



## **BOARD OF COUNTY COMMISSIONER'S MEETING**

**Monday, April 18<sup>th</sup>, 2022**

**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 April 4<sup>th</sup>, 2022 (A)

Approval of Minutes—Joint Meeting with Trustees of James Sprunt Community College held on April 5<sup>th</sup>, 2022 (B)

### **REGULAR MEETING AGENDA**

#### **CONSENT AGENDA**

1. Budget Amendment Journal Entry Report (C)
2. Tax and Solid Waste Releases- #19294-19297 (D)

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

- Administrative Budget Amendment Journal Entry Report (E)

#### **REGULAR AGENDA ITEMS OF BUSINESS**

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

**6:10 p.m.** Davis H. Brinson, County Manager / Clerk to the Board  
Request Board to Schedule a Public Hearing on May 2, 2022 Regarding Board's Consideration of a Resolution Approving a \$2,000,000.00 Tax-Exempt Loan from First Bank to Rose Hill Fireman, Inc. for the Purpose of Constructing a Fire Station for Rose Hill Volunteer Fire Department (F)

- 6:15 p.m.** Terri Norris, Executive Director of Emerge Ministries  
Request Board to Partner with Emerge Ministries to Produce a July 4<sup>th</sup>  
Celebration/ Festival at the Duplin County Event's Center (**G**)
- 6:25 p.m.** Angel Venecia, Public Transportation Director  
Acceptance of Additional Grant Funding for Construction of New Public  
Transportation Facility (**H**)
- 6:30 p.m.** Roger Jones, Duplin County Schools  
NC Education Lottery Funds Application – Warsaw Elementary School (**I**)
- 6:35 p.m.** Tracey Simmons- Kornegay, Health Director  
Reappointment of a Member of the Board of Health (**J**)  
2021 Communicable Disease Annual Report & Child Fatality Annual Report (**K**)  
Acceptance of Communicable Disease Pandemic Recovery Funding (**L**)  
Acceptance of Funding for Food & Lodging Programs and Activities (**M**)
- 6:45 p.m.** Amanda Hatcher, Director of Cooperative Extension Service  
Updated Rental Agreement and Policies & Procedures for Use of the Lois Britt  
Agricultural Service Center (**N**)
- 6:45 p.m.** Gary Rose, Tax Administrator  
Surplus Property- Parcel 01-E251 (**O**)  
Surplus Property- Parcel 01-E174 (**P**)
- 6:55 p.m.** Davis H. Brinson, County Manager/Clerk to the Board  
Development of a Master Plan for Duplin Commons (**Q**)  
Animal Care, Control & Adoption Facility (**R**)  
Events Center Paving Project (**S**)  
Public Transportation Facility Construction Project  
Senior Services / Veterans Services Facility (**T**)
- 7:00 p.m.** Davis H. Brinson, County Manager/Clerk to the Board  
General Announcements

**CLOSED SESSION**

**N.C.G.S. 143-318.11 (a) (4) - Economic Development Matters**  
**N.C.G.S. 143-318.11 (a) (6) – Personnel Matters**

**REPORTS (U)**

Airport - March 2022  
Animal Service- March 2022  
Building Inspections- March 2022

Communications- March 2022  
Cooperative Extension- March 2022  
Planning- January- March 2022  
Soil & Water- March 2022  
Solid Waste- March 2022  
Register of Deeds- March 2022

**ADJOURN**

The Board will adjourn until Monday, May 2nd, 2022 at 6:00 p.m. for a Commissioners Meeting in the Administrative Building located at 224 Seminary Street, Kenansville, NC.



**BOARD OF COUNTY COMMISSIONER'S MEETING**

**Monday, April 18<sup>th</sup>, 2022**

**224 Seminary Street**

**Kenansville, N.C. 28349**

**INFORMATION BULLETIN**

**TO:** Commissioner Branch  
Commissioner Dowe  
Commissioner Edwards  
Commissioner Garner  
Commissioner Thompson

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

**DATE:** Monday, April 18<sup>th</sup>, 2022

**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 April 4<sup>th</sup>, 2022 (A)

**RECOMMENDED MOTION:** Motion to approve the minutes of the April 4<sup>th</sup>, 2022 Board of Commissioners meeting as presented.

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

6. Approval of Minutes – Joint Meeting held on April 5<sup>th</sup>, 2022 (B)

**RECOMMENDED MOTION:** Motion to approve the minutes of the April 5<sup>th</sup>, 2022 James Sprunt Community College Board of Trustees and the Board of Commissioners joint meeting as presented.

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

**REGULAR MEETING AGENDA**

**CONSENT AGENDA**

1. Budget Amendment Journal Entry Report (C)
2. Tax and Solid Waste Releases- #19294- 19297 (D)

**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 (E)

**AGENDA**

1. Public Comments (limited to three (3) minutes per speaker)
2. Davis H. Brinson, County Manager/Clerk to the Board, will appear before the Board to request the Board schedule a Public Hearing on May 2, 2022 regarding the Board’s consideration of a Resolution approving a \$2,000,000.00 tax- exempt loan from First Bank to Rose Hill Firemen, Inc. for the purpose of constructing a Fire Station for Rose Hill Volunteer Fire Department. Mr. Wilson has been contacted by Braxton Price, the attorney representing the Rose Hill Firemen, Inc. in their efforts to secure a loan to construct a new fire station in the Town of Rose Hill, wishing for the Board of Commissioners to adopt a resolution approving the aforementioned loan. The lender, First Bank, is requiring as a part of the loan process, that the Duplin County Board of Commissioners hold a public hearing prior to the

Boards consideration of a Resolution approving a \$2,000,000.00 tax-exempt loan from First Bank to Rose Hill Firemen, Inc. for the purpose of constructing a fire station for Rose Hill volunteer Fire Department (also known as Rose Hill Firemen, Inc.) is applicable because of Section 150 (e)(3) and Section 147 (f) of the Internal Revenue Code of 1986, as amended, and such approval does not obligate the County or its Board of Commissioners in any way regarding repayment of the debt. **(F)**

**RECOMMENDATION:** Motion to approve the request to schedule a public hearing on May 2, 2022 to receive public comments regarding the Board’s consideration of a Resolution approving a \$2,000,000.00 tax-exempt loan from First Bank to Rose Hill Firemen, Inc. for the purpose constructing a fire station for the Rose Hill Volunteer Fire Department.

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

3. Terry Norris, Executive Director of Emerge Ministries will appear before the Board to request the Board to partner with Emerge Ministries to produce a July 4<sup>th</sup> Celebration/ Festival at the Duplin County Events Center. Emerge Ministries has established a Duplin County July 4<sup>th</sup> Committee which has scheduled a second annual July 4<sup>th</sup> celebration for Monday, July 4<sup>th</sup>, 2022, and is requesting that Duplin County consider becoming a partner in putting on the event. According to Mr. Norris, the 2021 July 4<sup>th</sup> celebration was attended by 5,000 individuals and was a great success. Due to the extraordinary attendance and the response following last year’s event, Emerge Ministries would like to relocate the festival to the Duplin County Events Center. Emerge Ministries is requesting that businesses, churches and civic groups consider contributions of \$500.00 each. Please see the attached letter from Emerge Ministries for a more detailed description of the planned festival. **(G)**

**RECOMMENDATION:** No requested action. Discretion of the Board.

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

4. Angel Venecia, Public Transportation Director, will appear before the Board to inform the Board about and request acceptance of the Duplin County Section 5339 (b) Discretionary Award Local Match Certification. NCDOT has announced that the amount awarded for the Section 5339 (b) discretionary grant to build a new transportation facility has been increased from \$1,418,921 (\$1,135,137- federal & \$283,784-local) to \$3,020,171 (\$2,416,137-federal & \$604,034- local). Therefore, a new Local Share Certification for Funding must be completed. **(H)**

**RECOMMENDATION:** Motion to approve the increased local share for the 5339 (b) Discretionary Grant in the amount of \$320,250 for a total local match of \$604,034 to be used to construct a new public transportation facility and authorize the Chairman to sign the Local Share Certification for Funding document.

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

5. Roger Jones, Special Advisor for Facilities, Transportation and Operations with the Duplin County Schools, will appear before the Board to present a North Carolina Education Lottery Fund Application for the Board’s consideration. The Board of Education is requesting to use funds from the North Carolina Education Lottery’s Public School Building Capital Fund to replace the Warsaw Elementary switchgear and evaluate, test, and repair the electrical switchgear at Rose Hill Magnolia, North Duplin Elementary, Wallace Elementary, and Kenansville Elementary in the amount of \$322,000. **(I)**

**RECOMMENDATION:** Motion to approve the project to replace the switchgear at the Warsaw Elementary and evaluate, test, and repair the electrical switchgear at Rose Hill-Magnolia, North Duplin Elementary, Wallace Elementary, and Kenansville Elementary and to approve the application to release \$322,000 from the NC Education Lottery’s Public School Building Capital Fund.

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

6. Tracey Simmons- Kornegay, Health Director, will appear before the Board to request the reappointment of Jorge Trujillo as a public member to his 3<sup>rd</sup> three (3) year term to Duplin County’s Board of Health. **(J)**

**RECOMMENDATION:** Motion to reappoint Jorge Trujillo to the Duplin County Board of Health for a three (3) year term beginning on April 1, 2022 and ending on March 31, 2025.

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

7. Tracey Simmons-Kornegay, Health Director will appear before the Board to present the 2021 Communicable Disease Annual Report, and the 2021 Child Fatality Annual Report which are required by the state to be completed, reviewed, and presented annually to the Board of County Commissioners. **(K)**
8. Tracey Simmons-Kornegay, Health Director will appear before the Board to present the Communicable Disease Pandemic Recovery—AA 546 Funding. This funding aids health departments in monetary supplementation to expend communicable disease surveillance, detection, control, and prevention activities to address COVID-19 and other communicable disease- related challenges impacted by the COVID-19 pandemic. **(L)**

**RECOMMENDATION:** Motion to accept Communicable Disease Pandemic Recovery funds (AA 546) on behalf of the Duplin County Health Department in the amount of \$140,786 and to approve the associated budget amendment.

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

9. Tracey Simmons-Kornegay, Health Director, will appear before the Board to present a request to accept funding for food and lodging programs and activities. In order to fund a

portion of local expenditures created by state-mandated Food, Lodging, and Institution (Food and Lodging) sanitation programs and activities, the Legislature established a State Inspections, Statistics, and Fees Program within the Environmental Health Section. This program centralizes public health data, invoices regulated facilities, and distributes the funds in accordance with G.S. 130A-248(d). The receipts collected are redistributed to local environmental health programs in the form of aid to counties.

The Agreement Addendum allows for the Local Health Department’s environmental health program to implement state-mandated sanitation regulations. The funds from this Agreement Addendum are to be used to support local Food and Lodging programs and activities. The disbursement and fund purpose are described under “Regulation of food and lodging establishments” in North Carolina General Statute 130A-248(d) and under “Disbursements of Funds” in North Carolina Administrative Code 15A NCAC 18A .2901. (M)

**RECOMMENDATION:** Motion to accept Food & Lodging (AA 874) funds on behalf of the Duplin County Health Department in the amount of \$12,151 and approve the associated budget amendment.

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

10. Amanda Hatcher, Director of Cooperative Extension Service, will appear to present an updated rental agreement and policies & procedures for use of the Lois G. Britt Agricultural Service Center. The Cooperative Extension Service wishes to update the rental contract used for various parts of the Lois G. Britt Agricultural Office Building including the Ed Emory Auditorium, the catering kitchen, and conference rooms. It is being requested that the Board approve an increase in the security deposit as well as the rent for the Ed Emory Auditorium. The updated contract also addresses concerns primarily regarding the serving of alcohol at the facility and the security issues that go along with that. The County Attorney has reviewed and approved the updated agreement. (N)

**RECOMMENDATION:** Motion to approve the updated rental agreement and policies and procedures for the use of the Lois G. Britt Agricultural Service Center.

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

11. Gary Rose, Tax Administrator, will appear before the Board to inform the Board that Parcel 01-E251, at 111 E. George Street, Warsaw Township, was purchased by Duplin County on October 2<sup>nd</sup>, 2012 for \$4,171.00 and the current tax value of the property is \$5,500. A final bid was received from Edwin Rolando Gomez Roblero on April 1<sup>st</sup>, 2022 for \$2,300. (O)

**RECOMMENDATION NO. 1:** Motion to accept the bid from Edwin Rolando Gomez Roblero Parcel No 01-E251 located at 111 East George Street in the Town of Warsaw, NC; Warsaw Township in the amount of \$2,300.00 and authorize the County Attorney to prepare a deed for the transfer of the property.

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



**RECOMMENDATION NO. 2:** Motion to reject the \$2,300.00 bid from Edwin Rolando Gomez Roblero Parcel No 01-E251 located at 111 East George Street in the Town of Warsaw, NC; Warsaw Township.

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

12. Gary Rose, Tax Administrator, will appear before the Board to inform the Board that Parcel 01-E174, at 412 S. Pine Street, Warsaw Township, was purchased by Duplin County on September 5<sup>th</sup>, 2007 for \$2,282.00 and the current tax value of the property is \$4,400. A final bid was received from Joshua Tree Associates, LLC on February 23<sup>rd</sup>, 2022 for \$1,500. (P)

**RECOMMENDATION NO. 1:** Motion to accept the bid from Joshua Tree Associates, LLC for surplus property Parcel No 01-E174 located at 412 South Pine Street in the Town of Warsaw, NC; Warsaw Township in the amount of \$1,500 and authorize the County Attorney to prepare a deed for the transfer of the property.

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

**RECOMMENDATION NO. 2:** Motion to reject the \$1,500.00 bid from Joshua Tree Associates, LLC for surplus property Parcel No 01-E174 located at 412 South Pine Street in the Town of Warsaw, NC; Warsaw Township.

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

13. Davis H. Brinson, County Manager/Clerk to the Board, will appear to present a request for approval of the development of a master plan for Duplin Commons. Duplin County has received grant funding and proposes to build several County buildings/facilities on the Campus of Duplin Commons in the near future including: a Public Transportation Facility; an Animal Care, Control & Adoption Facility; a facility to c-locate our Senior Services and Veteran's Services Departments; an Emergency Services Complex and a Detention Center. The County Manager proposes to contract with Parrish & Partners to develop a master plan for Duplin Commons to aid and assist in creating a vision for the what we want the campus to look like in the future. A master plan will help guide governing Board decisions on how best to utilize the land available for the construction of buildings and facilities in both the near and distant future in order to plan for and control growth of the campus in an integrated and coordinated manner. The proposed master plan services will include at a minimum: an introduction and background; data collection/existing conditions; review of past studies; alternatives development & analysis; environmental review; implementation & development cost estimates; and a conceptual master plan layout. The total cost for the development of the master plan is \$25,822.00. (Q)

**RECOMMENDATION:** Motion to approve to contract with Parrish & Partners to develop a master development plan for the Duplin Commons Campus at a cost of \$25,822.00.

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

14. Davis H. Brinson, County Manager/Clerk to the Board, will appear to give an update on the project to construct a new Animal Care, Control and Adoption Facility for the Animal Services Department. The Duplin County Animal Shelter is antiquated and too small to meet the current operational needs of the County. This fact was brought to the Board of Commissioners attention in early 2018 by the Animal Advisory Board. In response, the Board committed to allowing a new facility to be constructed on the Campus of Duplin Commons. In April 2020, the USDA awarded a \$1 million REDLG loan and Tri-County EMC awarded another \$300K loan. In August 2020, the Board granted its' permission to advertise for requests for qualifications for architectural and engineering services for the design of a new animal care, control and adoption facility. DWG Architects was selected to design the facility in October 2020 and estimated that the new facility would cost \$2.5 million. At the Board's annual budget retreat in February 2021, the Board approved an appropriation of the additional funding needed to fund the \$2.5 million estimate as well as another \$200K needed for match the REDLG loan bringing the total project budget to \$2.7 million. DWG put the project out for bid in September 2021. The bids opened in October 2021 were all over budget with the lowest bid coming in at \$3,672,000. DWG and the County Manager agreed that the project should be put on hold and rebid in early 2022 with the hopes that by then the elevated construction prices being blamed on material and labor shortages would have decreased. DWG again put the project out for bids in March 2022. The bids were opened at 2:00pm on Thursday, April 14, 2022 which was after the agenda packets had already gone out to the Board. The County Manager plans to send out an email late in the day on Thursday, April 14th informing the Board of the bid amounts. **(R)**

**RECOMMENDATION:** Motion to allocate an additional \$ \_\_\_\_\_ from the County's capital reserve account to fund the construction of a new Animal, Care, Control & Adoption Facility.

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

15. Davis H. Brinson, County Manager/Clerk to the Board, will appear to give an update on the Events Center paving project and to request to enter into an engineering and inspection services agreement. Duplin County was allocated a NC Dept. of Agriculture and Consumer Services grant in the amount of \$500,000.00 in the recently enacted state budget for additional parking at the Events Center. It has been determined that the estimated cost to construct a new parking lot adjacent to the Events Center on the northeast side of the building along with a paved tractor trailer accessible drive coming off of Fairgrounds Drive is around \$221,650. This estimated cost included \$170,500 for construction costs; \$25,575 for engineering associated costs and a \$25,575 (15%) contingency. The estimated cost to construct a new 250-300 space parking lot in front of the Events Center in the grassy field across Fairgrounds Drive to mirror the parking lot in front of the Events Center is \$656,000 plus \$98,400 for engineering associated costs and a \$98,400 (15%) contingency for a total of

\$852,800. Thus, we will not have enough funds to complete both projects. It is the recommendation of the County Manager to move forward with the construction of the new parking lot adjacent to the Events Center and the paved access road, and to use any remaining state grant funds available to design the proposed new parking lot in the grassy field across Fairgrounds Drive in front of the Events Center. (S)

**RECOMMENDATION:** Motion to enter into an engineering and inspection services agreement with The Adams Company for the Events Center paving project pending approval by the County Attorney and to allow the County Manager to sign the agreement.

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

- 16. Davis H. Brinson, County Manager/Clerk to the Board, will appear along with Angel Venecia, Director of Public Transportation, to give the Board an update on the progress of the project to construct a new Public Transportation Facility on the Campus of Duplin Commons.
- 17. Davis H. Brinson, County Manager/Clerk to the Board, will appear to request permission to advertise for request for qualifications for architectural and engineering services for the design of a new facility to co-locate the two (2) departments. Duplin County received a \$2 million grant in the recently enacted state government budget to help with the construction of a facility to co-locate the Senior Services and Veteran’s Services Departments. The County Manager now requests permission from the Board that the Senior Services and Veteran’s Services Departments be allowed to solicit requests for qualifications for architectural and engineering design services for the Senior Services and Veterans Services Facility. (T)

**RECOMMENDATION:** Motion to approve for the Senior Services and Veterans Services Departments to advertise for request for qualifications for architectural and engineering services for the design of a new facility to co-locate the two departments.

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

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

**CLOSED SESSION**

- N.C.G.S. 143-318.11 (a) (4) - Economic Development Matters**
- N.C.G.S. 143-318.11 (a) (6) – Personnel Matters**

**REPORTS (U)**

Airport - March 2022  
Animal Service- March 2022  
Building Inspections- March 2022  
Communications- March 2022  
Cooperative Extension-March 2022  
Planning- January- March 2022  
Soil & Water- March 2022  
Solid Waste- March 2022  
Register of Deeds- March 2022

**ADJOURN**

**The Board will adjourn until Monday, May 2<sup>nd</sup>, 2022 at 6:00 p.m. for a Commissioners Meeting in the Administrative Building located at 224 Seminary Street, Kenansville, NC.**

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



**BOARD OF COUNTY COMMISSIONER'S MEETING**

**Monday, April 4<sup>th</sup>, 2022**

**224 Seminary Street**

**Kenansville, N.C. 28349**

The Duplin County Board of Commissioners met at 6:00 p.m. on Monday, April 4<sup>th</sup>, 2022 in the Commissioners Room located at 224 Seminary Street, Kenansville, NC.

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

Also Present: Mr. Davis H. Brinson, County Manager/Airport Director; Trisha-Ann Hoskins, Administrative Officer/ Deputy Clerk; 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 Mr. 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 Branch, seconded by Commissioner Dowe, carried unanimously to approve the minutes of the March 21<sup>st</sup>, 2022 Board of Commissioners meeting as presented.

## REGULAR MEETING AGENDA

### CONSENT AGENDA

Motion was made by Commissioner Garner, seconded by Commissioner Dowe, carried unanimously to approve the consent agenda which consisted of: Budget Amendment Journal Entry Report, and Tax and Solid Waste Releases- #19267-19293.

### ITEMS TO BE MADE PART OF MINUTES

Administrative Budget Amendment Journal Entry Report

#### AGENDA

#### **Public Comments**

No Public Comments

#### **End Public Comments**

Davis H. Brinson, County Manager/Clerk to the Board appeared before the Board to request Board guidance on the implementation strategy for the classification and compensation study recently completed by Bakertilly. At the Board's annual budget retreat held on February 18<sup>th</sup>, the Board was presented with an overview of the County's current classification and compensation system as it relates to the County's positions and given the final report including the methodology used by Bakertilly to update the classification and compensation system, options for implementing the compensation system and for addressing issues related to salary compression and other compensation/pay issues. The recommendations offered in the study seek to increase the market competitiveness of our County's compensation program within the regional marketplace and provide increased internal equity among County positions. It is the belief of Bakertilly that the implementation of the recommendations will assist the County in attracting new employees and in retaining current employees needed to meet the County's service demands. Mr. Brinson advised that it was his recommendation that the Board fully implement Option 3 which will raise the County's minimum salaries across all grades, which are currently 24.53% below the average minimum salaries of the jurisdictions surveyed to compile the study. The County Manager stated that Option 3 would not only move around 531 budgeted positions that are currently below the minimum salaries of the new proposed grades to the minimum, but this option will also address the issue of salary compression by providing an addition increase of .5% for each year of continuous service with the County. The implementation of Option 3 will, in the opinion of the County Manager, provide equitable and competitive salaries for all County employees. It would also implement a salary structure that provides for internal equity and

ensures external competitiveness with other entities in our geographic area. The cost to implement Option 3 in the first fiscal year (FY23) is \$4,549,193.78 for general fund departments and \$415,034.93 for the enterprise fund departments for a total of \$4,964,228.71. The County Manager proposes to use \$9,137,752.00 of the remaining American Rescue Plan Act (ARPA) funds allocated the County to cover the increase to the County's annual budgets in both FY 23 and FY 24. This will allow the Board two (2) fiscal years to plan and strategize for future funding of the increased operational costs as a result of the pay study implementation. Commissioner Garner expressed reservations that the County was using ARPA funds to finance the cost of the implementation of the recommendation of the pay study in that the funds would run out in two (2) years and that the current Board was tying a future Board to a twelve and a half cent (12 1/2¢) tax increase. He then asked County Attorney Wilson if the current board could legally tie a future Board to a tax increase. The County Attorney advised that while Commissioner Garner's statement was technically true in practicality a future Board would not be required to pay the same salaries. Commissioner Garner then questioned the fact that Bakertilly used New Hanover and Cumberland Counties as comparison Counties to compile the pay study and stated that if they hadn't had been used it would have saved the County anywhere from 5%-10%. He advised that Duplin County shouldn't compare itself to those two counties because we do not have the tax base that they have and will never be able to compete with them. The County Manager explained that we are competing with New Hanover County for employees. Chairman Edwards expressed his appreciation for what every employee has done for the County and looks forward to seeing what they are going to do in the future. He stated that he voted against funding the pay study because he didn't know how the County would fund the results. Chairman Edwards stated that this was long overdue and he appreciated the opportunity. Commissioner Thompson stated that the pay study was the right call and that it was 10-20 years too late. He went on to say that this needs to happen. Commissioner Branch commented that it was time to do the right thing by the people, that there was no need to continue to delay and that he had no reservations. Commissioner Dowe commented that the employees are the County's most valuable resource and with them and the County Manager we will take care of the citizens and provide the services they deserve.

Motion was made by Commissioner Branch, seconded by Commissioner Dowe, carried unanimously to approve the proposed salary grades and classifications and to fund Option 3 of the Bakertilly Duplin County Classification and Compensation Study dated February 15, 2022 in the Fiscal Year 2022-23 Duplin County budget.

Davis H. Brinson, County Manager/Clerk to the Board appeared before the Board to receive any road/highway concerns from the members of the Board and/or the general public so he could convey those concerns to the NC Department of Transportation (NCDOT). Commissioner Dowe explained that Willis Carr Road is a dirt road north of Magnolia that he would like to have reviewed NCDOT to determine if it is eligible for paving because of the traffic. He also requested to NCDOT look into repairing the pot holes on that road as well. Commissioner Garner reported that State Road 1959 the Paul Ed Dail Road near where it intersects with NC Hwy. 24 in front of Cast Ambulance Services has a stop sign that is

damaged-- the sign is hanging off of its post. Mr. Davis Brinson gave an update about a previous concern at C.M. Outlaws Crossroads; the DOT has advised that they will review the traffic accident data over the next six (6) months and will make changes according to the information, if the data warrants additional changes or lights. Commissioner Branch informed Mr. Brinson that Landfill Road in the Rose Hill area, heading toward NC Hwy 11 is littered with some trash. Mr. Davis Brinson reported to the Board that the railroad crossing at Bruce Coston Road has been repaired.

Frankie Herring, IT Director, appeared before the Board to present the contract with Toshiba for Printer Management. The Duplin County IT Department desired to sign a rental contract with Toshiba for printer management. The IT Director advised that Toshiba currently holds the rental contract for all of the County's copiers. The approval of the proposed rental contract would result in Toshiba also managing network and/or USB printers for all County Departments. Departments would have the option to lease or purchase printers through Toshiba as well as the option to keep their current printers and let Toshiba manage print services. The program provides the same benefits as the copier contract. Toshiba will service, provide ink/cartridges, drums, and/or replace managed printers if needed.

Motion was made by Commissioner Dowe, seconded by Commissioner Branch, carried unanimously to approve the AIMS (All-Inclusive Maintenance and Supply) maintenance contract with Toshiba Business Solutions for print management services and authorize the County Manager to sign the associated documents.

George Futrelle, Airport Director/Assistant County Manager, appeared before the Board to present the Airport Capital Project #7548- Change Order #7. With the completion of the NC Forest Service Hangar Complex Project, this change order reconciles all as-built survey quantities and contract amount with the contractor, River Landing Builders, LLC. This final change order is a credit to the project, thereby reducing the contract amount by \$35,472.30. The Duplin County Airport Commission reviewed and approved at their March 23, 2022 meeting and recommends approval from the Board of County Commissioners.

Motion was made by Commissioner Garner, seconded by Commissioner Branch, carried unanimously to approve Duplin County Airport's NC Forestry Service Hangar Complex Project final Change Order #7 in the credit amount of (\$35,472.30).

Ms. Nitella Faison, M.A., VSP of Coastal Horizons Center appeared before the Board to request the Board adopt a proclamation in recognition of sexual assault awareness month. Coastal Horizons Center, Inc. is a private, non-profit service delivery corporation servicing Eastern North Carolina whose mission is to provide a continuum of professional services to promote healthier lives, stronger families and safer communities. Ms. Faison is Coastal Horizons Center's sexual assault victim advocate for Duplin County. As a part of their mission, Coastal Horizons Center provides free services to sexual assault victims and their families. Their services include: 1:1 therapy, group support, court accompaniment and advocacy. April is Sexual Assault Awareness Month (SAAM), a time to focus the attention



to the prevalence of sexual assault and educate communities, individuals and relatives about how to prevent it. Thus, Coastal Horizons Center has requested to appear before the Board to present a proposed SAAM proclamation to the next Board and request its adoption.

Motion was made by Commissioner Branch, seconded by Commissioner Garner, carried unanimously to adopt the Proclamation proclaiming April, 2022 as Sexual Assault Awareness Month in Duplin County.

Elizabeth Stalls, County Planner, appeared before the Board to present a lease with the Chinquapin Recreation Association. Duplin County owns a parcel of land (08-E015) at the site of the old Chinquapin Elementary School at 2700 S. NC 41 and 50 Hwy, Chinquapin, N.C. which had been leased for many years by the Chinquapin Recreation Association for the purpose of providing the community with a recreation park. The area used for recreation is approximately 9.5 acres behind EMS Medic Station 3, built in 2020/2021. Chinquapin Recreation Association is interested in leasing the property (approx. 9.5 acres) on a long-term basis to minimize both parties' annual administration efforts and expenses. Pursuant to N.C. Gen. Stat. § 160D-272, the County may enter a lease term of up to 10 years upon resolution of the Board and 30 days' public notice.

Motion was made by Commissioner Thompson, seconded by Commissioner Garner, carried unanimously to accept the proposal of a long-term lease with Chinquapin Recreation Association for five (5) years; authorize the County Planner to publish a Public Notice of the Board's intent to lease approximately 9.5 acres at the old Chinquapin Elementary School site to the Chinquapin Recreation Association for a term of five (5) years and authorize the County Attorney to prepare the lease.

Tracy Chestnutt, Finance Officer, appeared before the Board to present the contract for audit services for FY 2021-2022. The Duplin County Finance Office solicited fifteen (15) firms for request for proposals for audit services on February 22, 2022. The County received four (4) intents to bid and one (1) proposal by the RFP deadline. The County resubmitted requests for proposals to the firms who submitted an intent to bid and received two (2) proposals. Thompson, Price, Scott, Adams and Co., P.A. and R.H. CPAs. R.H. CPAs, PLLC operates offices in Lexington, Charlotte and Greensboro and have experience with larger municipalities, school systems and community colleges. R.H. CPAs, PLLC submitted the lowest responsive bid. The County received favorable references from clients of the firm.

Motion was made by Commissioner Thompson, seconded by Commissioner Dowe, carried unanimously to accept the proposal for audit services from R.H. CPAs and authorize the Board Chairman and County Manager to execute the FY 2022 audit contract upon approval by the County attorney.

Laura Jones, County Librarian, appeared before the Board to present information on the National Library Week – “We Want You Back in our Books” Campaign – Fine Forgiveness Month. Across the country, Libraries have been going FINE FREE in an effort to get people back into the buildings to use library materials. Charging library fines keeps the people who need access to materials the most from entering the building. An average family saves \$484

a week using library materials – mom and two kids come into the library and check out 6 movies and 20 books – this saves them around \$84 for DVD rental (Redbox \$1.99/day) and \$400+ in books (average book retails \$20) If those items are returned late, the fees could quickly add up - \$1.00/day DVDs and .05/day per book - \$42/week for late movies and \$7/week for books. Many families choose NOT to use the library to avoid potential fines for lost books or fees for late returns. Reading skills begin in the earliest pre-school years. Our county is a low-literate county with thousands of children reading below grade level. Exposure to free reading materials at the library from a young age sets a foundation for learning and a lifelong love of reading. The County Librarian requested that the Library System go fine free for the month of April 2022 but Commissioner Garner suggested that the initiative be extended through the month of August 2022 in order to better gauge the program's effectiveness.

Motion was made by Commissioner Garner, seconded by Commissioner Branch, carried unanimously to approve for the Duplin County Library System to set-up and operate FINE FORGIVENESS until the end of August 2022.

Commissioner Dowe, Department of Social Services (DSS) Board member, formally introduced the newly selected DSS Director, Ms. Annie Murrell to the Duplin County Board of Commissioners and those members of the public in attendance.

Annie Murrell, Director of the Department of Social Services (DSS), appeared before the Board to present a request to establish a Foster Care and Adoptions and Adult Services Program Manager Position. DSS has two trainer positions that have not been utilized for several years due to the high percentage of turnovers and a lack of qualified candidates to fill the positions. Due to the fact that the Child Protective Services (CPS) unit is receiving an influx of CPS reports, which has required an inordinate amount of the Program Manager's time, the Program Manager has had less and less time to focus on and offer their assistance to the other two units, Foster Care & Adoption and Adult Services. DSS Director Murrell explained that the creation of this position will allow a Program Manager to be dedicated to these two units allowing for more time to stay abreast of changes in policy and guidelines and to focus primarily on the Foster Care & Adoptions and Adult Services. It will also help ensure program integrity by making sure that the programs are adhering to rules and regulations and to guide the two programs in changes that are taking place in both programs. The DSS Director proposes to fund the Foster Care & Adoptions and Adult Services Program Manager position by eliminating the two (2) Social Worker trainer positions which will result in a cost savings within the DSS's departmental budget. This request has been reviewed and approved by the Duplin County Board of Social Services.

Motion was made by Commissioner Dowe, seconded by Commissioner Branch, carried unanimously to approve the request that the two (2) Social Work Trainer positions at the Department of Social Services be eliminated and that a Program Manager position for Foster Care and Adoption and Adult Services be established.

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

Motion was made by Commissioner Dowe, seconded by Commissioner Edwards, carried unanimously to recess until Tuesday, April 5<sup>th</sup>, 2022 at 7:30 a.m. for a joint meeting with the James Sprunt Community College Board of Trustees in the Ed Emory Auditorium located in the Lois Britt Agricultural Office Building at 165 Agriculture Drive, Kenansville, NC.

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Davis H. Brinson  
Clerk to the Board

DRAFT



Duplin County Board of Commissioners and  
James Sprunt Community College Board of Trustees  
Joint Meeting  
April 5<sup>th</sup>, 2022  
Lois Britt Agricultural Office Building  
Ed Emory Auditorium  
165 Agricultural Drive  
Kenansville, NC 28349  
7:30 a.m.

The Duplin County Board of Commissioners met with the James Sprunt Community College Board of Trustees at 7:30 a.m. on Tuesday, April 5<sup>th</sup>, 2022 in the Ed Emory Auditorium of the Lois Britt Agricultural Office Building.

Commissioners Present: Mr. Kenn Thompson, Mr. Jesse Dowe, and Mr. Wayne Branch.

Commissioners Absent: Dexter B. Edwards and Elwood Garner

James Sprunt Community College Board of Trustee Members Present: Ms. Anita Powers; Mr. Ed Emory; Ms. Debra Morrissey; Mr. John T. Phillips, Jr.; Dr. A.J. Connors; Ms. Niccoya Dobson; Dr. Kimberly G. Sessoms and Judge Morgan Swinson.

James Sprunt Board of Trustee Members Absent: Mr. Al Searles; Ms. Melissa B. Stevens, Dr. Shannon Jennings and John Wesley Hairr.

Also Present: Mr. Davis H. Brinson, Duplin County Manager; Mr. Tim Wilson, Duplin County Attorney; Ms. Tracy Chestnutt, Duplin County Finance Officer; Dr. Jay Carraway, President of James Sprunt Community College; Ms. Taylor Pickett, Administrative Assistant to the President; Ms. Jessica McMahon, Vice President of Administrative and Fiscal Services; Mr. Dennis Sutton, Comprehensive Facilities Director; Ms. Renee Sutton, Chief of Staff; Mr. Will Wrenn, Associate Vice President of Fiscal Services; Dr. Shakeena White, Associate Vice President of Student Services; Ms. Tonya Kenan, Director of Human Resources; Gloria Wiggins, Associate Vice President of Continuing Education/Workforce Development; and Mr. Jeff Taylor, Associate Vice President of Information Technology.

Ms. Anita Powers, Chairman of the James Sprunt Board of Trustees welcomed everyone on behalf of the Board of Trustees.

Rev. A.J. Connors gave the invocation and blessing.

Mr. Kennedy Thompson, Vice-Chairman of the Duplin County Board of Commissioners welcomed everyone on behalf of the Board of Commissioners.

Motion was made by Commissioner Branch, seconded by Commissioner Dowe to come out of recess and back into open session.

Dr. Jay Carraway, President of James Sprunt Community College, welcomed the Board of Commissioners and guests and thanked everyone for their contributions to the college.

Dr. Dustin Walston, Chief Academic Officer, appeared to give an update on full time equivalent (FTE) trends which have gone up in each of the past four (4) academic years as follows: 2019-20 – 1,246; 2020-21- 1,367; 2021-22-1,462 and 2022-23-1,1659. He also reported that curriculum enrollment increased between the Fall of 2020 and the Fall of 2021 by 13% and between the Spring of 2021 and the Spring of 2022 by 24%. Finally, he reported on the Spring 2022 demographic data for the college which showed that of the 1,357 curriculum students 924 or 68% were females and 433 or 32% were males. The average age of a student is 23. The racial makeup is as follows: American Indian – 5 (<1%); Asian – 5 (<1%); Black -320 (23.58%); Hispanic-385 (28.37%); Multiracial-18 (1.33%); White-577 (42.52%); and Unknown-45 (3.32%).

Mr. Dennis Sutton, Comprehensive Facilities Director, gave a facilities update highlighting various support buildings the college has constructed to support the Diesel and Heavy Equipment Technology Program at the WestPark campus. He also gave an overview of the Nursing Education Center expansion of the Hoffler Building.

Ms. Renee Sutton, Chief of Staff, reported on the college's marketing and outreach efforts. She advised that the college is actively pursuing grant opportunities with the US Economic Development Administration through the SCALE Grant program, the Lumina Foundation, and the Golden Leaf Foundation. Ms. Sutton also spoke on the JSCC's efforts to reach out to local businesses and industries to try and address their employer needs such as safety training at the House of Raeford. Ms. Sutton also reported on the college's marketing efforts such as producing a new commercial which will launch in July 2022; a CDL truck wrap initiative; attending career day events being held at the local public schools; planning graduation activities for all graduates and launching a new JSCC website in the Summer of 2022. Finally, she highlighted some new and exciting initiatives the college is undertaking including an expungement clinic which will be held on September 30, 2022 and a (electrical) Lineworker Program which will launch in the Fall of 2022.

Dr. Jay Carraway, President of James Sprunt Community College, gave a general college update and presented their Fiscal Year (FY) 2022-2023 budget request to the Duplin County Board of Commissioners.

The next joint meeting was scheduled with a tentative date of Tuesday, October 4<sup>th</sup>, 2022 at 7:30 a.m.

Motion was made by Commissioner Dowe, seconded by Commissioner Branch, carried unanimously, to adjourn until Monday, April 18<sup>th</sup>, 2022 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



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Duplin County, NC  
BUDGET AMENDMENTS JOURNAL ENTRY PROOF

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LN	ORG ACCOUNT	OBJECT PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION LINE DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND		
2022	10	38	04/19/2022		BUA 041822C	1	2		
1	4370	40183	EMERGENCY MEDICAL SERVICES	HOSPITAL INSURANCE		698,912.00	-23,842.00	675,070.00	
	10-43-4330-4370-000-40183					04/19/2022			
2	4370	43510	EMERGENCY MEDICAL SERVICES	REPAIRS BUILDING AND GROUNDS		24,601.83	23,842.00	48,443.83	
	10-43-4330-4370-000-43510					04/19/2022			
** JOURNAL TOTAL							0.00		
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND		
2022	10	39	04/19/2022		BUA 041822C	1	2		
1	4530	34536	Airport	GROUND LEASE		-2,500.00	-2,000.00	-4,500.00	
	65-70-4530-0000-000-34536					04/19/2022			
2	4530	43520	Airport	REPAIRS & MAINTENANCE EQUIPME		19,571.96	2,000.00	21,571.96	
	65-70-4530-0000-000-43520					04/19/2022			
** JOURNAL TOTAL							0.00		
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND		
2022	10	40	04/19/2022		BUA 041822C	1	2		
1	4526	42500	CARES Act Grant	VEHICLE GASOLINE		75,000.00	-25,622.00	49,378.00	
	64-45-4520-4526-000-42500					04/19/2022			
2	4526	40183	CARES Act Grant	HOSPITAL INSURANCE		35,000.00	-11,413.44	23,586.56	
	64-45-4520-4526-000-40183					04/19/2022			
3	4526	40182	CARES Act Grant	RETIREMENT		16,000.00	-3,794.00	12,206.00	
	64-45-4520-4526-000-40182					04/19/2022			
4	4526	40121	CARES Act Grant	SALARIES		100,629.00	37,757.44	138,386.44	
	64-45-4520-4526-000-40121					04/19/2022			
5	4526	40181	CARES Act Grant	SOCIAL SECURITY		6,000.00	3,072.00	9,072.00	
	64-45-4520-4526-000-40181					04/19/2022			
** JOURNAL TOTAL							0.00		
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND		
2022	10	42	04/19/2022		BUA 041822C	1	2		



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BUDGET AMENDMENTS JOURNAL ENTRY PROOF

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LN	ORG ACCOUNT	OBJECT PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION LINE DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND			
2022 10	42 04/19/2022			BUA 041822C	1 2			
1	4100 38398		GENERAL FUND	INSURANCE SETTLEMENTS		-82,304.33	-4,089.70	-86,394.03
	10-41-4100-0000-000-38398			Vehicle 878		04/19/2022		
2	4310 43530		Sheriff	REPAIRS VEHICLES		131,446.25	4,089.70	135,535.95
	10-43-4310-0000-000-43530			Vehicle 878		04/19/2022		
3	4520 38398		Transportation	INSURANCE SETTLEMENTS		.00	-486.11	-486.11
	64-70-4520-0000-000-38398			Vehicle 837		04/19/2022		
4	4520 43530		Transportation	REPAIRS VEHICLES		50,000.00	486.11	50,486.11
	64-70-4520-0000-000-43530			Vehicle 837		04/19/2022		
** JOURNAL TOTAL							0.00	
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND			
2022 10	104 04/19/2022			BUA 041822C	1 2			
1	4100 38398		GENERAL FUND	INSURANCE SETTLEMENTS		-82,304.33	-4,663.33	-86,967.66
	10-41-4100-0000-000-38398			Vehicle 868		04/19/2022		
2	4310 43530		Sheriff	REPAIRS VEHICLES		131,446.25	4,663.33	136,109.58
	10-43-4310-0000-000-43530			Vehicle 868		04/19/2022		
3	4100 38398		GENERAL FUND	INSURANCE SETTLEMENTS		-82,304.33	-1,191.49	-83,495.82
	10-41-4100-0000-000-38398			Vehicle 876		04/19/2022		
4	4310 43530		Sheriff	REPAIRS VEHICLES		131,446.25	1,191.49	132,637.74
	10-43-4310-0000-000-43530			Vehicle 876		04/19/2022		
5	4100 38398		GENERAL FUND	INSURANCE SETTLEMENTS		-82,304.33	-658.65	-82,962.98
	10-41-4100-0000-000-38398			Vehicle 927		04/19/2022		
6	4310 43530		Sheriff	REPAIRS VEHICLES		131,446.25	658.65	132,104.90
	10-43-4310-0000-000-43530			Vehicle 927		04/19/2022		
** JOURNAL TOTAL							0.00	
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND			
2022 10	122 04/19/2022			BUA 041822C	1 2			
1	4952 34596		EASTPOINT 4-H GRANT	EAST POINTCOOP EXT 4H PREV		-55,205.32	-19,879.92	-75,085.24
	10-49-4950-4952-000-34596			Budget additional funds		04/19/2022		





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BUDGET AMENDMENTS JOURNAL ENTRY PROOF

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LN	ORG ACCOUNT	OBJECT PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION LINE DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND			
2022 10	122 04/19/2022			BUA 041822C	1 2			
2 4952	40121		EASTPOINT 4-H GRANT	SALARIES		35,359.00	3,500.00	38,859.00
	10-49-4950-4952-000-40121			Budget additional funds			04/19/2022	
3 4952	42381		EASTPOINT 4-H GRANT	EDUCATIONAL SUPPLIES		3,711.69	2,500.00	6,211.69
	10-49-4950-4952-000-42381			Budget additional funds			04/19/2022	
4 4952	45100		EASTPOINT 4-H GRANT	CAPITAL OUTLAY		.00	5,999.00	5,999.00
	10-49-4950-4952-000-45100			Budget additional funds			04/19/2022	
5 4952	42600		EASTPOINT 4-H GRANT	OFFICE SUPPLIES		656.72	7,880.92	8,537.64
	10-49-4950-4952-000-42600			Budget additional funds			04/19/2022	
** JOURNAL TOTAL							0.00	
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND			
2022 10	199 04/19/2022			BUA 041822C	1 2			
1 5110	35117		HEALTH	FOOD & LODGING		.00	-12,151.00	-12,151.00
	10-50-5100-5110-000-35117						04/19/2022	
2 5111	41990		ENVIRONMENTAL HEALTH	PROFESSIONAL SERVICES		.00	12,151.00	12,151.00
	10-50-5100-5111-000-41990-						04/19/2022	
** JOURNAL TOTAL							0.00	
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND			
2022 10	200 04/19/2022			BUA 041822C	1 2			
1 4950	34593		Cooperative Extension	RENT COOPERATIVE EXTENSION		-8,000.00	-4,579.00	-12,579.00
	10-49-4950-0000-000-34593						04/19/2022	
2 4950	43510		Cooperative Extension	REPAIRS BUILDING AND GROUNDS		24,405.46	4,579.00	28,984.46
	10-49-4950-0000-000-43510						04/19/2022	
** JOURNAL TOTAL							0.00	
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND			
2022 10	201 04/19/2022			BUA 041822C	1 2			
1 4100	39951		GENERAL FUND	FUND BAL CARRY FWD GRANTS		-999,649.62	-741.72	-1,000,391.34
	10-41-4100-0000-000-39951			Roll fwd unspent grant funds			04/19/2022	



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Duplin County, NC  
BUDGET AMENDMENTS JOURNAL ENTRY PROOF

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LN	ORG ACCOUNT	OBJECT PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION LINE DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND		
2022	10	201	04/19/2022		BUA 041822C	1 2		
2	4953	42980	VIDANT 4-H GRANT	PROGRAM SUPPLIES		2,983.58	741.72	3,725.30
		10-49-4950-4953-000-42980		Roll fwd unspent grant funds		04/19/2022		
** JOURNAL TOTAL							0.00	
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND		
2022	10	228	04/19/2022		BUA 041822C	1 2		
1	5110	35125	HEALTH	IMMUNIZATION FEES		-199,738.69	-10,899.10	-210,637.79
		10-50-5100-5110-000-35125				04/19/2022		
2	5114	45100	IMMUNIZATIONS	CAPITAL OUTLAY		.00	10,899.10	10,899.10
		10-50-5100-5114-000-45100				04/19/2022		
** JOURNAL TOTAL							0.00	
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND		
2022	10	252	04/19/2022		BUA 041822C	1 2		
1	7400	38358	COLLECTION AND DISPOSAL	SALE OF ASSETS		.00	-5,351.00	-5,351.00
		66-70-7400-0000-000-38358				04/19/2022		
2	7400	43520	COLLECTION AND DISPOSAL	REPAIRS & MAINTENANCE EQUIPME		119,573.50	5,351.00	124,924.50
		66-70-7400-0000-000-43520				04/19/2022		
3	66	37419	Solid Waste	SALE OF WHITE GOODS & SCRAP ME		-25,000.00	-75,000.00	-100,000.00
		66-00-0000-0000-000-37419				04/19/2022		
4	7400	42500	COLLECTION AND DISPOSAL	VEHICLE GASOLINE		179,500.00	75,000.00	254,500.00
		66-70-7400-0000-000-42500				04/19/2022		
** JOURNAL TOTAL							0.00	



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YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022 10	38	BUA 4370-40183						HOSPITAL INSURANCE	5		23,842.00
		04/19/2022	041822C					T			
2022 10		BUA 4370-43510						REPAIRS BUILDING AND GROUNDS	5	23,842.00	
		04/19/2022	041822C					T			
							JOURNAL 2022/10/38	TOTAL		.00	.00
2022 10	39	BUA 4530-34536						GROUND LEASE	5		2,000.00
		04/19/2022	041822C					T			
2022 10		BUA 4530-43520						REPAIRS & MAINTENANCE EQUIPME	5	2,000.00	
		04/19/2022	041822C					T			
							JOURNAL 2022/10/39	TOTAL		.00	.00
2022 10	40	BUA 4526-42500						VEHICLE GASOLINE	5		25,622.00
		04/19/2022	041822C					T			
2022 10		BUA 4526-40183						HOSPITAL INSURANCE	5		11,413.44
		04/19/2022	041822C					T			
2022 10		BUA 4526-40182						RETIREMENT	5		3,794.00
		04/19/2022	041822C					T			
2022 10		BUA 4526-40121						SALARIES	5	37,757.44	
		04/19/2022	041822C					T			
2022 10		BUA 4526-40181						SOCIAL SECURITY	5	3,072.00	
		04/19/2022	041822C					T			
							JOURNAL 2022/10/40	TOTAL		.00	.00
2022 10	42	BUA 4100-38398						INSURANCE SETTLEMENTS	5		4,089.70
		04/19/2022	041822C					T			
2022 10		BUA 4310-43530						REPAIRS VEHICLES	5	4,089.70	
		04/19/2022	041822C					T			
2022 10		BUA 4520-38398						INSURANCE SETTLEMENTS	5		486.11
		04/19/2022	041822C					T			
2022 10		BUA 4520-43530						REPAIRS VEHICLES	5	486.11	
		04/19/2022	041822C					T			
							JOURNAL 2022/10/42	TOTAL		.00	.00
2022 10	104	BUA 4100-38398						INSURANCE SETTLEMENTS	5		4,663.33



04/13/2022 13:13 | Duplin County, NC  
 chelsey.lanier | BUDGET AMENDMENT JOURNAL ENTRY PROOF

YEAR PER SRC ACCOUNT	JNL EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
BUA 4100-39951	04/19/2022	041822C				FUND BAL CARRY FWD GRANTS				741.72
						Roll fwd unspent grant funds	T			
BUA 4953-42980	04/19/2022	041822C				PROGRAM SUPPLIES			741.72	
						Roll fwd unspent grant funds	T			
						JOURNAL 2022/10/201	TOTAL		.00	.00
<hr/>										
2022 10	228					IMMUNIZATION FEES				10,899.10
BUA 5110-35125	04/19/2022	041822C					T			
BUA 5114-45100	04/19/2022	041822C				CAPITAL OUTLAY			10,899.10	
							T			
						JOURNAL 2022/10/228	TOTAL		.00	.00
<hr/>										
2022 10	252					SALE OF ASSETS				5,351.00
BUA 7400-38358	04/19/2022	041822C					T			
BUA 7400-43520	04/19/2022	041822C				REPAIRS & MAINTENANCE EQUIPME			5,351.00	
							T			
BUA 66-37419	04/19/2022	041822C				SALE OF WHITE GOODS & SCRAP ME				75,000.00
							T			
BUA 7400-42500	04/19/2022	041822C				VEHICLE GASOLINE			75,000.00	
							T			
						JOURNAL 2022/10/252	TOTAL		.00	.00

04/13/2022 13:13  
chelsey.lanier

Duplin County, NC  
BUDGET AMENDMENT JOURNAL ENTRY PROOF

P 8  
bgamdent

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 Cooperative Expense  
Department Head's Signature Chimanda Hatchee  
(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:**  
  
Eastpointe is allocated \$19879.92 in SAPBG Primary Prevention Covid-19 Relief Allocation for April 1 - June 30, 2022.

Revenue code	Line Item Description	Amount	Expense code	Line Item Description	Amount
4952-34596	Eastpoint 4-H SAPTBG Grant	19,879.92	4952-40121	Salaries	3,500.00
			4952-42381	Educational Supplies	2,500.00
			4952-45100	Capital Outlay	5,999.00
			4952-42600	Office Supplies	7,880.92
Total		19,879.92	Total		19,879.92

Finance Signature Chelsy Ranier  
Date Approved: 4/7/22  
  
Manager Signature \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
  
Commissioner Approval \_\_\_\_\_  
Date Approved: \_\_\_\_\_

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

Duplin County  
Budget Amendment

Department Title \_\_\_\_\_ Finance

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

(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:**  
Insurance proceeds

Revenue code	Line Item Description	Amount	Expense code	Line Item Description	Amount
4100-38398	Insurance Settlements	4,663.33	4310-43530	Vehicle repairs	6,513.47
4100-38398	Insurance Settlements	1,191.49			
4100-38398	Insurance Settlements	658.65			
Total		6,513.47	Total		6,513.47

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

*Clucky Romier*  
4/6/22

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

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

4/6/2022



# 868 Sheriff Dept.  
INCLURA

Sedgwick Claims Management Services, Inc  
P O Box 14436  
Lexington, KY 40512-4436

0000782-0002979 0106 001 400957



DUPLIN COUNTY  
PO BOX 950  
KENANSVILLE NC 28349

DATE	CHECK AMOUNT	CHECK NUMBER
03/29/2022	4,663.33	128717402
PAYEE	TAX ID	
DUPLIN COUNTY	None	
SCMS UNIT	PAGE	
184 Sedgwick Claims Management Services, Inc	01 of 01	

Claimant Name	Loss Date	Claim Number
DUPLIN COUNTY	02/24/2022	4A22020PBFS-0001
Amt Paid: 4,663.33	Description: Miscellaneous CL/Other	
Dates: 02/24/2022 - 02/24/2022	Comment: 2018 Dodge Charger Vin 3153 - repairs	

SWK/RM/SDM/00.NIP



THE FACE OF THIS CHECK IS PRINTED BLUE - THE BACK CONTAINS A SIMULATED WATERMARK - SEE BACK FOR DETAILS

Sedgwick Claims Management Services, Inc  
On behalf of  
NCACC Liability and Property Pool

ORIGIN Wells Fargo Bank, N.A.  
1841278

VOID AFTER 60 DAYS

DATE: 03/29/2022

128717402

62-22  
311

PAY: \*\*\*\*\*FOUR THOUSAND SIX HUNDRED SIXTY THREE AND 33/100 DOLLARS

\$4,663.33

PAY TO  
THE  
ORDER  
OF

DUPLIN COUNTY  
ATTN: CATHY EZZELL

*Bob Blankenship*  
*[Signature]*

MEMO: \_\_\_\_\_ MP

NC Counties of Liability and P, Principal  
Sedgwick Claims Management Services, Inc., Agent By:

1316894538

⑈ 128717402⑈ ⑆03100225⑆ 2079950059703⑈

#876 Sheriff dept  
INSURER

Sedgwick Claims Management Services, Inc  
P O Box 14436  
Lexington, KY 40512-4436

0000782-0002977 0106 001 400957 SWK



DUPLIN COUNTY  
PO BOX 950  
KENANSVILLE NC 28349

DATE	CHECK AMOUNT	CHECK NUMBER
03/29/2022	1,191.49	128717403
PAYEE	TAX ID	
DUPLIN COUNTY	None	
SCMS UNIT	PAGE	
184 Sedgwick Claims Management Services, Inc	01 of 01	

Claimant Name	Loss Date	Claim Number
DUPLIN COUNTY	03/14/2022	4A2203GV2V2-0001
Amt Paid: 1,191.49	Description: Miscellaneous CL/Other	
Dates: 03/14/2022 - 03/14/2022	Comment: 2019 Dodge Charger VIN# 4173 - repairs	

SWK:RM:SDM:00:NP



THE FACE OF THIS CHECK IS PRINTED BLUE - THE BACK CONTAINS A SIMULATED WATERMARK - SEE BACK FOR DETAILS

Sedgwick Claims Management Services, Inc  
On behalf of  
NCACC Liability and Property Pool

ORIGIN Wells Fargo Bank, N.A.  
1841278

VOID AFTER 60 DAYS

DATE: 03/29/2022  
128717403  
62-22  
311

PAY: \*\*\*\*\*ONE THOUSAND ONE HUNDRED NINETY ONE AND 49/100 DOLLARS

\$1,191.49

PAY TO THE ORDER OF  
DUPLIN COUNTY  
ATTN: CATHY EZZELL

*Bob Blankenship*  
*[Signature]*

MEMO: \_\_\_\_\_

NC Counties of Liability and P. Principal  
Sedgwick Claims Management Services, Inc., Agent By:

1316891238

⑈ 128717403⑈ ⑆031100225⑆ 2079950059703⑈

#927 Sheriff Dept.  
INSUREA

Sedgwick Claims Management Services, Inc  
P O Box 14436  
Lexington, KY 40512-4436

0003771-0010111 0106 001 400652 SWK



DUPLIN COUNTY  
PO BOX 950  
KENANSVILLE NC 28349

DATE	CHECK AMOUNT	CHECK NUMBER
03/29/2022	658.65	127921695
PAYEE		TAX ID
DUPLIN COUNTY		None
SCMS UNIT		PAGE
184 Sedgwick Claims Management Services, Inc		01 of 01

Claimant Name	Loss Date	Claim Number
DUPLIN COUNTY	03/16/2022	4A1603K33CY-0001
Amt Paid: 658.65	Description: Miscellaneous CL/Other	
Dates: 03/16/2022 - 03/16/2022	Comment: 2020 Dodge Charger VIN# 5849	

SWK:RAI.SDM.OO.NP



THE FACE OF THIS CHECK IS PRINTED BLUE THE BACK CONTAINS A SIMULATED WATERMARK - SEE BACK FOR DETAILS

Sedgwick Claims Management Services, Inc  
On behalf of  
NCACC Liability and Property Pool

ORIGIN Wells Fargo Bank, N.A.  
1841278

VOID AFTER 60 DAYS

DATE: 03/29/2022  
127921695  
82-22  
311

PAY: \*\*\*\*\*SIX HUNDRED FIFTY EIGHT AND 65/100 DOLLARS

\$658.65

PAY TO THE ORDER OF DUPLIN COUNTY

*Bob Blankenship*

*[Signature]*

MEMO: \_\_\_\_\_ MP

NC Counties of Liability and P, Principal  
Sedgwick Claims Management Services, Inc., Agent By:

1315521929

⑈ 127921695⑈ ⑆031100225⑆ 2079950059703⑈

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

Duplin County  
Budget Amendment

Department Title \_\_\_\_\_ Finance

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:**

Warsaw EMS repairs

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
4370-40183	Hospital Insurance	23,842.00	4370-43510	Repairs Building and Grounds	23,842.00
Total		23,842.00	Total		23,842.00

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

*Chelsea Famer*  
*4/14/22*

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

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

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

Duplin County  
Budget Amendment

Department Title Airport

Department Head's Signature George Futrelle

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

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

<b>Brief description of why this amendment is being requested:</b>
Move extra revenue to purchase new jet-a nozzle

Revenue code	Line Item Description	Amount	Expense code	Line Item Description	Amount
4530-34536	Ground Lease	2,000.00	4530-43520	Repairs Equipment	2,000.00
Total		2,000.00	Total		2,000.00

Finance Signature *Clayton Parnier*  
Date Approved: 4/4/22

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

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

4/4/2022

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

Duplin County  
Budget Amendment

Department Title Duplin County Public Transportation  
Department Head's Signature Angel Venecia  
(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:**  
Move \$25,622.00 from account 4526-42500 Vehicle Gasoline, \$11,413.44 from account 4526-40183 Hospital Insurance, and \$3,794.00 from account 4526-40182 Retirement. Please put \$37,757.44 into account 4526-40121 Salaries and \$3,072.00 into account 4526-40181 to cover overages.

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
4526-42500	Vehicle Gasoline	25,622.00	4526-40121	Salaries	37,757.44
4526-40183	Hospital Insurance	11,413.44	4526-40181	Social Security	3,072.00
4526-40182	Retirement	3,794.00			
Total		40,829.44	Total		40,829.44

Finance Signature *Chelsey Ramirez*  
Date Approved: 4/4/22  
Manager Signature \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Commissioner Approval \_\_\_\_\_  
Date Approved: \_\_\_\_\_

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

Duplin County  
Budget Amendment

Department Title Finance

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

(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:**  
Insurance proceeds

Revenue code	Line Item Description	Amount	Expense code	Line Item Description	Amount
4100-38398	Insurance Settlements	4,089.70	4310-43530	Vehicle repairs	4,089.70
4520-38398	Insurance Settlements	486.11	4520-43530	Vehicle repairs	486.11
Total		4,575.81	Total		4,575.81

Finance Signature Chelsey Lammers  
Date Approved: 4/4/22

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

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

4/4/2022

# 878 Sheriff Dept  
INSURA

Sedgwick Claims Management Services, Inc  
P O Box 14436  
Lexington, KY 40512-4436

0002959-0011539 0106 001 399649 SWK



DUPLIN COUNTY  
PO BOX 950  
KENANSVILLE NC 28349

DATE	CHECK AMOUNT	CHECK NUMBER
03/24/2022	4,089.70	127921670
PAYEE	TAX ID	
DUPLIN COUNTY	None	
SCMS UNIT	PAGE	
184 Sedgwick Claims Management Services, Inc	01 of 01	

Claimant Name	Loss Date	Claim Number
DUPLIN COUNTY	03/14/2022	C218406555-0001-02
Amt Paid: 4,089.70	Description: Miscellaneous CL/Other	
Dates: 03/14/2022 - 03/24/2022	Comment: Settlement- 2018 Chevy Impala, Vin 9118	

SWK.FM.SDM.00.NP



THE FACE OF THIS CHECK IS PRINTED BLUE - THE BACK CONTAINS A SIMULATED WATERMARK SEE BACK FOR DETAILS

Sedgwick Claims Management Services, Inc  
On behalf of  
NCACC Liability and Property Pool

ORIGIN Weills Fargo Bank, N.A.  
1841278

VOID AFTER 60 DAYS

DATE: 03/24/2022  
127921670  
62-22  
311

PAY: \*\*\*\*\*FOUR THOUSAND EIGHTY NINE AND 70/100 DOLLARS

\$4,089.70

PAY TO THE ORDER OF DUPLIN COUNTY

*Bob Blankenship*  
*[Signature]*

MEMO: \_\_\_\_\_ MP

NC Counties of Liability and P, Principal  
Sedgwick Claims Management Services, Inc., Agent By:

⑈ 1 2 7 9 2 1 6 7 0 ⑈ ⑆ 0 3 1 1 0 0 2 2 5 ⑆ 2 0 7 9 9 5 0 0 5 9 7 0 3 ⑈



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PAGE 10

# 837 Transportation  
TRAINS

Sedgwick Claims Management Services, Inc  
P.O. Box 14436  
Lexington, KY 40512-4436

0005149-0014495 0106 001 396587 SWK



DUPLIN COUNTY  
PO BOX 950  
KENANSVILLE NC 28349

DATE	CHECK AMOUNT	CHECK NUMBER
03/15/2022	486.11	127921588
PAYEE	TAX ID	
DUPLIN COUNTY	None	
SCMS UNIT	PAGE	
184 Sedgwick Claims Management Services, Inc	01 of 01	

Claimant Name	Loss Date	Claim Number
DUPLIN COUNTY	11/04/2021	4A220101MJM-0001
Am't Paid: 486.11	Description: Miscellaneous CM/PI	
Dates: 11/04/2021 - 11/04/2021	Comment: 2017 Ford Transit Van, Vin # 7113	

SWK:RM:SDM:06:NP



THE FACE OF THIS CHECK IS PRINTED IN BLUE. THE BACK CONTAINS A SIMULATED WATERMARK. SEE BACK FOR DETAILS.

Sedgwick Claims Management Services, Inc  
On behalf of  
NCACC Liability and Property Pool

ORIGIN Wells Fargo Bank, N.A.  
1841278

VOID AFTER 60 DAYS

DATE: 03/15/2022

127921588

62-22  
311

PAY: \*\*\*\*\*FOUR HUNDRED EIGHTY SIX AND 11/100 DOLLARS

\$486.11

PAY TO THE ORDER OF  
DUPLIN COUNTY

Bob Blankenship

*[Signature]*

MEMO: \_\_\_\_\_ MP

NC Counties of Liability and P. Principal  
Sedgwick Claims Management Services, Inc., Agent By:

1297747598

⑆127921588⑆ ⑆031100225⑆ 2079950059703⑆

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 this year's Food & Lodging money for Environmental Health.

Revenue code	Line Item Description	Amount	Expense code	Line Item Description	Amount
5110-35117	Food & Lodging	12,151.00	5111-41990	Professional Services	12,151.00
Total		12,151.00	Total		12,151.00

Finance Signature *Debra Lanier*  
Date Approved: 4/11/22

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

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

4/11/2022

# Division of Public Health Agreement Addendum FY 21-22

Duplin County Health Department  
**Local Health Department Legal Name**

Environmental Health Section /  
Food Protection and Facilities Branch  
**DPH Section / Branch Name**

874 Food and Lodging  
**Activity Number and Description**

Shane Smith (919) 707-5872  
shane.smith@dhhs.nc.gov  
**DPH Program Contact**  
(name, phone number, and email)

04/01/2022 – 05/31/2022  
**Service Period**

**DPH Program Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(only required for a negotiable Agreement Addendum)

05/01/2022 – 06/30/2022  
**Payment Period**

Original Agreement Addendum  
 Agreement Addendum Revision # \_\_\_\_\_

**I. Background:**

In order to fund a portion of local expenditures created by state-mandated Food, Lodging, and Institution (Food and Lodging) sanitation programs and activities, the legislature established a State Inspections, Statistics, and Fees Program within the Environmental Health Section. This program centralizes public health data, invoices regulated facilities, and distributes the funds in accordance with G.S. 130A-248(d). The receipts collected are redistributed to local environmental health programs in the form of aid to counties.

**II. Purpose:**

The Agreement Addendum allows for the Local Health Department's environmental health program to implement state-mandated sanitation regulations. The funds from this Agreement Addendum are to be used to support local Food and Lodging programs and activities. The disbursement and fund purpose are described under "Regulation of food and lodging establishments" in North Carolina General Statute 130A-248(d) and under "Disbursements of Funds" in North Carolina Administrative Code 15A NCAC 18A .2901.

**III. Scope of Work and Deliverables:**

The Local Health Department Food and Lodging funds are distributed based on the attached *Food and Lodging Distribution Calculations* spreadsheet. The Local Health Department shall use this funding for food, lodging, and institution sanitation programs and activities.

Tracey Simmons-Kornegay \_\_\_\_\_ 3.24.2022 \_\_\_\_\_  
Health Director Signature (use blue ink or verifiable digital signature) Date

LHD to complete: [For DPH to contact in case follow-up information is needed.]	LHD program contact name: <u>Tracey Simmons-Kornegay</u>	Phone and email address: <u>910-372-9147 tracey.s.kornegay@duplincountync.com</u>	
---	--	---	--

Assuring consistency and quality of Food and Lodging permitting and inspection activities is essential to effective program implementation. Inconsistency or failure to apply permitting and inspection rules creates liability for the county and the Local Health Department and may lead to a loss of confidence from the public and operators. To provide for consistency and quality within the Food and Lodging Program, and as part of this Agreement Addendum, the Local Health Department shall maintain an internal Quality Assurance Plan.

A summary of the previous year's approved Quality Assurance Plan activities (July 2020–June 2021) must be submitted to the Environmental Health Regional Specialist for review by **April 30, 2022**.

**IV. Performance Measures / Reporting Requirements:**

1. Performance Measures

- a. The Local Health Department shall ensure funds are used for Food and Lodging sanitation programs and activities in accordance with G.S. 130A-248(d).

2. Reporting Requirements

Complete the following reports via the Smartsheet dashboard, which can be accessed at <https://app.smartsheet.com/b/publish?EQBC7=82018408e7b44ef9b44e113b6e536ffb>.

- a. By May 31, 2022, provide an attestation ensuring that funds are used for Food and Lodging sanitation programs and activities in accordance with G.S. 130A-248(d).
- b. By April 30, 2022, submit a summary of the previous year's Food Protection Program Quality Assurance Plan activities (July 2020–June 2021).
- c. By April 30, 2022, submit its current Food Protection Program Quality Assurance Plan (July 2021–June 2022).

**V. Performance Monitoring and Quality Assurance:**

The Food Protection and Facilities Branch will review annual required inspection data submitted electronically to the Environmental Health Inspections Data System to assure required food, lodging, and institution inspections are completed at the frequency required. Failure to complete required inspections will cause the Local Health Department to lose funding.

During program monitoring activities, Environmental Health Regional Specialists may review documentation to verify that the approved Quality Assurance Plan is being implemented.

If the Local Health Department Food and Lodging program is not in compliance with an approved Quality Assurance Plan, a corrective action plan must be submitted via the Smartsheet link above within 30 days, to the Environmental Health Regional Specialist indicating how deficiencies will be addressed.

**VI. Funding Guidelines or Restrictions:**

1. Requirements for pass-through entities: In compliance with 2 CFR §200.331 – *Requirements for pass-through entities*, the Division of Public Health provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.
  - a. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.
  - b. Frequency: Supplements will be generated as the Division of Public Health receives information for federal grants. Supplements will be issued to the Local Health Department throughout the

state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.

2. **With this signed Agreement Addendum, the Local Health Department is required to submit a signed and completed *Food and Lodging Local Health Department Request for Payment* form (DPH EH 2948) to request funds. Reimbursement will not be made until this Agreement Addendum and the DPH EH 2948 form is fully executed. Requests for Payment forms will be processed during the period May 1, 2022 through June 3, 2022. Requests received after June 3, 2022 will not be processed.**

Co. ID	County	Percentage for FY2020-21	1st (1)	2nd (2a)	3rd (2b)	Total
001	Alamance	100%	\$750	\$31,982	\$4,952	\$ 37,684
002	Alexander	100%	\$750	\$4,366	\$676	\$ 5,792
D2	Alleghany	98%	\$750	\$2,514		\$ 3,264
004	Anson	100%	\$750	\$3,930	\$608	\$ 5,288
D2	Ashe	100%	\$750	\$5,621	\$870	\$ 7,241
D6	Avery	100%	\$750	\$5,676	\$879	\$ 7,305
007	Beaufort	100%	\$750	\$9,933	\$1,538	\$ 12,221
D1	Bertie	100%	\$750	\$3,602	\$558	\$ 4,910
009	Bladen	100%	\$750	\$6,713	\$1,039	\$ 8,502
010	Brunswick	100%	\$750	\$28,599	\$4,428	\$ 33,777
011	Buncombe	96%	\$750	\$73,771		\$ 74,521
012	Burke	95%	\$750	\$13,273		\$ 14,023
013	Cabarrus	89%	\$750	\$35,993		\$ 36,743
014	Caldwell	38%	\$750	\$4,708		\$ 5,458
D1	Camden	48%	\$750	\$629		\$ 1,379
016	Carteret	99%	\$750	\$21,018		\$ 21,768
017	Caswell	50%	\$750	\$710		\$ 1,460
018	Catawba	100%	\$750	\$35,475	\$5,492	\$ 41,717
019	Chatham	100%	\$750	\$13,590	\$2,104	\$ 16,444
020	Cherokee	100%	\$750	\$7,641	\$1,183	\$ 9,574
D1	Chowan	98%	\$750	\$3,477		\$ 4,227
022	Clay	100%	\$750	\$2,401	\$372	\$ 3,523
023	Cleveland	100%	\$750	\$18,720	\$2,898	\$ 22,368
024	Columbus	93%	\$750	\$10,253		\$ 11,003
025	Craven	86%	\$750	\$16,756		\$ 17,506
026	Cumberland	81%	\$750	\$52,342		\$ 53,092
D1	Currituck	87%	\$750	\$6,885		\$ 7,635
028	Dare	100%	\$750	\$24,232	\$3,752	\$ 28,734
029	Davidson	97%	\$750	\$23,294		\$ 24,044
030	Davidson	94%	\$750	\$6,567		\$ 7,317
031	Duplin	99%	\$750	\$11,401		\$ 12,151
032	Durham	93%	\$750	\$68,167		\$ 68,917
033	Edgecombe	76%	\$750	\$6,678		\$ 7,428
034	Forsyth	81%	\$750	\$55,392		\$ 56,142
035	Franklin	92%	\$750	\$8,184		\$ 8,934
036	Gaston	98%	\$750	\$39,419		\$ 40,169
D1	Gates	100%	\$750	\$1,364	\$211	\$ 2,325
038	Graham	100%	\$750	\$2,565	\$397	\$ 3,712
D3	Granville	89%	\$750	\$7,335		\$ 8,085
040	Greene	100%	\$750	\$3,657	\$566	\$ 4,973
041	Guilford	84%	\$750	\$87,701		\$ 88,451
042	Halifax	11%	\$750	\$1,219		\$ 1,969
043	Hamelt	99%	\$750	\$17,182		\$ 17,932
044	Haywood	96%	\$750	\$16,976		\$ 17,726
045	Henderson	99%	\$750	\$25,017		\$ 25,767
D1	Hertford	97%	\$750	\$4,870		\$ 5,620
047	Hoke	100%	\$750	\$6,004	\$929	\$ 7,683
048	Hyde	95%	\$750	\$3,007		\$ 3,757
049	Iredell	86%	\$750	\$30,039		\$ 30,789
050	Jackson	100%	\$750	\$13,863	\$2,146	\$ 16,759
<b>Subtotals:</b>			<b>\$37,500</b>	<b>\$884,711</b>	<b>\$35,598</b>	<b>\$957,809</b>

Co. ID	County	Percentage for FY2020-21	1st (1)	2nd (2a)	3rd (2b)	Total
051	Johnston	100%	\$750	\$35,475	\$5,493	\$ 41,718
052	Jones	100%	\$750	\$1,255	\$194	\$ 2,199
053	Lee	100%	\$750	\$13,644	\$2,112	\$ 16,506
054	Lenoir	98%	\$750	\$11,981		\$ 12,731
055	Lincoln	97%	\$750	\$12,706		\$ 13,456
056	Macon	100%	\$750	\$11,352	\$1,758	\$ 13,860
057	Madison	94%	\$750	\$4,258		\$ 5,008
D4	Martin	21%	\$750	\$1,032		\$ 1,782
D7	McDowell	100%	\$750	\$9,005	\$1,394	\$ 11,149
060	Mecklenburg	100%	\$750	\$241,123	\$37,331	\$ 279,204
D6	Mitchell	100%	\$750	\$3,056	\$473	\$ 4,279
062	Montgomery	99%	\$750	\$5,187		\$ 5,937
063	Moore	99%	\$750	\$24,260		\$ 25,010
064	Nash	100%	\$750	\$20,303	\$3,143	\$ 24,196
065	New Hanover	99%	\$750	\$59,759		\$ 60,509
066	Northampton	27%	\$750	\$722		\$ 1,472
067	Onslow	100%	\$750	\$31,054	\$4,808	\$ 36,612
068	Orange	100%	\$750	\$24,396	\$3,777	\$ 28,923
069	Pamlico	100%	\$750	\$2,893	\$448	\$ 4,091
D1	Pasquotank	100%	\$750	\$8,514	\$1,318	\$ 10,582
071	Pender	100%	\$750	\$11,898	\$1,842	\$ 14,490
D1	Perquimans	100%	\$750	\$2,838	\$439	\$ 4,027
073	Person	91%	\$750	\$5,662		\$ 6,412
074	Pitt	100%	\$750	\$34,820	\$5,392	\$ 40,962
075	Polk	83%	\$750	\$4,485		\$ 5,235
076	Randolph	100%	\$750	\$24,451	\$3,785	\$ 28,986
077	Richmond	100%	\$750	\$7,313	\$1,132	\$ 8,915
078	Robeson	98%	\$750	\$23,159		\$ 23,909
079	Rockingham	100%	\$750	\$14,354	\$2,222	\$ 17,326
080	Rowan	97%	\$750	\$22,235		\$ 22,985
D7	Rutherford	100%	\$750	\$12,880	\$1,994	\$ 15,624
082	Sampson	89%	\$750	\$8,695		\$ 9,445
083	Scotland	92%	\$750	\$5,322		\$ 6,072
084	Stanly	100%	\$750	\$12,717	\$1,969	\$ 15,436
085	Stokes	85%	\$750	\$5,892		\$ 6,642
086	Surry	100%	\$750	\$16,046	\$2,484	\$ 19,280
087	Swain	57%	\$750	\$3,578		\$ 4,328
088	Transylvania	26%	\$750	\$2,313		\$ 3,063
D4	Tyrrell	6%	\$750	\$49		\$ 799
090	Union	100%	\$750	\$32,856	\$5,088	\$ 38,694
D3	Vance	81%	\$750	\$6,941		\$ 7,691
092	Wake	97%	\$750	\$203,184		\$ 203,934
093	Warren	82%	\$750	\$2,685		\$ 3,435
D4	Washington	20%	\$750	\$469		\$ 1,219
D2	Watauga	91%	\$750	\$14,800		\$ 15,550
096	Wayne	98%	\$750	\$22,250		\$ 23,000
097	Wilkes	100%	\$750	\$11,570	\$1,791	\$ 14,111
098	Wilson	100%	\$750	\$19,539	\$3,025	\$ 23,314
099	Yadkin	72%	\$750	\$6,130		\$ 6,880
D6	Yancey	93%	\$750	\$2,386		\$ 3,136
<b>Subtotals:</b>			<b>\$37,500</b>	<b>\$1,063,492</b>	<b>\$93,412</b>	<b>\$1,194,404</b>

	1st (1)	2nd (2a)	3rd (2b)	Total
<b>TOTALS:</b>	<b>\$75,000</b>	<b>\$1,948,203</b>	<b>\$129,010</b>	<b>\$ 2,152,213</b>

D1-Albemarle Regional Health Services-	\$ 40,705	Bertie, Camden, Chowan, Currituck, Gates, Hertford, Pasquotank, Perquimans
D2-Appalachian District Health Department-	\$ 26,055	Alleghany, Ashe, Watauga
D3-Granville-Vance District Health Department-	\$ 15,776	Granville, Vance
D4-Martin-Tyrrell-Washington District Health Department-	\$ 3,800	Martin, Tyrrell, Washington
D6-Toe River District Health-	\$ 14,720	Avery, Mitchell, Yancey
D7-Foothills Health District-	\$ 26,773	McDowell, Rutherford

## FOOD & LODGING LOCAL HEALTH DEPARTMENT REQUEST FOR PAYMENT

SFY 22

Division of Public Health

16001C3122

NCAS Number

04/01/2022    05/31/2022  
Effective Date    Termination Date

Activity 874

LHD: Duplin County Health Department

Activity: Food & Lodging Distribution

LHD's Project Director: \_\_\_\_\_

Distribution – indicate with a check mark all that apply <input checked="" type="checkbox"/> 15A NCAS 18A.2901(1) (\$750 Baseline distribution) <input checked="" type="checkbox"/> 15A NCAS 18A.2901(2)(a) (Distribution based on inspection percentage) <input checked="" type="checkbox"/> 15A NCAS 18A.2901(2)(b) (Distribution based on 100% inspection rate) AMOUNT REQUESTED	\$12,151.00
---	-------------

**Note #1:** LHD shall report Local Food and Lodging expenditures in the appropriate category (e.g., 101, 102, or 103) in the ZZZZ line item in the Aid-to-Counties Database.

**Note #2:** LHD shall report Local Food and Lodging Temporary Food Establishment (TFE) fees collected in category 107 – Local Temporary Food Establishment (TFE – State) in the ZZZZ line item in the Aid-to-Counties Database.

**Note #3:** LHD shall report Local Food and Lodging Limited Food Services Establishment (LFSE) fees collected in category 107 – Limited Food Services Establishment (LFSE – State) in the ZZZZ line item in the Aid-to-Counties Database.

<b>THIS SECTION FOR DPH USE ONLY:</b>	
<b>Company 2B01</b>	
Account	Center
536560874	1153-4752-SZ31

As chief executive officer of the recipient organization, I hereby certify that this request for payment is an accurate reflection of funds to be disbursed in accordance with 15A NCAC 18A.2901 "Disbursement of Funds". I further certify that to the best of my knowledge and belief we have complied with all laws, regulations and contractual provisions that are conditions of payment under this agreement.

Jacey Samin-Korogay    3.24.2022  
LHD Authorized Official Signature    Date

Nancy Christmitt    5/17/22  
LHD Finance Officer Signature    Date

\_\_\_\_\_  
DPH Environmental Health Section Signature    Date

\_\_\_\_\_  
DPH Contracts Officer Signature    Date



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

Duplin County  
Budget Amendment

Department Title

Cooperative Expense

Department Head's Signature

Amanda Hatcher

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

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

<b>Brief description of why this amendment is being requested:</b>
To due repairs on building.

Revenue code	Line Item Description	Amount	Expense code	Line Item Description	Amount
4950-34593	Rent- Cooperative Extension	4,579.00	4950-43510	R&M Building	4,579.00
Total		4,579.00	Total		4,579.00

Finance Signature

Chelsey Rames

Date Approved:

4/11/22

Manager Signature

Date Approved:

Commissioner Approval

Date Approved:

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

Duplin County  
Budget Amendment

Department Title \_\_\_\_\_ Cooperative Extension

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

(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:**  
Roll forward unspent grant funds

Revenue code	Line Item Description	Amount	Expense code	Line Item Description	Amount
4100-39951	Fund Bal Carry Fwd Grants	741.72	4953-42980	Program Supplies	741.72
Total		741.72	Total		741.72

Finance Signature \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
4/11/22

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

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

4/7/2022



04/07/2022 14:17  
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Duplin County, NC  
YTD BUDGET REPORT

P 1  
glytdbud

FOR 2021 13

JOURNAL DETAIL 2021 1 TO 2021 13

			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
4953 VIDANT 4-H GRANT									
34598 VIDANT 4H EFNEP									
4953 34598 VID4H			.00	-22,610.00	-22,610.00	-22,610.00	.00	.00	100.0%
2021/01/000006	07/01/2020	BUA	-22,410.00	REF			Establish Vidant grant		
2021/02/000276	08/05/2020	GEN	1,725.41	REF			JULY COOP EX DRAFT		
2021/02/000530	08/31/2020	CRP	-22,410.00	REF	14528	Vidant Health	EFNEP grant FY 20-21		
2021/02/000637	08/05/2020	GEN	-1,725.41	REF			JULY COOP EX DRAFT CRRT JE 276		
2021/03/000157	09/04/2020	GEN	1,725.41	REF			AUGUST 20 COOP EXT DRAFT		
2021/03/000790	09/04/2020	GEN	-1,725.41	REF			AUG COOP EX DRAFT JE 157		
2021/05/000440	11/18/2020	CRP	-200.00	REF	17060	NCSU	EFNEP pro. supplies grant		
2021/06/000011	12/08/2020	BUA	-200.00	REF					
TOTAL VIDANT 4H EFNEP			.00	-22,610.00	-22,610.00	-22,610.00	.00	.00	100.0%
41260 OTHER PERSONNEL									
4953 41260 OT PERSON			.00	20,704.92	20,704.92	19,966.77	.00	738.15	96.4%
2021/01/000006	07/01/2020	BUA	20,704.92	REF			Establish Vidant grant		
2021/02/000637	08/05/2020	GEN	1,725.41	REF			JULY COOP EX DRAFT CRRT JE 276		
2021/03/000790	09/04/2020	GEN	1,725.41	REF			AUG COOP EX DRAFT JE 157		
2021/04/000026	10/02/2020	GEN	1,725.41	REF			SEPTEMBER CO-OP DRAFT		
2021/05/000314	11/03/2020	GEN	1,725.41	REF			OCTOBER 2020 COOP EXT DRAFT		
2021/06/000164	12/03/2020	GEN	1,725.41	REF			OCTOBER 2020 CO-OP DRAFT		
2021/07/000162	01/11/2021	GEN	1,725.41	REF			NOVEMBER 2020 CO-OP DRAFT		
2021/08/000109	02/02/2021	GEN	1,725.41	REF			DECEMBER 20 CO OP DRAFT		
2021/09/000049	03/02/2021	GEN	1,725.41	REF			FEBRUARY 20 CO OP DRAFT		
2021/10/000562	04/23/2021	GEN	1,725.41	REF			MARCH 20 CO OP DRAFT		
2021/11/000199	05/03/2021	GEN	1,725.41	REF			APRIL 21 CO OP DRAFT		
2021/12/000310	06/02/2021	GEN	1,725.41	REF			MAY 21 CO OP DRAFT		
2021/12/000656	06/30/2021	GEN	987.26	REF			JUNE 21 CO OP DRAFT		
2021/12/000716	06/30/2021	GRV	-987.26	REF			Change Period		
2021/13/000014	06/30/2021	GRV	987.26	REF			Change Period		
2021/13/000055	06/30/2021	GRV	-987.26	REF			Reverse JE 2021/13/14		
2021/13/000056	06/30/2021	GEN	987.26	REF			PY DRAFT COOP EXT		

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Duplin County, NC  
YTD BUDGET REPORT

P 2  
glytdbud

FOR 2021 13

JOURNAL DETAIL 2021 1 TO 2021 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL OTHER PERSONNEL	.00	20,704.92	20,704.92	19,966.77	.00	738.15	96.4%
42980 PROGRAM SUPPLIES							
4953 42980 PROSUPP	.00	1,912.48	1,912.48	1,908.91	.00	3.57	99.8%
2021/01/000006 07/01/2020 BUA	1,483.58	REF					
2021/02/000151 08/03/2020 API	335.15	VND 001633 IN 073120			BANK OF AMERICA	Establish Vidant grant JULY P CARD	1003002
2021/04/000230 10/20/2020 BUA	228.90	REF				Roll forward unspent grant	
2021/05/000236 11/02/2020 API	258.83	VND 001633 IN 103120			BANK OF AMERICA	OCTOBER 2020 PCARD	1003571
2021/06/000011 12/08/2020 BUA	200.00	REF					
2021/06/000144 12/01/2020 API	221.05	VND 001633 IN 11302020			BANK OF AMERICA	NOVEMBER 2020 PCAR	1003691
2021/07/000129 01/04/2021 API	102.95	VND 001633 IN 123120			BANK OF AMERICA	DECEMBER P CARD	1003905
2021/08/000176 02/02/2021 API	318.50	VND 001633 IN 013121			BANK OF AMERICA	JANUARY PCARD	1004084
2021/09/000187 03/01/2021 API	290.03	VND 001633 IN 022821			BANK OF AMERICA	FEBRUARY P CARD	1004371
2021/10/000339 04/01/2021 API	84.93	VND 001633 IN 033121			BANK OF AMERICA	MARCH 2021 PCARD	1004600
2021/11/000195 05/03/2021 API	297.47	VND 001633 IN 043021			BANK OF AMERICA	APRIL PCARD	104746
TOTAL PROGRAM SUPPLIES	.00	1,912.48	1,912.48	1,908.91	.00	3.57	99.8%
44300 RENT							
4953 44300 RENT	.00	221.50	221.50	221.50	.00	.00	100.0%
2021/01/000006 07/01/2020 BUA	221.50	REF					
2021/07/000558 01/25/2021 API	221.50	VND 001583 IN EIT0001565			NCSU	Establish Vidant grant MACBOOK PRO MAC MI	6514
TOTAL RENT	.00	221.50	221.50	221.50	.00	.00	100.0%
TOTAL VIDANT 4-H GRANT	.00	228.90	228.90	-512.82	.00	741.72	-224.0%
TOTAL REVENUES	.00	-22,610.00	-22,610.00	-22,610.00	.00	.00	
TOTAL EXPENSES	.00	22,838.90	22,838.90	22,097.18	.00	741.72	
GRAND TOTAL	.00	228.90	228.90	-512.82	.00	741.72	-224.0%

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

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 excess fees collected in the Immunizations program.

Revenue code	Line Item Description	Amount	Expense code	Line Item Description	Amount
5110-35125	Fees	<del>56,767.79</del>	5114-45100	Capital Outlay	10,899.10
		<b>10,899.10</b>	<del>5114-42090</del>	<del>Program Supplies</del>	<del>45,868.69</del>
		<b>10,899.10</b>			<b>10,899.10</b>
Total		<del>56,767.79</del>	Total		<del>56,767.79</del>

Finance Signature \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
*Allen Ramin*  
4/12/22

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

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

4/12/2022

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

Duplin County  
Budget Amendment


4/13/2022

Department Title

Solid Waste

Department Head's Signature

Joy Pickett



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

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

<b>Brief description of why this amendment is being requested:</b>
To cover equipment cost repair.

Revenue code	Line Item Description	Amount	Expense code	Line Item Description	Amount
7400-38358	Sale of Assets	5,351.00	7400- <del>43542</del> 43580	Equipment Repairs	5,351.00
Total		5,351.00	Total		5,351.00

Finance Signature

Date Approved:

Chelsy Panier  
4/13/22

Manager Signature

Date Approved:

Commissioner Approval


Date Approved:

4/13/2022

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

Duplin County  
Budget Amendment

4/13/2022


Department Title \_\_\_\_\_ Solid Waste  
Department Head's Signature \_\_\_\_\_ Joy Pickett   
(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:**  
To cover cost of fuel for the remained of the fiscal year.

Revenue code	Line Item Description	Amount	Expense code	Line Item Description	Amount
66-37419	Sale of white goods	75,000.00	7400-42500	Fuel	75,000.00
Total		75,000.00	Total		75,000.00

Finance Signature  
Date Approved:

  
4/13/22

Manager Signature  
Date Approved:

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

Commissioner Approval  
Date Approved:


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

4/13/2022

DUPLIN COUNTY  
TAX AND SOLID WASTE REQUEST  
RELEASE DATE APRIL 18, 2022

AGENDA

4-11-22  
JB/LL

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	
19294	PATRICIA ANN LEE	12	76		2021	5315371			\$ 1,578.52				\$ 1,578.52	PROPERTY NOT IN TOWN OF MAGNOLIA	
19295	JONATHAN M MILLER	06			2019	5942442	\$ 2.15	\$ 0.06			\$ 0.22		\$ 2.43	BOAT LISTED IN LENOIR COUNTY	
19296	SONYA F ROSE	03			2021	7494957	\$ 2.15	\$ 0.06			\$ 0.22		\$ 2.43	BOAT SOLD SEVERAL YEARS AGO	
19297	SONYA F ROSE	03			2020	7494957	\$ 2.15	\$ 0.06			\$ 0.22		\$ 2.43	BOAT SOLD SEVERAL YEARS AGO	
<b>GRAND TOTAL</b>							\$ 6.45	\$ 0.18	\$ 1,578.52	\$ -	\$ 0.66	\$ -	\$ 1,585.81		
<b>SUBMITTED BY:</b>							<b>FINAL APPROVAL BY:</b>					<b>DATE APPROVED:</b>			
															





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Duplin County, NC  
JOURNAL INQUIRY

P 1  
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YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	
2022	09	684	BUA	03/31/2022	03/31/2022	041822	chelsey.lanier	1	N	Hist	2022		
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3		LINE DESCRIPTION			DEBIT	CREDIT	OB
								ACCOUNT DESCRIPTION					
1	4250	43510					T	REPAIRS BUILDING AND GROUNDS				400.00	
2	4250	42100					T	HOUSEKEEPING			400.00		
3	7405	43530					T	REPAIRS VEHICLES				194.00	
4	7405	40182					T	RETIREMENT			194.00		
** 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	
2022	09	713	BUA	03/31/2022	03/31/2022	041822	chelsey.lanier	1	N	Hist	2022		
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3		LINE DESCRIPTION			DEBIT	CREDIT	OB
								ACCOUNT DESCRIPTION					
1	4260	43520					T	REPAIRS & MAINTENANCE EQUIPME				8,999.82	
2	4260	45100					T	CAPITAL OUTLAY			8,999.82		
** 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	
2022	10	41	BUA	04/04/2022	04/04/2022	041822	chelsey.lanier	1	N	Hist	2022		
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3		LINE DESCRIPTION			DEBIT	CREDIT	OB
								ACCOUNT DESCRIPTION					
1	4370	43520					T	REPAIRS & MAINTENANCE EQUIPME				4,000.00	
2	4370	42490					T	VEHICLE SUPPLIES			4,000.00		
** JOURNAL TOTAL											0.00	0.00	



04/13/2022 13:14  
chelsey.lanier

Duplin County, NC  
JOURNAL INQUIRY

P 2  
glcjeinq

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	
2022	10	93	BUA	04/06/2022	04/06/2022	041822	chelsey.lanier	1	N	Hist	2022		
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION				DEBIT	CREDIT	OB
							ACCOUNT DESCRIPTION						
1	4910	43510					T					100.00	
2	4910	43110					T	REPAIRS	BUILDING AND GROUNDS				500.00
3	4910	42600					T	TRAVEL					
4	4910	43540					T	OFFICE SUPPLIES			500.00		
5	4910	43300					T	SOFTWARE MAINTENANCE			50.00		
6	4520	43520					T	UTILITIES					
7	4520	43110					T	REPAIRS & MAINTENANCE	EQUIPME				800.00
8	6160	43031					T	TRAVEL			800.00		
9	6160	42022					T	EVENT EXPENSES					3,000.00
							T	EVENTCONTRACT	LABOR		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	
2022	10	133	BUA	04/07/2022	04/07/2022	041822	chelsey.lanier	1	N	Hist	2022		
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION				DEBIT	CREDIT	OB
							ACCOUNT DESCRIPTION						
1	4211	44511					T					150.00	
2	4211	44500					T	INSURANCE SETTLEMENTS					
							T	INSURANCE AND BONDS			150.00		
** 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	
2022	10	134	BUA	04/07/2022	04/07/2022	041822	chelsey.lanier	1	N	Hist	2022		
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION				DEBIT	CREDIT	OB
							ACCOUNT DESCRIPTION						



04/13/2022 13:14  
chelsey.lanier

Duplin County, NC  
JOURNAL INQUIRY

P 3  
glcjeing

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	
2022	10	134	BUA	04/07/2022	04/07/2022	041822	chelsey.lanier	1	N	Hist	2022		
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3		LINE DESCRIPTION			DEBIT	CREDIT	OB
								ACCOUNT DESCRIPTION					
1	4211	41990					T	PROFESSIONAL SERVICES				4,900.00	
2	4211	43110					T	TRAVEL				4,900.00	
3	4211	42600					T	OFFICE SUPPLIES			4,900.00		
4	4211	42600					T	OFFICE SUPPLIES			4,900.00		
** 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	
2022	10	135	BUA	04/07/2022	04/07/2022	041822	chelsey.lanier	1	N	Hist	2022		
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3		LINE DESCRIPTION			DEBIT	CREDIT	OB
								ACCOUNT DESCRIPTION					
1	4211	41990					T	PROFESSIONAL SERVICES				9,950.00	
2	4211	42600					T	OFFICE SUPPLIES			9,950.00		
** 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	
2022	10	139	BUA	04/07/2022	04/07/2022	041822	chelsey.lanier	1	N	Hist	2022		
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3		LINE DESCRIPTION			DEBIT	CREDIT	OB
								ACCOUNT DESCRIPTION					
1	4952	43250					T	POSTAGE				87.73	
2	4952	42600					T	OFFICE SUPPLIES			87.73		
** JOURNAL TOTAL											0.00	0.00	



04/13/2022 13:14  
chelsey.lanier

Duplin County, NC  
JOURNAL INQUIRY

P 4  
glcjeinq

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2022	10	197	BUA	04/11/2022	04/11/2022	041822	chelsey.lanier	1	N	Hist	2022	

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
1	4950	43250					T POSTAGE		300.00	
2	4950	41700					T BOARD EXPENSE		186.36	
3	4950	43540					T SOFTWARE MAINTENANCE		68.00	
4	4950	43260					T POSTAGE NCSU		910.00	
5	4950	42972					T VOLUNTARY AGR DISTRICTS	140.00		
6	4950	42600					T OFFICE SUPPLIES	174.36		
7	4950	43530					T REPAIRS VEHICLES	250.00		
8	4950	43510					T REPAIRS BUILDING AND GROUNDS	900.00		
9	4370	42120					T UNIFORMS			3,000.00
10	4370	42490					T VEHICLE SUPPLIES	3,000.00		
11	4952	41860					T WORKERS COMPENSATION			45.55
12	4952	42381					T EDUCATIONAL SUPPLIES	31.00		
13	4952	42600					T OFFICE SUPPLIES	14.55		
14	4950	43110					T TRAVEL			400.00
15	4950	42500					T VEHICLE GASOLINE	400.00		
16	5133	42980					T PROGRAM SUPPLIES			1,500.00
17	5133	42500					T VEHICLE GASOLINE	1,500.00		
** 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
2022	10	198	BUA	04/11/2022	04/11/2022	041822	chelsey.lanier	1	N	Hist	2022	

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB
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04/13/2022 13:14  
chelsey.lanier

Duplin County, NC  
JOURNAL INQUIRY

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YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2022	10	198	BUA	04/11/2022	04/11/2022	041822	chelsey.lanier	1	N	Hist	2022	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION ACCOUNT DESCRIPTION		DEBIT	CREDIT	OB	
1	5163	41990					T				1,539.55	
2	5164	41990					T	PROFESSIONAL SERVICES			6,184.60	
3	5167	42980					T	PROFESSIONAL SERVICES			84.70	
4	5165	41990					T	PROGRAM SUPPLIES			158.70	
5	5129	42980					T	PROFESSIONAL SERVICES			228.02	
6	5133	42980					T	PROGRAM SUPPLIES			1,207.50	
7	5164	42410					T	PROGRAM SUPPLIES	5,985.00			
8	5163	42420					T	PHARMACY	82.45			
9	5167	42420					T	IN HOUSE LAB	84.70			
10	5129	43520					T	IN HOUSE LAB	228.02			
11	5164	43520					T	REPAIRS & MAINTENANCE EQUIPME	199.60			
12	5165	43520					T	REPAIRS & MAINTENANCE EQUIPME	158.70			
13	5163	43520					T	REPAIRS & MAINTENANCE EQUIPME	249.60			
14	5163	43911					T	REPAIRS & MAINTENANCE EQUIPME	1,207.50			
15	5133	43911					T	ADVERTISING	1,207.50			
16	4230	43540					T	ADVERTISING			7,000.00	
17	4230	43520					T	SOFTWARE MAINTENANCE	7,000.00			
								REPAIRS & MAINTENANCE EQUIPME				
** 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
2022	10	247	BUA	04/13/2022	04/13/2022	041822	chelsey.lanier	1	N	Hist	2022	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION ACCOUNT DESCRIPTION		DEBIT	CREDIT	OB	



04/13/2022 13:14  
chelsey.lanier

Duplin County, NC  
JOURNAL INQUIRY

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YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2022	10	247	BUA	04/13/2022	04/13/2022	041822	chelsey.lanier	1	N	Hist	2022	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION ACCOUNT DESCRIPTION		DEBIT		CREDIT	OB
1	4260	40183					T HOSPITAL INSURANCE				3,500.00	
2	4260	43510					T REPAIRS BUILDING AND GROUNDS		3,500.00			
3	4160	44500					T INSURANCE AND BONDS				4,000.00	
4	4160	43510					T REPAIRS BUILDING AND GROUNDS				4,000.00	
5	4260	43510					T REPAIRS BUILDING AND GROUNDS		8,000.00			
6	7400	43542					T REPAIRS COLLECTION SITES				8,029.00	
7	7400	43520					T REPAIRS & MAINTENANCE EQUIPME		8,029.00			
8	4250	43510					T REPAIRS BUILDING AND GROUNDS				2,500.00	
9	4250	42981					T PARTS & SUPPLIES		2,500.00			
** 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
2022	10	260	BUA	04/13/2022	04/13/2022	041822	chelsey.lanier	1	N	Hist	2022	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION ACCOUNT DESCRIPTION		DEBIT		CREDIT	OB
1	4230	41990					T PROFESSIONAL SERVICES				7,000.00	
2	4230	42600					T OFFICE SUPPLIES		2,000.00			
3	4230	43520					T REPAIRS & MAINTENANCE EQUIPME		5,000.00			
** JOURNAL TOTAL									0.00		0.00	
** GRAND TOTAL									0.00		0.00	

12 Journals printed

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

5-20-2022

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

Duplin County  
Budget Amendment

Department Title \_\_\_\_\_  
 Department Head's Signature Solid Waste + Recycling  
 (form can be e-mailed to Finance from Dept. Head) Jay Pickell

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 Retirement.

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
7405-43530	Vehicle Repairs	194 <sup>00</sup>	7405-40182	Retirement	194 <sup>00</sup>
Total		194 <sup>00</sup> 0.00	Total		194 <sup>00</sup> 0.00

Finance Signature \_\_\_\_\_  
 Date Approved: 3/31/22  
 Manager Signature \_\_\_\_\_  
 Date Approved: \_\_\_\_\_  
 Commissioner Approval \_\_\_\_\_  
 Date Approved: \_\_\_\_\_

3-25-2022

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

Duplin County  
Budget Amendment

Department Title

Garage

Department Head's Signature

Jay Pickett

(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 housekeeping supplies.*

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
<i>4250-43510</i>	<i>Building &amp; Grounds</i>	<i>400.00</i>	<i>4250-42100</i>	<i>Housekeeping</i>	<i>400.00</i>
Total		<i>400.00</i>	Total		<i>400.00</i>

Finance Signature

*Christy Pomeroy*

Date Approved:

*3/31/22*

Manager Signature

Date Approved:

Commissioner Approval

Date Approved:



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

Duplin County  
Budget Amendment

Department Title \_\_\_\_\_ Maintenance

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:**

Purchase Kubota loader

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
4260-43520	Repairs maintenance & equip	8,999.82	4260-45100	Capital Outlay	8,999.82
Total		8,999.82	Total		8,999.82

Finance Signature

Date Approved:

*Chelsy Pomic*  
3/31/22

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:**  
Upfit for Tahoe

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
4370-43520	Repairs & Maintenance Equipm	4,000.00	4370-42490	Vehicle Supplies	4,000.00
Total		4,000.00	Total		4,000.00

Finance Signature Chelsey Romier  
Date Approved: 4/4/22

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

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

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

Duplin County  
Budget Amendment

Department Title Planning  
Department Head's Signature Elizabeth Stalls  
(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:**  
Move funding to cover expenses as the end of FY 22 approaches.

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
4910-43510	Repairs Building and Grounds	100.00	4910-42600	Office Supplies	500.00
4910-43110	Travel	500.00	4910-43540	Software Maintenance	50.00
			4910-43300	Utilities	50.00
Total		600.00	Total		600.00

Finance Signature Cheryl Ranier  
Date Approved: 4/16/22  
Manager Signature \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Commisioner Approval \_\_\_\_\_  
Date Approved: \_\_\_\_\_

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

Duplin County  
Budget Amendment

Department Title Public Transportation  
 Department Head's Signature Angel Venecia  
 (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:**  
 Move \$800.00 from 4520-43520 (equipment repairs) to 4520-43110 (travel) to cover the cost of travel required for upcoming trainings.

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
4520-43520	Equipment Repairs	800.00	4520-43110	Travel	800.00
Total		800.00	Total		800.00

Finance Signature \_\_\_\_\_  
 Date Approved: 4/16/22

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

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

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

Duplin County  
Budget Amendment

Department Title Events and Venue Manager

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**

<b>Brief description of why this amendment is being requested:</b> Money to be moved from event expenses to contract labor
---

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
6160-43031	Event Expenses	3,000.00	6160-42022	Event Contract Labor	3,000.00
Total		3,000.00	Total		3,000.00

Finance Signature Clekey Romier  
 Date Approved: 4/16/22

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

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

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

Duplin County  
Budget Amendment

Department Title

Human Resources

Department Head's Signature

Pam Brame

*Pamela K. Brame*

(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>
Correct an overage in insurance and bonds

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
4211-44511	Insurance Settlements	150.00	4211-44500	Insurance and Bonds	150.00
Total		150.00	Total		150.00

Finance Signature

Date Approved:

*Chelsy Ranier*  
4/17/22

Manager Signature

Date Approved:

Commissioner Approval

Date Approved:

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

Duplin County  
Budget Amendment

Department Title

Human Resources

Department Head's Signature

Pam Brame

(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>
Purchasing ID Machine, Cards and Lanyards for Employees

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
4211-41990	Professional Services	4,900.00	4211-42600	Office Supplies	4,900.00
4211-43110	Travel	4,900.00	4211-42600	Office Supplies	4,900.00
Total		9,800.00	Total		9,800.00

Finance Signature

Date Approved:

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

Manager Signature

Date Approved:

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

Commissioner Approval

Date Approved:

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

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

Duplin County  
Budget Amendment

Department Title Human Resources  
Department Head's Signature Pam Brame  
(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:**  
Purchasing end of year items for Human Resources - such as Scanner, Laptop, Desk Hutch for Semeka and Kim and Bookcases

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
4211-41990	Professional Services	9,950.00	4211-42600	Office Supplies	9,950.00
Total		9,950.00	Total		9,950.00

Finance Signature   
Date Approved: 4/7/22

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

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



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

Duplin County  
Budget Amendment

Department Title

Cooperative Extension

Department Head's Signature

Amanda Hatcher

(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 deficits and cover purchases.

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
4952-43250	Postage	87.73	4952-42600	Office Supplies	87.73
Total		87.73	Total		87.73

Finance Signature

Chesley Ramier  
4/17/22

Date Approved:

Manager Signature

\_\_\_\_\_

Date Approved:

Commissioner Approval

\_\_\_\_\_

Date Approved:

\_\_\_\_\_

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

Duplin County  
Budget Amendment

Department Title

Cooperative Extension

Department Head's Signature

Amanda Hatcher

(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 deficits and cover purchases.

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
4950-43250	Postage	300.00	4950-42972	Voluntary AGR Districts	140.00
4950-41700	Board Expense	186.36	4950-42600	Office Supplies	174.36
4950-43540	Software Maintenance	68.00	4950-43530	Repairs - Vehicle	250.00
4950-43260	Postage - NCSU	910.00	4950-43510	R & M Building	900.00
Total		1,464.36	Total		1,464.36

Finance Signature

Chelsey Ramier  
4/11/22

Date Approved:

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:**  
Upfit for Tahoe

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
4370-42120	Uniforms	3,000.00	4370-42490	Vehicle Supplies	3,000.00
Total		3,000.00	Total		3,000.00

Finance Signature \_\_\_\_\_ *Chelsy Lanier*  
Date Approved: \_\_\_\_\_ *4/11/22*

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

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

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

Duplin County  
Budget Amendment

Department Title Cooperative Extension  
 Department Head's Signature Amanda Hatcher  
 (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 Purchases

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
4952-41860	Workers Comp	45.55	4952-42381	Educational Supplies	31.00
			4952-42600	Office Supplies	14.55
<b>Total</b>		<b>45.55</b>	<b>Total</b>		<b>45.55</b>

Finance Signature \_\_\_\_\_  
 Date Approved: 4/11/22

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:**

To cover line item expenses within the COVID 543 CDC-ELC program.

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
5133-42980	Program Supplies	1,500.00	5133-42500	Vehicle Gasoline	1,500.00
Total		1,500.00	Total		1,500.00

Finance Signature  
Date Approved:

*Cluey Ramier*  
4/11/20

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 several programs.

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
5163-41990	Professional Services	1,539.55	5164-42410	Pharmacy	5,985.00
5164-41990	Professional Services	6,184.60	5163-42420	In House Lab	82.45
5167-42980	Program Supplies	84.70	5167-42420	In House Lab	84.70
5165-41990	Professional Services	158.70	5129-43520	Repairs Equipment & Maint.	228.02
5129-42980	Program Supplies	228.02	5164-43520	Repairs Equipment & Maint.	199.60
5133-42980	Program Supplies	1,207.50	5165-43520	Repairs Equipment & Maint.	158.70
			5163-43520	Repairs Equipment & Maint.	249.60
			5163-43911	Advertising	1,207.50
			5133-43911	Advertising	1,207.50
Total		9,403.07	Total		9,403.07

Finance Signature Chelsy Panier  
Date Approved: 4/11/22

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

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

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

Duplin County  
Budget Amendment

Department Title

Finance

Department Head's Signature

*[Handwritten 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:**

For the purchase of battery back-ups for server and network equipment.

<b>Expense code to DECREASE</b>	<b>Line Item Description</b>	<b>Credit Amount</b>	<b>Expense code to INCREASE</b>	<b>Line Item Description</b>	<b>Debit Amount</b>
4230-43540	Software Maintenance	7,000.00	4230-43520	Repairs & Maint. Equipment	7,000.00
<b>Total</b>		<b>7,000.00</b>	<b>Total</b>		<b>7,000.00</b>

Finance Signature

Date Approved:

*Chelsey Ranier*  
*4/1/22*

Manager Signature

Date Approved:

\_\_\_\_\_

Commissioner Approval

Date Approved:

\_\_\_\_\_



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

Duplin County  
Budget Amendment

Department Title \_\_\_\_\_ Maintenance

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:**  
Repave finance parking lot

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
4260-40183	Health Insurance	3,500.00	4260-43510	Repairs & Maintenance Building	3,500.00
Total		3,500.00	Total		3,500.00

Finance Signature \_\_\_\_\_  
Date Approved: 4/13/22

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

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

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

Duplin County  
Budget Amendment

Department Title \_\_\_\_\_ Maintenance

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:**  
Repave finance parking lot

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
4160-44500	Insurance & Bonds	4,000.00	4260-43510	Repairs & Maintenance Building	8,000.00
4160-43510	Repairs & Maintenance Building	4,000.00			
Total		8,000.00	Total		8,000.00

Finance Signature \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
*Chelsy Ranier*  
*4/13/22*


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

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

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

Duplin County  
Budget Amendment

4/13/2022

Department Title \_\_\_\_\_ Solid Waste  
Department Head's Signature \_\_\_\_\_ Joy Pickett   
(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 equipment cost repair.


Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
7400-43542	Collection Site Repairs	8,029.00	7400-43542 43542	Equipment Repairs	8,029.00
Total		8,029.00	Total		8,029.00

Finance Signature \_\_\_\_\_  
Date Approved: 4/13/22  
Manager Signature \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Commissioner Approval \_\_\_\_\_  
Date Approved: \_\_\_\_\_

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

Duplin County  
Budget Amendment


4/3/2022

Department Title Garage  
Department Head's Signature Joy Pickett   
(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 parts and supplies.

Expense code to- DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
4250-43510	Buildings & Grounds	2,500.00	4250-42981	Parts & Supplies	2,500.00
Total		2,500.00	Total		2,500.00

Finance Signature   
Date Approved: 4/13/22  
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)

*Frankie Henry*

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:**

For needed office supplies and switches at the Landfill.

Expense code to DECREASE	Line Item Description	Credit Amount	Expense code to INCREASE	Line Item Description	Debit Amount
4230-41990	Professional Services	2,000.00	4230-42600	Office Supplies	2,000.00
4230-41990	Professional Services	5,000.00	4230-43520	Repairs & Maint. Equipment	5,000.00
Total		7,000.00	Total		7,000.00

Finance Signature

Date Approved:

*Celsy Ranier*  
*4/13/22*

Manager Signature

Date Approved:

Commisioner Approval

Date Approved:

# County Commissioners Agenda Request Form

**AGENDA**

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> Tim Wilson, County Attorney	<b>Meeting Date:</b> April 18, 2022
<b>Subject:</b> Request Board Schedule a Public Hearing on May 2, 2022 Regarding Board's Consideration of a Resolution Approving a \$2,000,000.00 Tax-Exempt Loan from First Bank to Rose Hill Firemen, Inc. for the Purpose of Constructing a Fire Station for Rose Hill Volunteer Fire Department	
<b>Summary, explanation and background:</b> County Attorney Tim Wilson has been contacted by Braxton Price, the attorney representing the Rose Hill Firemen, Inc. in their efforts to secure a loan to construct a new fire station in the Town of Rose Hill, wishing for the Board of Commissioners to adopt a resolution approving the aforementioned loan. The lender, First Bank, is requiring as a part of the loan process that the Duplin County Board of Commissioners hold a public hearing prior to the Board's consideration of a Resolution approving a \$2,000,000.00 tax-exempt loan from First Bank to Rose Hill Firemen, Inc. for the purpose of constructing a fire station for Rose Hill's volunteer fire department. The approval of the tax-exempt financing is to the Rose Hill Volunteer Fire Department (also known as Rose Hill Firemen, Inc.) is applicable because of Section 150(e)(3) and Section 147(f) of the Internal Revenue Code of 1986, as amended, and such approval does not obligate the County or its Board of Commissioners in any way regarding repayment of the debt.	
<b>Requested Action:</b> Motion to approve the request to schedule a public hearing on May 2, 2022 to receive public comments regarding the Board's consideration of a Resolution approving a \$2,000,000.00 tax-exempt loan from First Bank to Rose Hill Firemen, Inc. for the purpose of constructing a fire station for Rose Hill's volunteer fire department.	
<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 Brown by the

## 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> Terry Norris, Executive Director of Emerge Ministries	<b>Meeting Date:</b> April 18, 2022
<b>Subject:</b> Request Board to Partner with Merge Ministries to Produce a July 4 <sup>th</sup> Celebration/Festival at the Duplin County Events Center	
<b>Summary, explanation and background:</b> EmERGE Ministries has established a Duplin County July 4 <sup>th</sup> committee which has scheduled a second annual July 4 <sup>th</sup> celebration for Monday, July 4 <sup>th</sup> , 2022 and is requesting that Duplin County become a partner in putting on the event. According to Terry Norris, Executive Director of Merge Ministries, the 2021 July 4 <sup>th</sup> celebration was attended by 5,000 individuals and was a great success. Due to the extraordinary attendance and the response following last year’s event EmERGE Ministries would like to relocate the festival to the Duplin County Events Center. EmERGE Ministries is requesting that businesses, churches and civic groups consider contributions of \$500.00 each. Please see the attached letter from EmERGE Ministries for a more detailed description of the planned festival.	
<b>Requested Action:</b> No requested action. Discretion of the Board.	
<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 from EmERGE Ministries entitled, “A Christ Centered July 4 <sup>th</sup> Celebration “The Founding, The Foundation, The Future””	
<b>Instructions for what to do with attachments once approved:</b> Return to the County Manager/Clerk to the Board	

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



*It is you, our financial partners that make it possible for Emerge Ministries to continue serving and meeting the needs of many. Without your "Voice" the love, grace and mercy of Christ would not be heard.*

Donations are made in several ways:

- Online Donation Platforms
- [www.Emerge4unity.org](http://www.Emerge4unity.org)
- Facebook: Emerge Ministries Beulaville NC
- Emerge Ministries PO Box 299 Beulaville NC 28518

**Contact Us:**

Terry Norris  
Executive Director  
910-284-5994

[www.emerge4unity.org](http://www.emerge4unity.org)  
[emerge4unity@gmail.com](mailto:emerge4unity@gmail.com)  
Facebook: Emerge Ministries

**Emerge Ministries**

PO Box 299  
Beulaville NC 28518



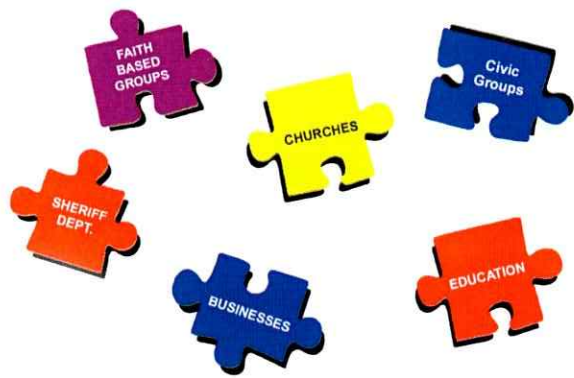
**Emerge Ministries**

is volunteers displaying  
love, grace, and mercy

Giving hope  
to those in need

We are "Many Voices"  
With "One Vision"  
For "His Plan"





## ABOUT US

Emerge Ministries, Inc. is a 501©3 non-profit organization. Using our “Four Pillars”, We mobilize and empower the followers of Christ for evangelism through education, training and personal interaction. There are more than twenty different platforms of ministry to meet the needs of those we serve. EmERGE partners with churches, religious organizations, community and government service providers, City Public Safety Offices, civic groups and businesses. We are witnessing a renewing of spirit in all these organizations and the individuals we serve.



**Vision:** To bring together the many different voices of Gods people, so they may rise up and go forth in love, grace and mercy; bringing reconciliation and restoration for edification in the body of Christ.

**Philippians 2:1-5**  
**Ephesians 4:11-13**

**Mission:** To mobilize the body of Christ using our “Four Pillars” of ministry, while empowering them for personal evangelism through education, training and personal interaction.

**Matthew 28:19-20**

**Purpose:** To witness to people where they are physically, mentally and spiritually, so they may have an intimate, deep encounter with God, a change of heart and renewed mind – thus a transformation into who they are in Christ.

**Matthew 25:35-40**  
**Romans 12:1-2**

## FOUR PILLARS

### Mobilization of “Voices”

- City Wide Crusades
- Disaster Relief
- EmERGE Chaplains Response Team(ECRT)
- Prison Ministry
- Homeless Ministry

### ADDICTION & JAIL MINISTRY

- EmERGE Skills4life Programs
- Community C.A.R.E Meetings
- Jail Ministry Volunteers
- NC Certified Substance Abuse Counseling
- Christian Substance Abuse Counseling

### EDUCATION & TRAINING PROGRAMS

- Personal Evangelism
- Disaster Relief Training
- Certified Chaplaincy Program
- Prison Volunteer Training & State Certifications
- Addiction & Substance Abuse Education

### MEDIA

- Audio & Video Recording Studio
- Event Production: Staging, Sound and Video
- EmERGE Live Music Ministry
- EmERGE Connect Podcast
- EmERGE Youtube Channel, Facebook, Website



Emerge Ministries  
PO Box 299  
Beulaville NC 28518  
[emerge4unity@gmail.com](mailto:emerge4unity@gmail.com)  
[emerge4unity.org](http://emerge4unity.org)

**Feb 28, 2022**

**A Christ Centered  
July 4<sup>th</sup> Celebration**  
**“The Founding, The Foundation, The Future”**

The Duplin County July 4<sup>th</sup> committee has scheduled the second annual July 4<sup>th</sup> celebration for Monday July 4, 2022. Emerge serves along with this county wide committee, coordinating efforts to ensure another safe, successful and inclusive celebration. It is a free event to the public therefore, financial resources must be raised to invest in our children, families and county. Collaborating with businesses, churches, civic groups and leaders to gain these resources is a testament to their commitment to develop longstanding positive changes to our communities.

we Last year more than 5,000 individuals, children and families attended the event. It was a great success. We are expecting twice the attendance this year. So, due to the extraordinary attendance and the responses following last year’s event we are relocating the Festival to the **Duplin County Events Center**. The event will be held outside and inside of the Events Center.

Again, this year, we will have a Thirty (30) - Forty (40) minute fireworks display. We will have an active center stage, packed with a diversity of Christian music, artist and notable speakers. Last year we entertained more than 2,000 children. So, this year, we have a stage specifically designed for Kids with music, activities and giveaways. In addition will have eight (8) huge bouncy houses for the kids. Also, two (2) older youth and adult stations, one rock climbing wall and a mechanical bull riding venue. There will be a variety of food vendors onsite the entire event. As a business owner, church or civic group in Duplin county there are ways you can become involved. Your involvement is essential to make this a Duplin County community effort.

First, this is a very expensive project. We are requesting businesses, churches and civic groups to consider contributions of \$500.00 each. Any donation amount Individuals or otherwise would be greatly appreciated. As for financial accountability, Emerge, is a Billy Graham National Finance vetted ministry. Secondly, we need volunteers from the communities and local churches to help with prayer groups, counseling and different task both during and after the event. Also, advertising and spreading the message of the event throughout the county will help deliver a positive influence on a greater number of people. At your convenience, we would be glad to visit your business, church, civic group or ministry to discuss in greater detail. I can be contacted using the information below. I look forward to hearing from you.

**Make Check Payable to:** Emerge Ministries, In the memo section write July 4<sup>th</sup> 2022

**When: Monday July 4, 2022**  
**Where: Duplin County Events Center**  
**Time: Gates open at 3:00pm**  
**Event: 4:00pm till 10:00pm**  
**Cost: Free**

Terry Norris, Executive Director  
Emerge Ministries 501©3  
PO Box 299  
Beulaville NC 28518  
Email: [emerge4unity@gmail.com](mailto:emerge4unity@gmail.com)  
Cell: 910-284-5994

## 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> Transportation	<b>Meeting Date:</b> April 18, 2022
<b>Subject:</b> Duplin County Section 5339(b) Discretionary Award Local Match Certification	
<b>Summary, explanation and background</b> NCDOT has announced that the amount awarded for the Section 5339(b) discretionary grant to build a new transportation facility has been increased from \$1,418,921 (\$1,135,137-federal & \$283,784-local) to \$3,020,171 (\$2,416,137-federal & \$604,034-local). Therefore, a new Local Share Certification for Funding must be completed.	
<b>Requested Action:</b> Approval of the increased local share for the 5339(b) Discretionary Grant totaling \$604,034 and signature of Chairperson on the Local Share Certification for Funding document.	
Budget impact for this fiscal year: \$0	
Budget impact for subsequent years: \$0	
<b>Time needed to explain to Commissioners:</b> 2 min	
<b>Attachments:</b> Local Share Certification for Funding	
<b>Instructions for what to do with attachments once approved:</b> Send back to Angel @ Transportation	

**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.

## LOCAL SHARE CERTIFICATION FOR FUNDING

Duplin County Transportation System  
(Legal Name of Applicant)

### Requested Funding Amounts

<u>Project</u>	<u>Total Amount</u>	<u>Local Share</u>
Duplin County Section 5339(b) Discretionary Award	\$ <u>3,020,171</u>	\$ <u>604,034</u> (20%)
<b>TOTAL</b>	<b>\$ <u>3,020,171</u></b> Total Funding Requests	<b>\$ <u>604,034</u></b> Total Local Share

The Local Share is available from the following sources:

<u>Source of Funds</u>	<u>Grant Applied To</u>	<u>Amount</u>
<u>Agency Purchase</u>	<u>5339(b)</u>	\$ <u>604,034</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
<b>TOTAL</b>		<b>\$ <u>604,034</u></b>

I, the undersigned representing (Legal Name of Applicant) **Duplin County** do hereby certify to the North Carolina Department of Transportation, that the required local funds for the FY 19 Section 5339(b) Bus and Bus Facilities Discretionary Program will be available as of **July 1, 2022**, which has a period of performance of July 1, 2021 – June 30, 2022.

\_\_\_\_\_  
Signature of Authorized Official

Dexter Edwards, Chairperson, Duplin County BOCC  
\_\_\_\_\_  
Type Name and Title of Authorized Official

\_\_\_\_\_  
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.

Name / Department: Roger Jones - Duplin County Schools	Meeting Date: 4-18-22
Subject: NC Education Lottery Fund Application	
Summary, explanation and background: Replacement of Warsaw Elem switchgear & evaluate, test & repair electrical switchgear at Rose Hill Magnolia, North Duplin Elem., Wallace Elem., and Kenansville Elem.	
Requested Action: Approval to use Public school Building Capital Fund North Carolina Education Lottery as per application	
Budget impact for this fiscal year: (Funds available, allocation needed, etc.) \$ 322,000.00	
Budget impact for subsequent years: (Funds available, allocation needed, etc.)	
Time needed to explain to Commissioners: 5 mins	
Attachments: Lottery Application to be signed	
Instructions for what to do with attachments once approved: Call & will pick up 910-290-2168	

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

**APPLICATION  
PUBLIC SCHOOL BUILDING CAPITAL FUND  
NORTH CAROLINA EDUCATION LOTTERY**

Approved: \_\_\_\_\_

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

County: Duplin

Contact Person: Roger Jones

LEA: Duplin County Schools

Title: Advisor of Operations

Address: PO Box 128 Kenansville NC 28349

Phone: 910 296 6199

Project Title: Warsaw Elementary Switchgear Change out

Location: 158 Lanefield Rd. Warsaw, NC 28398

Type of Facility: Elementary School

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:

- (3) No county shall have to provide matching funds...
- (4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.
- (5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. ***Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.***

Short description of Construction Project: Replacement of Warsaw Elem. Switchgear and evaluate, test, and repair electrical switchgear at RHM, ND Elem, Wale & Kes

Estimated Costs:

Purchase of Land	_____	\$	_____
Planning and Design Services	_____		3,000.00
New Construction	_____		_____
Additions / Renovations	_____		_____
Repair	_____		319,000.00
Debt Payment / Bond Payment	_____		_____
<b>TOTAL</b>	_____	<b>\$</b>	<b>322,000.00</b>

Estimated Project Beginning Date: 06-01-2022

Est. Project Completion Date: 01-11-2023

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 322,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)

(Date)

(Signature — Chair, Board of Education)

(Date)

Ware Switchgear	110,000
Engineer	3,000
Testing Agency (8,500 x 4 schools)	34,000
Breakers (5 @25k x 4 schools)	100,000
Contingency for other repairs	75,000
	322,000

## 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.



Name / Department: Tracey Simmons-Komegay/Health	Meeting Date: April 18, 2022
Subject: Board of Health Member (Reappointment)	
Summary, explanation, and background: Reappointment of Jorge Trujillo as a public health member to his 3rd three (3) year term to Duplin County’s Board of Health  <div style="margin-left: 40px;">           Jorge Trujillo’s Information:            447 E. Wards Bridge Road            Kenansville, North Carolina 28349            Cell: (910) 271-0293            Email: <a href="mailto:jtrujillonc@gmail.com">jtrujillonc@gmail.com</a> </div>	
Requested Action: Reappoint Jorge Trujillo (public health member) to the Board of Health for the period of April 2022-April 2025	
Budget impact for this fiscal year: (Funds available, allocation needed, etc.) None	
Budget impact for subsequent years: (Funds available, allocation needed, etc.) None	
Time needed to explain to Commissioners: 5 minutes	
Attachments: None	
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 Jaime Carr at [jaimec@duplincountync.com](mailto:jaimec@duplincountync.com) or Davis H. Brinson at [dbrinson@duplincountync.com](mailto:dbrinson@duplincountync.com). The deadline for getting on the agenda is **Noon** on the Wednesday preceding the meeting by the agenda



## 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: Tracey Simmons-Komegay/Health	Meeting Date: April 18, 2022
Subject: <ul style="list-style-type: none"><li>2021 Communicable Disease Annual Report</li><li>2021 Child Fatality Annual Report</li></ul>	
Summary, explanation and background: The Communicable Disease and Child Fatality Annual Reports are required by the state to be completed, reviewed, and presented annually to the Board of County Commissioners.	
Requested Action: Please review each of these 2021 reports with no further actions required	
Budget impact for this fiscal year: (Funds available, allocation needed, etc.) None	
Budget impact for subsequent years: (Funds available, allocation needed, etc.) None	
Time needed to explain to Commissioners: 5 minutes	
Attachments: <div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;"> 2021 CD Annual Report.pdf</div><div style="text-align: center;"> 2021 CFPT Annual Report.pdf</div></div>	
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 Jaime Carr at [jaimec@duplincountync.com](mailto:jaimec@duplincountync.com) or Davis H. Brinson at [dbrinson@duplincountync.com](mailto:dbrinson@duplincountync.com). The deadline for getting on the agenda is noon on the Wednesday preceding the meeting by the agenda.

## Annual Communicable Disease Report

Disease	INVESTIGATIONS	2021 Probable Confirmed	2020 Probable Confirmed	2019 Probable Confirmed	2018 Probable Confirmed
Animal Bites/Exposures	94	94	110	126	101
Animal Rabies Cases	6	6	1	3	9
Rabies Post Exposure Vaccine (Persons)	12	12	17	9	24
Chlamydia	339	339	347	326	315
Gonorrhea	112	112	106	100	96
Non-Gonococcal urethritis	2	2	1	6	8
PID	1	1	0	4	12
HIV	5	5	2	2	2
Syphilis, (Primary, Secondary)	5	5	7	9	12
Syphilis, (Latent)	15	14			
Congenital Syphilis	1	0	1	0	0
Hepatitis A	0	0	0	0	1
Hepatitis B, Acute	3	2	0	2	2
Hepatitis B, Chronic Carrier	6	3	4	2	6
Hepatitis B, Perinatally Acquired	1	0	0	1	0
Hepatitis C, Acute	0	0		0	0
Hepatitis C, Chronic Carrier	64	43	27	60	65
Campylobacter	3	3	13	12	10
E. Coli-Shiga Toxin Producing	2	2	2	4	2
Foodborn - c. perfringens	3	0	0	0	1
Listeriosis	1	1	0	0	0
Salmonellosis	13	13	9	27	11
Shigellosis	2	2	0	2	0
Lyme Disease	6	0	0	0	4
Rocky Mountain Spotted Fever	4	3	2	8	15
Ehrlichiosis, Human Monocytic	0	0	0	2	0
Zika	0	0	0	0	

## Annual Communicable Disease Report

Legionellosis	1	1	0	0	4
Encephalitis, WNV, etc.	0	0	0	0	
Vibrio	0	0	0	0	1
Cryptosporidiosis	2	2	0	0	0
Group A Streptococcal invasive infection	0	0	8	1	3
Haemophilus influenza, invasive	0	0	3	0	4
Pertussis	2	0	0	4	2
SARS COVID 19	6,680	6,680	4,298	0	0
SARS COVID 19 Deaths	113	113	84	0	0
Influenza, Adult Death	0	0	3	3	6
Carbapenem Resistant Enterobacteriacia -CRE	7	0	1		
Meningitis, Pneumoccal	1	1	0	0	0
Tuberculosis, Active Cases	11	2	3	2	2
Tuberculosis Case Home Visits (DOT)	368	368	71	38	89
Tuberculosis, Latent TB Infection	75	75	41	45	78
Tuberculosis Infection Home Visits (DOPT)	240	240	265	Not Reported	Not Reported
Control Measures Issued		5+	9	5	7
<b>Outbreaks/Clusters</b>	32	32	27	5	7
<b>Immunizations</b>		6,760	5,786	7,199	5,993

**Duplin County**  
**Child Fatality Prevention Team**  
**Annual Report for CY 2021**

Ashley Reiger, Chair

The Child Fatality Prevention Team (CFPT) is responsible for reviewing records of child fatality cases for Duplin County children under 18 years of age. The purpose of these reviews is to make recommendations to improve local and statewide systems to protect children. The teams consist of representatives from the Department of Social Services, Health Department, Law Enforcement, Mental Health, District Attorney's Office, Guardian Ad Litem, Duplin County Cooperative Extension, and TediBear.

During the three 2021 Duplin County CFPT Meetings, the team reviewed 10 child deaths from 2020. The meetings were held in February, June, and August, 2021. There was a meeting scheduled for December that was canceled due to a delay in receiving the 4<sup>th</sup> quarter report. It takes the state about 12 months to process and gather necessary information to send out to each county for review. Duplin County experienced 4 child fatalities in 2019 and 11 child fatalities in 2018.

**6-infant prematurely/perinatal condition related deaths:**

- A 2-hour old white male was born and died on July 13, 2020 at a Hospital with a cause of death as perinatal condition. Mother had a spontaneous rupture of membrane at 23 weeks gestation and baby was delivered breech. An autopsy was not performed. Underlying cause of death was extreme immaturity.
- A 16-day old black male died on July 16, 2020 at a Hospital with a cause of death as perinatal condition. Mother delivered a twin pregnancy by C-section at 26 weeks gestation. Baby was delivered breech. An autopsy was not performed. Underlying cause of death intrauterine hypoxia and NEC.
- A 30-minute old white male died on September 2, 2020 at a Hospital with a cause of perinatal condition. Mother had an emergency c-section at 23 weeks gestation due to a breech pregnancy. Mother developed pulmonary edema and hypoxia during delivery. Infant presented with no respiratory effort. Underlying cause of death was neonatal cardiac dysrhythmia.
- A 6-day old Hispanic male died on September 29, 2020 at a Hospital with a cause of perinatal condition. Mother delivered preterm at 23-week gestation with premature moderate respiratory compromise. Mother was diagnosed with COVID-19 in July 2020. An autopsy was not performed. Underlying cause of death was pulmonary hemorrhage.
- A 11-hour old Hispanic male died on April 13, 2020 at a Hospital with a cause of death as perinatal condition. Mother delivered a preterm twin pregnancy with one baby being breech. Underlying cause of death identified as neonatal cardiac dysrhythmia and bacterial sepsis of newborn.
- A 1-day old white female died on April 6, 2020 at a Hospital with a cause of death as perinatal condition. Mother went into preterm labor with an abruption of her placenta. An autopsy was performed. Underlying cause of death was newborn affected by other forms of placental separation and hemorrhage.

## **2-accidental related deaths:**

- A 15-year old white male died on August 20, 2020 at a Hospital with a cause of death as suicide. Child went to the hospital with a self-inflicted gunshot wound to the head. An autopsy was not performed.
- A 1- month old Hispanic male died on July 7, 2-19 at a Hospital with a cause as accident. He was found unresponsive in bed with mother. Resuscitation was performed. He was pronounced as dead at ED. An autopsy was performed and noted the cause of death to be an accident with an underlying cause of death was accidental suffocation and strangulation in bed.

## **1-acute illness related death:**

- A 2-month old black male died on February 1, 2020 at a Hospital with a cause of death as illnesses. He was found unresponsive in bed with mother. Resuscitation was performed He was pronounced dead at ED. An autopsy was performed by a medical examiner and noted the cause of death as acute bronchopneumonia.

It is important to stress to parents the importance of prompt medical care when needed.

## **1-unknown/undetermined death:**

- A 14-day old white female died on January 9, 2020 at her home with a cause of death classified as other. She was found unresponsive in bed with mother. Resuscitation was performed. She was pronounced dead at home. An autopsy was performed by a medical examiner in Jacksonville and noted the cause of death to be undetermined.

Unsafe sleep practices are a contributing factor to death in babies; unfortunately, the message of safe sleep including avoidance of co-sleeping might not always be provided to parents and caregivers. In 2021, the CFPT purchased 21 pack-n-plays for infants, which is a safe alternative to co-sleeping with a parent. These are available at no cost to families who cannot afford to purchase a crib and do not have a safe sleep alternative for their infant.


Additionally, the CFPT has been using the remaining pack-n-plays that were awarded to Duplin County Health Department in November 2019 through the Dr. Ann F. Wolfe Endowment Mini Grant. The project was funded for \$8,000 to include a total of 68 cribettes sets (each set includes a pack-n-play, sleep sack, fit sheet, pacifier, and education materials in English or Spanish) from the Crib for Kids' program. The target population is Medicaid, uninsured, and low-income families with infants under 12 months, and/or pregnant women living in Duplin County. The goal is to decrease infant mortality and provide medical provider education about the importance of Safe Sleep. Clients are referred by DSS and case managers from the Health Department who work with at-risk families with young children and pregnant women. There were 22 cribettes distributed within 2021 to those in need.

Additional community outreach activities for 2020 include:

- Duplin County Health Department provided coloring pages and crayons to all the kindergarten classes within Duplin County. These coloring pages were used to educate the children on safety in efforts to help decrease accidents.

## 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: Tracey Simmons-Komega/Health Department	Meeting Date: April 18, 2022
Subject: Communicable Disease Pandemic Recovery – AA 546 Funding	
Summary, explanation and background: Provides funds for local health departments to expand communicable disease surveillance, detection, control, and prevention activities to address COVID-19 and other communicable disease-related challenges impacted by the COVID-19 pandemic.	
Requested Action: 1) Acceptance of Communicable Disease Pandemic Recovery (AA 546) for \$140,786 2) Approval of the budget amendment for 2021-2022	
Budget impact for this fiscal year: (Funds available, allocation needed, etc.) <ul style="list-style-type: none"><li>• None</li></ul>	
Budget impact for subsequent years: (Funds available, allocation needed, etc.) <ul style="list-style-type: none"><li>• None</li></ul>	
Time needed to explain to Commissioners: <ul style="list-style-type: none"><li>• 5 minutes</li></ul>	
Attachments:  546 FY22.pdf	
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 Jaime Carr at [jaimec@duplincountync.com](mailto:jaimec@duplincountync.com) or Davis H. Brinson at [dbrinson@duplincountync.com](mailto:dbrinson@duplincountync.com). The deadline for getting on the agenda is noon on the Wednesday preceding the meeting by the agenda

# Division of Public Health

## Agreement Addendum

### FY 21-22

Duplin County Health Department  
**Local Health Department Legal Name**

546 Communicable Disease Pandemic Recovery  
**Activity Number and Description**

07/01/2021 – 05/31/2022  
**Service Period**

08/01/2021 – 06/30/2022  
**Payment Period**

- Original Agreement Addendum  
 Agreement Addendum Revision # \_\_\_\_\_

Epidemiology / Communicable Disease Branch  
**DPH Section / Branch Name**

Vanessa Gailor 919-546-1658  
vanessa.gailor@dhhs.nc.gov

**DPH Program Contact**  
 (Name, phone number, and email)

\_\_\_\_\_  
**DPH Program Signature** **Date**  
 (Only required for a negotiable Agreement Addendum)

**I. Background:**

The federal American Rescue Plan Act (ARPA) enacted on March 11, 2021, provides relief to address the continued impact of COVID-19 on the economy, public health, state and local governments, individuals, and businesses. A component of ARPA is the State and Local Fiscal Recovery Funds which provides state, local, and Tribal government with the resources needed to respond to the pandemic and its economic effects and to build a stronger, more equitable economy during the recovery. With this, the COVID-19 pandemic has highlighted the need for additional funding of communicable disease programs at the local level to ensure that all communicable disease activities are able to be completed.

Funding provided in the American Rescue Plan Act of 2021 is delineated in Senate Bill 105 for 2021-2023, as outlined below:

Of the funds appropriated in this act from the State Fiscal Recovery Fund to the Department of Health and Human Services, Division of Public Health, the sum of thirty-six million dollars (\$36,000,000) in nonrecurring funds for the 2021-2022 fiscal year shall be allocated to local health departments to expand communicable disease surveillance, detection, control, and prevention activities to address the COVID-19 public health emergency and other communicable disease challenges impacted by the COVID-19 public health emergency. The Division of Public Health shall expend up to eighteen million dollars (\$18,000,000) of these allocated funds during the 2021-2022 fiscal year and any remaining funds during the 2022-2023 fiscal year. In the distribution of these funds to local health departments under this section, for each year of the 2021-2023 fiscal biennium, the Division of Public Health shall divide nine million dollars

\_\_\_\_\_  
 Health Director Signature (use blue ink or verifiable digital signature)

\_\_\_\_\_  
 Date

LHD to complete: [For DPH to contact in case follow-up information is needed.]	LHD program contact name: _____ Phone and email address: _____
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(\$9,000,000) equally among the local health departments based on the number of counties served by each local health department. The Division of Public Health shall distribute the remaining nine million dollars (\$9,000,000) to local health departments based upon the percentage of the State population served by each of the local health departments. The Division shall begin distributing the funds allocated under this section no later than 60 days after this act becomes law. In utilizing these funds, local health departments shall comply with applicable federal rules and guidance governing the State Fiscal Recovery Fund (SFRF).

## II. Purpose:

The primary mission of the North Carolina Communicable Disease Branch (CDB) is to reduce morbidity and mortality resulting from communicable diseases that are a significant threat to the public, through detection, tracking, investigation, control, education, and care activities to improve the health of people in North Carolina. Under the overarching goal of providing the best level of care possible to North Carolinians, the Communicable Disease Branch works with Local Health Departments to control the spread of communicable diseases in the community, detect cases of communicable disease and monitor for the occurrence of new cases.

Since the beginning of the Coronavirus disease (COVID-19) pandemic, local health departments have served as a primary response agency for the communities within their jurisdiction. The scope and magnitude of the COVID-19 response required an “all hands-on deck” approach that redirected staff from much of their normal day-to-day responsibilities. This created a disproportionate focus on COVID-19 cases at the expense of other communicable diseases. As a result, the ability to perform routine activities (e.g., case investigation/management, patient education, etc.) for these other diseases has been suboptimal compared to pre-pandemic efforts. This project is intended to assist local health departments to return to, and in some instances exceed, pre-pandemic service delivery for other communicable diseases.

In accordance with the memorandum of understanding between the North Carolina Pandemic Recovery Office (NCPRO) and the Department of Health and Human Services, the SLFRF federal award to North Carolina provides financial assistance for the state to do the following:

- To provide government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency.

**Within the applicable category described above, the 2021 Appropriations Act allocated funds to administer the following project with a total appropriation of \$36,000,000.00:**

**Provides funds for local health departments to expand communicable disease surveillance, detection, control, and prevention activities to address COVID-19 and other communicable disease-related challenges impacted by the COVID-19 pandemic.**

*Note: All funds will be made available through AA 546 Communicable Disease Pandemic Recovery to support obligations and expenditures through December 31, 2024. Unspent funds will carry forward until the federal grant period end date.*

## III. Scope of Work and Deliverables:

To ensure the community's health and to achieve equitable health outcomes, the Local Health Department (LHD) will expand essential public health services to control communicable diseases in their community. Services provided will include communicable disease surveillance, investigation, detection, control, reporting, and prevention activities at the local level to address the COVID-19



public health emergency and other communicable disease challenges impacted by the COVID-19 pandemic.

To ensure the effective delivery of these services, recommended LHD activities include:

1. Enhancing workforce capacity by hiring temporary staff with knowledge in communicable disease, public health, public health nursing, or other applicable fields in order increase the number of full-time equivalent employees.
  - a. The LHD will maintain a minimum of two public health nurses with communicable disease program responsibilities who have completed the *Introduction to Communicable Disease Surveillance and Investigation in North Carolina* course or successfully completed the challenge exam and received an orientation to communicable disease investigation and reporting by a Regional Communicable Disease Nurse Consultant.
2. Providing staff training opportunities including, but not limited to, training staff on applicable systems and databases (NC EDSS, NC COVID) to improve LHD capacities to effectively conduct surveillance, investigation, detection, control, and prevention of communicable diseases.
  - a. Within one year of employment, every public health nurse with responsibility for communicable disease surveillance and investigation will complete the *Introduction to Communicable Disease Surveillance and Investigation in North Carolina* course offered by the Technical Assistance and Training Program (TATP) of the CDB.
  - b. Public health nurses assigned to communicable disease investigation in a primary or backup role will be oriented to the role of Communicable Disease Nurse by a Regional TATP Nurse Consultant utilizing the current Communicable Disease Orientation checklist. LHDs will schedule an orientation with the Regional TATP Nurse Consultant within three months of assignment of a new primary or backup Communicable Disease Nurse.
  - c. Public health nurses assigned to the primary role of communicable disease are encouraged to incorporate additional training relevant to communicable disease into their continuing education plans.
3. Advancing data infrastructure by purchasing software and equipment that enhance or expand data management and infrastructure, including systems designed for flexible data collection, reporting, and analysis.
4. Supporting community partners by offering appropriate meetings, webinars, and educational opportunities.
5. Engaging community partners by referring clients to relevant and applicable resources.
6. Engaging community partners by developing and disseminating educational resources.
7. Other operational activities in addition to those listed above, including the expenses incurred in conduct or support of those activities.

#### IV. Performance Measures / Reporting Requirements:

1. **Performance Measure #1:** The LHD shall complete both monthly financial reporting and quarterly performance reporting, as outlined below, via Smartsheet:

**Financial Requirements:** Monthly financial reporting will be completed via Smartsheet and will detail the progress of this AA's required activities, including project expenditure data, as well as information regarding contracts, grants, and subawards, as appropriate.

Beginning May 22<sup>nd</sup>, 2022, such reports will be due on the 22<sup>nd</sup> of the subsequent month of the reporting month.

**Performance Requirements:** Quarterly performance reporting will be completed via Smartsheet and provide status updates on key performance indicators, outputs, and evidence-based interventions and outcomes. Due to the late execution of this AA, quarterly performance will only be required for the last quarter of the current state fiscal year (April 1<sup>st</sup>-June 30<sup>th</sup>). **This report will be due on the 22<sup>nd</sup> of July.** Moving forward, all performance reporting will be required quarterly.

**Reporting Requirements:** The reporting above shall be provided by the LHD to DPH via the Smartsheet dashboard, which can be accessed at

<https://app.smartsheet.com/b/publish?EQBCT=8716e48245fe46559be725a9d628d031>.

- 2. Performance Measure #2:** The LHD will run the General Communicable Disease Control and Vaccine-Preventable Disease reports for the designated timeframes below and report to DPH:
1. Pre-pandemic (July 1, 2019 – February 29, 2020)
  2. During pandemic pre-project (March 1, 2020 – March 31, 2022)
  3. End of year 1 of the project (April 1, 2022 – June 30, 2023)
  4. End of year 2 of the project (July 1, 2023 – June 30, 2024)
  5. Partial of year 3 of the project (July 1, 2024 – December 31, 2024)

For each timeframe above, the following measures will be reported:

- i. Mean First Report Interval (in days)
- ii. Mean Completed Report Interval (in days)
- iii. Percentage of reports which meet 30-day first report goal of having a disease investigation documented within 30-days of notification.

The LHD will also refer to the Human Immunodeficiency Virus and Sexually Transmitted Disease reports, found at <https://epi.dph.ncdhhs.gov/cd/stds/annualrpts.html>, to measure their performance of work within the timeframes listed above.

**Reporting Requirements:** The reporting above shall be provided by the LHD to DPH via the Smartsheet dashboard, which can be accessed at

<https://app.smartsheet.com/b/publish?EQBCT=8716e48245fe46559be725a9d628d031>.

**Reporting Requirements:** Document disease investigations in NC EDSS and reassign disease events to the State Disease Registrar within 30 days of notification of a reportable communicable disease or condition. Follow North Carolina Communicable Disease Manual Guidelines for NC EDSS documentation.

- 3. Performance Measure #3:** Increasing the visibility of work the LHD within the community through Community Based Organizations (CBOs) and Nongovernmental Organizations (NGOs).

**Reporting Requirements:** Provide examples of education resources, training agendas, fliers, CBO outreach services or resources (if applicable). The reporting shall be provided by the LHD to DPH via the Smartsheet dashboard, which can be accessed at

<https://app.smartsheet.com/b/publish?EQBCT=8716e48245fe46559be725a9d628d031>.

4. **Performance Measure #4:** Training new staff with knowledge in communicable disease, public health, and public health nursing.

**Reporting Requirements:** Provide names, email addresses, and telephone numbers of nurses and dates that have completed the NC EDSS and NC COVID training to the Regional TATP Nurse Consultant by December 1, 2022, and upon request.

**Reporting Requirements:** Provide the names of nurses, their dates of hire into the communicable disease position, and dates they have completed the *Introduction to Communicable Disease Surveillance and Investigation in North Carolina* course or successfully passed the written challenge exam to the Regional TATP Nurse Consultant by December 1, 2022, and upon request.

**Reporting Requirements:** The reporting above shall be provided by the LHD to DPH via the Smartsheet dashboard, which can be accessed at

<https://app.smartsheet.com/b/publish?EQBCT=8716e48245fe46559be725a9d628d031>.

V. **Performance Monitoring and Quality Assurance:**

1. Subrecipient monitoring, including financial and performance reporting, shall be conducted via the Smartsheet dashboard. This reporting will be provided by the LHD to DPH via the Smartsheet dashboard. DPH staff will assess reports daily and work with LHDs to provide technical assistance and feedback (as needed) to ensure all reporting is accurate and timely.
2. On a quarterly basis, approximately ten LHD subrecipients will be selected by an electronic randomizer to undergo a “desk audit” which entails the submission of all source documentation supporting their reported expenditures for a given month within the quarter. The affected subrecipients will be notified via email of their selection approximately two weeks after the end of the quarter under review. Selected LHDs will have 30 days to submit the requested expenditure documents. The Subrecipient Monitoring Team performs desk audits to ensure the expenditure information is accurate, complete and only includes allowable expenditures. The results are reported to the affected LHD Directors and, if corrective actions are required, they are outlined in the report with recommendations and a date by which to be completed.
3. The Technical Assistance and Training Program (TATP) Nurse Consultant will assess the Local Health Department’s performance through reporting mechanisms within the NC EDSS. These reports will be run on a quarterly basis by the TATP Nurse Consultant.
4. If the assessment results in compliance concerns, the TATP Nurse Consultant shall conduct conference calls with the Local Health Department to provide technical assistance to rectify the concerns.
5. If the LHD is deemed out of compliance, program staff shall provide technical assistance to bring the LHD back into compliance with deliverables. If technical assistance does not prove beneficial, the CDB will issue a letter of non-compliance and the LHD may lose access to NC EDSS and NC COVID. Noncompliance with this agreement will result in a reduced capacity for the LHD to detect and control communicable disease in their community.

VI. **Funding Guidelines or Restrictions:**

1. **Requirements for pass-through entities: In compliance with 2 CFR §200.331 –** *Requirements for pass-through entities*, the Division of Public Health provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda. These funds constitute federal financial assistance to the State of North Carolina, and

therefore use of these funds must be in accordance with applicable federal uniform guidance found in 2 CFR 200. None of these requirements is waived.

- a. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.
  - b. Frequency: Supplements will be generated as the Division of Public Health receives information for federal grants. Supplements will be issued to the Local Health Department throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.
  - c. At the time of this AA issuance, the NC Department of State Treasury has determined that the federal Uniform Guidance, Subpart D – *Subrecipient Monitoring and Management* does not apply to these funds. Therefore, no Supplement will accompany this AA.
2. **Requirements for use of funds: Must comply with NCAC Chapter 09, Subchapter 03M – Uniform Administration of State Awards of Financial Assistance.** [NCAC 09 03M](#)
  3. **Requirements for cost principles: In compliance with 2 CFR §200.400 - §200.476 - Subpart E Cost Principles**, such principles must be used in determining the allowable costs of work performed by the non-Federal entity under Federal awards.
  4. **Requirements for use of funds: In compliance with 31 CFR §35.5 – Use of funds.**
    - a. A recipient may only use funds to cover costs incurred during the period beginning July 1, 2021, and ending December 31, 2024.
    - b. A cost shall be considered to have been incurred for purposes of paragraph (a) of this section if the recipient has incurred an obligation with respect to such cost by December 31, 2024.
    - c. A recipient must return any funds not obligated by December 31, 2024, and any funds not expended to cover such obligations by December 31, 2026.
  5. **Requirements for use of funds: In compliance with NCGS 143C-6-23 – Administrative code requirements**, recipients must comply with the following:
    - a. NCGS 143C-6-23 (b) Prior to disbursing funds a grantee must provide a copy of its conflict-of-interest policy for management employees and its governance body.
    - b. NCGS 143C-6-23(c) The grantee must provide a written statement required under oath by the grantee’s governing body that it has no overdue tax debts.
  6. **Non-reverting Appropriation: In compliance with Session Law 2021-180 Section 4.9(k).**
    - a. This as a non-reverting state appropriation over multiple fiscal years:
      1. Reversion. The funds appropriated in this act from the State Fiscal Recovery Fund shall not revert at the end of each fiscal year of the 2021-2023 fiscal biennium but shall remain available to expend until the date set by applicable federal law or guidance.

- 7. Period of Retention:** Administering Agencies and subrecipients are required to maintain records for at least five years after the completion of the last project across the entire set of SFRF projects funded by the SFRF Award. Therefore, Administering Agencies and subrecipients should seek specific written authorization from OSBM/NCPRO for destruction of any records prior to five years after all funds have been expended or returned to Treasury.

DPH-Aid-To-Counties

For Fiscal Year: 21/22

Budgetary Estimate Number : 0

Activity 546	AA	2SF1 249N TT		Proposed Total	New Total
Service Period		07/01-05/31	Total Allocated		
Payment Period		08/01-06/30			
01 Alamance	* 0	234,937	\$0.00	234,937	234,937
D1 Albemarle	* 0	856,172	\$0.00	856,172	856,172
02 Alexander	* 0	122,567	\$0.00	122,567	122,567
04 Anson	* 0	110,058	\$0.00	110,058	110,058
D2 Appalachian	* 0	351,472	\$0.00	351,472	351,472
07 Beaufort	* 0	129,866	\$0.00	129,866	129,866
09 Bladen	* 0	118,924	\$0.00	118,924	118,924
10 Brunswick	* 0	217,408	\$0.00	217,408	217,408
11 Buncombe	* 0	314,057	\$0.00	314,057	314,057
12 Burke	* 0	167,293	\$0.00	167,293	167,293
13 Cabarrus	* 0	275,620	\$0.00	275,620	275,620
14 Caldwell	* 0	161,360	\$0.00	161,360	161,360
16 Carteret	* 0	150,404	\$0.00	150,404	150,404
17 Caswell	* 0	109,734	\$0.00	109,734	109,734
18 Catawba	* 0	226,241	\$0.00	226,241	226,241
19 Chatham	* 0	156,030	\$0.00	156,030	156,030
20 Cherokee	* 0	115,111	\$0.00	115,111	115,111
22 Clay	* 0	99,992	\$0.00	99,992	99,992
23 Cleveland	* 0	175,395	\$0.00	175,395	175,395
24 Columbus	* 0	136,947	\$0.00	136,947	136,947
25 Craven	* 0	176,687	\$0.00	176,687	176,687
26 Cumberland	* 0	371,451	\$0.00	371,451	371,451
28 Dare	* 0	122,357	\$0.00	122,357	122,357
29 Davidson	* 0	234,401	\$0.00	234,401	234,401
30 Davie	* 0	127,288	\$0.00	127,288	127,288
31 Duplin	* 0	140,786	\$0.00	140,786	140,786
32 Durham	* 0	364,074	\$0.00	364,074	364,074
33 Edgecombe	* 0	133,464	\$0.00	133,464	133,464
D7 Foothills	* 0	277,664	\$0.00	277,664	277,664
34 Forsyth	* 0	412,881	\$0.00	412,881	412,881
35 Franklin	* 0	150,822	\$0.00	150,822	150,822
36 Gaston	* 0	279,764	\$0.00	279,764	279,764
38 Graham	* 0	97,249	\$0.00	97,249	97,249
D3 Gran-Vance	* 0	270,655	\$0.00	270,655	270,655
40 Greene	* 0	107,626	\$0.00	107,626	107,626
41 Guilford	* 0	545,535	\$0.00	545,535	545,535
42 Halifax	* 0	132,546	\$0.00	132,546	132,546
43 Harnett	* 0	206,562	\$0.00	206,562	206,562
44 Haywood	* 0	143,776	\$0.00	143,776	143,776
45 Henderson	* 0	190,747	\$0.00	190,747	190,747
47 Hoke	* 0	136,336	\$0.00	136,336	136,336
48 Hyde	* 0	94,289	\$0.00	94,289	94,289
49 Iredell	* 0	246,219	\$0.00	246,219	246,219
50 Jackson	* 0	127,636	\$0.00	127,636	127,636
51 Johnston	* 0	272,952	\$0.00	272,952	272,952

52 Jones	* 0	98,470	\$0.00	98,470	98,470
53 Lee	* 0	142,250	\$0.00	142,250	142,250
54 Lenoir	* 0	137,794	\$0.00	137,794	137,794
55 Lincoln	* 0	166,033	\$0.00	166,033	166,033
56 Macon	* 0	121,574	\$0.00	121,574	121,574
57 Madison	* 0	109,046	\$0.00	109,046	109,046
D4 M-T-W	* 0	302,402	\$0.00	302,402	302,402
60 Mecklenburg	* 0	1,051,020	\$0.00	1,051,020	1,051,020
62 Montgomery	* 0	113,383	\$0.00	113,383	113,383
63 Moore	* 0	177,925	\$0.00	177,925	177,925
64 Nash	* 0	171,826	\$0.00	171,826	171,826
65 New Hanover	* 0	290,496	\$0.00	290,496	290,496
66 Northampton	* 0	106,648	\$0.00	106,648	106,648
67 Onslow	* 0	268,908	\$0.00	268,908	268,908
68 Orange	* 0	215,667	\$0.00	215,667	215,667
69 Pamlico	* 0	101,179	\$0.00	101,179	101,179
71 Pender	* 0	144,483	\$0.00	144,483	144,483
73 Person	* 0	124,155	\$0.00	124,155	124,155
74 Pitt	* 0	246,077	\$0.00	246,077	246,077
75 Polk	* 0	108,576	\$0.00	108,576	108,576
76 Randolph	* 0	212,840	\$0.00	212,840	212,840
77 Richmond	* 0	127,809	\$0.00	127,809	127,809
78 Robeson	* 0	200,371	\$0.00	200,371	200,371
79 Rockingham	* 0	167,374	\$0.00	167,374	167,374
80 Rowan	* 0	210,663	\$0.00	210,663	210,663
82 Sampson	* 0	143,959	\$0.00	143,959	143,959
83 Scotland	* 0	120,063	\$0.00	120,063	120,063
84 Stanly	* 0	144,750	\$0.00	144,750	144,750
85 Stokes	* 0	129,325	\$0.00	129,325	129,325
86 Surry	* 0	151,972	\$0.00	151,972	151,972
87 Swain	* 0	102,216	\$0.00	102,216	102,216
D6 Toe River	* 0	314,147	\$0.00	314,147	314,147
88 Transylvania	* 0	120,101	\$0.00	120,101	120,101
90 Union	* 0	293,982	\$0.00	293,982	293,982
92 Wake	* 0	1,033,641	\$0.00	1,033,641	1,033,641
93 Warren	* 0	106,501	\$0.00	106,501	106,501
96 Wayne	* 0	196,726	\$0.00	196,726	196,726
97 Wilkes	* 0	149,336	\$0.00	149,336	149,336
98 Wilson	* 0	160,838	\$0.00	160,838	160,838
99 Yadkin	* 0	122,119	\$0.00	122,119	122,119
Totals		18,000,000	0	18,000,000	18,000,000

Sign and Date - DPH Program Administrator <i>John M. B.</i> 4-7-22	Sign and Date - DPH Section Chief <i>M. L. W.</i> 04-06-22
Sign and Date - DPH Budget Office - ATC Coordinator <i>S. R. D.</i> 4/7/2022	Sign and Date - DPH Budget Officer <i>S. R. D.</i> 4/7/2022

# 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: Tracey Simmons-Komegay/Health Department	Meeting Date: April 18, 2022
Subject: Food and Lodging – AA 874 Funding	
<p>Summary, explanation and background:</p> <p>In order to fund a portion of local expenditures created by state-mandated Food, Lodging, and Institution (Food and Lodging) sanitation programs and activities, the legislature established a State Inspections, Statistics, and Fees Program within the Environmental Health Section. This program centralizes public health data, invoices regulated facilities, and distributes the funds in accordance with G.S. 130A-248(d). The receipts collected are redistributed to local environmental health programs in the form of aid to counties.</p> <p>The Agreement Addendum allows for the Local Health Department's environmental health program to implement state-mandated sanitation regulations. The funds from this Agreement Addendum are to be used to support local Food and Lodging programs and activities. The disbursement and fund purpose are described under "Regulation of food and lodging establishments" in North Carolina General Statute 130A-248(d) and under "Disbursements of Funds" in North Carolina Administrative Code 15A NCAC 18A .2901.</p>	
Requested Action: <ol style="list-style-type: none"><li>1) Acceptance of Food &amp; Lodging (AA 874) for \$12,151</li><li>2) Approval of the budget amendment for 2021-2022</li></ol>	
Budget impact for this fiscal year: (Funds available, allocation needed, etc.) <ul style="list-style-type: none"><li>• None</li></ul>	
Budget impact for subsequent years: (Funds available, allocation needed, etc.) <ul style="list-style-type: none"><li>• None</li></ul>	
Time needed to explain to Commissioners: <ul style="list-style-type: none"><li>• 5 minutes</li></ul>	



Attachments:



874 FY22  
Duplin.pdf

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 Jaime Carr at [jaimec@duplincountync.com](mailto:jaimec@duplincountync.com) or Davis H. Brinson at [dbrinson@duplincountync.com](mailto:dbrinson@duplincountync.com). The deadline for getting on the agenda is noon on the Wednesday preceding the meeting by the agenda

# Division of Public Health

## Agreement Addendum

### FY 21-22

Duplin County Health Department	Environmental Health Section / Food Protection and Facilities Branch
<b>Local Health Department Legal Name</b>	<b>DPH Section / Branch Name</b>
874 Food and Lodging	Shane Smith (919) 707-5872 shane.smith@dhhs.nc.gov
<b>Activity Number and Description</b>	<b>DPH Program Contact</b> (name, phone number, and email)
04/01/2022 – 05/31/2022	
<b>Service Period</b>	<b>DPH Program Signature</b> <span style="float: right;"><b>Date</b></span>
05/01/2022 – 06/30/2022	(only required for a negotiable Agreement Addendum)
<b>Payment Period</b>	
<input checked="" type="checkbox"/> Original Agreement Addendum <input type="checkbox"/> Agreement Addendum Revision # _____	

**I. Background:**

In order to fund a portion of local expenditures created by state-mandated Food, Lodging, and Institution (Food and Lodging) sanitation programs and activities, the legislature established a State Inspections, Statistics, and Fees Program within the Environmental Health Section. This program centralizes public health data, invoices regulated facilities, and distributes the funds in accordance with G.S. 130A-248(d). The receipts collected are redistributed to local environmental health programs in the form of aid to counties.

**II. Purpose:**

The Agreement Addendum allows for the Local Health Department’s environmental health program to implement state-mandated sanitation regulations. The funds from this Agreement Addendum are to be used to support local Food and Lodging programs and activities. The disbursement and fund purpose are described under “Regulation of food and lodging establishments” in North Carolina General Statute 130A-248(d) and under “Disbursements of Funds” in North Carolina Administrative Code 15A NCAC 18A .2901.

**III. Scope of Work and Deliverables:**

The Local Health Department Food and Lodging funds are distributed based on the attached *Food and Lodging Distribution Calculations* spreadsheet. The Local Health Department shall use this funding for food, lodging, and institution sanitation programs and activities.

Health Director Signature (use blue ink or verifiable digital signature) \_\_\_\_\_ Date \_\_\_\_\_

LHD to complete: [For DPH to contact in case follow-up information is needed.]	LHD program contact name: _____ Phone and email address: _____
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Assuring consistency and quality of Food and Lodging permitting and inspection activities is essential to effective program implementation. Inconsistency or failure to apply permitting and inspection rules creates liability for the county and the Local Health Department and may lead to a loss of confidence from the public and operators. To provide for consistency and quality within the Food and Lodging Program, and as part of this Agreement Addendum, the Local Health Department shall maintain an internal Quality Assurance Plan.

A summary of the previous year's approved Quality Assurance Plan activities (July 2020–June 2021) must be submitted to the Environmental Health Regional Specialist for review by **April 30, 2022**.

**IV. Performance Measures / Reporting Requirements:**

1. Performance Measures

- a. The Local Health Department shall ensure funds are used for Food and Lodging sanitation programs and activities in accordance with G.S. 130A-248(d).

2. Reporting Requirements

Complete the following reports via the Smartsheet dashboard, which can be accessed at <https://app.smartsheet.com/b/publish?EQBCT=82018408e7b44ef9b44e113b6e536ffb>.

- a. By May 31, 2022, provide an attestation ensuring that funds are used for Food and Lodging sanitation programs and activities in accordance with G.S. 130A-248(d).
- b. By April 30, 2022, submit a summary of the previous year's Food Protection Program Quality Assurance Plan activities (July 2020–June 2021).
- c. By April 30, 2022, submit its current Food Protection Program Quality Assurance Plan (July 2021–June 2022).

**V. Performance Monitoring and Quality Assurance:**

The Food Protection and Facilities Branch will review annual required inspection data submitted electronically to the Environmental Health Inspections Data System to assure required food, lodging, and institution inspections are completed at the frequency required. Failure to complete required inspections will cause the Local Health Department to lose funding.

During program monitoring activities, Environmental Health Regional Specialists may review documentation to verify that the approved Quality Assurance Plan is being implemented.

If the Local Health Department Food and Lodging program is not in compliance with an approved Quality Assurance Plan, a corrective action plan must be submitted via the Smartsheet link above within 30 days, to the Environmental Health Regional Specialist indicating how deficiencies will be addressed.

**VI. Funding Guidelines or Restrictions:**

1. Requirements for pass-through entities: In compliance with 2 CFR §200.331 – *Requirements for pass-through entities*, the Division of Public Health provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.
  - a. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.
  - b. Frequency: Supplements will be generated as the Division of Public Health receives information for federal grants. Supplements will be issued to the Local Health Department throughout the

state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.

2. **With this signed Agreement Addendum, the Local Health Department is required to submit a signed and completed *Food and Lodging Local Health Department Request for Payment* form (DPH EH 2948) to request funds. Reimbursement will not be made until this Agreement Addendum and the DPH EH 2948 form is fully executed. Requests for Payment forms will be processed during the period May 1, 2022 through June 3, 2022. Requests received after **June 3, 2022** will not be processed.**

Co. ID	County	Percentage for FY2020-21	1st (1)	2nd (2a)	3rd (2b)	Total
001	Alamance	100%	\$750	\$31,982	\$4,952	\$ 37,684
002	Alexander	100%	\$750	\$4,366	\$676	\$ 5,792
D2	Alleghany	98%	\$750	\$2,514		\$ 3,264
004	Anson	100%	\$750	\$3,930	\$608	\$ 5,288
D2	Ashe	100%	\$750	\$5,621	\$870	\$ 7,241
D6	Avery	100%	\$750	\$5,676	\$879	\$ 7,305
007	Beaufort	100%	\$750	\$9,933	\$1,538	\$ 12,221
D1	Bertie	100%	\$750	\$3,602	\$558	\$ 4,910
009	Bladen	100%	\$750	\$6,713	\$1,039	\$ 8,502
010	Brunswick	100%	\$750	\$28,599	\$4,428	\$ 33,777
011	Buncombe	96%	\$750	\$73,771		\$ 74,521
012	Burke	95%	\$750	\$13,273		\$ 14,023
013	Cabarrus	89%	\$750	\$35,993		\$ 36,743
014	Caldwell	38%	\$750	\$4,708		\$ 5,458
D1	Camden	48%	\$750	\$629		\$ 1,379
016	Carteret	99%	\$750	\$21,018		\$ 21,768
017	Caswell	50%	\$750	\$710		\$ 1,460
018	Catawba	100%	\$750	\$35,475	\$5,492	\$ 41,717
019	Chatham	100%	\$750	\$13,590	\$2,104	\$ 16,444
020	Cherokee	100%	\$750	\$7,641	\$1,183	\$ 9,574
D1	Chowan	98%	\$750	\$3,477		\$ 4,227
022	Clay	100%	\$750	\$2,401	\$372	\$ 3,523
023	Cleveland	100%	\$750	\$18,720	\$2,898	\$ 22,368
024	Columbus	93%	\$750	\$10,253		\$ 11,003
025	Craven	86%	\$750	\$16,756		\$ 17,506
026	Cumberland	81%	\$750	\$52,342		\$ 53,092
D1	Currituck	87%	\$750	\$6,885		\$ 7,635
028	Dare	100%	\$750	\$24,232	\$3,752	\$ 28,734
029	Davidson	97%	\$750	\$23,294		\$ 24,044
030	Davie	94%	\$750	\$6,567		\$ 7,317
031	Duplin	99%	\$750	\$11,401		\$ 12,151
032	Durham	93%	\$750	\$68,167		\$ 68,917
033	Edgecombe	76%	\$750	\$6,678		\$ 7,428
034	Forsyth	81%	\$750	\$55,392		\$ 56,142
035	Franklin	92%	\$750	\$8,184		\$ 8,934
036	Gaston	98%	\$750	\$39,419		\$ 40,169
D1	Gates	100%	\$750	\$1,364	\$211	\$ 2,325
038	Graham	100%	\$750	\$2,565	\$397	\$ 3,712
D3	Granville	89%	\$750	\$7,335		\$ 8,085
040	Greene	100%	\$750	\$3,657	\$566	\$ 4,973
041	Guilford	84%	\$750	\$87,701		\$ 88,451
042	Halifax	11%	\$750	\$1,219		\$ 1,969
043	Harnett	99%	\$750	\$17,182		\$ 17,932
044	Haywood	96%	\$750	\$16,976		\$ 17,726
045	Henderson	99%	\$750	\$25,017		\$ 25,767
D1	Hertford	97%	\$750	\$4,870		\$ 5,620
047	Hoke	100%	\$750	\$6,004	\$929	\$ 7,683
048	Hyde	95%	\$750	\$3,007		\$ 3,757
049	Iredell	86%	\$750	\$30,039		\$ 30,789
050	Jackson	100%	\$750	\$13,863	\$2,146	\$ 16,759
<b>Subtotals:</b>			<b>\$37,500</b>	<b>\$884,711</b>	<b>\$35,598</b>	<b>\$957,809</b>

Co. ID	County	Percentage for FY2020-21	1st (1)	2nd (2a)	3rd (2b)	Total
051	Johnston	100%	\$750	\$35,475	\$5,493	\$ 41,718
052	Jones	100%	\$750	\$1,255	\$194	\$ 2,199
053	Lee	100%	\$750	\$13,644	\$2,112	\$ 16,506
054	Lenoir	98%	\$750	\$11,981		\$ 12,731
055	Lincoln	97%	\$750	\$12,706		\$ 13,456
056	Macon	100%	\$750	\$11,352	\$1,758	\$ 13,860
057	Madison	94%	\$750	\$4,258		\$ 5,008
D4	Martin	21%	\$750	\$1,032		\$ 1,782
D7	McDowell	100%	\$750	\$9,005	\$1,394	\$ 11,149
060	Mecklenburg	100%	\$750	\$241,123	\$37,331	\$ 279,204
D6	Mitchell	100%	\$750	\$3,056	\$473	\$ 4,279
062	Montgomery	99%	\$750	\$5,187		\$ 5,937
063	Moore	99%	\$750	\$24,260		\$ 25,010
064	Nash	100%	\$750	\$20,303	\$3,143	\$ 24,196
065	New Hanover	99%	\$750	\$59,759		\$ 60,509
066	Northampton	27%	\$750	\$722		\$ 1,472
067	Onslow	100%	\$750	\$31,054	\$4,808	\$ 36,612
068	Orange	100%	\$750	\$24,396	\$3,777	\$ 28,923
069	Pamlico	100%	\$750	\$2,893	\$448	\$ 4,091
D1	Pasquotank	100%	\$750	\$8,514	\$1,318	\$ 10,582
071	Pender	100%	\$750	\$11,898	\$1,842	\$ 14,490
D1	Perquimans	100%	\$750	\$2,838	\$439	\$ 4,027
073	Person	91%	\$750	\$5,662		\$ 6,412
074	Pitt	100%	\$750	\$34,820	\$5,392	\$ 40,962
075	Polk	83%	\$750	\$4,485		\$ 5,235
076	Randolph	100%	\$750	\$24,451	\$3,785	\$ 28,986
077	Richmond	100%	\$750	\$7,313	\$1,132	\$ 9,195
078	Robeson	98%	\$750	\$23,159		\$ 23,909
079	Rockingham	100%	\$750	\$14,354	\$2,222	\$ 17,326
080	Rowan	97%	\$750	\$22,235		\$ 22,985
D7	Rutherford	100%	\$750	\$12,880	\$1,994	\$ 15,624
082	Sampson	89%	\$750	\$8,695		\$ 9,445
083	Scotland	92%	\$750	\$5,322		\$ 6,072
084	Stanly	100%	\$750	\$12,717	\$1,969	\$ 15,436
085	Stokes	85%	\$750	\$5,892		\$ 6,642
086	Surry	100%	\$750	\$16,046	\$2,484	\$ 19,280
087	Swain	57%	\$750	\$3,578		\$ 4,328
088	Transylvania	26%	\$750	\$2,313		\$ 3,063
D4	Tyrrell	6%	\$750	\$49		\$ 799
090	Union	100%	\$750	\$32,856	\$5,088	\$ 38,694
D3	Vance	81%	\$750	\$6,941		\$ 7,691
092	Wake	97%	\$750	\$203,184		\$ 203,934
093	Warren	82%	\$750	\$2,685		\$ 3,435
D4	Washington	20%	\$750	\$469		\$ 1,219
D2	Watauga	91%	\$750	\$14,800		\$ 15,550
096	Wayne	98%	\$750	\$22,250		\$ 23,000
097	Wilkes	100%	\$750	\$11,570	\$1,791	\$ 14,111
098	Wilson	100%	\$750	\$19,539	\$3,025	\$ 23,314
099	Yadkin	72%	\$750	\$6,130		\$ 6,880
D6	Yancey	93%	\$750	\$2,386		\$ 3,136
<b>Subtotals:</b>			<b>\$37,500</b>	<b>\$1,063,492</b>	<b>\$93,412</b>	<b>\$1,194,404</b>

	1st (1)	2nd (2a)	3rd (2b)	Total
<b>TOTALS:</b>	<b>\$ 75,000</b>	<b>\$ 1,948,203</b>	<b>\$ 129,010</b>	<b>\$ 2,152,213</b>

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D1-Albemarle Regional Health Services-	\$ 40,705	Bertie, Camden, Chowan, Currituck, Gates, Hertford, Pasquotank, Perquimans
D2-Appalachian District Health Department-	\$ 26,055	Alleghany, Ashe, Watauga
D3-Granville-Vance District Health Department-	\$ 15,776	Granville, Vance
D4-Martin-Tyrrell-Washington District Health Department-	\$ 3,800	Martin, Tyrrell, Washington
D6-Toe River District Health-	\$ 14,720	Avery, Mitchell, Yancey
D7-Foothills Health District-	\$ 26,773	McDowell, Rutherford

**FOOD & LODGING LOCAL HEALTH DEPARTMENT REQUEST FOR PAYMENT**

SFY 22

**Division of Public Health**

16001C3122

NCAS Number

Activity 874

04/01/2022    05/31/2022  
Effective Date    Termination Date

LHD: **Duplin County Health Department**

Activity: Food & Lodging Distribution

LHD's Project Director: \_\_\_\_\_

Distribution – indicate with a check mark all that apply <input checked="" type="checkbox"/> 15A NCAS 18A.2901(1) (\$750 Baseline distribution) <input checked="" type="checkbox"/> 15A NCAS 18A.2901(2)(a) (Distribution based on inspection percentage) <input checked="" type="checkbox"/> 15A NCAS 18A.2901(2)(b) (Distribution based on 100% inspection rate) AMOUNT REQUESTED	\$12,151.00
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- Note #1:** LHD shall report Local Food and Lodging expenditures in the appropriate category (e.g., 101, 102, or 103) in the ZZZZ line item in the Aid-to-Counties Database.
- Note #2:** LHD shall report Local Food and Lodging Temporary Food Establishment (TFE) fees collected in category 107 – Local Temporary Food Establishment (TFE – State) in the ZZZZ line item in the Aid-to-Counties Database.
- Note #3:** LHD shall report Local Food and Lodging Limited Food Services Establishment (LFSE) fees collected in category 107 – Limited Food Services Establishment (LFSE – State) in the ZZZZ line item in the Aid-to-Counties Database.

<b><i>THIS SECTION FOR DPH USE ONLY:</i></b>	
Company 2B01	
Account	Center
536560874	1153-4752-SZ31

As chief executive officer of the recipient organization, I hereby certify that this request for payment is an accurate reflection of funds to be disbursed in accordance with 15A NCAC 18A.2901 "Disbursement of Funds". I further certify that to the best of my knowledge and belief we have complied with all laws, regulations and contractual provisions that are conditions of payment under this agreement.

LHD Authorized Official Signature	Date
LHD Finance Officer Signature	Date
DPH Environmental Health Section Signature	Date
DPH Contracts Officer Signature	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>Name / Department:</b> Amanda Hatcher, Director of Cooperative Extension Service	<b>Meeting Date:</b> April 18, 2022
<b>Subject:</b> Updated Rental Agreement and Policies & Procedures for Use of the Lois Britt Agricultural Service Center	
<b>Summary, explanation and background:</b> The Cooperative Extension Service wishes to update the rental contract used for various parts of the Lois Britt Agricultural Office Building including the Ed Emory Auditorium, the catering kitchen, and conference rooms. It is being requested that the Board approve an increase in the security deposit as well as the rent for the Ed Emory Auditorium. The updated contract also addresses concerns primarily regarding the serving of alcohol at the facility and the security issues that go along with that	
<b>Requested Action:</b> Motion to approve the updated rental agreement and policies and procedures for use of the Lois G. Britt Agricultural Service Center.	
<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> 10 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 Brown by the agenda deadline. Remember, one original will be retained for the minutes

**Lois G. Britt Agricultural Service Center  
P O Box 949 (mailing address)  
165 Agriculture Drive  
Kenansville, NC 28349  
910.296.2143**

**Rental Agreement and Policies and Procedures for Use**

**A. Availability of Facility**

1. The Lois G. Britt Agricultural Service Center is a governmental facility designed to accommodate Duplin County Cooperative Extension, Duplin County Farm Services, Rural Development Agency, United States Department of Agriculture, and Duplin County Natural Resources Conservation Service (NRCS).
2. Duplin County Cooperative Extension, Duplin County Farm Services, Rural Development Agency and Duplin County Natural Resources Conservation Service shall have priority use of the auditorium located in the Lois G. Britt Agricultural Service Center (hereinafter referred to as "Ed Emory Auditorium" or "facility"). Other county departments and schools located in Duplin County will be allowed to book up to 60 days in advance; requests for bookings beyond 60 days will be considered on a case-by-case basis by the Duplin County Cooperative Extension. Duplin County Cooperative Extension shall be the contact agency for scheduling of all events in the Ed Emory Auditorium.
3. Clientèle groups and organizations affiliated the Duplin County Cooperative Extension & Community Association volunteers, such as 4-H clubs, advisory boards, etc., will be permitted to use the Ed Emory Auditorium for educational purposes at no charge.
4. USDA agencies housed in the Lois G. Britt Agricultural Service Center will be permitted to use the Ed Emory Auditorium on a space-available basis at no charge for staff training purposes and informational meetings for their clientèle.
5. The Ed Emory Auditorium is available for meetings and events at no charge on a space available basis to Duplin County governmental departments and affiliated non-profit groups during regular business hours; after hour events will be considered on a case-by-case basis by the Duplin County Cooperative Extension.
6. The Ed Emory Auditorium has a maximum seating capacity of 300. The Ed Emory Auditorium is available for lease by groups and organizations on a case-by-case basis by the Duplin County Cooperative Extension.
7. Duplin County Cooperative Extension, Duplin County Farm Services, Rural Development Agency, and Duplin County Natural Resources Conservation Service reserve the right to refuse any request to use the Ed Emory Auditorium based on concern for the health, safety and welfare of the users, invited guests, or general public, as well as the protection and security of the facility.



## **B. Scheduling Procedures**

1. Agencies, groups, and organizations requesting the use of the Ed Emory Auditorium shall make reservations through Duplin County Cooperative Extension by calling (910) 296-2143.
2. All public groups requesting use of the Ed Emory Auditorium shall complete a Facility Use Request Form which may be obtained from the Duplin County Cooperative Extension Office. If a rental fee is applicable, a \$250.00 deposit is required at the time the Facility Use Request Form is submitted. Reservations will not be considered "firm" until the request form and deposit are received.
3. The length of time the Ed Emory Auditorium will be in use for an event shall be determined at the time of request and must be adhered to during the event. There shall be no changes to the scheduled date, time, and length of an event without express permission from Duplin County Cooperative Extension. No event may begin before 7:00 a.m. or end after 10:00 p.m. without prior approval from Duplin County Cooperative Extension.

## **C. Rules and Regulations**

1. The individual and/or organization that reserves the Ed Emory Auditorium and signs below (hereafter referred to as "Lessee") shall be solely responsible for the well-being and orderly conduct of all those attending or otherwise involved with the event.
2. Lessee shall be solely responsible for any damages to real or personal property arising out of its use of the Ed Emory Auditorium and adjoining property. Lessee further agrees to indemnify and hold harmless Duplin County, its employees, agents, the Duplin County Commissioners, Duplin County Cooperative Extension, and the Duplin County Manager from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including attorneys' fees) for any loss or injury arising out of or in any way related to Lessee's use of the property pursuant to this Agreement. This indemnification and hold harmless requirement shall survive the termination of this Agreement.
3. No visibly impaired or intoxicated persons, contraband, or illegal activity of any type will be allowed on the premises.
4. The sale of alcohol is strictly prohibited at the Lois G. Britt Agricultural Service Center. Alcohol may only be possessed or served on the premises with prior permission from Duplin County Cooperative Extension and full compliance with Chapter 18B of the North Carolina General Statutes. If alcohol will be possessed or served at an event, Lessee is solely responsible for obtaining all applicable licenses and permits, and for retaining security personnel from a reputable, bonded, professional company; and will provide proof of bond within three days prior to the event.
5. Fortified wine and/or spirituous liquor may only be possessed or served on the premises if Lessee

obtains prior written permission from Duplin County Cooperative Extension and obtains a Limited Special Occasion ABC Permit pursuant to N.C. Gen. Stat. § 18B-1001(9). Prior to any event where fortified wine and/or spirituous liquor will be possessed or served on the premises, Lessee must also present Duplin County Cooperative Extension with a Certificate of Insurance documenting general liability coverage of at least \$2,000,000 combined single limit Bodily Injury & Property Damage or equivalent per occurrence and in the aggregate.

6. The Lois G. Britt Agricultural Service Center is a smoke-free facility. No smoking of any type is allowed on the property. This applies to individuals attending the event as well as any additional personnel hired, such as DJ's or other entertainment.
7. No firearms, concealed or otherwise, are allowed on the property except those carried by law enforcement officers.
8. No **tape, nails, pins, screws**, or any other devices may be used to **affix** signs, posters, etc... to any wall surface in the facility. No **glitter, confetti, or red** beverages may be used.
9. No open flames or fireworks of any type are permitted on the Lois G. Britt Agricultural Service Center property. Any candles must be enclosed in hurricane lamps, or similar enclosure, and approved in advance by Duplin County Cooperative Extension.
10. Lessee shall notify Duplin County Cooperative Extension of any cancellation or change of time/date of any activity previously approved.
11. At least five (5) business days notice is required to apply for a full refund of rental fees when cancelling a scheduled event.. If approved, refunds will be issued by Duplin County Finance and will be processed in the normal manner for payment of any bill.
12. All set-up and decorations are the responsibility of Lessee. Any and all tables and chairs, if needed, can be provided by the facility, up to the maximum seating capacity. **It is the responsibility of Lessee, however, to return all chairs and tables in the Ed Emory Auditorium to the chair closet following completion of the event and to otherwise leave the auditorium neat, orderly and clean. Failure to do so can result in withholding the security deposit.**
13. If needed, any media and AV equipment must be provided by Lessee. **A dance floor is required** if there will be dancing at the event and must be provided by Lessee.
14. Duplin County Cooperative Extension reserves the right to cancel activities in the event of extenuating circumstances, however, every effort will be made to honor approved reservations.
15. Duplin County Cooperative Extension reserves the right to cancel this Agreement and any associated event in the interests of public health and safety, as may be deemed appropriate by Center in consultation with the Duplin County Health Department and/or Duplin County Sheriff's Department. If the Agreement is terminated due to Lessee violating law, causing a disturbance, conducting unsafe activity, or otherwise defaulting under the terms and conditions, then Lessee shall not be entitled to apply for a refund of any monies paid.

16. The Lois G. Britt Agricultural Service Center is handicapped accessible. Disabled persons who can function independently are welcome. Persons with mobility problems that require assistance, persons who are incontinent, or persons with cognitive impairments shall be accompanied by a caregiver.

**D. Charges and Fees**

Rental Fees are applicable for all private parties, citizens or residents. Payment must be made before use of the building and can be made by **cash, cashiers check or local personal check** with proper identification, such as valid drivers license or North Carolina state identification.

1. Rental rates and other charges for the use of the auditorium are specified below:

Security Deposit	\$250.00
Ed Emory Auditorium	\$700.00
Catering Kitchen	\$100.00
Conference Room	\$100.00

2. A damage deposit of \$250.00 shall be paid upon reservation confirmation and, subject to the terms and conditions herein, is refundable following satisfactory inspection by Duplin County Cooperative Extension after the event. The balance of payment is due on the last business day before the scheduled event. No keys will be issued without full payment. Lessee is liable for all damages that are in excess of the deposit. Deposit refunds will be issued by Duplin County Finance office and will be processed in the normal manner for payment of any bill.
3. Catering kitchen is available, for a fee and by appointment only, on a first-come, first-served basis and is not equipped for on-site cooking. *The kitchen is not available until after 3:00 p.m. during normal business hours, Monday – Friday.*
4. Serving utensils and supplies must be furnished by Lessee.
5. Certain events may require security personnel, in the discretion of Duplin County Cooperative Extension. If applicable, Lessee will be responsible for retaining security personnel from a reputable, bonded, professional company and will provide proof of bond within three days prior to the event.

I have read and agree to abide by the policies outlined above.

\_\_\_\_\_  
*Signature of Responsible Individual*

\_\_\_\_\_  
*Date*

**\*\* This institution is an equal opportunity provider \***

Lois G. Britt Agricultural Service Center  
165 Agriculture Drive  
Kenansville, NC 28349  
910.296.2143

FACILITY USE REQUEST

Contact Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization \_\_\_\_\_ Telephone \_\_\_\_\_

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

Requested Date(s) \_\_\_\_\_

Space Needed: (check each one needed)

Ed Emory Auditorium (\$700.00) \_\_\_\_\_ **\*\*Dance floor is required if dancing\*\***

Catering Kitchen (\$100.00) \_\_\_\_\_

Conference Room (\$100.00) \_\_\_\_\_

Other (specify)

Damage Deposit \$250.00

Rental Fee \$

Security Fee \$

Deposit Paid \$

Rental Balance Due \$

Fee balance, if applicable, is payable to *Duplin County* and is due by 5:00 p.m. on the last business day prior to a scheduled event.

In signing below, Lessee understands, acknowledges, and accepts responsibility for payment of any invoice issued following an event for damage to real or personal property arising out of Lessee's use of the premises.

\_\_\_\_\_  
Signature (*Responsible Party*)

\_\_\_\_\_  
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.

Name/ Department: TAX ADMINISTRATION	Meeting Date: MARCH 18, 2022
Subject: SURPLUS PROPERTY – PARCEL 01-E251	
Parcel 01-E251 was purchased by Duplin County on 10/2/2012 for \$4,171.00 and the current tax value of the property is 5,500. Final bid was received from Edwin Rolando Gomez Roblero on 4/1/2022 for \$2,300.	
Requested Action: Accept the bid for \$2,300 from Edwin Rolando Gomez Roberlo and authorize the county attorney to prepare a deed for the transfer of the property or they may reject the bid.	
Budget impact for this fiscal year: (Funds available, allocation needed, etc.)	
Budget impact for subsequent years: (Funds available, allocation needed, etc.)	
Time needed to explain to Commissioners: Five to ten minutes.	
Attachments: Bid sheet, map, and property record card.	
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 Jaime Carr by the agenda deadline. Remember, one original will be retained for the minutes



## DUPLIN, COUNTY OF



Parcel #: 01-E251- - -  
 Account #: 2033797  
 Deed Ref: 1760/519 2014  
 Year Built: 0  
 Deeded Acres: 0  
 Last Sale Date: 10/02/2013  
 Year Built: 0

Property Address: 111 E GEORGE ST

Mailing Address: 224 SEMINARY ST KENANSVILLE NC 28349

Year Built: 0  
 Last Sale Price: \$4,171  
 Assessed Value: 5500  
 Property Class: 1  
 Heat SQ Feet: 0

Misc. Imprv Value: \$0  
 Fire Code:  
 Notes: CONV\_NOTES  
 Remarks: VACANT LOT  
 Land Value Only: \$5500

## DUPLIN COUNTY GIS

DISCLAIMER: July 24, 2020

The information gathered from this site is for informational purposes only and the map(s) printed from this site should NOT be used as or in place of an actual survey. The map(s) should NOT be used in sales or conveyances.

Generated by <http://gis.duplincountync.com>

**OFFER TO PURCHASE COUNTY OWNED SURPLUS LAND**

Date: 04-01-2022

This letter is an "Offer to Purchase" the below described land.

Tax Parcel ID#: 01-E251 Township: Warsaw

Offer Amount: \$ 2,300 Bid Deposit Amount (5%): \$ 147.50

Method of Deposit: \_\_\_\_\_ Cash \_\_\_\_\_ Check (Check # \_\_\_\_\_) Must be Certified Check

If approved by the Duplin County Board of Commissioners, please **make the deed out to:**

Edurn Rolando Gomez Roblero

Phone Number: (910)627-4084 Alternate Number: (910)-935-1110  
(Please include area code)

Marital Status:  Single \_\_\_\_\_ Married \_\_\_\_\_ Divorced \_\_\_\_\_ Widow  
(Please check one)

If more than one name will be listed on the deed provide the relations of the names listed:

Mail refund check (if offer is upset by another party or Board rejects offer) to:

724, South Gum St, Warsaw NC 28398

I/We, the interested Buyer(s), understand it takes anywhere from 30-45 days for final approval after the Upset Bid process. The property will be sold "AS IS" and a Special Warranty Deed will be prepared transferring ownership. If the offer is withdrawn during the process by the Bidder/Buyer, the County will retain the bid deposit. If the Board rejects an offer, the bid deposit will be refunded.

Buyer shall be responsible for all cost with respect to the recording fee and any associated excise taxes due upon recording. Buyer shall pay said cost to County, in addition to the purchase price, within 30 days of final approval of the sale by the Board of Commissioners. Buyer hereby authorizes the County to prepare the deed in accordance with the Offer of Purchase County Owned Surplus Land and record same with the Duplin County Register of Deeds.

  
Signature of Offeror

Date 04-01-2022

2001  
PRIOR PARCEL NO.

# DUPLIN COUNTY, NC PROPERTY RECORD CARD

01-E  
WARS  
DUPL

RUN DATE: 07/16/2020 TIME:

<b>PROPERTY I.D.:</b> 01-E251-		<b>PIN</b> 01-2475-00-25-5201-	<b>ROUTE NO</b> 014		
<b>MAP</b> 004		<b>P ADD</b> 111 E GEORGE ST	<b>LAND DATA 241 (CONT'D):</b>		
<b>INS</b>	<b>CODE</b> 1	<b>OWNER</b> DUPLIN, COUNTY OF	015	<b>ACRES</b> 015	
<b>BLK</b> 010	<b>P/C</b> 1760	<b>NAME</b>	016	<b>WIDTH</b> 50	
<b>SUF.</b>	<b>BOOK</b> 519	<b>&amp;</b> 224 SEMINARY ST	017	<b>DEPTH</b> 240	
<b>LOT</b> 0028	<b>PAGE</b> 2014	<b>ADD</b> KENANSVILLE NC 28349-	018	<b>INF FAC.</b> 1.11	
<b>SUB</b>	<b>TAX YR</b> 3	<b>ACCT NO.</b> 2033797	019	<b>LAND NBHD.</b> 8	
<b>YR. BLT.</b> 029	<b>REMARKS:</b> VACANT LOT			020	<b>COMP CODE</b> 2
<b>EFF. YR.</b> 030				021	<b>OTHER APPRAISAL D</b>
<b>GRADE</b> 031	<b>ATTIC:</b>	<b>PLUMBING:</b>	<b>PORCHES: (Con't):</b>	<b>STRUCTURE:</b>	<b>DATA:</b>
<b>% GR.</b> 032	<b>NO. RMS.</b> 080	<b>5 FIX</b> 130	<b>AREA</b> 170	<b>FND-1</b> 200	<b>PLB. BSMT.</b> 214
<b>TYPE</b> 033	<b>% FIN.</b> 081	<b>4 FIX</b> 131	<b>QUALITY</b> 171	<b>FND-2</b> 201	<b>PLB. 1ST FL.</b> 215
<b>DEPR. COND.</b> 034	<b>L.S.</b> 082	<b>3 FIX</b> 132	<b>L.S.</b> 172	<b>BSMT. ENT.</b> 202	<b>TOT. RMS.</b> 216
<b>L.S.</b> 035	<b>INDICATOR</b> 083	<b>2 FIX</b> 133	<b>INDICATOR</b> 173	<b>PL WALL</b> 203	<b>BDR. 1ST FL.</b> 217
<b>INDICATOR</b> 036	<b>BASEMENT:</b>	<b>EX. W.C.</b> 134	<b>MISC. IMPROVEMENTS:</b> 175	<b>DRYWALL</b> 204	<b>BDR. 2ND FL.</b> 218
<b>OBSOLESCENCE:</b>	<b>TOT. AREA</b> 085	<b>EX. SINK</b> 135	<b>1-CODE</b> 176	<b>PAN. VEN.</b> 205	<b>TOT. BDR.</b> 219
<b>FUNC.</b> 041	<b>FIN. AREA</b> 086	<b>L.S.</b> 136	<b>UNITS</b> 177	<b>UNF. WALL</b> 206	<b>TOPOGRAPHY:</b>
<b>ECON.</b> 042	<b>L.S.</b> 087	<b>INDICATOR</b> 137	<b>RATE</b> 178	<b>HRD. FL.</b> 207	<b>LEVEL</b> 221
<b>PRIMARY STRUCTURE:</b>	<b>INDICATOR</b> 088	<b>GARAGES:</b>	<b>GRADE</b> 179	<b>TILE FL.</b> 208	<b>ROLLING</b> 222
<b>CONST.</b> 045	<b>FIREPLACES:</b>	<b>1-CODE</b> 140	<b>% DEPR.</b> 180	<b>CARPET/ SUB FL.</b> 209	<b>LOW</b> 223
<b>STY.</b> 046	<b>HOUSE OP.</b> 090	<b>AREA</b> 141	<b>YEAR</b> 181	<b>UNF. FL.</b> 210	<b>LAND DATA: 241</b>
<b>AREA</b> 047	<b>BSMT. OP.</b> 091	<b>RATE</b> 142	<b>VALUE</b> 182	<b>PINE FL.</b> 211	<b># LOTS</b> 225
<b>CONST. II</b> 048	<b>CHIMNEYS</b> 092	<b>GRADE</b> 143	<b>2-CODE</b> 183		
<b>CONST. III</b> 049	<b>L.S.</b> 093	<b>% DEPR.</b> 144	<b>UNITS</b> 184		
<b>ADDITIONS:</b>	<b>INDICATOR</b> 094	<b>2-CODE</b> 145	<b>RATE</b> 185		
<b>NUMBER</b> 052	<b>ROOF:</b>	<b>AREA</b> 146	<b>GRADE</b> 186		
<b>CONST. 2</b> 053	<b>MAT'L-1</b> 096	<b>RATE</b> 147	<b>% DEPR.</b> 187		
<b>STY. 2</b> 054	<b>MAT'L-2</b> 097	<b>GRADE</b> 148	<b>YEAR</b> 188		
<b>S.F. 2</b> 055	<b>TYPE</b> 098	<b>% DEPR.</b> 149	<b>VALUE</b> 189		
<b>CONST. 3</b> 056	<b>L.S.</b> 099	<b>3-CODE</b> 150	<b>3-CODE</b> 190		
<b>STY. 3</b> 057	<b>FUEL:</b>	<b>AREA</b> 151	<b>UNITS</b> 191		
<b>S.F. 3</b> 058	<b>TYPE-1</b> 101	<b>RATE</b> 152	<b>RATE</b> 192		
<b>CONST. 4</b> 059	<b>TYPE-2</b> 102	<b>GRADE</b> 153	<b>GRADE</b> 193		
<b>STY. 4</b> 060	<b>L.S.</b> 103	<b>% DEPR.</b> 154	<b>% DEPR.</b> 194		
<b>S.F. 4</b> 061	<b>HEATING-A/C:</b>	<b>L.S.</b> 155	<b>YEAR</b> 195		
<b>CONST. 5</b> 062	<b>H.A. FORCE</b> 104	<b>INDICATOR</b> 156	<b>VALUE</b> 196		
<b>STY. 5</b> 063	<b>H.A. GRAV.</b> 105	<b>PORCHES:</b>	<b>4-CODE</b> 197		
<b>S.F. 5</b> 064	<b>H. WATER</b> 106	<b>1-CODE</b> 157	<b>UNITS</b> 198		
<b>PERI. METER LIV. AREA</b> 065	<b>FL. FURN.</b> 107	<b>AREA</b> 158	<b>RATE</b> 199		
<b>DORMERS:</b>	<b>RADIANT</b> 108	<b>QUALITY</b> 159	<b>GRADE</b> 200		
<b>NO. FRT.</b> 070	<b>BASEBD.</b> 109	<b>2-CODE</b> 160	<b>% DEPR.</b> 201		
<b>% FRT.</b> 071	<b>HEAT PUMP</b> 110	<b>AREA</b> 161	<b>YEAR</b> 202		
	<b>WALL UNIT</b> 111	<b>QUALITY</b> 162	<b>VALUE</b> 203		
	<b>NO HEAT</b> 112	<b>3-CODE</b> 163	<b>5-CODE</b> 204		

NO SKETCH DATA AVAILABLE



## 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: TAX ADMINISTRATION	Meeting Date: MARCH 18, 2022
Subject: SURPLUS PROPERTY – PARCEL 01-E174	
Parcel 01-E174 was purchased by Duplin County on 9/5/2007 for \$2,282.00 and the current tax value of the property is 4,400. Final bid was received from Joshua Tree Associates, LLC on 2/23/2022 for \$1,500.	
Requested Action: Accept the bid for \$1,500 from Joshua Tree Associates, LLC and authorize the county attorney to prepare a deed for the transfer of the property or they may reject the bid.	
Budget impact for this fiscal year: (Funds available, allocation needed, etc.)	
Budget impact for subsequent years: (Funds available, allocation needed, etc.)	
Time needed to explain to Commissioners: Five to ten minutes.	
Attachments: Bid sheet, map, and property record card.	
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 Jaime Carr by the agenda deadline. Remember, one original will be retained for the minutes

**OFFER TO PURCHASE COUNTY OWNED SURPLUS LAND**

Date: 2-17-22

This letter is an "Offer to Purchase" the below described land.

Tax Parcel ID#: 01-E174 Township: Warsaw

Offer Amount: \$ 1,500.00 Bid Deposit Amount (5%): \$ 75.00

Method of Deposit:      Cash  Check (Check #     ) Must be Certified Check

If approved by the Duplin County Board of Commissioners, please **make the deed out to:**

**Joshua Tree Associates LLC**

Phone Number: 360-836-8989 Alternate Number:       
(Please include area code)

Marital Status:  Single      Married      Divorced      Widow  
(Please check one)

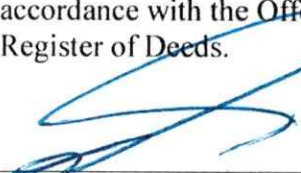
If more than one name will be listed on the deed provide the relations of the names listed:

Mail refund check (if offer is upset by another party or Board rejects offer) to:

**301 Thelma Drive #153 Casper, WY 82609**

I/We, the interested Buyer(s), understand it takes anywhere from 30-45 days for final approval after the Upset Bid process. The property will be sold "**AS IS**" and a Special Warranty Deed will be prepared transferring ownership. If the offer is withdrawn during the process by the Bidder/Buyer, the County will retain the bid deposit. If the Board rejects an offer, the bid deposit will be refunded.

Buyer shall be responsible for all cost with respect to the recording fee and any associated excise taxes due upon recording. Buyer shall pay said cost to County, in addition to the purchase price, within 30 days of final approval of the sale by the Board of Commissioners. Buyer hereby authorizes the County to prepare the deed in accordance with the Offer of Purchase County Owned Surplus Land and record same with the Duplin County Register of Deeds.

  
\_\_\_\_\_  
Signature of Offeror

Date 2-17-2022



## DUPLIN, COUNTY OF



Parcel #: 01-E174- - - Property Address: 412 S PINE ST  
 Account #: 2033810 Mailing Address: 224 SEMINARY ST KENANSVILLE NC 28349  
 Deed Ref: 1601/728 2008  
 Year Built: 0 Misc. Imprv Value: \$0  
 Last Sale Price: \$2,282  
 Assessed Value: 4400  
 Property Class: 1  
 Heat SQ Feet: 0  
 Last Sale Date: 09/05/2007  
 Year Built: 0

## DUPLIN COUNTY GIS

**DISCLAIMER:** July 24, 2020  
 The information gathered from this site is for informational purposes only and the map(s) printed from this site should NOT be used as or in place of an actual survey. The map(s) should NOT be used in sales or conveyances.  
 Generated by <http://gis.duplincountync.com>

# DUPLIN COUNTY, NC PROPERTY RECORD CARD

01-6174-

RUN DATE: 07/30/2020 TIME:

<b>PROPERTY I.D.:</b> 01-E174-		<b>PIN</b> 01-2475-13-75-4383-	<b>ROUTE NO</b> 0410	<b>LAND DATA 241 (CONT'D):</b>	
MAP 004	CODE	P ADD 412 S PINE ST		015	ACRES
INS	P/C 1	OWNER DUPLIN, COUNTY OF		016	WIDTH 52
BLK 053	BOOK 1601	NAME		017	DEPTH 210
SUF.	PAGE 728	& 224 SEMINARY ST		018	INF FAC. 1.13
LOT 0041	TAX YR 2008	ADD KENANSVILLE NC 28349-		019	LAND NBHD 25
SUB	TX. CD. 3	ACCT. NO. 2033810		020	COMP CODE 2

<b>REMARKS:</b>		<b>OTHER APPRAISAL D</b>	
<b>ATTIC:</b>	<b>PLUMBING:</b>	<b>PORCHES: (Con't.):</b>	<b>STRUCTURE:</b>
NO. RMS. 080	5 FIX 130	AREA 170	FND-1 200
% FIN. 081	4 FIX 131	QUALITY 171	FND-2 201
L.S. 082	3 FIX 132	L.S. 172	BSMT. ENT. 202
INDICATOR 083	2 FIX 133	INDICATOR 173	PL. WALL 203
<b>BASEMENT:</b>	EX. W.C. 134	<b>MISC. IMPROVEMENTS:</b> 175	DRYWALL 204
TOT. AREA 085	EX. SINK 135	1-CODE	PAN. VEN. 205
FIN. AREA 086	L.S. 136	UNITS	UNF. WALL 206
L.S. 087	INDICATOR 137	RATE	HRD. FL. 207
INDICATOR 088	<b>GARAGES:</b>	% DEPR.	TILE FL. 208
<b>PRIMARY STRUCTURE:</b>	1-CODE 140	YEAR	CARPET/ SUB. FL. 209
CONST. 045	AREA 141	VALUE	UNF. FL. 210
STY. 046	RATE 142	2-CODE	PINE FL. 211
AREA 047	GRADE 143	UNITS	
CONST. II 048	% DEPR. 144	RATE	
CONST. III 049	2-CODE 145	GRADE	
<b>ADDITIONS:</b>	RATE 146	% DEPR. 147	
NUMBER 052	AREA 149	YEAR 148	
CONST. 2 053	RATE 150	VALUE 149	
STY. 2 054	GRADE 151	3-CODE	
S.F. 2 055	% DEPR. 152	UNITS	
CONST. 3 056	3-CODE 153	RATE	
STY. 3 057	AREA 154	GRADE	
S.F. 3 058	RATE 155	% DEPR. 156	
CONST. 4 059	GRADE 156	YEAR 157	
STY. 4 060	% DEPR. 157	VALUE 158	
S.F. 4 061	3-CODE 158	UNITS 159	
CONST. 5 062	AREA 159	RATE 160	
STY. 5 063	RATE 160	GRADE 161	
S.F. 5 064	GRADE 161	% DEPR. 162	
PERI-METER LIV AREA 065	% DEPR. 162	YEAR 163	
<b>DORMERS:</b>	L.S. 163	VALUE 164	
NO. FRT. 070	INDICATOR 164	4-CODE	
% FRT. 071	<b>PORCHES:</b>	UNITS 165	
	1-CODE 165	RATE 166	
	AREA 166	GRADE 167	
	QUALITY 167	% DEPR. 168	
	2-CODE 168	YEAR 169	
	AREA 169	VALUE 170	
	QUALITY 170	5-CODE	
	3-CODE 171		

NO SKETCH DATA AVAILABLE

<b>BUILDING CHANGES:</b>	
DATE-1	
NUMBER-1	
DECL. VAL-1	
PURPOSE-1	
% COMPLETE-1	
<b>GEOGRAPHIC DATA:</b>	
NBHD. NO.	45
TOWNSHIP	1
ZONING	
CEN. TR.	
STATE CODE	100
OCCUR.	1

LAND DATA: 241

# LOTS 225

# County Commissioners

## Agenda Request Form

AGENDA

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> Davis H. Brinson, County Manager / Clerk to the Board	<b>Meeting Date:</b> April 18, 2022
<b>Subject:</b> Request Approval of the Development of a Master Plan for Duplin Commons	
<p><b>Summary, explanation and background:</b> Duplin County has received grant funding and proposes to build several County buildings/facilities on the Campus of Duplin Commons in the near future including: a Public Transportation Facility; an Animal Care, Control &amp; Adoption Facility; a facility to co-locate our Senior Services and Veterans Services Departments; an Emergency Services Complex and a Detention Center. The County Manager proposes to contract with Parrish &amp; Partners to develop a master plan for Duplin Commons to aid and assist in creating a vision for what we want the campus to look like in the future. A master plan will help guide governing Board decisions on how best to utilize the land available for the construction of building and facilities in both the near and distant future in order to plan for and control growth of the campus in an integrated and coordinated manner. The proposed master plan services will include at a minimum: an introduction and background; data collection/existing conditions, review of past studies; alternatives development &amp; analysis; environmental review; implementation &amp; development cost estimates; and a conceptual master plan layout. The total cost for the development of the master plan is \$25,822.00.</p> <p>Parrish &amp; Partners has recently completed a master plan for the Duplin County Airport and the overall master development plan for the Duplin County AirPark.</p>	
<b>Requested Action:</b> Motion to approve to contract with Parrish & Partners to develop a master development plan for the Duplin Commons Campus at a cost of \$25,822.00.	
<b>Budget impact for this fiscal year:</b> \$25,822.00	
<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 Brown by the agenda deadline. Remember, one original will be retained for the minutes

**Exhibit A**  
**Duplin County Commons**  
**Master Plan Update**  
**PHASE 1 (Funded Projects 2021 State Budget)**  
**DRAFT SCOPE OF SERVICES**

In an effort to establish a coordinated and cohesive plan for future development of Duplin Commons, Duplin County (**OWNER**) has elected to undertake a Duplin Commons Master Plan Update (DCMP) to be completed by Parrish & Partners of NC (**CONSULTANT**). This study will address key areas of interest which have a bearing on the management and development of Duplin Commons. This Scope of Services covers the planning services and tasks associated with development of a Master Plan and provides the following important aspects of the project:

- Background information describing the context in which the master planning effort will be accomplished.
- Areas of emphasis for master planning effort; and
- Project scope elements, describing the actual work activities, responsibilities, deliverables, and level of effort

This scope covers PHASE 1 for the DCMP. Subsequent Phases will be added as funding becomes available for additional projects intended to be constructed at the Duplin Commons site. The 2021 State budget has allocated funding for three new projects at Duplin Commons, to be implemented immediately upon completion of the master plan, which are the Emergency Services Complex, Senior Center/Veteran Services Building, and expansion of the Events Center parking area. There are two buildings, The Events Center, and The County Agriculture Administrative Offices, currently existing at Duplin Commons. The Animal Adoption Center and the Public Transportation Administrative offices are slated to begin construction soon. PHASE 1 will include showing the development that is already underway for this site.

A Master Plan is a comprehensive planning effort completed prior to undertaking construction of future projects, to ensure that future development occurs in a manner consistent with the stakeholder's vision. A typical master plan report includes, at a minimum, the following elements:

- Introduction and Background
- Data Collection/Existing Conditions, Review of Past Studies
- Alternatives Development & Analysis
- Environmental Review
- Implementation & development cost estimates
- Conceptual Master Plan Layout

The following sections of this scope of work describe the project tasks for PHASE 1 only of the master planning effort:

- TASK 1.0 PROJECT FORMULATION
- TASK 2.0 PROJECT MANAGEMENT
- TASK 3.0 PHASE 1 DATA COLLECTION/EXISTING CONDITIONS/PAST STUDY REVIEW
- TASK 4.0 PHASE 1 ALTERNATIVES DEVELOPMENT & ANALYSIS
- TASK 5.0 PHASE 1 ENVIRONMENTAL REVIEW
- TASK 6.0 PHASE 1 COST ESTIMATES
- TASK 7.0 PHASE 1 CONCEPTUAL MASTER PLAN LAYOUT

The work efforts associated with this Master Plan Update are outlined below. Each task will list approximate duration, number of meetings scoped, and specific deliverables, if applicable, and only encompasses projects contained in PHASE 1 (Public Transportation, Senior Center, Animal Adoption Center, Events Center parking expansion). Phase 1 will also show existing footprint of currently existing development, including all roads, limited landscaping features, buildings, parking lots, driveways and walking trails, as well as shade and label areas where future development is tentatively planned.

### **TASK 1.0 PROJECT FORMULATION**

A detailed study design shall be prepared along with an estimated level of effort and direct costs to accomplish all task elements identified in this scope of services. Input from the **OWNER** (Duplin County) will shape the overall project scope. Each specific task will be detailed along with number of meetings, and task deliverables. The fee estimate of labor and expenses shall be delineated by subtask. It is assumed that the scope of services development and refinement discussions, inclusive of the fee estimate and project schedule, shall take place through close coordination with the **OWNER** and others as appropriate.

A pre-scoping meeting was held on December 2, 2021 to share information to aid in producing this draft scope of work. Modifications to the scope of services shall be made based on feedback from the reviewing parties. If needed, adjustments to the project fee estimate shall be made based on modifications to the scope of services. This task will cover all phases of the project, both current and subsequent phases as development becomes funded.

**Total Meetings:** 1 – pre-scoping meeting (held Dec. 2, 2021)

**Deliverables:**

- Detailed scope of services for PHASE 1
- Fee estimate for PHASE 1

### **TASK 2.0 PROJECT MANAGEMENT & PROJECT UPDATES**

Over the course of PHASE 1 of the Duplin Commons master planning effort, the **CONSULTANT** will conduct two (2) meetings with **OWNER** to involve stakeholders as well as various Teams meetings

and emails to provide briefings on the conduct, status, and findings/recommendations for the Duplin Commons Master Plan Update and its various components.

The first meeting was a project kickoff meeting with agency stakeholders which will provide an opportunity to introduce the **CONSULTANT** team and explain the purpose of the study, the scope of services, and the approved schedule from Task 1.0. This meeting occurred on Jan 13, 2022 and included stakeholder input from many of the agencies slated for relocation to Duplin Commons. A second meeting was held on Feb. 18, 2022. This meeting presented the general scope of the Duplin Commons Master Plan to the Duplin County Commissioners for their consideration. These are the only meetings needed for PHASE 1. Additional meetings may be needed and will be scoped for subsequent phases as projects become funded.

**CONSULTANT** will designate a Project Manager to coordinate and manage day-to-day activities of the Project and to ensure that the project is completed in a professional manner to the satisfaction of the **OWNER**. The Project Manager will coordinate directly with the designated Duplin County representative on scope execution, work product quality, schedule milestones, necessary meetings, and the need for supporting information and data essential to the Project's completion. **CONSULTANT** will assure that meetings achieve the objectives of the project **OWNER** and prepared agendas, supporting materials, and minutes are provided in a timely manner. Beginning at the time the project work authorization is signed, regular monthly project status reports will be prepared by the Project Manager for the **OWNER** review and records.

Project Management tasks will include the following throughout the duration of the project:

- Developing and documenting the project plan
- Organizing the project team
- Executing project activities according to schedule
- Monitoring and controlling the project to achieve results
- Managing/mitigating risks and solving challenges
- Overseeing quality control efforts
- Invoicing and monitoring project budget
- Closing out the project

Preparation of handouts, agendas, and graphical materials, as appropriate, shall be the responsibility of the Project Manager, as it relates to this study. Oral and written comments shall be noted and incorporated into meeting minutes and become a record within the Master Plan Report.

**Assumptions:** Task is scoped for PHASE 1 only

**Total Meetings:** 2 (Kick-off, Presentation of Master Plan scope, held Jan-Feb 2022)

**Deliverables:** Materials and minutes for meetings



### TASK 3.0 DATA COLLECTION/EXISTING CONDITIONS/PAST STUDY REVIEW

Pertinent data from all available sources will be collected and compiled for the projects in PHASE 1. Data may include socioeconomics, land use patterns, approved zoning, regulations, rights-of-way, etc as applicable. Previously captured and prepared aerial imagery, planimetrics and topographic data will be utilized. No new land surveys or mapping is anticipated.

The kickoff meeting is an opportunity to identify key stakeholders who can provide valuable historical information regarding county offices. An important part of this task will be gathering specific comments from end users of the facilities offered at Duplin Commons, for instance obtaining comments from the Director of Senior Services to discuss the proposed features and location of the new Senior Center so that the needs of the future users can be worked into master planning. This meeting occurred on Feb. 2, 2022 when Jennifer Martin of Parrish and Partners met with Melisa Brown, Director of Duplin County Senior Services and toured the current Senior Center in Kenansville. The Animal Adoption Center and Public Transportation offices have already been coordinated via separate contracts. The **CONSULTANT** will obtain as-built plans to show the footprints of these facilities including parking, landscaping and proposed stormwater controls if available.

The existing conditions/inventory section of the technical report will include a summary of known environmental conditions and considerations. No environmental specialists will be needed (for tasks such as wetland delineation), as the combination of desk-top and windshield surveys and previous environmental studies is suitable for a planning overview of existing environmental resources.

**Total Meetings:** One meeting, to coordinate with Senior Center Director (held Feb 2, 2022).

**Deliverables:** Technical reporting of findings for PHASE 1 projects. Any files containing data, DVD with raster and vector data collected for AGIS, available upon request.

### TASK 4.0 ALTERNATIVES DEVELOPMENT & ANALYSIS

Alternative development layouts will be produced by **CONSULTANT** that are based on the findings of the data collection and stakeholder input. Alternatives will most likely center around location, building footprint, and parking facility configuration. However, if any sensitive areas regarding human or environmental impacts are identified, avoidance alternatives are recommended to facilitate any future environmental document approval or permitting. A detailed environmental assessment determining precise impacts as a result of project implementation at Duplin Commons will not be prepared as part of this study unless specified as an optional subtask.

As listed earlier, several Duplin County developed areas have already been constructed, or are preparing for construction at Duplin Commons and access roads with utilities are complete, so alternatives will be limited for these PHASE 1 projects. For scoping purposes, it is anticipated that two (2) alternative development layouts for the remainder of the development will be prepared and evaluated. These alternatives will focus mainly on stormwater controls that will leverage the proximity of the Senior Center to the Public Transportation office. Preliminary computations will be completed

to determine the appropriate type and size of required Stormwater BMPs for the two buildings and the Events Center Parking expansion. The subsequent design-build team will finalize the stormwater management plan with more precise data and calculations.

One meeting with the **OWNER**, Stakeholders, and others will be held at the completion of the alternative analysis process, to present, review, and evaluate the alternatives, as well as select the preferred alternative.

The alternatives analysis will result in identification of a recommended course of action for the **OWNER** to follow for PHASE 1 development.

This task will also include a short discussion of uniformity for development that specifies exterior veneer and signage requirements to achieve a "campus" look for Duplin Commons. A formal Development Uniformity Ordinance/Design Checklist can be completed if desired under a subsequent phase.

**Total Meetings:** One meeting for coordination meeting with project **OWNER** to discuss alternatives.  
**Deliverables:** Draft Conceptual Master Plan Layouts of proposed alternatives for PHASE 1 development, hard copy and pdf, technical report with details of stormwater analysis and any alternatives considered.

## **TASK 5.0 ENVIRONMENTAL REVIEW**

The purpose of this analysis is to identify environmental issues that may subsequently become factors in the design and construction of proposed development at Duplin Commons and evaluate them to a level of detail sufficient to establish that they will not constrain the plans. The level of analysis is intended to be broad-based and qualitative.

Since Duplin Commons has already been graded and roads and utilities, and some buildings have already been constructed, the scope of this task is limited only to PHASE 1 projects and will include a discussion of expected NEPA/SEPA compliance based on coordination with permitting agencies and stormwater management.

### **Assumptions:**

**Total Meetings:** None anticipated, possible email/phone call/Teams meetings with environmental permitting agencies.

**Deliverables:** Discussion included in technical report

## **TASK 6.0 COST ESTIMATES**

Preliminary cost estimates will be provided for PHASE 1 projects.

Potential funding sources for the development program, including Federal, State, and local will be discussed as appropriate.

**Total Meetings:** None

**Deliverables:** Technical report includes cost estimate with any assumptions

#### **TASK 7.0 CONCEPTUAL MASTER PLAN LAYOUT**

A finalized Conceptual Master Plan Layout will be produced for PHASE 1 projects only. A conceptual master plan layout was initiated under TASK 4 during alternative analysis and will be finalized to depict the alternatives and costs for PHASE 1 projects. Shading and other techniques may be utilized to indicate the phasing of projects during the planning horizon. Other data may be included where available. Drafts of the Conceptual Master Plan Layout will be delivered to the **OWNER** for comments and finalized to the **OWNER's** satisfaction.

**Total Meetings:** None. Conference calls may be needed to obtain feedback or clarification from the **OWNER**

**Deliverables:** Conceptual Master Plan Layout on large plan-size sheets. Two drafts will be provided for **OWNER** comment and finalized for delivery (1@24" x 36" size hardcopy of Conceptual Master Plan Layout plus technical report for PHASE 1)

PROJECT DESCRIPTION: Duplin County Master Development Plan-Duplin Commons- PHASE 1 Funded projects 2021 State Budget	DATE PREPARED: December 23, 2021
PREPARED BY: Parrish and Partners of North Carolina, PLLC	

### Professional Services Fee Summary

<b>1.0 Project Formulation</b>	SubTotal:	\$4,573.00
<b>2.0 Project Management</b>	SubTotal:	\$4,932.00
<b>3.0 Data Collection</b>	SubTotal:	\$5,227.00
<b>4.0 Alternatives Development</b>	SubTotal:	\$4,267.00
<b>5.0 Environmental Review</b>	SubTotal:	\$2,035.00
<b>6.0 Cost Estimates</b>	SubTotal:	\$1,604.00
<b>7.0 Master Plan Layout</b>	SubTotal:	\$3,184.00

**TOTAL \$25,822**

PROJECT DESCRIPTION: Duplin County Master Development Plan-Duplin Commons - PHASE 1 Funded projects 2021 State Budget	DATE PREPARED: December 23, 2021
PREPARED BY: Parrish & Partners	

TASK NUMBER	BASIC SERVICES (A104) ENGINEERING SERVICES TASK DESCRIPTION	Employee Classifications						SUBTOTAL
		Principal	PM/Sr. Engineer	Engineer	Civil Associate	CADD Technician	Aviation Project Assistant	
<b>1.0</b>	<b>Project Formulation</b>							
a	Project scope, fee and schedule development	1	4		4			9
b	Prepare materials for pre-scoping meeting		2		4		2	8
c	Attend pre-scoping meeting	6	6					12
SUBTOTAL HOURS/CLASSIFICATION:		7	12	0	8	0	2	29
BASIC HOURLY RATE		\$74.03	\$50.65	\$40.90	\$29.87	\$23.38	\$21.75	
TOTAL PER CLASSIFICATION		\$518.21	\$607.80	\$0.00	\$238.96	\$0.00	\$43.50	\$0.00
Total Labor Cost (Without Multiplier)			<b>\$1,408.47</b>					
Audited Overhead Rate		180%	\$2,535.25					
Subtotal			\$3,943.72					
Profit		9%	\$354.93					
Cost of Capital		0.32%	12.62					
<b>TOTAL (1) + (2) + (3)</b>			<b>\$4,311.27</b>					

**NON-SALARY COSTS**

<b>A. Reimbursable Expense</b>				
	Quantity	Unit	Rate	Subtotal
Mileage (pre-scoping meeting x 2 staff)	384	Miles	\$0.575	\$220.80
Reproduction - Xerox B&W Copies	0	EA	\$0.09	\$0.00
Reproduction - Color Copies	50	EA	\$0.83	\$41.50
Mailing	0	EA	\$25.00	\$0.00
Report Binding, Cover and Spine	0	EA	\$3.50	\$0.00
Reproduction - Bond (24"x36")	0	SF	\$0.42	\$0.00
Reproduction - Color Bond (24"x36")	0	SF	\$3.00	\$0.00
<b>B. Subcontracting Expenses</b>				
	Amount	Contract Type	Fixed Fee	Subtotal
<b>TOTAL DIRECT NON-SALARY COST:</b>				<b>\$262.30</b>

<b>Total:</b>	<b>\$4,573.57</b>
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<b>Lump Sum Amount</b>	<b>\$4,573.00</b>
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PROJECT DESCRIPTION: Duplin County Master Development Plan-Duplin Commons- PHASE 1 Funded projects 2021 State Budget	DATE PREPARED: December 23, 2021
PREPARED BY: Parrish & Partners	

TASK NUMBER	BASIC SERVICES (A104) ENGINEERING SERVICES TASK DESCRIPTION	Employee Classifications						SUBTOTAL
		Principal	PM/Sr. Engineer	Engineer	Civil Associate	CADD Technician	Aviation Project Assistant	
<b>2.0</b>	<b>Project Management</b>							
a	General internal project coordination		4		4			8
c	Prepare materials for 2 stakeholder meetings (kickoff, Commissioners Retreat)		6		8		3	17
e	Attend/ Conduct 2 stakeholder meetings (kickoff, Commissioners Retreat)		6				3	9
f	Prepare meeting minutes		2		4			6

SUBTOTAL HOURS/CLASSIFICATION:	0	18	0	16	0	6	40
BASIC HOURLY RATE	\$74.03	\$50.65	\$40.90	\$29.87	\$23.38	\$21.75	
TOTAL PER CLASSIFICATION	\$0.00	\$911.70	\$0.00	\$477.92	\$0.00	\$130.50	\$0.00
Total Labor Cost (Without Multiplier)		<b>\$1,520.12</b>					
Audited Overhead Rate	180%	\$2,736.22					
Subtotal		\$4,256.34					
Profit	9%	\$383.07					
Cost of Capital	0.32%	13.62					
<b>TOTAL (1) + (2) + (3)</b>		<b>\$4,653.03</b>					

**NON-SALARY COSTS**

A. Reimbursable Expense	Quantity	Unit	Rate	Subtotal
Mileage (2 meetings one staff)	388	Miles	\$0.575	\$223.10
Reproduction - Xerox B&W Copies	400	EA	\$0.09	\$36.00
Reproduction - Color Copies	25	EA	\$0.83	\$20.75
Mailing	0	EA	\$25.00	\$0.00
Report Binding, Cover and Spine	0	EA	\$3.50	\$0.00
Reproduction - Bond (24"x36")	0	SF	\$0.42	\$0.00
Reproduction - Color Bond (24"x36")	0	SF	\$3.00	\$0.00
Mounting of Plans on Foam Board (24" x 36")	0	EA	\$21.00	\$0.00
B. Subcontracting Expenses	Amount	Contract Type	Fixed Fee	Subtotal
<b>TOTAL DIRECT NON-SALARY COST:</b>				<b>\$279.85</b>

<b>Total:</b>	<b>\$4,932.88</b>
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<b>Lump Sum Amount</b>	<b>\$4,932.00</b>
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PROJECT DESCRIPTION: Duplin County Master Development Plan-Duplin Commons- PHASE 1 Funded projects 2021 State Budget	DATE PREPARED: #####
PREPARED BY: Parrish & Partners	

TASK NUMBER	BASIC SERVICES (A104) ENGINEERING SERVICES TASK DESCRIPTION	Employee Classifications						SUBTOTAL
		Principal	PM/Sr. Engineer	Engineer	Civil Associate	CADD Technician	Aviation Project Assistant	
3.0	Data Collection							
a	Compile existing layers for Utilities: water, sanitary sewer, natural gas, telecom, and power				2			2
b	Land acquisition records (survey plat)				4			4
c	Collect and acquire mapping/planimetrics/site-visit (meeting with Senior Center Director)		4		8			12
d	GIS data for environmental impact categories				8			8
e	Gather stakeholder/departmental staff input for facility needs		3		8			11
f	Prepare data collection summary for technical report		2		8		2	12

SUBTOTAL HOURS/CLASSIFICATION:	0	9	0	38	0	2	49
BASIC HOURLY RATE	\$74.03	\$50.65	\$40.90	\$29.87	\$23.38	\$21.75	
TOTAL PER CLASSIFICATION	\$0.00	\$455.85	\$0.00	\$1,135.06	\$0.00	\$43.50	\$0.00
Total Labor Cost (Without Multiplier)		<b>\$1,634.41</b>					
Audited Overhead Rate	180%	\$2,941.94					
Subtotal		\$4,576.35					
Profit	9%	\$411.87					
Cost of Capital	0.32%	14.64					
<b>TOTAL (1) + (2) + (3)</b>		<b>\$5,002.86</b>					

**NON-SALARY COSTS**

A. Reimbursable Expense	Quantity	Unit	Rate	Subtotal
Mileage	204	Miles	\$0.575	\$117.30
Mileage		Miles	\$0.575	\$0.00
Hotel	1	EA	\$75.10	\$75.10
Meals- Breakfast	1	EA	\$8.60	\$8.60
Meals- Lunch	0	EA	\$11.30	\$0.00
Meals - Dinner	1	EA	\$19.50	\$19.50
Reproduction - Xerox B&W Copies	50	EA	\$0.09	\$4.50
Reproduction - Color Copies	0	EA	\$0.83	\$0.00
Mailing	0	EA	\$25.00	\$0.00
Report Binding, Cover and Spine	0	EA	\$3.50	\$0.00
Reproduction - Bond (24"x36")	0	SF	\$0.42	\$0.00
Reproduction - Color Bond (24"x36")	0	SF	\$3.00	\$0.00
<b>B. Subcontracting Expenses</b>	<b>Amount</b>	<b>Contract Type</b>	<b>Fixed Fee</b>	<b>Subtotal</b>

TOTAL DIRECT NON-SALARY COST:				\$225.00
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<b>Total:</b>	<b>\$5,227.86</b>
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<b>Lump Sum Amount</b>	<b>\$5,227.00</b>
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PROJECT DESCRIPTION: Duplin County Master Development Plan-Duplin Commons- PHASE 1 Funded projects 2021 State Budget	DATE PREPARED: December 23, 2021
PREPARED BY: Parrish & Partners	

TASK NUMBER	BASIC SERVICES (A104) ENGINEERING SERVICES TASK DESCRIPTION	Employee Classifications						SUBTOTAL
		Principal	PM/Sr. Engineer	Engineer	Civil Associate	CADD Technician	Aviation Project Assistant	
4.0	<b>Alternatives Development</b>							
	Develop phase 1 Duplin Commons master plan layouts		1	2	16			19
	Evaluate alternatives		1		2			3
	Refine alternatives and select preferred (meeting with owner)		4	4	4			12
	Prepare report documentation		1		4			5

SUBTOTAL HOURS/CLASSIFICATION:	0	7	6	26	0	0	39
BASIC HOURLY RATE	\$74.03	\$50.65	\$40.90	\$29.87	\$23.38	\$21.75	
TOTAL PER CLASSIFICATION	\$0.00	\$354.55	\$245.40	\$776.62	\$0.00	\$0.00	
Total Labor Cost (Without Multiplier)		<b>\$1,376.57</b>					
Audited Overhead Rate	180%	\$2,477.83					
Subtotal		\$3,854.40					
Profit	9%	\$346.90					
Cost of Capital	0.32%	12.33					
<b>TOTAL (1) + (2) + (3)</b>		<b>\$4,213.63</b>					

**NON-SALARY COSTS**

A. Reimbursable Expense	Quantity	Unit	Rate	Subtotal
Mileage	0	Miles	\$0.575	\$0.00
Reproduction - Xerox B&W Copies	0	EA	\$0.09	\$0.00
Reproduction - Color Copies	0	EA	\$0.83	\$0.00
Mailing	0	EA	\$25.00	\$0.00
Other (maps, database access, etc.)	0	EA	\$350.00	\$0.00
Report Binding, Cover and Spine	0	EA	\$3.50	\$0.00
Reproduction - Bond (24"x36")	0	SF	\$0.42	\$0.00
Reproduction - Color Bond (24"x36")	4	SF	\$3.00	\$12.00
Mounting of Plans on Foam Board (24" x 36")	2	EA	\$21.00	\$42.00
<b>B. Subcontracting Expenses</b>	<b>Amount</b>	<b>Contract Type</b>	<b>Fixed Fee</b>	<b>Subtotal</b>
<b>TOTAL DIRECT NON-SALARY COST:</b>				<b>\$54.00</b>

<b>Total:</b>	<b>\$4,267.63</b>
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<b>Lump Sum Amount</b>	<b>\$4,267.00</b>
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PROJECT DESCRIPTION: Duplin County Master Development Plan-Duplin Commons- PHASE 1 Funded projects 2021 S						DATE PREPARED: #####		
PREPARED BY: Parrish & Partners								
TASK NUMBER	BASIC SERVICES (A104) ENGINEERING SERVICES TASK DESCRIPTION	Employee Classifications						SUBTOTAL
		Principal	PM/Sr. Engineer	Engineer	Civil Associate	CADD Technician	Aviation Project Assistant	
5.0	<b>Environmental Review</b>							
a	Evaluate potential impacts of preferred alternative		2		2			4
b	Discussion of mitigation/permitting/Green Stormwater Infrastructure/etc		2		2			4
d	Prepare Report Documentation		2		8			10

SUBTOTAL HOURS/CLASSIFICATION:	0	6	0	12	0	0	18
BASIC HOURLY RATE	\$74.03	\$50.65	\$40.90	\$29.87	\$23.38	\$21.75	
TOTAL PER CLASSIFICATION	\$0.00	\$303.90	\$0.00	\$358.44	\$0.00	\$0.00	\$0.00
Total Labor Cost (Without Multiplier)		<b>\$662.34</b>					
Audited Overhead Rate	180%	\$1,192.21					
Subtotal		\$1,854.55					
Profit	9%	\$166.91					
Cost of Capital	0.32%	5.93					
<b>TOTAL (1) + (2) + (3)</b>		<b>\$2,027.40</b>					

**NON-SALARY COSTS**

A. Reimbursable Expense	Quantity	Unit	Rate	Subtotal
Mileage	0	Miles	\$0.575	\$0.00
Reproduction - Xerox B&W Copies	0	EA	\$0.09	\$0.00
Reproduction - Color Copies	10	EA	\$0.83	\$8.30
Mailing	0	EA	\$25.00	\$0.00
Report Binding, Cover and Spine	0	EA	\$3.50	\$0.00
Reproduction - Bond (24"x36")	0	SF	\$0.42	\$0.00
Reproduction - Color Bond (24"x36")	0	SF	\$3.00	\$0.00
Reports (Laminated Covers, Screw Posted & Black Back Cover)	0	EA	\$6.75	\$0.00
Mounting of Plans on Foam Board (24" x 36")	0	EA	\$21.00	\$0.00
B. Subcontracting Expenses	Amount	Contract Type	Fixed Fee	Subtotal
<b>TOTAL DIRECT NON-SALARY COST:</b>				<b>\$8.30</b>

<b>Total:</b>	<b>\$2,035.70</b>
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<b>Lump Sum Amount</b>	<b>\$2,035.00</b>
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<b>PROJECT DESCRIPTION:</b> Duplin County Master Development Plan-Duplin Commons- PHASE 1 Funded projects 2021 S	<b>DATE PREPARED:</b> #####
<b>PREPARED BY:</b> Parrish & Partners	

TASK NUMBER	BASIC SERVICES (A104) ENGINEERING SERVICES TASK DESCRIPTION	Employee Classifications						SUBTOTAL
		Principal	PM/Sr. Engineer	Engineer	Civil Associate	CADD Technician	Aviation Project Assistant	
6.0	<b>Cost Estimates</b>							
a	Prepare Cost Estimates		1		4			5
c	Prepare report documentation		1		4	6	2	13

SUBTOTAL HOURS/CLASSIFICATION:	0	2	0	8	6	2	18
BASIC HOURLY RATE	\$74.03	\$50.65	\$40.90	\$29.87	\$23.38	\$21.75	
TOTAL PER CLASSIFICATION	\$0.00	\$101.30	\$0.00	\$238.96	\$140.28	\$43.50	\$0.00
Total Labor Cost (Without Multiplier)		<b>\$524.04</b>					
Audited Overhead Rate	180%	\$943.27					
Subtotal		\$1,467.31					
Profit	9%	\$132.06					
Cost of Capital	0.32%	4.70					
<b>TOTAL (1) + (2) + (3)</b>		<b>\$1,604.07</b>					

**NON-SALARY COSTS**

A. Reimbursable Expense	Quantity	Unit	Rate	Subtotal
Mileage	0	Miles	\$0.575	\$0.00
Reproduction - Xerox B&W Copies	0	EA	\$0.09	\$0.00
Reproduction - Color Copies	0	EA	\$0.83	\$0.00
Mailing	0	EA	\$25.00	\$0.00
Report Binding, Cover and Spine	0	EA	\$3.50	\$0.00
Reproduction - Bond (24"x36")	0	SF	\$0.42	\$0.00
Reproduction - Color Bond (24"x36")	0	SF	\$3.00	\$0.00
Mounting of Plans on Foam Board (24" x 36")	0	EA	\$21.00	\$0.00
B. Subcontracting Expenses	Amount	Contract Type	Fixed Fee	Subtotal
<b>TOTAL DIRECT NON-SALARY COST:</b>				<b>\$0.00</b>

<b>Total:</b>	<b>\$1,604.07</b>
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<b>Lump Sum Amount</b>	<b>\$1,604.00</b>
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PROJECT DESCRIPTION: Duplin County Master Development Plan-Duplin Commons-PHASE 1 Funded projects 2021 S						DATE PREPARED: #####		
PREPARED BY: Parrish & Partners								
TASK NUMBER	BASIC SERVICES (A104) ENGINEERING SERVICES TASK DESCRIPTION	Employee Classifications						
		Principal	PM/Sr. Engineer	Engineer	Civil Associate	CADD Technician	Aviation Project Assistant	SUBTOTAL
7.0	Master Plan Layout							
a	Finalization of final master plan layout PHASE 1 projects	1	2		16	16		35

	SUBTOTAL HOURS/CLASSIFICATION:	1	2	0	16	16	0	35
	BASIC HOURLY RATE	\$74.03	\$50.65	\$40.90	\$29.87	\$23.38	\$21.75	
	TOTAL PER CLASSIFICATION	\$74.03	\$101.30	\$0.00	\$477.92	\$374.08	\$0.00	\$0.00
	Total Labor Cost (Without Multiplier)		<b>\$1,027.33</b>					
	Audited Overhead Rate	180%	\$1,849.19					
	Subtotal		\$2,876.52					
	Profit	9%	\$258.89					
	Cost of Capital	0.32%	9.20					
	<b>TOTAL (1) + (2) + (3)</b>		<b>\$3,144.62</b>					

**NON-SALARY COSTS**

A. Reimbursable Expense	Quantity	Unit	Rate	Subtotal
Mileage	0	Miles	\$0.575	\$0.00
Reproduction - Xerox B&W Copies	0	EA	\$0.09	\$0.00
Reproduction - Color Copies	0	EA	\$0.83	\$0.00
Mailing	0	EA	\$25.00	\$0.00
Report Binding, Cover and Spine	2	EA	\$3.50	\$7.00
Reproduction - Bond (24"x36")	0	SF	\$0.42	\$0.00
Reproduction - Color Bond (24"x36")	4	SF	\$3.00	\$12.00
Mounting of Plans on Foam Board (24" x 36")	1	EA	\$21.00	\$21.00
B. Subcontracting Expenses	Amount	Contract Type	Fixed Fee	Subtotal
<b>TOTAL DIRECT NON-SALARY COST:</b>				<b>\$40.00</b>

<b>Total:</b>	<b>\$3,184.62</b>
---------------	-------------------

<b>Lump Sum Amount</b>	<b>\$3,184.00</b>
------------------------	-------------------

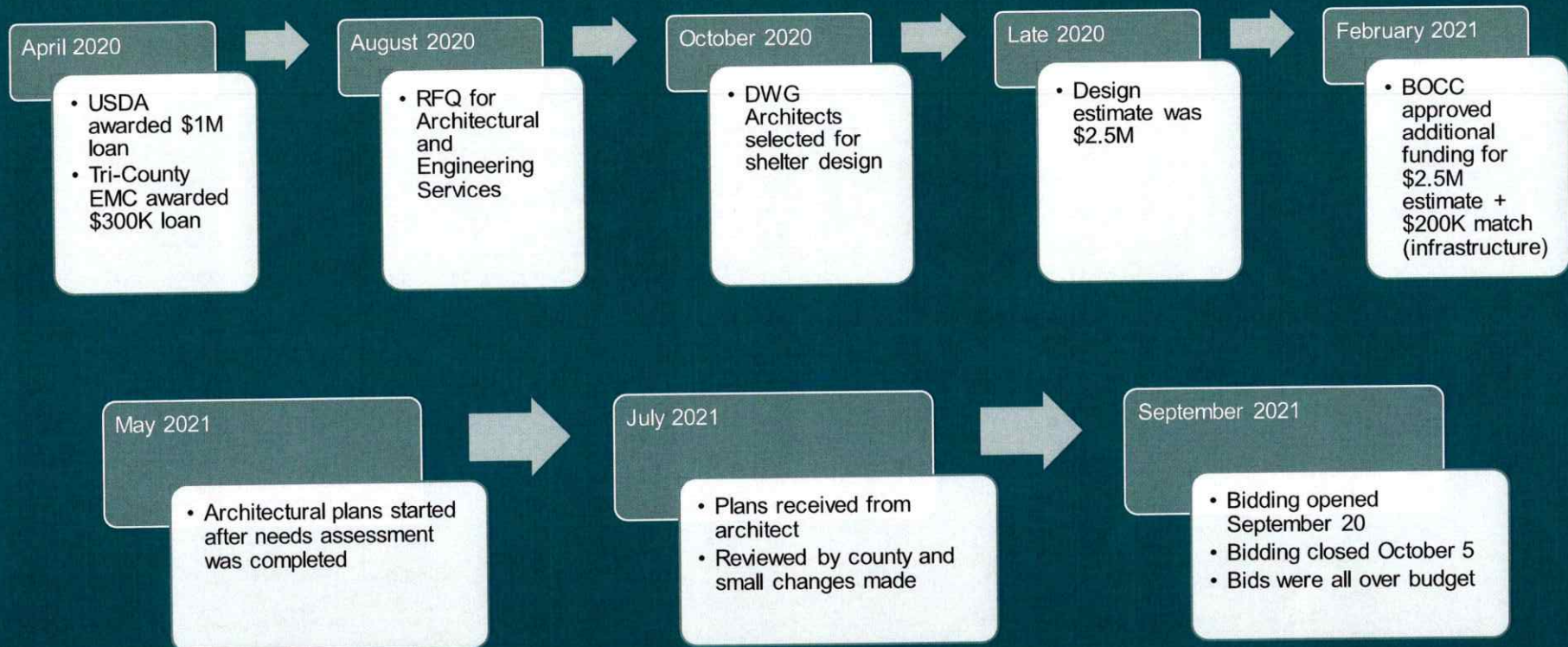
# County Commissioners Agenda Request Form

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>Name / Department:</b> Davis H. Brinson, County Manager / Clerk to the Board	<b>Meeting Date:</b> April 18, 2022
<b>Subject:</b> Update on Animal Care, Control & Adoption Facility	
<b>Summary, explanation and background:</b> The Duplin County Animal Shelter is antiquated and too small to meet the current needs of the County's needs. This fact was brought to the Board of Commissioners attention in early 2018 by the Animal Advisory Board who committed to allowing a new facility to be constructed on the Campus of Duplin Commons. In April 2020, the USDA awarded a \$1 million REDLG loan and Tri-County EMC awarded another \$300K loan. In August 2020, the Board granted its' permission to advertise for requests for qualifications for architectural and engineering services for the design of a new animal care, control and adoption facility. DWG Architects was selected to design the facility in October 2020 and estimated that the new facility would cost \$2.5 million. At the Board's annual budget retreat in February 2021, the Board approved an appropriation of the additional funding needed to fund the \$2.5 million estimate as well as another \$200K needed for match the REDLG loan brining the total project budget to \$2.7 million. DWG put the project out for bid in September 2021. The bids opened in October 2021 were all over budget with the lowest bid coming in at \$3,672,000. DWG and the County Manager agreed that the project should be put on hold and rebid in early 2022 with the hopes that by then the elevated construction prices being blamed on material and labor shortages would have decreased. DWG again put the project out for bids in March 2022. The bids were opened at 2:00pm on Thursday, April 14, 2022 which was after the agenda packets had already gone out to the Board. The County Manager plans to send out an email late in the day on Thursday, April 14 <sup>th</sup> informing the Board of the bid amounts.	
<b>Requested Action:</b> Motion to allocate an additional \$ _____ from the County's capital reserve account to fund the construction of a new Animal, Care, Control & Adoption Facility.	
<b>Budget impact for this fiscal year:</b>	
<b>Budget impact for subsequent years:</b> N/A	
<b>Time needed to explain to Commissioners:</b> 10 minutes	
<b>Attachments:</b>	
<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 Brown by the agenda deadline. Remember, one original will be retained for the minutes

# Project Timeline



# Bid Tabulation Form – October 2021

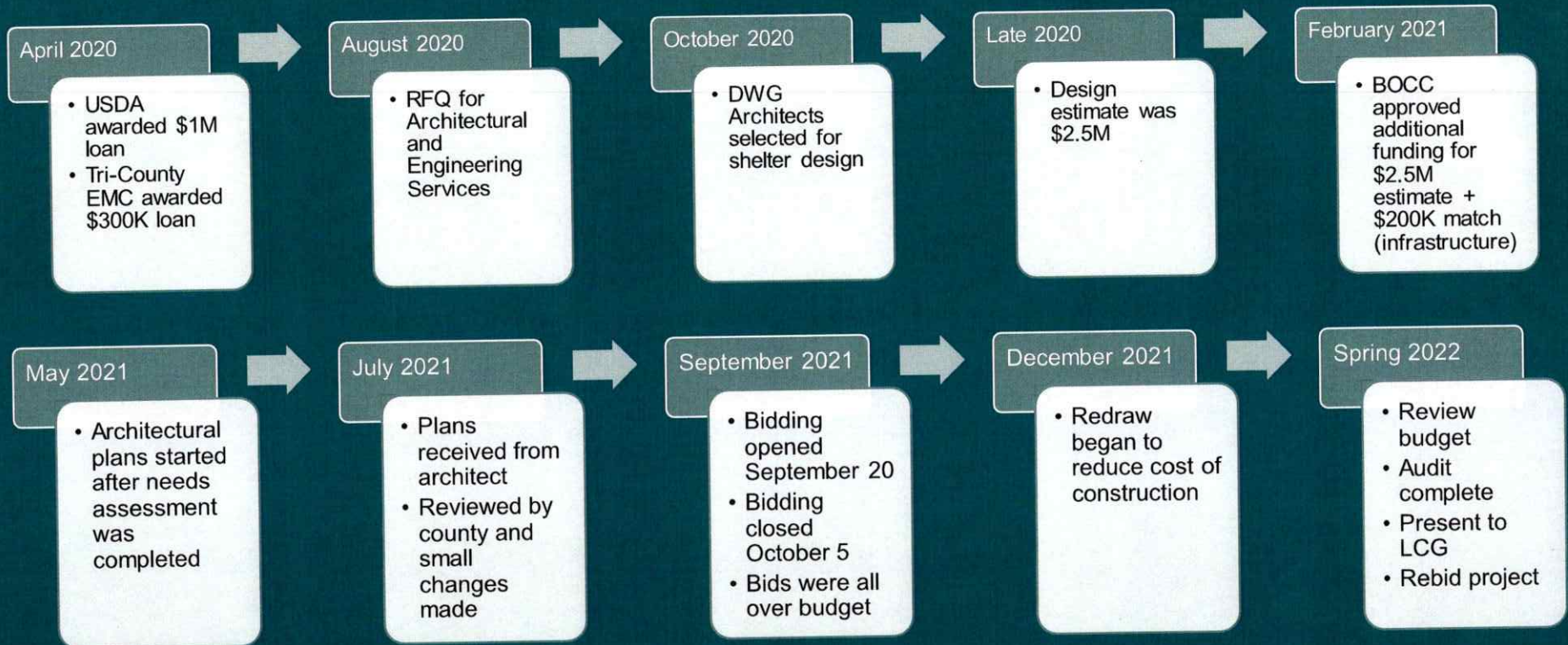
Bidder	Site Work		Site Work Total	Building Costs				Building Total	Total Base Bid*
	General	Utilities Ext.		Building	Electrical	Mech/HVAC	Mech/Plumb		
<b>Laughlin-Sutton Const.</b>	\$ 301,104	\$ 79,948	\$ 381,052	\$ 2,684,170	\$ 219,838	\$ 204,270	\$ 291,450	\$ 3,399,728	\$ 3,780,780
<b>Group III Management</b>	\$ 458,770	\$ 77,480	\$ 536,250	\$ 2,352,250	\$ 231,500	\$ 204,270	\$ 533,730	\$ 3,321,750	\$ 3,858,000
<b>Paragon Building Corp.</b>	\$ 450,000	\$ 300,000	\$ 750,000	\$ 2,368,731	\$ 250,000	\$ 220,000	\$ 400,000	\$ 3,238,731	\$ 3,988,731
<b>Muter Construction, LLC</b>	\$ 350,000	\$ 90,000	\$ 440,000	\$ 2,407,000	\$ 250,000	\$ 250,000	\$ 325,000	\$ 3,232,000	\$ 3,672,000

GC Alternates							Total Cost With Alts
Alternate 1	Alternate 2	Alternate 3	Alternate 4	Alternate 5	Alternate 6	Alternate 7	
\$ 269,750	\$ 272,047	\$ 324,569	\$ 229,347	\$ 83,108	\$ 3,700	\$ 13,000	\$ 4,976,301
\$ 356,000	\$ 304,000	\$ 297,000	\$ 91,000	\$ 79,000	\$ 22,000	\$ 137,000	\$ 5,144,000
\$ 316,000	\$ 287,000	\$ 351,000	\$ 119,500	\$ 80,000	\$ 9,800	\$ (10,400)	\$ 5,141,631
\$ 299,750	\$ 257,000	\$ 275,000	\$ 92,000	\$ 81,000	\$ 25,000	\$ 25,500	\$ 4,727,250
Dog Kennel Addition	Cat & Suppt. Addition	Barn	Generator	K9 Grass	Barn Loft Expansion	Alt. Res. Flooring	

**Budget**

**\$2,500,000**

# Project Timeline



## Project Funding – February 2021

Date	Amount	Source
April 2020	\$1,000,000	USDA REDLG Loan
April 2020	\$ 300,000	Tri-County EMC Loan Pool
April 2020	\$ 200,000	Duplin County Match for REDLG
February 2021	\$1,200,000	Capital Project Fund
	<b>\$2,700,000</b>	

### Amount Spent as of February 2022

\$176,000



## Project Funding Projection

Date	Amount	Source
April 2020	\$1,000,000	USDA REDLG Loan
April 2020	\$ 300,000	Tri-County EMC Loan Pool
April 2020	\$ 200,000	Duplin County Match for REDLG
February 2021	\$1,200,000	Capital Project Fund
	<b>\$2,700,000</b>	
February 2022	\$1,200,000	Capital Project Fund 2022 (Estimate Contingent on Receipt of Bids Spring 2022)
	<b>\$3,900,000</b>	

# County Commissioners

## Agenda Request Form

AGENDA

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> Davis H. Brinson, County Manager / Clerk to the Board	<b>Meeting Date:</b> April 18, 2022
<b>Subject:</b> Update on Events Center Paving Project	
<p><b>Summary, explanation and background:</b> Duplin County was allocated a NC Dept. of Agriculture and Consumer Services grant in the amount of \$500,000.00 in the recently passed state budget for additional parking at the Events Center. It has been determined that the estimated cost to construct a new parking lot adjacent to the Events Center on the northeast side of the building along with a paved tractor trailer accessible drive coming off of Fairgrounds Drive is around \$221,650. This estimated cost includes \$170,500 for construction costs; \$25,575 for engineering associated costs and a \$25,575 (15%) contingency. The estimated cost to construct a new 250-300 space parking lot in front of the Events Center in the grassy field across Fairgrounds Drive to mirror the parking lot in front of the Events Center is \$656,000 plus \$98,400 for engineering associated costs and a \$98,400 (15%) contingency for a total of \$852,800.</p> <p>Thus, we will not have enough funds to complete both projects. It is the recommendation of the County Manager to move forward with the construction of the new parking lot adjacent to the Events Center and the paved access road, and to use any remaining state grant funds available to design the proposed new parking lot in the grassy field across Fairgrounds Drive in front of the Events Center.</p>	
<p><b>Requested Action:</b> Motion to approve enter into an engineering and inspection services agreement with The Adams Company for the Events Center paving project pending approval by the County Attorney and to allow the County Manager to sign the agreement.</p>	
<p><b>Budget impact for this fiscal year:</b> None as we are utilizing a \$500,000.00 grant from the NC Dept. of Agriculture and Consumer Services</p>	
<p><b>Budget impact for subsequent years:</b> N/A</p>	
<p><b>Time needed to explain to Commissioners:</b> 5 minutes</p>	
<p><b>Attachments:</b> Draft Agreement Engineering/Inspection Services Between The County of Duplin and The Adams Company, Inc.; map of the proposed projects; engineer's cost estimates from The Adams Company and Parrish &amp; Partners.</p>	
<p><b>Instructions for what to do with attachments once approved:</b> N/A</p>	

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

**AGREEMENT  
ENGINEERING/INSPECTION SERVICES  
BETWEEN  
THE COUNTY OF DUPLIN  
AND  
THE ADAMS COMPANY, INC.**

**THIS AGREEMENT**, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the Board of Commissioners of Duplin County for itself and its successors and assigns, hereinafter referred to as the OWNER, and The ADAMS COMPANY, Inc., North Carolina for itself and its successors and assigns, hereinafter referred to as the CONSULTANT:

**WHEREAS**, the OWNER desires services of the CONSULTANT to provide engineering, inspection, and surveying; and

**WHEREAS**, the OWNER selected and negotiated this contract with The ADAMS COMPANY, Inc.;

**NOW, THEREFORE**, the OWNER and the CONSULTANT in consideration of mutual covenants hereinafter set forth, agree as follows:

**SECTION A - PROGRAM DESCRIPTION**

The proposed activities of the project referred to as the DUPLIN EVENTS CENTER DRIVEWAY PAVING PROJECT which are included in this Agreement are as follows:

- a. Pave new driveway to access Duplin Events Center with tractor trailers.
- b. New parking area for approximately 12 vehicles adjacent to existing Events Center and proposed driveway

**SECTION B - ENGINEERING/INSPECTION SERVICES**

The CONSULTANT agrees to furnish for the above named major construction work, services as hereinafter enumerated:

1. Perform necessary investigation for the design of the project (not to include right-of-way survey, utility site survey, acquisition survey, severance survey, easement survey, permit survey), prepare detailed plans, specifications and contract documents, apply for standard permits (DEQ, DHS, DOT, Sedimentation and Erosion, if needed) all in accordance with the intent of the project.
2. Complete the pavement design and necessary plans and specifications.
3. Complete the drainage design and necessary plans and specifications per the 10 year storm.
4. Provide copies of the detailed plans and specifications as required by prospective bidders (prospective bidders will be charged directly for plans and specifications) and not to exceed five (5) copies for execution and construction documents.
5. Attend and conduct bid openings, prepare and certify tabulation of bids, and make recommendations as to contract award.

6. Review and approve the Contractor's schedule of amounts for contract payment and certify partial payments to the Contractor.
7. Provide a weekly inspector for the purpose of inspecting the work as it proceeds. The performance of any Contractor is not guaranteed. Inspection services shall be provided for the contract period only, and any inspection beyond that period will be considered an additional service.
8. Construction stakeout is not included in this Agreement.
9. Be available for daily coordination with the OWNER'S resident inspector. This does not include daily site visits.
10. Additional services shall be as per the existing corporate rate schedule at the time of service. Additional services may be authorized by the **County Manager**. Additional services may include, but shall not be specifically limited to, the following:
  - a. Redesigns requested by the OWNER after final plans have been accepted by the OWNER, except redesigns to reduce the project cost to within the funds available.
  - b. Preparation for or appearances before courts or boards on matters of litigation or hearings related to the project.
  - c. All surveying and related services to include but not limited to:
    - i. All property line and right of way recovery and/or survey.
    - ii. Right of way, utility site and other acquisition or severance surveys and coordination (coordination prior to preliminary acquisition notice).
    - iii. Construction stakeout.
  - d. Subsurface soil investigations, soil borings, special geological investigations; pile installation monitoring; compaction testing; hydraulic investigations; laboratory test; similar special investigation, testing and reports.
  - e. Special permits to include but not limited to:
    - i. CAMA
    - ii. Wetlands
    - iii. US Army Corps of Engineers
    - iv. NPDES
  - f. Environmental Impact Statement.
  - g. Preparation of operation and maintenance manuals.
  - h. All respective services resulting from a change in activities by program amendment or other means.
11. This contract may be amended at any time to include any additional consulting services requested by OWNER.

### **SECTION C - OWNER'S RESPONSIBILITIES**

1. The OWNER shall furnish the CONSULTANT in a timely manner with copies of pertinent correspondence relating to the project.
2. The OWNER shall provide full information as to requirements for work performed by the CONSULTANT.
3. The OWNER shall give prompt consideration to recommendations and work submitted by the CONSULTANT.
4. The OWNER shall be responsible for all legal fees, real estate appraisal fees,

newspaper advertisement fees, audit fees, permit fees, encroachment fees, register of deed fees, and other similar fees not directly associated with performance of the CONSULTANT responsibilities defined by this Agreement.

5. The OWNER will bear all costs incident to compliance with the requirements of this section.
6. The OWNER will give prompt notice to the CONSULTANT whenever OWNER observes or otherwise becomes aware of any defect in the project or changed circumstances.
7. The OWNER will guarantee access to and make provisions for the CONSULTANT to enter upon private property as required for the CONSULTANT to perform his services.

#### **SECTION D - COMPENSATION FOR SERVICES**

1. The OWNER shall compensate the CONSULTANT for basic engineering services the lump sum of Eighteen Thousand and No/100 dollars (\$18,000.00). Compensation shall be invoiced in accordance with the attached Engineering Schedule of Values. Amounts shall be invoiced monthly.
2. The OWNER shall compensate the CONSULTANT for basic resident inspector services the lump sum of Fifteen Thousand Hundred and No/100 dollars (\$15,000.00). Monthly payments shall be made based upon the percentage of the payments to the contractor. Amounts shall be invoiced monthly.
3. All payments due the CONSULTANT shall be paid in full on or before the tenth day of the month following the date of the bill.
4. The CONSULTANT shall complete the proposed activities within **12 months**.
5. In the event that additional construction beyond the scope of the proposed work is necessary or possible, an addendum to be agreed upon by the OWNER and CONSULTANT shall be executed establishing the amount of additional compensation.
6. Payment for any additional engineering, inspection, survey or other technical services shall be based on the existing corporate fee schedule at the time of service.

#### **SECTION E - GENERAL CONDITIONS**

1. Termination Provision - Legal Remedies Provision  
The CONSULTANT and OWNER mutually agree as follows:
  - a) This Agreement may be terminated in whole or in part in writing by either party in the event of substantial failure by the other party to fulfill its obligations under this agreement through no fault of the terminating party: Provided, that no such termination may be effected unless the other party is given (1) not less than ten (10) calendar days written notice (delivered by certified mail, return receipt requested) of intent to terminate and (2) an opportunity for consultation with the terminating party prior to termination.
  - b) This Agreement may be terminated in whole or in part in writing by the

OWNER for its convenience, provided, that such termination is for good cause (such as for legal or financial reasons, major changes in the work of program requirements, initiation of a new Step) and that the CONSULTANT is given (1) not less than ten (10) calendar days written notice (delivered by certified mail, return receipt requested) of intent to terminate and (2) an opportunity for consultation with the terminating party prior to termination.

c) If termination for default is effected by the OWNER, an equitable adjustment in the price provided for in this Agreement shall be made, but (1) no amount shall be allowed for anticipated profit on unperformed services or other work, and (2) any payment to the CONSULTANT at the time of termination may be adjusted to the extent of any additional costs occasioned to the OWNER by reason of the CONSULTANT default. If termination for default is effected by the CONSULTANT or if termination for convenience is effected by the OWNER, the equitable adjustment shall include a reasonable profit for services or other work performed. The equitable adjustment for any termination shall provide for payment to the CONSULTANT for services rendered and expense incurred, prior to the termination, in addition to termination settlement cost reasonably incurred by the CONSULTANT, relating to commitments which had become firm prior to the termination.

d) Upon receipt of a termination action pursuant to Paragraphs (a) or (b) above, the CONSULTANT shall (1) promptly discontinue all services affected (unless the notice directs otherwise), and (2) deliver or otherwise make available to the OWNER all data, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by the CONSULTANT in performing this Agreement, whether completed or in process.

2. The OWNER and the CONSULTANT each binds themselves, their successors, legal representatives and assigns to the other party to the Agreement and to the successors, legal representatives and assigns of such other party in respect to all covenants of this Agreement. Except as above, neither the OWNER nor the CONSULTANT shall assign or transfer his interest in this Agreement without written consent of the other.

**THE OWNER AND THE CONSULTANT** hereby agree to the full performance of the covenants contained herein.

**IN WITNESS WHEREOF** they have executed this Agreement on the date and year first above written.

**COUNTY OF DUPLIN**

ATTEST:

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

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

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

(SEAL)

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

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

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

**THE ADAMS COMPANY, INC.**

ATTEST:

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

Typed Name: Tammy H. Jones

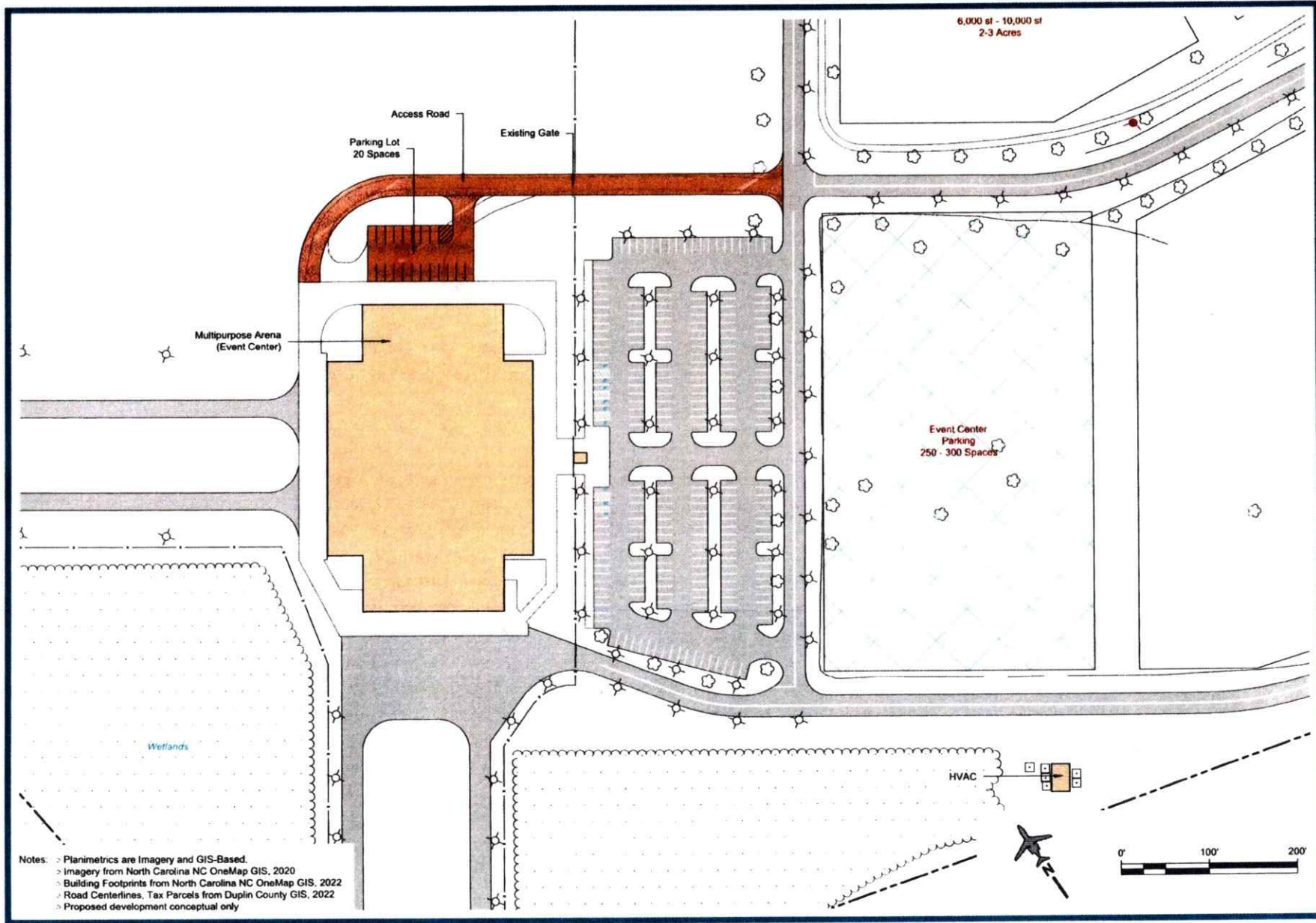
Title: Notary Public

(SEAL)

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

Typed Name: M. Floyd Adams

Title: President



Notes:

- Planimetrics are Imagery and GIS-Based.
- Imagery from North Carolina NC OneMap GIS, 2020
- Building Footprints from North Carolina NC OneMap GIS, 2022
- Road Centerlines, Tax Parcels from Duplin County GIS, 2022
- Proposed development conceptual only

Legend:

- Existing Dvlp.
- Proposed Dvlp.
- Duplin Commons Property Line

Scale: 1" = 100'

Duplin County  
Duplin Commons Master Development Plan

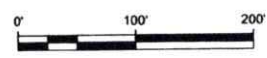


Exhibit 5:  
Event Center Access  
Road and Parking Paving



ADAMS

**DUPLIN EVENTS CENTER PARKING**  
**DUPLIN COUNTY**  
 Engineer's Cost Estimate  
 2/24/2022

Item	Description	Unit	Quantity	Engineer's Estimate		
				Unit Price	Amount	
<b>New Driveway to Building</b>						
1	New Heavy Duty Asphalt (prepare road bed, <u>8" ABC, 5" Asphalt</u> )	SY	1860	70.00	130,200.00	
2	New Regular Duty Asphalt (prepare road bed, <u>8" ABC, 2" Asphalt</u> )	SY	440	50.00	22,000.00	
3	Drainage Inlet	EA	1	4,000.00	4,000.00	
4	Storm Drain Pipe	LF	60	55.00	3,300.00	
5	Grading/Earthwork to maintain positive drainage	LS	1	3,500.00	3,500.00	
5	Insurance and Mobilization	LS	1	4,000.00	4,000.00	
6	Erosion Control Measures	LS	1	2,000.00	2,000.00	
7	Seeding and Mulching	AC	0.5	3,000.00	1,500.00	
<b>Driveway Subtotal</b>					<b>170,500.00</b>	
<b>New Parking</b>						
1	New Regular Duty Asphalt (prepare road bed, <u>8" ABC, 2" Asphalt</u> )	SY	8500	50.00	425,000.00	
2	Drainage Inlet	EA	6	4,000.00	24,000.00	
3	Storm Drain Pipe	LF	700	55.00	38,500.00	
4	24" Curb & Gutter	LF	3900	35.00	136,500.00	
5	Grading/Earthwork to maintain positive drainage	LS	1	8,500.00	8,500.00	
6	Insurance and Mobilization	LS	1	16,000.00	16,000.00	
6	Erosion Control Measures	LS	1	3,000.00	3,000.00	
7	Seeding and Mulching	AC	1.5	3,000.00	4,500.00	
<b>Parking Subtotal</b>					<b>656,000.00</b>	
				Subtotal -	\$ 826,500.00	
				Contingency (15%) -	\$ 124,000.00	15.0%
				Engineering/CA/CO -	\$ 142,600.00	15.0%
				<b>Total -</b>	<b>\$ 1,093,100.00</b>	

Notes:

1. New parking quantities are based on the existing Events Center parking lot area.
2. Lighting costs are not included in this estimate.

\* ENGINEERING = 15%  
 \* 3 MONTHS / 90 DAYS TO ADVISE  
 \* + 2-3 MONTHS / 60-90 DAYS BID AWARD  
 6 MONTHS



**Duplin County Airport (DPL)  
Preliminary Cost Estimate  
Access Road and Parking for Event Center**



	Description	Unit	Unit Price	Estimated Quantity	Extended Total
<b>General</b>					
	Mobilization	LS	\$19,000.00	1	\$19,000.00
	Contractor Quality Control Program	LS	\$20,000.00	1	\$20,000.00
<b>Site Preparation</b>					
	Unclassified Excavation	CY	\$8.00	1,000	\$8,000.00
<b>Paving</b>					
	Road - Crushed ABC 6"	CY	\$65.00	273	\$17,731.79
	Road - Asphalt 7"	Ton	\$150.00	682	\$102,349.92
	Parking - Crushed ABC 4"	CY	\$65.00	106	\$6,889.50
	Parking - Asphalt 3"	Ton	\$150.00	178	\$26,739.87
	<b>Construction Subtotal</b>				<b>\$200,711</b>
	Professional Services				\$35,000
	Contingencies	15%			\$36,000
	<b>Total</b>				<b>\$280,000</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>Name / Department:</b> Davis H. Brinson, County Manager / Clerk to the Board	<b>Meeting Date:</b> April 18, 2022
<b>Subject:</b> Senior Services and Veterans Services Facility Update	
<b>Summary, explanation and background:</b> Duplin County received a \$2 million grant in the recently enacted state government budget to help with the construction of a facility to co-locate the Senior Services and Veteran's Services Departments. The County Manager now requests permission from the Board that the Senior Services and Veteran's Services Departments be allowed to solicit requests for qualifications for architectural and engineering design services for the Senior Services and Veterans Services Facility.	
<b>Requested Action:</b> Motion to approve for the Senior Services and Veterans Services Departments to advertise for request for qualifications for architectural and engineering services for the design of a new facility to co-locate the two departments.	
<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 Brown by the agenda deadline. Remember, one original will be retained for the minutes

## Month End Report March 2022



Airport Staff		Airport Commission Members	
George Futrelle	Jack Alphin	Roger Davis	Scotty Kennedy
Josh Raynor	Joe Bryant	Larry Debose	Bob Quinn
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
Monday - Friday	7:00 am – 6:00 pm
Saturday	8:00 am – 6:00 pm

**Closed Thanksgiving and Christmas Day Only**

Av-Gas Sales So Far This Fiscal Year	
Percentage of Total Fuel Sales	10%
Percentage sold to Trans Customers	53%
Percentage sold to DPL Based	47%
Average Avgas Gallons Sold Per Month = 1,589	
Jet-A Sales So Far This Fiscal Year	
Percentage of Total Fuel Sales	90%
Percentage sold to Trans Customers	14%
Percentage sold to DPL Based	86%
Average Jet-A Gallons Sold Per Month = 14,156	

FY 21/22	\$ SALES			# of Gallons			Previous FY Gallons
	Av-Gas	Jet-A	Total	Av-Gas	Jet-A	Total	
July	\$8,002.56	\$33,678.52	\$41,681.08	1,739.28	9,641.38	11,380.66	9,111.27
August	\$4,723.28	\$54,459.65	\$59,182.93	1,026.78	16,173.72	17,200.50	9,884.32
September	\$5,865.53	\$25,942.30	\$31,807.83	1,244.48	7,490.37	8,734.85	13,231.76
October	\$6,605.11	\$53,001.70	\$59,606.81	1,366.28	15,737.66	17,103.94	9,608.95
November	\$7,094.21	\$57,335.83	\$64,430.04	1,485.66	15,044.68	16,530.34	6,566.58
December	\$6,194.31	\$46,526.39	\$52,720.70	1,305.46	12,055.96	13,361.42	8,393.68
January	\$7,987.83	\$33,403.13	\$41,390.96	1,695.44	8,758.38	10,453.82	5,846.13
February	\$10,317.88	\$68,923.53	\$79,241.41	2,171.67	16,357.92	18,529.59	8,025.38
March	\$11,219.18	\$124,735.81	\$135,954.99	2,261.82	26,146.51	28,408.33	14,383.50
April			\$0.00			0.00	17,619.24
May			\$0.00			0.00	16,520.18
June			\$0.00			0.00	15,435.75
<b>TOTAL</b>	<b>\$68,009.89</b>	<b>\$498,006.86</b>	<b>\$566,016.75</b>	<b>14,296.87</b>	<b>127,406.58</b>	<b>141,703.45</b>	<b>134,626.74</b>

Operations YTD Totals			
	# Aircraft	# Operations	# Passengers
Jul	128	225	528
Aug	93	170	424
Sept	109	226	440
Oct	133	253	621
Nov	140	287	728
Dec	114	234	417
Jan	124	404	581
Feb	165	719	809
Mar	527	875	896
Apr			
May			
Jun			
<b>Totals</b>	<b>1533</b>	<b>3393</b>	<b>5444</b>
<i>Avg/Mth</i>	<i>170.3</i>	<i>377.0</i>	<i>604.9</i>

Products Sold	March	YTD	
Hangar/Shop Rental	4530-34547	\$9,275.00	\$143,811.60
Oil Sales	4530-34548	\$26.80	\$273.90
Call Out Fees	4530-34533	\$1,425.00	\$4,275.00
Ramp Fees	4530-34534	\$0.00	\$600.00
Vending	4530-34532	\$0.00	\$173.00
Tiedown Fees	4530-34535	\$0.00	\$30.00
Ground Lease	4530-34536	\$3,811.50	\$10,248.00
Misc Revenue	4530-38390	\$0.00	\$337.50
Fuel Sales	4530-34548	\$135,954.99	\$566,016.75
<b>Total Sales- All Products</b>	<b>4530-34548</b>	<b>\$150,493.29</b>	<b>\$725,765.75</b>

Projects	Project #	\$ Amount
Master Plan	7546	\$200,000.00
New T-Hgrs	7544	\$2,029,562.00
NCFS-Site	7547	\$1,000,000.00
NCFS-Hangar	7548	\$5,466,000.00
Drainage Assess	7549	\$100,000.00
AWOS Tree Clear	7551	TBD
<b>Total Project \$</b>		<b>\$8,795,562.00</b>

Recent Project Activity & Updates	
March 2022 fuel sales broke an all-time record for monthly sales at 28,408 gallons sold. This is since record-keeping began in 1980	
Logistics, site prep and coordination for the move of the two surplus NCFS 12,000 gallon fuel tanks we purchased for \$20	
Airport Master Plan / ALP Update has been approved by NCDOA and submitted to FAA for their review and approval	
Airfield infield drainage structure failure repair assessment underway. Phase-I includes investigation/report/design/bid	
Land Use/Height Restriction Ordinances updates underway. AWOS Critical Area Clearing Project still top priority	
New T-hangars fully occupied. All legacy T-hangars occupied. Limited space available in Community Hangar - \$9,275 monthly revenue	
Working on long-term lease for NCFS, funding from legislature for airport/airpark projects; 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 \$64,800,000.00	
2022 Based Aircraft Value is \$36,779,577.00	
Based Aircraft values up \$11.3 million over last year	

# DUPLIN COUNTY ANIMAL SERVICES

Mar-22

CANINE ADOPTION FEE	\$ 380.00
CANINE PULL FEE	\$ 1,325.00
FELINE ADOPTION FEE	
FELINE PULL FEE	\$ 40.00
FIRST OFFENSE CITATIONS 76-24402	\$ 150.00
HORSE/GOAT FEE	
LONNIE'S ANGELS 72-22065	\$ -
RODENT/PIG/RABBIT/GUINEA PIG	
SECOND OFFENSE CITATION 76-24402	\$ 700.00
THIRD OFFENSE CITATION 76-24402	
CANINE VOUCHER	\$ 1,000.00
FELINE VOUCHER	
RABVAC	\$ 145.00
BORDETELLA	\$ 20.00
DURAMUNE MAX 5	\$ 20.00
BITE INVESTIGATION	\$ 500.00
BOARDING FEE	\$ 60.00
BUILDING FUND 4381-34345	
DANGEROUS ANNUAL	
GENERAL DONATION	
JUDGEMENTS 4380-34347	
MISC 10-3438-410	\$ 30.00
OWNER SURRENDER EUTHANASIA	
OWNER SURRENDER FEE 10-3438-410	\$ 190.00
OWNER SURRENDER PER LITTER	
OWNER SURRENDER TRANSPORT	\$ 40.00
POTENTIALLY DANGEROUS ANNUAL	
RECLAIM FEE	\$ 100.00
MICROCHIP	\$ 60.00
RECLAIM LIVESTOCK FEE	
VET FEES	\$ -
TOTAL AMOUNT	\$ 4,760.00

SIGNATURE 

SIGNATURE 

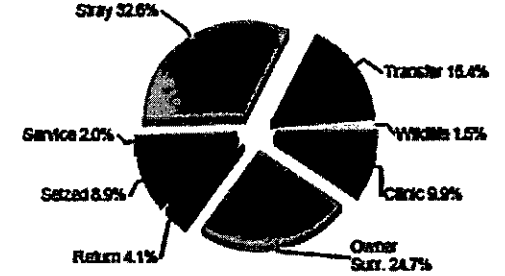
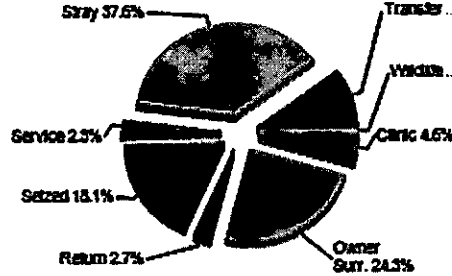
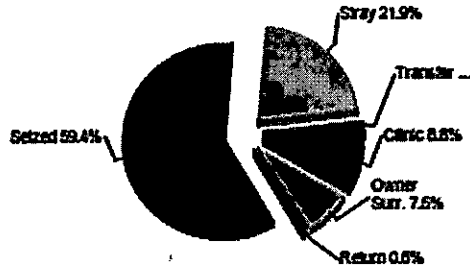


Duplin County  
Animal Services  
117 Middleton Cemetery Lane  
Kenansville, NC 28349

### Shelter Statistics - Intake

Start Date: March 01, 2022  
End Date: March 31, 2022

USNC100 Duplin County Animal Services	Your Shelter					North Carolina (66 organizations) <i>does not include your shelter's data</i>					United States (1429 organizations) <i>does not include your shelter's data</i>				
	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	1	2	0	1	0	112	484	178	398	2	5,236	17,157	5,189	14,384	262
<b>Totals by Intake</b>															
Clinic	6	6	2	0	0	40	152	16	75	0	2,405	4,534	2,945	4,934	126
Owner Surrender	4	0	5	3	0	306	405	287	477	27	6,641	10,714	7,193	10,586	2,285
Return	0	1	0	0	0	22	86	25	31	1	1,157	2,886	580	1,464	104
Seized	28	43	6	18	0	165	485	90	349	32	1,914	6,525	862	3,005	1,126
Service	0	0	0	0	0	13	36	26	70	0	191	1,007	315	1,488	84
Stray	17	8	8	2	0	439	752	406	710	17	8,125	17,629	8,986	13,664	997
Transfer	0	3	0	0	0	212	146	160	105	0	8,773	6,681	4,512	4,688	286
Wildlife	0	0	0	0	0	0	0	0	0	18	0	0	0	0	2,232
<b>Total</b>	<b>55</b>	<b>61</b>	<b>21</b>	<b>23</b>	<b>0</b>	<b>1,197</b>	<b>2,062</b>	<b>1,010</b>	<b>1,817</b>	<b>95</b>	<b>29,206</b>	<b>49,976</b>	<b>25,393</b>	<b>39,829</b>	<b>7,240</b>



Earliest entry: 3/1/2022  
Latest entry: 3/31/2022

## Shelter Statistics - Outcome

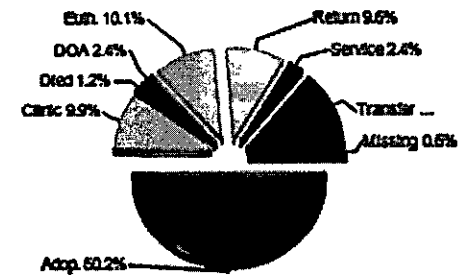
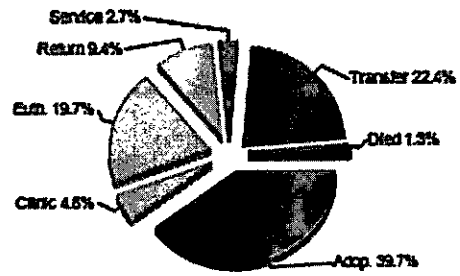
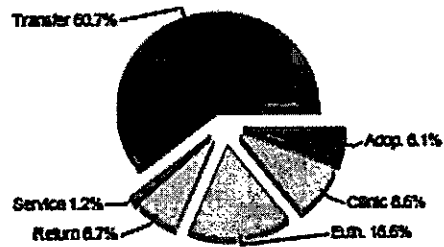
Start Date: March 01, 2022

End Date: March 31, 2022

USNC100 Duplin County Animal Services	<i>does not include your shelter's data</i>					<i>does not include your shelter's data</i>					<i>does not include your shelter's data</i>				
	Your Shelter					North Carolina (66 organizations)					United States (1429 organizations)				
	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	3	4	0	0	0	484	672	527	535	15	18,238	24,321	15,254	19,695	2,479
B) Have Phone Number	12	20	3	0	0	651	1,246	617	687	34	20,922	35,115	17,828	25,061	3,120
C) Have ZipCode	8	21	3	0	0	645	1,225	605	666	32	20,715	34,720	17,659	24,289	3,071
<b>Totals by Outcome</b>															
Adoption	6	4	0	0	0	555	650	588	538	26	17,339	20,309	14,557	17,898	2,679
Clinic	6	6	2	0	0	39	152	16	75	0	2,324	4,198	2,869	4,900	103
Died	0	0	0	0	0	9	10	21	9	1	332	270	504	429	190
DOA	0	0	0	0	0	1	6	0	6	3	56	1,181	66	1,315	806
Euthanasia	1	11	0	15	0	39	417	68	617	31	845	6,705	709	4,928	1,472
Missing	0	0	0	0	0	0	0	0	9	0	9	57	37	67	8
Return To Owner	0	10	1	0	0	55	438	9	48	6	1,266	10,860	269	1,453	118
Service	0	2	0	0	0	7	32	16	105	0	144	361	441	2,532	45
Transfer	34	36	17	12	0	363	370	234	346	16	4,939	6,198	2,709	5,111	774
Wildlife	0	0	0	0	0	0	0	0	0	4	0	0	0	0	661
<b>Total</b>	<b>47</b>	<b>69</b>	<b>20</b>	<b>27</b>	<b>0</b>	<b>1,068</b>	<b>2,075</b>	<b>952</b>	<b>1,753</b>	<b>87</b>	<b>27,254</b>	<b>50,139</b>	<b>22,161</b>	<b>38,633</b>	<b>6,856</b>

Earliest entry: 3/1/2022

Latest entry: 3/31/2022



Earliest entry: 3/1/2022

Latest entry: 3/31/2022



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

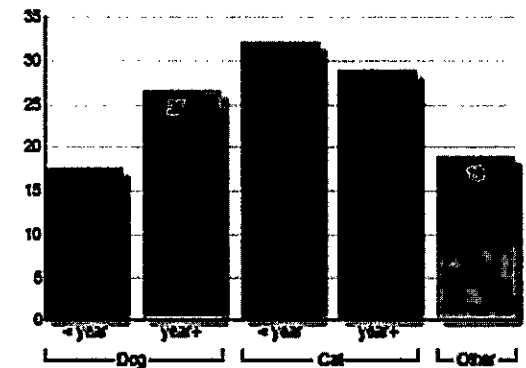
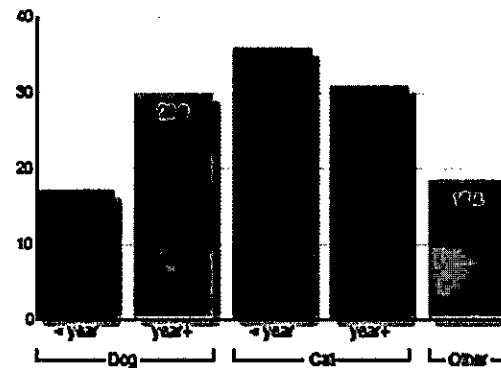
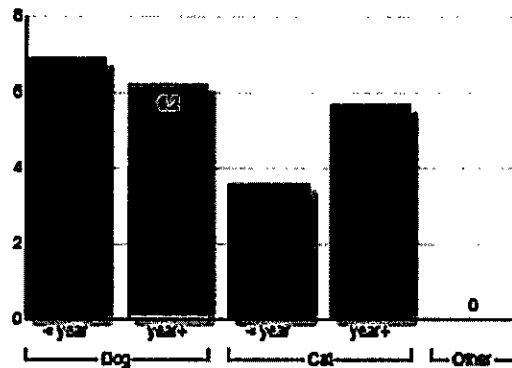
Start Date: March 01, 2022

End Date: March 31, 2022

*does not include your shelter's data*

*does not include your shelter's data*

USNC100 Duplin County Animal Services	Your Shelter					North Carolina (66 organizations)					United States (1429 organizations)				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+		< year	year+	< year	year+		< year	year+	< year	year+	
Intake Type															
Clinic	0	0	0	0	0	0	0	0	0	0	0.7	2	1.1	2.2	2
Owner Surrender	1	7.1	5	5.2	0	20.5	39.5	32.7	30.6	39.2	18.7	28.2	28.1	32.5	27.6
Return	0	0.1	0	0	0	8.9	28.5	17.1	31.6	42	9.4	43.2	14.3	41.7	23.4
Seized	9.3	7.5	4.9	5.5	0	10.8	37.7	44.5	42.6	2.6	19	26.2	43.5	29.5	21.6
Service	0	0	0	0	0	0.1	0.3	5.7	4	0	9.4	5.7	14.6	3.5	34.7
Stray	6.6	4.9	2.8	6.6	0	12.3	25.7	38.4	32.8	23.4	19.7	23.8	49.9	37.1	23.6
Transfer	0	1.6	0	0	0	32.1	37.7	43.9	20.9	154.1	20.7	44.9	25.9	28	46.3
Wildlife	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3.1
Total															
	6.9	6.2	3.6	5.7	0	17.3	29.9	35.9	30.8	18.4	17.6	26.6	32.1	28.8	19



Earliest entry: 3/1/2022

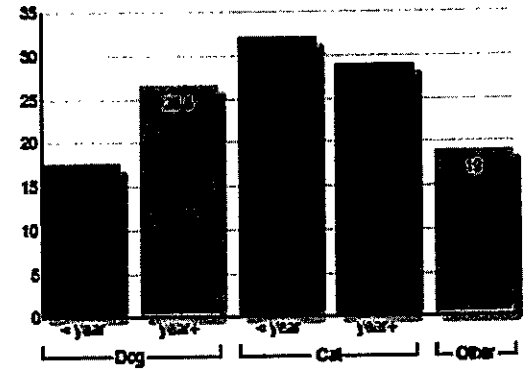
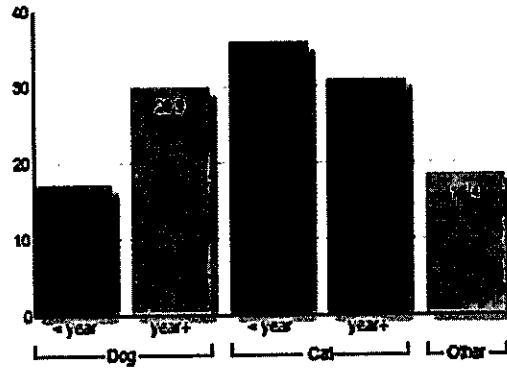
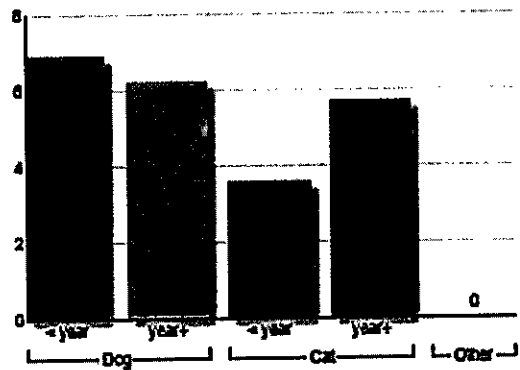
Latest entry: 3/31/2022

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

Start Date: March 01, 2022

End Date: March 31, 2022

USNC100 Duplin County Animal Services	Your Shelter					North Carolina (66 organizations) <small>does not include your shelter's data</small>					United States (1429 organizations) <small>does not include your shelter's data</small>				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+	0	< year	year+	< year	year+	0	< year	year+	< year	year+	0
	< year	year+	< year	year+	0	< year	year+	< year	year+	0	< year	year+	< year	year+	0
<b>Outcome Type</b>															
Adoption	2.6	7.4	0	0	0	21.7	61.1	49.9	56.6	49.7	22.1	46.1	42.1	42.9	33.1
Clinic	0	0	0	0	0	0	0	0	0	0	0.7	2.1	1.3	2.6	0.6
Died	0	0	0	0	0	13.6	721.4	13.4	453.8	0.6	21.6	94.7	25.1	143.3	15.6
Euthanasia	14.2	6.6	0	4.7	0	11.4	12.7	6.1	6.8	0	12.6	20	11.2	12.2	4.9
Missing	0	0	0	0	0	0	0	0	21.6	0	48.3	203.7	186.7	285	108.1
Return To Owner	0	2.8	0.1	0	0	1.9	7.6	9.1	6	2.7	2.9	3.7	11.3	14.4	13.5
Service	0	0	0	0	0	0.1	0.2	4.8	4.5	0	2.9	10.9	13	7	13
Transfer	8.6	8.3	4.2	6.9	0	15.7	17.3	16.8	41.3	8.4	14.8	28.3	21.6	29.9	28.7
Wildlife	0	0	0	0	0	0	0	0	0	39.7	0	0	0	0	8.8
<b>Total</b>	<b>6.9</b>	<b>6.2</b>	<b>3.6</b>	<b>5.7</b>	<b>0</b>	<b>17.3</b>	<b>29.9</b>	<b>35.9</b>	<b>30.8</b>	<b>18.4</b>	<b>17.6</b>	<b>26.6</b>	<b>32.1</b>	<b>28.8</b>	<b>19</b>



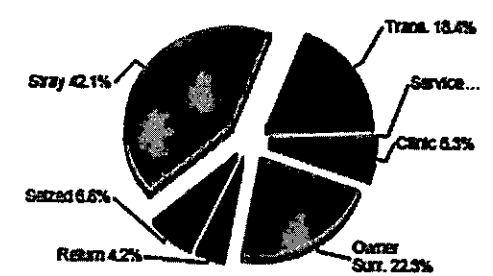
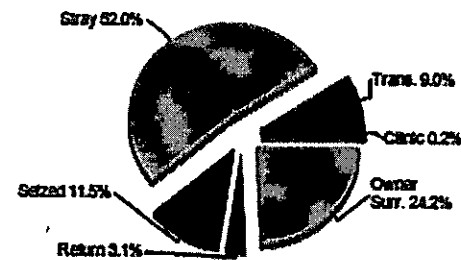
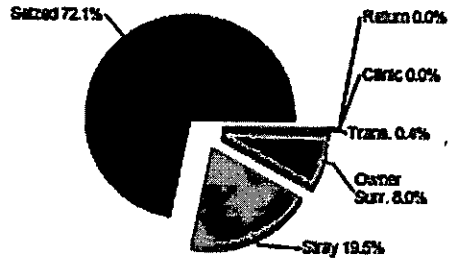
Earliest entry: 3/1/2022

Latest entry: 3/31/2022

## Shelter Statistics – Animal Care Days by Intake Type

Start Date: March 01, 2022  
End Date: March 31, 2022

Intake Type	Your Shelter					North Carolina (66 organizations)					United States (1429 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	0	0	0	13	7	0	33	0	66187	180375	58822	71415	874
Owner Surrender	18	35	25	12	0	13388	18390	15453	16634	1307	260341	441956	370061	423691	84527
Return	0	0	0	0	0	713	4802	481	2143	119	30651	159227	21764	85046	3218
Seized	264	325	27	100	93	4618	13876	5214	7025	280	65199	216639	61294	93455	42684
Service	0	0	0	0	0	20	85	154	283	0	2788	16728	4050	9096	1931
Stray	147	31	23	18	0	14448	68848	26801	28948	880	412144	822393	901524	786361	59844
Transfer	0	5	0	0	0	8402	9224	4105	2230	315	349583	462643	252854	210593	29198
Wildlife	0	0	0	0	0	0	0	0	0	31	0	0	0	0	16375
<b>Total</b>	<b>430</b>	<b>396</b>	<b>75</b>	<b>130</b>	<b>93</b>	<b>41602</b>	<b>115233</b>	<b>52208</b>	<b>57295</b>	<b>2931</b>	<b>1186895</b>	<b>2299961</b>	<b>1670370</b>	<b>1679658</b>	<b>238650</b>



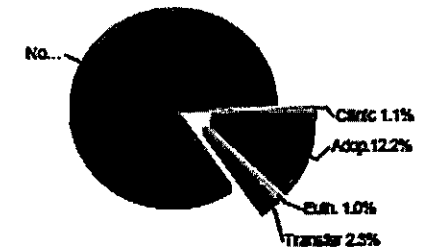
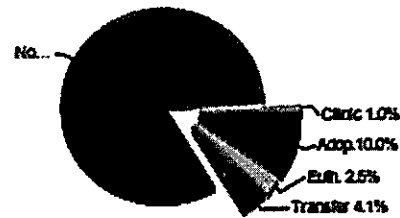
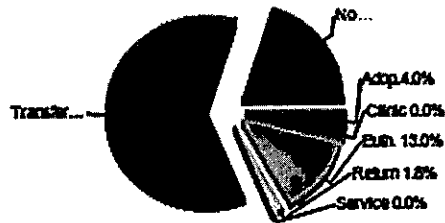
Earliest entry: 3/1/2022  
Latest entry: 3/31/2022

## Shelter Statistics – Animal Care Days by Outcome Type

Start Date: March 01, 2022

End Date: March 31, 2022

USNC100 Duplin County Animal Services	<i>does not include your shelter's data</i>					<i>does not include your shelter's data</i>									
	Your Shelter					North Carolina (66 organizations)					United States (1429 organizations)				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
< year	year+	< year	year+		< year	year+	< year	year+		< year	year+	< year	year+		
<b>Outcome Type</b>															
Adoption	31	14	0	0	0	6460	6676	7505	6109	263	210383	235035	189292	196808	31781
Clinic	0	0	0	0	0	0	7	0	2	0	1490	3056	3109	4808	54
Died	0	0	0	0	0	88	151	274	78	1	3725	2357	3845	2740	646
Euthanasia	18	67	0	60	0	610	3034	375	2657	0	7964	41353	3686	18600	1544
Missing	0	0	0	0	0	0	0	0	121	0	205	757	1003	455	102
Return To Owner	10	11	0	0	0	201	1087	82	226	3	3883	23004	1552	5408	388
Service	0	0	0	0	0	1	7	83	396	0	321	1518	2706	7635	167
Transfer	318	225	75	67	0	2781	3005	2177	2844	148	45238	56578	22156	36038	6239
Wildlife	0	0	0	0	0	0	0	0	0	14	0	0	0	0	481
No Outcome	52	79	0	3	93	31459	101266	41711	44863	2503	913685	1936303	1443020	1407167	197248
<b>Total</b>															
	430	396	75	130	93	41602	115233	52208	57295	2931	1186895	2299961	1670370	1679658	238650



Earliest entry: 3/1/2022

Latest entry: 3/31/2022

## Shelter Statistics - Fees and Revenue

Start Date: March 01, 2022

End Date: March 31, 2022

*does not include your shelter's data*

*does not include your shelter's data*

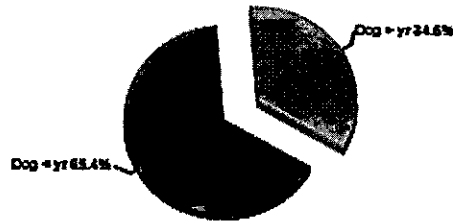
USNC100

Duplin County Animal Services

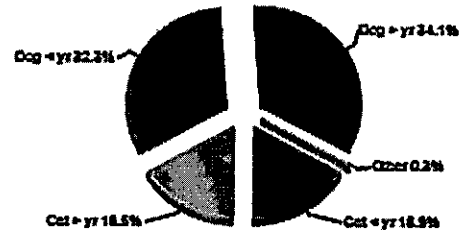
### Intake Revenue

	Your Shelter					North Carolina (66 organizations)					United States (1429 organizations)				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+		< year	year+	< year	year+		< year	year+	< year	year+	
<b>Fees</b>															
Avg Fees (\$)	10	0	0	10	0	10	20	0	31	13	55	61	44	53	31
Total Revenue (\$)	20	0	0	20	0	10	180	0	375	40	35,180	152,605	25,192	98,988	11,603
<b>Adoption Revenue</b>															
<b>Fees</b>															
Avg Fees (\$)	34	30	0	0	0	130	90	80	62	25	236	124	95	64	32
Total Revenue (\$)	170	90	0	0	0	21,509	22,722	11,236	10,989	225	1,820,432	1,374,568	555,768	564,087	43,872

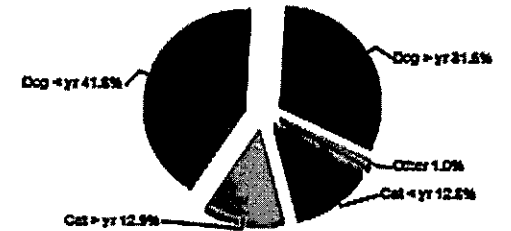
**Total Adoption Revenue**



**Total Adoption Revenue**



**Total Adoption Revenue**



Earliest entry: 3/1/2022

Latest entry: 3/31/2022

# Intake Detail Report

Print Date Monday, April 4, 2022

Intake StartDate	3/1/2022 12:00 AM	Jurisdiction	All
Intake EndDate	3/31/2022 11:59 PM	Injury Cause	All
Intake Type	All	PreAltered	All
Intake SubType	All	Site Name	All
Species	All	Age Group	All
DOA	All	Animal Tag Type	All
Intake Status	Completed		

Animal#	Animal Name	Species	Breed	Age	Gender	Color	PreAltered	IntakeDate	Intake Type	PetID
ARN	Tag type	Size	Location / Sublocation	Altered	Danger	Danger Reason	S/N	By	Subtype	DOA

Clinic	Total Intakes: 14	Total Unique Animals: 14
Owner/Guardian Surrender	Total Intakes: 12	Total Unique Animals: 12
Return	Total Intakes: 1	Total Unique Animals: 1
Seized / Custody	Total Intakes: 95	Total Unique Animals: 95
Stray	Total Intakes: 35	Total Unique Animals: 35
Transfer In	Total Intakes: 3	Total Unique Animals: 3

Total Count 100

# Outcome Summary Report

Print Date Monday, April 4, 2022

Outcome StartDate	3/1/2022 12:00 AM	Outcome Type	All
Outcome EndDate	3/31/2022 11:59 PM	Outcome SubType	All
Species	All	Jurisdiction	All
Age Group	All	TransferOut Reason	All
Site	All	Outcome Status	Completed

Animal#	Name	Species	Primary Breed	Age	Sex	Alter	Outcome Type	Outcome SubType	Outcome By	Recorded By	
ARN#	Secondary Breed	Danger	Danger Reason	Jurisdiction	TransferOut Reason	Outcome Date/Time					
							<b>Total Outcomes: 10</b>	<b>Total Unique Animals: 10</b>			
							<b>Total Outcomes: 14</b>	<b>Total Unique Animals: 14</b>			
							<b>Total Outcomes: 27</b>	<b>Total Unique Animals: 27</b>			
							<b>Total Outcomes: 11</b>	<b>Total Unique Animals: 11</b>			
							<b>Total Outcomes: 2</b>	<b>Total Unique Animals: 2</b>			
							<b>Total Outcomes: 99</b>	<b>Total Unique Animals: 96</b>			
<b>Total Count:</b>											<b>163</b>

# Case Detail

Print Date Monday, April 4, 2022

Case Category	All	Case Result	All	Include Activities	False
Case Type	All	Case Result By	All	Include Conditions	False
Case SubType	All	Case Memo Type	All	Include Memos	False
Case Status	All	Include Case Address	False	Include Violations	False
Case Officer	All	Include Animal Info	False	Based On	Case Date/Time
Officer Site	All	Include Person Info	False	Date From	3/1/2022 12:00 AM
Case Jurisdiction	All	Include Animals	False	Date To	3/31/2022 11:59 PM
City	All	Include Persons	False		
Patrol Area	All				

Case#	Case Category	Case Type	Case Date/Time	Case Status	Case Officer	Case Jurisdiction	Case Result	Case Result Date/Time
	Case Reference #	Case SubType	Reported Date/Time			Patrol Area	Case Result By	Case Review Date/Time

assist law enforcement								1
Bite / Scratch								10
Cruelty / Neglect								3
Enforcement								10
Hit by automobile								1
KILLED DOMESTICATED ANIMAL								3
Owner in Custody								2
Owner in Hospital								1
Owner Surrender in Field								2
Stray								33
Transport								1
Welfare Check								2

**Total Count: 69**



# Case Activity Crosstab

Print Date Monday, April 4, 2022

Date From	3/1/2022 12:00 AM	Case Officer	All	Activity Result	All
Date To	3/31/2022 11:59 PM	Patrol Area	All	Activity Result By	All
Based on	Activity Close Date/Time	Danger	All	ActivityType	All
Priority	All	Case Type	All	Activity SubType	All
Site	All	Case SubType	All	Activity State	All
Case Category	All	Jurisdiction	All	Activity Owner	All
Case Status	All	Condition	All	Activity Updated by	All
X	Case Category	Y1	Activity Type	Y2	Activity Subtype

		Incident	Investigation	Total
AC Dispatch	Total	1	2	3
AFTER HOUR CALLS	Total	1	1	2
Attacked Domestic Animal	Total	1	1	2
DOG BITE	Total	0	6	6
FOLLOW UP	Total	56	12	68
Hit by automobile	Total	1	0	1
Injured Animal	Total	1	0	1
LIVESTOCK	Total	1	0	1
OWNER SURRENDER PICK UP	Total	1	0	1
SEC 1-12 SETTING HUMANE TRAPS	Total	13	1	14
SEC 1-13 IMPOUNDMENT	Total	9	0	9

## Case Activity Crosstab

<b>SEC 1-15 HANDLING OF STRAYS PUBLIC</b>	Total	8	0	8
<b>SEC 1-6 DUTY OF OWNER TO CONTROL ANIMAL</b>	Total	4	0	4
<b>SEC 1-7 RUNNING AT LARGE</b>	Total	3	0	3
<b>WELFARE CHECK</b>	Total	0	4	4
<b>Total</b>		100	27	127

DUPLIN COUNTY BUILDING INSPECTIONS ACTIVITY OCTOBER 2021 TO MARCH 2022						
	October-21	November-21	December-21	January-22	February-22	March-22
NUMBER OF INSPECTIONS	737	640	628	638	727	843
NOTES	FLORENCE RECOVERY	FLORENCE RECOVERY	FLORENCE RECOVERY	FLORENCE RECOVERY	FLORENCE RECOVERY	FLORENCE RECOVERY
<b>BUILDING PERMITS ISSUED</b>						
NEW RESIDENCE	5	6	7	3	18	7
RESIDENTIAL ADDITION/RENOVATION/ALTERATIONS	10	8	2	6	5	7
COMMERCIAL/MULTI FAMILY NEW CONSTRUCTION	0	1	0	1	0	0
COMMERCIAL ADDITION/RENOVATION/UPFIT	8	13	7	15	14	10
MANUFACTURED/MODULAR HOMES	23	21	27	26	25	33
SIGNS/ABC/DAYCARE/POOL/OTHER	9	5	5	4	11	8
STORM DAMAGE RENOVATION	2	1	0	0	0	0
RELOCATED BUILDING	2	0	0	1	1	0
STORAGE BLDG./DECK/PORCH	6	2	2	3	4	3
<b>ELECTRICAL PERMITS ISSUED</b>						
GENERAL ELECTRICAL	128	123	84	95	127	135
POULTRY/SWINE HOUSES	4	7	0	0	3	6
POOL BONDING	3	0	0	1	1	0
<b>MECHANICAL PERMITS ISSUED</b>						
MECHANICAL	68	60	66	53	62	69
<b>PLUMBING PERMITS ISSUED</b>						
PLUMBING	53	57	49	52	57	61
GAS PIPING	14	13	8	7	9	10
<b>INSULATION PERMITS ISSUED</b>						
INSULATION	2	1	2	0	0	3
FEES COLLECTED	28,743.48	29,471.74	26,573.42	28,106.60	35,720.56	32,870.62

<b>DUPLIN COUNTY COMMUNICATIONS</b>	<b>2022</b>	<b>2022</b>	<b>2022</b>	<b>2021</b>	<b>2021</b>	<b>2021</b>
	March	February	January	December	November	October
TOTAL # OF ADDRESSING RECORDS	48,627	48,596	48,559	48,526	48,525	36,198
TOTAL # OF ROADS, LANES & STREETS	2080	2079	2079	2078	2078	2076
TOTAL # TELEPHONE CO RECORD CHANGES	93	146	154	151	3188	408
KEYING ACTIVITY REPORT	100	124	104	99	101	191
DAILY AVERAGE DOWNLOAD FROM CENTURYLINK	8	4	8	7	167	19
NEW ADDRESS ASSIGNED	44	43	38	15	31	43
RESIDENTIAL	36	41	33	15	25	36
BUSINESS	0	1	1	0	0	0
FARMS	1	0	1	0	1	1
OTHER	7	1	3	0	5	6
FIELD VERIFIED ADDRESS FOR PHONE CO/USPS	3	3	24	0	0	3
ADDRESS CHANGED	4	3	0	0	0	4
ROAD SIGNS INSTALLED OR REPAIRED	87	101	79	152	151	172
ROAD SIGNS MADE IN HOUSE	37	25	23	9	54	39
POST TAKEN FROM INVENTORY	8	2	4	1	4	10
AT NUMBERS (INTERSECTIONS)	36	43	36	59	63	70
MAPS MADE IN HOUSE	4	3	2	3	2	1
CENTERLINE WORK	47	6	11	0	15	4
ADDRESS POINTS	54	42	39	10	34	27
NUMBER OF 911 CALLS	7867	6748	6846	7502	6469	6900
<b>Submitted by Melissa B Kennedy, April 4, 2022</b>						

Duplin County Center P.O.Box 949 Kenansville, NC, 28349 (910) 296-2143 FAX (910)  
296-2191

**DUPLIN COUNTY COOPERATIVE EXTENSION  
EDUCATIONAL EVENTS**

For more information on any of these educational opportunities, please call the Duplin County  
Cooperative Extension Service at 296-2143. Contact person is listed in parenthesis.

**March 2022**

**DATE**

- 01 Duplin Agribusiness Council Board Meeting -- Large Conference Room -- Lois G. Britt Agricultural Service Center -- (Amanda Hatcher)
- 01 Pig Practice -- 6:00 pm -- at the barn -- (Charmae Kendall)
- 02 Equine Health Clinic Planning Meeting -- 11:30 am -- Warsaw -- (Jessica Hall)
- 02 4-H Thrive Model via Zoom -- 12:00 pm -- (Bridget Huffman)
- 02/03 Pork Conference -- Raleigh -- (Charmae Kendall -- Bridget Huffman -- Jessica Hall Tom Horza -- Della King -- Amanda Hatcher)
- 02 Pig Practice at the barn -- (Charmae Kendall)
- 03 Department Head Meeting -- 8:30 am -- Duplin Finance Office Board Room (Amanda Hatcher)
- 05/06 Extravaganza Livestock Show -- Rocky Mount -- (Charmae Kendall)
- 07 Duplin County Pesticide Recertification Class -- 9:00 am -- Ed Emory Auditorium -- Lois G. Britt Agricultural Service Center -- (Walter Adams)
- 07 Pig Practice -- at the barn -- 6:00 pm - (Charmae Kendall)

- 07 Risk Management Workshop via Zoom – 6:30 pm – (Jessica Hall)
- 08 Duplin County 4-H Teen Meeting – 6:00 pm – Ed Emory Auditorium -Lois G. Britt Agricultural Service Center - (Bridget Huffman)
- 08 Small Ruminant Parasite Management Webinar via Zoom – 8:30 pm – (Jessica Hall)
- 09 Duplin County Schools Career & College Fair – 8:00 am – Duplin Event Center Duplin Fairgrounds - (Bridget Huffman – Amanda Hatcher)
- 10 Pasture Management Workshop via Zoom – 6:30 pm – (Jessica Hall)
- 10 Pig Practice – at the barn – 5:00 pm - (Charmae Kendall – Jessica Hall)
- 10 Duplin County Beekeeping Meeting – 6:00 pm –Ed Emory Auditorium – Lois G. Britt Agricultural Service Center - (Tom Horza)
- 12 Pig Show – Lenoir Extension Livestock Arena – Kinston – (Charmae Kendall)
- 12 Equine Health Clinic – Duplin Livestock Facility/Outdoor Arena – 9:00 am Duplin Fair Grounds - (Jessica Hall)
- 14 Extension Staff Meeting – 9:00 am – Large Conference Room – Lois G. Britt Agricultural Service Center – (Amanda Hatcher & Staff)
- 14 Winter Walks – 4:30 pm – Duplin Extension Center – (Charmae Kendall)
- 14 Pig Practice – at the barn – 6:00 pm - (Charmae Kendall – Jessica Hall)
- 14/15 4-H March Institutes – Raleigh – (Bridget Huffman)
- 15 NC Forage and Grain Council Pasture Webinar via Zoom – 6:30 pm (Jessica Hall)
- 16 Southeast District Conference – 9:00 am - Goldsboro -- (Amanda Hatcher & Staff)
- 16 Coastal Carolina Cattle Alliance Interest/Info Meeting – 6:00 pm – (Jessica Hall Amanda Hatcher)
- 17 District Livestock Agents Meeting via Zoom – 9:00 am – (Jessica Hall)
- 17 Eastern NC Technical Assistance Group (Animal Waste) Tour – 10:30 am Warsaw/Beulaville - (Amanda Hatcher - Jessica Hall)

- 17 Pig Practice -- at the barn -- 4:30 pm -- (Charmae Kendall -- Jessica Hall)
- 17 Skating with the Clover Critters -- 6:00 pm -- Wallace -- (Charmae Kendall)
- 17 Friends of Horticulture -- 6:00 pm -- Large Conference Room -- Lois G. Britt  
Agricultural Service Center -- (Tom Horza)
- 21 Risk Management Training via Zoom -- 6:30 pm -- (Walter Adams -- Jessica Hall)
- 21 Pig Practice -- at the barn -- 6:00 pm -- (Charmae Kendall)
- 22 4-H Awards Program -- 6:00 pm -- Duplin Extension Center -- (Bridget Huffman  
Charmae Kendall -- Amanda Hatcher -- Jessica Hall -- Jasmine Williams - Della  
King -- Tom Horza)
- 22 FDA Antibiotics Regulations Webinar -- 7:00 pm -- (Jessica Hall)
- 23 Pender County Chicken Showmanship Clinic -- 1:00 pm -- Pender County  
Extension Center -- Burgaw -- (Jessica Hall)
- 24 Women In Ag Forum -- 8:30 pm -- Ed Emory Auditorium -- Lois G. Britt  
Agricultural Service Center -- (Amanda Hatcher -- Charmae Kendall - Jessica Hall)
- 24 Forage and Grains Council Field Day -- 3:00 pm -- (Jessica Hall)
- 24 Pig Practice -- at the barn -- 4:30 pm -- (Charmae Kendall)
- 25 North Central Extension Conference -- Greensboro -- (Walter Adams)
- 28 Pig Practice -- at the barn -- 6:00
- 28 Duplin County Partnership for Children Board Meeting -- 12:00 pm -- Kenansville  
Baptist Church -- (Bridget Huffman)
- 29/30 Duplin Grows -- Duplin Events Center -- (Amanda Hatcher -- Charmae Kendall  
Bridget Huffman -- Tom Horza -- Della King -- Jessica Hall)
- 30 Auxin Herbicide Training via Zoom -- 8:30 am -- (Walter Adams)
- 31 Pig Practice -- at the barn -- 4:30 pm -- (Charmae Kendall -- Jessica Hall)

North Carolina State University and North Carolina A & T State University commit themselves to positive action to secure equal opportunity regardless of race, color, creed, national origin, religion, sex, age, or disability. In addition, the two Universities welcome all persons without regard to sexual orientation. North Carolina State University, North Carolina A&T State University, U. S. Department of Agriculture, and local governments cooperating



**DUPLIN COUNTY CENTER**

Duplin County Center  
PO Box 949  
Kenansville, NC 28349

Website: <http://duplin.ces.ncsu.edu>  
Duplin County Center-NCCE Facebook: <https://go.ncsu.edu/zgver9a>  
4-H Facebook: <https://go.ncsu.edu/om3speo>

Phone : 910.296.2143  
Fax: 910.296.2191

**Amanda Hatcher**

County Extension  
Director, Livestock

**Wanda Bell**

Administrative Assistant  
Director, 4-H, Family &  
Consumer Sciences

**Wanda Hargrove**

Support Specialist:  
Agriculture, Livestock,  
Facilities Coordinator

**Walter Adams**

Agriculture & Natural  
Resources Technician  
NC A&T State

**James Hartsfield**

Area Specialized Agent,  
Farm Management  
NC A&T State

**Jessica Hall**

Livestock and Forages

**Della King**

Agriculture, Field Crops

**Tom Hroza**

Horticulture

**Bridget Huffman**

4-H Youth Development

**Charmae Kendall**

4-H Program Assistant,  
Youth Agriculture/  
Livestock

**Jasmine Williams**

4-H Prevention  
Coordinator

**Notes from the Director ..... Amanda Hatcher**

- Assisted two farmers with poultry assistance program through NCDA which helped with hurricane related damage from previous storm
- Attended state and district updates and meetings, grant meetings with county stakeholders
- Attended Vidant Duplin Hospital Foundation board meeting and Agrimedicine Institute Partners meeting virtually
- Conducted county employee evaluations
- Assisted with 4-H fundraiser soup and sandwich luncheon
- Assisted with 4-H Pig Project
- Met with County Advisory Council members

**Livestock ..... Amanda Hatcher, Livestock and Forages**

- Attended Small Grains Meeting, coordinated animal waste credits for this event, providing one hour of credit
- Assisted 2 farmers in crop management, 36 farmers in farm management, and 17 farmers in nutrient management
- Provided continuing education training for four animal waste operators, enabling them to continue to keep up their licenses and assisted in virtual 6 hour class regionally
- Offered review class to prepare individuals for the animal waste operator exam
- Face-to-face contacts: 156, Non face-to-face contacts: 426

**Livestock ..... Jessica Hall, Livestock and Forages**

- Attended 70th Annual NC Cattlemen's Conference, secured new sponsors
- Attended County Cattlemen's Association Meeting
- Assisted 2 farmers with cattle health and herd management, 2 farmers with pasture management strategies and over 60 farmers with cattle marketing interests
- Assisted with 4-H Pig Project practice
- Scheduled Coastal Carolina Cattle Alliance Interest Meeting
- Face-to-face contacts: 155, Non face-to-face contacts: 3,795

**Field Crops ..... Della King, Field Crop Agent**

- Attended Area Flue-Cured Tobacco Production Grower Training
- Attended the Joint Commodity Conference in Durham
- Assisted with 4-H Pig Project and 4-H fundraiser soup and sandwich luncheon
- Help organize Grains meeting and participated via Zoom
- Conducted the Tobacco Export Referendum





**Britt Building  
Monthly  
Usage**

**February  
Total number  
of events:  
47**

**Total attendance  
for the events:  
1203**

**Public events:  
17**

**Private events:  
1**

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**Horticulture ..... Tom Hroza, Horticulture**

- Our strawberry growers have been busy putting covers on plants and then taking them off a few days later due to the fluctuating temperatures. Labor can become very expensive if you have to do this many times during the season.
- Muscadine grapes and blueberry pruning has started, but the weather has not cooperated. We are encouraging our growers to be patient and do a good job because this will lead to a stronger vine and an increase in yield.
- We have had some interest in Commercial Cut Flowers and Hemp as new enterprises on our farms. We continue to support our growers in these enterprises with all the up-to-date science available. Marketing is still the most important aspect of a new enterprise.
- Face-to-face contacts: 79, Non face-to-face contacts: 1,300

**Small Farms ... James Hartsfield, Farm Management (Duplin/Sampson)**

- Attended NC A&T Virtual L.E.A.D. Team meeting.
- Attended NC A&T County Operation 4th Friday Virtual Faculty Staff meeting.
- Participated in the Virtual Planning Committee for Risk Management Workshops.
- Assisted farmers with registration for the upcoming Virtual Risk Management Workshop series.
- Visited a farmer to provide information on the Plasticulture Equipment Cash/Back Rental program.
- Assisted farmers with Risk Management Inventory Assessment
- Face-to-face contacts: 25, Non face-to-face contacts: 65,000

**Agriculture & Natural Resources ..... Walter Adams, Tech. (Duplin/Lenoir)**

- Attended Duplin Grains Meeting
- Attended Risk Management Training, Virtual
- Held Pesticide Recertification - Lenoir County
- Face-to-face contacts: 9, Non face-to-face contacts: 93



**4-H and Youth Development..... Bridget Huffman, 4-H Agent**

- The beginning of January was spent working with 4-H club leaders on re-enrollment of clubs and getting club paperwork uploaded in NC 4-H Online for the year 2022.
- Joined the Duplin County Partnership for Children Board and attended the first meeting at 12:00 p.m. on January 10th at the Kenansville Baptist Church. The next meeting is Monday, February, 28 at 12:00 p.m. at the Kenansville Baptist Church.
- On Tuesday, January 11, the 4-H teen series, Seeing i2i: Adventures in Diversity & Cultural Awareness continued. The third lesson was "Pearls of Culture." The next meeting will be Tuesday, February 8 at 6:00 p.m. This teen series will be monthly and last until May.
- The NCAE4-HYDP Winter Professional Meeting was held January 26-27 in Union County. The meeting consisted of board meetings, business meetings, local tours, workshops, and committee meetings. Our annual conference will be September 7-9 in Manteo, NC.
- Also in the month of January, county staff updates, 4-H updates and trainings, reports, and State Extension updates were held in person and via Zoom.
- Face-to-face Contacts: 195, Non Face-to-face Contacts: 3,135

## **Charmae Kendall, 4-H Agriculture/Livestock Program Assistant**

- Distributed 35 chicks to Duplin 4-H'ers for the Coastal Plains Chicken Project Show scheduled in April (youth with 2 chicks, pictured right)
- Facilitated Livestock Skillathon & Judging Practice
- Attended Ag Agents Meeting in Pamlico County
- Assisted with NC State Livestock School in Lenoir
- Smithfield Pig Project Kick-off, practice opportunities 3 times a week



- Winter Walks & Wags Program
- Assisted with Nance Goat Leadership Institute coordinated by NC State (pictured left) youth learning about alternative forages for sheep and goats.
- Soup Fundraiser for Youth Livestock Programs
- State Fair & Regional Committee meetings preparing for upcoming shows
- Face-to-face contacts: 405 Non face-to-face contacts: 7,307

## **Jasmine Williams, 4-H Prevention Coordinator**

- Attended coalition meetings: JCPC, DAISY, CFPT/CCPT/MDT
- Attended trainings: Prevention Ethics, HIV/STD, FY22 SAPGB Provider/LME Audit Process Overview, FY22 Covid-19 Funding Audit Process Follow-up
- Facilitated 7 sessions of "Too Good for Drugs" at North Duplin Elementary School
- Continued SYNAR/Merchant Education activities in Duplin, Sampson, and Wayne counties.



**Planning Department Monthly Update  
March 2022**

Community Development Block Grant (CDBG-DR)	Waiting for environmental scope and state approval of project revisions to demolition for Magnolia Auditorium
Hazard Mitigation Grant Program – Hurricane Matthew (HMGP 4285)	– Acquisition – None remain (one completed), requisition request pending – Elevation – Seeking contractor for elevation, withdrawal of three properties from the program – letters sent
Essential Single Family Rehabilitation Loan Pool – Disaster Recovery (ESFRLP)	Field work ongoing through contractor/consultant, requisitions processed as submitted
Disaster Recovery Act (DRA)	Four properties recently acquired with assistance of Office of State Budget and Management, awaiting closeout of program
Hazard Mitigation Grant Program – Hurricane Florence (HMGP 4393)	– 4393-Expedited - Waiting on additional funding from FEMA to proceed with acquisition of remaining properties and demolition of those properties already acquired, submission of requisition requests – 4393 – Waiting on award letter from FEMA to proceed, respond to resident inquiries
Planning Board (Clerk)	No meeting held
DC Transportation Committee (Secretary)	No meeting held
Transit Advisory Board (Chairman)	Meeting held March 10, 2022
Eastern Carolina RPO	Meeting held March 17, 2022
Animal Advisory Board	Meeting held March 14, 2022
Local Emergency Planning Committee (Vice President)	No meeting held
Ordinance updates/enforcement	Updating ordinances based on Planning Board feedback
Other meetings/training attended	NCORR Environmental Review Process webinar Archive Social meeting/updates RISE Eastern Carolina Stakeholder Partnership meeting CDBG Davis-Bacon Labor Standards webinar
Special Projects	Sale of Duff Creek Property – Accept offer, prepare documents with attorney to complete sale Animal Shelter – Final revisions/adoption of ordinance
PIO/Public Relations	Social media posts and website updates
Leases for County Property	Leases signed and/or renewed for flood buyout properties Chinquapin School lease with Chinquapin Rec Association
Planning Office Daily Activities	Subdivision plat reviews, floodplain determinations, zoning (unzoned) determination letters, mobile home placements, lot size and setback, mobile home parks, cell phone towers, solar farms, county department management duties

**Planning Department Monthly Update  
February 2022**

Community Development Block Grant (CDBG-DR)	Waiting for environmental scope and state approval of project revisions to demolition for Magnolia Auditorium
Hazard Mitigation Grant Program – Hurricane Matthew (HMGP 4285)	– Acquisition – None remain (one completed), requisition request pending – Elevation – Seeking contractor for elevation, withdrawal of three properties from the program
Essential Single Family Rehabilitation Loan Pool – Disaster Recovery (ESFRLP)	Field work ongoing through contractor/consultant, requisitions processed as submitted
Disaster Recovery Act (DRA)	Four properties recently acquired with assistance of Office of State Budget and Management
Hazard Mitigation Grant Program – Hurricane Florence (HMGP 4393)	– 4393-Expedited - Waiting on additional funding from FEMA to proceed with acquisition of remaining properties and demolition of those properties already acquired – 4393 – Waiting on award letter from FEMA to proceed
Planning Board (Clerk)	No meeting held
DC Transportation Committee (Secretary)	Meeting held February 15, 2022
Transit Advisory Board (Chairman)	No meeting held
Eastern Carolina RPO	Meeting held January 20, 2022
Animal Advisory Board	Meeting held February 14, 2022
Local Emergency Planning Committee (Vice President)	Meeting held February 17, 2022
Ordinance updates/enforcement	Updating ordinances based on Planning Board feedback
Other meetings/training attended	CDBG Monitoring and Compliance webinar Budget Retreat (presentation for Animal Shelter) RISE Eastern Carolina Stakeholder Partnership meeting
Special Projects	Sale of Duff Creek Property – Advertise and collect upset bids Animal Shelter – Update Animal Services ordinance
PIO/Public Relations	Social media posts and website updates
Leases for County Property	Leases signed and/or renewed
Planning Office Daily Activities	Subdivision plat reviews, floodplain determinations, zoning (unzoned) determination letters, mobile home placements, lot size and setback, mobile home parks, cell phone towers, solar farms, county department management duties FY 2023 Budget Preparations

**Planning Department Monthly Update  
January 2022**

Community Development Block Grant (CDBG-DR)	Waiting for environmental scope and state approval of project revisions to demolition for Magnolia Auditorium
Hazard Mitigation Grant Program – Hurricane Matthew (HMGP 4285)	– Acquisition – None remain (one completed) – Elevation – Seeking contractor for elevation, withdrawal of three properties from the program
Essential Single Family Rehabilitation Loan Pool – Disaster Recovery (ESFRLP)	Field work ongoing through contractor/consultant, requisitions processed as submitted
Disaster Recovery Act (DRA)	Closing on four properties with assistance of Office of State Budget and Management
Hazard Mitigation Grant Program – Hurricane Florence (HMGP 4393)	– 4393-Expedited - Waiting on additional funding from FEMA to proceed with acquisition of remaining properties and demolition of those properties already acquired – 4393 – Waiting on award letter from FEMA to proceed
Planning Board (Clerk)	Meeting held January 11, 2022
DC Transportation Committee (Secretary)	No meeting held
Transit Advisory Board (Chairman)	No meeting held
Eastern Carolina RPO	Meeting held January 20, 2022
Animal Advisory Board	Meeting held January 10, 2022
Ordinance updates/enforcement	Updating ordinances based on Planning Board feedback
Other meetings/training attended	N/A
Special Projects	Sale of Duff Creek Property – Advertise and collect upset bids Animal Shelter – Prepare presentation for Budget Retreat
PIO/Public Relations	Social media posts and website updates
Leases for County Property	Adopt policy for lease of flood buyout properties, property leases signed and/or renewed
Planning Office Daily Activities	Subdivision plat reviews, floodplain determinations, zoning (unzoned) determination letters, mobile home placements, lot size and setback, mobile home parks, cell phone towers, solar farms, county department management duties



# Duplin Soil & Water Monthly Report

## Monies Received 2021-22

2022 NCACSP Beginning 07/01/2021	\$	73,683.00
2022 AgWrap Beginning 07/01/2021	\$	26,767.00
Federal EQIP/CSP Allocation 2020	\$	1,147,713.00
EWP Stream Bank Stabilization 2020	\$	546,792.50
Impaired/Impacted Stream Allocation	\$	15,540.00
NACD Temp Employee Grant	\$	50,000.00
Stream Debris Hurricane ETA	\$	237,162.00
<b>TOTAL</b>	<b>\$</b>	<b>2,097,657.50</b>

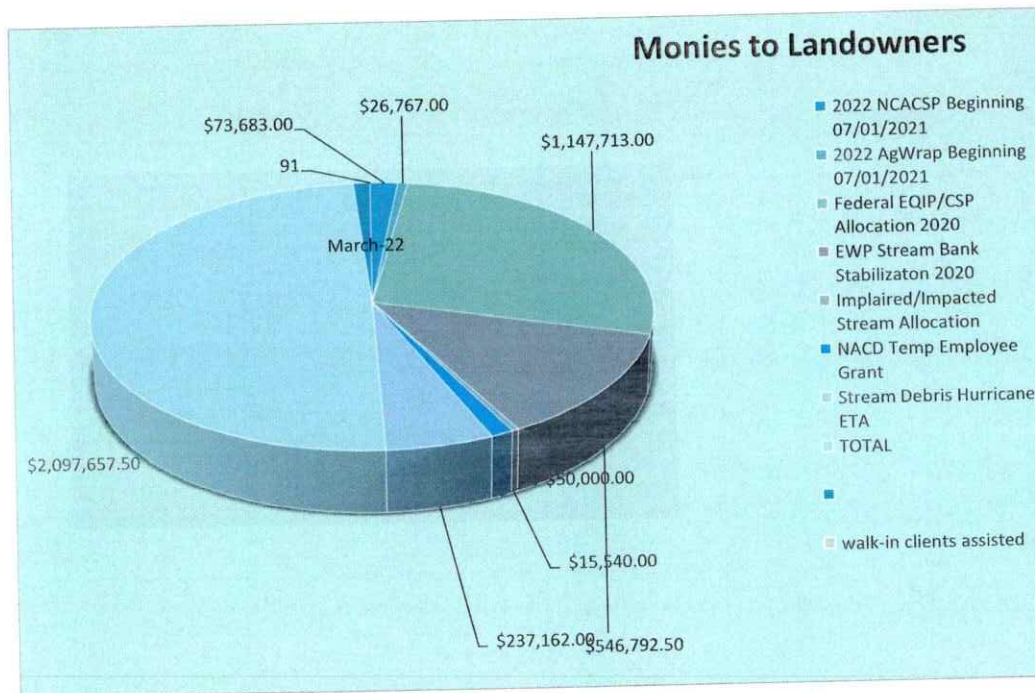
**March-22**

BMAP Monies collected	\$	250.00
BMAP Monies billed	\$	9,925.00
Beaver Dams Destroyed		24
New NCACSP/NCAGwrap Apps/Disaster		3
tile/subsurface drain (feet)		
acreage operations assisted (WUP)		321
telephone assistance		66
walk-in clients assisted		91
Acres of Maps for clients		458
Creek miles inspected		12
River miles inspected		2

*Angie B. Quinn*

signature

Thursday, March 31, 2022



## MILEAGE REPORT

2005 Chevy	1GCEK14V85Z321377	94,944
2007 Chevy	1GCEK19C97Z625098	131,728
2016 Ford F150	1FTEW1E86GFC68020	43,799

**DUPLIN COUNTY SOLID WASTE  
MONTHLY CATEGORY TOTALS**

MAR '22	Site 1	Site 2	Site 3	Site 4	Site 5	Site 6	Site 7	Site 8	Site 9	Site 10	Site 11	Site 12	Site 13	Site 14	Site 15	Totals
Electronics								0.25								0.25
Site Garbage	38.72	25.96	51.26	48.05	41.30	35.56	33.77	45.96	31.88	41.93	31.41	44.37	59.58	9.32	46.63	585.70
Site Bulky	4.38	7.35	21.17	17.17	12.79	25.82	25.68	14.06	6.55	17.15	4.02	27.73	12.97	3.99	32.85	233.68
Mixed Paper	1.13	0.47	1.73	1.10	0.84	1.43	0.67	1.12	0.50	0.60	0.83	0.92	1.30	0.40	1.05	14.09
Glass	3.28			2.95					3.05				2.50			11.78
Cardboard	0.85		1.16	0.94	0.95	1.34	1.04	0.73	0.50	0.63	0.85	0.57	1.67	0.67	0.92	12.82
Plastics	0.31	0.28	0.26	0.30	0.17	0.26	0.24	0.32		0.20	0.35	0.11	0.45		0.24	3.49
Cans				0.38									0.43	0.53		1.34
Metal	2.88	0.88	1.48	3.99	3.39	4.38	2.82	3.42	1.96	4.54	2.70	2.85	6.42	2.37	3.86	47.94
<b>Totals</b>	<b>51.55</b>	<b>34.94</b>	<b>77.06</b>	<b>74.88</b>	<b>59.44</b>	<b>68.79</b>	<b>64.22</b>	<b>65.86</b>	<b>44.44</b>	<b>65.05</b>	<b>40.16</b>	<b>76.55</b>	<b>85.32</b>	<b>17.28</b>	<b>85.55</b>	<b>911.09</b>
<b>Private Sector</b>																
Electronics	1.87															
Yard Waste	138.94															
Concrete	6.45															
Construction	739.59															
Roadside	4.39															
Tires	74.12															
Garbage	1791.17															
Mixed Paper																
Glass	0.84															
Cardboard	4.33															
Plastic																
Cans																
Metal	3.88															
No Chg MSW	6.20															
Mixed Loads	66.58															
<b>TOTAL</b>	<b>2838.36</b>															

**DUPLIN COUNTY SOLID WASTE  
YEAR END CATEGORY TOTALS  
2021-2022**

DESCRIPTION	JULY '21	AUG '21	SEPT '21	OCT '21	NOV '21	DEC '21	JAN '22	FEB '22	MAR '22	APR '22	MAY '22	JUN '22	TOTALS
<b>GARBAGE **</b>	3973.90	4056.17	3653.08	3466.15	3389.78	3572.66	3147.22	2994.79	3434.22	0.00	0.00	0.00	31687.97
<b>ELECTRONICS</b>	0.04	1.87	0.16	2.82	0.30	2.00	1.35	0.76	2.12	0.00	0.00	0.00	11.42
<b>YARD WASTE</b>	304.08	137.92	148.81	138.86	49.42	99.57	74.15	76.16	138.94	0.00	0.00	0.00	1167.91
<b>BRICKS, ETC.</b>	26.29	12.99	6.04	44.93	70.51	11.10	7.23	7.73	6.45	0.00	0.00	0.00	193.27
<b>TIRES</b>	57.21	65.03	73.12	73.25	62.51	45.95	43.05	66.92	74.12	0.00	0.00	0.00	561.16
<b>MIXED PAPER</b>	14.84	10.64	11.74	9.75	13.83	14.50	10.69	13.33	14.09	0.00	0.00	0.00	113.41
<b>GLASS</b>	18.22	6.24	9.60	22.23	11.61	9.53	12.91	16.79	12.62	0.00	0.00	0.00	119.75
<b>CARDBOARD</b>	12.70	11.03	9.37	12.91	11.25	16.36	11.57	10.62	17.15	0.00	0.00	0.00	112.96
<b>PLASTIC</b>	4.57	4.70	5.83	3.75	4.50	2.95	4.39	3.74	3.49	0.00	0.00	0.00	37.92
<b>CANS</b>	2.71	2.38	1.54	2.27	1.51	1.66	1.92	3.02	1.34	0.00	0.00	0.00	18.35
<b>METAL</b>	51.85	49.20	56.71	59.60	45.08	53.44	44.16	40.92	51.82	0.00	0.00	0.00	452.78
<b>STORM MSW ***</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>BLOCKS</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>YARD WASTE</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTALS</b>	4466.41	4358.17	3976.00	3836.52	3660.30	3829.72	3358.64	3234.78	3756.36	0.00	0.00	0.00	34476.90
<b>TOTAL MSW</b>	3973.90	4056.17	3653.08	3466.15	3389.78	3572.66	3147.22	2994.79	3434.22	0.00	0.00	0.00	31687.97

GARBAGE \*\* Includes - Garbage, Site Garbage, Site Bulky, C&D, Roadside, No Chg MSW, Shingles, Banned Materials

STORM GARGAGE \*\*\* Includes - Garbage, C&D, Shingles, Materials From

PREPARED APRIL 5, 2022

MARCH 2022

YEAR END CATEGORY TOTALS





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

**MONTHLY REPORT FOR MARCH 2022**

Recording Fees		\$17,977.00
Excise Stamps		\$37,534.00
Marriage Licenses		\$1,680.00
Marriage Certificates		\$600.00
Birth Certificates		\$1,970.00
Death Certificates		\$2,770.00
UCC's		\$574.00
Notary Fees		\$180.00
Copies		\$255.75
Miscellaneous		\$467.75
Gross Monthly Revenues		\$64,008.50
Less Escrow Account Total		\$480.50
Total Deposit for Period		\$63,528.00
Less Escrow Credit		\$0.00
		\$63,528.00
State Treasurer 161-50.2	\$390.52	
NC State Treasurer 161.11.5	\$3,019.40	
Children's Trust Fund	\$140.00	
Domestic Violence Fund	\$840.00	
Excise Stamp/Dept of Revenue	\$18,767.00	
State OVS Fees/Expedite Fees	\$0.00	
\$1.00 Excise Tax Exclusion	\$0.00	
VRAS Vital Record Searches/Add'l Fees	\$369.00	
VRAS Birth Amendment & Expedite Fees	\$15.00	
VRAS Legitimation & Expedite Fees	\$0.00	
NCDAVE Vital Record Searches/Add'l Fees	\$56.00	
NCDAVE Amendment & Expedite Fees	\$0.00	
Subtotal	\$23,596.92	
Net Monthly Revenues		\$39,931.08

Submitted this 1st day of APRIL, 2022

*Anita Marie Savage*  
 \_\_\_\_\_  
 Register of Deeds



**DUPLIN COUNTY REGISTER OF DEEDS ACTIVITY**  
**REPORT FOR MARCH 2022**  
**VITAL RECORDS DIVISION**

	Current Month	Previous Month
<b><u>BIRTH RECORDS</u></b>		
BIRTH CERTIFICATES RECORDED	44	26
BIRTH CERTIFICATES ISSUED	197	169
DELAYED BIRTH CERTIFICATES REGISTERED	0	0
<b><u>DEATH RECORDS</u></b>		
DEATH CERTIFICATES RECORDED	43	26
DEATH CERTIFICATES ISSUED	277	293
<b><u>MARRIAGE LICENSES &amp; RECORDS</u></b>		
MARRIAGE LICENSES ISSUED	28	34
MARRIAGE CERTIFICATES ISSUED	60	61
<b><u>MILITARY DISCHARGE RECORDS</u></b>		
MILITARY DISCHARGES RECORDED	0	0
<b><u>OTHER VITAL RECORDS SERVICES</u></b>		
VITAL RECORDS AMENDMENTS PROCESSED	2	2
SCHOOL CENSUS RECORDS ISSUED	0	0
NOTARY PUBLIC OATHS ADMINISTERED	18	15
NOTARY PUBLIC AUTHENTICATION	0	0

**PROPERTY RECORDS DIVISION**

DEEDS RECORDED	246	206
DEEDS RECORDED WITH EXCISE TAX AFFIXED	134	116
DEEDS OF TRUST RECORDED	114	102
MISC. DOCUMENT TYPES RECORDED	112	139
BUSINESS RECORDS RECORDED	18	11
UCC RECORDINGS	14	16
SATISFACTIONS (CANCELLATIONS)	124	118
MAPS/PLATS RECORDED	43	31