer/Deputy Clerk; Chelsey Lanier, Finance Office Accounting Manager; and Semeka Bryant-Perry, Human Resources Director.

**Call to Order**

The meeting was called to order by Chairman Edwards.

**Invocation and Pledge of Allegiance**

Invocation was given by Asst. County Manager/Airport Director George Futrelle. Mr. Futrelle then led those in attendance in the pledge of allegiance to the flag of the United States of America.

**Approval of the Meeting Agenda**

Motion was made by Commissioner Garner, seconded by Commissioner Edwards, carried unanimously to approve the meeting agenda.

**Regular Meeting Agenda**

## **Public Comments**

No Public Comments

## **End Public Comments**

Mr. Jeremiah Daniels, of Daniels & Daniels Construction; Ms. Kate Daniels of Daniels & Daniels Construction; Mr. Albi N. McLawhorn, AIA, President & Owner of Intrepid Architecture; Ms. Melisa Brown, Director of Aging, and Ms. Laura Drakeford, Director of Veterans Services, appeared before the Board to discuss the proposed Senior & Veterans Service Center. The discussion of cost efficiency and the elected option for the 12,000 square foot facility instead of the 14,000 sq. ft. facility in conjunction with a possible generator was reviewed. Duplin County received a \$2 million allocation in the State budget to help with the construction of a Senior Services/Veterans Services Center last year. The projected cost is \$5.2 million.

Motion was made by Commissioner Branch, seconded by Commissioner Dowe, carried unanimously to approve the schematics design documents that were presented by the Daniels & Daniels Construction Company for the 12,000 sq. ft. Senior & Veterans Service Center and authorize expenditures of \$349,000 for design services and to approve of the associated budget amendment.

Charles “Twig” Rollins, County Planner; Johnny Summerlin, Environmental Health Supervisor; and David Houston, Chief Building Inspector appeared before the Board to present a SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis for Planning and Development in Duplin County with a special focus of the lack of a “Public Nuisance” ordinance, county wide zoning, and code enforcement officers to enforce the standing ordinances we currently have, that citizens are allegedly taking advantage for example permanently living in campers, compiling junkyards, and trash heaps, etc. Mr. Rollins advised that some of these issues are in direct violation of our county ordinance and require enforcement that will generate positive change so that we may help to ensure the environmental health and aesthetics of our county. It was noted that FEMA (Federal Emergency Management Agency) provided campers to those affected during Hurricane Florence, 5 (five) years ago, allowing 18 months from issuance of alternative housing to affected citizens, for the affected to begin rebuilding or to attain alternate living arrangements. The county ordinance allows for 6 (six) months out of the year for citizens to live in campers, but not as a permanent residence. This ordinance is to ensure all Duplin County citizens are paying taxes for county services rendered and not evading taxes, while receiving the same services (i.e. Emergency Medical Services, Health Department, Sheriff & Fire Department)

Mr. Joe Newburn, Supervisor of Animal Control; Mr. Davis H. Brinson, County Manager/Clerk to the Board; and Ms. Cathi Hale, Chair of Duplin County Animal Advisory Board, appeared before the board to discuss Animal Control in the Municipalities. There was discussion on asking the municipalities to pay the county to help offset the cost of adding another Animal Control Officer to cover the municipalities. The possibility of also enacting a domestic

animal owner tax for cats and dogs to also help to pay the expense of adding another Animal Control Officer to serve in the municipalities. No decisions were reached.

Davis H. Brinson, County Manager/Clerk to the Board, and George Futrelle, Asst. County Manager/Airport Director appeared before the Board to deliver construction updates on the following projects in the county: Public Transportation Facility, Animal Care Control & Adoption Facility; Events Center paving project; Health Department reroofing project; detention facility/jail project; Water Department's SCADA (Supervisory Control and Data Acquisition) project and Golden Leaf water supply well project at WestPark.

Tim Wilson, County Attorney; Tracey Simmons-Kornegay, Health Director; and Jamie Murray, Opioid Project Coordinator, appeared before the Board to explain the Opioid Settlements with the pharmaceutical companies and the retail pharmacies including the distribution of the settlement funds that will come into Duplin County through 2038. The Health Director and Opioid Project Coordinator also discussed and gave detailed information on the opioid epidemic, and harm reduction strategies which are allowable under the MOA (Memorandum of Agreement) that the county signed to receive the funds. They decided to create an Opioid Epidemic Committee for the county with Commissioner Branch agreeing to serve on same to represent the Board of Commissioners.

Ms. Tracy Chestnutt, Finance Officer and Mr. Davis H. Brinson, County Manager/Clerk to the Board appeared to present an update to the Board on the County's budget and the financial outlook.

The Board had a roundtable discussion with key members of the County's staff with the goal of establishing budget priorities for FY 2023-24.

Motion was made by Commissioner Branch, seconded by Commissioner J. Edwards, carried unanimously to adjourn until Monday, March 20<sup>th</sup>, 2023 at 6:00 p.m. for a Board of County Commissioners meeting in the Duplin County Administrative Building located at 224 Seminary Street, Kenansville, NC.

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Davis H. Brinson  
Clerk to the Board

**BUDGET AMENDMENTS JOURNAL ENTRY PROOF**

LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	PREV	BUDGET	AMENDED
	ACCOUNT				LINE DESCRIPTION	EFF DATE	BUDGET	BUDGET ERR
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND	
2023	09	232 03/21/2023			BUA 032023C	1	1	
1	4937	34824	HMGP	4393-0025-R	DISASTER RECOVERY		.00	-99,259.02 -99,259.02
	31-00-4100-4937-000-34824						03/21/2023	
2	4937	41979	HMGP	4393-0025-R	ADMINISTRATION		.00	99,259.02 99,259.02
	31-00-4100-4937-000-41979						03/21/2023	
							** JOURNAL TOTAL	0.00
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND	
2023	09	251 03/21/2023			BUA 032023C	1	1	
1	4324	41990	E-911		PROFESSIONAL SERVICES		125,127.23	-17,264.94 107,862.29
	19-43-4330-4324-000-41990						03/21/2023	
2	4314	43541	COMMUNICATIONS		REPAIRS SIGNS		12,950.00	-2,823.76 10,126.24
	10-43-4330-4314-000-43541						03/21/2023	
3	4324	45100	E-911		CAPITAL OUTLAY		22,978.00	17,264.94 40,242.94
	19-43-4330-4324-000-45100-						03/21/2023	
4	4314	45100	COMMUNICATIONS		CAPITAL OUTLAY		27,602.50	2,823.76 30,426.26
	10-43-4330-4314-000-45100						03/21/2023	
							** JOURNAL TOTAL	0.00

**BUDGET AMENDMENT JOURNAL ENTRY PROOF**

CLERK: chelsey.lanier

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
2023	9	232										
BUC	4937-34824		03/21/2023	032023C				DISASTER RECOVERY	T	5		99,259.02
BUC	4937-41979		03/21/2023	032023C				ADMINISTRATION	T	5	99,259.02	
								JOURNAL 2023/09/232		TOTAL	.00	.00
2023	9	251										
BUA	4324-41990		03/21/2023	032023C				PROFESSIONAL SERVICES	T	5		17,264.94
BUA	4314-43541		03/21/2023	032023C				REPAIRS SIGNS	T	5		2,823.76
BUA	4324-45100		03/21/2023	032023C				CAPITAL OUTLAY	T	5	17,264.94	
BUA	4314-45100		03/21/2023	032023C				CAPITAL OUTLAY	T	5	2,823.76	
								JOURNAL 2023/09/251		TOTAL	.00	.00

BUDGET AMENDMENT JOURNAL ENTRY PROOF

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
				FUND TOTAL	.00	.00

\*\* END OF REPORT - Generated by CHELSEY LANIER \*\*



BA # \_\_\_\_\_

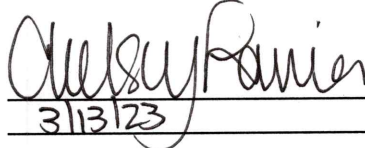
Duplin County  
Budget Amendment

Department Title Emergency Management HMGP  
Department Head's Signature BSMJ  
(form can be e-mailed to Finance from Dept. Head)

All amendments involving revenues must be approved by the Board of Commissioners

**Brief description of why this amendment is being requested:**  
All Hazard Mitigation Grants include an additional 5% percent funding allocation for subrecipient management costs. This additional money was not included in the grant agreement for Hurricane Florence Non-expedited HMGP, but is used to pay Insight Planning for their grant management services, and thus needs to be added to the revenue account and expense account. Grant agreement was for \$1,985,180.40 and the additional 5% will be \$99,259.02.

Revenue code	Line Item Description	Amount	Expense code	Line Item Description	Amount
4937-34824	Disaster Recovery	99,259.02	4937-41979	Administration	99,259.02
Total		99,259.02	Total		99,259.02

Finance Signature   
Date Approved: 3/13/23

Manager Signature \_\_\_\_\_  
Date Approved: \_\_\_\_\_

Commissioner Approval \_\_\_\_\_  
Date Approved: \_\_\_\_\_

3/13/2023



**FEMA**

# Hazard Mitigation Grant Program Management Costs (Interim)

**FEMA Policy # 104-11-1**

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## **BACKGROUND**

Section 324 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Stafford Act) authorizes the Federal Emergency Management Agency (FEMA) to provide funding under the Hazard Mitigation Grant Program (HMGP) for management costs incurred in the administration of HMGP. The Disaster Recovery Reform Act (DRRA) amends Section 324 of the Stafford Act and requires FEMA to provide HMGP funding for management costs at the following percentage rates: "A grantee [recipient] under section 404 may be reimbursed not more than 15 percent of the total amount of the grant award under such section of which not more than 10 percent may be used by the grantee and 5 percent by the subgrantee [subrecipient] for such costs."

Because of the amendment to Section 324, Title 44 Code of Federal Regulations (CFR) Part 207 is no longer effective. This policy implements the new amendment to Section 324 and thereby supersedes existing regulations and policies related to management costs, including the Hazard Mitigation Assistance Guidance, as applicable, and applies to all major disasters declared on or after August 1, 2017.

## **PURPOSE**

The purpose of this interim policy is to define the initial framework and requirements to ensure appropriate and consistent implementation of Stafford Act Section 324 Management Costs, as amended by DRRA.

## **PRINCIPLES**

- A. Implement the authorities provided under Stafford Act Section 324 to provide management costs.
- B. Provide incentives through the provision of management cost funding to encourage recipients and subrecipients to practice efficient grants management and complete HMGP activities in a timely manner.

## **REQUIREMENTS**

### **A. MANAGEMENT COSTS DEFINITION AND RATES**

**Outcome:** Provide funding under HMGP to both recipients and subrecipients for management costs up to a percentage of a total award amount.

1. Section 324(a) of the DRRA defines management costs as any indirect cost, any direct administrative cost, and any other administrative expense associated with a specific



# FEMA

project under a major disaster, emergency or disaster preparedness or mitigation activity or measure.

- a. This change in definition does not change the list of eligible management cost activities identified in Hazard Mitigation Assistance (HMA) Guidance (2015).
2. Section 324(b) of the DRRRA establishes management cost rates under HMGP, as follows: recipients will be reimbursed not more than 15 percent of the total amount of HMGP award of which not more than 10 percent may be used by the recipient and 5 percent by the subrecipient.
    - a. If a state and tribal government both receive a presidential declaration for the same incident within the same state, then both are recipients. As such, both are eligible to receive recipient management cost contributions up to 10 percent.

## **B. PROGRAM REQUIREMENTS AND PROCEDURES**

**Outcome:** Ensure recipients have processes for providing, managing and reporting recipient and subrecipient management costs.

1. FEMA will provide 100 percent Federal funding for management costs based on actual costs incurred up to the rates established above.
2. FEMA will provide all management cost funding to the recipient. The recipient must provide the subrecipient management cost funding for documented actual costs, up to 5 percent of the total amount of the HMGP award.
3. All costs must be reasonable, allowable, allocable, and necessary as required by 2 CFR Part 200 Subpart E, applicable program regulations, and HMA Guidance (2015).
4. FEMA will be providing additional policy on documenting and evaluating reasonableness as it specifically relates to management costs.
5. Management cost awards must meet the uniform administrative requirements for a federal award found in 2 CFR Part 200, in particular, records retention, closeout and audit.
6. Recipients' Administrative Plans must include procedures for monitoring and reporting on subrecipient management costs before receiving funding for management costs under this policy.
7. Recipients who already have an approved Administrative Plan must update their plans to include subrecipient management cost monitoring and reporting procedures and submit to FEMA for approval before receiving an increase in management costs.



# FEMA

## C. ESTIMATING FUNDING TO MAKE AVAILABLE FOR MANAGEMENT COSTS

**Outcome:** Provide management costs to recipients prior to establishment of total HMGP award amount.

1. FEMA will establish the amount of funds that it will initially make available for management costs based on the following point-in-time HMGP funding projections:
  - a. FEMA will provide a preliminary management cost estimate 30 days after the date of the major disaster declaration (or soon thereafter).
  - b. FEMA will revise the estimated amount at 6 months after the date of the major disaster declaration.
  - c. FEMA will determine the total management cost estimate 12 months after the date of the major disaster declaration, or after determination of the total HMGP award, whichever is later.
2. Upon receipt of the initial 30-day management costs estimate, FEMA will make the following amounts available for application and award:
  - a. For recipients with Enhanced Mitigation Plan and Program Administration by States (PAS) designations, recipients may apply to FEMA for 35 percent of the estimated amount(s).
  - b. For other recipients, recipients may apply to FEMA for 25 percent of the estimated amount(s).
3. If the 6-month management costs increase beyond the 30-day estimate, and if the recipient can justify a need for additional management costs, the recipient may apply for available funding. The following amounts will be available:
  - a. For recipients with Enhanced Mitigation Plan and Program Administration by States designations, recipients may apply for 75 percent of the available or remaining recipient management costs.
  - b. For other recipients, recipients may apply for 50 percent of the available or remaining recipient management costs.
4. Recipients may apply to FEMA for an adjustment in available funding based on the 30-day or 6-month estimates. This option is intended for recipients that:
  - a. Do not have sufficient capacity because of lack of funding, staffing or other necessary expertise to satisfy HMGP requirements; or



# FEMA

- b. Have experienced significant disruption from a declared disaster or other event that impacts its ability to complete HMGP activities.
5. Recipients must apply to FEMA for adjustment funding, provide justification that they need an exception, and complete one of the following:
  - a. Provide a management plan that outlines how they will build state or tribal workforce proficiency and experience in grants management, mitigation planning or application review. This option is only available to recipients FEMA has determined the degree of risk requires special conditions to be attached to the award per 2 CFR 200.205; or
  - b. Enter into a Program Administration by States agreement if they meet program requirements.
6. At 12 months after the declaration, the recipient is eligible to apply for the total management cost award subject to certain withholdings set forth in Section D of this policy. From the 12-month mark forward, the recipient and subrecipients will only be reimbursed for actual management costs.
7. To apply for available management cost assistance, the recipient must apply to FEMA and meet the application and submission requirements found in HMA Guidance (2015). FEMA will not award any management costs unless the application is approved.
8. Subrecipient management cost awards will be available to the recipient at the time of award based on the total non-management cost HMGP project amount.
9. For major disaster declarations made on or after August 1, 2017, and prior to October 5, 2018, recipients and subrecipients may apply for actual expenses of management cost activities in instances where previous rates did not cover allowable costs incurred based on the lower rates but not up to more than 10 percent of the total award for recipients, or up to more than 5 percent for subrecipients.
  - a. FEMA will use the pre-award process in HMA Guidance (2015) to review and approve such applications.
  - b. This applies to awards and subawards covered under this policy that have been closed out or are still open under major disaster declarations prior to the issuance of this policy.

## **D. MONITORING AND CLOSEOUT FOR MANAGEMENT COSTS**

**Outcome: Ensure management costs are closed out in a timely manner.**

1. All management costs provided above will be obligated in increments sufficient to cover recipient and subrecipient needs for no more than one year unless contractual agreements require additional funding.



# FEMA

2. The recipient will reconcile subrecipient management costs against actual costs of the total award on a quarterly basis.
3. FEMA will reconcile management cost funding against actual costs on a quarterly basis.
4. To ensure management costs are closed out in a timely manner FEMA will withhold a percentage of the recipient management costs award excluding subrecipient management costs.
  - a. For recipients with Enhanced Mitigation Plan and Program Administration by States designations, FEMA will withhold 2 percent of the recipient management costs award.
  - b. For other recipients, FEMA will withhold 3 percent of the recipient management costs.
  - c. FEMA will provide the withheld funding after the recipient closes the last non-management cost HMGP project.
5. The subrecipient can claim management costs incurred up to whichever of the following occurs first:
  - a. 180 days after work is completed for the non-management cost HMGP project for the declaration; or
  - b. 180 days after the latest performance period for the non-management cost HMGP project; or
  - c. The recipient management cost award has been closed out.
6. The recipient can claim management costs incurred up to whichever of the following occurs first:
  - a. 180 days after work is completed on the last non-management cost HMGP project for the declaration; or
  - b. 180 days after the latest performance period of the last non-management cost HMGP project for the declaration; or
  - c. Eight years from the date of a major disaster declaration.
7. The period of availability may be extended only at the justified, written request of the recipient, with the recommendation of the Regional Administrator and with the approval of the Chief Financial Officer.



# FEMA

8. To promote fiscal responsibility and better grants management of large scale disasters FEMA will require additional controls to ensure funds are spent in accordance with HMA Guidance (2015) and federal regulations by incrementally funding activities.
  - a. For management cost awards over \$6 million (including both recipient and subrecipient shares), FEMA will develop an agreement with the recipient that outlines the release of funding. The agreement will define recipient responsibilities and the process for reviewing funding on an incremental basis.

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*David I. Maurstad*  
*Deputy Associate Administrator for Insurance*  
*and Mitigation*

11/14/2018

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Date



# FEMA

## ADDITIONAL INFORMATION

### REVIEW CYCLE

This is an interim policy. It may be followed by additional implementation guidance. FEMA will evaluate this interim policy as it is implemented and will incorporate management costs into the next version of the Hazard Mitigation Assistance Guidance (2015).

### AUTHORITIES

- A. Section 324 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5165b), as amended.

### QUESTIONS

Direct questions to HMA Grants Policy Branch at [fema-hma-grants-policy@fema.dhs.gov](mailto:fema-hma-grants-policy@fema.dhs.gov).





**FEMA**

Federal Insurance and Mitigation Administration

## **Frequently Asked Questions:**

### **Hazard Mitigation Grant Program Management Costs Policy (Interim)**

#### **Purpose**

The following content addresses questions collected from stakeholders regarding the implementation of Hazard Mitigation Grant Program Management Costs (Interim) Policy #104-11-1 (Interim Policy).

#### **Background**

On October 5, 2018, the President signed the Disaster Recovery Reform Act (DRRA) of 2018 into law. Section 1215 of the DRRA amended Section 324 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). Section 324 of the Stafford Act defines and outlines management costs with regard to an expense associated with specific projects under a major disaster, emergency, or disaster preparedness or mitigation activity or measure. As a result of the amendment to Section 324, 44 Code of Federal Regulations Part 207 Management Costs is no longer effective.

In addition, as amended, Section 324 requires FEMA to provide funding for management costs for Hazard Mitigation Grant Program (HMGP) projects at certain percentage rates. Specifically, a recipient who receives HMGP may be reimbursed “not more than 15 percent of the total amount of the grant award” of which “not more than 10 percent may be used by the recipient and 5 percent by the subrecipient.”

FEMA issued an interim policy implementing this amendment HMGP Management Costs (Interim) Policy #104-11-1, (Interim Policy). FEMA received several questions from stakeholders regarding the implementation of the Interim Policy and these questions are addressed in this document.

This content is current as of **February 28, 2020**.

## A. General Information

### 1. Does this policy apply to HMGP Post Fire grants?

#### *Declarations prior to October 5, 2018*

No. HMGP Post Fire grants resulting from Fire Management Assistance Grant (FMAG) declarations that were issued prior to October 5, 2018, are not included in this Interim Policy. These management costs will continue to be calculated at 4.89 percent.

#### *Declarations on or after October 5, 2018*

Yes. FEMA will provide management costs for HMGP Post Fire grants resulting from FMAG declarations issued on or after October 5, 2018, at 15 percent (10 percent for the recipient and 5 percent for the subrecipient). Refer to section D of the HMGP Post Fire Policy #207-88-2 and the HMGP Post Fire Policy fact sheet for additional information about management costs.

### 2. Is a recipient required to offer management costs to subrecipients?

Yes. The recipient is required to provide an opportunity for subrecipients to apply for management costs.

The procedures for a subrecipient's management costs application must be explained in the recipient's Administrative Plan. These actions can be incorporated into existing processes, such as a pre-recipient briefing, and by adding a new section to the project application to collect management costs information. FEMA encourages the use of existing processes to manage and document management costs. Recipients must maintain records to document (e.g., briefing materials, application forms) that funding was made available to subrecipients.

### 3. What will happen if a recipient does not offer management costs to subrecipients?

Recipients are encouraged to work with their FEMA Region if they need additional assistance updating their Administrative Plan or need additional instruction on how to incorporate management costs into the Hazard Mitigation Grant Program.

The information below pertains to awards for which an Administrative Plan has already been approved under the Code of Federal Regulations Title 44 CFR Part 207: Management Costs:

- FEMA will continue to provide no more than 4.89 percent of management costs for previously approved applications until November 15, 2019.
- If an Administrative Plan is not approved by November 15, 2019, FEMA will consider the recipient non-compliant and may take remedies for non-compliance found in the Code of Federal Regulations Title 2 Section 200.338: Remedies for Noncompliance until the Administrative Plan is approved by FEMA. Remedies for noncompliance include temporarily withholding cash payments and suspending the award.

FEMA will not approve an Administrative Plan that does not include procedures to offer management costs to subrecipients. Recipients may not receive HMGP without a FEMA-approved Administrative Plan.

## **B. Management Cost Eligibility**

### **1. What administrative costs are eligible under management costs?**

Administrative costs are expenses incurred by a recipient or a subrecipient in managing and administering the federal award to ensure that federal, state, or tribal requirements are met including:

- solicitation, development, review, and processing of subapplications;
- delivery of technical assistance;
- quarterly progress and fiscal reporting;
- project monitoring;
- technical monitoring;
- compliance activities associated with federal procurement requirements;
- documentation of quality of work verification for quarterly reports and closeout;
- payment of claims;
- closeout review and liquidation; and
- records retention.

Costs incurred for overhead expenses are typically covered via indirect costs rates.

### **2. What activities cannot be included under management costs?**

Any activities that are directly related to a project are not eligible under management costs.

For example, architectural, engineering, and design services are project costs and cannot be included under management costs.

Similarly, construction management activities that manage, coordinate, and supervise the construction process from project scoping to project completion are project costs. These activities cannot be included under management costs.

### **3. Is staff time eligible for management costs?**

Yes. Staff time can be eligible for management costs if the staff is undertaking activities related to the receipt and administration of HMGP funding. Staff salary costs may also be eligible for reimbursement under specific projects if the staff is undertaking activities related to project management and design activities as part of the project.

## C. Application Process – Disasters Declared After October 5, 2018

### *Recipient Application Process*

#### 1. How does a recipient apply for management costs?

The process for recipients to apply for management costs has not changed. Recipients should continue to follow the FEMA Hazard Mitigation Assistance Guidance (2015) and the Code of Federal Regulations Title 2 Part 200: Uniform Administration Requirements (2 CFR 200).

#### 2. When can recipients apply for management costs?

A request for initial management costs must be submitted by recipients before the HMGP application deadline. Additional funds cannot be applied for after the HMGP application deadline.

### *Subrecipient Application Process*

#### 3. Is a subrecipient required to apply for management costs?

No. Subrecipients are not required to apply for management costs. The Hazard Mitigation Officer should have procedures to document a subrecipient's decision not to apply for management costs. Subrecipients will not be able to apply for management costs after the application period is closed.

#### 4. How does a subrecipient apply for management costs?

Management costs are not automatically provided or calculated for HMGP. Recipients establish the procedures which subrecipients must use to apply for management costs. Subrecipients must meet all application and Code of Federal Regulations Title 2 Part 200: Uniform Administration Requirements (2 CFR 200) and may apply for no more than 5 percent of their total subaward amount for management costs.

As part of the application process, subrecipients must provide a budget and narrative describing their anticipated management costs activities and expenses. On behalf of subrecipients, recipients apply for management costs to FEMA. For more information, subrecipients should contact their respective Hazard Mitigation Officer.

#### 5. What should the subrecipient include in the management costs estimate?

The Hazard Mitigation Officer can provide the procedures and requirements for management costs to subrecipients. In general, a Hazard Mitigation Officer will request a budget and a narrative.

Typically, a non-construction budget for management costs will include the following cost categories: personnel, fringe benefits, travel, equipment, supplies, contractual, and indirect costs. A brief narrative may be required to identify what the funds will be used for. These are required fields in the Application for Federal Assistance form (SF-424A).

For more information, please refer to the Application and Submission Information: Considerations for Project Subapplications (FEMA Hazard Mitigation Assistance Guidance (2015)<sup>1</sup>).

6. Can previously approved budgets be amended to move administrative activities and application development expenses to management costs?

Yes. In order to amend a previously approved subaward, include either a scope of work or a budget amendment.

Prior approval from FEMA is needed to amend a subaward and move project costs to management costs. A change request is permitted if it is consistent with the program guidelines and regulations. All requests to move administrative activities and/or application development must be made in writing. For more information about the procedures, subrecipients should consult with their respective Hazard Mitigation Officers.

It is important to submit a request for a change prior to the end of the application period or retroactive deadline for qualifying disasters.

- If a recipient or subrecipient does not apply for management costs by the application deadline, management costs will no longer be available for the remainder of the project.
- If management costs were approved prior to the end of the application period, they can be amended as needed, using the budget and scope of work amendment procedures.
- If the subrecipient reduces or moves funds from a project budget to a management costs budget, the amount of funds available for management costs will also be reduced.

The subrecipient cannot request more than 5 percent of the total amount of the grant subaward.

If there is a cost underrun because of scope, schedule, or budget changes, approval from FEMA will be required to re-direct funds within the same subaward.

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<sup>1</sup> Part IV.H

7. Can subrecipients still apply for management costs if they have already submitted a project subapplication but the application period is still open?

A Hazard Mitigation Officer can work with subrecipients to amend submitted project subapplications. Eligible costs included in the initial subapplication can be re-categorized as management costs and submitted under a separate budget line item.

If subrecipients choose to re-categorize costs, this will reduce the total subapplication award that serves as the basis for the management costs estimate. The subrecipient can request no more than 5 percent of the total amount of the subapplication award for management costs.

#### **D. Application Process – Disasters Declared Between August 1, 2017 and October 5, 2018**

##### *Recipient Application Process*

1. If the initial application has been submitted, what is the management costs process for awards with an open application period?

Prior to the end of the application period, recipients must use the budget and scope of work amendment process to modify previous applications.

If additional time is needed, recipients should request an extension to the application period following the process found in the Additional Program Guidance: Submission of HMGP Subapplications section in the FEMA Hazard Mitigation Assistance Guidance (2015)<sup>2</sup>.

2. What is the management costs process for awards with a closed application period?

Recipients must submit budget and scope of work amendment requests by March 2, 2020. If additional time is needed, recipients should submit a written request with justification to their FEMA region following the process found in the Additional Program Guidance: Submission of HMGP Subapplications section in the FEMA Hazard Mitigation Assistance Guidance (2015)<sup>3</sup>. FEMA may extend the submission deadline in 30 to 90-day increments.

##### *Subrecipient Application Process*

3. Is a subrecipient required to apply for management costs?

No. Subrecipients are not required to apply for management costs. The Hazard Mitigation Officer should have procedures to document a subrecipient's decision not to apply for

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<sup>2</sup> Part VIII.A.7

<sup>3</sup> Part VIII.A.7

management costs. Subrecipients will not be able to apply for management costs after the application period is closed.

4. What is the management costs application process for approved subawards?

Subrecipients who think they are eligible for management costs are encouraged to work with their Hazard Mitigation Officer to amend a previously submitted subapplication including the budget and scope of work. Subrecipients should follow procedures provided by their Hazard Mitigation Officer. Since the recipient must submit budget amendments prior to March 2, 2020, they may set an earlier submission deadline to leave time to review and submit the request.

Please refer to the budget change procedures in the Administrative and National Policy Requirements section in the FEMA Hazard Mitigation Assistance Guidance (2015)<sup>4</sup> for information on how to amend subawards. Subrecipients are not required to request management costs for previously submitted subapplications. The Hazard Mitigation Officer should have procedures to document a subrecipient's decision not to apply for management costs.

5. What is the management costs application process for closed subawards?

For this type of request, recipients should discuss this with the appropriate FEMA Region. This type of request will be evaluated on a case by case basis.

For the questions about "amending previously approved budgets to move administrative activities and application development expenses" and "subrecipients applying for management costs after submitting a project subapplication," refer to Section C questions 6-7 in this document.

## E. Monitoring Requirements

1. What is "quarterly reconciliation" and what does it mean in the context of management costs?

The documentation requirements in the Interim Policy state that recipient and subrecipient management costs be reconciled on a quarterly basis. Quarterly reconciliation is part of the quarterly financial and performance reports required in the Award Administration Information: Reporting Requirements section of the FEMA Hazard Mitigation Assistance Guidance (2015).<sup>5</sup>

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<sup>4</sup> Part VI.D

<sup>5</sup> Part VI.E.

Quarterly financial reporting and data analysis is the process of receiving and analyzing financial information, reported by the recipient and subrecipient, to gauge progress and compliance with award requirements and to gain reasonable assurance that funds do not exceed allowable or approved amounts. FEMA analyzes the data for the recipient. The recipient analyzes data for the subrecipient.

## **F. Administrative Plan**

1. What is required in the Administrative Plan update to receive management costs?

The Administrative Plan must be updated to address procedures for applying, monitoring, and reporting on subrecipient management costs to receive management costs. Checklists with minimum requirements are available in the National Emergency Management Information System (NEMIS) and online ([here](#)).

2. When does the Administrative Plan need to be reviewed?

A recipient should review and update its Administrative Plan annually. Recipients also must review and update the Administrative Plan following a Presidential major disaster declaration or Fire Management Assistance Grant declaration ([here](#)), if required, to meet current policy guidance or changes to the administration of the program.

## **G. Availability of Management Costs Awards and Obligations**

1. Will the entire amount of management costs be available to recipients for award?

No, the amount of management costs that are available for award will depend on several factors. As outlined in the Interim Policy:

- Up to 25 percent of the estimated management costs may be applied for at 30 days (up to 35 percent for recipients with Enhanced Mitigation Plan and who also have a Program Administration by States (PAS) designation).
- Up to 50 percent of the estimated management costs may be applied for at six months (up to 75 percent for recipients with Enhanced Mitigation Plan and who also have a Program Administration by States (PAS) designation).
- Up to 100 percent of the estimated management costs may be applied for at 12 months (subject to 3 percent withheld until closeout or 2 percent withheld for recipients with Enhanced Mitigation Plan and who also have a Program Administration by States (PAS) designation).

While the management costs application may be determined as eligible for funding, FEMA can only obligate the approved increment. Additional increments remain unfunded until subsequent approvals from FEMA are obtained. The recipient's incremental funding will depend on the budget / schedule provided by the recipient.



In addition to the incremental funding, management costs are subject to withholding. For recipients with an Enhanced Mitigation Plan and a Program Administration by States (PAS) designation, FEMA will withhold 2 percent of the recipient management costs award. For other recipients, FEMA will withhold 3 percent of the recipient management costs. FEMA will provide the withheld funding after the recipient closes the last non-management cost HMGP project.

2. Will all of the management costs subaward be obligated at one time?

It can vary. The Interim Policy requires management costs to be obligated in increments sufficient to cover recipient and subrecipient needs, for no more than one year, unless contractual agreements require additional funding. FEMA has established a threshold where annual increments will be applied to larger awards allowing smaller awards to be fully obligated. The table below explains how obligations will be handled by the size of the total subaward (federal share and required non-federal share).

Total Award Amount	Obligation Timeframe
Recipient Management Costs for Subaward	
Over \$1 million	<ul style="list-style-type: none"> <li>Recipient management costs for subawards greater than \$1 million will follow FEMA’s Strategic Funds Management (SFM) process. The SFM process may or may not be on an annual obligation cycle and will follow the SFM process described in the <u>FEMA Hazard Mitigation Assistance Guidance (2015)</u>.</li> <li>FEMA and the non-federal entities will review the budget and work schedule to ensure that the project supports incremental obligation. FEMA will execute obligations in increments, based on the project meeting an established project milestone schedule, until the project is completed.</li> </ul>
\$500,000 - \$1 million	<ul style="list-style-type: none"> <li>Recipient management costs for subawards between \$500,000 and \$1 million will be obligated by FEMA in increments sufficient to cover recipient and subrecipient needs for no more than one year, unless contractual agreements require additional funding.</li> <li>The increment amount will be determined based upon the applicant’s budget and schedule. The number of increments will be determined by the length of period of performance (one increment per year).</li> </ul>
Under \$500,000	<ul style="list-style-type: none"> <li>Recipient management costs for subawards under \$500,000 can be fully obligated at time of award except for closeout withholding.</li> </ul>

Total Award Amount	Obligation Timeframe
Subrecipient Management Costs for Subaward	
Over \$1 million (management costs equal to or more than \$50,000)	<ul style="list-style-type: none"> <li>• Subrecipient subawards over \$1 million (or management costs equal to or more than \$50,000) will follow FEMA’s Strategic Funds Management (SFM) process. The SFM process may or may not be on an annual obligation cycle and will follow the SFM process described in the <u>FEMA Hazard Mitigation Assistance Guidance (2015)</u>.</li> <li>• FEMA and the non-federal entities will review the budget and work schedule to ensure that the project supports incremental obligation. FEMA will execute obligations in increments, based on the project meeting an established project milestone schedule, until the project is completed.</li> </ul>
\$500,000 - \$1,000,000 (managements costs between \$25,000 and \$50,000)	<ul style="list-style-type: none"> <li>• Subrecipient subawards between \$500,000 - \$1 million (or management costs between \$25,000 - \$50,000) will be obligated by FEMA in increments sufficient to cover recipient and subrecipient needs for no more than one year unless contractual agreements require additional funding.</li> <li>• Amount of increments determined based on applicant’s management costs budget and schedule.</li> </ul>
Under \$500,000 (management costs under \$25,000)	<ul style="list-style-type: none"> <li>• Subrecipient subawards under \$500,000 (or management costs under \$25,000) can be fully obligated by FEMA at time of award.</li> </ul>

Subrecipients will only receive management costs in conjunction with the award of a project. HMA will advance management costs to recipients in the first year, prior to the establishment of the HMGP ceiling.

Regardless of when subawards are obligated, if the total amount of the grant award is adjusted for any reason, FEMA will deobligate management costs that exceed the 15 percent cap (10 percent for recipient and 5 percent for subrecipient) based on updated calculations.

Following are some examples showing an initial project application and an adjusted project application:

- If the subrecipient submits a project application with a budget of \$600,000, the subrecipient can apply for up to \$30,000 in management costs (i.e., 5 percent of \$600,000). If the subrecipient is awarded \$30,000 for management costs, the initial obligation amount is the amount needed for the first year of the project, and then an additional amount will be obligated annually each subsequent year based on need until the \$30,000 is reached.

If the project application is later adjusted to \$400,000, the subrecipient's management costs subaward would be reduced accordingly (equal to or less than \$20,000, i.e., 5 percent of \$400,000). In this example, FEMA could fully obligate the management costs subaward because it would be below the threshold of \$25,000 and no longer subject to incremental funding. The additional amount obligated would depend on the amount previously obligated and the total amount obligated could not exceed 5 percent of the project award.

### 3. How will FEMA determine the amount of each annual increment?

When incremental obligation is required, the recipient and the subrecipient should review their management costs schedule, budget, and narrative to determine when the funds will be needed. The recipient and subrecipient must develop their management costs financial plan by budget (or fiscal) year and include a roll up of all budget years projected to submit to FEMA for review and approval. This requirement is to ensure the recipient and subrecipients adequately plan for expending management costs through the lifecycle of the award and ensuring there is enough funding through the close-out phase.

For subrecipients, the initial incremental amount will be entered into the management costs tab in the NEMIS project application. After the recipient has reviewed current progress and determined that the next increment of funds is needed, the recipient must request funds from FEMA using the budget amendment procedures in the Award Administration Information: Budget Changes section of the FEMA Hazard Mitigation Assistance Guidance (2015).<sup>6</sup> FEMA reviews the recipient's request and if the recipient/subrecipient is ready to expend additional funds they will obligate the next increment of funding. This is generally done on an annual basis, though exceptions can be made when justified.

### 4. How much of recipient management costs is being withheld until closeout?

The Interim Policy requires that 3 percent of the recipient management costs award be withheld until closeout to encourage timely closeout of the Hazard Mitigation Grant Program award.

For recipients with an Enhanced Mitigation Plan and who also have a Program Administration by States (PAS) designation, FEMA will reduce the withholding to 2 percent of the recipient management costs award. FEMA will provide the withheld funding after the recipient closes the last non-management cost HMGP project. To request funds, the recipient should use the budget amendment procedures in the Award Administration Information: Budget Changes section of the FEMA Hazard Mitigation Assistance Guidance (2015).<sup>7</sup> The withholding does not apply to the subrecipient's management costs award, only the recipient's award.

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<sup>6</sup> Part VI, D.3

<sup>7</sup> Part VI, D.3

## H. Reasonable Costs

### 1. What are reasonable costs?

Reasonable cost is defined in the Code of Federal Regulations Title 2 Section 200.404: Reasonable Costs and is further outlined in the Public Assistance Reasonable Cost Evaluation Job Aid, which HMGP has adopted with some adjustments for program differences (crosswalk here). In general, a cost is considered reasonable if it is not more than what a prudent person would spend given the circumstances at time of expense or follows the non-federal entity's established purchasing policies.

FEMA generally considers a recipient or subrecipient's force account labor, equipment, and material costs reasonable if the costs are consistent with the entity's established policies, including but not limited to pay rates, labor policies, and cost schedules used during its normal operations.

Contract costs are generally considered reasonable when the recipient or subrecipient adheres to full and open competition under applicable federal procurement requirements, and the scope of services or work in the contract and level of effort is consistent with the eligible scope of work. Procurement standards are found in Code of Federal Regulations Title 2 Sections 200.317-200.326: Procurement Standards.

### 2. What type of documentation is needed to determine if costs are reasonable?

The initial application for management costs must include a description of activities, personnel requirements, and other costs for which the recipient will use the management cost funding and a statement that the administrative requirements of the Code of Federal Regulations Title 2 Part 200: Uniform Administration Requirements (2 CFR 200) have been met. The documentation must show that the recipient and subrecipients have budgeted enough funds for award closeout (i.e., that management funds will not run out before award closeout). FEMA will conduct periodic monitoring visits and may require additional information (i.e., purchasing policies, hiring policies) to ensure compliance with local and state requirements and Code of Federal Regulations Title 2 Part 200: Uniform Administration Requirements (2 CFR 200).

The documentation in a management costs application will be used by FEMA to determine if costs are reasonable and will support necessary management activities throughout the period of performance.

- A description of activities, personnel requirements, and other costs for which the recipient will use the management costs.
- The plan for expending and monitoring the funds and ensuring enough funds are budgeted for closeout.

### 3. How do I analyze costs before submitting to FEMA?

The purpose of cost analysis is to determine if a cost is reasonable and necessary for the approved scope of work. The following questions should be considered when analyzing costs:

- Is the cost generally recognized as necessary to perform the work?
- Is the cost in accordance with sound business practices, arm's length bargaining, federal, tribal, state, local and other laws and regulations, and award requirements?
- Is the cost comparable with market prices of similar goods and services?
- Did individuals act with prudence and take this action in the best interest of both their community and the federal government?
- Did the applicant deviate from established practices and policies regarding incurrence of costs?

### 4. How does FEMA conduct a reasonable cost analysis?

In conducting a reasonable cost analysis, FEMA performs a review when federal funds are applied for, budgeted, and or expended. The method used will depend on the type of activities proposed in the management costs application such as is the applicant proposing to use "force-account" resources or "contracted resources." FEMA will then evaluate the costs for the approved scope of work and see if they are comparable to relevant current market prices for similar goods or services. FEMA will use the best information available at the time, which may include the following resources:

- *Validation of recipient and subrecipient cost or price analysis.* Per the Code of Federal Regulations Title 2 Section 200.323(a): Contract Cost and Price, non-state applicants must perform a cost or price analysis in connection with each procurement in excess of the Simplified Acquisition Threshold. FEMA may request this documentation to evaluate reasonable costs. The cost or price analysis is one component of documentation that a recipient may use to support that its costs are reasonable. FEMA may use the methodologies described below to evaluate costs both in conjunction with, and in the absence of, this information, as appropriate.
- *Historical costs and average weighted unit prices.* FEMA will use grant data to compare costs with historical costs for similar goods and services.
- *Published unit costs, industry standard information resources.* FEMA may use industry cost data for similar goods and services in the same geographic area.
- *Comparable costs of other applicants.* FEMA may compare costs with a different applicant with a properly procured contract for similar goods and services in the same geographic areas.
- *Use of least cost alternative or low bid.* In situations when the lowest bidder was not selected, FEMA may request procurement documentation on all bids and the applicant's selection criteria to evaluate reasonable costs and justify the increased costs.

BA # \_\_\_\_\_

Duplin County  
Budget Amendment

Department Title \_\_\_\_\_ Communications

Department Head's Signature \_\_\_\_\_

(form can be e-mailed to Finance from Dept. Head)

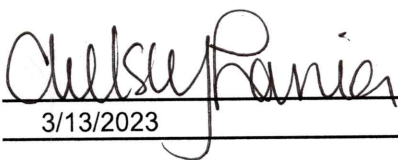
Manager can only approve the moving of budgeted expense under 10,000

Exepnditure requests over 10,000 or any changes to revenue must be approved by Board of Commissioners

**Brief description of why this amendment is being requested:**  
Move money to purchase CAD Server

Line Item to DECREASE	Line Item Description	Credit Amount	Line Item to INCREASE	Line Item Description	Debit Amount
4324-41990	Professional Services	17,264.94	4324-45100	Capial Outlay	17,264.94
4314-43541	Repairs Signs	2,823.76	4314-45100	Capial Outlay	2,823.76
Total		20,088.70	Total		20,088.70

Finance Signature  
Date Approved:

  
3/13/2023

Manager Signature  
Date Approved:

\_\_\_\_\_  
\_\_\_\_\_

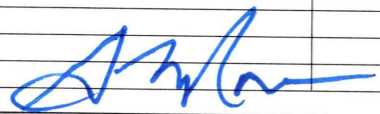
Commisioner Approval  
Date Approved:

\_\_\_\_\_  
\_\_\_\_\_

**DUPLIN COUNTY  
TAX AND SOLID WASTE REQUEST  
RELEASE DATE MARCH 20, 2023**

LL 3-13-23  
W 3-18-23  
**AGENDA**

RELEASE NUMBER	NAME	TOWNSHIP	TOWN	FIRE DISTRICT	TAX YEAR	ACCOUNT NUMBER	COUNTY TAX	CAPITAL FUND	TOWN TAX	FIRE DISTRICT	LATE LIST PENALTY	SOLID WASTE	TOTAL RELEASE	REASON FOR RELEASE
20157	BATTS, DOLLY MAE	07		F-04	2022	10003863	\$ 14.30	\$ 0.40		\$ 0.92	\$ 1.56	\$ 110.00	\$ 127.18	SWMH DOUBLE LISTED
20158	COLEMAN, JON AUSTIN	13		F-03	2022	10002659	\$ 3.58	\$ 0.10		\$ 0.28	\$ 0.40		\$ 4.36	BOAT DESTROYED IN HURRICANE FLORENCE 2018
20159	COLEMAN, JON AUSTIN	13		F-03	2021	10002659	\$ 3.58	\$ 0.10		\$ 0.28	\$ 0.40		\$ 4.36	BOAT DESTROYED IN HURRICANE FLORENCE 2018
20160	DAWN'S INSURANCE AGENCY	09	T-79		2022	2234165	\$ 9.04	\$ 0.25	\$ 7.84		\$ 1.71		\$ 18.84	BUSINESS CLOSED OCTOBER 2020
20161	DOBSON, HATTIE M.	07		F-04	2022	2365775	\$ 178.75	\$ 5.00		\$ 11.45			\$ 195.20	SHOULD HAVE RECEIVED ELDERLY EXEMPTION
20162	GURROLA, CARLOS ALBERTO	01		F-07	2017	3399019	\$ 176.53			\$ 16.00		\$ 90.00	\$ 282.53	DWMH DOUBLE LISTED
20163	KNOWLES, JAMES	07		F-16	2022	5027855	\$ 14.30	\$ 0.40		\$ 1.40	\$ 1.61	\$ 110.00	\$ 127.71	DOES NOT OWN SWMH
20164	KNOWLES, JAMES	07		F-16	2021	5027855	\$ 14.30	\$ 0.40		\$ 1.40	\$ 1.61	\$ 90.00	\$ 107.71	DOES NOT OWN SWMH
20165	KNOWLES, JAMES	07		F-16	2020	5027855	\$ 14.30	\$ 0.40		\$ 1.40	\$ 1.61	\$ 90.00	\$ 107.71	DOES NOT OWN SWMH
20166	KNOWLES, JAMES	07			2019	5027855	\$ 14.30	\$ 0.40			\$ 1.47	\$ 90.00	\$ 106.17	DOES NOT OWN SWMH
20167	KNOWLES, JAMES	07			2018	5027855	\$ 14.30				\$ 1.43	\$ 90.00	\$ 105.73	DOES NOT OWN SWMH
20168	KNOWLES, JAMES	07			2017	5027855	\$ 13.90				\$ 1.39	\$ 90.00	\$ 105.29	DOES NOT OWN SWMH
20169	KNOWLES, JAMES	07			2016	5027855	\$ 14.60				\$ 1.46	\$ 90.00	\$ 106.06	DOES NOT OWN SWMH
20170	KNOWLES, JAMES	07			2015	5027855	\$ 14.60				\$ 1.46	\$ 90.00	\$ 106.06	DOES NOT OWN SWMH
20171	LEWIS, WESLEY	13		F-21	2022	10003600	\$ 14.30	\$ 0.40		\$ 1.40		\$ 110.00	\$ 126.10	SOLD SWMH WITH LAND 12/7/2021
20172	LEWIS, WESLEY S.	13		F-21	2022	010003805	\$ 28.60	\$ 0.80		\$ 2.80	\$ 3.22	\$ 220.00	\$ 255.42	MOBILE HOME BURNED BY FIRE DEPT. JULY 2021
20173	MILLER, BRANDON LEE	07			2022	5880390	\$ 24.79	\$ 0.69			\$ 4.07		\$ 29.55	NO LONGER OWNS BOAT
20174	MILLER, BRANDON LEE	07			2021	5880390	\$ 24.79	\$ 0.69			\$ 4.07		\$ 29.55	NO LONGER OWNS BOAT
20175	MILLER, JAMES MITCHELL	06		F-04	2022	5934254	\$ 85.16	\$ 2.38		\$ 5.45	\$ 9.30	\$ 110.00	\$ 212.29	SOLD SWMH IN 2017
20176	MILLER, JAMES MITCHELL	06		F-04	2021	5934254	\$ 85.16	\$ 2.38		\$ 5.45	\$ 9.30	\$ 90.00	\$ 192.29	SOLD SWMH IN 2017
20177	MILLER, JAMES MITCHELL	06		F-04	2020	5934254	\$ 92.24	\$ 2.58		\$ 5.91	\$ 10.07	\$ 90.00	\$ 200.80	SOLD SWMH IN 2017
20178	MILLER, JAMES MITCHELL	06		F-04	2019	5934254	\$ 103.25	\$ 2.89		\$ 6.61	\$ 11.28	\$ 90.00	\$ 214.03	SOLD SWMH IN 2017
20179	MILLER, JAMES MITCHELL	06		F-04	2018	5934254	\$ 115.04			\$ 7.37	\$ 12.24	\$ 90.00	\$ 224.65	SOLD SWMH IN 2017
20180	MOBLEY, CHRISTINA LYNN	07		F-05	2022	010002341	\$ 31.10	\$ 0.87		\$ 2.18	\$ 3.42		\$ 37.57	SOLD MYT TRAILER IN 2021
20181	PITTMAN, RETHA MAE	11	T-77		2022	6923072	\$ 161.59	\$ 4.52	\$ 169.50				\$ 335.61	SHOULD HAVE RECEIVED ELDERLY EXEMPTION
20182	PRICE, DUSTIN	07		F-16	2022	7044700	\$ 37.05	\$ 1.04		\$ 3.63	\$ 4.17		\$ 45.89	DOES NOT OWN BOAT & 2007 KARR TRAILER
20183	PRICE, DUSTIN	07		F-16	2021	7044700	\$ 39.53	\$ 1.11		\$ 3.87	\$ 4.45		\$ 48.96	DOES NOT OWN BOAT & 2007 KARR TRAILER
20184	SMITH, EDNA S.	12	T-76		2022	7924401	\$ 213.79	\$ 5.98	\$ 200.33				\$ 420.10	SHOULD HAVE RECEIVED EXEMPTION
20185	WELLS, ROBERT KENTON	01		F-07	2022	9239414	\$ 75.18	\$ 2.10		\$ 7.36	\$ 8.46		\$ 93.10	SOLD THREE MYT TRAILERS IN 2021
20186	WILSON, RHONDA E. ROBERTS	13			2022	9801000	\$ 298.87	\$ 8.36					\$ 307.23	SHOULD HAVE RECEIVED ELDERLY EXEMPTION
<b>GRAND TOTAL</b>							<b>\$ 1,930.82</b>	<b>\$ 44.24</b>	<b>\$ 377.67</b>	<b>\$ 85.16</b>	<b>\$ 100.16</b>	<b>\$ 1,740.00</b>	<b>\$ 4,278.05</b>	
<b>SUBMITTED BY:</b>		<b>FINAL APPROVAL BY:</b>			<b>DATE APPROVED:</b>									



## County Commissioners Agenda Request Form

Complete and submit this form along with any supporting documentation to request time on the county commissioner's agenda. This is not required for items included on the consent agenda.

<b>Representative Name and Department:</b> Laura C Jones/Library	<b>Meeting Date:</b> 3/20/23
<b>Subject:</b> Extend Contract for Digitization Project	
<b>Summary, explanation and background:</b> The Digitization Project under the NC Humanities Grant is not complete. Sarah Swartz has several large items left to process.	
<b>Requested Action:</b> Permission to sign a contract not to exceed \$2500 to complete the Digitization Project before the end of May 2023.	
Budget impact for this fiscal year: \$2500 from State Aid funds	
Budget impact for subsequent years: NONE	
<b>Time needed to explain to Commissioners:</b> Consent Agenda	
Attachments: Updated Contract from County Attorney.	
<b>Instructions for what to do with attachments once approved:</b> Return to Laura Jones	

**Note:** Please have all signatures on any contracts, agreements, etc. prior to board meeting and give all copies to Trisha-Ann Hoskins by the agenda deadline. Remember, one original will be retained for the minutes.



**NORTH CAROLINA  
DUPLIN COUNTY**

**SERVICE CONTRACT**

**THIS CONTRACT** is made, and entered into this the day of , by and between the **COUNTY of DUPLIN**, a political subdivision of the State of North Carolina, (hereinafter referred to as "COUNTY"), and, **Sarah Swartz** a corporation duly authorized to do business in the State of North Carolina, (hereinafter referred to as "CONTRACTOR").

For and in consideration of mutual promises to each as herein after set forth, the parties hereto do mutually agree as follows:

- 1. SCOPE OF SERVICES.** CONTRACTOR hereby agrees to provide the services and/or materials under this Contract pursuant to the provisions and specifications identified in "Attachment 1" (hereinafter collectively referred to as "Services"). Attachment 1 is hereby incorporated herein and made a part of this Contract. Time is of the essence with respect to all provisions of this Contract that specify a time for performance.
- 2. TERM OF CONTRACT.** The Term of this Contract for Services is from to **May 31, 2023** unless sooner terminated as provided herein.
- 3. PAYMENT TO CONTRACTOR.** CONTRACTOR shall receive from COUNTY an amount not to exceed \$2500.00 as full compensation for the provision of Services. COUNTY agrees to pay CONTRACTOR at the rates specified for Services performed to the satisfaction of the COUNTY, in accordance with this Contract, and Attachment 1. Unless otherwise specified, CONTRACTOR shall submit an itemized invoice to COUNTY by the end of the month during which Services are performed. A Purchase Order number may be assigned to encumber the funds associated with this Contract and must appear on all invoices and correspondence mailed to Purchaser. Payment will be processed promptly upon receipt and approval of the invoice by COUNTY.
- 4. INDEPENDENT CONTRACTOR.** COUNTY and CONTRACTOR agree that CONTRACTOR is an independent contractor and shall not represent itself as an agent or employee of COUNTY for any purpose in the performance of CONTRACTOR's duties under this Contract. Accordingly, CONTRACTOR shall be responsible for payment of all federal, state and local taxes as well as business license fees arising out of CONTRACTOR's activities in accordance with this Contract. For purposes of this Contract taxes shall include, but not be limited to, Federal and State Income, Social Security and Unemployment Insurance taxes.

CONTRACTOR, as an independent contractor, shall perform the Services required hereunder in a professional manner and in accordance with the standards of applicable professional organizations and licensing agencies.

- 5. INSURANCE AND INDEMNITY.** To the fullest extent permitted by laws and regulations, CONTRACTOR shall indemnify and hold harmless the COUNTY and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of engineers or architects, attorneys, and other professionals and costs related to court action or arbitration) arising out of or resulting from CONTRACTOR's performance of this Contract or the actions of the CONTRACTOR or its officials, employees, or contractors under this Contract or under contracts entered into by the CONTRACTOR in connection with this Contract. This indemnification shall survive the termination of this Contract.

In addition, CONTRACTOR shall comply with the North Carolina Workers' Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the

extent required by such Act. Additionally, CONTRACTOR shall maintain, at its expense, the following minimum insurance coverage:

\$1,000,000 per occurrence /\$2,000,000 aggregate --- Bodily Injury Liability, and  
\$100,000 --- Property Damage Liability, or  
\$1,000,000 per occurrence /\$2,000,000 aggregate---Combined Single Limit Bodily Injury  
and Property Damage

CONTRACTOR, upon execution of this Contract, shall furnish to the COUNTY a Certificate of Insurance reflecting the minimum limits stated above. The Certificate shall provide for thirty (30) days advance written notice in the event of a decrease, termination or cancellation of coverage. Providing and maintaining adequate insurance coverage is a material obligation of the CONTRACTOR. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The CONTRACTOR shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this Contract. The limits of coverage under each insurance policy maintained by the CONTRACTOR shall not be interpreted as limiting the CONTRACTOR's liability and obligations under the Contract.

6. **LICENSURE, CERTIFICATION, AND REGISTRATION OF PERSONNEL.** All personnel provided or made available by Contractor to render services hereunder shall be licensed, certified or registered, as appropriate, in their respective areas of expertise as required by applicable North Carolina law.
7. **CONFIDENTIALITY.** All data and information, both written and verbal, furnished to Contractor by County shall be regarded as confidential, shall remain the sole property of County and shall be held in confidence and safekeeping by Contractor for the sole use of the parties and Contractor under the terms of this Agreement. Contractor agrees that its officers, employees and agents will not disclose to any person, firm or entity other than County or County's designated legal counsel, accountants or practice management consultants any information about County, its practice or billing.
8. **HEALTH AND SAFETY.** CONTRACTOR shall be responsible for initiating, maintaining and supervising all safety precautions and programs required by OSHA and all other regulatory agencies while providing Services under this Contract.
9. **NON-DISCRIMINATION IN EMPLOYMENT.** CONTRACTOR shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, or disability. CONTRACTOR shall take affirmative action to ensure that qualified applicants are employed and that employees are treated fairly and legally during employment with regard to their age, sex, race, creed, national origin, or disability. In the event CONTRACTOR is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state or local law or this provision, this Contract may be canceled, terminated or suspended in whole or in part by COUNTY, and CONTRACTOR may be declared ineligible for further COUNTY contracts.

CONTRACTOR shall further comply with all federal, state, and local requirements related to participation of minority and historically underutilized businesses in all aspects of the services to be provided under this Contract.

10. **GOVERNING LAW.** This Contract shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this Contract shall be brought in the General Court of Justice in the County of Duplin and the State of North Carolina.

**11. TERMINATION OF CONTRACT.** This Contract may be terminated, without cause, by either party upon thirty (30) days written notice to the other party. This termination notice period shall begin upon receipt of the notice of termination. Such a termination does not bar either party from pursuing a claim for damages for breach of the contract.

If, through any cause, CONTRACTOR shall fail to fulfill its contractual obligations in a timely and proper manner, COUNTY shall give written notice and CONTRACTOR shall correct the stated inadequacy within a fifteen (15) business day cure period. If CONTRACTOR fails to timely correct the inadequacy, then COUNTY shall have the right to immediately terminate the Contract by giving written notice specifying the effective date thereof. In that event, all finished or unfinished deliverable items prepared by CONTRACTOR under this contract shall, at the COUNTY's option, become its property and CONTRACTOR shall be entitled to receive just and equitable compensation for any satisfactorily completed work minus any payment or compensation previously received. Notwithstanding the foregoing, CONTRACTOR shall not be relieved of liability to COUNTY for damages sustained by virtue of CONTRACTOR's breach of this agreement, and COUNTY may withhold payment due to CONTRACTOR for the purpose of setoff until such time as the exact amount of damages sustained by the COUNTY can be determined. Without limiting any other remedies that may be available in the case of breach by CONTRACTOR, COUNTY may procure contract services from another source and hold CONTRACTOR responsible for any excess cost occasioned thereby. The filing of a petition for bankruptcy by CONTRACTOR shall constitute an act of default under this contract.

Termination of this Contract, either with or without cause, shall not form the basis of any claim for loss of anticipated profits by either party.

**12. SUCCESSORS AND ASSIGNS.** CONTRACTOR shall not assign its interest in this Contract without the written consent of COUNTY. CONTRACTOR has no authority to enter into contracts on behalf of COUNTY.

**13. COMPLIANCE WITH LAWS.** CONTRACTOR represents that it is in compliance with all Federal, State, and local laws, regulations or orders, as amended or supplemented. The implementation of this Contract shall be carried out in strict compliance with all Federal, State, or local laws.

**14. E-VERIFY.** As a condition of payment for services rendered under this agreement, CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if CONTRACTOR provides the services to the County utilizing a subcontractor, CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. CONTRACTOR shall verify, by affidavit, compliance of the terms of this section upon request by the County.

**15. IRAN DIVESTMENT ACT.** CONTRACTOR certifies that they are not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4. Individuals or companies on the Final Divestment List are ineligible to contract or subcontract with Local Government Units. (G.S. 143C-6A-6(a).) It is the responsibility of each vendor or contractor to monitor compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.

**16. DIVESTMENT FROM COMPANIES THAT BOYCOTT ISRAEL.** The vendor or contractor certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81. It is the responsibility of each vendor or contractor to monitor compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.

**17. GOOD STANDING WITH COUNTY.** CONTRACTOR certifies that it is not delinquent on any taxes, fees, or other debt owed by CONTRACTOR to COUNTY. CONTRACTOR covenants and agrees to remain current on any taxes, fees, or other debt owed by CONTRACTOR to COUNTY during the Term of this Contract.

**18. NOTICES.** All notices which may be required by this contract or any rule of law shall be effective when received by certified mail sent to the following addresses:

**COUNTY OF DUPLIN**  
**ATTN:**

**CONTRACTOR:**  
**ATTN: Sarah Swartz**

**19. AUDIT RIGHTS.** For all Services being provided hereunder, COUNTY shall have the right to inspect, examine, and make copies of any and all books, accounts, invoices, records and other writings relating to the performance of the Services. Audits shall take place at times and locations mutually agreed upon by both parties. Notwithstanding the foregoing, CONTRACTOR must make the materials to be audited available within one (1) week of the request for them.

**20. COUNTY NOT RESPONSIBLE FOR EXPENSES.** COUNTY shall not be liable to CONTRACTOR for any expenses paid or incurred by CONTRACTOR, unless otherwise agreed in writing.

**21. ANNUAL APPROPRIATIONS AND FUNDING.** This Agreement may be subject to the annual appropriation of funds by the Duplin County Commissioners. Notwithstanding any provision herein to the contrary, in the event that funds are not appropriated for this Agreement, then County shall be entitled to immediately terminate this Agreement, without penalty or liability, except the payment of all contract fees due under this Agreement up to and through the last day of service.

**22. EQUIPMENT.** CONTRACTOR shall supply, at its sole expense, all equipment, tools, materials, and/or supplies required to provide Services hereunder, unless otherwise agreed in writing.

**23. ENTIRE CONTRACT.** This Contract, including Attachment 1, shall constitute the entire understanding between COUNTY and CONTRACTOR and shall supersede all prior understandings and agreements relating to the subject matter hereof and may be amended only by written mutual agreement of the parties.

**24. HEADINGS.** The subject headings of the sections are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This Contract shall be deemed to have been drafted by both parties and no interpretation shall be made to the contrary.

**25. EXISTENCE.** CONTRACTOR warrants that it is a corporation duly organized, validly existing, and in good standing under the laws of the State of North Carolina and is duly qualified to do business in the State of North Carolina and has full power and authority to enter into and fulfill all the terms and conditions of this contract.

**26. AUTHORITY.** By execution hereof, the person signing for CONTRACTOR below certifies that he/she has read this Contract and that he/she is duly authorized to execute this Contract on behalf of the CONTRACTOR.

IN TESTIMONY WHEREOF, the parties have expressed their agreement to these terms by causing this Service Contract to be executed by their duly authorized office or agent.

**Reviewed by Department Head**

\_\_\_\_\_  
Date Reviewed: \_\_\_\_\_

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

\_\_\_\_\_  
Duplin County Finance Officer

**CONTRACTOR**

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**DUPLIN COUNTY**

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

ATTACHMENT 1" to follow

ATTACHMENT 1  
**Scope of Services**

The services provided by Sarah Swartz through this contract include:

Disassembling/reassembling ledger books for the purpose of scanning documents

Scanning photos, letters and other memorabilia from the Powell Collection donated by Dr. David Gasperson

Identifying and classifying files on desktop for future genealogy research access

Preserving integrity of memorabilia in current condition for future storage

# County Commissioners Agenda Request Form

Complete and submit this form along with any supporting documentation to request time on the county commissioner’s agenda. This is not required for items included on the consent agenda.

<b>Representative Name and Department:</b> Laura C Jones/Library	<b>Meeting Date:</b> 3/21/2023
<b>Subject:</b> Approval of BA for purchase of New shelves using Non-recurring State Aid Funding	
<b>Summary, explanation and background:</b> The DCPL received \$66,628 in non-recurring State Aid from the State Library. I would like to replace shelves in the main library for adult non-fiction, juvenile fiction, easy picture books and young adult fiction.  <b>Carolina Furnishings and Design will deliver and install all shelving units.</b>	
<b>Requested Action:</b> Approve BA for purchase of shelves. Cost \$58,392.08	
Budget impact for this fiscal year: covered in non-recurring state aid funding	
Budget impact for subsequent years: none	
<b>Time needed to explain to Commissioners:</b> Consent Agenda	
Attachments: Proposals and BA	
<b>Instructions for what to do with attachments once approved:</b>	

**Note:** Please have all signatures on any contracts, agreements, etc. prior to board meeting and give all copies to Trisha-Ann Hoskins by the agenda deadline. Remember, one original will be retained for the minutes.



**CAROLINA  
FURNISHING  
+ DESIGN**

www.cfplUSD.com | P: 910-673-1010 | cfplUSD@gmail.com

Customer: Duplin County Library

Sales Rep: Rick Halverstadt

**Proposal**

**2022-3547**

12/21/2022

**Propose To:**

Duplin County Library  
107 Bowden Drive  
Kenansville, NC 28349

**Installation Location:**

Dorothy Wightman Library  
107 Bowden Drive  
Kenansville, NC 28349

**Duplin County Library Shelving Add-Ons**

**Juvenile Area:**

Item No.	Item Description	Qty	Item Sell	Ext Sell
Line: 1 1SS-4210	Russwood Library Furniture 42"H x 10"D Single Face Shelving Starter Finish: To Match Existing  Tag1: North Carolina State Contract 420A	3	\$483.54	\$1,450.62
Line: 2 1SA-4210	Russwood Library Furniture 42"H x 10"D Single Face Shelving Adder Finish: To Match Existing  Tag1: North Carolina State Contract 420A	8	\$393.32	\$3,146.56
Line: 3 OVB-42	Russwood Library Furniture 42" High Single Face Shelving Back Finish: To Match Existing  Tag1: North Carolina State Contract 420A	11	\$100.36	\$1,103.96

**Young Adult Area:**

Item No.	Item Description	Qty	Item Sell	Ext Sell
Line: 4 1SS-8210	Russwood Library Furniture 82"H x 10"D Single Face Shelving Starter Finish: To Match Existing  Tag1: North Carolina State Contract 420A	1	\$827.19	\$827.19
Line: 5 1SA-8210	Russwood Library Furniture 82"H x 10"D Single Face Shelving Adder Finish: To Match Existing  Tag1: North Carolina State Contract 420A	5	\$643.71	\$3,218.55
Line: 6 OVB82	Russwood Library Furniture 82"H Single Face Shelving Back Finish: To Match Existing  Tag1: North Carolina State Contract 420A	6	\$164.22	\$985.32





CAROLINA  
FURNISHING  
+ DESIGN

www.cfplusd.com | P: 910-673-1010 | cfplusd@gmail.com

Customer: Duplin County Library

Sales Rep: Rick Halverstadt

Proposal

2022-3547

12/21/2022

Item Grouping Summary:

- Juvenile Area Totals: \$5,701.14
- Young Adult Area Totals: \$5,031.06

Subtotal.....	\$10,732.20
Tax.....	\$751.25
Total Amount.....	\$11,483.45

Thank you for your business!

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_



www.cfplustd.com | P: 910-673-1010 | cfplustd@gmail.com

Customer: Duplin County Library  
Sales Rep: Rick Halverstadt

**Proposal**  
**2022-3493**  
12/21/2022

Propose To:  
Duplin County Library  
107 Bowden Drive  
Kenansville, NC 28349

Installation Location:  
Dorothy Wightman Library  
107 Bowden Drive  
Kenansville, NC 28349

**Duplin County Library Shelving Add-Ons**

**Non-Fiction Area:**

Item No.	Item Description	Qty	Item Sell	Ext Sell
Line: 1 2SS-6020	Russwood Library Furniture 60"H x 20"D Double Face Shelving Starter Finish: To Match Existing  Tag1: North Carolina State Contract 420A	5	\$1,396.90	\$6,984.50
Line: 2 2SA-6020	Russwood Library Furniture 60"H x 20"D Double Face Shelving Adder Finish: To Match Existing  Tag1: North Carolina State Contract 420A	15	\$1,074.54	\$16,118.10
Line: 3 OVP60	Russwood Library Furniture 60"H Double Face Shelving Partition(Back) Finish: To Match Existing  Tag1: North Carolina State Contract 420A	20	\$207.81	\$4,156.20
Line: 4 OVSWEP-6020	Russwood Library Furniture 60"H x 20"W Double Face Slatwall End Panel Finish: To Match Existing  Tag1: North Carolina State Contract 420A	5	\$655.24	\$3,276.20

**Children's Area:**

Item No.	Item Description	Qty	Item Sell	Ext Sell
Line: 5 2FPBS-4224	Russwood Library Furniture 42"H x 24"W Double Face Fixed Picture Book Shelving Starter Finish: To Match Existing  Tag1: North Carolina State Contract 420A	3	\$1,289.45	\$3,868.35
Line: 6 2FPBA-4224	Russwood Library Furniture 42"H x 24"D Double Face Fixed Picture Book Shelving Adder Finish: To Match Existing  Tag1: North Carolina State Contract 420A	7	\$1,053.25	\$7,372.75
Line: 7	Russwood Library Furniture 42"H Double Face Shelving Partition(Back)	10	\$110.50	\$1,105.00

Proposal valid thru 1/20/2023

Printed On: 12/22/2022 7:33 am



Item No.	Item Description	Qty	Item Sell	Ext Sell
OVP42	Finish: To Match Existing Tag1: North Carolina State Contract 420A			
Line: 8 OVSWE4 2	Ruswood Library Furniture 42"H x 24"W Double Face Slatwall End Panel Finish: to Match Existing Tag1: North Carolina State Contract 420A	2	\$479.37	\$958.74

**Item Grouping Summary:**

- Non-Fiction Area Totals: \$30,535.00
- Children's Area Totals: \$13,304.84

Subtotal.....\$43,839.84  
 Tax.....\$3,068.79  
 Total Amount.....\$46,908.63

Thank you for your business!

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

BA # \_\_\_\_\_

Duplin County  
Budget Amendment

Department Title \_\_\_\_\_ Library

Department Head's Signature \_\_\_\_\_ Laura C Jones

(form can be e-mailed to Finance from Dept. Head)

All amendments involving revenues must be approved by the Board of Commissioners

**Brief description of why this amendment is being requested:**  
NC Dept of Natural and Cultural Resources Non-recurring Award \$66,628 to DCPL through US Treasury Category 6.1 Revenue Replacement. The allocation will be made in lump-sum. Expenses covered from March 3, 2021 through December 31, 2024 and expenditure must be completed by December 31, 2026. Requesting to spend \$58,392.08 to replace shelves in main library.

Revenue code	Line Item Description	Amount	Expense code	Line Item Description	Amount
6110-36165	Non-recurring State Aid	66,628.00	6122-43980	Program Supplies	58,392.08
				Replace shelving in main branch	
Total		66,628.00	Total		58,392.08

Finance Signature \_\_\_\_\_  
Date Approved: \_\_\_\_\_

Manager Signature \_\_\_\_\_  
Date Approved: \_\_\_\_\_

Commissioner Approval \_\_\_\_\_  
Date Approved: \_\_\_\_\_

3/13/2023



DUPLIN COUNTY HEALTH DEPARTMENT  
340 Seminary Street / PO Box 948  
910-296-2130

Date: 03/02/23

### Bad Debt & Deceased Write off for Duplin County Health Department

Bad Debt Service Date Write Off: February & March 2013

Amount to be written off: \$10,613.33

PC	\$7,586.68
CH	\$559.00
FP	\$1,019.60
IM	\$170.20
MH	\$969.85
CD	\$308.00

Jacey Smith-Kangay  
Health Director

3.9.2023  
Date

Leigh W. Sullivan  
Chairman – Board of Health

3.9.2023  
Date

\_\_\_\_\_  
Chairman – County Commissioners

\_\_\_\_\_  
Date

Health Bad Debt as of March 2013

DOS	Balance	Prog
2/22/2013	\$15.00	CD
2/21/2013	\$15.00	CD
2/1/2013	\$225.00	CD
2/18/2013	\$23.00	CD
3/18/2013	\$15.00	CD
2/21/2013	\$15.00	CD
	<b>\$308.00</b>	
2/25/2013	\$90.00	CH
3/28/2013	\$26.00	CH
2/27/2013	\$90.00	CH
2/28/2013	\$174.00	CH
2/22/2013	\$25.00	CH
3/25/2013	\$154.00	CH
	<b>\$559.00</b>	
2/8/2013	\$10.00	FP
2/8/2013	\$18.00	FP
3/26/2013	\$10.00	FP
3/28/2013	\$6.00	FP
2/19/2013	\$84.00	FP
2/27/2013	\$42.00	FP
2/25/2013	\$53.80	FP
3/13/2013	\$40.40	FP
2/25/2013	\$26.00	FP
3/20/2013	\$5.25	FP
3/6/2013	\$33.40	FP
2/4/2013	\$40.40	FP
2/11/2013	\$17.00	FP
2/5/2013	\$172.00	FP
3/6/2013	\$7.00	FP
2/26/2013	\$2.00	FP
3/12/2013	\$140.00	FP
2/25/2013	\$17.00	FP
2/27/2013	\$18.00	FP
2/14/2013	\$217.00	FP
3/5/2013	\$11.85	FP
2/5/2013	\$48.50	FP
	<b>\$1,019.60</b>	
2/11/2013	\$9.00	IM
3/22/2013	\$16.00	IM
2/4/2013	\$16.00	IM
3/13/2013	\$12.20	IM
8/10/2012	\$25.00	IM
2/4/2013	\$16.00	IM
3/18/2013	\$76.00	IM
	<b>\$170.20</b>	

3/6/2013	\$20.00	MH
2/4/2013	\$20.00	MH
3/20/2013	\$0.75	MH
3/13/2013	\$16.75	MH
2/26/2013	\$16.80	MH
3/26/2013	\$16.80	MH
2/1/2013	\$61.80	MH
2/20/2013	\$20.60	MH
3/26/2013	\$17.80	MH
3/6/2013	\$20.00	MH
3/28/2013	\$5.00	MH
3/5/2013	\$3.75	MH
2/12/2013	\$190.00	MH
3/28/2013	\$5.20	MH
2/26/2013	\$32.50	MH
2/19/2013	\$22.00	MH
3/26/2013	\$97.25	MH
2/27/2013	\$42.00	MH
2/26/2013	\$23.00	MH
2/1/2013	\$42.80	MH
3/25/2013	\$16.80	MH
2/19/2013	\$28.80	MH
2/18/2013	\$3.75	MH
2/4/2013	\$6.70	MH
3/5/2013	\$128.00	MH
2/25/2013	\$10.00	MH
2/19/2013	\$20.00	MH
2/18/2013	\$48.00	MH
3/6/2013	\$20.00	MH
3/4/2013	\$13.00	MH
	<b>\$969.85</b>	
3/20/2013	\$199.00	PC
3/5/2013	\$20.00	PC
2/12/2013	\$79.00	PC
3/22/2013	\$16.00	PC
3/8/2013	\$52.80	PC
3/22/2013	\$55.00	PC
2/8/2013	\$99.00	PC
3/25/2013	\$22.80	PC
3/6/2013	\$65.00	PC
3/18/2013	\$25.00	PC
2/20/2013	\$53.20	PC
2/20/2013	\$53.20	PC
2/6/2013	\$5.00	PC
2/18/2013	\$31.60	PC
3/13/2013	\$31.60	PC
2/1/2013	\$151.77	PC
3/8/2013	\$14.90	PC
3/4/2013	\$1.48	PC
3/11/2013	\$20.00	PC
3/21/2013	\$95.00	PC

2/11/2013	\$49.20	PC
2/11/2013	\$79.00	PC
2/8/2013	\$84.00	PC
2/18/2013	\$53.20	PC
11/5/2012	\$0.50	PC
3/5/2013	\$68.31	PC
3/27/2013	\$20.09	PC
2/22/2013	\$31.60	PC
2/5/2013	\$31.28	PC
3/8/2013	\$84.00	PC
3/7/2013	\$79.00	PC
3/15/2013	\$15.00	PC
3/13/2013	\$5.00	PC
3/8/2013	\$5.00	PC
3/6/2013	\$79.00	PC
3/26/2013	\$147.00	PC
3/19/2013	\$24.39	PC
3/8/2013	\$133.00	PC
3/21/2013	\$76.30	PC
3/19/2013	\$25.25	PC
2/4/2013	\$11.00	PC
2/18/2013	\$37.60	PC
3/25/2013	\$5.00	PC
3/5/2013	\$52.80	PC
3/4/2013	\$25.25	PC
3/8/2013	\$20.64	PC
3/15/2013	\$18.00	PC
3/5/2013	\$31.60	PC
3/15/2013	\$35.20	PC
2/5/2013	\$28.40	PC
2/7/2013	\$31.60	PC
2/27/2013	\$20.00	PC
3/1/2013	\$5.00	PC
3/19/2013	\$47.40	PC
2/21/2013	\$108.00	PC
3/19/2013	\$25.00	PC
2/19/2013	\$52.00	PC
3/5/2013	\$31.60	PC
12/5/2012	\$31.60	PC
3/11/2013	\$78.00	PC
2/1/2013	\$2.05	PC
2/28/2013	\$79.00	PC
3/4/2013	\$172.00	PC
3/4/2013	\$107.00	PC
2/25/2013	\$5.00	PC
2/1/2013	\$5.00	PC
2/11/2013	\$57.00	PC
2/12/2013	\$31.60	PC
3/4/2013	\$100.44	PC
3/13/2013	\$97.20	PC
3/14/2013	\$42.00	PC
3/20/2013	\$53.20	PC



2/26/2013	\$47.40	PC
2/12/2013	\$30.00	PC
2/12/2013	\$30.00	PC
2/28/2013	\$25.00	PC
2/28/2013	\$30.00	PC
3/20/2013	\$65.30	PC
3/13/2013	\$25.00	PC
3/18/2013	\$53.00	PC
3/21/2013	\$89.00	PC
2/27/2013	\$227.00	PC
2/18/2013	\$57.00	PC
2/4/2013	\$40.80	PC
2/19/2013	\$31.60	PC
2/26/2013	\$6.00	PC
2/21/2013	\$140.00	PC
2/13/2013	\$44.00	PC
2/4/2013	\$255.00	PC
3/19/2013	\$28.00	PC
3/19/2013	\$70.80	PC
3/26/2013	\$56.50	PC
2/25/2013	\$18.50	PC
2/26/2013	\$35.20	PC
3/15/2013	\$5.00	PC
2/19/2013	\$10.00	PC
3/15/2013	\$15.00	PC
3/4/2013	\$149.00	PC
3/18/2013	\$79.00	PC
2/8/2013	\$31.60	PC
2/1/2013	\$74.20	PC
2/25/2013	\$31.60	PC
2/15/2013	\$33.60	PC
2/18/2013	\$6.00	PC
2/11/2013	\$20.00	PC
2/20/2013	\$25.00	PC
3/27/2013	\$2.26	PC
3/15/2013	\$48.05	PC
2/1/2013	\$1.44	PC
3/21/2013	\$69.00	PC
3/19/2013	\$11.51	PC
2/26/2013	\$64.00	PC
3/18/2013	\$32.69	PC
3/19/2013	\$32.40	PC
3/15/2013	\$52.80	PC
3/26/2013	\$5.00	PC
3/26/2013	\$133.00	PC
2/7/2013	\$64.00	PC
2/19/2013	\$2.00	PC
2/13/2013	\$2.65	PC
2/4/2013	\$5.10	PC
3/18/2013	\$20.27	PC
3/19/2013	\$52.00	PC
3/6/2013	\$5.00	PC

3/28/2013	\$5.00	PC
2/26/2013	\$35.20	PC
3/28/2013	\$26.40	PC
2/11/2013	\$53.20	PC
3/20/2013	\$35.20	PC
3/20/2013	\$79.00	PC
3/8/2013	\$25.00	PC
3/28/2013	\$52.80	PC
2/8/2013	\$79.00	PC
2/25/2013	\$5.00	PC
3/13/2013	\$5.00	PC
2/19/2013	\$20.00	PC
3/19/2013	\$22.80	PC
3/21/2013	\$195.00	PC
3/18/2013	\$79.00	PC
2/1/2013	\$6.01	PC
2/21/2013	\$69.80	PC
3/5/2013	\$103.00	PC
3/12/2013	\$31.60	PC
2/20/2013	\$68.31	PC
2/18/2013	\$25.25	PC
2/14/2013	\$100.44	PC
3/18/2013	\$164.75	PC
3/19/2013	\$153.00	PC
3/19/2013	\$30.00	PC
	<b>\$7,586.68</b>	
<b>Total</b>	<b>\$10,613.33</b>	

BA # \_\_\_\_\_

**Duplin County  
Budget Amendment**

Department Title Health Department  
 Department Head's Signature Tracey Simmons-Kornegay  
 (form can be e-mailed to Finance from Dept. Head)

**All amendments involving revenues must be approved by the Board of Commissioners**

**Brief description of why this amendment is being requested:**  
 Budgeting projected excess Revenues into the Communicable Disease, Immunizations, Maternal Health & Child Health programs

Revenue code	Line Item Description	Amount	Expense code	Line Item Description	Amount
5110-35122	Comm.Disease Medicaid	3,000.00	5113-41990	Professional Services	3,000.00
5110-35125	Immunizations Fees	30,000.00	5114-41990	Professional Services	28,055.78
5110-35126	Immunizations Medicaid	30,000.00	5114-42980	Program Supplies	30,000.00
			5114-43520	Repairs & Maint.Equipment	1,944.22
5110-35135	Maternal Health Fees	5,000.00	5163-42980	Program Supplies	10,000.00
5110-35136	Maternal Health Medicaid	25,000.00	5163-41990	Professional Services	20,000.00
5110-35144	Child Health Medicaid	40,000.00	5167-42980	Program Supplies	39,000.00
			5167-42990	Incentives	1,000.00
<b>Total</b>		<b>133,000.00</b>	<b>Total</b>		<b>133,000.00</b>

Finance Signature \_\_\_\_\_  
 Date Approved: \_\_\_\_\_

Manager Signature \_\_\_\_\_  
 Date Approved: \_\_\_\_\_

Commisioner Approval \_\_\_\_\_  
 Date Approved: \_\_\_\_\_

3/15/2023

**JOURNAL INQUIRY**

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE		
2023	09	79	BUA	03/06/2023	03/06/2023	032023	chelsey.lanier	1	N	Hist	2023			
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION		DEBIT	CREDIT OB				
ACCOUNT DESCRIPTION														
1	4230	43520					T	REPAIRS & MAINTENANCE EQUIPME					1,000.00	
2	4230	43111					T	TRAINING	1,000.00					
3	7135	43510					T	REPAIRS BUILDING AND GROUNDS					1,000.00	
4	7100	42600					T	OFFICE SUPPLIES					3,000.00	
5	7135	42950					T	CHEMICALS	1,000.00					
6	7100	43530					T	REPAIRS VEHICLES	3,000.00					
7	5176	42600					T	OFFICE SUPPLIES					706.09	
8	5176	42990					T	INCENTIVES					596.37	
9	5176	43210					T	TELEPHONE					2,000.00	
10	5187	42600					T	OFFICE SUPPLIES					150.00	
11	5176	42980					T	PROGRAM SUPPLIES	3,302.46					
12	5187	43540					T	SOFTWARE MAINTENANCE	150.00					
13	5110	42980					T	PROGRAM SUPPLIES					16.06	
14	5176	41990					T	PROFESSIONAL SERVICES					575.00	
15	5182	41990					T	PROFESSIONAL SERVICES					6,550.00	
16	5121	43540					T	SOFTWARE MAINTENANCE	16.06					
17	5176	40181					T	SOCIAL SECURITY	120.00					
18	5176	40182					T	RETIREMENT	175.00					
19	5176	40183					T	HOSPITAL INSURANCE	280.00					
20	5182	40121					T	SALARIES	5,025.00					
21	5182	40181					T	SOCIAL SECURITY	130.00					

JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	09	79	BUA	03/06/2023	03/06/2023	032023	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB
ACCOUNT DESCRIPTION												
22	5182	40182					T				650.00	
												RETIREMENT
23	5182	40183					T				745.00	
												HOSPITAL INSURANCE
** JOURNAL TOTAL											0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	09	101	BUA	03/07/2023	03/07/2023	032023	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB
ACCOUNT DESCRIPTION												
1	5112	42980					T					100.00
												PROGRAM SUPPLIES
2	5112	43540					T				100.00	
												SOFTWARE MAINTENANCE
3	5110	40121					T					6,906.14
												SALARIES
4	5129	45100					T				6,906.14	
												CAPITAL OUTLAY
** JOURNAL TOTAL											0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	09	122	BUA	03/08/2023	03/08/2023	032023	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB
ACCOUNT DESCRIPTION												
1	7100	43510					T					1,000.00
												REPAIRS BUILDING AND GROUNDS
2	7100	41990					T				1,000.00	
												PROFESSIONAL SERVICES
3	5112	42600					T					300.00
												OFFICE SUPPLIES
4	5112	42980					T				300.00	
												PROGRAM SUPPLIES
** JOURNAL TOTAL											0.00	0.00

**JOURNAL INQUIRY**

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	09	145	BUA	03/08/2023	03/08/2023	032023	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION		DEBIT	CREDIT OB		
ACCOUNT DESCRIPTION												
1	5110	40121					T	SALARIES				7,500.00
2	5164	42410					T	PHARMACY	7,500.00			
3	4520	42490					T	VEHICLE SUPPLIES				3,000.00
4	4520	43520					T	REPAIRS & MAINTENANCE EQUIPME				2,800.00
5	4520	42100					T	HOUSEKEEPING	200.00			
6	4520	43540					T	SOFTWARE MAINTENANCE	5,600.00			
** JOURNAL TOTAL										0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	09	157	BUA	03/08/2023	03/08/2023	032023	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION		DEBIT	CREDIT OB		
ACCOUNT DESCRIPTION												
1	4320	41990					T	PROFESSIONAL SERVICES				5,000.00
2	4310	42940					T	CANINE EXPENSE	2,000.00			
3	4310	43540					T	SOFTWARE MAINTENANCE	3,000.00			
** JOURNAL TOTAL										0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	09	165	BUA	03/09/2023	03/09/2023	032023	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION		DEBIT	CREDIT OB		
ACCOUNT DESCRIPTION												
1	6160	43910					T	MARKETING				5,597.90
2	6160	43031					T	EVENT EXPENSES				4,000.00

JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	
2023	09	165	BUA	03/09/2023	03/09/2023	032023	chelsey.lanier	1	N	Hist	2023		
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB	
ACCOUNT DESCRIPTION													
3	6160	42022					T				4,000.00		
4	6160	42724					T				1,000.00		
5	6160	42100					T				597.90		
6	6160	42022					T				4,000.00		
											** JOURNAL TOTAL	0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	
2023	09	233	BUA	03/13/2023	03/13/2023	032023	chelsey.lanier	1	N	Hist	2023		
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB	
ACCOUNT DESCRIPTION													
1	4370	43250					T					2,000.00	
2	4370	43520					T				2,000.00		
3	7132	43510					T					1,000.00	
4	7132	42950					T				1,000.00		
											** JOURNAL TOTAL	0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	09	250	BUA	03/14/2023	03/14/2023	032023	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB
ACCOUNT DESCRIPTION												
1	4270	42120					T					1,000.00
2	4270	43520					T					1,200.00
3	4270	43530					T					250.00

**JOURNAL INQUIRY**

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	09	250	BUA	03/14/2023	03/14/2023	032023	chelsey.lanier	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION		DEBIT	CREDIT OB		
ACCOUNT DESCRIPTION												
4	4270	42100					T		1,000.00			
5	4270	42100					T	HOUSEKEEPING	1,200.00			
6	4270	42500					T	HOUSEKEEPING	250.00			
7	4330	42980					T	VEHICLE GASOLINE		1,850.00		
8	4330	42600					T	PROGRAM SUPPLIES				
							T	OFFICE SUPPLIES	1,850.00			
** JOURNAL TOTAL									0.00	0.00		
** GRAND TOTAL									0.00	0.00		

8 Journals printed

\*\* END OF REPORT - Generated by CHELSEY LANIER \*\*



BA # \_\_\_\_\_

Duplin County  
Budget Amendment

Department Title Health  
Department Head's Signature Tracey Simmons-Kornegay  
(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000  
Expenditure requests over 10,000 must be approved by Board of Commissioners

**Brief description of why this amendment is being requested:**  
To move money from lapse salaries to cover program supplies, incentives and associate EMR expense.

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
518140121	SALARIES	7,200.00	518142980	PROGRAM SUPPLIES	2,850.00
			518142990	INCENTIVES	2,850.00
			518143550	EMR EXPENSES	1,500.00
Total		7,200.00	Total		7,200.00

Finance Signature *Chelsey Ramies*  
Date Approved: 3/1/23  
Manager Signature \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Commisioner Approval \_\_\_\_\_  
Date Approved: \_\_\_\_\_

BA # \_\_\_\_\_

Duplin County  
Budget Amendment

Department Title \_\_\_\_\_ IT Director  
Department Head's Signature \_\_\_\_\_ Frankie Herring  
(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000  
Expenditure requests over 10,000 must be approved by Board of Commissioners

**Brief description of why this amendment is being requested:**  
To cover cost of training for employees

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
4230-43520	Repairs & Maintenance	1,000.00	4230-43111	Training	1,000.00
Total		1,000.00	Total		1,000.00

Finance Signature \_\_\_\_\_  
Date Approved: 3/16/23  
Manager Signature \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Commisioner Approval \_\_\_\_\_  
Date Approved: \_\_\_\_\_

BA # \_\_\_\_\_

Duplin County  
Budget Amendment

Department Title

Water

Department Head's Signature

*Donna Brown*

(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000

Expenditure requests over 10,000 or any changes to revenue must be approved by Board of Commissioners

**Brief description of why this amendment is being requested:**

Cover expenses

Line Item to DECREASE	Line Item Description	Credit Amount	Line Item to INCREASE	Line Item Description	Debit Amount
7135-43510	Repairs	1,000.00	7135-42950	Chemical	1,000.00
7100-42600	Office supplies	3,000.00	7100-43530	Vehicle Repairs	3,000.00
Total		4,000.00	Total		4,000.00

Finance Signature

Date Approved:

*Chelsey Romier*  
3/6/23

Manager Signature

Date Approved:

Commisioner Approval

Date Approved:

BA # \_\_\_\_\_

Duplin County  
Budget Amendment

Department Title

Health Department

Department Head's Signature

Tracey Simmons-Kornegay

(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000

Expenditure requests over 10,000 must be approved by Board of Commissioners

**Brief description of why this amendment is being requested:**

To cover line item expenses within the COVID ED Regional Prevention & Cape Fear Diabetic Grant programs.

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
5176-42600	Office Supplies	706.09	5176-42980	Program Supplies	3,302.46
5176-42990	Incentives	596.37			
5176-43210	Telephone	2,000.00			
5187-42600	Office Supplies	150.00	5187-43540	Software Maintenance	150.00
Total		3,452.46	Total		3,452.46

Finance Signature

Date Approved:

*Chelsey Ramier*  
3/6/23

Manager Signature

Date Approved:

Commissioner Approval

Date Approved:

BA # \_\_\_\_\_

Duplin County  
Budget Amendment

Department Title Health Department  
 Department Head's Signature Tracey Simmons-Kornegay  
 (form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000  
 Expenditure requests over 10,000 must be approved by Board of Commissioners

**Brief description of why this amendment is being requested:**  
 To cover line item expenses in the ORH-Community Health grant, COVID ED Regional & COVID Advancing Equity programs

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
5110-42980	Program Supplies	16.06	5121-43540	Software Maintenance	16.06
5176-41990	Professional Services	575.00	5176-40181	Social Security	120.00
			5176-40182	Retirement	175.00
			5176-40183	Hospital Insurance	280.00
5182-41990	Professional Services	6,550.00	5182-40121	Salaries	5,025.00
			5182-40181	Social Security	130.00
			5182-40182	Retirement	650.00
			5182-40183	Hospital Insurance	745.00
Total		7,141.06	Total		7,141.06

Finance Signature *Chelsea Ramier*  
 Date Approved: 3/6/23

Manager Signature \_\_\_\_\_  
 Date Approved: \_\_\_\_\_

Commisioner Approval \_\_\_\_\_  
 Date Approved: \_\_\_\_\_

BA # \_\_\_\_\_

Duplin County  
Budget Amendment

Department Title \_\_\_\_\_ Health  
Department Head's Signature \_\_\_\_\_ Tracey Simmons-Kornegay  
(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000  
Expenditure requests over 10,000 must be approved by Board of Commissioners

**Brief description of why this amendment is being requested:**  
To move money from lapse in salaries to cover the cost of a stair climber for employee gym

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
5110-40121	SALARIES	6,906.14	5129-45100	CAPITAL OUTLAY	6,906.14
Total		6,906.14	Total		6,906.14

Finance Signature \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Manager Signature \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Commissioner Approval \_\_\_\_\_  
Date Approved: \_\_\_\_\_

*Chelsey Romier*  
8/7/23

BA # \_\_\_\_\_

Duplin County  
Budget Amendment

Department Title \_\_\_\_\_ Health Department  
Department Head's Signature \_\_\_\_\_ Tracey Simmons-Kornegay  
(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000  
Expenditure requests over 10,000 must be approved by Board of Commissioners

**Brief description of why this amendment is being requested:**  
To cover line item expenses within the ORH-Community Health Grant program.

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
5112-42980	Program Supplies	100.00	5112-43540	Software Maintenance	100.00
Total		100.00	Total		100.00

Finance Signature \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Manager Signature \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Commissioner Approval \_\_\_\_\_  
Date Approved: \_\_\_\_\_

*Chelsea Romier*  
3/7/23

BA # \_\_\_\_\_

Duplin County  
Budget Amendment

Department Title Health Department  
 Department Head's Signature Tracey Simmons - Kornegay  
 (form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000  
 Expenditure requests over 10,000 must be approved by Board of Commissioners

**Brief description of why this amendment is being requested:**  
 COVER PROGRAM SUPPLIES FOR OFFICE OF RURAL HEALTH GRANT

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
5112-42600	OFFICE SUPPLY	300.00	5112-42980	PROGRAM SUPPLY	300.00
Total		300.00	Total		300.00

Finance Signature  
Date Approved:

*Chelsey Panier*  
3/18/23

Manager Signature  
Date Approved:

\_\_\_\_\_

Commisioner Approval  
Date Approved:

\_\_\_\_\_



BA # \_\_\_\_\_

Duplin County  
Budget Amendment

Department Title

Water

Department Head's Signature

*Donna Brown*

(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000

Expenditure requests over 10,000 or any changes to revenue must be approved by Board of Commissioners

**Brief description of why this amendment is being requested:**

To cover expense for NC 811

Line Item to DECREASE	Line Item Description	Credit Amount	Line Item to INCREASE	Line Item Description	Debit Amount
7100-43510	Repairs Building	1,000.00	7100-41990	Professional Service	1,000.00
Total		1,000.00	Total		1,000.00

Finance Signature

*Chelsea Romia*

Date Approved:

3/8/22

Manager Signature

Date Approved:

Commissioner Approval

Date Approved:

BA # \_\_\_\_\_

Duplin County  
Budget Amendment

Department Title Health Department

Department Head's Signature Tracey Simmons-Kornegay

(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000

Expenditure requests over 10,000 must be approved by Board of Commissioners

**Brief description of why this amendment is being requested:**

Moving Lapse in Salary to cover the purchase of Nexplanons for the Family Planning program.

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
5110-40121	Salaries	7,500.00	5164-42410	Pharmacy	7,500.00
Total		7,500.00	Total		7,500.00

Finance Signature *Celisey Ramier*  
Date Approved: 3/8/23

Manager Signature \_\_\_\_\_  
Date Approved: \_\_\_\_\_

Commisioner Approval \_\_\_\_\_  
Date Approved: \_\_\_\_\_

BA # \_\_\_\_\_

Duplin County  
Budget Amendment

Department Title

Department Head's Signature

(form can be e-mailed to Finance from Dept. Head)

Public Transportation

Angel Venecia

Manager can only approve the moving of budgeted expense under 10,000

Expenditure requests over 10,000 must be approved by Board of Commissioners

**Brief description of why this amendment is being requested:**

Move funds to cover service for camera system software from 03/2023-03/2024 and housekeeping supplies

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
4520-42490	Vehicle Supples	3,000.00	4520-42100	Housekeeping Supplies	200.00
4520-43520	Equipment Repair	2,800.00	4520-43540	Software Maintenance	5,600.00
Total		5,800.00	Total		5,800.00

Finance Signature

Date Approved:

*Chelsey Loman*  
3/8/23

Manager Signature

Date Approved:

\_\_\_\_\_

Commissioner Approval

Date Approved:

\_\_\_\_\_

BA # \_\_\_\_\_

Duplin County  
Budget Amendment

Department Title

Department Head's Signature

(form can be e-mailed to Finance from Dept. Head)

Admin Assist  
[Signature]

Manager can only approve the moving of budgeted expense under 10,000

Exepnditure requests over 10,000 or any changes to revenue must be approved by Board of Commissioners

**Brief description of why this amendment is being requested:**

Cover shortage

Line Item to DECREASE	Line Item Description	Credit Amount	Line Item to INCREASE	Line Item Description	Debit Amount
4320-41990	Professional Services	5,000.00	4310-42940	Canine Expense	2,000.00
			4310-43540	Software maint.	3,000.00
Total		5,000.00	Total		5,000.00

Finance Signature

Date Approved:

[Signature]  
5/16/23

Manager Signature

Date Approved:

\_\_\_\_\_  
\_\_\_\_\_

Commisioner Approval

Date Approved:

\_\_\_\_\_  
\_\_\_\_\_

BA # \_\_\_\_\_

Duplin County  
Budget Amendment

Department Title Events Center

Department Head's Signature \_\_\_\_\_

(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000

Expenditure requests over 10,000 must be approved by Board of Commissioners

**Brief description of why this amendment is being requested:**  
Increase money from marketing and add to Dues & Subscriptions, Repairs & Maintenance Equipment, Office Supplies, and Housekeeping

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
6160-43910	Marketing	4,000.00	6160-42022	Event Contract Labor	4,000.00
6160-43910	Marketing	1,000.00	6160-42724	Credit Card Charges	1,000.00
6160-43910	Marketing	597.90	6160-42100	Housekeeping	597.90
6160-43031	Event Expenses	4,000.00	6160-42022	Event Contract Labor	4,000.00
Total		9,597.90	Total		9,597.90

Finance Signature *Chelsy Ramey*  
Date Approved: 3/9/23

Manager Signature \_\_\_\_\_  
Date Approved: \_\_\_\_\_

Commissioner Approval \_\_\_\_\_  
Date Approved: \_\_\_\_\_

BA # \_\_\_\_\_

Duplin County  
Budget Amendment

Department Title

EMS

Department Head's Signature

*Brandon McMahon*

(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000

Expenditure requests over 10,000 must be approved by Board of Commissioners

**Brief description of why this amendment is being requested:**

Replacing batteries for LUCAS devices that have failed

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
4370-43250	Postage	2,000.00	4370-43520	Repairs & Maintenance Equiptme	2,000.00
Total		2,000.00	Total		2,000.00

Finance Signature

Date Approved:

*Aelsy Roman*  
3/13/23

Manager Signature

Date Approved:

Commisioner Approval

Date Approved:

BA # \_\_\_\_\_

Duplin County  
Budget Amendment

Department Title

Water

Department Head's Signature

*Donna Brown*

(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000

Expenditure requests over 10,000 or any changes to revenue must be approved by Board of Commissioners

**Brief description of why this amendment is being requested:**  
To cover chemicals in B

Line Item to DECREASE	Line Item Description	Credit Amount	Line Item to INCREASE	Line Item Description	Debit Amount
7132-43510	Repairs	1,000.00	7132-42950	Chemicals	1,000.00
Total		1,000.00	Total		1,000.00

Finance Signature

Date Approved:

*Chelsea Ramin*  
8/13/23

Manager Signature

Date Approved:

\_\_\_\_\_

Commissioner Approval

Date Approved:

\_\_\_\_\_

BA # \_\_\_\_\_

Duplin County  
Budget Amendment

Department Title

Housekeeping

Department Head's Signature

Randy Norwood/Regenia B. Kennon

(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000

Expenditure requests over 10,000 must be approved by Board of Commissioners

**Brief description of why this amendment is being requested:**

Budget Amendment to cover line item overage and budget line item for the remainder of the fiscal year 2022-2023.

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
4270-42120	Uniforms	1,000.00	4270-42100	Housekeeping	1,000.00
4270-43520	Repairs & Maintenance Equipment	1,200.00	4270-42100	Housekeeping	1,200.00
4270-43530	Repair Vehicles	250.00	4270-42500	Vehicle Gasoline	250.00
Total		2,450.00	Total		2,450.00

Finance Signature

Date Approved:

Chelsey Ramin  
3/14/23

Manager Signature

Date Approved:

Commissioner Approval

Date Approved:



BA # \_\_\_\_\_

Duplin County  
Budget Amendment

Department Title

Emergency Management

Department Head's Signature

MNB

(form can be e-mailed to Finance from Dept. Head)

Manager can only approve the moving of budgeted expense under 10,000

Expenditure requests over 10,000 must be approved by Board of Commissioners

<b>Brief description of why this amendment is being requested:</b>
Money moved from program supplies to offices supplies is to coverage overages from replacing EM Planner's office computer.

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
4330-42980	Program Supplies	1,850.00	4330-42600	Office Supplies	1,850.00
Total		1,850.00	Total		1,850.00

Finance Signature

Date Approved:

*Arlsey Ranier*  
3/14/23

Manager Signature

Date Approved:

Commisioner Approval

Date Approved:

## County Commissioners Agenda Request Form

Complete and submit this form along with any supporting documentation to request time on the county commissioner’s agenda. This is not required for items included on the consent agenda.

<b>Representative Name and Department:</b> Melissa Kennedy/ Addressing	<b>Meeting Date:</b> 03/20/2023
<b>Subject:</b> Hold Public Hearing in accordance of Duplin County 911 Addressing road naming Ordinance	
<b>Summary, explanation and background:</b> Hold public hearing for Victoria Brinson to name lane – Monroe Moore LN @ 200 block (End of SR 194 Henry Middleton Rd Warsaw – Warsaw Township	
<b>Requested Action:</b> To approve lane name of Monroe Moore Ln	
Budget impact for this fiscal year:	
Budget impact for subsequent years:	
<b>Time needed to explain to Commissioners:</b> 2 minutes	

DUPLIN COUNTY ADDRESSING DEPARTMENT  
209 SEMINARY ST / PO BOX 950  
KENANSVILLE NC 28349



**ROAD NAME PETITION for UNNAMED ROAD**

**1. APPLICANT INFORMATION:**

Name: Victoria G. Brinson  
Address: 260 Henry Middleton Rd.  
City/State/Zip: Warsaw, N.C. 28398  
Telephone: Work: \_\_\_\_\_ Home: 910-293-4

**2. MAIL DETERMINATION TO (If different than applicant information):**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
*Cell#*

**3. ROAD LOCATION: Township Warsaw Range \_\_\_\_\_**

DESCRIPTION: @200 Block (end of SR) Henry Middleton

**4. PARCEL TAX-ID: 01-2054**

**5. PROPOSED ROAD NAME: Monroe Moore Lane**

BACKUP NAME 1: \_\_\_\_\_

BACKUP NAME 2: \_\_\_\_\_

(NAME SHOULD BE LESS THAN 13 LETTERS)

**6. SIGNATURES OF PROPERTY OWNERS WHO ADJOIN OR ACCESS THIS ROAD:**

Land Owner Signature  
261 Matthew Moore  
266 Timothy Moore  
258 Emma Moore

PRINT NAME & Telephone #  
Matthew Moore 910-293  
Timothy Moore 910-  
Emma Moore 615

The applicant hereby certifies that the signatures on this petition constitute the required amount of signatures for the petition to be named by this petition.

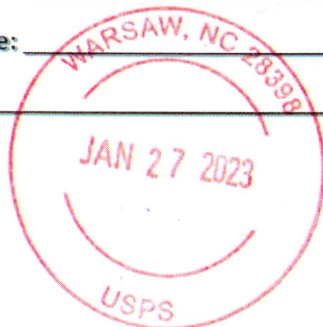
Applicant's Signature: Victoria H. Brinson

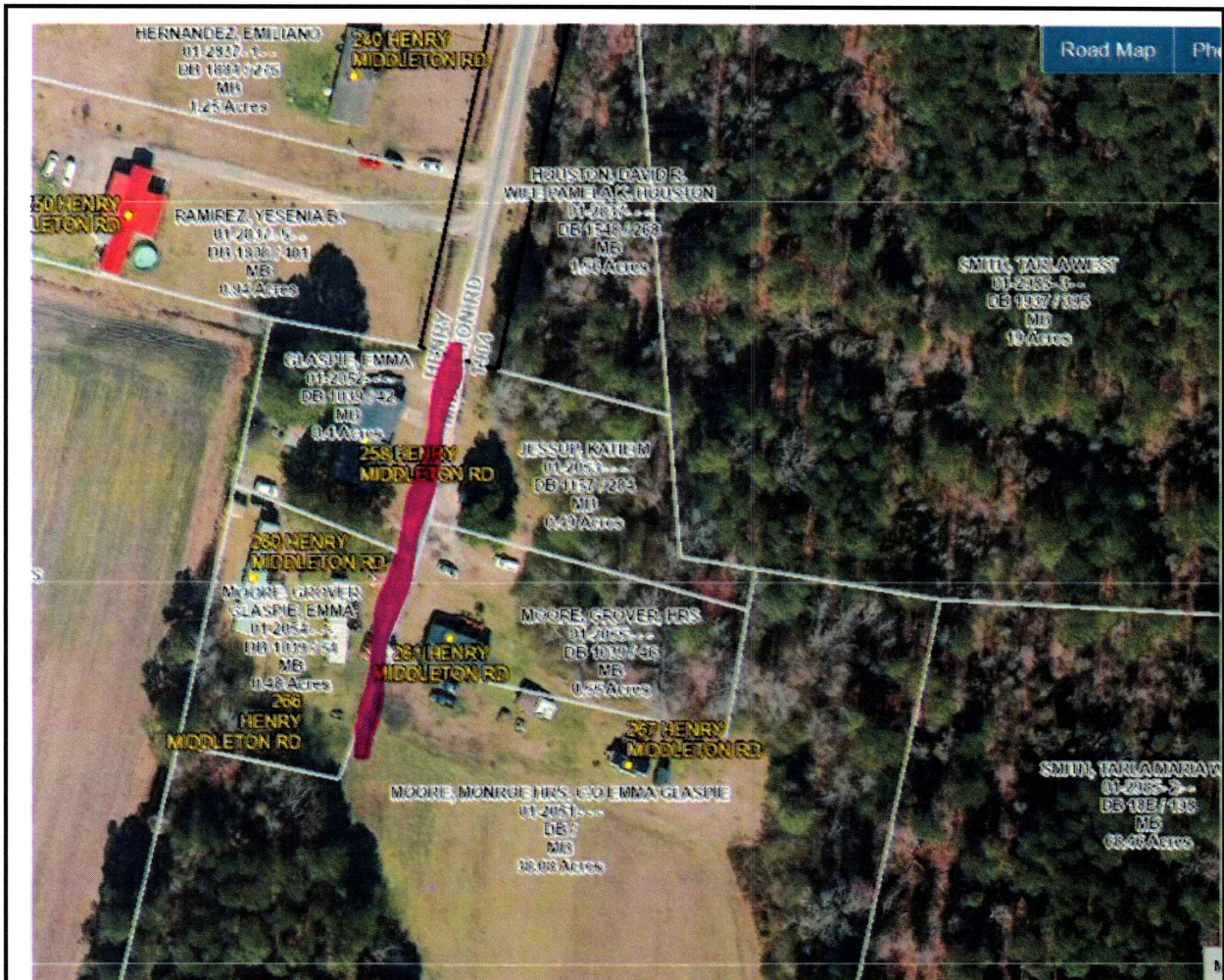
Fire Department Approval:

Signature: Leigh Ann Coombs  
Print or type name: Leigh Ann Coombs  
Department Name: Warsaw Fire Department

USPS Approval:

Signature: Andre J. Smith  
Print or type name: Andre J. Smith  
Department Name: \_\_\_\_\_  
Date: \_\_\_\_\_





**Instructions for what to do with attachments once approved:**

**Note:** Please have all signatures on any contracts, agreements, etc. prior to board meeting and give all copies to Trisha-Ann Hoskins by the agenda deadline. Remember, one original will be retained for the minutes.

## County Commissioners Agenda Request Form

Complete and submit this form along with any supporting documentation to request time on the county commissioner’s agenda. This is not required for items included on the consent agenda.

<b>Representative Name and Department:</b> Melissa Kennedy/ 911 Addressing	<b>Meeting Date:</b> 03/20/2023
<b>Subject:</b> Request Public Hearing in accordance of Duplin County 911 Addressing road naming Ordinance	
<b>Summary, explanation and background:</b> Request a public hearing for New Beginnings Construction on April 17, 2023 to name lane – Annette Ln @ 245 Wagon Ford Rd Beulaville. Limestone township	
<b>Requested Action:</b> To approve public hearing for April 17, 2023	
Budget impact for this fiscal year:	
Budget impact for subsequent years:	
<b>Time needed to explain to Commissioners:</b> 2 minutes	
Attachments:	

DUPLIN COUNTY ADDRESSING DEPARTMENT  
209 SEMINARY ST / PO BOX 950  
KENANSVILLE NC 28349



**ROAD NAME PETITION for UNNAMED ROAD**

1. APPLICANT INFORMATION:

Name: NEW BEGINNINGS CONSTRUCTION, INC.  
Address: P.O. BOX 397 / 8304 RICHLANDS HWY.  
City/State/Zip: RICHLANDS, NC 28574  
Telephone: Work: 910-324-4256 Home: Cell: 752-560-7939

2. MAIL DETERMINATION TO (if different than applicant information):

Name: NEW BEGINNINGS CONSTRUCTION, INC.  
Address: P.O. BOX 397  
City/State/Zip: RICHLANDS, NC 28574

3. ROAD LOCATION: Township LIMESTONE Range \_\_\_\_\_

DESCRIPTION: PATH FOR NEW HOME CONSTRUCTION <sup>0245</sup> Nag

4. PARCEL TAX-ID: 348300401330 / MAPBOOK 33, PAGE 24

5. PROPOSED ROAD NAME: ANNETTE LANE

BACKUP NAME 1: CAVIE LANE

BACKUP NAME 2: CAVANAUGH LANE

FRED LANE (NAME SHOULD BE LESS THAN 13 LETTERS)

6. SIGNATURES OF PROPERTY OWNERS WHO ADJOIN OR ACCESS THIS ROAD:

Land Owner Signature

Parcel

ONLY NEW BEGINNINGS  
CONSTRUCTION, INC.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The applicant hereby certifies that the signatures on this petition constitute the required amount of the  
accessing or adjoining the road to be named by this petition.

Applicant's Signature: *[Handwritten Signature]* - Construction Manager/

Fire Department Approval:

Signature: *Michael Cherry*  
Print or type name: Michael Cherry  
Department Name: Potters Hill Vol. Fire Dept.

USPS Approval:

Signature: *[Handwritten Signature]*  
Print or type name: Emma Kelly  
Department Name: \_\_\_\_\_  
Date: 2-14-23







**Instructions for what to do with attachments once approved:**

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## County Commissioners Agenda Request Form

Complete and submit this form along with any supporting documentation to request time on the county commissioner's agenda. This is not required for items included on the consent agenda.

<b>Representative Name and Department:</b> Melissa Kennedy/ 911 Addressing	<b>Meeting Date:</b> 03/20/2023
<b>Subject:</b> Request Public Hearing in accordance of Duplin County 911 Addressing road naming Ordinance	
<b>Summary, explanation and background:</b> Request a public hearing for Ever Alvarez on April 17, 2023 to name lane – Alvarez Dr @ 108 Rosemary Place Ln off of Rosemary Rd. Rose Hill township	
<b>Requested Action:</b> To approve public hearing for April 17, 2023	
Budget impact for this fiscal year:	
Budget impact for subsequent years:	
<b>Time needed to explain to Commissioners:</b> 2 minutes	
Attachments:	



DUPLIN COUNTY ADDRESSING DEPARTMENT  
209 SEMINARY ST / PO BOX 950  
KENANSVILLE NC 28349



**ROAD NAME PETITION for UNNAMED ROAD**

1. **APPLICANT INFORMATION:**

Name: Ever Alvarez and Erik ~~Alvarez~~ Alvarez  
Address: 128 Rosebud Ln  
City/State/Zip: Rose Hill NC 28458  
Telephone: Work: \_\_\_\_\_ Home: 910 305 884

2. MAIL DETERMINATION TO (If different than applicant information):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

3. ROAD LOCATION: Township Rose Hill Range \_\_\_\_\_

DESCRIPTION: @ Rosemary Place Ln (Rosemary

4. PARCEL TAX-ID: 11-1730-9--

5. PROPOSED ROAD NAME: ALVAREZ DR

BACKUP NAME 1: Story Book

BACKUP NAME 2: Moon Passage

(NAME SHOULD BE LESS THAN 13 LETTERS)

6. SIGNATURES OF PROPERTY OWNERS WHO ADJOIN OR ACCESS THIS ROAD:

Land Owner Signature  
Ever Alvarez  
Ever Alvarez  
\_\_\_\_\_  
\_\_\_\_\_

Parcel  
Erik Alvarez sales  
Erik Alvarez sales  
\_\_\_\_\_  
\_\_\_\_\_

The applicant hereby certifies that the signatures on this petition constitute the required amount of accessing or adjoining the road to be named by this petition.

Applicant's Signature: Ever Alvarez Sales Erik Raymond Alvarez

Fire Department Approval:

Signature: [Signature]  
Print or type name: SAK KONEN  
Department Name: ROSE HILL VFD

USPS Approval:

Signature: [Signature]  
Print or type name: Zapporah Parker  
Department Name: Rose Hill Post Office  
Date: 3-7-23

**Instructions for what to do with attachments once approved:**

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## County Commissioners Agenda Request Form

Complete and submit this form along with any supporting documentation to request time on the county commissioner's agenda. This is not required for items included on the consent agenda.

<b>Representative Name and Department:</b> Melissa Kennedy/ 911 Addressing	<b>Meeting Date:</b> 03/20/2023
<b>Subject:</b> Request Public Hearing in accordance of Duplin County 911 Addressing road naming Ordinance	
<b>Summary, explanation and background:</b> Request a public hearing for Wilfredo Ortiz Chacon on April 17, 2023 to name lane- Elsa Duarte Ln--@ 200 Block of Bennetts Bridge Rd Mt Olive – Glisson Township	
<b>Requested Action:</b> To approve public hearing for April 17, 2023	
Budget impact for this fiscal year:	
Budget impact for subsequent years:	
<b>Time needed to explain to Commissioners:</b> 2 minutes	
Attachments:	

DUPLIN COUNTY ADDRESSING DEPARTMENT  
209 SEMINARY ST / PO BOX 950  
KENANSVILLE NC 28349



**ROAD NAME PETITION for UNNAMED ROAD**

1. APPLICANT INFORMATION:

Name: Wilfredo Ortiz Chacon

Address: 113 Ralph everett Ln

City/State/Zip: Pink Hill NC

Telephone: Work: 919-750-5538 Home: \_\_\_\_\_

2. MAIL DETERMINATION TO (If different than applicant information):

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

3. ROAD LOCATION: Township \_\_\_\_\_ Range \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

4. PARCEL TAX-ID: \_\_\_\_\_

5. PROPOSED ROAD NAME: Elsa Duarte Ln

BACKUP NAME 1: \_\_\_\_\_

BACKUP NAME 2: Wilfredo Ortiz Chacon

(NAME SHOULD BE LESS THAN 13 LETTERS)

Ortiz Duarte

6. SIGNATURES OF PROPERTY OWNERS WHO ADJOIN OR ACCESS THIS ROAD:

Land Owner Signature

Elsa Duarte  
Wilfredo Ortiz  
Elsa Duarte  
\_\_\_\_\_  
\_\_\_\_\_

Parcel

257 Bennett Br  
113 RALPH EVERETT Ln Pink  
191 Ben f Br



The applicant hereby certifies that the signatures on this petition constitute the required amount of accessing or adjoining the road to be named by this petition.

Applicant's Signature: Wilfredo Ortiz Chacon

Fire Department Approval:

Signature: [Signature]

Print or type name: Scott B. Rose

Department Name: Pleasant Grove vol Fire & EMS

USPS Approval:

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

Print or type name: \_\_\_\_\_

Department Name: \_\_\_\_\_

Date: \_\_\_\_\_



**Instructions for what to do with attachments once approved:**

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## County Commissioners Agenda Request Form

Complete and submit this form along with any supporting documentation to request time on the county commissioner's agenda. This is not required for items included on the consent agenda.

<b>Representative Name and Department:</b> Martin Towery of Revenge Roughstock Company	<b>Meeting Date:</b> March 20, 2023
<b>Subject:</b> Exclusivity Rights to Hold Rodeos at the Duplin County Events Center	
<b>Summary, explanation and background:</b> The Revenge Roughstock Company would like to obtain exclusivity rights to organize, promote and conduct rodeos at the Duplin County Events Center. The rodeos put on by Revenge Roughstock Company are one of if not the most profitable series of shows put on at the Events Center each year. Without granting Revenge Roughstock Company exclusivity right the Duplin Events Center would lose the series of rodeo shows put on by Revenge Roughstock Company which currently agrees to give up 10% of all ticket sales, which based on the most recent data from the shows held in February 2023 equates to \$4,685.00 on top of the rental fees they pay to use the facility and all of the profits generated from concessions which are retained by the Events Center. Also, in order to hold indoor rodeos and monster truck shows dirt must be moved into the facility, leveled and then removed which costs a total of \$9,200.00. The Revenge Roughstock Company also agrees as a part of their contract to pay one half of the cost of moving the dirt in and out of the facility which was \$4,600.00 this year. The remainder of the cost is paid by the promoters of the monster truck shows. The Revenge Roughstock Company has advised that if granted exclusivity, they are interested in putting on at least four (4) shows per calendar year with two (2) in either January or February and two (2) more which will be scheduled as outdoor events in either the summer or fall.	
<b>Requested Action:</b>	
<b>Budget impact for this fiscal year:</b> N/A	
<b>Budget impact for subsequent years:</b> The Events Center stands to lose a series of shows that generates some of the largest profits of any event held during the year and is also one of the most attended events with all shows selling out.	
<b>Time needed to explain to Commissioners:</b> 10 minutes	
<b>Attachments:</b> Duplin County Events Center Rodeo Expense Report for shows held on Feb. 10 & 11, 2023 and Revenge Roughstock Company exclusivity notes	
<b>Instructions for what to do with attachments once approved:</b> N/A	

# Duplin Events Center

## Rodeo Expense Report

2/10-2/11/2023

**Department**

Duplin Events Center

**Director**

Amanda Pope

**Purpose**

Rodeo Expense Repot

Date	Category	Description	Notes	Amount
2/10- 2/11/202 3	<b>Rodeo Rental</b>	Events Center Rental		\$7,805.00
2/10- 2/11/202 3	<b>10 % of Ticket Sales</b>	Ticket Sales		\$4,685.00
2/10- 2/11/202 3	<b>Concession Revenue</b>	Concessions from Friday and Saturday	Cash and Credit Card	\$25,945.00
2/10- 2/11/202 3	<b>Concession Expenses</b>	Expenses for the Rodeo		-\$7,897.14
2/10- 2/11/202 3	<b>Contract Staff Labor</b>	Contract Staff		-\$2,467.56
2/10- 2/11/202 3	<b>Labor</b>	Amanda Pope, Todd Harrell, and Brandon James		-\$1,054.98
2/10- 11/2023	<b>Sales Tax</b>			-\$1,697.34
2/10- 11/2023	<b>Credit Card Fees</b>			-\$422.94

**\$24,895.04**

**Signature**

**Date**

# Revenge Roughstock Company Exclusivity

## Notes

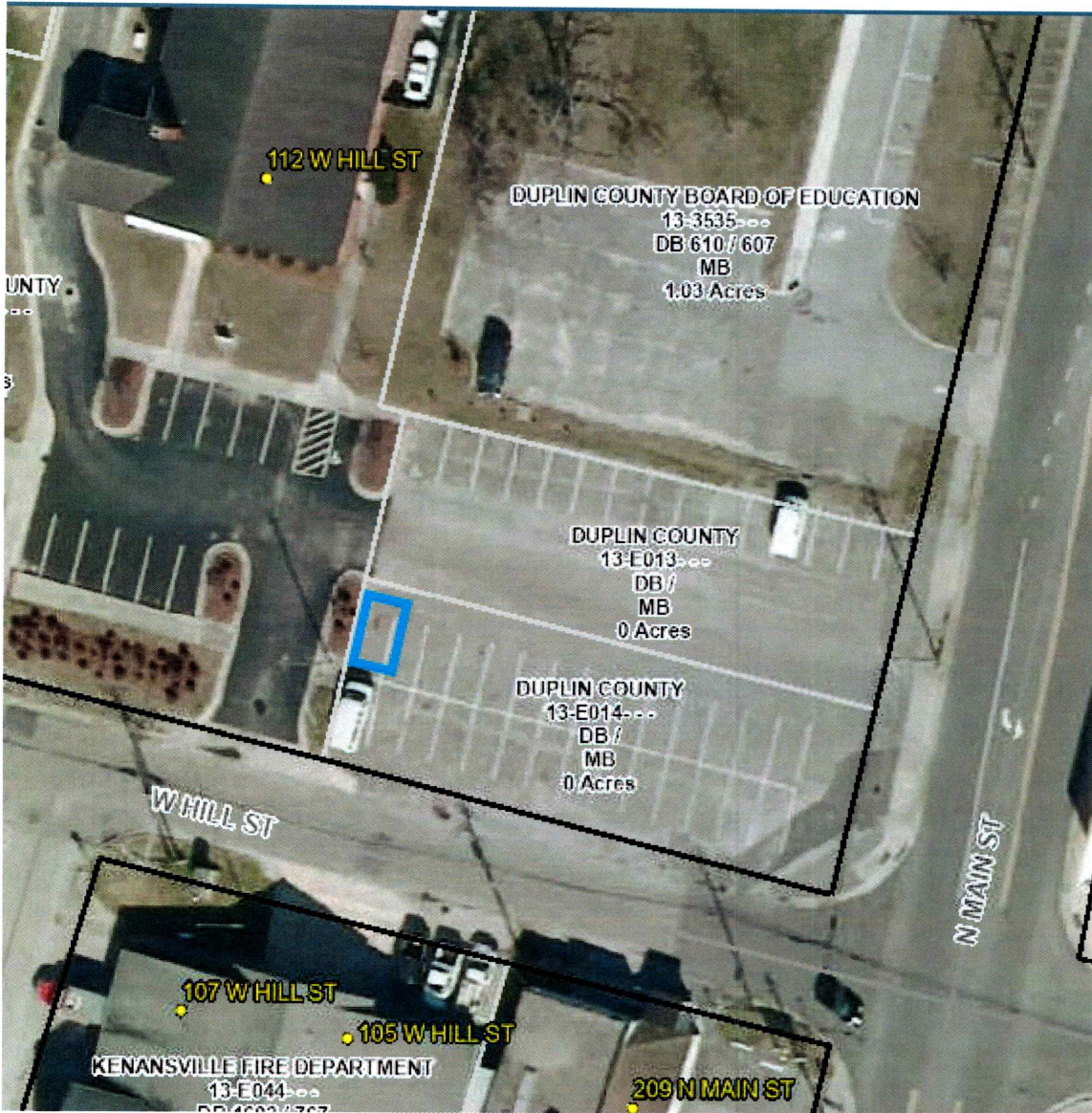
- Revenge Roughstock Company looks at giving back to the community by bringing something for not just adults but for families as well as bringing more business to Duplin County.
- Without exclusivity the Duplin Events Center would lose the 10% of all ticket sales which at this time is an extra \$4,685.00 on top of the rental agreement.
- Without the exclusivity we ask for a 90-day buffer before and after each rodeo this would include advertising of another event or company coming in.
- For this year's rodeo we sold 1800 tickets and on Friday night we scanned 1653 tickets and on Saturday we scanned 1689 tickets.

## County Commissioners Agenda Request Form

Complete and submit this form along with any supporting documentation to request time on the county commissioner’s agenda. This is not required for items included on the consent agenda.

<b>Name / Department:</b> Kenny Barrett, SECU Vice-President/City Executive Kenansville Branch	<b>Meeting Date:</b> March 20, 2023
<b>Subject:</b> Request to Place an ATM on County Owned Property in the Town of Kenansville	
<b>Summary, explanation and background:</b> The State Employee’s Credit Union (SECU) is requesting to lease a portion of property owned by Duplin County on which to place an automated teller machine (ATM). The SECU wishes to place a drive thru ATM in the parking lot owned by Duplin County across from the Kenansville Fire Department on West Hill Street in the Town of Kenansville. The SECU will own the ATM and pay for its installation, maintenance and operation. In exchange for a lease agreement the SECU proposes to pay Duplin County a monthly rent payment of \$200.00.	
<b>Requested Action:</b> Motion to approve the lease of a portion of County owned property in the parking lot on West Hill Street in the Town of Kenansville to the State Employee’s Credit Union on which to place an ATM and to authorize the Chairman to execute the necessary lease agreement associated with same upon review and approval by the County Attorney.	
<b>Budget impact for this fiscal year:</b> N/A	
<b>Budget impact for subsequent years:</b> \$2,400.00 per year annual lease payment	
<b>Time needed to explain to Commissioners:</b> 10 minutes	
<b>Attachments:</b> Draft location map of proposed lease site utilizing Duplin County GIS map	
<b>Instructions for what to do with attachments once approved:</b> N/A	

Note: Please have all signatures on any contracts, agreements, etc. prior to board meeting and give all copies to Trisha-Ann Hoskins by the agenda deadline. Remember, one original will be retained for the minutes



112 W HILL ST

DUPLIN COUNTY BOARD OF EDUCATION  
13-3535-00  
DB 610 / 607  
MB  
1.03 Acres

DUPLIN COUNTY  
13-E013-00  
DB /  
MB  
0 Acres

DUPLIN COUNTY  
13-E014-00  
DB /  
MB  
0 Acres

W HILL ST

N MAIN ST

107 W HILL ST

105 W HILL ST

KENANSVILLE FIRE DEPARTMENT  
13-E044-00  
DB 4000 / 307

209 N MAIN ST

## County Commissioners Agenda Request Form

Complete and submit this form along with any supporting documentation to request time on the county commissioner's agenda. This is not required for items included on the consent agenda.

<b>Representative Name and Department:</b> Davis Brinson, County Manager/ Clerk to the Board	<b>Meeting Date:</b> March 20, 2023
<b>Subject:</b> Mowing Contract with Bakers Lawn Care & Maintenance	
<b>Summary, explanation and background:</b> Duplin County Maintenance would like to contract with Bakers Lawn Care and Maintenance to provide weekly mowing, weed-eating and trimming to all grass to include in and around ditch banks, buildings, fences, utilities, and other structures for county owned properties in Kenansville, in addition to putting out pine straw at the locations listed in Attachment 1 for a duration of eight (8) months from March 1, 2023 to November 30, 2023 for a total cost of \$53,123.81.	
<b>Requested Action:</b> Motion to approve the contract with Bakers Lawn Care and Maintenance to provide weekly services for county owned properties in Kenansville at the locations listed in Attachment 1 for a duration of eight (8) months from March 1, 2023 to November 30, 2023 for a total cost of \$53,123.81.	
Budget impact for this fiscal year:	
Budget impact for subsequent years:	
<b>Time needed to explain to Commissioners:</b> 5 minutes	
Attachments: Contract Estimates and Quotes	
<b>Instructions for what to do with attachments once approved:</b> Randy Norwood needs two (2) copies of signed contract to send to the contractor and for his records.	

**Note:** Please have all signatures on any contracts, agreements, etc. prior to board meeting and give all copies to Trisha-Ann Hoskins by the agenda deadline. Remember, one original will be retained for the minutes.



**NORTH CAROLINA  
DUPLIN COUNTY**

**SERVICE CONTRACT**

**THIS CONTRACT** is made, and entered into this the 28 day of February 2023 , by and between the **COUNTY of DUPLIN**, a political subdivision of the State of North Carolina, (hereinafter referred to as "COUNTY"), and, **Baker's Lawn Care & Maintenance** a corporation duly authorized to do business in the State of North Carolina, (hereinafter referred to as "CONTRACTOR").

For and in consideration of mutual promises to each as herein after set forth, the parties hereto do mutually agree as follows:

1. **SCOPE OF SERVICES.** CONTRACTOR hereby agrees to provide the services and/or materials under this Contract pursuant to the provisions and specifications identified in "Attachment 1" (hereinafter collectively referred to as "Services"). Attachment 1 is hereby incorporated herein and made a part of this Contract. Time is of the essence with respect to all provisions of this Contract that specify a time for performance.
2. **TERM OF CONTRACT.** The Term of this Contract for Services is from March 1, 2023 to November 30, 2023 unless sooner terminated as provided herein.
3. **PAYMENT TO CONTRACTOR.** CONTRACTOR shall receive from COUNTY an amount not to exceed FIFTY THREE THOUSAND ONE HUNDRED TWENTY THREE DOLLARS AND 81/100 (\$53,123.81) as full compensation for the provision of Services. COUNTY agrees to pay CONTRACTOR at the rates specified for Services performed to the satisfaction of the COUNTY, in accordance with this Contract, and Attachment 1. Unless otherwise specified, CONTRACTOR shall submit an itemized invoice to COUNTY by the end of the month during which Services are performed. A Purchase Order number may be assigned to encumber the funds associated with this Contract and must appear on all invoices and correspondence mailed to Purchaser. Payment will be processed promptly upon receipt and approval of the invoice by COUNTY.
4. **INDEPENDENT CONTRACTOR.** COUNTY and CONTRACTOR agree that CONTRACTOR is an independent contractor and shall not represent itself as an agent or employee of COUNTY for any purpose in the performance of CONTRACTOR's duties under this Contract. Accordingly, CONTRACTOR shall be responsible for payment of all federal, state and local taxes as well as business license fees arising out of CONTRACTOR's activities in accordance with this Contract. For purposes of this Contract taxes shall include, but not be limited to, Federal and State Income, Social Security and Unemployment Insurance taxes.

CONTRACTOR, as an independent contractor, shall perform the Services required hereunder in a professional manner and in accordance with the standards of applicable professional organizations and licensing agencies.

5. **INSURANCE AND INDEMNITY.** To the fullest extent permitted by laws and regulations, CONTRACTOR shall indemnify and hold harmless the COUNTY and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of engineers or architects, attorneys, and other professionals and costs related to court action or arbitration) arising out of or resulting from CONTRACTOR's performance of this Contract or the actions of the CONTRACTOR or its officials, employees, or contractors under this Contract or under contracts entered into by the CONTRACTOR in connection with this Contract. This indemnification shall survive the termination of this Contract.

In addition, CONTRACTOR shall comply with the North Carolina Workers' Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the extent required by such Act. Additionally, CONTRACTOR shall maintain, at its expense, the following minimum insurance coverage:

\$1,000,000 per occurrence /\$2,000,000 aggregate --- Bodily Injury Liability, and  
\$100,000 --- Property Damage Liability, or  
\$1,000,000 per occurrence /\$2,000,000 aggregate---Combined Single Limit Bodily Injury  
and Property Damage

CONTRACTOR, upon execution of this Contract, shall furnish to the COUNTY a Certificate of Insurance reflecting the minimum limits stated above. The Certificate shall provide for thirty (30) days advance written notice in the event of a decrease, termination or cancellation of coverage. Providing and maintaining adequate insurance coverage is a material obligation of the CONTRACTOR. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The CONTRACTOR shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this Contract. The limits of coverage under each insurance policy maintained by the CONTRACTOR shall not be interpreted as limiting the CONTRACTOR's liability and obligations under the Contract.

6. **LICENSURE, CERTIFICATION, AND REGISTRATION OF PERSONNEL.** All personnel provided or made available by Contractor to render services hereunder shall be licensed, certified or registered, as appropriate, in their respective areas of expertise as required by applicable North Carolina law.
7. **CONFIDENTIALITY.** All data and information, both written and verbal, furnished to Contractor by County shall be regarded as confidential, shall remain the sole property of County and shall be held in confidence and safekeeping by Contractor for the sole use of the parties and Contractor under the terms of this Agreement. Contractor agrees that its officers, employees and agents will not disclose to any person, firm or entity other than County or County's designated legal counsel, accountants or practice management consultants any information about County, its practice or billing.
8. **HEALTH AND SAFETY.** CONTRACTOR shall be responsible for initiating, maintaining and supervising all safety precautions and programs required by OSHA and all other regulatory agencies while providing Services under this Contract.
9. **NON-DISCRIMINATION IN EMPLOYMENT.** CONTRACTOR shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, or disability. CONTRACTOR shall take affirmative action to ensure that qualified applicants are employed and that employees are treated fairly and legally during employment with regard to their age, sex, race, creed, national origin, or disability. In the event CONTRACTOR is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state or local law or this provision, this Contract may be canceled, terminated or suspended in whole or in part by COUNTY, and CONTRACTOR may be declared ineligible for further COUNTY contracts.

CONTRACTOR shall further comply with all federal, state, and local requirements related to participation of minority and historically underutilized businesses in all aspects of the services to be provided under this Contract.

**10. GOVERNING LAW.** This Contract shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this Contract shall be brought in the General Court of Justice in the County of Duplin and the State of North Carolina.

**11. TERMINATION OF CONTRACT.** This Contract may be terminated, without cause, by either party upon thirty (30) days written notice to the other party. This termination notice period shall begin upon receipt of the notice of termination. Such a termination does not bar either party from pursuing a claim for damages for breach of the contract.

If, through any cause, CONTRACTOR shall fail to fulfill its contractual obligations in a timely and proper manner, COUNTY shall give written notice and CONTRACTOR shall correct the stated inadequacy within a fifteen (15) business day cure period. If CONTRACTOR fails to timely correct the inadequacy, then COUNTY shall have the right to immediately terminate the Contract by giving written notice specifying the effective date thereof. In that event, all finished or unfinished deliverable items prepared by CONTRACTOR under this contract shall, at the COUNTY's option, become its property and CONTRACTOR shall be entitled to receive just and equitable compensation for any satisfactorily completed work minus any payment or compensation previously received. Notwithstanding the foregoing, CONTRACTOR shall not be relieved of liability to COUNTY for damages sustained by virtue of CONTRACTOR's breach of this agreement, and COUNTY may withhold payment due to CONTRACTOR for the purpose of setoff until such time as the exact amount of damages sustained by the COUNTY can be determined. Without limiting any other remedies that may be available in the case of breach by CONTRACTOR, COUNTY may procure contract services from another source and hold CONTRACTOR responsible for any excess cost occasioned thereby. The filing of a petition for bankruptcy by CONTRACTOR shall constitute an act of default under this contract.

Termination of this Contract, either with or without cause, shall not form the basis of any claim for loss of anticipated profits by either party.

**12. SUCCESSORS AND ASSIGNS.** CONTRACTOR shall not assign its interest in this Contract without the written consent of COUNTY. CONTRACTOR has no authority to enter into contracts on behalf of COUNTY.

**13. COMPLIANCE WITH LAWS.** CONTRACTOR represents that it is in compliance with all Federal, State, and local laws, regulations or orders, as amended or supplemented. The implementation of this Contract shall be carried out in strict compliance with all Federal, State, or local laws.

**14. E-VERIFY.** As a condition of payment for services rendered under this agreement, CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if CONTRACTOR provides the services to the County utilizing a subcontractor, CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. CONTRACTOR shall verify, by affidavit, compliance of the terms of this section upon request by the County.

**15. IRAN DIVESTMENT ACT.** CONTRACTOR certifies that they are not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4. Individuals or companies on the Final Divestment List are ineligible to contract or subcontract with Local Government Units. (G.S. 143C-6A-6(a).) It is the responsibility of each vendor or contractor to monitor compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.

**16. DIVESTMENT FROM COMPANIES THAT BOYCOTT ISRAEL.** The vendor or contractor certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81. It is the responsibility of each vendor or

contractor to monitor compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.

**17. GOOD STANDING WITH COUNTY.** CONTRACTOR certifies that it is not delinquent on any taxes, fees, or other debt owed by CONTRACTOR to COUNTY. CONTRACTOR covenants and agrees to remain current on any taxes, fees, or other debt owed by CONTRACTOR to COUNTY during the Term of this Contract.

**18. NOTICES.** All notices which may be required by this contract or any rule of law shall be effective when received by certified mail sent to the following addresses:

**COUNTY OF DUPLIN  
PO BOX 950  
KENANSVILLE NC 28349**

**CONTRACTOR:  
ATTN: NELSON BAKER  
PO BOX 1002  
KENANSVILLE NC 28349**

**19. AUDIT RIGHTS.** For all Services being provided hereunder, COUNTY shall have the right to inspect, examine, and make copies of any and all books, accounts, invoices, records and other writings relating to the performance of the Services. Audits shall take place at times and locations mutually agreed upon by both parties. Notwithstanding the foregoing, CONTRACTOR must make the materials to be audited available within one (1) week of the request for them.

**20. COUNTY NOT RESPONSIBLE FOR EXPENSES.** COUNTY shall not be liable to CONTRACTOR for any expenses paid or incurred by CONTRACTOR, unless otherwise agreed in writing.

**21. ANNUAL APPROPRIATIONS AND FUNDING.** This Agreement may be subject to the annual appropriation of funds by the Duplin County Commissioners. Notwithstanding any provision herein to the contrary, in the event that funds are not appropriated for this Agreement, then County shall be entitled to immediately terminate this Agreement, without penalty or liability, except the payment of all contract fees due under this Agreement up to and through the last day of service.

**22. EQUIPMENT.** CONTRACTOR shall supply, at its sole expense, all equipment, tools, materials, and/or supplies required to provide Services hereunder, unless otherwise agreed in writing.

**23. ENTIRE CONTRACT.** This Contract, including Attachment 1, shall constitute the entire understanding between COUNTY and CONTRACTOR and shall supersede all prior understandings and agreements relating to the subject matter hereof and may be amended only by written mutual agreement of the parties.

**24. HEADINGS.** The subject headings of the sections are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This Contract shall be deemed to have been drafted by both parties and no interpretation shall be made to the contrary.

25. **EXISTENCE.** CONTRACTOR warrants that it is a corporation duly organized, validly existing, and in good standing under the laws of the State of North Carolina and is duly qualified to do business in the State of North Carolina and has full power and authority to enter into and fulfill all the terms and conditions of this contract.

26. **AUTHORITY.** By execution hereof, the person signing for CONTRACTOR below certifies that he/she has read this Contract and that he/she is duly authorized to execute this Contract on behalf of the CONTRACTOR.

IN TESTIMONY WHEREOF, the parties have expressed their agreement to these terms by causing this Service Contract to be executed by their duly authorized office or agent.

Reviewed by Department Head



Date Reviewed: Feb. 28, 2023

CONTRACTOR

By: Nelson Baker

Printed Name: Nelson Baker

Title: owner

DUPLIN COUNTY

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

Printed Name: \_\_\_\_\_

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

This instrument has been preaudited in the manner required by the Local Government and Fiscal Control Act

\_\_\_\_\_  
Duplin County Finance Officer

ATTACHMENT 1" to follow

ATTACHMENT 1  
**Scope of Services**

1. Contractor agrees to provide the weekly mowing, weed-eating and trimming to all grass including in and around ditch banks, buildings, fences, utilities, and other structures for county owned properties in Kenansville, in addition putting out pine straw, listed below from March 1, 2023 through and including November 30, 2023.

Administrative Building – 224 Seminary Street

Courthouse – 118 Duplin Street

Courthouse Spring – Across from the Courthouse

Health Department – 340 Seminary Street

Services to the Aged – 213 Seminary Street

EMS Medic – 213 Duplin Street

Department of Social Services – 423 North Main

Duplin Commons & Central Plant – 165 Agriculture Drive

Legal Department – 114 East Hill Street

Animal Control – 117 Cemetery Lane

Veteran's Office – 160 Mallard Street

Event Center (parking lots and around building only) – 195 Fairgrounds Drive

Tax Office – 117 Beasley Street

Library – 107 Bowden Drive

Magistrate & Probation Offices – 107 Duplin Street

Transportation Department – 208 South Main Street

Museum – 411 South Main Street

Baker's Lawn Care & Maintenance  
P.O. Box 1002  
Kenansville, N.C.28349

Duplin County  
224 Seminary St.  
Kenansville, N.C. 28349

02/27/2023

RE: 2023 Lawn care contract

My proposal for the Lawn Care contract this year, (March 1 through November 30<sup>th</sup>) 2023 is. \$53,123.81. This includes March and 2 times in November. Also includes shrubs and pinestraw at Duplin Commons which has not been included before.

Thank you for the opportunity to be of service to you.

Nelson S. Baker  
Baker's Lawn Care & Maintenance  
P.O. Box 1002  
Kenansville N.C. 28349  
910-290-2506  
Nelsonbaker123@gmail.com

**ESTIMATE**

**Down East Property Service LLC**

405 Potters Hill Loop Road  
Pink Hill, NC 28572  
(910) 290-2913



**DOWN EAST**  
PROPERTY SERVICE LLC  
910-290-2913

To:  
Duplin County Maintenance  
Fairgrounds Dr  
Kenansville, NC 28349

Estimate #	1832
Estimate Date	02/14/2023
<b>Total Amount</b>	<b>\$54,924.00</b>

Item	Quantity	Price	Tax1	Tax2	Line Total
Grounds Maintenance	37.0	\$1,360.00			\$50,320.00
Pine Straw	300.0	\$8.00 / bale			\$2,400.00
Shrub Trimming	1.0	\$1,280.00			\$1,280.00
Tree Trimming or Pruning	1.0	\$924.00			\$924.00

Subtotal:	\$54,924.00
Tax:	\$0.00
Past Due Amount:	\$0.00
<b>Total Amount:</b>	<b>\$54,924.00</b>

Pine straw is priced as product and installation,  
Shrub and tree trimming can be broken down by site if needed,  
2 mows in March, weekly April through November

**Notes**



## County Commissioners Agenda Request Form

Complete and submit this form along with any supporting documentation to request time on the county commissioner’s agenda. This is not required for items included on the consent agenda.

<b>Representative Name and Department:</b> Sheriff Stratton Stokes	<b>Meeting Date:</b> March 20, 2023
<b>Subject:</b> Request the Reclassification of a Non-Sworn Jail Sergeant Position to a Sworn Jail First Sergeant Position	
<b>Summary, explanation and background:</b> Sheriff Stratton Stokes, Sheriff of Duplin County, will appear before the Board to request the reclassification of the unsworn position of Jail Sergeant (Grade 64) with a starting salary of \$46,726.42, to the sworn position of First Sergeant (Grade 65) with the starting salary of \$49,062.52. This reclassification request will support Sheriff Stokes’ goal of having more sworn officers positions in the Jail.	
<b>Requested Action:</b> Motion to approve Sheriff Stokes’ request for the reclassification of the Jail Sergeant non-sworn position at a Grade 64 to a Jail First Sergeant sworn position at a Grade 65.	
<b>Budget impact for this fiscal year:</b> N/A	
<b>Budget impact for subsequent years:</b> N/A	
<b>Time needed to explain to Commissioners:</b> 5 minutes	
<b>Attachments:</b> N/A	
<b>Instructions for what to do with attachments once approved:</b> N/A	

**Note:** Please have all signatures on any contracts, agreements, etc. prior to board meeting and give all copies to Trisha-Ann Hoskins by the agenda deadline. Remember, one original will be retained for the minutes.

## County Commissioners Agenda Request Form

Complete and submit this form along with any supporting documentation to request time on the county commissioner’s agenda. This is not required for items included on the consent agenda.

<b>Representative Name and Department:</b> Sheriff Stratton Stokes	<b>Meeting Date:</b> March 20, 2023
<b>Subject:</b> Request the Reclassification of a Deputy Sheriff II (SRO) Position to a Lieutenant (SRO)Position	
<b>Summary, explanation and background:</b> Sheriff Stratton Stokes, Sheriff of Duplin County, will appear before the Board to request the reclassification of a Deputy Sheriff II (SRO) position to a Lieutenant (SRO) position, which was approved by the Duplin County Board of Education on February 8 <sup>th</sup> , 2023 at a Grade 68 at an annual salary of \$56,796.21. The Sheriff is now asking that the Board of Commissioners approve the reclassification to coincide with the Board of Education’s request. This request does not add any positions to the County’s contract with the Board of Education which currently makes allowances for fifteen (15) SRO positions.	
<b>Requested Action:</b> Motion to approve Sheriff’s Stokes’ the reclassification of a Deputy Sheriff II (SRO) position to a Lieutenant (SRO) position	
<b>Budget impact for this fiscal year:</b> N/A	
<b>Budget impact for subsequent years:</b> N/A	
<b>Time needed to explain to Commissioners:</b> 5 minutes	
<b>Attachments:</b> Contractual Agreement (Amendment) between Duplin County Board of Education and Duplin County Sheriff’s Office	
<b>Instructions for what to do with attachments once approved:</b> N/A	

**Note:** Please have all signatures on any contracts, agreements, etc. prior to board meeting and give all copies to Trisha-Ann Hoskins by the agenda deadline. Remember, one original will be retained for the minutes.



STRATTON STOKES  
SHERIFF

## DUPLIN COUNTY SHERIFF'S OFFICE

112 W. HILL STREET • P.O. Box 908  
KENANSVILLE, NC 28349  
PHONE: 910-296-2150  
FAX: 910-296-2156



### Contractual Agreement (Amendment)

#### Duplin County Board of Education & Duplin County Sheriff's Office

The Duplin County Sheriff's Office will provide fifteen (15) School Resource Officers for the 2022-2023 school year. These officers will be assigned to the elementary, middle, and high schools for Duplin County according to the following breakdown:

- Eight (8) School Resource Officers for the Elementary Schools (Kenansville Elem., Warsaw Elem., Rose Hill-Magnolia Elem., Wallace Elem., North Duplin Elem., Beulaville Elem., Chinquapin., B.F. Grady Elem.)
- Four (4) School Resource Officers for the High Schools (North Duplin Jr./Sr. High, James Kenan, East Duplin, and Wallace-Rose Hill)
- One (1) School Resource Officer for the DC Center of Opportunity and Early College
- One (1) School Resource Officer for Extra Coverage
- One (1) School Resource Trainer (Lt)

Captain Scott Kennedy will oversee the SRO program from the Duplin County Sheriff's Office. The Assistant Superintendent for Human Resources will serve as Liaison for the Duplin County Board of Education.

Duplin County Board of Education will reimburse the Duplin county Sheriff's Office for the salary, fringe benefits, uniforms, vehicle gasoline, travel/training meals, and vehicle repairs.

The SRO will be provided phones by the Duplin County Board of Education.

If officers are requested to work beyond the regular work day for ballgame duty, extra security, board meetings, PTO meetings, etc., the rate will be \$25.00 per hour. The officer will submit a time sheet to the Board of Education for these extra hours.

School Resource Officers will receive a one-time bonus of \$5000 paid in increments of \$2500 at the end of May and \$2500 at the end of December.

The attached School Resource officer Agreement will be the accepted code and guideline for the contract.

The contracted amount for the School Resource Officer Program for 2022-2023 will be \$1,184,461.59. The contract will be paid on a semi-annual basis in the amount of \$592,230.80 and \$592,230.79.

Stetson Stokes  
Duplin County Sheriff's Office

1/20/2023  
Date

Chris Spurlin  
Duplin County Board of Education

2/8/2023  
Date

Dawn Elong 1/20/23  
Finance Officer

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

- 1. 5850.039.311 safe schools grant 440,000
- 1. 5850.069.311 remainder 634,461.59
- 2. 5850.069.311 safe schools grant match 110,000

## County Commissioners Agenda Request Form

Complete and submit this form along with any supporting documentation to request time on the county commissioner’s agenda. This is not required for items included on the consent agenda.

<b>Representative Name and Department:</b> Charles “Twig” Rollins	<b>Meeting Date:</b> 3/20/23
<b>Subject:</b> Approval of amendment to Mobile Home Park, Subdivision, and Airport Land Use and Height Restriction Ordinances	
<b>Summary, explanation and background:</b> Approval of amendment to Mobile Home Park, Subdivision, and Airport Land Use and Height Restriction Ordinances, changing the text in these ordinances to reflect the Board of Adjustment to handle variance hearings.	
<b>Requested Action:</b> Approval of the minor text amendment of the above ordinances.	
Budget impact for this fiscal year: N/A	
Budget impact for subsequent years: N/A	
<b>Time needed to explain to Commissioners:</b> 5 mins	
Attachments:	
<b>Instructions for what to do with attachments once approved:</b>	

**Note:** Please have all signatures on any contracts, agreements, etc. prior to board meeting and give all copies to Trisha-Ann Hoskins by the agenda deadline. Remember, one original will be retained for the minutes.

## County Commissioners Agenda Request Form

Complete and submit this form along with any supporting documentation to request time on the county commissioner’s agenda. This is not required for items included on the consent agenda.

<b>Name / Department:</b> Charles “Twig” Rollins	<b>Meeting Date:</b> March 20, 2023
<b>Subject:</b> Duplin County 2022 CDBG-NR Program Grant Administration Services	
<b>Summary, explanation and background:</b> The County completed a procurement process for 2022 CDBG-NR Administration Services in accordance with 2 CFR 200. Staff is recommending award of the contract to Insight Planning & Development of Wilmington, North Carolina, for a not to exceed fee of \$99,500 contingent upon approval by Rural Economic Development Division (REDD) for non-competitive negotiations since there was only one proposal submitted after two (2) rounds of requests.	
<b>Requested Action:</b> Motion to approve the professional services contract for grant administration services for the county’s 2022 CDBG-Neighborhood Revitalization program with Insight Planning & Development, LLC contingent upon approval of non-competitive (sole source) negotiations by the Rural Economic Development Division (REDD)	
<b>Budget impact for this fiscal year:</b> N/A	
<b>Budget impact for subsequent years:</b> N/A	
<b>Time needed to explain to Commissioners:</b> 5 minutes	
<b>Attachments:</b> Letter to REDD Requesting Approval of Non-Competitive Negotiations; and proposed Professional Services Contract for Grant Administration Services for the 2022 CDBG-Neighborhood Revitalization program with Insight Planning & Development, LLC	
<b>Instructions for what to do with attachments once approved:</b> Mail letter requesting approval of non-competitive negotiations to REDD; hold service contract for execution following receipt of approval from REDD.	

**Note:** Please have all signatures on any contracts, agreements, etc. prior to board meeting and give all copies to Trisha-Ann Hoskins by the agenda deadline. Remember, one original will be retained for the minutes

**NORTH CAROLINA  
DUPLIN COUNTY**

**PROFESSIONAL SERVICES CONTRACT**

**THIS CONTRACT** is made and entered into on this date, \_\_\_\_\_, by and between **DUPLIN COUNTY**, a political subdivision of the State of North Carolina, (hereinafter referred to as “COUNTY”), and, **INSIGHT PLANNING & DEVELOPMENT, LLC** a limited liability company duly authorized to do business in the State of North Carolina, (hereinafter referred to as “CONSULTANT”).

For and in consideration of mutual promises to each as hereinafter set forth, the parties hereto do mutually agree as follows:

1. **SCOPE OF SERVICES.** CONSULTANT hereby agrees to provide the services and/or materials under this Contract pursuant to the provisions and specifications identified in “Attachment 1” (hereinafter collectively referred to as “Services”) for the COUNTY’s **2022 CDBG Neighborhood Revitalization Program**. Attachment 1 is hereby incorporated herein by reference and made a part of this Contract.
2. **TERM OF CONTRACT.** The Term of this Service Contract is 36 months from the date of contract unless sooner terminated as provided herein.
3. **PAYMENT TO CONSULTANT.** The COUNTY agrees to pay the CONSULTANT an amount not to exceed **\$99,500.00** for the services rendered. Payments shall be paid in monthly installments based on the Fee Schedule in “Attachment 2” which is hereby incorporated by reference and made a part of this Contract. The CONSULTANT updates its Fee Schedule once a year in January, and hourly rates stated in the Contract may be increased annually; however, the contract not-to-exceed fee will not be increased except under the provisions outlined in Section 4. Additional Services.

The CONSULTANT will submit monthly invoices by task as outlined in Attachment 1 for work performed during the previous month.

If the Project is abandoned or indefinitely postponed by the COUNTY prior to completion of defined tasks by the CONSULTANT; or if this contract is terminated by either party prior to completion of defined tasks by the CONSULTANT, as outlined herein, the COUNTY shall pay the CONSULTANT an amount equal to costs accrued, plus reimbursable expenses for work on those phases which have been completed, except as otherwise provided below.

4. **ADDITIONAL SERVICES.** No deletions, additions, changes, or revisions shall be made to the scope of services or related fees included in this Contract except by written agreement of the parties hereto. Should the CONSULTANT be required to render additional services not originally specified in Attachment 1 – Scope of Services, an amendment shall be issued, and the COUNTY shall pay the CONSULTANT for such services an amount equal to the expenses incurred in connection with the rendering of such services. Additional services shall include but not necessarily be limited to:
  - Services after completion of the Project, such as inspections during the guarantee period and reporting observed discrepancies under guarantees called for in any contract for the Project.
  - Preparing to serve or serving as a consultant or witness for COUNTY in any litigation, or other legal proceeding involving the Project.
  - Additional services required because of delays, work stoppages, or defaults by other professional consultants or contractors involved in the Project.

- Additional services required because of failure of the COUNTY to act on written recommendations of the CONSULTANT within 30 days of the receipt of such recommendations.
- Any program and/or budget amendments resulting in delays of the implementation of the program or in the addition of activities not included in the original project application.

The Fees for additional services will be charged in accordance with Section 3. Payment to Consultant.

- 5. PROPRIETARY DOCUMENTS.** Original non-public documents, tracings, and reports of the CONSULTANT are, and shall remain, the property of the CONSULTANT.
- 6. SUBCONTRACTING.** Work proposed to be performed under this Contract by the CONSULTANT or its employees shall not be subcontracted without prior written approval by the COUNTY. Acceptance of an offeror's proposal shall include any subconsultant(s) specified therein.
- 7. INSURANCE.** CONSULTANT, upon execution of this Contract, shall furnish to the COUNTY a Certificate of Insurance reflecting the minimum limits stated above. The Certificate shall provide for thirty (30) days advance written notice in the event of a decrease, termination or cancellation of coverage. Providing and maintaining adequate insurance coverage is a material obligation of the CONSULTANT. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The CONSULTANT shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this Contract. The limits of coverage under each insurance policy maintained by the CONSULTANT shall not be interpreted as limiting the CONSULTANT's liability and obligations under the Contract.

CONSULTANT shall maintain, at its expense, the following minimum insurance coverage:

\$1,000,000 per occurrence /\$2,000,000 aggregate --- Bodily Injury Liability, and  
 \$100,000 --- Property Damage Liability, or  
 \$1,000,000 per occurrence /\$2,000,000 aggregate---Combined Single Limit Bodily Injury and  
 Property Damage

- 8. INDEMNITY.** To the fullest extent permitted by laws and regulations, CONSULTANT shall indemnify and hold harmless the COUNTY and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of engineers or architects, attorneys, and other professionals and costs related to court action or arbitration) arising out of or resulting from CONSULTANT's performance of this Contract or the actions of the CONSULTANT or its officials, agents, or employees under this Contract or under contracts entered into by the CONSULTANT in connection with this Contract. This indemnification shall survive the termination of this Contract.
- 9. NON-DISCRIMINATION IN EMPLOYMENT.** CONSULTANT shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, or disability.
- 10. GOVERNING LAW.** This Contract shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this Contract shall be brought in the



General Court of Justice in the County of Duplin and the State of North Carolina, or the federal district court nearest thereto.

**11. TERMINATION AND LEGAL REMEDIES OF CONTRACT.** The CONSULTANT and COUNTY mutually agree to the following:

- a. The CONSULTANT may terminate this Agreement immediately in the event the COUNTY fails to make payment of any amount due to the CONSULTANT within sixty (60) days of its due date.
- b. Either party may terminate this Contract in the event the other party materially breaches this Contract or fails to perform in any material respect its obligations hereunder; provided that if a party believes that the other party has materially defaulted under or breached this Contract (other than a breach of a payment obligation) and desires to terminate this Contract because of such breach or default, such party ("Aggrieved Party") shall give written notice of such intent to the breaching party ("Defaulting Party") and shall grant the Defaulting Party thirty (30) days in which to remedy the cause for termination. During such period, the parties shall make a good-faith effort to assist each other to remedy the breach. If the breach is not remedied or waived by the end of such period, then the Aggrieved Party may terminate this Contract, effective as of the last day of such period.
- c. This Contract may be terminated by one party, if the other party (i) shall be or become insolvent, or admit in writing its inability to pay its debts as they mature, or make an assignment for the benefit of creditors; (ii) shall apply for or consent to the appointment of any receiver, trustee or similar officer for it or for all or any substantial part of its property; or such receiver, trustee or similar officer shall be appointed without the application or consent of the other party and such appointment shall not be dismissed within thirty (30) days of the date of such appointment; (iii) shall institute any bankruptcy, insolvency, reorganization, arrangement, readjustment of debt, dissolution, liquidation or similar proceeding related to it under the laws of any jurisdiction; or, any such proceeding shall be instituted (by petition, application or otherwise) against the other party and the same shall not be dismissed within thirty (30) days of the date of its institution; or (iv) shall liquidate, dissolve, terminate or suspend its business operations.
- d. Either party may voluntarily terminate this Contract by giving the other party at least sixty (60) days' advance written notice of such termination. Upon receipt of a notice of termination from the COUNTY, (i) the CONSULTANT shall promptly discontinue all services (unless the notice directs otherwise) and deliver or otherwise make available to the COUNTY all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the CONSULTANT in performing this Contract, whether completed or in process, and (ii) COUNTY shall pay CONSULTANT all fees and expenses due for services rendered through the date of termination, and reimburse the CONSULTANT for all costs and expenses relating to commitments made by CONSULTANT prior to receipt of notice of termination.

**12. SUCCESSORS AND ASSIGNS.** CONSULTANT shall not assign its interest in this Contract without the written consent of COUNTY. CONSULTANT has no authority to enter into contracts on behalf of COUNTY.

**13. COMPLIANCE WITH LAWS.** CONSULTANT represents that it is in compliance with all Federal, State, and local laws, regulations or orders, as amended or supplemented. The implementation of this Contract shall be carried out in strict compliance with all applicable Federal, State, or local laws.

- 14. E-VERIFY.** As a condition of payment for services rendered under this Contract, CONSULTANT shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if CONSULTANT provides the services to the COUNTY utilizing a subconsultant, CONSULTANT shall require the subconsultant to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. CONSULTANT shall verify, by affidavit, compliance of the terms of this section upon request by the COUNTY.
- 15. IRAN DIVESTMENT ACT.** CONSULTANT certifies that they are not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4. Individuals or companies on the Final Divestment List are ineligible to contract or subcontract with Local Government Units. (G.S. 143C-6A-6(a).) It is the responsibility of each vendor or consultant to monitor compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.
- 16. DIVESTMENT FROM COMPANIES THAT BOYCOTT ISRAEL.** CONSULTANT certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81. It is the responsibility of each vendor or consultant to monitor compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.
- 17. SPECIAL PROVISIONS.** Federal funding sources require additional contractual provisions to be included in contracts for compliance with applicable Federal, State and Local laws. All special provisions are included in "Attachment 3" which is hereby incorporated by reference and made a part of this Contract.
- 18. GOOD STANDING WITH COUNTY.** CONSULTANT certifies that it is not delinquent on any taxes, fees, or other debt owed by CONSULTANT to COUNTY. CONSULTANT covenants and agrees to remain current on any taxes, fees, or other debt owed by CONSULTANT to COUNTY during the Term of this Contract.
- 19. NOTICES.** All notices which may be required by this Contract, or any rule of law shall be effective when received by certified mail sent to the following addresses:
- |  |  |
|--|--|
| <p>COUNTY OF DUPLIN<br/>         Attn: Davis Brinson, County Manager<br/>         224 Seminary Street<br/>         PO Box 910<br/>         Kenansville, NC 28349<br/> <a href="mailto:dbrinson@duplincountync.com">dbrinson@duplincountync.com</a></p> | <p>INSIGHT PLANNING &amp; DEVELOPMENT, LLC<br/>         ATTN: C. Ryan Cox, President<br/>         5030 New Centre Drive, Suite A<br/>         Wilmington, NC 28403<br/> <a href="mailto:rcox@insight-pd.com">rcox@insight-pd.com</a></p> |
|--|--|
- 20. ENTIRE CONTRACT.** This Contract, including all Attachments and/or Exhibits, shall constitute the entire understanding between the COUNTY and CONSULTANT and shall supersede all prior understandings and agreements relating to the subject matter hereof and may be amended only by written mutual agreement of the parties.
- 21. HEADINGS.** The subject headings of the sections are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This Contract shall be deemed to have been drafted by both parties and no interpretation shall be made to the contrary.
- 22. EXISTENCE.** CONSULTANT warrants that it is a corporation duly organized, validly existing, and in good standing under the laws of the State of North Carolina and is duly qualified to do

business in the State of North Carolina and has full power and authority to enter into and fulfill all the terms and conditions of this contract.

- 23. AUTHORITY.** By execution hereof, the person signing for the CONSULTANT below certifies that he/she has read this Contract and that he/she is duly authorized to execute this Contract on behalf of the CONSULTANT.

IN TESTIMONY WHEREOF, the parties have expressed their agreement to these terms by causing this Service Contract to be executed by their duly authorized officer or agent.

**CONSULTANT**

\_\_\_\_\_  
**C. Ryan Cox, President**  
**Insight Planning & Development**

**DATE** \_\_\_\_\_

**DUPLIN COUNTY**

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

\_\_\_\_\_  
**Tracy Chestnutt, Finance Officer**

**DATE** \_\_\_\_\_

\_\_\_\_\_  
**Davis H. Brinson, County Manager**

**DATE** \_\_\_\_\_

“ATTACHMENT 1, 2, and 3” to follow

## ATTACHMENT 1 Scope of Services

The CONSULTANT will comply with all applicable requirements of the Grant Agreement for the Duplin County 2022 CDBG-NR Program (the “Project”) between the COUNTY and the NC Department of Commerce, Rural Economic Development Division, and will complete all work within the time specified in the grant agreement.

### **PROGRAM ADMINISTRATION**

Environmental Review Record

Additional Funding Conditions

General Program Management

Development and Maintenance of Plans and Policies

- A. Citizen Participation Plan
- B. Fair Housing Plan/Assessment of Fair Housing
- C. Equal Employment and Procurement Plan
- D. Section 3 Plan
- E. Section 504 Plan
- F. Language Access Plan
- G. Residential Anti-Displacement and Relocation Assistance Plan
- H. Complaints and Grievances Procedures for Compliance Plans
- I. Labor Standards Compliance
- J. Administrative Guidelines/Housing Assistance Policy

Development and Maintenance of Project File System

Quarterly Fair Housing Activities

Progress Reporting and Financial Management

- A. Annual Performance & Auxiliary Reports
- B. Review/Approval of Project Invoices
- C. Requisitioning of Expended Funds
- D. Semi-annual Labor Standards Reporting
- E. Closeout Performance Reports

Professional Services Procurement

- A. Development of Request for Proposals/Qualifications
- B. Management of the Evaluation and Award Process
- C. Contracting

ATTACHMENT 1 (continued)  
**Scope of Services**

Construction Services Procurement

- A. Development of Requests for Proposal
- B. Management of the Review and Evaluation Process/Bid Opening
- C. Management of Pre-Bid Conferences
- D. Award Process

Case Management

- A. Unit Income Verification/Application for Assistance
- B. Unit Specific Casefile Management
- C. Compliance Review and Case File Maintenance

Project Close-Out

**SERVICE DELIVERY**

Construction Management

- A. Unit Scope of Work Development and Cost Estimates
- B. Addressing of Unit-Specific SHPO Requirements, if applicable
- C. Coordination with Structural Engineer
- D. Conducting Pre-construction Conferences with Homeowner and Contractor
- E. Rehabilitation Inspection
- F. Labor Standards/Wage Interviews/Payroll Review/Reporting, if applicable

## ATTACHMENT 2 FEE SCHEDULE

The CONSULTANT bills on an hourly basis, based on actual hours worked on the project. Invoices will indicate number of hours worked by position in the table below and per task as outlined in ATTACHMENT 1.

Insight Planning & Development – Schedule of Hourly Rates	
Position	Hourly Rate
Principal	\$150.00
Community Development Director	\$135.00
Project Manager	\$125.00
Construction Manager	\$125.00
Construction Inspector	\$110.00
Compliance/Environmental Specialist	\$110.00
Program Administrator II	\$105.00
Program Administrator I	\$95.00
GIS Technician	\$80.00
Administrative/Clerical Staff	\$75.00

Appian Consulting Engineers – Schedule of Hourly Rates	
Position	Hourly Rate
Principal/President	\$165.00
Project Engineer (NC PE)	\$152.00
Project Engineer (Engineering Intern)	\$112.00
Senior CADD Manager	\$112.00
Drafting, CADD Technician	\$75.00
Construction Inspector/Project Manager	\$69.00
Field Technician (Tech 1)	\$69.00
Administration Staff	\$75.00

Appian Consulting Engineers – Schedule of Reimbursables	
Mileage	\$0.61/mile
Prints	\$2.15/sheet
Copies	\$0.25/sheet
Photos, Phone & Fax (long distance), etc.	At cost
Plan submission fees, permits, etc.	At cost
Mailings	At cost
It is Appian's practice to try to absorb all reasonable "reimbursable" expenses with the exception of mileage, and advertising and permit fees. If absorbing such expenses becomes overly burdensome, we will advise and request consideration for remuneration for overly burdensome reimbursable expenses.	

**ATTACHMENT 3**  
**SPECIAL PROVISIONS**  
**Provisions Required for Use of Federal Funds**

1. **CONFLICT OF INTEREST** (2 CFR Part §200.318 General procurement standards). Interest of Members, Officers, or Employees of the Recipient, Members of Local Governing Body, or Other Public Officials. No member, officer, or employee of the recipient, or its agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter, shall have any financial interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this agreement. Immediate family members of said members, officers, employees, and officials are similarly barred from having any financial interest in the program. The recipient shall incorporate, or cause to be incorporated, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to the purpose of this section.
2. **ACCESS TO RECORDS AND RECORD RETAINAGE CLAUSE**. In general, all official project records and documents must be maintained during the operation of this project and for a period of three years following closeout in compliance with 24 CFR §570.490.

The North Carolina Department of the Treasurer, U.S. Department of Housing and Urban Development, the Comptroller General of the United States, and the NC Department of Commerce, Rural Economic Development Division, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Administering Agency which are pertinent to the execution of this agreement, for the purpose of making audits, examinations, excerpts and transcriptions in compliance with the above Rule.

3. **NONDISCRIMINATION CLAUSE - SECTION 109, HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974**. No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds available under this title.
4. **AGE DISCRIMINATION ACT OF 1975, AS AMENDED - NONDISCRIMINATION ON THE BASIS OF AGE**. No qualified person shall on the basis of age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance.
5. **NONDISCRIMINATION ON THE BASIS OF DISABILITY – SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED**. No qualified disabled person shall on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.
6. **SECTION 3 CLAUSE**.
  - a. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.



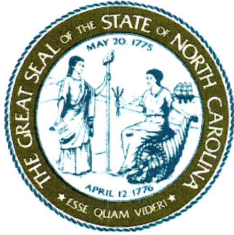
- b. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- c. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- d. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- e. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
- f. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- g. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

## **7. LOBBYING.**

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person by the undersigned for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned

shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- c. This is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.



## Certification of Eligibility Form

**Grantee:** Duplin County

**Grant Number:** \_\_\_\_\_

**Project Name:** CDBG – Neighborhood Revitalization

**This form must be included in all contracts obligated by grantees and paid with CDBG funds**

By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Federal Funded Government contracts by **29 CFR §5.12, 2 CFR § 2424, 2 CFR § 180.220, and 40 U.S. Code § 3144 - Authority to pay wages and list contractors violating contracts, Davis Bacon Act.**

No part of this contract shall be subcontracted to any person or firm ineligible for award of a Federal Funded Government contract by **29 CFR §5.12, 2 CFR § 2424, 2 CFR § 180.220, and 40 U.S. Code § 3144 - Authority to pay wages and list contractors violating contracts, Davis Bacon Act.**

The Federal Debarment and Suspension/ Purchase and Contract List ([www.sam.gov](http://www.sam.gov)) and the State of North Carolina Debarred Vendors/Purchase and Contract List (<http://ncadmin.nc.gov/government-agencies/procurement/contracts/debarred-vendors>) have been reviewed and the contractor or subcontractor has been determined to be eligible to participate in a CDBG assisted project.

We have attached the documentation proving eligibility (websites printout).

<b><u>Firm Information</u></b>	
Name:	Insight Planning & Development
Address:	5030 New Centre Drive, Suite A, Wilmington, NC 28403
Federal Identification Number or Social Security Number:	85-3144974
Representative Name and Title:	C. Ryan Cox, President
<b><u>Verification</u></b>	
Verification date:	
Verifying Officer Name and Title:	

\_\_\_\_\_  
 Firm Representative Date

\_\_\_\_\_  
 Verifying Officer Date

\_\_\_\_\_  
 Grantee Representative Date

## County Commissioners Agenda Request Form

Complete and submit this form along with any supporting documentation to request time on the county commissioner’s agenda. This is not required for items included on the consent agenda.

<b>Representative Name and Department:</b> Scotty Summerlin, Economic Development Commission	<b>Meeting Date:</b> March 20 <sup>th</sup> , 2023
<b>Subject:</b> NC Commerce Industrial Development Fund (Utility Account) Grant Award & Acceptance	
<b>Summary, explanation and background:</b> The Economic Development Commission, on behalf of Duplin County and Airpark Business & Industry Park, has applied for and received preliminary approval for a grant to extend utilities necessary to further develop the subject Park. The grant amount is \$2,750,500. A previous State allocation provided to the County of \$1,500,000 will serve as the required local match, as explained in the application. The full application requires the governing body’s approval of the subject Resolution accepting the grant award.	
<b>Requested Action:</b> Approve the RESOLUTION APPROVING NC COMMERCE INDUSTRIAL DEVELOPMENT FUND GRANT FOR AIRPARK DEVELOPMENT – EXTENSIONS OF WATER, SEWER AND ACCESS ROADS.	
Budget impact for this fiscal year: Set up Special Project Budget to receive revenue and expend funds.	
Budget impact for subsequent years: Continue Special Project Budget to receive revenue and expend funds.	
<b>Time needed to explain to Commissioners:</b> 3 minutes.	
<b>Attachments:</b> RESOLUTION APPROVING NC COMMERCE INDUSTRIAL DEVELOPMENT FUND GRANT FOR AIRPARK DEVELOPMENT – EXTENSIONS OF WATER, SEWER AND ACCESS ROADS	
<b>Instructions for what to do with attachments once approved:</b> Upon approval of the subject Resolution, send original executed document back to Duplin County EDC to be made a part of the full application.	

**Note:** Please have all signatures on any contracts, agreements, etc. prior to board meeting and give all copies to Trisha-Ann Hoskins by the agenda deadline. Remember, one original will be retained for the minutes.

*County of Duplin*

*Office of the County Commissioners*



**RESOLUTION APPROVING NC DEPARTMENT OF COMMERCE  
INDUSTRIAL DEVELOPMENT FUND GRANT FOR AIRPARK  
DEVELOPMENT – EXTENSIONS OF WATER, SEWER AND ACCESS ROADS**

**STATE OF NORTH CAROLINA  
COUNTY OF DUPLIN**

**BE IT RESOLVED**, that a grant from the North Carolina Department of Commerce (Industrial Development Fund Utility Account) through the County of Duplin be made to assist the Duplin Airpark Development Project for water mains, sewer mains, and access roads extensions.

**BE IT FURTHER RESOLVED**, that Duplin County will administer this grant in accordance with the rules and regulations of the North Carolina Department of Commerce.

**BE IT FURTHER RESOLVED**, that Duplin County will administer this grant through its County Finance Office.

**BE IT FURTHER RESOLVED**, that the grant will be monitored quarterly to assure compliance with the subject approved proposal and the North Carolina Department of Commerce regulations.

**BE IT FURTHER RESOLVED**, that the amount of the grant application will be \$2,750,500.00.

Adopted this the 20<sup>th</sup> day of December, 2021.

---

Dexter B. Edwards, Chairman  
Duplin County Board of Commissioners

Attest: \_\_\_\_\_  
Davis H. Brinson  
Clerk to the Board of Commissioners

*County of Duplin*

*Office of the County Commissioners*



**RESOLUTION APPROVING NC DEPARTMENT OF COMMERCE  
INDUSTRIAL DEVELOPMENT FUND GRANT FOR AIRPARK  
DEVELOPMENT – EXTENSIONS OF WATER, SEWER AND ACCESS ROADS**

**STATE OF NORTH CAROLINA  
COUNTY OF DUPLIN**

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Adopted this the 20<sup>th</sup> day of December, 2021.

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Dexter B. Edwards, Chairman  
Duplin County Board of Commissioners

Attest: \_\_\_\_\_  
Davis H. Brinson  
Clerk to the Board of Commissioners

*County of Duplin*

*Office of the County Commissioners*



**RESOLUTION APPROVING NC DEPARTMENT OF COMMERCE  
INDUSTRIAL DEVELOPMENT FUND GRANT FOR AIRPARK  
DEVELOPMENT – EXTENSIONS OF WATER, SEWER AND ACCESS ROADS**

**STATE OF NORTH CAROLINA  
COUNTY OF DUPLIN**

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Adopted this the 20<sup>th</sup> day of December, 2021.

---

Dexter B. Edwards, Chairman  
Duplin County Board of Commissioners

Attest: \_\_\_\_\_  
Davis H. Brinson  
Clerk to the Board of Commissioners

## County Commissioners Agenda Request Form

Complete and submit this form along with any supporting documentation to request time on the county commissioner’s agenda. This is not required for items included on the consent agenda.

Name / Department: Finance/Capital Projects	Meeting Date: March 20, 2023
Subject: Project Ordinance for Senior Services and Veterans Services Center	
Summary, explanation and background: General statute 159-13.2(c) states: If a local government or public authority intends to authorize a capital project or a grant project by a project ordinance, it shall not begin the project until it has adopted a balanced project ordinance for the life of the project. A project ordinance is balanced when revenues estimated to be available for the project equal appropriations for the project. A project ordinance shall clearly identify the project and authorize its undertaking, identify the estimated revenues that will finance the project, and make the appropriations necessary to complete the project. A local government or public authority may incur obligations and make disbursements authorized by the budget appropriations before receiving estimated revenues and may use available fund balance from the general fund or enterprise fund associated with the project to fund the disbursements. The County received State Capital Infrastructure grant funds and has capital reserve funds set aside for senior center construction in the capital reserve fund. A contractor has been chosen and authorized to proceed with the design of the project. The Board of Commissioners must authorize a project ordinance for the life of a project to expend funds for the Senior Services and Veterans Services Center Project.	
Requested Action: The board is requested to authorize a project ordinance to establish a project budget for the Senior Services and Veterans Services Center Project.	
Budget impact for this fiscal year: (Funds available, allocation needed, etc.) The project ordinance authorizes the use of grant funds and capital reserve-senior center funds to finance the capital project.	
Budget impact for subsequent years: (Funds available, allocation needed, etc.) N/A	
Time needed to explain to Commissioners: 5 minutes	
Attachments: Project Ordinance for Senior and Veteran’s Center	



Instructions for what to do with attachments once approved: Return original project ordinance to finance officer.

Note: Please have all signatures on any contracts, agreements, etc. prior to board meeting and give all copies to Trisha Hoskins by the agenda deadline. Remember, one original will be retained for the minutes

GRANT PROJECT ORDINANCE

BE IT ORDAINED by the Board of Commissioners of the County of Duplin, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. The project authorized is the Aging and Veteran’s Center Project in Fund 45

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Line Item	Description	Appropriation
4978-41040	Engineering Services	\$394,000
4978-41060	Construction	\$1,636,778
Total		\$2,030,778

Section 4. The following revenues are anticipated to be available to complete this project:

Line Item	Description	Appropriation
4978-34452	Transfer from Capital Reserve- Aging Set Aside	\$ 30,778
4978-39677	SCIF Grant	\$2,000,000
Total		\$2,030,778

Section 5. The finance officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records.

Section 6. The finance officer is directed to report financial status of each project element in Section 3 as directed by the grantor.

Section 7. The budget officer is directed to include project revenue and expenditures in the budget report to the board.

Section 8. Copies of the grant project ordinance shall be made available to the budget officer and the finance officer for direction in carrying out this project.

Adopted, this 20th day of March, 2023.

\_\_\_\_\_  
Dexter Edwards, Chairman

Board of Commissioners

\_\_\_\_\_  
Davis H Brinson, Clerk

Board of Commissioners

ATTEST: (seal)



## Month End Report February 2023



Airport Staff	Airport Commission Members		
George Futrelle	Jack Alphin, Chair	Roger Davis	Scotty Kennedy
Josh Raynor	Joe Bryant	Larry Debose, Vice Chair	Grey Morgan
A.J. Warren & Payne Bryan	A.J. Connors	Dexter Edwards	Jerry Tysinger
Hours of Operation			
Year-Round Schedule Effective July 1, 2021			
Sunday	1:00 pm – 6:00 pm		Closed Thanksgiving and Christmas Day Only
Monday - Friday	7:00 am – 6:00 pm		
Saturday	8:00 am – 6:00 pm		

FY 22/23	\$ SALES			# of Gallons			Previous FY Gallons
	Av-Gas	Jet-A	Total	Av-Gas	Jet-A	Total	
July	\$18,724.04	\$89,548.77	\$108,272.81	3,087.79	15,858.93	18,946.72	11,380.67
August	\$8,962.81	\$121,801.07	\$130,763.88	1,477.28	25,105.20	26,582.48	17,200.50
September	\$8,289.27	\$74,455.45	\$82,744.72	1,446.86	15,705.72	17,152.58	8,734.85
October	\$19,090.66	\$96,206.44	\$115,297.10	3,542.67	19,741.07	23,283.74	17,103.94
November	\$8,164.63	\$71,976.78	\$80,141.41	1,488.05	14,255.58	15,743.63	16,530.34
December	\$8,634.60	\$47,340.97	\$55,975.57	1,570.39	9,836.27	11,406.66	13,361.45
January	\$8,989.55	\$61,891.90	\$70,881.45	1,655.53	13,084.76	14,740.29	10,453.82
February	\$4,660.40	\$75,743.66	\$80,404.06	878.20	15,485.95	16,364.15	18,529.29
March			\$0.00			0.00	28,408.33
April			\$0.00			0.00	23,216.58
May			\$0.00			0.00	12,909.19
June			\$0.00			0.00	18,412.86
TOTAL	\$85,515.96	\$638,965.04	\$724,481.00	15,146.77	129,073.48	144,220.25	196,241.82

Products Sold	Feb	YTD	
Hangar/Shop Rental	4530-34547	\$8,555.00	\$133,470.00
Oil Sales	4530-34548	\$0.00	\$102.35
Call Out Fees	4530-34533	\$150.00	\$2,550.00
Ramp Fees	4530-34534	\$0.00	\$0.00
Vending	4530-34532	\$0.00	\$435.00
Tiedown Fees	4530-34535	\$0.00	\$0.00
Ground Lease	4530-34536	\$3,811.50	\$30,492.00
Misc Revenue	4530-38390	\$0.00	\$0.00
Fuel Sales	4530-34548	\$80,404.06	\$724,481.00
Total Sales- All Products	4530-34548	\$92,920.56	\$891,530.35

Projects	Project #	\$ Amount
Drainage Assess	7549	\$100,000.00
Drainage Repair	7549	\$310,000.00
*AWOS Tree Clear	7551	\$8,200.00
SCIF Grant for AirPark	TBD	\$1,500,000.00
Connector Txwy Desgn	TBD	\$97,625.00
Fuel Farm Design	TBD	\$99,931.00
*in-house-county funded project thus far		
Total Project \$		\$2,115,756.00

Av-Gas Sales So Far This Fiscal Year	
Percentage of Total Fuel Sales	11%
Percentage paid Full Price	45%
Percentage paid Discounted Rate	55%
Average Avgas Gallons Sold Per Month = 1,893	

Jet-A Sales So Far This Fiscal Year	
Percentage of Total Fuel Sales	89%
Percentage paid Full Price	10%
Percentage paid Discounted Rate	90%
Average Jet-A Gallons Sold Per Month = 16,134	

Operations YTD Totals			
	# Aircraft	# Operations	# Passengers
Jul	303	590	798
Aug	193	350	652
Sept	214	428	829
Oct	329	657	916
Nov	321	642	889
Dec	339	678	909
Jan	390	780	981
Feb	389	777	959
Mar			
Apr			
May			
Jun			
Totals	2478	4902	6933
Avg/Mth	309.8	612.8	866.6

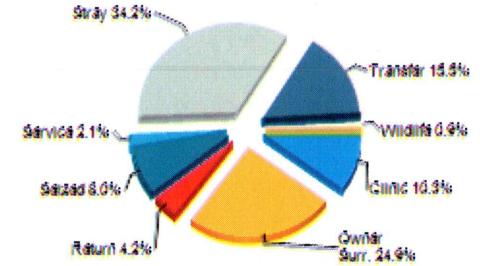
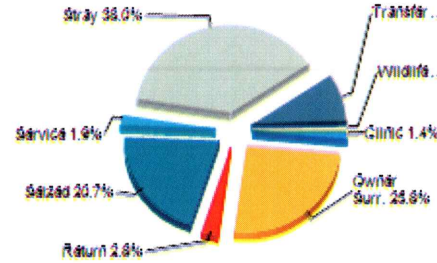
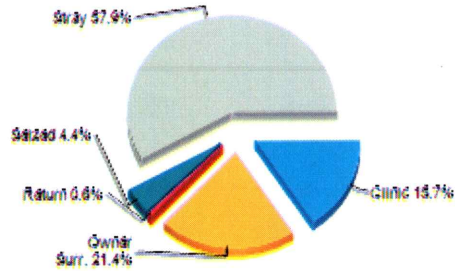
Recent Project Activity & Updates
February 2023 fuel sales up by 11% over January but still down compared to same month last year. Still trending well.
\$1.5 million in State Capital Infrastructure Funds awarded to Airport for EDC AirPark Road. Design underway-Bids April/May
NC Division of Aviation approved use of remaining NCFS Hangar funds to construct helicopter landing pad at NCFS site
Airfield infield drainage structure project completed-NCDOA funding the remaining structure repair; second phase to begin soon
Parrish & Partners ready to begin the design/bidding phase of New Connector Taxiway and New Fuel Farm Projects.
All new T-hangars & Legacy T-hangars fully occupied. Space still available in Community Hangar. None on waiting list.
Two recent trips to the General Assembly requesting funds. Assisting with other county special projects.

Other Miscellaneous Information	
Airport Commission meets 4th Tuesday's at 7PM	
Check us out on Facebook-Duplin County Airport	
DPL Total Economic Impact is \$70,000,000.00	
2023 Based Aircraft Value is \$37,626,623.00	
Based A/C values up \$847,000 over last year	
38 Based Aircraft	
All capital projects 90% or 100% funded by State/FAA	
Half-way between New York and Miami	
Preferred Refueling Stop	

## Shelter Statistics - Intake

Start Date: February 01, 2023  
End Date: February 28, 2023

USNC100 Duplin County Animal Services	Your Shelter					North Carolina (59 organizations) <small>does not include your shelter's data</small>					United States (1331 organizations) <small>does not include your shelter's data</small>				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+		< year	year+	< year	year+		< year	year+	< year	year+	
<b>Intakes That were:</b>															
Previously Altered	0	5	0	3	0	113	360	159	277	1	4,726	13,535	5,519	12,442	217
<b>Totals by Intake</b>															
Clinic	2	18	2	3	0	8	50	8	7	0	2,180	3,308	2,992	4,348	91
Owner Surrender	16	16	0	2	0	278	396	296	315	37	6,420	8,812	5,593	8,653	1,817
Return	0	1	0	0	0	25	52	28	36	3	1,020	2,280	633	1,268	90
Seized	2	5	0	0	0	106	450	107	344	56	1,687	5,281	561	1,946	542
Service	0	0	0	0	0	18	15	15	49	0	214	931	301	1,159	35
Stray	15	39	0	38	0	287	780	266	597	23	8,374	16,980	6,131	10,743	805
Transfer	0	0	0	0	0	129	110	128	91	0	6,836	4,824	3,683	3,835	259
Wildlife	0	0	0	0	0	0	0	0	0	23	0	0	0	0	1,072
<b>Total</b>	<b>35</b>	<b>79</b>	<b>2</b>	<b>43</b>	<b>0</b>	<b>851</b>	<b>1,853</b>	<b>848</b>	<b>1,439</b>	<b>142</b>	<b>26,731</b>	<b>42,416</b>	<b>19,894</b>	<b>31,952</b>	<b>4,711</b>



Earliest entry: 2/1/2023  
Latest entry: 2/28/2023

Daily Use Date: 11/2/2013  
Run Date: 3/8/2023 9:17:04 AM





## Shelter Statistics - Outcome

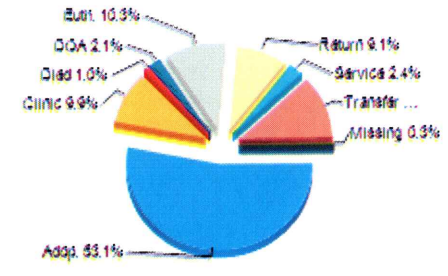
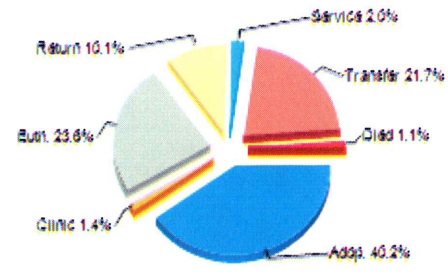
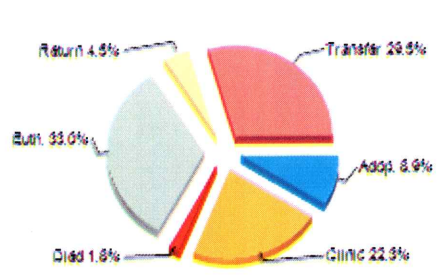
Start Date: February 01, 2023  
End Date: February 28, 2023

USNC100 Duplin County Animal Services	Your Shelter					North Carolina (59 organizations) <small>does not include your shelter's data</small>					United States (1331 organizations) <small>does not include your shelter's data</small>				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+		< year	year+	< year	year+		< year	year+	< year	year+	
<b>Person</b>															
A) Have Email Address	1	3	2	1	0	301	493	495	423	23	15,718	20,663	16,730	17,769	2,090
B) Have Phone Number	5	25	2	5	3	430	1,039	652	617	48	18,349	29,959	19,628	22,587	2,706
C) Have ZipCode	1	1	2	1	3	434	1,028	631	588	48	18,104	29,559	19,317	21,868	2,685
<b>Totals by Outcome</b>															
Adoption	3	5	0	2	0	384	601	612	515	44	15,048	18,038	16,313	16,291	2,482
Clinic	2	18	2	3	0	8	50	8	7	0	2,197	3,164	2,964	4,296	54
Died	0	1	0	1	0	7	11	12	10	0	300	242	266	348	143
DOA	0	0	0	0	0	0	7	0	5	5	72	1,035	28	1,071	439
Euthanasia	2	8	0	27	0	52	468	73	638	35	1,152	6,788	521	3,903	889
Missing	0	0	0	0	0	0	0	0	0	0	13	54	14	26	1
Return To Owner	0	2	0	0	3	42	393	23	77	4	1,125	8,943	269	1,267	130
Service	0	0	0	0	0	11	12	12	71	1	185	433	459	2,031	16
Transfer	9	23	0	1	0	236	351	225	342	8	4,156	4,902	1,985	3,723	406
Wildlife	0	0	0	0	0	0	0	0	0	1	0	0	0	0	253
<b>Total</b>	<b>16</b>	<b>57</b>	<b>2</b>	<b>34</b>	<b>3</b>	<b>740</b>	<b>1,893</b>	<b>965</b>	<b>1,665</b>	<b>98</b>	<b>24,248</b>	<b>43,599</b>	<b>22,819</b>	<b>32,956</b>	<b>4,813</b>

Earliest entry: 2/1/2023  
Latest entry: 2/28/2023

Daily Use Date: 11/2/2013  
Run Date: 3/8/2023 9:17:04 AM





Earliest entry: 2/1/2023  
 Latest entry: 2/28/2023

Daily Use Date: 11/2/2013  
 Run Date: 3/8/2023 9:17:04 AM

EMPOWERING ANIMAL WELFARE THROUGH DATA MANAGEMENT



## Shelter Statistics - Avg Length of Stay by Intake Type

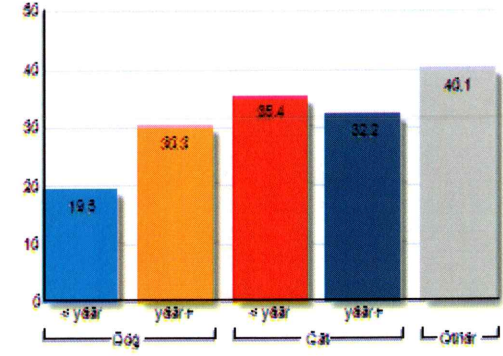
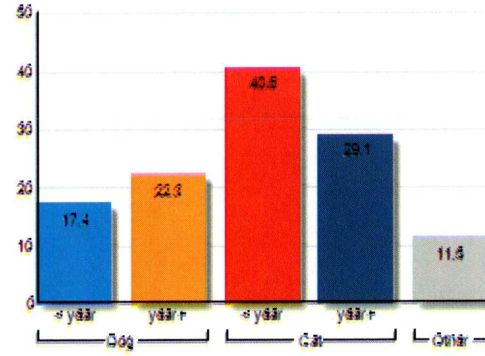
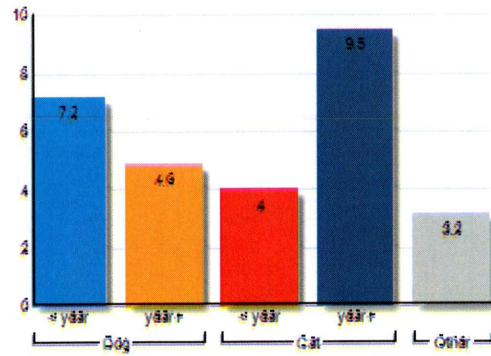
Start Date: February 01, 2023  
End Date: February 28, 2023

*does not include your shelter's data*

*does not include your shelter's data*

USNC100  
Duplin County Animal Services

Intake Type	Your Shelter					North Carolina (59 organizations)					United States (1331 organizations)				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+		< year	year+	< year	year+		< year	year+	< year	year+	
Clinic	0	0	4	0.6	0	0	0	0	0	0	2	2	1.6	1	0.9
Owner Surrender	6.1	0	0	13.9	0	16.7	21.6	36.4	47.3	24.1	19.5	30.6	31.6	36.9	27.8
Return	0	0	0	0	0	14.9	30.5	13.9	55.6	67.1	11.9	44.7	15.4	50.6	23.4
Seized	10.5	7.4	0	0	3.2	20	23	43.3	14.5	1.9	21.5	34.2	46.1	32.3	22.5
Service	0	0	0	0	0	1.2	7.5	3	2.7	0	10.7	6.5	7.2	3	27.5
Stray	8.2	7.3	0	10.2	0	16.3	22.1	53.2	28.6	1.7	23.3	32	56.7	41.3	35.9
Transfer	0	0	0	0	0	22.3	30.3	24	17.6	0	22	36.8	25.6	32.2	44.7
Wildlife	0	0	0	0	0	0	0	0	0	0.4	0	0	0	0	79.9
<b>Total</b>	<b>7.2</b>	<b>4.9</b>	<b>4</b>	<b>9.5</b>	<b>3.2</b>	<b>17.4</b>	<b>22.3</b>	<b>40.6</b>	<b>29.1</b>	<b>11.5</b>	<b>19.5</b>	<b>30.3</b>	<b>35.4</b>	<b>32.2</b>	<b>40.1</b>



Earliest entry: 2/1/2023  
Latest entry: 2/28/2023

Daily Use Date: 11/2/2013  
Run Date: 3/8/2023 9:17:04 AM







## Shelter Statistics - Avg Length of Stay by Outcome Type

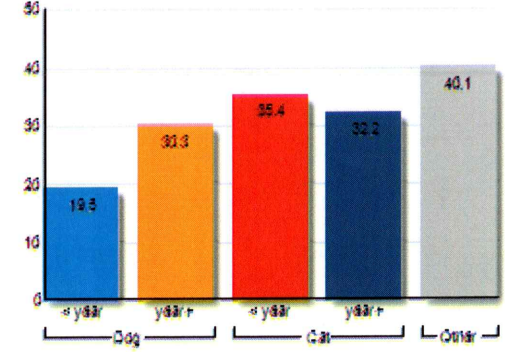
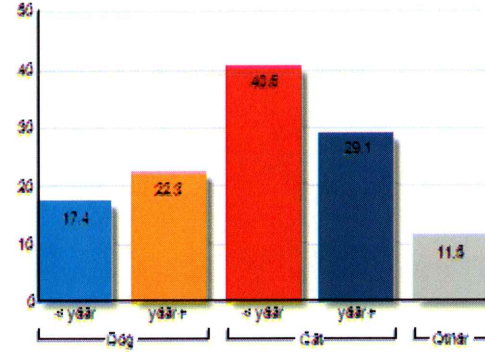
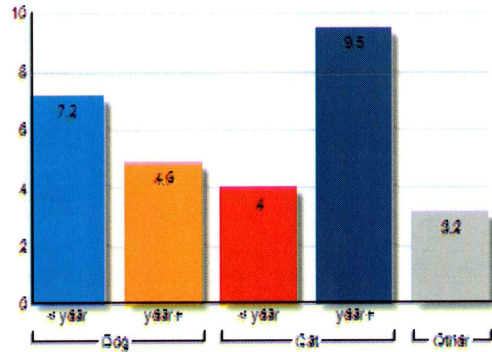
Start Date: February 01, 2023  
End Date: February 28, 2023

*does not include your shelter's data*

*does not include your shelter's data*

USNC100  
Duplin County Animal Services

Outcome Type	Your Shelter					North Carolina (59 organizations)					United States (1331 organizations)				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+		< year	year+	< year	year+		< year	year+	< year	year+	
Adoption	6	17.2	0	16	0	21.6	41	51.9	41.7	22.9	24.5	47.5	42.8	46.9	34.1
Clinic	0	0	4	0.6	0	0	0	0	0	0	2	2.1	1.2	1.4	4.3
Died	0	0	0	13.9	0	13.1	62.9	25.8	12.1	0	20.6	113.7	42.9	170.3	23.6
Euthanasia	6.1	8.8	0	10.1	0	18.6	17	7.3	10.9	0.4	13.8	19.6	15.5	19.6	56.7
Missing	0	0	0	0	0	0	0	0	0	0	71.8	915.7	130.1	105.7	19
Return To Owner	0	3	0	0	3.2	2.3	6.9	7.5	7.3	1.3	5.3	3.9	18.4	11.3	3.2
Service	0	0	0	0	0	0	0.2	4.1	1.9	5	5.2	7.7	8.2	6.2	27.2
Transfer	9.4	5	0	2.8	0	14.6	17.6	28.2	56.4	11.7	16.6	43.2	38.3	33.8	24.1
Wildlife	0	0	0	0	0	0	0	0	0	0	0	0	0	0	172.7
<b>Total</b>	<b>7.2</b>	<b>4.9</b>	<b>4</b>	<b>9.5</b>	<b>3.2</b>	<b>17.4</b>	<b>22.3</b>	<b>40.6</b>	<b>29.1</b>	<b>11.5</b>	<b>19.5</b>	<b>30.3</b>	<b>35.4</b>	<b>32.2</b>	<b>40.1</b>



Earliest entry: 2/1/2023  
Latest entry: 2/28/2023

Daily Use Date: 11/2/2013  
Run Date: 3/8/2023 9:17:04 AM



## Shelter Statistics – Animal Care Days by Intake Type

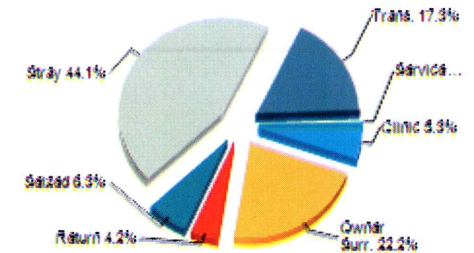
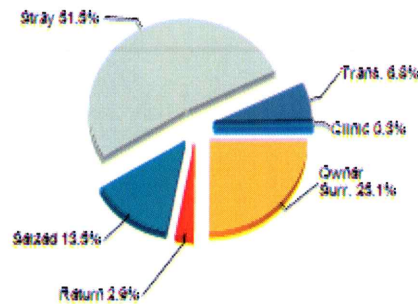
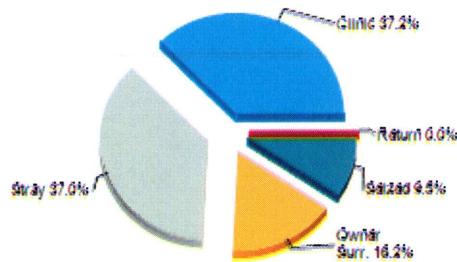
Start Date: February 01, 2023  
End Date: February 28, 2023

*does not include your shelter's data*

*does not include your shelter's data*

USNC100  
Duplin County Animal Services

Intake Type	Your Shelter					North Carolina (59 organizations)					United States (1331 organizations)				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+		< year	year+	< year	year+		< year	year+	< year	year+	
Clinic	196	616	8	58	0	28	0	84	0	0	61829	159763	55847	63624	769
Owner Surrender	170	180	0	33	0	13582	17503	18510	16927	1439	255270	404402	339077	372121	70107
Return	0	0	0	0	0	811	4295	401	2202	116	29707	140867	21161	77559	3035
Seized	15	91	0	28	92	5507	15215	6741	7757	1138	63210	184842	48730	82977	30249
Service	0	0	0	0	0	76	89	159	153	0	3059	9012	3398	6016	1144
Stray	135	318	1	417	0	13887	64488	29922	29904	873	438998	855166	826731	706348	33367
Transfer	0	0	0	0	0	6029	6138	4014	1938	252	299269	382763	234347	188114	20400
Wildlife	0	0	0	0	0	0	0	0	0	117	0	0	0	0	11369
<b>Total</b>	<b>516</b>	<b>1205</b>	<b>9</b>	<b>536</b>	<b>92</b>	<b>39920</b>	<b>107728</b>	<b>59831</b>	<b>58882</b>	<b>3936</b>	<b>1151343</b>	<b>2136816</b>	<b>1529291</b>	<b>1496759</b>	<b>170441</b>



Earliest entry: 2/1/2023  
Latest entry: 2/28/2023

Daily Use Date: 11/2/2013  
Run Date: 3/8/2023 9:17:04 AM





## Shelter Statistics – Animal Care Days by Outcome Type

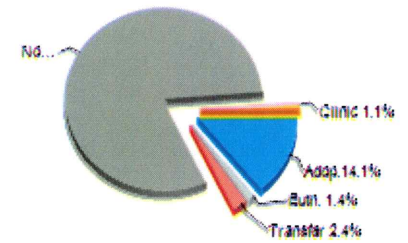
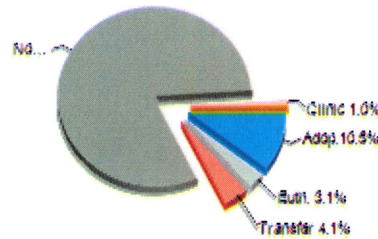
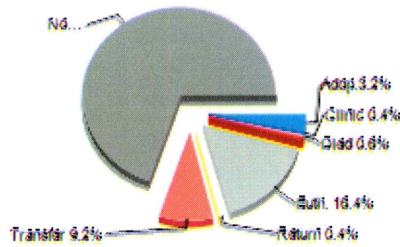
Start Date: February 01, 2023  
End Date: February 28, 2023

*does not include your shelter's data*

*does not include your shelter's data*

USNC100  
Duplin County Animal Services

Outcome Type	Your Shelter					North Carolina (59 organizations)					United States (1331 organizations)				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+		< year	year+	< year	year+		< year	year+	< year	year+	
Adoption	30	20	1	25	0	5431	7674	9444	5477	369	216119	237786	227870	198691	32958
Clinic	0	0	8	2	0	0	0	0	0	0	2992	3006	2547	4027	60
Died	0	0	0	14	0	106	95	230	247	0	3661	2060	2900	3033	826
Euthanasia	12	61	0	314	0	920	3450	847	3109	8	12981	51164	4724	18378	1746
Missing	0	0	0	0	0	0	0	28	0	0	434	519	558	300	19
Return To Owner	0	2	0	0	8	157	998	165	394	5	4522	21591	1791	5964	452
Service	0	0	0	0	0	0	2	115	145	2	595	2234	2448	7248	180
Transfer	96	118	0	3	0	2061	3263	2537	3282	69	46024	52781	21937	28740	3971
Wildlife	0	0	0	0	0	0	0	0	0	0	0	0	0	0	366
No Outcome	377	1004	0	179	84	31245	92246	46466	46227	3483	864015	1765675	1264517	1230375	129862
<b>Total</b>	<b>516</b>	<b>1205</b>	<b>9</b>	<b>536</b>	<b>92</b>	<b>39920</b>	<b>107728</b>	<b>59831</b>	<b>58882</b>	<b>3936</b>	<b>1151343</b>	<b>2136816</b>	<b>1529291</b>	<b>1496759</b>	<b>170441</b>



Earliest entry: 2/1/2023  
Latest entry: 2/28/2023

Daily Use Date: 11/2/2013  
Run Date: 3/8/2023 9:17:04 AM



## Shelter Statistics - Fees and Revenue

Start Date: February 01, 2023

End Date: February 28, 2023

*does not include your shelter's data*

*does not include your shelter's data*

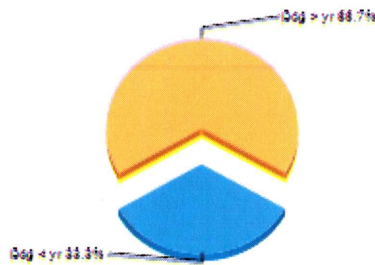
USNC100

Duplin County Animal Services

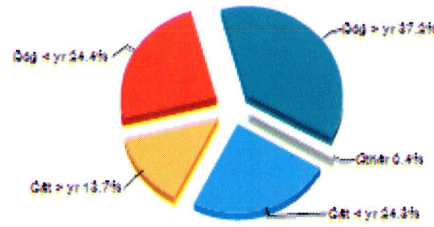
### Intake Revenue

	Your Shelter					North Carolina (59 organizations)					United States (1331 organizations)				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+		< year	year+	< year	year+		< year	year+			
<b>Fees</b>															
Avg Fees (\$)	0	0	0	0	0	21	15	25	22	25	54	69	48	52	34
Total Revenue (\$)	0	0	0	0	0	85	90	100	180	25	23,133	129,218	25,301	81,115	10,825
<b>Adoption Revenue</b>															
<b>Fees</b>															
Avg Fees (\$)	10	10	0	0	0	126	98	78	49	14	245	122	102	68	38
Total Revenue (\$)	10	20	0	0	0	13,825	21,075	13,732	7,741	230	1,636,347	1,070,689	648,890	538,944	44,457

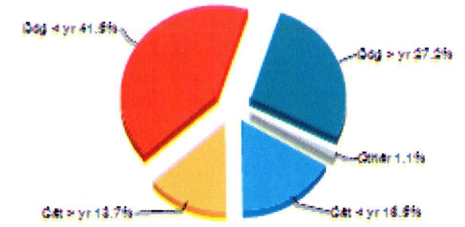
**Total Adoption Revenue**



**Total Adoption Revenue**



**Total Adoption Revenue**



Earliest entry: 2/1/2023

Latest entry: 2/28/2023

Daily Use Date: 11/2/2013

Run Date: 3/8/2023 9:17:04 AM



# Intake Detail Report

Print Date **Wednesday, March 8, 2023**

Intake StartDate **2/1/2023**  
 Intake EndDate **2/28/2023**  
 Intake Type **All**  
 Intake SubType **All**  
 Species **All**  
 DOA **All**  
 Intake Status **Completed**

Jurisdiction **All**  
 Injury Cause **All**  
 PreAltered **All**  
 Site Name **All**  
 Age Group **All**  
 Animal Tag Type **All**

<u>Animal#</u>	<u>Animal Name</u>	<u>Species</u>	<u>Breed</u>	<u>Age</u>	<u>Gender</u>	<u>Color</u>	<u>PreAltered</u>	<u>IntakeDate</u>	<u>Intake Type</u>	<u>PetID</u>
<u>ARN</u>	<u>Tag type</u>	<u>Size</u>	<u>Location / Sublocation</u>	<u>Altered</u>	<u>Danger</u>	<u>Danger Reason</u>	<u>S/N</u>	<u>By</u>	<u>Subtype</u>	<u>DOA</u>
<b>Clinic</b>							<b>Total Intakes: 25</b>	<b>Total Unique Animals: 25</b>		
<b>Owner/Guardian Surrender</b>							<b>Total Intakes: 34</b>	<b>Total Unique Animals: 34</b>		
<b>Return</b>							<b>Total Intakes: 1</b>	<b>Total Unique Animals: 1</b>		
<b>Seized / Custody</b>							<b>Total Intakes: 9</b>	<b>Total Unique Animals: 9</b>		
<b>Stray</b>							<b>Total Intakes: 92</b>	<b>Total Unique Animals: 92</b>		

**Total Count: 161**

# Outcome Summary Report

Print Date Wednesday, March 8, 2023

Outcome StartDate	2/1/2023 12:00 AM	Outcome Type	All
Outcome EndDate	2/28/2023 11:59 PM	Outcome SubType	All
Species	All	Jurisdiction	All
Age Group	All	TransferOut Reason	All
Site	All	Outcome Status	Completed

<u>Animal#</u>	<u>Name</u>	<u>Species</u>	<u>Primary Breed</u>	<u>Age</u>	<u>Sex</u>	<u>Alter</u>	<u>Outcome Type</u>	<u>Outcome SubType</u>	<u>Outcome By</u>	<u>Recorded By</u>
<u>ARN#</u>	<u>Secondary Breed</u>	<u>Danger</u>	<u>Danger Reason</u>	<u>Jurisdiction</u>	<u>TransferOut Reason</u>	<u>Outcome Date/Time</u>				
<b>Adoption</b>							<b>Total Outcomes: 10</b>	<b>Total Unique Animals: 9</b>		
<b>Clinic Out</b>							<b>Total Outcomes: 25</b>	<b>Total Unique Animals: 25</b>		
<b>Died</b>							<b>Total Outcomes: 2</b>	<b>Total Unique Animals: 2</b>		
<b>Euthanasia</b>							<b>Total Outcomes: 37</b>	<b>Total Unique Animals: 37</b>		
<b>Return to Owner/Guardian</b>							<b>Total Outcomes: 5</b>	<b>Total Unique Animals: 5</b>		
<b>Transfer Out</b>							<b>Total Outcomes: 33</b>	<b>Total Unique Animals: 33</b>		
<b>Total Count:</b>								<b>112</b>		

# Case Detail

Print Date **Wednesday, March 8, 2023**

Case Category	<b>All</b>	Case Result	<b>All</b>	Include Activities	<b>False</b>
Case Type	<b>All</b>	Case Result By	<b>All</b>	Include Conditions	<b>False</b>
Case SubType	<b>All</b>	Case Memo Type	<b>All</b>	Include Memos	<b>False</b>
Case Status	<b>All</b>	Include Case Address	<b>False</b>	Include Violations	<b>False</b>
Case Officer	<b>All</b>	Include Animal Info	<b>False</b>	Based On	<b>Case Date/Time</b>
Officer Site	<b>All</b>	Include Person Info	<b>False</b>	Date From	<b>2/1/2023 12:00 AM</b>
Case Jurisdiction	<b>All</b>	Include Animals	<b>False</b>	Date To	<b>2/28/2023 11:59 PM</b>
City	<b>All</b>	Include Persons	<b>False</b>		
Patrol Area	<b>All</b>				

<u>Case#</u>	<u>Case Category</u>	<u>Case Type</u>	<u>Case Date/Time</u>	<u>Case Status</u>	<u>Case Officer</u>	<u>Case Jurisdiction</u>	<u>Case Result</u>	<u>Case Result Date/Time</u>
	<u>Case Reference #</u>	<u>Case SubType</u>	<u>Reported Date/Time</u>			<u>Patrol Area</u>	<u>Case Result By</u>	<u>Case Review Date/Time</u>

<b>Bite / Scratch</b>								<b>1</b>
<b>Enforcement</b>								<b>10</b>
<b>KILLED DOMESTICATED ANIMAL</b>								<b>1</b>
<b>Owner Surrender in Field</b>								<b>1</b>
<b>Stray</b>								<b>35</b>
<b>Welfare Check</b>								<b>8</b>

**Total Count: 56**

# Revenue Report

Print Date Wednesday, March 8, 2023

Receipt Date From	2/1/2023 12:00:00 AM	Item	All
Receipt Date To	2/28/2023 11:59:00 PM	Item Group	All
Account Code	All	Site	All
Cash Drawer	All	Payment Type	All
Refunds	Include		

<u>Receipt#</u>	<u>Account</u>	<u>Receipt Date</u>	<u>Animal</u>	<u>Person</u>	<u>Payment</u>	<u>Subtotal</u>	<u>Discount</u>	<u>Reason</u>	<u>Tax</u>	<u>Total Due</u>	<u>Total</u>
<u>Paid Cash</u>		<u>Paid Check</u>		<u>Paid Debit</u>		<u>Paid Credit Card</u>		<u>Paid Gift Card</u>		<u>Paid Voucher</u>	
<u>Item</u>	<u>Code</u>	<u>Cash Drawer</u>			<u>Type</u>	<u>(# Units @ Price)</u>	<u>Staff Person</u>	<u>Reference</u>		<u>Total Paid</u>	
<u>Item Number</u>		<u>IRN</u>			<u>UPC#</u>	<u>Item Type</u>		<u>Item Category</u>		<u>Late Fee</u>	
<u>(# Units @ Cost)</u>		<u>Markup %</u>	<u>Tax Code 1 (\$)</u>		<u>Tax Code 2 (\$)</u>		<u>Discount %</u>	<u>Site</u>			

<b>*CANINE ADOPTION FEE</b>	Group % of Total Sales: 2.93%	<u>SubTotal</u>	<u>Discount</u>	<u>Tax</u>	<u>Total Due / Paid</u>	<u>Total</u>
		\$40.00	\$0.00	\$0.00	\$0.00/\$40.00	\$40.00
<No Account Code>	<b>Total Items: 4</b>	\$40.00	\$0.00	\$0.00	\$40.00	\$40.00
<b>*LONNIE'S ANGELS 72-22065</b>	Group % of Total Sales: 7.33%	<u>SubTotal</u>	<u>Discount</u>	<u>Tax</u>	<u>Total Due / Paid</u>	<u>Total</u>
		\$100.00	\$0.00	\$0.00	\$0.00/\$100.00	\$100.00
<No Account Code>	<b>Total Items: 1</b>	\$100.00	\$0.00	\$0.00	\$100.00	\$100.00
<b>*RESCUE DOG TRANSFER FEES</b>	Group % of Total Sales: 5.50%	<u>SubTotal</u>	<u>Discount</u>	<u>Tax</u>	<u>Total Due / Paid</u>	<u>Total</u>
		\$75.00	\$0.00	\$0.00	\$0.00/\$75.00	\$75.00
4380-34346	<b>Total Items: 3</b>	\$75.00	\$0.00	\$0.00	\$75.00	\$75.00
<b>1BORDETELLA BRONCHISEPTICA</b>	Group % of Total Sales: 2.93%	<u>SubTotal</u>	<u>Discount</u>	<u>Tax</u>	<u>Total Due / Paid</u>	<u>Total</u>
		\$40.00	\$0.00	\$0.00	\$0.00/\$40.00	\$40.00
<No Account Code>	<b>Total Items: 4</b>	\$40.00	\$0.00	\$0.00	\$40.00	\$40.00
<b>1CANINE VOUCHER 72-2206-001</b>	Group % of Total Sales: 38.13%	<u>SubTotal</u>	<u>Discount</u>	<u>Tax</u>	<u>Total Due / Paid</u>	<u>Total</u>
		\$520.00	\$0.00	\$0.00	\$0.00/\$520.00	\$520.00
<No Account Code>	<b>Total Items: 5</b>	\$520.00	\$0.00	\$0.00	\$520.00	\$520.00
<b>1Duramune Max 5 VACCINE ONLY</b>	Group % of Total Sales: 2.93%	<u>SubTotal</u>	<u>Discount</u>	<u>Tax</u>	<u>Total Due / Paid</u>	<u>Total</u>
		\$40.00	\$0.00	\$0.00	\$0.00/\$40.00	\$40.00
<No Account Code>	<b>Total Items: 4</b>	\$40.00	\$0.00	\$0.00	\$40.00	\$40.00



# Revenue Report

		<u>SubTotal</u>	<u>Discount</u>	<u>Tax</u>	<u>Total Due / Paid</u>	<u>Total</u>
<b>1RABVAC1</b>	Group % of Total Sales: 7.33%	\$100.00	\$0.00	\$0.00	\$0.00/\$100.00	\$100.00
<No Account Code>	<b>Total Items: 10</b>	\$100.00	\$0.00	\$0.00	\$100.00	\$100.00
<b>BUILDING DONATION 71-3438-381</b>	Group % of Total Sales: 1.39%	\$18.93	\$0.00	\$0.00	\$0.00/\$18.93	\$18.93
<No Account Code>	<b>Total Items: 1</b>	\$18.93	\$0.00	\$0.00	\$18.93	\$18.93
<b>DAILY BOARDING (LIVESTOCK)</b>	Group % of Total Sales: 4.40%	\$60.00	\$0.00	\$0.00	\$0.00/\$60.00	\$60.00
<No Account Code>	<b>Total Items: 2</b>	\$60.00	\$0.00	\$0.00	\$60.00	\$60.00
<b>LONNIE'S ANGELS VOUCHER</b>	Group % of Total Sales: 16.86%	\$230.00	\$0.00	\$0.00	\$0.00/\$230.00	\$230.00
72-22065	<b>Total Items: 1</b>	\$230.00	\$0.00	\$0.00	\$230.00	\$230.00
<b>MICROCHIP</b>	Group % of Total Sales: 2.20%	\$30.00	\$0.00	\$0.00	\$0.00/\$30.00	\$30.00
<No Account Code>	<b>Total Items: 1</b>	\$30.00	\$0.00	\$0.00	\$30.00	\$30.00
<b>RECLAIM LIVESTOCK</b>	Group % of Total Sales: 3.67%	\$50.00	\$0.00	\$0.00	\$0.00/\$50.00	\$50.00
<No Account Code>	<b>Total Items: 1</b>	\$50.00	\$0.00	\$0.00	\$50.00	\$50.00
<b>VET FEES</b>	Group % of Total Sales: 4.40%	\$60.00	\$0.00	\$0.00	\$0.00/\$60.00	\$60.00
<No Account Code>	<b>Total Items: 1</b>	\$60.00	\$0.00	\$0.00	\$60.00	\$60.00
<b>Total Price:</b>	\$1,363.93					
<b>Total Revenue</b>	\$1,363.93					
<b>Total Discount:</b>	\$0.00					
<b>Total Tax:</b>	\$0.00					
<b>Grand Total:</b>	\$1,363.93					
		<b>Total # Units Sold:</b>		<b>38</b>		
		<b>Total Cost:</b>		<b>\$47.76</b>		
		<b>Markup % Total - For All Items:</b>		<b>\$107.70</b>		
		<b>Markup % Total - Only for Inventory Items:</b>		<b>\$0.00</b>		
		<b>Total Cost % against Total Sales:</b>		<b>3.10%</b>		

<b>DUPLIN COUNTY BUILDING INSPECTIONS ACTIVITY SEPTEMBER 2022 TO FEBRUARY 2023</b>	<b>September-22</b>	<b>October-22</b>	<b>November-22</b>	<b>December-22</b>	<b>January-23</b>	<b>February-23</b>
<b>NUMBER OF INSPECTIONS</b>	766	836	806	796	660	647
<b>NOTES</b>	<b>FLORENCE RECOVERY</b>	<b>FLORENCE RECOVERY</b>	<b>FLORENCE RECOVERY</b>	<b>FLORENCE RECOVERY</b>	<b>FLORENCE RECOVERY</b>	<b>FLORENCE RECOVERY</b>
<b>BUILDING PERMITS ISSUED</b>						
NEW RESIDENCE	7	13	7	6	6	10
RESIDENTIAL ADDITION/RENOVATION/ALTERATIONS	7	7	4	6	8	6
COMMERCIAL/MULTI FAMILY NEW CONSTRUCTION	1	3	1	1	0	1
COMMERICAL ADDITION/RENOVATION/UPFIT	9	12	6	8	7	6
MANUFACTURED/MODULAR HOMES	29	20	21	18	12	24
SIGNS/ABC/DAYCARE/POOL/OTHER	13	8	10	11	9	7
STORM DAMAGE RENOVATION	0	0	0	0	0	0
RELOCATED BUILDING	0	0	0	0	0	1
STORAGE BLDG./DECK/PORCH	1	5	5	2	5	9
<b>ELECTRICAL PERMITS ISSUED</b>						
GENERAL ELECTRICAL	133	111	94	82	111	126
POULTRY/SWINE HOUSES	6	0	8	18	0	6
POOL BONDING	0	2	2	0	0	2
<b>MECHANICAL PERMITS ISSUED</b>						
MECHANICAL	67	61	50	55	65	52
<b>PLUMBING PERMITS ISSUED</b>						
PLUMBING	72	57	47	47	62	52
GAS PIPING	16	11	15	7	15	12
<b>INSULATION PERMITS ISSUED</b>						
INSULATION	1	0	0	1	1	0
<b>FEES COLLECTED</b>	<b>36,492.22</b>	<b>39,657.58</b>	<b>28,919.76</b>	<b>26,689.36</b>	<b>31,445.86</b>	<b>35,474.20</b>

<b>DUPLIN COUNTY COMMUNICATIONS/911 ADDRESSING</b>	<b>2023</b>	<b>2023</b>	<b>2022</b>	<b>2022</b>	<b>2022</b>	<b>2022</b>
	February	January	December	November	October	September
TOTAL # OF ADDRESSING RECORDS	488,850	48,835	48,832	48,816	48,802	48,774
TOTAL # OF ROADS, LANES & STREETS	2088	2088	2088	2088	2087	2086
TOTAL # TELEPHONE CO RECORD CHANGES	181	299	118	896	378	146
KEYING ACTIVITY REPORT	105	101	63	87	124	109
DAILY AVERAGE DOWNLOAD FROM CENTURYLINK	45	59	29	298	75	48
NEW ADDRESS ASSIGNED	20	16	20	30	41	29
RESIDENTIAL	16	14	16	15	30	21
BUSINESS	2	0	1	1	0	2
FARMS	0	0	0	0	1	1
OTHER	2	2	2	14	10	5
FIELD VERIFIED ADDRESS FOR PHONE CO/USPS	14	0	1	3	12	8
ADDRESS CHANGED	1	0	2	6	8	2
ROAD SIGNS INSTALLED OR REPAIRED	172	81	115	66	98	110
ROAD SIGNS MADE IN HOUSE	28	6	44	21	19	40
POST TAKEN FROM INVENTORY	8	2	13	4	2	9
AT NUMBERS (INTERSECTIONS)	73	40	36	33	41	45
MAPS MADE IN HOUSE	4	3	0	0	1	9
CENTERLINE WORK	9	2	2	14	7	12
ADDRESS POINTS	22	54	7	117	76	60
NUMBER OF 911 CALLS	8162	8095	7838	8272	8361	8212
<b>Submitted by Melissa B Kennedy, March 2, 2023</b>						

Maintenance Type	Solid Waste Disposal			Collections			Water					
	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost
Brakes & Rotors	1420.48	165.57	1589.05							705.87	129.67	835.54
Def Refuel	722.85		722.85	462.15		462.15	181.7		181.7			
Diesel Truck Service	2715.98	233.38	2949.36	1596.14	155.59	1751.73	1119.84	77.79	1197.63			
Diesel Equipment Service												
Garage Road Call	195.89		195.89									
General Repair	6241.22	596.46	6837.68	1242.85	401.95	1644.8	93.15	64.84	157.99	18.36	12.97	31.33
Oil Change/Service	1542.86	622.4	2165.26				28.16	51.87	80.03	58.09	77.81	135.9
Outside Repairs	11878.74		11878.74									
Alignment Only												
Parts Only	126.31		126.31	29.99		29.99	54.05		54.05			
State Inspection	21.25	38.9	60.15									
Tire Change	5326.75	142.67	5469.42	75.77		75.77	2553.64	77.82	2631.46	480.98	25.94	506.92
Tire Repair												
Wrecker Call	335		335									
Strip Vehicle												
<b>Total</b>	<b>30527.33</b>	<b>1799.38</b>	<b>32329.71</b>	<b>3406.9</b>	<b>557.54</b>	<b>3964.44</b>	<b>4030.54</b>	<b>272.32</b>	<b>4302.86</b>	<b>1263.3</b>	<b>246.39</b>	<b>1509.69</b>

Maintenance Type	Transportation			EMS			COOPERATIVE EXT			SOCIAL SERVICES		
	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost
Brakes & Rotors	157.52	38.9	196.42		15.8	15.8						
Def Refuel					79	79						





Alignment Only

Parts Only

State Inspection 16.15

16.15

Tire Change 1707.6

1707.6

Tire Repair

Wrecker Call

Strip Vehicle

<b>Total</b>	17516.15	0	17516.15	0	0	0	0	0	0	0	0	0
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Maintenance Type

Events

Parks and Rec

Part Cost Labor Cost

Total Cost

Part Cost

Labor Cost

Total Cost

Part Cost

Labor Cost

Total Cost

Part Cost

Labor Cost

Total Cost

Brakes & Rotors

Def Refuel

Diesel Truck Service

Diesel Equipment Service

Garage Road Call

General Repair

Oil Change/Service

Outside Repairs

Alignment Only

Parts Only

State Inspection

Tire Change

Tire Repair

Wrecker Call

Strip Vehicle

Total

0

0

0

0

0

0

0

0

0

0







Office of the  
**DUPLIN COUNTY REGISTER OF DEEDS**  
Anita Marie Savage, Register of Deeds  
Post Office Box 970; 118 Duplin Street, Kenansville, NC 28349  
Telephone: (910) 296-2108 Fax: (910) 296-2344  
[anita.savage@duplincountync.com](mailto:anita.savage@duplincountync.com)  
[www.duplinrod.com](http://www.duplinrod.com)



# MONTHLY REPORT FOR DUPLIN COUNTY REGISTER OF DEEDS FEBRUARY 2023

Submitted this 1st day of March, 2023

  
\_\_\_\_\_  
Register of Deeds

# Ledger Summary Report - Roll-up

Printed 03/01/2023

Anita Marie Savage, REGISTER OF DEEDS

Duplin, NC

02/01/2023-02/28/2023

Category	Receipt Code	Count	Total											
<b>ESCROW CREDIT</b>				<b>Escrow Credit</b>										
	ESCROW	ESCROW CREDIT	1	\$50.00										
	<b>Category Totals</b>		<b>1</b>	<b>\$50.00</b>										
<b>MAP</b>				<b>Recording</b>	<b>Special</b>	<b>Floodplain Mapping</b>	<b>Excise Tax</b>	<b>Land Transfer</b>	<b>Dept Cultural Res</b>	<b>Pension Fund</b>	<b>Automation Fund</b>	<b>State General Fund</b>	<b>State Treasurer Amt</b>	<b>County Receipts</b>
	MAP	MAP	35	\$798.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12.13	\$78.66	\$0.00	\$0.00	\$707.21
	<b>Category Totals</b>		<b>35</b>	<b>\$798.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12.13</b>	<b>\$78.66</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$707.21</b>
<b>MARR</b>				<b>Fee</b>	<b>NCCTF</b>	<b>DVCF</b>	<b>Pension Fund</b>	<b>Automation Fund</b>	<b>County Receipts</b>					
	ML	MARRIAGE LICENSE	21	\$1,260.00	\$0.00	\$105.00	\$630.00	\$18.90	\$50.61	\$455.49				
	<b>Category Totals</b>		<b>21</b>	<b>\$1,260.00</b>	<b>\$0.00</b>	<b>\$105.00</b>	<b>\$630.00</b>	<b>\$18.90</b>	<b>\$50.61</b>	<b>\$455.49</b>				
<b>NO BOOK</b>				<b>Fee</b>	<b>Special</b>	<b>Pension Fund</b>	<b>Automation Fund</b>	<b>County Receipts</b>						
	BIRTH	CERTIFIED COPY - BIRTH	215	\$2,150.00	\$0.00	\$0.00	\$32.25	\$212.85	\$1,904.90					
	BIRTHSE	CERTIFIED COPY - SENIOR BIRTH	17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
	CCOPY	CERTIFIED COPY - REAL PROPEI	24	\$150.00	\$0.00	\$0.00	\$2.36	\$14.72	\$132.92					
	COPY	COPIES	47	\$56.25	\$0.00	\$0.00	\$0.85	\$5.47	\$49.93					
	COPYP	COPIES - FULL SIZE PLAT	2	\$8.00	\$0.00	\$0.00	\$0.12	\$0.78	\$7.10					
	COPYV	COPIES - VITAL RECORDS	14	\$11.75	\$0.00	\$0.00	\$0.16	\$1.13	\$10.46					
	DD214	CERTIFIED COPY - DD214	5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
	DEATH	CERTIFIED COPY - DEATH	245	\$2,450.00	\$0.00	\$0.00	\$36.75	\$242.55	\$2,170.70					
	FAXCO	FAX - NON TOLL FREE	1	\$0.75	\$0.00	\$0.00	\$0.01	\$0.07	\$0.67					
	MARR	CERTIFIED COPY - MARRIAGE	56	\$560.00	\$0.00	\$0.00	\$8.40	\$55.44	\$496.16					
	RECHK	RETURNED CHECK FEE	1	\$25.00	\$0.00	\$0.00	\$0.38	\$2.46	\$22.16					
	<b>Category Totals</b>		<b>627</b>	<b>\$5,411.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$81.28</b>	<b>\$535.47</b>	<b>\$4,795.00</b>					
<b>PROPERTY</b>				<b>Recording</b>	<b>Special</b>	<b>Floodplain Mapping</b>	<b>Excise Tax</b>	<b>Land Transfer</b>	<b>Dept Cultural Res</b>	<b>Pension Fund</b>	<b>Automation Fund</b>	<b>State General Fund</b>	<b>State Treasurer Amt</b>	<b>County Receipts</b>

# Ledger Summary Report - Roll-up

Printed 03/01/2023

Anita Marie Savage, REGISTER OF DEEDS

Duplin, NC

02/01/2023-02/28/2023

Category	Receipt Code	Count	Total											
ABN	ASSUMED BUSINESS NAME	2	\$52.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.78	\$3.88	\$0.00	\$12.40	\$34.94
AFDVT	AFFIDAVIT	6	\$156.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.34	\$11.64	\$0.00	\$37.20	\$104.82
AGMT	AGREEMENT	4	\$104.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.56	\$7.76	\$0.00	\$24.80	\$69.88
APPT	APPOINTMENT	3	\$78.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.17	\$5.82	\$0.00	\$18.60	\$52.41
ASGMT	ASSIGNMENT	22	\$572.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8.58	\$42.68	\$0.00	\$136.40	\$384.34
CERT/TR	CERTIFICATION OF TRUST	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.95	\$0.00	\$6.20	\$17.46
CM/D	COMMISSIONER DEED	2	\$108.00	\$0.00	\$0.00	\$0.00	\$56.00	\$0.00	\$0.00	\$0.78	\$3.88	\$0.00	\$12.40	\$34.94
D/COR	DEED OF CORRECTION	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
D/T	DEED OF TRUST	52	\$3,328.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49.92	\$322.40	\$0.00	\$322.40	\$2,633.28
DECL	DECLARATION	4	\$104.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.56	\$7.76	\$0.00	\$24.80	\$69.88
DEED	DEED	127	\$15,695.00	\$0.00	\$0.00	\$0.00	\$12,325.00	\$0.00	\$0.00	\$50.55	\$253.07	\$0.00	\$787.40	\$2,278.98
EASE	EASEMENT	5	\$130.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.95	\$9.70	\$0.00	\$31.00	\$87.35
FORECL	FORECLOSURE	3	\$78.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.17	\$5.82	\$0.00	\$18.60	\$52.41
LEASE	LEASE	2	\$52.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.78	\$3.88	\$0.00	\$12.40	\$34.94
M/A	MODIFICATION AGREEMENT	6	\$156.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.34	\$11.64	\$0.00	\$37.20	\$104.82
MEMO	MEMORANDUM	4	\$104.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.56	\$7.76	\$0.00	\$24.80	\$69.88
MERGER	MERGER	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
MTG	MORTGAGE	3	\$192.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.88	\$18.60	\$0.00	\$18.60	\$151.92
NOTARY	NOTARY	16	\$160.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.40	\$15.84	\$0.00	\$0.00	\$141.76
P/A	POWER OF ATTORNEY	15	\$462.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6.93	\$36.19	\$0.00	\$93.00	\$325.88
P/R	PARTIAL RELEASE	2	\$52.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.78	\$3.88	\$0.00	\$12.40	\$34.94
QCD	QUITCLAIM DEED	11	\$302.00	\$0.00	\$0.00	\$0.00	\$16.00	\$0.00	\$0.00	\$4.29	\$21.34	\$0.00	\$68.20	\$192.17
REQ	REQUEST FOR NOTICE	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
REV	REVOCAION OF POWER OF AT	3	\$78.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.17	\$5.82	\$0.00	\$18.60	\$52.41
S/INS	SEE INSTRUMENT	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
SAT	SATISFACTION	60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SEP/AG	SEPARATION AGREEMENT	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
SUB	SUBORDINATION OF	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
SUB/TR	SUBSTITUTION OF TRUSTEE	7	\$182.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.73	\$13.58	\$0.00	\$43.40	\$122.29
TM/D	TIMBER DEED	6	\$820.00	\$0.00	\$0.00	\$0.00	\$664.00	\$0.00	\$0.00	\$2.34	\$11.64	\$0.00	\$37.20	\$104.82
TM/REL	TIMBER RELEASE	2	\$52.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.78	\$3.88	\$0.00	\$12.40	\$34.94
TR/D	TRUSTEES DEED	4	\$868.00	\$0.00	\$0.00	\$0.00	\$764.00	\$0.00	\$0.00	\$1.56	\$7.76	\$0.00	\$24.80	\$69.88



# Ledger Summary Report - Roll-up

Printed 03/01/2023

Anita Marie Savage, REGISTER OF DEEDS

Duplin, NC

02/01/2023-02/28/2023

<b>Category</b>	<b>Receipt Code</b>	<b>Count</b>	<b>Total</b>
Escrow Account Total:		\$610.00	
Overpayment Total:		(\$54.00)	

**Tourism activity report  
March 2023**

**Meetings/What's happening in the office**

- **Attended NC Agritourism Annual Conference in Charlotte.**
- **Attended NC Coast Host Annual Meeting in Nags Head.**
- **Attended Visit NC Office of Tourism Annual Conference in Asheville.**
- **Attended weekly zoom meetings in preparation of March 3 Justin Moore Concert**
- **Continued work on new visitors' guide**
- **Software presentation with ITI Digital about their calendar of events listing software.**
- **Continued work on Strategic Plan**
- **Continued work on Marketing plan for 2023-24 Fiscal Year**
- **Had Zoom calls with several potential advertisers for preparation of the Marketing plan.**

**Statistics**

- **1,714 new users to the uncorkduplin.com website during February 1-March 12, 2023**
- **1,969 sessions on uncorkduplin.com website during February 1-March 12, 2023**
- **The top 3 referring websites for Uncorkduplin.com were**
  1. **Direct to uncorkduplin.com**
  2. **Google**
  3. **Bluebrewandque.com**
- **The top 3 pages that were visited on uncorkduplin.com were the following.**
  1. **Hotel and Lodging page**
  2. **Visit Duplin County-Restaurants**
  3. **Restaurant listings page**

**TRANSPORTATION MONTHLY ACTIVITY REPORT--FEBRUARY 2023**

<b>FUNDING SOURCE:</b>	<b>TRIP COUNT</b>	<b>MILES DRIVEN</b>	<b>REVENUE</b>
DISABILITY DETERMINATION SERVICES	0	0	\$0.00
DSS-MEDICAID-In county	361	4371	\$12,635.00
DSS-MEDICAID-Out of County	3319	18224	\$38,280.00
ELDERLY & DISABLED TRANSPORTATION	514	7064	\$6,912.50
GENERAL PUBLIC TRANSPORTATION	1091	15025	\$13,718.75
JAMES SPRUNT	459	10213	\$0.00
MODIVCARE MEDICAID	13	167	\$386.23
MTM MEDICAID	4	83	\$194.54
SERVICES FOR THE AGED	282	1897	\$35.25
VIDANT-DUPLIN HOSPITAL	7	158	\$87.50
WORK FIRST TRANSPORTATION	23	316	\$287.50
<b>NOTE:</b>			
188 rides required the use of a wheelchair lift			
<b>TOTALS</b>	<b>6,073</b>	<b>57,518</b>	<b>\$72,537.27</b>