

NORTH CAROLINA
COUNTY OF GREENE

The Greene County Board of Commissioners met in regular session on Monday, August 4, 2025, at 10:00 AM in the Greene County Operations Center. Present for the meeting: Chairman Bennie Heath, Vice-Chairman Jerry Jones, Commissioner Derek Burrese, Commissioner Ray Johnson, Commissioner Robert Taylor, Jr., County Manager Kyle DeHaven, County Attorney Kevin MacQueen, Deputy Clerk Kathy Mooring, and Trey Cash.

A. Call to Order

Chairman Bennie Heath called the meeting to order at 10:00 AM, and asked Commissioner Burrese to give the Invocation and lead the Pledge to the Flag.

There were four Greene County staff and five people from the public in attendance.

B. Approval of Agenda

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

C. Public Hearing

1. Public Hearing for Rezoning Request for Greene County Parcels: 0500124, 0506161, 0500282, 0500337, 0500756, 0506160, and 0500432 (Burnette Road Site).

Chairman Heath opened the public hearing for Rezoning request for Greene County Parcels: 0500124, 0506161, 0500282, 0500337, 0500756, 0506160, and 0500432 for the Burnette Road site. Chairman Heath asked if anyone from the public wanted to make any comments or had any concerns. No one came forward. Chairman Heath closed the public hearing. Chairman Heath asked if any of the Commissioners had any comments or concerns.

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

D. Consent Agenda

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

1. 07-21-25 Regular Meeting Minutes
2. Releases/Refunds
3. Budget Amendment - Health Department

E. Public Comments

1. Mr. Gary Tilghman of 818 Hwy 91, Snow Hill came forward to introduce himself as the Senior Community College Associate Dean for the Greene County Center.

F. Presentation(s)

1. **2024 Essential Single Family Rehabilitation Loan Pool (ESFRLP)**
AJ Mandigo of McDavid Associates presented the 2024 Essential Single Family Rehabilitation Loan Pool (ESFRLP) Program. This program is funded through the NC Housing Finance Agency. Greene County has facilitated these programs in 2017, 2018, and 2021, resulting in 31 units being rehabilitated. The ESFRLP program requires an Assistance Policy and Procurement Policy.

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

2. **Advanced Metering Infrastructure Upgrade Mueller Agreement**
Mr. Rich Moore of McDavid Associates presented an Advanced Metering Infrastructure (AMI) Upgrade Mueller Agreement. Greene County operates an AMI system that is designed to allow remote reading of water meters, electronic data collection, and direct billing from meter reading data. The AMI system was installed using the Mueller (manufacturer) metering, transmitter, and data collection platform. Greene County specifications required the system to have an accuracy that allowed 99% of meters to be read remotely. On February 3, 2025, a Mueller proposed solution that included replacement/upgrade of the existing AMI system at a discounted cost was tentatively accepted by the County. The County Manager (Kyle DeHaven) suggested that the agreement state that Mueller agree to the specifications of the County requiring the system to have an accuracy that allowed 99% of meters to read remotely. Mr. Moore agreed to that being added to the agreement as well.

On a motion by Vice-Chairman Jones to accept the agreement with the 99% accuracy being added to the agreement and seconded by Commissioner Johnson, the Board voted unanimously to approve.

G. County Manager's Report

1. **Budget Amendment: Economic Development Strategic Plan Grant**
A budget amendment is required for the completion of the grant from the North Carolina Department of Commerce for the Economic Development Strategic Plan Grant that was awarded in FY 24-25 budget year.

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

2. **Appointment to Greene County Public Library Board**
A request has been received to appoint an individual to the Greene County Public Library Board. In accordance with required procedures, the position was publicly advertised, and one application was received. Mr. Russ Jones is recommended for appointment. This will be his first term on the Board, with the appointment to take effect on September 1, 2025.

On a motion by Vice-Chairman Jones and seconded by Commissioner Johnson, the

Board voted unanimously to approve.

3. Sponsorship of the 43rd Annual Snow Hill Tennis and Golf Tournament
Lenoir Community College Foundation's 43rd Annual Snow Hill Tennis and Golf Tournament. USTA Singles Tennis Tournament will take place Friday, August 15 and ends Sunday, August 17. This will be followed by a Pickleball Tournament running Monday, August 18 through Wednesday, August 20. The tournament social will also take place on Wednesday at 5 p.m. The event continues on August 21 at Cutter Creek Golf Club for a day of golf and then returns to Greene Ridge Racquet Club from August 22 through August 24 for the USTA Doubles Tennis Tournament. The county usually has a Bronze Sponsorship. What are the Board's wishes? All money raised helps Greene County students obtain a college education.

On a motion by Vice-Chairman Jones to do a Silver Sponsorship (\$300) and seconded by Commissioner Johnson, the Board voted unanimously to approve.

H. County Attorney's Comments

No comments.

I. Commissioners' Report and Recommendation

Chairman Heath has a few things to address. 1. He wanted to let all County volunteers know how much they are appreciated for all they do. The county has seen a rash of tobacco barn fires, heavy rainfall which caused flash flooding, etc. Without the volunteer fire departments and emergency personnel, the county would be in a world of hurt. Thank you all very much. 2. The annual NCACC Conference is this month from August 21st through the 23rd in Pitt County. 3. The county has had many complaints and concerns expressed about the Spectrum cable being run and yards being left a mess and waterlines being cut, along with other lines being cut as well. Some research has been done and a point of contact for these concerns is: jeffrey.brooks@nc.gov. 4. With the building of the new high school there have been noise complaints. There is really nothing the county can do, but Chairman Heath asked the County Manager to draft a letter to the Superintendent of Schools to make him aware of these complaints.

Commissioner Burress asked if the DOT could do anything to fix the flash flood areas to maybe help with this issue. He also asked about the waterlines of our customers being cut by the cable for Spectrum being put in. Our Public Works Department is fixing them at our own cost. He wants to see if maybe we could be reimbursed for this cost.

Commissioner Taylor wanted to see if the time of the next Board of Commissioners meeting could be changed from 6 p.m. to 10 a.m. due to the fact that he is greatly involved in the LCC Tennis and Golf Fundraiser. Commissioner Jones made a motion to change the time.

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

J. Adjourn

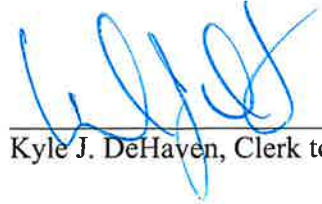
On a motion by Vice-Chairman Jones and seconded by Commissioner Johnson, the Board

voted unanimously to adjourn.


Bennie Heath, Chairman

Attest:




Kyle J. DeHaven, Clerk to the Board

Brandon J. Sutton
Planning Director,
Zoning Administrator,
GIS Coordinator

brandon.sutton@greencountync.gov



GREENE COUNTY
NORTH CAROLINA

Greene County Planning and
Inspections Department
229 Kingold Blvd.
Suite E
Snow Hill, NC 28580
(252) 747-4019

**NOTICE OF DECISION
GREENE COUNTY PLANNING BOARD
PROPOSED REZONING APPLICATION
OAA-25-1**

Applicant:

Trey Cash
229 Kingold Blvd., Suite D
Snow Hill, NC 28580

MEETING DATE: June 19, 2025

This matter coming before the Greene County Planning Board of the **Proposed Rezoning of parcels: 0500124, 0506161, 0500282, 0500337, 0500756, 0506160, and 0500432 from the submitted application OAA-25-1.**

Pursuant to **SECTION 3.7.7 Action by the Planning Board**, of the *Greene County Zoning Ordinance*:

3.7.7 Action by the Planning Board.

(A) Zoning Amendments. - All proposed amendments to the zoning map shall be submitted to the Planning Board for review and comment. If no written report is received from the Planning Board within 30 days of referral of the amendment to that board, the Board of Commissioners may act on the amendment without the Planning Board report. The Board of Commissioners are not bound by the recommendations, if any, of the Planning Board.

– the Greene County Planning Board on **June 19, 2025** met to review the application **OAA-25-1 (Rezoning) submitted by Trey Cash**, being Greene County Parcel Numbers: 0500124, 0506161, 0500282, 0500337, 0500756, 0506160, and 050043.

The Greene County Planning Board, having considered all requirements set forth in the Greene County Zoning Ordinance referenced above, voted on the following motion:

Brandon J. Sutton
*Planning Director,
Zoning Administrator,
GIS Coordinator*
brandon.sutton@greencountync.gov



**Greene County Planning and
Inspections Department**
229 Kingold Blvd.
Suite E
Snow Hill, NC 28580
(252) 747-4019

The Recommendation of Approval for Rezoning.

Motion: Harper
Second: Bryce

Aye: 6
Nay: 0
Abstain: 0
Absent: 3

If you have any questions concerning this decision or process, please contact the Greene County Planning Department during regular business hours.

Sincerely,

A handwritten signature in black ink, appearing to be "B. Sutton", written over a horizontal line.

Brandon J. Sutton
Planning Director,
Zoning Administrator,
& GIS Coordinator.

GREENE COUNTY

LINE ITEM TRANSFER/BUDGET AMENDMENT

DATE: August 4, 2025
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
PH Infrastructure LWD	11-172-4382-22	\$ 76,011.00	PHILWD Travel	11-544-5191-00	\$ 15,000.00
			PHILWD Training	11-544-5192-00	\$ 50,000.00
			PHILWD Contracted Srvc	11-544-5275-00	\$ 11,011.00
BFPC Stata	11-172-4383-15	\$ 2,500.00	BFPC Supplies	11-548-5171-00	\$ 2,500.00
CH Medicaid Escrow	11-172-4382-12	\$ 50,000.00	CH Capital Outlay >\$5,000	11-554-5302-00	\$ 50,000.00
FP Medicaid Escrow	11-172-4382-04	\$ 50,000.00	FP Capital Outlay >\$6,000	11-555-5302-00	\$ 50,000.00
Total		\$ 178,511.00	Total		\$ 178,511.00

Explanation:	PH Infrastructure Local Workforce Development \$76,011: The Greene County Department of Public Health was awarded funding to be used through October 2027 for the following areas: recruit and hire new public health staff; retain public health staff; support and sustain public health staff; train new and existing public health staff; and strengthen public health workforce planning, systems, processes, and policies. 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. CH REIMB Escrow \$50,000: The Greene County Department of Public Health is using Escrow funds to pay for clinic renovations in the Health Department section of the Health and Human Services Building. Medicaid Escrow Revenue is spent in the program in which the revenue was earned. FP REIMB Escrow \$50,000: The Greene County Department of Public Health is using Escrow funds to pay for clinic renovations in the Health Department section of the Health and Human Services Building. Medicaid Escrow Revenue is spent in the program in which the revenue was earned.
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Requested by:

Jay Brock

Approved by:

[Signature]

Greene County
Assistance Policy
For the 2024 Cycle of the
Essential Single-Family Rehabilitation Loan Pool

What is the Essential Single-Family Rehabilitation Loan Pool?

Greene County (the County) has been awarded Membership by the North Carolina Housing Finance Agency ("NCHFA") under the 2024 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 \$162,000 which it plans to apply toward the rehabilitation of three houses in Greene County. After demonstrating successful use of this allocation, the County may access additional funds, when available, on a unit-by-unit basis from the ESFRLP loan pool to assist additional homes.

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 \$8,000 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 elderly or, disabled or, veteran (see definitions), fulltime household member or a child aged 6 or under threatened by 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 \$40,000 and must include all Essential Rehabilitation Criteria as described in the ESFRLP Administrator's Manual for the 2024 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 all the following requirements:

- 1) The property must require at least \$5,000 of improvements to meet the ESFRLP Property Standards or, if a local code requirement (or code enforcement official) is more stringent than a specific ESFRLP Property Standard, the more stringent local minimum housing code requirement(s) will be used.
- 2) Site-built and modular units listed as real property 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 masonry piers and tie-downs.
- 3) 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, hair salon, room rental, etc.). Program funds may only be used to improve the residential exterior, interior and systems portion of mixed-use buildings.
- 4) 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.
- 5) Properties cannot be in the right-of-way of any impending or planned public improvements. Greene County staff will assist in making this determination.
- 6) 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.
- 7) The property cannot be in the 100-year flood plain. Greene County will verify whether the home is in the flood plain.
- 8) The property must be free of any back taxes or liens in default at the time of application submission unless a payment plan has been established and payments are current. If the applicant is unsure, they should call the Greene County Tax Office prior to submitting the application. (Taxes will be checked for both Greene County and the municipality in which the applicant resides).
- 9) 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.
- 10) The applicant must have a "Clear Title". Clear Title is defined as - The applicant must be readily able to present supporting documents identifying the property owners, and all owners are willing to sign the loan documents.

- 11) If any ESFRLP Program representative for the County suspects that the home is being used for criminal activity or the homeowners are engaging in criminal activity, the household will not be served. Properties that have been approved will be removed from the program if criminal activity is suspected. Homeowners that disagree with this decision must employ the complaint process outlined in the Assistance Policy.
- 12) The property cannot have been repaired or rehabilitated with public funding of \$30,000 or more within the past 10 years without NCHFA approval.

**2025 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	\$16,050	\$26,750	\$42,800
2	\$18,350	\$30,600	\$48,900
3	\$20,650	\$34,400	\$55,000
4	\$22,900	\$38,200	\$61,100
5	\$24,750	\$41,300	\$66,000
6	\$26,600	\$44,350	\$70,900
7	\$28,400	\$47,400	\$75,800
8	\$30,250	\$50,450	\$80,700

*Income limits are subject to change based on annually published HUD HOME Income Limits. This update will not require a re-approval by the governing authority. These are the 2025 Statewide Income Limits.

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 household 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, first served basis.

**Priority Ranking System for Greene County's
2024 Essential Single-Family Rehabilitation Loan Pool**

<u>Eligibility Criteria (All applicants must meet these criteria to be considered for assistance)</u>	
Owner occupied.	
Home is classified as Real Property per NCHFA definition.	
Owner/Occupant 62 years of age or older, or disabled, or Veteran full-time household member, or a child under the age of six whose health is threatened by presence of lead hazards.	
Household income under at or below 80% Area Median Income.	
Non-historic (as determined by SHPO).	
Estimated cost of repairs excluding LBP, Asbestos, and Septic is less than \$40,000.	
Home is not located in the 100-year flood plain.	
No overdue taxes at the time of application evaluation (unless on an established payment plan).	
Clear title.	
Clear from suspected criminal activity.	
No prior assistance of \$30,000 or more, of state or federal funds, within the past 10-yrs without approval.	
Application must be complete.	
<u>Age, Disability, Lead Hazards, & Veteran</u>	<u>Points</u>
0-61 and disabled.	30
62+ and disabled.	50
62+ and not disabled.	40
Household with a child age 6 or under with a reference level of 5 mg per deciliter or higher.	18
Household with a child age 6 or under with lead hazards in the home.	15
Veteran full-time household member.	15
<u>Income</u>	
0% – 30%	12
31% – 50%	10
51% – 80%	8
<u>Bonus Points</u>	
Property is built year is in or after 1980.	5
<u>Priority Criteria</u>	
Eligible units with closed loans in the ESFRLP 21 program which were not assisted will be assisted first by default.	

Definitions under ESFRLP are:

- **Child with lead hazards in the home:** a child below the age of six living or visiting weekly in the applicant house which contains lead hazards.
- **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 document 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, regardless of the time of occupancy); or non-immediate family member 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 therefrom 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, national origin, religion, sex (including gender identity and orientation), familial status, disability, and limited English proficiency.

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: NCHFA will create loan documents for the homeowner(s) including a Promissory Note and Deed of Trust covering hard costs for the rehabilitation in an amount not to exceed \$40,000. This loan covering the hard costs remains 0% interest and forgivable at \$8,000 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 \$8,000 per year. For example, if the amount of the loan is \$37,452, then the term is 5 years (\$32,000 forgiven over the first 4 years and \$5,452 forgiven at the end of the 5th year). The maximum term of the typical loan will be five years.

As long as 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 as per the original loan terms. 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/testing 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:

- 1) meet the more stringent requirements of either NCHFA's Essential Property Standard or Greene County's Minimum Housing Code. 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.
- 2) 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.) Upon the date of approval by Greene County of the contractor's request for final payment, a one-year warranty on all materials and workmanship will begin.

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. No project activities shall result in permanent displacement of households.

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 2024 Cycle

- 1) At least three eligible contractors on the County's Approved Contractor Registry will be invited to bid on each home and the lowest responsive and responsible bidder will be selected for the contract.
- 2) All contractors working on pre-1978 units must be Renovation, Repair and Painting Rule (RR&P) Certified Renovators working for Certified Renovation firms.
- 3) Homeowners who know of quality rehabilitation contractors that are not on the Approved Contractor Registry are welcome to invite them to apply.
- 4) All contractors performing or sub-contracting \$40,000 or more of construction work shall be licensed general contractors as per NCGS 87-1.

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 the **Key Dates** section of this Assistance Policy. Proof of ownership, income, tax payment plan if needed, and special needs will be required. Household income will be verified for program purposes only (information will be kept confidential). 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) **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. Homeowners must inform staff of any known pest infestations prior to the visit. Homeowners must allow the Rehabilitation Specialist to access all part of their home. If the home cannot be thoroughly inspected the home will become ineligible for assistance. The County staff has the right to deny an application

based on health and safety concerns that may put their staff and/or contractors at risk.

- 3) **Screening of applicants:** Applications will be ranked by Greene County based on the priority system outlined on page 4. The applications will be numerically ranked by the priority system and approved by the County. NCHFA will verify ownership of the property by conducting a title search. Greene County will submit to NCHFA an ESFRLP Loan Application and Reservation Request for each potential borrower for approval. All applicants will be notified in writing of their eligibility status after the selection of units.
- 4) **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.
- 5) **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 electrical short circuits, blinking lights, roof leaks, etc. All eligible homes occupied by eligible owners will be tested for radon and asbestos.
- 6) **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.
- 7) **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 by the Rehabilitation Specialist in all homes built during, before and after 1978). The owner will receive a copy of any lead testing and risk assessment report, information covering the results of the tests and any corrective actions that will be needed as part of the rehabilitation.
- 8) **Bidding:** The work write-up and bid documents will be conveyed to at least three contractors from the Approved Contractors Registry. Contractors 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 in order to prepare a bid. A bid opening will be conducted in the Conference Room located at the Greene County Manager's Office at 229 Kingold Blvd, Snow Hill, NC 28580, at a specified date and time, with all bidders invited to attend in-person. Other bid opening attendance options may be arranged with Greene County staff.

- 9) **Contractor selection:** Within seven days of the bid opening, the winning bidders will be selected. All bidders and the homeowner will be notified of 1) the selection of the winning bid, 2) the amount of the winning bid, 3) the amount of the County's cost estimate, and 4) the specific reasons for the selection, if other than the lowest bidder was selected.
- 10) **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 the 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 the loan closing and recordation of these documents and forward the recorded documents to NCHFA.
- 11) **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.
- 12) **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 when applicable. 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.
- 13) **Change Orders:** All changes to the scope of work must be approved by the owner, the contractor, Greene County's Rehabilitation Specialist, and the Greene County Program Administrator, and reduced in writing as a contract amendment ("change order"). The owner, contractor and two Greene County personnel must execute any change order agreements to the construction contract. If the changes require an increase in the loan amount, the change must be specified in the change order and pre-approved by NCHFA prior to execution.
- 14) **Progress payments:** The Contractor is entitled to request partial payments and a final payment. The partial payments may be requested when a specified work line item is complete with a total of 5 payments including the final payment. The final payment may be requested once Contractor has verified all the work line items to be complete. A final payment will be invoiced once the Contractor has satisfactorily completed all work line items, provided approved permits (if applicable), and a release of liens.

- 15) **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 Greene County's approval date of the final pay requisition. Greene County will notify the homeowner in writing of this date.
- 16) **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.
- 17) **Final loan amount determination:** If, upon completion of all rehabilitation work, the contract price has changed due to the effect of change orders and there is a need to modify the loan, NCHFA will prepare an estoppel for a loan reduction or modification agreement for a loan increase as necessary at the time of closeout of the unit. 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 homeowner to record an estoppel if they wish this to be reflected in the Deed of Trust.
- 18) **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:

- **Program Intake:**
 - Applications are available to the public starting September 2, 2025.
 - Applications must be turned into Greene County by 4:00 PM on September 16, 2025.
 - Selection of units will be made on October 3, 2025.
 - All rehabilitation work must have a loan in place/be under contract by December 31, 2026.
 - All rehabilitation work must be completed by June 15, 2027.

How do I request an application?

Contact:

Kathy Mooring, Deputy Clerk to the Board
Greene County
229 Kingold Blvd,
Snow Hill, NC 28580
Phone: (252) 747-3446
Email: Kathy.mooring@greenecountync.gov

Or: Have an application mailed to you by contacting Tim Andrews at (252) 753-2139 and by email: twam@mcdavid-inc.com

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 dispute decisions, work completed or other issues. 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 fairly reviewed 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 (252) 747-3446, within five business 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 15 business days of the initial decision on an application.
3. Greene County will respond in writing to any complaints or appeals within 15 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. 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 Program 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 Michael Handley, NCHFA, PO Box 28066, Raleigh, NC 27611-8066, (919) 877-5627.

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 Greene County, may be approved for rehabilitation assistance only upon public disclosure before the Greene County Board of Commissioners and with 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, national origin, religion, sex (including gender identity and orientation), familial status, disability, and limited English proficiency.

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 the senior center, Greene County Convenience and Recycling centers, and on the County's website.

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

Kathy Mooring

A.J. Mandigo & Jordan Kearney

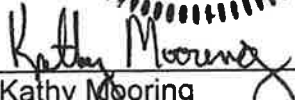
Deputy Clerk to the Board
Greene County
229 Kingold Blvd
Snow Hill, NC 28580
Phone: (252) 848-3446

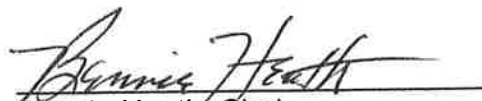
Housing Specialists
McDavid Associates, Inc.
3714 N. Main Street
P.O. Drawer 49
Farmville, NC 27828
Phone: (252) 753-2139

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

This Assistance Policy is adopted this 4th day of August 2025.



Attest

Kathy Mooring
Deputy Clerk to the Board


Bennie Heath, Chairman
Greene County Board of Commissioners

Greene County
Procurement and Disbursement Policy
For the 2024 Cycle of the
ESSENTIAL SINGLE-FAMILY REHABILITATION LOAN POOL

PROCUREMENT POLICY

1. To the maximum extent practical, the Greene County (the County) promotes a fair, open, and competitive procurement process as required under the North Carolina Housing Finance Agency's (NCHFA) Essential Single-Family Rehabilitation Loan Pool (ESFRLP). Bids are invited from Contractors who are part of the County's Approved Contractor Registry. Any contractor listed with and approved by the County and in good standing (i.e. no unresolved past performance issues and not listed on the federal or state debarred list) will receive automatic approval status on the Approved Contractor Registry.
2. To be listed in the County's Approved Contractor Registry, a contractor must complete an application, have their recent work inspected, reviewed, and approved by the County's Rehabilitation Specialist and submit proof of insurance.
3. At least three eligible contractors on the County's Approved Contractor Registry shall be invited to bid on each job and the lowest responsive and responsible bidder shall be selected for the contract. "Responsive and responsible" means (a) the contractor is deemed able to complete the work in a timely fashion, (b) the bid is within 15%, in either direction, of the County's cost estimate, (c) the contractor has not been suspended or debarred and (d) there is no conflict of interest (real or apparent).
4. All contractors working on pre-1978 units must be Renovation, Repair and Painting Rule (RR&P) Certified Renovators working for Certified Renovation firms; only those contractors with both firm certificate and the qualified renovator's letter on file will be invited to bid on pre-1978 homes. For units where abatement is required or with more than \$25,000 of construction costs not attributed to Lead-Based Paint (LBP) stabilization/removal, projects must use a certified lead abatement firm as required by North Carolina's Lead Hazard Management Program for Abatement Activities (LHMP). Both firm types are listed at this website: <https://schs.dph.ncdhhs.gov/lead/accredited.cfm>.
5. Although bid packages may be bundled for multiple job sites, the bids for multiple job sites shall be considered separate and apart when awarded and shall be awarded to the lowest responsive and responsible bidder(s) for each job site.
6. Bid packages shall consist of an invitation to bid, work write up(s) and bid sheet(s) for each job, including instructions for distribution and receipt of bids. Contractors 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 in order to prepare a bid. A bid opening will be conducted in the Conference Room located at the Greene County Manager's Office at 229 Kingold Blvd, Snow Hill, NC 28580 at a specified date and time, with all bidders invited to attend.
7. Bids must include a cost-per-item breakdown with line item totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded. If the

amount of the bid exceeds the amount that is available for the unit, the same item(s) will be removed from the cost-per-item breakdown from every bid package submitted. No negotiations will take place with the chosen contractor.

8. The County reserves the right to reject any or all bids at any time during the procurement process.
9. In the event of a true emergency situation, the County reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, electronic bids and the like. Should such methods ever become necessary the transaction will be fully documented. In the event phone bids are used, Greene County will call the first three responsive contractors on the Approved Contractor Registry who have indicated a desire to be on the telephone call list. The County will track who has been called, and was responsive, and will rotate through the full list before beginning the rotation again.
10. All sealed bids will be opened publicly at a time to be announced in the bid invitation. All bid openings will take place in the Conference Room located at the Greene County Manager's Office at 229 Kingold Blvd, Snow Hill, NC 28580. All bidders are welcome to attend. Within seven days of the bid opening, after review of bid breakdowns and construction schedules, the winning bidders will be selected. All bidders and the homeowner will be notified of 1) the selection of the winning bid, 2) the amount of the winning bid, 3) the specific reasons for the selection and 4) the amount of the County's cost estimate, if other than the lowest bidder was selected.
11. The contractor is responsible for obtaining a building permit for the project before beginning work if supported by the local jurisdiction. The permit must be posted at the house during the entire period of construction. If applicable, the contractor will obtain a permit for lead hazard related activities. Greene County ESFRLP staff will closely monitor the contractor during the construction period to make sure that the work is being completed according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. Local Code Enforcement Officials will inspect the work for compliance with the NC State Building Code and the local minimum housing code, when applicable. 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.
12. Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract including at minimum, the homeowner, the contractor and two representatives of the County. The change order must also detail any changes to the original contract price and completion date.
13. No work may begin prior to a contract being awarded and executed and a written order to proceed provided to the contractor. In addition, a pre-construction conference and "walk thru" shall be held at the work site prior to commencement of repair work. 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. Within 24 hours of the pre-construction conference, the Greene County will issue a "proceed order" formally instructing the contractor to commence work by the agreed-upon date.

14. Greene County is an equal opportunity employer, implements non-discriminatory practices in its procurement/disbursement and will make special outreach efforts to include M/WBE (Minority/Women Business Enterprise) businesses within its contractor and subcontractor pool. Contractors will be chosen by the above criteria without regard to race, color, religion, national origin, age, sex, familial status and/or disability.

DISBURSEMENT POLICY

1. All repair work must be inspected by (a) the County's Rehabilitation Specialist, (b) the local building or minimum housing code inspector when applicable and (c) the homeowner prior to any payments to contractors. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be issued upon presentation of an original invoice from the contractor. Contractor should allow 21 business days for processing of the invoice for payment.
2. The Contractor is entitled to request partial payments and a final payment. The partial payments may be requested when a specified work line item is complete with a total of 5 payments including the final payment. When a partial payment is requested, the Rehabilitation Specialist will inspect the work and determine if the work line item is eligible for payment based on 90% of the total work completed. The final payment may be requested once Contractor has verified all the work line items to be complete. When the final payment is requested, the Rehabilitation Specialist will perform a punch list inspection. A final payment will be invoiced once the Contractor has satisfactorily completed all work line items, provided approved permits (if applicable), and a release of liens. The County will disperse any "drawn down" funds within 12-business days.
3. Following construction, the contractor and the Rehabilitation Specialist will meet with the Homeowner in a post-construction conference. At this conference the contractor will hand over all owner's manuals and warranties on equipment and products to the homeowner and be available to answer homeowner questions.
4. Project Closeout: When the contractor declares the work complete, the Rehabilitation Specialist will thoroughly inspect the work. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of final payment. If the contractor fails to correct the work to the satisfaction of the County's Rehabilitation Specialist, payment may be withheld until the work is deemed satisfactory. (Contractors may follow the County's Essential Single-Family Rehabilitation Loan Pool Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy). The Homeowner, Project Administrator and Rehabilitation Specialist will sign off on the work. After receipt of the contractor's final invoice, inspections, certificate of completion and lien releases, the final payment will be ordered. All material and workmanship will be guaranteed by the contractor for a period of one-year, using the date the Rehabilitation Specialist declares all work complete and approves the final invoice for payment; the homeowner will be provided the one-year warranty date in writing.

5. The County assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.
6. All contractors, sub-contractors and suppliers must sign a lien waiver prior to disbursement of funds.

The County Manager is authorized to amend this Policy as needed.

The Procurement and Disbursement Policies are adopted this the 4th day of August 2025.



Attest:

Kathy Mooring
Kathy Mooring
Deputy Clerk to the Board

Bennie Heath
Bennie Heath, Chairman
Greene County Board of Commissioners

CONTRACTORS STATEMENT:

I have read and understand the attached Greene County Procurement and Disbursement Policy.

BY: _____

COMPANY NAME: _____

WITNESS: _____

GREENE COUNTY

LINE ITEM TRANSFER/BUDGET AMENDMENT

DATE : 07/28/2025

DEPARTMENT: ECONOMIC DEVELOPMENT

LINE ITEM TRANSFER					
<u>FROM</u>			<u>TO</u>		
<u>Account Name</u>	<u>Acct #</u>	<u>Amount</u>	<u>Account Name</u>	<u>Acct #</u>	<u>Amount</u>
Total		0	Total		0

<u>REVENUES</u>			<u>BUDGET AMENDMENT</u>			<u>EXPENDITURES</u>		
<u>Account Name</u>	<u>Acct #</u>	<u>Amount</u>	<u>Account Name</u>	<u>Acct #</u>	<u>Amount</u>	<u>Account Name</u>	<u>Acct #</u>	<u>Amount</u>
ECON DEV GRANT - COM	11160-433168	-22,500.00	CONTRACTED SERVICES	11491-527500	22,500.00			
Total		-22,500.00	Total		22,500.00			

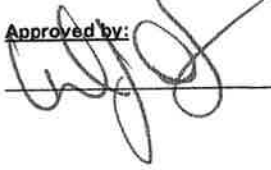
Explanation:

Previous awarded in FY 24-25 Budget Year, Budget Amendment for the NC Commerce Economic Development Strategic Plan. NC Dept. of Commerce will reimburse the work after completion.

Requested by:



Approved by:



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

August 4, 2025

Mr. Russ Jones
3082 Grays Mill Rd.
Snow Hill, NC 28580

Dear Mr. Jones;

It is with great pleasure to advise you that you have been appointed to the Greene County Public Library Board for your first term by the Greene County Board of Commissioners.

Sincerely,

A handwritten signature in dark ink, appearing to read "Bennie Heath". The signature is fluid and cursive, with the first name "Bennie" and last name "Heath" clearly distinguishable.

Bennie Heath, Chairman
Greene County Board of Commissioners

cc: Melanie Morgan, Director
Neuse Regional Libraries