

000489

Board of Commissioners Meeting
January 4th, 2021
224 Seminary Street
Kenansville, NC 28349

The Duplin County Board of Commissioners met at 6:00 p.m. on Monday, January 4th, 2021 in the Duplin County Administrative Office Building located at 224 Seminary Street, Kenansville, NC.

Present: Commissioners: Jesse Dowe, Dexter Edwards, and Kennedy Thompson.

Present Via Telephone Conference Call: Commissioners Elwood Garner and Wayne E. Branch.

Also Present: Mr. Davis H. Brinson, County Manager/Clerk to the Board; Mr. Tim Wilson, County Attorney; and Mrs. Trisha-Ann Brown, Administrative Officer.

Call to Order

The meeting was called to order by Chairman Edwards.

Invocation and Pledge of Allegiance

Invocation was given by Commissioner Thompson.

Approval of the Meeting Agenda

Chairman Edwards asked if the members of the Board approved of the proposed meeting agenda and no member of the Board nor Mr. Davis H. Brinson, County Manager/Clerk to the Board requested that any items be added or removed.

Motion was made by Commissioner Thompson, seconded by Commissioner Dowe, carried unanimously to approve the meeting agenda.

Approval of the Minutes – Governing Body

Motion was made by Commissioner Garner, seconded by Commissioner Branch, carried unanimously to approve the minutes of the Board of County Commissioners meeting held on December 21st, 2020.

CONSENT AGENDA

Approval of the Consent Agenda

Motion was made by Commissioner Thompson, seconded by Commissioner Dowe, carried unanimously to approve the consent agenda which included the following: Budget Amendment Journal Entry Report; Tax and Solid Waste Releases - # 18232 – 18240; and CSX Railroad West Park Industrial Site Budget Amendment.

ITEMS TO BE MADE PART OF MINUTES

Administrative Budget Amendment Journal Entry Report # E051 - # E057

REGULAR ITEMS OF BUSINESS

Public Comments

000430

No Public Comments

End Public Comments

Mr. Davis H. Brinson, County manager and Clerk to the Board, appeared before the Board on behalf of Ms. Melissa Kennedy, E-911 Addressing Project Coordinator, to conduct a public hearing regarding the naming of an unnamed lane per a request received from Mr. Michael Miller, to name a lane at 764 Sumner Road; Pink Hill, NC; Smith Township – F and M Farms Lane.

Chairman Edwards opened the public hearing to the public at 6:05 p.m.

No public comments

Chairman Edwards closed the public hearing at 6:06 p.m.

Motion was made by Commissioner Thompson, seconded by Commissioner Dowe, carried unanimously to authorize the naming of the lane located at 764 Sumner Road; Pink Hill, NC; Smith Township – F and M Farms Lane.

Ms. Tracey-Simmons Kornegay, Health Director, appeared before the Board regarding the a grant application that the Duplin County Health Department submitted on December 7th, 2020 for the National Association of County and City Health Officials (NACCHO)'s "Building Workforce Capacity of Rural/Frontier Local Health Departments to Respond to COVID-19." The department selected contact tracing and testing as the workforce capacity building activities for this project. The funding would be used to continue local case investigations and contact tracing staffing to ensure the following: Increase number of telephone calls related to case investigation and contact tracing [initial and follow-up(s)]; Increase outreach education through social media, newspaper articles, billboards, etc. to historically marginalized populations; Promote increase testing with focus on decreasing health disparities; Enhance integration with community partners. On December 23rd, the Health Department was notified via email on behalf of the NACCHO that it was selected to participate in the specific national program. Duplin County Health Department was one of approximately 30 national local health departments selected to collaborate and partner directly with NACCHO through support from the Centers for Disease Control and Prevention (CDC) Center for State, Tribal, Local and Territorial Support (CSTLTS). The funding award is in the amount of \$35,000.00 for the period January 1, 2021 through November 12, 2021.

Motion was made by Commissioner Thompson, seconded by Commissioner Dowe, carried unanimously to accept the National Association of County and City Health Officials Rural/Frontier Workforce Development Grant Award in the amount of \$35,000 and approve the budget amendment for Fiscal Year 2020-2021.

Ms. Tracey-Simmons Kornegay, Health Director, appeared before the Board, requesting the reclassification of the vacant Processing Assistant IV position at the Health Department to an Accounting Technician II. With Medicaid Reform in sight, and an increase in insurance billing, now which will most likely only increase further in the future, in addition to local data management responsibilities, in which the health director has worked to align the health department's financial operations team. The Accounting Technician II position's main job responsibilities will include responsibility for insurance and medical provider contracts; insurance billing; data management and analytics; payroll; purchasing and invoices. Pending Board of County Commissioner approval for reclassification of the vacant Processing Assistant IV position to an Accounting Technician II position, the Accounting Technician II job description will be submitted to the Office of State Human Resources for review and approval.

Motion was made by Commissioner Thompson, seconded by Commissioner Dowe, carried unanimously to approve the reclassification of the vacant Processing Assistant IV position (Grade 59 - \$23,561) to an Accounting Technician II (Grade 63 - \$27,604) as of January 18th, 2021.

Ms. Amanda Justice, Director of Tourism & Events Center, appeared before the Board to respectfully request approval of the updated By-Laws of the Duplin County Tourism Development Authority that had never been formally adopted by the Board of County Commissioners.

Motion was made by Commissioner Thompson, seconded by Commissioner Dowe, carried unanimously to approve the updated By-Laws of the Duplin County Tourism Development Authority as presented.

Ms. Amanda Justice, Director of Tourism & Events Center, appeared before the Board respectfully requesting that the Board approve two (2) reappointments to the Tourism Development Authority. Mr. Robby Smith of the Country Squire's Vintage Inn is one (1) of the two (2) individuals representing the county's occupancy tax collecting businesses, and Mr. Tom Fife is one of the three (3) representatives involved with the promotion of the travel and tourism industry in Duplin County. Mr. Fife also serves as the Chairman of the Authority. The Tourism Development Authority requested that the Board reappoint Mr. Robby Smith and Mr. Tom Fife, each for a second four (4) year term.

Motion was made by Commissioner Thompson, seconded by Commissioner Dowe, carried unanimously to reappoint Mr. Robby Smith and Mr. Tom Fife as members of the Tourism Development Authority each for an additional four (4) year term retroactive from July 1, 2020 through June 30, 2024.

Mr. Gary Rose, Tax Administrator, appeared before the Board respectfully requesting the approval of a bid from Coast2Coast Group, LLC that had been submitted for County owned surplus property Parcel # 06-1622, located at Narcie Turner Lane; Pink Hill, NC; Smith Township. The county obtained property through foreclosure in 2019. The bid is \$500.00, which is less than the original minimum bid amount at foreclosure of \$3,115.00. The Board may accept the bid and go through the process of selling surplus property or reject the bid.

Motion was made by Commissioner Garner, seconded by Commissioner Thompson, carried unanimously to accept the bid received from Coast2Coast Group, LLC in the amount of \$500.00 for County Owned Surplus Property Parcel # 06-1622 pursuant to the negotiated Offer, Advertisements and Upset Bids process set forth in N.C.G.S § 160A-269.

Mr. Gary Rose, Tax Administrator, appeared before the Board respectfully requesting the approval of a bid from Coast 2Coast Group, LLC that had been submitted for County owned surplus property Parcel # 09-2112, located off of Pasture Branch Road; Rose Hill, NC; Island Creek Township. The county obtained through foreclosure in 2019. The bid of \$100.00 is less than the original minimum bid amount of \$2,556.00 at foreclosure. The Board may accept the bid and go through the process of selling surplus property or reject the bid.

Motion was made by Commissioner Dowe, seconded by Commissioner Garner, carried unanimously to accept the bid received from Coast2Coast Group, LLC in the amount of \$100.00 for County Owned Surplus Property Parcel # 09-2112 pursuant to the negotiated Offer, Advertisements and Upset Bids process set forth in N.C.G.S § 160A-269.

Gary Rose, Tax Administrator, appeared before the Board respectfully requesting the approval of a bid the Board initially accepted on November 16, 2020 in the amount of \$1,000.00 on County Owned Surplus Property Parcel 02-E114; located at 176 Shine Road; Faison, NC; Faison Township. The property was duly advertised per N.C.G.S. § 160A-269 and an upset bid in the amount of \$2,800.00 was received from Mr. Travis Taylor. The bid is less than the original minimum bid amount of \$4,466. The property was acquired by the County in 2006. If the Board so desires the property may be sold for the bid of \$2,800.00.

Motion was made by Commissioner Thompson, seconded by Commissioner Garner, carried unanimously to accept the bid from Mr. Travis Taylor in the amount of \$2,800.00 for County Owned Surplus Property Parcel # 02-E114 located at 176 Shine Road; Faison, NC; Faison Township, and authorize the County Attorney to prepare a deed for the transfer of the property.

Gary Rose, Tax Administrator, appeared before the Board respectfully requesting the approval of a bid from Ms. Yottie Marie Kenan-Small that the Board initially accepted on December 7th, 2020. The board initially accepted a bid of \$3,085.00 on Surplus Property

Parcel # 11-E109 located off of West Street,; Town of Rose Hill, N.C.; Rose Hill Township. The property was duly advertised per N.C.G.S. § 160A-269 and no upset bids were received. The bid exceeds the original minimum bid amount of \$3,079.00. If the Board so desires property may be sold for the bid of \$3,085.00.

Motion was made by Commissioner Garner, seconded by commissioner Thompson, carried unanimously to accept the bid from Ms. Yottie Marie Kenan-Small in the amount of \$3,085.00 for County Owned Surplus Property Parcel # 11-E109 located off of West Street,; Town of Rose Hill, N.C.; Rose Hill Township, and authorize the County Attorney to prepare a deed for the transfer of the property.

Gary Rose, Tax Administrator, appeared before the Board respectfully requesting the approval of a bid from Mr. Levonza Edward Leak that the Board initially accepted on December 7th, 2020. The Board initially accepted a bid of \$3,000.00 on County Owned Surplus Property Parcel # 09-949 located off of Clinic Circle Drive: partially in the Town of Greenevers; Island Creek Township. The property was duly advertised per N.C.G.S. § 160A-269 and no upset bids were received. The bid exceeds the original minimum bid amount of \$2,891.00. If the Board so desires property may be sold for the bid of \$3,000.00.

Motion was made by Commissioner Thompson, seconded by Commissioner Dowe, carried unanimously to accept the bid from Mr. Levonza Edward Leak in the amount of \$3,000.00 for County Owned Surplus Property Parcel # 09-949 located off of Clinic Circle Drive: partially in the Town of Greenevers; Island Creek Township, and authorize the County Attorney to prepare a deed for the transfer of the property.

Gary Rose, Tax Administrator, appeared before the Board respectfully requesting the approval of a bid from Ms. Rita Annette Conley that the Board initially accepted on December 7th, 2020. The board accepted a bid of \$3,500.00 on County Owned Surplus Property Parcel # 09-E318 located off of SR 1951/Carrtown Drive; Town of Greenevers, Island Creek Township. The property was duly advertised per N.C.G.S. § 160A-269 and no upset bids were received. The bid exceeds the original minimum bid amount of \$3,461.00. If board so desires property may be sold for the bid of \$3,500.00.

Motion was made by Commissioner Thompson, seconded by Commissioner Dowe, carried unanimously to accept the bid from Ms. Rita Annette Conley in the amount of \$3,500.00 for County Owned Surplus Property Parcel # 09-E318 located off of SR 1951/Carrtown Drive; Town of Greenevers, Island Creek Township, and authorize the County Attorney to prepare a deed for the transfer of the property.

Gary Rose, Tax Administrator, appeared before the Board respectfully requesting the approval of a bid from Mr. Clemont Craddock, Jr. that the Board initially accepted on December 7th, 2020. The board initially accepted a bid of \$650.00 on County Owned Surplus Property Parcel # 02-E092, located off of P.W. Moore Road, Faison, N.C.; Faison Township. The property was duly advertised per N.C.G.S. § 160A-269 and no upset bids were received. The bid exceeds the original minimum bid amount of \$397.71. If the Board so desires the property may be sold for the bid of \$650.00.

Motion was made by Commissioner Thompson, seconded by Commissioner Dowe, carried unanimously to accept the bid from Mr. Clemont Craddock, Jr. in the amount of \$650.00 for County Owned Surplus Property Parcel # 02-E092, located off of P.W. Moore Road, Faison, N.C.; Faison Township and authorize the County Attorney to prepare a deed for the transfer of the property.

Gary Rose, Tax Administrator, appeared before the Board respectfully requesting that the tax listing period for the 2021 tax year be extended until March 1, 2021. Mr. Rose made the request because the COVID-19 pandemic has made it necessary to put in place certain procedures to limit the number of persons in county buildings to limit the potential for exposure. N.C.G.S. § 105-307(b) authorizes the governing board of any county to extend the time during which property is to be listed for taxation in a non-evaluation year by up to thirty (30) additional days.

Motion was made by Commissioner Thompson, seconded by Commissioner Dowe, carried unanimously to approve Resolution to Extend the 2021 Property Tax Listing Period through March 1st, 2021.

ANNOUNCEMENTS:

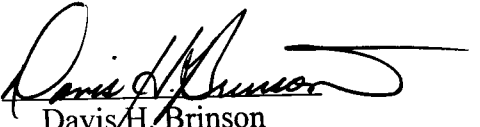
County Manager / Clerk to the Board Davis H. Brinson passed out the Calendar of Events for the upcoming FY 2021-22 County Budget. Mr. Brinson also advised the Board that there was an auto accident at the corner of Duplin and Main Streets in Kenansville earlier in the day that the caused extensive damage to a monument that had been erected on the Courthouse lawn in 2013 by the Duplin County Rescue Association honoring the volunteer rescue squads that served Duplin County.

Motion was made by Commissioner Thompson, seconded by Commissioner Branch, carried unanimously to go into closed session for Personnel matters pursuant to N.C.G.S. § 143-318.11 (a) (6).

Motion was made by commissioner Dowe, seconded by Commissioner Branch, carried unanimously to leave closed session and return to open session.

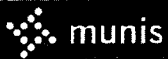
Motion was made by Commissioner Thompson, seconded by Commissioner Dowe, carried unanimously to grant up to 80 (eighty) hours of emergency paid sick leave for COVID-19 related reasons through March 31st, 2021.

Motion was made by Commissioner Thompson, seconded by Commissioner Dowe, carried unanimously to adjourn meeting until February 1st, 2021 at 6:00 p.m., for the Board of County Commissioners meeting in the Duplin County Administrative Building located at 224 Seminary Street in Kenansville, NC.


Davis H. Brinson
Clerk to the Board

000494

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LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET
ACCOUNT					LINE DESCRIPTION				
YEAR-PER JOURNAL EFF-DATE REF 1 REF 2 SRC JNL-DESC ENTITY AMEND									
2021	07	9	01/05/2021		BUA 010421C 1 1				
2	4110	41990		Governing Board	PROFESSIONAL SERVICES		100,000.00	25,000.00	125,000.00
	10-41-4100-4110-000-41990				County attorney expense	01/05/2021			
** JOURNAL TOTAL								0.00	
YEAR-PER JOURNAL EFF-DATE REF 1 REF 2 SRC JNL-DESC ENTITY AMEND									
2021	07	10	01/05/2021		BUA 010421C 1 1				
1	4160	45600		Court Facility	BOOKS		5,500.00	-5,500.00	.00
	10-41-4100-4160-000-45600				Jurislink expense	01/05/2021			
2	4160	44500		Court Facility	INSURANCE AND BONDS		14,500.00	-704.25	13,795.75
	10-41-4100-4160-000-44500				Jurislink expense	01/05/2021			
3	4160	43510		Court Facility	REPAIRS BUILDING AND GROUNDS		178,938.00	-12,795.75	166,142.25
	10-41-4100-4160-000-43510				Jurislink expense	01/05/2021			
4	4160	43300		Court Facility	UTILITIES		89,500.00	-2,701.89	86,798.11
	10-41-4100-4160-000-43300				Jurislink expense	01/05/2021			
5	4160	43540		Court Facility	SOFTWARE MAINTENANCE		.00	19,000.00	19,000.00
	10-41-4100-4160-000-43540				Jurislink expense	01/05/2021			
6	4160	43210		Court Facility	TELEPHONE		1,600.00	2,000.00	3,600.00
	10-41-4100-4160-000-43210				Jurislink expense	01/05/2021			
7	4160	41860		Court Facility	WORKERS COMPENSATION		1,129.00	701.89	1,830.89
	10-41-4100-4160-000-41860				Jurislink expense	01/05/2021			
** JOURNAL TOTAL								0.00	

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LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
ACCOUNT					LINE DESCRIPTION					
YEAR-PER JOURNAL EFF-DATE REF 1 REF 2 SRC JNL-DESC ENTITY AMEND										
2021	07	7	01/05/2021		BUA 010421C 1 1					
1	4100	38398		GENERAL FUND	INSURANCE SETTLEMENTS		-491,764.73	-2,139.41	-493,904.14	
	10-41-4100-0000-000-38398				Insurance proceeds	01/05/2021				
2	4310	43510		Sheriff	REPAIRS BUILDING AND GROUNDS		29,537.00	2,139.41	31,676.41	
	10-43-4310-0000-000-43510				Insurance proceeds	01/05/2021				
3	4100	38398		GENERAL FUND	INSURANCE SETTLEMENTS		-491,764.73	-1,350.10	-493,114.83	
	10-41-4100-0000-000-38398				Insurance proceeds	01/05/2021				
4	4310	43510		Sheriff	REPAIRS BUILDING AND GROUNDS		29,537.00	1,350.10	30,887.10	
	10-43-4310-0000-000-43510				Insurance proceeds	01/05/2021				
** JOURNAL TOTAL								0.00		
YEAR-PER JOURNAL EFF-DATE REF 1 REF 2 SRC JNL-DESC ENTITY AMEND										
2021	07	8	01/05/2021		BUA 010421C 1 1					
1	4350	49911		Building Inspections	RESTRICTED TO BLD INSPSL 20151		199,392.85	-10,126.80	189,266.05	
	10-43-4350-0000-000-49911				Cover overspent accounts	01/05/2021				
2	4350	41990		Building Inspections	PROFESSIONAL SERVICES		.00	7,380.00	7,380.00	
	10-43-4350-0000-000-41990				Cover overspent accounts	01/05/2021				
3	4350	45100		Building Inspections	CAPITAL OUTLAY		22,969.00	1,252.00	24,221.00	
	10-43-4350-0000-000-45100				Cover overspent accounts	01/05/2021				
4	4350	44500		Building Inspections	INSURANCE AND BONDS		870.00	969.28	1,839.28	
	10-43-4350-0000-000-44500				Cover overspent accounts	01/05/2021				
	4350	43110		Building Inspections	TRAVEL		1,000.00	524.31	1,524.31	
	10-43-4350-0000-000-43110				Cover overspent accounts	01/05/2021				
6	4350	43510		Building Inspections	REPAIRS BUILDING AND GROUNDS		425.00	1.21	426.21	
	10-43-4350-0000-000-43510				Cover overspent accounts	01/05/2021				
** JOURNAL TOTAL								0.00		
YEAR-PER JOURNAL EFF-DATE REF 1 REF 2 SRC JNL-DESC ENTITY AMEND										
2021	07	9	01/05/2021		BUA 010421C 1 1					
1	4130	40121		Finance	SALARIES		337,573.00	-25,000.00	312,573.00	
	10-41-4100-4130-000-40121				County attorney expense	01/05/2021				

YEAR PER	JNL					ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
BUA 4160-43540						SOFTWARE MAINTENANCE	5		19,000.00	
01/05/2021	010421C					Jurislink expense				
BUA 4160-43210						TELEPHONE	5		2,000.00	
01/05/2021	010421C					Jurislink expense				
BUA 4160-41860						WORKERS COMPENSATION	5		701.89	
01/05/2021	010421C					Jurislink expense				
						JOURNAL 2021/07/10	TOTAL		.00	.00

CLERK: chelsey.lanier

YEAR PER	JNL					ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2021 7 7										
BUA 4100-38398						INSURANCE SETTLEMENTS	5			2,139.41
01/05/2021	010421C					Insurance proceeds	T			
BUA 4310-43510						REPAIRS BUILDING AND GROUNDS	5		2,139.41	
01/05/2021	010421C					Insurance proceeds	T			
BUA 4100-38398						INSURANCE SETTLEMENTS	5			1,350.10
01/05/2021	010421C					Insurance proceeds	T			
BUA 4310-43510						REPAIRS BUILDING AND GROUNDS	5		1,350.10	
01/05/2021	010421C					Insurance proceeds	T			
						JOURNAL 2021/07/7	TOTAL		.00	.00
2021 7 8										
BUA 4350-49911						RESTRICTED TO BLD INSPSL 20151	5			10,126.80
01/05/2021	010421C					Cover overspent accounts	T			
BUA 4350-41990						PROFESSIONAL SERVICES	5		7,380.00	
01/05/2021	010421C					Cover overspent accounts	T			
BUA 4350-45100						CAPITAL OUTLAY	5		1,252.00	
01/05/2021	010421C					Cover overspent accounts	T			
BUA 4350-44500						INSURANCE AND BONDS	5		969.28	
01/05/2021	010421C					Cover overspent accounts	T			
BUA 4350-43110						TRAVEL	5		524.31	
01/05/2021	010421C					Cover overspent accounts	T			
BUA 4350-43510						REPAIRS BUILDING AND GROUNDS	5		1.21	
01/05/2021	010421C					Cover overspent accounts	T			
						JOURNAL 2021/07/8	TOTAL		.00	.00
2021 7 9										
BUA 4130-40121						SALARIES	5			25,000.00
01/05/2021	010421C					County attorney expense	T			
BUA 4110-41990						PROFESSIONAL SERVICES	5		25,000.00	
01/05/2021	010421C					County attorney expense	T			
						JOURNAL 2021/07/9	TOTAL		.00	.00
2021 7 10										
BUA 4160-45600						BOOKS	5			5,500.00
01/05/2021	010421C					Jurislink expense	T			
BUA 4160-44500						INSURANCE AND BONDS	5		704.25	
01/05/2021	010421C					Jurislink expense	T			
BUA 4160-43510						REPAIRS BUILDING AND GROUNDS	5			12,795.75
01/05/2021	010421C					Jurislink expense	T			
BUA 4160-43300						UTILITIES	5			2,701.89
01/05/2021	010421C					Jurislink expense	T			

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FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
				FUND TOTAL	.00	.00

** END OF REPORT - Generated by CHELSEY LANIER **

Please retain for your records.

0000 365

PO BOX: 8042
STEVENS POINT WI 54481

Dairyland

COUNTY OF DUPLIN
ATTN: TRACY CHESTNUTT
340 SEMINARY ST
KENANSVILLE NC 28349-8978

DEC 15 1957

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REFERENCE NO.: 403228574
CLAIMANT:
COUNTY OF DUPLIN
CL NO. 97A677516
NOT NEGOTIABLE
\$*****2,139.41

THIS PAYMENT COVERS -- SETTLEMENT OF PROPERTY DAMAGE CLAIM

97A677516

0027020044358846388578349897340

201204007479.95600

1001

Order Here

No. 35966221

CLAIM ACCOUNT

CLAIM NO.	DATE OCC.	INSURED	DATE ISSUED	VOID AFTER ONE YEAR
97A677516	09/04/2020	CRYSTAL LOPEZ	12/03/2020	
PAYMENT COVERS				AMOUNT
SETTLEMENT OF PROPERTY DAMAGE CLAIM				\$*****2,139.41

PAY TWO THOUSAND ONE HUNDRED THIRTY-NINE AND 41/100 DOLLARS

TO
THE
ORDER
OF

**PEAK PROPERTY AND CASUALTY
INSURANCE CORPORATION**

Salvatore

[illegible]

000498

DATE	12/15/2020	CHECK NUMBER	122117163
PAYEE	DUPLIN COUNTY	CHECK AMOUNT	1,350.10
SCANS UNIT	101 Sedgwick Claims Management Services, Inc.	TAX ID	
NAME		PAGE	01 of 01

Sedgwick Claims Management Services, Inc.
P O Box 14436
Lexington, KY 40512-4436



DUPLIN COUNTY
PO BOX 966
KENANSVILLE NC 28349

Claimant Name	DUPLIN COUNTY	Loss Date	12/02/2020	Claim Number	40201242786-0001
Amt Paid	1,350.10	Description	Miscellaneous CMPI		
Dates	12/14/2020 - 12/14/2020	Comment			

INSURANCE

4310

THIS CHECK IS PRINTED IN FULL. THE BACK CONTAINS A SIGNATURE. WATERMARK: SEC BANK OF TEXAS

Sedgwick Claims Management Services, Inc.
On behalf of
NCACC Liability and Property Pool

ORIGIN Wells Fargo Bank, N.A.
1841278

VOID AFTER 60 DAYS
DATE: 12/15/2020
122117163
52-22
311

PAY: *****ONE THOUSAND THREE HUNDRED FIFTY AND 10/100 DOLLARS

\$1,350.10

PAY TO THE ORDER OF
DUPLIN COUNTY

Bob Handenbury
[Signature]

NC Claims of Liability and P. Principal
Sedgwick Claims Management Services, Inc. Agent By

MEMO: 122117163# 0031002250 2079950059703#

DUPLIN COUNTY
TAX SOLID WASTE REQUEST
DATE OF RELEASES JANUARY 4, 2021

RELEASE NUMBER	NAME	TOWNSHIP	TAX YEAR	ACCT NUM - BER	COUNTY TAX	CAPITAL FUND	FIRE DISTRICT	LATE LIST PENALTY	SOLID WASTE	TOTAL AMOUNT	REASON FOR RELEASE
18232	DEBORAH F. HORNE	LIMESTONE	2020	4097480	\$ 245.25	\$ 6.86	\$ 15.71			\$ 267.82	REMOVED DOUBLEWIDE-LISTED IN ERROR
18233	DEBORAH F. HORNE	LIMESTONE	2019	4097480	\$ 245.25	\$ 6.86	\$ 15.71			\$ 267.82	REMOVED DOUBLEWIDE-LISTED IN ERROR
18234	HUD, SEC OF	ISLAND CREEK	2020	3417812	\$ 280.28	\$ 7.84	\$ 27.44		\$ 90.00	\$ 405.56	DOUBLEWIDE FLOODED 18', REMOVED 2019
18235	HUD, SEC OF	ISLAND CREEK	2019	3417812	\$ 274.56	\$ 7.68			\$ 90.00	\$ 372.24	DOUBLEWIDE FLOODED 18', REMOVED 2019
18236	BENJAMIN KENNEDY & WIFE	WARSAW	2019	4865131	\$ 677.63		\$ 61.42			\$ 739.05	DEFERRED TAXES BILLED IN ERROR
18237	BENJAMIN KENNEDY & WIFE	WARSAW	2019	4865131	\$ 677.63	\$ 19.50	\$ 61.42			\$ 758.55	DEFERRED TAXES BILLED IN ERROR
18238	BENJAMIN KENNEDY & WIFE	WARSAW	2019	4865131	\$ 697.13	\$ 19.50	\$ 68.25			\$ 784.88	DEFERRED TAXES BILLED IN ERROR
18239	CHARLES NATHANIEL MURRAY	ISLAND CREEK	2020	6280601	\$ 245.25	\$ 6.86				\$ 252.11	LATE ELDERLY APPL APPROVED BY BOARD
18240	HUGHLENE M. SMITH	ISLAND CREEK	2020	7962600	\$ 317.35	\$ 8.88				\$ 326.23	BILLED INCORRECT VALUE
GRAND TOTAL					\$ 3,660.33	\$ 83.98	\$ 249.95	\$ -	\$ 180.00	\$ 4,174.26	
SUBMITTED BY: [Signature]											
FINAL APPROVAL BY: [Signature]											
DATE APPROVED: 1-4-21											

12/29/20 - tl

Lewis Brothers Construction Company of Currie, Inc
PO Box 69
Currie, NC 28435
(910) 602-0059

INVOICE

Date	Inv#
12/7/2020	18-359



Lewis Brothers Construction
Company of Currie, Inc.
PO Box 69
Currie, NC 28435

Bill To
Duplin County Economic Development Commission C/o Carrie B. Shields

To: Carrie Shields – Duplin County, NC

From: James E. Lewis, III

Date: June 24, 2020

Re: Quote for Tie Replacement

Quote

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
1	Remove and replace crossties and switch ties in rail tracks. Labor, Equipment, and Material	21,450.00	21,450.00
Total			\$21,450.00

Lewis Brothers Construction Company will provide labor, equipment, and material to perform the repairs set forth below:

Remove and replace ½ set of switch ties	\$9,450.00
Remove and replace 100 crossties	\$15,000.00
Total Cost	\$24,450.00

Thank You,

James E. Lewis, III - President

000499

12/30/2020 09:11
trisha.brown

Duplin County, NC
JOURNAL INQUIRY

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YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2021	06	500	BUA	12/21/2020	12/21/2020	010421	trisha.brown	1	N	Hist	2021	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB	
2	4210	41860		010421			T	Managers	7.65			
	10-41-4100-4210-000-41860							WORKERS COMPENSATION				
** JOURNAL TOTAL									0.00	0.00		

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2021	06	516	BUA	12/21/2020	12/21/2020	010421	trisha.brown	1	N	Hist	2021	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB	
1	4380	42380		010421			T	Animal Services		1,137.55		
	10-43-4380-0000-000-42380							ANIMAL INOCULATION INVENTORY				
2	4380	42600		010421			T	Animal Services		295.2		
	10-43-4380-0000-000-42600							OFFICE SUPPLIES				
3	4380	41860		010421			T	Animal Services	1,137.55			
	10-43-4380-0000-000-41860							WORKERS COMPENSATION				
4	4380	43540		010421			T	Animal Services	295.28			
	10-43-4380-0000-000-43540							SOFTWARE MAINTENANCE				
** JOURNAL TOTAL									0.00	0.00		

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
021	06		517 BUA	12/21/2020	12/21/2020	010421	trisha.brown	1	N	Hist	2021	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3		LINE DESCRIPTION			DEBIT	CREDIT OB
	ACCOUNT							ACCOUNT DESCRIPTION				
1	4180	43110		010421			T	Register of deeds				100.00
	10-41-4100-4180-000-43110											
2	4180	44500		010421			T	TRAVEL				
	10-41-4100-4180-000-44500							Register of deeds		100.00		
3	4330	42980		010421			T	INSURANCE AND BONDS				
	10-43-4330-0000-000-42980							EMERGENCY MANAGEMENT/ FIRE				700.00
4	4340	42980		010421			T	PROGRAM SUPPLIES				
	10-43-4330-4340-000-42980							EMERGENCY MANAGEMENT/ FIRE		500.00		
5	4330	42120		010421			T	PROGRAM SUPPLIES				
	10-43-4330-0000-000-42120-							EMERGENCY MANAGEMENT/ FIRE		200.00		
								UNIFORMS				
** JOURNAL TOTAL											0.00	0.00
** GRAND TOTAL											0.00	0.00

5 Journals printed

12/30/2020 09:11
trisha.brown

Duplin County, NC
JOURNAL INQUIRY

P 1
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YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2021	06	495	BUA	12/21/2020	12/21/2020	010421	trisha.brown	1	N	Hist	2021	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB
	ACCOUNT						ACCOUNT DESCRIPTION					
1	5172	41860		010421			T	Health				26.00
	10-50-5100-5172-000-41860							WORKERS COMPENSATION				
2	5172	42980		010421			T	Health				5,110.59
	10-50-5100-5172-000-42980							PROGRAM SUPPLIES				
3	5172	45100		010421			T	Health				2,695.08
	10-50-5100-5172-000-45100							CAPITAL OUTLAY				
4	5172	40121		010421			T	Health	4,600.00			
	10-50-5100-5172-000-40121							SALARIES				
5	5172	40181		010421			T	Health	400.00			
	10-50-5100-5172-000-40181							SOCIAL SECURITY				
6	5172	40182		010421			T	Health	450.00			
	10-50-5100-5172-000-40182							RETIREMENT				
7	5172	40183		010421			T	Health	2,100.00			
	10-50-5100-5172-000-40183							HOSPITAL INSURANCE				
8	5172	42013		010421			T	Health	281.67			
	10-50-5100-5172-000-42013							LAB PROCESSING				
** JOURNAL TOTAL										0.00		0.00

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2021	06	497	BUA	12/21/2020	12/21/2020	010421	trisha.brown	1	N	Hist	2021	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB
	ACCOUNT						ACCOUNT DESCRIPTION					
1	5600	42200		010421			T	Aging			62.00	
	10-50-5600-0000-000-42200											
2	5600	44910		010421			T	Aging	62.00			
	10-50-5600-0000-000-44910											
	DUES AND SUBSCRIPTIONS											
** JOURNAL TOTAL										0.00	0	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2021	06	500	BUA	12/21/2020	12/21/2020	010421	trisha.brown	1	N	Hist	2021	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB
	ACCOUNT						ACCOUNT DESCRIPTION					
1	4210	43110		010421			T	Managers				7.65
	10-41-4100-4210-000-43110							TRAVEL				



ROAD NAME PETITION for UNNAMED ROAD

1. APPLICANT INFORMATION:

Name:

Michael K Miller

Address:

764 Sumner Rd

SL/110

City/State/Zip:

Pike Hill N.C. 28572

Telephone: Work:

910-280-3115

Home:

910-298-4935

2. MAIL DETERMINATION TO (If different than applicant information):

Name:

Address:

City/State/Zip:

3. ROAD LOCATION: Township Smith

Range 764 Sumner Rd

DESCRIPTION:

De-Smith

4. PARCEL TAX-ID:

06-278

Fire Department Approval:

Signature: [Signature]
Print or type name: Soy Thigpen
Department Name: Potters Hill VFD
Date: _____

USPS Approval:

Signature: [Signature]
Print or type name: Angela Moore
Department Name: Pink Hill Post Office
Date: 12-17-20

5. PROPOSED ROAD NAME:

[REDACTED]

BACKUP NAME

1: Miller Farms Ln.

BACKUP NAME

2: Bob Branch Ln.

(NAME SHOULD BE LESS THAN 13 LETTERS)

6. SIGNATURES OF PROPERTY OWNERS WHO ADJOIN OR ACCESS THIS ROAD:

The applicant hereby certifies that the signatures on this petition constitute the required amount of the landowners accessing or adjoining the road to be named by this petition.

Applicant's Signature:

[Signature]

000502



December 23rd, 2020

Dear Tracey Simmons-Kornegay,

Congratulations! On behalf of the National Association of County and City Health Officials (NACCHO), I am pleased to announce that Duplin County Health Department has been selected to participate in the Building Workforce Capacity of Rural and Frontier Local Health Departments to Respond to COVID-19 grant program. Your jurisdiction is one of approximately 30 local health departments selected to collaborate and partner directly with NACCHO through support from the Centers for Disease Control and Prevention (CDC) Center for State, Tribal, Local and Territorial Support (CSTLTS). NACCHO is pleased to award funding in the amount of \$35,000.00 for the period January 1, 2021 through November 12, 2021.

Next Steps:

- Please confirm your acceptance by **Friday, January 8th, 2021** to our team (preparedness@naccho.org).
- Participate in project kick-off call on **Tuesday, January 26th, 2021 1-2:30PM ET** (calendar invite to follow).

NACCHO staff will be following up next week with more information regarding the contracting process.

We look forward to working with you and your colleagues on this important endeavor. Please do not hesitate to contact us at preparedness@naccho.org if you have any questions.

Regards,

Jennifer Li
Senior Advisor of Programs



Public Health
Prevent. Promote. Protect.

Accounting Technician II

GENERAL DESCRIPTION OF DUTIES

This position provides support in the day to day disbursement and accountability of expenditures and receipts by preparing purchase requests, processing invoices, posting expenses to spreadsheets and ensuring the accuracy of A/R system of patient accounts. Employee is also responsible for in-house support of computer systems, printers and software.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

This list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

82% Accounting and Fiscal Management

- Processes all invoices for the department.
- Utilizes P-card for purchases according to policies and procedures.
- Requests additional PO's from Purchasing Agent when necessary.
- Researches prices, products, and vendors for purchase orders in accordance with the County Purchasing Policy.
- Maintains yearly open purchase orders for Health Department vendors and staff.
- Verifies incoming supplies with purchase order for accuracy.
- Monitors LabCorp bill to assure that charges assessed to DCHD are valid charges and if patient has insurance, then the charges are billed to insurance by LabCorp.
- Assures that all Contracting Agencies are billing for services according to the agreed contract price.
- Verifies ledger entries prepared by County Finance Office and works with finance personnel to reconcile any discrepancies. Keeps Accounting Technician V abreast of account status and any unresolved problems.
- Informs Accounting Technician V of any accounts that are getting low in funds.
- Works with Accounting Technician V in budgeting amounts for expense accounts and to ensure adequate funding.
- Posts expenses on detailed spreadsheets for professional and travel accounts in order to monitor daily activity.
- Makes decisions for fund allocation for services provided or travel expenses and codes invoices accordingly using guidelines and departmental policies.
- Provides advice and guidance to staff on appropriate program category to use for submitting travel requests or reimbursement claims.
- Reserves and pays registration fees and motel rooms for workshop.
- Reviews receipts submitted with travel vouchers to ensure that proper documentation is attached and that it complies with departmental policies as well as accuracy of form entries.
- Processes advance travel requests for employees.



- Administers fiscal management of fund disbursement by reviewing time records submitted by providers to ascertain compliance, completeness and accuracy of documentation, and assignment of program charges based on contract provisions.
- Prepares and submits bi-weekly payroll for Health Department.
- Works with the Accounting Technician V in budgeting funds for various accounts and resolving any anticipated funding problems.
- Assists Accounting Technician V with the budget preparation, payroll and preparing financial reports, by calculating figures, posting information in spreadsheets and typing reports. Has a working knowledge of all budgeting operations.
- Provides training and works closely with A/R clerk to ensure accounts are properly posted and deposits accurately made. Assists with any balancing issues.
- Balances Medicaid payment when out of balance.
- Runs monthly A/R reports from EMR.
- Assists Accounting Technician I with processing e-superbills in EMR.
- Prints monthly statements.
- Balancing monthly A/R to General Ledger.
- Provides backup coverage to A/R desk in Accounting Technician I's absence.
- Provides backup coverage in Accounting Technician V's absence.
- Verifies monthly cash count for the County Finance Office at the beginning of each month.
- Keeps all pharmacy permits up to date.
- Schedules appointments.
- Orders vaccines including pre-books flu vaccine when requested by Immunization nurse.
- Orders birth control products online when requested by nurse.
- Processes Insurance, Medicaid and Medicare claims for Medical services for Duplin County Health Department. This includes billing, posting payments, and following up on denials electronically through Electronic Medical Records System.
- Prints and saves Medicaid payment from NC Tracks system.
- Prints and prepares HCFAs for mailing for provided medical services.
- Checks Newborn Release Report and updates list and bills accordingly.
- Maintains a list of all current Maternal Health patients.
- Enters Maternal Health charges to Private Insurance and Medicaid through CureMD.
- Works Maternal Health denials.
- Researches Medicaid and Insurance denials and resubmits for payment for Maternal Health programs.

15% Electronic Medical Records and Computer Support

- Knowledgeable of the software programs used by the agency to provide user assistance and communicate problems to software vendors.
- Works with vendors to resolve operating malfunctions or schedule repairs.
- Coordinates programming development and modifications with programmers as needed.
- Runs various EMR reports as requested by Administration.
- Works closely with personnel in the county's computer department and seeks advice or support as needed.

000504

office equipment, such as a computer, printer, copier, telephone, and facsimile machine.

Verbal Aptitude: Requires the ability to utilize a variety of data and information, such as State and Federal regulations, instructional materials, policy memoranda, Personnel Policy Manual, budgets, and various programmatic directives. Requires the ability to communicate effectively with agency staff, other county and state agencies and personnel from granting authorities.

Mathematical Aptitude: Requires the ability to calculate decimals and percentages; ability to perform mathematical operations with fractions; ability to compute income projections and expenses.

Functional Reasoning: Requires the ability to understand the theories, concepts, principles and practices of accounting applicable to governmental operations. Requires the ability to utilize subject matter knowledge as well as program policies, procedures, regulations, precedents and directions in the administration of budget and fiscal activities.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in critical and/or unexpected situations involving the financial solvency of the organization.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very light physical effort in sedentary to light work, involving some reaching, handling, fingering and/or feeling of objects and materials.

Dexterity: Requires the ability to perform simple movements requiring moderate coordination, such as those required to operate office equipment.

Sensory Requirements: Some tasks require visual perception and discrimination. Tasks require oral and written communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

PERFORMANCE INDICATORS

The work performance of supervisory personnel of Duplin County is routinely evaluated according to the performance criteria outlined herein:

Knowledge of Work: Has considerable knowledge of the methods procedures and policies of Duplin County Health Department as such pertains to the performance of the essential functions Has considerable knowledge of principles and practices of organization and operational policies and procedures; ethical guidelines applicable to the position; federal, state or local rules and regulations as relates to the functions of the job.. Has considerable knowledge of the laws, ordinances, standards, and regulations pertaining to the essential functions and responsibilities of the position. Has considerable knowledge of accounting and auditing principles and practices. Clearly understands the occupational hazards and safety precautions required to perform the essential functions of the work. Has considerable knowledge of terminology and related professional languages used within the agency as such pertains to work responsibilities. Knows how to maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with whom the position interacts.

Quality of Work: Maintains high standards of accuracy in performing duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains quality communication and interaction primarily with supervisory staff, agency personnel, other county personnel, and any external entities with whom position interacts.

Quantity of Work: Performs described essential functions and related assignments efficiently and effectively in a manner to produce a quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completion of assigned functions. Completes assigned work within established deadlines in accordance with directives, policies, standards, and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides sufficient notice to upper management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Exhibits an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates appropriate

- Works closely with Accounting Technician V in assessing computer needs and making recommendations for purchases.
- Assists new hires with NPI/DEA if registration is necessary.
- Maintains certification for providers and Health Department in NC Tracks.
- Maintains certification for providers for Medicare through PECOS.
- Serves as a Super User for Cure MD the electronic medical system which consists of:
 - Assisting providers with daily issues.
 - Assisting clerical with billing/registration issues.
 - Working closely with software vendor to resolve issues.
 - Setting up new hires in EMR.
 - Adding/modifying procedures with charges in EMR.
 - Associating CPT's with programs in EMR.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

3% Other

- Responsible for setting schedules and troubleshooting of security doors. Activates security badges for new employees as well as replacement badges for current employees. Works with Hooks Alarm when problems arise with the security doors.
- Serves as one of the Administrators for NC Tracks which consists of adding new users when needed.
- Performs other related tasks as deemed appropriate by supervisor.
- Staffs shelters during a disaster as assigned.

MINIMUM TRAINING AND EXPERIENCE

Graduation from a high school including or supplemented by basic courses in bookkeeping or accounting and three years' experience in bookkeeping or accounting clerical work in an accounting office; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS

- Valid NC Driver's License
 - Reliable means of transportation for work assignments
- PERFORMANCE APTITUDES**

Data Utilization: Requires the ability to evaluate, compute, calculate, tabulate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in an administrative capacity for a large organizational unit requiring significant internal and external interaction. Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to use, operate, and/or handle Accounting Technician II - Vacant - updated 2007, 2015, 2019

employer.

and acceptable action for the completion of work with a minimum of supervision and instruction.
Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identification of alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate, and researches issues, situations, and alternatives prior to exercising judgment.

Cooperation: Accepts supervisory and managerial instruction and direction, and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences is justified, i.e., poor communications, variance with established policies and procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation both intra- and interdepartmentally.

Relationships with Others: Shares knowledge with managers, supervisors and coworkers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships both intra- and interdepartmentally, and with external entities with whom position interacts. Tactfully and effectively handles requests, suggestions, and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion for work elements, and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards; to include regulatory entities. Ensures such standards are not violated.

Planning: Plans, coordinates and utilizes information effectively in a manner to improve activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means, and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges, and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinates as well. Ensures personnel under charge understand what results are expected of them, and that each is regularly and appropriately informed of all matters either affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation, and training.

Delegating: Assigns duties and responsibilities as necessary and/or appropriate to meet goals, enhances abilities of personnel under charge, builds their confidence, and assists them in personal growth. Establishes and maintains confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result. Moves decisively and explicitly to recommend and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Employee's Signature	Supervisor's Signature
Date	Date

000506

Duplin County is an Equal Opportunity Employers. In compliance with Americans with Disabilities Act, Duplin County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Accounting Technician II - Vacant - updated 2007, 2015, 2019



Section 2 - Appointment and Composition

As set forth in House Bill 843 / S.L. 2005-53, 2005 session of the North Carolina General Assembly, (and by Duplin County resolutions dated March 5, 2007 and June 15, 2015) the DCTDA shall have the following seven (7) members:

- a.) Two representatives to be affiliated with business that collects the tax in the county.
- b.) Three representatives who are currently involved in the promotion of travel and tourism in the county.
- c.) One representative to be appointed by the Duplin County Board of County Commissioners
- d.) The finance officer of Duplin County, who shall serve as Treasurer, will be a nonvoting, ex officio member.

Section 3 - Compensation

All members of the DCTDA shall serve without compensation.

Section 4 - Vacancies

Vacancies in the membership of the DCTDA shall be filled from within Duplin County concurrent to the representation of the member creating the vacancy. This representative will be nominated by the DCTDA and installed pending the approval of the Duplin County Board of Commissioners. Members appointed to serve vacancies shall serve for the remainder of the unexpired term of the member for whose term they are appointed to fill, at which time they are still eligible to serve two consecutive four year terms.

Section 5 - Term of Membership

- 1. All members of the current Tourism Development Authority shall serve four year terms from the date of appointment.
- 2. Members may serve no more than two (2) consecutive four (4) year terms unless otherwise permitted by the Board of Commissioners prior to the expiration of their final term. The Board of Commissioners may allow a member who is in their final term to continue to serve on the Tourism Development Authority a maximum of two (2) additional years.
- 3. No former member may be re-appointed to the Board unless a minimum of one (1) year has lapsed since their final term has ended.

Section 6 - Removal Member, Resignation or Death

The DCTDA, by majority vote, may request the Duplin County Board of Commissioners remove any of the appointed members of the Authority for good cause.

Any member may resign by filing a written resignation with the Chairman of the DCTDA.

Any vacancies which result from a member's removal for cause or who resigns or who has died in office shall be filled as provided for elsewhere in the By-Laws.

Section 7 - Responsibilities and Duties

The Authority in conjunction with Duplin County policies, shall determine all policies under which the DCTDA is to be operated and shall have the general charge, supervision, and control of its affairs, staff, funds, and property in accordance with Duplin County procedural policies; provided, however, the DCTDA may contract with any person, firm, corporation or agency to advise and assist it in the development of programs for the promotion of travel, tourism and conventions and may delegate to said contract such powers and responsibilities as the DCTDA, upon majority vote, shall determine to be necessary and appropriate.

**BY-LAWS
OF THE
DUPLIN COUNTY TOURISM DEVELOPMENT AUTHORITY**
Adopted August 15, 2019

BE IT ORDAINED, by the Duplin County Tourism Development Authority that under the powers invested in said Authority by the provisions of House Bill 843 / S.L. 2005-53 of the General Statutes of North Carolina and by resolution of March 5*, 2007 (and by amended resolution of June 15, 2015) by the County of Duplin, the following constitutes the By-Laws for the regulation of its affairs and the conduct of its business.

ARTICLE I - NAME

The name of the Authority shall be "Duplin County Tourism Development Authority," hereinafter referred to as "DCTDA."

ARTICLE II - ORGANIZATIONAL STATUS

The DCTDA shall be a "public authority" under the Local Government Budget and Fiscal Control Act, and shall be governed in all its particulars by said Act. Notwithstanding anything said herein to the contrary, said Act shall control the functioning of the DCTDA and the duties and responsibilities of its officers and representatives. Insofar as relevant and necessary, the provisions of said Act are hereby incorporated by reference.

ARTICLE III - MISSION STATEMENT

The Duplin County Tourism Development Authority, as the official tourism organization of Duplin County, accelerates sustainable economic impact and development by increasing visitor business to the local and regional area.

Organization Philosophy and Visitor Promise

The Duplin County Tourism Development Authority performs its mission effectively by adhering to the following values and guiding principles, and delivering on customer promises.

Values: Customer-centric
Innovative
Ethical
Collaborative

Guiding Principles:

- 1. Generates Incremental Economic Impact
- 2. Assists in Achieving the Destination Vision
- 3. Enhances the Image and Appeal

Customer Promise: As the official visitor representative of Duplin County, we promise to offer travel and event information and assistance through access to quality destination experiences based on your needs.

PURPOSE AND BASIC POLICIES

Section 1 - General Powers

The affairs of Duplin County Tourism are governed by the Duplin County Tourism Development Authority. The DCTDA shall determine policies and direct the implementation of policies. The business and affairs of the Authority, the direction of its work and the control of its property shall be vested in the DCTDA.

The DCTDA shall meet in accordance with Article IV, Section 1, and carry out duties commensurate with that of a governing body.

The DCTDA shall direct the affairs of Duplin County Tourism and individually shall exercise those powers enumerated in the General Statutes of North Carolina.

Section 5 - Removal

Any officer or agent appointed by the DCTDA may be removed by the DCTDA from his or her position as an officer or agent of DCTDA with good cause; but such removal shall be without prejudice to the contract rights, if any, of the person removed.

ARTICLE VII - EXECUTIVE DIRECTOR AND PERSONNEL

Section 1 - Executive Director

The Executive Director shall be the principal paid executive of the DCTDA. He or she shall be employed by the Authority, on such terms and for such compensation as the Authority may recommend, pursuant to the Duplin County Personnel Policies and approval by the Duplin County Board of Commissioners. He or she shall have complete responsibility for the operation of the Bureau Authority in the pursuit of its purposes, the administration of the employed staff of the Authority and the general management of the affairs of the Authority as it may, from time to time, assign him or her. He or she shall have authority to make purchases and otherwise commit the Authority in its normal operations, within the budget adopted, and he or she may sign contracts and other instruments of the Authority, when authorized to do so by the Authority. He or she shall keep the accounts of the Authority and render a statement thereof on the request of the Authority, the Chairman, or the Finance Officer of Duplin County.

Section 2 - Personnel

The Executive Director, with the approval of the Authority and the County Commissioners, shall employ such personnel as may be required to conduct the activities of the Authority. All employees of the Authority, including the Executive Director shall, at the Authority's expense, if required, be placed under bond.

ARTICLE VIII - Committees

Section 1 - Ad hoc Committees

The DCTDA has no Standing Committees. The Chairman does have, however, the prerogative to appoint ad hoc committees at the time as the need for such may arise.

Section 2 - DCTDA's Chairman

The DCTDA's Chairman shall be invited to all committee meetings as a voting member.

ARTICLE VIII - REPORT TO COUNTY COMMISSIONERS

The DCTDA shall report at the close of the fiscal year to the Duplin County Board of Commissioners on its receipts and expenditures for the preceding year in such detail as the Commissioners may require.

ARTICLE IX - MISCELLANEOUS

Section 1 - Fiscal Year

The Fiscal Year for the Authority shall begin July 1, and end June 30 of the subsequent calendar year.

Section 2 - Rules of Order

All meetings shall be governed by "Suggested Rules of Procedure for Small Local Government Boards", Second Edition, A. Fleming Bell, III, 3 where they are applicable and consistent with these By-Laws.

Section 3 - Definitions

Terms used herein, not otherwise defined, shall be defined in accordance with Local Government Budget and Fiscal Control Act or in accordance with House Bill 843 / S.L. 2005-53.

Section 8 - Absences

If an appointee has unexcused absences, which constitute more than 25% of the Board meetings in any calendar year, which he or she is required to attend pursuant to his or her appointment, he or she is obligated to resign. Excused absences are defined as absences caused by events beyond one's control. More than 25% unexcused absences from Authority meetings shall constitute good cause for removal.

A calendar year is to be defined as a 12-month period beginning on the date of appointment.

ARTICLE IV - MEETINGS

Section 1 - Time and Notice

The DCTDA shall meet at least quarterly or as frequently as by majority vote its members may determine. Special meetings of the DCTDA may be called by the Chairman or upon written request of three or more of the members of the DCTDA. Except in the case of special called meetings, notice of all regular meetings shall be provided to each member of the DCTDA at least three days prior to the scheduled date of the meeting containing as complete as possible an agenda of items to be discussed at that meeting. Notices of special meetings may be given with forty-eight (48) hours notice. All meetings of the DCTDA shall be conducted in accordance with the North Carolina Open Meetings law(s).

ARTICLE V - QUORUM

A majority of members of the DCTDA then in office shall constitute a quorum for the transaction of any business, and the act of the majority of the members of the DCTDA present at any meeting at which a quorum is present shall be considered a complete, full, and proper act of the DCTDA.

ARTICLE VI - OFFICERS

Officers of the DCTDA shall be a Chairman, Vice Chairman, Secretary, and Treasurer (as defined in Sec. 1 (D), the treasurer is the County Finance Officer, ex-officio, non-voting)

Section 1 - Chairman

The Chairman shall preside at all meetings of the DCTDA and shall appoint such committees as may be required, sign contracts and instruments of the DCTDA as authorized by the DCTDA, and perform such other duties as may be specified in these By-Laws as the DCTDA may assign to him or her. The Chairman shall serve a term of two years and be approved by the Board of County Commissioners.

Section 2 - Vice Chairman

The Vice Chairman shall perform such duties as the DCTDA or the Chairman may assign to him or her. In the absence of a Chairman, the Vice Chairman shall preside at the meetings of the DCTDA and perform all other duties and responsibilities of the Chairman. The Vice Chairman shall serve a term of two years.

Section 3 - Secretary

The Secretary will approve all board meetings minutes produced by the Clerk to the Board and shall perform such duties as the DCTDA may be assigned to him or her.

Section 4 - Treasurer

The Finance Officer for Duplin County shall be the Treasurer for the DCTDA. The Treasurer shall serve as a non-voting member.



OFFER TO PURCHASE COUNTY OWNED SURPLUS LAND

Date: 12-16-20

This letter is an "Offer to Purchase" the below described land.

Tax Parcel ID#: 06-1622 Township: 25 or (477.75)
Offer Amount: \$ 500.00 Bid Deposit Amount (5%): \$ 25.00
Method of Deposit: Cash ☒ Check (Check #) Must be Certified Check

If approved by the Duplin County Board of Commissioners, please make the deed out to:

Coastal Group LLC

Phone Number: 252 320 0385 Alternate Number: NA
(Please include area code)

Marital Status: ☒ Single ☐ Married ☐ Divorced ☐ Widow
(Please check one)

If more than one name will be listed on the deed provide the relations of the names listed:

RECEIVED
DEC 22 2020

Mail refund check (if offer is upset by another party or Board rejects offer) to:

P.O. Box 172
Swampscott NC 27875

I/We, the interested Buyer(s), understand it takes anywhere from 30-45 days for final approval after the Upset Bid process. The property will be sold "AS IS" and a Special Warranty Deed will be prepared transferring ownership. If the offer is withdrawn during the process by the Bidder/Buyer, the County will retain the bid deposit. If the Board rejects an offer, the bid deposit will be refunded.

Buyer shall be responsible for all cost with respect to the recording fee and any associated excise taxes due upon recording. Buyer shall pay said cost to County, in addition to the purchase price, within 30 days of final approval of the sale by the Board of Commissioners. Buyer hereby authorizes the County to prepare the deed in accordance with the Offer of Purchase County Owned Surplus Land and record same with the Duplin County Register of Deeds.

Wayne K. [Signature] Date 12-16-20
Signature of Offeror

ARTICLE X - ANNUAL REPORTS: AUDITS

Promptly following the close of each fiscal year, the DCTDA shall submit to the Commissioners of Duplin County an annual report of the activities of the DCTDA for such fiscal year. Each report shall set forth a complete operating and financial statement covering the operations of the DCTDA during the preceding year in such detail as the Board may require. The DCTDA's financial audit will be performed along with the county's annual review. A copy of the bureau's section of the audit will be provided by the Duplin County Finance Officer. The financial affairs of the DCTDA shall be governed by all applicable provisions of the Local Government Budget and Fiscal Control Act of the General Statutes of North Carolina.

ARTICLE XI - CONFLICTS OF INTEREST

No appointee, Commissioner, officer, agent or employee of the DCTDA or any political subdivision thereof, shall be interested either directly or indirectly in any contract with the DCTDA.

ARTICLE XII - AMENDMENTS

The By-Laws, or any part thereof, may be amended at the pleasure of and by a two-thirds affirmative vote of the members of the DCTDA present and voting, provided a quorum is present.

000509

DUPLIN COUNTY OF

2001
PRIOR PARCEL NO

**DUPLIN COUNTY, NC
PROPERTY RECORD CARD**

05-1622-
SMITH
DUPLIN, COUNTY OF

RUN DATE: 12/23/2020 TIME: 11:01

PROPERTY ID: 06-1622		PIN 06-3466 00 53-4518--		ROUTE NO 0122		RUN DATE: 12/23/2020 TIME: 11:01	
P ADD NARCIE TURNER RD OWNER DUPL IN. COUNTY OF NAME PO BOX 950 ADD KENANSVILLE NC 28349- 2033783 ACCT NO		LAND DATA B41 (CONT'D): TYPE: ACRES:					
REMARKS: S/W ON PARCEL				OTHER APPRAISAL DATA			
ATTIC: PLUMBING: BASEMENT: OBSCURANCE: PRIMARY STRUCTURE: FIREPLACES: ADDITIONS: ROOF: FUEL: HEATING-A/C: DORMERS: FURN TYPES:		PORCHES (Cont'd): MISL IMPROVEMENTS: GARAGES: PORCHES:		STRUCTURE: DATA: TOPOGRAPHY: LAND DATA B41		BUILDING CHANGES: GEOGRAPHIC DATA: SUMMARY L.R.: ROOF VAL IF: ATIC: BAREMENT: DORMERS: FIREPLACES: ROOF MTL: FUEL: GARAGES: HEAT AC: BATHS: PLUMBING: PORCHES: WELLS: SEPTIC: ROOF TOTAL: DEPRECIATION: COS 1%: ROLND: LOT: MISC SFP: A.C. VAL. + IMPR: LAND VAL: MISC COST: TOTAL COST VALUE: FURN. 11300 FURN. 11300 FURN. 6/15 SALE PRICE: SALE TYPE: COST VAL. 12900 MPA VAL: CORR. VAL: FINAL VALUE 12900 DATE 12/11/20 WKN	
NO SKETCH DATA AVAILABLE				BUILDING DIMENSIONS: SCALE: X-1: 0 Y-1: 0			
PROPERTY DESCRIPTION & CONVEYANCES							

DUPLIN COUNTY GIS
DISCLAIMER: December 23, 2020
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Generated by http://gis.duplincounty.com/arcgis/rest/services/DPNLOW_HALL_2019



OFFER TO PURCHASE COUNTY OWNED SURPLUS LAND

Date: 12-16-20

This letter is an "Offer to Purchase" the below described land.

Tax Parcel ID#: 09-2112 Township: Island Creek

Offer Amount: \$ 150.00 Bid Deposit Amount (5%): \$ 7.50

Method of Deposit: Cash ☒ Check (Check #) Must be Certified Check

If approved by the Duplin County Board of Commissioners, please make the deed out to:

Coast 2 Coast Group LLC
Landlocked

Phone Number: 252 370 0385 Alternate Number:
(Please include area code)

Marital Status: ☒ Single ☐ Married ☐ Divorced ☐ Widow
(Please check one)

If more than one name will be listed on the deed provide the relations of the names listed:

RECEIVED
DEC 22 2020

Mail refund check (if offer is upset by another party or Board rejects offer) to:

PO Box 172
Simpson NC 28575

I/We, the interested Buyer(s), understand it takes anywhere from 30-45 days for final approval after the Upset Bid process. The property will be sold "AS IS" and a Special Warranty Deed will be prepared transferring ownership. If the offer is withdrawn during the process by the Bidder/Buyer, the County will retain the bid deposit. If the Board rejects an offer, the bid deposit will be refunded.

000551

Buyer shall be responsible for all cost with respect to the recording fee and any associated excise taxes due upon recording. Buyer shall pay said cost to County, in addition to the purchase price, within 30 days of final approval of the sale by the Board of Commissioners. Buyer hereby authorizes the County to prepare the deed in accordance with the Offer of Purchase County Owned Surplus Land and record same with the Duplin County Register of Deeds.

Wendy S. [Signature] Date 12-16-20
Signature of Offeror

DECLINED

This letter is an "Offer to Purchase" the below described land.

Tax Parcel ID#: 02-E114 Township: Falson

Offer Amount: \$ 2800 Bid Deposit Amount (5%): \$ 140

Method of Deposit: ~~Cash~~ Check (Check #) Must be Certified Check

if approved by the Duplin County Board of Commissioners, please make the deed out to:

Travis Taylor

Phone Number: 910 935-1515
(Please include area code)

Marital Status: X Single _____ Married _____ Divorced _____ Widowed _____
(Please check one)

If more than one name will be listed on the deed provide the relations of the names listed:

Mail refund check (if offer is upset by another party or Board rejects offer) to:

~~Bldg~~ 3107 Brewer Rd
Faison NC 28273

I/W/e, the interested Buyer(s), understand it takes anywhere from 30-45 days for final approval after the Upset Bid process. The property will be sold "AS IS" and a Special Warranty Deed will be prepared transferring ownership. If the offer is withdrawn during the process by the Bidder/Buyer, the County will retain the bid deposit. If the Board rejects an offer, the bid deposit will be refunded.

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Signature of Offeror

Date 11/23/2020

[illegible]

OFFER TO PURCHASE COUNTY OWNED SURPLUS LAND

Date: October 21, 2020

This letter is an "Offer to Purchase" the below described land.

Tax Parcel ID#: 11-E109 Township: Rose Hill

Offer Amount: \$ 3085.00 Bid Deposit Amount (5%): \$ 200.00

Method of Deposit: Cash ^{Money Order} Check (Check # 202333) Must be Certified Check
37516

If approved by the Duplin County Board of Commissioners, please make the deed out to:

Yottie Marie Kenan-Smallis

Phone Number: 202-369-4928 Alternate Number: 202-561-4818
(Please include area code)

Marital Status: Single ☒ Married ☐ Divorced ☐ Widow
(Please check one)

If more than one name will be listed on the deed provide the relations of the names listed:

Mail refund check (if offer is upset by another party or Board rejects offer) to:

Yottie Kenan-Smallis
5537-B Kisling Street, SW
Washington, DC 20032

I/We, the interested Buyer(s), understand it takes anywhere from 30-45 days for final approval after the Upset Bid process. The property will be sold "AS IS" and a Special Warranty Deed will be prepared transferring ownership. If the offer is withdrawn during the process by the Bidder/Buyer, the County will retain the bid deposit. If the Board rejects an offer, the bid deposit will be refunded.

Buyer shall be responsible for all cost with respect to the recording fee and any associated excise taxes due upon recording. Buyer shall pay said cost to County, in addition to the purchase price, within 30 days of final approval of the sale by the Board of Commissioners. Buyer hereby authorizes the County to prepare the deed in accordance with the Offer of Purchase County Owned Surplus Land and record same with the Duplin County Register of Deeds.


Signature of Offeror

Date: October 21, 2020

000514



DUPLIN, COUNTY OF



Parcel #: 11-E109 - -
Account #: 2033797
Deed Ref: 1855/145 2018
Year Built: 0
Dedeed Acres: 0
Last Sale Date: 08/02/2017
Year Built: 0

Property Address: 1143 E/S
Mailing Address: 224 SEMINARY ST KENANSVILLE NC 28349
Year Built: 0
Last Sale Price: \$3,079
Assessed Value: 3000
Property Class: 1
Heat SQ Feet: 0
Misc. Imprv Value: \$0
Fire Code:
Notes: CONV_NOTES

Remarks: LOTS 17-21 MB 216 PG 89
Land Value Only: \$3000

DUPLIN COUNTY GIS

DISCLAIMER. October 22, 2020
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11-24-2020

This letter is an "Offer to Purchase" the below described land.

Township: Island Club

Bid Deposit Amount (5%): \$ 150.00

✓ Cash

If approved by the Duplin County Board of Commissioners, please make the deed out to:

Levon29 Edward
Leah

Alternate Number: 910-385-1610

Marital Status: Single ☒ Married Divorced Widow
(Please check one)

If more than one name will be listed on the deed provide the relations of the names listed:

Mail refund check (if offer is upset by another party or Board rejects offer) to:

341 Clinic Circle DR
Rox Hill NC 28458

We, the interested Buyer(s), understand it takes anywhere from 30-45 days for final approval after the Upset Bid process. The property will be sold "AS IS" and a Special Warranty Deed will be prepared transferring ownership. If the offer is withdrawn during the process by the Bidder/Buyer, the County will retain the bid deposit. If the Board rejects an offer, the bid deposit will be refunded.

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Signature of Officer

Date 11/24/2020

Date 11/24/2020

Signature of Officer

000515

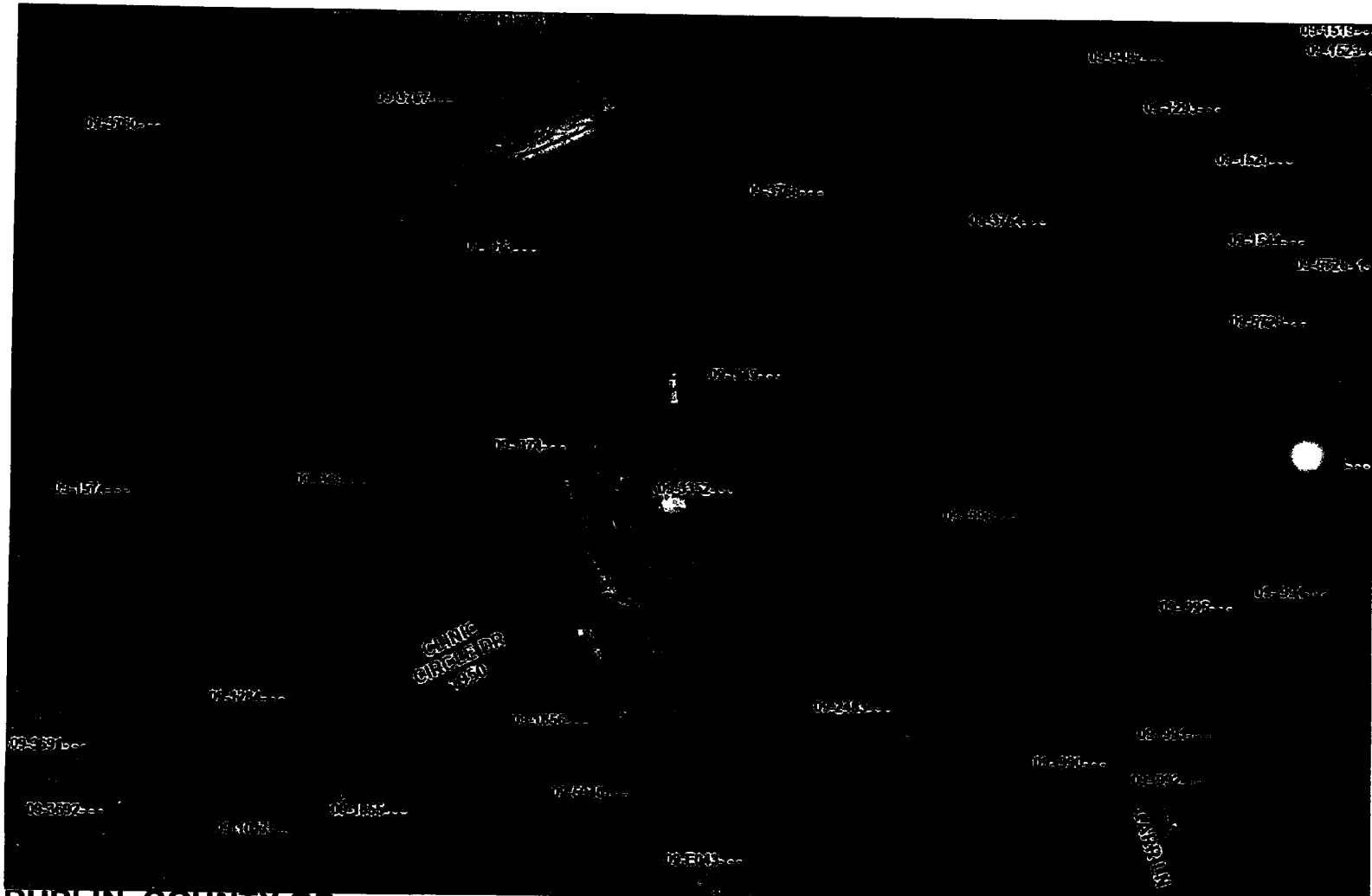
11-E109- - -
ROSE HILL
DUPLIN, COUNTY OF

DUPLIN COUNTY, NC
PROPERTY RECORD CARD

RUN DATE: 10/29/2020 TIME: 12:33

[illegible]

DUPLIN COUNTY -- 2017 REVALUATION



DUPLIN, COUNTY OF



Parcel #: 09- 949- - -
Account #: 2033795
Deed Ref: 1901/786 2020
Year Built: 0
Deeded Acres: 2.5
Last Sale Date: 08/05/2019
Year Built: 0

Property Address: N/S OFF 1950
Mailing Address: PO BOX 910 KENANSVILLE NC 28349
Year Built: 0
Last Sale Price: \$2,891
Assessed Value: 4900
Property Class: 1
Heat SQ Feet: 0

Misc. Imprv Value: \$0
Fire Code:
Notes: 2020: GARLEN JAMES CARR HRS, ETC
Remarks:
Land Value Only: \$4900

DUPLIN COUNTY GIS

DISCLAIMER November 30, 2020
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2001
PRIOR PARCEL NO

**DUPLIN COUNTY, NC
PROPERTY RECORD CARD**

PROPERTY ID	DEED REF	DEED DATE	LAND DESCRIPTION (COMPL)	ACRES
09- 949- - -	1901/786	2020	N/S OFF 1950	2.5
PROPERTY DESCRIPTION: 1				
DEED REF: 1901/786				
DEED DATE: 2020				
LAND DESCRIPTION: N/S OFF 1950				
ACRES: 2.5				
PROPERTY CLASS: 1				
HEAT SQ FEET: 0				
MISC IMPRV VALUE: \$0				
FIRE CODE:				
NOTES: 2020: GARLEN JAMES CARR HRS, ETC				
REMARKS:				
LAND VALUE ONLY: \$4900				

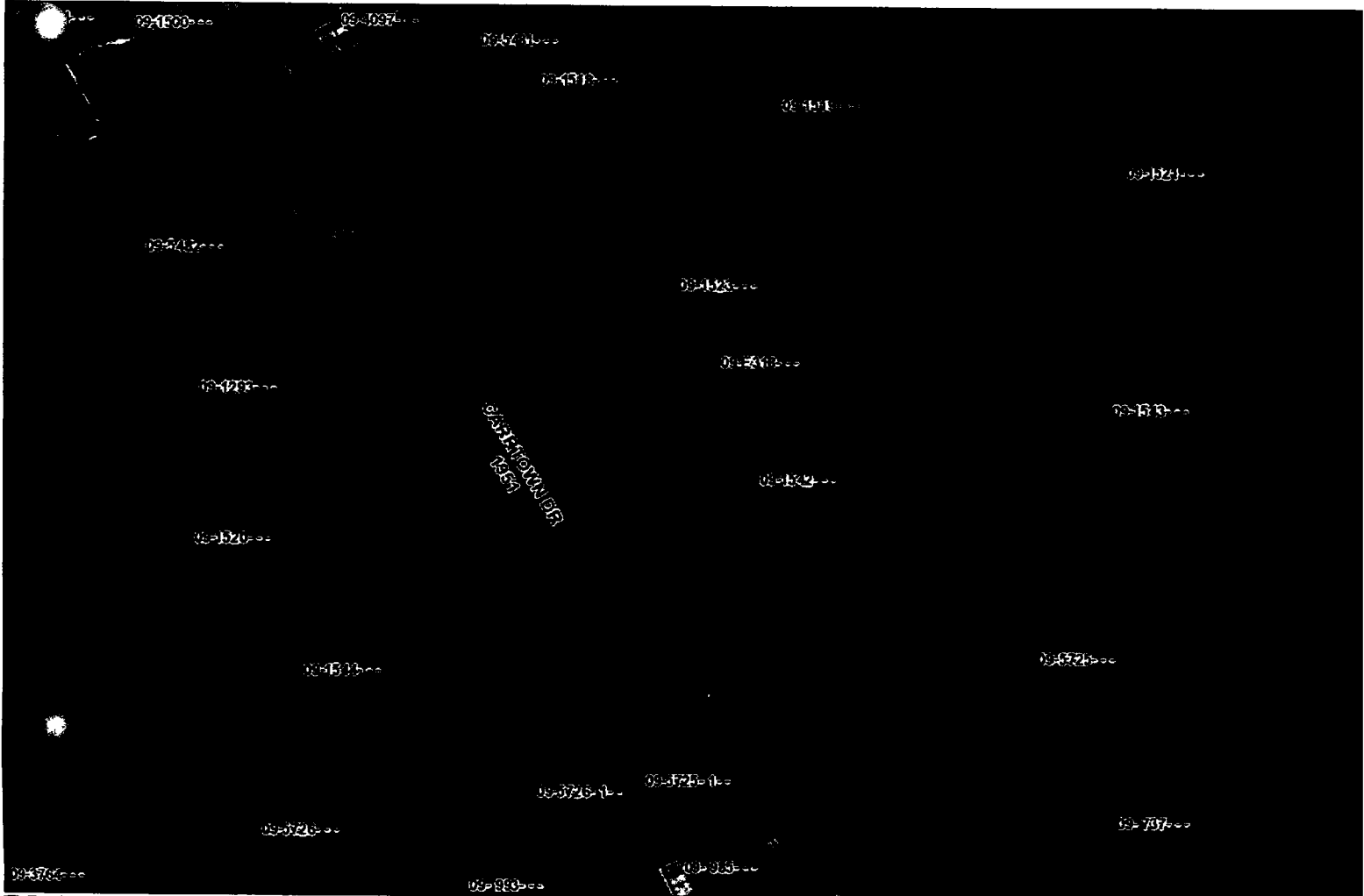
PROPERTY ID	DEED REF	DEED DATE	LAND DESCRIPTION (COMPL)	ACRES
09- 949- - -	1901/786	2020	N/S OFF 1950	2.5
PROPERTY DESCRIPTION: 1				
DEED REF: 1901/786				
DEED DATE: 2020				
LAND DESCRIPTION: N/S OFF 1950				
ACRES: 2.5				
PROPERTY CLASS: 1				
HEAT SQ FEET: 0				
MISC IMPRV VALUE: \$0				
FIRE CODE:				
NOTES: 2020: GARLEN JAMES CARR HRS, ETC				
REMARKS:				
LAND VALUE ONLY: \$4900				



DUPLIN, COUNTY OF

Parcel #: 09-E318- - - Property Address: 1951
Account #: 2033843 Mailing Address: PO BOX 950 KENANSVILLE NC 28349
Deed Ref: 1867/492 2019 Year Built:0 Misc. Imprv Value:\$0
Year Built:0 Last Sale Price:\$3,461 Fire Code:
Deeded Acres:1 Assessed Value:6200 Notes:CONV_NOTES
Last Sale Date: 02/28/2018 Property Class:1 Remarks:
Year Built:0 Heat SQ Feet:0 Land Value Only:\$6200

DUPLIN COUNTY GIS
DISCLAIMER October 22, 2020
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OFFER TO PURCHASE COUNTY OWNED SURPLUS LAND

Date: 11-23-20

This letter is an "Offer to Purchase" the below described land.

Tax Parcel ID#: 09-E 318 Township: Island Creek

Offer Amount: \$ 3,500.00 Bid Deposit Amount (5%): \$ 175.00

Method of Deposit: ☒ Cash ☐ Check (Check #) Must be Certified Check

If approved by the Duplin County Board of Commissioners, please make the deed out to:

Rita Annette Conley

Phone Number: 919-599-9379 Alternate Number: 910-282-7329
(Please include area code)

Marital Status: ☐ Single ☐ Married ☒ Divorced ☐ Widow
(Please check one)

If more than one name will be listed on the deed provide the relations of the names listed:

N/A

Mail refund check (if offer is upset by another party or Board rejects offer) to:

978 Pasture Branch Road
Rose Hill, North Carolina 28458

I/We, the interested Buyer(s), understand it takes anywhere from 30-45 days for final approval after the Upset Bid process. The property will be sold "AS IS" and a Special Warranty Deed will be prepared transferring ownership. If the offer is withdrawn during the process by the Bidder/Buyer, the County will retain the bid deposit. If the Board rejects an offer, the bid deposit will be refunded.

Buyer shall be responsible for all cost with respect to the recording fee and any associated excise taxes due upon recording. Buyer shall pay said cost to County, in addition to the purchase price, within 30 days of final approval of the sale by the Board of Commissioners. Buyer hereby authorizes the County to prepare the deed in accordance with the Offer of Purchase County Owned Surplus Land and record same with the Duplin County Register of Deeds.

Rita Annette Conley
Signature of Offeror

Date 11-23-20

000517

Date: 11-20-2020

This letter is an "Offer to Purchase" the below described land.

Tax Parcel ID#: 743491973 Township: Edison

Offer Amount: \$ 650.00 Bid Deposit Amount (5%): \$ 150.00

Method of Deposit: ☒ Cash ☐ Check (Check # _____) Must be Certified Check

If approved by the Duplin County Board of Commissioners, please make the deed out to:

Clement Craddock JR.
4790 Springdale Rd.
Austell Ga. 30106

Phone Number: 404-316-0731
(Please include area code)

Alternate Number: _____

Marital Status. ☒ Single ☐ Married ☐ Divorced ☐ Widow
(Please check one)

If more than one name will be listed on the deed provide the relations of the names listed:

Mail refund check (if offer is upset by another party or Board rejects offer) to:

Clement Craddock 5K.
4740 Springdale Rd.
Austell Ga 30106

We, the interested Buyer(s), understand it takes anywhere from 30-45 days for final approval after the Upset bid process. The property will be sold "AS IS" and a Special Warranty Deed will be prepared transferring ownership. If the offer is withdrawn during the process by the Bidder/Buyer, the County will retain the bid deposit. If the Board rejects an offer, the bid deposit will be refunded.

Buyer shall be responsible for all cost with respect to the recording fee and any associated excise taxes due upon recording. Buyer shall pay said cost to County, in addition to the purchase price, within 30 days of final approval of the sale by the Board of Commissioners. Buyer hereby authorizes the County to prepare the deed in accordance with the Offer of Purchase County Owned Surplus Land and record same with the Duplin County register of Deeds.

For Dwight L. Harper

Date 11-20-2020

[illegible]

000518

Property Address: 1325
Mailing Address: KENANSVILLE NC 28349
Year Built: 0
Last Sale Price: \$0
Assessed Value: 1500
Property Class: 1
Heat SQ Feet: 0

Misc. Imprv Value:\$0
Fire Code:
Notes:CONV_NOTES
Remarks:
Land Value Only:\$1500

DUPLIN COUNTY GE
DISCLAIMER **October 22, 2020**
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[illegible]



ECONOMIC DEVELOPMENT COMMISSION

Economic Development Commission Monthly Update

Month: December 2020

New Industry Inquiry:	Project Heal: Korean based foil manufacturing company – 120 jobs, \$90 million investment Project Haul: Florida based automobile shipping company – unknown job and investment amount at this time.
New Industry Initial Visit:	Project Choice: Charter School investor
New Industry Follow up visit:	Project Spinning: Renewable Energy Research company – 120 jobs, \$43 million investment over next 4 years
Existing Industry Contact:	• Four County Electric • House of Raeford • US Cold Storage • Guilford Lear • E-Gourmet Solutions • Duplin Country Club • James Sprunt Community College • Optima KV • Muscadine Naturals – visited West Park building
Existing Industry Visit:	
Grant Applied for:	
Grants Awarded:	
Activities:	- Local Developers Advisory Group meeting (LDAG) - Economic Development Board meeting - Mello Graphics to put county logo on office doors and county vehicles - NCFS Aviation discussion – details on NCFS and DPL responsibilities - NCFS Region 1 Headquarters discussion - On Boarding Call for NACo • National Association of Counties – High Performance Leadership Course – start Jan. 11, 2021 / graduation April 16, 2021 - Coronavirus (COVID-19) Webinars: • Better Your Business Webinar • County Commissioners Chairman signed agreement • First Kick off meeting scheduled with EDC Board – Jan. 8, 2021 - Southeastern Economic Development Commission (SEDC) - County Video Project – to display and showcase Duplin County

Note: March 16, 2020 North Carolina is giving notice of Coronavirus–COVID-19. Mask mandates and other prevention methods, such as restaurants closing at 10am and no alcohol sales after 9pm, remain in effect.



A RESOLUTION TO EXTEND THE 2021 PROPERTY TAX LISTING PERIOD

State of North Carolina
County of Duplin

WHEREAS, NCGS 105-307(b) authorizes the governing board of any county to extend the time during which property is to be listed for taxation in a nonrevaluation year by up to 30 additional days; and

WHEREAS, due to the COVID-19 pandemic certain procedures have been put in place to limit the number of persons and potential of exposure in county buildings; and

WHEREAS, the county desires to give every taxpayer an opportunity to list taxes in a timely manner.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Duplin County that the listing period for the 2021 tax year be extended until March 1, 2021.

Adopted this the 4th day of January, 2021.

Attest: _____
Davis H. Brinson
Clerk to the Board of Commissioners

Dexter B. Edwards, Chairman
Duplin County Board of Commissioners



- Assisted Growers As Requested
- Continued County Soybean Tests
- Planned Virtual Winter Production Meetings
- *Face to face contacts 17 and Non face to face contacts 356*

Horticulture

- Horticulture Tom Hroza, Horticulture Agent
- Everyone needs to plant at least one pecan tree from group 1 and one from group 2 to assure pollination. Plant a Cape Fear, Pawnee, Elliot or a Summer variety which will pollinate 90 % of the trees in Duplin County. So this year fertilize for a bumper crop, follow a complete spray program, clean and burn all the trash, limbs, and leaves under the trees, and plant at least one of the above varieties from group 1 and another from group 2.
- Christmas trees, Christmas cactus, and poinsettias care can be summed up by following these simple steps.
 1. Make sure they are not placed near any heat or AC ducts.
 2. No direct sunlight. Always filtered light.
 3. Keep water in the Christmas tree stand at all times, but the cactus and poinsettia should be damp but not wet. My favorite way to water these two plants is to take off the paper and set them in the sink in a pot or bowl and soak them for a couple of hours or so and then let them drain and put the paper back on and enjoy. This way we don't have any spills or water marks on the furniture.
- *Face to face contacts 23 and Non face to face contacts 1,058*

Small Farms

- James Hartsfield, Farm Management (Duplin/Sampson)
- In November I had telephone conversations with small farmers. Sent out program information and updates as follows:
- Continue to assist with USDA and other farm programs for small and limited farmers.
 - Completed news article.
 - Completed radio clip on Biosecurity: Steps to keeping Your Livestock Healthy.
 - Attended an online zoom session on NC Crop Updates: Flue-Cured Tobacco, Specialty Crops, Row Crops.
 - Attended an online zoom session on Agricultural Production in a Changing Climate.
 - Attended an online zoom session on NC Hemp: Law and Production Budget Updates.
 - Attended an online webinar on Livestock Risk Management.
 - *Face to face 4 and Non face to face contacts 335*
 - **Agriculture & Natural Resources** Walter Adams, Technician (Duplin/Lenoir)
 - Held a pesticide recertification class in Duplin County
 - Registered several growers for upcoming pesticide exam
 - Helped a land management company with long leaf pine samples
 - Attended a NC A&T zoom trainings
 - Attended several zoom trainings
 - *Face to face 17 and Non face to face contacts 175*

Family and Consumer Sciences (FCS)

- Sydney Knowles, FCS Agent
- Continued and completed our Fall Mediterranean Diet series, meeting weekly on Tuesdays and Thursdays from 10-11am through Zoom. We provide a training lesson on Tuesdays and a live cooking demo on Thursdays.
 - Recorded episodes for the remainder of the year for our cooking show, At the Table, that is a partnership with Star Communications. These videos are available via YouTube, our Website, and Facebook. These videos were holiday focused.

Britt Building monthly usage

November

**Total number
of events:**
17

**Total attendance
for the events:**
1,714

Public events:
17

Private events:
0

North Carolina State University and North Carolina A&T State University commit themselves to positive action to secure equal opportunity regardless of race, color, creed, national origin, religion, sex, age, veteran status or disability in addition, the two Universities welcome all persons without regard to sexual orientation. North Carolina State University, North Carolina A&T State University, U.S. Department of Agriculture, and local governments cooperating.

NC COOPERATIVE EXTENSION



DUPLIN COUNTY CENTER

Duplin County Center
PO Box 949
Kenansville, NC 28349

Phone : 910.296.2143
Fax: 910.296.2191

Amanda Hatcher
County Extension Director,
Livestock

Walter Adams
Agriculture &
Natural Resources Technician

Wanda Hargrove
Secretarial: Agriculture, Livestock,
Facilities Coordinator

James Hartsfield
Area Specialized Agent,
Farm Management—NC A&T
State

Tom Hroza
Horticulture

Bridget Hartsfield
4-H Youth Development

Cherrise Kendall
4-H Program Assistant
Agriculture/Livestock

Della King
Agriculture, Field Crops

Sydney Knowles
Family & Consumer Sciences
Duplin and Sampson Counties

Stephanie McDonald-Harry
FENEP Southeast District
Supervisor

Adam G. Ross
Livestock, Forages,
4-H Youth Livestock

Nicola Swanson
4-H FENEP (Expanded Food and
Nutrition Education Program)

Emily Walker
Secretarial: Director, 4-H
Family & Consumer Sciences

Jessamine Williams
4-H Prevention Coordinator

The Cultivator

A Review of November 2020

Duplin County Center—NCE Facebook: <https://www.facebook.com/DCCCooperativeExtension/?ref=ts>
4-H Facebook: <https://www.facebook.com/pages/Duplin-County-4-H/206301779410730/?ref=ts>
Website: <http://duplin.ces.ncsu.edu>

Notes from the Director

- Attended district zoom update
- Completed employee evaluations
- Held staff meetings and recognized Deborah Johnson for her Service to American/World Agriculture Award from our national agricultural extension agents association

Livestock

- Attended state reporting training, mental health first aid training, state p-card training, NCSU agricultural economics updates, financial planning webinar
- Attended 4-H club and 4-H leadership events
- Delivered samples to state lab to meet the peak season deadline
- Worked with state farm worker program and county staff to evaluate Covid-19 PPE needs for farm workers for 2021
- Planned and held three face to face animal waste operator continuing education classes with a total of 18 in attendance
- Assisted 1 farmer in farm management, 32 farmers in nutrient management, 2 farmers in crop management
- *Face to face 106 and Non face to face 1,142*

Livestock

- 11/3-11/6 - Applied Research Symposium for Beef Cattle (virtual event). Presentations were given by researchers across the nation pertaining to beef cattle reproduction current, upcoming, and recently published studies.
- 11/12 - International Symposium on Animal Mortality Composting planning meeting.
- 11/19 - NC/VA Swine carcass composting and depopulation task force meeting.
- 11/20-11/21 - Southeast Bull Expo and Sale, Asheboro, NC.
- 11/30 - Virtual Vet Cattle Chat. Partnered with Dr. Harrison Dudley to present a Zoom meeting for producers. Topics were deworming strategies and nitrate mitigation in hay.
- Ongoing work with NCDA for cattle composting regulations.
- Producers were also served through telephone, email, text messages, and on farm call support.
- *Face to face 629 and Non face to face 879*

Field Crops

- Assisted Walter Adams with Pesticide Training
- Virtual Agent Trainings and Meetings

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..... Della King, Field Crops Agent

Planning Department Monthly Update
November 2020

Planning Board (Clerk)	Meeting held
DC Transportation Committee (Secretary)	No meeting held
Transit Advisory Board (Chairman)	No meeting held
Eastern Carolina Rural Planning Organization (RPO)	Meeting held
Ordinance updates/enforcement	- Discussions with county attorney about updating all planning ordinances with new NCGS 160D references
Disaster Recovery Act 2017 (DRA 17 – H. Matthew)	N/A
Community Development Block Grant (CDBG-DR)	- Waiting for state approval of project revisions to demolition for Magnolia Auditorium
Hazard Mitigation Grant Program (HMGP 4285)	- Field work ongoing - Bid opening for elevation projects - Reimbursement requests in progress
Essential Single Family Rehabilitation Loan Pool – Disaster Recovery (ESFRLP)	- Field work ongoing through contractor/consultant - Several requisitions processed
Disaster Recovery Act 2018 (DRA 18 – H. Florence)	- Discussions ongoing with Duplin County Long Term Recovery Group about allocating funding for organization
Hazard Mitigation Grant Program (HMGP 4393 – H. Florence)	- Field work ongoing - Public Notices posted - Invoices paid for professional services - Reimbursement requests in progress
Other meetings attended	N/A
PIO/Public Relations	Social media posts and website updates, COVID-19 updates weekly, Elections information
Training/Continuing Ed	- ICS-300 Intermediate ICS for Expanding Incidents - 2020 National Flood Insurance Program Summer Workshop
Planning Office Daily Activities	Subdivision plat reviews, floodplain determinations, county property leases/renewals, zoning (unzoned) determination letters, mobile home placement, lot size and setback, mobile home parks, cell phone towers, solar farms, county department management duties

- Hosted a virtual Air Fryer workshop where we had 148 individuals sign-up via Eventbrite. Participants loved the variety of appliances we used to demo cooking for the workshop and now feel confident in cooking meals at home using an Air Fryer.
- Attended weekly Extension Master Food Volunteer training. This is a training for agents who want to bring the Extension Master Food Volunteer (EMFV) training to their county(ies). Upon completion of this training I will be able to recruit volunteers who will be able to assist with programming in the schools, senior sites, and general food prep/cleanup/program organization.
- Began the Maintain, Don't Gain Holiday Challenge. This year we are offering it virtually, providing weekly check-ins and videos.
- Attended a Food Facts & Fibs training. This training was a partnership between the horticulture, livestock, and FCS agent and helps consumers understand marketing terms and language when buying foods.
- *Face to face contacts 559 and Non face to face contacts 1,363*

Nicole Swinson, Expanded Food and Nutrition Education Program (EFNEP)

- Planning of November/December virtual classes with various schools, after-schools, and community programs
- Attend monthly state supervision meetings with NC State and NC A&T SU
- Continue maintenance of Duplin 4-H EFNEP Facebook page for perspective videos and live classes - maintain social media presence on all platforms; involved the use of web based learning and programming that includes the following:
 - o nutrition education through Texas A&M, NC A&T, Florida A&M, and NCSU
 - o bi-weekly EFNEP district meetings/check-ins
 - o youth educator trainings held by NC A&T, Virginia Cooperative, and NCSU
 - o Attended curriculum team Zoom meeting. Duplin EFNEP is developing Google Classroom for teachers and students grades K-5
- Teen Competition Award Pick up and Celebration
- Creating Duplin EFNEP Community Appreciation Awards - Virtual
- Attended virtual bi-weekly Chancellor Town Hall meetings for NC State as well as county staff meetings
- continually creating virtual lessons for youth and families throughout for the school year and post virtual programming
- Developed cooking videos to provide healthy recipes, virtual interactive lessons
- Creating teen virtual lessons and programs

4-H and Youth Development

- The Duplin County 4-H Road Trip to Leadership Series kicked off on Monday, November 9th at 6:00 p.m. 15 Duplin County 4-H'ers participated. The workshop consisted of discussion of COVID guidelines and rules, Introductions, and Activity 1 of the curriculum, "You're the Driver!" The next workshop is scheduled for Monday, Dec. 14th.
- The DAISY Committee met on November 10th, 2020 @ noon via Google Meet.
- On November 16th, I participated in a Zoom workshop, "The Value of Wellness & Self-Care."
- On November 23rd, I participated in a Zoom workshop, "Creating a Culture of Wellness & Helping Youth Cope."
- Also in the month of November, numerous county staff updates, State Extension updates, and 4-H Friday Cafes via Zoom were held.
- *Face to face contacts 212 and Non face to face contacts 1,363*

Charmae Kendall, 4-H Agriculture/Livestock Program Assistant

- Clover Critters Club Meeting with nature scavenger hunt
- Worked with county youth on showmanship & Hosted Down East Chicken Show
- Coastal Plains Show Committee Meeting
- Completed 2 classes at NC State
- *Face to face contacts 95 and Non face to face contacts 1,314*

Jasmine Williams, 4-H Prevention Coordinator

- Attended virtual meetings - CFPT/MDT, DAISY and JCPC
- Attended virtual trainings - CINC: Eastern Regional Training/Networking Event and Recovery Coach Academy
- Merchant Education: Duplin/Sampson/Wayne County

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Planning Department Monthly Update
December 2020

Planning Board (Clerk)	No meeting held
DC Transportation Committee (Secretary)	No meeting held
Transit Advisory Board (Chairman)	No meeting held
Eastern Carolina Rural Planning Organization (RPO)	No meeting held
Ordinance updates/enforcement	County attorney staff assisting with formatting of ordinances to incorporate NCGS 160D references
Disaster Recovery Act 2017 (DRA 17 – H. Matthew)	N/A
Community Development Block Grant (CDBG-DR)	– Waiting for state approval of project revisions to demolition for Magnolia Auditorium
Hazard Mitigation Grant Program (HMG 4285)	– Field work ongoing through contractor/consultant
Essential Single Family Rehabilitation Loan Pool – Disaster Recovery (ESFRLP)	– Field work ongoing through contractor/consultant – Several requisitions processed and invoices paid
Disaster Recovery Act 2018 (DRA 18 – H. Florence)	– Discussions ongoing with Duplin County Long Term Recovery Group about allocating funding for organization
Hazard Mitigation Grant Program (HMG 4393 – H. Florence)	– Field work ongoing – Completing records request from state
Other meetings attended	– LEPC Meeting – Sampson-Duplin Hazard Mitigation Plan meeting RE adoption of plan – Animal Shelter Planning Committee – County Video Committee meetings to plan and record department for BOCC – Municode video conference
PIO/Public Relations	Social media posts and website updates, COVID-19 updates weekly
Training/Continuing Ed	2020 National Flood Insurance Program Summer Workshop
Planning Office Daily Activities	Subdivision plat reviews, floodplain determinations, county property leases/renewals, zoning (unzoned) determination letters, mobile home placement, lot size and setback, mobile home parks, cell phone towers, solar farms, county department management duties

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