

NORTH CAROLINA
COUNTY OF GREENE

The Greene County Board of Commissioners met in regular session on Monday, June 7, 2021 at 10:00 a.m. in the Wellness Center. Present for the meeting: Chairman Bennie Heath, Vice Chairman James T. Shackelford Jr, Commissioners Jerry Jones, Susan Blizzard, and Derek Burress, County Manager Kyle DeHaven, County Attorney Gay Stanley and Deputy Clerk Kathy Mooring.

A. Call to Order

Chairman Bennie Heath called the meeting to order, and asked Commissioner Jones to give the Invocation and lead the Pledge to the Flag.

B. Approval of Agenda

Chairman Heath asked if there were any changes to the agenda as presented. Commissioner Burress made a motion to remove G1 Proposed FY 21/22 Budget Ordinance until the next meeting as he has received complaints from the public that they were not given a chance to comment on the budget. Chairman Heath asked for a second to this motion, since there is no second to this motion it failed. Chairman Heath also noted that there have been budget workshops that are open to the public and we are having a Public Hearing today for this.

On motion by Commissioner Jones and seconded by Commissioner Shackelford, the Board voted 4 to 1 (Commissioner Burress voted nay) to approve the Agenda as presented.

C. Consent Agenda

Chairman Heath asked for any changes to the Consent Agenda. Commissioner Blizzard asked that item C4 (Budget Amendment for American Rescue Plan) be removed in order to discuss before voted on. Chairman Heath then called for a motion to vote on items C1, 2, 3, 5 and 6.

On motion by Commissioner Jones and seconded by Commissioner Shackelford the Board voted unanimously to approve items C1, 2, 3, 5 and 6 of the Consent Agenda.

Chairman Heath then called on Commissioner Blizzard to discuss item C4 (Budget Amendment for ARP). Commissioner Blizzard wanted to know the timeline to spend these funds and will they be held in the restricted fund balance. County Manager DeHaven said they have 6 years to spend these funds which are under very strict guidelines and he will be meeting with other County Managers to discuss how best to use these funds. He also stated that these funds will be held in the restricted fund balance.

On motion by Commissioner Jones and seconded by Commissioner Shackleford the Board voted unanimously to approve item C4.

- May 17, 2021 Regular Meeting Minutes
- Release/Refunds
- Monthly Collection Report
- Budget Amendment; ARP Funds
- Budget Amendment; Register of Deeds
- Budget Amendment; Recreation

Refunds: NCVTS Tax & Tag

Wayne County Tax Dept. for Michelle Renee Harris	\$136.63	Ana Rosa Ballesteros Mora	\$12.23	Steven Allen Bright	\$106.12
Vickie Whaley Bright	\$260.15	Steven Frederick Dail	\$79.17	Ann Coward Sherrill	\$84.17
Timmy Ray Barfield	\$19.70	Monet Elps Buck	\$23.43	Diane Michelle Bell- Ginn	\$123.41
Jeffrey Lynn Heath	\$6.11				

Refunds: Ad Valorem Tax

Charles & Barbara Sheppard for 2016 – 2020	\$4.35				
---	--------	--	--	--	--

D. PUBLIC HEARING – FY 21/22 Proposed Budget Ordinance

Chairman Heath opened the Public Hearing to receive Public Comment. No one had any comments. Chairman Heath closed the Public Hearing.

E. PUBLIC COMMENTS

None

F. PRESENTATIONS

1. Becky Sutton; County Owned Foreclosed Property. Ms. Sutton stated that this was brought to the Board as the county had received a bid for Parcel 0406509 on Mewborn Church Rd from Cub Lands, LLC in the amount of \$2500.00. Ms. Sutton recommended accepting the bid and the Board voted unanimously to consider the offer. A 5% deposit was received and as prescribed by law, the offer was published in The Standard on April 15, 2021 and gave notice that the bid may

be raised within 10 days of the notice. The first upset bid was received April 16, 2021 from Calvin Watson Properties for \$2750.00, this bid was advertised on May 6, 2021 and on May 3, 2021 the second upset bid was received from Cub Lands, LLC for \$3,025.00 and on May 5th, 2021 the last bid of \$3,327.50 from Calvin Watson Properties was received and was advertised in the Standard on May 13, 2021. No more upset bids have been received, last day to upset bid was May 24, 2021. Ms. Sutton recommended that the Board accept the latest upset Bid and offer as presented in the amount of \$3,327.50 from Calvin Watson Properties and proceed with the sale of this property.

On motion by Commissioner Jones and seconded by Commissioner Shackleford the Board voted unanimously to accept the finale bid and proceed with sale of this property.

G. COUNTY MANAGER REPORT

1. Mr. DeHaven first presented the FY 21/22 Budget Ordinance for approval. Mr. DeHaven stated he had first presented the recommended budget to the Board of Commissioners at the May 17, 2021 meeting and requested two budget workshops be scheduled. The budget workshops were set for May 25, 2021 at 10 a.m. and June 1, 2021 at 6 p.m. at the Wellness Center. During the workshops the budget was discussed by department by fund. All comments and questions were addressed. He stated if there were no further questions or comments he is asking for approval of the proposed budget as presented. Commissioner Blizzard asked that the rate per \$100 valuation read the same throughout the document. Mr. DeHaven agreed to make that change.

On motion by Commissioner Jones and seconded by Commissioner Shackleford, the Board voted unanimously to approve the FY 21/22 Budget.

2. Mr. DeHaven next presented a request to designate a voting delegate for the 114th Annual Conference of the NCACC. He noted that the voting delegate is traditionally the Chairman of the Board of Commissioners and should he not be able to attend he will appoint another Commissioner to attend in his absence.

On motion by Commissioner Jones and seconded by Commissioner Shackleford the Board voted unanimously to designate the Chairman, Mr. Bennie Heath as the voting delegate from Greene County.

3. Mr. DeHaven next presented a Resolution declaring June as Elder Abuse Awareness Month. Mr. DeHaven also announced there will be a small event at the Senior Center on June 15th at 11 a.m. recognizing Elder Abuse Awareness Day.

On motion by Commissioner Blizzard and seconded by Commissioner Jones the Board voted unanimously to approve the Resolution.

4. Mr. DeHaven next presented a request for Sponsorship of the LCC Foundation Tennis & Golf Classic. Mr. DeHaven stated we have sponsored this event in the past in the amount of \$1,500. Commissioner Blizzard noted that this was approved in this current year budget and this should be informational only. Mr. DeHaven agreed.

5. Mr. DeHaven next presented a request for acceptance of the 2021 ESFRLP Program. The NCHFA has awarded Greene County funds for the 2021 ESFRLP cycle. This program targets home's with needed repair that have household income at or below 80% LMI. Commissioner Blizzard noted that this program is also for special need homes as well. She asked about the same program for 2017 and 2018, do they have the same time line limit as this one does of 3 years and are they still within those time limits. Mr. DeHaven stated he is of the belief that we are still within the time frame and Commissioner Blizzard asked for those time frames and Mr. DeHaven stated he did not have that information with him but that he would provide her with that information.

On motion by Commissioner Shackelford and seconded by Commissioner Jones the Board voted 4 – 1 (Commissioner Blizzard voted nay) to approve the acceptance of the 2021 ESFRLP Program.

6. Mr. DeHaven presented a Blood Drive Incentive Program. Mr. DeHaven stated he was recently approached by representatives of the American Red Cross to host a blood drive. This blood drive will take place at the Wellness Center on June 30th. In an attempt to promote County Employee participation, Mr. DeHaven stated he is requesting the Greene County Commissioners agree to incentivize employees who participate. Ms. Stevens of the American Red Cross had mentioned compensatory time for staff has become a popular incentive. Mr. DeHaven is asking for the Board approval. Commissioner Blizzard said if we do not charge leave time to donate during work hours that should be incentive enough. Commissioner Shackelford stated that he feels with the blood shortage at this time we should do all we can to encourage blood donations. Commissioner Jones stated that he gives every chance he gets to and it normally take one to one and half hours to donate and he feels that is enough incentive for employees. There was no motion.

H. County Attorney Report

Nothing at this time.

I. Commissioner's Report and Recommendations

Commissioner Burress congratulated all Greene County Graduates and he thanked all teachers and staff for their resilience. He also congratulated the ECU Baseball team and the Louisburg College softball for their accomplishments this season. ECU Baseball team advanced to the Super Regionals and Louisburg College softball team had a 48 – 8 season this year, which earned them a trip to the NJCAA Division II National Tournament. He also congratulated the Greene Central Lady Rams Tennis team for winning their 27th consecutive conference championship this past week. Commissioner Burress also wanted to remind our citizens to drive carefully especially with the amount of rain we have been getting which makes the roads very slippery when wet. Commissioner Burress thanked Ms. Suzanne Gray for her leadership as interim Director for the Department of Social Services and he also congratulated Ms. Amanda Smith on her promotion as the new Director of DSS. He thanked the County Manager and staff for their work on this next year's budget. He reminded all that changes can be made to the approved budget by making budget amendments throughout the year if needed. He challenged the Board to start thinking of ways to expand our economic base so that we can lower our property tax rate. He stated that out of 100 counties in North Carolina, Greene County is ranked 23rd as having the highest property tax rate in the state.

Commissioner Blizzard stated that the Greene County Department of Public Health is working with Vidant Health and they asking all citizens to participate in their current survey that the Dept. Public Health has posted this survey online at the county website. She stated that she, Mr. DeHaven and Commissioner Burress recently met with the State HMPG Division to receive first-hand information on these projects and the rest of the Commissioners would like to hear this information also. She asked Mr. DeHaven to invite Mr. McGugan to our next BOC Meeting on the 21st of June and also invite Mr. Barnett to that meeting as well. She also asked about the removal of the Public Comment rules from the agenda packet. Mr. DeHaven said that it would need to be at the request of the entire board. Commissioner Jones said to go ahead and remove it from the agenda packets and make sure it is posted on the county website and make it available to the public when they sign up to speak during a meeting. Commissioner Blizzard also brought up texting during Commissioner meetings, she said it is disrespectful and should not be done during any meeting. She next brought up the appointment to the board of health at the last meeting for the public member seat. She stated that the board needs to be consistent on their appointments and reappointments. She stated that nowhere did it state that Mr. Jody Tyson seat was one of the seats open for reappointment. She stated that personal agendas should not be tolerated by this board and all need to follow the rules as written. Chairman Heath pointed out to Commissioner Blizzard that on the second page of the reappointment request of the last agenda, the Board of Health recommendation to reappoint Mr. Jody Tyson to public member seat was in that packet. Chairman Heath also stated that the Boards can always make recommendations but

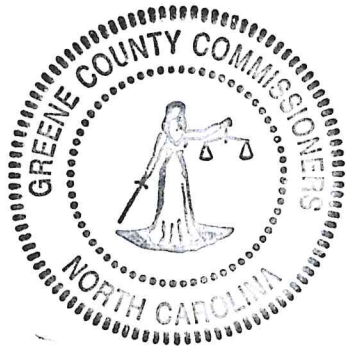
it is the Board of Commissioners decision that is final. Chairman Heath also noted that we had a United States flag that was donated to the Board of Commissioners from an anonymous county citizen and he is recommending that we go with the US flag, the State flag and the County Flag on poles up on the stage that can be moved when needed. The Board agreed.

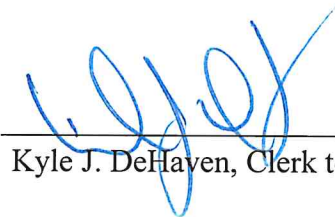
J. ADJOURN

On motion by Commissioner Jones and second by Commissioner Blizzard to adjourn the meeting, the Board voted unanimously to adjourn.


Bennie Heath, Chairman

Attest:





Kyle J. DeHaven, Clerk to the Board

Becky R. Sutton
Tax Administrator



229 Kingold Blvd.
P.O. Box 482
Snow Hill, NC 28580

(252) 747-3615
FAX (252) 747-5067

May 26, 2021

**To: Mr. Kyle DeHaven
Greene County Board of Commissioners**

Re: County Owned Foreclosed Property

On April 5, 2021, the Board unanimously voted to consider an offer to purchase from Cub Lands, LLC in the amount of \$2500.00 for parcel 0406509, Mewborn Church Road, Snow Hill and to declare the property as surplus property.

The 5% deposit was received. As prescribed by law, the offer was first published in The Standard on April 15, 2021 and gave notice that the bid may be raised within 10 days of the notice.

Subsequently, the following upset bids were received and advertisement on each began as prescribed by law. Please note that each time the bid was upset, the previous bidder was contacted and advised of the upset bid.

Date of upset bid/	From Whom	Amount	Date of 1 st advertisement
03/31/2021 04/16/2021	Calvin Watson Properties	\$2750.00	May 6, 2021
05/03/2021	Cub Lands, LLC	\$3,025.00	
05/05/2021	Calvin Watson Properties	\$3,327.50	May 13, 2021

No more upset bids have been received since the May 13, 2021 advertisement date (last day to upset bid May 24, 2021). Our recommendation is that the Board accept the latest upset bid and offer as presented in the amount of \$3,327.50 from Calvin Watson Properties and proceed with the sale of this property.

BUDGET ORDINANCE 2021-2022 FISCAL YEAR

BE IT ORDAINED by the Board of County Commissioners of Greene County, North Carolina, in session June 7, 2021 that for the expenditures of the County Government, its activities, and institutions for the fiscal year beginning July 1, 2021 and ending June 30, 2022, the amounts in the following sections are hereby adopted for the budget of the departments, agencies, or activities as indicated by title and to provide for payment of said amounts the following revenues or so much thereof as may be needed are hereby appropriated:

SECTION 1. EXTENSION FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Revenue	6,000
<u>EXPENDITURES</u>	
Expense	6,000

SECTION 2. DSS CLIENT FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Client Fund	132,000
<u>EXPENDITURES</u>	
Client Fund Exp.	132,000

SECTION 3. GENERAL FUND That for the fiscal year there is hereby budgeted and appropriated the following:

REVENUES

General	
Taxes and Licenses	14,764,757
Miscellaneous General Revenues	522,100
Charges for Services	1,818,571
Program Specific – Operating Grants	575,098
Social Services Programs	2,289,533
Public Health Programs	980,244
Transfers	4,800
Other	0
Fund Balance Appropriated	135,925
General Fund Revenue Total	\$21,091,028

<u>EXPENDITURES</u>		<u>AMOUNT</u>
411	Governing Body	135,005
412	General Government	437,050
415	Administration	841,615
416	Tax	521,428
417	Court System	25,130
418	Elections	298,462
419	Register of Deeds	248,218
420	Building Inspections	444,206
421	Animal Control	173,348
431	Sheriff	1,754,170
432	Jail	1,645,660
441	Emergency Management	248,156
443	EMS	1,697,681
		516,754
461	Public Buildings	654,526
475	Forestry	78,734
491	Economic Development	83,907
493	Juvenile Restitution	55,253
495	Cooperative Extension	268,267
496	Soil Conservation Service	138,488
501	Veteran's Service	29,054
502	DJJDP Youth Programs	45,645
504	Greene County Schools	3,476,600
505	LCC-Greene County	240,000
506	Public Library	139,500
507	Mental Health	66,018
511	Recreation	426,544
514	Farmers Market Operations	8,275
521	Social Services	3,647,354
541	Public Health	1,944,641
580	Senior Services	301,329
990	Transfers to Other funds	500,010
Total General Fund Budget		\$21,091,028

SECTION 4. DEBT SERVICE RESERVE FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Transfer from General Fund	0
<u>EXPENDITURES</u>	
Transfer to Reserve	0

SECTION 5. FINES/FORFEITURES FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Fines Received	70,000
<u>EXPENDITURES</u>	
Fines Transmitted	70,000

SECTION 6. EMERGENCY TELEPHONE FUND That for the fiscal year there is hereby budgeted and appropriated the following based on a wireline surcharge of \$.70 per phone line:

<u>REVENUES</u>	
E-911 Surcharge	204,322
E-911 Designated Fund Balance	0
	204,322
<u>EXPENDITURES</u>	
E-911 Related Expenditures	
Operating	182,500
Reserve	21,822
	204,322

SECTION 7. AUTOMATION ENHANCEMENT AND PRESERVATION FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Transfer from General Fund	4,800
Fund Balance Appropriated	0
	4,800
<u>EXPENDITURES</u>	
Operating	4,800
Reserve	0

4,800

SECTION 8. REVALUATION FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Revaluation Designated Fund Balance	50,000
Interest	0
	50,000
<u>EXPENDITURES</u>	
Transfer to Reserve	50,000
Reserve	0
	50,000

SECTION 9. SCHOOL CAPITAL FINANCE That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Miscellaneous Revenues	720,210
<u>EXPENDITURES</u>	
Capital Outlay	0
Debt Service	720,210
	720,210

SECTION 10. ALTERNATIVE WATER SUPPLY FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Transfer from Water	731,000
	227,167
	958,167
<u>EXPENDITURES</u>	
Reserve	97,517
Debt Service	860,650
	958,167

SECTION 11. GREENE COUNTY REGIONAL WATER & SEWER SYSTEM That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUE</u>	
Customer Charges	4,125,000

Miscellaneous	8,000
Retained Earnings Appropriated	151,542
Interest	1,000
	4,285,542

<u>EXPENDITURES</u>	
Operating	3,457,191
Transfers	828,351
Reserve	0
	4,285,542

SECTION 12. SOLID WASTE FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Fund Balance Appropriated	0
Fees	739,939
White Goods Fees	0
Sale of White Goods	2,500
Solid Waste Disposal Tax	17,000
Interest	100
Recycling	0
Scrap Tire Fees	28,000
	787,539
<u>EXPENDITURES</u>	
Landfill Expenditures	286,565
Collection Site Expenditures	457,574
Closure Expenditures	12,400
White Goods Operating	3,000
Scrap Tire Operating	28,000
	787,539

SECTION 13. TRANSPORTATION FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Operating Grants	478,952
Fare	0
Other	0

	478,952
<u>EXPENDITURES</u>	
Operating	478,952
Capital Outlay	0
	478,952

SECTION 14. WATER SUPPLY CAPITAL RESERVE FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Transfer from Utility Fund	97,351
<u>EXPENDITURES</u>	
Reserves	97,351

SECTION 15. RAINBOW FIRE DISTRICT FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Fire Tax	127,780
<u>EXPENDITURES</u>	
Contracted Fire Protection	127,780

SECTION 16. BULL HEAD FIRE DISTRICT FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Fire Tax	76,000
<u>EXPENDITURES</u>	
Contracted Fire Protection	76,000

SECTION 17. MAURY FIRE DISTRICT FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Fire Tax	87,000
<u>EXPENDITURES</u>	
Contracted Fire Protection	87,000

SECTION 18. ARBA FIRE DISTRICT FUND That for the fiscal year there is hereby budgeted and appropriated the following:

REVENUES	
Fire Tax	60,000
EXPENDITURES	
Contracted Fire Protection	60,000

SECTION 19. SHINE FIRE DISTRICT FUND That for the fiscal year there is hereby budgeted and appropriated the following:

REVENUES	
Fire Tax	77,000
EXPENDITURES	
Contracted Fire Protection	77,000

SECTION 20. LITTLE CREEK FIRE DISTRICT FUND That for the fiscal year there is hereby budgeted and appropriated the following:

REVENUES	
Fire Tax	39,558
EXPENDITURES	
Contracted Fire Protection	39,558

SECTION 21. CONTENTNEA FIRE DISTRICT FUND That for the fiscal year there is hereby budgeted and appropriated the following:

REVENUES	
Fire Tax	140,000
EXPENDITURES	
Contracted Fire Protection	140,000

SECTION 22. FORT RUN FIRE DISTRICT FUND That for the fiscal year there is hereby budgeted and appropriated the following:

REVENUES	
Fire Tax	60,925
EXPENDITURES	
Contracted Fire Protection	60,925

SECTION 23. JASON FIRE DISTRICT FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Fire Tax	57,800
<u>EXPENDIUTURES</u>	
Contracted Fire Protection	57,800

SECTION 24. CASTORIA FIRE DISTRICT FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Fire Tax	80,000
<u>EXPENDITURES</u>	
Contracted Fire Protection	80,000

SECTION 25. SPEIGHT'S BRIDGE FIRE DISTRICT FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Fire Tax	71,000
<u>EXPENDITURES</u>	
Contracted Fire Protection	71,000

SECTION 26. MIDDLE SWAMP SERVICE DISTICT FUND That for the fiscal year there is hereby budgeted and appropriated the following:

<u>REVENUES</u>	
Fire Tax	17,000
<u>EXPENDITURES</u>	
Contracted Fire Protection	17,000

SECTION 27. TAX LEVY That there are hereby levied the following taxes per \$100 valuation on property listed for ad valorem taxation as of January 1, 2020 for the purpose of raising the revenues listed for the corresponding funds set out in other sections of this Ordinance:

<u>FUND</u>	<u>RATE PER \$100 VALUATION</u>	<u>LEVY</u>
General Fund	.7860	9,666,000
Rainbow Fire District	.108	127,780
Bull Head Fire District	.120	76,000
Maury Fire District	.089	87,000

Arba Fire District	.063	60,000
Shine Fire District	.09	77,000
Little Creek Fire District	.095	39,558
Contentnea Fire District	.0820	140,000
Fort Run Fire District	.122	60,925
Jason Fire District	.0800	57,800
Castoria Fire District	.10	80,000
Speight's Bridge Fire District	.0708	71,000
Middle Swamp Service District	.089	17,000

SECTION 28. SOLID WASTE FEES That there is hereby imposed a Household Solid Waste Fee in Greene County. The Solid Waste Fee is composed of an availability fee of \$45.00 per residential unit, which is applied uniformly throughout the County, including incorporated municipalities. The Solid Waste Fee is also composed of a user fee in the amount of \$45.00 per residential unit per year, which is applied only to the unincorporated areas of Greene County and to those incorporated municipalities in Greene County that do not provide a system of municipal solid waste collection. Solid Waste Fees were originally set forth and more particularly described in an ordinance approved by the Board of County Commissioners dated July 6, 1993. The tipping fee at the Greene County Landfill will be \$46.00 per ton effective July 1, 2021.

SECTION 29. GREENE COUNTY INSPECTION FEES That there is hereby imposed the following fee schedule for inspections in Greene County:

Permit Type	Residential	Commercial
Building	\$.12/tsf	\$.14/tsf
Insulation	\$.02/tsf – min. \$30.00	\$.03/tsf – min. \$30.00
Plumbing	\$8.00/fixture	\$10/fixture
*Sewage & Water Taps	\$50	\$50
Mechanical	\$.06/tsf	\$.08/tsf
*Unit Replacement	\$50.00	\$50.00
Electrical	\$.06/tsf + service 0-200 amps \$55.00 201-400 amps \$75.00 401-600 amps \$95.00 601-800 amps \$115.00	\$.08/tsf + service 0-200 amps \$55.00 201-400 amps \$75.00 401-600 amps \$95.00 601-800 amps \$115.00
*Temporary Service Pole	\$55.00	\$55.00
*Temporary Power	\$50.00	\$50.00
*Mobile Home/Off. Trailer	\$55.00	\$55.00
*Swimming Pool	\$50.00	\$50.00
*Mechanical Replacement	\$30.00	\$30.00
*Individual Motors & Fixtures	1-10 = \$20.00 after 10 \$10.00 each	1-10 = \$20.00 after 10 \$10.00 each
*Livestock Production Buildings *Bulk Barns		\$120/building + AMP \$25.00

Renovation	\$3.00/\$1,000 of contract	\$4.00/\$1,000 of contract
Demolition	\$75.00	\$100.00
Mobile Home *Single Wide *Double Wide	(includes set-up& plumbing) \$150.00 \$200.00	
Modular Units/House Moving	\$250.00	\$250.00
Gas Line	\$20.00 first line \$10.00 each additional line	\$20.00 first line \$10.00 each additional line
Signs & Billboards		\$50.00
Change of Occupancy	\$100.00	\$100.00
Fire Protection *Sprinkler System *UST Installation *UST Removal *Above Ground Tank Installation *Fire Suppresion System	\$115.00 + 2.00 ea. Add'l head \$100.00 \$100.00 \$100.00 \$100.00 \$60.00	\$115.00 + 2.00 ea. Add'l head \$100.00 \$100.00 \$100.00 \$100.00 \$60.00
Pool	\$50.00	\$50.00
Office Trailer		\$100.00
Warehouses & Storage Units *Unheated & Unlighted		\$4.00/\$1000 of contract
Refrigeration	\$50.00	\$50.00
Miscellaneous Fees *Zoning & Consulting *Inspections not otherwise listed *Asbestos Insp. *Homeowner's Recovery Fund	\$50.00 per hour \$100.00 \$200.00 plus samples \$10.00	\$50.00 per hour \$100.00 \$200.00 plus samples \$10.00
Re-inspection Fee	\$50.00	\$50.00
Failure to Obtain Permit	\$100.00	\$100.00
Minimum Building Permit Fee	\$50.00	\$50.00

SECTION 30: FIRE INSPECTION FEES That there is hereby imposed the following fee schedule for Fire Inspection:

Type of Fee	Fee Amount
Under 5,000 square feet ¹	\$75.00
5,000 to 10,000 square feet ¹	\$100.00
Over 10,000 square feet ¹	\$100.00 + \$5.00/1,000 sq. ft
Special Situations (i.e. installation or removal of motor vehicle	\$75.00 \$75.00 per tank

fuel storage tanks)	
Residential Occupancies ³ (Multi-Family)	0-5,000 sq. ft \$75.00
Footprint from 5,000-10,000 square feet	\$100.00
Footprint over 10,000 square feet	\$100.00 + \$5.00/1,000 sq. ft
Group Care Homes	\$150.00
Foster Care Inspection	\$50.00

¹ Includes first inspection and one follow-up inspection. Each subsequent follow-up inspection will be requiring an additional ½ the permit fee.

² To be billed to licensing agency.

³ This inspection only covers the common areas of the structure.

SECTION 31. HEALTH DEPARTMENT LOCAL FEES That there is hereby imposed the following fee schedule for the Health Department in Greene County:

Type of Fee	Fee Amount
Environmental Health	
Lot Evaluation (Single Family Dwelling or <480 gal/day)	\$200
Lot Evaluation (Flow >480 gal/day, additional \$100)	\$300
Re-Evaluation	\$200
Existing Septic Tank Inspection	\$50
Septic Tank Repair Permit	\$50
Re-Visit	\$25
Well Permit	\$200
Swimming Pool Permit	\$50
Tattoo Establishment Permit	\$150
Water Sample: Bacteriological, Inorganic or Nitrate	\$75 each
TFE (Temporary Food Establishment) Fee	\$75
Plan Review (Pool, Restaurant, etc.)	\$100
Expansion Permit(New)	\$50
Expansion Permit(Existing)	\$200
Clinic Flat Rate Fees	
See Clinic rate schedule at	
http://www.co.greene.nc.us/health	

SECTION 32. ANIMAL CONTROL FEES That there is hereby imposed the following fee schedule for Animal Control Department in Greene County:

Animal Control	
Adoptions; Dogs	\$60
Adoptions; Cats	\$40
Puppies under 4 months	\$30
Kittens under 4 months	\$50
1 year-out of County Residents Rabies Vaccinations	\$15
1 year-In County Residents Rabies Vaccinations	\$10
3 year-out of County Residents Rabies Vaccinations	\$20
3 year-In County Residents Rabies Vaccinations	\$15
Owner Redemption	\$35 + Boarding
*Owned Animal Pickup	\$35/animal
**Boarding Fee	\$25/day
Animal Surrender	\$35
Animal Pickup, First Violation	\$100.00
Animal Pickup, Second Violation	\$150.00
Animal Pickup, Third Violation	\$200.00

* When owner calls and requests pickup of unwanted pets.

**For pets picked up as strays and quarantined animals.

SECTION 33. TRANSPORTATION FEES That there is hereby imposed the following fee schedule for Transportation Department in Greene County:

A rate of \$1.85 per shared mile.

SECTION 34. WATER AND SEWER RATES

Category	Adopted Rates	Adopted Sewer Rates
Residential		
First 2,000 Gallons	\$15.64	\$17.535
1 meter (R1)		
Next 3,000 Gallons	\$4.95	\$6.79 per 1,000 gallons
All over 5,000 Gallons	\$5.08 per 1,000 gallons	\$6.79 per 1,000 gallons
Commercial		
First 1,000 Gallons	\$47.19	
Next 1,000 Gallons	\$2.95	
Next 2,000 Gallons	\$3.54	
All over 4,000 Gallons	\$5.08 per 1,000 gallons	

Prison		
First 2,000 Gallons	\$5,126.15	\$22,591.674
All over 2,000 Gallons	\$6.25 per 1,000 gallons	\$7.90 per 1,000 gallons
Bulk water Rate		
Cost per 1,000 Gallons	\$3.86	
Monthly Surcharge		
Alternative Water Supply Fee	\$12.00	

SECTION 31. REVENUE NEUTRAL RATE

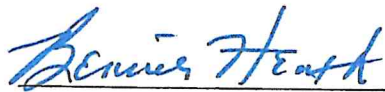
The general reappraisal of real property for Greene County occurs once every eight years. State law requires that units of local government, including public authorities, publish a revenue-neutral tax rate in the budget immediately following the completion of the general reappraisal of real property. The purpose for the revenue-neutral tax rate is to provide citizens with comparative information. The FY 2021-2022 operating budget follows the general reappraisal for real property for Greene County. The revenue-neutral property tax rate is the rate that is estimated to produce revenue for the next fiscal year equal to the revenue that would have been produced for the next fiscal year by the current tax rate if no reappraisal had occurred. The rate is then adjusted by a growth factor equal to the average annual percentage increase in the tax base due to the improvements since the last general appraisal. The reappraisal produced a tax base of \$1,249,924,531 for Greene County. The tax levy for the current fiscal year is \$9,235,014 and the growth factor since the last general reappraisal is 1.66% using the formula mandated by state law, the revenue neutral-tax rate for Greene County is .751 cents per hundred dollar valuation. The proposed tax rate for 2021-2022 is .786 cents per hundred dollar valuation which remains equal to the rate from 2020-2021.

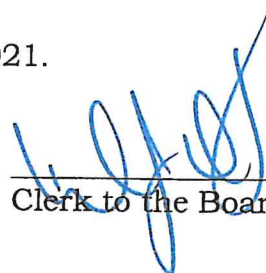
SECTION 32. DELEGATED AUTHORITY

The County Manager is hereby authorized to transfer appropriations among line items within the department for which the funds were originally appropriated.

The County Manager is hereby authorized to transfer appropriations, not to exceed \$15,000 per transfer, among departments within the Fund for which the funds were originally appropriated.

Adopted this the 7th day of June, 2021.


Chairman of the Board


Clerk to the Board



Designation of Voting Delegate to NCACC Annual Conference

I, Bennie Heath, hereby certify that I am the duly designated voting delegate for Greene County at the 114th Annual Conference of the North Carolina Association of County Commissioners to be held during the Annual Business Session on August 14, 2021, at 12:45 p.m. in New Hanover County.

Voting Delegate Name: Bennie Heath

Title: Chairman, Greene County BOC

In the event the designated voting delegate is unable to attend, James T. Shackelford has been selected as Greene County's alternate voting delegate.

Alternate Voting Delegate Name: James T. Shackelford

Title: Vice-Chairman Greene County BOC

Article VI, Section 2 of our Constitution provides:

"On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its county commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the board of county commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues."

Please return this form to Alisa Cobb via email by **Monday, August 9, 2021** close of business:

Email: alisa.cobb@ncacc.org

Commissioners
Bennie Heath - Chairman
James T. Shackleford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burress



County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

North Carolina
Greene County

Elder Abuse Awareness Month and World Elder Abuse Awareness Day

WHEREAS, Greene County recognizes the month of June as Elder Abuse Awareness Month and joins the State of North Carolina and the world in recognizing World Elder Abuse Awareness Day for those in our county who suffer in silence and shame; and

WHEREAS, elder abuse can be the result of intentional or unintentional neglect and can take various forms such as physical, psychological or emotional, sexual and financial abuse; and

WHEREAS, approximately 1 in 10 Americans age 60 or older have experienced abuse; research shows underestimated studies of elder abuse as only 1 in 24 cases is reported; and

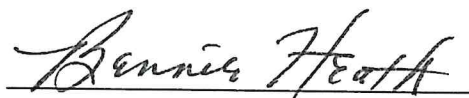
WHEREAS, Greene County's older adults of all social, economic, racial, and ethnic backgrounds may be targets of abuse, neglect, or exploitation, which can occur in families, long-term care settings, and communities; and

WHEREAS, protecting older adults in our state is a community responsibility, and all North Carolinians are charged under state law to report suspected abuse, neglect, or exploitation to their local County Department of Social Services; and

WHEREAS, Elder Abuse Awareness Month and the World Elder Abuse Awareness Day provides an opportunity for the Greene County community to promote a better understanding of abuse and neglect of older persons by raising awareness of the cultural, social, economic, and demographic processes affecting older populations; and

NOW, THEREFOR, BE IT RESOLVED the Greene County Board of Commissioners, do hereby proclaim the month of June 2021 as **Elder Abuse Awareness Month** and recognizes June 15, 2021 as **WORLD ELDER ABUSE AWARENESS DAY** in Greene County and commend its observance to all citizens.

Adopted this the 7th of June, 2021.


Bennie Heath, Chairman
Greene County Board of Commissioners

Attest:


Kyle J. DeHaven
Clerk to the Board

229 Kingold Blvd., Suite D • Snow Hill, NC 28580 • (252) 747-3446 • FAX (252) 747-3884
www.greencountync.gov

The mission of Greene County Government is to serve and improve the lives of all citizens by providing high-quality, cost-effective services in an open, professional and ethical environment

**Greene County
Assistance Policy
For the 2021 Cycle of the
Essential Single-Family Rehabilitation Loan Pool**

finnsh

What is the Essential Single-Family Rehabilitation Loan Pool?

Greene County has been awarded Membership by the North Carolina Housing Finance Agency ("NCHFA") under the 2021 Cycle of the Essential Single-Family Rehabilitation Loan Pool ("ESFRLP"). This program provides Members with funds via a "loan pool" to assist with the rehabilitation of moderately deteriorated homes that are owned and occupied by lower-income, special need households. ESFRLP assists eligible households by facilitating aging in place, meeting minimum housing code requirements, promoting long-term affordability, lowering operating costs, and stabilizing pre-1978 homes that include children aged 6 or under whose health is threatened by the presence of lead hazards.

Greene County has been allocated an initial set-aside of \$190,000 which it plans to apply toward the rehabilitation of five houses in Greene County. After demonstrating successful use of the initial set-aside, the County may access additional funds, when available, on a unit-by-unit basis from the ESFRLP loan pool.

This Assistance Policy describes who is eligible for assistance under ESFRLP, how applications for assistance will be ranked, what the terms of assistance are, and how the rehabilitation process will be managed. Greene County has designed the ESFRLP project to be fair, open and consistent with its approved application for funding and with ESFRLP Program Guidelines.

The funds provided by NCHFA come from the US Department of Housing and Urban Development's (HUD) Federal HOME Investment Partnerships Program. Assistance for construction-related costs (hard costs) will be provided as no interest, no payment loans which are forgiven at the rate of \$5,000 per year. Non-construction-related costs (soft costs including lead/asbestos inspections/clearances, radon testing and environmental reviews) will be provided in the form of a grant.

Who is Eligible to Apply?

There are three major requirements to be eligible for ESFRLP assistance:

- 1) The housing unit to be rehabilitated with ESFRLP funds must be in Greene County, and must be owner-occupied. The household occupying the unit must have an elderly, disabled and/or veteran (see definitions) fulltime household member or a child aged 6 or under if there are lead hazards in the home;
- 2) The gross annual household income must not exceed 80% of the Area Median Income for the County (see income limit table on the following page) and;
- 3) The cost of rehabilitation cannot exceed the ESFRLP Program limit of \$30,000 and must include all Essential Rehabilitation Criteria as described in the ESFRLP Administrator's Manual for the 2021 Cycle (available online at www.NCHFA.com).

Unfortunately, not all homes can be rehabilitated to meet the Essential Rehabilitation Criteria with the limited funding available. Some otherwise-eligible households may be deemed ineligible for assistance because their homes fail this test.

What Types Of Houses Are Eligible?

Properties are eligible only if they meet the following requirements:

- The property must require at least \$5,000 of improvements to meet ESFRLP Property Standards or the local minimum housing code.
- Site-built and off frame modular units are eligible for assistance. Manufactured housing is eligible for assistance if the foundation and utility hookups are permanently affixed including removal of all transporting equipment (e.g. wheels, axles, tongue) and installation of a full masonry foundation and tie-downs.

- No more than fifty percent (50%) of the total area of the unit may be used for an office or business (e.g. day care). Program funds may only be used to improve the residential portion of mixed-use buildings.
- The property must be free of environmental hazards and other nuisances as defined by all applicable codes or regulations, or any such hazards or nuisances must be corrected as part of the rehabilitation of the home. Greene County's Rehabilitation Specialist will determine the presence of any known environmental hazards/nuisances on the site and if they can be removed through rehabilitation.
- Properties cannot be in the right-of-way of any impending or planned public improvements. Greene County staff will assist in making this determination.
- The property cannot be located on a site that is endangered by mudslides, landslides or other natural or environmental hazards. If needed, the Rehabilitation Specialist will work with the homeowner to make this determination.
- The property may be in the 100-year flood plain if the lowest finished floor level (verified by an elevation certificate provided by the homeowner) is above the base flood elevation and the property will be covered by flood insurance. The property must comply with Greene County's flood plain ordinance. All things considered equal, properties located outside the 100-year flood plain will be given priority over properties located in the 100-year flood plain. *(Greene County will verify whether the home is in the flood plain.)*
- The property cannot have been repaired or rehabilitated with public funding of \$30,000 or more within the past 10 years without NCHFA approval.
- Properties that have a known infestation of bed bugs, fleas, mites or any other ectoparasites will not be evaluated until the infestation has been eliminated.
- If the county representative and/or county suspects that the home is being used for criminal activity or homeowners are engaging in criminal activity, the property will not be eligible. Properties that have been approved will be removed from the program if criminal activity is suspected and the homeowner will be required to make restitution to the County.

**2021 Income Limits for Greene County's
Essential Single-Family Rehabilitation Loan Pool**

Number in Household	30% of Median Income	50% of Median Income	80% of Median Income
1	\$12,300	\$20,500	\$32,800
2	\$14,050	\$23,400	\$37,450
3	\$15,800	\$26,350	\$42,150
4	\$17,550	\$29,250	\$46,800
5	\$19,000	\$31,600	\$50,550
6	\$20,400	\$33,950	\$54,300
7	\$21,800	\$36,300	\$58,050
8	\$23,200	\$38,650	\$61,800

**Income limits are subject to change based on annually published HUD HOME Income Limits and will be updated immediately upon publication.*

How are applications ranked?

There are many more ESFRLP-eligible households (with eligible houses) than can be assisted with the available funds. Therefore, Greene County has devised the following priority system to rank eligible applicants, determine which of them will be selected for assistance and in what order. Under this system applicants will receive points for falling into certain categories. Applications will be ranked according to which receive the most points. If there are more eligible applicants with eligible houses than can be treated with existing funding, Greene County may be able to treat additional houses with unrestricted pool funds. Pool applicants will come from the original applicant list and be considered according to which received the most points. If alternate pool applicants are not identified on the original applicant list and must be solicited, the solicited, eligible, pool applicants will be selected on a first come first to qualify.

<i>Eligibility Criteria</i>	
Owner occupied	
Owner/Occupant 62 years old or disabled.	
Veteran full-time household member	
Household income under 80%	
Non-historic (as determined by SHPO)	
<i>Age and Disability</i>	<i>Points</i>
0-62 and disabled	30
63-80 and disabled	50
81+ and disabled	40
62-80 and not disabled	40
81+ and not disabled	30
Household with a child age 6 or under with a reference level of 5 mg per deciliter or higher	20
Household with a child age 6 or under with lead hazards in the home	15
Veteran full-time household member	15
<i>Income</i>	
0% – 30%	15
31% – 50%	10
51% – 80%	8
<i>Bonus Points</i>	
Clear title	18
Estimated LBP < \$8,000	5
No liens or judgments	5
Taxes paid	5

Definitions under ESFRLP are:

- ***Elderly:*** An individual aged 62 or older.
- ***Disabled:*** A person who has a physical, mental, or developmental disability that greatly limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.
- ***Head of Household:*** The person or persons who own(s) the house.
- ***Household Member:*** Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a “household member” (the number of household members will be used to determine household size and all household members are subject to income verification).
- ***Occupant:*** An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of household) who has resided in the dwelling unit for at least 3 months prior to the submission of the family’s application.
- ***Veteran:*** A person who is a military veteran, is defined as one who served in the active military, naval, or air service (i.e. Army, Navy, Air Force, Marine Corps, and Coast Guard; as a commissioned officer of the Public Health Service; or as a commissioned officer of the National Oceanic and Atmospheric Administration or its predecessors), and who was discharged or released there from under conditions other than dishonorable. Provide DD-214 form to demonstrate.

Recipients of assistance under ESFRLP will be chosen by the above criteria without regard to race, color, religion, national origin, sex, familial status and disability.

What Are The Terms of Assistance Under ESFRLP?

The form of ESFRLP assistance is a 0% interest, forgivable loan covering the hard costs associated with the rehabilitation of the home and a grant for the soft costs. These will be two separate documents or sets of documents.

The Loan: To assist households selected for the project, NCHFA will create loan documents including a Promissory Note and Deed of Trust covering hard costs for the rehabilitation in an amount not to exceed \$30,000. This loan covering the hard costs remains 0% interest and forgivable at \$5,000 per year for as long as the owner resides in the home or until the balance is reduced to \$0. The term of the loan is dependent upon the loan amount and the number of years it takes to bring the balance of the loan to \$0 when forgiven at \$5,000 per year. For example, if the amount of the loan is \$21,452, then the term is 5 years (\$20,000 forgiven over the first 4 years and \$1,452 forgiven at the end of the 5th year). The maximum term of the typical loan will be six years.

If the borrower lives in the home, no payments on the loan will be required. If the recipient prefers, the loan can be paid off at any time to NCHFA, either in installments or as a lump sum payment. Furthermore, under certain circumstances NCHFA may allow assumption or refinancing of the loan. Should an heir inherit the property and choose to live in the house as their permanent residence, they may assume the loan without being income eligible. However, the lien remains on the property. A buyer who may wish to buy the property to live in may assume the loan so long as they can document that they are income-eligible ($\leq 80\%$ AMI). Default can occur if the property is sold or transferred to another person and/or if the borrower fails to use the home as a principal residence, without prior written approval of the North Carolina Housing Finance Agency.

The Grant: To pay for soft costs including application outreach/intake/management, environmental reviews/inspections/tests and project assessment/documentation/ estimating/bidding, NCHFA will create a Grant Agreement not to exceed \$10,000. The grant has no repayment or recovery terms.

What Kinds Of Work Will Be Done?

Each house selected for assistance must be rehabilitated to meet ESFRLP Rehabilitation Criteria. That means every house must, upon completion of the rehabilitation:

- meet the more stringent requirements of either NCHFA's Essential Property Standard or the municipal housing codes (These are "habitability standards" which set minimum standards for decent, safe and sanitary living conditions.) Additionally, the home must meet applicable Lead-Based Paint regulations 24 CFR part 35.
- retain no "imminent threats" to the health and safety of the home's occupants or to the home's "structural integrity". (An example of an imminent threat to occupants as well as to the home's structural integrity is an infestation of insects or a crawlspace that is too damp).

These requirements are spelled out in full in the ESFRLP Administrator's Manual which you may view, at reasonable times, upon request, at the Community Development office of Greene County or anytime online at www.NCHFA.com.

In addition to the above items that must be done to satisfy NCHFA requirements, the scope of work may include approved items meant to reduce future maintenance and operational costs or to further protect homes from natural disasters and/or home modifications designed to enable greater accessibility for household members to function more independently as they age.

Once the rehabilitation is complete, major systems in the home that, with reasonable maintenance and normal use, should be capable of lasting another 5 years include: structural support, roofing, cladding and weatherproofing, plumbing, electrical and heating/cooling systems.

Of course, contractors performing work funded under ESFRLP are responsible for meeting all local requirements for permits and inspections. All work done under the program must be performed to meet NC State Residential Building Code standards. (This does not mean, however, that the whole house must be brought up to current Building Code Standards.)

What About Lead-based Paint?

Until it was discovered to be a health hazard, lead was used for centuries to make house paints. Now we know that lead exposure is a serious problem for everyone and especially small children. Selling lead paint was outlawed in 1978, but many older buildings still contain lead paint and children are still being poisoned.

Under ESFRLP, a lead hazard evaluation must be performed on every home selected for rehabilitation that was built before 1978. The specific type of evaluation and the appropriate lead hazard reduction work performed will depend on the total amount of Federal funds used to rehabilitate the home, as per 24 CFR part 35. If required, lead-based paint hazard reduction and/or abatement will be performed by contractors who are trained and certified to perform such work.

It may be necessary for the household to relocate during the construction process for protection against lead poisoning. If relocation is required, it shall be the responsibility of the homeowner to pay for the relocation.

Who Will Do the Work on the Homes?

Greene County is obligated under ESFRLP to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open, and competitive process.

To meet the requirements, Greene County will conduct a bid process which will allow all vendors qualified (using the Greene County vendor process) to provide quotes, bids or proposals for the product or services needed on each home. For additional information about procurement and disbursement procedures, please refer to the Greene County ESFRLP Procurement and Disbursement Policy for the 2021 Cycle

- All qualified vendors will be invited to bid on each home and the lowest responsive and responsible bidder will be selected for the contract. Every reasonable effort will be made to receive at least three quotes, bids or proposals for the product or services needed.
- All contractors working on pre-1978 units must be Renovation, Repair and Painting Rule (RR&P) Certified Renovators working for Certified Renovation firms.
- Homeowners who know of quality rehabilitation contractors that are not on the approved contractors' registry are welcome to invite them to apply.

What Are The Steps In The Process, From Application To Completion?

You now have information about how to apply for the Essential Single-Family Rehabilitation Loan Pool (ESFRLP) and what type of work can be done through the Program. Let's go through the steps for getting the work done:

1. **Completing a pre-application form:** Homeowners who wish to apply for assistance must do so by October 31, 2021. *[Applicants after this date will be placed on a list for a review of qualifications only after it is determined that sufficient funds and time remain available once those who applied by the application deadline have been qualified, ranked and their needs determined.]* Proof of ownership and income will be required. Those who have applied for housing assistance from Greene County in the past will not automatically be reconsidered and must complete a new pre-application form.
2. **Client Referral and Support Services** Many homeowners seeking assistance through the Essential Single-Family Rehabilitation Loan Pool may also need other services. If the ESFRLP staff meet the

homeowner during the application process, they will provide pamphlets and a list of the agencies with contact information for the resources and programs available in the County. For households that meet the requirements of the pre-application step and qualify to receive assistance through the ESFRLP program, additional verbal discussion will be offered during the Screening of applicants and/or Pre-rehab inspection steps of the program.

3. **Preliminary inspection:** Greene County's Rehabilitation Specialist will visit the homes of eligible households to determine the need and feasibility of the home for rehabilitation.
4. **Screening of applicants:** Applications will be ranked by Greene County based on the priority system outlined on page 3 and the feasibility of rehabilitating the house. Households to be offered assistance will be selected by December 15, 2021. Household income will be verified for program purposes only (information will be kept confidential). NCHFA will verify ownership of the property by conducting a title search. From this review, the five most qualified applicants will be chosen according to the priority system described above; the remaining applicants will be placed on a list of alternates in the order that they qualified.] Greene County will then submit to NCHFA an ESFRLP Loan Application and Reservation Request for each potential borrower for approval. Applicants not selected for ESFRLP assistance will be notified in writing.
5. **Written agreement:** A HOME Owner Agreement, between the homeowner and Greene County, will be executed as part of the Loan Application and Reservation Request procedure (that formally commits funds to a dwelling unit). This agreement will certify that the property is the principal residence of the owner, that the post-rehab value of the property will not exceed 95% of the 203(b) limits established by HUD and defines the ESFRLP maximum amount and form of assistance being provided to the homeowner, the scope of work to be performed, the date of completion and the rehabilitation criteria and standards to be met.
6. **Pre-rehab inspection & unit evaluation:** Greene County's Rehabilitation Specialist will visit the home again for a more thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace. The owner should report any known problems such as insect and/or pest infestations, electrical short circuits, blinking lights, roof leaks, etc. Each unit will be evaluated for energy-saving opportunities such as air-sealing and duct-sealing as well as for environmental concerns, such as lead based paint hazards, radon and asbestos.
7. **Work write-up:** The Rehabilitation Specialist will prepare complete and detailed work specifications (known as the "work write-up"). A final cost estimate will also be prepared by the Rehabilitation Specialist and held in confidence until bids are received from contractors.
8. **Lead and Other Testing:** Greene County will arrange for a certified firm to inspect all pre-1978 constructed homes for potential lead hazards (required) and asbestos hazards (as deemed necessary before or after 1978). All homes will be tested for radon. The owner will receive information covering the results of the tests and any corrective actions that will be needed as part of the rehabilitation.
9. **Bidding:** The work write-up and bid documents will be conveyed to all contractors from the Approved Contractors Registry who will be given no less than seven days in which to inspect the property and prepare bid proposals. Each contractor will need access to all parts of the house to prepare a bid. A bid opening will be conducted in the County Administrative Building in Williamston, NC at a specified date and time, with all bidders invited to attend.
10. **Contractor selection:** Within 7 days of the bid opening the winning bidders will be selected. All bidders and the homeowner will be notified in writing of 1) the selection of the winning bid, 2) the amount of the winning bid, and 3) the specific reasons for the selection, if other than the lowest bidder was selected.
11. **Loan closing and contract execution:** Loan documents (Promissory Note and Deed of Trust) will be prepared by NCHFA as the lender and executed by the homeowner. *By law, homeowners have the right to hire legal representation of their choosing at loan closing.* If a homeowner does not have "representation" at

the closing, the borrower must sign a NCHFA "Legal Advice Disclosure". Rehabilitation contract documents will be executed by the homeowner and contractor with Greene County signing on as an interested third party prior to the commencement of any construction. Greene County will facilitate with the loan closing and recordation of these documents and forward the recorded documents to NCHFA.

12. **Pre-construction conference:** A pre-construction conference will be held at the selected applicant's home. At this time, the homeowner, contractor and ESFRLP Greene County program representatives will discuss the details of the work to be completed. Starting and ending dates will be finalized, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home. Greene County will issue a "proceed order" formally instructing the contractor to commence work by the agreed-upon date.
13. **Construction:** The contractor is responsible for obtaining and posting all permits for the project before beginning work. Greene County ESFRLP Program staff will closely monitor the contractor during the construction period and local Code Enforcement Officials will inspect the work. To protect personal property the homeowner will be responsible for working with the contractor toward clearing work areas of personal property as needed as much as practicable. The contractor will be responsible for all clearing and cleaning activities necessary due to construction activities.
14. **Change Orders:** All changes to the scope of work must be approved by the owner, the contractor, Greene County's Rehabilitation Specialist and/or Greene County Program Manager, and the Greene County Manager or Point of Contact and reduced in writing as a contract amendment ("change order"). The owner, contractor and three Greene County personnel must execute any change order agreements to the construction contract.
15. **Progress payments:** The contractor is entitled to request three partial payments and a final payment. The first partial payment may be requested when the work is 25% complete. The second partial payment may be requested when the work is 50% complete. The third partial payment of 75% may be requested when the project is ready for a punch list inspection. Payment will be made within 15 business days of the receipt of the approved payment request by the Finance Office.
16. **Closeout:** When the Rehabilitation Specialist and the Homeowner are satisfied that the contract has been fulfilled, the Homeowner, Project Administrator and Rehabilitation Specialist will sign off on the work. All material and workmanship will be guaranteed by the contractor for a period of one-year from the date of completion of the work as established by the date on the final pay requisition.
17. **Post-construction conference:** Following construction, the contractor and the Rehabilitation Specialist will sit down with the Homeowner one last time. At this conference, the contractor will hand over all owner's manuals and warranties on equipment and materials to the homeowner. The contractor and Rehabilitation Specialist will go over operating and maintenance requirements for the new equipment, materials and appliances and discuss general maintenance of the home with the Homeowner. The Homeowner will have the opportunity to ask any final questions about the work.
18. **Final loan amount determination:** If, upon completion of all rehabilitation work, the contract price has changed due to change orders, NCHFA will prepare an estoppel for a loan reduction or modification agreement for loan increases as necessary at the time of closeout of the unit to modify the loan amount when there is a need for a change order involving a change in the original loan amount). The loan will remain the property of NCHFA, with original documents remaining there for storage and "servicing. Please note that it is the responsibility of the owner to record an estoppel if they wish this to be reflected in the Deed of Trust.
19. **The warranty period:** It is extremely important that any problems with the work that was performed be reported by the homeowner to the Greene County Rehabilitation Specialist or other representative, as soon as possible in writing. All bona fide defects in materials and workmanship reported within one year of completion of construction will be corrected free of charge by the Contractor.

What are the key dates?

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

- Applications available to the public starting July 1, 2021
- Applications must be turned in by 5:00 PM on October 31, 2021.
- Selection of units will be made by December 15, 2021.
- All rehabilitation work must be under contract by December 31, 2023.
- All rehabilitation work must be completed by June 30, 2024.

How do I request an application?

Contact: McDavid Associates, Inc
PO Drawer 49
Farmville NC 27828
(252) 753-2139

Or: pick up an application at the Greene County Manager's office in the Greene County Administrative Building in Snow Hill, NC (252) 747-3446

Is there a procedure for dealing with complaints, disputes, and appeals? Although the application process and rehabilitation guidelines are meant to be as fair as possible, Greene County realizes that there is still a chance that some applicants or participants may feel that they are not treated fairly. The following procedures are designed to provide an avenue for resolution of complaints and appeals.

During the application process:

1. If an applicant feels that his/her application was not reviewed fairly or rated and would like to appeal the decision made about it, he/she should contact Kyle DeHaven, County Manager through the assistant to the County Manager at (252) 747-3446 within five days of the initial decision and voice their concern.
2. If the applicant remains dissatisfied with the decision, the detailed complaint should be put into writing. A written appeal must be made within 10 business days of the initial decision on an application.
3. Greene County will respond in writing to any complaints or appeals within 10 business days of receiving written comments.

During the rehabilitation process:

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

Final Appeal:

After following the above procedures, any applicant or homeowner who remains dissatisfied with Greene County's final decision may appeal in writing to Donna Coleman, NCHFA, P.O. Box 28066, Raleigh, NC 27611-8066, (919) 981-5006.

Will the personal information provided remain confidential? Yes. All information in applicant files will remain confidential. Access to the information will be provided only to Greene County employees who are directly involved in the program, the North Carolina Housing Finance Agency, the US Department of Housing and Urban Development (HUD) and auditors.

What about conflicts of interest? No employee or board member of Greene County, or entity contracting with Greene County, who exercises any functions or responsibilities with respect to the ESFRLP project shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with project funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of Greene County employees or of Greene County board members and others closely identified with, may be approved for rehabilitation assistance only upon public disclosure before the Greene County Board of Commissioners and written permission from NCHFA.

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

Outreach Efforts of the ESFRLP Program

The County makes citizens aware of the ESFRLP program and other housing rehabilitation opportunities through various service providers and specific outreach efforts. At minimum, the County will advertise or publish an article about the Essential Single-Family Rehabilitation Loan Pool Program via the following media/venues: the Standard, at senior center and social service locations throughout the County, on the County's website and through the local nutrition programs such as meals on wheels.

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

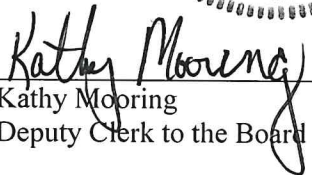
Assistant to the County Manager
Greene County
229 Kingold Blvd.
Snow Hill, NC 28580
Phone: (252) 747-3446

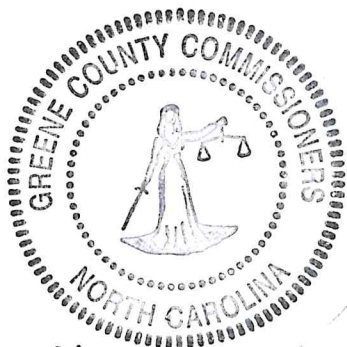
Mike Barnette, Program Manager
McDavid Associates, Inc.
3714 N. Main Street / PO Drawer 49
Farmville, NC 27828
Phone: (252) 753-2139

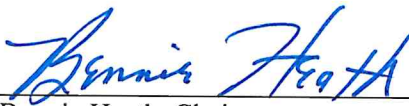
The County Manager is authorized to amend this Assistance Policy as needed for effective program execution.

This Assistance Policy is adopted June 7, 2021.

Attest:


Kathy Mooring
Deputy Clerk to the Board




Bennie Heath, Chairman
Greene County Board of Commissioners

Essential Single-Family Rehabilitation Loan Pool Portal Requisition Approval and Project Access Authorization

Program: 2021 ESFRLP

Project: 2112

Member: Greene County

Contact Name: Kyle DeHaven, County Manager

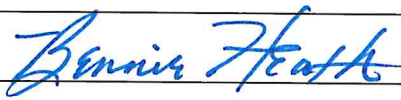
Level of Access

Printed Name	Title	E-mail	Phone	1	2
Beverly Stroud	Finance Officer	beverly.stroud@greenecountync.gov	(252) 747-3446		X
Landon Price	Assistant Finance Officer	landon.price@greenecountync.gov	(252) 747-3446		X
Kyle De Haven	County Manager	kyle.dehaven@greenecountync.gov	(252) 747-3446		X
Mike Barnette	Program Manager	mdb@mcdavid-inc.com	(252) 753-2139	X	
Jordan Kearney	Housing Specialist	ajk@mcdavid-inc.com	(252) 753-2139	X	
AJ Medino	Housing Specialist	ajm@mcdavid-inc.com	(252) 753-2139	X	

Select the level of access

1. Access to enter units, but not approve requisitions/invoices
2. Full access to enter units and approve requisitions/invoices

The above individuals are authorized to approve requisitions for funds or granted access for the project and may be revised as needed by signature of the Chairman.

Certifying Official Signature	x 
Certifying Official Name and Title	Bennie Heath, Chairman
Date	June 7, 2021

Essential Single-Family Rehabilitation Loan Pool Portal

Contract Signing Authority

Project: ESFRLP2112

Member: Greene County

Contact Name: Kyle DeHaven, County Manager

Contact Email: kyle.dehaven@greenecountync.gov

Level of Access

Printed Name	Title	E-mail	Phone	1	2	3
Beverly Stroud	Finance Officer	beverly.stroud@greenecountync.gov	(252) 747-3446			X
Landon Price	Assistant Finance Director	landon.price@greenecountync.gov	(252) 747-3446			X
Kyle De Haven	County Manager	kyle.dehaven@greenecountync.gov	(252) 747-3446			X

Select the level of access:

1. Access to enter units, but not approve requisitions/invoices.
2. Full access to enter units and approve requisitions/invoices.
3. Contract Signing Authority approves Funding Agreement Modification-*must have at least one.*

The above individuals are authorized to approve requisitions for funds or granted access for the project and may be revised as needed by the Chairman.

Certifying Official	x 
Name and Title	Bennie Heath, Chairman
Date:	June 7, 2021