

**STANLY COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
SEPTEMBER 9, 2013
7:00 P.M.**

CALL TO ORDER & WELCOME – CHAIRMAN MCINTYRE

INVOCATION – VICE CHAIRMAN MORTON

PLEDGE OF ALLEGIANCE

APPROVAL / ADJUSTMENTS TO THE AGENDA

SCHEDULED AGENDA ITEMS

- 1. APPOINTMENT OF INTERIM TAX ADMINISTRATOR**
Presenter: Andy Lucas, County Manager

- 2. PRESENTATION OF THE FY 2012 SCATTERED SITE HOUSING PROGRAM MANUAL (12-C-2430) & ASSOCIATED RESOLUTION**
Presenter: Sarah Davenport, The Wooten Company

- 3. SCUSA TRANSPORTION – PRESENTATION OF THE RURAL OPERATING ASSISTANCE (ROAP) FUNDS FOR FY 2013-2014**
Presenter: Gwen Hinson, Transportation Director
 - A. Hold the public hearing**
 - B. Request approval to apply for and receive the funds with all funds administered by the Transportation Services Department**

- 4. UPDATE ON THE LOCUST/RED CROSS COMPREHENSIVE TRANSPORTATION PLAN**
Presenter: Dana Stoogenke, AIPC Rocky River RPO

5. RUNNER AND BIKER SAFETY DISCUSSION

Presenter: Commissioner Ascitutto

6. UPDATE ON BOARD & COMMITTEE VACANCIES

Presenter: Andy Lucas

- A. Region F Aging Advisory Committee**
- B. Nursing Homes Community Advisory Committee**
- C. Board of Adjustments**
- D. Library Board of Trustees**
- E. Economic Development Commission**

7. CONSENT AGENDA

- A. Minutes – Recessed meeting of July 24, 2013 and regular meeting of August 12, 2013**

PUBLIC COMMENT

GENERAL COMMENTS & ANNOUNCEMENTS

CLOSED SESSION: CLOSED SESSION: To discuss economic development in accordance with G. S. 143-318.11(a)(1) and to discuss a real estate transaction in accordance with G. S. 143-318.11(a)(5).

RECESS until Monday, September 16, 2013 at 7:00 PM for a joint meeting with the Oakboro Town Council in the Oakboro Town Hall located at 109-A N. Main Street, Oakboro, NC.

The next regular meeting is scheduled for Monday, October 7th at 7:00 p.m.



Stanly County Board of Commissioners

Meeting Date September 9, 2013

Presenter: Andy Lucas, County Manager

Consent Agenda | Regular Agenda

ITEM TO BE CONSIDERED

Appointment of Interim Tax Administrator

Due to the recent resignation of Tax Administrator, Melia Miller. It is recommended Charlie Johnson be appointed interim Tax Administrator effective Monday, September 16, 2013.

Subject

Requested Action

Consider and approve the appointment of Charlie Johnson as interim Tax Administrator, approve his bond in the amount of \$100,000 and approve the order to collect current and past due taxes effective Monday, September 16.

Signature: Andy Lucas

Dept Central Administration

Date: 9/05/2013

Attachments: Yes No

Review Process

Certification of Action

	Approved		Initials
	Yes	No	
Finance Director	<input type="checkbox"/>	<input type="checkbox"/>	
Budget Amendment Necessary	<input type="checkbox"/>	<input type="checkbox"/>	
County Attorney	<input type="checkbox"/>	<input type="checkbox"/>	
County Manager	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	

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

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

State of North Carolina

County of Stanly

TO: Charles Johnson, Interim Tax Administrator

Pursuant to North Carolina General Statute 105-321(b), effective Monday, September 16, 2013, you are hereby authorized, empowered and commanded to collect the taxes set forth in the tax records filed in the Office of 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 9th day of September, 2013.

Gene McIntyre, Chairman

Board of County Commissioners

ATTEST:

Tyler Brummitt, Clerk to the Board

Board of County Commissioners



Stanly County Board of Commissioners

Meeting Date: September 9, 2013
 Presenter: Sarah Davenport, The Wooten Company

Consent Agenda | Regular Agenda

X 2

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

PRESENTATION OF THE FY 2012 SCATTERED SITE HOUSING PROGRAM MANUAL

Subject

Ms. Davenport will present the program manual and associated resolution for the 2012 Scattered Site Housing grant for the Board's information and adoption. A copy of the policy manual and resolution are included for your review and consideration.

Requested Action

Request Board approval of the program manual and resolution.

Signature: _____

Dept. _____

Date: _____

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 FY12 SCATTERED SITE HOUSING
PROGRAM MANUAL RESOLUTION**

A Resolution Authorizing the Adoption of the Program Manual for Stanly County 2012 FY12 Scattered Site Housing.

Be it Resolved by the Board of County Commissioners of Stanly County, North Carolina, that:

WHEREAS, the County is participating in the FY12 Scattered Site Housing under the Housing and Community Development Act of 1974, as amended, administered by the North Carolina Department of Commerce; and

WHEREAS, the following documents are required under this program;

- Section 504
- Residential Anti-Displacement And Relocation Assistance Plan
- Acquisition Guidelines
- Disposition Guidelines
- Relocation Guidelines
- Clearance Guidelines
- Rehabilitation Guidelines
- Rehabilitation/Reconstruction Guidelines
- Hook Up Guidelines
- Public Facility Guidelines
- Contracts Officer Designation
- Labor Standards Officer Designation
- Just Compensation Officer Designation
- Financial Management Procedure

THAT, Andy Lucas, County Manager, is hereby authorized to execute any and all Grant related documents; and

THEREFORE BE IT RESOLVED, that the Board of County Commissioners of Stanly County, North Carolina, hereby adopts the Program Manual to be used throughout the implementation of Stanly County 2012 FY12 Scattered Site Housing.

Adopted this 9th day of September, 2013.

✓

Gene McIntyre, Chairman

ATTEST:

✓

Tyler Brummitt, Clerk to the Board

PROGRAM MANUAL

STANLY COUNTY 2012

FY12 SCATTERED SITE HOUSING

**Presented to the
Board of County Commissioners**

September 9, 2013

**STANLY COUNTY 2012
FY12 SCATTERED SITE HOUSING**

**PROGRAM MANUAL
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SECTION 504 SELF - EVALUATION SURVEY

CDBG/HUD RECIPIENT INFORMATION

CDBG/HUD RECIPIENT NAME: STANLY COUNTY

CDBG/HUD RECIPIENT ADDRESS: 1000 N. First Street, Suite 10
Albemarle, NC 28001

NAME OF HR STAFF PERSON
RESPONSIBLE FOR SELF-EVALUATION SURVEY:
Andy Lucas, County Manager

EMAIL: alucas@stanlycountync.gov

PHONE NUMBER: 704-986-3600

DATE SELF-EVALUATION WAS COMPLETED: August 2013

CDBG GRANT NUMBER: 12-C-2430

SECTION 504 COMPLIANCE

SECTION 1. PROGRAM OUTREACH AND COMMUNICATION

For each question in this section, check either YES or NO. If a question does not apply to your HR, then write "N/A" next to the question and explain below. If your response to a question is NO, then identify what modification to policies and practices will be undertaken or what corrective action will be taken to remedy any discrimination found. In some cases, a YES answer will also require that additional information be supplied to complete the evaluation process.

NOTIFICATION

1. Has the HR taken steps to notify participants, applicants, employees, and unions or professional organizations that it does not discriminate on the basis of disability?
YES NO

YES—Briefly describe the methods used to notify the public about non-discrimination policies.

The HR has posted notices in public buildings and advertised the policy of non-discrimination.

NO—Modification or corrective action:

2. Has the HR adopted special procedures to notify persons with disabilities, especially those with vision and hearing impairments?
YES NO

YES—Briefly describe the methods used to ensure program participation by those who have visual or hearing impairments. (Methods include, but are not limited to; qualified sign language and oral interpreters, readers, or the use of taped and Braille materials.)

The HR has made notification to persons with disabilities especially those with vision and hearing impairments, and will provide appropriate assistance to ensure program participation.

NO—Modification or corrective action:

PRINTED MATERIALS

1. Are written materials including posters with non-discrimination notices placed in physically accessible locations?
YES NO
2. Can small print of posted announcements be read from a wheelchair?
YES NO
3. Are all words in printed materials clearly legible?
YES NO
4. Would color blind individuals be able to distinguish all contents in printed materials?
YES NO
5. Are representations of disabled individuals free of patronizing stereotypes?
YES NO
6. Do graphics in printed material permit easy reading of the contents?
YES NO

7. Is all necessary program information included in printed material?
YES NO
8. Are procedures for providing program access to disabled individuals stated clearly?
YES NO
9. Do all appropriate HR documents now include policy statements about non-discrimination on the basis of disabilities?
YES NO
10. Are the Section 504 contact person's name, address, and phone number listed in printed material?
YES NO

NO to any questions above - Modification or corrective action:

INFORMATION DISSEMINATION

1. Can copies of written materials be reasonably obtained by individuals with disabilities?
YES NO
2. Have disability groups been included in the dissemination process?
YES NO
3. Does the HR use all available print and broadcast media to ensure that all individuals with disabilities receive appropriate notification?
YES NO
4. Does the HR disseminate information to all agencies or organizations that deal with persons with disabilities in the HR service jurisdiction?
YES NO
5. Does all of the information disseminated by the HR include current non-discrimination policies?
YES NO

NO to any questions above - Modification or corrective action:

COMMUNICATION

1. Has the HR taken appropriate steps to ensure effective communication with applicants, program participants, and members of the public by providing auxiliary aids where necessary so that individuals with disabilities (particularly persons with impaired vision or hearing) can have the opportunity to participate in, and enjoy the benefits of HR programs and activities?
YES NO

NO—Modification or corrective action:

2. Has the HR installed a telecommunications device (TDD) to communicate with hearing impaired and deaf persons?
YES NO

NO—Modification or corrective action:

The HR utilizes existing telecommunication devices provided by the State for this purpose.

3. If the HR has a TDD, is the number listed in the commercial telephone or TDD directories?
 YES NO N/A (HR does not have a TDD)

NO—Modification or corrective action:

The HR publishes the appropriate TDD in notifications.

4. Has the HR installed a reader, developed Braille materials, audio recordings or other similar services and devices for persons with impaired vision?
 YES NO

NO—Modification or corrective action:

SECTION 2. COMPLAINT PROCESSING PROCEDURES

For each question in this section, check either YES or NO. If a question does not apply to your HR, then write "N/A" next to the question and explain below. If your response to a question is NO, then identify what modification to policies and practices will be undertaken or what corrective action will be taken to remedy any discrimination found. In some cases, a YES answer will also require that additional information be supplied to complete the evaluation process.

1. Does the HR have a written policy for handling complaints of discrimination based on disability?
 YES NO

YES—**Attach** a copy of the current HR policy which should include the date the policy was established, the date the policy was distributed to staff, and the citation for the policy.

See Attachment 1

NO—Modification or corrective action:

2. Has the HR adopted procedures that incorporate due process standards and allow for prompt resolution of any complaints or alleged discrimination based on disabilities?
 YES NO

YES—Attach a copy of your current grievance procedures and the name of the person or unit responsible for receiving and processing complaints.

See Attachment 2

NO—Modification or corrective action:

3. Has the HR notified staff and program participants about the grievance procedures?
 YES NO

SECTION 3. ELIGIBILITY AND ADMISSION CRITERIA

For each question in this section, check either YES or NO. If a question does not apply to your HR, then write "N/A" next to the question and explain below. If your response to a question is NO, then identify what modification to policies and practices will be undertaken or what corrective action will be taken to remedy any discrimination found. In some cases, a YES answer will also require that additional information be supplied to complete the evaluation process.

1. Has the HR examined all policies pertaining to program eligibility and admission criteria to determine if they had the purpose or effect of excluding or limiting the participation of individuals with disabilities in HR's programs and activities?

YES NO

No—Modification or corrective action:

2. Has the HR, in examining its polices on program eligibility and admission criteria, paid particular attention to those incorporating or establishing: (1) physical or mental fitness or performance requirements; (2) safety standards; (3) testing requirements; (4) educational requirements; (5) work experience requirements; (6) income level requirements (7) credit rating requirements; (8) requirements based on disability; (9) requirements that prohibit participation because of disability; and (10) insurability requirements?

YES NO

No—Modification or corrective action:

3. Has the HR altered or eliminated policies that have the direct or indirect effect of excluding or limiting the participation of individuals with disabilities in HR's programs and activities?

YES NO N/A

N/A—Explain (no such policies found in review) - **(Skip to next section)**

YES—List any policies that have been altered or eliminated.

NO—Modification or corrective action:

4. Has the HR communicated the policy changes to staff members and the public?

YES NO

NO—Modification or corrective action:

SECTION 4. EMPLOYMENT POLICY AND PRACTICE

For each question in this section, check either YES or NO. If a question does not apply to your HR, then write "N/A" next to the question and explain below. If your response to a question is NO, then identify what modification to polices and practices will be undertaken or what corrective action will be taken to remedy any discrimination found. In some case, a YES answer will also require that additional information be supplied to complete the evaluation process.

REASONABLE ACCOMMODATION

1. Has the HR made a reasonable accommodation (an accommodation which does not impose an undue hardship on the HR operation) to the known physical or mental limitations of an otherwise qualified applicant with disabilities or employee with disabilities?

YES NO N/A (Skip to next section)

NO—Modification or corrective action:

N/A—Explain (e.g. have not had disabled applicants or employees):

IMPORTANT INFORMATION

Reasonable accommodation would include making facilities used by employees accessible to and usable by individuals with disabilities, job restructuring, job relocation, part-time or modified work schedules, acquisition or modification of equipment and devices, the provision of readers or interpreters, and other similar actions.

2. In determining whether an accommodation imposed an undue hardship on the operation of the HR program, were the following factors considered?

a)The overall size of the HR program with respect to the number of employees, number and type of facilities, and size of budget?

YES NO

b)The type of the HR operation, including the composition and structure of the workforce?

YES NO

c)The nature and cost of the accommodation?

YES NO

NO to any question above - Modification or corrective action:

EMPLOYMENT CRITERIA

IMPORTANT INFORMATION

The HR may not deny any employment opportunity to a qualified handicapped or disabled employee or applicant if the basis for the denial is the need to make reasonable accommodation to the physical or mental limitations of the employee or applicant.

1. If the HR uses an employment test or other criteria for selection that screens out or tends to screen out individuals with disabilities, can the HR show that the test score or other selection criteria is job related?

YES NO N/A (Skip to question 3)

No—Modification or corrective action:

N/A—Explain (e.g. no such test/criteria used):

2. Has the HR obtained information from the appropriate HUD official that demonstrates that alternative job related tests or criteria that tend to screen out fewer individuals with disabilities are unavailable?

YES NO

NO—Modification or corrective action:

3. Does the HR administer tests which accurately reflect the applicant's or employee's job skills or aptitude rather than the applicant's or employee's impaired sensory, manual, or speaking skills (except where those skills are the factors that the test is designed to measure)?

YES NO

NO—Modification or corrective action:

PRE-EMPLOYMENT INQUIRES

1. Is the HR aware that it cannot make a pre-employment inquiry or conduct a medical examination of an applicant to determine whether the individual is a person with disability unless the HR is undertaking affirmative action efforts or conditioning an offer of employment on the results of a medical examination given to all prospective employees in the same job category?
YES NO

NO—Modification or corrective action:

IMPORTANT INFORMATION

HR may make a pre-employment inquiry into an applicant's ability to perform job-related functions.

2. When the HR is undertaking affirmative action efforts, voluntary or otherwise, and inviting applicants for employment to indicate whether and to what extent they are disabled, does the HR meet the following conditions:
- a) State clearly either orally or in writing that the requested information is intended for the HR's affirmative action efforts?
YES NO
 - b) State clearly that the information is being requested on a voluntary basis, that it will be kept confidential and that refusal to give the information will not subject the applicant or employee to any adverse treatment?
YES NO

NO to any questions above - Modifications or corrective action:

3. Has the HR informed job applicants that an employment offer may be conditioned on the results of a medical examination if all entering employees in a job category must take an examination regardless of disability, and the examination accurately reflects the employee's job skills?
YES NO

No—Modifications or corrective action:

4. Has the information obtained by the HR concerning the medical condition or history of job applicants been collected and maintained on separate forms and accorded confidentially as medical records?
YES NO

No—Modification or corrective action:

IMPORTANT INFORMATION

Supervisors and managers may be informed of restrictions on the work or duties of individuals with disabilities and informed of necessary accommodations; first aid and safety personnel may be informed if the medical condition might require emergency treatment; and Section 504 compliance officers can have access to relevant medical information upon request.

SECTION 5. PHYSICAL ACCESSIBILITY OF BUILDINGS AND FACILITIES

For each question in this section, check either YES or NO. If a question does not apply to your HR, then write "NA" next to the question and explain below. If your response to a question is NO, then identify what modification to policies and practices will be undertaken or what corrective action will be taken to remedy any discrimination found. In some cases, a YES answer will also require that additional information be supplied to complete the evaluation process.

REASONABLE ACCOMMODATION

1. Has the HR made a reasonable accommodation (any accommodation which does not place an undue financial and administrative burden on the HR) to the known physical and mental limitations of qualified persons with disabilities to allow access to facilities, programs and services?
YES NO

NO—Modification or corrective action:

2. In determining whether an accommodation imposed an undue financial or administrative burden on the operation of the HR program, were the following factors considered?
- a)The overall size of the HR's program with respect to the number of employees, number and type of facilities, and size of budget?
YES NO
- b)The type of the HR operation, including the composition and structure of the workforce?
YES NO
- c)The nature and cost of the accommodation?
YES NO

NO to any question above - Modification or corrective action:

3. Has the HR identified the individual responsible for making the final decision about undue financial and administrative burdens?
YES NO

YES—Please identify the individual responsible for making the final decision:

The Board of Commissioners is responsible for making the final decision based on information provided by appropriate staff.

NO—Modification or corrective action:

4. Has the HR adopted a procedure for ensuring that decisions about undue financial and administrative burdens are made properly and quickly?
YES NO

YES—**Attach** a copy of the current HR policy which should include the date the policy was established, the date the policy was distributed to staff, and the citation for the policy.

The County Budget and Capital Improvements Plan include this information and are on file in the County Finance Office.

NO—Modification or corrective action:

NON-HOUSING FACILITIES

1. Has the HR designed or constructed any new non-housing facilities since July 11, 1988?

YES NO

NO—Proceed to question 2.

YES—Are these new HR non-housing facilities designed and constructed to be readily accessible to and usable by individuals with disabilities?

YES NO

NO—Modification or corrective action:

2. Has the HR otherwise altered any existing HR non-housing facilities or designed any alterations to existing HR non-housing facilities since July 11, 1988?

YES NO

NO—Proceed to question 3.

YES—Have these alterations or designs for alterations to existing HR non-housing facilities, to the maximum extent feasible, been made so that the facilities are readily accessible to and usable by individuals with disabilities?

YES NO

NO—Modification or corrective action:

IMPORTANT INFORMATION

HUD recipients are not necessarily required to make each of its existing non-housing facilities accessible to and usable by individuals with disabilities. In the case of historic preservation programs or activities, HR is not required to take any action that would result in a substantial impairment of significant historic features of a historic property. HR is not required to take any action that it can demonstrate would result in a fundamental alternation in the nature of its program or activity. HR is not required to take any action if the change would impose undue financial and administrative burdens. If the HR determines that making a facility accessible would result in significant or fundamental alterations or would cause undue financial or administrative burdens, the HR should use other methods of providing accessibility to ensure that individuals with disabilities receive program or activity benefits and services.

3. Does the HR operate each non-housing program or activity receiving federal financial assistance so that the program or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities?

YES NO

NO—Modification or corrective action:

4. Does the HR need to make structural changes to non-housing facilities to achieve program accessibility?

YES NO

NO—Proceed to question 5.

YES—Has the HR developed a transition plan setting forth the steps necessary to complete such changes?

YES NO

NO—Modification or corrective action:

YES—Does the transition plan include the following?

- a) Identification of the physical obstacles in the HR's non-housing facilities that limit accessibility to programs?
 YES NO
- b) Detailed description of the methods that will be used to make the facilities accessible?
 YES NO
- c) A schedule for taking the steps necessary to achieve compliance in making facilities accessible?
 YES NO
- d) A schedule for each year of the plan if the time period of the transition plan is longer than one year?
 YES NO
- e) The name of the official responsible for implementation of the plan?
 YES NO
- f) The name(s) of the persons or groups who assisted with the preparation of the plan?
 YES NO

NO to any question above - Modification or corrective action:

5. Has the HR determined that making a non-housing facility accessible to individuals with disabilities would result in a fundamental alteration or would pose an undue financial or administrative burden?
 YES NO

NO—Proceed to next section **EXISTING HOUSING FACILITIES AND PROGRAMS**

YES—Have other methods of providing accessibility been considered?
 YES NO

NO—Modification or corrective action:

YES—Please answer the following questions in the self-evaluation.

Self-Evaluation

- 1) Have services been reassigned to accessible facilities or accessible portions of facilities?
 YES NO
- 2) Have aides been assigned to beneficiaries?
 YES NO
- 3) Have home visits been conducted?
 YES NO
- 4) Has equipment been added or redesigned?
 YES NO
- 5) Have changes been made in management policies and procedures?
 YES NO

- 6) Have additional accessible facilities been acquired or constructed?
 YES NO
- 7) Have alterations to existing facilities on a selective basis been completed?
 YES NO
- 8) Have other methods been employed?
 YES NO

No to any questions above - Modification or corrective action:

IMPORTANT INFORMATION

HR is not required to make structural changes in existing facilities where other methods are effective in achieving compliance for program accessibility in non-housing environments. In choosing among available methods for meeting the requirements, the HR shall give priority to those methods that offer programs and activities to qualified individuals with disabilities in the most integrated setting appropriate.

SECTION 6: EXISTING HOUSING FACILITIES AND PROGRAMS

IMPORTANT INFORMATION

This section applies to the Rental Rehabilitation and Section 8 Moderate Rehabilitation Programs.

- 1. Has the HR made any substantial alterations to existing housing facilities since July 11, 1988 (that is, made to a facility with 15 or more units and costing an amount equal to 75 percent or more of the replacement cost of the completed facility)?
 YES NO **N/A (No existing housing facilities, skip to end)**

YES—Do the facilities with the substantial alterations meet the same accessibility requirements as those for new construction?
 YES NO

NO—Modification or corrective action:

- 2. Has the HR made other alterations to dwelling units since July 11, 1988?
 YES NO

YES—Have the altered units been made accessible to and usable by individuals with disabilities to the maximum extent feasible?
 YES NO

NO—Modification or corrective action:

- 3. Has the HR made alterations of single elements or spaces of dwelling units which, when considered all together, amount to an alternation of the units since July 11, 1988?
 YES NO

YES—In these units, has the entire dwelling units been made accessible?
 YES NO

NO—Modification or corrective action:

IMPORTANT INFORMATION

HUD recipients should operate each existing housing program receiving federal financial assistance so that when viewed in its entirety, the program is readily accessible to and usable by persons with disabilities. HUD recipients are not necessarily required to make each of its existing facilities accessible. HR is not required to take any action if the change would impose undue financial and administrative burdens. If the HR determines that making a program accessible would result in significant or fundamental alterations or would cause undue financial or administrative burdens, the HR should use other methods of providing accessibility to ensure that individuals with disabilities receive program or activity benefits and services.

4. Are a minimum of five percent of the dwelling units altered since July 11, 1988 (or more based on a higher need prescribed by HUD) readily accessible to individuals with mobility impairments?
 YES NO

NO—Modification or corrective action:

5. Have alterations to common areas or parts of existing facilities been made (since July 11, 1988) to the maximum extent feasible, so that the areas are accessible to and usable by individuals with disabilities?
 YES NO

NO—Modification or corrective action:

6. Has the HR determined that making an existing facility accessible to individuals with disabilities would result in a fundamental alternation or would pose an undue financial or administrative burden?
 YES NO

YES—Have the following options been considered:

- a) Have services been reassigned to accessible facilities or accessible portions thereof?
 YES NO
- b) Have aides been assigned to beneficiaries?
 YES NO
- c) Have home visits been conducted?
 YES NO
- d) Has equipment been added or redesigned?
 YES NO
- e) Have changes been made in management policies and procedures?
 YES NO
- f) Have additional accessible facilities been acquired or constructed?
 YES NO
- g) Have alterations to existing facilities on a selective basis been completed?
 YES NO
- h) Have other methods been employed?
 YES NO

NO to any question above—Modification or corrective action:

IMPORTANT INFORMATION

HR is not required to make structural changes in existing facilities where other methods are effective in achieving compliance for program accessibility in housing environments or to provide supportive services that are not part of the program. In choosing among available methods for meeting the requirements, the HR shall give priority to those methods that offer programs and activities to qualified individuals with disabilities in the most integrated setting appropriate.

END.

- **Be sure to attach grievance procedure and current HR policy.**
- **Be sure CDBG grant number is written on cover sheet.**

U.S. Department of Justice
Civil Rights Division
Coordination and Review Section

TECHNICAL ASSISTANCE GUIDE

**SUPPLEMENTAL INFORMATION
ABOUT
THE SECTION 504 TRANSITION PLAN
REQUIREMENTS**

TAG-88-11

Attachment 1

STANLY COUNTY
POLICY OF NONDISCRIMINATION
ON THE BASIS OF
HANDICAPPED STATUS

Stanly County does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its federally assisted programs or activities.

Andy Lucas, County Manager
Stanly County
1000 N. First Street, Suite 10
Albemarle, NC 28001
Phone: 704-986-3600
TDD: 800-735-2962

Andy Lucas, County Manager has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's (HUD) regulations implementing Section 504 (24 CFR Part 8, dated June 2, 1988).

**Stanly County
1000 N. First Street, Suite 10
Albemarle, NC 28001**

Attachment 2

**SECTION 504 COMPLIANCE OFFICER/GRIEVANCE PROCEDURE
2012 FY12 SCATTERED SITE HOUSING**

The Board of County Commissioners of Stanly County, North Carolina, hereby designates Andy Lucas, County Manager to serve as Section 504 Compliance Officer throughout the implementation of Stanly County FY12 Scattered Site Housing.

Citizens with Section 504 grievances may do so at any point in the program. The County will respond in writing to written citizen grievances. Citizen grievances should be mailed to: Andy Lucas, County Manager, Stanly County, 1000 N. First Street, Suite 10, Albemarle, NC 28001, phone: 704-986-3600. The County will respond to all written citizen grievances within ten (10) calendar days of receipt of the comments.

Should any individual, family, or entity have a grievance concerning any action prohibited under Section 504, a meeting with the compliance officer to discuss the grievance will be scheduled. The meeting date and time will be established within five (5) calendar days of receipt of the request. Upon meeting and discussing the grievance, a reply will be made, in writing, within five (5) calendar days.

If the citizen is dissatisfied with the local response, they may write to the North Carolina Department of Commerce, Community Investment and Assistance, 4313 Mail Service Center, Raleigh, North Carolina 27699-4313, Phone: (919) 571-4900, TDD: (800) 735-2962. DOC will respond only to written comments within ten (10) calendar days of the receipt of the comments.

Stanly County
1000 N. First Street, Suite 10
Albemarle, NC 28001

RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN
2012 FY12 SCATTERED SITE HOUSING

According to the revised Section 104(d) of the Housing and Community Development Act of 1974, Stanly County is required to adopt a plan that provides for the replacement of all low/moderate-income dwelling units that are demolished or converted to a use other than low/moderate-income housing as a direct result of the use of CDBG assistance, and a relocation assistance component.

The following is a residential anti-displacement and relocation assistance plan for Stanly County 2012 FY12 Scattered Site Housing:

A. One-For-One Replacement Unit Requirement. All occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of activities assisted under the CDBG program must be replaced with low/moderate-income dwelling units. Substandard but economically repairable units that have been demolished or converted must be replaced under this provision, but more seriously deteriorated units need not be replaced.

1. For purposes of this plan, the following definitions shall apply:

- "Vacant Occupiable" or "Suitable for Rehabilitation" means a unit which is no worse than moderate according to the needs gradient scale published in the Application Guidelines, may be brought up to N.C. Small Cities CDBG Housing Rehabilitation Standards for an expenditure of less than \$4,000 in rehabilitation costs, and will have an expected useful life of at least 10 years with routine maintenance upon completion of the rehabilitation. In addition a vacant unit may be classified as "not occupiable" if it has been condemned, is condemnable or otherwise unsuitable for human habitation under the local government's housing code or redevelopment plan.
- "Low- and Moderate-Income Dwelling Units" (Occupied Units) means a unit that either is occupied by a low- or moderate-income family or rents for an amount that would be affordable to a low- or moderate-income family (i.e., rent and utilities would not exceed 24% of the median income for a family that would occupy the unit without overcrowding).
- "Low- and Moderate-Income Dwelling Units" (Vacant Units) means a unit whose fair market rent would make it affordable to a low- or moderate-income family, as calculated above.

If assisted rehabilitation raises the rent of a low/moderate-income unit above the affordable rent level, the unit must be replaced.

2. Replacement low/moderate-income dwelling units must be provided within three years of the commencement of the demolition or the rehabilitation related to the conversion, and must be:

- Located within the same jurisdiction.
- Sufficient in number and size to house at least the number of occupants that could have been housed in the units demolished or converted, as determined in accordance with applicable housing occupancy codes.

- Provided in standard condition. (A substandard unit raised to standard condition will count.)
- Designed to remain low/moderate-income dwelling units for at least 10 years from the date of initial occupancy of the units. (Replacement dwelling units may include public housing and existing housing receiving Section 8 project-based assistance.)

3. Before obligating or expending funds for an assisted activity that will directly result in the demolition or the conversion of low/moderate-income dwelling units to another use, the grantee must make public the following information:

- **The activities:**

The 2012 Stanly County CDBG Scattered Site Housing Project consists of housing activities. Housing activities include rehabilitation of three (3) dilapidated dwelling units.

- **The location on a map and approximate number of units by size (number of bedrooms) to be demolished or converted:**

No units will be demolished.

- **Time schedule for demolition/conversion:**

N/A

- **General location on a map and approximate number of replacement units by size (number of bedrooms):**

N/A

- **Source of funding and time schedule for replacement units:**

No units will be demolished.

- **The basis for concluding that each replacement unit will remain a low/moderate-income dwelling unit for 10 years:**

Dwellings are LMI owner-occupied.

B. Relocation Assistance (See Attachment 1). The County will provide relocation assistance to any low/moderate-income household displaced by the demolition of any housing unit or by the conversion of a low/moderate-income dwelling to another use, occurring as a direct result of assisted activities. Persons will be provided:

1. A choice between (i) actual "reasonable moving expenses" as described in Section 42.301 or (ii) a fixed expense and dislocation allowance as described in Section 42.302.
2. Advisory services as described in 24 CFR Part 42, Subpart C.
3. Reimbursement for reasonable and necessary security deposit and credit checks.
4. Replacement housing assistance.
 - A person choosing to rent must be offered either (i) a Section 8 housing voucher/certificate (through the housing authority) and referrals to comparable replacement dwelling units where the owner agrees to participate in the Section

8 Program or (ii) cash rental assistance to reduce the rent and utility costs to 30% of his/her income (adjusted, as determined by the County) for a 5-year period and appropriate referrals to comparable replacement dwelling units.

- A person buying an interest in and occupying a unit in a housing cooperative or mutual housing association may elect to receive a lump sum payment equal to the present value of the rental assistance installments. To compute the present value, the rental assistance installments shall be discounted at the passbook savings rate.
- A person may elect Uniform Relocation Act Assistance in lieu of the relocation assistance described above.

C. Minimize the Displacement of Persons. Consistent with the goals and objectives of Stanly County FY12 Scattered Site Housing and the Housing and Community Development Act of 1974, as amended, the County will minimize displacement of persons in every possible case by rehabilitation of the structure.

UNIFORM RELOCATION ACT

1. Advisory Services
2. Moving Expenses: Actual and Fixed Moving Expenses
3. No Similar Payment
4. Replacement Housing Payment

- Rental Assistance Payment

Period of Payment: 42 Months

Cap: \$5,250 (If not adequate, Section 206 is Triggered)

Computation of Payment:

Information Needed:

1. Replacement Dwelling Rent/Utilities
2. Comparable Replacement Dwelling Rent/Utilities
3. Displacement Dwelling Rent/Utilities
4. 30% of Household Monthly Gross Income

Formula:

Lesser of Lines 1 or 2 Minus Lesser of Lines 3 or 4
Times 42 = Payments

Payment: At Discretion of Grantee, Either Installments or Lump Sum

- Downpayment Assistance Payment
Person May Purchase any Property

Payment Based on Computed Rental Assistance Payment

SECTION 104(d) OF HCD ACT OF 1974, AS AMENDED

1. Same
2. Same
3. Reimbursement for Cost of Security Deposits and Credit Reports
4. Replacement Housing Assistance
 - Person Choosing to Rent Must be Offered Either:

Certificate or Voucher with Referrals to Comparable Replacement Dwellings Where the Owner Agrees to Participate in the Section 8 Program; or

Cash Rental Assistance to Reduce the Rent and Utility Costs at the Replacement Dwelling to 30% of Income (Adjusted, if appropriate).

Cash Rental Assistance to Reduce the Rent and Utility Costs at the Replacement Dwelling to 30% of Income (Adjusted, if appropriate).

Period of Payment: 60 Months

Cap: None

Computation of Payment:

Information needed:

1. Replacement Dwelling Rent/Utilities
2. Comparable Replacement Dwelling Rent/Utilities
3. 30% of Household Monthly Gross Income (Adjusted, if appropriate.)

Formula:

Lesser of Lines 1 or 2 Minus Line 3 Times 60 = Payment

Payment: Same

- Person Choosing to Purchase

Person May Buy an Interest in and Occupy a Unit in a Coop or Mutual Housing Association

Payment Equal to the Capitalized Value of the Assistance Payment

One-For-One Replacement Summary Grantee Performance Record

North Carolina Small Cities Community Development Block Grant Program

Grantee: Stanly County

Grant Number: 12-C-2430

Period Covered

From: April 2013 To: January 2016

Low/Mod Housing Units Demolished/Converted

# Units	# Bedrooms/ Unit	Address	Date of Agreement	# Units	#Bedrooms /Unit	Address	Date Made Available
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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ACQUISITION GUIDELINES
2012 FY12 SCATTERED SITE HOUSING

It is the intent of this Board of County Commissioners to acquire only property in the approved project area, which is necessary to meet the plans and achieve the aims of Stanly County FY12 Scattered Site Housing. The selection of property designated for acquisition is the result of many months of planning, numerous meetings and public hearings, and final approval by the Board of County Commissioners of Stanly County, North Carolina, and the North Carolina Department of Commerce (DOC).

The objectives of the real property acquisition practices are that this Board of Commissioners shall:

- (1) Follow DOC regulations 4 NCAC 19L.
- (2) Follow the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended.
- (3) Make every reasonable effort to acquire real property expeditiously through negotiated agreements.
- (4) Pay just compensation for all real property interests acquired and conduct acquisition activities in a manner that minimizes hardship to owners and tenants and promotes confidence in the acquisition practices.
- (5) Assure consistent treatment to all owners and tenants.
- (6) Minimize litigation in the acquisition of real property.

This Board of Commissioners or designee will determine just compensation for the real property after a competent professional appraiser has performed an appraisal (if required) and an independent appraiser has reviewed the appraisal. The amount of just compensation will not be less than this appraisal of the fair market value of the property. Promptly after the determination of just compensation, this Board of Commissioners will submit to the owner in writing an offer to acquire the property for the full amount so established together with a summary of the basis for such amount. The owner or his designated representative shall be given the opportunity to accompany each appraiser during his inspection of the property.

The owner's cooperation is requested so that all facts may be known which result in intelligent and fair appraisals.

If this Board of Commissioners purchases only a portion of the owner's property and thereby decreases the value of the remaining property, the owner will be paid for the loss in value of the remaining property. Such damages or loss will be evaluated by the appraisers and explained to him by the negotiator; and if the acquisition of any part of his real property would leave him in an uneconomic remnant, this Board of Commissioners will offer to acquire the entire property.

If the owner feels the County's offer of just compensation does not represent the true value of his property, he may refuse to accept it; that is if he can provide evidence concerning value or damage that warrants a change in the County's determination of just compensation, the price will be adjusted accordingly. If a voluntary agreement cannot be reached, this Board of County Commissioners will institute a formal condemnation proceeding against the property, depositing in the court the full amount of the County's estimate of just compensation.

The settlement costs, including costs of search and evidence or assurance of title are to be paid by the County through the FY12 Scattered Site Housing. The owner prior to or at the time of settlement must

satisfy all outstanding loans and liens on the property. The negotiator will discuss the details of such arrangements with the owner.

The County will provide the owner with information covering relocation advisory assistance, services and payments for which an owner-occupant may be eligible. To the greatest extent practical, no lawful occupant will be displaced without notification in writing at least ninety (90) days in advance of the date by which the move is required. The owner is requested to keep the County informed about his relocation plans.

If arrangements are made to rent the property to an owner or his tenant after acquisition for a short term (defined as three years or less) or for a period of time subject to termination by the County on short notice, the rent will not exceed the least of; (1) the fair rental value of the property to a short-term occupier; (2) the prorated portion of the fair rental value for a typical rent period; or (3) if the owner or his tenant is an occupant of the property as a dwelling, twenty-five (25) percent of his income.

Upon the acquisition of real properties, the County will either:

- (1) Demolish the structure or structures thereon and dispose of the land for redevelopment at its fair value for uses in accordance with State and Local codes and ordinances; or
- (2) Sell the property at its fair value subject to rehabilitation in conformance with the N.C. Small Cities CDBG Housing Rehabilitation Standards; or
- (3) Rehabilitate the property in conformance with the N.C. Small Cities CDBG Housing Rehabilitation Standards and dispose of the property at its fair value in accordance with applicable regulations. If sale cannot be consummated by the time rehabilitation is accomplished; units may be rented pending continuing sale efforts.

The County conforms to standard, ethical practices in the acquisition of real property and desires to see that all interests are protected. If there are any questions or complaints, the County solicits the cooperation of all owners and requests an opportunity to discuss them in an effort to satisfy all parties concerned. The County has adopted the following Complaint Procedure:

Citizens may make comments at any point in the program including planning, implementation and closeout. The County will respond in writing to written citizen comments. Citizen comments should be mailed to: : Andy Lucas, County Manager, Stanly County, 1000 N. First Street, Suite 10, Albemarle, NC 28001. The County will respond to all written citizen comments within ten (10) calendar days of receipt of the comments.

Should any individual, family, or entity have a complaint concerning Stanly County FY12 Scattered Site Housing, the complaint should first be discussed with the County Manager. **ALL EFFORTS SHOULD BE EXHAUSTED TO RESOLVE THE COMPLAINT AT THIS LEVEL.**

If the complaint cannot be resolved in this manner, a meeting with Andy Lucas, County Manager, to discuss the complaint should be requested. The request should be in writing and should briefly outline the complaint. A meeting date and time will be established within five (5) calendar days of receipt of the request. Upon meeting and discussing the complaint, a reply will be made, in writing, within five (5) calendar days.

If the citizen is dissatisfied with the local response, they may write to the North Carolina Department of Commerce, Community Investment and Assistance, 4313 Mail Service Center, Raleigh, North Carolina 27699-4313, Phone: (919) 571-4900, TDD: (800) 735-2962. DOC will respond only to written comments within ten (10) calendar days of the receipt of the comments.

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DISPOSITION GUIDELINES
2012 FY12 SCATTERED SITE HOUSING

It is the intent of this Board of County Commissioners to dispose of property in the approved project area, which is necessary to meet the plans and achieve the aims of Stanly County FY12 Scattered Site Housing. The selection of property designated for disposition is the result of many months of planning, numerous meetings and public hearings, and final approval by the Board of Commissioners of Stanly County, North Carolina, and the North Carolina Department of Commerce (DOC).

The objectives of the disposition process are that this Board of Commissioners shall:

- (1) Follow DOC regulations 4 NCAC 19L.
- (2) Follow the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended.
- (3) Follow State and Local laws, codes and ordinances concerning the disposition of public property.
- (4) Make every reasonable effort to dispose of real property through consistent treatment.

Upon the acquisition of real properties, the County will proceed with the disposition process, as applicable:

- (1) Demolish any structure or structures thereon and dispose of the land for redevelopment at its fair value for uses in accordance with State and Local codes and ordinances; or
- (2) Dispose of the property at its fair value subject to rehabilitation in conformance with the N.C. Small Cities CDBG Housing Rehabilitation Standards; or
- (3) Rehabilitate the property in conformance with the N.C. Small Cities CDBG Housing Rehabilitation Standards and dispose of the property at its fair value in accordance with applicable regulations. If sale cannot be consummated by the time rehabilitation is accomplished; units may be rented pending continuing sale efforts.

Upon the acquisition of real properties, the Board of County Commissioners or designee will authorize sale of the property and establish a fair value of the property. In addition, any conditions of sale and bid requirements will be established. The sale will be advertised as required by state law and bid proposals distributed to interested parties. Proposals will be accepted, conditions verified and the agreement prepared for acceptance by the Board of County Commissioners. Records relating to the disposition must be retained for a minimum of five years from the date of project closeout or actual disposition, whichever is later.

The County conforms to standard, ethical practices in the disposition of real property and desires to see that all interests are protected. If there are any questions or complaints, the County solicits the cooperation of all parties and requests an opportunity to discuss them in an effort to satisfy all parties concerned. The County has adopted the following Complaint Procedure:

Citizens may make comments at any point in the program including planning, implementation and closeout. The County will respond in writing to written citizen comments. Citizen comments should be mailed to: : Andy Lucas, County Manager, Stanly County, 1000 N. First Street, Suite 10, Albemarle, NC 28001. The County will respond to all written citizen comments within ten (10) calendar days of receipt of the comments.

Should any individual, family, or entity have a complaint concerning Stanly County FY12 Scattered Site Housing, the complaint should first be discussed with the County Manager. ALL EFFORTS SHOULD BE EXHAUSTED TO RESOLVE THE COMPLAINT AT THIS LEVEL.

If the complaint cannot be resolved in this manner, a meeting should be requested with : Andy Lucas, County Manager, to discuss the complaint. The request should be in writing and should briefly outline the complaint. A meeting date and time will be established within five (5) calendar days of receipt of the request. Upon meeting and discussing the complaint, a reply will be made, in writing, within five (5) calendar days.

If the citizen is dissatisfied with the local response, they may write to the North Carolina Department of Commerce, Community Investment and Assistance, 4313 Mail Service Center, Raleigh, North Carolina 27699-4313, Phone: (919) 571-4900, TDD: (800) 735-2962. DOC will respond only to written comments within ten (10) calendar days of the receipt of the comments.

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**RELOCATION GUIDELINES
2012 FY12 SCATTERED SITE HOUSING**

It is the intent of this Board of County Commissioners to relocate only those occupants whose dwelling units are unfit for human habitation and beyond the scope of rehabilitation to meet the plans and achieve the aims of Stanly County FY12 Scattered Site Housing. The structures designated for acquisition and demolition have been selected due to their dilapidated condition. Consequently, these activities cause permanent displacement to the occupant. The decision to include relocation activities is the result of many months of planning, numerous meetings and public hearings, and final approval by the Board of Commissioners of Stanly County, North Carolina and the North Carolina Department of Commerce (DOC).

The objectives of relocation practices are that this Board of County Commissioners shall:

- (1) Follow DOC regulations 4 NCAC 19L.
- (2) Follow the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended.
- (3) Refer the displaced individuals and families to comparable decent, safe and sanitary replacement dwellings.
- (4) Make all eligible payments for moving and related expenses and for replacement housing payments and conduct relocation activities in a manner that minimizes hardship to relocatees and promotes confidence in the relocation practices.
- (5) Assure consistent treatment to all displaced occupants.

This Board of County Commissioners will follow all applicable procedures in initiating the relocation process. Only those occupants whose dwelling units are unfit for human habitation and are not feasible to rehabilitate to N.C. Small Cities CDBG Housing Rehabilitation Standards as required in the County's Community Development application will be displaced.

These displaced families or individuals will be interviewed to determine the replacement housing needs in each case. Comparable replacement housing will be identified and referrals provided for each family or individual displaced. Additionally, counseling and advisory services, needed by the occupants, will be provided.

A notice explaining the occupant's rights and benefits will be sent to the occupants. A brochure answering many common questions concerning displacement will be included with the notice. Referrals may be considered when the occupants select a replacement home. Because replacement-housing payments are dependent upon the occupant's relocation to a safe, sanitary and decent replacement unit, this fact will be emphasized to the occupant.

Replacement housing benefits are also based upon the displacee occupying a unit comparable to the acquired unit with respect to size, type of neighborhood, and access to employment and public and commercial facilities. No one will be forced to move until and unless they have been given a reasonable choice of safe, sanitary and decent comparable housing units. Everyone will have a minimum of 90 days notice to vacate after suitable housing has been located and referred.

Upon determination of the replacement unit by the occupant, the County must inspect the unit to insure that the housing conditions are standard.

After the families and/or individuals occupy the replacement unit, a claim may be filed for moving expenses and replacement housing payments. The County will review the claim and make payment. Refer to Attachment 1 for details of assistance levels.

The County conforms to standard, ethical practices in the relocation of individuals and families and desires to see that all interests are protected. If there are any questions or complaints, the County solicits the cooperation of all owners and requests an opportunity to discuss them in an effort to satisfy all parties concerned. The County has adopted the following Complaint Procedure:

Citizens may make comments at any point in the program including planning, implementation and closeout. The County will respond in writing to written citizen comments. Citizen comments should be mailed to: Andy Lucas, County Manager, Stanly County, 1000 N. First Street, Suite 10, Albemarle, NC 28001. The County will respond to all written citizen comments within ten (10) calendar days of receipt of the comments.

Should any individual, family, or entity have a complaint concerning Stanly County FY12 Scattered Site Housing, the complaint should first be discussed with the County Manager. ALL EFFORTS SHOULD BE EXHAUSTED TO RESOLVE THE COMPLAINT AT THIS LEVEL.

If the complaint cannot be resolved in this manner, a meeting to discuss the complaint with Andy Lucas, County Manager should be requested. The request should be in writing and should briefly outline the complaint. A meeting date and time will be established within five (5) calendar days of receipt of the request. Upon meeting and discussing the complaint, a reply will be made, in writing, within five (5) calendar days.

If the citizen is dissatisfied with the local response, they may write to the North Carolina Department of Commerce, Community Investment and Assistance, 4313 Mail Service Center, Raleigh, North Carolina 27699-4313, phone: (919) 571-4900, TDD: (800) 735-2962. DOC will respond only to written comments within ten (10) calendar days of the receipt of the comments.

ATTACHMENT 1

UNIFORM RELOCATION ACT

1. Advisory Services
2. Moving Expenses: Actual and Fixed Moving Expenses
3. No Similar Payment
4. Replacement Housing Payment

• Rental Assistance Payment

Period of Payment: 42 Months

Cap: \$5,250 (If not adequate, Section 206 is Triggered)

Computation of Payment:

Information Needed:

1. Replacement Dwelling Rent/Utilities
2. Comparable Replacement Dwelling Rent/Utilities
3. Displacement Dwelling Rent/Utilities
4. 30% of Household Monthly Gross Income

Formula:

Lesser of Lines 1 or 2 Minus Lesser of Lines 3 or 4 Times 42 = Payments

Payment: At Discretion of Grantee, Either Installments or Lump Sum

- Downpayment Assistance Payment
Person May Purchase any Property

Payment Based on Computed Rental Assistance Payment

SECTION 104(d) OF HCD ACT OF 1974, AS AMENDED

1. Same
2. Same
3. Reimbursement for Cost of Security Deposits and Credit Reports
4. Replacement Housing Assistance

- Person Choosing to Rent Must be Offered Either:

Certificate or Voucher with Referrals to Comparable Replacement Dwellings Where the Owner Agrees to Participate in the Section 8 Program, or

Cash Rental Assistance to Reduce the Rent and Utility Costs at the Replacement Dwelling to 30% of Income (Adjusted, if appropriate).

Cash Rental Assistance to Reduce the Rent and Utility Costs at the Replacement Dwelling to 30% of Income (Adjusted, if appropriate).

Period of Payment: 60 Months

Cap: None

Computation of Payment:

Information needed:

1. Replacement Dwelling Rent/Utilities
2. Comparable Replacement Dwelling Rent/Utilities
3. 30% of Household Monthly Gross Income (Adjusted, if appropriate.)

Formula:

Lesser of Lines 1 or 2 Minus Line 3 Times 60 = Payment

Payment: Same

- Person Choosing to Purchase

Person May Buy an Interest in and Occupy a Unit in a Coop or Mutual Housing Association

Payment Equal to the Capitalized Value of the Assistance Payment

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CLEARANCE GUIDELINES
2012 FY12 SCATTERED SITE HOUSING

It is the intent of this Board of County Commissioners to rehabilitate substandard privately owned dwellings whenever feasible. However, when housing conditions are dilapidated and the cost of rehabilitation is not economically feasible, Stanly County FY12 Scattered Site Housing provides that these structures be cleared. The selection of property designated for clearance is the result of many months of planning, numerous meetings and public hearings, and final approval by the Board of County Commissioners of Stanly County, North Carolina, and the North Carolina Department of Commerce (DOC).

The objectives of the clearance activities are that this Board of County Commissioners shall:

- (1) Follow DOC regulations 4 NCAC 19L.
- (2) Only clear those dilapidated structures that are not economically feasible to rehabilitate.
- (3) Follow State and local codes and ordinances with regard to clearance.

This Board of County Commissioners will clear privately owned structures as outlined in the County's application to DOC and subsequent amendments thereto. No member of the Board of County Commissioners of the County and no other official, employee, or agent of the County government who exercises policy, decision-making functions, or responsibilities in connection with the planning and implementation of the FY12 Scattered Site Housing shall directly or indirectly be eligible for this program. This prohibition shall continue for one year after an individual's relationship with the County government ends. The Board of County Commissioners and DOC can waive this stipulation upon approval.

The clearance of structures within the project area will be determined solely upon the condition of the unit. Prior to scheduled clearance activities, the County will acquire the structure in accordance with the Uniform Act of 1970, as amended, set forth in the Acquisition Guidelines adopted. Acquisition will not be required in cases of voluntary demolition as later prescribed.

The County and its Community Development Representatives will aid in the implementation of the clearance of each unit and of debris and overgrowth on the parcel by properly procuring services for these activities. Contracting for clearance work will be conducted on a competitive bid basis. The County will prepare the bid package, solicit and evaluate bids, and award the contract. Substitutions, additions or deletions to the contract are strictly prohibited unless an official change order is approved and executed by the County and the contractor.

Payment to the contractor for the clearance work will take place after receiving a Certification of Completion from the contractor and the County has inspected and approved all work.

In certain instances whereby the owner of a dilapidated structure wishes to clear voluntarily the structure, acquisition will not be required. The owner will, however, provide an easement to the County to allow access to the property for the purpose of clearance. The Contractor will provide all materials, tools, machinery and supervision necessary for the clearance activities at no cost to the owner.

In either event, the owners of the vacant property must agree that any reuse of the property will be developed in accordance with applicable County codes and ordinances.

The County conforms to standard, ethical practices in the clearance of property and desires to see that all interests are protected. If there are any questions or complaints, the County solicits the cooperation of all owners and requests an opportunity to discuss them in an effort to satisfy all parties concerned. The County has adopted the following Complaint Procedure:

Citizens may make comments at any point in the program including planning, implementation and closeout. The County will respond in writing to written citizen comments. Citizen comments should be mailed to: : Andy Lucas, County Manager, Stanly County, 1000 N. First Street, Suite 10, Albemarle, NC 28001. The County will respond to all written citizen comments within ten (10) calendar days of receipt of the comments.

Should any individual, family, or entity have a complaint concerning Stanly County FY12 Scattered Site Housing, the complaint should first be discussed with the County Manager. ALL EFFORTS SHOULD BE EXHAUSTED TO RESOLVE THE COMPLAINT AT THIS LEVEL.

If the complaint cannot be resolved in this manner, a meeting with Andy Lucas, County Manager, to discuss the complaint should be requested. The request should be in writing and should briefly outline the complaint. A meeting date and time will be established within five (5) calendar days of receipt of the request. Upon meeting and discussing the complaint, a reply will be made, in writing, within five (5) calendar days.

If the citizen is dissatisfied with the local response, they may write to the North Carolina Department of Commerce, Community Investment and Assistance, 4313 Mail Service Center, Raleigh, North Carolina 27699-4313, phone: (919) 571-4900, TDD: (800) 735-2962. DOC will respond only to written comments within ten (10) calendar days of the receipt of the comments.

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REHABILITATION GUIDELINES
2012 FY12 SCATTERED SITE HOUSING

It is the intent of this Board of County Commissioners to rehabilitate private property in a cost-effective manner in the approved project area whenever feasible to meet the plans and achieve the aims of Stanly County FY12 Scattered Site Housing. The selection of property designated for rehabilitation is the result of many months of planning, numerous meetings and public hearings, and final approval by the Board of County Commissioners of Stanly County, North Carolina, and the North Carolina Department of Commerce (DOC).

The objectives of the rehabilitation activities are that this Board of County Commissioners shall:

- (1) Follow DOC regulations 4 NCAC 19L.
- (2) Rehabilitate the property to meet the N.C. Small Cities CDBG Rehabilitation Standards.
- (3) Comply with North Carolina State Building Code.
- (4) Assure consistent treatment to all property owners.

This Board of County Commissioners will rehabilitate private property as outlined in the County's application to DOC and subsequent amendments thereto. No member of the Board of County Commissioners of the County and no other official, employee, or agent of the County government who exercises policy, decision-making functions, or responsibilities in connection with the planning and implementation of the FY12 Scattered Site Housing shall directly or indirectly be eligible for this program. This prohibition shall continue for one year after an individual's relationship with the County government ends. The Board of County Commissioners and DOC can waive this stipulation upon approval.

Length of ownership will not be a consideration in determining applicant eligibility for rehabilitation assistance. Property eligible for rehabilitation must be located in the Project Area.

All properties must be able to comply, in a cost effective manner, with the N.C. Small Cities CDBG Rehabilitation Standards at the completion of rehabilitation. Housing rehabilitation assistance will be made available at varying levels based upon the owner's income, and in the case of rental property, upon the owner's and tenant's income and the base rent. Refer to Table 1 for details of the Rehabilitation Program Design.

Property rehabilitated with grant funds will require execution of a promissory note and deed of trust for the amount of the CDBG assistance. The County at the corresponding rate that is indicated on Table 1 shall forgive the debt. The debt will reduce monthly for each month such property is owned by the original grantee, his/her surviving spouse or a lineal heir until the entire debt is forgiven. If the property is not sold for the indicated period after the date of the recapture agreement, such indebtedness shall be considered duly forgiven and the deed of trust canceled by the County. If the property is sold within the recapture period, the outstanding balance, as of the date of the sale, shall be due and payable to the County.

In addition, all owners of rental property will be required to execute a rent control agreement. Rent will not be allowed to exceed 30% of the tenant's gross family income. This agreement will be in effect for the number of years corresponding to the amount of rehabilitation assistance indicated on Table 1.

Improvements eligible for rehabilitation assistance include only work required to bring the property up to the N.C. Small Cities CDBG Rehabilitation Standards and existing housing codes. Improvements of this type include work on plumbing, electrical, heating, ventilation and structural systems to assure a proper working condition. Plumbing work may include the installation of bathroom or kitchen fixtures such as a toilet, lavatory, shower or bathtub, and kitchen sink, with hot and cold running water as required. Electrical work includes the installation or repair of lights, switches, electrical outlets, and service panel. Some examples of other improvements that may be eligible for rehabilitation assistance are storm windows,

storm doors, and insulation, painting, roof, wall and floor repairs. Also, included will be exterior and interior repairs on the structure to assure a decent, safe, and sanitary living condition.

Improvements not eligible for rehabilitation assistance include any work in excess of the standards and codes listed above. Improvements that are specifically prohibited include additions for family rooms, dens, carports, garages and the like. Sleeping room and bathroom additions are eligible when needed to meet applicable standards.

Applications for rehabilitation assistance will be taken and processed throughout the program year. All property that has rehabilitation potential will be offered assistance. The owner and occupant, in the case of rental property, will be contacted to complete an application.

The application consists of a family survey and verification of income for the occupants and a rehabilitation work write-up and cost estimate on the property. Priority will be established according to the approved project schedule, impact of assistance, and household characteristics.

The County, through its Community Development Project Manager and Housing Rehabilitation Specialist, will assist the property owner in the rehabilitation process. The County's responsibilities, through the Project Manager and Housing Rehabilitation Specialist, are to process the owner's application, inspect the property, prepare a work write-up, solicit bids for construction, evaluate bids, award the contract, conduct a pre-construction conference, follow progress of construction by conducting periodic inspections, and process the Contractor's payment requests. The Housing Rehabilitation Specialist will conduct inspections, not less than twice per week while rehabilitation is in progress. The Project Manager will make periodic inspections to assure adherence to the rehabilitation guidelines.

The Owner's responsibilities are to provide accurate information, assist in evaluating and awarding the contract, and to provide access to the property for the purpose of inspections and construction. Owner must render property clean, sanitary and free of debris prior to any work beginning. A copy of these rehabilitation guidelines will be provided to each owner to serve as a property owner's guidebook.

Contracting for rehabilitation work will be conducted on a competitive bid basis. The contract will be a three party contract between the County, the Owner and the Contractor. The County will advertise and maintain a Contractors List. The Owner, the County, the Community Development Project Manager, and Housing Rehabilitation Specialist will work as a team to prepare the bid package, solicit and evaluate bids, and award the contract.

Substitutions, additions, or deletions to the work write-up attached to the contract are strictly prohibited unless an official change order is approved and executed by the County, the Owner, and the Contractor.

Final payment to the Contractor for the rehabilitation work will take place only after receiving a Certification of Completion from the Contractor, a Certification of Satisfaction from the Owner, and the Project Manager/Housing Rehabilitation Specialist and County representative have inspected and approved all work called for in the work write-up.

The County conforms to standard, ethical practices in the rehabilitation of private property and desires to see that all interests are protected. If there are any questions or complaints, the County solicits the cooperation of all persons and requests an opportunity to discuss them in an effort to satisfy all parties concerned. The County has adopted the following Complaint Procedure:

Citizens may make comments at any point in the program including planning, implementation and closeout. The County will respond in writing to written citizen comments. Citizen comments should be mailed to: Andy Lucas, County Manager, Stanly County, 1000 N. First Street, Suite 10, Albemarle, NC 28001. The County will respond to all written citizen comments within ten (10) calendar days of receipt of the comments.

Should any individual, family, or entity have a complaint concerning Stanly County FY12 Scattered Site Housing, the complaint should first be discussed with the County Manager. ALL EFFORTS SHOULD BE EXHAUSTED TO RESOLVE THE COMPLAINT AT THIS LEVEL.

If the complaint cannot be resolved in this manner, a meeting with Andy Lucas, County Manager, to discuss the complaint should be requested. The request should be in writing and should briefly outline the complaint. A meeting date and time will be established within five (5) calendar days of receipt of the request. Upon meeting and discussing the complaint, a reply will be made, in writing, within five (5) calendar days.

If the citizen is dissatisfied with the local response, they may write to the North Carolina Department of Commerce, Community Investment and Assistance, 4313 Mail Service Center, Raleigh, North Carolina 27699-4313, phone: (919) 571-4900, TDD: (800) 735-2962. DOC will respond only to written comments within ten (10) calendar days of the receipt of the comments.

TABLE 1 Rehabilitation Financial Design	Name of Applicant: Stanly County
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Only low income (less than or equal to 50% of area median income) owner occupied units will be rehabilitated/reconstructed in the 2011 CDBG Scattered Site Housing (SSH) Program. CDBG-SSH assistance will be in the form of deferred, forgivable loans. Deferred, forgivable loans will be proportionally forgiven over the applicable term of recapture. The financial design is shown below.

Owner Occupants

- Low income property owners that also occupy the house to be rehabilitated/reconstructed **may** contribute to the cost of rehabilitation/reconstruction.
- Deferred, forgivable loans will be made to owner occupants. Provisions to recapture CDBG-SSH funds are described on the chart below. As the level of CDBG assistance increases, the recapture period lengthens.
- The CDBG deferred, forgivable loan may **not** be subordinated to any other type of loan other than a first mortgage that existed prior to the rehabilitation. After rehabilitation/reconstruction, if other non-CDBG financial assistance for rehabilitation is obtained prior to the expiration of the CDBG recapture period, the CDBG deferred, forgivable loan may be subordinated to the new rehabilitation loan. After rehabilitation/reconstruction, the CDBG deferred, forgivable loan may not be subordinated without prior written permission from the County.
- The CDBG loan must be secured with a Note and Deed of Trust. The Deed of Trust must be filed with the Register of Deeds prior to signing the contract for rehabilitation/reconstruction.
- The terms of the deferred, forgivable loan will be clearly explained to the loan recipient. A Notice of the Right to Cancel and a Truth-in-Lending Statement must accompany every Deed of Trust and be provided to each owner at closing.

Rehabilitation Financial Design Chart

Owner occupants with household incomes less than or equal to 50% of median income

Type of Assistance

1. 100% deferred forgivable loan 0% interest rate

II. Recapture of funds provisions for owner occupants

Ranges of CDBG contributions per unit	Term Number of Years for Recapture
Less than \$12,000	5 years
\$12,001 - 16,000	6 years
\$16,001 – 20,000	7 years
\$20,001 or more	8 years

Recipients of assistance under the CDBG-SSH program will be chosen by the above criteria without regard to race, creed, sex, color or national origin. The County must ensure that the families served are at or below 50% of the area median income.

Stanly County
1000 N. First Street, Suite 10
Albemarle, NC 28001

REHABILITATION/RECONSTRUCTION GUIDELINES
2012 FY12 SCATTERED SITE HOUSING

It is the intent of this Board of County Commissioners to rehabilitate/reconstruct homes on private property in a cost-effective manner in the approved project area whenever feasible to meet the plans and achieve the aims of Stanly County FY12 Scattered Site Housing. The selection of property designated for rehabilitation/reconstruction is the result of many months of planning, numerous meetings and public hearings, and final approval by the Board of County Commissioners of Stanly County, North Carolina, and the North Carolina Department of Commerce (DOC).

The objectives of the rehabilitation/reconstruction activities are that this Board of County Commissioners shall:

- (1) Follow DOC regulations 4 NCAC 19L. (for rehab)
- (2) Rehabilitate existing dwelling or reconstruct a new dwelling on the same property to meet the N.C. Small Cities CDBG Rehabilitation Standards.
- (3) Comply with North Carolina State Building Code.
- (4) Assure consistent treatment to all property owners.

This Board of County Commissioners will rehabilitate/reconstruct private property as outlined in the County's application to DOC and subsequent amendments thereto. No member of the Board of County Commissioners of the County and no other official, employee, or agent of the County government who exercises policy, decision-making functions, or responsibilities in connection with the planning and implementation of the FY12 Scattered Site Housing shall directly or indirectly be eligible for this program. This prohibition shall continue for one year after an individual's relationship with the County government ends. The Board of County Commissioners and DOC can waive this stipulation upon approval.

Length of ownership will not be a consideration in determining applicant eligibility for rehabilitation/reconstruction assistance. Property eligible for rehabilitation/reconstruction must be located in the Project Area.

All properties must comply, in a cost effective manner, with the N.C. Small Cities CDBG Rehabilitation Standards at the completion of the rehabilitation/reconstruction. Reconstruction will be used in lieu of rehabilitation for properties that cannot be cost effectively rehabilitated.

Property rehabilitated/reconstructed with grant funds will require execution of a promissory note and deed of trust for the amount of the CDBG assistance. The County at the corresponding rate that is indicated on Table 1 shall forgive the debt. The debt will reduce monthly for each month such property is owned by the original grantee, his/her surviving spouse or a lineal heir until the entire debt is forgiven. If the property is not sold for the indicated period after the date of the recapture agreement, such indebtedness shall be considered duly forgiven and the deed of trust canceled by the County. If the property is sold within the recapture period, the outstanding balance, as of the date of the sale, shall be due and payable to the County.

Improvements eligible for rehabilitated/reconstructed assistance include only work required to bring the property up to the N.C. Small Cities CDBG Rehabilitation Standards and existing housing codes. Improvements of this type include work on plumbing, electrical, heating, ventilation and structural systems to assure a proper working condition. Plumbing work may include the installation of bathroom or kitchen fixtures such as a toilet, lavatory, shower or bathtub, and kitchen sink, with hot and cold running water as required. Electrical work includes the installation or repair of lights, switches, electrical outlets, and service

panel. Some examples of other improvements that may be eligible for rehabilitation assistance are storm windows, storm doors, and insulation, painting, roof, wall and floor repairs. Also, included will be exterior and interior repairs on the structure to assure a decent, safe, and sanitary living condition.

Improvements not eligible for rehabilitation assistance include any work in excess of the standards and codes listed above. Improvements that are specifically prohibited include additions for family rooms, dens, carports, garages and the like. Sleeping room and bathroom additions are eligible when needed to meet applicable standards.

Applications for rehabilitation/reconstruction assistance were taken and processed during the application preparation phase. All eligible owner-occupied households, that completed applications, were considered for assistance. Priority was given according to household characteristics and dwelling condition needs. Applicants and alternates were identified and will be treated until funds are expended.

The County, through its Community Development Project Manager and Housing Rehabilitation Specialist, will assist the property owner in the rehabilitation/reconstruction process. The County's responsibilities, through the Project Manager and Housing Rehabilitation Specialist, are to process the owner's application, inspect the property, prepare a work write-up, solicit bids for construction, evaluate bids, award the contract, conduct a pre-construction conference, follow progress of construction by conducting periodic observations, and process the Contractor's payment requests. The Housing Rehabilitation Specialist will conduct progress observations, not less than twice per week while rehabilitation/reconstruction is in progress. The Project Manager will make periodic construction observations to assure adherence to the rehabilitation guidelines.

The Owner's responsibilities are to provide accurate information, assist in evaluating and awarding the contract, and to provide access to the property for the purpose of inspections and construction. Owner must render property clean, sanitary and free of debris prior to any work beginning. A copy of these rehabilitation/reconstruction guidelines will be provided to each owner to serve as a property owner's guidebook.

Contracting for rehabilitation/reconstruction work will be conducted on a competitive bid basis. The contract will be a three party contract between the County, the Owner and the Contractor. The County will advertise and maintain a Contractors List. The Owner, the County, the Community Development Project Manager, and Housing Rehabilitation Specialist will work as a team to prepare the bid package, solicit and evaluate bids, and award the contract.

Substitutions, additions, or deletions to the work write-up attached to the contract are strictly prohibited unless an official change order is approved and executed by the County, the Owner, and the Contractor.

Final payment to the Contractor for the rehabilitation/reconstruction work will take place only after receiving a Certification of Completion from the Contractor, a Certification of Satisfaction from the Owner, and the Housing Rehabilitation Specialist and County representative have inspected and approved all work called for in the work write-up.

The County conforms to standard, ethical practices in the rehabilitation/reconstruction of private property and desires to see that all interests are protected. If there are any questions or complaints, the County solicits the cooperation of all persons and requests an opportunity to discuss them in an effort to satisfy all parties concerned. The County has adopted the following Complaint Procedure:

Citizens may make comments at any point in the program including planning, implementation and closeout. The County will respond in writing to written citizen comments. Citizen comments should be mailed to: : Andy Lucas, County Manager, Stanly County, 1000 N. First Street, Suite 10, Albemarle, NC 28001. The County will respond to all written citizen comments within ten (10) calendar days of receipt of the comments.

Should any individual, family, or entity have a complaint concerning Stanly County FY12 Scattered Site Housing, the complaint should first be discussed with the Project Manager. ALL EFFORTS SHOULD BE EXHAUSTED TO RESOLVE THE COMPLAINT AT THIS LEVEL.

If the complaint cannot be resolved in this manner, a meeting with Andy Lucas, County Manager to discuss the complaint should be requested. The request should be in writing and should briefly outline the complaint. A meeting date and time will be established within five (5) calendar days of receipt of the request. Upon meeting and discussing the complaint, a reply will be made, in writing, within five (5) calendar days.

If the citizen is dissatisfied with the local response, they may write to the North Carolina Department of Commerce, Community Investment and Assistance, 4313 Mail Service Center, Raleigh, North Carolina 27699-4313, phone: (919) 571-4900, TDD: (800) 735-2962. DOC will respond only to written comments within ten (10) calendar days of the receipt of the comments.

Stanly County
1000 N. First Street, Suite 10
Albemarle, NC 28001

HOOK UP GUIDELINES
2012 FY12 SCATTERED SITE HOUSING

It is the intent of this Board of County Commissioners to provide a hook-up in a cost-effective manner to approved existing public utility lines to meet the plans and achieve the aims of Stanly County FY12 Scattered Site Housing. The selection of property designated for hook-up is the result of many months of planning, numerous meetings and public hearings, and final approval by the Board of County Commissioners of Stanly County, North Carolina, and the North Carolina Department of Commerce (DOC).

The objectives of the hook-up activities are that this Board of County Commissioners shall:

- (1) Follow DOC regulations 4 NCAC 19L.
- (2) Provide hook-up to properties in accordance with the approved CDBG application.
- (3) Comply with North Carolina State Building Code.
- (4) Assure consistent treatment to all property owners.

This Board of County Commissioners will hook-up private property as outlined in the County's application to DOC. No member of the Board of County Commissioners of the County and no other official, employee, or agent of the County government who exercises policy, decision-making functions, or responsibilities in connection with the planning and implementation of the Community Development Program shall directly or indirectly be eligible for this program. This prohibition shall continue for one year after an individual's relationship with the County government ends. The Board of County Commissioners and DOC can waive this stipulation upon approval.

Length of ownership will not be a consideration in determining applicant eligibility for hook-up assistance. Property eligible for hook-up must be located on existing utility lines that are already in use and installed with non-CDBG funds.

The proposed project will hook-up residences, owned and occupied by low and moderate-income persons. All hook-ups will take place on existing public utility lines that are already in use and installed with non-CDBG funds. The hook-ups will connect the residence completely to the existing line including tap fees, appurtenances, and service lines. All residences connected must have workable indoor plumbing. Improvements eligible for hook-up assistance include only work required to connect the property to assure a proper working condition. No special fees will be assessed.

Only dwellings owned and occupied by low and moderate-income residents at or below 80% of the area median income will be eligible. The County will advertise and solicit applicants from the areas with public utility lines that have been completely installed in the ground and in use. The County has developed the following priority system to rank eligible applicants, determine which of them will be selected for assistance, and in what order, they will be assisted. Under this system, applicants will receive points for falling into certain categories. The applications will be ranked according to which receive the most points.

The units to be treated will be selected using the following criteria:

- (a) Income category (Priority to lowest)
- (b) Elderly person in home (62 or older)
- (c) Physically Handicapped person in home
- (d) Single-Parent Household
- (e) Female Headed Household

Applications for hook-up assistance will be taken and processed. All property that has hook-up potential will be prioritized for assistance. The owner will be contacted to complete an application.

The application consists of a family survey and verification of income for the owner/occupants and a hook-up description of work and cost estimate on the property. Priority established according to the approved project application.

The County, through its Community Development Specialist, will assist the property owner in the hook-up process. The County's responsibilities, through the Community Development Specialist, are to process the owner's application, inspect the property, prepare a hook-up description of work, solicit bids for construction, evaluate bids, award the contract, conduct a pre-construction conference, follow progress of construction by conducting periodic inspections, and process the Contractor's payment requests. The Housing Rehabilitation Specialist will conduct inspections, not less than twice per week while hook-up is in progress. The Project Manager will make periodic inspections to assure adherence to the hook-up guidelines.

The Owner's responsibilities are to provide accurate information and to provide access to the property for the purpose of inspections and construction. Owner must render property clean and free of debris prior to any work beginning. A copy of these hook-up guidelines will be provided to each owner to serve as a property owner's guidebook.

Contracting for hook-up work will be conducted on a competitive bid basis. The contract will be a two party contract between the County and the Contractor. The County will advertise and maintain a Contractors List. The County and Community Development Specialist will work as a team to prepare the bid package, solicit and evaluate bids, and award the contract.

Substitutions, additions, or deletions to the hook-up description of work attached to the contract are strictly prohibited unless an official change order is approved and executed by the County and the Contractor.

Final payment to the Contractor for the hook-up work will take place only after receiving a Certification of Completion from the Contractor, a Certification of Satisfaction from the Owner, and the Community Development Specialist and County representative have inspected and approved all work called for in the hook-up description of work.

The County conforms to standard, ethical practices in the hook-up of private property and desires to see that all interests are protected. If there are any questions or complaints, the County solicits the cooperation of all persons and requests an opportunity to discuss them in an effort to satisfy all parties concerned. The County has adopted the following Complaint Procedure:

Citizens may make comments at any point in the program including planning, implementation and closeout. The County will respond in writing to written citizen comments. Citizen comments should be mailed to: Andy Lucas, County Manager, Stanly County, 1000 N. First Street, Suite 10, Albemarle, NC 28001. The County will respond to all written citizen comments within ten (10) calendar days of receipt of the comments.

Should any individual, family, or entity have a complaint concerning Stanly County FY12 Scattered Site Housing, the complaint should first be discussed with the Project Manager. **ALL EFFORTS SHOULD BE EXHAUSTED TO RESOLVE THE COMPLAINT AT THIS LEVEL.**

If the complaint cannot be resolved in this manner, a meeting with Andy Lucas, County Manager, to discuss the complaint should be requested. The request should be in writing and should briefly outline the complaint. A meeting date and time will be established within five (5) calendar days of receipt of the request. Upon meeting and discussing the complaint, a reply will be made, in writing, within five (5) calendar days.

If the citizen is dissatisfied with the local response, they may write to the North Carolina Department of Commerce, Community Investment and Assistance, 4313 Mail Service Center, Raleigh, North Carolina 27699-4313, Phone: 919-571-4900, TDD: (800) 735-2962. DOC will respond only to written comments within ten (10) calendar days of the receipt of the comments.

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PUBLIC FACILITY GUIDELINES
2012 FY12 SCATTERED SITE HOUSING

It is the intent of this Board of County Commissioners to undertake public facility improvements in the approved project area whenever feasible to meet the plans and achieve the aims of Stanly County FY12 Scattered Site Housing. The selection of public facility improvements is the result of many months of planning, numerous meetings and public hearings, and final approval by the Board of County Commissioners of Stanly County, North Carolina, and the North Carolina Department of Commerce (DOC).

The objectives of the public facility improvement activities are that this Board of County Commissioners shall:

- (1) Follow DOC regulations 4 NCAC 19L.
- (2) Follow State and local codes and ordinances with regard to public facility improvements.
- (3) Follow Federal and State labor requirements with regard to public facility improvements.
- (4) Assure consistent treatment to all property owners.

This Board of County Commissioners will conduct public facility improvements as outlined in the County's application to DOC and subsequent amendments thereto. The need for public facility improvements within the project area was determined by existing conditions. Prior to beginning scheduled public facility improvement activities, the County will solicit Request for Proposals to provide engineering services for basic design, contract administration and construction observation. The Proposals submitted will be evaluated, an Engineer selected and a contract for engineering services executed. The County will undertake public facility improvements in accordance with the following labor standards; The Davis-Bacon Act, The Copeland "Anti-Kickback" Act, The Contract Work Hours and Safety Standards Act and The Fair Labor Standards Act. The Community Development Representative will request the required wage determinations, review contractor payroll reports and conduct contractor employee interviews.

The County and its Community Development Representative will aid the Engineer in the basic design, contract administration and construction observation of the public facility improvements. Contracting for public facility improvement construction will be conducted on a competitive bid basis. The Engineer will request required permits, prepare bid specifications including Supplemental General Conditions relating to CDBG Compliance Requirements, solicit bids for construction, evaluate bids, recommend award of the contract, conduct a pre-construction conference, observe the construction, recommend payment of the Contractor's payment requests and process the certification of completion.

Applications for public facility improvement assistance will be taken and processed. The application consists of a family survey and verification of income for the occupants. All property adjacent to public facility improvements will receive assistance. The owner and occupant, in the case of rental property, will be contacted to complete an application. The owner may be asked to provide a temporary easement to the County to allow access to the property for the purpose of the public facility improvements. Should a permanent easement be required for the purpose of public facility improvements, the County will follow the Acquisition Guidelines relative to the purchase of real property.

The County conforms to standard, ethical practices to undertake public facility improvements and desires to see that all interests are protected. If there are any questions or complaints, the County solicits the cooperation of all owners and requests an opportunity to discuss them in an effort to satisfy all parties concerned. The County has adopted the following Complaint Procedure:

Citizens may make comments at any point in the program including planning, implementation and closeout. The County will respond in writing to written citizen comments. Citizen comments should

be mailed to: Andy Lucas, County Manager, Stanly County, 1000 N. First Street, Suite 10, Albemarle, NC 28001. The County will respond to all written citizen comments within ten (10) calendar days of receipt of the comments.

Should any individual, family, or entity have a complaint concerning Stanly County FY12 Scattered Site Housing, the complaint should first be discussed with the Project Manager. ALL EFFORTS SHOULD BE EXHAUSTED TO RESOLVE THE COMPLAINT AT THIS LEVEL.

If the complaint cannot be resolved in this manner, a meeting should be requested with Andy Lucas, County Manager, to discuss the complaint. The request should be in writing and should briefly outline the complaint. A meeting date and time will be established within five (5) calendar days of receipt of the request. Upon meeting and discussing the complaint, a reply will be made, in writing, within five (5) calendar days.

If the citizen is dissatisfied with the local response, they may write to the North Carolina Department of Commerce, Community Investment and Assistance, 4313 Mail Service Center, Raleigh, North Carolina 27699-4313, Phone: (919) 591-4900, TDD: (800) 735-2962. DOC will respond only to written comments within ten (10) calendar days of the receipt of the comments.

**Stanly County
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**CONTRACTS OFFICER DESIGNATION
2012 FY12 SCATTERED SITE HOUSING**

The Board of County Commissioners of Stanly County, North Carolina, hereby designates Andy Lucas, County Manager or designee, to serve as Contracts Officer throughout the implementation of Stanly County Community Development Program, with the authority to execute contracts pertaining to acquisition, disposition, relocation, clearance, rehabilitation, rehabilitation/reconstruction, hook-up, public facilities and administration within the limitations of the approved Grant Application and State and Federal Procurement Procedures.

**Stanly County
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**LABOR STANDARDS OFFICER DESIGNATION
2012 FY12 SCATTERED SITE HOUSING**

The Board of County Commissioners of Stanly County, North Carolina, hereby designates Andy Lucas, County Manager, or designee, to serve as Labor Standards Officer throughout the implementation of Stanly County Community Development Program, with the authority to enforce compliance with labor standards on all jobs requiring labor standards provisions.

**Stanly County
1000 N. First Street, Suite 10
Albemarle, NC 28001**

**JUST COMPENSATION OFFICER DESIGNATION
2012 FY12 SCATTERED SITE HOUSING**

The Board of County Commissioners of Stanly County, North Carolina, hereby designates Andy Lucas, County Manager or designee, to serve as Just Compensation Officer throughout the implementation of Stanly County FY12 Scattered Site Housing, with the authority to certify just compensation of private property acquisition within the limitations of the approved Grant Application.

Stanly County
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FINANCIAL MANAGEMENT PROCEDURE
2012 FY12 SCATTERED SITE HOUSING

The County is required to maintain a financial accounting system for the Community Development Block Grant Program. This system must comply with various Federal guidelines for financial management of federally assisted activities. To comply with these regulations, the County must have a financial management system that provides accurate, current and complete disclosure of the financial status of each CDBG-supported activity.

To insure that the Federal guidelines, specifically, 24 CFR 85, and Federal Management Circular A-87, Principals for Determining Allowable Costs, are met, the County will comply with the following financial management procedures:

- A. The financial management system must permit the comparison of actual expenditures and revenues against budgeted amounts.

To meet this requirement, the County will maintain separate revenues and expenditures ledgers by fund and activity. In addition, a balance sheet of accounts will be maintained to indicate cash flow.

- B. The County must have procedures to ensure that project costs are reasonable, allowed by the funding agency and are allocated to project cost line item budgets. All accounting records must be supported by source documentation and maintained for a five-year period following closeout of the program.

The County will follow a procedure whereby the Project Manager will review vouchers and invoices to make sure they are legitimate costs consistent with approved contracts or purchase orders, and to make sure that they are charged to the correct program activity. A Request for Check form will be prepared by the Project Manager and presented to Andy Lucas, County Manager, for review. A Request for Check will not be issued unless the voucher or invoice clearly describes the services rendered or product obtained. The Finance Specialist will approve the Request for Check, determine if adequate funds are available, and issue a check for payment of the invoice.

Should the vouchers and invoices exceed the amount of funds on hand; a requisition for funds will be prepared with the assistance of the Project Manager. The requisition will be completed in accordance with Department of Commerce (DOC) requirements.

The requisition shall bear the signatures of two of the local officials indicated on the current Signatory Card.

The requisition will be sent by fax to DOC. The original will be maintained in the County's files. Upon receipt of the CDBG funds, the Finance Specialist will immediately record the deposit into the account set up for CDBG funds.

- C. A mechanism must be developed to insure compliance with the "Three Day Rule."

The County will insure that funds are expended within three banking days of receipt by requisitioning funds only upon receipt of vouchers and/or invoices and/or progress payment requests. Never will the amount of the requisition exceed the total amount of the funds needed.

This Financial Management System will be maintained by the County Finance Officer and adhered to by the Project Manager and all program participants. The County will maintain all accounting records for a five-year period following program closeout.



Stanly County Board of Commissioners

Meeting Date: September 9th, 2013
 Presenter: Gwen Hinson, Transit Director

_____ | 3 _____
 X

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

1. Public Hearing –Rural Operating Assistance Programs (ROAP) funds for FY 13-14
2. Certified Statement for approval to apply for and receive ROAP funds
 - Elderly and Disabled Transportation Assistance Program (EDTAP) – 100% state funds – county to receive 68,130 this assistance allows elderly and disabled citizens to reside for a longer period in their homes, thereby enhancing their quality of life.
 - Work First/Employment Assistance Program – 100% state funds – county to receive \$20,338 intended to provide assistance for transitional Work First and general public employment needs, including transportation for re-training. i.e. classes at SCC and ESC.
 - Rural General Public (RGP) – 90% state funds / 10% local match (match will be taken from fares collected) – county to receive \$89,888 - intended to provide transportation services to individuals who are not human service agency clients.

No county funds requested.

Requested Action

- Request to hold public hearing
- Request approval to apply and receive the above mentioned-funds with all funds administered by the Transportation Services Department.

Signature: Gwen Hinson

Date: 8-23-13

Dept. Transportation Services

Attachments: Yes X 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

CERTIFIED STATEMENT
FY2014
RURAL OPERATING ASSISTANCE PROGRAM
County of Stanly

WHEREAS, the state-funded, formula-based Rural Operating Assistance Program (ROAP) administered by the North Carolina Department of Transportation, Public Transportation Division provides funding for the operating cost of passenger trips for counties within the state;

WHEREAS, the county uses the most recent transportation plans (i.e. CTSP, CTIP, LCP) available and other public involvement strategies to learn about the transportation needs of agencies and individuals in the county before determining the sub-allocation of these ROAP funds;

WHEREAS, the county government or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with the municipalities or counties served) are the only eligible recipients of Rural Operating Assistance Program funds which are allocated to the counties based on a formula as described in the Program Guidelines included in the ROAP State Management Plan. NCDOT will disburse the ROAP funds only to counties and eligible transportation authorities and not to any sub-recipients selected by the county;

WHEREAS, the county finance officer will be considered the county official accountable for the administration of the Rural Operating Assistance Program in the county, unless otherwise designated by the Board of County Commissioners;

WHEREAS, the passenger trips provided with ROAP funds must be accessible to individuals with disabilities and be provided without discrimination on the basis of national origin, creed, age, race or gender (FTA C 4702.1A, FTA C 4704.1, Americans with Disabilities Act 1990); and

WHEREAS, the period of performance for these funds will be July 1, 2013 to June 30, 2014 regardless of the date on which ROAP funds are disbursed to the county.

NOW, THEREFORE, by signing below, the duly authorized representatives of the County of Stanly North Carolina certify that the following statements are true and accurate:

- The county employed a documented methodology for sub-allocating ROAP funds that involved the participation of eligible agencies and citizens. Outreach efforts to include the participation of the elderly and individuals with disabilities, persons with limited English proficiency, minorities and low income persons in the county's sub-allocation decision have been documented.
- The county will advise any sub-recipients about the source of the ROAP funds, specific program requirements and restrictions, eligible program expenses and reporting requirements. The county will be responsible for invoicing any sub-recipients for unexpended ROAP funds as needed.
- The county will monitor ROAP funded services routinely to verify that ROAP funds are being spent on allowable activities and that the eligibility of service recipients is being properly documented. The county will maintain records of trips and services for five years that prove that an eligible citizen was provided an eligible transportation service on the billed date, by whatever conveyance at the specified cost.
- The county will be responsible for monitoring the safety, quality and cost of ROAP funded services and assures that any procurements by subrecipients for contracted services will follow state guidelines.
- The county will conduct regular evaluations of ROAP funded passenger trips provided throughout the period of performance.

- The county will only use the ROAP funds to provide trips when other funding sources are not available for the same purpose or the other funding sources for the same purpose have been completely exhausted.
- The county assures that the required matching funds for the FY2014 ROAP can be generated from fares and/or provided from local funds.
- The county will notify the Mobility Development Specialist assigned to the county if any ROAP funded services are discontinued before the end of the period of performance due to the lack of funding. No additional ROAP funds will be available.
- The county will provide an accounting of trips and expenditures in a semi-annual report and a final year-end report to NCDOT – Public Transportation Division or its designee.
- Any interest earned on the ROAP funds will be expended for eligible program uses as specified in the ROAP application. The County will include ROAP funds received and expended in its annual independent audit on the schedule of federal and state financial assistance. Funds passed through to other agencies will be identified as such.
- The county is applying for the following amounts of FY2014 Rural Operating Assistance Program funds:

State-Funded Rural Operating Assistance Program	Allocated	Requested
Elderly & Disabled Transportation Assistance Program (EDTAP)	68,130	68,130
Employment Transportation Assistance Program (EMPL)	20,338	20,338
Rural General Public Program (RGP)	89,888	89,888
TOTAL	178,356	178,356

WITNESS my hand and county seal, this ____ day of _____, 20_____.

Signature of Board of County Manager/Administrator

Signature of Board of County Commissioners Chairperson

Printed Name of County Manager/Administrator

Printed Name of Chairperson

State of North Carolina County of _____

Signature of County Finance Officer

County Seal Here

Printed Name of County Finance Officer

Public Hearing Notice

This is to inform the public of the opportunity to attend a public hearing on the proposed Rural Operating Assistance Program (ROAP) application to be submitted to the North Carolina Department of Transportation no later than **September 16, 2013** by the County of Stanly. The public hearing will be held on **September 9th, 2013** at **7:00pm** at the Stanly County Commissioners meeting in the **Commissioners Meeting Room in the Stanly County Commons** located at 1000 N. 1st Street, Albemarle, NC. Stanly County will provide auxiliary aids and services under the ADA for disabled persons who wish to participate in the hearing. Anyone requiring special services should contact **Tyler Brummitt, Clerk to the Board, at 704-986-3600** as soon as possible so that arrangements can be made.

The programs included in the Rural Operating Assistance Program application are:

1. Elderly & Disabled Transportation Assistance (EDTAP) Program provides operating assistance for the public transportation of elderly and disabled citizens.
2. Employment Transportation Assistance Program provides operating assistance for the public transportation of persons with employment related transportation needs.
3. Rural General Public (RGP) Program provides operating assistance for the public transportation of persons living in non-urban areas of the county.

The period of performance for Rural Operating Assistance Program funds is July 1, 2013 through June 30, 2014. The FY2014 ROAP individual program totals are:

PROGRAM	TOTAL
EDTAP	\$68,130
EMPL	\$20,338
RGP	\$89,888
TOTAL	\$178,356

This application may be inspected at the **SCUSA Transportation office** located at **1000 N. 1st Street, Ste. 15, Albemarle, NC** from **9:00am – 3:00pm, Monday - Friday** Written comments should be directed to **Ms. Gwen Hinson, Transit Director at 1000 N. 1st Street, Ste. 15, Albemarle, NC 28001** before **September 6th, 2013**

Aviso de audiencia pública

Esto es para informar al público sobre la oportunidad de asistir a una audiencia pública sobre la aplicación de programa asistencia operativo Rural (Asia) propuesto para presentarse en el Departamento de transporte de Carolina del norte no **16 de septiembre de 2013** por el Condado de **Stanly** la audiencia pública se celebrará a más tardar **el 9 de septiembre, 2013 a 19:00** en los Comisionados **Del Condado de Stanly** reunión en las **Salas de Comisarios en los comunes de Condado de Stanly** ubicada en **1000 N. 1st Street, Albemarle, NC.** **Stanly County** proporcionará ayudas auxiliares y servicios bajo la ADA para personas con discapacidad que deseen participar en la audiencia. Alguien que requieren servicios especiales debe contactar **Tyler Brummitt, Secretario de la Junta, en 704-986-3600** tan pronto como sea posible para que se puedan hacer arreglos.

Los programas incluidos en la aplicación del programa de asistencia Rural de funcionamiento son:

1. Ancianos & programa de asistencia de transporte deshabilitado (EDTAP) provee asistencia operativa para el transporte público de los ciudadanos ancianos y discapacitados.
2. Programa de asistencia de transporte empleo proporciona funcionamiento asistencia para el transporte público de personas con empleo relacionada con las necesidades de transporte.
3. Programa público General rural (RGP) provee asistencia operativa para el transporte público de personas que viven en áreas no urbanas del condado.

El plazo de ejecución de fondos del programa de asistencia Rural de funcionamiento es 01 de julio de 2013 a través de 30 de junio de 2014. Los totales del programa individual de ROAP FY2014 son:

PROGRAMA	TOTAL
EDTAP	\$68.130
EMPL	\$20.338
RGP	\$89.888
TOTAL	\$178.356

Esta aplicación puede ser inspeccionada en la **oficina de transporte SCUSA** ubicada en **1000 N. 1st Street, Ste. 15, Albemarle, NC** de **9:00 – 15:00, lunes - viernes** comentarios escritos deben ser dirigidas a **la Sra. Gwen Hinson, Director de tránsito de 1000 N. 1st Street, Ste. 15, Albemarle, NC 28001** antes de **6 de septiembre, 2013.**



Stanly County Board of Commissioners

Meeting Date: September 9, 2013
 Presenter: Dana Stoogenke, AIPC
 Rocky River RPO

Consent Agenda | Regular Agenda

84

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

Please Provide a Brief Description of your Presentations format: **PowerPoint**

* 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>North Carolina Department of Transportation and Rocky River Rural Planning Organization staff would like to provide an update to the Stanly County Commissioners about the Stanly County Comprehensive Transportation Plan -Amendment to include the City of Locust and Town of Red Cross. A PowerPoint presentation will be given by Dana Stoogenke.</p>
Requested Action	<p>Information</p>

Signature: _____	Dept. _____
Date: _____	Attachments: Yes No <u> x </u>
Review Process	
	Approved
	Yes No Initials
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	

UPDATE

**Stanly County
Comprehensive Transportation Plans (CTP)
Amendment**
to include
The City of Locust and Town of Red Cross


Dana Stoogenke
September 9, 2013

Stanly County CTP Amendment

§ 136-66.2. Development of a coordinated transportation system and provisions for streets and highways in and around municipalities.



This CTP will include:

- City of Locust
- Town of Red Cross
- Portions of unincorporated Stanly County



The CTP Process:

- ✔ Stakeholders: *Several Meetings-Spring 2013.*
- ✔ Survey Public: *220 Responses*
- ✔ Data Collection: *Current and Future V and C*
- ✔ Draft Plan: *Draft Highway Map*
- Public Workshops
- Request Adoption from jurisdictions
- Request Endorsement from RRRPO
- Request Adoption from Board of Transportation
- Projects move to the Transportation Improvement Program.

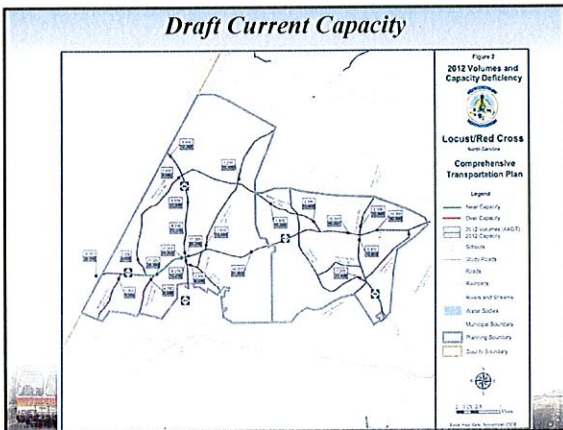



Survey Highlights:

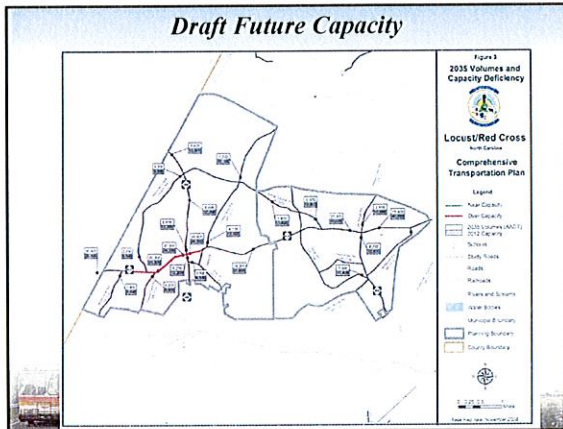
- Most who were surveyed are from the Town of Red Cross.
- A total of 220 people responded.
- **When ranking transportation goals, the lowest were:**
 - Faster automobile travel time.
 - Control the frequency and location of driveways and cross streets.
- **When ranking transportation goals, the highest were:**
 - Increase transportation mode choices (walk and bike).
 - Community and rural character preservation.
 - Improving intersection design, better traffic signal, adding turn lanes, and creating roundabouts.

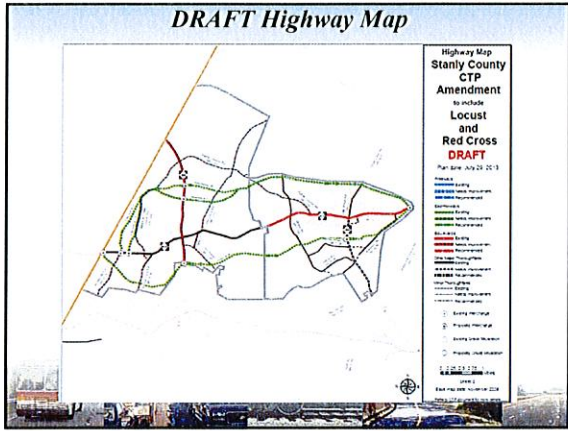


Draft Current Capacity



Draft Future Capacity





Benefits of CTP:

- Better transportation planning process
- Improved planning process partnership
- Customer-friendly documentation
- Better integration of land use with transportation planning and statewide goals and objectives (like Strategic Corridors).
- Any project will go through a rigorous environmental process before final alignments or designs can be determined.

The CTP's Final Products:

Four Maps are adopted:

- Highway Map
- Bicycle Map
- Rail and Public Transportation Map
- Pedestrian Map

*Technical Report is not adopted

Questions?

Contacts:

Reuben Q. Crummy
Transportation Engineer
NCDOT Transportation Planning Branch
919.707.0971
rcrummy@ncdot.gov

Dana Stoogenke, AICP
Director
Rocky River Rural Planning Organization
980.581.6589
dstoogenke@rockyriverrpo.org

Jamal S. Alavi, PE
Metrolina Planning Group Supervisor
NCDOT Transportation Planning Branch
919.707.0970
jalavi@ncdot.gov





Stanly County Board of Commissioners

Meeting Date: September 9, 2013
 Presenter: Commissioner Ascitutto

45

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.

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ITEM TO BE CONSIDERED

RUNNER AND BIKER SAFETY DISCUSSION

Subject

Requested Action

Signature: _____

Dept. _____

Date: _____

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: September 9, 2013
 Presenter: Andy Lucas

_____ | EA
 Consent Agenda | Regular Agenda

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

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ITEM TO BE CONSIDERED

REGION F AGING ADVISORY COMMITTEE

Subject

Please see the attached email from Gayla Woody with Centralina COG concerning the Region F Aging Advisory Committee. Janice Abernathy's term expired on June 30, 2013 and she is eligible for reappointment to a second, two (2) year term until June 30, 2015. There are also two additional vacancies on the committee - one delegate and one alternate position.

There are no applications on file for this committee.

Requested Action

- Request that Janice Abernathy be reappointed to a second term for a two (2) year period until June 30, 2015.
- Request appointment of a delegate for a two year term until June 30, 2015.
- Request appointment of one alternate for a one year term until June 30, 2014.

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

Tyler Brummitt

From: Gayla Woody [GWoody@centralina.org]
Sent: Friday, August 16, 2013 11:33 AM
To: Tyler Brummitt
Cc: Becky Weemhoff
Subject: Region F Aging Advisory Committee

Hi Tyler,

It was good to chat with you. Just to reiterate the Region F Aging Advisory Committee meetings quarterly (Fy 14 dates: August 29, 2013; December 12, 2013; March 20, 2014; June 5, 2014). The County Commissioners appoint three delegates who serve a two year term (maximum of three consecutive terms) and one alternate that must be reappointed annually.

Currently, Glenna Hinson is serving her second consecutive term which will end June 30, 2014. Janice Abernathy just completed her first delegate term and is eligible to be reappointed for a second term (July 1, 2013 – June 30, 2015). You should already have Janice application on file but let me know if she needs to resubmit.

We have an additional delegate vacancy for the term of July 1, 2013 – June 30, 2015) and the alternate position is also vacant (July 1, 2013 – June 30, 2014).

I have copied Becky Weemhoff, Director of the Stanly Senior Services, in hopes that she may be able to assist us in identifying a couple of age sixty plus individuals who are interested/willing to serve on the Region F Aging Advisory Committee. I am assuming the process is that if Becky were to identify these individuals, they would need to submit applications to you or just call you?

Thanks for your help with this,
Gayla

Gayla S. Woody
Centralina Council of Governments
Centralina Area Agency on Aging
525 North Tryon Street - 12th Floor
Charlotte, NC 28202
Phone: 704-348-2727
Toll Free: 800-508-5777
Fax: 704-347-4710
www.centralina.org
www.centralinaaging.org



Pursuant to North Carolina GS Chapter 132, email correspondence to and from this address may be considered public record under the NC Public Records Law and may be disclosed to third parties.

**CENTRALINA COUNCIL OF GOVERNMENTS REGION F AGING ADVISORY
COMMITTEE**

General Information: Stanly County has three members and one alternate on this 34 member advisory committee. Members may serve for three (3) consecutive two-year terms or a total of six (6) years. After a one year lapse in membership, the member is eligible for reappointment. No advisory committee members shall be employed by an agency which is receiving Older American Act funds. At least 50% of appointees should be over 60 years of age. The committee meets approximately every three (3) months and advises the staff and COG board on the Area Plan, allocation of funds, etc.

Term: 2 years – Members
1 year – Alternate

Meeting Schedule: Approximately once per quarter.

Method of Appt: All four members are appointed by the Board of County Commissioners

MEMBERS	INITIAL APPOINTMENT	TERM EXPIRES
Janice Abernathy, Alternate 525 East Street Albemarle, NC 28001 H (704) 982-8253	2001	6/30/13 (1 st term)
Glenna Hinson, Delegate 40273 Mountain Creek Road New London, NC 28127 H (704) 463-5790	2004	6/30/14 (2 nd term)

Vacant delegate position

Vacant alternate position



Stanly County Board of Commissioners

Meeting Date: September 9, 2013
 Presenter: Andy Lucas

EB

Consent Agenda | Regular Agenda

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

Please Provide a Brief Description of your Presentations format: _____

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ITEM TO BE CONSIDERED

NURSING HOMES COMMUNITY ADVISORY COMMITTEE & DOMICILIARY HOME COMMUNITY ADVISORY COMMITTEE

Subject

Due to Rick Russell's wife recently becoming employed with one of the long term care facilities in Stanly County, he is ineligible to continue to serve on this committee. It is requested a replacement be named to serve his unexpired term until February 28, 2014.

There are currently no volunteer applications on file.

Requested Action

Name a replacement to serve Mr. Russell's unexpired term on the CAC until February 28, 2014.

Signature: _____

Dept. _____

Date: _____

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

Tyler Brummitt

From: Patricia Cowan [PCowan@centralina.org]
Sent: Saturday, May 11, 2013 2:09 PM
To: Tyler Brummitt; Rick Russell
Cc: Patricia Cowan; Debi Lee
Subject: CAC Volunteer has a spouse employed in a long term care facility

Hi,
Tyler,
Recently Mr. Rick Russell a member of the Community Advisory Committee informed me that his wife is employed in a long term care facility in Stanly county .Mr. Russell is a loyal member of the committee but agreed not to visit the facility until this issue was resolved. Please review the information in the CAC Essential Guide see page 4 for clarification and advise Mr. Russell and I on the next steps. The Ombudsman Program is only required to provide training and technical assistance to all CAC members and the county commissioners are responsible for appointing and removing members. Mr. Russell serves at the pleasure of the Stanly County Board of Commissioners and ultimately have the final decision. I will be out of the office in training next week and returning on Thursday, May 16, 2013, but will be checking and responding to emails daily.

http://www.ncdhhs.gov/aging/ombud/cac/CAC_Essential_Guide.pdf

Take Care,

Patricia Garner Cowan, Regional Ombudsman CIRS-A
Centralina Council of Governments

525 North Tryon St.
Charlotte, N.C 28202
pcowan@centralina.org
www.centralinaaging.org
1-800-508-5777 ext:6503
704-688-6503
704-779-8583
704-347-4710 (fax)

Pursuant to North Carolina GS Chapter 132, email correspondence to and from this address may be considered public record under the NC Public Records Law and may be disclosed third parties.



3. Who cannot serve as a community advisory committee member?

- No person or immediate family member* with a financial interest in a facility served or employee or governing board member of a facility served.
- Immediate family member* of a resident in a facility.
- ✱ ■ Whenever an immediate family member of a current advisory committee member becomes a resident in a facility visited by the committee, that advisory committee member immediately becomes ineligible to serve on the committee.
- Immediate relative of an employee or owner/operator of a facility served by the community advisory committee.
- See G. S. 131D-31() and G.S. 131E-128(f).

**Immediate family member is defined as mother, father, sister, brother, spouse, child, grandmother, grandfather, and in-laws.*

4. How are community advisory committee members appointed?

- Each County Board of Commissioners is responsible for making appointments to community advisory committees. *G.S. 131D-31(b) (4) and G.S.131E-128(b) (3)*
- Each committee member shall serve an initial term of one year; persons reappointed to a second or subsequent term shall serve a two-or three-year term at the county commissioners' discretion. *G.S. 131E-128 (c) Nursing Home Community Advisory Committee G.S. 131D-31(d) Adult Care Home and Joint Community Advisory Committee*
- The appointee and regional ombudsman should be notified in a timely manner, in writing of appointment or reappointment by county commissioners.

QUESTION 3:

N. C. General Statute 131D-31(g) and 131E-128 (f)	Appendix A
Model pre-screening tool for CAC applicants	Appendix E

QUESTION 4:

Example letter for newly appointed CAC members	Appendix F
Example regional ombudsman welcome letter	Appendix G
Example of committee bylaws	Appendix H

**NURSING HOMES COMMUNITY ADVISORY COMMITTEE &
DOMICILIARY HOME COMMUNITY ADVISORY COMMITTEE**

G. S. House Bill 1015, 1977

Local Act: Minutes of November 20, 1978

Date Established: November 20, 1978 (Meeting of August 17, 1992)

Meeting Schedule: Second Thursday of every month at 12:00 p.m.

Members: 10 (excluding commissioner appointment)

Terms: First time appointments will serve for one (1) year; thereafter, will serve a three (3) year term, successive appointments permitted.

Special Provisions:

Method of Appt: Appointed by the Board of Commissioners

Officers: To be elected by members.

MEMBERS	INITIAL APPOINTMENT	TERM EXPIRES
Janelle Hawkins 36401 Old Salisbury Road New London, NC 28127	1990	2/28/2014
Gene McIntyre 44074 Catfish Road New London, NC 28127	Commissioner	Term of Office
William Rigsbee, Jr. 25666 Preston Lane Albemarle, NC 28001	2011 *Serving the unexpired term of Janet Pickler	2/28/2014
Sarah J. Grantier 522 Avondale Avenue Albemarle, NC 28001	2/4/2013 *Serving the unexpired term of Roy Still	2/28/2014
Hilda W. Lee 48154 Allenton Street Norwood, NC 28128	1993	2/28/2016

Sue Turner 1063 Austin Road New London, NC 28127	1998	2/28/2014
Hazel L. Lefler P. O. Box 354 307 Palmer Street Albemarle, NC 28002-0354	1999	2/28/2016
Gilbert P. "Rick" Russell P. O. Box 861 Albemarle, NC 28002-0861 H (704) 982-0459; W (704) 982-9184	2011	2/28/2014 *Serving the unexpired term of Curtis Ragsdale, Sr.
Janice Abernathy 525 East Street Albemarle, NC 28001	2001	2/28/2014
Glenna Hinson 40273 Mountain Creek Road New London, NC 28127	2001	2/28/2014
Christian Herring 216 Smokehouse Lane Albemarle, NC 28001 (W) 704-982-5629 (H) 704-918-9469	2013	2/28/2014 *Serving the unexpired term of Eleanor Plummer

Contact: Sue Turner, Secretary
1063 Austin Road
New London, NC 28127
(H) 704-463-5303

Notify Centralina COG – Patricia Cowan of any appointments or reappointments at
pcowan@centralina.org **Nursing Homes Comm. Adv. Committee – Pg. 2**

MEMBERS	INITIAL APPOINTMENT	TERM EXPIRES
----------------	----------------------------	---------------------



Stanly County Board of Commissioners

Meeting Date: September 9, 2013
 Presenter: Andy Lucas

Consent Agenda | Regular Agenda

EC

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

Please Provide a Brief Description of your Presentations format: _____

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ITEM TO BE CONSIDERED

BOARD OF ADJUSTMENTS

Subject

Currently there are two Alternate member vacancies on the board. It is requested the Board appoint two (2) individuals to fill these positions until June 30, 2016.

There is one application on file for this board.

Requested Action

Appoint two (2) Alternates to the Board of Adjustments to serve until June 30, 2016.

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

Tyler Brummitt

From: Stanly County, North Carolina [webmaster@co.stanly.nc.us]
Content: 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, Equilization and Review & Planning Board - Apptd to Planning Bd
ON 3/4/2013.

ADJUSTMENTS, BOARD OF

Compensation: \$40/mtg

G. S. 153A-345

Local Ordinance: Zoning Ordinance, Stanly County, Article XII, Section 120, Pg. 75

Date Established: July 1972

Meeting Schedule: 2nd Tuesday, Monthly at 7:30 p.m.

Members: 7 Regular, 2 Alternate

Terms: 3 years (No indication of validity of succeeding appointments)

Special Provisions: All members shall be residents of Stanly County and shall be from different areas within the County’s zoning jurisdiction. Alternate members while serving in the absence of any regular member, shall have and exercise all powers and duties of such regular member so absent.

Method of Appointment: All are appointed by the Board of County Commissioners

Officers: Board of Adjustments elects its own chairman and vice-chairman, who appoints a secretary and such other subordinates as may be authorized by Board of Commissioners.

MEMBERS	APPOINTED	TERM EXPIRATION
S. Todd Swaringen 12144 Cottonville Road Norwood, NC 28128	7/14/08	6/30/14
Richard Cosgrove P. O. Box 171 Richfield, NC 28137	10/6/08	6/30/16
Houston B. “Buddy” Clark II 40275 Hoops Court Albemarle, NC 28001	10/22/12	6/30/15
Dr. John Eckman III 319 Harvard Drive Albemarle, NC 28001	7/14/08	6/30/14

Adjustments, Board of (Cont'd)

MEMBERS	APPOINTED	TERM EXPIRATION
Rebecca Carter P. O. Box 1119 Albemarle, NC 28002-1119	2010	6/30/16
Benton Payne 1616 Bellamy Circle Albemarle, NC 28001	10/6/08	6/30/15
Kevin Brickman 20604 NC Hwy 24/27 Oakboro, NC 28129	10/5/09	6/30/15

There are 2 vacancies for Alternate Members

Linda Evans, Clerk to the Board
(704) 986-3661



Stanly County Board of Commissioners

Meeting Date: September 9, 2013
 Presenter: Andy Lucas

Consent Agenda | Regular Agenda

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

Please Provide a Brief Description of your Presentations format: _____

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ITEM TO BE CONSIDERED

LIBRARY BOARD OF TRUSTEES

Subject

The terms of Library Board of Trustees members Larry Emerick and Wade McSwain expired on June 30, 2013. It is requested the Board appoint two (2) members to the board for a six (6) year term until June 30, 2019.

Currently there are no applications on file.

Requested Action

Appoint two (2) members to the Library Board of Trustees, each to serve a six (6) year term until June 30, 2019.

Signature: _____

Date: _____

Dept. _____

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

LIBRARY BOARD OF TRUSTEES

G. S. 153A-265

Date Established: April 11, 1927

Meeting Schedule: Monthly, 3rd Wednesday at 12:00 noon (except July & August)

Members: 7

Terms: 6 years (no indication that an individual cannot be reappointed to successive terms.)

Special Provisions: Not more than 12 members (at discretion of County Commissioners)

Method of Appt: All appointed by the Board of County Commissioners (Library Board of Trustees By-Laws as amended in 1981 – Board of Commissioners to appoint 7 members).

Officers: Board of Trustees elects its own chairman and may elect other officers.

<u>MEMBERS</u>	<u>INITIAL APPOINTMENT</u>	<u>TERM EXPIRES</u>
Gene McIntyre 44074 Catfish Road New London, NC 28127	Commissioner	Term of Office
Larry Emerick 36706 Chapel Road Norwood, NC 28128	2007	6/30/13
Patricia Bramlett P. O. Box 1175 Albemarle, NC 28002	2005	6/30/17
Dr. Nalin Mehta 34876 Oak Hill Drive Albemarle, NC 28001	2008	6/30/14

Benjamin Jolly, Chairperson 243 N. Third Street Albemarle, NC 28001	2005	6/30/17
Kay Baucom P. O. Box 310 Locust, NC 28097	2005	6/30/17
Wade McSwain, Jr., Vice Chairman 1530 Hyman Drive Albemarle, NC 28001	2004	6/30/13



Stanly County Board of Commissioners

Meeting Date: September 9, 2013
 Presenter: Andy Lucas

Consent Agenda | Regular Agenda

SE

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

ECONOMIC DEVELOPMENT COMMISSION

It is requested that a member be appointed to represent the Northern District on the Economic Development Commission for a two (2) year term until September 9, 2015.

Enclosed is one (1) application for your consideration.

Requested Action

Request the Board appoint one member to represent the Northern District for a two (2) year term until September 9, 2015.

Signature: _____

Date: _____

Dept. _____

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



Stanly County Volunteer Application

Volunteer Application Stanly County Boards and Commissions

NAME: Wes Morgan

HOME ADDRESS: 28198 Rogers Road

CITY, STATE, ZIP: New London NC 28127

TELEPHONE: (W) 704-984-6800 cell # 980-581-1037

FAX: —

DATE: 9-4-13

EMAIL: wes@rollinghillsgirl.com

PLACE OF EMPLOYMENT: Rolling Hills Cotton Gin (18 yrs.)

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): 5 / 7 / 68

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

1. EDC
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: Rolling Hills Cotton Gin (18 yrs.)

VOLUNTEER EXPERIENCE: Finance Chair, New Mt. Tabor UMC + Board member of the Southeastern Bidders Assoc.

EDUCATION: NSHS, Kings College (Accounting Major)

OTHER COMMENTS: _____

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

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

Terry Scott Efirm 106 Walnut Creek Road Locust, NC 28097 Email: sefirm@locustnc.com (H) 704-888-4587 (W) 704-888-5260	West	8/12/2013 (1 st term)	8/12/2015
Terry Whitley 132 Kennedy Ford Road Oakboro, NC 28129 H (704) 485-3773; C (980)328-5264 Email: terrywhitley@mac.com	South	2013	1/31/15
David Smith 633 E. Cannon Avenue Albemarle, NC 28001 Retired Email: david.smith6347@gmail.com	Central	2012 (Serving the unexpired term of Paul Childress until 1/31/14)	1/31/14
Gerald W. Poplin 504 Muirfield Drive Albemarle, NC 28001 W (704) 322-9400; H (704) 982-6130 Email: Gerald.Poplin@pfeiffer.edu	Central	2011	1/31/13
Joe R. Kluttz, Jr. 1121 Pee Dee Avenue Albemarle, NC 28001 Albemarle Insurance Agency H (704) 618-8538; W (704) 983-1161 Email: joek@albemarle-insurance.com	At-Large	2011	1/31/13
Cindy Beane 960 Shankle Street Albemarle, NC 28001 W (704) 982-0126 Email: cindy@beaneswaringen.com	At-Large	2006	1/31/14
<p>Matt Smith – 2012 Chamber Representative Stanly Communications / Radio Stations WSPC and WZKY P. O. Box 549 Albemarle, NC 28002-0549 W (704) 983-1580 Fax (704) 983-1436 Email: mattsmith@ctc.net</p>			

Alternate Designee: Lindsey Dunevant, Commissioner
1716 Arbor Way
Albemarle, NC 28001
H(704) 982-9683 ; C(704)438-2281
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 Board of Commissioners

Meeting Date: September 9, 2013
 Presenter:

 | _____
 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>CONSENT AGENDA</p> <p>A. Minutes – Recessed meeting of July 24, 2013 and regular meeting of August 12, 2013</p>
Requested Action	<p>Request approval of the above items as presented.</p>

Signature: _____	Dept. _____
Date: _____	Attachments: Yes No <u> </u> x <u> </u>
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 _____ _____ Tyler Brummitt, Clerk to the Board Date
Finance Director _____ _____	
Budget Amendment Necessary _____ _____	
County Attorney _____ _____	
County Manager _____ _____	
Other: _____ _____	

**STANLY COUNTY
BOARD OF COMMISSIONERS
RECESSED MEETING MINUTES
JULY 24, 2013**

COMMISSIONERS PRESENT: Gene McIntyre, Chairman
Josh Morton, Vice Chairman (Arrived at 2:02 p.m.)
Peter Ascitutto
Tony Dennis
Lindsey Dunevant

COMMISSIONERS ABSENT: None

STAFF PRESENT: Andy Lucas, County Manager
Jenny Furr, County Attorney
Tyler Brummitt, Clerk
Toby Hinson, Finance Director

CALL TO ORDER

The Stanly County Board of Commissioners (the "Board") reconvened their regular meeting of Monday, July 8, 2013 on Wednesday, July 24, 2013 at 2:00 p.m. in the County Manager's Conference Room, Stanly Commons. Chairman McIntyre called the meeting to order and gave the invocation.

APPROVAL / ADJUSTMENTS TO THE AGENDA

By motion, Commissioner Dennis moved to approve the agenda as presented and was seconded by Commissioner Ascitutto. The motion passed by unanimous vote.

ITEM # 1 – STANLY COUNTY AGRICULTURAL FAIR FIREWORKS APPROVAL

Presenter: Andy Lucas, County Manager

The American Legion Agricultural Fair requested Board approval to have a fireworks display on the opening and closing nights of the fair which is scheduled to be held August 6 – 10, 2013.

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

ITEM # 2 – STANLY COUNTY SCHOOLS & PARTNERSHIP FOR CHILDREN LEASE AGREEMENTS

Presenter: Andy Lucas, County Manager

The County Manager informed the Board that the lease agreements for the Board of Education and Partnership for Children expired on June 30, 2013. After a review of the current agreements and costs to maintain the areas, the County Manager recommended both leases be renewed for a period of five (5) years at a rate of \$6.85 per square foot for fiscal year 2013-2014 and a rate of \$7.25 per square foot for the remaining four (4) years until June 30, 2018.

Commissioner Dennis moved to approve the renewal of the lease for the Board of Education as proposed by the County Manager. The motion was seconded by Commissioner Ascitutto and passed by unanimous vote.

On a separate motion, Commissioner Dennis moved to renew the Partnership for Children lease as recommended by the County Manager. The motion was seconded by Commissioner Dunevant and carried with a 5 – 0 vote.

ITEM # 3 – HEALTH DEPARTMENT – DENTAL CLINIC RENOVATION - BUDGET AMENDMENT # 2014-03

Presenter: Dennis Joyner, Health Director

Last year the Health Department received a grant from the Cannon Foundation for \$75,000.00 to aid in the purchase of equipment for the addition/renovation of several rooms in the Dental Clinic. Although much of the renovation was completed last fiscal year, additional time is needed to finalize the equipment and supply purchases and remaining renovation work. Because of this, Board approval was needed to carry the remaining expenses of \$49,315.00 forward to the FY 2013-2014 budget and appropriate these funds from the Dental Clinic Fund Balance.

By motion, Commissioner Dennis moved to approve budget amendment #2014-03 to increase the Health Department's FY 2013-14 budget by \$49,315.00 and was seconded by Commissioner Dunevant. The motion passed by unanimous vote.

RECESS

Commissioner Dennis moved to recess the current meeting of the Board of County Commissioners and reconvene as the Greater Badin Water & Sewer District Board of Directors. His motion was seconded by Commissioner Ascitutto and carried with a 5 – 0 vote.

ITEM # 4 – GREATER BADIN WATER & SEWER DISTRICT – USDA LOAN & GRANT DISCUSSION

Presenters: Allen Hart, USDA Representative and Donna Davis, Utilities Director

Mr. Hart presented information related to the proposed funding available through the USDA for Phase 1 (West Badin) of the Greater Badin Water & Sewer Project. Funding for the project

would consist of a loan and grant to be administered through the Rural Utilities Service (RUS) by the USDA Rural Development staff based on the following breakdown:

RUS Direct Loan:	\$2,132,000.00 (Rate of 2.75%, 40 year term, annual payment of \$88,563.00)
RUS Direct Grant:	\$ 591,600.00
County Contribution:	\$ 25,064.00
Total Project Cost:	\$2,748,664.00

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

Mr. Hart referenced the letter of intent provided to the Board noting the conditions of the proposed financing. Ms. Davis then provided a review of the budget history for the Greater Badin Water & Sewer District, funding scenarios for completion of both phases of the project and potential sources of revenue available to meet future loan payments.

The Board then participated in a general discussion concerning the information received from the presentations.

Mr. Hart stated that in order to move forward with the USDA funding for Phase 1, he would need Board approval of the letter of intent, the associated resolution and authorization for the chairman and clerk to execute the required documents.

By motion, Commissioner Dennis moved to proceed with the USDA funding option, approve the associated resolution and to authorize execution of the required documents by the chairman and clerk. His motion was seconded by Commissioner Ascutto and passed by unanimous vote.

RETURN TO OPEN SESSION

Commissioner Dennis moved to recess the meeting of the GBWSD Board of Directors and reconvene as the Board of County Commissioners. The motion was seconded by Commissioner Dunevant and passed by unanimous vote.

GENERAL COMMENTS & ANNOUNCEMENTS

Commissioner Ascutto provided an update on SB 317 (formerly HB 1005).

Commissioner Dunevant noted a letter he had provided for the Board's information related to state conservation issues.

The County Manager reminded the Board of several vacancies on both the Economic Development Commission and Industrial Facilities & Pollution Control Authority that need to be filled.

The Board participated in a general discussion related to the Swift Island Bridge.

ADJOURN

With no further discussion, Vice Chairman Morton moved to adjourn the meeting and was seconded by Commissioner Ascitutto. The motion carried with a vote of 5 – 0 at 3:01 p.m.

Gene McIntyre, Chairman

Tyler Brummitt, Clerk

**STANLY COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
AUGUST 12, 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, August 12, 2013 at 7:00 p.m. in the Commissioners Meeting Room, Stanly Commons. Chairman McIntyre called the meeting to order, gave the invocation and led the pledge of allegiance.

APPROVAL / ADJUSTMENTS TO THE AGENDA

Staff requested the following items be added to the consent agenda: Item 5(F) Facilities Use Agreement, 5(G) Utilities – Resolution of support for an application to the state for financial assistance with Phase One Airport Corridor Rehabilitation Project, and 5(H) Sheriff's Office - Approval of an additional School Resource Officer position and associated budget amendment.

By motion, Commissioner Dennis moved to approve the agenda as amended and was seconded by Commissioner Ascitutto. The motion carried by unanimous vote.

ITEM # 1 – ANNUAL PRESENTATION BY THE STANLY COUNTY CHAMBER OF COMMERCE

Presenters: Tom Ramseur, President & CEO and Bill Lawhon, Board Chair

Mr. Ramseur and Mr. Lawhon took a few moments to address the Board and thank them for their continued support of the Chamber.

ITEM # 2 – TAX COLLECTOR'S ANNUAL SETTLEMENT FOR FY 2012-2013

Presenter: Melia Miller, Tax Administrator

Ms. Miller presented the annual settlement report to the Board which summarized the tax collection activity for FY 2012-2013. Additionally, the Board is required to charge the Tax Collector with the collection of taxes for the current fiscal year and authorize the use of enforced collection measures to give notice that the tax lien is first in priority.

By motion, Commissioner Dennis moved to accept the annual settlement report and charge the Tax Collector with collecting FY 2013-2014 taxes. The motion was seconded by Commissioner Ascutto and carried with a 5 – 0 vote.

ITEM # 3 – BOARD & COMMITTEE APPOINTMENTS

Presenter: Andy Lucas, County Manager

A. Economic Development Commission (EDC)

Due to a vacancy on the EDC for the Western District, it was recommended that Terry Scott Efird be appointed to represent this area for a two (2) year term until August 12, 2015.

Commissioner Dennis moved to approve the appointment and was seconded by Commissioner Dunevant. The motion passed by unanimous vote.

B. Jury Commission

Due to Karmen Mock-Phillips' term expiring on June 30, 2015, it was requested that she either be reappointed or a replacement named.

Commissioner Dunevant moved to appoint Paul E. Carpenter, Jr. to replace Ms. Mock-Phillips for a two (2) year term until June 30, 2015. The motion was seconded by Commissioner Ascutto and carried with a 5 – 0 vote.

ITEM # 4 – EMERGENCY RADIO PROJECT UPDATE

Presenter: Andy Lucas, County Manager

The County Manager provided an update on the emergency radio system stating the county is moving forward with Motorola to finalize the financing agreement for approximately \$8,043,000.00. Copies of the financing agreement and associated resolution were included for the Board's information. The County Manager noted the agreement does not include the cost of the land needed to construct the cell towers and will be handled separately. As a timeline, the County Manager noted that the required documents will be sent to Motorola on August 15th and forwarded to the Local Government Commission (LGC) for consideration during their September 10th meeting. Once approved, the county will execute the contract with Motorola on September 16th. EMS Director Brian Simpson continues to negotiate with landowners for the purchase of the land for the cell towers. Once the County has purchased and cleared the

land, Motorola will construct the towers per the terms of the contract. Board approval of the associated resolution was requested as part of the documentation to be submitted to the LGC.

Commissioner Dennis moved to approve the associated resolution and was seconded by Commissioner Dunevant. The motion carried unanimously.

ITEM # 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 surplus items be declared 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
- F. Approval of the attached Facilities Use Agreement
- G. Utilities – Resolution of support for an application to the state for financial assistance with Phase 1 Airport Corridor Rehab Project
- H. Sheriff’s Dept. – Request approval of the additional SRO position and associated budget amendment

By motion, Commissioner Dennis moved to approve the consent agenda as presented and was seconded by Vice Chairman Morton. Motion passed with a 5 – 0 vote.

PUBLIC COMMENT

None

GENERAL COMMENTS & ANNOUNCEMENTS

Commissioner Ascitutto stated that he had recently attended a birthday party hosted by the Senior Center for senior citizens 90 years and older as well as the Albemarle Downtown Development Commission meeting.

Commissioner Dennis noted the Stanly News & Press article regarding Congressman Hudson’s recent visit to the airport and reminded everyone of the Ag-Fair being held Saturday at the Agri-Civic Center.

Commissioner Dunevant informed everyone of the Connect Our Future’s County Community Growth Workshop on September 10th and encouraged everyone to participate.

CLOSED SESSION

Commissioner Dennis moved to recess the meeting into closed session to discuss a real estate transaction in accordance with G. S. 143-318.11(a)(5). His motion was seconded by Commissioner Dunevant and passed by unanimous vote.

ANNOUNCEMENT

Chairman McIntyre stated that staff was authorized to continue negotiations related to the real estate transaction discussed in closed session.

ADJOURN

There being no further discussion, Commissioner Dennis moved to adjourn the meeting and was seconded by Commissioner Ascitutto. The motion carried with a 5 – 0 vote at 8:30 p.m.

Gene McIntyre, Chairman

Tyler Brummitt, Clerk