

**STANLY COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
AUGUST 12, 2013
7:00 P.M.**

CALL TO ORDER & WELCOME – CHAIRMAN MCINTYRE

INVOCATION – CHAIRMAN MCINTYRE

PLEDGE OF ALLEGIANCE

APPROVAL / ADJUSTMENTS TO THE AGENDA

SCHEDULED AGENDA ITEMS

- 1. PRESENTATION BY THE STANLY COUNTY CHAMBER OF COMMERCE**
Presenters: Tom Ramseur, President & CEO
Bill Lawhon, Board Chair
- 2. TAX COLLECTOR’S ANNUAL SETTLEMENT FOR FY 2012-2013**
Presenter: Melia Miller, Tax Administrator
- 3. BOARD & COMMITTEE APPOINTMENTS**
Presenter: Andy Lucas, County Manager
 - A. Economic Development Commission**
 - B. Jury Commission**
- 4. EMERGENCY RADIO PROJECT UPDATE**
Presenter: Andy Lucas, County Manager
- 5. CONSENT AGENDA**
 - A. Minutes – Regular meeting of July 8, 2013**
 - B. DSS – Request approval of budget amendment # 2014-02**

- C. IT – Request the attached list of items be declared as surplus and approved for public auction**
- D. CDBG – Request approval of the 2013 Urgent Repair assistance and procurement policies**
- E. IT- Request approval of an amendment to the current security policy.**

PUBLIC COMMENT

GENERAL COMMENTS & ANNOUNCEMENTS

CLOSED SESSION: To discuss a real estate transaction in accordance with G. S. 143-318.11(a)(5).

ADJOURN

The next regular meeting will be Monday, September 9th at 7:00 p.m.



Stanly County Board of Commissioners

Meeting Date: August 12, 2013
 Presenter: Tom Ramseur & Bill Lawhon

_____ | _____
 Consent Agenda | Regular Agenda

Presentation Equipment: Lectern PC* Lectern VCR Lectern DVD Document Camera** Laptop***

Please Provide a Brief Description of your Presentations format: _____

* PC is equipped with Windows XP and Microsoft Office XP (including Word, Excel, and PowerPoint), Internet connectivity and Network connectivity for County Employees.

** If you have need to use the Document Camera and zoom into a particular area, if possible please attach a copy of the document with the area indicated that you need to zoom into. A laser light is available to pinpoint your area of projection.

*** You can bring in a laptop that will allow video out to be connected at the lectern – set display to 60Mhz.

ITEM TO BE CONSIDERED

ANNUAL PRESENTATION BY THE STANLY COUNTY CHAMBER OF COMMERCE

Subject

Mr. Ramseur and Mr. Lawhon will be present to address the Board with a few brief comments.

Requested Action

No action required.

Signature: _____

Date: _____

Dept. _____

Attachments: Yes _____ No x

Review Process

Certification of Action

	Approved		Initials
	Yes	No	
Finance Director	___	___	
Budget Amendment Necessary	___	___	
County Attorney	___	___	
County Manager	___	___	
Other:	___	___	

Certified to be a true copy of the action taken by the Stanly County Board of Commissioners on

 Tyler Brummitt, Clerk to the Board Date



Stanly County Board of Commissioners

Meeting Date: August 12, 2013
 Presenter: Melia M. Miller

_____ | 2
 _____ | X_____

Consent Agenda Regular Agenda

Presentation Equipment: Lectern PC* Lectern VCR Lectern DVD Document Camera** Laptop***

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ITEM TO BE CONSIDERED

Tax Collector's Annual Settlement for FY 2012-2013

Subject

Pursuant to GS 105-373, the Tax Collector must present an annual settlement report to the governing board. The attached financial reports provide an overview of collection activity for FY 2012-13. The real and personal property collection rate (excluding registered motor vehicles) was 96.05 The collection rate for the registered motor vehicles was 86.51, yielding an overall collection rate of 95.14. The overall collection rate represents a slight decrease in the overall rate from the prior fiscal year (FY 2011-12) which had an overall rate of 95.16. The statutory remedies of garnishment, attachment, debt setoff, escheat, and pre-foreclosure, have been utilized to the extent possible for the collection of ad valorem taxes.

As part of the settlement, the governing board charges the Tax Collector with collecting taxes for the current fiscal year, FY 2013-14. This “charge” gives the Tax Collector authority to use enforced collections measures and it gives notice that the tax lien is first in priority.

Attachments: Analysis of Countywide Levy; Annual Audit Report; Delinquent Collections Report; Affidavit; Charge to Collect

Requested Action

I respectfully request the Board:

- (1) Accept and approve the annual settlement report
- (2) Charge the Tax Collector with collecting FY 2013-14 taxes

Signature: Melia M. Miller *Melia M. Miller*

Dept. Tax Administration

Date: 8-12-2013

Attachments: Yes X No

Review Process

Approved			
Yes	No	Initials	

Finance Director	—	—	
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Budget Amendment Necessary	—	—	
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County Attorney	—	—	
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County Manager	—	—	
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Other:	—	—	
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Certification of Action

Certified to be a true copy of the action taken by the Stanly County Board of Commissioners on

Tyler Brummitt, Clerk to the Board Date

Stanly County, North Carolina
 Analysis of Countywide Levy
 Summary Report FY 2012/2013

	<u>COUNTYWIDE PROPERTY VALUATION</u>	<u>RATE</u>	<u>AMOUNT OF LEVY</u>	<u>TOTAL LEVY EXCLUDING REG MTR VEH</u>	<u>REGISTERED MOTOR VEHICLES</u>
ORIGINAL LEVY:					
Current Year	4,320,619,566	0.6700	\$ 28,948,192.95	\$ 26,160,171.18	\$ 2,788,021.77
Late List Penalties			<u>19,769.37</u>	<u>19,769.37</u>	-
TOTAL	4,320,619,566		\$ 28,967,962.32	\$ 26,179,940.55	\$ 2,788,021.77
DISCOVERIES:					
Current Year	17,715,913	0.6700	\$ 118,696.62	\$ 107,900.58	\$ 10,796.04
Current Year Penalties			6,308.47	6,308.47	-
Current Year Public Service Penalties			-	-	-
Prior Year Penalties			259.99	259.99	-
Prior Year Taxes			<u>130,712.70</u>	<u>96,376.43</u>	<u>34,336.27</u>
TOTAL	17,715,913		\$ 255,977.78	\$ 210,845.47	\$ 45,132.31
RELEASES					
Current Year	(24,819,706)	0.6700	\$ (166,292.03)	\$ (94,590.82)	\$ (71,701.21)
Penalties			<u>(968.29)</u>	<u>(968.29)</u>	-
TOTAL	(24,819,706)		\$ (167,260.32)	\$ (95,559.11)	\$ (71,701.21)
TOTAL VALUE	4,313,515,773				
TOTAL LEVY:					
Tax Collected as of June 30 2013			\$ 29,056,679.78	\$ 26,295,226.91	\$ 2,761,452.87
Uncollected Taxes			<u>27,644,473.72</u>	<u>25,255,663.60</u>	<u>2,388,810.12</u>
			\$ 1,412,206.06	\$ 1,039,563.31	\$ 372,642.75
COLLECTION PERCENTAGES			95.14%	96.05%	86.51%

**Stanly County
Annual Audit Report
Fiscal Year 2012/2013
As of 06-30-13**

MONTH	Motor Vehicle			Levy
	Valuation	Rate		
July	37,174,801	0.6700	\$	249,076.04
August	37,498,726	0.6700		251,246.11
September	37,666,560	0.6700		252,370.59
October	36,558,017	0.6700		244,942.74
November	37,350,691	0.6700		250,253.65
December	38,346,338	0.6700		256,922.95
January	32,574,952	0.6700		218,255.64
February	30,360,036	0.6700		203,415.59
March	28,401,319	0.6700		190,291.36
April	30,916,820	0.6700		207,145.36
May	35,455,073	0.6700		237,551.66
June	33,813,065	0.6700		226,550.08
TOTAL VALUE	416,116,398		\$	2,788,021.77
Real & Personal Value	3,786,812,146	0.6700	\$	25,371,641.38
Public Service Value	117,691,022	0.6700		788,529.80
TOTAL	3,904,503,168		\$	26,160,171.18
ORIGINAL VALUE & LEVY	4,320,619,566		\$	28,948,192.95
Discoveries			\$	118,696.62
Non-Discoveries				130,712.70
Releases				(166,292.03)
RELEASE & DISCOVERY NET			\$	83,117.29
Late Listing			\$	19,769.37
Late Listing Public Service				-
Late Listing Discoveries				6,308.47
Late Listing Non-Discoveries				259.99
Releases on Late Listings				(968.29)
LATE LISTING NET			\$	25,369.54
ADJUSTED LEVY			\$	29,056,679.78
Collections Allowed			\$	27,626,684.52
Late Listings Collected				17,789.20
TOTAL COLLECTED			\$	27,644,473.72
Uncollected as of June 30, 2013			\$	1,404,625.72
Late Listings Uncollected				7,580.34
TOTAL UNCOLLECTED			\$	1,412,206.06
PERCENT CURRENT YEAR COLLECTED				95.14%

Stanly County
Delinquent Collections
Fiscal Year 2012/2013
June 30, 2013

Fiscal Year	Uncollected As of 7/01/12	Discoveries(+)	Releases(-)	Payments(-)	Uncollected As of 6/30/13
2011-2012	\$1,375,166.97	\$ 12,978.87	\$ 18,059.76	\$ 757,555.37	\$612,530.71
2010-2011	566,127.97	\$ 3,670.48	\$ 3,907.46	\$ 167,935.76	397,955.23
2009-2010	413,835.14	\$ 3,574.74	\$ 3,837.55	\$ 75,435.45	338,136.88
2008-2009	253,829.07	\$ 2,978.50	\$ 3,255.80	\$ 34,487.45	219,064.32
2007-2008	157,703.59	\$ 1,271.32	\$ 1,364.20	\$ 16,175.35	141,435.36
2006-2007	127,909.91			\$ 8,572.31	119,337.60
2005-2006	93,594.13			\$ 6,974.06	86,620.07
2004-2005	89,839.53			\$ 3,210.85	86,628.68
2003-2004	84,974.72			\$ 2,936.72	82,038.00
2002-2003	80,760.49			\$ 3,061.02	77,699.47

* Purged due to N.C.G.S 105-378(10-year statute of limitations)
(Figures do not include late listing penalties)

County of Stanly
201 South Second Street
ALBEMARLE, NORTH CAROLINA
28001



Office of

Tax Administrator

AFFIDAVIT

Melia M. Miller, Tax Collector for Stanly County, being sworn, says:

That in accordance with NCGS 105-373, the following lists will be available for inspection on August 12, 2013: (a) a list of the persons owning real property whose taxes for the preceding fiscal year (FY 2012-2013) remain unpaid and the principal amount owed by each person; and (b) a list of the persons not owning real property whose personal property taxes for the preceding fiscal year (FY 2012-2013) remain unpaid and the principal amount owed by each person. I have made a diligent effort to collect the taxes due from the persons listed out of their personal property and by other means available to me for collection. The lists of unpaid property taxes will be filed in the Tax Administration Office and retained as required by law.

This is the 6th day of August 2013.

Affiant Melia M. Miller

Sworn to and subscribed before me the 6 day of August 2013.

Sylvia H. Brummitt
Notary Public

My Commission Expires: June 7, 2014
(SEAL) AFFIDAVIT

**Order Directing the Tax Collector to Collect the Taxes Charged in the
Tax Records and Receipts**

State of North Carolina

County of Stanly

To: The Tax Collector of Stanly County

Pursuant to North Carolina General Statute 105-321(b), you are hereby authorized, empowered and commanded to collect the taxes set forth in the tax records filed in the Office of the Tax Administrator and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in Stanly County, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this the _____ day of August, 2013.

Gene McIntyre, Chairman

Stanly County Board of Commissioners

ATTEST:

Tyler Brummitt, Clerk to the Board

Stanly County Board of Commissioners



Stanly County Board of Commissioners

Meeting Date: August 12, 2013

Presenter: Andy Lucas

Consent Agenda | Regular Agenda

3A

Presentation Equipment: Lectern PC* Lectern VCR Lectern DVD Document Camera** Laptop***

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ITEM TO BE CONSIDERED

ECONOMIC DEVELOPMENT COMMISSION

Subject

It is requested that a member be appointed to represent the Western District on the Economic Development Commission for a two year term until August 12, 2015.

Enclosed are several applications for your consideration.

Requested Action

Request that Terry Scott Efird be appointed to represent the Western District for a two year term until August 12, 2015.

Signature: _____

Date: _____

Dept. _____

Attachments: Yes No x

Review Process

Certification of Action

	Approved		Initials
	Yes	No	
Finance Director	___	___	
Budget Amendment Necessary	___	___	
County Attorney	___	___	
County Manager	___	___	
Other:	___	___	

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Tyler Brummitt, Clerk to the Board Date

ECONOMIC DEVELOPMENT COMMISSION (EDC)

G. S. 158-21

Local Act: 1961 Sessions Laws, Chapter 141; Amendments 1965 Session Laws, Chapter 706, Chapter 355, 1975 Session Laws, as amended by Session Laws 1983, Chapter 237, as amended by 2009 Session Laws, Chapter 253, as amended by 2011 Session Laws Chapter 175

Meeting Schedule: Fourth Monday of each month at 6:00 p.m.

Date Established: February 13, 1962

Members: 12

Terms: 2 years. Chairman serves for term of elected office (serves at the pleasure of the BOCC effective December, 2010.)

Special Provisions:

The appointments shall be made so as to maintain at all times an equal balance of membership in so far as political party affiliation is concerned. For clarification, a Democrat and Republican from the following areas of Stanly County are appointed by the Board of County Commissioners: North, South, East, and West, Central, and two seats "At Large." The BOCC shall also designate an alternate member to attend and vote if the original appointee as chairman is unable to attend or is unable to vote.

Method of Appointment:

Stanly County Board of Commissioners

Officers:

Commissioner who is duly appointed to the board shall serve as chairman of EDC for four (4) years or for his term of elected office (serves at the pleasure of the BOCC effective December 6, 2010). The County Manager and County Attorney shall also, by virtue of their respective offices serve in a non-voting ex-officio capacity of the EDC. The EDC elects a vice chairman and secretary from its membership. By –laws indicate chairman, vice chairman, secretary, executive director and other members (as appointed by the chairman) shall make up the executive committee. Chairman has no vote except in the case of a tie.

MEMBERS	REPRESENTING	INITIAL APPT	TERM EXPIRES
Tony M. Dennis, Chairman P. O. Box 358 Norwood, NC 28128 H(704)474-7571; C (704)985-5170 Email: tdennis8401@aol.com	BOCC		Term of Office
Nancy Lipe 37767 Pauls Crossing Road New London, NC 28127 H(704)463-4336 Email: nancy-lipe@carolina.rr.com	North	2007	1/31/13
Dr. Surendrapal Mac 816 N. 3 rd Street Albemarle, NC 28001 W(704)983-3314 Email: surmac@gmail.com	North	2009	1/31/13
Walter L. Davis, Jr. 483 Lakehurst Farm Road Norwood, NC 28128 Email: wdavis104@carolina.rr.com	South	2010	1/31/13
Charles Brown P. O. Box 400 Albemarle, NC 28002 Brown, Brown & Brown Attorneys W (704) 982-2141 Email: brownlaw28001@ctc.net	East	2013	1/31/13
Bill Lawhon, Jr. 49295 Swift Water Road Albemarle, NC 28001 Bank of Stanly W (704) 983-6181 Email: blawhon@uwharrie.com	East	2010	1/31/13
Larry Baucom P. O. Box 310 Locust, NC 28097 Tarheel Auto Sales W(704) 888-0621 Email: larrybaucom@hotmail.com	West	2003	1/31/13

Email: ldunevant@stanlycountync.gov

Andy Lucas, County Manager (Ex- Officio Non-Voting Member)
W (704) 986-3600

Email: alucas@co.stanly.nc.us

Jenny Furr, County Attorney (Ex-Officio Non-Voting Member)
W (704) 986-3603

Email: jfurr@co.stanly.nc.us

Paul Stratos, EDC Director

W (704) 986-3683

Email: pstratos@stanly.edc.org

Krista Bowers

Economic Development Specialist

W (704) 986-3682

Email: kbowers@stanlyedc.org



Stanly County Volunteer Application

Volunteer Application Stanly County Boards and Commissions

NAME: Terry Scott Efird

HOME ADDRESS: 106 Walnut Creek Rd

CITY, STATE, ZIP: Locust NC 28097

TELEPHONE: (W) 704/888/5260 (H) 704/888/4587

FAX: 704/888/1566

DATE: 8/05/2013

EMAIL: sefird@locustnc.com

PLACE OF EMPLOYMENT: City Of Locust

IN ORDER TO HELP US COMPLY WITH STATE REPORTING REQUIREMENTS, PLEASE COMPLETE THE FOLLOWING QUESTIONS:

SEX: MALE FEMALE RACE: white

DATE OF BIRTH: (MM/DD/YYYY): 07 / 08 / 1961

PLEASE LIST IN ORDER OF PREFERENCE THE BOARDS/COMMISSIONS ON WHICH YOU WILL BE WILLING TO SERVE.

1. EDC Board

2. _____

3. _____

PLEASE LIST ANY VOLUNTEER, WORK, OR EDUCATION EXPERIENCE YOU WOULD LIKE US TO CONSIDER IN THE REVIEW OF YOUR APPLICATION. FEEL FREE TO ATTACH A RESUME.

WORK EXPERIENCE: Planning and Zoning Director

VOLUNTEER EXPERIENCE: Church, Youth Sports, Seniors

EDUCATION: West Stanly HS, Stanly Community

OTHER COMMENTS: _____

Return to Tyler Brummitt, Clerk to the Board, 1000 N. First Street, Suite 10,
Albemarle, NC 28001

Tyler Brummitt

From: Stanly County, North Carolina [webmaster@co.stanly.nc.us]
Sent: Monday, February 11, 2013 3:49 PM
To: Tyler Brummitt
Subject: Volunteer Board Application

Name: Joseph L. Burleson

Address: 248 Market St.

City: Locust

State: NC

Zip: 28097

Home Phone: 7047916253

Work Phone: 7049828915

Date of Birth: September 20, 1987

Gender: Male

Race: White

Boards you wish to serve on: Airport Authority, Board of Adjustment, Economic Development Commission, Equalization and Review



Stanly County Board of Commissioners

Meeting Date: August 12, 2013

Presenter: Andy Lucas

Consent Agenda | Regular Agenda

B

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ITEM TO BE CONSIDERED

JURY COMMISSION

Subject
Please see the attached request from Jury Coordinator Theresa Lewis for the Board to either reappoint or name a replacement to the Jury Commission for a two (2) year term.

At this time, there are no applications on file for this committee.

Requested Action
Request the Board appoint a member to the Jury Commission for a two (2) year term until June 30, 2015.

Signature: _____

Date: _____

Dept. _____

Attachments: Yes _____ No x

Review Process

Certification of Action

Approved
Yes No Initials

Certified to be a true copy of the action taken by the Stanly County Board of Commissioners on

Finance Director _____

Budget Amendment Necessary _____

County Attorney _____

County Manager _____

Other: _____

Tyler Brummitt, Clerk to the Board Date

Tyler Brummitt

From: Lewis, Theresa [Theresa.M.Lewis@nccourts.org]
Sent: Monday, July 29, 2013 2:22 PM
To: Tyler Brummitt
Cc: Lewis, Theresa
Subject: jury commissioner

Good afternoon. It's that time of year again that we need the Stanly County Board of Commissioners to either reappoint Karmen Mock-Phillips or name a replacement to serve the two year term of jury commissioners. Karmen was appointed in 2011. We plan on working on the new biennium at the beginning of the fall. Please feel free to contact me with any questions. Thank you so much for your time and help.

704-986-7039

704-986-7001 (fax)

E-mail correspondence to and from this address may be subject to the North Carolina public records laws and if so, may be disclosed.

JURY COMMISSION

G. S. 9-1

Local Resolution: 9/05/71 Book 10, pp. 226-227
9/22/69 Book 10, p. 457
9/02/71 Book 11, p. 139
9/10/73 Book 11, p. 149-420

Date Established: 9/05/67

Meeting Schedule: 2 to 3 times per year

Members: 3

Special Provisions: Members must be qualified voters of the county

Method of Appt: One member shall be appointed by senior regular resident Superior Court Judge; one member by Clerk of the Superior Court; and one by the Board of County Commissioners.

<u>MEMBERS</u>	<u>APPOINTED BY</u>	<u>INITIAL APPT</u>	<u>TERM EXPIRES</u>
Jerry Wayne Crayton, Sr. 500 Maple Street Locust, NC 28097	Presiding Judge	2007	6/30/11
Gordon Glenn "Pete" Almond 1038 Longview Drive New London, NC 28127	Clerk of Court	2007	6/30/2011
Karmen Mock Phillips P. O. Box 1162 810 Ridge Street Albemarle, NC 28002	Commissioners	7/1/2011	6/30/2013



Stanly County Board of Commissioners

Meeting Date: August 12, 2013

Presenter:

5

Consent Agenda | Regular Agenda

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ITEM TO BE CONSIDERED

CONSENT AGENDA

- A. Minutes – Regular meeting of July 8, 2013
- B. DSS – Request approval of budget amendment # 2014-02
- C. IT – Request the attached list of items be declared as surplus and approved for public auction
- D. CDBG – Request approval of the 2013 Urgent Repair assistance and procurement policies
- E. IT- Request approval of an amendment to the current security policy.

Subject

Requested Action

Request approval of the above items as presented.

Signature: _____

Date:

Dept.

Attachments: Yes No x

Review Process

Certification of Action

	Approved		Initials
	Yes	No	

Finance Director	___	___	
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Budget Amendment Necessary	___	___	
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County Attorney	___	___	
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County Manager	___	___	
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Other:	___	___	
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Certified to be a true copy of the action taken by the Stanly County Board of Commissioners on

Tyler Brummitt, Clerk to the Board Date

**STANLY COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
JULY 8, 2013**

COMMISSIONERS PRESENT: Gene McIntyre, Chairman
Josh Morton, Vice Chairman
Peter Ascitutto (Arrived at 7:05 p.m.)
Tony Dennis
Lindsey Dunevant

COMMISSIONERS ABSENT: None

STAFF PRESENT: Andy Lucas, County Manager
Jenny Furr, County Attorney
Tyler Brummitt, Clerk

CALL TO ORDER

The Stanly County Board of Commissioners (the "Board") met in regular session on Monday, July 8, 2013 at 7:00 p.m. in the Commissioners Meeting Room, Stanly Commons. Chairman McIntyre called the meeting to order and led the pledge of allegiance. Commissioner Dennis gave the invocation.

APPROVAL / ADJUSTMENTS TO THE AGENDA

Commissioner Ascitutto requested that a discussion of House Bill 1005 be added to the agenda. It was added as Item # 5 and the consent agenda moved to Item # 6. By motion, Commissioner Dennis moved to approve the agenda as amended and was seconded by Commissioner Dunevant. The motion passed by unanimous vote.

ITEM # 1 – 911 EMERGENCY RADIO SYSTEM PROJECT – PUBLIC HEARING AND APPROVAL OF THE ASSOCIATED RESOLUTION FOR LEASE PURCHASE FINANCING

Presenter: Brian Simpson, EMS Director

In accordance with G. S. 160A-20, a public hearing was required to receive comment on the installment lease purchase agreement in an amount not to exceed \$8.5 million for the construction of a new 911 emergency radio system and the purchase of mobile and portable radios for Stanly County public safety services, municipal public safety services, volunteer fire department services and other public entities that utilize radio communication. If approved, it

was also requested the Board adopt the associated resolution to be included with the County's application to the Local Government Commission (LGC) for their approval of the agreement.

Chairman McIntyre declared the public hearing open. With no one coming forward to speak, the public hearing was closed.

By motion, Commissioner Dennis moved to approve the resolution and was seconded by Commissioner Dunevant. The motion carried with a 5 – 0 vote.

See Exhibit A
RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION
FOR APPROVAL OF A FINANCING AGREEMENT AUTHORIZED BY
NORTH CAROLINA GENERAL STATUTE 160A-20

ITEM # 2 – STANLY COUNTY 2012 SCATTERED SITE HOUSING COMMUNITY DEVELOPMENT BLOCK GRANT

Presenter: Donna Davis, Utilities Director

Stanly County has received \$225,000.00 through the 2012 Scattered Site Housing Community Development Block Grant which will be used to repair selected homes of qualified recipients in the county. The County solicited proposals via the NC Interactive Procurement System for administrative services to aid in the implementation of the project. Based on the bids received, staff recommended the administrative services contract be awarded to The Wooten Company. It was also requested the Board approve the policies, procedures, plans, resolutions, ordinances and budget amendment associated with the project.

Commissioner Dennis moved to approve all of the documents related to the grant and award the administrative services contract to The Wooten Company. The motion was seconded by Commissioner Ascutto and passed by unanimous vote.

ITEM # 3 – RECOGNITION OF THE FINANCE DEPARTMENT FOR THEIR “CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING”

Presenter: Chairman McIntyre

The Board took a moment to commend Finance Director Toby Hinson and staff for their hard work and noted their achievement in receiving the above award.

ITEM # 4 – SELECTION OF A VOTING DELEGATE FOR THE NCACC ANNUAL CONFERENCE

Presenter: Chairman McIntyre

Commissioner Ascitutto moved to appoint Chairman Gene McIntyre as voting delegate for Stanly County for the NCACC Annual Conference in Guilford County. His motion was seconded by Commissioner Dennis and passed with a 5 – 0 vote.

ITEM # 5 – DISCUSSION OF HOUSE BILL 1005

Commissioner Ascitutto started the discussion by stating that if approved, HB 1005 will have a significant impact by increasing the annual budget by approximately \$45,000.00 as the result of adding two (2) county commissioners. Commissioner Ascitutto stated he had previously addressed the State and Local Government Committee to request that no action be taken on the bill, but to allow the citizens of Stanly County to make the decision by placing it on the November 2014 ballot.

Chairman McIntyre stated the figure of \$45,000.00 is an average cost and does not take into consideration the added benefit of having representation for the entire county.

Commissioner Dunevant noted the importance of continuing to participate in the local government process and agreed with Commissioner Ascitutto that local legislation should begin on the local level. He then provided a review of the changes made to the bill since it was originally introduced.

Commissioner Dennis stated if citizens are allowed to vote for all the county commissioners, there is no reason to have voting districts. If passed as originally proposed, the bill will only complicate government further.

For Board consideration, Commissioner Ascitutto proposed the following changes to the bill:

- 1) To change the implementation date of the bill from 2014 to 2016 to allow for proper public debate on the issue and allow the voters of Stanly County to make the ultimate decision by placing it on the November 2014 ballot,
- 2) To allow citizens to vote on each item separately since the bill affects both the Board of County Commissioners and the County Board of Education
- 3) To vote for four (4) candidates in one election cycle and three (3) candidates in the other with each member serving a three (3) year term.

Chairman McIntyre called for a vote on the bill to include the requested changes by Commissioner Ascitutto. Commissioner Ascitutto moved to approve and was seconded by Commissioner Dennis.

Prior to the vote, Vice Chairman Morton stated he was concerned as well with the additional costs incurred by adding two (2) Board members and suggested a study be conducted on the Board's compensation. He also stated he has no issue with allowing the citizens to vote on the bill.

Commissioner Dunevant stated he is not in favor of delaying the process unless the legislature chooses to do so and encouraged citizens to contact Representative Burr and Senator McLaurin with their concerns as well.

Commissioner Ascitutto requested his motion be amended to change the election terms from three (3) years to four (4) years.

Chairman McIntyre called for a vote on the bill to include the proposed changes requested by Commissioner Ascitutto. With a motion previously made by Commissioner Ascitutto and seconded by Commissioner Dennis, the motion failed with a vote of 2-3.

Ayes: Commissioner Ascitutto, Commissioner Dennis

Nos: Chairman McIntyre, Vice Chairman Morton, Commissioner Dunevant

ITEM # 6 – CONSENT AGENDA

- A. Minutes – Regular meeting of June 3, 2013 and recessed meetings of June 10, June 17 and June 20, 2013.
- B. Finance – Request acceptance of the Monthly Financial Report for Eleven Months Ended May 31, 2013

After a brief review of the above items, Commissioner Dennis moved to approve the items as presented and was seconded by Commissioner Ascitutto. The motion carried by a vote of 5 – 0.

PUBLIC COMMENT

None

GENERAL COMMENTS & ANNOUNCEMENTS

Commissioner Ascitutto thanked the Board for their participation in the discussion of House Bill 1005. He then provided an update on the ongoing clean-up of Morrow Mountain State Park and noted several of the 4th of July events held recently in the county.

The County Manager stated he had received information from the USDA regarding potential funding for Phase 1 of the Greater Badin Water & Sewer Project. He requested the Board

recess the meeting until the week of July 22nd in order to allow the Utilities Director to present this information for their consideration and discussion.

CLOSED SESSION

Commissioner Dennis moved to recess the meeting into closed session in order to discuss economic development in accordance with G. S. 143-318.11(a)(4), to discuss records in accordance with G. S. 143-318.11(a)(1), and for a personnel matter in accordance with G. S. 143-318.11(a)(6). The motion was seconded by Commissioner Dunevant and passed by unanimous vote at 7:42 p.m.

ANNOUNCEMENT

Chairman McIntyre called for a motion to reappoint Melia Miller as Tax Administrator to a four year term until June 30, 2017. The motion was made by Commissioner Ascitutto, seconded by Commissioner Dennis and carried with a 5 – 0 vote.

RECESS

There being no further discussion, Commissioner Dennis moved to recess the meeting until Wednesday, July 24, 2013 at 2:00 p.m. in the Manager’s Conference Room. The motion was seconded by Commissioner Ascitutto and passed with a 5 – 0 vote.

Gene McIntyre, Chairman

Tyler Brummitt, Clerk



Stanly County Board of Commissioners

Meeting Date: August 12, 2013

Presenter: Consent

5B

Consent Agenda | Regular Agenda

Presentation Equipment: Lectern PC* Lectern VCR Lectern DVD Document Camera** Laptop***

Please Provide a Brief Description of your Presentations format: _____

* PC is equipped with Windows XP and Microsoft Office XP (including Word, Excel, and PowerPoint), Internet connectivity and Network connectivity for County Employees.

** If you have need to use the Document Camera and zoom into a particular area, if possible please attach a copy of the document with the area indicated that you need to zoom into. A laser light is available to pinpoint your area of projection.

*** You can bring in a laptop that will allow video out to be connected at the lectern – set display to 60Mhz.

ITEM TO BE CONSIDERED

Subject	<p>Stanly County received \$19,200 in Special Children’s Adoption Funds on June 19, 2013. These funds are awarded to counties that exceed the baseline set by the state on the number of children placed in adoptive homes. Stanly County exceeded their baseline for fiscal year 2012/2013. These funds must be used to enhance the adoption program and are 100% Federal funds.</p>
Requested Action	<p>The Agency is requesting that the expenditure in line item 110.5300.5390.699.011 be increased from \$544 to \$19,744. This is 100% Federal funds. Because these funds were received so late in June 2013 there was not an opportunity to expense these funds during the 2012/2013 fiscal year, therefore we are requesting that these funds be re-appropriated to the DSS budget for fiscal year 2013/2014 from the Fund Balance.</p>

Signature: Shawn Scott

Dept. Social Services

Date: 7-18-13

Attachments: Yes _____ No _____

Review Process

	Approved		Initials
	Yes	No	
Finance Director	—	—	
Budget Amendment Necessary	—	—	
County Attorney	—	—	
County Manager	—	—	
Other:	—	—	

Certification of Action

Certified to be a true copy of the action taken by the Stanly County Board of Commissioners on

Tyler Brummitt, Clerk to the Board Date

STANLY COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stanly County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2013:

To amend the General Fund, the expenditures are to be changed as follows:

FUND/DEPART NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
110.5300.5390	699.011	Spec Needs Adoption Funds	\$ 544	\$ 19,200	\$ 19,744
TOTALS			<u>\$ 544</u>	<u>\$ 19,200</u>	<u>\$ 19,744</u>

This budget amendment is justified as follows:

To budget funds received from the Special Childrens Adoption Fund. This is 100% Federal funds that was received in June 2013. These funds must be used to enhance the Adoption Program.

This will result in a net increase of \$ 19,200 in expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will be increased. These revenues have already been received or are verified they will be received in this fiscal year.

FUND/DEPART NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
110.3991	990.000	Fund Balance Appropriated	\$ 917,267	\$ 19,200	\$ 936,467
TOTALS			<u>\$ 917,267</u>	<u>\$ 19,200</u>	<u>\$ 936,467</u>

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer, and to the Finance Director.

Adopted this _____ day of _____, 20____

Verified by the Clerk of the Board _____

Shawn Scott _____ Date 7-18-13
Department Head's Approval

Finance Director's Approval Date

County Manager's Approval Date

Posted by
Journal No.
Date

**North Carolina - Department of Health and Human Services
Notice of Electronic Funds Transfer**

ATTN: County Finance Officer
County DSS Director
County: STANLY
Run Date: 06/14/2013
Period: June, 2013

Deposits TO County Account FROM DSS

	Earliest date of payment :	06/19/2013
Adoption Promotion Fund	TNF	\$19,200.00
County Payment Total :		\$19,200.00



Stanly County Board of Commissioners

Meeting Date: August 12, 2013

Presenter: Chad Coble

X 5c

Consent Agenda | Regular Agenda

Presentation Equipment: Lectern PC* Lectern VCR Lectern DVD Document Camera** Laptop***

Please Provide a Brief Description of your Presentations format: _____

* PC is equipped with Windows XP and Microsoft Office XP (including Word, Excel, and PowerPoint), Internet connectivity and Network connectivity for County Employees.

** If you have need to use the Document Camera and zoom into a particular area, if possible please attach a copy of the document with the area indicated that you need to zoom into. A laser light is available to pinpoint your area of projection.

*** You can bring in a laptop that will allow video out to be connected at the lectern – set display to 60Mhz.

ITEM TO BE CONSIDERED

Subject

The IT department has several surplus hardware items that need to be approved for public auction. All items to be auctioned are itemized on the attached sheet by serial#. Notice of the auction will be posted on our website 10 days prior to the auction as required by North Carolina general statutes.

Approve the auction of surplus equipment.

Signature: _____

Dept. IT

Date: 08/05/2013

Attachments: yes _____ No x

Review Process

	Approved		Initials
	Yes	No	
Finance Director	___	___	
Budget Amendment Necessary	___	___	
County Attorney	___	___	
County Manager	___	___	
Other:	___	___	

Certification of Action

Certified to be a true copy of the action taken by the Stanly County Board of Commissioners on

Tyler Brummitt, Clerk to the Board Date

COMPUTERS

2UA0250MZ8
MJFTND6
2UA0250MZC
MJFTND7
MJFTND9
3894252-0001
FZGVVD1
3640756-0001
2UA842161Q
2UA8190S88
2UA842160H
CND6170DWZ
2UA8190S8L
2UA8190S86
31HVVD1
D3DFJH1
J1HXQD1
2UA8190S8S
3434645-0001
00142910-LS800
2UA8421627
3794137-0001
GYGVVD1
2UA9450T69
2UA842161S
859V881
2UA8421616
2UA8190S8R
68ZW1B1
2UA924134R
5QRM7G1
2PRM7G1
1PRM7G1
4PRM7G1
3QRM7G1
JP0HXG1
H2NY1B1
3817406-0001
3817405-0001
3896039-0001
3896038-0001
CND6170FCP
B59V881
VC9XL

SERVERS

24K3CG1
KP-MCWA5
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C82500A11L30281
6WDYNJ1
C6PFVH1
8LMQ1K1

MISC

50858305
26066

71HVVD1
2UA84215JQ
DN03M81

STANLY COUNTY
ASSISTANCE POLICY
For the 2013 Cycle of the
Urgent Repair Program

What is the Urgent Repair Program? Stanly County has received funding from the North Carolina Housing Finance Agency (“NCHFA”) in the amount of \$75,000 under the 2013 cycle of the Urgent Repair Program (“URP13”). This program provides funds to - 1) alleviate housing conditions which pose an imminent threat to the life or safety of very low-income homeowners *defined on page two* with special needs; and 2) to provide accessibility modifications and other repairs necessary to prevent the imminent displacement of very low-income homeowners *defined on page two* with special accessibility needs, such as frail elderly and persons with disabilities. According to the URP13 Program Guidelines we may spend between \$1 and \$6,000 of URP13 funds – depending upon need - for each household served. The number of households that will be served will depend upon the amount of funds spent on each unit. However, a minimum of 14 households will be assisted under URP13 for homes within Stanly County.

The Urgent Repair Program objectives are:

- 1) To assist very low-income homeowners with special needs (elderly \geq 62 years of age, handicapped or disabled, single parent, large households (five or more), or households with children who have elevated blood lead levels (between $10\mu\text{g}/\text{dl}$ and $20\mu\text{g}/\text{dl}$), in all areas of the state;
- 2) To serve households with urgent repair needs which cannot be met through other state- or federally-funded housing assistance programs; and,
- 3) To enable frail elderly homeowners, and others with physical disabilities, to remain in their homes by providing essential accessibility modifications.

This URP13 Assistance Policy describes: 1) who is eligible to apply for assistance, 2) how applications for assistance will be prioritized, 3) the form of assistance, and 4) how the repair/modification process will be managed. The County has designed this URP13 project to be fair, open and consistent with the County’s approved application for funding and with NCHFA’s URP Program Guidelines.

The funds are provided by NCHFA and come from the North Carolina Housing Trust Fund.

Who is eligible to apply? There are four major requirements to be eligible for URP13 assistance.

- First, the homeowner’s household income must not exceed 50% of the area median income for the household size (*See URP13 Income Limits for Stanly County below*)

- Secondly, the applicant must own and occupy the house and it must be located within the County limits of Stanly County
- Third, the household must qualify as having a special need (e.g. the head of the household must be at least 62 years old, handicapped, disabled, or a single parent with a dependent living at home. Or, the household must have five or more permanent residents, a child below the age of six with an elevated blood lead level of between 10µg/dl and 20µg/dl, or a family member other than the head of the household that is either 62 years old or has a disability.
- Fourth, the house must have urgent repair needs that cannot be met through other state or federally-funded housing assistance programs.

Duplexes and tri-plexes and the like are not eligible for assistance with this program.

URP13 Income Limits for Stanly County

Number in Household	30% of Median (very-low income)	50% of Median (low income)
1	\$12,950	\$21,600
2	\$14,800	\$24,650
3	\$16,650	\$27,750
4	\$18,500	\$30,800
5	\$20,000	\$33,300
6	\$21,500	\$35,750
7	\$22,950	\$38,200
8	\$24,450	\$40,700

Selection of Applicants. The County has devised the following priority system to rank eligible applicants, determine which of them will be selected for assistance and in what order. Under this system applicants will receive points for falling into certain categories of special need and income. The applications will be ranked according to which receive the most points. In the event that two or more applications receive the same points, priority will be determined based on the order in which the applications were received.

However, URP13 Program Guidelines require that at least 50% of the applicants served must have household incomes at or below 30% of the County median income limits for the household size. (see URP13 Income Limits for Stanly County above).

Priority Ranking System for Stanly County's 2013 Urgent Repair Program

Special Needs (for definitions, see below)	Points
Elderly Head of Household (62 or older)	6
Disabled Head of Household	5

Single-Parent Household (<i>with one or more children in home</i>)	4
Disabled or Elderly Household Member (<i>not head of household</i>)	3
Large Family (<i>5 or more permanent residents</i>)	2
Elevated Blood Lead Level Child	1

Income (See Income Table above)	Points
Less than 30% of County Median Income	6
30% to 50% of County Median Income	3

****NOTE**** *If the household has more than one special need then that applicant will receive the allotted points for all applicable categories (e.g. If a household has an elderly head of household who is also disabled and has more than 5 permanent residents, that applicant would receive 13 priority points.)*

The reason for rating applications is to ensure that all recipients of assistance are selected by a fair and open process. Also, all recipients of assistance will be chosen without regard to race, creed, sex, color, religion, familial status, or national origin.

Definitions regarding Special Needs' populations under URP13 are:

- Elderly: An individual aged 62 or older.
- Disabled: A person who has a physical, mental or developmental disability that greatly limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.
- Single-Parent Household: A household in which one and only one adult resides with one or more dependent children.
- Disabled or elderly household member (not head of household): A household that has a household member - that is not the head of the household - who is either elderly or disabled according to the definitions above.
- Large Family: A large family household is composed of five or more individuals, where at least four are immediate family members.
- Elevated blood lead level child: A child below the age of six that has been tested and determined to have an elevated blood lead level between 10µg/dl and 20µg/dl.
- Head of Household: The person or persons who own(s) the house.
- Household Member: Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a "household member" (the number of household members will be used to determine household size and all household members - 18 years old or older - are subject to income verification.
- Occupant: An occupant is defined as an immediate family member (mother, father, spouse, son/daughter of the head of the household, regardless of then time of occupancy); or non-immediate family member who has resided in the dwelling at least 3 months prior to the submission of the family's application.

Form of assistance under URP13? Stanly County - through the North Carolina Housing Finance Agency - will provide assistance to homeowners, whose homes are selected for repair/modification in the form of a loan. Homeowners will receive an unsecured deferred, interest-free loan, forgiven at a rate of \$1,000 per year, until the principal balance is reduced to zero.

What is the amount of the loan? The amount of the loan will vary from one applicant to another and will depend on the scope of work necessary to address the identified imminent threats to life and/or safety - and that will be determined by the County's rehabilitation specialist and ultimately the bids received from the contractors that will do the work. There is no minimum limit of assistance, but the URP13 Program Guidelines limit the amount of assistance per unit to \$6,000.

What kinds of work will be done? Each house selected for assistance will be repaired/modified to, 1) address imminent threats to the life and/or safety of the occupants of the dwelling unit, or 2) to make required accessibility modifications. In all cases these repairs/modifications will be determined by the County's rehabilitation specialist and disclosed to the homeowner prior to beginning the work.

All repairs completed under URP13 will meet all applicable NC Residential Building Codes.

Please note that the Urgent Repair Program cannot address all the deficiencies with any house. The program is designed and limited to addressing only those most immediate or urgent needs.

What about Lead-Based Paint? If your house was built before 1978, there is a good possibility that your house has lead-based paint. Lead is an extreme health hazard for children under 6 years old. If there is a child with an elevated blood lead level between 10µg/dl and 20µg/dl occupying your residence, URP13 funds can assist to eliminate minor hazards such as removing lead containing mini-blinds or replacing doors or windows that have a high concentration of lead-based paint. Since the costs of lead hazard reduction and/or lead-based paint abatement can easily exceed the program maximum cost per unit of \$5,400; it is highly unlikely that URP13 funds will be sufficient in addressing all the needs of a unit with an at-risk child. For that reason, the County's Project Administrator for URP13 will refer any unit whose lead-hazard reduction costs exceed the Program maximum of \$5,400/unit, to a local comprehensive housing rehabilitation project or to the local health department.

Who will do the work on the homes? The County is obligated under URP13 to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open and competitive process. To meet these very difficult requirements, the County will invite bids only from contractors who are part of an "approved contractor's registry."

To be on this registry, contractors must (1) fill out an application form, listing several references and recent jobs completed, and (2) receive the “conditional approval” of the County. Once a contractor who has been conditionally approved has successfully completed one job for the County, his or her status is upgraded to “regular approval” meaning that they will be allowed to bid on a regular rotation as long as they remain in good standing. All contractors are required to present proof of liability insurance and, if required, workers compensation insurance. (Homeowners who know quality rehabilitation contractors that are not on the County’s approved contractor registry are welcome to invite them to apply.)

A minimum of three approved contractors will be invited to bid on each job (unless the repair is of an urgent nature and cannot be delayed, then the first available contractor that can successfully and expediently make the repair will be used). When bids are received the lowest responsive and responsible bidder will be selected for the contract. “Responsive and responsible” means the contractor, 1) that returned an eligible bid by the pre-designated bid due date, 2) who is deemed able to complete the work in a timely manner, and 3) whose bid is within 15% (in either direction) of then County’s cost estimate.

What are the steps in the process, from application to completion? Now that you have the information about how to qualify for Stanly County’s 2013 Urgent Repair Program, what work can be done and, who will do it? The following is a list of the major steps in the process:

1. **Completing an Application Form:** Homeowners who wish to apply for assistance must do so by September 15, 2013. Apply by contacting the Stanly County Manager’s Office at (704) 986-3600. Proof of ownership and income is required at the time of application. Applicants must provide the Social Security numbers of all residents of the home, names and mailing addresses of employers, and income sources for all residents over 18 years of age. If you have applied for housing assistance through the County in the past, a new application is required, as different programs have different application requirements.
2. **Preliminary Inspection:** The County’s Rehabilitation Specialist will visit the homes of potential recipients to determine the need and feasibility of the home for rehabilitation.
3. **Screening of applications:** Applications will be rated and ranked by the County based on need factors and the feasibility of the house for rehabilitation. The households to be offered assistance will be selected by December 30, 2013. Household income will be verified for program purposes only; all income information required by HUD and NCHFA will be kept confidential. If income verification is not received from an employer of any member of the applicant household over 18 years old by December 30, 2013, that household will be ineligible for assistance. From this review, the fourteen (14) most qualified applicants will be selected, along with five alternates.
4. **Applicant Interviews:** Approved applicants will be provided detailed information on assistance, lead hazards, program rehabilitation standards.

contracting procedures, the rehabilitation process, the loan documents and conditions. Applicants will be given five (5) days in which to accept or decline URP13 assistance. Applicants are encouraged to consult with family members and their legal advisors in order to determine the best course of action for them.

5. **Work Write-up:** The County's Rehabilitation Specialist will visit the home again for a more thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks, etc. The Rehabilitation Specialist will prepare a complete and detailed work specification (known as the "work write-up"). The final cost estimate will also be prepared by the Rehabilitation Specialist and held in confidence until bidding is completed.
6. **Formal agreement:** After approval of the work write-up, the homeowner will sign a formal agreement that will explain and govern the rehabilitation process. This agreement will define the roles of the parties involved throughout the rehabilitation process.
7. **Bidding:** The work write-up and bid documents will be mailed to three to five contractors from the Approved Contractors Registry who will be given two to three weeks in which to inspect the property and prepare bid proposals. The names of the invited contractors will be supplied to the homeowner. The homeowner may request that a contractor of his/her choosing be sent a bid package. However, that contractor will be required to present evidence of proper liability insurance and, if necessary, Worker's Compensation insurance prior to submitting a formal bid. Each contractor will need access to all parts of the house in order to prepare a bid. A bid opening will be conducted at the County Offices at a specified date and time, which all bidders and the homeowner are invited to attend.
8. **Contractor selection:** Within 24 hours of the bid opening after review of bid breakdown and timing factors, the Program Administrator will select the winning bidder. All bidders and the homeowners will be notified of (1) the selection, (2) the amount, (3) the amount of the County's cost estimate, and (4) if other than the lowest bidder is selected, of the specific reason(s) for the selection. The homeowner may decline the selection of the Program Administrator and choose any eligible bid from any eligible contractor to perform the work. However, if the bid/contractor that is chosen is not the lowest responsive and responsible bidder, the homeowner will be required to pay the difference in the cost prior to the beginning of the work. Failure to pay the required amount within one month of the bid opening will render the homeowner ineligible for program assistance.
9. **Execution of loan and contract:** The loan and contract documents will be executed after the contractor has been chosen. These documents will bind all parties and make the project official. The Rehabilitation contract will be between the contractor and the homeowner, with the County signing as an interested third party. The loan will be between the owner and Stanly County.
10. **Pre-construction conference:** A pre-construction conference will be held at the home. At this time, the homeowner, contractor and program representative will discuss the details of the work to be done. Starting and ending dates will be

agreed upon, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home (such as old cabinets, old appliances, etc.) Within 24 hours of the pre-construction conference, the County will issue a “proceed order” formally instructing the contractor to commence by the agreed-upon date.

11. **Construction:** The contractor will be responsible for obtaining a building permit for the project before beginning work. The permit must be posted at the house during the entire period of construction. Program staff will closely monitor the contractor during the construction period to make sure that the work is being done according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. Stanly County Building Inspectors will inspect new work for compliance with the State Building Code. The homeowner will be responsible for working with the contractor toward protecting personal property by clearing work areas as much as possible.
12. **Change orders:** All change orders to the scope of work must be approved by the all parties of the contract and at least two representatives of Stanly County, and reduced to writing as a contract amendment (“change order”). If the changes require an adjustment in the loan amount, a loan modification stating these changes in the contract amount must be completed by Stanly County, and executed by the owner.
13. **Payment:** The contractor is entitled to request one payment at the completion of the contracted work. When a payment is requested, the Rehabilitation Specialist will inspect the work within three days. If all items are deemed 100% complete a payment will be made issued for the entire contract amount within one week of the inspection. **IMPORTANT: *The homeowner will not be responsible for making payments to the contractor during the repair/modification process.***
14. **Post-construction conference:** Following construction the contractor and the Rehabilitation Specialist will meet with the homeowner. At this meeting the contractor will hand over all owner’s manuals and warranties on equipment. The contractor and Rehabilitation Specialist will go over operating and general maintenance of the home with the homeowner. The homeowner will have the opportunity ask any final questions about work.
15. **Closeout:** When the contractor declares the work complete, program staff will thoroughly inspect the work. If deficiencies are observed, the contractor will be required to correct them. When the Rehabilitation Specialist and the homeowner are satisfied that the contract has been fulfilled, each will sign off and, after receipt of the contractor’s invoice, the final payment will be ordered. The contractor will submit all lien releases prior to the release of the final payment. All material and workmanship will be guaranteed for a one-year period after the date of project completion.
16. **The warranty period:** It is extremely important that any problems with the work that was performed be reported to the Rehabilitation Specialist as soon as possible. All bona fide defects in materials and workmanship reported within one year of completion of construction will be corrected at no charge to the homeowner.

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

- Applications available to the public starting August 30, 2013.
- Applications must be turned in at Stanly County Administration by 5:00 pm September 15, 2013.
- Loans made to selected households by December 30, 2013.
- All repair/modification work must be under contract by June 30, 2014.
- All repair/modification work must be completed by November 30, 2014.

How do I request an application? Just contact:

Stanly County
Administration
1000 North First Street
Suite 10
Albemarle, NC 28001
(704) 986-3600

Carolina Governmental Services
Project Administrator
1580 Yadkin College Road
Lexington, NC 27295
(336) 787-4932
(336) 787-4028

Or pick up an application at the Stanly County Manager's Office.

Is there a procedure for dealing with complaints, disputes and appeals?

Although the application process and repair/modification guidelines are meant to be as fair as possible, Stanly County realizes that there is still a chance that some applicants or participants may feel that they are not treated fairly. The following procedures are designed to provide an avenue for resolution of complaints and appeals.

During the application process:

1. If an applicant feels that his or her application was not fairly reviewed or rated and would like to appeal the decision made about it, he or she should contact the Housing Counselor/Project Administrator within five days of the initial decision and voice their concern. If the applicant remains dissatisfied with the decision, the detailed complaint must be put into writing.
2. A written appeal by the applicant must be made within 10 business days of the initial decision on an application.
3. Stanly County will respond in writing to any complaints or appeals within 10 business days of receiving written complaints.

During the rehabilitation process:

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

IMPORTANT NOTE: Do not hesitate to contact the Rehabilitation Specialist at any time during the process, but please keep in mind that the work involved WILL CAUSE SOME INCONVENIENCE AT TIMES DURING THE REPAIR/MODIFICATION. Repair/modification work in general can be quite stressful. We ask that all recipients of assistance be patient with the workers and any delays that may occur.

Finally, if the Homeowner is not satisfied with the decisions of the Project Administrator or other local Project staff, he/she may call or write:

North Carolina Housing Finance Agency
3508 Bush Street
Raleigh, NC 27609
c/o Mr. Michael Handley, Senior Housing Rehabilitation Officer/Case Manager

The North Carolina Housing Finance Agency telephone number is: (919) 877-5700.

Will the personal information provided remain confidential? Yes. All information in applicant files will remain confidential. Access to the information will be provided only to County employees directly involved in the Project, the North Carolina Housing Finance Agency and auditors.

What about conflicts of interest? No officer, employee or other public official of the County, member of the County Board of Commissioner, or entity contracting with the County, who exercises any functions or responsibilities with respect to the URP13 shall have any interest, direct or indirect, in any contract or subcontract for work to be

performed with project funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of the County employees, Board of Commissioner members and others closely identified with the County may be approved for rehabilitation assistance only upon public disclosure before the Board of Commissioners and written permission from NCHFA.

What about favoritism? All activities under the URP13, including rating and ranking applications, inviting bids, selecting contractors and resolving disputes, will be conducted in a fair, open and non-discriminatory manner, entirely without regard to race, creed, sex, color, national origin, familial status, or religion.

Will the program be advertised? Yes. The program will be advertised County-wide by newspaper advertisement. Referrals are also encouraged from social service agencies, health care providers and county agencies. Also, flyers advertising the program will be available at the County Administration Building, and will be provided to churches within the County for distribution to their congregations.

Referrals and Client Relations? The County will screen potential client on their housing needs. The County will accept referrals from Stanly County service providers: Therefore, most applicants will have already been screened for their other social and physical needs.

Each of the following Agencies will be notified of this Project:

- Stanly County Department of Social Services
- Stanly County Health Department
- Senior Centers
- Stanly County Council on Aging
- Local Municipalities within the County
- Weatherization Program
- Meals on Wheels
- Transportation Systems
- Veteran's Administration
- USDA Rural Development
- Habitat for Humanity
- Independent Living
- Cancer Services
- American Red Cross
- Medical Ministries
- Family Services
- Legal Aid of NC
- Salvation Army

In the event that a client has not already been made aware of other potential benefits that he/she may be eligible to receive the Project's Client Counselor will make verbal referrals as needed and provided printed materials to clients detailing available services.

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

Stanly County
Urgent Repair Program Administrator
c/o Hobbs, Upchurch & Associates
Michael S. Walser
1580 Yadkin College Road
Lexington, NC 27295
(336) 787-4932
1-800-614-6831

This Assistance Policy is adopted this _____ day of _____, 2013

Chairman of the Board of Commissioners
Stanly County

Clerk to the Board

**STANLY COUNTY
PROCUREMENT POLICY FOR
URGENT REPAIR PROGRAM**

In the procurement of supplies, equipment or services in Stanly County Program the following policies shall apply:

- 1) Small purchase procedures. These are relatively simple and informal procurement methods that are sound and appropriate for a procurement of services, supplies, or other property, costing in the aggregate not more than \$25,000. Under this procurement method price or rate quotations shall be obtained from an adequate number of qualified sources. Office supplies and equipment may be secured by this method.
- 2) In competitive sealed bids (formal advertising) sealed bids shall be publicly solicited and a firm, fixed, price contract shall be awarded to the responsible bidder whose bid, conforming with all of the material terms and conditions of the invitation for bids, is lowest in price. The housing rehabilitation program shall be awarded by utilizing this procedure.
- 3) In competitive negotiations proposals shall be requested from a number of sources and the Request for Proposals shall be publicized. All aspects of the competitive negotiations shall be carried out in conformance with 24 CFR Part 85. Under this method special consideration shall be given to experience, technical abilities, and familiarity with the services to be provided. Price shall not be the sole consideration for award of contract.

On all procurement efforts shall be made to solicit bids from qualified small, female, and minority business firms.

In all cases procurement under this Policy must conform to the requirements for procurement set forth in 24 CFR Part 85.

An adequate record of procurement must be maintained to insure that these policies and the requirements of 24 CFR Part 85 have been followed in their entirety.

ADOPTED this the ____ day of _____, 2013 by the Stanly County Board of Commissioners.

Chairman, Board of Commissioners

Clerk to the Board



Stanly County Board of Commissioners

Meeting Date: 08/12/2013

Presenter: Chad Coble

5E
Yes

Consent Agenda Regular Agenda

Presentation Equipment: Lectern PC* Lectern VCR Lectern DVD Document Camera** Laptop***

Please Provide a Brief Description of your Presentations format: _____

* PC is equipped with Windows XP and Microsoft Office XP (including Word, Excel, and PowerPoint), Internet connectivity and Network connectivity for County Employees.

** If you have need to use the Document Camera and zoom into a particular area, if possible please attach a copy of the document with the area indicated that you need to zoom into. A laser light is available to pinpoint your area of projection.

*** You can bring in a laptop that will allow video out to be connected at the lectern – set display to 60Mhz.

ITEM TO BE CONSIDERED

Our current IT security policy only allows Blackberry devices to sync information with our messaging/calendaring system. We now have the ability to support a multitude of devices and need to amend the policy to allow the new device types.

Subject

Requested Action

Approve amended IT security policy.

Signature: Chad Coble

Date: 08/07/2013

Dept. Information Technology

Attachments: Yes X No

Review Process

Certification of Action

	Approved		Initials
	Yes	No	
Finance Director	—	—	
Budget Amendment Necessary	—	—	
County Attorney	—	—	
County Manager	—	—	
Other:	—	—	

Certified to be a true copy of the action taken by the Stanly County Board of Commissioners on

Tyler Brummitt, Clerk to the Board Date



COUNTY OF STANLY INFORMATION SECURITY POLICY

The County's information technology is considered a resource, available to County employees to conduct and facilitate their work. It is to be used at all times in a lawful and ethical manner. It is not to be used for personal profit, illegal purposes, personal advertisement or solicitation. This policy is to establish general guidelines to assist users in daily operation of computer equipment. These standards apply to all employees. Employees should take every precaution in securing county information. An employee who violates any provision of this policy will be subject to Section 7.10 of the Stanly County Personnel Resolution (Disciplinary Action, Suspension and Dismissal). All users must read and acknowledge acceptance to these policies prior to use of the County's information technology resources.

This policy was approved by the Stanly County Board of Commissioners on December 3, 2007. Recommended amendments shall be reported to the Board of County Commissioners for their approval.

Securing Software, Peripherals and Other Equipment

Logon and Logoff from your Computer: All computer users shall have a unique user ID and a password known only to them to log on to and/or access their information resources. Users must adhere to strong passwords and manage them appropriately to minimize the opportunity for others to learn their passwords. IT will set criteria for user passwords on the county network to limit the number of consecutive unsuccessful log-on attempts and shall disable the account which can only be reactivated by a system administrator.

Mobile Computing and Storage Devices: Security measures must be in place for users who require mobile computing and storage devices to perform their job assignments. Mobile computing and storage devices include, but are not limited to: laptop/tablet computers, personal digital assistants (PDAs), smart phones, plug-ins, universal serial bus (USB) port devices, compact discs (CDs), digital versatile discs (DVDs), flash drives, modems, wireless devices and any other existing or future mobile computing or storage device. Users must sign 'Employee Mobile Computer User Agreement' for use of portable computers including PDA. Portable computing devices and portable electronic storage media that contain confidential, personal, or sensitive information must use encryption and/or equally strong measures to protect the sensitive data while it is being stored. IT will recommend acceptable encryption software for county use.

These devices are especially susceptible to loss, theft, hacking, and the distribution of malicious software because they are easily portable and can be used anywhere. Users are responsible to physically secure devices against theft when left in cars or other forms of transport, hotel rooms, conference centers and meeting places. Employees are to immediately report lost or stolen

mobile computing and/or storage devices to the appropriate department manager and the IT Department.

Laptop computers are to be checked-in to the IT Department on a scheduled basis to verify the device is free of unauthorized software, viruses, or any other malicious code. Mobile computing devices must be checked-in to the IT Department for review prior to reissue to another employee. The county computer system is a closed network and no outside/personal computing or storage devices may connect to this network without the consent of the IT Department. Only authorized employees may use removable media to transfer information and must obtain permission prior to connecting any device to the county network.

Smartphones have become a critical tool for certain job positions. The style, form factor, software, sync technology, etc. of these devices is constantly changing. Users who are approved for smartphone use are required to contact the IT department prior to purchase to ensure the device will be compatible with our current enterprise messaging/calendaring system. Users acknowledge that if device is lost or stolen County has right to remotely wipe all data from device. Users must clearly demonstrate that a smart phone is critical to their job function, and must be approved by the department head prior to connecting the device to our system.

Accessing County Network Remotely: The County may permit authorized users to remotely connect to necessary systems and networks for the purpose of conducting county-related business only. Only County owned and managed equipment may be used to access our network and systems remotely. Users must clearly demonstrate that remote access is critical to perform their job duties and must be approved in writing by the department head and provided to the IT Department prior to the user setup.

Taking Equipment off the Premises: County personnel must have approval from county management before they remove information technology equipment from county facilities. Personnel removing equipment shall be responsible for the security of the equipment at all times. Departments shall establish procedures for the removal and return of county equipment. Where appropriate, logging procedures shall be established to track the removal (sign-out) of equipment from and return (sign-in) of equipment to the county.

Equipment Relocation: No one may move any equipment nor alter any connection maintained by the IT Department without the prior knowledge and approval of the IT Department. The request should be documented through the IT Help Desk.

Exception: A laptop issued by the County to an authorized user may access the network at locations made available for that purpose. A personal printer, connected directly to a computer, or a fax machine directly connected to a phone line, may be moved without authorization from IT Department.

Disposing of Obsolete Equipment: Departments are responsible to protect data confidentiality and integrity through proper disposal of obsolete equipment. All information technology equipment must be turned in to the IT Department for certifying that data has been properly removed from the device before it is transferred, surplus or disposed.

Using Lockable Storage and Fire-Protected Cabinets: Departments shall store valuable equipment and confidential information securely. Where appropriate, departments shall use fire-