Agenda - Meeting
Greene County Board of Commissioners
5:00 PM - Greene County Operations Center
Monday, July 20, 2026

A. Call to Order

Invocation & Pledge of Allegiance

B. Approval of Agenda

C. Public Information

1. Monthly Financial Report

D. Consent Agenda

1. 06/29/26 Regular Meeting Minutes
2. Releases / Refunds
3. Consideration of Late Present Use Value and Property Tax Relief Applications
4. Budget Amendment - Health Department
5. Budget Amendment for Digital Inclusion Plan
6. Budget Amendment for Meals on Wheels Unmet Needs Grant

E. Public Comments

Individuals who sign up on the sign-up sheet by the entrance before the meeting begins will have up to three (3) minutes to speak, in accordance with the public comment policy.

F. Presentation(s)

1. Monthly Collection Report, Annual Settlement, and Collection Order (Presenter: Stephanie Wiggins)
2. DWI Policy Updates: Presented By Rich Moore (Presenter: Rich Moore)

G. County Manager

1. Upcoming NCACC 119th Annual Conference
2. Request for Committee Appointments-2 Aging Planning Committee and 1 Greene County Senior Center Advisory
3. Budget Amendment — Communications
4. Resolution Declaring Surplus Property
5. BA; Economic Development
6. BA; Jail

7. Flag Policy
8. Award of RFP for Proposal of Residential redevelopment at former Walstonburg Industrial Site

H. County Attorney's Comments

I. Commissioners' Report and Recommendation

J. Closed Session

Economic Development

K. Adjourn

Greene County Board of Commissioners

Meeting Date: July 20, 2026

Monthly Financial Report

Item No: **C.1**

June 2026 Monthly Financial Report

Staff Recommendations: For Informational Purposes Only; No Board Action Required At This Time

Agenda Item Information

Item No: **C.1**

Monthly Financial Report
Presented By: Kyle DeHaven

Department: Finance

Reviewed By:
Aleigha Tingen

Financial Report 06.2026

GREENE COUNTY FINANCIAL SUMMARY

June 2026

GREENE COUNTY
NORTH CAROLINA

GENERAL FUND

REVENUES	Budget	MTD	YTD	YTD%
Ad Valorem Taxes	(11,065,000)	(199,559)	(11,546,403)	104.35%
Taxes/Licenses-Other	(6,997,590)	(634,471)	(5,345,856)	76.40%
Sales and Services	(2,266,681)	(498,058)	(2,293,612)	101.19%
Misc. General Revenue	(1,509,006)	(93,209)	(1,170,971)	77.60%
Program Specific Revenue	(887,183)	(55,759)	(929,158)	104.73%
Social Services Revenue	(2,089,097)	(159,123)	(1,730,558)	82.84%
Public Health Revenue	(2,046,058)	(39,560)	(1,200,863)	58.69%
Transfers In	(11,000)	0	0	0.00%
Fund Balance Approp	(1,654,749)	-	-	0.00%
TOTAL REVENUES	**(28,526,363)**	**(1,679,739)**	**(24,217,421)**	**84.89%**

EXPENSES	Budget	MTD	YTD	YTD%
Governing Body	205,185	12,941	200,691	97.81%
General Government	641,244	16,693	562,125	87.66%
Administration	1,140,549	94,637	1,012,733	88.79%
Tax	695,877	94,308	649,582	93.35%
Court	26,315	7,411	26,035	98.93%
Elections	271,167	13,701	264,428	97.51%
Register of Deeds	322,162	22,318	274,305	85.15%
Building Inspections	628,296	39,306	509,315	81.06%
Animal Control	360,604	30,030	348,990	96.78%
Sheriff	2,656,793	201,721	2,612,211	98.32%
Jail	2,553,816	164,942	2,512,406	98.38%
Emergency Management	461,157	60,916	424,194	91.98%
Emergency Medical Servs	3,112,115	290,078	3,067,515	98.57%
Communications/Dispatch	894,889	83,051	892,080	99.69%
Public Buildings	640,000	37,315	544,719	85.11%
Forestry	107,747	11,364	83,618	77.61%
Economic Development	543,233	14,119	428,299	78.84%
Juvenile Restitution	56,577	4,830	57,968	102.46%
Cooperative Extension	284,159	23,695	224,521	79.01%
Soil Conservation	168,111	13,608	165,747	98.59%
Veterans	0	0	43	#DIV/0!
DJJDP Youth Program	52,016	2,278	50,048	96.22%
School	47,707	3,909	47,027	98.57%
Community College	4,129,942	349,790	3,785,481	91.66%
Library	264,000	22,000	264,000	100.00%
Mental Health	155,250	12,938	155,250	100.00%
Recreation	64,818	5,402	64,818	100.00%
Farmers Market	488,888	59,541	479,580	98.10%
Dept of Social Services	3,688,945	331,609	3,571,406	96.81%
Public Health	2,761,734	162,334	2,121,156	76.81%
Senior Services	446,750	34,178	393,177	88.01%
Transfers Out	656,317	635,049	640,240	97.55%
TOTAL EXPENSES	**28,526,363**	**2,856,008**	**26,433,707**	**92.66%**
REVENUE UNDER (OVER) EXPENSE		1,176,269	2,216,286	

TRANSPORTATION FUND

REVENUES	Budget	MTD	YTD	YTD%
Charges For Services	(224,600)	(29,760)	(267,600)	119.15%
Grants	(435,218)	(50,080)	(324,356)	74.53%
Miscellaneous Revenue	-	(455)	(497)	100.00%
Fund Balance Approp	(141,525)	(125,000)	(125,000)	0.00%
TOTAL REVENUES	**(801,343)**	**(205,295)**	**(717,454)**	**89.53%**

EXPENSES	Budget	MTD	YTD	YTD%
Salaries/Fringes	445,633	33,921	420,927	94.46%
Operating	134,410	12,110	139,172	103.54%
Capital	221,300	0	96,368	43.55%
Transfers Out	0	-	-	0.00%
TOTAL EXPENSES	**801,343**	**46,031**	**656,468**	**81.92%**
REVENUE UNDER (OVER) EXPENSE		(159,265)	(60,986)	

UTILITY FUND

REVENUES	Budget	MTD	YTD	YTD%
Charges For Srvs-Water	(2,854,000)	(271,352)	(2,977,688)	104.33%
Charges For Srvs-Sewer	(757,000)	(72,558)	(830,818)	109.75%
Alternative Water Fees	(815,000)	(70,128)	(841,013)	103.19%
Service Charges	(123,000)	(9,700)	(130,818)	106.36%
Miscellaneous Revenue	(108,000)	(16,012)	(157,834)	146.14%
Fund Balance Approp	(450,000)	-	-	0.00%
TOTAL REVENUES	**(5,107,000)**	**(439,750)**	**(4,938,172)**	**96.69%**

EXPENSES	Budget	MTD	YTD	YTD%
Salaries/Fringes	774,019	65,152	766,829	99.07%
Operating	3,216,760	503,468	2,621,050	81.48%
Debt Principal/Interest	92,221	(68,191)	12,015	13.03%
Capital Outlay	109,000	-	108,807	99.82%
Depreciation	-	-	-	0.00%
Transfers Out	915,000	1,130,000	1,130,000	0.00%
TOTAL EXPENSES	**5,107,000**	**1,630,429**	**4,638,700**	**90.83%**
REVENUE UNDER (OVER) EXPENSE		1,190,679	(299,472)	

LANDFILL FUND

REVENUES	Budget	MTD	YTD	YTD%
Solid Waste Fees	(824,333)	(6,644)	(838,543)	101.72%
Solid Waste/Scrap Tire/ White Goods Tax	(56,000)	-	(49,059)	87.61%
Miscellaneous Revenue	(31,300)	(6,737)	(61,988)	198.04%
Charges For Services	(196,000)	(26,902)	(235,346)	120.07%
Transfers In	-	(215,000)	(215,000)	0.00%
Fund Balance Approp	(420,000)	-	-	0.00%
TOTAL REVENUES	**(1,527,633)**	**(255,283)**	**(1,399,936)**	**91.64%**

EXPENSES	Budget	MTD	YTD	YTD%
Landfill Operating	402,633	52,470	427,252	106.11%
Collections Operating	547,000	49,098	532,550	97.36%
Landfill Closure	30,000	-	-	0.00%
Scrap Tire	50,000	-	37,206	74.41%
White Goods	3,000	-	723	24.11%
Capital Outlay	495,000	-	317,471	0.00%
TOTAL EXPENSES	**1,527,633**	**101,568**	**1,315,203**	**86.09%**
REVENUE UNDER (OVER) EXPENSE		(153,716)	(84,733)	

FUND BALANCES

	2024-2025	2023-2024	2022-2023
Nonspendable: Prepaids	114,485	265,904	5,873
Stabilization By State Statute	10,807,414	5,285,372	2,903,185
Register Of Deeds	28,795	22,070	13,587
Public Safety	726,022	795,689	1,164,234
Human Services	1,647,768	2,143,513	2,288,763
Opioid Settlement	474,569	330,965	-
Economic Development	162,262	184,439	31,548
Education	-	14,750	-
Greene County ABC Board	296,275	253,950	211,286
USDA Loan Payments	1,584,707	1,318,344	1,270,841
Tax Revaluation	-	160,879	106,678
Environmental Protections	-	-	50,000
Subsequent Year's Expenditures	141,525	16,145	515,000
Unassigned Fund Balance	5,440,480	9,988,630	10,993,039
Total Fund Balances	**21,424,302**	**20,780,650**	**19,554,034**

NORTH CAROLINA
COUNTY OF GREENE

The Greene County Board of Commissioners met in regular session on Monday, June 29, 2026, at 2:00 PM in the Greene County Operations Center. Present for the meeting: Chairman Bennie Heath, Vice-Chairman Jerry Jones, Commissioner Derek Burress, Commissioner Ray Johnson, Commissioner Robert Taylor, Jr., County Manager Kyle DeHaven, County Attorney Kevin MacQueen, and Deputy Clerk Aleigha Tingen.

A. Call to Order

Chairman Bennie Heath called the meeting to order at 2:00 PM, and asked Commissioner Burress to give the Invocation and lead the Pledge to the Flag.

There were 3 Greene County staff and none from the public in attendance.

B. Approval of Agenda

On a motion by Commissioner Johnson and seconded by Vice-Chairman Jones, the Board voted unanimously to approve.

C. Consent Agenda

With request of both meeting minutes to be voted on separately, the Board voted unanimously to approve the remaining agenda items.

1. 06/01/2026 Meeting Minutes
   Commissioner Burress expressed concern about the Closed Session section, stating that he did not believe the matters discussed during the Closed Session should be classified as "attorney-client." The County Attorney clarified that the discussion did fall under the attorney-client exception and that the attorney-client citation included in the Closed Session section was accurate. On a motion by Vice-Chairman Jones and seconded by Commissioner Johnson, the Board voted 4 to 1 to approve. Commissioner Derek Burress voted in opposition.

2. 06/15/2026 Regular Meeting Minutes
   Commissioner Burress again expressed concern regarding the Closed Session section, stating that he did not believe the discussion should be classified under the attorney-client exception. The County Attorney reiterated that the Closed Session discussion fell under the attorney-client exception and that the citation included in the minutes was accurate. On a motion by Vice-Chairman Jones and seconded by Commissioner Taylor, Jr., the Board voted 4 to 1 to approve. Commissioner Derek Burress voted in opposition.

3. Releases/Refunds

4. Budget Amendment JCPC Administration

D. Public Comments

No Public Comments

E. County Manager

1. Proposed Local Half Staff Observance Policy
   Mr. DeHaven presented a proposed Half-Staff Observance Policy, noting that it remained open to additional suggestions from the Board before being finalized. Commissioner Burress expressed concerns regarding the proposed policy. Mr. DeHaven and several Commissioners stated that the written guidelines reflected the direction discussed and agreed upon by the Board at the previous meeting. Mr. DeHaven agreed to review the policy once more and present a revised version at the next Agenda Meeting. The Board agreed to table proposal for the July 20th meeting.

2. Trillium Inclusive Payground Grant Capital Project Budget Ordinance Closeout
   Mr. DeHaven requested the Board's approval to close out the Playground Grant Project Budget Ordinance in order to free up budget capacity for other projects. On a motion by Vice-Chairman Jones and seconded by Commissioner Johnson, the Board voted unanimously to approve the closeout.

3. Capital Project Budget Ordinance Future Greene County Sheriff's Office Closeout
   Mr. DeHaven requested the Board's approval to close out the Capital Project Budget Ordinance for the future Greene County Sheriff's Office renovation project in order to free up budget capacity for future projects. On a motion by Vice-Chairman Jones and seconded by Commissioner Johnson, the Board voted unanimously to approve the closeout.

4. Public Works Capital Project Budget Ordinance Closeout
   Mr. DeHaven presented a request to close out the Public Works Capital Project Budget Ordinance, explaining that the action was a housekeeping measure to clear completed projects and provide budget flexibility for future capital projects. On a motion by Vice-Chairman Jones and seconded by Commissioner Johnson, the Board voted unanimously to approve the closeout.

5. FY 25-26 EOY BA
   Mr. DeHaven presented the FY 2025–2026 End-of-Year Budget Amendment. He explained that the amendment was intended to reconcile the FY 2025–2026 budget and bring it into compliance with state statutes and fiscal requirements. On a motion by Vice-Chairman Jones and seconded by Commissioner Johnson, the Board voted unanimously to approve.

6. Drawdown of Public School Building Capital Funds
   Mr. DeHaven discussed the drawdown of the Public School Building Lottery Funds. He reminded the Board that the use of these funds was intended to supplement payments for the Intermediate School project. He stated the amount was $185,000 and that the debt payment has been applied to, as well as made. On a motion by Vice-Chairman Jones and seconded by Commissioner Johnson, the Board voted unanimously to approve the drawdown.

F. County Attorney's Comments

No Comment.

G. Commissioners' Report and Recommendation

Chairman Heath expressed that there would be no meeting on the first of July, but there is a meeting on July 20th, 2026. Commissioner Taylor reminded everyone that Lenior Community College is having their annual fundraiser — Golf and Tennis Tournament—on the 3rd and 4th weekend of August. All funding from that event, including raffles for prizes, goes to pay for students from Greene County to attend Lenior Community College at little to no cost.

H. Closed Session

On a motion by Vice-Chairman Jones and seconded by Commissioner Johnson, the Board voted unanimously to approve the move into Closed Session.

1. Attorney-Client Privilege - To conduct a closed session pursuant to the provisions set forth in N.C.G.S. § 143-318.11(a)(3)

I. Board Action

1. Resolution Authorizing Application for financing through the USDA to support a New Elementary School Construction and Relocation of Administrative Offices
   Commissioner Taylor requested a motion to approve the resolution with an addition of a new bus garage totaling the amount of finance from the USDA request to be $14 million. On a motion by Commissioner Taylor, Jr. and seconded by Commissioner Johnson, the Board voted unanimously to approve the resolution.

J. Adjourn

On a motion by Vice-Chairman Jones and seconded by Commissioner Johnson, the Board voted unanimously to adjourn.

Bennie Heath, Chairman

Attest:

Kyle J. DeHaven, Clerk to the Board

GREENE COUNTY COMMISSIONERS
NORTH CAROLINA

Refunds	NCVTS		"TAX & TAG"										
DATE:	7/20/2026												
Taxpayer	Tax-year rate year	Date paid to DMV	Tag	Assessed value	Assessed value to be refunded	Fire District	Sticker Fee	Refund amount G01	Refund amount Fire District	Refund amount Sticker fee	Refund Interest	Total Refund	Reason
Barrow, Boyd Neil 4134 Hull Rd Snow Hill, NC 28580	2025	10/30/2025	CL88015	$500.00		F04		$1.31	$0.12			$1.43	Vehicle sold 6/18/26: tag surr on 6/23/26. Refund 4 months. LSJ
Russ, Tyler Blake 1605 Knox School Rd Walstonburg, NC 27888	2025	4/29/2026	MBH5977	$34,797.00		F11		$182.33	$16.43			$198.76	Vehicle sold 05/28/26: tag surr on 6/01/26. Refund 8 months. LSJ
McPhail, Theodora Marie 1633 Warrentown Rd Snow Hill, NC 28580	2025	9/10/2025	TJJ1954	$1,340.00		F05		$1.75	$0.20			$1.95	Vehicle sold 7/2/26: tag surr on 7/6/2026. Refund 2 months. LSJ
Lopedote, Benjamin Andrew Jr 263 Claybrooke Dr Snow Hill, NC 28580	2025	6/30/2026	ZC17DV	$72,160.00		F07		$519.91	$54.24			$574.15	Vehicle sold 7/04/2026: tag surr on 7/06/26. Refund 11 months. LSJ
Presley, Jeannette Dunn 7983 Lindell Rd Stantonsburg, NC 27883	2025	10/21/2025	VHM3476	$9,920.00		F02		$19.49	$2.97			$22.46	Vehicle totaled 6/27/26; tag surr. 7/2/26. Refund 3 months SCW

Releases: Ad Valorem Tax

DATE: 7/20/2026

Taxpayer	Year	Account #	Property # & Bill #	Assessed value	Assessed value to be released	Release amount (fire district) (T03) (G01)(T02)	Release amount (sw)	Total released	Reason
Edwards, Bobby Kenneth Jr	2024	53960	2659146 959	$ 1,000.00	$ 1,000.00	$ 9.65		$ 9.65	Taxpayer provided proof mobile home was destroyed in 2023. SCW
Edwards, Bobby Kenneth Jr	2025	53960	2659146 881	$ 1,000.00	$ 1,000.00	$ 9.65		$ 9.65	Taxpayer provided proof mobile home was destroyed in 2023. SCW
Edwards, Bobby Kenneth Jr	2026	53960	2659146 894	$ 1,000.00	$ 1,000.00	$ 9.62		$ 9.62	Taxpayer provided proof mobile home was destroyed in 2023. SCW

STEPHANIE WIGGINS
TAX ADMINISTRATOR

GREENE COUNTY
TAX DEPARTMENT

To: Mr. Kyle DeHaven, Greene County Manager
Greene County Board of Commissioners

From: Stephanie C. Wiggins, Greene County Tax Administrator

Date: July 20, 2026

Re: Consideration of Late Applications

Consideration of Late Applications for Present Use Value & Property Tax Exclusion

The assessor has no authority to approve late applications for the present use value deferment and property tax exclusions. However, GS 105-282.1(a1) states "upon a showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the date of the listing period may be approved by the Board of Commissioners". If approved, the application is for the current year and is not retroactive. Due to information on the applications being confidential, copies of the applications are not attached.

Attached are letters from taxpayers requesting your consideration of their late applications. The applicants and parcels meet the eligibility requirements. Consideration of these late applications would be appreciated and is recommended since the Board has previously considered other late applications.

Present Use Value Application:
Betty Sugg Heirs, by Eleanor N Sugg - Parcel 0301153
Essie Sugg Heirs, by Eleanor N Sugg – Parcel 0301159

Elderly or Disabled Exclusion Application:
Lucinda B Byrd - Parcel 0900818

229 KINGOLD BLVD SUITE B | PO BOX 482 | SNOW HILL NC 28580
(252) 747-3615 | (252) 747-5067 FAX | GREENECOUNTYNC.GOV

STEPHANIE WIGGINS
TAX ADMINISTRATOR

GREENE COUNTY
TAX DEPARTMENT

TO: Greene County Board of Commissioners

FROM: Betty Sugg Heirs: Eleanor N Sugg

DATE: 6-9-2026, 2026

RE: Request for acceptance of late present use value application on Parcel 0301153

Please accept my request for acceptance of my late application for present use value on the above referenced parcel. My reason for filing untimely is:

Unaware it was necessary and one of the owners is out of state.

Eleanor N Sugg
Eleanor N Sugg

6-9-2026
Date

RECEIVED
JUN 11 2026
GREENE COUNTY
TAX DEPARTMENT

STEPHANIE WIGGINS
TAX ADMINISTRATOR

GREENE COUNTY
TAX DEPARTMENT

TO: Greene County Board of Commissioners

FROM: Essie Sugg Heirs: Eleanor N Sugg

DATE: 6-9-2026, 2026

RE: Request for acceptance of late present use value application on Parcel 0301159

Please accept my request for acceptance of my late application for present use value on the above referenced parcel. My reason for filing untimely is:

Unaware it was necessary and one of the owners is out of state.

Eleanor N Sugg
Eleanor N Sugg

6-9-2026
Date

RECEIVED

JUN 11 2026

GREENE COUNTY
TAX DEPARTMENT

RECEIVED

JUN 3 0 2026

GREENE COUNTY
TAX DEPARTMENT

TO: Greene County Board of Commissioners

FROM: Lucinda B. Byrd

DATE: 06-30-26

RE: Request for acceptance of late application for property tax relief for the 2026 tax year on tax property 09D0818.

Please accept my late application for property tax relief. My reason for filing untimely is; Did not know about this until today

Thank you,

Lucinda B Byrd
Signature

06-30-26
Date

GREENE COUNTY

LINE ITEM TRANSFER/BUDGET AMENDMENT

DATE: July 20, 2026
DEPARTMENT: **Public Health**

LINE ITEM TRANSFER

FROM			TO		
Account Name	**Acct #**	**Amount**	**Account Name**	**Acct #**	**Amount**
Total		$ -	**Total**		$ -

BUDGET AMENDMENT

REVENUES			EXPENDITURES		
Account Name	**Acct #**	**Amount**	**Account Name**	**Acct #**	**Amount**
BFPC State	**11-172-4383-15**	$ 2,500.00	**BFPC Supplies**	**11-548-5171-00**	$ 2,500.00
WIC Client Srvcs State	**11-172-4381-03**	$ 25,020.00	**WIC Client Srvcs Supplies**	**11-550-5171-00**	$ 6,120.00
			WCS Contracted Srvcs	**11-550-5275-00**	$ 18,900.00
Total		$ 27,520.00	**Total**		$ 27,520.00

Explanation:

BFPC $2,500: The Greene County Department of Public Health received an increase in funding to proceed in accordance with the Healthy People 2030 objective to increase exclusive breastfeeding for infants younger than six months to 42.4% and who are breastfed at one to 54.1%. Currently, NC fails to meet the objectives in the areas of breastfeeding exclusively and duration.

WIC Client Services $25,020: The Greene County Department of Public Health received special funding to support specific activities as outlined in the department's proposal to the State and further enhance its ability to continue with the objective of Special Supplemental Nutrition Program for WIC. This was a competitive process and the award amounts were determined based on the availability of funds and the strength of each project's objectives. All activities were reviewed to ensure compliance with WIC Federal regulations, including being reasonable, allowable, and necessary. The GCDPH objectives were to utilize funds to support subcontracts for Nutritionists and to make the WIC office look more modern and family-friendly and to have organizational bins for WIC promotional items and breastfeeding supplies.

Requested by:

Jey Brock

Approved by:

Benny Heath

Greene County Board of Commissioners

Meeting Date: July 20, 2026

Budget Amendment for Digital Inclusion Plan

Item No: **D.5**

Funding awarded through Eastern Carolina Council for Digital Inclusion. Will include equipment to extend Wifi at the Wellness Center/Recreation Site and site of the new Greene County Senior Center.

Staff Recommendations: Requesting Board Action on the Item

Agenda Item Information

Item No: **D.5**

Budget Amendment for Digital Inclusion Plan
Presented By: Kyle DeHaven

Department: Senior Services

Reviewed By:
Sharon Harrison

Sandy Shirtz

Kyle DeHaven

Budget Amendment 07-06-2026

GREENE COUNTY
BUDGET REQUESTS

GREENE COUNTY

Department: Greene County Senior Center

Effective Date: 07-20-2026

LINE ITEM TRANSFER					
FROM			**TO**		
Acct #	**Acct Name**	**Amount**	**Acct #**	**Acct Name**	**Amount**
	Total	**$ 0.00**		**Total**	**$ 0.00**

BUDGET AMENDMENT					
REVENUES			**EXPENDITURES**		
Acct #	**Acct Name**	**Amount**	**Acct #**	**Acct Name**	**Amount**
11170-434826	ECC Digital Inclusion	7,500.00	11580-530200	Capital-Digital Plan	7,500.00
	Total	**$ 7,500.00**		**Total**	**$ 7,500.00**

Justification:

Funding awarded through Eastern Carolina Council for Digital Inclusion. Will include equipment to extend Wifi at the Wellness Center/Recreation Site and site of the new Greene County Senior Center.

Requested by:

Sharon Harrison-Director GCSC

Commissioner/County Manager Approval:

Greene County Board of Commissioners

Meeting Date: July 20, 2026

Item No: **D.6**

Budget Amendment for Meals on Wheels Unmet Needs Grant

The Greene County Senior Center was just awarded $10,000 from Meals on Wheels Nationals for unmet needs with regard to Senior Nutrition. Funds will be used to purchase additional meals, mainly breakfasts for individuals under our Senior Nutrition Programs, and supplies for distribution.

Staff Recommendations: Requesting Board Action on the Item

Agenda Item Information

Item No: **D.6**

Budget Amendment for Meals on Wheels Unmet Needs Grant

Presented By: Kyle DeHaven

Department: Senior Services

Reviewed By:
Sharon Harrison

Sandy Shirtz

Kyle DeHaven

FY 26-27 BA Meals on Wheels Unmet Needs Grant

GREENE COUNTY
BUDGET REQUESTS

GREENE COUNTY
NORTH CAROLINA

Department: Greene County Senior Center

Effective Date: 07-20-2026

LINE ITEM TRANSFER					
FROM			TO		
Acct #	Acct Name	Amount	Acct #	Acct Name	Amount
	Total	$ 0.00		Total	$ 0.00

BUDGET AMENDMENT					
REVENUES			EXPENDITURES		
Acct #	Acct Name	Amount	Acct #	Acct Name	Amount
11170-43482	Meals On Wheels Grant	10,000.00	11588-517100	Supplies	2,000.00
			11588-517800	Meals	8,000.00
	Total	$ 10,000.00		Total	$ 10,000.00

Justification:

The Greene County Senior Center was just awarded $10,000 from Meals on Wheels Nationals for unmet needs in regards to Senior Nutrition. Funds will be used to purchase additional meals, mainly breakfasts for individuals under our Senior Nutrition Programs and supplies for distribution.

Requested by:

Sharon Harrison-Director GCSC

Commissioner/County Manager Approval:

Greene County Board of Commissioners

Meeting Date: July 20, 2026

Item No: **F.1**

Monthly Collection Report, Annual Settlement, and Collection Order

Monthly Collection Report, Annual Settlement to the Board, and Collection Order for Fiscal Year 2026.2027

Staff Recommendations: Requesting Board Action on the Item

Agenda Item Information

Monthly Collection Report, Annual Settlement, and Collection Order

Item No: **F.1**

Presented By: Stephanie Wiggins

Department: Tax

Reviewed By:
Stephanie Wiggins

Kyle DeHaven

7.20.26 Annual Settlement and Collection Order

STEPHANIE WIGGINS
TAX ADMINISTRATOR

GREENE COUNTY
TAX DEPARTMENT

To: Mr. Kyle DeHaven, Greene County Manager
Greene County Board of Commissioners

From: Stephanie C. Wiggins
Greene County Tax Administrator

Date: July 20, 2026

Re: Monthly Collection Report, Annual Settlement to the Board, and Collection Order for Fiscal Year 2026.2027

1) Monthly Collection Report – GS 105-370(7) Please note that the collection amounts on this report are "adjusted payments" (net amount after releases, refunds, and adjustments) plus interest – Exhibit A

2) Annual Settlement to the Greene County Board of Commissioners
Fiscal Year 2025.2026 – GS 105-373(a)(3)

The Annual Settlement is composed of two parts: Exhibit B is Current year collections (2025) and Exhibit C is Prior Year Collections (2015-2024).

This report includes all levies and fees charged to the collector including fire districts, solid waste fees, county levy and levy for the Town of Walstonburg (real and personal property) and Town of Snow Hill (real and personal property). Please remember that these reports do not include any tax collected through the North Carolina Vehicle Tag System (NCVTS) for motor vehicles. The collection rate analysis performed by the auditors in the annual audit is for the county levy only and includes the tax levy for funds collected through NCVTS for motor vehicles, which is a component of the general fund.

The total received (Exhibit B and Exhibit C) during fiscal year 2025.2026 (payments plus interest) was $11,992,386.54 (includes all tax years 2015 through 2025).

Included in this total is the amount received for the current fiscal year 2025.2026 (Exhibit B): $11,862,704.28 (payments plus interest). The overall collection rate indicated by this report (real and personal tax levy only) for the tax year 2025.2026 is 98.82%. This rate does not factor in the collection rate for levy from motor vehicles billed through the NCVTS system. The auditor's collection rate includes that levy.

Final Settlement for prior years (Exhibit C) is also attached (2015 – 2024). The total amount collected including all charges, interest and penalties for prior years was $129,682.26.

Collection of all taxes in a timely manner still remains our priority. Please note that as the collection rate moves upward for the current year; prior year collections will go down accordingly. Since the billing of motor vehicles is no longer a part of Ad Valorem Tax and has always been a major portion of prior year collections, we will need to be prudent in the amount budgeted for prior year collections.

STEPHANIE WIGGINS
TAX ADMINISTRATOR

GREENE COUNTY
TAX DEPARTMENT

3) Collection Order for Fiscal Year 2026.2027

Per GS 105-321(b), the collection order must be entered to constitute the collector's authority to enter upon the collection of taxes and to exercise the various powers incident to the collection process. A copy of the order is attached.

STEPHANIE WIGGINS
TAX ADMINISTRATOR

GREENE COUNTY
TAX DEPARTMENT

Date: July 2, 2026

To: Greene County Board of Commissioners

EXHIBIT A

From: Stephanie Wiggins - Tax Administrator

Subject: GS 105-350 (7) Monthly All levy
Report of amount collected on each year's taxes and amount remaining uncollected - Collections posted as of June 30, 2026

Year		Current Month Adj. Payments+interest		FY 2025-2026 Collections YTD Adj. Payments+interest	Amount Remaining Uncollected	% Collected
2015		$ 967.94		$ 967.94	$ 4,524.87	99.95%
2016		$ 927.70		$ 1,172.02	$ 3,645.75	99.96%
2017		$ 882.98		$ 1,673.35	$ 4,247.64	99.95%
2018		$ 842.46		$ 2,173.05	$ 4,343.73	99.95%
2019		$ 1,650.71		$ 8,800.62	$ 5,207.41	99.94%
2020		$ 880.61		$ 1,529.05	$ 8,789.74	99.91%
2021		$ 859.25		$ 4,037.66	$ 14,640.50	99.86%
2022		$ 1,211.05		$ 6,498.00	$ 19,290.33	99.82%
2023		$ 1,105.80		$ 13,654.17	$ 23,312.37	99.80%
2024		$ 2,702.20		$ 84,709.09	$ 40,201.88	99.66%
2025		$ 30,556.43		$ 11,813,437.64	$ 140,890.91	98.82%
Total		$ 42,587.13		$ 11,938,652.59	$ 269,095.13	

MTD Levy added for 2025				
$ -				
Beginning Receivable		ytd add'l levy	payments (principal only)	ytd interest(+)
$ -		$ 11,935,847.81	$ 11,820,543.40	$ 42,160.88
YTD:	releases	adjustments	refunds	write offs
	$ 35,333.32	$ 11,653.18	$ (51,371.77)	$ 2,105.13

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STEPHANIE WIGGINS
TAX ADMINISTRATOR

GREENE COUNTY
TAX DEPARTMENT

Annual Settlement per GS 105-373 (a) (3)

EXHIBIT B

Fiscal Year 2025.2026

	Total Levy	Real	Personal	Motor Vehicles (taxed NCVTS)
Charges:				
Total Amount Taxes including penalties, fees into collector's hands	$ 11,935,847.81	$ 10,109,776.62	$ 1,826,071.19	
Interest	$ 42,160.88	$ 35,285.37	$ 6,875.51	
Adjustments	$ 11,653.18	$ 5,602.39	$ 6,050.79	
Total Charges	**$ 11,989,661.87**	**$ 10,150,664.38**	**$ 1,838,997.49**	**$ -**
Tax Base Percentage		**84.70%**	**15.30%**	**0.00%**

	Total Levy	Real	Personal	Motor Vehicles
Credits:				
All sums deposited to the credit of collector (includes Interest)	$ 11,862,704.28	$ 10,069,473.16	$ 1,793,231.12	
Releases	$ 35,333.32	$ 29,831.79	$ 5,501.53	
Refunds	$ (51,371.77)	$ (39,738.69)	$ (11,633.08)	
Discounts/writeoffs	$ 2,105.13	$ 487.70	$ 1,617.43	
Principal amount of Taxes **Real Property (uncollected levy)**		**$ 90,610.42**		
Principal amount of Taxes **Personal (uncollected levy)**			**$ 50,280.49**	
Principal amount of Taxes **Motor Vehicles (uncollected levy)**				
Total Uncollected Levy	**$ 140,890.91**			
Total credits:	**$ 11,989,661.87**	**$ 10,150,664.38**	**$ 1,838,997.49**	**$ -**
% Ratio real/personal/motor vehicle to uncollected levy:		64.31%	35.69%	0.00%

	ALL LEVY	REAL PROPERTY	PERSONAL	MOTOR VEHICLES
Collection rate:	**98.82%**	**99.10%**	**97.25%**	

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STEPHANIE WIGGINS
TAX ADMINISTRATOR

GREENE COUNTY
TAX DEPARTMENT

EXHIBIT C

Subject: Settlement of Prior Years' Taxes - Fiscal Year 2015-2024

Year:	2015	%	2016	%	2017	%
Charges:						
Beginning Balance	$ 4,839.62		$ 4,338.98		$ 5,204.91	
Interest Pd + Adjustments	$ 653.19		$ 478.79		$ 716.08	
Total Charges	$ 5,492.81		$ 4,817.77		$ 5,920.99	
Credits:						
Amount Collected	$ 967.94		$ 1,172.02		$ 1,673.35	
Releases/refunds/discounts/writeoffs	$ -		$ -		$ -	
Uncollected Real	$ 2,056.71	45.45%	$ 1,657.17	45.45%	$ 1,798.75	42.35%
Uncollected Personal	$ 2,468.16	54.55%	$ 1,988.58	54.55%	$ 2,448.89	57.65%
Uncollected Motor Vehicles		0.00%		0.00%	$ -	0.00%
Total Uncollected Levy	**$ 4,524.87**	100.00%	**$ 3,645.75**	100.00%	**$ 4,247.64**	100.00%
Total Credits	$ 5,492.81		$ 4,817.77		$ 5,920.99	

Year:	2018	%	2019	%	2020	%
Charges:						
Beginning Balance	$ 5,603.07		$ 11,133.62		$ 10,079.79	
Interest Pd + Adjustments	$ 913.71		$ 2,874.41		$ 912.75	
Total Charges	$ 6,516.78		$ 14,008.03		$ 10,992.54	
Credits:						
Amount Collected	$ 2,173.05		$ 8,800.29		$ 2,277.14	
Releases/refunds/discounts/writeoffs	$ -		$ 0.33		$ (74.34)	
Uncollected Real	$ 1,812.97	41.74%	$ 2,280.18	43.79%	$ 5,055.04	57.51%
Uncollected Personal	$ 2,530.76	58.26%	$ 2,927.23	56.21%	$ 3,734.70	42.49%
Uncollected Motor Vehicles	$ -	0.00%	$ -	0.00%	$ -	0.00%
Total Uncollected Levy	**$ 4,343.73**	100.00%	**$ 5,207.41**	100.00%	**$ 8,789.74**	100.00%
Total Credits	$ 6,516.78		$ 14,008.03		$ 10,992.54	

Year:	2021	%	2022	%	2023	%
Beginning Balance	$ 17,661.93		$ 24,090.89		$ 34,366.46	
Interest Pd + Adjustments	$ 1,521.54		$ 2,095.57		$ 2,982.90	
Total Charges	$ 19,183.47		$ 26,186.46		$ 37,349.36	
Credits:						
Amount Collected	$ 4,542.66		$ 6,902.85		$ 14,169.20	
Releases/refunds/discounts/writeoffs	$ 0.31		$ (6.72)		$ (132.21)	
Uncollected Real	$ 8,443.35	57.67%	$ 12,078.13	62.61%	$ 13,749.07	58.98%
Uncollected Personal	$ 6,197.15	42.33%	$ 7,212.20	37.39%	$ 9,563.30	41.02%
Uncollected Motor Vehicles	$ -	0.00%	$ -	0.00%	$ -	0.00%
Total Uncollected Levy	**$ 14,640.50**	100.00%	**$ 19,290.33**	100%	**$ 23,312.37**	100.00%
Total Credits	$ 19,183.47		$ 26,186.46		$ 37,349.36	

Year:	2024	%
Charges:		
Beginning Balance+add'l levy	$ 116,238.70	
Interest Pd + Adjustments	$ 8,729.64	
Total Charges	$ 124,968.34	
Credits:		
Amount Collected	$ 87,003.76	
Releases/refunds/discounts/writeoffs	$ (2,237.30)	
Uncollected Real	$ 21,552.64	53.61%
Uncollected Personal	$ 18,649.24	46.39%
Uncollected Motor Vehicles		0.00%
Total Uncollected Levy	**$ 40,201.88**	100.00%
Total Credits	$ 124,968.34	

Total collected for prior year taxes (includes interest):

$ 129,682.26

Principal Remaining Uncollected for Prior Years:

$ 128,204.22

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STEPHANIE WIGGINS
TAX ADMINISTRATOR

GREENE COUNTY
TAX DEPARTMENT

Order of Collection for 2026.2027
NCGS 105-321

State of North Carolina
County of Greene

To the Tax Collector of the County of Greene:

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of the tax collector and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth and solid waste fees. Such taxes and solid waste fees are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Greene, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, and attach wages and/or other funds, of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal this 20th day of July, 2026.

Bennie Heath

(SEAL) Chairman, Greene County Board of Commissioners

Attest:

Clerk to the Greene County Board of Commissioners

Greene County Board of Commissioners

Meeting Date: July 20, 2026

DWI Policy Updates: Presented By Rich Moore

Item No: **F.2**

DWI Policy Updates presented by Rich Moore.

Staff Recommendations: For Informational Purposes Only; No Board Action Required At This Time

Agenda Item Information

Item No: **F.2**

DWI Policy Updates: Presented By Rich Moore
Presented By: Rich Moore

Department: County Manager's Office

Reviewed By:
Aleigha Tingen

Kyle DeHaven

072026 DWI Policy Updates

REQUEST TO BE ON THE AGENDA FOR THE GREENE COUNTY BOARD OF COMMISSIONERS

BOARD MEETING YOU WISH TO PRESENT: July 20, 2026

TOPIC(S) TO BE PRESENTED: Division of Water Infrastructure

Policy Approvals for American Rescue Plan Act Funding

PRESENTER'S NAME:
Rich Moore

PRESENTER'S MAILING ADDRESS: McDavid Associates, Inc.

P.O. Drawer 49, Farmville, NC 27828

PHONE #: (252) 753-2139 FAX #: (252) 753-7220

PRESENTER'S EMAIL ADDRESS: rbm@mcdavid-inc.com

The Greene County Board of Commissioners will meet on the 1st Monday of the month at 10:00 a.m. and the third Monday of the month at 7:00 p.m. On Mondays where a meeting and holiday coincide, the meeting will fall on the following Tuesday at the same time and place.

In accordance with §34.01 Rules of Procedure (F) of the Greene County, NC Code of Ordinances – "A request to have an item placed on the agenda must be received no later than 5:00 p.m. on the Tuesday preceding the meeting." If the presenter would like to provide additional attachments/handouts to the board prior to the meeting, the material(s) must be received by the Greene County Manager's Office no later than 12:00 pm of the Wednesday prior to the meeting. The request will be placed on the agenda as a presentation, which is defined as administrative and committee reports, unfinished business, and/or new business.

A Public Comment Period will be held at each meeting in accordance with §34.01 Rules of Procedure (G) of the Greene County, NC Code of Ordinances and the Greene County Public Comment Policy. The policies and ordinances can be found at www.greenecountync.gov.

To submit the Request To Be On The Agenda For The Greene County Board Of Commissioners form:

- Call (252) 747-3446 or (252) 747-2866
- Email kathy.mooring@greenecountync.gov
- Mail or deliver to Greene County Office Complex, County Manager's Office, 229 Kingold Blvd, Snow Hill, NC 28580.

GREENE COUNTY

GREENE COUNTY
INTERNAL CONTROL POLICY
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS

Definitions

- **Management** refers to employees who have direct responsibility for the day-to-day operations of the entity, including the implementation of internal controls. For the purposes of this policy, "management" includes: Clerk/Finance Officer
- **Oversight Body**, as referenced in the Government Accountability Office's Standards for Internal Control in the Federal Government, refers to an appointed body designated to perform oversight at the direction of the governing board. The oversight body of a local government is, by default, the governing board

Policy Overview and Purpose

Internal control is a process effected by an entity's oversight body, management, and other personnel that provides reasonable assurance that the objectives of an entity will be achieved. This policy outlines the internal control process established by Greene County to provide reasonable assurances that the unit will expend ARP/CSLFRF award funds in compliance with governing laws and regulations. This document is adopted in accordance with the following directive from U.S. Treasury's Compliance and Reporting Guidance: "Per 2 CFR Part 200.303, your organization must develop and implement effective internal controls to ensure that funding decisions under the ARP/CSLFRF award constitute eligible uses of funds, and document determinations."[2]

Internal Control Framework:

Greene County's internal controls are modeled after the internal control framework set forth in the Government Accountability Office's Standards for Internal Control in the Federal Government (the "Green Book"). As described in the Green Book, Management is responsible for establishing and maintaining the internal control system in compliance with the duties outlined in this policy. The Oversight Body's primary role is to ensure management performs its internal control responsibilities. However, every employee bears some responsibility for the internal control process.

The Green Book Recognizes Five Components of Internal Control: Control Environment, Risk Assessment, Control Activities, Information and Communication, and Monitoring

Greene County understands that each component must be present and functioning for internal control process to operate at the optimal level. The responsibilities tied to each of the components are discussed below.

1. Control Environment

The control environment is the foundation for all other components of internal control, providing discipline and structure. Management values integrity, ethics, and competence in all operations, including the administration of federal awards. Management communicates and reinforces its expectations throughout the organization. Examples of management's commitment to internal controls over expenditures of ARP/CSLFRF funds include, but are not limited to, the following:

- Management demonstrates a commitment to integrity and ethical values through its leadership, communications, personnel practices, and daily actions.
- Management conducts ongoing risk assessments to identify internal control weaknesses that may negatively impact the proper administration of the ARP/CSLFRF award.
- Management is committed to educating itself and staff on the compliance requirements tied to the administration of the ARP/CSLFRF award.

- Management adopts policies necessary to ensure compliance with the Uniform Guidance and the ARP/CSLFRF award terms and conditions.

1. U.S. Department of the Treasury, *Compliance and Reporting Guidance*, p. 8 (updated Sept. 20, 2022).

2. Risk Assessment

Management is committed to identifying and managing the risks that may arise during the administration of the ARP/CSLFRF award. The risk assessment component of internal control involves management evaluating the risks the entity faces that could negatively impact its ability to achieve its objectives. These objectives include:

- **Operational Objectives:** All assets are appropriately safeguarded against risks of fraud, theft, loss, or abuse.
- **Reporting Objectives:** Finance systems and processes produce accurate and reliable financial reporting for federal award expenditures. Greene County's Schedule of Expenditures of Federal Awards (SEFA) is complete and accurate.
- **Compliance Objectives:** Ensure ARP/CSLFRF awards funds are expended in compliance with the award terms and conditions, federal and state law, and U.S. Treasury guidance.

Risk Identification

Management shall identify risks that may impair Greene County's ability to achieve its objectives. Management shall focus its risk assessment on areas of opportunity for employees to commit fraud. Specific areas and types of risk include:

- rapid growth in operations,
- changes in personnel,
- organizational restructuring, such as centralizing or decentralizing,
- new activities or service areas,
- new or revised information systems,
- new technologies in service delivery or information systems,
- changes in the operating or regulatory environment, and
- new or updated accounting and/or financial reporting practices.

Uniform Guidance Compliance & Risk Identification

There are specific risks that arise in the administration of a grant award. Management will identify areas of risk that may impair Greene County's ability to comply with the ARP/CSLFRF award's terms and conditions and/or applicable state and federal law and regulations.

Specifically, Greene County will evaluate risks of non-compliance in the following compliance areas:

- Eligibility,
- Allowable Costs/Cost Principles,
- Period of Performance,
- Financial Management,
- Property Management,
- Procurement,
- Subrecipient Monitoring, and
- Program Income.

Risk Analysis

Management shall determine the potential severity of liabilities associated with the risks identified by weighing the likelihood of occurrence against the degree of impact.

Likelihood × Impact = Risk Priority

After rating each risk for likelihood & impact, multiply to identify which risks are highest priority to control for.

Risk Priority

Likelihood					
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5
	Impact				

Priority Rank Scale	
Low	1 to 4
Moderate	5 to 9
High	10 to 19
Very High	20+

Risk Response

Management shall review the results of the risk analysis and determine whether to implement control activities to mitigate risks. Management will respond to identified risks in one of three ways:

- accept the risk,
- reduce the risk by implementing control activities to help prevent or detect issues, or
- avoid the risk by not pursuing certain activities.

Management shall consider the relative cost of implementing controls versus the benefit(s) offered in deciding whether to mitigate risk(s) through the implementation of control activities. When possible, control activities will be implemented to mitigate risks that rate "High" or "Very High" on the Likelihood/Impact scale.

3. Control Activities

Control activities are the actions taken by management to respond to risks that may prevent the entity from achieving its objectives. The internal control activities are either preventative or detective. Greene County uses a variety of control activities that support strong internal controls, including, but not limited to the following:

- written policies and procedures,
- segregation of duties: separating authorization, custody, record-keeping, and reconciliation functions,
- authorizations to undertake projects/programs/expenditure,
- reconciliation of accounts and records,
- documentation and record-keeping,
- physical controls, including locks, physical barriers, and security systems to protect physical assets,
- IT controls, including passwords, access logs, and firewalls to protect sensitive data and restrict access to electronic data and files,
- staff training, or
- a combination of the above.

4. Information and Communication

Greene County communicates accurate and quality information to internal staff and personnel and to external stakeholders and community members. Communication plays an integral role in the internal control system by helping to promote transparency regarding the use of public funds. Management shall be responsible for communicating internal control processes to those employees directly involved in finance and/or grant administration. Management will communicate its policies, procedures, and internal controls through various handbooks, programs, training, and electronic communication.

Information regarding pertinent policies, processes, and control activities will flow down, across, and up the organizational structure. Internal control deficiencies should be reported upstream, with serious matters reported immediately to top-level management and/or to the governing board. Employees are required to report any critical issues within the internal control system to management as soon as possible after the discovery.

To ensure transparency regarding the use of ARP/CSLFRF funds, Greene County shall communicate quality information to community members and external stakeholders. The communication channels may include:

- Governing board members and management are willing to engage directly with community members and answer questions via email and/or provide updates during regularly scheduled meetings.

5. Monitoring

Greene County shall conduct ongoing monitoring of the internal control system to identify its strengths and weaknesses. Internal and external audits will be conducted pursuant to federal and state law. These audit processes will test the effectiveness of internal controls over federal and state awards.

Internal Controls & Uniform Guidance Compliance

Financial Management, 2 CFR § 200.302

Overview:

Each unit must have a financial management system in place to satisfy the requirements set forth in 2 CFR 200.302. A unit may rely on existing accounting processes and procedures, provided such processes adequately track the obligations and expenditures of ARP/CSLFRF funds.

Objectives:

Ensure compliance with the following requirements set forth in 2 CFR 200.302, as follows:

1. Track all federal awards received and related expenditures separately for each federal program.
2. Provide accurate, current, and complete financial data to enable the disclosure of the results of each federal award.
3. Identify the source and application of funds (i.e., the system must be able to track authorizations, obligations, and disbursements, and tie any expenditures to eligible uses of ARP/CSLFRF funds.
4. Maintain control over, and accountability for, all funds, property, and other assets.
5. Compare budgeted amounts with actual expenditures.
6. Expenditures must be supported by Greene County's written procedures for determining the allowability, reasonableness, and allocability of costs.

Control Activities:

- A recommended practice is to set up a grant project ordinance to separately account for and track expenditures of ARP/CSLFRF funds.
- Utilize a financial management system that meets the standards outlined in 2 CFR 200.302.

Segregation of Duties:

Duties and functions related to financial reporting are segregated to ensure no one person has control over all parts of a financial transaction.

Documentation:

Documentation of financial transactions is complete and accurate and facilitates tracing the transaction from authorization and initiation through disbursement.

- Clerk/Finance Officer shall ensure that, at a minimum, accounting records evidencing authorizations, obligations, and expenditures of ARP/CSLFRF funds are created and retained according to record retention requirements.
- Source documentation is retained, including paid invoices, payrolls, time and attendance records, contracts, and subaward documents.

Reporting:
Clerk/Finance Officer shall prepare monthly reports for the governing board that includes updates for grant project expenditures and a comparison of budget to actuals.

Reconciliation:
General ledger and subsidiary ledgers used to account for the receipt and disbursements of ARP/ CSLFRF funds are reconciled monthly against account balances by someone who does not have record-keeping/bookkeeping functions.

Communication & Monitoring:
The Clerk/Finance Officer is responsible for communicating the financial management requirements and associated control activities to the appropriate personnel. All employees within the finance and accounting office have responsibility for internal controls, including the ongoing assessment of the effectiveness of internal control activities over the financial management system.

Eligibility (See Award Terms & Conditions for ARP/CSLFRF Eligibility Requirements)
Overview:
The unit is responsible for ensuring ARP/CSLFRF funds are expended on eligible projects and programs. The process for making eligibility determinations is described in Greene County's Eligible Use Policy. (The control activities for Eligibility and Allowable Cost review are often combined.)

Objectives:
1. Ensure that supported projects and programs under the ARP/CSLFRF are eligible under one of the expenditure categories. (Eligible uses include projects identified in the Final Rule that fit within one of the four eligible use categories: COVID-19/Negative Economic Impacts, Revenue Replacement, Premium Pay, Investment in Necessary Broadband and Water/Sewer Infrastructure.)
2. Document eligibility review and project determinations.
3. Establish processes to ensure funds are not expended on ineligible uses. (Prohibited uses include bulk deposits into pension funds, debt services, replenishing financial reserves, the satisfaction of settlements and judgments, support for programs that undermine the effort to stop the spread of COVID-19, and any use that would violate state or local law.)

Control Activities:
- **Eligible Use Policy:** Greene County has adopted an ARP/CSLFRF Eligible Use Policy that explains the eligible uses of ARP/CSLFRF award funds and includes Greene County's process for reviewing and documenting eligibility determinations.
- **Authorization:** Clerk/Finance Officer has reviewed applicable Treasury guidance, including the Final Rule, and has trained staff to conduct initial eligibility reviews for all project or program requests.
- **Documentation:** Each department is encouraged to use the SOG's Sample Eligibility Worksheet to document the review process. This documentation is retained for the five-year record retention period. Clerk/Finance Officer is responsible for overseeing compliance with documentation and record retention requirements.

Communication & Monitoring:
Management will communicate eligibility requirements and project determinations internally to staff and externally to community members and stakeholders. Management will periodically review a sample of eligibility determinations to ensure that documentation is being maintained and that the supported projects are eligible.

Allowable Costs/Cost Principles, 2 CFR §§ 200.400 to 200.476

Overview:

The Uniform Guidance Cost Principles provide guidance on how to charge specific items of cost to a federal award. A written Allowable Cost/Cost Principles policy is required for compliance with 2 CFR 200 § 202.

Cost items charged using Revenue Replacement ARP/CSLFRF funds are subject to an allowable cost review. Cost items charged under the COVID-19/Negative Economic Impacts and Infrastructure Investment categories are subject to additional compliance requirements, including the Selected Item of Cost review. See Final Rule FAQ 13.15.

Objectives:

1. Ensure all costs charged to the federal award are allowable as defined in the Uniform Guidance, Subpart E—Cost Principles.
2. Consistently apply local policies to both federally financed and non-federally financed activities.
3. Treat costs consistently as direct or indirect costs.
4. Adequately document evidence of allowable cost review and other compliance requirements as necessary.
5. When applicable, appropriately charge indirect costs using either the Negotiated Independent Cost Rate Agreement (NICRA) or the de minimis rate of 10 percent.

Control Activities:

- **Policy:** Greene County has adopted an Allowable Cost/Cost Principles Policy, as required by 2 CFR 200.302.
- **Segregation of duties:** When possible, duties are segregated between those who initiate, approve, and record financial transactions.
- **Training:** Management trains staff to conduct an allowable cost review in compliance with the UG Cost Principles. (See Cost Principles Policy for specific compliance requirements.)

- **Documentation:** Clerk/Finance Officer shall ensure that documentation evidencing compliance with the Cost Principles is created and maintained through December 31, 2031. At a minimum, cost items will be reviewed for allowability prior to being charged to the federal award.

Communication & Monitoring:
Management shall ensure that staff is adequately trained to recognize allowable costs and associated compliance requirements for each eligibility category. Management shall periodically test the control activities by reviewing a sample of cost items charged to the ARP/CSLFRF award for allowability. Management will also test whether costs are charged to the proper project codes within the grant project ordinance.

Period of Performance (See Award Terms and Conditions)
Overview:
The Period of Performance covers the period of time Greene County may obligate and expend ARP/CSLFRF funds. ARP/CSLFRF funds must be used for costs incurred between March 3, 2021, and December 31, 2024. For a cost to be incurred, the funds must be obligated (e.g., contract executed/pre-audit stage). All obligated funds must be expended by December 31, 2026. Any unspent award funds must be returned to the Treasury.

Objective:
Ensure that all obligations and expenditures are incurred during the ARP/CSLFRF award's period of performance.

Control Activities:
- Management reviews obligation dates to ensure that all obligations are made for costs incurred between March 3, 2021, and December 31, 2024.
- Management trains staff to review obligation and expenditure dates on contracts, or when performing eligibility and allowable cost reviews.

Communication & Monitoring:
Management shall communicate pertinent dates, including the period of performance, to any staff responsible for obligating or expending federal award funds. Periodic testing by management will ensure that all obligations are incurred between March 3, 2021, and December 31, 2024.

Procurement, Suspension & Debarment, 2 CFR §§ 200.317 to 200.327

Overview:

Expenditures of ARP/CSLFRF funds under the revenue replacement category are exempt from federal procurement. When expending ARP/CSLFRF funds in other expenditure categories, the unit is required to adopt *written* procurement procedures and follow all federal procurement rules outlined in the Uniform Guidance (2 CFR §§ 200.318–200.327) as well as its own internal policies. Where established local or state rules are more strict than federal rules, the recipient must follow the most restrictive rule.

[Note: Any unit that triggers a federal Single Audit, even if only expending funds under revenue replacement, must adopt a written procurement policy and procure single audit services in accordance with 2 CFR §§ 200.320 and 200.509.]

Objectives:

The Clerk/Finance Officer recognizes he/she must satisfy the minimum federal procurement requirements, as follows:

1. Adopt a written procurement policy that considers the procurement standards in § 200.318, which includes bidding contracts in compliance with federal bidding thresholds, oversight of contractors' performance, and maintaining records to document the history of procurements.
2. Provide full and open competition in conducting procurements, consistent with the standards outlined in § 200.319 and § 200.320, which allow for non-competitive procurements only in limited circumstances.
3. Comply with the requirements of § 200.320(a) when using the micro- purchase and small purchase methods of procurement.
4. Use the sealed bids method for procurement contracts exceeding the simplified threshold. Utilize the competitive proposals method when sealed bidding is not possible.
5. Ensure noncompetitive procurement methods meet the conditions set forth under § 200.320(c).
6. Perform a cost or price analysis for every procurement action in excess of the simplified acquisition threshold, including contract modifications.
7. Pursuant to 2 CFR 200.319(b), if a firm assists in the development or drafting of specifications, statements of work, or bids or RFPs, the firm must be excluded from competing for the procurement.
8. Ensure that all contracts include the applicable contract provisions required by § 200.327 and described in Appendix II of 2 CFR 200.
9. Verify that a contractor is eligible by reviewing the suspended and debarred list on SAM.gov.
10. Restrict access to sensitive contractor information, such as Social Security numbers or federal tax ID numbers.

[Note: The control activities identified in this section are for illustrative purposes. Each unit should incorporate specific control activities to ensure that all contracts are executed in compliance with federal and state law. The procurement policy should detail the procurement processes. The unit may want to highlight specific control activities within this internal control policy, or it may simply reference its procurement policy.]

General Procurement Control Activities:

- Procurement Policy: Greene County maintains documented procurement procedures that are consistent with the standards outlined in §§ 200.317 through 200.327. This policy contains detailed processes and control activities for procurements made with federal funds.
- The Board must approve the following types of contracts as follows: County staff has individual not to exceed procurement capabilities.
- Clerk/Finance Officer is responsible for monitoring and documenting the performance of a contract for compliance with contract terms, conditions, and other specifications.
- Prenumbered purchase orders are used.
- A pre-audit certificate that is signed by the Clerk/Finance Officer is attached to all purchase orders, invoices, or other contract obligations.
- Ensure purchasing forms have multiple copies so other departments, such as receiving and accounts payable, can be notified of the authorization.
- Micro-purchases may be awarded without soliciting competitive quotes if a determination is made that the price is reasonable.
- Cost items shall be reviewed for allowability pursuant to the review process set forth in the Allowable Cost Policy.
- Clerk/Finance Officer is responsible for identifying qualified vendors and rotating purchases made under the micro-purchase threshold among different suppliers. Management shall periodically check compliance with this control activity.
- Clerk/Finance Officer shall verify that contractors are not on the suspended or debarred list. A screenshot of the record check shall be maintained.
- Access to sensitive contractor information, such as Social Security numbers or federal tax ID numbers, is restricted.

Segregation of Duties:

- Duties are segregated between authorization, custody, record-keeping, and reconciliation.
- The person who sets up new contractors in the accounting system or edits information on existing vendors (record-keeping) is not the same as the person writing the checks (authorization).
- Reconciliations are performed by an employee who does not have record-keeping duties.
- Invoices and other supporting documentation are thoroughly reviewed prior to the invoice being approved (e.g., compare the receiving or packaging slip against the authorization).

Documentation:

Documenting the history of procurements is a top internal control priority for Greene County. All request personnel shall be trained on documentation and record retention policies. [Ideally, management will require the use of standard forms and templates for purchase orders, contracts, requests for proposals/bids, cost/price analyses, bid evaluation, etc.]

- Bid documents shall reflect all steps in the procurement process, including:

Ā bid specifications and proof of advertisement (if required),
Ā rationale for the selected method of procurement,
Ā bid submissions,

Ã evaluation criteria,
Ã basis for contractor selection or rejection,
Ã justification for lack of competition, when applicable,
Ã basis for award cost or price, and
Ã contract agreement, including required UG contract clauses.

- Source documentation relating to procurements must be retained and should include sufficient details to support the transaction, including:

Ã cost and quantity of items purchased,
Ã model numbers,
Ã purchase orders with and pre-audit certificates, and
Ã personnel who authorized the sale, if applicable.

- All records shall be maintained for a period of five (5) years after the ARP/CSLFRF period of performance (through December 31, 2031).

Communication & Monitoring:
Management shall ensure purchasing and finance staff understand federal procurement laws. Additional training shall be provided as necessary. Management will periodically review purchase orders and contracts to ensure that all charges are accounted for in the period in which the cost occurred and fall within the period of performance.

Property Management, 2 CFR §§ 200.310 to 200.316

Overview:
Except for property, supplies, or equipment acquired using revenue loss funds, the unit must follow the applicable provisions of the Uniform Guidance regarding property standards (2 CFR 200.310–316), subject to the requirements set out in FAQ 13.16.
Per FAQ 13.16, during the period of performance, Greene County may use property, supplies, or equipment purchased with ARP/CSLFRF funds for a purpose other than the purpose for which the initial purchase was made, provided the new use is consistent with another eligible use. After the period of performance, Greene County is more limited in how it may use the property purchased with ARP/CSLFRF funds. *[Note: Each unit must establish property management processes to ensure compliance with the ARP/CSLFRF award terms and conditions. Final Rule FAQ 13.16 provides additional instructions for property disposition requirements. Below are some suggested control activities based on the UG property management standards, but each unit should adopt a property management policy and incorporate specific internal controls over the use and disposition of real property and equipment purchased with ARP/CSLFRF funds.]*

Objectives:
1. Ensure real property, personal property, supplies, and equipment are used in compliance with the UG property standards (2 CFR 200.310– 316), and subject to the requirements set out in FAQ 13.16.

2. Ensure documentation is maintained to substantiate any determination on whether the use of an asset is authorized for a particular purpose during and after the award period of performance.
3. Establish adequate safeguards to prevent loss, damage, or theft of property.
4. Follow adequate maintenance procedures to keep equipment in good condition.
5. Ensure proper disposition of real property and equipment in accordance with § 200.311(c) and § 200.313 (e).

Control Activities:

- **Insurance Coverage:** Purchase equivalent insurance coverage for real property and equipment as is provided to other property owned by Greene County. 2 CFR § 200.310.
- **Property Management Policy:** Greene County has adopted a Property Management Policy that sets forth property management processes, including procedures for record-keeping, reporting, and disposition responsibilities for real and personal property.
- **Real Property Reporting:** Clerk/Finance Officer shall oversee the annual reporting requirements for any real property or personal property acquired with federal awards funds. Standard Form 429 shall be used to report real property and the Standard Form 428 shall be used to report tangible personal property, including equipment.
- **Equipment Management:** Greene County has procedures for managing equipment, whether acquired in whole or in part under a federal award, until disposition takes place. Greene County will, at a minimum, meet the following requirements:

  Ȃ Maintain equipment records that include a description of equipment, serial number/ model number, source of funding, acquisition date, location and condition of equipment, unit acquisition cost, and final data, including date of disposal, sales price, and method used to determine fair market value. § 200.313(d).
  Ȃ Ensure adequate safeguards to prevent loss, damage, or theft of property. Such safeguards may include attaching property tags to federally owned equipment that includes the FAIN. Any loss, damage, or theft will be investigated. § 200.313(d).
  Ȃ Regular maintenance will be performed to keep the property in good condition.
  Ȃ A physical inventory of equipment will be performed, and the results reconciled with the property records, at least once every two years.
  Ȃ If Greene County is authorized or required to sell equipment, proper sales procedures will be used to ensure the highest possible return.

Communication & Monitoring:
Management will train employees to understand the various compliance requirements set forth in the Uniform Guidance property management standards. Periodic testing of established controls shall be performed to ensure that all reporting and property management requirements are satisfied for both real property and equipment.

Subrecipient Risk Assessment & Monitoring, 2 CFR §§ 200.331 to 200.333

Overview:

Expenditures of revenue loss funds are exempt from compliance with this section. See Final Rule FAQ 13.15. Each unit must design its own system of internal controls over subrecipient selection and monitoring that meet the requirements set forth in 2 CFR 200.331-.333.

Objective:

- Ensure compliance with requirements set forth in the Subaward Policy, which sets forth the UG compliance requirements in 2 CFR 200.331-.333.

Control Activities:

- Greene County has adopted a Subaward Policy. The policy outlines processes and control activities for the selection and oversight of subrecipients.
- Subrecipient agreements are reviewed and approved by knowledgeable staff to ensure all compliance requirements are captured and that all required elements set forth in 2 CFR §200.332 are included.
- Management tracks subaward notifications and maintains copies of executed subaward agreements.
- Management conducts subrecipient risk assessments and approves individual subrecipient monitoring plans.
- Management requires a standard template to document all subrecipient agreements that includes the required elements outlined in the UG.
- Supervisors periodically reconcile subrecipient monitoring plans with actual monitoring activities that have been undertaken to ensure monitoring occurs as scheduled.
- Segregation of duties exists between those monitoring a subrecipient and those approving the conclusions regarding the subrecipient's compliance.

Communication & Monitoring:

Management shall be responsible for communicating the compliance requirements and specific award terms and conditions to subrecipients. Management will ensure that external stakeholders are apprised of any subaward agreements executed using ARP/CSLFRF funds and the intended purpose of the supported program. Management shall conduct ongoing monitoring to ensure staff is selecting eligible subrecipients and is adequately monitoring each subrecipient's compliance with the terms set forth in the subaward agreement.

Program Income, 2 CFR § 200.307

Overview:
Program income relates to gross income earned from expenditures of federal awards, such as income from fees for services performed, the use or rental of property acquired with program funds, and for the sale of items fabricated under the program. Program income is only triggered when income will be earned under the COVID-19/Economic Impacts Category or for income earned on a water/wastewater infrastructure project. When program income is earned, it is added back to the total ARP/CSLFRF award allocation.

Objectives:
1. Separately track and account for program income during the ARP/CSLFRF award's period of performance.
2. Expend program income on eligible projects and programs during the period of performance (program income is added to the total ARP/CSLFRF award).

Control Activities:
- On a monthly basis, recorded program income is reconciled with supporting documentation, such as loan ledgers and other accounting records.
- Program income is separately tracked and accounted for within the grant project ordinance.
- Management ensures program income is added to the total ARP/CSLFRF award and used to support eligible projects and programs.
- Individuals who collect cash or other receipts are different from those who deposit receipts, generate invoices, record general ledger activity, and reconcile bank statements.

Communication & Monitoring:
Management shall identify program income requirements and communicate compliance requirements to staff. Management shall periodically review accounting records to ensure program income is separately accounted for during the award period of performance.

Policy Checklist
Required UG Policies:
The following policies are required to ensure compliance with the Uniform Guidance:
- Eligible Use Policy (details the allowable activities under the ARP/CSLFRF award),
- Cost Principles/Allowable Cost Policy, and
- Conflict-of-Interest Policy.

Optional UG Policies:
These policies should be adopted if the programs or activities undertaken by the unit trigger compliance with any of the following UG compliance requirements:
- Subaward Policy,
- Property Management Policy, and
- Program Income Policy.

Required Policies Under the ARP/CSLFRF Award Terms & Conditions:
- Procurement Policy,[3]
- Records Retention Policy (ARP/CSLFRF records shall be maintained for five years after the period of performance),
- Civil Rights Compliance Policy, and
- Nondiscrimination Policy.

2. Expenditures of revenue replacement ARP/CSLFRF funds are exempt from UG procurement. State and local procurement requirements apply. Any unit that triggers a federal Single Audit, even if only expending funds under revenue replacement, must adopt written procurement procedures and procure single audit services in accordance with 2 CFR §§ 200.320 and 200.509.

Board of Commissioners Meeting Presentation
Division of Water Infrastructure
American Rescue Plan Act Funding
Policy Approvals

Federal Legislation that enacted the American Rescue Plan Act (ARPA) included provisions for funding recipients to comply with federal policies and procedures. When ARPA funds were initially disbursed, funding recipients approved offers that included provisions to comply with federal policies and procedures. As units of government began spending ARPA funding, the State decided to implement additional oversight into compliance with federal legislation. The State created a division whose responsibility is to confirm compliance with federal legislation. To confirm compliance with federal policies, the School of Government developed templates for policies and procedures to be adopted by funding recipients.

Greene County has previously adopted policies that were submitted to the Division of Water Infrastructure for review to satisfy ARPA requirements. The Division of Water Infrastructure conducted an evaluation of Greene County policies and recommended revised policies be adopted for the terms of ARPA projects, summarized as follows:

- Conflict of Interest Policy
- Internal Control Policy

Copies of these policies are attached for Board review and approval. Each policy has been prepared using the School of Government's templates. The policies are effective specific for federally funded projects.

Action Recommended: Adopt resolution approving presented policies.

GREENE COUNTY

GREENE COUNTY
CONFLICT OF INTEREST POLICY
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS
APPLICABLE TO CONTRACTS AND AWARDS

I. Scope of Policy

a. Purpose of Policy. This Conflict of Interest Policy ("*Policy*") establishes conflict of interest standards that (1) apply when Greene County ("*Unit*") enters into a Contract (as defined in Section II hereof) or makes a Subaward (as defined in Section II hereof), and (2) meet or exceed the requirements of North Carolina law and 2 C.F.R. § 200.318(c).

b. Application of Policy. This Policy shall apply when the Unit (1) enters into a Contract to be funded, in part or in whole, by Federal Financial Assistance to which 2 C.F.R. § 200.318(c) applies, or (2) makes any Subaward to be funded by Federal Financial Assistance to which 2 C.F.R. § 200.318(c) applies. If a federal statute, regulation, or the terms of a financial assistance agreement applicable to a particular form of Federal Financial Assistance conflicts with any provision of this Policy, such federal statute, regulation, or terms of the financial assistance agreement shall govern.

II. Definitions

Capitalized terms used in this Policy shall have the meanings ascribed thereto in this Section II: Any capitalized term used in this Policy but not defined in this Section II shall have the meaning set forth in 2 C.F.R. § 200.1.

a. "*COI Point of Contact*" means the individual identified in Section III(a) of this Policy.

b. "*Contract*" means, for the purpose of Federal Financial Assistance, a legal instrument by which the Unit purchases property or services needed to carry out a program or project under a Federal award.

c. "*Contractor*" means an entity or individual that receives a Contract.

d. "*Covered Individual*" means a Public Officer, employee, or agent of the Unit.

e. "*Covered Nonprofit Organization*" means a nonprofit corporation, organization, or association, incorporated or otherwise, that is organized or operating in the State of North Carolina primarily for religious, charitable, scientific, literary, public health and safety, or educational purposes, excluding any board, entity, or other organization created by the State of North Carolina or any political subdivision of the State (including the Unit).

f. "*Direct Benefit*" means, with respect to a Public Officer or employee of the Unit, or the spouse of any such Public Officer or employee, (i) having a ten percent (10%) ownership interest or other interest in a Contract or Subaward; (ii) deriving any income or commission directly from a Contract or Subaward; or (iii) acquiring property under a Contract or Subaward.

g. "*Federal Financial Assistance*" means Federal financial assistance that the Unit receives or administers in the form of grants, cooperative agreements, non-cash contributions or donations of property (including donated surplus property), direct appropriations, food commodities, and other Federal financial assistance (except that the term does not include loans, loan guarantees, interest subsidies, or insurance).

h. "*Governing Board*" means Greene County of the Unit.

i. "*Immediate Family Member*" means, with respect to any Covered Individual, (i) a spouse, and parents thereof, (ii) a child, and parent thereof, (iii) a parent, and spouse thereof, (iv) a sibling, and spouse thereof, (v) a grandparent and grandchild, and spouses thereof, (vi) domestic partners and parents thereof, including domestic partners of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with the Covered Individual is the equivalent of a family relationship.

j. "*Involved in Making or Administering*" means (i) with respect to a Public Official or employee, (a) overseeing the performance of a Contract or Subaward or having authority to make decisions regarding a Contract or Subaward or to interpret a Contract or Subaward, or (b) participating in the development of specifications or terms or in the preparation or award of a Contract or Subaward, (ii) only with respect to a Public Official, being a member of a board, commission, or other body of which the Public Official is a member, taking action on the Contract or Subaward, whether or not the Public Official actually participates in that action.

k. "*Pass-Through Entity*" means a non-Federal entity that provides a Subaward to a Subrecipient to carry out part of a Federal program.

l. "*Public Officer*" means an individual who is elected or appointed to serve or represent the Unit (including, without limitation, any member of the Governing Board), other than an employee or independent contractor of the Unit.

m. "*Recipient*" means an entity, usually but not limited to a non-Federal entity, that receives a Federal award directly from a Federal awarding agency. The term does not include Subrecipients or individuals that are beneficiaries of the award.

n. "*Related Party*" means (i) an Immediate Family Member of a Covered Individual, (ii) a partner of a Covered Individual, or (iii) a current or potential employer (other than the Unit) of a Covered Individual, of a partner of a Covered Individual, or of an Immediate Family Member of a Covered Individual.

o. "*Subaward*" means an award provided by a Pass-Through Entity to carry out part of a Federal award received by the Pass-Through Entity. It does not include payments to a contractor or payments to a contractor or payments to an individual that is a beneficiary of a Federal program.

p. "*Subcontract*" means mean any agreement entered into by a Subcontractor to furnish supplies or services for the performance of a Contract or a Subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

q. "*Subcontractor*" means an entity that receives a Subcontract.

r. "*Subrecipient*" means an entity, usually but not limited to a non-Federal entity, that receives a subaward from a Pass-Through Entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

s. "*Unit*" has the meaning specified in Section I hereof.

III. COI Point of Contact.

a. Appointment of COI Point of Contact. The Greene County Manager, an [employee] of the Unit, shall have primary responsibility for managing the disclosure and resolution of potential or actual conflicts of interest arising under this Policy. In the event that the Greene County Manager is unable to serve in such capacity, the Finance Director shall assume responsibility for managing the disclosure and resolution of conflicts of interest arising under this Policy. The individual with responsibility for managing the disclosure and resolution of potential or actual conflicts of interest under this Section III(a) shall be known as the "*COI Point of Contact*".

b. Distribution of Policy. The COI Point of Contact shall ensure that each Covered Individual receives a copy of this Policy.

IV. Conflict of Interest Standards in Contracts and Subawards

a. North Carolina Law. North Carolina law restricts the behavior of Public Officials and employees of the Unit involved in contracting on behalf of the Unit. The Unit shall conduct the selection, award, and administration of Contracts and Subawards in accordance with the prohibitions imposed by the North Carolina General Statutes and restated in this Section III.

i. G.S. § 14-234(a)(1). A Public Officer or employee of the Unit Involved in Making or Administering a Contract or Subaward on behalf of the Unit shall not derive a Direct Benefit from such a Contract or Subaward.

ii. G.S. § 14-234(a)(3). No Public Officer or employee of the Unit may solicit or receive any gift, favor, reward, service, or promise of reward, including but not limited to a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a Contract or Subaward by the Unit.

iii. G.S. § 14-234.3. If a member of the Governing Board of the Unit serves as a director, officer, or governing board member of a Covered Nonprofit Organization, such member shall not (1) deliberate or vote on a Contract or Subaward between the Unit and the Covered Nonprofit Corporation, (2) attempt to influence any other person who deliberates or votes on a Contract or Subaward between the Unit and the Covered Nonprofit Corporation, or (3) solicit or receive any gift, favor, reward, service, or promise of future employment, in exchange for recommending or attempting to influence the award of a Contract or Subaward to the Covered Nonprofit Organization.

iv. G.S. § 14-234.1. A Public Officer or employee of the Unit shall not, in contemplation of official action by the Public Officer or employee, or in reliance on information which was made known to the public official or employee and which has not been made public, (1) acquire a pecuniary interest in any property, transaction, or enterprise or gain any pecuniary benefit which may be affected by such information or other information, or (2) intentionally aid another in violating the provisions of this section.

b. Federal Standards.

i. Prohibited Conflicts of Interest in Contracting. Without limiting any specific prohibition set forth in Section IV(a), a Covered Individual may not participate in the selection, award, or administration of a Contract or Subaward if such Covered Individual has a real or apparent conflict of interest.

1. Real Conflict of Interest. A real conflict of interest shall exist when the Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Contract or Subaward. Exhibit A attached hereto provides a non-exhaustive list of examples of (i) financial or other interests in a firm considered for a Contract or Subaward, and (ii) tangible personal benefits from a firm considered for a Contract or Subaward.

2. Apparent Conflict of Interest. An apparent conflict of interest shall exist where a real conflict of interest may not exist under Section IV(b)(i)(1), but where a reasonable person with knowledge of the relevant facts would find that an existing situation or relationship creates the appearance that a Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Contract or Subaward.

ii. Identification and Management of Conflicts of Interest.

1. Duty to Disclose and Disclosure Forms

a. Each Covered Individual expected to be or actually involved in the selection, award, or administration of a Contract or Subaward has an ongoing duty to disclose to the COI Point of Contact potential real or apparent conflicts of interest arising under this Policy.

b. Prior to the Unit's award of a Contract or Subaward, the COI Point of Contact shall advise Covered Individuals expected to be involved in the selection, award, or administration of the Contract or Subaward of such duty.

c. If the value of a proposed Contract or Subaward exceeds $[250,000], the COI Point of Contact shall collect a Conflict of Interest Disclosure Form contained in Exhibit C (for Contracts) and Exhibit E (for Subawards) from each Covered Individual and file such Conflict of Interest Disclosure Form in records of the Unit.

2. Identification Prior to Award of Contract or Subaward.

   a. Prior to the Unit's award of a Contract or Subaward, the COI Point of Contact shall complete the appropriate Compliance Checklist contained in Exhibit B (for Contracts) and Exhibit D (for Subawards) attached hereto and file such Compliance Checklist in the records of the Unit.

3. Management Prior to Award of Contract or Subaward

   a. If, after completing the Compliance Checklist, the COI Point of Contact identifies a potential real or apparent conflict of interest relating to a proposed Contract or Subaward, the COI Point of Contact shall disclose such finding in writing to the Greene County Manager and to each member of the Governing Board. If the Governing Board desires to enter into the proposed Contract or Subaward despite the identification by the COI Point of Contact of a potential real or apparent conflict of interest, it may either:

      i. accept the finding of the COI Point of Contact and direct the COI Point of Contact to obtain authorization to enter into the Contract or Subaward from (a) if Unit is a Recipient of Federal Financial Assistance, the Federal awarding agency with appropriate mitigation measures, or (b) if Unit is a Subrecipient of Federal Financial Assistance, from the Pass-Through Entity that provided a Subaward to Unit; or

      ii. reject the finding of the COI Point of Contact and enter into the Contract or Subaward. In rejecting any finding of the COI Point of Contact, the Governing Board shall in writing document a justification supporting such rejection.

   b. If the COI Point of Contact does not identify a potential real or apparent conflict of interest relating to a proposed Contract or Subaward, the Unit may enter into the Contract or Subaward in accordance with the Unit's purchasing or subaward policy.

4. Identification After Award of Contract or Subaward.

   a. If the COI Point of Contact discovers that a real or apparent conflict of interest has arisen after the Unit has entered into a Contract or Subaward, the COI Point of Contact shall, as soon as possible, disclose such finding to the Greene County Manager and to each member of the Governing Board. Upon discovery of such a real or apparent conflict of interest, the Unit shall cease all payments under the relevant Contract or Subaward until the conflict of interest has been resolved.

5. Management After Award of Contract or Subaward.

a. Following the receipt of such disclosure of a potential real or apparent conflict of interest pursuant to Section IV(b)(ii)(4) , the Governing Board may reject the finding of the COI Point of Contact by documenting in writing a justification supporting such rejection. If the Governing Board fails to reject the finding of the COI Point of Contact within 15 days of receipt, the COI Point of Contact shall:

i. if Unit is a Recipient of Federal Financial Assistance funding the Contract or Subaward, disclose the conflict to the Federal awarding agency providing such Federal Financial Assistance in accordance with 2 C.F.R. § 200.112 and/or applicable regulations of the agency, or

ii. if Unit is a Subrecipient of Federal Financial Assistance, disclose the conflict to the Pass-Through Entity providing a Subaward to Unit in accordance with 2 C.F.R. § 200.112 and applicable regulations of the Federal awarding agency and the Pass-Through Entity.

V. Oversight of Subrecipient's Conflict of Interest Standards

a. Subrecipients of Unit Must Adopt Conflict of Interest Policy. Prior to the Unit's execution of any Subaward for which the Unit serves as a Pass-Through Entity, the COI Point of Contact shall ensure that the proposed Subrecipient of Federal Financial Assistance has adopted a conflict of interest policy that satisfies the requirements of 2 C.F.R. § 200.318(c)(1), 2 C.F.R. § 200.318(c)(2), and all other applicable federal regulations.

b. Obligation to Disclose Subrecipient Conflicts of Interest. The COI Point of Contact shall ensure that the legal agreement under which the Unit makes a Subaward to a Subrecipient shall require such Subrecipient to disclose to the COI Point of Contact any potential real or apparent conflicts of interest that the Subrecipient identifies. Upon receipt of such disclosure, the COI Point of Contact shall disclose such information to the Federal awarding agency that funded the Subaward in accordance with that agency's disclosure policy.

VI. Gift Standards

a. Federal Standard. Subject to the exceptions set forth in Section VI(b), a Covered Individual may not solicit or accept gratuities, favors, or anything of monetary value from a Contractor or a Subcontractor.

b. Exception. Notwithstanding Section VI(a), a Covered Individual may accept an unsolicited gift from a Contractor or Subcontractor of one or more types specified below if the gift has an aggregate market value of $20 or less per source per occasion, provided that the aggregate market value of all gifts received by the Covered Individual pursuant to this Section VI(b) does not exceed $50 in a calendar year:

i. honorariums for participating in meetings;

ii. advertising items or souvenirs of nominal value; or

iii. meals furnished at banquets.

c. Internal Reporting. A Covered Individual shall report any gift accepted under Section VI(b) to the COI Point of Contact. If required by regulation of a Federal awarding agency, the COI Point of Contact shall report such gifts to the Federal awarding agency or a Pass-Through Entity for which the Unit is a Subrecipient.

VII. Violations of Policy

a. Disciplinary Actions for Covered Individuals. Any Covered Individual that fails to disclose a real, apparent, or potential real or apparent conflict of interest arising with respect to the Covered Individual or Related Party may be subject to disciplinary action, including, but not limited to, an employee's termination or suspension of employment with or without pay, the consideration or adoption of a resolution of censure of a Public Official by the Governing Board, or termination of an agent's contract with the Unit.

b. Disciplinary Actions for Contractors and Subcontractors. The Unit shall terminate any Contract with a Contractor or Subcontractor that violates any provision of this Policy.

c. Protections for Whistleblowers. In accordance with 41 U.S.C. § 4712, the Unit shall not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant: (i) a member of Congress or a representative of a committee of Congress; (ii) an Inspector General; (iii) the Government Accountability Office; (iv) a Treasury or other federal agency employee responsible for grant oversight or management; (v) an authorized official of the Department of Justice or other law enforcement agency; (vi) a court or grand jury; of (vii) a management official or other employee of the Unit, a Contractor, or Subcontractor who has the responsibility to investigate, discover, or address misconduct.

Adopted this the 20th day of July 2026.

EXHIBIT A

Examples

Potential Examples of a "Financial or Other Interest" in a Firm or Organization Considered for a Contract or Subaward	*Potential Examples of a "Tangible Personal Benefit" From a Firm or Organization Considered for a Contract or Subaward*
Direct or indirect equity interest in a firm or organization considered for a Contract or Subaward, which may include: - Stock in a corporation. - Membership interest in a limited liability company. - Partnership interest in a general or limited partnership. - Any right to control the firm or organization's affairs. For example, a controlling equity interest in an entity that controls or has the right to control a firm considered for a contract. - Option to purchase any equity interest in a firm or organization.	Opportunity to be employed by the firm considered for a contract, an affiliate of that firm, or any other firm with a relationship with the firm considered for a Contract. A position as a director or officer of the firm or organization, even if uncompensated.
Holder of any debt owed by a firm considered for a Contract or Subaward, which may include: - Secured debt (e.g., debt backed by an asset of the firm (like a firm's building or equipment)) - Unsecured debt (e.g., a promissory note evidencing a promise to repay a loan). o Holder of a judgment against the firm.	A referral of business from a firm considered for a Contract or Subaward.
Supplier or contractor to a firm or organization considered for a Contract or Subaward.	Political or social influence (e.g., a promise of appointment to an local office or position on a public board or private board).

EXHIBIT B

COMPLIANCE CHECKLIST FOR OVERSIGHT OF CONTRACT CONFLICTS OF INTEREST

Greene County ("*Unit*") has adopted a Conflict of Interest Policy ("*Policy*") that governs the Unit's expenditure of Federal Financial Assistance (as defined in Section II of the Policy). The Policy designates the Greene County Manager as the "COI Point of Contact." The Policy requires the COI Point of Contact to complete this Compliance Checklist to identify potential real or apparent conflicts of interest in connection with proposed Contracts (as defined in Section II) and file the Checklist in the records of the Unit.

Instructions for Completion

1. The COI Point of Contact shall complete Steps 1 through 5 of the Checklist below.

2. If the value of the proposed Contract exceeds $[250,000], the COI Point of Contact shall collect a Conflict of Interest Disclosure Form from each Covered Individual.

3. If the COI Point of Contact identifies a potential real or apparent conflict of interest after completing this Compliance Checklist, the COI Point of Contact shall report such potential conflict of interest to the Mayor and to each member of the Governing Board.

Definitions.

1. *Covered Individual*. Each person identified in Section 1 of this Checklist is a "Covered Individual" for purposes of this Compliance Checklist and the Policy.

2. *Immediate Family Member* means, with respect to any Covered Individual, (i) a spouse, and parents thereof, (ii) a child, and parent thereof, (iii) a parent, and spouse thereof, (iv) a sibling, and spouse thereof, (v) a grandparent and grandchild, and spouses thereof, (vi) domestic partners and parents thereof, including domestic partners of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with the Covered Individual is the equivalent of a family relationship.

3. *Related Party* means (i) an Immediate Family Member of a Covered Individual, (ii) a partner of a Covered Individual, or (iii) a current or potential employer (other than the Unit) of a Covered Individual, of a partner of a Covered Individual, or of an Immediate Family Member of a Covered Individual.

Step		
1	Identify the proposed Contract, counterparty, and the subject of the Contract.	Name of Contract: ______________________ Name of Counterparty ______________________ Subject of Contract: ______________________

2 Identify all individuals involved in the selection, award, or administration of the Contract. These individuals are "Covered Individuals". Ensure that each Covered Individual has been provided with a copy of the Conflict of Interest Policy.

Public Officials	*Employees*	*Agents*

3 Identify whether any Covered Individual has a (i) financial or other interest in, or (ii) tangible personal benefit from the firm considered for a Contract. [If the estimated Contract amount exceeds $[250,000], ensure that each Covered Individual files a Conflict of Interest Disclosure Form with the COI Point of Contact.]

Any identified interest in Step 3 is a potential "real" conflict of interest.

Public Officials	*Employees*	*Agents*

4 Identify whether any Related Party has a (i) financial or other interest in or (ii) tangible personal benefit from the firm considered from a Contract. If the estimated Contract amount exceeds $[250,000], ensure that each Covered Individual files a Conflict of Interest Disclosure Form with the COI Point of Contact.

Any identified interest in Step 4 is a potential "real" conflict of interest.

Public Officials – Related Party	*Employees – Related Party*	*Agents – Related Party*

5	Identify whether a reasonable person with knowledge of the relevant facts would find that an existing situation or relationship creates the *appearance* that a Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Contract? If yes, explain.
Any identified interest in Step 5 is a potential "apparent" conflict of interest.	*Public Officials* *Employees* *Agents*

COI Point of Contact: ______________________ ______________________

Signature of COI Point of Contact: ______________________

Date of Completion: ______________________ ______________________

EXHIBIT C
CONTRACT CONFLICT OF INTEREST DISCLOSURE FORM
FOR OFFICIALS, EMPLOYEES, AND AGENTS

Greene County ("*Unit*") has adopted a Conflict of Interest Policy ("*Policy*") that governs the Unit's expenditure of Federal Financial Assistance (as defined in Section II of the Policy). The Policy designates the Greene County Manager as the "COI Point of Contact."

The COI Point of Contact has identified you as an official, employee, or agent of the Unit that may be involved in the selection, award, or administration of State/Federal-funded contracts (the "*Contract*"). To safeguard the Unit's expenditure of Federal Financial Assistance, the COI Point of Contact has requested that you identify any potential real or apparent conflicts of interest in the Firm considered for the award of a Contract. Using the Exhibit A to the Policy as a guide, please answer the following questions:

1. Do you have a financial or other interest in a firm considered for this Contract?
Yes ______ No _______ Unsure: _______
If the answer is Yes or Unsure, please explain:

____

2. Will you receive any tangible personal benefit from a firm considered for this Contract?
Yes ______ No _______ Unsure: _______
If the answer is Yes or Unsure, please explain:

____

3. For purposes of Question 3(a) and 3(b), your "Immediate Family Members" include: (i) your spouse and their parents, (ii) your child, (iii) your parent and any spouse of your parent, (iv) your sibling and any spouse of your sibling, (v) your grandparents or grandchildren, and the spouses of each, (vi) any domestic partner of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with you is the equivalent of a family relationship.

   a. Do you have an Immediate Family Member with a financial or other interest in a firm considered for this Contract?

      Yes ______No _______ Unsure: _______
      If the answer is Yes or Unsure, please explain:

      ____

   b. Do you have an Immediate Family Member that will receive a tangible personal benefit from a firm considered for this Contract?

      Yes ______No __________Unsure: _______ _______

4. Do you have any other partner with a financial or other interest in a firm considered for this Contract?
Yes _________No __________Unsure: _______ _______
If the answer is Yes or Unsure, please explain:

____

5. Will any other partner of yours receive any tangible personal benefit from a firm considered for this Contract?
Yes ______ No _______ Unsure: _______
If the answer is Yes or Unsure, please explain:

____

6. Does your current or potential employer (other than the Unit) have a financial or other interest in a firm considered for this Contract or will such current or potential employer receive a tangible personal benefit from this Contract?
7. Yes ______ No _______ Unsure: _______

If the answer is Yes or Unsure, please explain:

____

8. Benefits to Employers

a. Does a current or potential employer (other than the Unit) of any of your Immediate Family Members have a financial or other interest in a firm considered for this Contract?

Yes ______ No _______ Unsure: _______
If the answer is Yes or Unsure, please explain:

____

b. Will a current or potential employer (other than the Unit) of any of your Immediate Family Members receive a tangible personal benefit from this Contract?

Yes ______ No _______ Unsure: _______
If the answer is Yes or Unsure, please explain:

____

c. Does a current or potential employer (other than the Unit) of any partner of yours have a financial or other interest in a firm considered for this Contract?

Yes ______ No _______ Unsure: _______
If the answer is Yes or Unsure, please explain:

____

d. Will a current or potential employer (other than the Unit) of any partner of yours receive a tangible personal benefit from this Contract?

Yes ______ No _______ Unsure: _______
If the answer is Yes or Unsure, please explain:

____

9. Does any existing situation or relationship create the *appearance* that you have a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes __________No __________Unsure: ____________ _______

If the answer is Yes or Unsure, please explain:

____

10. Does any existing situation or relationship create the *appearance* that any Immediate Family Member of yours has a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes ______ No _______ Unsure: _______

If the answer is Yes or Unsure, please explain:

____

11. Does any existing situation or relationship create the *appearance* that your current or potential employer (other than the Unit) has a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes ______ No _______ Unsure: _______

If the answer is Yes or Unsure, please explain:

____

12. Does any existing situation or relationship create the *appearance* that any current or potential employer (other than the Unit) of any of your Immediate Family Members has a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes _________No __________Unsure: ______________

If the answer is Yes or Unsure, please explain:

____

13. Does any existing situation or relationship create the *appearance* that any current or potential employer (other than the Unit) of any other partner has a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes _________No __________Unsure: ______ _______

If the answer is Yes or Unsure, please explain:

____

* * * * * * * * *

Sign Name: ______________________________
Print Name: ______________________________
Name of Employer ______________________________
Job Title: ______________________________
Date of Completion: ______________________________

* * * * * * * * *

EXHIBIT D

COMPLIANCE CHECKLIST FOR SUBAWARD OVERSIGHT

Greene County ("*Unit*") has adopted a Conflict of Interest Policy ("*Policy*") that governs the Unit's expenditure of Federal Financial Assistance (as defined in Section II of the Policy). The Policy designates the Greene County Manager as the "COI Point of Contact." The Policy requires the COI Point of Contact to complete this Compliance Checklist to identify potential real or apparent conflicts of interest in connection with proposed Subawards (as defined in Section II) and file the Checklist in the records of the Unit.

Instructions for Completion

1. The COI Point of Contact shall complete Steps 1 through 5 of the Checklist below.

2. If the value of the proposed Subaward exceeds $[250,000], the COI Point of Contact shall collect a Conflict of Interest Disclosure Form from each Covered Individual.

3. If the COI Point of Contact identifies a potential real or apparent conflict of interest after completing this Compliance Checklist, the COI Point of Contact shall report such potential conflict of interest to [________] and to each member of the Governing Board.

Definitions.

1. *Covered Individual*. Each person identified in Section 1 of this Checklist is a "Covered Individual" for purposes of this Compliance Checklist and the Policy.

2. *Immediate Family Member* means, with respect to any Covered Individual, (i) a spouse, and parents thereof, (ii) a child, and parent thereof, (iii) a parent, and spouse thereof, (iv) a sibling, and spouse thereof, (v) a grandparent and grandchild, and spouses thereof, (vi) domestic partners and parents thereof, including domestic partners of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with the Covered Individual is the equivalent of a family relationship.

3. *Related Party* means (i) an Immediate Family Member of a Covered Individual, (ii) a partner of a Covered Individual, or (iii) a current or potential employer (other than the Unit) of a Covered Individual, of a partner of a Covered Individual, or of an Immediate Family Member of a Covered Individual.

Step				
1	Identify the proposed Subaward, Subrecipient, and the subject of the Subaward.	Name of Contract: ________________ Name of Counterparty ________________ Subject of Subaward: ________________		
2	Identify all individuals involved in the selection, award, or administration of the Subaward. These individuals are "Covered Individuals". Ensure that each Covered Individual has been provided with a copy of the Conflict of Interest Policy.			
	Public Officials	*Employees*	*Agents*	
3	Identify whether any Covered Individual has a (i) financial or other interest in, or (ii) tangible personal benefit from the firm considered for a Subaward. [If the estimated Subaward amount exceeds $[250,000], ensure that each Covered Individual files a Conflict of Interest Disclosure Form with the COI Point of Contact.]			
Any identified interest in Step 3 is a potential "real" conflict of interest.	*Public Officials*	*Employees*	*Agents*	
4	Identify whether any Related Party has a (i) financial or other interest in or (ii) tangible personal benefit from the firm considered from a Subaward. If the estimated Subaward amount exceeds $[250,000], ensure that each Covered Individual files a Conflict of Interest Disclosure Form with the COI Point of Contact.]			
Any identified interest in Step 4 is a potential "real" conflict of interest.	*Public Officials – Related Party*	*Employees – Related Party*	*Agents – Related Party*	

5	Identify whether a reasonable person with knowledge of the relevant facts would find that an existing situation or relationship creates the *appearance* that a Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Subaward? If yes, explain.		
Any identified interest in Step 5 is a potential "apparent" conflict of interest.	<u>*Public Officials*</u>	<u>*Employees*</u>	<u>*Agents*</u>

COI Point of Contact: ______________________

Signature of COI Point of Contact: ______________________

Date of Completion: ______________________

EXHIBIT E

SUBAWARD CONFLICT OF INTEREST DISCLOSURE FORM
FOR OFFICIALS, EMPLOYEES, AND AGENTS

Greene County ("*Unit*") has adopted a Conflict of Interest Policy ("*Policy*") that governs the Unit's expenditure of Federal Financial Assistance (as defined in Section II of the Policy). The Policy designates the Greene County Manager as the COI Point of Contact.

The COI Point of Contact has identified you as an official, employee, or agent of the Unit that may be involved in the selection, award, or administration of the following subaward: ______________________________ (the "*Subaward*"). To safeguard the Unit's expenditure of Federal Financial Assistance, the COI Point of Contact has requested that you identify any potential real or apparent conflicts of interest in the Firm considered for the award of a Subaward. Using the Exhibit A to the Policy as a guide, please answer the following questions:

1. Do you have a financial or other interest in a firm considered for this Subaward?
Yes ______ No _______ Unsure: _______
If the answer is Yes or Unsure, please explain:
____

2. Will you receive any tangible personal benefit from a firm considered for this Subaward?
Yes ______ No _______ Unsure: _______
If the answer is Yes or Unsure, please explain:
____

3. For purposes of Question 3(a) and 3(b), your "Immediate Family Members" include: (i) your spouse and their parents, (ii) your child, (iii) your parent and any spouse of your parent, (iv) your sibling and any spouse of your sibling, (v) your grandparents or grandchildren, and the spouses of each, (vi) any domestic partner of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with you is the equivalent of a family relationship.

   a. Do you have an Immediate Family Member with a financial or other interest in a firm considered for this Subaward?

      Yes ______No _______ Unsure: _______
      If the answer is Yes or Unsure, please explain:
      ____

   b. Do you have an Immediate Family Member that will receive a tangible personal benefit from a firm considered for this Subaward?

      Yes ______No ___________Unsure: ______ _________

4. Do you have any other partner with a financial or other interest in a firm considered for this Subaward?
Yes _____________No ___________Unsure: ______
If the answer is Yes or Unsure, please explain:
____

5. Will any other partner of yours receive any tangible personal benefit from a firm considered for this Subaward?
Yes ______No _______ Unsure: _______
If the answer is Yes or Unsure, please explain:

____

6. Does your current or potential employer (other than the Unit) have a financial or other interest in a firm considered for this Subaward or will such current or potential employer receive a tangible personal benefit from this Subaward?
Yes ______No __________Unsure: ______ ______
If the answer is Yes or Unsure, please explain:

____

7. Benefits to Employers

   a. Does a current or potential employer (other than the Unit) of any of your Immediate Family Members have a financial or other interest in a firm considered for this Subaward?

   Yes ______No _______ Unsure: _______
   If the answer is Yes or Unsure, please explain:

   ____

   b. Will a current or potential employer (other than the Unit) of any of your Immediate Family Members receive a tangible personal benefit from this Subaward?

   Yes ______No _______ Unsure: _______
   If the answer is Yes or Unsure, please explain:

   ____

   c. Does a current or potential employer (other than the Unit) of any partner of yours have a financial or other interest in a firm considered for this Subaward?

   Yes ______No _______ Unsure: _______
   If the answer is Yes or Unsure, please explain:

   ____

   d. Will a current or potential employer (other than the Unit) of any partner of yours receive a tangible personal benefit from this Subaward?

   Yes ______No _______ Unsure: _______
   If the answer is Yes or Unsure, please explain:

   ____

8. Does any existing situation or relationship create the *appearance* that you have a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes ______No __________Unsure: ____________

If the answer is Yes or Unsure, please explain:

____

9. Does any existing situation or relationship create the *appearance* that any Immediate Family Member of yours has a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes ______No __________Unsure: ______ _______

If the answer is Yes or Unsure, please explain:

____

10. Does any existing situation or relationship create the *appearance* that your current or potential employer (other than the Unit) has a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes ______No _______ Unsure: _______

If the answer is Yes or Unsure, please explain:

____

11. Does any existing situation or relationship create the *appearance* that any current or potential employer (other than the Unit) of any of your Immediate Family Members has a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes ______No __________Unsure: _____________

If the answer is Yes or Unsure, please explain:

____

12. Does any existing situation or relationship create the *appearance* that any current or potential employer (other than the Unit) of any other partner has a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes ______No __________Unsure: ______ _______

If the answer is Yes or Unsure, please explain:

____

* * * * * * * * *

Sign Name: ______________________________
Print Name: ______________________________
Name of Employer ______________________________
Job Title: ______________________________
Date of Completion: ______________________________

* * * * * * * * *

Board of Commissioners
Bennie Heath – Chairman
Jerry Jones – Vice-Chair
Derek Burress
Ray Johnson
Robert (Bobby) Taylor, Jr.

GREENE COUNTY
NORTH CAROLINA

County Manager
Kyle J. DeHaven

County Attorney
Kevin MacQueen

Finance Officer
Sandy Shirtz

RESOLUTION
APPROVING AMERICAN RESCUE PLAN ACT POLICIES AND PROCEDURES
GREENE COUNTY

WHEREAS, Greene County has been awarded financial assistance through the American Rescue Plan Act and as administered through the North Carolina Department of Environmental Quality, Division of Water Infrastructure; and

WHEREAS, the Department of Environmental Quality, Division of Water Infrastructure has performed a compliance review of required policies and procedures for financial assistance recipients to comply with American Rescue Plan legislation; and

WHEREAS, American Rescue Plan policies and procedures have been developed through templates provided by the University of North Carolina School of Government;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF GREENE COUNTY:

That the following policies and procedures are approved:

- Conflict of Interest Policy
- Internal Control Policy

Adopted this the 20th day of July 2026 in Snow Hill, North Carolina.

Bennie Heath

Bennie Heath, Chairman
Greene County

(Seal)

ATTEST:

Kyle J. DeHaven
Clerk to the Board

GREENE COUNTY

Greene County Board of Commissioners

Meeting Date: July 20, 2026

Upcoming NCACC 119th Annual Conference

Item No: **G.1**

The NCACC 119th Annual Conference Business Session will be held in Durham County on Saturday, August 22, at 2:15 p.m. A voting representative is needed for the annual business session to cast the vote for Greene County. Generally the Chairman handles this function and i am just making sure that is the wish of the board so we are registered correctly.

Staff Recommendations: Requesting Board Action on the Item

Agenda Item Information

Item No: **G.1**

Upcoming NCACC 119th Annual Conference

Presented By: County Manager Kyle DeHaven

Department: County Manager's Office

Reviewed By:
Aleigha Tingen

Kyle DeHaven

Greene County Board of Commissioners

Meeting Date: July 20, 2026

Request for Committee Appointments-2 Aging Planning Committee and 1 Greene County Senior Center Advisory

Item No: **G.2**

Ad was published 2X in the Laconic earlier this year and posted on the County Web Page. This is for reappointment for all positions.

Staff Recommendations: Requesting Board Action on the Item

Agenda Item Information

Request for Committee Appointments-2 Aging Planning Committee and 1 Greene County Senior Center Advisory

Item No: **G.2**

Presented By: Kyle DeHaven

Department: Senior Services

Reviewed By:
Sharon Harrison

Kyle DeHaven

July 2026 Greene County Aging Planning 2, Advisory Committee 1

GREENE COUNTY

Application for Appointment to Greene County Advisory Boards and Commissions

1 Board / Committee

Application for Appointment to:

Greene County Aging Planning Committee

2 About You

Rosa S. Wilkes
Name (above)

(252) 315-6403
Phone Number (above)

404 Liberty Ave.
Address (above)

Snow Hill NC 28580
Email Address (above)

Town Commissioner (Mayor Pro Tem)
Occupation (above)

If necessary, please use the back of this form to answer the following questions:

Board member - Interfaith
Current volunteer activities/other Board & Commissions (above)

To assist however I can
Why are you interested in serving on this Board? (above)

3 Policy

- *All Boards/Committees shall have an appropriate membership regarding race, gender, and geographical location, when applicable and possible.*
- *Boards/Committees Vacancies shall be advertised in the local newspaper, on the County Website, on County Social Media, and at Commissioner's meetings at least one month before appointments are needed*
- *Citizens interested in serving on a board/committee shall complete an application available from the Clerk to the Board or online at Greenecountync.gov before being considered for nomination.*
- *The Board of Commissioners will be provided, by the Chairperson of the board/committee, an annual list of Board/Committee members whose terms are set to expire that calendar year. The Board shall make every effort to make appointments during the month for which they are due. In the event of an expired term, members shall continue to serve until a new member is appointed. The Board of Commissioners shall make appointments to fill unexpired terms, created by resignation, removal, or other causes, as expeditiously as possible.*
- *The Greene County Board of Commissioners shall make all appointments, by giving due consideration to the needs of Greene County, and in conjunction with available applications for appointment. Requested reappointments to the board/committee will be given preference as requested by the board to which the reappointment is being made.*
- *New board appointees shall be oriented by the Agency Director or Chairperson of the Committee. Appointee shall follow the rules and procedures of their respective Regional and State Board/Committee to such extent as their bylaws superseded the County's policy. Failure to meet the qualifications as deemed appropriate by the respective board/committee may result in the removal of the board.*
- *The Greene County Board of Commissioners requests that each Board/Committee to which they make appointments adopt a 75% per year attendance policy applies to all appointees and enforce such policy through written notification to the Board of Commissioners. When the Board of Commissioners has been notified, that appointees failed to maintain the required 75%-year attendance, the appointee will be replaced. The appointee will be notified by letter from the Chairperson, with a copy of the Board Appointment Policy attached, that they have been replaced due to their failure to attend the required percentage of meetings.*
- *The Greene County Board of Commissioners requests that all Boards/Committees to which they make appointments communicate and provide written minutes if requested by the Board.*
- *In order to allow more individuals an opportunity to serve on Greene County Boards/Committees, the County Commissioners establish a limit of time an individual can serve, unless specified by a State or Regional Board or requested reappointments. The term limit shall be three full terms with 3 years per term. Filling an unexpired term or probationary term does not count toward the term limits.*

4 Signature

I understand the responsibilities/policy of serving as a board member and affirm that the information in this application is true and correct.

X Rosa S. Wilkes
Signature (above)

6/26/26
Date (above)

Version: 04.26.2021

Application for Appointment to
Greene County Advisory Boards and Commissions

GREENE COUNTY

1

Board / Committee

Application for Appointment to:

Greene County Aging Planning Committee

2

About You

Sherry Dianne Morris
Name (above)

(252) 753-6328
Phone Number (above)

PO Box 274 Walstonburg NC 27888
Address (above)

sdiannemorris@aol.com
Email Address (above)

retired
Occupation (above)

If necessary, please use the back of this form to answer the following questions:

Greene County Aging Planning Committee, Commissioner Town of Walstonburg, NC

Current volunteer activities/other Board & Commissions (above)

To represent the Town of Walstonburg on the Greene County Aging Services Committee.

Why are you interested in serving on this Board? (above)

3

Policy

- *All Boards/Committees shall have an appropriate membership regarding race, gender, and geographical location, when applicable and possible.*
- *Boards/Committees Vacancies shall be advertised in the local newspaper, on the County Website, on County Social Media, and at Commissioner's meetings at least one month before appointments are needed*
- *Citizens interested in serving on a board/committee shall complete an application available from the Clerk to the Board or online at Greenecountync.gov before being considered for nomination.*
- *The Board of Commissioners will be provided, by the Chairperson of the board/committee, an annual list of Board/Committee members whose terms are set to expire that calendar year. The Board shall make every effort to make appointments during the month for which they are due. In the event of an expired term, members shall continue to serve until a new member is appointed. The Board of Commissioners shall make appointments to fill unexpired terms, created by resignation, removal, or other causes, as expeditiously as possible.*
- *The Greene County Board of Commissioners shall make all appointments, by giving due consideration to the needs of Greene County, and in conjunction with available applications for appointment. Requested reappointments to the board/committee will be given preference as requested by the board to which the reappointment is being made.*
- *New board appointees shall be oriented by the Agency Director or Chairperson of the Committee. Appointee shall follow the rules and procedures of their respective Regional and State Board/Committee to such extent as their bylaws superseded the County's policy. Failure to meet the qualifications as deemed appropriate by the respective board/committee may result in the removal of the board.*
- *The Greene County Board of Commissioners requests that each Board/Committee to which they make appointments adopt a 75% per year attendance policy applies to all appointees and enforce such policy through written notification to the Board of Commissioners. When the Board of Commissioners has been notified, that appointees failed to maintain the required 75%-year attendance, the appointee will be replaced. The appointee will be notified by letter from the Chairperson, with a copy of the Board Appointment Policy attached, that they have been replaced due to their failure to attend the required percentage of meetings.*
- *The Greene County Board of Commissioners requests that all Boards/Committees to which they make appointments communicate and provide written minutes if requested by the Board.*
- *In order to allow more individuals an opportunity to serve on Greene County Boards/Committees, the County Commissioners establish a limit of time an individual can serve, unless specified by a State or Regional Board or requested reappointments. The term limit shall be three full terms with 3 years per term. Filling an unexpired term or probationary term does not count toward the term limits.*

4

Signature

I understand the responsibilities/policy of serving as a board member and affirm that the information in this application is true and correct.

X Dianne Morris
Signature (above)

7/8/2026
Date (above)

Version: 04.26.2021

APPLICATION FOR APPOINTMENT
to
GREENE COUNTY ADVISORY BOARDS AND COMMISSIONS

The Greene County Board of Commissioners believes that all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member of one of the County's advisory boards. If you want to be considered for appointment to an advisory board, please complete the Application below and mail it to the Greene County Clerk to the Board, 229 Kingold Blvd., Suite D, Snow Hill, NC 28580, or fax to 252-747-3884.

Advisory Board/Committee/Commission interested in:

Greene County Senior Center Advisory Committee

(I understand that this application will be kept on the active file for two years only, and I hereby authorize Greene County to verify all information included in this application.)

Name: Alice C Barfield

Address: 120 Murray Rd

City/State/Zip: Snow Hill NC 28580

Telephone: (Home): 252-717-7216 (Work):

Email: acbarfield58@gmail.com

Occupation: Retired/work

Business Address:

Current volunteer activities / other Board & Commissions: Greene County Community Advisory Committee

Why do you want to serve on this Board? I want to serve on this board because my decisons to help better the senior center when it comes to the clients. There are many older adults that feel there's nothing they can do but with encouraging them to come to the Sr. Center can help. I want to be a part of making decisions that will help improve the center and helping to assist anyway possible

CERTIFICATION

I certify that I understand the 75% attendance requirement established in the Greene County Board Appointment Policy. I further certify, that I am aware, if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

Alice C Barfield
Signature of Applicant

05 22 26
Date

FN:Word/Board Appts/Board Appt Form 2010

Greene County Board of Commissioners

Meeting Date: July 20, 2026

Budget Amendment — Communications

Item No: **G.3**

This budget amendment funds the addition of two telecommunication shift supervisors as recommended by the salary study approved on June 15, 2026.

Staff Recommendations: Requesting Board Action on the Item

Agenda Item Information

***Item No:* G.3**

Budget Amendment — Communications
Presented By: Kyle DeHaven

Department: Emergency Services

Reviewed By:
Brock Kearney

Sandy Shirtz

Kyle DeHaven

Communications - Budget Amendment

GREENE COUNTY
BUDGET REQUESTS

GREENE COUNTY
NORTH CAROLINA

Department: Emergency Services **Effective Date:** 07/20/2026

LINE ITEM TRANSFER					
FROM			**TO**		
Acct #	**Acct Name**	**Amount**	**Acct #**	**Acct Name**	**Amount**
	Total	**$ 0.00**		**Total**	**$ 0.00**

BUDGET AMENDMENT					
REVENUES			**EXPENDITURES**		
Acct #	**Acct Name**	**Amount**	**Acct #**	**Acct Name**	**Amount**
11198-439800	FBA	-12,400.00	11444-510100	Salaries	12,400.00
	Total	**-$ 12,400.00**		**Total**	**$ 12,400.00**

Justification:

The addition of two telecommunicator shift supervisors recommended by the salary study approved on June 15, 2026

Requested by: Brock Kearney

Commissioner/County Manager Approval:

GREENE COUNTY

Greene County Board of Commissioners

Meeting Date: July 20, 2026

Resolution Declaring Surplus Property

Item No: **G.4**

WHEREAS, Greene County is authorized by the North Carolina Statute (NCGS) 153A-176 to dispose of real or personal property belonging to the county by public auction and donations of personal property to other governmental units, and

WHEREAS, there exists certain items of personal property belonging to Greene County which are surplus to the needs of the County, and

WHEREAS, NCGS 153A-176 describes the procedure to be followed to affect such sale,

NOW, THEREFORE BE IT RESOLVED by the County Commissioners of Greene County that the County Manager is directed to dispose of the following items of County property. Terms are cash or certified check at the time of sale.

ITEM NAME	DESCRIPTION	VIN/ID#
2017 Ford	F-250	1FT7W2B66HEE74883

Adopted this ___day of July, 2026.

Staff Recommendations: Requesting Board Action on the Item

Agenda Item Information

Item No: **G.4**

Resolution Declaring Surplus Property
Presented By: Kyle DeHaven

Department: Finance

Reviewed By:
Sandy Shirtz

Kyle DeHaven

GREENE COUNTY

Greene County Board of Commissioners

Meeting Date: July 20, 2026

BA; Economic Development

Item No:
G.5

A Budget Amendment is necessary to appropriate funds for increased costs in Economic Development. The EDR Dues are increasing to account for new federal lobbyists that come at a slightly higher cost, and to account for some contract services that were omitted from the original budget document.

The manager is available for questions at this time.

Staff Recommendations: Requesting Board Action on the Item

Agenda Item Information

Item No: **G.5**

BA; Economic Development
Presented By: Kyle DeHaven

Department: County Manager's Office

Reviewed By:
Kyle DeHaven

Kyle DeHaven

ED BA 72026

GREENE COUNTY
BUDGET REQUESTS

GREENE COUNTY

Department: Jail **Effective Date:** 7/15/26

LINE ITEM TRANSFER

FROM			TO		
Acct #	**Acct Name**	**Amount**	**Acct #**	**Acct Name**	**Amount**
	Total	**$ 0.00**		**Total**	**$ 0.00**

BUDGET AMENDMENT

REVENUES			EXPENDITURES		
Acct #	**Acct Name**	**Amount**	**Acct #**	**Acct Name**	**Amount**
11198-439800	FBA	-76,000.00	11432-527500	Contracted Services	76,000.00
	Total	**-$ 76,000.00**		**Total**	**$ 76,000.00**

Justification:
An increase in the Jails Contracted Services Line is necessary to account for work needed to replace both door operators on the unit.

Requested by:

Kyle DeHaven

Commissioner/County Manager Approval:

GREENE COUNTY

Greene County Board of Commissioners

Meeting Date: July 20, 2026

BA; Jail

Item No: **G.6**

A Budget amendment is needed to pay for work needed for the jail elevator. Both door operators in the jail are outdated and unsupported and need to be upgraded to modern technology and equipment.

The manager will be available for any questions at this time.

Staff Recommendations: Requesting Board Action on the Item

Agenda Item Information

Item No: **G.6**

BA; Jail
Presented By: Kyle DeHaven

Department: County Manager's Office

Reviewed By:
Kyle DeHaven

Kyle DeHaven

Jail BA 722026, Greene County Courthouse - Door Operators Proposal

GREENE COUNTY

BUDGET REQUESTS

GREENE COUNTY

Department: Jail **Effective Date:** 7/15/26

LINE ITEM TRANSFER

FROM			TO		
Acct #	Acct Name	Amount	Acct #	Acct Name	Amount
	Total	$ 0.00		Total	$ 0.00

BUDGET AMENDMENT

REVENUES			EXPENDITURES		
Acct #	Acct Name	Amount	Acct #	Acct Name	Amount
11198-439800	FBA	-76,000.00	11432-527500	Contracted Services	76,000.00
	Total	-$ 76,000.00		Total	$ 76,000.00

Justification:

An increase in the Jails Contracted Services Line is necessary to account for work needed to replace both door operators on the unit.

Requested by: Kyle DeHaven

Commissioner/County Manager Approval:

Repair Work Order

TKE

June 22, 2026

GREENE COUNTY COURTHOUSE SNOW HILL

Purchaser: GREENE COUNTY COURTHOUSE SNOW HILL
Address: 127 SE 2ND ST
SNOW HILL, NC 28580-1427

Location: GREENE COUNTY COURTHOUSE SNOW HILL
Address: 127 SE 2ND ST
SNOW
HILL, NC 28580-1427

Purchaser authorizes TK Elevator Corporation (referred to as "TK Elevator" hereafter) to perform the following work on the equipment and at the location described above, in exchange for the sum of **Seventy Five Thousand Five Hundred Forty Dollars and Seventy Nine Cents ($75,540.79)** plus any applicable sales or excise tax pursuant to the terms and conditions contained in this Work Order (the "Work Order").

If not accepted with (30) thirty calendar days of the date presented to Purchaser, this Work Order shall automatically be revoked and shall be null and void.

Summary:

Elevator	TKE ID	Description	Repair category
PASSENGER	US157044	Door Operator	Performance
JAIL	US157045	Door Operator	Performance

For further information, please see a detailed Scope of Work on the pages that follow.

In the event you have any questions regarding the content of this Work Order please contact me at -.

We appreciate your consideration.

Regards,

Caitlyn Heglar
TK Elevator Corporation
530 Hinton Pond Road, Suite 132
Knightdale NC 27545
caitlyn.heglar@tkelevator.com |-

Notice:
No permits or inspections by others are included in this work, unless otherwise indicated herein. Delivery and shipping is included. All work is to be performed during regular working days and hours as defined in this Work Order unless otherwise indicated herein.

Repair Work Order

Scope of Work

Greene County Courthouse - Door Operator

TK Elevator will provide the necessary labor and material to replace the door operator for the units at the above refenced location.

The cost of this scope of work includes, at TK Elevator's election, the installation of a remote-monitoring device (a "Device") to those elevators at the location listed above ("Units") and connection of the Device to TK Elevator's cloud-based Internet of Things platform known as "MAX." With the installation of the Device and its connection to MAX, information obtained via machine learning may be sent to TK Elevator's technicians in connection with any service contract Purchaser has with TK Elevator that covers the Units to promote early diagnosis, faster fixes and reduced downtime at no additional charge.

Payment Terms

50% of the price set forth in this Work Order will be due and payable as a non-refundable initial progress payment within 10 days from TK Elevator's receipt of a fully executed copy of this Work Order. This initial progress payment will be applied to any applicable project management, permits, engineering, drawings and material procurement. Material will be ordered once this payment is received and the parties have both executed this Work Order.

The remaining 50% of the price set forth in this Work Order and any fully executed change orders shall be due and payable at the time TK Elevator commences the work described in the Work Order. TK Elevator's receipt of this final payment is a condition precedent to TK Elevator's return of the equipment described in this Work Order to the full operation and use and Purchaser agrees to waive any and all claims to such operation and use until such time as that payment is made in full.

The price of this Work Order includes all value added taxes, tariffs, duties, and similar charges imposed on TK Elevator as of the date of execution of this Work Order. The price of this Work Order is subject to escalation - even after Purchaser's acceptance of this Work Order – under certain circumstances. After the date of acceptance of this Work Order and in addition to the Work Order price, Purchaser is also responsible to pay TK Elevator for any new (or any increase in): (1) applicable value added taxes, tariffs, duties, and/or other charges imposed by applicable governmental authorities; (2) charges from its suppliers for any of the applicable materials and/or components due to (a) supply chain issues, (b) the imposition of applicable value added taxes, tariffs, duties or other charges by applicable governmental authorities; and/or (c) if the completion of work called for in this Work Order occurs after any milestone mentioned earlier in this Work Order; and/or (3) charges from TK Elevator's shippers and/or freight forwarders, all along with profit and overhead associated with those amounts. When any materials and/or components applicable to the work described in this Work Order are ready to ship, TK Elevator will provide Purchaser with a change order that includes such value added taxes, tariffs, duties and/or charges imposed by applicable government authorities and/or such charges from its suppliers and freight forwarders for any of the applicable materials and/or components as set forth above, along with profit and overhead associated with those amounts, which must be executed and fully paid for prior to and as a condition precedent to such shipment.

Purchaser agrees that TK Elevator shall have no obligation to complete any steps necessary to provide Purchaser with full use and operation of the affected elevator(s) until such time as TK Elevator has been paid 100% both of the price reflected in this Work Order and for any other work performed by TK Elevator or its subcontractors in furtherance of this Work Order. Purchaser agrees to waive any and all claims to the turnover and/or use of that equipment until such time as those amounts are paid in full. TK Elevator reserves the right to assign payments owed to TK Elevator under this Work Order.

Work order price:		$75,540.79
Estimated tax:	7.0000	$5,287.86
Estimated contract price:		$80,828.65
Initial progress payment:	(50%)	$40,414.33
Total due upon completion:	(50%)	$40,414.33

Repair Work Order

Terms and Conditions

TK Elevator does not assume any responsibility for any part of the vertical transportation equipment other than the specific components that are described in this Work Order and then only to the extent TK Elevator has performed the work described above.

No work, service, examination or liability on the part of TK Elevator is intended, implied or included other than the work specifically described above. It is agreed that TK Elevator does not assume possession or control of any part of the vertical transportation equipment and that such remains Purchaser's exclusively as the owner, lessor, lessee, possessor, or manager thereof.

Unless otherwise stated herein, TK Elevator's performance of this Work Order is expressly contingent upon Purchaser securing permission or priority as required by all applicable governmental agencies and paying for any and all applicable permits or other similar documents.

It is agreed that TK Elevator's personnel shall be given a safe place in which to work. TK Elevator reserves the right to discontinue its work in the location above whenever, in its sole opinion, TK Elevator believes that any aspect of the location is in any way unsafe until such time as Purchaser has demonstrated, at its sole expense, that it has appropriately remedied the unsafe condition to TK Elevator's satisfaction. Unless otherwise agreed, it is understood that the work described above will be performed during regular working days and hours which are defined as Monday through Friday, 8:00 AM to 4:30 PM (except scheduled union holidays). If overtime is mutually agreed upon, an additional charge at TK Elevator's usual rates for such work shall be added to the price of this Work Order.

In consideration of TK Elevator performing the work described above Purchaser, to the fullest extent permitted by law, expressly agrees to indemnify, defend, save harmless, discharge, release and forever acquit TK Elevator, its employees, officers, agents, affiliates, and subsidiaries from and against any and all claims, demands, suits, and proceedings made or brought against TK Elevator, its employees, officers, agents, affiliates and subsidiaries for loss, property damage (including damage to the equipment which is the subject matter of this Work Order), personal injury or death that are alleged to have been caused by Purchaser or any others in connection with the presence, use, misuse, maintenance, installation, removal, manufacture, design, operation or condition of the vertical transportation equipment that is the subject of this Work Order, or the associated areas surrounding such equipment. Purchaser's duty to indemnify does not apply to the extent that the loss, property damage (including damage to the equipment which is the subject matter of this Work Order), personal injury or death is determined to be caused by or resulting from the negligence of TK Elevator and/or its employees. Purchaser recognizes, however, that its obligation to defend TK Elevator and its employees, officers, agents, affiliates and subsidiaries under this clause is broader and distinct from its duty to indemnify and specifically includes payment of all attorney's fees, court costs, interest and any other expenses of litigation arising out of such claims or lawsuits.

Purchaser expressly agrees to name TK Elevator along with its officers, agents, affiliates and subsidiaries as additional insureds in Purchaser's liability and any excess (umbrella) liability insurance policy(ies). Such insurance must insure TK Elevator, along with its officers, agents, affiliates and subsidiaries for those claims and/or losses referenced in the above paragraph, and for claims and/or or losses arising from the negligence or legal responsibility of TK Elevator and/or its officers, agents, affiliates and subsidiaries. Such insurance must specify that its coverage is primary and non-contributory. Purchaser hereby waives the right of subrogation.

TK Elevator shall not be liable for any loss, damage or delay caused by acts of government, labor, troubles, strikes, lockouts, fire, explosions, theft, riot, civil commotion, war, malicious mischief, acts of God, or any cause beyond its control. TK Elevator Corporation shall automatically receive an extension of time commensurate with any delay regarding the work called for in this Work Order.

Purchaser consents and authorizes TK Elevator (1) to access Purchaser's premises to install and connect a Device to the Units and (2) to collect, store, maintain, own, use, delete, and/or destroy any or all of the data generated by the Device(s) as well as all data collected by the Device(s) and all data sent by the Device(s) to TK Elevator (all such data generated , collected, and/or sent shall be collectively referred to herein as the "MAX Data"). Purchaser agrees that all MAX Data is, and shall be, owned by TK Elevator and agrees to assign and hereby does assign any right, title or interest it may have in such MAX Data to TK Elevator. Any Device, once installed, is not intended, nor should it be considered, as a fixture. Instead, TK Elevator shall retain the right to remove the Device from any Unit(s) and/or cease any data collection and/or analysis at any time at its sole discretion. Moreover, TK Elevator shall retain the exclusive right and ability to, at its sole discretion, remove, delete and/or destroy all associated data generated from the Device(s). Because the Device and the MAX Data contain trade secrets belonging to TK Elevator and because the Device is being installed for the sole use and benefit of TK Elevator's personnel, Purchaser agrees not to permit Purchaser's own personnel or any third parties to use, access, tamper with, relocate, copy, alter, destroy, disassemble or reverse engineer the Device or the MAX Data and shall treat the MAX Data as confidential information of TK Elevator, including by using no less than reasonable care to protect the confidentiality of such MAX Data. The installation of any Device on a Unit shall not confer any rights or operate as an assignment or license to you of any patents, copyrights or trade secrets with respect to the Device and/or any software contained or embedded therein or that it utilizes/utilized in connection with the collection, monitoring and/or analysis of data.

Should loss of or damage to TK Elevator's material, tools or work occur at the location that is the subject of this Work Order, Purchaser shall compensate TK Elevator therefor, unless such loss or damage results solely from TK Elevator's own acts or omissions.

If any drawings, illustrations or descriptive matter are furnished with this Work Order, they are approximate and are submitted only to show the general style and arrangement of equipment being offered. Work Order.

Purchaser shall bear all cost(s) for any reinspection of TK Elevator's work due to items outside the scope of this Work Order or for any inspection arising from the work of other trades requiring the assistance of TK Elevator.

Purchaser expressly agrees to waive any and all claims for consequential, special or indirect damages arising out of the performance of this Work Order and specifically releases TK Elevator from any and all such claims.

A service charge of 1.5% per month, or the highest legal rate, whichever is less, shall apply to delinquent accounts. In the event of any default of any of the payment provisions herein, Purchaser agrees to pay, in addition to any defaulted amount, any attorney fees, court costs and all other expenses, fees and costs incurred by TK Elevator in connection with the collection of that defaulted amount.

Purchaser agrees that this Work Order shall be construed and enforced in accordance with the laws of the state or province (as applicable) where the vertical transportation equipment that is the subject of this Work Order is located and consents to jurisdiction of the courts, whether state, provincal or Federal as applicable, located there as well that to all matters and disputes arising out of this Work Order. Purchaser further agrees to waive trial by jury for all such matters and disputes.

Repair Work Order

The rights of TK Elevator under this Work Order shall be cumulative and the failure on the part of the TK Elevator to exercise any rights given hereunder shall not operate to forfeit or waive any of said rights and any extension, indulgence or change by TK Elevator in the method, mode or manner of payment or any of its other rights shall not be construed as a waiver of any of its rights under this Work Order.

In the event any portion of this Work Order is deemed invalid or unenforceable by a court of law, such finding shall not affect the validity or enforceability of any other portion of this Work Order.
This Work Order shall be considered as having been drafted jointly by Purchaser and TK Elevator and shall not be construed or interpreted against either Purchaser or TK Elevator by reason of either Purchaser or TK Elevator's role in drafting same.

In the event Purchaser's acceptance of the work called for in this Work Order is in the form of a purchase order or other kind of document, the provisions, terms and conditions of this Work Order shall exclusively govern the relationship between TK Elevator and Purchaser with respect to the work described herein.

Repair Work Order

Acceptance

Purchaser's acceptance of this Work Order will constitute exclusively and entirely the agreement for the work herein described. All prior representations or agreements regarding this work, whether written or verbal, will be deemed to be merged herein, and no other changes in or additions to this Work Order will be recognized unless made in writing and properly executed by both parties. No agent or employee of TK Elevator shall have the authority to waive or modify any of the terms of this Work Order without the written approval of an authorized TK Elevator manager.

This Work Order specifically contemplates work outside the scope of any other contract currently in effect between the parties; any such contract shall be unaffected by this Work Order.

To indicate acceptance of this work order, please sign and return one (1) original of this agreement to the branch address shown below. Upon receipt of your written authorization and required materials and/or supplies, we shall implement the work called for in this Work Order.

GREENE COUNTY COURTHOUSE SNOW HILL (Purchaser):	TK Elevator Corporation Management Approval
By:	By:
(Signature of Authorized Individual) Kyle Dehaven	(Signature of Branch Representative)
Kyle J. DeHaven (Print or Type Name)	Kinsey Clark Sales Manager
County Manager (Print or Type Title)	
7-20-2026 (Date of Acceptance)	(Date of Execution)

Please contact ________________ to schedule work at the following phone number ________________

REPAIR DOWN PAYMENT REQUEST
Contract Number: US66168

Attn: Kyle Dehaven
GREENE COUNTY COURTHOUSE SNOW HILL
127 SE 2ND ST
SNOW HILL NC, 28580-1427

Date	Terms	Reference ID	Customer Reference # / PO
June 20, 2026	Immediate	TK-2025-00409908	

Total Contract Price:		$75,540.79
Estimated Tax:	7.0000	$5,287.86
Estimated Invoice Amount (Incl. of taxes)		$80,828.65
Down Payment:	(50%)	$40,414.33

For inquiries regarding your contract or services provided by TK Elevator, please contact your local account manager at -. To make a payment by phone, please call 404-905-5252 with the reference information provided below.

Current and former service customers can now pay online at:
https://secure.billtrust.com/tkelevator/ig/one-time-payment

Thank you for choosing TK Elevator. We appreciate your business.

Please detach the below section and provide along with payment.

Customer Name:	GREENE COUNTY COURTHOUSE SNOW HILL
Location Name:	GREENE COUNTY COURTHOUSE SNOW HILL
Customer Number:	84835
Quote Number:	2025-2-2017067
Reference ID:	TK-2025-00409908
Remittance Amount:	$40,414.33

Remit To:

TK Elevator
PO Box 3796
Carol Stream, IL
60132-3796

For overnight checks, please send to:

Deluxe
TK Elevator 3796
5450 N. Cumberland Ave.
Chicago, IL 60656

Repair Completion Notice to be signed at job completion

Date:		Building Name:	GREENE COUNTY COURTHOUSE SNOW HILL
Repair Job #:		Street Address:	127 SE 2ND ST
		City State, Zip:	SNOW HILL, NC 28580-1427

Dear Kyle Dehaven,

Thank you for allowing us the opportunity to perform the repair job listed above.
We have completed the work as outlined in job #_______ and the unit is now up and running. You will receive a final bill for this work shortly.

We hope your experience was exceptional and look forward to serving you in the future. If you have any questions about the repair work or your service agreement, please check one of the boxes under "Follow-Up Request" and the appropriate person will contact you soon.

Customer Representative

Customer Name: Kyle Dehaven
Print or Type Name

Customer Signature:
Signature of Authorized Individual

Title: County Manager
Print or Type Title

Date: 7-20-24
Date of acceptance

Customer Email: kyle.dehaven@greenecountync.gov
Customer Email

TK Elevator Representative

Name: Caitlyn Heglar
Print or Type Name

Signature:
Signature of Authorized Individual

Title: Account Manager
Print or Type Title

Date:

Follow Up Request

If you would like a manager or department representative to contact you, please check one of the following:

- ☐ Sales Department
- ☐ Branch Manager
- Phone Number
- ☐ Service Department
- ☐ Repair Department

Comments:

Greene County Board of Commissioners
Meeting Date: July 20, 2026

Item No:
G.7

Flag Policy

A Flag Policy is requested and recommended by staff to carry out the direction of the Commissioners. This policy aims to remain in compliance with Federal and State law while giving direction to administration on how the Greene County Board of Commissioners wishes staff to proceed.

The Manager is available for questions at this time.

Staff Recommendations: Requesting Board Action on the Item

Agenda Item Information

Item No: **G.7**

Flag Policy
Presented By: Kyle DeHaven

Department: County Manager's Office

Reviewed By:
Kyle DeHaven

Kyle DeHaven

Draft Flag Policy2

COUNTY LOCAL HALF-STAFF OBSERVANCE POLICY

Purpose

To establish authority for local half-staff observances at County facilities.

Policy

Upon the request of the deceased's family, the Chair of the Board of Commissioners may authorize the United States Flag and State flags to be flown at half-staff at County facilities upon the death of:

- A current or former elected County official;

Authorized local half-staff observances shall begin upon notification of the death and continue until burial.

All half-staff displays shall be conducted in accordance with Presidential Proclamation No. 3044 and applicable federal flag etiquette.

Effective Date

This policy shall become effective upon adoption by the Board of County Commissioners.

Greene County Board of Commissioners

Meeting Date: July 20, 2026

Award of RFP for Proposal of Residential redevelopment at former Walstonburg Industrial Site

Item No: **G.8**

RFP's have been received for the redevelopment of the former Walstonburg Industrial Site. The site was initially constructed for industrial development, but after many years of inactivity, it was decided by the Board of Commissioners to develop this property residentially rather than industrially. This decision was made to put this property back on the tax books and to allow more emphasis and focus to be made on the new Industrial Site on Burnette Road.

This RFP was initially received on April 30th, where only two bids were received. Then readvertized and was due on June 5th, where two bids were received again. This complies with our Procurement Policy and gives the abilty to award if desired.

The two bids received are attached for your review.

The manager is available for questions at this time.

Staff Recommendations: Requesting Board Action on the Item

Agenda Item Information

Award of RFP for Proposal of Residential redevelopment at former Walstonburg Industrial Site

***Item No:* G.8**

Presented By: Kyle DeHaven

Department: County Manager's Office

Reviewed By:
Kyle DeHaven

Kyle DeHaven

072026 Request for Proposal 1, 072026 Request for Proposal 2

Request for Proposal
Residential Redevelopment Project

Section 1 - Notice to Proposers
Greene County, North Carolina ("County") is soliciting sealed proposals from qualified residential developers for the purchase and development of County-owned property located on Capital Drive in Walstonburg, NC.

The County seeks a developer to design and construct a high-quality, cohesive single-family residential neighborhood. Proposers are encouraged to submit innovative development concepts and site layouts that maximize the potential of the property while meeting the minimum requirements outlined below. The site is served by existing public water and sewer infrastructure.

Proposals must be received no later than 12:00 Noon, Friday, June 5, 2026:

Kyle DeHaven, County Manager
229 Kingold Boulevard, Suite D. Snow Hill, NC 28580
Phone: 252-747-3446
Email: kyle.dehaven@greenecountync.gov
Questions accepted through May 18, 2026 and will be posted for all applicants to view.
Greene County reserves the right to accept or reject any or all proposals, in whole or in part, at its sole discretion

Section 2 -Minimum Requirements
All proposals must meet the following:

- **Minimum Lot Size:** 14,000 square feet
- **Minimum Dwelling Size:** 1,600 heated square feet with attached garage
- **Architectural Standards:** Consistent and complementary residential design
- **Compliance:** Must comply with:
  - North Carolina State Building Code
  - Greene County subdivision, zoning, and stormwater ordinances
  - All applicable federal, state, and local laws

Section 3 – Development Approach
This RFP is intended to solicit developer-driven concepts. Proposals should clearly describe:

- Proposed lot layout and total number of lots
- Overall development vision and housing product type
- Architectural style and design standards

- Approach to phasing and construction timeline
- Proposed amenities, landscaping, and neighborhood enhancements
- Strategy for maximizing value and marketability

Section 4 – Proposal Requirements
Submit a concise proposal including:

- Developer qualifications and relevant experience
- Conceptual site plan or layout
- Narrative of development approach
- Evidence of financial capacity
- Completed **Pricing & Development Schedule Form (Page 2)**

Section 5 - Evaluation Criteria
Proposals will be evaluated on overall best value to Greene County, including:

- Financial offer for the property
- Developer qualifications, experience, and demonstrated capacity
- Quality, creativity, and cohesion of the proposed development concept
- Adherence to minimum design and size standards
- Proposed timeline and ability to complete the project
- Quality of proposed amenities and neighborhood design

Greene County reserves the right to accept or reject any or all proposals, in whole or in part, at its sole discretion

Section 6 - Pricing & Authorization

Proposed Purchase Price (68 Lots – Base Proposal): $ 690,000.00

Proposed Development Schedule:

- Phase 1 Completion: < 21 months from closing
- Phase 2 Completion: < 36 months from closing
- Final Completion: < 36 months from closing

Authorized Signature: BAH
Printed Name / Title: Barton Horne, Managing-Member
Company Name: First Flight Development, LLC
Date: 6/4/26

SKETCH PLAN FOR

NORTHWEST GREENE

THE NORTHWEST GREENE INDUSTRIAL PARK SITE

McDAVID ASSOCIATES, INC.

Corporate License No. C-131

CORPORATE OFFICE

BRANCH OFFICE

FIRST FLIGHT
DEVELOPMENT

Pricing and Development Schedule

Proposed Purchase Price (68 Lots – Base Proposal): **$690,000**

Proposed Development Schedule: *(Detail in Development Approach Below)*

Phase 1 Completion: less than 21 months from Closing Date

Phase 2 Completion: less than 36 months from Closing Date

Authorized Signature: ______________________

Printed Name / Title: Barton Horne, First Flight Development, LLC, Manager

Developer Qualifications

The proposal is being presented by strategic partners, Century Communities and First Flight Development.

First Flight Development (Developer): First Flight Development is a joint venture between a Greenville, North Carolina based site contractor and a Florida based capital partner who has focused exclusively on funding residential development projects since 2013. Notable, recent,local projects:

Montevallo Phase 1 - Ayden, NC 40 lots
East Ridge Section 1 Phase 1 Ayden NC - 35 lots
Spencers Woods - Tarboro NC - 89 lots
Kings Mill -Ayden, NC - 31 lots
Allen Park Phase 2 - Ayden, NC - 30 lots
Stonewall Villas - Rocky Mount, NC - 42 lots
Hope Farms - Tarboro, NC - 35 lots
Savannah Place -- Greenville, NC, 30 lots
Tucker Hill Farms - Simpson, NC, 90 lots
Bayberry – New Bern, NC 159 lots

FIRST FLIGHT DEVELOPMENT

Century Communities: Century Communities, Inc. is a publicly traded U.S. homebuilder founded in 2002 and listed on the NYSE under the ticker symbol CCS. It has grown into one of the nation's largest residential construction companies, with operations across multiple regions, including a strong presence in the Southeast. North Carolina has been a key part of that expansion, driven by strong population growth and housing demand in markets like Charlotte and Raleigh. The company significantly entered the state in 2016 through the acquisition of a 50% stake in Wade Jurney Homes, a well-known local builder. This partnership was later fully integrated and became part of the Century Complete brand, which focuses on affordable and streamlined homebuilding.

Since then, Century Communities has expanded its footprint across North Carolina with numerous new communities. The company has developed homes in cities such as Gastonia, Rocky Mount, Bolivia, Salisbury, and Thomasville. Its North Carolina strategy has emphasized attainable housing, with many communities offering competitively priced single-family homes and townhomes. Century has also been active in both suburban and smaller regional markets, not just major metros. This approach has allowed it to capture demand from a wide range of buyers, especially first-time homeowners.

In addition to geographic expansion, Century Communities has continued launching new developments and increasing its lot inventory across the state. Its communities are typically located near growing employment corridors and infrastructure, supporting long-term value. Overall, the company's history in North Carolina reflects a strategic mix of acquisition, affordability-focused building, and steady regional growth

Proposed Purchase Price (68 Lots – Base Proposal):

$ 690,000

Development Approach

Phase 1: As soon as practical after closing, Century will start construction on the 29 lots that are accessible off of existing infrastructure with exiting utilities in place. Century projects starting all Phase 1 homes within 18 months of the project closing and first building permit, with the goal of completing and selling all Phase 1 homes within the first 21 months of the project.

Phase 2: As soon as design and permitting is approved for the portion of the community that requires new development of infrastructure, First Flight Development will start on the site development of Phase 2. First Flight projects 10 months to complete the development and acceptance of the Phase 2 lots. Century intends to start home construction on the Phase 2 lots immediately upon development completion and plat recordation. Century intends to construct homes on Phase 2 lots from Month 12 of the project through Month 30. The targeted completion of full build out and sale of the project is less than 36 months.

Housing type (Minimum 1,600 sqft)

Century Communities builds attractive, well-designed homes in North Carolina that appeal to a wide range of buyers seeking comfort and value. Their homes are usually located in thoughtfully planned suburban communities that offer a welcoming neighborhood feel. Homes feature spacious floor plans ranging from roughly 1,700 to over 2,500 square feet, providing ample room for families to grow. Open-concept layouts create a bright and connected living environment, especially between the kitchen, dining, and living areas. Kitchens are designed with modern conveniences like large islands and stylish finishes that enhance both functionality and appearance. Exterior designs commonly incorporate charming elements such as Craftsman-style details, brick accents, and inviting front elevations. Interiors typically include a mix of durable and attractive materials like luxury vinyl plank flooring and contemporary fixtures. Many homes also include flexible spaces such as lofts or home offices, which add versatility for today's lifestyles. Century Communities emphasizes energy efficiency and practical design, helping homeowners enjoy long-term comfort and savings. Overall, their homes offer a balanced combination of affordability, style, and livability that makes them a strong choice in the North Carolina market.

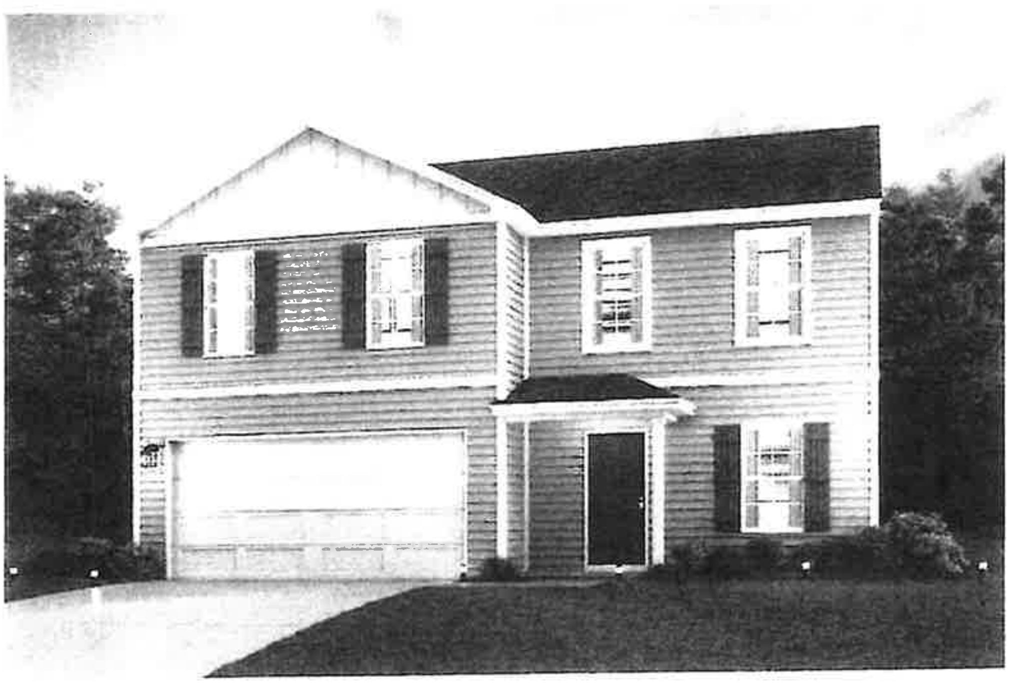
Essex-Ellington Floor Plan

Cabot Floor Plan

FIRST FLIGHT DEVELOPMENT

Dupont-Davidson Floor Plan

Essex Floor Plan



FIRST FLIGHT DEVELOPMENT

Conceptual Site Plan

It is our intent to utilize the proposed site plan in the RFP. It is additionally the assumption that the existing utilities can be utilized to service lots that front the existing infrastructure and those utilities can be extended to service the new development area.

Proof of financial capacity

References:

Ameris Bank- Annie Howe 904-996-1023 (Reference Owner Tim Ritch)

Four Corners Community Bank-William Galloway 850-766-2424 (Reference Owner Tim Ritch)

Century Communities- Ben Stevens 704-953-3425 (Reference Owner Barton Horne)

Description of Proposed Amenities

1) Entrance monumentation and landscape plan
2) Primary Road to be lined with hardwoods to form a canopy road affect.
3) CBU mailbox center

ACKNOWLEDGEMENT

GREENE COUNTY MAY REQUEST ADDITIONAL INORMATION AT ANY POINT IN TIME DURING THE EVALUATION PROCESS.

Board of Commissioners
Bennie Heath – Chairman
Jerry Jones – Vice-Chair
Derek Burress
Ray Johnson
Robert (Bobby) Taylor, Jr.

GREENE COUNTY

County Manager
Kyle J. DeHaven

County Attorney
Kevin MacQueen

Finance Officer
Sandy Shirtz

Request for Proposal
Residential Redevelopment Project

Section 1 - Notice to Proposers

Greene County, North Carolina ("County") is soliciting sealed proposals from qualified residential developers for the purchase and development of County-owned property located on Capital Drive in Walstonburg, NC.

The County seeks a developer to design and construct a high-quality, cohesive single-family residential neighborhood. Proposers are encouraged to submit innovative development concepts and site layouts that maximize the potential of the property while meeting the minimum requirements outlined below. The site is served by existing public water and sewer infrastructure.

Proposals must be received no later than 12:00 Noon, Friday, June 5, 2026:

Kyle DeHaven, County Manager
229 Kingold Boulevard, Suite D, Snow Hill, NC 28580
Phone: 252-747-3446
Email: kyle.dehaven@greenecountync.gov
Questions accepted through May 18, 2026 and will be posted for all applicants to view.
Greene County reserves the right to accept or reject any or all proposals, in whole or in part, at its sole discretion

Section 2 -Minimum Requirements

All proposals must meet the following:

- **Minimum Lot Size:** 14,000 square feet
- **Minimum Dwelling Size:** 1,600 heated square feet with attached garage
- **Architectural Standards:** Consistent and complementary residential design
- **Compliance:** Must comply with:
  - North Carolina State Building Code
  - Greene County subdivision, zoning, and stormwater ordinances
  - All applicable federal, state, and local laws

Section 3 – Development Approach

This RFP is intended to solicit developer-driven concepts. Proposals should clearly describe:

- Proposed lot layout and total number of lots
- Overall development vision and housing product type
- Architectural style and design standards

- Approach to phasing and construction timeline
- Proposed amenities, landscaping, and neighborhood enhancements
- Strategy for maximizing value and marketability

Section 4 – Proposal Requirements
Submit a concise proposal including:

- Developer qualifications and relevant experience
- Conceptual site plan or layout
- Narrative of development approach
- Evidence of financial capacity
- Completed **Pricing & Development Schedule Form (Page 2)**

Section 5 - Evaluation Criteria
Proposals will be evaluated on overall best value to Greene County, including:

- Financial offer for the property
- Developer qualifications, experience, and demonstrated capacity
- Quality, creativity, and cohesion of the proposed development concept
- Adherence to minimum design and size standards
- Proposed timeline and ability to complete the project
- Quality of proposed amenities and neighborhood design

Greene County reserves the right to accept or reject any or all proposals, in whole or in part, at its sole discretion

Section 6 - Pricing & Authorization

Proposed Purchase Price (68 Lots – Base Proposal): $ $540,000

Proposed Development Schedule:

- Phase 1 Completion: 6-12 Months
- Phase 2 Completion: 12-24 months
- Final Completion: 24-36 months

Authorized Signature: ____________________
Printed Name / Title: Brooke Gans, President
Company Name: Axiom & Associates LLC
Date: 5/28/26

SKETCH PLAN
FOR
NORTHWEST GREENE
THE NORTHWEST GREENE INDUSTRIAL PARK SITE

McDAVID ASSOCIATES, INC.
Corporate License No. C-131
CORPORATE OFFICE
BRANCH OFFICE

PROJECT NO.
SCALE
DATE
SURVEYED BY
DRAWN BY
MAP FILE REFERENCE

AXIOM AND ASSOCIATES

Residential Redevelopment Proposal Submission
Greene County Residential Redevelopment Project
Capital Drive – Walstonburg, North Carolina

Submitted To:

Greene County Board of Commissioners
Kyle DeHaven, County Manager
229 Kingold Boulevard, Suite D
Snow Hill, NC 28580

Submitted By:

Axiom and Associates

Cover Letter & Development Overview

Greene County Staff and Commissioners,

We wanted to follow up and provide additional context surrounding our submission and overall development approach for the Walstonburg Residential Redevelopment Project.

Included within our proposal package are supporting materials, project references, articles, and links highlighting similar developments we have completed or are actively working on. These references are intended to provide a clearer understanding of how Axiom approaches projects of this nature and the long-term mindset we bring to residential community development.

From our discussions and review of the RFP materials, it appears Greene County's priority is maintaining a consistent 14,000 square foot lot standard throughout the development. At the same time, current market trends — particularly among younger families and first-time buyers — increasingly favor manageable lot sizes that reduce long-term maintenance burdens while still preserving neighborhood quality and curb appeal.

Our objective is to ensure this development not only satisfies Greene County's standards and long-term vision, but also performs successfully within the current residential market to ensure strong absorption, neighborhood stability, and sustained value creation.

Axiom is fully willing and prepared to proceed utilizing the County's original 14,000 square foot lot layout while maintaining the per-lot pricing structure outlined within our proposal. The primary consideration we are evaluating is how best to balance those standards with what will ultimately drive market demand, support successful home sales, and create a vibrant long-term community.

As outlined within our proposal, Axiom intends to utilize a phased development structure. We would initially acquire a limited number of lots, begin vertical construction, establish market interest, and then continue expansion into additional roads and infrastructure as homes are sold and absorption is demonstrated.

Under the increased density option, there may be a need for additional stormwater infrastructure improvements, including the potential construction of a stormwater pond or related facilities. Any required improvements would be fully evaluated and incorporated during final engineering and development planning.

Additionally, Axiom intends to establish a Homeowners Association (HOA) to preserve the long-term appearance, maintenance, and overall quality of the neighborhood. Our intention is to keep HOA dues minimal while ensuring the community remains well maintained and visually appealing. Upon completion of the development, HOA control would ultimately transition to the homeowners.

We also want to ensure it is clearly understood that the additional streets, infrastructure expansion, utility extensions, and overall improvements contemplated within our proposal represent an estimated investment of approximately $1.75 million on Axiom's behalf. Our phased approach is specifically designed to ensure that level of investment is supported by responsible absorption, sustained demand, and long-term project stability.

It appears Greene County is working to strike the appropriate balance between development standards, marketability, long-term neighborhood quality, and tax value creation. That is precisely the same balance Axiom is attempting to achieve through this proposal and development strategy.

We appreciate the opportunity to submit this proposal and would welcome the opportunity to discuss any portion of the submission further, answer questions, or make adjustments based upon County feedback.

Thank you for your consideration.

Respectfully Submitted,

Axiom and Associates

Proposal Submission

Greene County Residential Redevelopment Project
Capital Drive – Walstonburg, North Carolina

1. Introduction & Development Vision

Axiom and Associates respectfully submits this Proposal in response to Greene County's Residential Redevelopment Project Request for Proposals for the Capital Drive property located in Walstonburg, North Carolina. This proposal is intended to align with Greene County's objective of creating a high-quality, cohesive single-family residential neighborhood while maximizing long-term value, infrastructure efficiency, neighborhood appeal, and overall community impact.

Axiom appreciates Greene County's updated developer-driven approach encouraging innovative site planning, community enhancements, and thoughtful neighborhood design.

While Axiom is fully prepared and willing to move forward utilizing the original lot layout submitted by Greene County, we believe the conceptual alternative layout included within this proposal better supports the type of connected, community-oriented neighborhood environment the County is seeking to achieve.

Our proposed concept is intended to:

- Create a stronger neighborhood identity
- Improve opportunities for resident interaction and gathering
- Enhance overall streetscape continuity
- Increase long-term marketability
- Improve development efficiency while maintaining architectural consistency
- Create opportunities for meaningful neighborhood amenities

Axiom's approach combines practical infrastructure utilization with thoughtful residential planning to create a neighborhood that will positively contribute to Greene County for years to come.

2. Development Structure

Axiom proposes a phased acquisition and development structure designed to ensure responsible growth, controlled inventory, sustained neighborhood appeal, and long-term market stability throughout the project.

Under this approach, Axiom would initially acquire three (3) lots and immediately begin vertical construction on those homes. The initial phase is intended to establish market demand, generate buyer interest, and demonstrate the overall quality and vision of the development.

Following completion and market response to the initial homes, Axiom would continue development based upon actual absorption rates and buyer demand within the community. As homes are sold, Axiom would continue purchasing additional lots from the County and maintain an active construction pipeline to ensure continued momentum within the neighborhood.

This measured approach allows:

- Controlled and responsible development pacing
- Reduced speculative inventory risk
- Market-driven expansion
- Consistent construction activity
- Stronger long-term neighborhood stability
- Improved buyer confidence and community perception

Axiom intends to maintain active homes under construction throughout the development process to create visible progress and sustained market excitement within the neighborhood.

In addition, Axiom will maintain undeveloped and unsold lots in a clean, professionally managed condition to preserve neighborhood appearance, curb appeal, and overall development attractiveness during all phases of construction. Lot maintenance may include:

- Grass cutting and vegetation management
- General site cleanup
- Temporary landscaping enhancements
- Ongoing appearance and maintenance standards

Axiom believes this phased and disciplined development strategy provides Greene County with a responsible, market-supported approach that protects long-term property values while encouraging steady residential growth and community interest.

3A. Conceptual Site Plan – Option A (Hybrid Layout)

The proposed hybrid layout maintains the overall framework and roadway structure established by Greene County while introducing modifications intended to improve neighborhood flow, housing yield, and community connectivity.

Key Design Elements:

- Existing road network remains substantially intact
- The primary entrance off U.S. 264-A would be enhanced with upgraded neighborhood signage, professional landscaping, and attractive streetscape features designed to establish a strong sense of arrival, improve curb appeal
- Existing utility infrastructure is fully utilized
- Outparcels remain preserved
- Stormwater areas and required buffers are respected

• Landscaped perimeter transitions are incorporated

Hybrid Lot Strategy:
• Interior Lots: Approximately 7,000 SF typical
• Perimeter Lots: Approximately 12,000–15,000 SF

Estimated Yield:
• Approximately 100–114 Lots
• Target Development Yield: Approximately 108 Lots

• Total Lots: 108 Lots
• Proposed Purchase Price Per Lot: $5,000.00
• Total Proposed Purchase Price: $540,000.00

3B. Conceptual Site Plan – Option B (Greene Co Layout)

Greene County Standard Layout Option

Axiom and Associates is fully prepared to proceed utilizing Greene County's original 68-lot layout configuration as submitted within the County's proposal documents.

Under this option, Axiom proposes the following purchase structure:

• Total Lots: 68 Lots
• Proposed Purchase Price Per Lot: $7,000.00
• Total Proposed Purchase Price: $476,000.00

Axiom believes the County's original layout remains a viable and attractive development opportunity and is prepared to move forward under either development approach. However, Axiom also believes the proposed hybrid conceptual layout included within this proposal provides additional opportunities to enhance the overall community-oriented vision, neighborhood interaction, and long-term marketability Greene County is seeking to achieve.

4. Development Vision & Community Design

Axiom believes that successful residential developments are built around more than housing alone. Strong neighborhoods are created through thoughtful planning, attractive streetscapes, resident gathering areas, and community-oriented amenities.

While Greene County's original layout provides a strong foundation for development, Axiom believes the proposed conceptual alternative creates additional opportunities for enhanced neighborhood connectivity, improved community interaction, better integration of an amenity space, increased neighborhood identity, and improved long-term resident experience.

5. Community Amenities & Collaborative Planning

Axiom and Associates is committed to working collaboratively with Greene County, County staff, and the project engineer to identify and develop community-oriented amenities that best serve future residents.

As part of the final engineering and development process, Axiom will coordinate with the County and design professionals to determine the most favorable and functional location within the development for shared community spaces and recreational amenities.

Potential amenities may include:

- Neighborhood park or open green space
- Covered picnic shelter
- Outdoor grilling and/or gathering area
- Common spaces
- Evergreen screening and transitional buffers

Axiom believes these features will significantly contribute to the sense of community Greene County is seeking to establish while improving the long-term marketability and desirability of the neighborhood.

6. Housing Product & Architectural Standards

All proposed homes will meet or exceed Greene County's minimum RFP requirements.

Proposed Housing Standards:

- Minimum 1,600 heated square feet
- Attached garages
- Consistent and complementary architectural standards
- Professional landscaping
- Evergreen landscape buffers adjacent to commercial areas

Axiom intends to create a visually cohesive neighborhood with strong curb appeal and long-term property value stability.

7. Compliance with RFP Requirements

All final development plans will comply with:

- North Carolina State Building Code
- Greene County subdivision regulations
- Greene County zoning ordinances
- Greene County stormwater requirements
- Applicable federal, state, and local regulations

8. Absorption & Construction Strategy

Production Capacity: Up to six (6) homes per 30-day cycle following a 90-day construction ramp-up period.

Axiom will maintain disciplined inventory management and does not intend to continue speculative construction should three completed homes remain unsold at any given time.

9. Phased Development Strategy

Development will proceed in organized phases designed to align with absorption rates and infrastructure efficiency.

Interior road expansion and subsequent phases are anticipated to begin following the sale of approximately nine homes.

10. Development Timeline

- Ramp-Up Period: 90 Days
- Phase 1 Completion: 6–12 Months
- Phase 2 Completion: 12–24 Months
- Full Buildout: 24–36 Months

11. Estimated Economic & Tax Base Impact (Option 3A)

Estimated Total Development Value: Approximately $32,400,000

Estimated Annual Property Tax Revenue: Approximately $288,360

12. Development Advantages

- High-quality single-family residential neighborhood
- Community-oriented neighborhood design
- Enhanced resident gathering opportunities
- Flexible development approach aligned with County objectives
- Efficient use of existing infrastructure
- Increased marketability through amenity integration
- Strong architectural consistency and curb appeal
- Collaborative planning process with Greene County and project engineers
- Long-term tax base growth and economic benefit
- Balanced, market-driven construction strategy

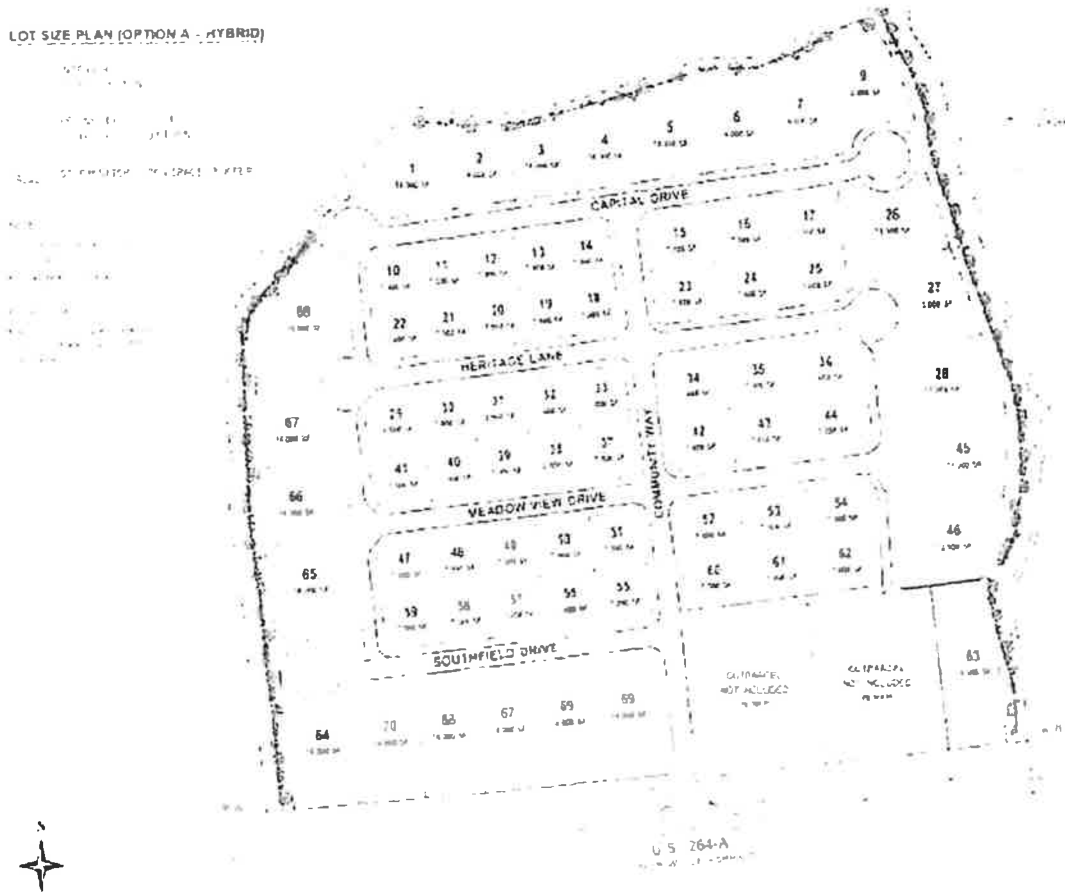
13. Closing Statement

Axiom and Associates is committed to delivering a thoughtfully planned residential community that aligns with Greene County's vision for quality growth, long-term value creation, and enhanced housing opportunities.

While Axiom is fully prepared to proceed utilizing the County's original lot layout, we believe the conceptual alternative presented within this proposal provides additional opportunities to create the type of connected, community-focused neighborhood environment Greene County is seeking to achieve.

Through continued collaboration with Greene County, County staff, and the engineering team, Axiom intends to deliver a development that combines quality construction, attractive neighborhood design, meaningful community spaces, and lasting value for both future residents and Greene County.

Conceptual Site Plan



Greene County Site Plan

Example Homes

700-unit subdivision approved off I-85 north of Durham