



# Chatham County, NC

## Meeting Agenda - Final

### Board of Commissioners

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Monday, February 19, 2018

6:00 PM

Historic Courthouse Courtroom

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#### Work Session - 2:00 PM - Historic Courthouse Courtroom

#### **SPECIAL PRESENTATION**

[18-2521](#) Vote on a Request to Approve a Resolution Honoring Denise Estridge upon Her 30-Year Retirement

**Attachments:** [resolution honoring denise estridge feb 2018.doc](#)

#### **PUBLIC INPUT SESSION**

*The Public Input Session is held to give citizens an opportunity to speak on any item. The session is no more than thirty minutes long to allow as many as possible to speak. Speakers are limited to no more than three minutes each and may not give their time to another speaker. Speakers are required to sign up in advance. Individuals who wish to speak but cannot because of time constraints will be carried to the next meeting and given priority. We apologize for the tight time restrictions. They are necessary to ensure that we complete our business. If you have insufficient time to finish your presentation, we welcome your comments in writing.*

#### **BOARD PRIORITIES**

[18-2514](#) Broadband For Chatham: A Progress Update

**Attachments:** [BroadbandForChatham201802](#)

[18-2517](#) Review Nonprofit Funding Task Force Recommendations

**Attachments:** [6--Final Task Force Recommendations](#)

[18-2502](#) K-14 Discussion

[18-2523](#) Discussion by the Board of Commissioners to evaluate zoning options for vacant business properties in formerly unzoned areas of the county.

#### **CLOSED SESSION**

[18-2506](#) Closed Session to discuss matters relating to economic development and attorney-client privilege.

#### **ADJOURNMENT**

**End of Work Session****Regular Session - 6:00 PM - Historic Courthouse Courtroom****INVOCATION and PLEDGE OF ALLEGIANCE****CALL TO ORDER****APPROVAL OF AGENDA and CONSENT AGENDA**

*The Board of Commissioners uses a Consent Agenda to act on non-controversial routine items quickly. The Consent Agenda is acted upon by one motion and vote of the Board. Items may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a Board member or citizen. The Consent Agenda contains the following items:*

- [18-2495](#) Vote on a request to approve the January 16, 2018 Work and Regular Session Minutes, the January 23, 2018 Retreat Minutes, and the January 24, 2018 Retreat Minutes.  
**Attachments:** [Draft Minutes 01.16.2018](#)  
[Draft Minutes 01.23.2018](#)  
[Draft Minutes 01.24.2018](#)
- [17-2454](#) Vote on a request to accept \$2,000 Chatham Health Alliance Funds  
**Attachments:** [\\$2,000 Chatham Health Alliance Check](#)
- [17-2455](#) Vote on a request to accept \$2,000 Association of Food and Drug Officials (AFDO) Retail Program Standards Grant Program Funds (G-T-1710-05870)  
**Attachments:** [\\$2000 AFDO Abstract](#)
- [17-2456](#) Vote on a request to accept \$3,000 Association of Food and Drug Officials (AFDO) Retail Program Standards Grant Program Funds (G-T-1710-05870)  
**Attachments:** [\\$3,0000 AFDO Abstract](#)
- [18-2486](#) Vote on a request to accept \$2,500 Food & Drug Administration (FDA) and the Association of Food and Drug Officials (AFDO) Grant Funds from FY 2018  
**Attachments:** [2,500 FDA & AFDO Retail Program Standards Grant](#)
- [18-2496](#) Vote on a request to approve Fiscal Year 2017-2018 Budget Amendments  
**Attachments:** [Budget Amendment 2017-2018 Feb](#)

[18-2497](#) Vote on a request to approve appointment of Clyde Frazier to the Planning Board.

[18-2498](#) Vote on a request to approve appointment Patricia Poe to the Library Advisory Committee.

[18-2499](#) Vote on a request to approve appointments to the Community Advisory Committee for Nursing Homes and Adult Care homes.

[18-2500](#) Vote on a request to approve appointment of Richard Poole to the Affordable Housing Advisory Committee.

[18-2501](#) Vote on a request to approve appointment of Michael Zelek to the Chatham Transit Board of Directors.

**Attachments:** [CTN Letter of Recommendation](#)

[18-2507](#) Vote on a request to approve the 2017 tax lien advertisement

[18-2512](#) Vote on a request to approve Tax Releases and Refunds

**Attachments:** [January 2018 Release and Refund Report](#)

[January 2018 NCVTS Pending Refund Report](#)

[18-2508](#) A request by Lee Bowman, Project Manager on behalf of **NNP Briar Chapel, LLC** for subdivision final plat approval of SD East Parcels 7 - 9, consisting of 3 lots on 18.59 acres, located off US Hwy 15-501 N., Baldwin Township, parcel #18911.

**Attachments:** [More Information from Planning Board Website](#)

[18-2504](#) Vote on a request to authorize the County Manager and County Attorney to finalize the land lease for the Health Sciences Building and authorize the County Manager to execute the contract.

[18-2513](#) Vote on request to award bid to ECOFLO, Inc. for collection and disposal at Chatham County permanent Household Hazardous Waste facility, approve the contract, and authorize the County Manager to execute the contract.

[18-2485](#) Vote on Request to Approve the Contract with Synergy Electronics Recycling LLC and Authorize the County Manager to execute the contract.

**Attachments:** [Synergy Electronics LLC Service Agreement](#)

[18-2490](#) Vote on a request to approve Lease Renewal for Probation Services and authorize the county manager to sign the Lease.

**Attachments:** [Probation Lease agreement RICHARD E FOX 2018-2023](#)

- [18-2522](#) Vote on a request to approve the contract for the Pittsboro Downtown Master Plan and authorize the County Manager to execute the contract.  
**Attachments:** [Pittsboro Downtown Master Plan - 20180129 Signed agreement](#)
- [18-2515](#) Vote on a Request to approve Third Amendment to Chatham Trades Agreement extending the deadline for purchasing a property from December 31, 2017 to December 31, 2018 and authorize the county manager to sign the Amendment.  
**Attachments:** [THIRD Amendment Chatham Trades for allowing 1 Year Extension to 12-31-18](#)
- [18-2516](#) Vote on a request to adopt A Resolution Approving The Addition Of Streets in the Harrison Pond Subdivision to the North Carolina System of Secondary Roads  
**Attachments:** [Harrison Pond Subdivision Resolution](#)  
[Harrison Pond Resolution Request](#)
- [18-2494](#) Vote on a request to adopt a resolution proclaiming February 2018 as Animal Spay Neuter Awareness Month  
**Attachments:** [2018 - Spay Neuter Resolution](#)
- [18-2518](#) Vote on a Request to Approve 25% Match for GCC VAWA Grant for Sheriff's Office  
**Attachments:** [Grant Approval Req Dec 2018 CCSO](#)
- [18-2519](#) Vote on a request to approve a match for the 2018 Community Waste Reduction and Recycling Grant  
**Attachments:** [Internal Grant Approval Form CWRR recycling containers 2018](#)

### **End of Consent Agenda**

### **SPECIAL PRESENTATION**

- [18-2505](#) Present Certificate of Extended Volunteer Committee Service with County Advisory Committees to Jamie Fiocco.

### **PUBLIC INPUT SESSION**

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### **PUBLIC HEARINGS**



- [18-2509](#) A Legislative public hearing request by O'Mara Landscaping & Lawncare, Inc. to rezone 10 acres of the 31.89 acre tract from R-1 Residential to CD-CB Conditional District Community Business, identified as Parcel 2691, located at 4590 Mann's Chapel Road, Baldwin Township for a landscaping and lawn care contractor's business.

**Attachments:** [More Information from Planning Department Website](#)

- [18-2510](#) A Legislative Public Hearing request by the Chatham County Board of Commissioners to adopt revisions to the Chatham County Subdivision Regulations to reflect recent legislative changes and recommendations by Planning Staff.

**Attachments:** [Proposed Ordinance Amendments PowerPoint](#)

[More information available from the Planning Department website](#)

- [18-2511](#) A Legislative Public Hearing request by the Chatham County Board of Commissioners to adopt revisions to the Chatham County Zoning Ordinance to reflect recent legislative changes and recommendations by Planning Staff.

**Attachments:** [Proposed Ordinance Amendments PowerPoint](#)

[More information from the Planning Department website](#)

## **BOARD PRIORITIES**

- [18-2493](#) Vote on a Request to Adopt Noise Ordinance as Amended

**Attachments:** [1-23-18 draft 2017 NOISE ORDINANCE edits RJR](#)

- [18-2503](#) Discussion on the expansion of the Chatham County Board of Commissioners.

## **MANAGER' S REPORTS**

## **COMMISSIONERS' REPORTS**

## **ADJOURNMENT**



# Chatham County, NC

## Text File

File Number: 18-2521

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**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Board Priorities

**In Control:** County Manager's Office

**File Type:** Resolution

Vote on a Request to Approve a Resolution Honoring Denise Estridge upon Her 30-Year Retirement

Action Requested: Vote on a Request to Approve a Resolution Honoring Denise Estridge upon Her 30-Year Retirement

Introduction & Background: Denise Estridge is retiring this month after 30 years of service in public health with Chatham County. Denise is widely known for her budget and fiscal oversight expertise and as a beloved colleague. See the attached resolution.

Discussion & Analysis: N/A

How does this relate to the Comprehensive Plan: N/A

Budgetary Impact: N/A

Recommendation: Motion to approve and present the resolution



## CHATHAM COUNTY COMMISSIONERS

Diana Hales, Chair  
Mike Dasher, Vice Chair  
James Crawford  
Karen Howard  
Walter Petty

## COUNTY MANAGER

Renee Paschal

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P. O. Box 1809, Pittsboro, NC 27312-1809 • Phone: (919) 542-8200

## Chatham County Board of Commissioners

### A Resolution Honoring Denise Estridge for 30 Years of Service in Chatham County Public Health

**WHEREAS;** Denise Estridge started her career in public health in 1988 as an employee of the former health district covering Chatham, Lee, Caswell and Person counties and soon after transitioned to Chatham's Public Health Department; and

**WHEREAS,** in this 30-year period, Denise successfully thrived under the leadership of ten very different health directors and worked to develop 30 different departmental budgets; and

**WHEREAS,** Denise developed extraordinary budget and fiscal policy expertise, and often was cited by county management as a role model for budget and finance wizardry; and

**WHEREAS,** Denise's abilities led to several special recognitions, including being named Health Department Employee of the Year in 2011, County Employee of the Month in April 2012; and County Employee of the Quarter in 2017; and

**WHEREAS,** Denise is recognized by her colleagues as dependable, patient, efficient, highly competent, practical, kind, accessible, trustworthy, balanced, organized, meticulous, beautiful and fun, fun, fun; and

**WHEREAS,** Denise is active in her community and participates annually in the "Back in the Woods Again Hunt" for physically challenged hunters; and

**WHEREAS,** Denise looks forward to spending more time on the farm with her family instead of estimating upcoming grant revenues.

**NOW, THEREFORE, BE IT RESOLVED** that the Chatham County Board of Commissioners salutes Denise Estridge upon her retirement and applauds her exemplary service over 30 years, which directly enhanced the health and well-being of residents and communities across the county for many years to come.

Adopted by the Chatham County Board of Commissioners on February 19, 2018:

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Diana Hales, Chairman  
Chatham County Board of Commissioners

#### ATTEST:

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Lindsay K. Ray, Clerk to the Board  
Chatham County Board of Commissioners



# Chatham County, NC

## Text File

File Number: 18-2514

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**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Work Session

**In Control:** MIS and GIS

**File Type:** Agenda Item

### Broadband For Chatham: A Progress Update

Action Requested: Any direction the BOC would give.

Introduction & Background: Chatham County has a high desire to promote the development of broadband internet access to all. A team has pursued this goal. The last update given was in Sept. 2016.

Discussion & Analysis: Progress has been made since Sept 2016. While the team involved has continued to pursue the goal, private companies have also been expanding service. The team efforts have revealed information that has generated many ideas which are under consideration.

How does this relate to the Comprehensive Plan: Directly ties to economic development efforts needed for small and large businesses; and to supporting education as needed by all ages.

Budgetary Impact: None at this time.

Recommendation: The team will consider the ideas and bring forward recommendations.

# Broadband For Chatham

Progress and Choices

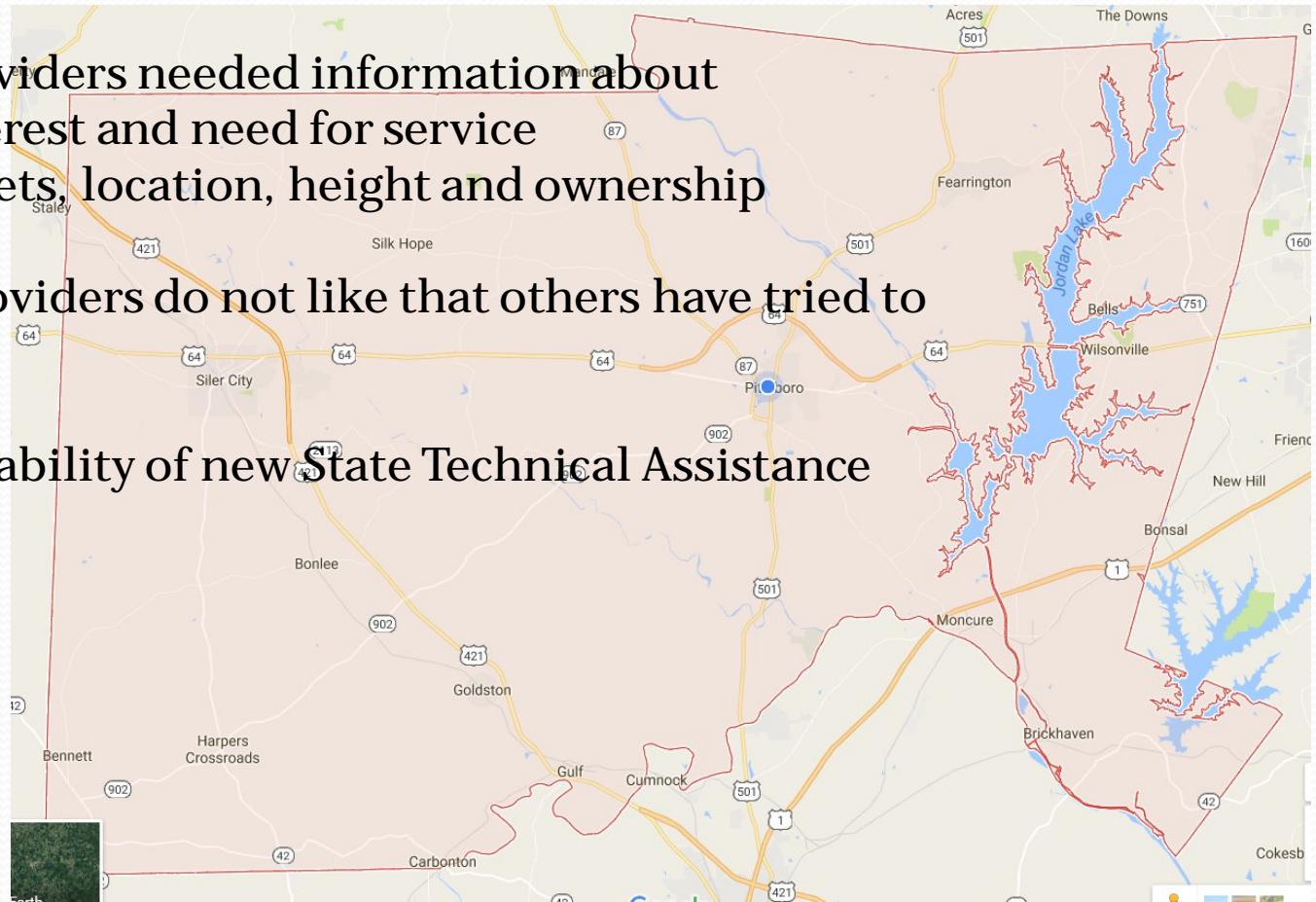
By Darlene Yudell, Nick Haffele & Kyle Touchstone

February 19, 2018

# Broadband For Chatham – Where We Were

As of September 2016 our efforts had resulted in learning:

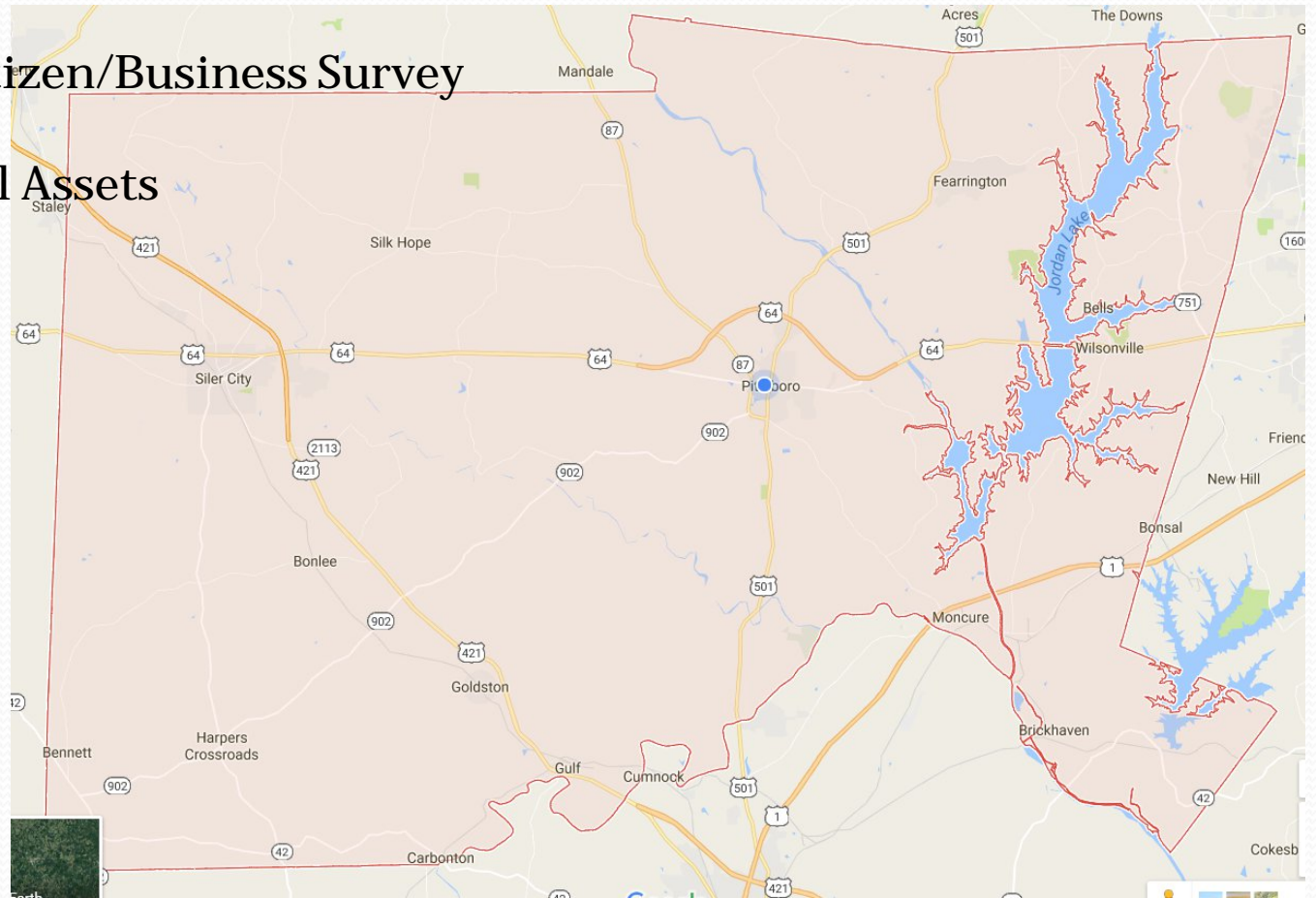
- that service providers needed information about
  - Citizen interest and need for service
  - Vertical assets, location, height and ownership
- what service providers do not like that others have tried to pursue
- And of the availability of new State Technical Assistance





# Broadband For Chatham – What We Did

- Enlisted technical assistance from the State Broadband Office
- Conducted a Citizen/Business Survey
- Mapped Vertical Assets
- Issued RFI





# Broadband For Chatham – Enlisted Technical Assistance

[HOME](#)[ABOUT BROADBAND IO](#)[BLOGS & STORIES](#)[CONTACT](#)[TECHNICAL ASSISTANCE](#)A photograph of a park area. In the foreground, there is a brick-paved path leading towards a circular stone monument. Several black metal park benches are arranged around the monument. The background shows a grassy area, trees, and a street with parked cars. The text is overlaid on the lower half of the image.

The technical assistance program provides communities with **an on-the-ground resource** to work with counties across the state to provide needed broadband expertise.

<https://ncbroadband.gov/technical-assistance/>



# Broadband For Chatham – Technical Assistance

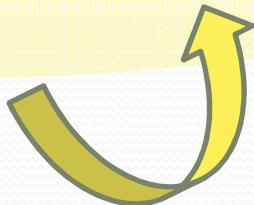
## Technical Assistance Program

High-speed internet, or broadband, is universally recognized as an essential asset to attract and retain businesses, prepare a digitally ready workforce, and improve government efficiency. However, significant challenges in broadband deployment and adoption remain for many in North Carolina's cities and counties.

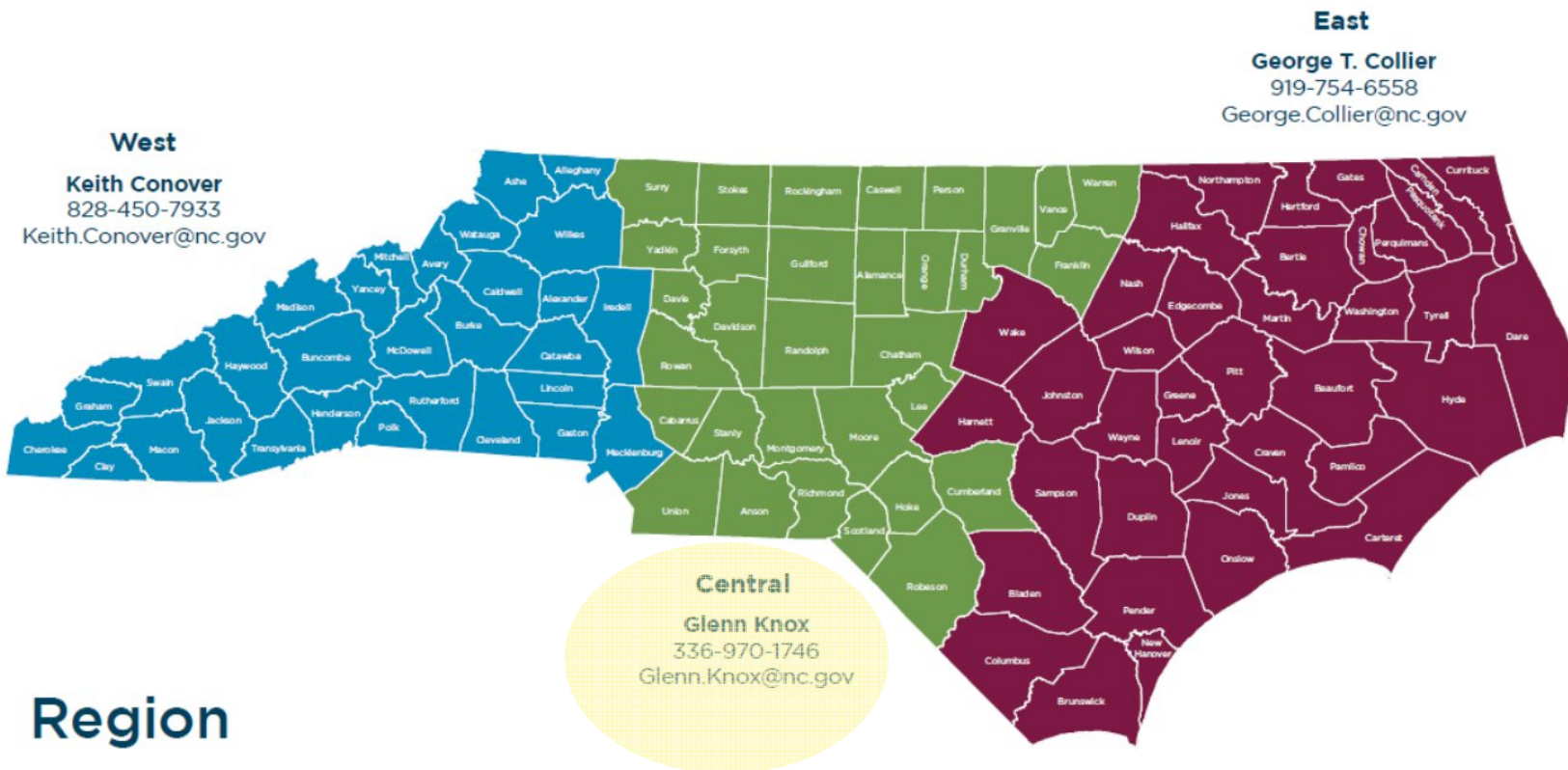
To address these local challenges, NC Broadband's Technical Assistance Program provides communities with an on-the-ground technical support team to work with communities across the state to provide needed broadband expertise. Specifically, the Technical Assistant Team partners with willing communities to develop local objectives and plans in order to do the following:

- Understand current broadband availability
- Locate unserved and underserved businesses and residents
- Identify assets relevant to broadband deployment
- Build partnerships with broadband service providers; and
- Identify opportunities to leverage assets, reduce barriers and help make the business case

*This service is provided through State and federal funding at no cost to the counties.*



# Broadband For Chatham – Technical Assistance



## Region

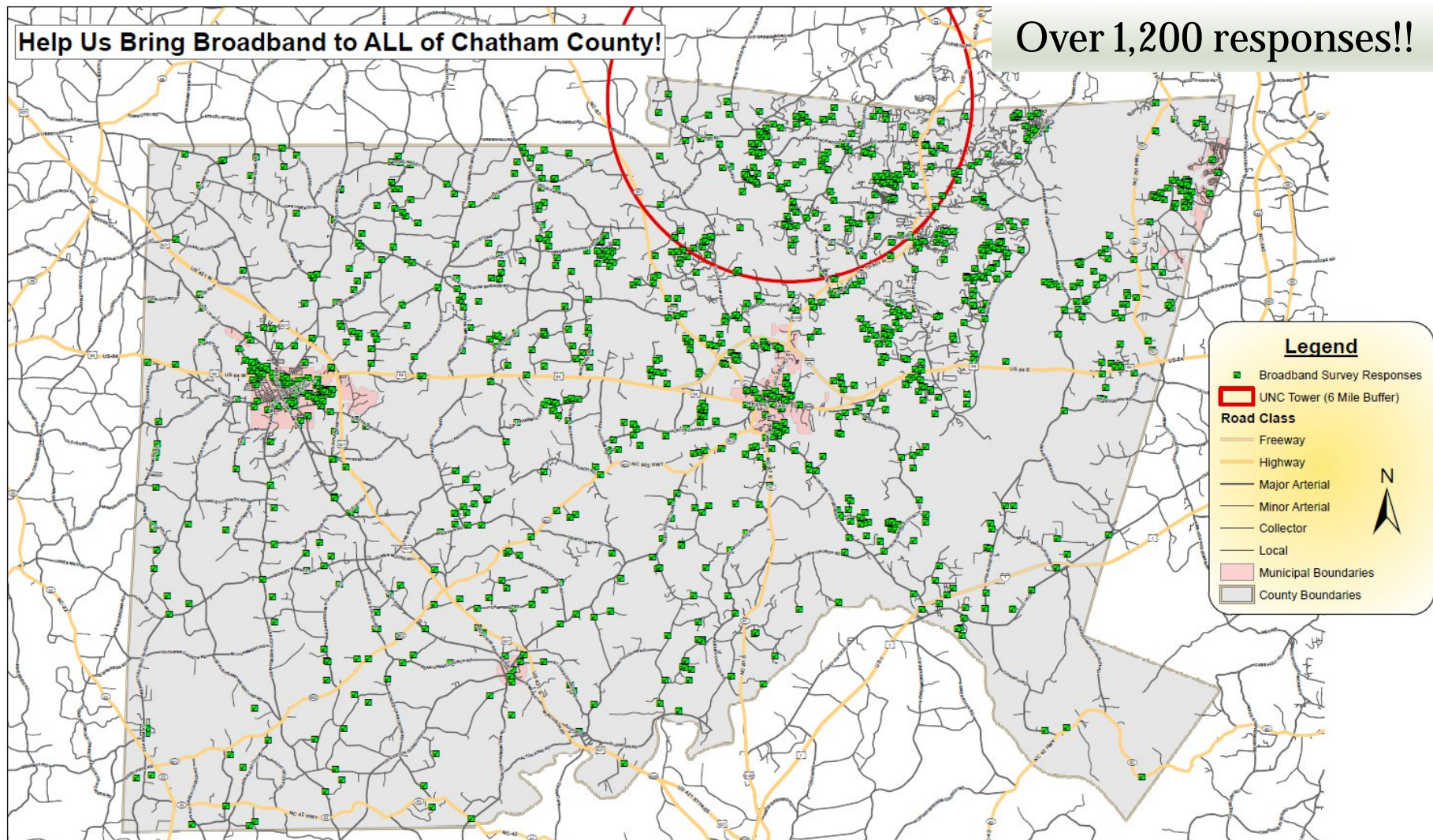




# Broadband For Chatham – Citizen/Business Survey

Help Us Bring Broadband to ALL of Chatham County!

Over 1,200 responses!!





# Broadband For Chatham – Vertical Asset Mapping

- Identified and mapped county owned properties, buildings, fiber infrastructure, and towers
- Utilized FCC & FAA data to identify and map private, municipal, state, & federally owned towers
- Towers were given height and ownership attributes
- GIS data was included in web mapping application and provided to parties interested in responding to RFI
- GIS web mapping application was utilized in RFI response meetings to identify possible areas of need for the providers to focus on

[Chatham County Fiber Mapping Application](#)



## Broadband For Chatham – RFI

- Issued in late 2017
- Received five responses
- Responses varied to include wired and wireless providers
- Responses varied to include companies already providing services within the County and others who are not

The RFI was a worthwhile effort that has revealed possibilities to consider!



# Broadband For Chatham – What Is Coming?

Responses received through the RFI process have generated many specific ideas for consideration that would result in expanded internet services.

These ideas are being further scrutinized in order to select those that have the highest probability for success.

As the questions and details of these are considered, we expect to reach a consensus on recommendations to make to the County Manager and Board.

# Broadband For Chatham – Remember What is Legal



Counties in NC cannot initiate or provide broadband service  
(P3 Act, NCGS Section 143-128.1cc)

Counties in NC can participate in privately initiated  
broadband by

- 1 – providing grants to enable service to unserved
- 2 – freely provide assets such as access to towers,  
conduit, dark fiber, other vertical assets, etc

During the upcoming budget process, we will be  
considering a 'Small Grant Process' to be used as  
considerations for options are made.



# Broadband For Chatham

Lastly, services are growing in the County.

The Silk Hope area, which a year ago had no offerings, have recently seen a new service offering begin.

The service gaps are closing, but too slowly and we remain committed to finding solutions to move them along and to make a difference.



Thank you for your time today!







# Chatham County, NC

## Text File

File Number: 18-2517

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**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Agenda Ready

**In Control:** County Manager's Office

**File Type:** Agenda Item

**Agenda Number:**

Review Nonprofit Funding Task Force Recommendations

Review the nonprofit task force recommendations presented and discussed at the Board of Commissioners Retreat and reach a decision on how to proceed.

# Chatham County Nonprofit Funding Process

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TASK FORCE RECOMMENDATIONS

# Task Force

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## Triangle Community Foundation

- Champions of capacity building for agencies in the Triangle area; Leaders in promoting collaborative approaches for agencies and funders

## United Way

- The county has always had a strong partnership with UW Chatham.

## Department Heads (Human Services) & Chatham County Schools

- On the front line of service and best understand gaps in services, comprehensive plan, BOC goals

## Volunteers – (Residents)

- Expertise in the nonprofit sector; Experience with the county and UW processes; Experience with human services

## Staff

# Brief overview of the current process

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Funds are appropriated for the next fiscal year in December of the current year

Allocations are announced in January and the county solicits volunteers

Agencies are trained both for UW and County application

UW/County conduct certification process

County staff assigns panels, schedules & trains volunteers, reviews applications and budgets, facilitates all panel meetings, reviews reports

UW prepares binders, schedules meetings, sets up the rooms, administers the allocation

Panels review applications, visit agencies, hear presentations, make funding recommendations

# The Situation Today

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For the most part, the same agencies have been funded for the same programs year after year

## **2012 - 2014**

- Funding was directed to programs, administration phased out
- Commissioners requested more input from department head
- At least 55% of funding was earmarked for HHH

## **2015 - 2016**

- Panels made funding recommendations, panel chairs refine decision
- Commissioners chose to eliminate their discretionary spending
- Collaborative grant introduced

## **2017**

- Hold everything constant and revise the process

# The Situation Today (continued)

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Many agencies depend on the county funding to continue operations

Agencies find it challenging to tackle problems collaboratively; the independent approach is less likely to produce lasting change.

- Frequently the applications submitted for the collaborative grant are not true collaborations

Department head input is frequently misunderstood by panels and sometimes by agencies

# SWOT Analysis

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Acronym for Strengths, Weaknesses, Opportunities, Threats

A structured planning method that evaluates these elements of an organization, project, or venture

## **Internal**

- Strengths: Capitalize on them
- Weaknesses: Shore them up

## **External**

- Opportunities: Leverage them
- Threats: Monitor them

# Strengths of the process

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Invites participation by residents

Attempts to fill gaps in county services

Uses a certification process to ensure financial health and adherence to legislation concerning nonprofits

Uses a joint application process with United Way

County nonprofit funding policy provides guidance

County partners with UW and TCF on capacity building event

- \$1,500 is allocated for capacity building each year.



# Weaknesses of the process

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Difficult to get a diverse set of volunteers and to find panel chairs

Scheduling a week of panel meetings is difficult and panels vary in expertise

Not enough time or expertise to drill down on agency organizational health

'Gaps in county services' not prioritized or well-defined

Workload difficult to staff during the budget process

Evaluation criteria gets stale & department head input is frequently misunderstood

Agencies struggle to provide meaningful outcome measures

Due to repeat funding, many agencies have come to depend on county funds to remain in operation

The process does not demonstrate changed outcomes with regard to the problems people are experiencing or the problems agencies are experiencing

# Opportunities

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Rapidly growing focus on collaborative efforts, among funders and among agencies

- Council on Aging developed a model program that addresses home repair for the elderly
- Chatham Reads - Collaboration of Chatham County Schools and Chatham Education Foundatoin and many community agencies and organizations
  - Shared mission of fostering partnerships to ensure that literacy and reading resources are available to all Chatham residents
  - Joined national campaign for grade-level reading

Self-sufficiency

- FSG (Collective Impact Forum), United Way of North Carolina are mobilizing to lift people out of the cycle of poverty (Self sufficiency standard article)
- The concept of self-sufficiency can also be applied to agencies (Time to Reboot Grantmaking article)

Software is increasingly available that facilitates collaboration

# Threats

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## County demographics

- Aging population; East/West

## Agency sustainability

- Several dynamic EDs are close to retirement
- Grass-roots agencies have great ideas but little training
- Difficult to find, develop and retain qualified board members
- Fundraising is difficult - not enough donor support, donor fatigue, “leakage”
- No funding for foundational capacity

Cutbacks in state and federal funding, or at least no increase as service demands and cost of service grow

New tax laws expected to have negative impact on charitable giving

# Goal for this task force

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**Recommend process changes for Board of Commissioner approval that:**

- Address the current problems and weaknesses
- Streamline the approach to be **less time and labor intensive on** volunteers, county staff, and agencies
- Ensure sound stewardship of public funds and adherence to statutory obligations

## Other Jurisdictions

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# Durham County

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Prior to 2015, their process was much like ours

2015 announced a new process to be phased in the next 2 years

- RFP format to target specific community issues
- Target areas are issues of strategic importance where the county will partner with the agency to achieve impactful outcomes
- Align with county strategic plan goals and objectives
- The funding is transitioned to budget of department that manages the contract
- Funded nonprofits must submit quarterly financial and programmatic reports
- Site visits performed annually to verify data collection methodology

Recommended \$650,000 out of requested \$1,561,656

# Orange County

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Application process is similar to ours

County Manager incorporates feedback from participating departments, advisory boards, and Financial Services department to finalize funding recommendation

Funds agencies that can deliver a service more effectively or cost-efficiently

Supports the social safety net

No more than 50% of the agency budget should come from the county

\$1,353,401 recommended for FY 18, \$1,887,153 requested

# Lee County

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Applications reviewed by the County Manager and his designees

Programs must

- Complement or enhance a vital county service at lower cost
- Provide service or program more cost-effectively than the county could deliver it
- Fill a critical gap between county service and community need

Funded 8 of 9 requested applications

Total \$34,000 funded out of \$85,500 requested



Agency feedback

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# Agency Feedback

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32 respondents

- 34% currently funded
- Remainder either have never applied or were funded at one time but not now

Application can be confusing because the questions not the same on UW and County portions

Budget questions are too time-consuming

Can't define goals and objectives according to the template

The application can be time-consuming for small agencies with volunteer staffs

Barriers to collaboration

- Limited staff and resources to develop and manage the project

Barriers to increasing donor contributions

- Limited staff and volunteers (86%)
- Competition for donors (29%)

## Recommendations

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# The goal drives the process

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What is the county's purpose in funding nonprofit agencies?

Possible Goals

1. To provide funding to support and help maintain good local agencies doing good work
2. To make a measurable impact on community needs

The goal drives the process

Overarching assumptions:

*Agencies can and should work separately with CITs when/if indicated on specific projects*

*The county partnership with UW is highly valued and will continue although it may change*

# Option 1: Allocation Process

## Goal: To support agencies

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Continue to use current process

Contract with United Way or hire staff to manage the process

- Improve the volunteer recruitment process to encourage diversity
- Provide education for agencies to improve sustainability
- Educate new Chatham residents to help establish relationships with local agencies

Advantages:

- Additional staff/contract support would make the workload manageable
- Most agencies will be funded

Disadvantages

- No targeted strategy to change community outcomes
- No incentive for agencies to develop new approaches

## Option 2: Services focused RFP

### Goal: To support agencies

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Appoint standing committee to monitor agencies, report status, identify issues

Develop yearly allocation based on services desired

- **Human Services CIT** in partnership with departments, staff, UW define services needed

Publish RFP with services the county wants to fund

- Continue to earmark 55% of the funds for HHH services
- State the measures and outcomes desired
- Continue the certification process but develop a streamlined short application for services

Partner with United Way to guide the application and certification process

Advantages:

- More competitive but many agencies will be funded
- Standing committee draws on residents and helps with monitoring legwork

Disadvantages

- Agencies may need training on project accounting

## Option 3: Collaborative RFP

Goal: Use funding to make an impact

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Direct **all** funding to the top 1-3 priority needs identified in the Health Department Assessment and other data sources

- Bring agencies to the table to discuss how to address needs collaboratively
- Publish RFP that seeks to fund a collaborative effort that is driven by a lead agency
  - Include targeted measurable objectives
- If possible, fund a multi-year effort to allow time for change & align with 3-year cycle of Community Assessment

### Advantages

- Funding is directed at top community needs
- Impact - Measurable objectives defined and tracked

### Disadvantages

- Would require additional county staff to educate, plan, strategize, monitor
- Several agencies would not be funded
- Difficult for agencies to adopt different mindset and broader goal

## Option 4:      Develop a strategy to get to 3 Goal:            Use funding to make an impact

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Direct staff and the Human Services CIT to develop a strategy to implement Option 3 by FY 2022 (next refresh of the Health Department Community Assessment)

Strategy to include:

- Define UW role in our partnership
- Scope of work of new/existing county staff
- Training plan for agencies
- How to track and monitor progress towards goals

Advantages

- Same as Option 3 with additional runway to be ensure sound strategy and implementation

Disadvantages

- Would require prioritization by staff/CIT



The diagram features a central teal rounded rectangle divided into two sections. The left section is labeled 'Fewer agencies funded' and the right section is labeled 'All agencies funded'. To the left of the rectangle is a light blue upward-pointing arrow with the text 'Impact on changing outcomes' written vertically inside it. To the right of the rectangle is a light blue downward-pointing arrow with the text 'Impact on changing outcomes' written vertically inside it. The entire diagram is set against a light gray background with a darker gray horizontal bar at the bottom.

Impact on changing  
outcomes

Fewer  
agencies  
funded

All agencies  
funded

Impact on changing  
outcomes

“We are continually faced with great opportunities brilliantly disguised as unsolvable problems.”

## Task Force Recommendation

Option 4 – Plan the transition to a collaborative RFP to make an impact





# Chatham County, NC

## Text File

File Number: 18-2502

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**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Agenda Ready

**In Control:** Board of Commissioners

**File Type:** Agenda Item

### K-14 Discussion

Commissioner Jim Crawford requested that the Board discuss K-14 in Chatham County.



# Chatham County, NC

## Text File

File Number: 18-2523

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**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Agenda Ready

**In Control:** Board of Commissioners

**File Type:** Agenda Item

**Agenda Number:**

Discussion by the Board of Commissioners to evaluate zoning options for vacant business properties in formerly unzoned areas of the county.

**Action Requested:**

Discussion by the Board of Commissioners to evaluate zoning options for vacant business properties in formerly unzoned areas of the county.

**Introduction & Background:**

During the October 16, 2017 Commissioners meeting, planning staff provided an update on the business properties made non-conforming by the extension of residential zoning to previously unzoned areas adopted in August 2016. At the conclusion of that meeting the Board voted unanimously for staff to move forward with meeting with property owners to determine if they wanted to rezone their property.

**Discussion & Analysis:**

In early January 2018 planning staff mailed letters to owners advising them that their property fell within one of the following three categories: property is eligible for rezoning, property qualifies as a home occupation, or there was no business activity occurring and therefore not eligible for rezoning of home occupation status. The letters for the properties that are eligible for rezoning also included the recommended zoning classification based on the use occurring on the property. A proposed zoning classification was included in the notifications based on the commissioners' prior direction provided during an August 2016 meeting.

Since the letters were mailed in January 2018 several Commissioners have discussed offering additional flexibility to the owners of business properties. Specifically, the discussion has focused on properties that have been used for business purposes, but which are currently vacant. Of the 249 properties eligible for rezoning there are approximately 35 that appeared to be vacant when staff visited the sites in 2017.

**How does this relate to the Comprehensive Plan:**

Diversify the tax base and generate more high-quality, in-county jobs to reduce dependence on residential property taxes, create economic opportunity and reduce out-commuting.

**Recommendation:**

Discuss the issue and provide direction to staff.



# Chatham County, NC

## Text File

**File Number: 18-2506**

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**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Work Session

**In Control:** Board of Commissioners

**File Type:** Agenda Item

Closed Session to discuss matters relating to economic development and attorney-client privilege.



# Chatham County, NC

## Text File

File Number: 18-2495

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**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Agenda Ready

**In Control:** Board of Commissioners

**File Type:** Agenda Item

**Agenda Number:**

Vote on a request to approve the January 16, 2018 Work and Regular Session Minutes, the January 23, 2018 Retreat Minutes, and the January 24, 2018 Retreat Minutes.



# Chatham County, NC

## Meeting Minutes

### Board of Commissioners

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Tuesday, January 16, 2018

6:00 PM

Historic Courthouse Courtroom

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#### Rollcall

**Present:** 5 - Commissioner Jim Crawford, Chair Diana Hales, Commissioner Walter Petty, Vice Chair Mike Dasher and Commissioner Karen Howard

#### Work Session - 1:30 p.m. - Historic Courthouse Courtroom

#### SPECIAL PRESENTATION

[18-2480](#)

Vote on a Request to adopt a Resolution Honoring Social Work Supervisor Margaret Awtrey-Kirkman

**Attachments:** [MKirkman BOC Resolution](#)

*Chair Hales read the resolution into the record and presented the framed resolution to Margaret Kirkman. Chair Hales thanked Ms. Kirkman for her service to the County.*

**A motion was made by Commissioner Crawford, seconded by Commissioner Howard, that Resolution #2018-01 Honoring Social Work Supervisor Margaret Kirkman, attached hereto and by reference made a part hereof, be adopted.**

**The motion carried by the following vote:**

**Aye:** 5 - Commissioner Crawford, Chair Hales, Commissioner Petty, Vice Chair Dasher and Commissioner Howard

[18-2479](#)

Vote on a Request to adopt a Resolution Honoring Assistant Finance Officer Kathryn Scott

**Attachments:** [KScott BOC Resolution](#)

*Chair Hales read the resolution into the record and presented the framed resolution to Kathy Scott. Chair Hales thanked Ms. Scott for her service to the County.*

**A motion was made by Commissioner Howard, seconded by Vice Chair Dasher, that Resolution 2018-02 Honoring Assistant Finance Officer Kathryn Scott, attached hereto and by reference made a part hereof, be adopted. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Crawford, Chair Hales, Commissioner Petty, Vice Chair Dasher and Commissioner Howard

#### PUBLIC INPUT SESSION

*Siler City Town Commissioner Mike Constantino stated he would like to see the Chatham County Board of Commissioners expanded from five members to seven given*



*the workload. He is interested in running for one of the "at large" positions on such a Board.*

## **BOARD PRIORITIES**

### **18-2466**

Vote on a request to approve a request for a hearing by Attorney Chad Riggsbee for a refund for overpayment of excise tax.

**Attachments:**     [1789 Andrews Store Road Deed and CD, from Mr. Riggsbee](#)

*Clerk Lindsay Ray presented this item. Attorney Chad Riggsbee sent a request to the Clerk on December 8, 2017 requesting a hearing before the Board. He asked that the Board consider a refund of excise tax. Mr. Riggsbee explained that there was a typographical error stating \$1,100 excise tax was due when in fact only \$110 was due. Register of Deeds Lunday Riggsbee confirmed that it was a typographical error.*

*The Board agreed that a refund should be issued.*

**A motion was made by Commissioner Petty, seconded by Commissioner Howard, to approve a refund of \$990 to attorney Chad Riggsbee for overpayment of excise tax. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Crawford, Chair Hales, Commissioner Petty, Vice Chair Dasher and Commissioner Howard

### **18-2460**

Presentation of Audit

**Attachments:**     [Audit Presentation](#)

*Walter Gragg presented the audit on behalf of Martin Starnes and Associates. (Presentation attached)*

*Commissioner Crawford expressed that the Board appreciates any potential need for additional staff to meet the changing auditing needs and rules.*

**This Agenda Item was received and filed.**

### **18-2468**

Presentation on Go Global NC

**Attachments:**     [GGNC PowerPoint LI- 2018 Eco-Workforce](#)  
                              [Latino Initiative EcoWork 2018 Flyer](#)  
                              [LI Comm Pol 2018 Flyer 12.19.17](#)

*Lorena Patterson gave a presentation to the Board on Go Global NC and its Latino initiative. (Presentation attached)*

*Randy Voller spoke about his involvement with Go Global NC and the benefits of participating in the program.*

*Ms. Patterson stated she needs a commitment of members going to Mexico by March.*

*County Manager Renee Paschal stated that she participated in Go Global NC's delegation to Germany and 2014 and feels that it is a worthwhile endeavor.*

**A motion was made by Commissioner Howard, seconded by Commissioner Crawford, to direct the County Manager and staff to look into a possible delegation from Chatham County. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Crawford, Chair Hales, Commissioner Petty, Vice Chair Dasher and Commissioner Howard

### [17-2458](#)

#### Presentation on the CCCC Health Sciences Building

**Attachments:** [CCCC - Chatham Health Sciences](#)

*Dr. Mark Hall, Dr. Phillip Price, and Dr. Bud Marchant from Central Carolina Community College spoke to the Board about the Health Sciences Building.*

*Dr. Hall reviewed how the community college determined what programs will be at the Health Sciences Building. There is a good bit of excitement around the medical assisting program. Chair Hales asked when the Health Sciences Building is expected to open. Dr. Hall said if everything goes smoothly the doors should open in the fall of 2019. Dr. Marchant explained all the programs will have to be accredited prior to opening the facility.*

*Dr. Price stated there are two items needed in order to go forward. The College needs to lease the property from the County. The Board of Commissioners will be asked to approve the lease at its February meeting. The CCCC Board previously allocated \$2.1 million of the NC Connect Bond funds for the project but in order to get those funds the land has to be owned.*

*Architect Taylor Hobbs gave a presentation to the Board with the proposed design of the Health Sciences Building. (Presentation attached)*

*Commissioner Dasher asked if the building could be expanded if the college ran out of space. Mr. Hobbs said the site will not hold an expansion, with the exception of the space for the library.*

*Mr. Hobbs believes they will put it out to bid in April and open bids in May. He projects construction will start in July of 2018 and the project will be complete in July of 2019.*

**This Agenda Item was received and filed.**

### [18-2465](#)

#### Presentation on Haw River Trail and the Lower Haw Trails Master Plan

**Attachments:** [Haw River Trail Corridor Presentation Chatham BOC](#)  
[Complete-Paddle-Trail-Map-Alamance](#)  
[Land-Trail-Map-2016-Alamance](#)

*This item was presented by Gretchen Smith and Guil Johnson. (Presentation attached)*

*Mr. Johnson explained his primary responsibilities as the Haw River Trail Coordinator in Alamance County.*

*Chair Hales asked Ms. Smith if she is working with the County Parks and Recreation Department. Ms. Smith stated she works very closely with Parks and Recreation Director Tracy Burnett. Chair Hales thinks there may be a future need for a trail coordinator in Chatham County.*

**This Agenda Item was received and filed.**

#### [18-2472](#)

Presentation on the five year joint assessment of the Chatham County-Town of Cary Joint Land Use Plan per the interlocal agreement

**Attachments:**     [Presentation](#)

*Planning Director Jason Sullivan presented this item. Mr. Sullivan reviewed the history of the Chatham-Cary Joint Land Use Plan and explained next steps.*

*The Board agreed not to revisit the plan at this time.*

#### [17-2450](#)

Vote on a request by the Planning Department to schedule legislative public hearings for February 19, 2018 to consider revisions to the Chatham County Subdivision Regulations and Zoning Ordinance.

**Attachments:**     [Subdivision Regulations REDLINE](#)  
[Zoning Ordinance 12 28 17-REDLINE](#)  
[Table Attachment-Legislative Changes](#)  
[Table Attachment #2-Planning Department Changes](#)

*Planner Dylan Paul presented this item. (Presentation attached) Mr. Paul reviewed the suggested changes to the Subdivision Regulations and the Zoning Ordinance.*

**A motion was made by Commissioner Howard, seconded by Vice Chair Dasher, to approve holding a Legislative Public Hearing on February 19, 2018 at 6:00 PM to consider revisions to the Chatham County Subdivision Regulations and Zoning Ordinance. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Crawford, Chair Hales, Commissioner Petty, Vice Chair Dasher and Commissioner Howard

### **CLOSED SESSION**

#### [17-2459](#)

Closed Session to discuss matters relating to attorney-client privilege and economic development.

**A motion was made by Commissioner Howard, seconded by Commissioner Crawford, to approve going out of the Work Session and convening in Closed Session to discuss matters relating to attorney-client privilege and economic development. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Crawford, Chair Hales, Commissioner Petty, Vice Chair Dasher and Commissioner Howard

## **ADJOURNMENT**

**A motion was made by Commissioner Crawford, seconded by Commissioner Howard, that this meeting be adjourned. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Crawford, Chair Hales, Commissioner Petty, Vice Chair Dasher and Commissioner Howard

## **End of Work Session**

### **Regular Session - 6:00 PM - Historic Courthouse Courtroom**

**Present:** 5 - Commissioner Jim Crawford, Chair Diana Hales, Commissioner Walter Petty, Vice Chair Mike Dasher and Commissioner Karen Howard

## **INVOCATION and PLEDGE OF ALLEGIANCE**

*Vice Chair Dasher asked those in attendance to observe a moment of silence after which Chair Hales invited everyone present to stand and recite the Pledge of Allegiance.*

## **CALL TO ORDER**

*Chair Hales welcomed those in attendance and called the meeting to order at 6:03 PM.*

## **APPROVAL OF AGENDA and CONSENT AGENDA**

*Item 18-2474 and 18-2482 were moved from the work session to the regular session under board priorities.*

**A motion was made by Commissioner Crawford, seconded by Commissioner Howard, that the Agenda and Consent Agenda be approved as amended. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Crawford, Chair Hales, Commissioner Petty, Vice Chair Dasher and Commissioner Howard

## **[17-2457](#)**

Vote on a request to approve the December 18, 2017 Work and Regular Session Minutes.

**Attachments:** [Draft Minutes 12.18.2017](#)

**A motion was made by Commissioner Crawford, seconded by Commissioner Howard, that the Minutes be approved. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Crawford, Chair Hales, Commissioner Petty, Vice Chair Dasher and Commissioner Howard

[18-2463](#)

Vote on a request to approve appointments to the Climate Change Advisory Committee.

**A motion was made by Commissioner Crawford, seconded by Commissioner Howard, that the Appointments be approved. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Crawford, Chair Hales, Commissioner Petty, Vice Chair Dasher and Commissioner Howard

[18-2464](#)

Vote on a request to approve the re-appointment of Herbert Gaines to the Board of Equalization and Review.

**A motion was made by Commissioner Crawford, seconded by Commissioner Howard, that this Appointment be approved. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Crawford, Chair Hales, Commissioner Petty, Vice Chair Dasher and Commissioner Howard

[18-2483](#)

Vote on a request to appoint Hope Tally, Financial Operations Manager, as Deputy Finance Officer

**A motion was made by Commissioner Crawford, seconded by Commissioner Howard, that this Appointment be approved. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Crawford, Chair Hales, Commissioner Petty, Vice Chair Dasher and Commissioner Howard

[18-2467](#)

Vote on a request to adopt a Resolution Proclaiming February 2018 as We Love Seniors Month in Chatham County.

**Attachments:** [we love seniors month resolution](#)

**A motion was made by Commissioner Crawford, seconded by Commissioner Howard, that Resolution #2018-03 Proclaiming February 2018 as We Love Seniors Month, attached hereto and by reference made a part hereof, be adopted. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Crawford, Chair Hales, Commissioner Petty, Vice Chair Dasher and Commissioner Howard

[18-2484](#)

Vote on a Request to adopt a revised Resolution Establishing Check, Purchase Order and Disbursement Voucher Signing Procedures

**Attachments:** [Check Purchase Order and Disbursement Voucher Resolution 01-2018](#)

**A motion was made by Commissioner Crawford, seconded by Commissioner Howard, that Resolution #2018-04 Establishing Check, Purchase Order and Disbursement Voucher Signing Procedures, attached hereto and by reference made a part hereof, be adopted. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Crawford, Chair Hales, Commissioner Petty, Vice Chair Dasher and Commissioner Howard

[18-2469](#)

Vote on a request by Kirk T. Metty, PE., President, Lewis Metty Development, Inc. on behalf of Cedar Mountain Subdivision for a **twelve (12) month extension of the preliminary plat deadline to extend the deadline from January 16, 2018 to January 16, 2019.**

**Attachments:** [More Information from Planning Board Website](#)

**A motion was made by Commissioner Crawford, seconded by Commissioner Howard, that this Agenda Item be approved. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Crawford, Chair Hales, Commissioner Petty, Vice Chair Dasher and Commissioner Howard

[18-2470](#)

Vote on a request by Fitch Creations, Inc. for subdivision Final Plat approval of **Fearrington - Section X - Area C - Richmond Close**, consisting of 21 lots on 18.281 acres located off SR-1813, East Camden and SR-1817, Millcroft, parcel #18998

**Attachments:** [More Information from Planning Board Website](#)

**A motion was made by Commissioner Crawford, seconded by Commissioner Howard, that this Agenda Item be approved. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Crawford, Chair Hales, Commissioner Petty, Vice Chair Dasher and Commissioner Howard

[18-2471](#)

A request by the Chatham County Board of Commissioners to consider a technical revision to the Chatham County Comprehensive Plan.

**Attachments:** [Proposed revision](#)

**A motion was made by Commissioner Crawford, seconded by Commissioner Howard, that this Agenda Item be approved. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Crawford, Chair Hales, Commissioner Petty, Vice Chair Dasher and Commissioner Howard

[18-2475](#)

Vote on a Request to Approve the Ordinance Amending the Chatham County Code of Ordinances to Add New Exceptions Allowing Duly Appointed Animal Services Officers, Basic Law Enforcement Training Cadets, and Other Specifically Authorized Non-Law Enforcement Civilians to Use Law Enforcement Gun Range Facilities for Training

**Attachments:** [121917 Weapons Ordinance Allowing animal services officers to train at LE gun range](#)

**A motion was made by Commissioner Crawford, seconded by Commissioner Howard, that this Ordinance, attached hereto and by reference made a part hereof, be adopted. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Crawford, Chair Hales, Commissioner Petty, Vice Chair Dasher and Commissioner Howard

[18-2477](#)

Vote on a request to approve Tax Releases and Refunds

**Attachments:**     [December 2017 Release and Refund Report](#)  
                              [December 2017 NCVTS Pending Refund Report](#)  
                              [November 2017 Manual NCVTS Pending Refund Report](#)

**A motion was made by Commissioner Crawford, seconded by Commissioner Howard, that this Agenda Item be approved. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Crawford, Chair Hales, Commissioner Petty, Vice Chair Dasher and Commissioner Howard

### **End of Consent Agenda**

### **PUBLIC INPUT SESSION**

*Nancy Jacobs submitted the following comments:*

*I have been looking at the statue in front of the Courthouse since I moved here in 2008. When I first saw it, I thought it was a soldier from a past war. I wondered why it was there. Later, I realized it was a Confederate soldier there. I wondered why it was there and felt uncomfortable about it. Recently, I've learned the why, that it was erected during the Jim Crow era. To intimidate? To make people feel there is no place for them here? I am sad, angry, and disheartened to know that people of color have had to look at that symbol every time they entered the courthouse or passed it. You might as well be flying the Confederate flag as well. Put it in a cemetery or somewhere people who think this is important to their heritage can visit without the rest of us having to look away. It is offensive to many. This is a time to look to the future, we all need to work together to foster inclusiveness, not symbols that are meant to divide and devalue others. I would like to see benches there along the walkway where people can gather and meet.*

*Howard Fifer submitted the following comments:*

*My name is Howard Fifer. I started attending your meetings about 6 months ago, shortly after relocating to Chatham County. Commissioners, thank you for the thoughtful and good work for the residents of this County. Yesterday on Martin Luther King Day, I was reflecting on the nature of heroism, and how we all have the opportunity to be heroes every day, in our own ways, large or small, yet meaningful nonetheless. To me, when people do their jobs well, they are heroes. As a resident it is my job now to address the issue of the monument glorifying white supremacy that each of us pass by when entering into this Courthouse. Let me be clear, this monument is not history. I see plaques honoring Chatham residents who served in Vietnam, or in World War I, and I know this is history being honored. I see roadside plaques properly honoring events or individuals, from governors to writers. And you know, it doesn't matter whether or not I would have voted for that governor or other politician on the plaque. It is history and it is somehow heroic to remember it. But the*

*monument out front is not and never was about history. Rather it glorifies a racist social order - slavery, segregation, Jim Crow, discrimination, bigotry, and all of the complicity of keeping a people down. At a time when the Chamber of Commerce proudly speaks of the County's assets and the rich promise of the future, at a time when the Board of Commissioners commits on its website page to provide "a stronger, more diverse economic base that will provide more jobs for residents both now and into the future", at a time when Pittsboro is in the midst of implementing its "Small Town Main Street Program" and the Mayor's welcoming message invites visitors, businesses and new residents to experience "our warm, welcoming town", at this time, it is a time for heroes. Parents who teach children to respect others are heroes. So are neighbors who are warm and welcoming to visitors and newcomers have seen evidence that the people here are and will be heroic. I have experienced it myself. And yet, there stands outside this building a persistent glorification of evil. It is not a monument to the people who live here. It does not celebrate a historic event, but rather something which is fundamentally unjust and un-American. It is an anachronism and offensive to all who see it, all who live here, all who will live here; it stands in the way of this community fully attaining its goals, dreams, hopes and aspirations. So what I ask of you, whether you are seated in front of me or behind me, is to honor a true American hero whose birth we celebrated yesterday, by facing the challenge posed by the monument. We only do our best when we are challenged. Thank you.*

## **BOARD PRIORITIES**

[18-2474](#)

Vote on a request to appoint an alternate to the Board of Equalization and Review.

**A motion was made by Commissioner Howard, seconded by Commissioner Crawford, that the Appointment of John Foley to the Board of Equalization and Review be approved. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Crawford, Chair Hales, Commissioner Petty, Vice Chair Dasher and Commissioner Howard

[18-2482](#)

Vote to Submit and Approve Appointments to the Temporary Human Relations Task Force

*Vice Chair Dasher appointed Hunter Blanton  
Commissioner Howard appointed Esther Coleman  
Commissioner Petty appointed Chuck Ramos  
Commissioner Crawford appointed Maria Correa  
Chair Hales appointed Karla Stone Eanes*

[18-2481](#)

Vote on a request to approve the purchase agreement for Henry Siler School and notice of real property acquisition and authorize the County Manager to execute documents.



**Attachments:**     [17 QAP Notice of Real Property Acquisition Purchase Agreement](#)  
[letter to Third Wave Housing january 2018](#)

*County Manager Renee Paschal reviewed the specifics of the request.*

*Will Warren with Third Wave stated they plan to have 44 affordable housing units.*

**A motion was made by Commissioner Howard, seconded by Vice Chair Dasher, that this Agenda Item be approved. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Crawford, Chair Hales, Commissioner Petty, Vice Chair Dasher and Commissioner Howard

#### [18-2473](#)

Vote on a request by Nicolas Robinson, on behalf of NNP-Briar Chapel, LLC, for a Compact Communities Ordinance (CCO) waiver to allow a riparian buffer encroachment and stream crossing between phases 16 South and North.

**Attachments:**     [More Information from Planning Department Website](#)

*Planning Director Jason Sullivan reviewed the specifics of the request.*

**A motion was made by Commissioner Crawford, seconded by Commissioner Petty, that this Order, attached hereto and by reference made a part hereof, be approved. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Crawford, Chair Hales, Commissioner Petty, Vice Chair Dasher and Commissioner Howard

#### [18-2489](#)

Vote on a request to adopt a Resolution Urging a State-Level Response to Protect Water Resources From Contamination.

**Attachments:**     [resolution urging state funding for contamination of waters jan 2018](#)

*Chair Hales read the resolution into the record.*

**A motion was made by Commissioner Howard, seconded by Commissioner Crawford, that Resolution #2018-05 Urging a State-Level Response to Portect Water Resources from Contamination, attached hereto and by reference made a part hereof, be adopted. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Crawford, Chair Hales, Commissioner Petty, Vice Chair Dasher and Commissioner Howard

### **MANAGER' S REPORTS**

*The County Manager reminded the Board of many upcoming meetings. The Retreat will be January 23, 24 and 26 at the Agriculture & Conference Center. The EDC is hosting a joint elected boards meeting on February 8 at the Agriculture & Conference Center at 5:30PM. Triangle J is also working on a joint meeting with the other elected boards.*

*The County Manager explained the staff's vision for the Board's goal setting session on*

*January 26. In addition to the Comprehensive Plan goals staff would like the Board to consider goals focusing on good government, public safety and poverty.*

### **COMMISSIONERS' REPORTS**

*Commissioner Howard shared that the Central Community Advisory Committee met last week. They received an update on the new state board for Cardinal Innovations. She feels there is a better representation of the counties with this board.*

*Commissioner Crawford thanked Assistant County Manager Dan LaMontagne for his help with a water and recycling issues for some residents.*

*Vice Chair Dasher asked everyone to remember the public comments from tonight's meeting. He asked the Chair to think about how the Board may get this on a future agenda.*

*Chair Hales attended training for new chairs through the NC Association of County Commissioners.*

### **ADJOURNMENT**

**A motion was made by Commissioner Crawford, seconded by Vice Chair Dasher, that this meeting be adjourned. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Crawford, Chair Hales, Commissioner Petty, Vice Chair Dasher and Commissioner Howard



# Chatham County, NC

## Meeting Minutes

### Board of Commissioners

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Tuesday, January 23, 2018

9:00 AM

Agriculture & Conference Center

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#### Board of Commissioner Retreat

#### CALL TO ORDER

**Present:** 5 - Commissioner Jim Crawford, Chair Diana Hales, Commissioner Walter Petty, Vice Chair Mike Dasher and Commissioner Karen Howard

#### BOARD PRIORITIES

[17-2419](#)

Ground rules

*Debra Henzey, Community Relations Director, reviewed the ground rules for the retreat.*

[17-2420](#)

Overview of budget process and strategy to address Comprehensive Plan

**Attachments:**    [1--FY 19 BudgetCalendar](#)  
[2--BudgetProcess \[Compatibility Mode\]](#)  
[3--SWOT Summary \[Compatibility Mode\]](#)

*Budget Director Lisa West gave a presentation to the Board. (Presentation attached)*

*Commissioner Crawford asked about the Chatham Park Special Assessment and what fund it would represent in the budget. Vicki stated it is off budget.*

*Ms. West reviewed the Collaborative Impact Teams and the Summary of the SWOT analyses. Council on Aging Director Dennis Streets helped to elaborate on the work done with his CIT group. (Presentation attached) Ms. West thanked former policy analyst Tansy Long for her work on the SWOT analyses.*

*Chair Hales asked if there was an inventory of available buildings in the county. Ms. West stated that EDC President Kyle Touchstone will be at the retreat tomorrow and can address that issue.*

*Commissioner Howard inquired about potential health disparities throughout different parts of the county. Commissioner Petty said that a health assessment might be a good way to address this. Commissioner Howard also expressed an interest in seeing the data pertaining to infant mortality and other health issues relating to the younger population of Chatham County.*

*Chair Hales would like to see radio repeaters as an agenda item to be discussed in more depth. Commissioner Petty suggested asking Emergency Management Director*

Steve Newton to give a little more insight into the issue.

Chair Hales expressed a desire to see more involvement by fire marshalls and emergency management personnel in the planning process for the purpose of public safety.

#### [17-2421](#)

#### Report on trends and indicators affecting next year's budget

**Attachments:**    [4--All Trends](#)  
                              [5--All Indicators](#)

Ms. West presented the report on trends and indicators. (Presentations attached)

Commissioner Petty would like to know what other counties are in Chatham County's population group and expressed his interest in seeing the revenue and expenditure charts shown side by side. He also asked if the Board could be reminded the rating benefits of borrowing \$100 million during the retreat. Staff will look into each of these requests.

### **LUNCH**

#### [17-2423](#)

#### HR presentation Pay/Benefits

**Attachments:**    [7--Pay and Benefits Update-BOC Retreat 2018](#)

Human Resources Director Carolyn Miller presented to the Board. (Presentation attached)

Commissioner Petty wanted to know a little bit more about the date and exact figures for the impending "Cadillac tax". He also expressed a desire to know how the County is planning to mitigate the effects this tax. Ms. Miller responded that the County has been planning accordingly and that there were several potential courses of action that would help the County to lessen the blow.

#### [17-2424](#)

#### DSS update on Food and Nutrition Services Employment Training Program

**Attachments:**    [8--FNS 2018-01 ETPresentation BOCRetreat](#)

Social Services Director Jennie Kristiansen gave a presentation to the Board. (Presentation attached)

Chair Hales asked about employment resources in Siler City like the former Employment Security Commission. Ms. Kristiansen said she did not know but was under the impression that at least the state employment services were more focused in Pittsboro at this juncture. The Commissioners asked what could be done to make such resources more readily available and accessible for that part of the county. Commissioner Petty suggested utilizing Chatham Transit for these purposes. The County Manager suggested that these concerns be addressed when planning to remodel the Siler City human services campus and by encouraging the college have an office.

Chair Hales asked if the County could work with the EDC to subsidize employment opportunities.

[17-2433](#)

County customer satisfaction survey results

**Attachments:** [15--2017 Biennial Phone Survey FINAL revised january 12 2018](#)

*Community Relations Director Debra Henzey reviewed the results of the customer satisfaction survey. (Presentation attached)*

[17-2430](#)

Funding sources for land

**Attachments:** [14 - Funding Sources](#)

*Budget Analyst Darrell Butts presented funding sources for land. (Presentation attached)*

*Ms. Paschal reiterated the importance of maintaining the debt capacity for things the County will have to pay for and explained that this could be done by setting aside money from the general fund and implementing a pay-as-you-go policy.*

*Chair Hales asked for clarification on agricultural activity. Mr. Butts will look into it. She suggested that the county more actively endeavors to find grant money for land acquisition, as was done with the Love's Creek in Siler City. She would like to see a group, committee, or program like Orange County's Lands Legacy Program formed in Chatham County given its relevance to the Comprehensive Plan. She also expressed an interest in staff doing more research on stormwater ordinances for a potential fee on the tax bill for land acquisition and other uses. Commissioner Petty stated that any fees collected associated with stormwater must be used for activities specifically pertaining to stormwater. Chair Hales expressed her belief that the fee could lend itself to a number of different uses, citing Chapel Hill as an example. Commissioner Crawford suggested establishing a more universal set of standards for developers that addresses issues like stormwater. Commissioner Howard agreed that a general outline to give to developers would be useful. Vice Chair Dasher suggested looking at non debt related funding mechanisms for land acquisition.*

## **ADJOURNMENT**

**A motion was made by Commissioner Howard, seconded by Commissioner Petty, that this meeting be adjourned. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Crawford, Chair Hales, Commissioner Petty, Vice Chair Dasher and Commissioner Howard



# Chatham County, NC

## Meeting Minutes

### Board of Commissioners

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Wednesday, January 24, 2018

9:00 AM

Agriculture & Conference Center

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#### Board of Commissioner Retreat

#### CALL TO ORDER

**Present:** 5 - Commissioner Jim Crawford, Chair Diana Hales, Commissioner Walter Petty, Vice Chair Mike Dasher and Commissioner Karen Howard

#### BOARD PRIORITIES

##### [17-2427](#)

##### Chatham County Schools Presentation

**Attachments:** [12--CCS 2018-2019 Heads-Up Presentation to BOC \(revised final\) January 9 2018](#)  
[13--Chatham County Schools Heads Up Document FY 2018-2019](#)

*Superintendent Dr. Derrick Jordan gave a presentation to the Board. (Presentation attached) Joining Dr. Jordan were Chief Operations Officer Chris Blice, Chief Technology Officer Keith Medlin, Chief Financial Officer Tony Messer, Assistant Superintendent Janet Frazier, and Assistant Superintendent Dr. Amanda Hartness.*

*Dr. Jordan stated Equity and Excellence for Everyone (E3) is an initiative specific to Chatham County Schools.*

*Dr. Jordan stated the schools receive an instructional allotment for K-3 teachers and also for 4-12 teachers. There is no special allotment for teachers for music, physical education, foreign language, etc.*

*Chair Hales asked how many combined classes were in the schools. Ms. Frazier stated she didn't know the exact number of combined classes but they are throughout the district in K-8.*

*Chair Hales asked what the current year supplement is. Mr. Messer stated \$5.2 million.*

*Commissioner Dasher asked what the criteria is for the supplement. Dr. Jordan stated years of experience and degree level.*

*Commissioner Howard stated it may be time to start thinking about other things that can be done to retain teachers such as providing affordable housing.*

*Commissioner Howard inquired about the possibility of implementing the four-year supplement in one year rather than following the current proposed trajectory and whether it could save money in the long term. Finance Officer Vicki McConnell responded that at this juncture the revenue is not available.*



[17-2428](#)

Heads Up document from departments

**Attachments:**     [13--All Departments Heads Up Document](#)  
[13--Heads Up Presentation\[Compatibility Mode\]](#)

*Budget Director Lisa West reviewed the Heads Up Document. (Presentation attached)*

*Commissioner Crawford would like to see the Town of Pittsboro to assume more responsibility for permitting regulations within municipal boundaries. Assistant County Manager Dan LaMontagne and Human Resources Director Carolyn Miller clarified that the county is operating within the parameters of the interlocal agreement and that the relationship seems to be more or less satisfactory for both parties. Commissioner Crawford would like the issue raised in the next meeting between the town and the county.*

*Chair Hales was curious about how many water customers reside in Bynum. Mr. LaMontagne said around forty.*

*Vice Chair Dasher would like to see Parks and Recreation's expenditures compared to those by other Parks and Recreation departments in our population group.*

*Commissioner Crawford asked that all his fellow commissioners make a point to attend the BLET graduation in August as a show of support.*

[17-2425](#)

Electric Vehicles

**Attachments:**     [9--Electric Vehicles](#)

*Assistant County Manager Dan LaMontagne gave a presentation to the Board. (Presentation attached)*

*Commissioner Crawford suggested partnering with CCCC for a program to train mechanics and electricians for electric vehicles.*

[18-2487](#)

Water Impact Fee Study

**Attachments:**     [11--Impact fee study](#)

*Mr. LaMontagne gave a presentation to the Board. (Presentation attached)*

*Staff will bring the study in detail to the Board at a future Work Session and adoption of the analysis must be done by July.*

## **LUNCH**

[17-2426](#)

EDC

**Attachments:**     [10--EDC](#)

*Economic Development Corporation President Kyle Touchstone gave a presentation to the Board. (Presentation attached)*

*Mr. Touchstone showed the database of available properties in the county maintained by the EDC.*

*Commissioner Crawford would like to see the Town of Pittsboro begin the process of establishing a system for pre-application meetings, particularly as the town begins making plans for Chatham Park.*

*Mr. Touchstone stated he has spoken with the Pittsboro Town Manager about pre-application meetings and they were not interested at that time.*

*Commissioner Petty asked how residents can say the county is a difficult place to do business if there are pre-application meetings and the staff has been praised for their work. Mr. Touchstone suggested checking with county staff to see if they have received any feedback on the matter. Vice Chair Dasher stated many people are just not prepared for the process and Chatham County is probably no different than other counties.*

*Mr. Touchstone reviewed the covenants for the Central Carolina Business Park.*

*Mr. Touchstone reminded the Board of the Joint elected board meeting on February 8th at 5:30 at the Agriculture and Conference Center.*

#### [17-2422](#)

#### Nonprofit Task Force Recommendations

**Attachments:**     [6--Final Task Force Recommendations](#)

*Budget Director Lisa West gave a presentation to the Board. (Presentation attached)*

*Vice Chair Dasher asked if there could be a staff member dedicated to this who could work with departments on applying for grants. The County Manager responded that different grants require different expertise and it could require more than one person to cover all grants. There would also be a need for another staff member to administer the grants.*

*The commissioners inquired about the possibility of shifting more responsibility to United Way. The County Manager responded that when this approach was tried in the past, the county received a lot of push back. Ms. West said that it also posed the issue of public money seemingly being administered by a private entity.*

*The commissioners asked Ms. West for her opinion. She stated she would suggest the RFP process.*

*The Board discussed the different options presented but staff said they did not need an answer today.*

#### [18-2488](#)

#### Summary of Current Year Accomplishments

**Attachments:**     [16--Accomplishments](#)

*County Manager Renee Paschal gave a presentation to the Board. (Presentation attached)*

#### [17-2431](#)

#### Financial policy

**Attachments:**     [17--RetreatPresentationOnFinancialPolicies](#)  
                              [17A--FinancialandBudgetaryPolicies](#)

*County Manager Renee Paschal gave a presentation to the Board. (Presentation attached)*

[17-2432](#)

Expected conditions affecting next year's budget

*County Manager Renee Paschal gave a presentation to the Board. (Presentation attached)*

## **ADJOURNMENT**

**A motion was made by Commissioner Howard, seconded by Vice Chair Dasher, that this be adjourned. The motion carried by the following vote:**

**Aye:** 5 - Commissioner Crawford, Chair Hales, Commissioner Petty, Vice Chair Dasher and Commissioner Howard



# Chatham County, NC

## Text File

File Number: 17-2454

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**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Health Department

**File Type:** Agenda Item

Vote on a request to accept \$2,000 Chatham Health Alliance Funds

Action Requested: Vote on a request to accept \$2,000 Chatham Health Alliance Funds

Introduction & Background: The Chatham Health Alliance, through the health department and Chatham Hospital, are requesting financial support from community partners to strengthen the Community Assessment. Most funds, per request, are being sent to Chatham Hospital, which serves as the fiscal agent for the Alliance. These funds from Carolina Meadows will be received by the county and used for the Community Assessment.

Discussion & Analysis: This funding provides financial support/sponsorship for the 2018 Community Assessment.

Budgetary Impact: No Local Funding Requested

Recommendation: Vote on a request to accept \$2,000 Chatham Health Alliance Funds

75555 Vendor Code

[illegible]

# CAROLINA MEADOWS

SunTrust



November 30, 2017

Pay to the order of

\*\*\*Two thousand and 00/100 dollars

Void After 180 Days

**TWO SIGNATURES REQUIRED OVER \$999.99**

\*\*\*\*\*  
\$ 2,000.00

Chatham County Health Dept.  
Attn: Chatham Health Alliance  
80 East Street, PO Box 130  
Pittsboro, NC 27312

AUTHORIZED SIGNATURE

**AUTHORIZED SIGNATURE**

"0000104851" 1:06.11007901 2011.16601"

 Security features included. Details on back.



# Chatham County, NC

## Text File

File Number: 17-2455

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**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Health Department

**File Type:** Agenda Item

Vote on a request to accept \$2,000 Association of Food and Drug Officials (AFDO)  
Retail Program Standards Grant Program Funds (G-T-1710-05870)

Action Requested: Vote on a request to accept \$2,000 Association of Food and Drug  
Officials (AFDO) Retail Program Standards Grant Program Funds (G-T-1710-05870)

Introduction & Background: As part of being enrolled in the FDA Voluntary National Retail  
Food Program Standards, Chatham County Environmental Health was able to apply and  
receive an AFDO grant for completing one of nine FDA Retail Food Program Standards.

Discussion & Analysis: The funding will be for the purchase of specialized equipment for  
staff conducting retail food inspections.

Budgetary Impact: No local funding requested

Recommendation: Vote on a request to accept \$2,000 Association of Food and Drug  
Officials (AFDO) Retail Program Standards Grant Program Funds (G-T-1710-05870)



VOLUNTARY NATIONAL RETAIL FOOD  
REGULATORY PROGRAM STANDARDS  
(RETAIL STANDARDS) GRANT PROGRAM



U.S. FOOD & DRUG  
ADMINISTRATION



November 30, 2017

**Grant Number:** G-SP-1710-05848

**Project Title:** Verification of Risk Factor Study

**Award Value:** \$2,000.00

**Project Period:** January 3, 2018 to May 31, 2018

Anne Lowry  
Environmental Health Director  
Chatham County Public Health Department  
PO Box 130  
80 East Street  
Pittsboro, North Carolina 27312

Dear Anne Lowry:

We have approved your application for Verification of Risk Factor Study as part of the Retail Standards Grant Program, funded by the United States Food and Drug Administration (FDA). Approval is based on review of the application submitted by you on behalf of Chatham County Public Health Department to the Association of Food and Drug Officials (AFDO).

As part of your application your agency has made an assurance that it will comply with all applicable Federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR Parts 74 and 92. Acceptance of this award and/or any funds provided by the Retail Standards Grant Program acknowledges agreement with all of the terms and conditions in this award letter.

Your award is based on the above-title project application, submitted to and approved by AFDO, and is subject to the following terms and conditions:

- **The grantee must complete the full scope of work and all tasks outlined in the approved grant application by May 31, 2018 unless a written exception is granted by the AFDO Programmatic Point of Contact for this grant award.**
- **Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance and in writing by the AFDO Programmatic Point of Contact prior to work being modified or completed.**
- The grantee must abide by the grant guidance for the program, available as a PDF file on the Retail Standards Grant Program portal at <http://afdo.org/retailstandards>. This portal is also the site where you can find additional information/updates regarding this grant program, and where you can log in for project status and submission of required reports.
- Per United States Department of Health and Human Services Grants Policy, expenses for food or beverage are generally not allowed unless it is part of a per diem allowance provided in conjunction with allowable travel.
- A Final Project Report must be submitted through the online grants portal no more than 45 days after May 31, 2018. As part of the final report, the grantee must provide a full accounting of all expenditures made with funds from this grant award, accompanied by the documentation specified in the reporting section of the grant guidance.
- As a reminder, recipients of funding through this program are required to assure that project activities achieve greater conformance with the FDA Voluntary National Retail Food Retail Program Standards, available at: [http://afdo.org/fda\\_vnrfrps](http://afdo.org/fda_vnrfrps).

The amount of \$2,000.00 represents the full amount of funds to which you are entitled. Grant awards are made with the understanding that Retail Standards Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These

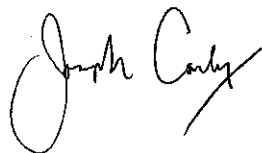
inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

Please note, the Catalog of Federal Domestic Assistance (CFDA) number for this United States Food and Drug Administration grant, awarded to the Association of Food and Drug Officials (AFDO) on 8/11/2016, is 93.103. Your grant is considered a subaward under this AFDO grant.

If you have questions about this award, please contact your AFDO Programmatic Point of Contact. Additionally, the Retail Food Safety Specialist from your FDA Region is an integral part of your jurisdiction's successful completion of Retail Standards activities, and is available to assist with your funded project. Contact information for both individuals is listed below.

We appreciate your ongoing commitment to achieving greater conformance with the Voluntary National Retail Food Regulatory Program Standards.

Sincerely,



Joe Corby  
Executive Director  
Association of Food and Drug Officials  
2550 Kingston Road  
Suite 311  
York, PA 17402

**AFDO Programmatic Point of Contact:**

Michael Turner  
[retailstandards@afdo.org](mailto:retailstandards@afdo.org)  
(850) 583-4593

**Follow the link below to obtain contact information for the FDA Regional Food Specialist assigned to assist your jurisdiction:**

<http://afdo.org/retailstandards/fdaregionalcontacts>

cc: Daniel Lukash ([daniel.lukash@fda.hhs.gov](mailto:daniel.lukash@fda.hhs.gov))  
Catherine Hosman ([catherine.hosman@fda.hhs.gov](mailto:catherine.hosman@fda.hhs.gov))



# Chatham County, NC

## Text File

File Number: 17-2456

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**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Health Department

**File Type:** Agenda Item

Vote on a request to accept \$3,000 Association of Food and Drug Officials (AFDO)  
Retail Program Standards Grant Program Funds (G-T-1710-05870)

Action Requested: Vote on a request to accept \$3,000 Association of Food and Drug  
Officials (AFDO) Retail Program Standards Grant Program Funds (G-T-1710-05870)

Introduction & Background: As part of being enrolled in the FDA Voluntary National Retail  
Food Program Standards, Chatham County Environmental Health was able to apply and  
receive an AFDO grant for training.

Discussion & Analysis: The funding will allow staff to attend the FDA Southeast Region  
Food Safety Seminar in 2018

Budgetary Impact: No local funding requested

Recommendation: Vote on a request to accept \$3,000 Association of Food and Drug  
Officials (AFDO) Retail Program Standards Grant Program Funds (G-T-1710-05870)

VOLUNTARY NATIONAL RETAIL FOOD  
REGULATORY PROGRAM STANDARDS  
(RETAIL STANDARDS) GRANT PROGRAM



December 1, 2017

**Grant Number:** G-T-1710-05870

**Project Title:** FDA Regional Seminar

**Award Value:** \$3,000.00

**Project Period:** March 1, 2018 to November 30, 2018

Anne Lowry  
Environmental Health Director  
Chatham County Public Health Department  
PO Box 130  
80 East Street  
Pittsboro, North Carolina 27312

Dear Anne Lowry:

We have approved your application for FDA Regional Seminar as part of the Retail Standards Grant Program, funded by the United States Food and Drug Administration (FDA). Approval is based on review of the application submitted by you on behalf of Chatham County Public Health Department to the Association of Food and Drug Officials (AFDO).

As part of your application your agency has made an assurance that it will comply with all applicable Federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR Parts 74 and 92. Acceptance of this award and/or any funds provided by the Retail Standards Grant Program acknowledges agreement with all of the terms and conditions in this award letter.

Your award is based on the above-title project application, submitted to and approved by AFDO, and is subject to the following terms and conditions:

- **The grantee must complete the full scope of work and all tasks outlined in the approved grant application by November 30, 2018 unless a written exception is granted by the AFDO Programmatic Point of Contact for this grant award.**
- **Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance and in writing by the AFDO Programmatic Point of Contact prior to work being modified or completed.**
- The grantee must abide by the grant guidance for the program, available as a PDF file on the Retail Standards Grant Program portal at <http://afdo.org/retailstandards>. This portal is also the site where you can find additional information/updates regarding this grant program, and where you can log in for project status and submission of required reports.
- Per United States Department of Health and Human Services Grants Policy, expenses for food or beverage are generally not allowed unless it is part of a per diem allowance provided in conjunction with allowable travel.
- A Final Project Report must be submitted through the online grants portal no more than 45 days after November 30, 2018. As part of the final report, the grantee must provide a full accounting of all expenditures made with funds from this grant award, accompanied by the documentation specified in the reporting section of the grant guidance.
- As a reminder, recipients of funding through this program are required to assure that project activities achieve greater conformance with the FDA Voluntary National Retail Food Retail Program Standards, available at: [http://afdo.org/fda\\_vnrfrps](http://afdo.org/fda_vnrfrps).

The amount of \$3,000.00 represents the full amount of funds to which you are entitled. Grant awards are made with the understanding that Retail Standards Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These

inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

Please note, the Catalog of Federal Domestic Assistance (CFDA) number for this United States Food and Drug Administration grant, awarded to the Association of Food and Drug Officials (AFDO) on 8/11/2016, is 93.103. Your grant is considered a subaward under this AFDO grant.

If you have questions about this award, please contact your AFDO Programmatic Point of Contact. Additionally, the Retail Food Safety Specialist from your FDA Region is an integral part of your jurisdiction's successful completion of Retail Standards activities, and is available to assist with your funded project. Contact information for both individuals is listed below.

We appreciate your ongoing commitment to achieving greater conformance with the Voluntary National Retail Food Regulatory Program Standards.

Sincerely,



Joe Corby  
Executive Director  
Association of Food and Drug Officials  
2550 Kingston Road  
Suite 311  
York, PA 17402

**AFDO Programmatic Point of Contact:**

Michael Turner  
[retailstandards@afdo.org](mailto:retailstandards@afdo.org)  
(850) 583-4593

**Follow the link below to obtain contact information for the FDA Regional Food Specialist assigned to assist your jurisdiction:**

<http://afdo.org/retailstandards/fdaregionalcontacts>

cc: Daniel Lukash ([daniel.lukash@fda.hhs.gov](mailto:daniel.lukash@fda.hhs.gov))  
Catherine Hosman ([catherine.hosman@fda.hhs.gov](mailto:catherine.hosman@fda.hhs.gov))



# Chatham County, NC

## Text File

**File Number: 18-2486**

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**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Health Department

**File Type:** Agenda Item

Vote on a request to accept \$2,500 Food & Drug Administration (FDA) and the Association of Food and Drug Officials (AFDO) Grant Funds from FY 2018

Action Requested: Vote on a request to accept \$2,500 Food & Drug Administration (FDA) and the Association of Food and Drug Officials (AFDO) Grant Funds

Introduction & Background: As part of being enrolled in the FDA Voluntary National Retail Food Program Standards, Chatham County was able to apply for and receive an AFDO grant for completing a retail food program self-assessment.

Discussion & Analysis: Chatham County Environmental Health used the funds to provide specialized tools and equipment to help County food establishments evaluate food handling practices.

How does this relate to the Comprehensive Plan: "Grant approval received prior to comp plan being released. This funding is to approve the acceptance of the reimbursement check from the FY 18 AFDO grant"

Budgetary Impact: No local funding required

Recommendation: Vote on a request to accept \$2,500 Food & Drug Administration (FDA) and the Association of Food and Drug Officials (AFDO) Grant Funds





**U.S. FOOD & DRUG  
ADMINISTRATION**



Dear Retail Program Standards Grant Recipient:

The U.S. Food and Drug Administration (FDA) and the Association of Food and Drug Officials (AFDO) wish to thank you for your participation in the AFDO-administered Retail Program Standards Grant Program. Your efforts have helped to enhance conformance with the Voluntary National Retail Food Regulatory Program Standards (Retail Program Standards).

Enclosed is Check # 6241 in the amount of \$ 2500.00 that represents the full amount to which you are entitled for this grant award. If you have questions about this program, or need additional information on routing the enclosed check, please contact the AFDO Programmatic Point of Contact listed below.

We appreciate your ongoing commitment to achieving greater conformance with the Retail Program Standards.

Sincerely,

Joe Corby  
Executive Director  
Association of Food and Drug Officials

**AFDO Programmatic Point of Contact**

Michael Turner  
[retailstandards@afdo.org](mailto:retailstandards@afdo.org)  
(850) 583-4593

FDA & AFDO Retail Program Standards Grants Homepage - <http://afdo.org/retailstandards>

Your Jurisdiction's Grant Point of Contact: Anne Lowry

Special Handling Instructions (if applicable): \_\_\_\_\_

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

VOID VOID VOID VOID

6241

**ASSOCIATION OF FOOD & DRUG OFFICIALS**  
 GENERAL ACCOUNT  
 2550 KINGSTON ROAD SUITE 311  
 YORK, PENNSYLVANIA 17402

**Fulton Bank**  
 LISTENING IS JUST THE BEGINNING  
 60-142-313

1/4/2018

PAY TO THE ORDER OF Chatham County Health Department


\$ \*\*2,500.00

Two Thousand Five Hundred and 00/100\*\*\*\*\* DOLLARS

Chatham County Health Department  
 Attn: Anne Lowry  
 P.O. Box 130  
 Pittsboro, NC 27312

MEMO

FDA Retail Grant #04492 Reimbursement

 *Kristal Reed*  
 AUTHORIZED SIGNATURE

Security features: Details on back.

⑈006241⑈ ⑆031301422⑆ 0362322000⑈

ASSOCIATION OF FOOD & DRUG OFFICIALS • GENERAL ACCOUNT 6241

Chatham County Health Department 1/4/2018

Grant #04492 2,500.00

General - Fulton      FDA Retail Grant #04492 Reimbursement      2,500.00



# Chatham County, NC

## Text File

File Number: 18-2496

**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Finance

**File Type:** Agenda Item

Vote on a request to approve Fiscal Year 2017-2018 Budget Amendments

Action Requested: Vote to approve budget amendments as proposed by staff

Introduction & Background: During the fiscal year, the budget must be amended as changing conditions warrant. The fiscal year 2017-2018 budget ordinance authorizes the County Manager to transfer funds within a department without limitation. The Manager may also transfer amounts of up to \$5,000 between departments of the same fund and transfer amounts up to \$50,000 from contingency with a memorandum report of such transfers to the Board. Resolution #2000-43 allows the Finance Officer to transfer amounts from the vehicle replacement fund for the purchase of vehicles approved for replacement in accordance with the fleet management replacement criteria. The Board must approve all other transfers.

Discussion & Analysis: The attached proposed amendments must be approved by the Board of Commissioners for fiscal year 2018.

The Planning budget is being increased by \$153,530 to reflect the collection of Briar Chapel affordable housing fees. These fees are passed through to Habitat. Funds in the amount of \$42,894 are being transferred from contingency to cover a new Planner I position.

The Sheriff's budget is being increased by a total of \$19,793 for additional donations received for youth services, federal funds received for the purchase of bulletproof vests, and federal funds awarded for the purchase of a lowrance boat mounted sonar.

The Social Services budget is being increased by a total of \$72,000 to reflect special promotional adoption funds received from the State.

Budgetary Impact: The proposed amendments increase the General Fund by \$245,323, with an increase to appropriated fund balance in the amount of \$114,103. Transfers from contingency total \$42,894.

Recommendation: Vote to approve budget amendments as proposed by staff.



# **FY 2018 Budget Amendments**

<u>Fund</u>	<u>Department/Division</u>	<u>Account Description</u>	<u>Revenue</u>	<u>Expense</u>	<u>Description</u>
General	Planning	Appropriated Fund Balance	42,103		Briar Chapel Affordable Housing Fees
General	Planning	Affordable Housing Fees	111,427		
General	Planning	Program-Affordable Housing		153,530	
General	DSS	Appropriated Fund Balance	72,000		Special Adoption Promotion Funds
General	DSS	Public Assistance-Adoption		72,000	
General	Sheriff	Youth Services Donations	10,425		Additional Youth Services Donations
General	Sheriff	Program-Youth Services		10,425	
General	Sheriff	Federal Grant	3,859		Bulletproof Vest Funds
General	Sheriff	Law Enforcement Supplies		3,859	
General	Sheriff	Federal Funds	5,509		Homeland Security Grant
General	Sheriff	Capital Outlay Equipment		5,509	Lowrance Boat Mounted Sonar

## **Total General Fund Budget Increase (Decrease):**

<b>245,323</b>	<b>245,323</b>
----------------	----------------

## **FY18 General Appropriated Fund Balance:**

**6,251,061**

## **Additional Appropriation with Amendments:**

**42,103**

## **FY18 Total General Appropriated Fund Balance:**

**6,293,164**

<u>Fund</u>	<u>Department/Division</u>	<u>Account Description</u>	<u>Revenue</u>	<u>Expense</u>	<u>Description</u>
General	Planning	Contingency		(42,894)	Planner I Position
General	Planning	Salary & Benefits		37,814	
General	Planning	Supplies-Computer		1,745	
General	Planning	Communications-Telephone		230	
General	Planning	Communications-Postage		50	
General	Planning	Supplies-General		400	
General	Planning	Travel-Expenses		1,955	
General	Planning	Copier		300	
General	Planning	Travel-Fleet		50	
General	Planning	Dues and Subscriptions		300	
General	Planning	Travel-Mileage		50	

## **Total Transfers from Contingency**

<b>42,894</b>
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# Chatham County, NC

## Text File

File Number: 18-2497

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**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Agenda Ready

**In Control:** Board of Commissioners

**File Type:** Agenda Item

**Agenda Number:**

Vote on a request to approve appointment of Clyde Frazier to the Planning Board.

Action Requested: Vote on a request to approve appointment of Clyde Frazier to the Planning Board.

Introduction & Background: Commissioner Karen Howard wishes to appoint Clyde Frazier to the Planning Board to represent District 1. Mr. Frazier's term will expire December 31, 2020.

Discussion & Analysis:

How does this relate to the Comprehensive Plan: N/A

Budgetary Impact: N/A

Recommendation: Motion to approve appointment of Clyde Frazier to the Planning Board.



# Chatham County, NC

## Text File

File Number: 18-2498

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**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Board of Commissioners

**File Type:** Appointment

Vote on a request to approve appointment Patricia Poe to the Library Advisory Committee.

Action Requested: Vote on a request to appoint Patricia Poe to the Library Advisory Committee.

Introduction & Background: Commissioner Jim Crawford wishes to appoint Patricia Poe to the Library Advisory Committee to represent District 4. Ms. Poe's term will expire June 30, 2019.

Discussion & Analysis:

How does this relate to the Comprehensive Plan: N/A

Budgetary Impact: N/A

Recommendation: Motion to approve appointment Patricia Poe to the Library Advisory Committee.





# Chatham County, NC

## Text File

File Number: 18-2499

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**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Board of Commissioners

**File Type:** Appointment

Vote on a request to approve appointments to the Community Advisory Committee for Nursing Homes and Adult Care homes.

Action Requested: Vote on a request to approve appointments to the Community Advisory Committee for Nursing Homes and Adult Care homes.

Introduction & Background: The Community Advisory Committee wishes to appoint Paul Bolig, Christina Horsford and Anita Tesh to one year terms expiring February 19, 2019. Mr. Bolig, Ms. Horsford and Ms. Tesh have each completed the required training and have been certified by the State Ombudsman's Office.

Discussion & Analysis:

How does this relate to the Comprehensive Plan: N/A

Budgetary Impact: N/A

Recommendation: Motion to approve appointments to the Community Advisory Committee for Nursing Homes and Adult Care homes.



# Chatham County, NC

## Text File

File Number: 18-2500

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**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Board of Commissioners

**File Type:** Appointment

Vote on a request to approve appointment of Richard Poole to the Affordable Housing Advisory Committee.

Action Requested: Vote on a request to approve appointment of Richard Poole to the Affordable Housing Advisory Committee.

Introduction & Background: Commissioner Karen Howard reviewed all the applications received and wishes to appoint Richard Poole to represent District 1 on the Affordable Housing Advisory Committee. Mr. Poole's term will expire June 30, 2020.

Discussion & Analysis:

How does this relate to the Comprehensive Plan:

Budgetary Impact:

Recommendation: Motion to approve appointment of Richard Poole to the Affordable Housing Advisory Committee.



# Chatham County, NC

## Text File

File Number: 18-2501

**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Board of Commissioners

**File Type:** Appointment

Vote on a request to approve appointment of Michael Zelek to the Chatham Transit Board of Directors.

Action Requested: Vote on a request to approve appointment of Michael Zelek to the Chatham Transit Board of Directors.

### Introduction & Background:

Chatham Transit Network Board of Directors has always maintained board appointments for the Chatham County Board of Commissioners. The current bylaws state that two directors shall be appointed by the Chatham County Board of Commissioners. Mrs. Jennifer Park recently vacated one of those positions when she moved to a new position with the State of North Carolina. Mrs. Park was a valuable member of the Board of Directors and provided a much needed liaison relationship between Chatham Transit and the Chatham County Public Health Department.

Chatham Transit Network Board of Directors would like to recommend Mr. Michael Zelek, Division Director, Health Promotion and Policy, Chatham County Public Health Department to fill the position vacated by Mrs. Park. We feel that Mr. Zelek will bring a lot of knowledge and insight to our Board of Directors and allow for the continued strong relationship between Chatham Transit Network and the Chatham County Public Health Department.

### Discussion & Analysis:

How does this relate to the Comprehensive Plan: N/A

Budgetary Impact: N/A

Recommendation: Motion to approve appointment of Michael Zelek to the Chatham Transit Board of Directors.

January 26, 2018

Chatham County Board of Commissioners  
80 East Street  
Pittsboro, NC 27312

Dear Members of the Board:

Chatham Transit Network Board of Directors has always maintained board appointments for the Chatham County Board of Commissioners. The current bylaws state that two directors shall be appointed by the Chatham County Board of Commissioners. Mrs. Jennifer Park recently vacated one of those positions when she moved to a new position with the State of North Carolina. Mrs. Park was a valuable member of the Board of Directors and provided a much needed liaison relationship between Chatham Transit and the Chatham County Public Health Department.

Chatham Transit Network Board of Directors would like to recommend Mr. Michael Zelek, Division Director, Health Promotion and Policy, Chatham County Public Health Department to fill the position vacated by Mrs. Park. We feel that Mr. Zelek will bring a lot of knowledge and insight to our Board of Directors and allow for the continued strong relationship between Chatham Transit Network and the Chatham County Public Health Department.

Sincerely,

A handwritten signature in dark ink that reads "M. Timothy Mounce".

M. Timothy Mounce  
Board President

A handwritten signature in dark ink that reads "Genevieve Megginson".

Genevieve Megginson  
Board Secretary



# Chatham County, NC

## Text File

File Number: 18-2507

**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Tax Office Assessor

**File Type:** Agenda Item

Vote on a request to approve the 2017 tax lien advertisement

Action Requested: Approve the 2017 tax lien advertisement.

Introduction & Background: Each year the Tax Collector is required to provide to the County Board of Commissioners a total of unpaid taxes, which are liens against real estate, and the governing body shall thereupon order the Tax Collector to advertise such tax liens. As of February 1, 2018 there are 4,023 parcels with unpaid tax liens. The total amount of liens against real estate is \$4,000,107.35. The Tax Collector shall advertise county liens by publishing each lien at least once in a newspaper having general circulation within the county. NCGS 105-369 explains the requirements for the lien advertisement.

Discussion & Analysis: The governing body must direct the Tax Collector to advertise the unpaid tax liens in a newspaper having general circulation within the county. Notice must be mailed to the owners at least 30 days before the date the advertisement is to be published. Advertisement of tax liens shall be made during the period from March 1 through June 30. The notices have been processed and mailed to all taxpayers who owe delinquent taxes for 2017. Those notices will result in significant reduction in the number of unpaid parcels. The cost of the advertisement is assessed to each parcel and is added to each unpaid tax bill. Once the cost of the advertisement has been provided, the Tax Collector shall determine the amount to add to each parcel of real property having unpaid taxes.

Budgetary Impact: None

Recommendation: Motion to approve the 2017 tax lien advertisement for a two week period that will coincide with the 30 day notification requirement in the Chatham News/Record.



# Chatham County, NC

## Text File

File Number: 18-2512

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**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Tax Office Assessor

**File Type:** Agenda Item

Vote on a request to approve Tax Releases and Refunds

Action Requested: Vote on a request to approve Tax Releases and Refunds.

Introduction & Background: The attached list of taxpayers have requested a release or refund of their tax bills.

Discussion & Analysis: In accordance with G.S. 105-381, the attached list of taxpayers have requested a release or refund of their tax bills.

Recommendation: Vote to approve Tax Releases and Refunds.

DATE 2/02/18	BOARD REVIEW OF CORRECTED RECEIPTS REPORT										PAGE 1
TIME 9:18:47	CHATHAM CO TAX DEPARTMENT										PROG# CL2182
USER AMY	DEPOSIT DATES 1/01/2018 THROUGH 1/31/2018										
SKIP NEGATIVE ABATEMENTS	OMIT ABATE CODES ERROR BOER CHGOF PTC										
TAX	DEPOSIT										
YEAR TAXPAYER NAME	DATE	RECEIPT	DIST	REAL	PERSONAL	M VEH	MV FEE	S WASTE	REASON	ABTCD	
=====											
2016 PHILLIPS SHERRILL T	1/11/2018	2262730	101					125.00	REMOVAL OF SW FE SWFEE		
								** YEAR TOTALS **	125.00		
2017 CHATHAM PARK INVESTORS LLC	1/31/2018	2314044	106	11508.28					ANNEX INTO PITTS ANNEX		
2017 COBLE SHEILA E	1/10/2018	2297309	101					125.00	RELEASE SWFEE PE SWFEE		
2017 COBLE WILBERT A JR	1/10/2018	2292258	101					125.00	RELEASE SWFEE PE SWFEE		
2017 COBLE WILBERT A JR	1/10/2018	2292260	101					125.00	RELEASE SWFEE PE SWFEE		
2017 GOODWIN RHONDA MARIE	1/03/2018	2309584	107					34.00	PRIVATE HAULER W SWFEE		
2017 KECK GEORGE DAVID	1/02/2018	2340843	106		4.13				PER DMV PPSLD		
2017 KECK GEORGE DAVID	1/02/2018	2340844	106		4.13				PER DMV PPSLD		
2017 KECK GEORGE DAVID	1/02/2018	2340845	106		7.84				PER DMV PPSLD		
2017 MASON MARTIN NICHOLAS	1/23/2018	2311850	101		3.95				PP SOLD DMV RECO PPSLD		
2017 MCLAURIN LIZZIE W LIFE ESTATE	1/26/2018	2309148	103	1123.48					VALUE CHANGE PER WVAL		
2017 PHILLIPS SHERRILL T	1/11/2018	2325251	101					125.00	REMOVAL OF SW FE SWFEE		
2017 REDD STEVEN	1/05/2018	2337433	107		468.85				LISTED/PD WAKE C OCNTY		
								** YEAR TOTALS **	534.00		
								*** FINAL TOTALS ***	659.00		
				12631.76	488.90						
*** NORMAL END OF JOB ***											





North Carolina Veh

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
ADAMS, MICHELE	ADAMS, MICHELE		150 HANKS ST	APT 5	PITTSBORO, NC 27312	Proration	0018816778	SXA2177	AUTHORIZED	80760510	Refund Generated due to proration on Bill #0018816778-2016-0000-00
ADAMS, STEVEN RAY	ADAMS, STEVEN RAY	ADAMS, NANCY MCNEELY	291 MEADOW VIEW DR		MONCURE, NC 27559	Proration	0014492898	PXX8604	AUTHORIZED	80383590	Refund Generated due to proration on Bill #0014492898-2016-0000-00
AMEZQUITA, JUAN ENRIQUE	AMEZQUITA, JUAN ENRIQUE		125 BILL THOMAS RD		MONCURE, NC 27559	Proration	0028907437	BBP5705	AUTHORIZED	80383022	Refund Generated due to proration on Bill #0028907437-2016-0000-00
BARKER, LORIE ANN	BARKER, LORIE ANN		1836 MONCURE PITTSBORO RD		MONCURE, NC 27559	Proration	0036470099	ECL5281	AUTHORIZED	79946856	Refund Generated due to proration on Bill #0036470099-2016-0000-00
BARNES, ROY AUSTIN	BARNES, ROY AUSTIN	THOMPSON, RUBELL	1115 MT GILEAD CHURCH RD		PITTSBORO, NC 27312	Proration	0010089827	WWZ7158	AUTHORIZED	79830200	Refund Generated due to proration on Bill #0010089827-2016-0000-00



North Carolina Veh

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	01/31/2018	1/31/2018 12:26:05 PM
ie	Vehicle Sold	01/22/2018	1/22/2018 2:24:32 PM
ie	Vehicle Totalled	01/22/2018	1/22/2018 8:39:19 AM
ie	Vehicle Totalled	01/12/2018	1/12/2018 10:31:15 AM
ie	Vehicle Totalled	01/05/2018	1/5/2018 2:04:47 PM



North Carolina Ver

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$29.02)	\$0.00	(\$29.02)
21	Tax	(\$19.84)	\$0.00	(\$19.84)
			Refund	\$48.86
00	Tax	(\$28.25)	\$0.00	(\$28.25)
05	Tax	(\$5.57)	\$0.00	(\$5.57)
			Refund	\$33.82
00	Tax	(\$9.20)	\$0.00	(\$9.20)
06	Tax	(\$1.78)	\$0.00	(\$1.78)
			Refund	\$10.98
00	Tax	(\$32.23)	\$0.00	(\$32.23)
06	Tax	(\$6.23)	\$0.00	(\$6.23)
			Refund	\$38.46
00	Tax	(\$29.39)	\$0.00	(\$29.39)
07	Tax	(\$4.78)	\$0.00	(\$4.78)
			Refund	\$34.17



North Carolina Veh

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
BARRETT, DAVID STEPHEN	BARRETT, DAVID STEPHEN		PO BOX 393		GOLDSTON, NC 27252	Adjustment < \$100	0040698780	TPS6442	AUTHORIZED	121140567	Refund Generated due to adjustment on Bill #0040698780-2017-0000
BECKETT, DOUGLAS	BECKETT, DOUGLAS		66 WILLOW WAY		CHAPEL HILL, NC 27516	Proration	0037062405	CH84875	AUTHORIZED	79946772	Refund Generated due to proration on Bill #0037062405-2016-0000-00
BOLTJA, WILLIAM JAMES	BOLTJA, WILLIAM JAMES		67 OAK HILL DR		APEX, NC 27523	Proration	0018814364	CA43519	AUTHORIZED	79946226	Refund Generated due to proration on Bill #0018814364-2016-0000-00
BURNETT, GWEN HOWARD	BURNETT, GWEN HOWARD		41 GROVE PT		PITTSBORO, NC 27312	Proration	0018806930	ZWY2930	AUTHORIZED	80191672	Refund Generated due to proration on Bill #0018806930-2016-0000-00
CHERRY, BETTY JEAN	CHERRY, BETTY JEAN		1001 HILLSBORO ST		PITTSBORO, NC 27312	Proration	0010543656	BKW9264	AUTHORIZED	79895156	Refund Generated due to proration on Bill #0010543656-2016-0000-00



North Carolina Ver

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

	Refund Reason	Create Date	Authorization Date
ie	Situs error	01/31/2018	1/31/2018 10:30:49 AM
ie	Vehicle Sold	01/12/2018	1/12/2018 9:08:08 AM
ie	Vehicle Sold	01/11/2018	1/11/2018 10:31:29 AM
ie	Vehicle Sold	01/16/2018	1/16/2018 11:11:40 AM
ie	Vehicle Sold	01/09/2018	1/9/2018 9:27:42 AM



North Carolina Ver

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	\$0.00	\$0.00	\$0.00
21	Tax	(\$48.01)	\$0.00	(\$48.01)
04	Tax	\$9.97	\$0.00	\$9.97
			Refund	\$38.04
00	Tax	(\$3.89)	\$0.00	(\$3.89)
07	Tax	(\$0.63)	\$0.00	(\$0.63)
			Refund	\$4.52
00	Tax	(\$3.79)	\$0.00	(\$3.79)
07	Tax	(\$0.61)	\$0.00	(\$0.61)
			Refund	\$4.40
00	Tax	(\$5.70)	\$0.00	(\$5.70)
21	Tax	(\$3.90)	\$0.00	(\$3.90)
			Refund	\$9.60
00	Tax	(\$25.06)	\$0.00	(\$25.06)
21	Tax	(\$17.13)	\$0.00	(\$17.13)
			Refund	\$42.19



North Carolina Veh

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
CLARKSON, MARYANN ROBINSON	CLARKSON, MARYANN ROBINSON		5 CAROLINA MDWS	APT 202	CHAPEL HILL, NC 27517	Proration	0029474028	XVR4763	AUTHORIZED	79830144	Refund Generated due to proration on Bill #0029474028-2016-0000-00
COOPER, JENNIFER SUGG	COOPER, JENNIFER SUGG		PO BOX 423		PITTSBORO, NC 27312	Proration	0018808148	XVA8831	AUTHORIZED	80191930	Refund Generated due to proration on Bill #0018808148-2016-0000-00
DILWORTH, CAROLINE HOFFMAN	DILWORTH, CAROLINE HOFFMAN		65 MALLARD LANDING DR		CHAPEL HILL, NC 27516	Proration	0033429322	RZT2113	AUTHORIZED	80454916	Refund Generated due to proration on Bill #0033429322-2016-0000-00
DIXON, EDWIN H JR	DIXON, EDWIN H JR	DIXON, NANCY H	343 CAROLINA MEADOW VILLA		CHAPEL HILL, NC 27517	Proration	0001278499	BFV6313	AUTHORIZED	80191880	Refund Generated due to proration on Bill #0001278499-2017-0000-00
FERGUSON, BETTY ALLRED	FERGUSON, BETTY ALLRED		5 CAROLINA MEADOWS	APT 210	CHAPEL HILL, NC 27517	Proration	0010544846	ZSC3390	AUTHORIZED	80192110	Refund Generated due to proration on Bill #0010544846-2016-0000-00





North Carolina Ver

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	01/05/2018	1/5/2018 1:20:53 PM
ie	Vehicle Sold	01/16/2018	1/16/2018 2:35:49 PM
ie	Vehicle Sold	01/24/2018	1/24/2018 3:58:54 PM
ie	Vehicle Sold	01/16/2018	1/16/2018 2:10:41 PM
ie	Vehicle Sold	01/16/2018	1/16/2018 4:45:26 PM



North Carolina Ver

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$29.64)	\$0.00	(\$29.64)
07	Tax	(\$4.82)	\$0.00	(\$4.82)
			Refund	\$34.46
00	Tax	(\$9.07)	\$0.00	(\$9.07)
21	Tax	(\$6.20)	\$0.00	(\$6.20)
			Refund	\$15.27
00	Tax	(\$12.38)	\$0.00	(\$12.38)
07	Tax	(\$2.01)	\$0.00	(\$2.01)
			Refund	\$14.39
00	Tax	(\$5.86)	\$0.00	(\$5.86)
07	Tax	(\$0.96)	\$0.00	(\$0.96)
			Refund	\$6.82
00	Tax	(\$15.82)	\$0.00	(\$15.82)
07	Tax	(\$2.57)	\$0.00	(\$2.57)
			Refund	\$18.39



North Carolina Veh

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
FIELDS, JAMES EDWARD	FIELDS, JAMES EDWARD		20 LAUREN CT		PITTSBORO, NC 27312	Adjustment < \$100	0040351607	PEC1684	AUTHORIZED	119501142	Refund Generated due to adjustment on Bill #0040351607-2017-0000
FIELDS, JAMES EDWARD	FIELDS, JAMES EDWARD	FIELDS, CAITLIN TUCKER	20 LAUREN CT		PITTSBORO, NC 27312	Adjustment < \$100	0040351618	HK4875	AUTHORIZED	119501145	Refund Generated due to adjustment on Bill #0040351618-2017-0000
FIKS, GERALD BRIAN	FIKS, GERALD BRIAN		PO BOX 312		MONCURE, NC 27559	Proration	0031245689	EBJ5536	AUTHORIZED	79666974	Refund Generated due to proration on Bill #0031245689-2016-0000-00
FISCHER, SANDRA ROBINETTE	FISCHER, SANDRA ROBINETTE		591 REDGATE RD		PITTSBORO, NC 27312	Proration	0009141871	MWD9590	AUTHORIZED	80581964	Refund Generated due to proration on Bill #0009141871-2017-0000-00
FISHER, ERIK LAURENCE	FISHER, ERIK LAURENCE		2501 CORINTH RD		MONCURE, NC 27559	Proration	0010006315	CK3690	AUTHORIZED	80454626	Refund Generated due to proration on Bill #0010006315-2017-0000-00



North Carolina Ver

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

	Refund Reason	Create Date	Authorization Date
ie	Situs error	01/03/2018	1/3/2018 2:06:09 PM
ie	Situs error	01/03/2018	1/3/2018 2:08:45 PM
ie	Vehicle Sold	01/02/2018	1/2/2018 4:49:16 PM
ie	Vehicle Sold	01/26/2018	1/26/2018 9:50:42 AM
ie	Vehicle Sold	01/24/2018	1/24/2018 1:21:02 PM



North Carolina Ver

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	\$0.00	\$0.00	\$0.00
21	Tax	(\$5.98)	\$0.00	(\$5.98)
04	Tax	\$1.24	\$0.00	\$1.24
			Refund	\$4.74
00	Tax	\$0.00	\$0.00	\$0.00
21	Tax	(\$119.50)	\$0.00	(\$119.50)
04	Tax	\$24.82	\$0.00	\$24.82
			Refund	\$94.68
00	Tax	(\$7.54)	\$0.00	(\$7.54)
05	Tax	(\$1.49)	\$0.00	(\$1.49)
			Refund	\$9.03
00	Tax	(\$9.14)	\$0.00	(\$9.14)
07	Tax	(\$1.50)	\$0.00	(\$1.50)
			Refund	\$10.64
00	Tax	(\$27.63)	\$0.00	(\$27.63)
05	Tax	(\$5.50)	\$0.00	(\$5.50)
			Refund	\$33.13



North Carolina Veh

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
GALICK, FRANK JOSEPH	GALICK, FRANK JOSEPH		110 CAROLINA MEADOWS VILLA		CHAPEL HILL, NC 27517	Proration	0018811499	PYM6770	AUTHORIZED	79667216	Refund Generated due to proration on Bill #0018811499-2016 2016-0000-00
GAMARRA, ELSIE CYNTHIA	GAMARRA, ELSIE CYNTHIA		30824 LA MIRANDA, APT 314		RANCHO SANTA MARGARITA, CA 92688	Proration	0009755333	YXW2986	AUTHORIZED	79945946	Refund Generated due to proration on Bill #0009755333-2016 2016-0000-00
GLOSSON, JOHNNY SEYMORE	GLOSSON, JOHNNY SEYMORE		9680 NC 87 N		PITTSBORO, NC 27312	Adjustment < \$100	0040515529	TPK7162	AUTHORIZED	120681669	Refund Generated due to adjustment on Bill #0040515529-2017 2017-0000
HOGAN, CLYDE ARNOLD	HOGAN, CLYDE ARNOLD	HOGAN, NANCY SCOTT	128 OLDE MANOR CT		SILER CITY, NC 27344	Proration	0027010898	BX70352	AUTHORIZED	80759392	Refund Generated due to proration on Bill #0027010898-2017 2017-0000-00
HUNTER, PATRICIA LOUISE	HUNTER, PATRICIA LOUISE		300 SERENITY HILL CIR		CHAPEL HILL, NC 27516	Proration	0010626320	CDH1583	AUTHORIZED	79666928	Refund Generated due to proration on Bill #0010626320-2017 2017-0000-00



North Carolina Ver

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	01/03/2018	1/3/2018 11:22:12 AM
ie	Vehicle Sold	01/10/2018	1/10/2018 3:49:59 PM
ie	Situs error	01/24/2018	1/24/2018 11:12:08 AM
ie	Vehicle Sold	01/30/2018	1/30/2018 8:47:37 AM
ie	Vehicle Totalled	01/02/2018	1/2/2018 4:23:28 PM





North Carolina Ver

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$13.86)	\$0.00	(\$13.86)
07	Tax	(\$2.25)	\$0.00	(\$2.25)
			Refund	\$16.11
00	Tax	(\$3.59)	\$0.00	(\$3.59)
21	Tax	(\$2.45)	\$0.00	(\$2.45)
			Refund	\$6.04
00	Tax	\$0.00	\$0.00	\$0.00
21	Tax	(\$72.82)	\$0.00	(\$72.82)
07	Tax	\$17.31	\$0.00	\$17.31
			Refund	\$55.51
00	Tax	(\$14.08)	\$0.00	(\$14.08)
22	Tax	(\$11.44)	\$0.00	(\$11.44)
			Refund	\$25.52
00	Tax	(\$52.82)	\$0.00	(\$52.82)
07	Tax	(\$8.66)	\$0.00	(\$8.66)
			Refund	\$61.48



North Carolina Veh

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
HUSSAIN, PHYLLIS JORDAN	HUSSAIN, PHYLLIS JORDAN	HILL, QUINTON JORDAE	1116 LANE JORDAN RD		SILER CITY, NC 27344	Proration	0009291984	BEA8071	AUTHORIZED	80759390	Refund Generated due to proration on Bill #0009291984-2017-0000-00
JONES-MCNAIR, ANITA ROCHELLE	JONES-MCNAIR, ANITA ROCHELLE		97304 DOBBS		CHAPEL HILL, NC 27517	Proration	0039069439	PDR7501	AUTHORIZED	80304786	Refund Generated due to proration on Bill #0039069439-2016-0000-00
KELLYS NORTH CAROLINA LEASING LLC	KELLYS NORTH CAROLINA LEASING LLC	KELLY, JOSEPH PATRICK JR	46 GOLDEN HEATHER		CHAPEL HILL, NC 27517	Proration	0001311615	DT7719	AUTHORIZED	79945600	Refund Generated due to proration on Bill #0001311615-2017-0000-00
KITT, BRENDA THOMPSON	KITT, BRENDA THOMPSON		208 OLD PIEDMONT CIR		CHAPEL HILL, NC 27516	Proration	0028371949	XWV2430	AUTHORIZED	79666366	Refund Generated due to proration on Bill #0028371949-2017-0000-00
KUSTER, PATRICIA WAITE	KUSTER, HOWARD JOHN JR		2908 GOLDSTON CARBONTON RD		GOLDSTON, NC 27252	Proration	0037339581	DFJ2661	AUTHORIZED	80581958	Refund Generated due to proration on Bill #0037339581-2016-0000-00



North Carolina Ver

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	01/30/2018	1/30/2018 8:46:59 AM
-			
ie	Vehicle Sold	01/19/2018	1/19/2018 11:58:16 AM
-			
ie	Vehicle Totalled	01/10/2018	1/10/2018 11:44:43 AM
-			
ie	Tag Surrender	01/02/2018	1/29/2018 8:08:40 AM
-			
ie	Vehicle Sold	01/26/2018	1/26/2018 9:42:38 AM
-			



North Carolina Ver

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$21.06)	\$0.00	(\$21.06)
01	Tax	(\$3.01)	\$0.00	(\$3.01)
			Refund	\$24.07
00	Tax	(\$4.25)	\$0.00	(\$4.25)
07	Tax	(\$0.69)	\$0.00	(\$0.69)
			Refund	\$4.94
00	Tax	(\$66.79)	\$0.00	(\$66.79)
07	Tax	(\$10.95)	\$0.00	(\$10.95)
			Refund	\$77.74
00	Tax	(\$114.73)	\$0.00	(\$114.73)
07	Tax	(\$18.82)	\$0.00	(\$18.82)
			Refund	\$133.55
00	Tax	(\$28.58)	\$0.00	(\$28.58)
04	Tax	(\$4.06)	\$0.00	(\$4.06)
			Refund	\$32.64



North Carolina Veh

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
LAWTER, LINDA DIANNE	LAWTER, LINDA DIANNE		897 REBECCA LN		SILER CITY, NC 27344	Proration	0028282595	XVM1500	AUTHORIZED	80760026	Refund Generated due to proration on Bill #0028282595-2017-0000-00
LINDLEY, KATHERINE COLEMAN	LINDLEY, KATHERINE COLEMAN		170 CENTER CHURCH RD		PITTSBORO, NC 27312	Proration	0034899138	EFX1083	AUTHORIZED	79946186	Refund Generated due to proration on Bill #0034899138-2017-0000-00
LITTLE, SUSAN LOUISE	LITTLE, SUSAN LOUISE		10054 BOST		CHAPEL HILL, NC 27517	Proration	0036181781	PEP2316	AUTHORIZED	80383016	Refund Generated due to proration on Bill #0036181781-2016-0000-00
LOCKLEAR, CANDACE NICHOLE	LOCKLEAR, CANDACE NICHOLE		3215 OLD US HWY 421 S		SILER CITY, NC 27344	Adjustment < \$100	0039558606	FAA1056	AUTHORIZED	120575175	Refund Generated due to adjustment on Bill #0039558606-2017-0000-00
LOWE, DIANNE KNOX	LOWE, DIANNE KNOX	LOWE, RICHARD EMORY	270 WINDY KNOLL CIR		CHAPEL HILL, NC 27516	Proration	0025432425	DAW5865	AUTHORIZED	80760724	Refund Generated due to proration on Bill #0025432425-2017-0000-00



North Carolina Ver

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

	Refund Reason	Create Date	Authorization Date
ie	Tag Surrender	01/30/2018	1/31/2018 8:11:53 AM
ie	Vehicle Sold	01/11/2018	1/11/2018 9:21:38 AM
ie	Vehicle Sold	01/22/2018	1/22/2018 8:34:53 AM
ie	Situs error	01/22/2018	1/22/2018 12:34:57 PM
ie	Tag Surrender	01/31/2018	2/1/2018 1:45:24 PM



North Carolina Ver

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$133.41)	\$0.00	(\$133.41)
09	Tax	(\$14.55)	\$0.00	(\$14.55)
			Refund	\$147.96
00	Tax	(\$28.39)	\$0.00	(\$28.39)
09	Tax	(\$3.10)	\$0.00	(\$3.10)
			Refund	\$31.49
00	Tax	(\$29.30)	\$0.00	(\$29.30)
07	Tax	(\$4.76)	\$0.00	(\$4.76)
			Refund	\$34.06
00	Tax	\$0.00	\$0.01	\$0.01
21	Tax	(\$47.14)	(\$2.36)	(\$49.50)
03	Tax	\$7.62	\$0.38	\$8.00
			Refund	\$41.49
00	Tax	(\$134.57)	\$0.00	(\$134.57)
07	Tax	(\$22.07)	\$0.00	(\$22.07)
			Refund	\$156.64





North Carolina Veh

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
MARTINEZ, FELIX	MARTINEZ, FELIX		500 PINEY GROVE CHURCH RD		SILER CITY, NC 27344	Proration	0018807934	VVE9170	AUTHORIZED	80759284	Refund Generated due to proration on Bill #0018807934-2016-0000-00
MATTIACE, MICHAEL DEAN	MATTIACE, MICHAEL DEAN	MATTIACE, SUSAN JOAN	50 MOUNTAIN LAUREL		CHAPEL HILL, NC 27517	Proration	0014485258	TTT6946	AUTHORIZED	80454598	Refund Generated due to proration on Bill #0014485258-2016-0000-00
MCCARTY, JENNY REBECCA	MCCARTY, JENNY REBECCA	MCCARTY, STEVEN CHARLES	32 TODD LN		APEX, NC 27523	Proration	0031745370	HB6907	AUTHORIZED	80582158	Refund Generated due to proration on Bill #0031745370-2016-0000-00
MUSANTE, LEIGH ANN HALLMAN	MUSANTE, LEIGH ANN HALLMAN		511 PERFECT MOMENT DR		DURHAM, NC 27713	Proration	0031554692	2411ST	AUTHORIZED	80305022	Refund Generated due to proration on Bill #0031554692-2016-0000-00
OWEN VALLADARES, LINDSAY LINETTE	OWEN VALLADARES, LINDSAY LINETTE	MATEO, RAMON DAVID ELVIR	35 BELLEMONT RD		PITTSBORO, NC 27312	Proration	0037091186	DDJ7737	AUTHORIZED	79946266	Refund Generated due to proration on Bill #0037091186-2016-0000-00



North Carolina Veh

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

	Refund Reason	Create Date	Authorization Date
ie	Vehicle Totalled	01/29/2018	1/29/2018 4:28:20 PM
ie	Vehicle Sold	01/24/2018	1/24/2018 1:10:12 PM
ie	Vehicle Sold	01/26/2018	1/29/2018 8:08:40 AM
ie	Vehicle Sold	01/19/2018	1/19/2018 2:36:20 PM
ie	Vehicle Sold	01/11/2018	1/29/2018 8:08:40 AM



North Carolina Ver

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$11.42)	\$0.00	(\$11.42)
01	Tax	(\$1.62)	\$0.00	(\$1.62)
			Refund	\$13.04
00	Tax	(\$7.67)	\$0.00	(\$7.67)
07	Tax	(\$1.25)	\$0.00	(\$1.25)
			Refund	\$8.92
00	Tax	(\$102.61)	\$0.00	(\$102.61)
07	Tax	(\$16.67)	\$0.00	(\$16.67)
			Refund	\$119.28
00	Tax	(\$40.63)	\$0.00	(\$40.63)
12	Tax	(\$6.73)	\$0.00	(\$6.73)
			Refund	\$47.36
00	Tax	(\$66.76)	(\$3.34)	(\$70.10)
21	Tax	(\$45.64)	(\$2.28)	(\$47.92)
			Refund	\$118.02



North Carolina Veh

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
RONE, ERICA MONIQUE	RONE, ERICA MONIQUE		1717 WESTMONT DR		SILER CITY, NC 27344	Proration	0021263451	WVX2083	AUTHORIZED	119501382	Refund Generated due to proration on Bill #0021263451-2016-0000-00
SHAKYA, RIZA	SHAKYA, RIZA	SHRESTHA, MANJIL	20 MOORELAND AVE		CHAPEL HILL, NC 27516	Proration	0039922751	FAJ3245	AUTHORIZED	80304998	Refund Generated due to proration on Bill #0039922751-2017-0000-00
SHAW, JANIE MANN	SHAW, COLON LEON		PO BOX 236		PITTSBORO, NC 27312	Proration	0020249575	CFK2687	AUTHORIZED	80191630	Refund Generated due to proration on Bill #0020249575-2016-0000-00
SINGLETARY, JOHN ERVIN	SINGLETARY, JOHN ERVIN		8583 OLD 421 HWY		BEAR CREEK, NC 27207	Adjustment < \$100	0040317006	8F52DV	AUTHORIZED	80581990	Refund Generated due to adjustment on Bill #0040317006-2017-0000-00
SPURRELL, JOHN MILLER	SPURRELL, JOHN MILLER		594 OKELLY CHAPEL RD		DURHAM, NC 27713	Proration	0035282222	EHW1310	AUTHORIZED	79945982	Refund Generated due to proration on Bill #0035282222-2016-0000-00



North Carolina Veh

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	01/03/2018	1/3/2018 4:26:12 PM
ie	Vehicle Totalled	01/19/2018	1/29/2018 8:08:40 AM
ie	Vehicle Sold	01/16/2018	1/16/2018 10:49:26 AM
ie	Military	01/26/2018	1/26/2018 10:04:53 AM
ie	Vehicle Totalled	01/10/2018	1/10/2018 4:10:23 PM



North Carolina Ver

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$6.17)	\$0.00	(\$6.17)
22	Tax	(\$4.68)	\$0.00	(\$4.68)
22	Vehicle Fee	\$0.00	\$0.00	\$0.00
			Refund	\$10.85
00	Tax	(\$135.50)	\$0.00	(\$135.50)
07	Tax	(\$22.22)	\$0.00	(\$22.22)
			Refund	\$157.72
00	Tax	(\$8.56)	\$0.00	(\$8.56)
21	Tax	(\$5.85)	\$0.00	(\$5.85)
			Refund	\$14.41
00	Tax	(\$67.90)	\$0.00	(\$67.90)
04	Tax	(\$9.73)	\$0.00	(\$9.73)
			Refund	\$77.63
00	Tax	(\$3.69)	\$0.00	(\$3.69)
12	Tax	(\$0.61)	\$0.00	(\$0.61)
			Refund	\$4.30



North Carolina Veh

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
STEWARD, GEORGE EDWARD	STEWARD, GEORGE EDWARD		444 FEARRINGTON POST		PITTSBORO, NC 27312	Proration	0037869328	WYK5801	AUTHORIZED	79894254	Refund Generated due to proration on Bill #0037869328-2016-0000-00
SUNDET, JULIANNA GAINES	SUNDET, JULIANNA GAINES	SUNDET, COREY LEE II	6846 NC 42 HWY		BEAR CREEK, NC 27207	Adjustment >= \$100	0039766413	FBM1702	AUTHORIZED	120778263	Refund Generated due to adjustment on Bill #0039766413-2017-0000
THOMAS, JOAN DUDDY	THOMAS, JOAN DUDDY		172 RANDY CREEK CIRCLE		PALM BAY, FL 32909	Proration	0018810854	MEGRAMMY	AUTHORIZED	79895656	Refund Generated due to proration on Bill #0018810854-2016-0000-00
TOSCANO, JOHN JOSEPH	TOSCANO, JOHN JOSEPH	TOSCANO, MARIANNA	1269 THE PRESERVE TRL		CHAPEL HILL, NC 27517	Proration	0014491774	YWS1392	AUTHORIZED	80304858	Refund Generated due to proration on Bill #0014491774-2016-0000-00
TOWNSEND, CARSON LEWIS	TOWNSEND, CARSON LEWIS		409 RALPH SIPES RD		BEAR CREEK, NC 27207	Proration	0037668954	ECD6374	AUTHORIZED	80384260	Refund Generated due to proration on Bill #0037668954-2016-0000-00



North Carolina Ver

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	01/08/2018	1/8/2018 10:07:47 AM
ie	Situs error	01/25/2018	1/29/2018 8:08:16 AM
ie	Vehicle Sold	01/09/2018	1/9/2018 3:01:24 PM
ie	Vehicle Sold	01/19/2018	1/19/2018 12:26:58 PM
ie	Vehicle Sold	01/23/2018	1/23/2018 1:47:50 PM





North Carolina Ver

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$15.37)	\$0.00	(\$15.37)
07	Tax	(\$2.50)	\$0.00	(\$2.50)
			Refund	\$17.87
00	Tax	\$0.00	\$0.00	\$0.00
21	Tax	(\$169.04)	\$0.00	(\$169.04)
13	Tax	\$35.11	\$0.00	\$35.11
			Refund	\$133.93
00	Tax	(\$19.34)	\$0.00	(\$19.34)
07	Tax	(\$3.14)	\$0.00	(\$3.14)
			Refund	\$22.48
00	Tax	(\$14.92)	\$0.00	(\$14.92)
07	Tax	(\$2.42)	\$0.00	(\$2.42)
			Refund	\$17.34
00	Tax	(\$60.42)	\$0.00	(\$60.42)
04	Tax	(\$8.58)	\$0.00	(\$8.58)
			Refund	\$69.00



North Carolina Veh

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
TUCKER, CAITLIN LANE	TUCKER, CAITLIN LANE		20 LAUREN CT		PITTSBORO, NC 27312	Adjustment < \$100	0040351628	U649K	AUTHORIZED	119501154	Refund Generated due to adjustment on Bill #0040351628-2017-0000
WASILESKI, TERESITA MAE	WASILESKI, TERESITA MAE		39 HAPPY S WAY		SILER CITY, NC 27344	Proration	0038115296	PFJ2387	AUTHORIZED	79946296	Refund Generated due to proration on Bill #0038115296-2017-0000-00
WHITE, JOHN ELLIOTT	WHITE, JOHN ELLIOTT		233 JONES FARM RD		PITTSBORO, NC 27312	Proration	0021487839	DRDRWH0	AUTHORIZED	80383732	Refund Generated due to proration on Bill #0021487839-2017-0000-00
WHITE, MARIANNE KRAYCIRIK	WHITE, MARIANNE KRAYCIRIK		1661 NC HWY 42		MONCURE, NC 27559	Proration	0027004768	AHS1115	AUTHORIZED	80383412	Refund Generated due to proration on Bill #0027004768-2017-0000-00
WILSON BROTHERS MILLING CO INC	WILSON BROTHERS MILLING CO INC		21008 NC HWY 902		BEAR CREEK, NC 27207	Proration	0032929454	SRJ2928	AUTHORIZED	80582350	Refund Generated due to proration on Bill #0032929454-2017-0000-00



North Carolina Veh

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

	Refund Reason	Create Date	Authorization Date
ie	Situs error	01/03/2018	1/3/2018 2:12:28 PM
ie	Tag Surrender	01/11/2018	1/11/2018 11:14:31 AM
ie	Vehicle Sold	01/22/2018	1/22/2018 4:17:54 PM
ie	Vehicle Sold	01/22/2018	1/29/2018 8:08:40 AM
ie	Vehicle Totalled	01/26/2018	1/29/2018 8:08:40 AM



North Carolina Ver

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	\$0.00	\$0.00	\$0.00
21	Tax	(\$52.00)	\$0.00	(\$52.00)
04	Tax	\$10.80	\$0.00	\$10.80
			Refund	\$41.20
00	Tax	(\$69.26)	\$0.00	(\$69.26)
09	Tax	(\$7.55)	\$0.00	(\$7.55)
			Refund	\$76.81
00	Tax	(\$27.07)	\$0.00	(\$27.07)
09	Tax	(\$2.95)	\$0.00	(\$2.95)
			Refund	\$30.02
00	Tax	(\$97.15)	\$0.00	(\$97.15)
05	Tax	(\$19.33)	\$0.00	(\$19.33)
			Refund	\$116.48
00	Tax	(\$165.24)	\$0.00	(\$165.24)
13	Tax	(\$23.67)	\$0.00	(\$23.67)
			Refund	\$188.91



North Carolina Veh

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
WIMBERLY, BELINDA WORRELL	WIMBERLY, BELINDA WORRELL		PO BOX 37		MONCURE, NC 27559	Proration	0018806034	ZWJ5531	AUTHORIZED	79946206	Refund Generated due to proration on Bill #0018806034-2016-0000-00
YANG, MI KYUNG	YANG, MI KYUNG		37 TIMBER CREEK PATH		CHAPEL HILL, NC 27517	Proration	0032937581	4875SP	AUTHORIZED	80383418	Refund Generated due to proration on Bill #0032937581-2017-0000-00



North Carolina Ver

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	01/11/2018	1/11/2018 9:52:49 AM
ie	Vehicle Sold	01/22/2018	1/29/2018 8:08:40 AM



North Carolina Ver

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$2.96)	\$0.00	(\$2.96)
05	Tax	(\$0.58)	\$0.00	(\$0.58)
			Refund	\$3.54
00	Tax	(\$108.72)	\$0.00	(\$108.72)
07	Tax	(\$17.82)	\$0.00	(\$17.82)
			Refund	\$126.54
			Refund Total	\$2771.48



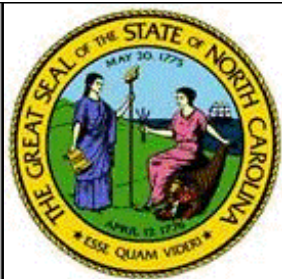
North Carolina Ver

NCVTS Pending

Report Date 2/2/2018 9:34:11 AM

Tax Jurisdiction	District Type	Net Change
00	COUNTY	(\$1,963.73)
21	CITY	(\$620.14)
22	CITY	(\$16.12)
01	FIRE	(\$4.63)
03	FIRE	\$8.00
04	FIRE	\$24.46
05	FIRE	(\$32.47)
06	FIRE	(\$8.01)
07	FIRE	(\$134.79)
09	FIRE	(\$28.15)
12	FIRE	(\$7.34)
13	FIRE	\$11.44
Total		(\$2,771.48)

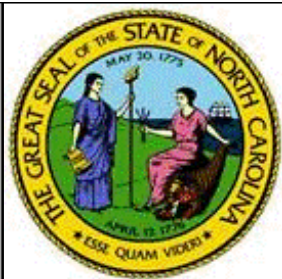




North Carolina Ver

**NCVTS Pending**

Report Date 2/2/2018 9:34:11 AM



North Carolina Ver

**NCVTS Pending**

Report Date 2/2/2018 9:34:11 AM

Report Parameters





# Chatham County, NC

## Text File

File Number: 18-2508

Agenda Date: 2/19/2018

Version: 1

Status: Approval of Agenda and  
Consent Agenda

In Control: Planning

File Type: Agenda Item

A request by Lee Bowman, Project Manager on behalf of **NNP Briar Chapel, LLC** for subdivision final plat approval of SD East Parcels 7 - 9, consisting of 3 lots on 18.59 acres, located off US Hwy 15-501 N., Baldwin Township, parcel #18911.

### Action Requested:

Vote on a request by Lee Bowman, Project Manager on behalf of NNP Briar Chapel, LLC for subdivision final plat approval of SD East Parcels 7 - 9, consisting of 3 lots on 18.59 acres, located off US Hwy 15-501 N., Baldwin Township, parcel #18911.

### Zoning: Conditional Use District / Compact Community

**Water System:** Public, Chatham County

**Sewer System:** Private wastewater treatment plant

**Subject to 100 year flood:** No floodable area in SD East

**General Information:** Compact Community approved in 2005 for 2,389 dwelling units and commercial uses on 1,589 acres, permit revised in 2012, 2014, and 2017, current number of dwelling units allowed based on the 2017 CUP amendment is 2650.

**Reviewed:** Briar Chapel is reviewed under pre-2008 Subdivision Regulations.

The Board of County Commissioners granted preliminary plat approval of SD East on September 18, 2017 consisting of 7 non-residential subdivision parcels, 2 exempt over 10 acre parcels, and 2 stormwater pond parcels. There were four (4) conditions of approval as follows:

1. The final plat(s) shall include a note regarding cross parking easement for all parcels. The applicant added a note to the final plat stating "Pedestrian sidewalk access between separately developed parcels will be provided." This condition has been met.
2. The final plat(s) shall include the width of the riparian buffers and label the 10 foot no build area. This condition has been met.
3. The final plat shall include the required stormwater note, approximate location of the stormwater BMP (using existing top of bank), label the stormwater easement 'Private'; and specify the entity responsible for maintenance. This condition has been met.
4. The County Stormwater Administrator shall review and approve the stormwater management plan prior to construction or installation of infrastructure pursuant to condition #4 of the conditional use permit. This condition has been met.

**Discussion & Analysis:** The request before the Board is for final plat approval of Parcels 7 - 9 and Commercial Common Area # 3 (stormwater pond parcel). These parcels were numbered on the preliminary plat as Parcels 1 (pond lot), 2A, 2B, and 3. The application is being submitted along with a request for a financial guarantee. The pre-2008 Subdivision Regulation requires that 40% of the total cost of improvements be completed prior to submittal of a final plat and that the public health and/or safety not be endangered. Per the cost letter dated December 8, 2017, prepared by Chris Seamster, PLA, McKim & Creed, the improvements are 52% complete. An updated cost letter may be submitted prior to final plat recordation if additional work has been completed. Staff recommends granting the request for a financial guarantee. Staff also recommends that the final plat not be recorded until the engineer has certified that the roadway providing access to the parcels is accessible to emergency vehicles and that the final plat not be recorded until the county attorney has reviewed and approved the form of the contract and financial guarantee.

The final plat shows the 50 foot riparian buffer along the intermittent streams along with the 10 foot no-build area. A 50 foot viewshed buffer is shown along 15-501 and a 300 foot perimeter buffer is shown along the common boundary of Fearington Village residents and the Betty Stallings property.

The Technical Review Committee met on December 13, 2017 to review the submittal. Issues discussed included conditions of preliminary plat approval, platting of public water line easement, and emergency vehicle access.

The Planning Board met on January 2, 2018 to review the request. Nick Robinson, Attorney-at-Law, Chris Seamster, PLA, McKim & Creed, and Garreston Browne were present to represent the developer and answer questions from the Board. Ms. Richardson reviewed the agenda notes and stated that condition # 1 as stated in the Planning Board agenda notes which read "A note shall be added to the final plat to state that there will be a cross parking easement between the separately developed parcels" could be removed; that the discussion at preliminary plat review was regarding cross pedestrian access and not cross parking access; and that there was a note on the final plat stating that *"Pedestrian sidewalk access between separately developed parcels will be provided."* Mr. Robinson addressed the Board and stated that he agreed that condition # 1 should be removed and that parking needs for each parcel will be determined by the end user. Board discussion followed and included concern that some businesses may not allow parking for other uses in their parking areas and have cars towed; were there cross parking easements provided in SD North; how will cross parking be handled; any idea who end user(s) of the lots will be at this time; and is SD East treating stormwater from NCDOT Hwy 15-501. Mr. Robinson stated that there were no cross parking easements in SD North; that a skilled nursing facility was under contract to purchase Lots 7, 8, & 9; that if the purchase was finalized, Lots 7, 8, & 9 would be recombined into one parcel; that parking needs of end user is addressed by private restrictive covenants and there could be designated parking depending on the use. Mr. Seamster stated that the stormwater pond on Commercial Common Area # 3 is not design to handle any stormwater from NCDOT Hwy 15-501. Ms. Richardson stated that prior to a building permit being issued on any lot, the Zoning Administrator will review and approve the site plan for the use regarding setbacks, lighting, landscaping, required parking, etc.

**How does this relate to the Comprehensive Plan:**

Goal 3: Promote a compact growth pattern by developing in or near existing towns, communities, and in designated, well planned, walkable, mixed use centers.

**Recommendation:** The Planning Department and the Planning Board by a unanimous vote, recommend granting approval of the request with a financial guarantee and granting final plat approval of SD East Parcels 7 - 9, with the following conditions:

1. The final plat shall not be recorded until the county attorney has reviewed and approved the language of the contract and financial guarantee.
2. The final plat shall not be recorded until the engineer has certified that the roadway providing access to the parcels is accessible to emergency vehicles.



# Chatham County, NC

## Text File

**File Number: 18-2504**

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**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Agenda Ready

**In Control:** Board of Commissioners

**File Type:** Agenda Item

Vote on a request to authorize the County Manager and County Attorney to finalize the land lease for the Health Sciences Building and authorize the County Manager to execute the contract.



# Chatham County, NC

## Text File

File Number: 18-2513

**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Solid Waste and Recycling

**File Type:** Agenda Item

Vote on request to award bid to ECOFLO, Inc. for collection and disposal at Chatham County permanent Household Hazardous Waste facility, approve the contract, and authorize the County Manager to execute the contract.

Action Requested: Vote on request to award bid to ECOFLO, Inc. for collection and disposal at Chatham County permanent Household Hazardous Waste facility, approve the contract, and authorize the County Manager to execute the contract.

Introduction & Background: The County has a permanent Household Hazardous Waste (HHW) facility that is open to all residents the third Saturday of each month, March to November. The county owns the facility and the contractor provides the staff, equipment, and supplies to properly collect, transport, and dispose of HHW.

Discussion & Analysis: A request for proposal process was conducted and the bids were evaluated. ECOFLO, Inc. provided the lowest bid and the evaluation committee recommends the contract be awarded to ECOFLO, Inc. The contract is for three years beginning on March 1, 2018, with the option for two one-year renewals.

How does this relate to the Comprehensive Plan: N/A

Budgetary Impact: \$40,000 annually from solid waste enterprise fund.

Recommendation: Award bid to ECOFLO, Inc. for collection and disposal at Chatham County permanent Household Hazardous Waste facility, approve the contract, and authorize the County Manager to execute the contract.





# Chatham County, NC

## Text File

File Number: 18-2485

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**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Solid Waste and Recycling

**File Type:** Contract

Vote on Request to Approve the Contract with Synergy Electronics Recycling LLC and Authorize the County Manager to execute the contract.

Action Requested: Vote on Request to Approve the Contract with Synergy Electronics Recycling LLC and Authorize the County Manager to execute the contract.

Introduction & Background: Electronics are collected at thirteen locations and transported to Chatham Trades. Chatham Trades processes the electronics for pick-up. Synergy Electronics Recycling LLC will pick-up electronics at Chatham Trades and transport them to their facility for processing.

Discussion & Analysis: Contract is needed for electronics recycling.

How does this relate to the Comprehensive Plan: Become more resilient by mitigating, responding and adapting to emerging threats.

Budgetary Impact: The cost per pound to dispose of electronics is included in the yearly operating budget.

Recommendation: Approve Contract to commence on February 20, 2018.

NORTH CAROLINA

CHATHAM COUNTY

AGREEMENT FOR SERVICES

**THIS AGREEMENT FOR SERVICES** (this "Agreement"), made and entered into this 20th day of February, 2018 by and between Chatham County, a body politic and corporate of the State of North Carolina, (hereinafter referred to as the "County"), and Synergy Electronics Recycling LLC, (hereinafter referred to as "Contractor").

**WHEREAS**, Contractor, has agreed to provide services in a professional manner in accordance with the standards of Contractor's industry and as hereinafter set forth; and

**WHEREAS**, the County wishes to enter into an Agreement with Contractor to provide the services specified in Appendix 1, Scope of Work, attached hereto and incorporated herein by reference.

**NOW THEREFORE**, in consideration of the mutual agreements described below, the parties agree as follows:

1. Term of Agreement: The initial term of this Agreement shall commence on February 20, 2018 and shall end on or before February 20, 2021. This agreement shall automatically renew for two (2) additional one (1) year terms unless one party notifies that it does not wish to renew at least sixty (60) days prior to the end of the then current term.
2. Scope of Service: The Contractor shall provide to the County the Services (the "Services") set forth in the "Scope of Work" attached hereto as Appendix 1, which is incorporated herein and made an integral part of the Agreement.
3. Compensation: As compensation for the services to be provided by Contractor, the Contractor shall pay or invoice the County based upon the pricing schedule attached as Appendix 1 payable within 30 days from receipt of invoice, or as otherwise mutually agreed upon.
4. Insurance: Contractor shall maintain insurance policies at all times with minimum limits as follows:

Coverage

Worker's Compensation  
Statutory Limits

General/Professional Liability

\$100,000 bodily injury per person (BI)  
\$500,000 bodily injury per occurrence (BI)  
\$100,000 property damage (PD)

Automobile Liability

\$250,000 bodily injury per person (BI)  
\$100,000 property damage (PD) or

All insurance policies shall be issued by companies authorized to do business under the laws of the State of North Carolina and shall be rated not less than "A" by A.M. Best and Company. Contractor shall furnish Certificates of Insurance to the County, naming the County as an additional insured, prior to the commencement of operations. The certificates shall clearly indicate that Contractor has obtained insurance of the type, amount, and classification as required for strict compliance with this paragraph and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Compliance with the foregoing requirements shall not relieve Contractor from any liability or obligations under this Agreement.

5. Confidentiality: All proprietary data and information, if any, furnished to Contractor by the County shall be regarded as confidential, shall remain the sole property of the County and shall be held in confidence and safekeeping by Contractor for the sole use of the County and Contractor under the terms of this Agreement. Contractor agrees that its officers, employees and agents will not disclose to any person, firm or entity other than the County or its designated legal counsel, accountants or practice management consultants any information about the County. Contractor agrees to carry out its obligations to the County in compliance with all privacy and security regulations required by law.

6. Status of Parties: Nothing contained in this Agreement shall be construed as establishing a partnership or joint venture relationship between Contractor and the County. Contractor and its employees and representatives are independent contractors, solely responsible for its or their performance under this Agreement and shall have no legal authority to bind the County.

7. Assignment and Subcontracting: Neither this Agreement nor any rights or obligations hereunder shall be subcontracted, assigned, or delegated by Contractor without prior written consent of the County, which consent may be withheld in the County's sole discretion.

8. Binding Effect: This Agreement shall be binding upon the parties hereto, their heirs, administrators, executors, successors and assigns, if such assignment has been approved by the County.

9. Notices: Any notice or other communication required or permitted under this Agreement shall be in writing and shall be deemed to have been given on the date delivered personally or deposited in the United States Postal Service, certified mail, return receipt requested, with adequate postage affixed, addressed as follows:

Chatham County  
Attn: Renee Paschal  
Post Office Box 1809  
Pittsboro, North Carolina 27312

Contractor Name: Synergy Electronics Recycling LLC  
Attn: Bill Perry  
320 South Gibson Drive  
Madison, North Carolina 27025

Either party may change its address for notices under this Agreement by giving written notice of such change to the other party in accordance with the terms of this paragraph.

10. Governing Law: This Agreement and the rights and obligations to the parties hereunder shall be construed and governed by the laws of the State of North Carolina and venue for any proceedings arising hereunder shall be in the state court of appropriate jurisdiction located in Chatham County, North Carolina.

11. Modifications: This Agreement may be amended or modified by the mutual written consent of the parties. A modification is not enforceable against the County unless it is signed by the County Manager, Purchasing Agent, or other duly authorized official.

12. Entire Agreement: This Agreement contains the entire agreement between the parties pertaining to the subject matter of this Agreement. With respect to that subject matter, there are no promises, agreements, conditions, inducements, warranties or understandings, written or oral, expressed or implied, between the parties, other than as set forth or referenced in this Agreement.

13. Waiver: A waiver of any provision of this Agreement must be in writing, designated as such, and signed by the party against whom enforcement of the waiver is sought. The waiver of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent or other breach thereof.

14. Termination: This Agreement may be terminated as follows:

- (i) Cause: If the services provided by the Contractor under this Agreement are determined to be unsatisfactory or unacceptable, as determined by the County Manager, this Agreement may be

terminated by the County for default. Grounds for termination for default shall include, but not be limited to:

- (a) Failure to respond to all reasonable requests from the County to provide services covered by this Agreement.
  - (b) Failure to maintain equipment in accordance with the requirements of this Agreement and with all laws.
  - (c) Failure to properly recycle any electronic equipment as specified in Article 9, Chapter 130A of the North Carolina General Statute or failure to comply with any statutory requirement within the formal bid request, as provided in the bid packet, incorporated herein by reference.
  - (d) Lack of proper insurance as required under this Agreement.
  - (e) Charging rates or fees in excess of those provided in this Agreement.
  - (f) Inefficient, or unsafe practices in providing services.
  - (g) Other actions which impact unfavorably on the faithful performance of this Agreement.
- (ii) Convenience: The County reserves the right to terminate this Agreement upon thirty (30) days written notice to Contractor for any reason deemed by the County to serve the public interest. This termination for convenience will not be made when termination is authorized under any other provisions of this Agreement. In the event of such termination the County shall pay the Contractor those costs directly attributable to services received by the County in compliance with the Agreement prior termination. Provided, however, that no costs will be paid to the Contractor which are recoverable in the Contractor's normal course of doing business. The County is not liable for loss of any profits anticipated to be made hereunder, nor for any special, consequential or similar damage.

15. Annual Appropriations and Funding. This Agreement is subject to the annual appropriation of funds by the Chatham County Commissioners. Notwithstanding any provision herein to the contrary, in the event that funds are not appropriated for this Agreement, the County shall be entitled to immediately terminate this Agreement, without penalty or liability, except the payment for all service satisfactorily provided under this Agreement up to and through the Contractor's receipt of notice of termination.

16. Hold Harmless: Contractor agrees to indemnify and hold harmless the County, its agents, servants and employees from any and all claims, actions, lawsuits, damages, judgments or liabilities of any kind whatsoever arising out of the provision of service under this Agreement.

17. County Policy: The County opposes discrimination on the basis of race and sex and requires all of its contractors to provide a fair opportunity for minorities and women to participate in their work force and as subcontractors and vendors under County contracts.

(The remainder of this page intentionally left blank)

18. E-Verify: Effective September 4, 2013 North Carolina local government units are prohibited from entering into certain contracts unless the contractor and the contractor's subcontractors, if any, comply with the requirements of N.C. Gen. Stats. §64-26(a). Prior to providing any services hereunder, Contractor and Contractor's subcontractors, if any, are subject to the provisions of N.C. Gen. Stats. §64-26(a). Contractor agrees to fully comply with such statute and require Contractor's subcontractors, if any, to fully comply with such statute.

19. Iran Divestment Act: Contractor hereby certifies that Contractor, an all subcontractors, are not on the Iran Divestment List (the "List") created by the North Carolina State Treasurer pursuant to N.C.G.S § 143-6A-4. Contractor shall not utilize any subcontractor that is identified on the List.

20. Requirement to Recycle Certain Electronic Equipment: If applicable, Contractor's failure to properly recycle any electronic equipment as specified in Article 9, Chapter 130A of the North Carolina General Statute or failure to comply with any statutory requirement within the formal bid request, as provided in the bid packet, incorporated herein by reference, shall be grounds for immediate termination of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement in their official capacities with legal authority to do so.

Chatham County:

By: \_\_\_\_\_  
Renee Paschal, County Manager

Contractor

By: Bill Perry  
Bill Perry, President  
Synergy Electronics LLC  
320 South Gibson Drive  
Madison, North Carolina 27025  
336-548-7014  
Email:

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

Vicki McConnell, Finance Director

## APPENDIX 1

### SCOPE OF WORK

**PROJECT NAME:** Electronics Recycling

**SCOPE OF SERVICE:** Pick up and transport electronics from Chatham Trades or County facility for processing at the Synergy facility in Madison, NC

**Obligations:**

- A) Contractor shall provide all labor, equipment and supplies necessary to meet the requirements of this Agreement.
- B) Hold a valid e-Steward or R2 certification.
- C) Provide collection of electronics material on a weekly schedule and or/within 48 hours after being notified that a pick up is needed.
- D) Provide training to County staff on the specific sorting, stacking and loading requirements and procedures of the provider.
- E) Receive and process all electronics devices in the "as-is" condition, with no guarantees to the value or condition of the materials. Some of the materials may be mixed and require additional separation prior to processing.
- F) Use best efforts to recycle all equipment, materials and any elements, metals, plastics, chemicals and/or compounds to minimize landfills and/or incineration disposal of equipment and/or materials.
- G) Provide a process that destroys the function of all received assets (e.g. memory devices, hard drives) to assure that no data on any media can be recovered and provide certification of compliance to Chatham County. Computers and cell phones must have data erased to high standards (Department of Defense) and the provider must be able to provide the County with documentation of destruction for electronics that may contain sensitive information.
- H) Agree to keep appropriate written records of its material management at its processing facility in so the County may, upon request, review those records to insure that such materials were handled, stored, labeled, shipped and disposed of properly.
- I) Provide detailed electronic data and invoices to the County by the fifteenth business day of the month for the previous month in a format approved by the County.
- J) Comply with OHSA regulations concerning storage, transport and disposal of electronic devices.
- K) Comply with local, state and federal regulations concerning the storage, transport and disposal of electronics from Chatham County.
- L) In the event Chapter 130A, Article 9, Part 2H of the NC General Statutes is repealed the Contractor will notify the County in writing that certain items are no longer valid on the price list.

### **Acceptable Items for Recycling:**

#### **Computer Based Electronics**

Desktop Computers  
Keyboards/Mice  
Hard Drives  
Power Supplies  
Docking Stations  
Circuit Boards  
Laptops  
Hubs and Switches Networking Equipment  
Battery Back-ups  
AC Adaptors  
Wires and Cords

#### **Consumer Electronics**

Remote Controls (no batteries)  
CS/DVD Players  
Stereo Equipment (no wood)  
Cell Phones  
Mixers  
Toasters  
Microwaves  
Curling Irons  
Most Battery Powered Hand Tools  
VCR's  
Gaming Systems  
Amplifiers  
Household Electronics  
Blenders (no glass)  
Most Kitchen Gadgets  
Hair Dryers  
Power Drills  
Chargers

#### **Items not accepted:**

Oil Filters  
Devices Containing Refrigerants  
Liquids of any kind  
Light Bulbs  
Smoke Detectors  
Plastic Toys w/o Electronics Inside  
Devices which may contain radiation  
Oil filled heaters  
Items containing PCB's  
Ceramics (lamps, etc)  
Devices containing gas  
Rubber  
Contaminated medical equipment  
Hazardous Material/Waste  
Wood  
Chatham County Services Agreement

**Pricing:**

<b>Revenues</b>	<b>Rate per pound</b>
Desktop Computers	\$(0.20)
Laptop Computers	\$(0.35)
Servers and Network Equipment	\$(0.25)
Tablets	\$(0.05)
Cell Phones	\$(1.25)
Cable and Wire	\$(0.15)
<b>Expenses</b>	<b>Cost per pound</b>
Intact CRT Television	\$0.15
Non-intact CRT Televisions (broken pilfered)	\$0.25
Flat Panel Televisions	\$0.15
Intact CRT Monitors	\$0.15
Non-intact CRT Monitors	\$0.25
Computer Flat Panel Monitor	\$0.15
Printers/Scanners/Copiers/Faxes	\$0.00
Peripherals (keyboards, mice, etc.)	\$0.00
Miscellaneous Consumer Electronics	\$0.00
<b>Supplies</b>	<b>Rate</b>
Shrink Wrap (per 4 rolls)	\$45.00
Bulk Box (Gaylords)	\$0.00
Pallets	\$0.00







# Chatham County, NC

## Text File

File Number: 18-2490

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**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Board of Commissioners

**File Type:** Contract

Vote on a request to approve Lease Renewal for Probation Services and authorize the county manager to sign the Lease.

**Action Requested:**

Vote on a request to approve Lease Renewal for Probation Services and authorize the county manager to sign the Lease.

**Introduction & Background:**

The space leased for probation services is set to expire on February 28, 2018. The property is located at Siler City Business Park, 134 Village Lake Road in Siler City. The County has leased this space for several years.

This will be a five (5) year lease with an option to renew. The cost of the Lease has not increased, and remains at \$2,500 per month (\$30,000 annually).

**Discussion & Analysis:**

How does this relate to the Comprehensive Plan: N/A

Budgetary Impact: N/A

Recommendation:

STATE OF NORTH CAROLINA

LEASE

COUNTY OF CHATHAM

This Lease, made and entered into this 1st day of March, 2018, by and between Richard E. Fox (hereinafter referred to as the "Landlord"); and County of Chatham, a North Carolina body politic and corporate (hereinafter referred to as the "Tenant");

W I T N E S S E T H :

That for and in consideration of the rental hereinafter reserved and the covenants and agreements herein contained, Landlord has agreed to lease and does hereby demise and lease unto Tenant, and Tenant has agreed to take and lease and does hereby lease from Landlord, the premises known as Siler City Business Park, 134 Village Lake Road, Siler City, North Carolina 27344 and being a building containing approximately 3000 square feet of interior space and including the parking area adjacent to the said building:

1. TERM OF LEASE: The term of this Lease shall be for a period of Five-years at a rate of Ten-dollars (\$10) per square foot, commencing at 12:00 noon on the 1st day of March 2018, and ending at 12:00 noon on the 28th day of February, 2023, both dates inclusive.

2. RENTAL: The total amount of rental shall be Thirty-thousand (\$30,000) Dollars per annum payable in equal monthly installments of Two-Thousand-Five hundred (\$2500) Dollars, to be paid on or before the 5th day of each month and the Tenant unless otherwise advised in writing, shall send the monthly rental payment to Richard E. Fox, P. O. Box 563 Siler City, N. C. 27344

3. UTILITIES: The Tenant shall pay all reasonable charges for gas, electricity, water, light, heat, power and telephone or other communication service used, rendered, or supplied upon or in connection with the leased property, and shall indemnify the Landlord against any liability or damages on such account; however, the Landlord will at all times during the term of this Lease, be solely responsible for the maintenance and repair of the septic tank and well serving the demised premises, and agrees to keep the same in good repair at all times. Landlord also agrees to pay all costs and expenses incurred in tying into water and sewer lines should that occur during the term of the Lease.

4. TAXES: Landlord shall pay, when due, all taxes and assessments of any kind or nature which are now or may hereafter be imposed upon the demised premises; and the Tenant shall pay when due all taxes of any kind or nature imposed or assessed upon the merchandise, inventory or other property installed or brought onto the demised premises by or for the Tenant.

5. ALTERATIONS: Tenant may, at its sole cost and expense, from time to time during the term of this Lease, make such alterations, additions or changes, structural or otherwise, in and to the leased premises as it finds necessary or desirable and convenient for its purposes.

6. ASSIGNMENT AND SUBLETTING: Tenant or its successors shall have the right to assign or sublet the leased premises in whole or in part, but only upon prior written approval by Landlord, which approval shall not be unreasonably withheld. However, the Tenant herein shall continue to remain liable notwithstanding such assignment or sublease for the future performance of all of the terms, covenants, and conditions of this Lease.

8. **INSURANCE:** Tenant agrees that it will at all times during the term hereof, at its own expense, maintain and keep in force public liability insurance against claims for bodily injury, death or property damage occurring in or on or about the demised premises and will also provide at its sole cost and expense, such fire and extended coverage and vandalism and malicious mischief insurance covering the contents of the demised premises as the Tenant deems advisable. The Landlord, at its sole cost and expense, shall keep the premises and the building and improvements thereon, to wit: all of the property deemed to be real property under the terms of this Lease insured to the extent of the full replacement cost thereof against loss or damage by fire, with extended coverage.

9. **DAMAGE AND DESTRUCTION:** If the leased premises be damaged or destroyed in whole or in part at any time during the term of this Lease by fire or other casualty, Landlord will within thirty (30) days of the destruction or damage to the property notify the Tenant in writing whether it elects to restore the property or to terminate the Lease. If the Landlord elects not to restore the demised premises, then this Lease shall thereupon terminate and become null and void. However, should the Landlord elect to restore the premises to the condition existing before the damage or destruction, then in that event rent shall be abated according to the amount of square footage available to the Tenant for use to conduct business in while the repair and/or restoration takes place.

10. **CONDEMNATION:** In the event that all of the leased premises shall be taken in condemnation proceedings or by exercise of any right of eminent domain, this Lease shall terminate as of the date of said taking, and all unearned rent and all other charges paid in advance shall be refunded to the Tenant and the Tenant shall surrender possession of the leased premises to Landlord. The award for such taking shall belong to Landlord except that, in the event Tenant expends any sum of money for improvements to the leased premises, which, when completed, constitute part of the real estate, a share of the net award shall belong to Tenant. Tenant shall also be entitled to make claim in its own name to the condemning authorities for the value of any furniture, trade fixtures, trade equipment, merchandise or personal property of any kind belonging to Tenant and not forming part of the real estate, or for the cost of moving all of the same, and any such award made directly to Tenant shall belong entirely to Tenant.

In the event that a portion of, but not all, of the leased premises shall be taken in condemnation proceedings or by exercise of any right of eminent domain and if as a result of such partial taking the ground floor area of the building on the leased premises remaining after the taking is less than eighty (80) percent of the ground floor area of said building prior to the taking, or if the parking area, after the taking, is less than eighty (80) percent of the parking area prior to the taking, then in such event, Tenant shall have the right to terminate this Lease provided the Tenant shall have given notice to Landlord within thirty (30) days after knowledge by Tenant of such taking of Tenant's intention to cancel this Lease. Whereupon, Tenant shall be liable only for the rent up to the time of such taking or the date when Tenant shall vacate the leased premises, whichever date is later, and Tenant shall be entitled to refund of any advanced rentals paid by it for the period subsequent to the latter of such dates.

In the event that Tenant does not exercise its election to cancel this Lease, then and in that event:

- a. This Lease shall continue in full force and effect as to the portion of the leased premises not taken for the balance of the term of this Lease; however, the annual rent for the unexpired term shall be reduced by that portion which the area so taken shall bear to the entire area of the demised premises immediately prior to such taking;
- b. Landlord diligently shall make all necessary repairs or alterations to restore the building and/or parking lot to a complete architectural unit.

11. **REPAIRS:** Landlord will keep the roof and the exterior walls of the demised premises and the parking lot in proper repair, provided that in each case Tenant shall have given Landlord prior written notice of the necessity of such repairs. Tenant will keep the interior of the demised premises, which includes, but is not limited to, all the electrical, plumbing, heating, air conditioning and other mechanical installations therein and all plate glass doors and windows in good order and repair. Landlord agrees to be solely responsible for the maintenance and repair of the septic tank and well serving the demised premises, and to keep the same in good repair at all times. Tenant agrees to surrender the demised premises at the expiration or earlier termination of this Lease in as good a condition as when received, excepting only deterioration caused by ordinary wear and tear and damage by fire or other casualty of the kind insured against in standard policies of fire insurance and extended coverage. If Landlord refuses or neglects to repair property as required hereunder and to the reasonable satisfaction of the Tenant, as soon as reasonably possible after written demand, Tenant may make such repairs (but is not required to do so). Landlord shall pay Tenant's costs for making such repairs or Tenant may credit the costs of the repairs against the monthly rental payment or payments thereafter falling due.

12. **QUIET ENJOYMENT:** Tenant, upon paying the rent, and subject to all of the terms and covenants of this Lease, on Tenant's part to be kept, observed, and performed, shall quietly have and enjoy the leased premises during the term of this Lease without hindrance or molestation by any person. Landlord for himself, his heirs, successors and assigns, agrees that Tenant, its successors, and assigns, shall have continuous, peaceful, uninterrupted and exclusive possession and quiet enjoyment of the entire premises during the term of this Lease. The Landlord covenants that at the time of the execution of this Lease, Landlord is in legal possession of the demised premises, has full right to lease the same for the term aforesaid, and will put Tenant in actual possession of the premises hereinbefore provided.

13. **NOTICES:** Notices may be sent by the Tenant to the Landlord by delivering the same in person to the Landlord or mailed to the Landlord at the following address:

Richard E. Fox, P. O. Box 563, Siler City, N. C. 27344

14. **MISCELLANEOUS:** This agreement shall be binding upon the parties, their heirs, assigns, personal representatives and successors in interest. This agreement may be executed in one or more counterparts each of which shall be deemed to be an original.

15. **OPTION RENEW:** The Lease may be extended for two (2) additional Five-year (5) terms at the option of the Tenant upon the Tenant giving Landlord notice of its desire to extend at least 60 days prior to the expiration of the initial term.

(The remainder of this page intentionally left blank)

In Witness Whereof, the parties have hereunto set their hands and seals, the day and year first above written.

Landlord:

\_\_\_\_\_  
Richard E. Fox

Tenant:

County of Chatham, a North Carolina body  
politic and corporate

By: \_\_\_\_\_  
Renee Paschal, County Manager

(SEAL)

Attested by:

\_\_\_\_\_  
Lindsay K. Ray, NCCCC  
Clerk to the Board of Commissioners

This Instrument has been audited in the  
manner prescribed by the Local Govern-  
ment Fiscal Budget Act.

\_\_\_\_\_  
Vicki McConnell, Finance Officer



# Chatham County, NC

## Text File

File Number: 18-2522

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**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Public Works

**File Type:** Contract

Vote on a request to approve the contract for the Pittsboro Downtown Master Plan and authorize the County Manager to execute the contract.

Action Requested: Vote on a request to approve contract for O'Brien/Atkins Associates, PA in the amount of \$171,231 for the Pittsboro Downtown Master Plan

Introduction & Background: The County BOC has requested the development of a master plan for downtown Pittsboro.

Discussion & Analysis: The plan will project the growth of governmental departments for the next 10 - 30 years.

How does this relate to the Comprehensive Plan: Directly relates to the 25 year comp plan to support the upcoming governmental infrastructure, space needs, and land use in the downtown area for the next 10-30 years as the county continues to experience exceptional growth

Budgetary Impact: \$171,231

Recommendation: Motion to approve contract for O'Brien/Atkins Associates, PA in the amount of \$171,231 for the Pittsboro Downtown Master Plan and authorize the County Manager to execute the contract.

## NORTH CAROLINA

## CHATHAM COUNTY

## AGREEMENT FOR SERVICES

**THIS AGREEMENT FOR SERVICES** (this “**Agreement**”), made and entered into this \_\_\_\_ day of **January, 2018**, by and between Chatham County, a body politic and corporate of the State of North Carolina, (hereinafter referred to as the “County”), and **O’Brien/Atkins Associates, PA**, (hereinafter referred to as “Contractor”).

**WHEREAS**, Contractor, has agreed to provide services in a professional manner in accordance with the standards of Contractor’s industry and as hereinafter set forth; and

**WHEREAS**, the County wishes to enter into an Agreement with Contractor to provide the services specified in Appendix 1, Scope of Work, attached hereto and incorporated herein by reference.

**NOW THEREFORE**, in consideration of the mutual agreements described below, the parties agree as follows:

1. Term of Agreement: The initial term of this Agreement commenced on **February 1, 2018** and shall end on or before **August 30, 2018**.

2. Scope of Service: The Contractor shall provide to the County the Services (the “Services”) set forth in the “Scope of Work” attached hereto as Appendix 1, which is incorporated herein and made an integral part of the Agreement.

3. Compensation: As compensation for the services to be provided by Contractor, the County shall pay the Contractor the amount **\$171,231.00, plus documented expenses not to exceed \$2,500.00 for reimbursables** payable within thirty (30) days from receipt of invoice, or as otherwise set forth in Appendix 1.

- There is an add alternate in the amount of \$5,000.00 (\$4,800.00 for service + \$200.00 for reimbursables) to add the Chatham County Schools to the project should they choose to be involved.

4. Insurance: Contractor shall maintain insurance policies at all times with minimum limits as follows:

### Coverage

Worker’s Compensation  
Statutory Limits

### General/Professional Liability

\$100,000 bodily injury per person (BI)  
\$500,000 bodily injury per occurrence (BI)  
\$100,000 property damage (PD)

### Automobile Liability

\$250,000 bodily injury per person (BI)  
\$100,000 property damage (PD) or

All insurance policies shall be issued by companies authorized to do business under the laws of the State of North Carolina and shall be rated not less than “A” by A.M. Best and Company. Contractor shall furnish Certificates of Insurance to the County, naming the County as an additional insured, prior to the commencement of operations. The certificates shall clearly indicate that Contractor has obtained insurance of the type, amount, and classification as required for strict compliance with this paragraph and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the



County. Compliance with the foregoing requirements shall not relieve Contractor from any liability or obligations under this Agreement.

5. Confidentiality: All proprietary data and information, if any, furnished to Contractor by the County shall be regarded as confidential, shall remain the sole property of the County and shall be held in confidence and safekeeping by Contractor for the sole use of the County and Contractor under the terms of this Agreement. Contractor agrees that its officers, employees and agents will not disclose to any person, firm or entity other than the County or its designated legal counsel, accountants or practice management consultants any information about the County. Contractor agrees to carry out its obligations to the County in compliance with all privacy and security regulations required by law.

6. Status of Parties: Nothing contained in this Agreement shall be construed as establishing a partnership or joint venture relationship between Contractor and the County. Contractor and its employees and representatives are independent contractors, solely responsible for its or their performance under this Agreement and shall have no legal authority to bind the County.

7. Assignment and Subcontracting: Neither this Agreement nor any rights or obligations hereunder shall be subcontracted, assigned, or delegated by Contractor without prior written consent of the County, which consent may be withheld in the County's sole discretion.

8. Binding Effect: This Agreement shall be binding upon the parties hereto, their heirs, administrators, executors, successors and assigns, if such assignment has been approved by the County.

9. Notices: Any notice or other communication required or permitted under this Agreement shall be in writing and shall be deemed to have been given on the date delivered personally or deposited in the United States Postal Service, certified mail, return receipt requested, with adequate postage affixed, addressed as follows:

Chatham County  
Attn: County Manager  
Post Office Box 1809  
Pittsboro, North Carolina 27312

O'Brien/Atkins Associates, PA  
Attn: Kevin G. Montgomery, FAIA  
PO Box 12037  
Research Triangle Park, NC 27709

Either party may change its address for notices under this Agreement by giving written notice of such change to the other party in accordance with the terms of this paragraph.

10. Governing Law: This Agreement and the rights and obligations to the parties hereunder shall be construed and governed by the laws of the State of North Carolina and venue for any proceedings arising hereunder shall be in the state court of appropriate jurisdiction located in Chatham County, North Carolina.

11. Modifications: This Agreement may be amended or modified by the mutual written consent of the parties. A modification is not enforceable against the County unless it is signed by the County Manager, Purchasing Agent, or other duly authorized official.

12. Entire Agreement: This Agreement contains the entire agreement between the parties pertaining to the subject matter of this Agreement. With respect to that subject matter, there are no promises, agreements, conditions, inducements, warranties or understandings, written or oral, expressed or implied, between the parties, other than as set forth or referenced in this Agreement.

13. Waiver: A waiver of any provision of this Agreement must be in writing, designated as such, and signed by the party against whom enforcement of the waiver is sought. The waiver of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent or other breach thereof.

14. Termination: This Agreement may be terminated as follows:

- (i) Cause: If the services provided by the Contractor under this Agreement are determined to be unsatisfactory or unacceptable, as determined by the County Manager, this Agreement may be terminated by the County for default. Grounds for termination for default shall include, but not be limited to:
- (a) Failure to respond to all reasonable requests from the County to provide services covered by this Agreement.
  - (b) Failure to maintain equipment in accordance with the requirements of this Agreement and with all laws.
  - (c) Failure to properly recycle any electronic equipment as specified in Article 9, Chapter 130A of the North Carolina General Statute or failure to comply with any statutory requirement within the formal bid request, as provided in the bid packet, incorporated herein by reference.
  - (d) Lack of proper insurance as required under this Agreement.
  - (e) Charging rates or fees in excess of those provided in this Agreement.
  - (f) Inefficient, or unsafe practices in providing services.
  - (g) Other actions which impact unfavorably on the faithful performance of this Agreement.
- (ii) Convenience: The County reserves the right to terminate this Agreement upon thirty (30) days written notice to Contractor for any reason deemed by the County to serve the public interest. This termination for convenience will not be made when termination is authorized under any other provisions of this Agreement. In the event of such termination the County shall pay the Contractor those costs directly attributable to services received by the County in compliance with the Agreement prior termination. Provided, however, that no costs will be paid to the Contractor which are recoverable in the Contractor's normal course of doing business. The County is not liable for loss of any profits anticipated to be made hereunder, nor for any special, consequential or similar damage.

15. Annual Appropriations and Funding. This Agreement is subject to the annual appropriation of funds by the Chatham County Commissioners. Notwithstanding any provision herein to the contrary, in the event that funds are not appropriated for this Agreement, the County shall be entitled to immediately terminate this Agreement, without penalty or liability, except the payment for all service satisfactorily provided under this Agreement up to and through the Contractor's receipt of notice of termination.

16. Hold Harmless: Contractor agrees to indemnify and hold harmless the County, its agents, servants and employees from any and all claims, actions, lawsuits, damages, judgments or liabilities of any kind whatsoever arising out of the provision of service under this Agreement.

17. County Policy: The County opposes discrimination on the basis of race and sex and requires all of its contractors to provide a fair opportunity for minorities and women to participate in their work force and as subcontractors and vendors under County contracts.

(The remainder of this page intentionally left blank)



18. E-Verify: Effective September 4, 2013 North Carolina local government units are prohibited from entering into certain contracts unless the contractor and the contractor's subcontractors, if any, comply with the requirements of N.C. Gen. Stats. §64-26(a). Prior to providing any services hereunder, Contractor and Contractor's subcontractors, if any, are subject to the provisions of N.C. Gen. Stats. §64-26(a). Contractor agrees to fully comply with such statute and require Contractor's subcontractors, if any, to fully comply with such statute.

19. Iran Divestment Act: Contractor hereby certifies that Contractor, an all subcontractors, are not on the Iran Divestment List (the "List") created by the North Carolina State Treasurer pursuant to N.C.G.S § 143-6A-4. Contractor shall not utilize any subcontractor that is identified on the List.

20. Requirement to Recycle Certain Electronic Equipment: If applicable, Contractor's failure to properly recycle any electronic equipment as specified in Article 9, Chapter 130A of the North Carolina General Statute or failure to comply with any statutory requirement within the formal bid request, as provided in the bid packet, incorporated herein by reference, shall be grounds for immediate termination of this Agreement.

**IN WITNESS WHEREOF**, the parties have executed this Agreement in their official capacities with legal authority to do so.

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

Vicki McConnell, Finance Director

**Chatham County:**

By: \_\_\_\_\_  
Renee Paschal, County Manager

**Contractor**

By:   
Kevin G. Montgomery, FAIA  
President & COO  
O'Brien/Atkins Associates, PA  
PO Box 12037  
Research Triangle Park, NC 27709  
Phone: 919-941-9000  
Email: thillhouse@obrienatkins.com

## APPENDIX 1

### SCOPE OF WORK

PROJECT NAME: Chatham County Downtown Pittsboro Master Plans

SCOPE OF SERVICE: Design services in association with developing master plans in accordance with the attached scope.

TOTAL COSTS: which includes all Reimbursables. **\$171,231, plus documented expenses not to exceed \$2,500**

COMPLETION DATE: **August 30, 2018**





O'Brien/Atkins Associates, PA  
Architecture | Engineering | Landscape Architecture | Planning | Interiors

Chatham County Government Master Plan & Park Fee Proposal  
January 29, 2018

January 29, 2018

Mr. Brian Stevens  
Facilities & Construction Director  
Chatham County, NC

Dear Mr. Stevens:

O'Brien Atkins Associates is pleased to present this fee proposal for providing professional architecture and engineering services Chatham County Government Center and Park. Our proposal has been organized into the following sections:

1. Scope of Project
2. Proposed Scope of Services
3. Deliverables
4. Proposed Schedule
5. Proposed Team
6. Clarifications
7. Proposed Fees
8. Invoicing & Payments

**1. Scope of Project**

This master plan will project the growth of several governmental departments of Chatham County for the next 10-20-30 years. We will identify their space needs and use that information to look at three (3) options for the layout and utilization of the existing site between the historic courthouse and the new courthouse. The site utilization will include a park, parking and buildings to support the county growth.

**2. Proposed Scope of Services**

O'Brien Atkins proposes the following scope of Basic Services to meet the intent of this project.

- Prepare 10 year, 20 year and 30 year growth projections and space needs for the following 11 departments:
  - County Managers office
  - Finance
  - Tax
  - Register of Deeds
  - Planning
  - Central Permitting
  - Environmental Quality
  - Environmental Health

Chatham County Government Master Plan & Park Fee Proposal  
January 29, 2018

- Parks and Recreation
- Board of Elections
- Health Admin & Promotion
- To be studied as an Add Alternate If they decide to be included
  - School Administration
- Prepare and issue survey of current and future space needs
- Participate in community Design Charrette to get the public input into their vision and needs
- Present findings to the Chatham County Board of Commissioners
- Present findings to the Town of Pittsboro

**3. Deliverables**

1. Three options or master plans showing the possible utilization of the site for the new Chatham County Government Center and Park
  - a. Location and possible size of new building(s)
  - b. Concept for a park connecting the Historic Courthouse and the New Courthouse.
  - c. Parking options including possible parking deck strategies
2. Phasing plan showing temporary relocation of affected departments
3. Planning level study of the traffic conditions on surrounding roadways
  - a. Review of impact of the three identified options
  - b. Review the on-site vehicular circulations of the three options
  - c. Provide a parking assessment of the three options
  - d. Identify possible roadway and pedestrian improvements based on the three options
4. Master plan document
  - a. Describe the departmental growth and space needs for the next 10-20-30 years
  - b. Narrative for possible Mechanical and Electrical systems in new building
  - c. Identify the regulatory restraints pertaining to storm water management and site utilities
  - d. Planning level study of the traffic conditions on surrounding roadways
  - e. Review of impact of the three identified options
  - f. Review the on site vehicular circulations of the three options
  - g. Provide a parking assessment of the three options
  - h. Identify possible roadway and pedestrian improvements based on the three options
  - i. LEED Checklist and Narrative
  - j. Provide an estimate of the three concepts with enough detail to assist in preparing a line item for the Capital Improvement Plan





Chatham County Government Master Plan & Park Fee Proposal  
January 29, 2018

**4. Proposed Schedule**

We anticipate beginning the project on February 5, 2018 and completing by July 30, 2018.

**5. Proposed Team**

O'Brien/Atkins proposes the following team for this project:

**Basic Services:**

O'Brien Atkins will provide the following Master plan services: Project management, Landscape & Planning, Architectural Design, Interior Design, MEP engineering, and Fire Protection design.

Supplemental Services will be provided by the following Design Team Consultants:

CLH – Civil Design

Ramey Kemp – Traffic Studies

Stewart Mulford – Cost Estimating

Solutions For Local Government – County Growth and space needs

**6. Clarifications**

- Site survey is not included in this proposal
- Site Environmental study is not included in this proposal





Chatham County Government Master Plan & Park Fee Proposal  
January 29, 2018

**Proposed Fees**

O'Brien Atkins proposes to provide the Scope of Design Services outlined in this proposal. A summary of the fee by phase is as follows:

Basic Services	
<i>Programming</i>	<b>\$28,674</b>
<i>Conceptual Design</i>	<b>\$40,932</b>
<i>Documentation</i>	<b>\$56,635</b>
	<b>\$126,241.00</b>

Supplemental Services	
<i>Programming</i>	<b>\$5,082</b>
<i>Conceptual Design</i>	<b>\$30,679</b>
<i>Documentation</i>	<b>\$9,229</b>
	<b>\$44,990.00</b>

The total fee is **One Hundred and Seventy-One Thousand Two Hundred and Thirty-One Dollars (\$171,231.00)**. Direct reimbursable expenses will be invoiced separately at actual cost, above and beyond the stipulated fee. Reimbursable expenses include printing, air travel, rental car, hotel, meals, mileage, parking fees and overnight/express mailing. The projected amount for direct reimbursable expenses is **Two Thousand Five Hundred Dollars (\$2,500.00)**.

To add the School Administration to the scope it will add **Four Thousand Eight Hundred (\$4800.00)** and the Projected add to the Expenses would be **Two Hundred dollars (\$200.00)**

**7. Invoicing and Payments**

O'Brien Atkins will invoice Chatham on a monthly percent complete basis for design services performed and reimbursable expenses incurred the previous month. Payments are due within thirty (30) days of receipt of invoices



Chatham County Government Master Plan & Park Fee Proposal  
January 29, 2018

***Closing***

O'Brien Atkins appreciates the opportunity to work with Chatham County on the Chatham County Government Center and Park Master Plan and looks forward to successfully delivering this exciting project.

Sincerely,  
OBRIENATKINS ASSOCIATES, PA

A handwritten signature in black ink, appearing to read "Timothy Hillhouse".

Timothy Hillhouse, AIA, LEED AP  
Project Manager/Project Architect

cc: John L. Atkins III, FAIA, LEED AP  
Rita Whitfield  
Kevin G. Montgomery, FAIA, LEED AP BD+C





# CERTIFICATE OF LIABILITY INSURANCE

OBRIE-1

OP ID: CH

DATE (MM/DD/YYYY)

01/31/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> First Insurance Services, Inc. P. O. Box 13687 RTP, NC 27709 Cathy N. Hall		<b>CONTACT NAME:</b> First Insurance Services <b>PHONE (A/C, No, Ext):</b> 919-941-0549 <b>FAX (A/C, No):</b> 919-941-0135 <b>E-MAIL ADDRESS:</b>		
<b>INSURED</b> O'Brien Atkins Assoc Box 12037 Rtp, NC 27709		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		<b>INSURER A:</b> Hartford Fire Insurance Co.		19682
		<b>INSURER B:</b> Hartford Ins Co of the Midwest		37478
		<b>INSURER C:</b>		
		<b>INSURER D:</b>		
		<b>INSURER E:</b>		
<b>INSURER F:</b>				

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <b>Business Owners</b> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			22SBARI6654	10/20/2017	10/20/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			22UECUA6025	10/20/2017	10/20/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ 10000			22SBARI6654	10/20/2017	10/20/2018	EACH OCCURRENCE \$ 6,000,000 AGGREGATE \$ 6,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N/A			22WBCTJ2353	05/01/2017	05/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Chatham County Master Plan Project.

**CERTIFICATE HOLDER****CANCELLATION**

<b>Brian Stevens</b> <b>Facilities &amp; Construction</b> <b>Director</b> <b>Box 910</b> <b>Pittsboro, NC 27312</b>	<b>XXXXXX1</b>
	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>
<b>AUTHORIZED REPRESENTATIVE</b> <i>Cathy N. Hall</i>	

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**ACORD**<sup>TM</sup>**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

1/31/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>BB&amp;T Insurance Services, Inc</b> <b>3318 West Friendly Ave.,</b> <b>Ste. 400</b> <b>Greensboro, NC 27410</b>	<b>CONTACT NAME:</b> <b>Cyndy Cagle</b> <b>PHONE (A/C, No, Ext):</b> <b>336 547-2137</b> <b>FAX (A/C, No):</b> <b>8888318409</b> <b>E-MAIL ADDRESS:</b> <b>ccagle@bbandt.com</b>														
<b>INSURED</b> <b>OBrien Atkins Associates P A</b> <b>PO Box 12037</b> <b>5001 South Miami Blvd</b> <b>Durham, NC 27709</b>	<table border="1"> <thead> <tr> <th data-bbox="803 430 1421 451">INSURER(S) AFFORDING COVERAGE</th> <th data-bbox="1421 430 1554 451">NAIC #</th> </tr> </thead> <tbody> <tr> <td data-bbox="803 451 1421 483"><b>INSURER A : XL Specialty Insurance Company</b></td> <td data-bbox="1421 451 1554 483"><b>37885</b></td> </tr> <tr> <td data-bbox="803 483 1421 514"><b>INSURER B :</b></td> <td data-bbox="1421 483 1554 514"></td> </tr> <tr> <td data-bbox="803 514 1421 546"><b>INSURER C :</b></td> <td data-bbox="1421 514 1554 546"></td> </tr> <tr> <td data-bbox="803 546 1421 577"><b>INSURER D :</b></td> <td data-bbox="1421 546 1554 577"></td> </tr> <tr> <td data-bbox="803 577 1421 609"><b>INSURER E :</b></td> <td data-bbox="1421 577 1554 609"></td> </tr> <tr> <td data-bbox="803 609 1421 642"><b>INSURER F :</b></td> <td data-bbox="1421 609 1554 642"></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	<b>INSURER A : XL Specialty Insurance Company</b>	<b>37885</b>	<b>INSURER B :</b>		<b>INSURER C :</b>		<b>INSURER D :</b>		<b>INSURER E :</b>		<b>INSURER F :</b>	
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<b>INSURER F :</b>															

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / <input checked="" type="checkbox"/> N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>Professional Liability</b>			DPR9914603	06/01/2017	06/01/2018	<b>\$5,000,000 Each Claim</b> <b>\$5,000,000 Aggregate</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**Project: Chatham County Master Plan**

**CERTIFICATE HOLDER****CANCELLATION**

**Chatham County**  
**Facilities &**  
**Construction Director**  
**Brian Stevens**  
**P.O. Box 910**  
**Pittsboro, NC 27312**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Cynthia P. Cagle*



# Chatham County, NC

## Text File

File Number: 18-2515

**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Board of Commissioners

**File Type:** Contract

Vote on a Request to approve Third Amendment to Chatham Trades Agreement extending the deadline for purchasing a property from December 31, 2017 to December 31, 2018 and authorize the county manager to sign the Amendment.

**Action Requested:**

Vote on a Request approve Third Amendment to Chatham Trades Agreement extending the deadline for purchasing a property from December 31, 2017 to December 31, 2018 and authorize the county manager to sign the Amendment.

**Introduction & Background:**

The County and Chatham Trades entered into an agreement dated the 7th day of August, 2014 under the terms of which the County agreed to appropriate and pay funds to Chatham Trades to be used to purchase land and construct a building for the purposes therein stated (the "Agreement"); and

Paragraph 11 of the Agreement provided that the Agreement would automatically terminate if a building had not been purchased or a building permit had not been issued and substantial work on the building was not completed on or before June 30, 2016; and The Agreement has been amended twice. Through no fault of Chatham Trades funding from the USDA has not yet been secured, and Chatham Trades has again requested and the County has again agreed to extend such deadline to December 31, 2018.

**Discussion & Analysis:**

**Budgetary Impact:**

**Recommendation:**

Vote to approve Third Amendment to Chatham Trades Agreement extending the deadline for to purchase a building from December 31, 2017 to December 31, 2018 and authorize the county manager to sign the Amendment.

**NORTH CAROLINA**

**CHATHAM COUNTY**

**THIS THIRD AMENDMENT TO AGREEMENT** (this “Third Amendment”), is made and entered into this \_\_\_\_ day of February, 2018, by and between **CHATHAM COUNTY**, a body politic and corporate of the state of North Carolina (the “**County**”) and **CHATHAM TRADES, INC.**, a North Carolina nonprofit corporation having its registered office in Chatham County, North Carolina (“**Chatham Trades**”). The County and Chatham Trades may hereinafter be referred to as a “Party” or collectively as “Parties”;

**W I T N E S S E T H:**

**WHEREAS**, the County and Chatham Trades entered into an agreement dated the 7<sup>th</sup> day of August, 2014 under the terms of which the County agreed to appropriate and pay funds to Chatham Trades to be used to purchase land and construct a building for the purposes therein stated (the “Agreement”); and

**WHEREAS**, Paragraph 11 of the Agreement provided that the Agreement would automatically terminate if a building permit had not been issued and substantial work on the building was not completed on or before June 30, 2016; and

**WHEREAS**, at the request of Chatham Trades, the County agreed to extend such deadline from June 30, 2016 to June 30, 2017; and

**WHEREAS**, On May 15, 2017, the County approved a request from Chatham Trades to extend such deadline to December 31, 2017;

**WHEREAS**, because funding from USDA has not yet been secured, through no fault of Chatham Trades, Chatham Trades has again requested and the County has again agreed to extend such deadline to December 31, 2018

**NOW, THEREFORE**, for and in consideration of premises and the mutual benefits flowing to the Parties, the County and Chatham Trades agree as follows:

1. Paragraph 11 of the Agreement is amended to provide that the Agreement shall automatically terminate if a building permit has not been issued and substantial work to upfit, improve, construct, or purchase a Building has not commenced on or before December 31, 2018.

Except as amended by this Third Amendment of the Agreement shall remain in full force and effect.

**IN WITNESS WHEREOF**, Chatham County and Chatham Trades have executed this Agreement as of the day and year first above written.

CHATHAM COUNTY

CHATHAM TRADES, INC.

By: \_\_\_\_\_  
Renee F. Paschal, County Manager

By: \_\_\_\_\_  
Shawn Poe, Executive Director



North Carolina  
\_\_\_\_\_ County

I \_\_\_\_\_, a Notary Public of the County and State aforesaid, do hereby certify that Shawn Poe personally appeared before me this day and acknowledged that she is the Executive Director of Chatham Trades, Inc., a North Carolina nonprofit corporation, and as Executive Director, being authorized to do so, executed the foregoing instrument on behalf of said corporation.

Witness my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Notary Public in and for the State of North Carolina

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

(Affix Notary Seal)

My Commission Expires: \_\_\_\_\_

North Carolina  
\_\_\_\_\_ County

I \_\_\_\_\_, a Notary Public of the County and State aforesaid, do hereby certify that Renee Paschal personally appeared before me this day and acknowledged that she is the County Manager of Chatham County, and being authorized to do so, executed the foregoing instrument on behalf of said County.

Witness my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Notary Public in and for the State of North Carolina

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

(Affix Notary Seal)

My Commission Expires: \_\_\_\_\_





# Chatham County, NC

## Text File

**File Number: 18-2516**

---

**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** County Manager's Office

**File Type:** Resolution

Vote on a request to adopt A Resolution Approving The Addition Of Streets in the  
Harrison Pond Subdivision to the North Carolina System of Secondary Roads



Established 1771

## CHATHAM COUNTY COMMISSIONERS

Jim Crawford, Chairman  
Diana Hales, Vice Chairman  
Mike Cross  
Karen Howard  
Walter Petty

## COUNTY MANAGER

Renee Paschal

---

P. O. Box 1809, Pittsboro, NC 27312-1809 • Phone: (919) 542-8200

## Resolution of the Chatham County Board of Commissioners

### FOR THE ADDITION OF STREETS OR ROADS TO THE NORTH CAROLINA SYSTEM OF SECONDARY ROADS

#### HARRISON POND SUBDIVISION

**WHEREAS**, Chatham County wishes to cooperate in any way possible with the North Carolina Department of Transportation, Division of Highways, to place streets and roads within the County on the North Carolina System of Secondary Roads, operated and maintained by the North Carolina Department of Transportation; and

**WHEREAS**, Harrison Pond Drive from the intersection of SR 1532, .41 Miles, 2145 feet.

**WHEREAS**, Milton Court from the intersection of Sweet Pine Circle, .09 Miles, 500 feet.

**WHEREAS**, Sweet Pine Circle from the intersection of Harrison Pond Drive, .33 Miles, 1748 feet.

**NOW, THEREFORE, BE IT RESOLVED**, that the Chatham County Board of Commissioners request that subject streets, Sweet Pine Circle, Milton Court, and Harrison Pond Drive be added to the North Carolina System of Secondary Roads upon meeting all criteria as established by the Department of Transportation.

This the 19<sup>th</sup> day of February, 2018

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Diana Hales, Chair

ATTEST:

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Lindsay K. Ray, NCCCC, Clerk to the Board  
Chatham County Board of Commissioners



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

JAMES H. TROGDON, III  
SECRETARY

January 10, 2018

**Chatham County**

James G. Crawford, Chair  
Chatham County Board of Commissioners  
P.O. Box 1809  
Pittsboro, NC 27312

**Subject: Addition - 0.41 mile Harrison Pond Drive, 0.33 mile Sweet Pine Circle, 0.09 mile Milton Court in the Harrison Pond Subdivision, Plat Book 007, Page 390.**

Dear Sirs and Madames:

This is to request appropriate resolution for the addition of the above-mentioned streets in the Harrison Pond Subdivision. Please find attached a street summary, plat, and a county map showing the location of these streets. This office has investigated the subject streets and found it to meet minimum requirements for addition.

If you would forward the resolution directly to this office, I will attach it with other necessary documents and forward it through proper channels for addition to the State System.

Yours truly,

DocuSigned by:

*Matthew Kitchen, P.E.*

DE44C69F4BC74D9...

Matthew Kitchen, P.E.  
District Engineer

MK/jtr

**Attachment**

cc: Patrick Molamphy, Board Member  
Brandon H. Jones, II, P.E., Division Engineer  
Justin Bullock, P.E., Chatham County Maintenance Engineer  
Lindsay Ray, Clerk to the Chatham County Board of Commissioners  
File

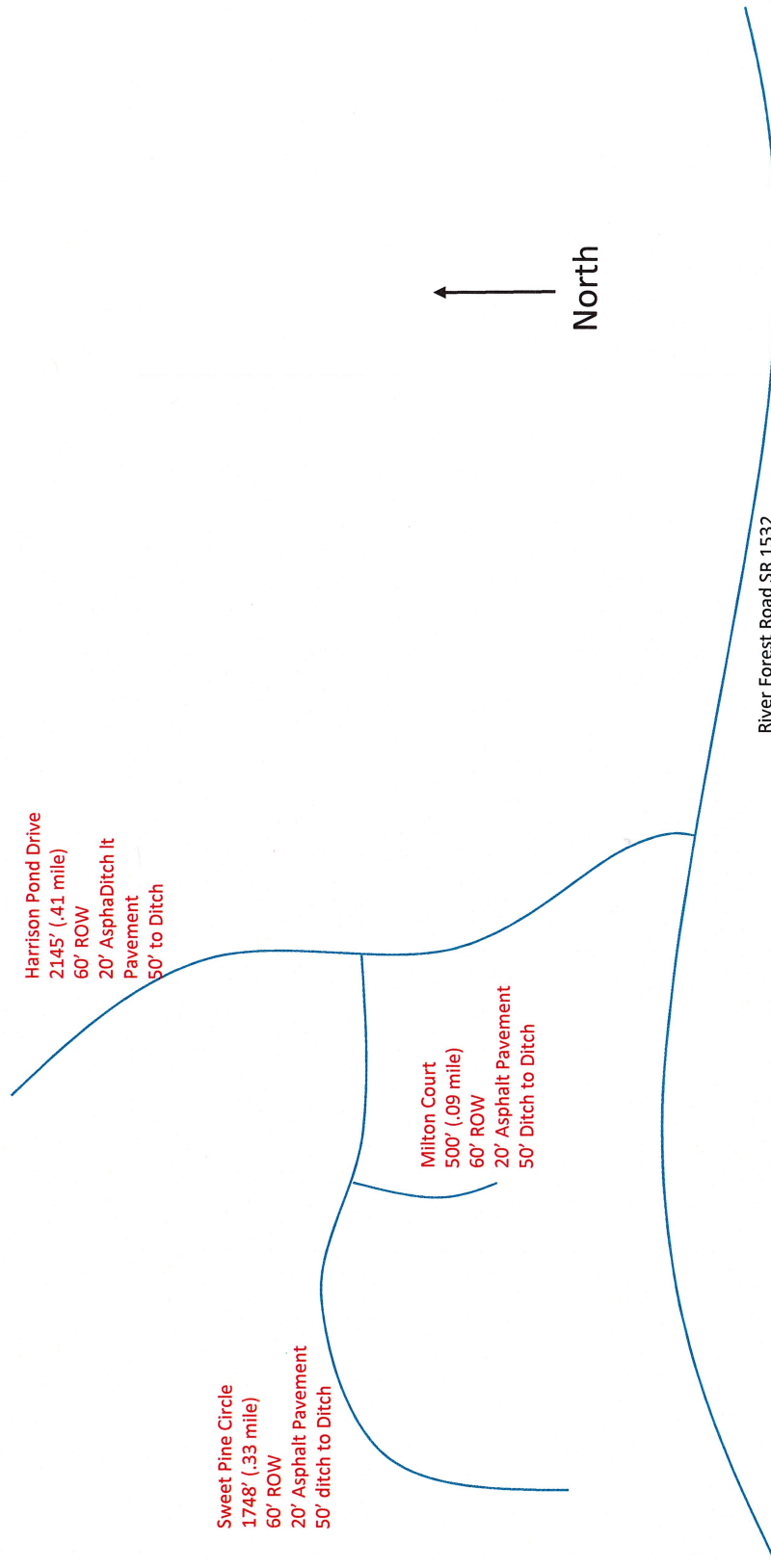
*Mailing Address:*  
NC DEPARTMENT OF TRANSPORTATION  
DIVISION 8, DISTRICT 1  
POST OFFICE BOX 1164  
ASHEBORO, NC 27204

*Telephone:* (336) 318-4000  
*Fax:* (336) 318-4010  
*Customer Service:* 1-877-368-4968

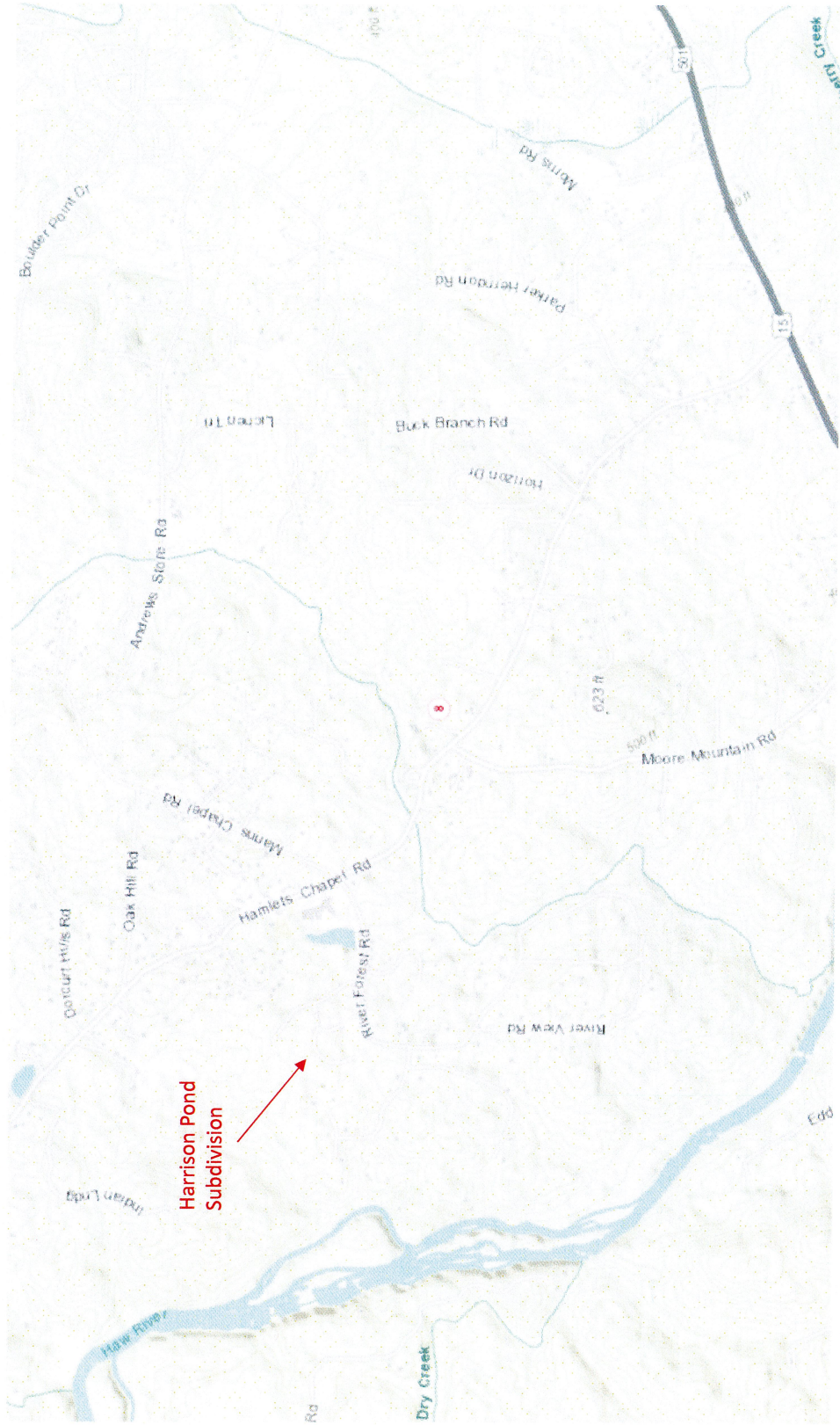
*Website:* [www.ncdot.gov](http://www.ncdot.gov)

*Location:*  
300 DOT DRIVE  
ASHEBORO, NC 27204

# Harrison Pond Subdivision Street Summary



# Vicinity Map





# Chatham County, NC

## Text File

File Number: 18-2494

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**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Health Department

**File Type:** Resolution

Vote on a request to adopt a resolution proclaiming February 2018 as Animal Spay  
Neuter Awareness Month

Action Requested: Vote on a request to adopt a resolution proclaiming February 2018 as  
Animal Spay Neuter Awareness Month

Introduction & Background: The Chatham County Commissioners passed a resolution on  
2017 designating February as Animal Spay/Neuter Awareness Month.

Discussion & Analysis: Chatham County veterinarians, The Animal Services Division of  
the Chatham County Public Health Department and local animal rescue organizations  
have joined together to advocate the spaying and neutering of pets and feral cats in  
February 2018.

How does this relate to the Comprehensive Plan: N/A

Budgetary Impact: No Local Funding Requested

Recommendation: Vote to adopt resolution proclaiming February 2018 as Animal  
Spay/Neuter Awareness Month.





## CHATHAM COUNTY COMMISSIONERS

Diana Hales, Chairman  
Mike Dasher, Vice Chair  
Jim Crawford  
Karen Howard  
Walter Petty

## COUNTY MANAGER

Renee Paschal

P. O. Box 1809, Pittsboro, NC 27312-1809 • Phone: (919) 542-8200

Established 1771

## Resolution of the Chatham County Board of Commissioners

Designating February, 2018, as Animal Spay/Neuter Awareness Month

WHEREAS, pets provide companionship to more than 71,000,000 households in the United States; and,

WHEREAS, humane societies and animal shelters have to put down millions of cat, dogs, rabbits and other animals each year, many of whom are healthy and adoptable, due to a lack of critical resources and public awareness; and,

WHEREAS, this tragic overpopulation of pets costs citizens and taxpayers of this Country millions of dollars annually through animal services programs aimed at coping with the millions of homeless animals; and,

WHEREAS, spaying and neutering has been shown to dramatically reduce the overpopulation of pets and feral cats, proving to be a wise investment in saving animal lives and taxpayer dollars; and,

WHEREAS, Veterinarians, national and local animal control and animal welfare organizations, and private citizens have worked together to ensure the spaying and neutering of thousands of animals in this country; and,

WHEREAS, Chatham County veterinarians, the Animal Services Division of the Chatham County Public Health Department and local animal rescue organizations have joined together to advocate the spaying and neutering of pets and feral cats in February of 2018;

NOW, THEREFORE, be it resolved by the Chatham County Board of County Commissioners, that February 2018, is designated "Spay/Neuter Awareness Month." The Board of County Commissioners is authorized and requested to issue a proclamation calling upon the people of Chatham County to observe the month by having their own pet spayed or neutered or by sponsoring the spaying or neutering of another person's pet or of an animal in a shelter awaiting adoption.

Adopted, this the \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Diana Hales, Chair  
Chatham County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Lindsay K. Ray, NCCCC, Clerk to the Board  
Chatham County Board of Commissioners



# Chatham County, NC

## Text File

File Number: 18-2518

**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Board of Commissioners

**File Type:** Agenda Item

**Agenda Number:**

Vote on a Request to Approve 25% Match for GCC VAWA Grant for Sheriff's Office

Action Requested: Vote on a Request to Approve 25% (**\$ 33,330.67 Total**)

Match for: Salaries

50% Supervisor, Family Violence

100% Investigator, Family Violence

Half Time Victim Coordinator

Introduction & Background:

### **Personnel and Contractual Positions**

Funding is requested to maintain staffing at current levels while other sources will supplement personnel costs. This project requests a Supervisor in the Domestic Violence Unit train, and supervise staff, develop collaborative relationships within the community, conduct outreach activities, develop/train patrol deputies on responses to DV calls on scene, and ensure compliance with project mandates. A fulltime investigator is needed to work with DV victims in preparing cases as a result of domestic violence. Along with GPS monitoring and actively monitoring jail calls, this investigator will work closely with the DA's office to ensure all requirements are met providing a thorough and accurate investigation on DV cases and ensure victim safety. A victim's coordinator/advocate will follow up with every reported victim. In domestic situations where criminal charges exist, the coordinator will remain in contact with the victim throughout the process providing support and information.

Discussion & Analysis:

How does this relate to the Comprehensive Plan: N/A

Budgetary Impact: **\$33,330.67**

Recommendation: Motion to approve match.



# Internal Grant Approval Form

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## ***Instructions***

This form must be completed if you are applying for a grant, even if you expect the grant award to pass through the county to a nonprofit.

**If any of the following are true, then you must request approval from the Board of Commissioners to apply for the grant.**

- The grant requires county matching funds
- The grant will fund a new position that the county is expected to be sustained after the grant is finished
- The grant will fund a new program that the county is expected to be sustained after the grant is finished

If the grant will fund a new position, the [New Position Request](#) form will need to be filled out and submitted along with this form.

To enter your grant application request on the BoC consent agenda, this form and all attachments must be submitted via email to [Lindsay.ray@chathamnc.org](mailto:Lindsay.ray@chathamnc.org); [vicki.mcconnell@chathamnc.org](mailto:vicki.mcconnell@chathamnc.org), [lisa.west@chathamnc.org](mailto:lisa.west@chathamnc.org), [hope.tally@chathamnc.org](mailto:hope.tally@chathamnc.org) 14 days prior to the BoC meeting. Please refer to the attached schedule so you will be sure to make the deadline.

**If none of the above conditions are true then you can bypass the Board of Commissioners and email this form to [lisa.west@chathamnc.org](mailto:lisa.west@chathamnc.org), [hope.tally@chathamnc.org](mailto:hope.tally@chathamnc.org) [vicki.mcconnell@chathamnc.org](mailto:vicki.mcconnell@chathamnc.org) at least 2 weeks prior to submitting your grant application.**

## **Board of Commissioner Meeting Dates**

At the Board of Commissioner retreat in January 2012, the Chatham County Board of Commissioners voted to move to a monthly meeting schedule beginning in February 2012.

Dated of the monthly meetings are found on the [website](http://www.chathamnc.org/index.aspx?page=45): <http://www.chathamnc.org/index.aspx?page=45>

Please check the website for the meeting dates. Agenda abstracts must be submitted two weeks prior to the meeting.

## 1. Grant Information

Is a county match required for this grant application?	<input checked="" type="checkbox"/> Yes, cash match required <input type="checkbox"/> Yes, in-kind match required <input type="checkbox"/> No
Will the grant fund a new position or program that the county will be expected to continue after the grant is ended? **	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BOC meeting date for entry on consent agenda (Answer only if you answered Yes to any of the above)	01/16/2018
Agency or group offering the grant	NC Governors Crime Commission
Title of Grant	Crime Victim Services: VAWA
Is this American Recovery & Reinvestment Act funding?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total funding being requested from the grantor	\$ annually
Total match required	\$ (25%)
Source of match	Chatham County
Length of grant term	1 years
Type of disbursement	<input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Lump sum up-front <input type="checkbox"/> Other (describe)
Reporting schedule	<input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Twice a year <input type="checkbox"/> Yearly <input type="checkbox"/> Other (describe)

**\*\* If the grant will fund a position, you must submit a request for new position form to Renee Paschal and Sybil Tate prior to applying for a grant.**

## 2. Applicant Information

Department	Chatham County Sheriff's Office
Contact Person and title	Kimberly Hughes, SSgt. Chatham County Sheriff's Office
County, non-profit, or other grant partners	DSS, Guardian ad Litem Program, Family Visitation, Legal Aid, 15B District Courts
Name of person responsible for grant reporting and/or administration	Kimberly Hughes
Signature of Department Head and Date	

### 3. Grant Project Description

Has the grant project or position been noted in the department work plan or Request for New Staff Resources? If so, attach that document and skip to Section 4.	<input type="checkbox"/> Yes, the project is included in the department work plan <input type="checkbox"/> Yes, the position has been noted in the Request for New Staff Resources <input checked="" type="checkbox"/> No – Please explain Grant Application anticipated to be released 12/1/18 and is expected to be same as previous years
Provide a brief description of the grant project.	DV Salary for Investigator, Partial Salary for Supervisor and Funding for 45% Part-time DV Advocate Position
What needs/issues/problems does the grant address?	Assisting families in situations of domestic violence, sexual assault, child abuse (physical and sexual), GPS Monitoring
What are the measurable goals and objectives? (For help with goals and objectives, see the reference on the grant website.)	Goal: To increase assistance in the Investigation of Victims of Domestic Violence, Stalking, Juveniles of Assault and Monitor Offenders with GPS Tracking with the assistance of Investigators and Support Staff. Objective: Working with Victims closely to provide a thorough investigation. Providing them with resources and follow-up during the process by recognizing, possibly preventing and (if needed) charging for additional violations. Objective: Coordinating, applying and monitoring GPS Devices on DV Offenders via Court Order and aiding in the safety of DV Victims by providing this service.
If the grant will fund a new position, what are the responsibilities of the position? Who will supervise the new position?	No new positions.
What are the major outcomes and benefits to the county that the grant will provide?	
If this is a multi-year grant, does continuation of the grant in the second year depend on meeting measurable outcomes in the first?	NA

**4. Budget and Funding (Anticipated to be similar to 2015-16 award)**

ITEM	GRANT FUNDS YEAR 1	COUNTY/OTHER FUNDS YEAR 1	GRANT FUNDS YEAR 2	COUNTY/OTHER FUNDS YEAR 2	EXPLANATION
Salary & Benefits (use Benefit calculator)	99,992	33,330			25% Match
Grant financial oversight & reporting					
Personnel oversight					
Contracted services (program service provider, publication writing/design, speakers, consultants)					
Office supplies & equipment (photocopies, computers, printers, supplies)					
Travel & Training (mileage reimbursement, rental/fleet car usage, meals, hotel, airfare, registration fees, parking)					
Meetings and workshops (meeting space or rental fees, group meals or refreshments, handouts/notebooks, audio visual rental)					
Publications – professional printing fees.					
Communication (postage, telephone, internet access, advertising)					
Office space (space, utilities, furnishing)					
Dues & Subscriptions					
Capital Outlay (vehicles, large equipment)					
Miscellaneous (insurance, safety, other)					
<b>TOTAL COST</b>	99,992	33,330			



# Chatham County, NC

## Text File

File Number: 18-2519

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**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Parks and Recreation

**File Type:** Agenda Item

Vote on a request to approve a match for the 2018 Community Waste Reduction and Recycling Grant

Action Requested: Vote on a request to approve a match for the 2018 Community Waste Reduction and Recycling Grant

Introduction & Background: The Solid Waste & Recycling Department is working with the Parks and Recreation Department to improve recycling available at each of the five county parks. The requested funding will be used to purchase enough recycling containers to have one next to each trash can at all of the parks. We are also requesting funding to have additional recycling containers available for large events, such as summer camps and family fun days. We are also requesting funds for signs to go at each of the recycling containers.

Currently, two parks have minimal recycling available and the other three parks have none. Providing recycling containers next to each trash can will be an improvement in customer service.

Discussion & Analysis: By providing these recycling containers, there will be an increase in recycling, which will result in a reduction in the amount of waste. This reduction in waste should result in a decrease in the frequency the trash containers at each site are picked up by a private hauler. A reduction in tonnage and pickups should result in cost savings for the county as they currently pay the hauler per pick up.

How does this relate to the Comprehensive Plan: Become more resilient by mitigating, responding and adapting to emerging threats. Improve and increase food waste and recycling systems

Budgetary Impact: \$3,000 match for \$15,000 grant. \$3,000 match will be requested with general funds in the FY19 budget.

Recommendation: Motion to approve a match for the 2018 Community Waste Reduction and Recycling Grant



# Internal Grant Approval Form

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## ***Instructions***

This form must be completed if you are applying for a grant, even if you expect the grant award to pass through the county to a nonprofit.

**If any of the following are true, then you must request approval from the Board of Commissioners to apply for the grant.**

- The grant requires county matching funds
- The grant will fund a new position that the county is expected to be sustained after the grant is finished
- The grant will fund a new program that the county is expected to be sustained after the grant is finished

If the grant will fund a new position, the position should have already been requested in the department Heads Up. Please submit the Heads Up form along with this form.

To enter your grant application request on the BoC consent agenda, this form and all attachments must be submitted via email to [Lindsay.ray@chathamnc.org](mailto:Lindsay.ray@chathamnc.org); [vicki.mcconnell@chathamnc.org](mailto:vicki.mcconnell@chathamnc.org), [lisa.west@chathamnc.org](mailto:lisa.west@chathamnc.org), [hope.tally@chathamnc.org](mailto:hope.tally@chathamnc.org) 14 days prior to the BoC meeting. Please refer to the attached schedule so you will be sure to make the deadline.

**If none of the above conditions are true then you can bypass the Board of Commissioners and email this form to [lisa.west@chathamnc.org](mailto:lisa.west@chathamnc.org), [hope.tally@chathamnc.org](mailto:hope.tally@chathamnc.org) [vicki.mcconnell@chathamnc.org](mailto:vicki.mcconnell@chathamnc.org) at least 2 weeks prior to submitting your grant application.**

## **Board of Commissioner Meeting Dates**

At the Board of Commissioner retreat in January 2012, the Chatham County Board of Commissioners voted to move to a monthly meeting schedule beginning in February 2012.

Dated of the monthly meetings are found on the [website](http://www.chathamnc.org/index.aspx?page=45): <http://www.chathamnc.org/index.aspx?page=45>

Please check the website for the meeting dates. Agenda abstracts must be submitted two weeks prior to the meeting.

## 1. Grant Information

Is a county match required for this grant application?	<input checked="" type="checkbox"/> Yes, cash match required <input type="checkbox"/> Yes, in-kind match required <input type="checkbox"/> No
Will the grant fund a new position or program that the county will be expected to continue after the grant is ended? **	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BoC meeting date for entry on consent agenda (Answer only if you answered Yes to any of the above)	February 19, 2018
Agency or group offering the grant	NC Department of Environmental Quality Division of Environmental Assistance and Customer Service
Title of Grant	2018 Community Waste Reduction and Recycling Grant
Is this American Recovery & Reinvestment Act funding?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total funding being requested from the grantor	\$15,000
Total match required	\$3,000
Source of match	General fund
Length of grant term	July 1, 2018 to June 30, 2019
Type of disbursement	<input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Lump sum up-front <input type="checkbox"/> Other (describe)
Reporting schedule	<input type="checkbox"/> Quarterly <input type="checkbox"/> Twice a year <input checked="" type="checkbox"/> Yearly <input type="checkbox"/> Other (describe)

## 2. Applicant Information

Department	Parks and Recreation
Contact Person and title	Tracy Burnett
County, non-profit, or other grant partners	Solid Waste and Recycling Department
Name of person responsible for grant reporting and/or administration	Shannon Culpepper, Solid Waste & Recycling
Signature of Department Head and Date	



### 3. Grant Project Description

<p>Has the grant project or position been noted in the department work plan or Request for New Staff Resources? If so, attach that document and skip to Section 4.</p>	<p><input type="checkbox"/> Yes, the project is included in the department work plan  <input type="checkbox"/> Yes, the position has been noted in the Request for New Staff Resources  x <input type="checkbox"/> No – Please explain</p>
<p>Provide a brief description of the grant project.</p>	<p>The Solid Waste &amp; Recycling Department is working with the Parks and Recreation Department to improve recycling available at each of the five county parks. The requested funding will be used to purchase enough recycling containers to have one next to each trash can at all of the parks. We are also requesting funding to have additional recycling containers available for large events, such as summer camps. We are also requesting funds for signs to go at each of the recycling containers.</p>
<p>What needs/issues/problems does the grant address?</p>	<p>Currently, two parks have minimal recycling available and the other three parks have none. Providing recycling containers next to each trash can will be an improvement in customer service. We anticipate the visitors will appreciate having recycling available when they are at the parks. Additionally, an increase in recycling will create a reduction in the amount of waste that ends up in a landfill.</p>
<p>What are the measurable goals and objectives? (For help with goals and objectives, see the reference on the grant website.)</p>	<p>There will be an increase in recycling, which will result in a reduction in the amount of waste. This reduction in waste should result in a decrease in the frequency the trash containers at each site are picked up by a private hauler. A reduction in tonnage and pickups should result in cost savings for the county as they currently pay the hauler per pick up.</p>
<p>If the grant will fund a new position, what are the responsibilities of the position? Who will supervise the new position?</p>	<p>N/A</p>
<p>What are the major outcomes and benefits to the county that the grant will provide?</p>	<p>Improved customer service through the availability of recycling containers at the county parks. Cost savings from a reduction in the frequency of pickups needed by the private hauler.</p>
<p>If this is a multi-year grant, does continuation of the grant in the second year depend on meeting measurable outcomes in the first?</p>	<p>N/A</p>

## 4. Budget and Funding

ITEM	GRANT FUNDS YEAR 1	COUNTY/OTHER FUNDS YEAR 1	GRANT FUNDS YEAR 2	COUNTY/OTHER FUNDS YEAR 2	EXPLANATION
Salary & Benefits (use Benefit calculator)					
Grant financial oversight & reporting					
Personnel oversight					
Contracted services (program service provider, publication writing/design, speakers, consultants)					
Office supplies & equipment (photocopies, computers, printers, supplies)	\$13,500	\$2,700			For recycling containers
Travel & Training (mileage reimbursement, rental/fleet car usage, meals, hotel,airfare, registration fees, parking)					
Meetings and workshops (meeting space or rental fees, group meals or refreshments, handouts/notebooks, audio visual rental)					
Publications – professional printing fees.	\$1,500	\$300			For signs to post at the recycling containers
Communication (postage, telephone, internet access, advertising)					
Office space (space, utilities, furnishing)					
Dues & Subscriptions					
Capital Outlay (vehicles, large equipment)					
Miscellaneous (insurance, safety, other)					
<b>TOTAL COST</b>	<b>\$15,000</b>	<b>\$3,000</b>			



# Chatham County, NC

## Text File

File Number: 18-2505

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**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Board Priorities

**In Control:** Board of Commissioners

**File Type:** Agenda Item

Present Certificate of Extended Volunteer Committee Service with County Advisory Committees to Jamie Fiocco.

Action Requested: Make presentation of certificate of Extended Volunteer Committee Service.

Introduction & Background: In Dec. 2015, the Board of Commissioners voted to approve a new certificate to honor people who serve at least two full terms on any commissioner-appointed boards, committees or commissions. Jamie Fiocco served on the Library Advisory Committee from 2008 to 2017.

Discussion & Analysis: NA

Budgetary Impact: NA

Recommendation: Present certificate



# Chatham County, NC

## Text File

File Number: 18-2509

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**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Public Hearing

**In Control:** Planning

**File Type:** Agenda Item

A Legislative public hearing request by O'Mara Landscaping & Lawncare, Inc. to rezone 10 acres of the 31.89 acre tract from R-1 Residential to CD-CB Conditional District Community Business, identified as Parcel 2691, located at 4590 Mann's Chapel Road, Baldwin Township for a landscaping and lawn care contractor's business.

### **Action Requested:**

A Legislative public hearing request by O'Mara Landscaping & Lawncare, Inc. to rezone 10 acres of the 31.89 acre tract from R-1 Residential to CD-CB Conditional District Community Business, identified as Parcel 2691, located at 4590 Mann's Chapel Road, Baldwin Township for a landscaping and lawn care contractor's business.

### **Introduction & Background:**

### **Discussion & Analysis:**

### **How does this relate to the Comprehensive Plan:**

### **Recommendation:**



# Chatham County, NC

## Text File

File Number: 18-2510

**Agenda Date:** 2/19/2018

**Version:** 3

**Status:** Public Hearing

**In Control:** Planning

**File Type:** Agenda Item

A Legislative Public Hearing request by the Chatham County Board of Commissioners to adopt revisions to the Chatham County Subdivision Regulations to reflect recent legislative changes and recommendations by Planning Staff.

### **Action Requested:**

A Legislative Public Hearing request by the Chatham County Board of Commissioners to adopt revisions to the Chatham County Subdivision Regulations to reflect recent legislative changes and recommendations by Planning Staff.

### **Introduction & Background:**

In 2015 and 2017, the Legislature adopted new legislation narrowing local governments' ability to regulate zoning and subdivisions. In 2017, the Legislature also adopted new legislation which added another category of legal subdivision, as well as clarifies some details on Comprehensive Plan Consistency Statements. The new pieces of legislation became effective October 1, 2015, July 1, 2017, and October 1, 2017, respectively, and have implications for the County's Subdivision Regulations

In addition to the revisions needed due to changes in state law, Planning staff has also added some minor revisions that largely deal with improving process facilitation and language clarification.

### **Discussion & Analysis:**

The aforementioned legislation passed in 2015 and 2017 have implications for the County's current standards and practices. The main impacts of these legislative changes are listed in the attached table labeled "Table Attachment-Legislative Changes". Planning staff has also added some minor revisions that largely deal with improving process facilitation and language clarification. The main impacts of these proposed changes are listed in the attached table labeled "Table Attachment #2-Planning Department Changes". The proposed amendments were presented to the Commissioners during their January 16, 2018 meeting and scheduled for public hearing.

### **How does this relate to the Comprehensive Plan:**

Goal 4: Diversify the tax base and generate more high-quality, in-county jobs to reduce dependence on residential property taxes, create economic opportunity and reduce

out-commuting.

**Recommendation:**

Hold the hearing and then forward to the Planning Board for a recommendation.

# Proposed Ordinance Amendments

Legislative Changes

# Proposed Amendments – Legislative Changes

## Financial Guarantees - S.L. 2015-187

- Financial guarantees are now limited to 125% overage
- The financial guarantee menu is defined by the legislation
- “Performance guarantee[s] shall only be used for completion of the required improvements...”
- Extensions of financial guarantees are now required to be permitted, as long as developer demonstrates “reasonable, good faith effort”



# Proposed Amendments – Legislative Changes

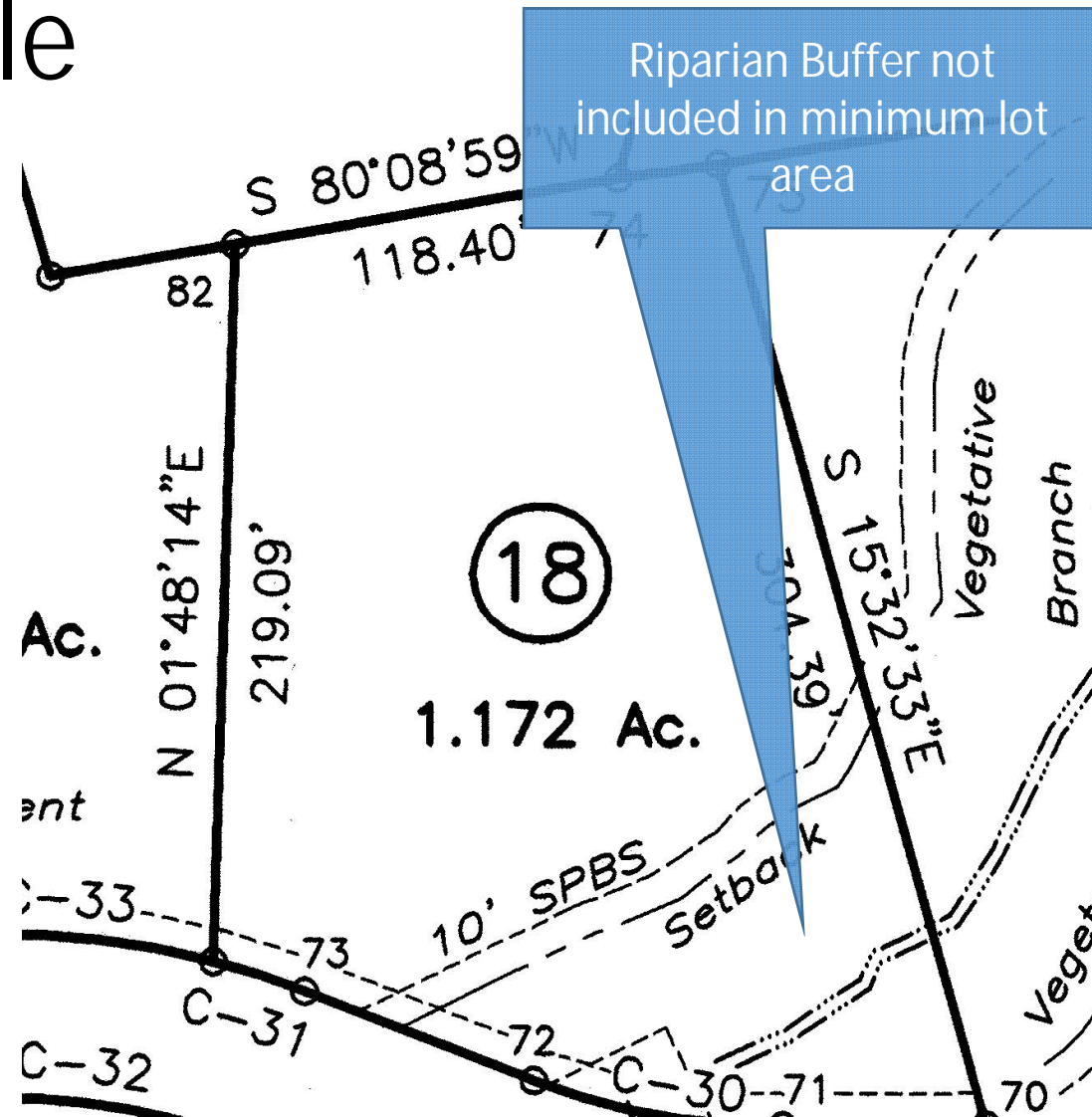
## Environmental

- S.L. 2015-90 – Development projects must now be at least ten acres in size to trigger an environmental impact statement
- S.L. 2015-246 – Limits on local riparian buffer regulations
  - The area of a riparian buffer must count toward lot dimensional standards even if the buffer is held as common area

# Riparian buffer example

Minimum useable lot area definition – Does not include public right-of-ways or land within riparian buffers, flood hazard areas, or floodways.”

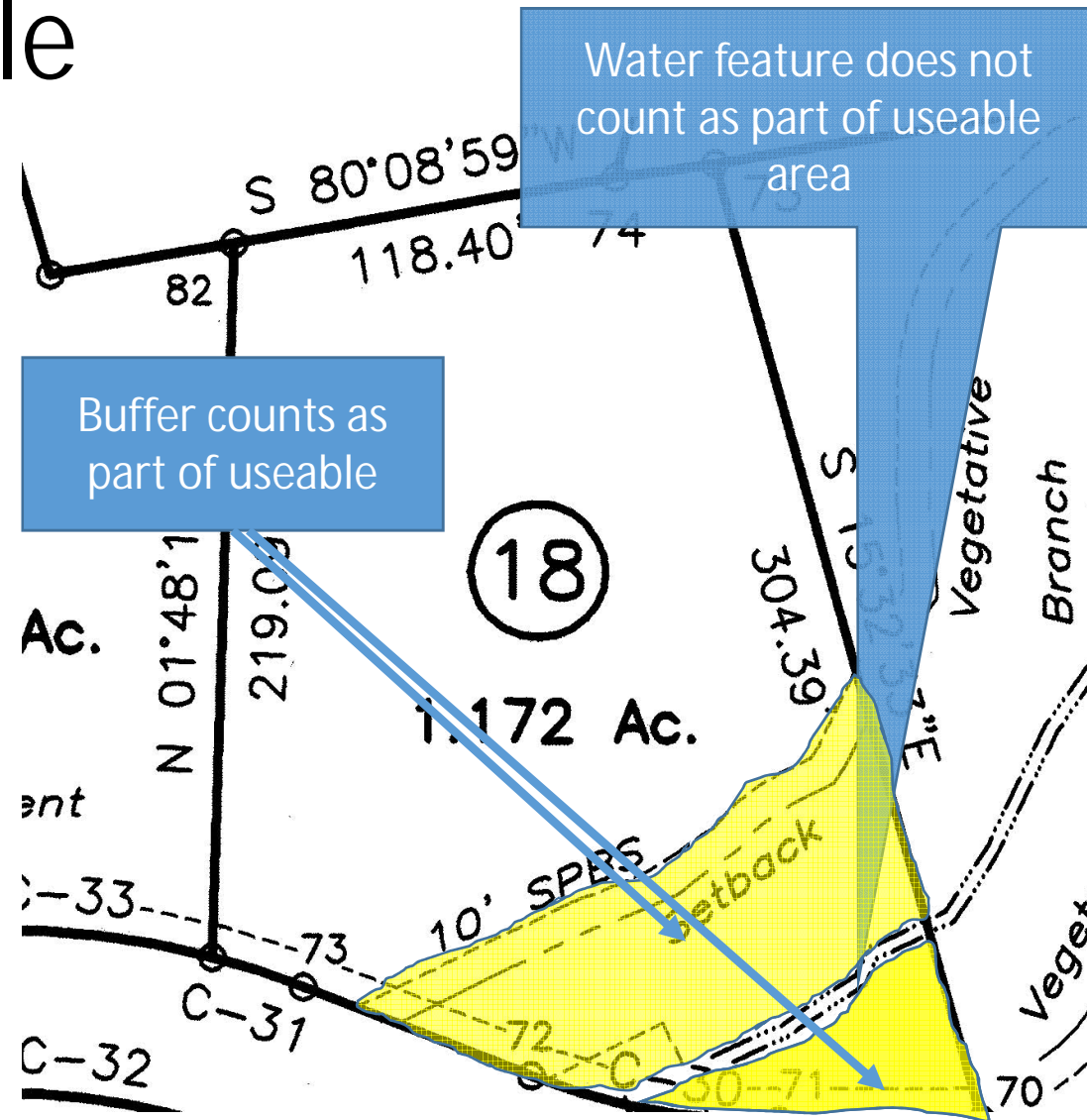
Legislation requires that the riparian buffer area count as part of useable area. The water feature still does not count as part of useable area.



# Riparian buffer example

Example: Lot 18 has a minimum of 10,000 square feet of useable area for a note on the recorded plat. The lot size at 1.172ac = 51,052 square feet.

The lot size could be reduced by approximately 10,000 square feet under the new legislation.



# Proposed Amendments – Legislative Changes

## Subdivision

- S.L. 2017-10 – Creates “expedited review” classification for certain minor subdivisions
  - No recreation fee
  - Maximum of 3 lots
  - Parent tract must be greater than 5 acres
- S.L. 2017-27 – Alters and clarifies certain standards for subdivision plats

# Proposed Amendments – Legislative Changes

## Comprehensive Plan Consistency Statements - S.L. 2017-10

- If BOC approves a rezoning that is contrary to the Comp Plan, the BOC must state reasons why and the Comp Plan is automatically amended

# Proposed Amendments – Legislative Changes

## Agriculture – S.L. 2017-108

- Agritourism is defined in relation to the Bona Fide Farm Exemption
  - “‘Agritourism’ means any activity carried out on a farm or ranch that allows members of the general public, for recreational, entertainment, or educational purposes, to view or enjoy rural activities, including farming, ranching, historic, cultural, harvest-your-own activities, or natural activities and attractions. A building or structure used for agritourism includes any building or structure used for public or private events, including, but not limited to, weddings, receptions, meetings, demonstrations of farm activities, meals, and other events that are taking place on the farm because of its farm or rural setting.”
- A Farm ID number is no longer usable to establish Bona Fide Farm status
- The definition of “Agriculture” is changed
  - “A” farm vs. “The” farm



# Chatham County, NC

## Text File

File Number: 18-2511

**Agenda Date:** 2/19/2018

**Version:** 2

**Status:** Public Hearing

**In Control:** Planning

**File Type:** Agenda Item

A Legislative Public Hearing request by the Chatham County Board of Commissioners to adopt revisions to the Chatham County Zoning Ordinance to reflect recent legislative changes and recommendations by Planning Staff.

### **Action Requested:**

A Legislative Public Hearing request by the Chatham County Board of Commissioners to adopt revisions to the Chatham County Zoning Ordinance to reflect recent legislative changes and recommendations by Planning Staff.

### **Introduction & Background:**

In 2015 and 2017, the Legislature adopted new legislation narrowing local governments' ability to regulate zoning. In 2017, the Legislature also adopted new legislation which added another category of legal subdivision, as well as clarifies some details on Comprehensive Plan Consistency Statements. The new pieces of legislation became effective October 1, 2015, July 1, 2017, and October 1, 2017, respectively, and have implications for the County's Subdivision Regulations.

In addition to the revisions needed due to changes in state law, Planning staff has also added some minor revisions that largely deal with improving process facilitation and language clarification.

### **Discussion & Analysis:**

The aforementioned legislation passed in 2015 and 2017 have implications for the County's current standards and practices. The main impacts of these legislative changes are listed in the attached table labeled "Table Attachment-Legislative Changes". Planning staff has also added some minor revisions that largely deal with improving process facilitation and language clarification. The main impacts of these proposed changes are listed in the attached table labeled "Table Attachment #2-Planning Department Changes". The proposed amendments were presented to the Commissioners during their January 16, 2018 meeting and scheduled for public hearing.

### **How does this relate to the Comprehensive Plan:**

Goal 4: Diversify the tax base and generate more high-quality, in-county jobs to reduce dependence on residential property taxes, create economic opportunity and reduce

out-commuting.

**Recommendation:**

Hold the hearing and then forward to the Planning Board for a recommendation.



# Proposed Ordinance Amendments

Legislative Changes

# Proposed Amendments – Legislative Changes

## Financial Guarantees - S.L. 2015-187

- Financial guarantees are now limited to 125% overage
- The financial guarantee menu is defined by the legislation
- “Performance guarantee[s] shall only be used for completion of the required improvements...”
- Extensions of financial guarantees are now required to be permitted, as long as developer demonstrates “reasonable, good faith effort”

# Proposed Amendments – Legislative Changes

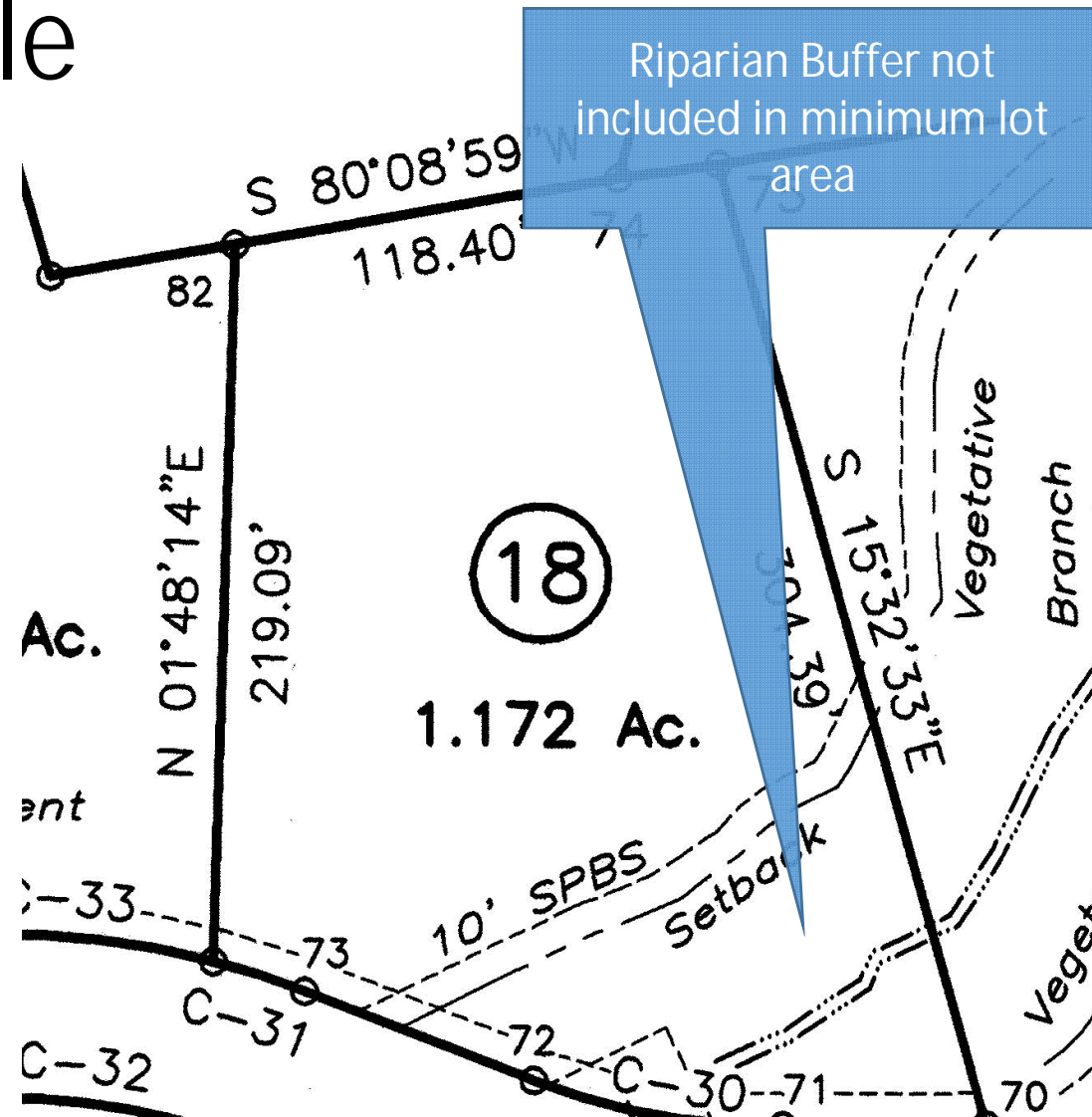
## Environmental

- S.L. 2015-90 – Development projects must now be at least ten acres in size to trigger an environmental impact statement
- S.L. 2015-246 – Limits on local riparian buffer regulations
  - The area of a riparian buffer must count toward lot dimensional standards even if the buffer is held as common area

# Riparian buffer example

Minimum useable lot area definition – Does not include public right-of-ways or land within riparian buffers, flood hazard areas, or floodways.”

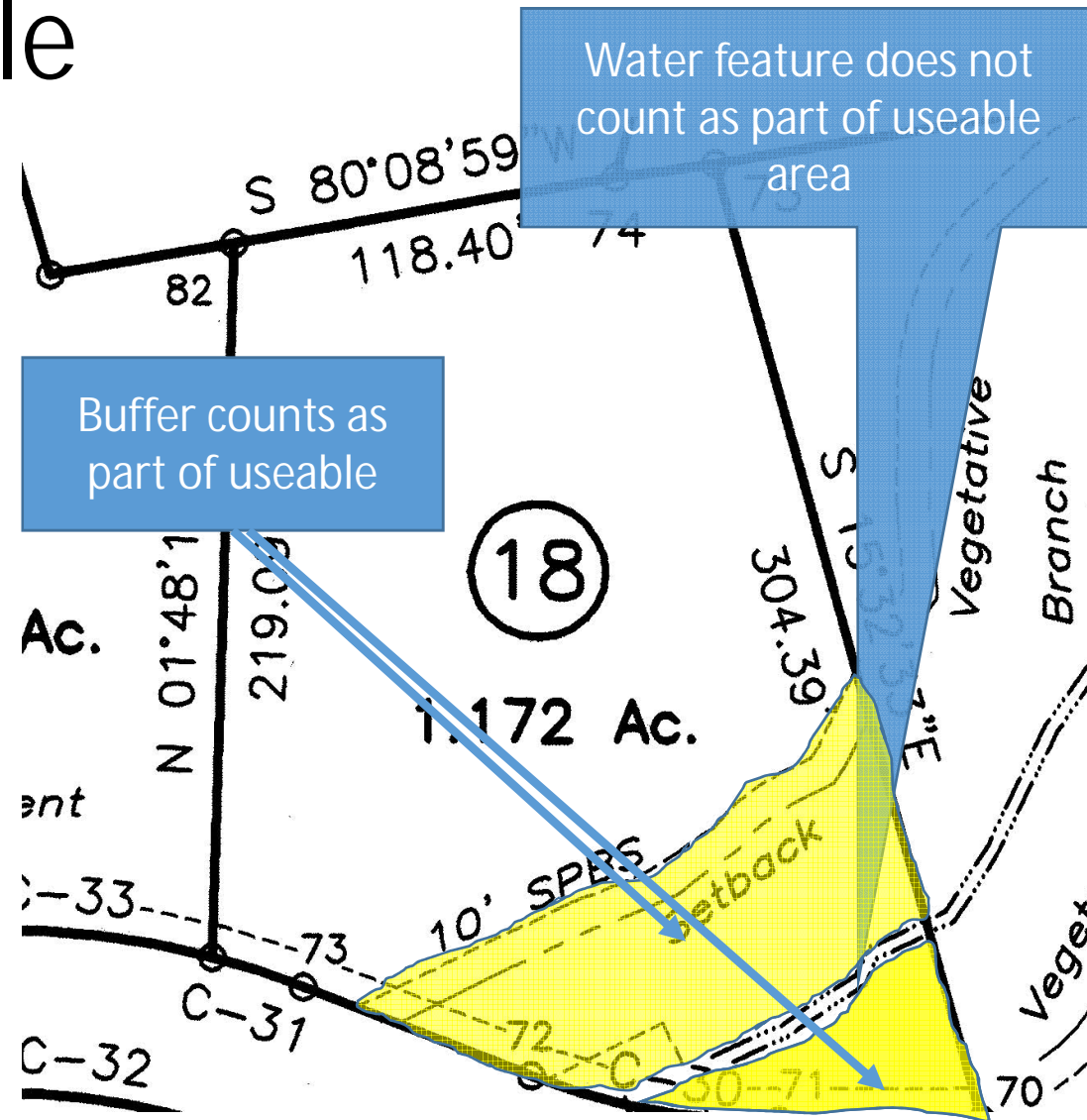
Legislation requires that the riparian buffer area count as part of useable area. The water feature still does not count as part of useable area.



# Riparian buffer example

Example: Lot 18 has a minimum of 10,000 square feet of useable area for a note on the recorded plat. The lot size at 1.172ac = 51,052 square feet.

The lot size could be reduced by approximately 10,000 square feet under the new legislation.



# Proposed Amendments – Legislative Changes

## Subdivision

- S.L. 2017-10 – Creates “expedited review” classification for certain minor subdivisions
  - No recreation fee
  - Maximum of 3 lots
  - Parent tract must be greater than 5 acres
- S.L. 2017-27 – Alters and clarifies certain standards for subdivision plats

# Proposed Amendments – Legislative Changes

## Comprehensive Plan Consistency Statements - S.L. 2017-10

- If BOC approves a rezoning that is contrary to the Comp Plan, the BOC must state reasons why and the Comp Plan is automatically amended

# Proposed Amendments – Legislative Changes

## Agriculture – S.L. 2017-108

- Agritourism is defined in relation to the Bona Fide Farm Exemption
  - “‘Agritourism’ means any activity carried out on a farm or ranch that allows members of the general public, for recreational, entertainment, or educational purposes, to view or enjoy rural activities, including farming, ranching, historic, cultural, harvest-your-own activities, or natural activities and attractions. A building or structure used for agritourism includes any building or structure used for public or private events, including, but not limited to, weddings, receptions, meetings, demonstrations of farm activities, meals, and other events that are taking place on the farm because of its farm or rural setting.”
- A Farm ID number is no longer usable to establish Bona Fide Farm status
- The definition of “Agriculture” is changed
  - “A” farm vs. “The” farm





# Chatham County, NC

## Text File

File Number: 18-2493

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**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Approval of Agenda and  
Consent Agenda

**In Control:** Board of Commissioners

**File Type:** Agenda Item

**Agenda Number:**

Vote on a Request to Adopt Noise Ordinance as Amended

Action Requested:

Vote on a Request to Adopt Noise Ordinance as Amended

Introduction & Background:

On October 19, 2015, the Chatham County Noise Ordinance was amended. However, language within the amended Ordinance was not clear. This Amendment clarifies the Presumption in Prosecution for Noise Violations (§92.09) and removes Civil Penalties (§92.99).

Discussion & Analysis:

How does this relate to the Comprehensive Plan: N/A

Budgetary Impact: N/A

Recommendation:

Vote to Adopt Noise Ordinance as Amended

Chapter §92: Noise Ordinance ~~(Approved 10/19/2015)~~(Approved \_\_\_\_\_, 2018)

Section:

- 92.01 Definitions
- 92.02 Noise; Generally
- 92.03 Sound Level Meter Not Required
- 92.04 Maximum permissible standards by receiving land
- 92.05 Exceptions
- 92.06 Sound measurement standards
- 92.07 Permit to exceed maximum permissible standards
- 92.08 Burden of proof of Noise Violations
- 92.09 Presumption in prosecution for noise violations
- 92.10 Abrogation
  
- 92.99 Penalty

**§92.01 DEFINITIONS.**

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

“A” Weighting Scale. The sound pressure level in decibels as measured with a sound level meter using the “A” weighted network. The standard unit notation is db(A).

db(A). Sound level in decibels determined by the “A” weighting scale of a standard sound level meter having characteristics defined by the American National [Standards](#) Institute (ANSI) Publications ANSI, S1.4 4, latest edition.

Ambient Base Noise Level. The average sound pressure level in db(A) during a reasonable period of time, as determined by employing a sound level meter as described in §92.06.

ANSI. American National Standards Institute or its successor organization.

CONSTRUCTION. On-site erection, fabrication, installation, alteration, demolition or removal of any structure, facility or addition thereto, including all related activities, including, but not restricted to, clearing of land, earth moving, blasting and landscaping.

DECIBEL. A unit of measure on a logarithmic scale, of the ratio of the magnitude of a particular sound pressure to a standard reference pressure, which for purposes of this chapter shall be 20 microneutons/meter.

DISTURBING. Noise that is perceived by a person of ordinary sensibilities as interrupting the normal peace and calm of daily life. In determining whether a noise is unreasonably loud and DISTURBING, the following factors incident to the noise are to be considered: time of day; proximity to occupied residential structures; whether the noise is recurrent, intermittent or constant; the volume and intensity; the character and zoning (if applicable) of the area; whether the noise is related to the normal

operations of a business or other labor activity and whether the noise is subject to being controlled without unreasonable effort or expense to the creator, thereof.

**DULY AUTHORIZED INVESTIGATING PERSON OR AGENT.** A person or agent is duly authorized if he or she is an employee of the Chatham County Sheriff's Office.

**EMERGENCY WORK.** Work made necessary to restore property to a safe condition; work required to protect, provide, or prevent persons or property from danger or potential danger; or work by a private or public utility when restoring utility service.

**IMPACT NOISE.** Sound that occurs intermittently rather than continuously.

**PERSON.** Any individual, corporation, partnership, firm, association, trust, estate, public or private institution, group, agency, political subdivision of the state any other state or political subdivision or agency thereof or any legal successor, employee, representative, agent or agency of the foregoing.

**SOUND LEVEL.** In decibels, a weighted sound pressure level determined by the use of a sound level meter whose characteristics and frequency weightings are specified in the ANSI Standard.

**SOUND LEVEL METER.** Any instrument certified to meet or exceed ANSI standards which includes an omni-directional microphone, an amplifier, an output meter, and frequency weighting network(s) for the measurement of sound level.

**SOUND PRESSURE LEVEL.** In decibels 20 times the logarithm to the base ten of the ratio of the magnitude of a particular sound to the standard pressure. The standard pressure is 20 micronewtons/meter.

UNREASONABLY LOUD. Noise which is substantially incompatible with the time and location where created to the extent that it interferes with peace or good order.

WEEKDAY. Any day except Sunday.

**§92.02 NOISE; GENERALLY.**

*Unreasonably loud and disturbing noises prohibited.* It shall be unlawful for any person or persons to make, permit, continue or cause to be made or to create any unreasonably loud and disturbing noise in the county regardless of its source.

**§92.03 SOUND LEVEL METER NOT REQUIRED.**

A sound meter shall not be required to determine whether a sound is unreasonably loud and disturbing. However, a sound meter may be used as evidence of a violation, provided it is properly calibrated and conforms to ANSI Standards.

**§92.04 MAXIMUM PERMISSIBLE STANDARDS BY RECEIVING LAND.**

(A) The maximum permissible daily standard shall not exceed 60 decibels without a permit by the receiving land. The maximum permissible daily standard with a permit shall not exceed 80 decibels by the receiving land, and shall be immediately reduced to 60 decibels as defined in the time table listed in Section B of this provision.

(B) Unless a permit has been issued no person shall exceed 60 decibels during the following hours:

MAXIMUM NOISE LIMITATION WITH A PERMIT		
<i>Shall not exceed 80 decibels at any time:</i>		

SUNDAY- THURSDAY	7:00 a.m.-9:00 p.m.	up to 80 decibels
FRIDAY- SATURDAY	7:00 a.m.-11:00 p.m.	up to 80 decibels

## **§92.05**

### **EXCEPTIONS.**

The following sounds shall be exempt from the provisions of this chapter:

(A) Construction operations from 7:00 a.m. to 9:00 p.m. on weekdays and 8:00 a.m. to 7:00 p.m. on Sundays for which building permits have been issued, or construction operations not

requiring permits during such hours, provided all equipment is operated in accordance with the manufacturer's specifications and with all standard equipment, manufacturer's mufflers and noise reducing equipment in use and in proper operating condition.

(B) Noises of safety signals, warning devices, emergency pressure relief valves and church bells.

(C) Noises resulting from any authorized emergency vehicle when responding to any emergency call or acting in time of emergency.

(D) Noises at street activities (such as fairs or parades) where the participants have a permit for the conduct of the activity and for the uses of the streets.

(E) All noises coming from the normal operation of properly equipped aircraft (not including scale model aircraft)

(F) All noises coming from motor vehicles properly equipped with the manufacturer's standard muffler and noise reducing equipment in use and in proper ~~operations~~operating condition.

(G) Noise from lawful fireworks and noisemakers on holidays.

(H) Lawn mowers and residential landscaping equipment used between daylight and 9:00 p.m. when operated with all the manufacturer's standard mufflers and noise reducing equipment in use and in proper ~~operation~~operating condition.

(I) Agriculture equipment operated for farming purposes including poultry farming, when operated in accordance with the manufacturer's specifications and with all standard

equipment, including manufacturer's mufflers and noise reducing equipment in use and in proper operating condition.

- (J) Any sound resulting from the natural behavior of farm animals or for animal husbandry purposes in areas where it does not violate local zoning regulations.
- (K) Any sound resulting from activities of a temporary duration permitted by law, and for which a license or permit has been granted by the county or a state or federal agency when the sounds do not exceed the conditions and limits stated in the license or permit.
- (L) Any sound resulting from activities to meet the requirements for training of sworn law enforcement officials and its members using county owned facilities or real property.
- (M) Any sound resulting from an explosive device, which, in the opinion of the Sheriff or Fire Marshal, or Director of Emergency Management, should be deliberately set off in order to secure the safety of the public.
- (N) Any sound resulting from the firing of weapons at a sport shooting range exempted from liability or prosecution under N.C. Gen. Stat. §14-409.46.

## **§92.06 SOUND MEASUREMENT STANDARDS.**

A sound meter may be used as evidence of a violation provided the following standards are followed:



(A) Sound level measurement shall be made with a sound level meter using the “A” weighting scale set on “slow response”.

(B) Sound level meters shall be of at least Type Three meeting American National Standards Institute (ANSI) S1.4, latest edition REQUIREMENTS. The entire sound measurement system shall be serviced and operated as recommended by the manufacturer. Persons using the sound level meter shall be trained in should level measurement and the operation of sound level meters.

(C) Except as provided in division (D) below, noise measurements shall be taken at a point on the complainant’s property line nearest the noise source, but when this location is not practicable in the opinion of the duly authorized law enforcement officer because of ambient noise at the complainant’s source, or some other factor that is distorting a proper reading, noise measurements shall be made at the boundary of the public or private right-of-way which adjoins the complainant’s property.

(D) In the case of noises emanating from within a multi-family structure and where the complainant is a resident of the same multi-family structure, noise measurements shall be made in the unit of the complainant at the height of at least four feet above the floor and at a point approximately equal distance from all walls.

(A) No person or group of persons shall operate or cause to be operated a source of sound in excess of sound levels as specified in §92.04 without first obtaining a permit as hereinafter set forth.

(B) Any person or persons desiring a permit shall apply as provided herein and provide all the information required.

(1) A legally responsible person of 18 years or older, must be listed on the permit.

(2) An application for a permit pursuant to this subsection shall be submitted to the Chatham County central permitting office at least seven (7) days prior to the event or activity. Upon tentative approval, the applicant for a permit shall be responsible for mailing or otherwise delivering to the occupants of each property within a one-thousand (1000) foot radius of the facility or property for which the permit is being considered, as shown on the tax maps of the County, a notice stating the date and hours of the event. The notice shall be delivered at least seventy-two (72) hours in advance of the event. The permit shall not be granted until the applicant submits an affidavit to central permitting that the notices have actually been mailed or delivered. An application may be accepted with less than seven (7) days' notice provided notice to property owners is achieved within 72 hours of the event.

(3) The applicant or applicant's designee shall have the permit present at the event and available for inspection upon request by any law enforcement officer otherwise the permit becomes null and void.

(4) The County Manager, or his or her designee, will act expeditiously upon all requests for a permit to exceed maximum permissible sound levels.

- (5) In considering and acting on all requests for permits pursuant to this section, the County Manager, or his or her designee, shall consider the following in issuing or denying the permit: the timeliness of the application; the nature of the requested activity or event; the time of the event, and other activities in the vicinity of the location proposed; the effect of the activity on surrounding areas and/or persons; previous noise ordinance violations or failure to provide any of the provisions in this subsection, if any, of the applicant, and any other relevant information at his or her disposal. Any person aggrieved by a permit decision may seek review by certiorari in the Superior Court of Chatham County.
- (6) Prior to obtaining a permit to exceed maximum permissible sound levels, the applicant will pay to the county an administrative fee of \$50, or the then current fee. The information included in the permit shall include the type of activity, purpose of the event, address of event, date of the event or activity.
- (7) Permit holders shall cooperate with the County Sheriff's office in enforcing this chapter by having the applicant or applicant's designee as indicated on the permit application physically present at the site of the event during the entire time for which a permit has been issued and shall agree to assist the Sheriff in enforcing this chapter. The permit holder shall allow the Sheriff's officer to enter the premises at any time during the prescribed activity in order to assess compliance. Failure of the applicant or designee to be present or to assist the Sheriff as herein prescribed shall be cause for revocation of the permit.

**§92.08      BURDEN OF PROOF OF NOISE VIOLATIONS.**

In any proceeding based upon this chapter, if an exception stated in this chapter would limit an obligation or limit liability, or eliminate an obligation or liability, the person seeking the exception shall have the burden of establishing that the exception applies and that the terms of the exception has been met.

#### **§92.09 PRESUMPTION IN PROSECUTION FOR NOISE VIOLATIONS.**

The complaints of two or more persons who have heard the noise, at least one of whom resides in a different home from the other complaining persons or persons, or the complaint of a duly-authorized law enforcement officer, shall be prima facie evidence that the sound is unreasonably loud and disturbing. Sound emission decibel measurements shall not be required for establishment of a prima facie case.

~~While, complainants are encouraged~~ ~~shall not be required~~ to contact law enforcement to report an unreasonably loud and disturbing noise prior to swearing out a warrant or other criminal process from a magistrate-; -they are not required to do so. However, a verbal or written request asking the offending party to stop the offending noise is required. Any magistrate shall upon hearing convincing evidence under oath of two or more persons who have heard the noise, and not speaking on behalf of another person, shall issue a ~~warning,~~ citation or other enforcement mechanism.

## §92.10 ABROGATION.

This chapter is not intended to repeal, abrogate or impair any greater restrictions imposed by, covenants or deed restrictions. Wherever the provisions of any other law, ordinance, or regulation impose higher standards than are required by the provisions of this chapter, the provision of such other law, ordinance or regulation shall govern.

## §92.99 CRIMINAL PENALTY.

### ~~(A) Civil penalties.~~

~~(1) Any person who violates any provision of this chapter shall be subject to a civil penalty of \$100. Each 24-hour period, defined as 12:00 midnight to 11:59 p.m. of a continuing violation, shall constitute a separate offense under this chapter. Upon the sworn complaint of two or more persons, at least one of whom resides in a different home from the other complaining person or persons, who have heard an unreasonably loud and disturbing noise, or upon other sworn, credible evidence of a violation of this ordinance, The Ccounty Mmanager, shall or his or her designee, may assess civil penalties under this chapter and shall make written demand for payment upon the person responsible for the violation issue a civil citation for the violation directing that a civil penalty be paid to the county. If payment is not received or equitable settlement reached~~

~~within 60 30 days after issuance of citation, demand for payment is made, the matter may be referred to the County Attorney for institution of county may institute a civil action in the name of the county in the appropriate division of the General Court of Justice to for recovery of the penalty.~~

~~Criminal penalties.~~ Any person who violates any provision of this chapter shall be guilty of a misdemeanor punishable by imprisonment not to exceed 30 days, or a fine not to exceed \$500 in accordance with §153A-123, or both. Each day of a continuing violation shall constitute a separate offense under this chapter.



# Chatham County, NC

## Text File

File Number: 18-2503

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**Agenda Date:** 2/19/2018

**Version:** 1

**Status:** Board Priorities

**In Control:** Board of Commissioners

**File Type:** Agenda Item

Discussion on the expansion of the Chatham County Board of Commissioners.