



for citizens to address the Board regarding issues or questions of benefit and/or interest to the general public in a positive fashion. It is the Board's further intent that matters shared during this forum not be harmful, discriminatory, or embarrassing to any citizen or employee of Scotland County, but that any concerns brought forward be expressed in general terms that provide the Board appropriate data to research the issue and respond to the speaker at a later time.

It is strongly suggested that personnel concerns go first through the Office of the County Manager (507 West Covington Street, Laurinburg NC 28352) or directly to County Commissioners, preferably in writing, in order for staff and/or Commissioners to attempt to address those concerns privately and with the necessary available resources.

To assure the Board of Commissioners' positive intent for the Public Forum is upheld, the following "ground rules" have been set by the Board of Commissioners:

- 1) Each speaker shall register his/her name and mailing address in order to assure accurate minutes and/or ability to respond.
- 2) There will be a time limit of no more than *three* minutes per speaker.
- 3) Only one speaker will be recognized at any given time. Others must wait their turn.
- 4) Any applause shall be held until the end of the Public Forum.
- 5) Discussion of County personnel issues is limited to only those issues where satisfactory resolution has been pursued, but not achieved, through the chain of command ending with the County Manager.
- 6) Derogatory references to specific County staff, by name, are prohibited.

It should be understood that the Board allows the Public Forum in the interest of sharing information, which serves the common good.

Scotland County Board of Commissioners

SCOTLAND COUNTY BOARD OF COMMISSIONERS

ITEM ABSTRACT

ITEM NO.   1  

  X   Information

       Action Item

       Consent Agenda

Meeting Date December 7, 2015

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SUBJECT: Department of Transportation report on US 15-501 and US 144

DEPARTMENT: Governing body

PUBLIC HEARING: Yes

CONTACT PERSON: NCDOT District Maintenance Engineer Chuck Dumas

PURPOSE: Provide information on the four-way stop at US 15-501 and US 144 and update the Commissioners on the status of a more permanent plan.

ATTACHMENTS: N/A

BACKGROUND: N/A

PRIOR BOARD ACTION: N/A

RECOMMENDATIONS: Receive information.

SCOTLAND COUNTY BOARD OF COMMISSIONERS

ITEM ABSTRACT

ITEM NO. 2

Information

Action Item

Consent Agenda

Meeting Date December 7, 2015

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SUBJECT: Report from Scotland County Schools

DEPARTMENT: Governing body

PUBLIC HEARING: No

CONTACT PERSON: Chief Financial Officer Jay Toland

PURPOSE: Provide a schools financial update

ATTACHMENTS: Budget presentation

BACKGROUND: N/A

PRIOR BOARD ACTION: N/A

RECOMMENDATIONS: Receive information.

# Scotland County Schools Budget Presentation

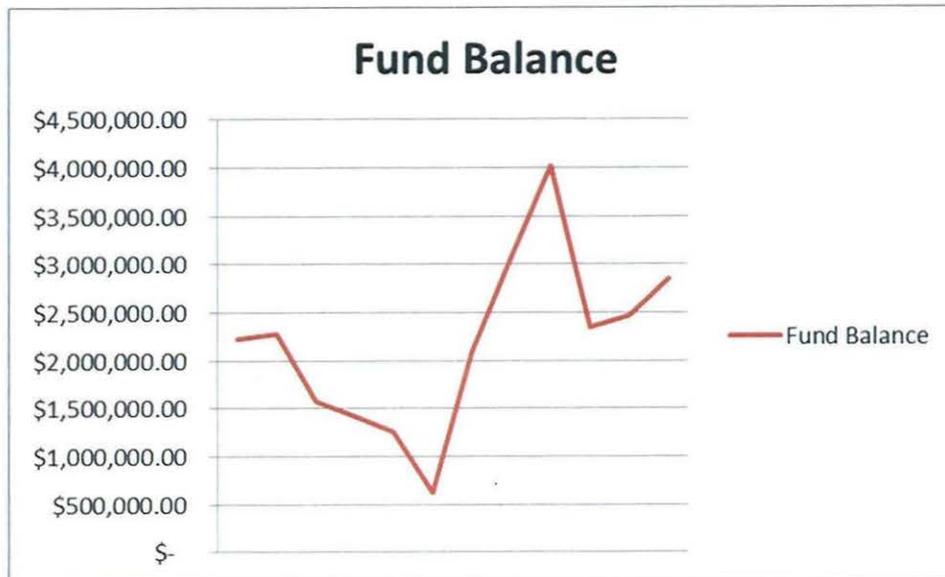
12/7/15

# Overview

- Fund Balance
- Budget Recap (FY 14-15)
- Capital Outlay Reconciliation (FY 14-15)
- Other Funds Reconciliation (FY 14-15)
- Fines and Forfeitures
- Budget (15-16)
- Purpose
- Capital Outlay
- Personnel Summary
- Opportunities
- Closing

# Fund Balance Analysis

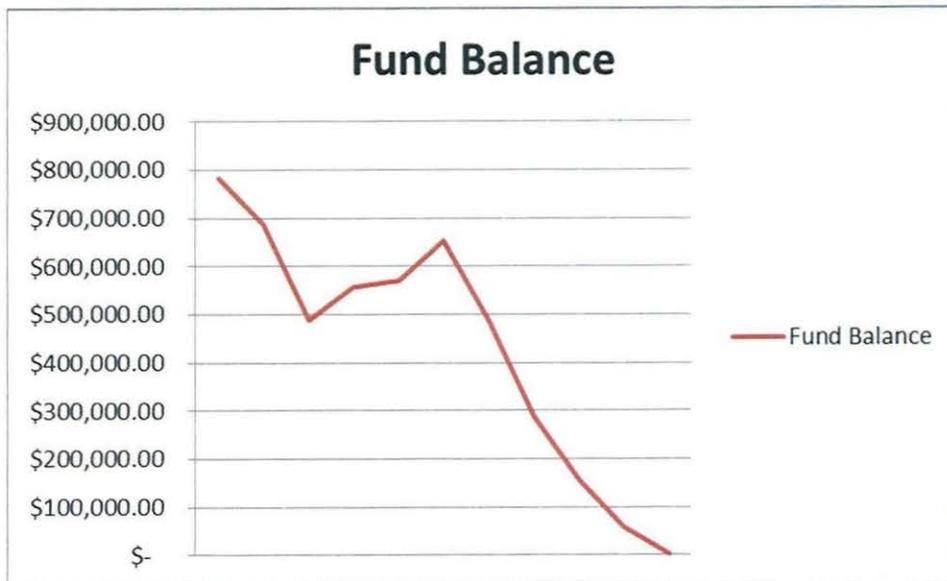
- Current Expense
- Why is Fund Balance Important?



Year	Fund Balance
2004	\$ 2,227,244.00
2005	\$ 2,286,420.00
2006	\$ 1,572,550.00
2007	\$ 1,420,384.00
2008	\$ 1,257,777.00
2009	\$ 623,839.00
2010	\$ 2,096,128.00
2011	\$ 3,077,071.00
2012	\$ 4,013,500.00
2013	\$ 2,342,489.00
2014	\$ 2,462,584.00
2015	\$ 2,844,637.00

# Fund Balance Analysis

## Capital Outlay



Year	Fund Balance
2005	\$ 781,125.00
2006	\$ 688,114.00
2007	\$ 488,076.00
2008	\$ 555,923.00
2009	\$ 569,661.00
2010	\$ 652,129.00
2011	\$ 484,495.00
2012	\$ 288,338.00
2013	\$ 156,595.00
2014	\$ 59,318.00
2015	\$ 1,526.00

# Capital Outlay Reconciliation (FY 14-15)

2014-15 Capout Expenses	
SCHOOL BUS REPLACEMENT	\$185,985.00
PAINTING/VARIOUS SCHOOLS	\$59,368.00
ROOF MECHANICAL	\$118,972.93
CAPITAL ALLOCATIONS TO ALL SCHOOLS	\$23,171.39
CARPET REMOVAL & INSTALL/CARVER M	\$9,539.95
CARPET REMOVAL & INSTALLATION/SHS	\$24,318.62
EQUIPMENT/MAINTENANCE/RESERVE	\$2,526.14
VOIP TELEPHONE SYSTEM/SPRING HILL	\$26,238.32
CARD READERS	\$13,751.71
MAINT. VEC. PURCHASE	\$6,845.00
SOUTH SCOTLAND ROOF	\$57,300.00
SHS HVAC CONTROLS	\$250,000.00
HEAT PUMP REPLAC/SOUTH	\$93,000.00
MISC RENOVATIONS	\$10,405.95
LAUNDRY CENTER SHS	\$118,751.94
ACTIVITY BUS REPLACEMENT	\$87,927.00
CN SHS CAF. RENO	\$0.00
<b>Total</b>	<b>\$1,087,997.95</b>

# Revenue from all Sources (FY 14-15)

	2011	2012	2013	2014	2015	2015
State	68%	67%	67%	65%	\$ 41,552,998.00	67%
Local	22%	17%	17%	17%	\$ 10,914,325.00	18%
Federal	19%	11%	11%	10%	\$ 5,508,739.00	9%
Other	4%	5%	4%	4%	\$ 1,409,959.00	2%
Total					\$ 59,386,021.00	

# Expenditures By Purpose (FY 14-15)

14-15 Expenditures by Purpose		
Instructional Services	\$ 45,270,327.22	77%
Support Services	\$ 12,866,929.36	22%
Nutrition Services	\$ 45,001.00	0%
Payment to other Governments	\$ 87,934.70	0%
Non-Program Costs	\$ 791,836.56	1%
Total	\$ 59,062,028.84	

# Fines and Forfeitures Analysis

Year	Budget
2007-2008	\$ 407,274.01
2008-2009	\$ 387,000.56
2009-2010	\$ 416,607.83
2010-2011	\$ 290,275.59
2011-2012	\$ 273,758.00
2012-2013	\$ 287,291.00
2013-2014	\$ 209,460.89
2014-2015	\$ 172,472.56
2015-2016	\$ 175,000.00

Budget

# Budget By Purpose (FY 15-16)

15-16 Budget by Purpose		
Instructional Services	\$45,767,449.61	77%
Support Services	\$11,642,258.93	20%
Nutrition Services	\$ 46,159.00	0%
Payment to other Governments	\$ 543,262.44	1%
Non-Program Costs	\$ 785,000.00	1%
Total	\$58,784,129.98	

# Capital Outlay (15-16)

2015-16 Capout Budget	
Desc.	Budget
ANNUAL PAINTING	\$30,000.00
ASBESTOS ABATEMENT-VARIOUS	\$50,000.00
CARVER GYM CEILING	\$35,000.00
IEJ GYM BLEACHERS	\$15,000.00
WAGRAM DEBT REPAYMENT	\$300,000.00
HVAC CONTROL SYSTEMS SHS	\$200,000.00
SHS COMMON STAIRS	\$50,000.00
CAPITAL ALLOCATIONS TO ALL SCHOOLS	\$70,000.00
STORAGE BUILDING SPRING HILL	\$35,000.00
STORAGE BUILDING CARVER	\$35,000.00
PREIMETER FENCING SPRING HILL	\$10,000.00
EQUIPMENT RESERVE	\$20,000.00
VOIP TELEPHONE SYSTEM - SPHL	\$25,000.00
<b>Total</b>	<b>\$875,000.00</b>

# Personnel Summary

Personnel Summary (Full Time)		
Officials, Administrators, Managers	18	2%
Principals	12	1%
Assistant Principals	16	2%
Elementary Teachers	293.6	37%
Secondary Teachers	114.8	14%
Other Classroom Teachers	4	0%
Guidance	15	2%
Psychological	5	1%
Librarians	10	1%
Supervisor of Instruction	17	2%
Other Professional Staff	40	5%
Teacher Assistants	109	14%
Technicians	6	1%
Clerical	48	6%
Service Workers	76.69	10%
Skilled Crafts	9	1%
Laborers	6	1%
Total	800.1	

# Budget Challenges

- Exceptional Children
  - Funded at 12.5% or 765 children
  - Actual at 17.5% or 1015 children
- Affordable Care Act
  - Subs/PCA's/Hourly Employees
  - Fine
- Teacher Assistants
- Unfunded Mandates
- In 2016-17 Begin 2.25% reduction in local funding
- Rising Employer matching costs
- Lower Class size in K-3

SCOTLAND COUNTY BOARD OF COMMISSIONERS

ITEM ABSTRACT

ITEM NO.   3  

  X   Information

       Action Item

       Consent Agenda

Meeting Date December 7, 2015

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SUBJECT: ABC Store improvements

DEPARTMENT: Governing body

PUBLIC HEARING: No

CONTACT PERSON: ABC Chair Dee Hammond

PURPOSE: Provide update on capital improvements at the ABC Store.

ATTACHMENTS: N/A

BACKGROUND: N/A

PRIOR BOARD ACTION: N/A

RECOMMENDATIONS: Receive information.

SCOTLAND COUNTY BOARD OF COMMISSIONERS

ITEM ABSTRACT

ITEM NO. 4

       Information

  X   Action Item

       Consent Agenda

Meeting Date December 7, 2015

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SUBJECT: Tax: Requests for exclusion/exemption

DEPARTMENT: Tax

PUBLIC HEARING: No

CONTACT PERSON: Tax Administrator Mary Helen Norton

PURPOSE: Information on a request for late application approval and on a request for exemption.

ATTACHMENTS: Memo from Tax Administrator  
Board of Commissioners policy approved January 6, 2014,  
regarding applications for tax exclusions and exemptions.  
Application for property tax relief  
Request for exemption

BACKGROUND: N/A

PRIOR BOARD ACTION: N/A

RECOMMENDATIONS: Consider action after reviewing each request



MARY HELEN NORTON  
TAX ADMINISTRATOR  
(910) 277-2566

# County of Scotland

## TAX DEPARTMENT

212 BIGGS STREET  
POST OFFICE BOX 488  
LAURINBURG, NORTH CAROLINA 28353



MARTY PATE  
TAX COLLECTOR  
(910) 277-2566

### Memorandum

To: Scotland County Board of Commissioners

From: Mary Helen Norton, Tax Administrator

Re: Late Application Approval Request

Date: November 20, 2015

General Statute 105-281.1(a) states, "Upon showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the close of the listing period may be approved by the Department of Revenue, the board of equalization and review, the board of county commissioners".....

In order to define good cause, the Board of Commissioners approved a late application policy on January 6, 2014, copy attached. The North Carolina Department of Revenue recommends even though good cause is defined with policy, late applications should still be presented to the board and late applicants should not be discouraged from filing. Therefore, please review the following requests.

- Robert Scott Haux request 2015 late application approval of the disabled veteran exclusion of \$45,000 in value. This is \$486.00 in county and fire taxes. Mr. Haux states he brought in a timely application, giving it either to the tax office or the office across the hall (Clerk's Office). The application we have is dated 9-15-15 with the certification for Disabled Veteran's signed 9-10-15. He is eligible to reapply in January 2016.
- Opportunity Incorporated, owner of Central School Apartments, LLC, request exemption from 2015 taxes due to the high cost of upkeep on the historic property. This is \$4579.94 in county tax and \$1757.26 in city tax. The complex already receives a 50% historical exemption. They may reapply for total exemption in January 2016.



# County of Scotland

507 West Covington Street  
Laurinburg, North Carolina 28352  
Telephone: (910) 277-2406  
Fax: (910) 277-2411  
www.scotlandcounty.org



Kevin Patterson  
County Manager

Ann W. Kurtzman  
Clerk to the Board

Board of Commissioners  
Guy McCook, Chairman  
Carol McCall, Vice Chair  
John T. Alford  
Bob Davis  
Betty Blue Gholston  
Whit Gibson  
Clarence McPhatter II

- **Inherent in owning property is the obligation of the property owner to understand their rights and obligations including paying taxes and applying for all exclusion and exemptions from property taxes in a timely manner.**
- **Applicant neglect or oversight is not the sole reason for late submission**
- **Reasonable basis for considering late application,**
  - **Applicant given incorrect information in writing regarding the matter from CPA, tax office or Department of Revenue**
  - **Applicant request would have been timely but for the late delivery or failure to deliver by a legitimate service like USPS, UPS, FedEx**
  - **When verification is provided that the applicant is incompetent or incapacitated or deployed the time of incompetence, incapacitation or deployment would not be counted against them**
- **the burden of proof for any qualifying consideration is on the applicant or their agent**

Approved January 6, 2014

# Application for Property Tax Relief

Elderly or Disabled Exclusion (G.S. 105-277.1),  
Disabled Veteran Exclusion (G.S. 105-277.1C), or  
Circuit Breaker Tax Deferment Program (G.S. 105-277.1B)

County of Scotland, NC

Year 2016<sup>15</sup>

### Instructions

**Application Deadline:** This application must be filed by June 1st to be timely filed. You may submit additional information separately if needed.

**Where to Submit Application:** Submit this application to the county tax assessor where this property is located. County tax assessor addresses and telephone numbers can be found online at: [www.dornc.com/downloads/CountyList.pdf](http://www.dornc.com/downloads/CountyList.pdf). DO NOT submit this application to the North Carolina Department of Revenue.

- Office Use Only:

Property ID Number

01022702040

Last Name of Applicant First Name Middle Name Date of Birth (MM-DD-YY)

Haux Robert Scott [Redacted]

Last Name of Spouse First Name Middle Name Date of Birth (MM-DD-YY)

Haux Elizabeth Keyes [Redacted]

Residence Address

12240 Cypress Dr.

City State Zip Code

Laurinburg NC 28352

Mailing Address (if different from residence address)

[Redacted]

City State Zip Code

[Redacted]

E-mail Address

[Redacted]

Home Telephone Number Work telephone number Ext. Cell Phone Number

[Redacted]

### Fill in applicable boxes:

Yes  No ➔ Is this property your permanent legal residence?

Addresses of secondary residences (if any):

[Redacted]

Yes  No ➔ If married, does your spouse live with you in the residence? If you answer No, provide your spouse's address.

Addresses of spouse:

[Redacted]

Yes  No ➔ Are you or your spouse (if applicable) currently residing in a health care facility? If you answer Yes, fill in applicable circle

Applicant  Spouse and indicate current length of stay:

[Redacted]

Yes  No ➔ Do you and your spouse (if applicable) own 100% interest in the property? If you answer No, list all owners and their ownership percentage (round to the nearest 0.1%):

Owner	[Redacted]	%	Owner	[Redacted]	%
Owner	[Redacted]	%	Owner	[Redacted]	%
Owner	[Redacted]	%	Owner	[Redacted]	%

Note: Separate applications are required for each owner that is claiming property tax relief. If husband and wife own the property, only one application is required.

**Part 6. Affirmation and Signature**

**AFFIRMATION OF APPLICANT** – Under penalties prescribed by law, I hereby affirm that, to the best of my knowledge and belief, all information furnished by me in connection with this application is true and complete. Furthermore, I understand that if I participate in the Circuit Breaker Property Tax Deferment Program, liens for the deferred taxes will exist on my property, and that when a disqualifying event occurs, the taxes for the year of the disqualifying event will be fully taxed and the last three years of deferred taxes prior to the disqualifying event will become due and payable, with all applicable interest.

Robert S. Haux                      Robert Scott Haux                      9/15/15  
Applicant's Name (please print)      Applicant's Signature                      Date

Elizabeth K. Haux                      Elizabeth Haux                      9/15/15  
Spouse's Name (please print)              Spouse's Signature                      Date

Refer to the Instructions on Page 1 for filing information and filing location.\*

**Office Use Only**

Approved: Y / N

Elderly/Disabled

Disabled Veteran

Circuit Breaker:

4%

5%

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      By: \_\_\_\_\_      Comments: \_\_\_\_\_

AV-9A Received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      NCDVA-9 Received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

FITR Received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Income: \$ \_\_\_\_\_

**\*All applications must be submitted by June 1 to be timely filed.**

**Late Applications:** Upon a showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the [due date] may be approved by the Department of Revenue, the board of equalization and review, the board of county commissioners, or the governing body of a municipality, as appropriate. An untimely application for exemption or exclusion approved under this subsection applies only to property taxes levied by the county or municipality in the calendar year in which the untimely application is filed. [N.C.G.S. 105-282.1(a1)]

# Opportunity Incorporated

a Nonprofit Corporation

P.O. Box 1437  
Laurinburg, NC 28353  
(910) 276-2582  
lha@carolina.net

September 2, 2015

Mr. Mary Helen Norton  
Scotland County Tax Administrator  
212 Biggs Street  
Laurinburg, NC 28353

Re: Request for exemption of Central School Apartments

Dear Ms. Norton:

I am requesting permanent exemption from Ad Valorem of Property Tax beginning with the August 2015 tax assessment for Central School Apartments.

Central School Apartments is an adaptive reuse of the historic 1910 Central School Building. Using Low-Income Tax Credits and Historic Preservation Tax Credits, Opportunity Inc. (a local non-profit) converted Central School into a 31 unit apartment complex for low income elderly.

We have paid property taxes since 2007. However, the high cost of upkeep of the historic structure coupled with restricted income is causing cash flow issues that limit our ability to maintain the structure in proper repair. Therefore, we are requesting exemption from property taxes.

We request the exemption based on the ownership of the property by Opportunity Inc., a 501 C-3 non-profit. Although Opportunity only owns a .01% share of the property, Opportunity Inc. meets all of the requirements of ownership as set out by the North Carolina Court of Appeals in the case of Blue Ridge Housing of Bakersfield LLC v.s. Mitchell County Board of Equalization. Blue Ridge claimed exemption under (G.S. 105-278.6(a)(8) which allows exemption of property owned by a nonprofit, and providing housing for individuals or families with low or moderate incomes. The court set forth 4 factors for determining exemption in cases where ownership was less than 100%:

- (1) The entity's control of the venture's operations;
- (2) The entity's status as trustee of the LLC property;
- (3) The possibility of future increased actual ownership interest; and
- (4) The intent of the participating parties.

Opportunity Inc.'s role in the development and operation of Central School Apartments, LLC meets all four of these tests to qualify for exemption.



- First: Opportunity Incorporated is a 501(c)(3) designated corporation and is responsible for all operations and compliance as outlined in the operating agreement.
- Second: Opportunity Inc. is the Managing Member of the LLC and responsible for all duties ascribed to the Managing Member by law and the operating agreement.
- Third: The agreement between the equity member and Opportunity provides Opportunity with first right of refusal to purchase at the end of the tax credit compliance period.
- Fourth: The equity partner in the LLC invested in order to secure the benefits of the Low Income Tax Credits and the Historic Preservation Tax Credits. This is evidenced by the operating agreement. The term of the participation of the equity investor is directly tied to the term of the tax benefit and the tax benefit projections of the project.

Based on the four Blue Ridge case factors, we believe Central School Apartments qualifies for tax exemption from property taxation. We have attached documentation for your review.

Attachments include:

- Opportunity Inc. 501(c)(3) determination by the IRS
- Operating Agreement (with relevant sections highlighted),
- Tax Credit Benefit Calculation to the Equity Investor
- Initial Operating Pro-Forma
- Court Opinion, Blue Ridge Housing

If you should need any additional information, please contact me at (910) 276-2582 ext. 236 or by email at [nwalker@laurinburgha.org](mailto:nwalker@laurinburgha.org).

Sincerely,



Nancy Walker  
Executive Director, Opportunity, Inc.

Attachments

cc: Mr. Kevin Patterson, County Manager  
Mr. Charles D. Nichols III, City Manager

## SCOTLAND COUNTY BOARD OF COMMISSIONERS

ITEM ABSTRACT

ITEM NO.   5  

       Information

       Action Item

  X   Consent Agenda

Meeting Date December 7, 2015

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SUBJECT: Consent Agenda

- a) Approve minutes of the Board of Commissioners November 2, 2015 regular meeting.
- b) Approve fidelity bonds for various County officials and employees as per G.S. 58-72-10.
- c) Approve release of funds in the amount of \$80.10, release of funds in the amount of \$133,452.75, refunds in the amount of \$30 and discoveries in the amount of \$1,185,115.60
- d) Approve disposal of assorted office furniture and Parks and Recreation equipment currently housed in Gibson Gym.
- e) Approve DSS Pre-Placement Assessment/Reports to the Court Policy and Fee Schedule.
- f) Approve DSS Request for Information and/or Documentation Policy and Fee Schedule.
- g) Budget Amendments:
  - a) E-911 Center: Approve receipt of NC 911 Board funds in the amount of \$107,030, and authorize the Finance Officer to make the necessary arrangements to receive and expend the money. No County dollars.
  - b) Parks and Recreation: Approve receipt of grant from Lumber River Council of Governments, Area Agency on Aging, in the amount of \$6,300 for material purchases for ramp construction, and authorize the Finance Officer to make the necessary arrangements to receive and expend the money. No County dollars.
  - c) DSS: Approve receipt of funds in the amount of \$13,149 for LIEAP (energy assistance), and authorize the Finance Officer to make the necessary arrangements to receive and expend the money. No County dollars.

DEPARTMENT: Administration/Multiple

RECOMMENDATIONS: Receive recommendations and consider action

*Scotland County Board of Commissioners regular meeting  
November 2, 2015, A.B. Gibson Center, 322 South Main Street, Laurinburg, NC*

**Scotland County Board of Commissioners  
November 2, 2015, A.B. Gibson Center, 322 South Main Street, Laurinburg, NC**

Commissioners in attendance: Chairman Guy McCook, Vice Chair Carol McCall, Commissioners John Alford, Bob Davis, Betty Blue Gholston and Whit Gibson. Commissioners not in attendance: Commissioner Clarence McPhatter. Staff in attendance: County Manager Kevin Patterson, Finance Officer Beth Hobbs, County Attorney Ed Johnston and Clerk to the Board Ann Kurtzman

At 7 p.m. Chairman McCook called the meeting to order. Chairman McCook offered the opening prayer. The Pledge of Allegiance was recited.

**Motion was made by Commissioner Davis and duly seconded by Commissioner Alford to approve the November 2, 2015 agenda as presented. Vote: Motion unanimously approved.**

**Public Forum**

No one spoke, and Public Forum was closed.

**Public Hearing: 2017 Community Transportation Grant**

EMS Director Roylin Hammond said the Community Transportation Program requires a Public Hearing annually as part of the application process, which occurs the fall of year preceding the funding request. Mr. Hammond said the County provides a 10 percent match.

Chairman McCook opened the Public Hearing and asked if anyone wished to comment for or against the application. No one came forward, and the Public Hearing was closed.

**Motion was made by Commissioner Gibson and duly seconded by Vice Chair McCall to approve the resolution authorizing application to the Community Transportation Program. Vote: Motion unanimously approved.**

**Public Hearing: FY 2015-2016 Rural Operating Assistance Program**

EMS Director Roylin Hammond said the Rural Operating Assistance Program provides funding for operating costs for passenger trips. Mr. Hammond said a Public Hearing is required as part of the application process.

Chairman McCook opened the Public Hearing and asked if anyone wished to speak in favor or against the ROAP application. No one came forward, and the Public Hearing was closed.

**Motion was made by Commissioner Davis and duly seconded by Commissioner Gibson to approve the Rural Operating Assistance Program application process. Vote: Motion unanimously approved.**

**Southeastern Community & Family Services update**

*Scotland County Board of Commissioners regular meeting  
November 2, 2015, A.B. Gibson Center, 322 South Main Street, Laurinburg, NC*

CEO Ericka Whitaker and Director of Programs Kim Clark discussed how SCFS serves the community. Six of the agency's board members are Scotland County residents. Updates were provided on Head Start, Community Services Block Grant and Section 8 Housing. Ms. Whitaker said although the agency had troubles, it is now stabilized. Ms. Whitaker said the agency is here to partner and collaborate with Scotland County. She invited the Commissioners to contact her to suggest programs that fit in the scope of what SCFS does.

**Community Report: Historic Properties Commission**

Chairman Lee Gaunt praised the members of the Historic Properties Commission for the enormous amount of work they put into the grounds and structures. The Commission now meets twice a month. Mr. Gaunt said two recent major projects included the acquisition of the Museum of the Carolinas, which housed a collection of more than 250,000 artifacts, and construction of restrooms on the John Blue grounds.

Mr. Gaunt thanked Mr. Mike McGirt and the Public Buildings and Grounds staff for keeping the grounds maintained. Several significant gifts made to the museum came from Morgan Mills, the donation of a John Blue sprayer and Anita Stanton artwork of Scotland County scenes.

A long-range plan is developed that sets priorities and estimated costs. The Commissioners and Mr. Gaunt discussed the possibility of developing a list of historic properties countywide.

**Consent Agenda**

- a) **Approve minutes of the October 5, 2015 regular meeting.**
- b) **Approve release of funds in the amount of \$740.57, release of funds in the amount of \$11,482.26, and discoveries in the amount of \$42,089.31 (incorporated by reference).**
- c) **EMS requests that 1996 Navistar International ambulance, VIN #1HTSLAAM3VH46524, equipped with a 1984 model remounted Wheel Coach ambulance-box, be declared surplus and approve donation of the ambulance to the Gibson Fire Department for use as an equipment truck.**
- d) **Approve Health Department request for new LabCorp test HSV1 and 2 IgM (herpes test) at a cost of \$96.50.**
- e) **Budget Amendments:**
  1. **Health: Approve increase in State funding for STD prevention in the amount of \$2,000, and authorize the Finance Officer to make the necessary arrangements to receive and expend the monies. No County dollars.**
  2. **Health: Approve \$2,402 (1.8 percent) decrease in funds for Family Planning.**
  3. **Health: Approve receipt of Medicaid Cost Settlement for FY 2011 in the amount of \$60,592, and authorize the Finance Officer to make the necessary arrangements to receive and expend the monies. No County dollars.**

4. **DSS**: Approve receipt of additional State funds in the amount of \$5,550 for Crisis Intervention, and authorize the Finance Officer to make the necessary arrangements to receive and expend the monies. No County dollars.
5. **Landfill**: Increase revenues by \$100,000 for heavy equipment line item from solid waste availability fees collections.

**Motion was made by Commissioner Alford and duly seconded by Vice Chair McCall to approve the Consent Agenda. Vote: Motion unanimously approved.**

#### **Financial report: revenues and expenditures**

Finance Officer Beth Hobbs provided information on revenues and expenditures as of October 21. Ms. Hobbs said 31 percent of budget has been expended while revenues are 32 percent. Ms. Hobbs also discussed property tax collection and fund balance totals.

#### **Appointments to Boards and Committees**

**Motion was made by Vice Chair McCall and duly seconded by Commissioner Gibson to reappoint Ms. Beatrice Sams and Mr. William Graves to three-year terms on the Parks and Recreation Advisory Board. Vote: Motion unanimously approved.**

#### **Update from the County Manager**

Mr. Patterson said the bid sheet from Deep South Fire Trucks for the North Laurinburg pumper is \$299,875, which is just under what was budgeted. The pumper would not be received in this fiscal year. The vehicle the pumper replaces would be relocated to the South Scotland substation.

**Motion was made by Commissioner Davis and duly seconded by Commissioner Gholston to approve the purchase of a pumper for North Laurinburg Fire Station for \$299,875. Vote: Motion unanimously approved.**

Mr. Patterson said the Southeast Partnership is working on a FAM Tour in the region, which is a site selection tour of top industrial sites. Consultants will tour counties in May to look at top industrial prospects in Anson, Montgomery, Moore, Richmond and Scotland counties.

Mr. Patterson said the Sheriff's Department conducted a Relay for Life fundraiser and raised \$990 in cash or checks. The \$990 was deposited in an agency fund. Mr. Patterson said he wanted to make the board aware that a \$990 check would be cut for Relay for Life and American Cancer Society.

Mr. Patterson said trust funds for Scotland Cemetery were received in the amount of \$96,223.68. The County Manager said the funds in that amount should be transferred to the current owner or agent of the cemetery.

*Scotland County Board of Commissioners regular meeting  
November 2, 2015, A.B. Gibson Center, 322 South Main Street, Laurinburg, NC*

**Motion was made by Commissioner Alford and duly seconded by Commissioner Gholston to approve the transfer of a trust fund in the amount of \$96,223.68 to the owner or agent of Scotland Cemetery. Vote: Motion unanimously approved.**

**Commissioner Comments**

Chairman McCook announced that Mr. Roger Johnson is the new Economic Development Director, effective December 2. Chairman McCook briefly discussed Mr. Johnson's experience and background.

Commissioner Gibson congratulated Commissioner Alford for receiving the L.E. McLaughlin, Jr., and Bob Gentry Award for Regional Leadership from the LRCOG and Parks and Recreation Athletic Director Al Blades for receiving the Meritorious Service Award from the from the North Carolina Recreation & Park Association.

**Motion was made by Commissioner Gibson and duly seconded by Commissioner Gholston to adjourn. Vote: Motion unanimously approved. Meeting adjourned at 7:55 p.m.**

Ann W. Kurtzman  
Clerk to the Board

Guy McCook  
Chairman

**§ 58-72-10. Condition and terms of official bonds.**

Every treasurer, sheriff, coroner, register of deeds, surveyor, and every other officer of the several counties who is required by law to give a bond for the faithful performance of the duties of his office, shall give a bond for the term of the office to which such officer is chosen. (1869-70, c. 169; 1876-7, c. 275, s. 5; Code, s. 1874; 1895, c. 207, s. 4; 1899, c. 54, s. 54; Rev., s. 308; C.S., s. 326; 1985, c. 438.)



County of Scotland

TAX DEPARTMENT

MARY HELEN NORTON  
TAX ADMINISTRATOR  
(910) 277-2566

212 BIGGS STREET  
POST OFFICE BOX 488  
LAURINBURG, NC 28353

MARTY PATE  
TAX COLLECTOR  
(910) 277-2566

November 2, 2015

  
Beth Hobbs  
Finance Officer Scotland County

Re: Release and Refund Request for October 2015

Dear Ms. Hobbs,

Please find attached releases, refunds and discoveries for the month of October 2015.

The grand totals are as follows:

1. Releases less than \$100 – Totaling: \$80.10;
  2. Releases more than \$100 – Totaling: \$133,452.75;
  3. Refunds less than \$100 – Totaling: \$30.00; All other refunds were due to overpayment;
  4. Refunds more than \$100 – Totaling: \$0; All other refunds were due to overpayment;
- and,
5. Discoveries – Totaling: \$1,185,115.60.

With best regards,

Marty Pate  
Scotland County Tax Collector

Enclosure

**RELEASES LESS THAN \$100**

NAME	DESC/BILL #	AMOUNT	REASON
Curlie Morrison et al	2014-15640	\$ 30.00	clerical error
William Clark	2015-3865	\$ 27.00	dlb listed
William Murdock Jr	2013-15844	<u>\$ 23.10</u>	sold personal property in 2012
<b>Total</b>		<b><u>\$ 80.10</u></b>	

**RELEASES MORE THAN \$100**

NAME	DESC/BILL #	AMOUNT	REASON
A/R write offs	2005	\$122,721.96	personal property/motor vehicles
Jennie Adcox	2015-141	\$ 157.90	qualified exclusion
Chairy Frizzell	2006-2015	\$ 436.58	listed in red billed in error
Hometown Cemetery Cons	2012-2015	<u>\$ 10,136.31</u>	County owned property
<b>Total</b>		<b><u>\$ 133,452.75</u></b>	

**REFUNDS LESS THAN \$100**

NAME	DESC/BILL #	AMOUNT	REASON
Curlie Morrison et al	2014-15640	<u>\$30.00</u>	clerical error
<b>Total</b>		<b><u>\$30.00</u></b>	

**REFUNDS MORE THAN \$100**

NAME	DESC/BILL #	AMOUNT	REASON
<b>Total</b>		<b><u>\$ all refunds due to overpayment</u></b>	

**DISCOVERIES**

NAME	AMOUNT	REASON
Brandy Beasley	\$ 212.47	unlisted swmh
Beckman Coulter Inc.	\$ 4.66	clerical error
Conterra Ultra Broadband, LLC	\$ 505.38	assessed by county not state
Issac Cole	\$ 377.79	no longer qualified for elderly exclusion
Harriet Dozier	\$ 55.70	roll back
James Ray	\$ 580.10	didn't qualify for elderly exclusion
Larry & Blondell Lane	\$ 416.53	didn't qualify for elderly exclusion
Marvin Gray	\$ 684.59	no longer qualified for elderly exclusion
Norman McLean	\$ 103.28	unlisted swmh
Utility billings	<u>\$1,182,175.10</u>	
<b>Total</b>	<b><u>\$1,185,115.60</u></b>	

**SCOTLAND COUNTY DEPARTMENT OF SOCIAL SERVICES**

P.O. Box 1647 - Government Complex - 1405 West Boulevard  
Laurinburg, North Carolina 28353-1647

April M. Snead, MPM  
Director

Telephone: (910) 277-2500  
Fax: (910) 277-2402

**Pre-Placement Assessment/Reports to the Court Policy and Fee Schedule**

The Scotland County Department of Social Services (The Department) will provide services for the completion of Pre-placement Assessments and Reports to the Court for the purpose of adoption of a child as outlined below. This policy is written in accordance with Chapter 48 of the North Carolina General Statutes (N.C.G.S.) The completion of these services is contingent upon the requesting party formally, and in writing, entering into a fee agreement and paying the fee in full prior to the initiation of services.

All applicants shall have an equal opportunity to apply for the adoption of children and receive fair, equal treatment and consideration of their qualifications as adoptive parents. Applicants will be fairly assessed on their abilities to successfully parent a child. No person will be denied the opportunity to become an adoptive parent on the basis of race, color, religion, national origin or jurisdictional boundaries of the applicant or of the child involved. For adoption of an Indian child in state district court the Indian Child Welfare Act applies. The Department will keep confidential any information that is shared by the prospective adoptive parents and their references, except as provided by law. Information will be provided to the Clerk of Court with whom the adoption proceeding is filed and with the applicant's attorney as necessary. The Department shall retain all records and documents relevant to the adoption in secured files. A copy of the completed Pre Placement Assessment will be provided to the applicant as required by statute. If the Department determines an individual is not suitable to be an adoptive parent, the Pre Placement Assessment will state with specificity the basis for the determination.

The Department is not mandated to conduct home studies in custody cases and these services are not routinely available. The Department is authorized to provide these services in any unusual circumstance. The established fee schedule would apply. In instances where the Department is unable to accommodate the request for a Pre Placement Assessment or home study, referrals to licensed agencies will be provided.

The fee agreement/payment shall not be based on the outcome of the Pre-placement Assessment/Report to the Court/Adoption proceeding and are non-refundable. The fee schedule has been developed in accordance with N.C.G.S. 48-3-304. The Department reserves the right to waive any or all of the fees in extreme circumstances that would not allow the adoption to move forward, and as can be accommodated by Department staff without affecting mandated services, as deemed appropriate by the Director.

**Notification Regarding Pre-Placement Assessments**

The agency shall notify the client in writing within 30 days whether the Pre Placement Assessment was favorable after the agency completes the assessment. The agency shall share the specific reasons that a child can not be placed in the home if the Pre-Placement is unfavorable. If the client disagrees with the unfavorable Pre-Placement assessment, a request by the client can be made for an internal review by the Director of the Department. The Director will provide a written response, after review of the Pre Placement , notifying the applicant of the Department's final decision on the adoptive placement.

**Fee Schedule**

North Carolina General Statute 108A-10 authorizes county Boards of Social Services the authority to enter into contracts with any person, whereby the Board of Social Services agrees to render services to or for such person in exchange for a fee to cover the cost of rendering such service. Fees referenced below are based upon a plan recommended by the Director of Social Services and approved by the county Board of Social Services and the Board of County Commissioners.

Adoption services which will not be charged for are as follows:

Scotland County Department of Social Services will provide adoption services without charge to:

1. Families interested and pursuing adoption of children who are in the custody of a North Carolina Department of Social Services.
2. Families interested and pursuing adoption of children when a request is received through the Interstate Compact on the Placement of Children.
3. Families in which the head of household is TANF eligible or a SSI recipient.

Adoption Services maximum fees:

Pre Placement Assessment <b>only</b>	\$1300.00
Pre Placement Assessment update	\$500.00
Preparation of Report to the Court <b>only</b>	\$200.00
Pre Placement Assessment and preparation of Report to the Court	\$1500.00
Home Study	\$500.00
(neither court ordered nor requested through the North Carolina Interstate Compact)	

Fees will be paid in advance of services and are non-refundable. Fees are to be paid by Check, Cashiers Check, or Money Order. Checks are to be made payable to the Scotland County Department of Social Services. Fees may only be reduced if valid reasons can be documented and approved by the Director that payment would present a barrier to adoption.

*April M. Sneed*

Scotland County Department of Social Services Director

Approved by the Scotland County DSS Board of Directors

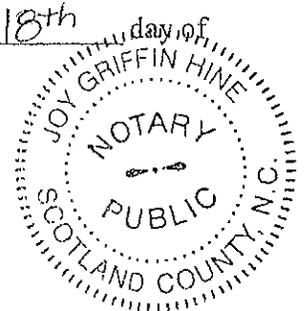
On this the 5<sup>th</sup> day of November, 2015

*Joseph S. Lane*

Board Chairman

Donald Rainer personally appeared before me the 18<sup>th</sup> day of November 2015 and executed this document.

*Joy Griffin Hine, Notary*  
My commission expires 11-23-19



Approved by the Scotland County Board of County Commissioners

On this the \_\_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Board Chairman

\_\_\_\_\_ personally appeared before me the \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ and executed this document.

**SCOTLAND COUNTY DEPARTMENT OF SOCIAL SERVICES**

P.O. Box 1647 - Government Complex - 1405 West Boulevard  
Laurinburg, North Carolina 28353-1647

April M. Snead, MPM  
Director

Telephone: (910) 277-2500  
Fax: (910) 277-2402

**Request for Information and/or Documentation Policy and Fee Schedule**

The Scotland County Department of Social Services (The Department) will provide copying services for those documents allowed to be copied and distributed under North Carolina General Statutes.

The completion of these services is contingent upon the requesting party formally and in writing entering into a fee agreement and agreeing to the fee prior to the initiation of services. Once information requested has been retrieved and copied, the amount of the service will be provided to the applicant. No documentation will be provided to the applicant prior to payment. All copies that can be double sided will be made as such, to reduce cost. The Department reserves the right to waive any or all of the fees in extreme circumstances, as deemed appropriate by the Director.

All applicants shall have an equal opportunity to request documentation from the Department. All applicants will receive fair, equal treatment and consideration for the request. No person will be denied documentation allowable under North Carolina General Statutes on the basis of race, color, religion, or national origin. The Department shall share the specific reasons that information requested cannot be provided.

**Fee Schedule**

North Carolina General Statute 108A-10 authorizes county Boards of Social Services the authority to enter into contracts with any person, whereby the Board of Social Services agrees to render services to or for such person in exchange for a fee. Fees referenced below are based upon a plan recommended by the Director of Social Services and approved by the county Board of Social Services and the Board of County Commissioners.

Copying services which will not be charged for are as follows:

Scotland County Department of Social Services will provide copying services without charge to:

1. Law Enforcement in conjunction with active Child Protective Services and Adult Protective Services cases.
2. District Attorney in conjunction with active Child Protective Services and Adult Protective Services cases
3. Public Defender in conjunction with active Child Protective Services and Adult Protective Services cases.
4. The Division of Health and Human Services.

Documentation maximum fees shall not exceed the following amount:

10 cents per page copied

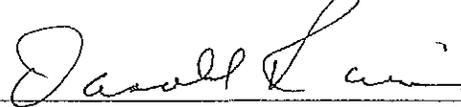
Fees will be paid in advance of services. Fees are to be paid by Check, Cashiers Check, or Money Order. Checks are to be made payable to the Scotland County Department of Social Services. Fees may only be reduced if valid reasons can be documented and approved by the Director.



Scotland County Department of Social Services Director

Approved by the Scotland County DSS Board of Directors

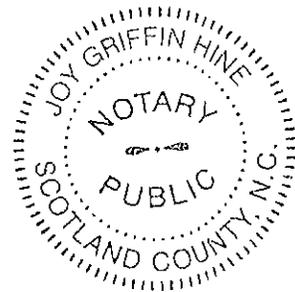
On this the 5<sup>th</sup> day of November, 2015



Board Chairman

Donald Rainer personally appeared before me the 18<sup>th</sup> day of November 2015 and executed this document.

Joy Griffin Hine, Notary  
My Commission expires 11-23-19



Approved by the Scotland County Board of County Commissioners

On this the \_\_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Board Chairman

\_\_\_\_\_ personally appeared before me the \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ and executed this document.

# SCOTLAND COUNTY PARKS & RECREATION

Scotland Place • P.O. Box 1668 • Laurinburg, NC 28353 • Telephone 910-277-2585 • Fax 910-610-1586

November 24, 2015

## Surplus Parks and Recreation Equipment

Parks and Recreation would like to surplus the following items, which are currently stored at Gibson Gym:

- Red swing seat
- 6 basketball goals
- Broken scoreboard
- Numerous step aerobics steps
- Miscellaneous playground supplies
- Stage with steps and various pieces
- 2 line marking machines
- Miscellaneous nets and poles

These items are out of date, broken or have not been used in the past few years.

Thank you,

Shannon R. Newton

# SCOTLAND COUNTY PARKS & RECREATION

Scotland Place • P.O. Box 1668 • Laurinburg, NC 28353 • Telephone 910-277-2585 • Fax 910-610-1586

November 19, 2015

Scotland County Board of Commissioners  
507 West Covington St.  
Laurinburg, NC 28352

Dear Commissioners:

Scotland County Parks and Recreation receives a grant from Lumber River Council of Governments, Area Agency on Aging in the amount of \$6,300 to purchase materials to build ramps in Scotland County. Saint Luke United Methodist and First Baptist Church have volunteers who build the ramps. As this is Federal monies through the Home and Community Care Block Grant, we are allowed to build ramps for persons 60 and older as well as the disabled, as long as they meet specified guidelines.

As part of the grant process, we are required to ask for a donation towards the cost of purchasing materials. The person is not required to make a donation and it is rare that we receive one. We have received a donation in the amount of \$666.65. We would like to request that the Commissioners approve receipt of the funds and increase our revenues and expenditures in the same amount. We will use these additional funds to purchase materials to build ramps for our older adults and disabled persons.

Thank you for your consideration of this request.

*Shannon R. Newton*

Shannon R. Newton, Director

SCOTLAND COUNTY BOARD OF COMMISSIONERS

ITEM ABSTRACT

ITEM NO. 6

Information

Action Item

Consent Agenda

Meeting Date December 7, 2015

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SUBJECT: Capital and Facilities Committee report

DEPARTMENT: Governing body

PUBLIC HEARING: No

CONTACT PERSON: Chairman Bob Davis and Commissioners Betty Blue Gholston and  
Guy McCook

PURPOSE: Provide summary of discussions at the November 9, 2015, meeting

ATTACHMENTS: Draft November 9, 2015, minutes  
Solid Waste cash balance and cash flow projections  
Available funds for Morgan Center renovation

BACKGROUND: N/A

PRIOR BOARD ACTION: N/A

RECOMMENDATIONS: Receive report.

**Capital and Facilities Committee Monday, November 9, 2015**  
**507 West Covington Street, Laurinburg, NC**

Commissioners in attendance: Chairman Bob Davis and Commissioner Guy McCook.  
Commissioners not in attendance: Commissioner Betty Blue Gholston (*excused*). Staff in attendance: County Manager Kevin Patterson, Finance Officer Beth Hobbs, Public Works Supervisor Bryant Higgins, Public Buildings and Grounds Supervisor Mike McGirt and Clerk to the Board Ann W. Kurtzman.

At 5 p.m. Chairman Davis called the meeting to order.

*The September 25, 2015, minutes were approved as presented.*

County Manager Patterson discussed the Robeson County proposal to take over solid waste operations in Scotland County. The Robeson County Board of Commissioners would set the rates and maintain all operations with expectation that the Scotland County Board of Commissioners would close the C&D landfill within three years.

Mr. Patterson discussed landfill revenues and expenses in the past year where there was a \$320,000 net loss, \$200,000 of which was cash. Through October of the year to date, \$874,000 in revenues have been collected, much of which is availability fees. Mr. Patterson said cash flow projections through 2019, which includes paying back the general fund, would result in \$1.5 million cash on hand. Mr. Patterson said there would be enough money to close the C&D landfill if the Board chose to do so.

The committee discussed the Robeson County proposal and how it might benefit Scotland County. They also discussed how the proposal only addressed managing the landfill for the County. The Committee suggested leaving its options open for negotiation with Uhwarrie and possibly Sampson County as well. Commissioner McCook said the Board must be intentional about the funds paid back to the general fund. Mr. Patterson said the monies are currently in restricted fund balance.

Mr. Patterson updated the committee on the potential Morgan Center expansion. Mr. Patterson said \$680,000 is available, and the Richmond Community College Board of Trustees committed \$600,000 of bond money to the project assuming the bond referendum passes in March. Mr. McGirt estimated \$175,000 for repairs, which would include the roofs (eight of which would be replaced), overhead lights, locks on doors, painting and HVAC units. Accounting for architect costs and parking lot repairs, the total cost would be \$402,000 leaving \$767,000 for renovation. An RFQ process would be needed for the architect.

The committee expressed concern about committing expenditures only to fall short dependent on the result of a referendum. Mr. Patterson said network and cabling would be an additional cost. Mr. Patterson said only Mapping would stay at Covington Street where the Tax Office would be relocated. All other departments would move to the Morgan Center.

Commissioner McCook asked for a detailed proposal on the offices moving and a preliminary set of plans and numbers that would help the Commissioners justify what it is doing and help them understand the details of the plan.

Chairman Davis suggested the County get an architect for the minimum plan on what would be done, who would move to the Morgan Center and what it would cost.

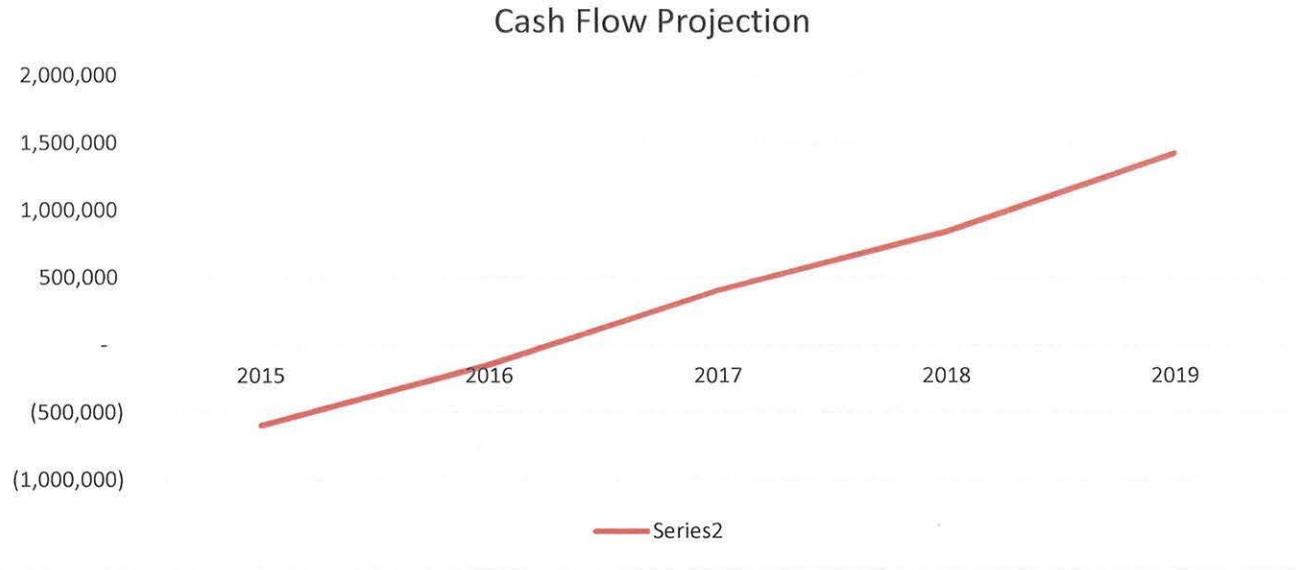
Chairman McCook said what is being done for RCC and the expansion of its nursing program is the right thing, but he wants assurance that what the County is taking on is what the County needs. Mr. Patterson said he would need Board approval to proceed with contracting an architect, and he would present a recommendation at the December meeting.

Mr. Patterson said he would distribute information on the water tanks at the December meeting for a recommendation on how to proceed.

Commissioner McCook said selling the County's surplus properties was the right thing to do and it should be conducted on a more regular basis to get the properties back in the hands of the public and move on.

The meeting adjourned at 6:10 p.m.

	Cash Balance
Solid Waste owes General Fund	(596,106)
Positive cash flow projected 2016	<u>450,000</u>
	(146,106)
Positive cash flow projected 2017	<u>551,117</u>
	405,012
Positive cash flow projected 2018	<u>436,309</u>
	841,321
Positive cash flow projected 2019	<u>581,453</u>
	1,422,774



County large capital appropriation	450,000	Known repair/renovation costs	(175,441)
Golden LEAF Grant	<u>230,000</u>	Architect average cost estimate	(57,000)
	680,000	Parking lots	<u>(170,550)</u>
Uses			<u>(402,991)</u>
Courthouse Chiller	<u>(60,000)</u>	Funds available for building	1,170,000
	620,000		<u>(402,991)</u>
Scotland Healthcare System	<u>(50,000)</u>	Available for Renovation	<u>767,009</u>
		Renovation costs	
Available for Morgan Center	570,000	\$80 per sqft	9,588
RCC committed bond funding	<u>600,000</u>	\$50 per sqft	15,340
Funds available for building	<u>1,170,000</u>	Total Building sqft	22,000

SCOTLAND COUNTY BOARD OF COMMISSIONERS

ITEM ABSTRACT

ITEM NO. 7

Information

Action Item

Consent Agenda

Meeting Date December 7, 2015

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SUBJECT: Policy Committee report

DEPARTMENT: Governing body

PUBLIC HEARING: No

CONTACT PERSON: Chair Carol McCall and Commissioners John Alford and Whit Gibson

PURPOSE: Provide summary of discussions at the November 20, 2015 meeting

ATTACHMENTS: Draft November 20, 2015, minutes  
Draft Substance Abuse Policy  
Vehicle Use Policy amendment  
Draft Fund Balance Policy

BACKGROUND: N/A

PRIOR BOARD ACTION: N/A

RECOMMENDATIONS: The Policy Committee recommends that the draft Substance Abuse Policy and amendment to the Vehicle Use Policy be reviewed for discussion and action at the December 7 meeting. The Policy Committee recommends that the draft Fund Balance Policy be reviewed for action at a future meeting.

**Policy Committee meeting, November 20, 2015**  
**507 West Covington Street, Laurinburg, NC**

Policy Committee members present: Chair Carol McCall and Commissioners John Alford and Whit Gibson. Staff members present: County Manager Kevin Patterson, Human Resources Manager Susan Butler, Safety Coordinator Lori Parks, Finance Officer Beth Hobbs and Clerk to the Board Ann Kurtzman.

At 2 p.m. Chair McCall called the meeting to order.

*The September 29, 2015 minutes were approved as presented.*

*The Committee by consensus agreed to add a Health Board request to the agenda regarding an employee's birthday as a vacation day.*

**Review: Substance Abuse Policy**

Ms. Butler discussed the Substance Abuse Policy. The County assumes the cost of the test. Chair McCall said she was concerned about DSS employees who transport quite a few foster children, yet they are not on the list of safety sensitive positions that included for drug and alcohol testing.

Ms. Butler said the issue was discussed at length with School of Government officials regarding imminent danger to the public at large and the duties of the position and the function of the job, which, in the case of DSS workers, is incidental to the primary job function. Chair McCall said people interpret safety in different ways, especially when a worker and a child might spend hours together.

*Commissioner Alford moved and Commissioner Gibson seconded that the Policy Committee send the Substance Abuse Policy to the full Board at the December 7 meeting for review and action. Motion was unanimously approved.*

**Review: Vehicle Use Policy amendment**

Ms. Butler said a paragraph was added to the Vehicle Use Policy that affords some authority to the County Manager in consultation with the Department Head to determine assignment of a vehicle based on make, model and cost.

*The Policy Committee by consensus agreed to clarify the paragraph by adding "including elected officials."*

*Commissioner Alford moved and Commissioner Gibson seconded that the Vehicle Use Policy with the amendment to paragraph 3 of the Policy Statement be sent to the full Board at the December 7 meeting for review and action. Motion unanimously approved.*

### **Health Board inquiry/discussion point**

Chair McCall asked the Policy Committee to consider a question posed by Commissioner Davis, who also is Chairman of the Board of Health, regarding the amount of time and effort conducted by staff during the accreditation process. Considering the time expended, would the employees be able to receive their birthdays off. The Committee considered the question and generally agreed that employees currently receive ample time off taking into consideration paid holidays, petty leave and the optional United Way fair share program.

### **Update on Fund Balance Policy**

The committee discussed whether 15 percent as the minimum might be too low and suggested between 15 and 24 percent in unassigned fund balance be maintained with 18 as optimal.

*Commissioner Alford was excused at 3:25 p.m.*

The committee suggested the 10 percent be increased to 15 percent in section 5.6 so it would read "... from time to time, appropriate unassigned fund balances that will reduce available fund balance below the fifteen percent (15%) goal for the purpose of a declared fiscal emergency or other such global purpose as to protect the long-term fiscal security of the County."

The committee directed staff to include the Fund Balance Policy on the December 7 agenda for review only and for possible action in January or in February during a retreat.

*The meeting adjourned at 3:30 p.m.*

	<b>Policy Title</b> Substance Abuse Policy		
	<b>DRAFT</b>	<b>Policy Number</b> HR003	<b>Policy Date</b> Est 1995

**Purpose**

To ensure compliance with federal regulations as outlined under the Drug-Free Workplace Act and by the U.S. Department of Transportation; to identify the conditions by which personnel are subject to drug and alcohol testing; to outline testing procedures; and to enact policy to deter substance and alcohol abuse in the County workplace.

**Scope**

All Scotland County Employees  
 All Post-Offer Candidates

**Policy Statement**

Scotland County Employees are our most valuable resource and our goal is to provide a safe, healthy, satisfying work environment. Our policy is to:

- Assure employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner;
- Create a workplace free from the adverse effects of drug and alcohol abuse;
- Prohibit the unlawful manufacture, distribution, possession, or use of controlled substances;
- Encourage employees to seek professional assistance anytime personal problems, including drug or alcohol dependency, affects their ability to perform assigned duties.

**Applicability**

This policy applies as follows:

- All applicants who have been offered employment must undergo a post-offer drug screen test as part of the hiring process.
- All employees are subject to post-accident drug and/or alcohol testing if the incident meets the requirements as outlined in this policy.
- All employees in “safety sensitive” positions are subject to random drug screen testing.
- All employees who must maintain a Commercial Driver’s License (CDL) as a job requirement are subject to random drug screen testing.

**Prohibited Substances**

The following categories of substances are prohibited by the County.

**Illegal Substances**

Illegal substances are those as defined by federal, state, and local laws, including, but not limited to cannabinoids, cocaine, barbiturates, amphetamines, opiates, phencyclidine (PCP), any designer drugs, or any other similar drugs.

Illegal substance also includes the misuse of legally prescribed drugs, such as taking another person’s prescription medications, over-dosage, or illegally obtaining prescription drugs.

	<b>Policy Title</b> Substance Abuse Policy		
	<b>DRAFT</b>	<b>Policy Number</b> HR003	<b>Policy Date</b> Est 1995

Abuses of over-the-counter drugs (such as cough syrup) or products not intended for human consumption (such as glue, aerosols) are considered illegal substances under this policy.

**Legal Drugs**

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance carrying a warning label which indicates adverse effect to mental function, motor skills, or judgment must be reported to Supervision. The employee must seek medical advice before performing work-related duties.

**Alcohol**

Alcohol includes any type of intoxicating agent in beverage alcohol, ethyl alcohol, or other alcohol (including methyl and isopropyl alcohol). This covers any medium such as medications, mouthwash, food or candy.

**Prohibited Conduct**

**Manufacture, Trafficking, Purchase, Possession, Use**

County employees are prohibited from engaging in the unlawful manufacturing, distribution, dispensing, purchasing, possession, and/or use of prohibited substances on County premises, in County vehicles, in uniform, or on County business. This is inclusive of any drug paraphernalia.

**Intoxication, Under the Influence**

Employees are expected to report to work fit for duty and free of any adverse effects of drugs or alcohol. This policy prohibits employees from being under the influence of alcohol or substances while on County premises, working, operating County vehicles, or conducting County-related business.

**Alcohol Use**

No employee should report for duty or remain on duty if his or her ability to perform is adversely affected by alcohol. Employees shall not use alcohol while on duty/working, operating County vehicles, in uniform, on County property, or conducting County-related business. No Employee shall use alcohol within eight (8) hours of reporting for work/duty, or during hours they are "on-call". Due to the nature of services provided by Public Safety Employees, some departments may implement more stringent rules related to alcohol use prior to reporting to duty.

**Criminal Drug Conviction**

All employees are required to notify the County of any criminal drug statute conviction for a violation occurring in the workplace within five (5) days after such conviction. Failure to comply with this provision shall result in termination of employment.



**Policy Title**

**DRAFT**

Substance Abuse Policy

**Policy Number**

HR003

**Policy Date**

Est 1995

**Revision Date**

06/08/15

**Compliance**

Employee compliance with the County's Substance Abuse Policy is mandatory. All employees are subject to drug and/or alcohol testing as a condition of employment.

Failure or refusal of any employee to fully cooperate and participate in the program, sign any required document, or submit with a request for testing shall be removed from duty and subject to disciplinary action, up to and including termination, as defined in the Scotland County Personnel Policy.

Any employee who is suspected of providing false information in connection with a test, or who is suspected of falsifying test results through tampering, contamination adulteration, or substitution will be required to undergo an observed collection. Verification of these actions will result in the employee's removal from duty and their employment may be terminated on the grounds of failure in personal conduct.

Refusal may include an inability to provide a sufficient specimen or sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test.

**Safety Sensitive Positions**

Safety Sensitive Positions are jobs where an employee holding the position has the responsibility for his or her own safety or the safety of other people. Such positions would be particularly dangerous if the employee is using drugs or alcohol while on the job. An employee occupying a Safety Sensitive Position has to be with a clear mind and diligent while occupying such positions.

Random Drug Screen Testing is allowable for employees in Safety Sensitive Positions. Examples of these positions are: EMT; Law Enforcement carrying guns; CDL required occupations; medical professionals including nurses; prison guards and prison employees with direct contact. The County Safety Sensitive Positions are listed in "Substance Abuse Policy Appendix A, Safety Sensitive Positions".

**Post-Offer Screening**

All applicants who have received an offer of employment will undergo a drug screen test as a condition of employment. Applicants are notified of the County Substance Abuse Policy and sign a consent form prior to the screening.

Refusal to submit to testing will result in disqualification of further employment consideration. Any applicant with a positive test result will be denied employment.

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**Transfers to Safety Sensitive Positions**

Current employees who are transferring to a Safety Sensitive Position will be required to undergo a drug screen test before actual placement in the position.

A positive test result or refusal to submit to testing will both result in disqualification to transfer. The employee would be subject to disciplinary action, as defined in the Scotland County Personnel Policy.

**Random Screening**

Employees serving in any of the identified Safety Sensitive Positions are subject to random drug testing. Prior to the screen, the employee will be required to sign a consent form.

Refusal to submit to testing or a positive test result will subject the employee to disciplinary action.

Random drug screenings will be conducted quarterly based on a predetermined percentage of the random selection pool for the calendar year. Our third party administrator performs the random selection. The random selection is based on the entire pool population so that each employee has an equal chance of selection without regard to any previous testing.

**Commercial Driver License (CDL)**

Any positions requiring a CDL are placed into a separate selection pool based on Department of Transportation (DOT) guidelines. The random drug and alcohol screens for this group will be conducted quarterly based on the DOT published rate for the current year. The random selection is based on the entire pool population so that each employee has an equal chance of selection without regard to any previous testing.

**Post-Accident Screening**

In some situations, employees may be required to take a post-accident drug and/or alcohol test. It is the County's discretion to deem a situation, falling outside of these guidelines, such that drug and/or alcohol testing is required.

Refusal to submit to testing or a positive test result will subject the employee to disciplinary action.

**All Employees**

All employees, regardless of position will be required to take a drug test in the following situation:

- Any accident resulting in death/fatality
- Any accident with bodily injury requiring medical attention away from the scene of the accident, or personal injury requiring immediate medical attention.

	Policy Title		
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<div style="border: 1px solid black; padding: 5px; display: inline-block; font-weight: bold; font-size: 1.2em;">DRAFT</div>	Policy Number	Policy Date	Revision Date
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**Safety Sensitive Positions**

In addition to the above situation, employees in Safety Sensitive Positions will be required to take a drug test for the following situations:

- Motor vehicle accidents with property damage estimated to exceed \$1000, provided circumstances suggest that an employee may have contributed to the accident.

A Safety Sensitive Position Employee, performing tasks not usually considered safety sensitive in nature, might be excused from a post-accident test, but will be subject to Reasonable Suspicion testing depending upon the circumstance of the accident.

**Commercial Driver License (CDL)**

In addition to the above situations, employees in CDL positions will be required to undergo both a drug and alcohol test for the following situations involving a Motor Vehicle Accident:

- Human fatality
- Citation and Bodily injury with immediate medical treatment away from the scene
- Citation and Disabling Damage to any motor vehicle requiring tow away

**Testing Timeliness**

Post-Accident drug and/or alcohol testing should occur as immediately as possible after the accident. Otherwise the following guidelines should be observed. If a required drug and/or alcohol test is not performed within these guidelines, reasons for failure to test must be documented and submitted to Human Resources.

Alcohol Testing

Ideally, post-accident alcohol testing should occur within two (2) hours of the accident. However, if the test cannot be performed within eight (8) hours of the accident, it will not be given at all.

Drug Testing

Drug testing should be performed within thirty-two (32) hours of the accident. Otherwise, it will not be given at all.

**Reasonable Suspicion Screening**

All employees are subject to reasonable suspicion drug and/or alcohol testing. A reasonable suspicion referral will be made on the basis of documented objective facts and circumstances which are consistent with drug and alcohol use. In general, reasonable suspicion must be based on the following:

- First hand observations seen or heard by supervisors or department heads
- Specific, clearly stated observations concerning the appearance, behavior, speech or body odor of the employee
- Observations made just before, during or just after performance of job duties



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Reasonable suspicion referrals must be made by a supervisor who is trained to detect the signs and symptoms of drug and alcohol use. The supervisor must reasonably conclude that an employee has consumed, is under the influence, or is impaired while on duty.

The "*Substance Abuse Reasonable Suspicion Determination*" form will be used to guide the supervisor and document all behaviors and observations to support suspected drug and/or alcohol use. Where possible the supervisor should have the employee observed by another member of management prior to the referral.

An employee who is asked to submit to a reasonable suspicion drug and/or alcohol test will be driven to the testing site.

Refusal to submit to testing or a positive test result will subject the employee to disciplinary action.

**Testing Timeliness**

Reasonable Suspicion testing should occur as soon as a determination is made. Otherwise the following guidelines should be observed.

Alcohol Testing

Ideally, reasonable suspicion alcohol testing should occur within two (2) hours of the determination. However, if the test cannot be performed within eight (8) hours of the determination, it will not be given at all.

Drug Testing

Drug testing should be performed within thirty-two (32) hours of the determination. Otherwise, it will not be given at all.

**Testing**

All drug and alcohol testing shall be conducted in a manner to assure a high degree of accuracy and reliability, using techniques, equipment and laboratory facilities that meet federal and state guidelines.

**Consent**

Prior to testing, employees and applicants will be asked to sign a "Consent and Release" form. By consent, the employee or applicant is willingly submitting to the required drug and/or alcohol test and permitting the release of the test results to the County.

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06/08/15

**Test Panel**Drug Testing

The minimum drug screen panel will test for Cocaine, Marijuana (THC), Phencyclidine (PCP), Amphetamines, Opiates, Benzodiazepines, Barbiturates, Methadone, Propoxyphene, and Oxycodone.

A DOT screen panel will test for Cocaine, Marijuana (THC), Phencyclidine (PCP), Amphetamines, and Opiates.

In instances, where there is a reasonable suspicion that an employee is abusing a substance other than the drugs listed, the County reserves the right to test for additional drugs under the County's own authority.

Alcohol Testing

If the initial breath alcohol concentration (BAC) indicates an alcohol concentration of 0.02 or greater, a second test will be performed 15 minutes later to confirm. If the second BAC test indicates an alcohol concentration of 0.02 or greater the employee will be removed from his or her position for eight (8) hours.

**Collection Process**

Employees or applicants submitting to a drug and/or alcohol test will be directed to a certified collection site. Individuals will be required to present proper identification at the site. Chain of Custody protocols will be followed by the collection site and the individual.

The collection site is responsible for the submission of samples to the certified laboratory.

**Medical Review Officer (MRO)**

An independent MRO will review positive drug test results and evaluate the laboratory test results in conjunction with an employee's or applicant's medical history. The MRO may contact the individual prior to release of the results to the County in order to determine if the positive screen is related to prohibited drug use or current medical condition.

**Positive Test Results**Drug Test

A laboratory confirmed positive drug test result will be review by an independent MRO (Medical Review Officer). The MRO will make the final determination a screen is positive.

Alcohol Test

A confirmed breath alcohol concentration (BAC) of 0.04 or greater will be considered a positive alcohol test.

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**Right to Re-Test**

An employee who questions a positive drug screen result may request a re-test of the original sample. Upon notification of a positive drug test result, the employee has 72 hours to make the request for retest to the Medical Review Officer (MRO). All costs for such testing are paid by the employee.

**Employee Assistance and Rehabilitation**

An employee with a confirmed positive drug and/or alcohol test will be removed from his or her position, informed of the rehabilitation program and referred to the Scotland County Employee Assistance Program (Substance Abuse Professional - SAP).

A referral to the Employee Assistance Program or entrance into a Rehabilitation Contract will not preclude any determined disciplinary action.

The cost of any treatment or rehabilitation services will be paid directly by the employee or their insurance provider. Employees will be allowed to take accumulated sick, vacation or compensatory leave in order to participate in the prescribed rehabilitation program.

If an employee is allowed to return to work, he or she must adhere to the following conditions:

- Follow the rehabilitation program as prescribed by the SAP
- Have a confirmed negative drug and/or alcohol test prior to or at return
- Submit to random follow-up tests

**Re-Entry Agreements**

Employees who re-enter the workforce must consent to a Re-Entry Agreement. The agreement will include, but is not limited to, the following elements:

- A release to work statement from the SAP
- A negative drug and/or alcohol test result(s)
- Unannounced frequent follow-up testing for a period of one to five years with at least six (6) tests performed the first year.
- A statement of expected work-related behaviors
- A statement of expectation to follow specific after-care requirements
- A statement acknowledging that violation of the Re-Entry Agreement is grounds for termination

The Re-Entry Agreement is a last chance opportunity. An employee with a positive drug and/or alcohol test after such an agreement will not be afforded another Re-Entry opportunity.

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### Disciplinary Action

The following are subject to disciplinary action, up to and including termination, in accordance with the Scotland County Personnel Policy. The following are representative and not meant to be an exclusive list:

- Engagement in any of the “Prohibited Conduct” activities expressed in this policy
- Failure to notify of a Criminal Drug Conviction
- Failure or refusal to fully comply with the Substance Abuse Policy
- Intentional falsification of information, test sampling or test results
- Failure to provide sample for testing upon request
- Refusal to submit to a requested test
- Positive results of a test
- Violation of a Re-Entry Agreement

### Special Note

Breathe Alcohol Concentration (BAC) of 0.02 or greater, but less than 0.04, will be considered a “personal conduct infraction” and will be addressed as such under the Scotland County Personnel Policy.

### References

#### Federal/State

N.C. General Statute 95-230, as amended  
 49 CFR Part 40 (Drug and Alcohol Regulations) as amended  
 Federal Drug-Free Workplace Act of 1988, as amended  
 Substance Abuse and Mental Health Services Administration (SAMHSA), as amended

#### Scotland County

Substance Abuse Policy Appendix A, Safety Sensitive Positions (HR003-AA)  
 Substance Abuse Reasonable Suspicion Determination form (HR-F001)  
 Consent and Release; Drug and/or Alcohol Screening (HR-F003)



**Policy Title**

Substance Abuse Policy Appendix A  
Safety Sensitive Positions

**DRAFT**

**Control Number**  
HR003-AA

**Policy Date**  
06/18/2015

**Revision Date**  
new

**Purpose**

To identify specific positions that are subject to drug and/or alcohol testing as outlined in the Substance Abuse Policy

**Safety Sensitive Positions**

<b>E-911 Center</b>			
Telecommunicator			
<b>EMS</b>			
EMS-Part Time	EMT-P Crew Chief	EMT-P Shift Supervisor	EMT-Paramedics
<b>Health Department</b>			
LPN II	Med Lab Tech I	Med Lab Tech II	PHN I
PHN II	PHN III	PHN Supervisor I	PHN Director I
Physician Extender II	Animal Control Officer		
<b>Sheriff's Department</b>			
Bailiff	Captain	Chief Deputy	Deputy I
Deputy II	Deputy III	Investigator	Lieutenant
Patrol Lieutenant	Sheriff		
<b>Transportation</b>			
Van Driver	Mechanic		

**Other Positions**

This positions listed below are not considered Safety Sensitive Positions, but are subject to specific drug and/or alcohol testing requirements as outlined in the Substance Abuse Policy by directive of the Department of Transportation.

<b>Solid Waste (CDL Holders only)</b>		
Director of Public Works	Foreman	Heavy Equipment Operator (Truck Driver)



## Substance Abuse Reasonable Suspicion Determination

This form is used to substantiate and document objective facts and observations for reasonable suspicion testing determination. In direct observation of the employee's appearance, behavior, speech, body odors, and/or performance, check **ALL** indicators that raise your suspicion that the employee may have engaged in conduct which violates in the Substance Abuse Policy.

Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Time \_\_\_\_\_ Witness(es): \_\_\_\_\_

### Appearance or Physical Indicators

- \_\_\_\_\_ Flushed or very pale complexion
- \_\_\_\_\_ Excessive sweating or skin clamminess
- \_\_\_\_\_ Bloodshot or watery eyes
- \_\_\_\_\_ Dilated or constricted pupils
- \_\_\_\_\_ Nystagmus (jerky eye movement)
- \_\_\_\_\_ Unfocused, blank stare
- \_\_\_\_\_ Runny/bleeding nose
- \_\_\_\_\_ Disheveled clothing
- \_\_\_\_\_ Unkempt grooming
- \_\_\_\_\_ Possible puncture marks on arms
- \_\_\_\_\_ Dry mouth, wetting lips frequently

### Behavioral Indicators

- \_\_\_\_\_ Stumbling, unsteady gait
- \_\_\_\_\_ Poor coordination
- \_\_\_\_\_ Hyperactivity, fidgety, agitated
- \_\_\_\_\_ Nervous, disorderly
- \_\_\_\_\_ Irritable, moody, belligerent
- \_\_\_\_\_ Shaking, tremors, twitches
- \_\_\_\_\_ Dizziness or fainting
- \_\_\_\_\_ Nausea or vomiting
- \_\_\_\_\_ Breathing irregularly or with difficulty
- \_\_\_\_\_ Extreme fatigue or sleeping on the job
- \_\_\_\_\_ Depressed, withdrawn

### Speech or Body Odors

- \_\_\_\_\_ Slurred, thick, slowed
- \_\_\_\_\_ Incoherent, nonsensical, silly
- \_\_\_\_\_ Loud, boisterous
- \_\_\_\_\_ Repetitious, rambling
- \_\_\_\_\_ Cursing, inappropriate language
- \_\_\_\_\_ Rapid, pressured
- \_\_\_\_\_ Excessive talkativeness
- \_\_\_\_\_ Exaggerated enunciation
- \_\_\_\_\_ Odor of alcohol
- \_\_\_\_\_ Distinctive pungent aroma

### Performance Indicators\*

- \_\_\_\_\_ Delayed or faulty decision making
- \_\_\_\_\_ Impulsive, unusual risk taking
- \_\_\_\_\_ Inability to concentrate
- \_\_\_\_\_ Lack of motivation
- \_\_\_\_\_ Impaired mental functioning
- \_\_\_\_\_ Decreased alertness
- \_\_\_\_\_ Significant increase in errors
- \_\_\_\_\_ Reduced quality/quantity of work
- \_\_\_\_\_ Inappropriate response to instructions
- \_\_\_\_\_ Excessive absences or use of sick time
- \_\_\_\_\_ Lackadaisical, apathetic attitude

\*Must be combined with other indicators

Other Observations not listed above: \_\_\_\_\_

Date/Time of Test: \_\_\_\_\_ Test Refused? \_\_\_\_\_ No \_\_\_\_\_ Yes

Manager/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

*Signature*



## Substance Abuse Reasonable Suspicion Determination

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### Instructions

1. Conduct the employee interview in a private setting. Maintain the dignity and confidentiality of the employee.
2. Give the employee an opportunity to explain the reason(s) for the indicators you have observed. Expect denial. Note explanation given by the employee (if any) below.

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3. Arrange to have the employee escorted to the collection site for testing without delay.
4. Federal regulations require that reasonable suspicion testing for alcohol be administered within two (2) hours following the determination to refer the employee for testing. If alcohol testing is not conducted within two hours, document the reason for the delay. If the test is not administered within eight (8) hours, cease all attempts to test and document the reason the inability to test.

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5. Complete and sign this document and send the original to the Human Resources Manager.

DO NOT ATTEMPT TO DIAGNOSE ABUSE, ADDICTION, OR SPECIFIC DRUGS ASSOCIATED WITH THE EMPLOYEE'S BEHAVIOR OR APPEARANCE.



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## Consent and Release Drug and/or Alcohol Screening

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The goal of Scotland County is to provide a safe, healthy work environment that is free from the adverse effects of drug and alcohol abuse. All employees and post-offer candidates are subject to the Scotland County Substance Abuse Policy.

### Acknowledgment

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In accordance with the County's Substance Abuse Policy, I understand that I am subject to drug and/or alcohol testing requirements.

I hereby consent to the testing request and authorize the release of the results to the County.

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Employee/Candidate Name (Print)

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Employee/Candidate Signature

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Date

---

Witness

---

Date



## Program Title

Vehicle Use Policy

Control Number

RM002.1

Program Date

01/18/2008

Revision Date

10/02/2015

### **Purpose**

The purpose of this policy is to establish standards for use of Scotland County owned, leased, and/or rented vehicles of all types and sizes, in order to promote the safety of our Employees and the Public.

### **Scope**

All Scotland County Employees who:

- Are authorized to operate County owned/leased/rented vehicles
- Are in consideration for promotion or transfer into positions requiring the operation of County owned/leased/rented vehicles

All Applicants to positions requiring the operation of County owned/leased/rented vehicles

### Exception

The Scotland County Sheriff's Department is subject to a separate policy.

### **Policy Statement**

It is the policy of Scotland County that certain positions require employee access to county-owned, leased and/or rented vehicles. Assignments may be made during the work shift, on a 24 hour on-call basis, on a temporary and time-limited basis, or on a permanent assignment.

County vehicles are not personal vehicles and are not for personal use. County vehicles should be viewed as belonging to the citizens of Scotland County and are assigned solely for purposes consistent with providing services to those citizens.

The County Manager, in consultation with the Department Heads, including elected officials, will determine the make, model and cost of a vehicle during the budget process. Purchase will take into consideration the vehicle's highest level of efficiency while not inhibiting the use and function for which it is authorized.

### **Assignment of County Vehicles**

The assignment of County vehicles to employees is based upon job description. Department Heads who have County vehicles available for this purpose may assign such vehicles in a manner consistent with departmental workload and employee function.

The assignment of vehicles for 24 hour use will be made in writing by the Department Head subject to the County Manager's approval, and will only be considered for employees who require a vehicle for the ordinary and necessary discharge of their job functions. Criteria that will be used in the determination of eligibility for 24-hour vehicle use include:

- Officially designated on-call status
- Requirement for frequent emergency availability



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- Emergency or other equipment contained in the vehicle
- No County facility is available for garaging in a safe and convenient location
- Best economic interest of the County justifies assignment to the employee

The County Manager or the Department Head, with notification to the County Manager, may rescind the assignment of vehicles at any time.

### **Motor Vehicle Records**

On an annual basis, the County will obtain from the Department of Motor Vehicles, or authorized vendor for DMV records, the three (3) year driving record of every driver of County vehicles to determine his or her ability to drive safely. This will include all MVR not limited to the use of County vehicle or while on County business.

For Applicants or current Employees considered for promotion or transfer, a three (3) year driving record will be reviewed prior to assignment to the position.

### **Criteria**

All traffic offenses including infractions received within a three (3) year period, determined at point of MVR review, will be considered in determining a driver's eligibility to operate County vehicles.

### **Acceptable Risk**

#### Two Incidents – Verbal Warning

Two (2) incidents of moving violations and/or preventable vehicle accidents will require verbal warning from their Department Head regarding their driving record status

#### Three Incidents – Written Warning

Three (3) incidents of moving violations and/or preventable accidents will require a written warning from the Department Head and encouraged to attend a recognized defensive driving course on their own time at their own expense

### **Unacceptable Risk**

#### Four Incidents

Four (4) or more incidents of moving violations and/or preventable vehicle accidents will result in suspension of driving duties and, if the job description requires driving responsibilities, may result in termination from the position.

#### Specific Offenses

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Vehicle Use Policy

Employees charged with one of the following offenses will be restricted from operating a County vehicle until the incident is resolved in the court. Conviction may result in termination from employment.

- DWI/DUI – alcohol or drugs
- Negligent Homicide, manslaughter, or assault with a vehicle
- Operating a vehicle during a period of suspension or revocation
- Operating a vehicle for the commission of a felony
- Operating a vehicle without permission
- Permitting an unlicensed driver to drive
- Reckless Driving
- Hit and Run
- Racing
- Passing a stopped school bus
- Attempting to elude a law enforcement officer
- Failure to stop and report an accident

#### **Driver Requirements**

Employees who operate County vehicles must have a valid motor vehicle license issued by the state of their current residence and be considered an insurable risk by the County's automobile liability insurance carrier.

Employees driving County vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws.

Employees who incur parking or other fines in County vehicles will generally be personally responsible for payment of such fines unless the payment of such fines by the County is approved by the County Manager.

Employees who are issued citations for any offense while using a County vehicle must notify their supervisor and Department Head immediately when practicable, but in no case later than 24 hours or the start of the next business day, whichever is later. Failure to provide such notice will be grounds for disciplinary action.

An employee who is assigned a County vehicle and who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of the motor vehicle license, whether in his or her personal vehicle or in a County vehicle, must notify his or her supervisor and Department Head immediately when practicable; but in no case later than 24 hours or the start of the next business day, whichever is later. Failure to provide such notice will be grounds for disciplinary action. An employee may not operate a County vehicle if their license is suspended or revoked without regard to limited driving privileges.

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Any motor vehicle accident involving a County vehicle must be reported to the supervisor and Department Head immediately when practicable, but in no case later than 24 hours or the start of the next business day, whichever is later. Failure to report an accident will be grounds for disciplinary action up to and including dismissal.

## General Rules

### Appropriate Use

- 1) Except as otherwise noted, use of County vehicles is restricted to official county business. Official county business is defined as travel to and from any function, event or location that is visited as part of the employee's official duties.
- 2) The County vehicle may be used during non-duty hours on overnight assignments away from the employee's workplace or residence. Use is limited to the immediate vicinity of the assignment area with Department approval.
- 3) The employee may use the County vehicle for necessary personal business when the following conditions exist:
  - a. Personal business is in route between location of official county business or in route between home and the workplace
  - b. Use is "de minimis" in time and value, bound to the limits of reasonableness and to public responsibility
- 4) County vehicles should be driven over the most economically, direct route taking into account exceptions due to safety needs, road conditions and traffic considerations.
- 5) County vehicles may be driven only by County employees. Exceptions are under the direct approval of the County Manager.
- 6) Passengers in County vehicles must be County Employees or others whose presence is justified by official County business. No hitchhikers or family members, who are not themselves County employees, may be passengers in any County vehicle. Under special circumstances requiring a temporary and/or onetime deviation from this prohibition, an employee may request permission from the employee's Department Head or the County Manager to allow the employee's family member to be a passenger in the vehicle. Any special circumstance requiring a recurring deviation from this policy must be requested by written justification and receive advance written authority from the County Manager.
- 7) Vehicles shall not contain items such as weapons, alcohol for consumption, non-prescribed drugs, obscene materials, and other items whose possession would be deemed "Gross Personal Misconduct".

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	<b>Control Number</b> RM002.1	<b>Program Date</b> 01/18/2008	<b>Revision Date</b> 10/02/2015

Vehicle Use Policy

- 8) Employees may not operate County vehicles under the influence of alcohol, illegal drugs, or prescription drugs or other medications, such as over the counter medications that may interfere with effective and safe operation.
- 9) No employee may use a County vehicle for out of state use without advance approval of the County Manager.

**Vehicle Inspection and Maintenance**

- 1) County vehicles are open to inspection, inside and out, at all times by County Authorities including the employee's Supervisor, Department Head, Human Resources Manager, Risk Manager, County Manager and/or a designee of the County Manager. Random inspections shall be conducted by these authorized personnel and may be assisted by Law Enforcement. No expectation of privacy exists except for items expressly permitted.
- 2) Authorized drivers are expected to inspect their vehicles daily, prior to operation. This inspection will consist of at least a visual inspection to ensure that there are no obvious conditions needing repair. No vehicle shall be operated with a defective safety device or damage which could contribute to or cause injury or accident.
- 3) Employees shall not alter or change any operational aspect of a County vehicle. Alterations or changes must be approved by the Department Head.
- 4) Employees are expected to keep County vehicles clean, and to report any malfunction or damage to their supervisors immediately.
- 5) No Smoking in any County vehicles.

**Vehicle Operation**

- 1) Employees assigned to vehicles for commuting purposes are expected to park in safe locations.
- 2) Seat belts, shoulder harnesses and other appropriate restraint systems must be used by both the driver and passengers of County vehicles. Failure to do so constitutes a misuse of a County vehicle.
- 3) Animals may not be transported in a County Vehicle, with the exception of service animals accompanying official passengers or animals transported by Animal Control personnel. Exception is made for the safety of the animal or general public.
- 4) County vehicles may be equipped with a GPS monitoring device. Any employee who tampers with the device, who attempts to prevent the device from functioning properly, or who attempts to affect the accuracy of the information collected, will be subject to disciplinary

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action, up to and including termination. The employee responsible for the County vehicle is equally accountable for preventing others from tampering with the device.

- 5) Vehicles should contain only those items designed for use with the vehicle, items installed by the County or items assigned by the County for transportation on the vehicle. Personal items in County vehicles shall be prohibited except for items of clothing, items of general purpose use such as purses, wallets, cell phones, and office related items.
- 6) Cell Phones usage should be limited. Outgoing calls should only be made while stopped or parked. Incoming calls should be kept to a minimum. Keep conversations brief and offer to return calls once stopped or parked. Do not use cell phones while driving in bad weather, congested traffic, or any other hazardous situation.

### Motor Vehicle Accidents

#### Review

All accidents will be reviewed by the Safety Team. Such review may result in a recommendation to the department head for disciplinary action of the employee, if such accident was a result of a violation of the safety policy.

#### Training

Employees assigned to County vehicles will be given a copy of this policy and will be required to sign a confirmation of receipt.

Authorized drivers will participate in annual training. This training will include:

- Review of this Vehicle Use Policy
- Safe (Defensive) Driving Strategies
- Vehicle Accident Reporting procedures
- Vehicle Inspection Procedures

### Policy Violations

Failure to comply with any and all provisions of this policy as specified, or misuse of a County vehicle may result in:

- Denial to the Employee of further use of vehicles
- Reimbursement by the Employee to the County for any damage or cost
- Disciplinary action, up to and including dismissal

### Reference

Vehicle Use Policy Acknowledgment: Appendix A

Scotland County Sheriff's Office: Use of County Vehicles, policy #06-03

# Scotland County (Proposed) Fund Balance Policy

## SECTION 1. Purpose

- 1.1 This policy establishes guidelines for preserving an adequate fund balance in each of Scotland County's (County) operating funds in order to sustain financial stability and to provide prudent management of the County's financial reserves.

## SECTION 2. Definitions Fund Balance - General Fund

- 2.1 Fund balance is the difference between a fund's assets and liabilities.
- 2.2 An accounting distinction is made between the portions of governmental fund balance that is spendable and non-spendable. These are broken up into five categories.
  - a. **Non-spendable Fund Balance** – includes amounts that are not in a spendable form or are required to be maintained intact. *Examples include inventory and prepaid items.*
  - b. **Restricted Fund Balance** – includes amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation. *Examples include grants and debt proceeds.*
  - c. **Committed Fund Balance** – includes amounts that can be used only for specific purposes determined by a formal action of the County's highest level of decision making authority which is the Board of Commissioners. Commitments may be changed or lifted only by the Board of Commissioners taking the same formal action that imposed the commitment originally.
  - d. **Assigned Fund Balance** – comprises amounts intended to be used by the County for specific purposes. Intent can be expressed by the Board of Commissioners by the approval of a budget appropriation. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund. *An example includes funds assigned by the Board of Commissioners for specific capital projects.*
  - e. **Unassigned Fund Balance** – is the residual classification of the general fund and includes all amounts not contained in other classifications. The County uses the term available fund balance when referring to unassigned fund balance. Available fund balance (or unassigned fund balance) is the amount that is available for appropriation for public purposes.

### ***SECTION 3. Fund Balance - Enterprise Fund***

- 3.1 ~~2.3~~ ~~\*\*clarify that this is not part of other fund balances:~~ Enterprise funds are used to account for utility operations. Enterprise funds are also known as proprietary funds and business-type funds.
- 3.2 Enterprise funds have a totally separate fund balance that is not to be co-mingled with the general fund fund balance.
- 3.4 Enterprise funds have separate terminology for fund balance termed as net position in financial reports. The County most commonly uses the term fund balance when referring to the enterprise funds net position.
- 3.4 The fund balance of all enterprise funds including, water and solid waste, is designated as unrestricted fund balance (or unrestricted net position).
- 3.5 Restricted fund balance has externally imposed limitations on use from creditors, grantors, laws/regulations, or constitutional provisions. Generally, enterprise funds are business-type funds that do not have those types of restrictions and therefore, the fund balance is termed as unrestricted.
- 3.6 ~~However,~~ The fund balance of each enterprise fund is used for the operating purpose of the fund. Appropriations for non-operating purposes and transfers will be clearly indicated in the annual budget and transfers will be subject to applicable statutory restrictions.

### ***SECTION 34. Objectives***

- 34.1 The County recognizes that it is essential to maintain adequate unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. Fund balance also provides cash flow liquidity for the County's operations.
- 34.2 Fund balance enhances short-term and long-term financial credit by helping to achieve the highest credit and bond ratings possible.
- 34.3 Fund balance promotes long-term financial stability by establishing clear and consistent guidelines.
- 34.4 Fund balance will provide funding flexibility during unanticipated emergencies, and natural disasters and economic development opportunities.

### ***SECTION 45. Guidelines***

- 45.1 The County will maintain reserves required by law, ordinance, and/or bond covenants. The North Carolina Local Government Commission prescribes that a minimum of at least eight (8) percent of annual budgeted expenditures be maintained for unassigned fund balance. Higher levels may be set based on the current operating needs of the individual fund and future funding needs.

- 45.2 The County's goal is to have a ~~minimum-target~~ range of unassigned fund balance of at least fifteen ~~(15)~~ percent (15%) up to a maximum of twenty-four percent (24%) of annual budgeted expenditures for each operating fund. ~~\*\*input range.~~ The optimal unassigned fund balance shall be 18% to 24%.
- 45.3 All expenditures drawn from unassigned fund balance will require Board of Commissioner approval unless previously authorized by the Board of Commissioner's for expenditure within the County's annual budget.
- 45.4 The County will maintain adequate unassigned fund balance in all operating funds and have a goal for each fund that will be reviewed at least annually and a ~~target-target~~ level set by the Finance Officer and the County Manager. The level of unassigned fund balance will be determined based on anticipated future funding needs, historical trends, growth patterns, the economy and contractual obligations, including bond covenants. ~~The target minimum level can be no less than ten (10) percent (10%) of annual budgeted expenditures for each operating fund.~~
- 45.5 If unassigned fund balance falls below annually set levels, the Finance Officer and County Manager shall implement a plan to restore unassigned fund balance within twenty-four (24) months and include within its annual budget the plan to restore fund balance to required levels.
- 45.6 The Board of Commissioners may, from time to time, appropriate unassigned fund balances that will reduce available fund balance below the ~~ten-fifteen~~ percent (15%) goal for the purpose of a declared fiscal emergency or other such global purpose as to protect the long-term fiscal security of the County. In such circumstances, the Board of Commissioners will adopt a plan to restore the available unassigned fund balance to the policy level within twenty-four (24) months from the date of the appropriation. If restoration cannot be accomplished within such a time period without severe hardship to the County, then the Board of Commissioners will establish a different appropriate time period.
- 45.7 In the event that funds are available over and beyond the targeted amount, those funds may be transferred to the capital reserve fund and/or the economic development funds at the discretion of the Board of Commissioners.

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SCOTLAND COUNTY BOARD OF COMMISSIONERS

ITEM ABSTRACT

ITEM NO. 8

       Information

  X   Action Item

       Consent Agenda

Meeting Date December 7, 2015

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SUBJECT: Appointments to Boards and Committees

DEPARTMENT: Governing body

PUBLIC HEARING: No

CONTACT PERSON: Vice Chair Carol McCall

PURPOSE: Fill vacancies on various boards and committees as necessary.

ATTACHMENTS: Monthly update  
ABC Board applications  
Health Board application

BACKGROUND: N/A

PRIOR BOARD ACTION: N/A

RECOMMENDATIONS: Make appointments as necessary



# County of Scotland

507 West Covington Street  
Laurinburg, North Carolina 28352  
Telephone: (910) 277-2406  
Fax: (910) 277-2411  
www.scotlandcounty.org



Kevin Patterson  
County Manager

Ann W. Kurtzman  
Clerk to the Board

Board of Commissioners  
Guy McCook, Chairman  
Carol McCall, Vice Chair  
John T. Alford  
Bob Davis  
Betty Blue Gholston  
Whit Gibson  
Clarence McPhatter II

**TO: SCOTLAND COUNTY BOARD OF COMMISSIONERS**  
**FROM: ANN W. KURTZMAN** *awk*  
**DATE: December 2, 2015**  
**SUBJECT: VACANCIES ON BOARDS AND COMMITTEES**

## **ABC BOARD**

One seat will become available in December. Applications have been received from **Mr. Wilson McCall**, who completed his first three-year term, and from **Ms. Doretha Swann**.

## **ABC BOARD CHAIR**

The Commissioners appoint a Chair for the ABC Board every December. Ms. Dee Hammond served as Chair in 2014. Other ABC Board members include Mr. Bob Davis and the most recent appointee.

## **BOARD OF HEALTH**

**Dr. Magid Labib** completed his first three-year term as veterinarian representative. Dr. Labib would like to be reappointed. No other veterinarian representative applications were received. **Ms. Tiffany Graves**, nurse-representative, completed an unexpired term. Ms. Graves would like to be appointed to her first three-year term. No other nurse representative applications were received. **Mr. William Matthews** completed three consecutive terms as a public member and wishes to be reappointed. Mr. Matthews currently serves on the Health Board search committee for a new director. The Health Board requests that Mr. Matthews be reappointed. An application has been received from **Ms. La'Tanta McCrimmon** for the public member on the Board of Health.

*Below is a list of Boards and Committees where vacancies currently are or will become available through March 2016.*

## **AGING ADVISORY COUNCIL**

One seat is available.

## **HISTORIC PROPERTIES COMMISSION**

One vacancy for an unexpired term is available.

**LAURINBURG/SCOTLAND COUNTY PLANNING & ZONING BOARD**

One seat is available. Appointee must live in the ETJ.

**LAURINBURG/SCOTLAND COUNTY ZONING BOARD OF ADJUSTMENT**

Two seats will be available in May 2015. Appointees must live in the ETJ.

**LRCOG SCOTLAND COUNTY ADULT CARE HOME COMMUNITY ADVISORY COMMITTEE**

Two seats available.

**LRCOG SCOTLAND COUNTY NURSING HOME COMMUNITY ADVISORY COMMITTEE**

Five seats are available.

**MAXTON/SCOTLAND COUNTY BOARD OF ADJUSTMENT AND APPEALS**

One seat is open. Appointee must reside in the Maxton extraterritorial jurisdiction.

**SCOTLAND COUNTY BOARD OF HEALTH**

There will be an available seat for an unexpired term for a physician representative.

**SCOTLAND COUNTY ZONING BOARD OF ADJUSTMENT**

One seat and one alternate seat is available. Five more seats will become available in October.

**SOUTHEASTERN ECONOMIC DEVELOPMENT COMMISSION**

There is one vacancy for a private sector representative.

**WAGRAM/SCOTLAND COUNTY ZONING BOARD OF ADJUSTMENT**

Two seats are available. The appointee must reside in the extraterritorial jurisdiction of Wagram.

*NOTE: The above Board and Committee vacancies are advertised on the Scotland County website and the application form also is available on the webs*

**Ann Kurtzman**

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**From:** notifications@scotlandcounty.org  
**Sent:** Wednesday, November 04, 2015 12:47 PM  
**To:** Akurtzman@scotlandcounty.org  
**Subject:** Form Submission Received: Online Application Form

From Url: <http://www.scotlandcounty.org/online-application-form.aspx>  
From IP Address: 66.56.139.221

Name:  
Wilson McCall

Mailing Address:  
13760 Heritage Drive, Laurinburg, NC 28352

Physical Address (if different from mailing address):  
NA

Daytime Phone:  
910-280-2043

Evening Phone:  
910-276-4246

Email:  
mccall8981@gmail.com

I wish to be considered for appointment to the following Board(s)/Commission(s):  
Scotland County ABC Board

List any experience/qualifications you have relevant to the above Board/Commission:  
Have served on this Board for the three previous years and I am requesting reappointment for a second t6three year term.

List current service on other Board(s)/Commission(s):  
Scotland County Historic Properties Commission Scotland County Highland Games Board of Directors

List past service on other Board(s)/Commission(s):  
Kiwanis Board of Directors

A form has been submitted, click the link below to view the submission:  
<http://www.scotlandcounty.org/FormWizard/ViewSubmission.aspx?mid=170&pageid=146&rid=1ee1d071-5c6c-4c23-a0cb-d07ef76f260a>

**Ann Kurtzman**

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**From:** notifications@scotlandcounty.org  
**Sent:** Wednesday, November 18, 2015 7:10 PM  
**To:** Akurtzman@scotlandcounty.org  
**Subject:** Form Submission Received: Online Application Form

From Url: <http://www.scotlandcounty.org/online-application-form.aspx>  
From IP Address: 98.74.185.121

Name:  
Doretha D Swann

Mailing Address:  
19321 Salley McNair Rd. Laurinburg, N. C. 28352

Physical Address (if different from mailing address):

Daytime Phone:  
910-276-4643

Evening Phone:  
910-276-4643

Email:  
dswann123@att.net

I wish to be considered for appointment to the following Board(s)/Commission(s):  
Scotland Co. ABC Board

List any experience/qualifications you have relevant to the above Board/Commission:  
No experience at this time, but would like to be a part of the board to gain experience.

List current service on other Board(s)/Commission(s):  
Have not been a part of an Scotland Co. Boards.

List past service on other Board(s)/Commission(s):  
Have been and presently on the Scot. Co. NAACP and African American Heritage Committee, Inc.

A form has been submitted, click the link below to view the submission:  
<http://www.scotlandcounty.org/FormWizard/ViewSubmission.aspx?mid=170&pageid=146&rid=dd952e25-cae4-4a50-8047-26a4324649ea>

**Ann Kurtzman**

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**From:** notifications@scotlandcounty.org  
**Sent:** Monday, September 14, 2015 9:13 PM  
**To:** Akurtzman@scotlandcounty.org  
**Subject:** Form Submission Received: Online Application Form

From Url: <http://www.scotlandcounty.org/online-application-form.aspx>  
From IP Address: 98.74.183.188

Name:  
La'Tanta McCrimmon

Mailing Address:  
12776 Pea Bridge Rd Laurinburg, NC 28352

Physical Address (if different from mailing address):

Daytime Phone:  
919.332.8599

Evening Phone:  
910.276.8721

Email:  
latanta@gmail.com

I wish to be considered for appointment to the following Board(s)/Commission(s):  
Scotland County Board of Health/

List any experience/qualifications you have relevant to the above Board/Commission:  
Served as formal Congressman Bob Etheridge lead staffer on health care reform, successfully negotiated with House Tri-Committee staff to include language pertaining to skilled nursing facilities in H.R. 3962 manager's amendment. I also initiated, authored and ushered through Congress H.Con.Res. 158 Early Detection of Breast Cancer in order to increase awareness of early cancer screening.

List current service on other Board(s)/Commission(s):

List past service on other Board(s)/Commission(s):

A form has been submitted, click the link below to view the submission:  
<http://www.scotlandcounty.org/FormWizard/ViewSubmission.aspx?mid=170&pageid=146&rid=e81ea102-eba3-4395-a01b-51e9e3bd6569>

**SCOTLAND COUNTY BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 9

Information

Action Item

Consent Agenda

Meeting Date December 7, 2015

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SUBJECT: Update from the County Manager

DEPARTMENT: Governing body

PUBLIC HEARING: No

CONTACT PERSON: County Manager Kevin Patterson

PURPOSE: Provide monthly update on County business and activities.

ATTACHMENTS: Monthly report  
Morgan Center/Scotland County program plan  
The Nature Conservancy acreage transactions

BACKGROUND: N/A

PRIOR BOARD ACTION: N/A

RECOMMENDATIONS: Take action as necessary



Kevin Patterson  
County Manager

Ann W. Kurtzman  
Clerk to the Board

## County of Scotland

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Board of Commissioners  
Guy McCook, Chairman  
Carol McCall, Vice Chair  
John T. Alford  
Bob Davis  
Betty Blue Gholston  
Whit Gibson  
Clarence McPhatter II

December 3, 2015

To: Board of Commissioners

From: Kevin Patterson, County Manager

Re: Monthly Report

Internet Service – This is a common topic. In Scotland County, thanks in large part to the City of Laurinburg, there is excellent fiber based gigabit speed internet connectivity for institutional and industry use. There is a wide area of coverage from private providers (AT&T, Time Warner, Windstream) for high speed residential internet service. There are areas that do not have connectivity other than dialup. Each ISP has a fixed service area and a fixed line length from routing equipment to the customer that they will serve. None of the carriers will go beyond this hardware limitation without expanding their equipment. Due to quality of service issues the telephone company will extend phone service but may not provide internet service to the same building. The private ISPs will only extend service when there is a sufficient demand to get the ROI before extending their investment.

The governmental control of internet providers comes from the Federal Communication Commission. Local government has no control over ISP or telephone providers. We did look into the possibility of the County getting grant funding to expand high speed internet service in the County. The last federal grants awarded were February 2015. They totaled \$11 million nationwide in five grants. The largest limitation is that no internet service be available in the area. This includes cellular carrier internet. If there is "3G" service on a cell phone the area does not qualify. These grants are highly competitive. Telecom companies can apply to a different program with total funding of \$690 million. The FCC has other programs as well.

### **Information only**

Morgan Center Project – RCC has pledged \$600,000 for the renovation of the Morgan Center assuming the bond passes in March. With this funding and the Golden LEAF grant there is \$1.2million available for the building renovation. This renovation would allow RCC additional space. Since the grant did not allow for equipment or other services, RCC is working on a new set of service deliverables. Currently our estimate is the building needs \$345,991 in repairs and renovation without any structural work. This includes a majority of the roof, resurfacing the parking lots and repairing estimated 20% of all HVAC units. With these repairs we would have \$850,000 funding available for remodeling. The remodeling would primarily be for RCC space. Before we can legitimately move forward we need to get a true estimate from an architect. I am requesting the Board authorize \$25,000 of the \$450,000 to hire an architect to draw plans and develop a budget.

Assuming the building can be put under the County control and all remodeling completed for the \$1.2 million there would still be additional costs of putting furniture and file storage in the building, putting the network equipment in the building and connecting the building to our ISP, MCNC. There would also be costs in renovations to the Covington Street Building. These costs will be an additional \$250,000 to \$300,000 which would be in addition to the current funding. Most of this funding would actually go towards the Morgan Center.

The current concept for County offices would put, Administration, Inspections, Zoning, Soil/Water and Veteran Services in the Morgan Center. This would leave additional space in the Covington Street building. The Tax Office would be centralized in Covington Street. This could allow for two different scenarios. The one giving greatest relief would be to move select DSS offices. The offices would be better for processing work rather than client visits. This would free up space in DSS. The other option would be to move Elections to Covington Street. DSS has a greater space need so they would be my primary choice. DSS is in such need of space no free space in DSS would be created with this move. Moving the Tax Office would create space. The Vault would be closed and a punch through to the Register of Deeds Office vault would be added. The additional space in the Tax Office would be turned over to the Courts for a Jury Assembly room and Small Claims Court.

Morgan Center – RCC, County Admin, Inspections, Zoning, Soil and Water, Veterans Services

Covington Street – Tax, IT, DSS or Elections

Tax Office – Added vault space for Register of Deeds and Small Court Room

**Request release of \$25,000 and authorization to select an architect to prepare plans for the building and prepare written estimates.**

Business After Hours – The Scotland County Economic Development Corporation will host the Business After Hours Chamber event on Tuesday December 8 at 5:30 at the SBIC.

**Information only**

Nature Conservancy – The Nature Conservancy is purchasing 195.14 acres. This will increase the total property owned by the Nature Conservancy to 1,003 acres. This land is expected to be sold to the State. Since August 1984 the Nature Conservancy has purchased 4,676 acres and sold 3,868 acres to the State.

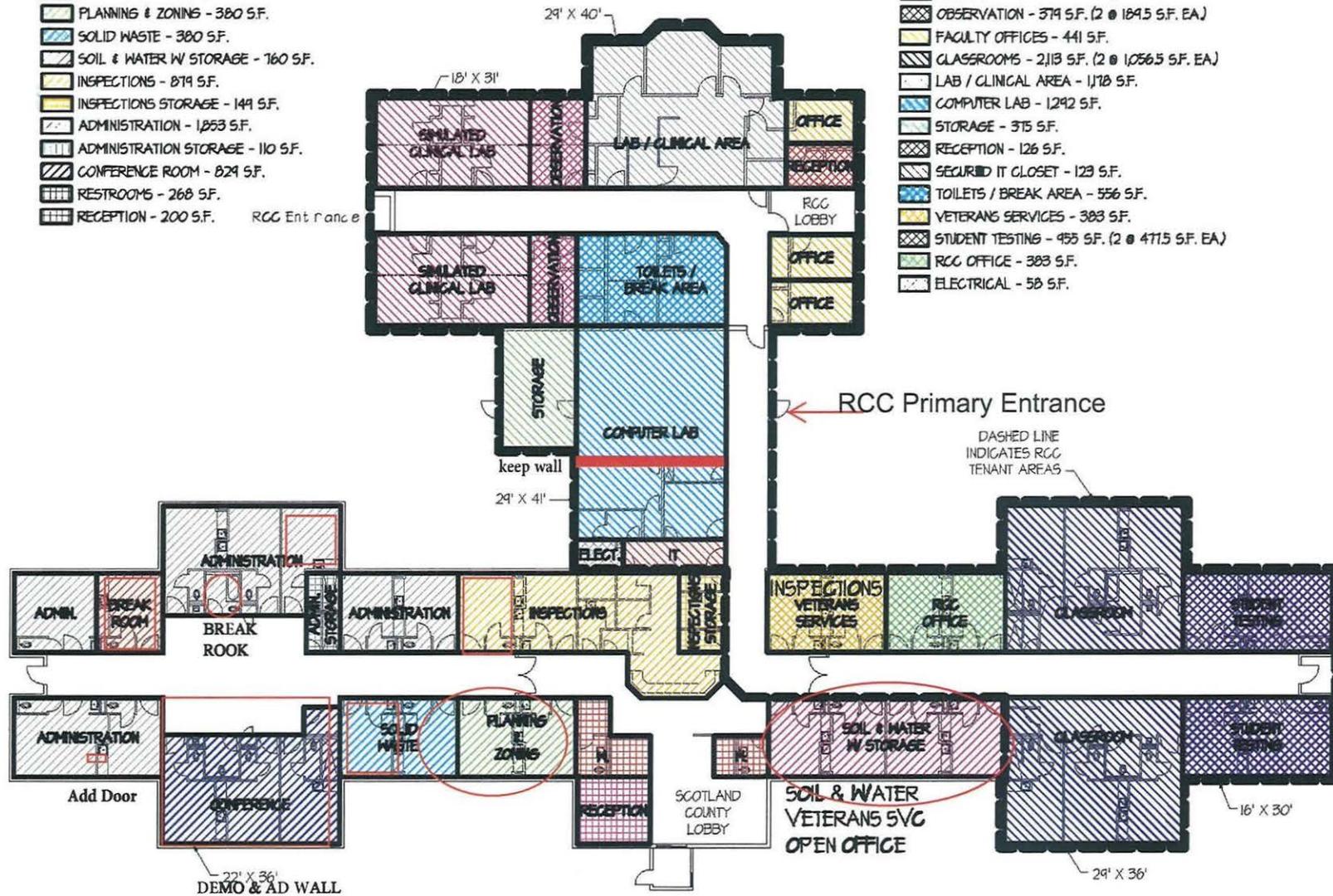
**Information only**

**SCOTLAND COUNTY OFFICE SPACES - 8,753 GROSS S.F.**

-  BREAK ROOM - 213 S.F.
-  PLANNING & ZONING - 380 S.F.
-  SOLID WASTE - 380 S.F.
-  SOIL & WATER W/ STORAGE - 760 S.F.
-  INSPECTIONS - 879 S.F.
-  INSPECTIONS STORAGE - 149 S.F.
-  ADMINISTRATION - 1,853 S.F.
-  ADMINISTRATION STORAGE - 110 S.F.
-  CONFERENCE ROOM - 829 S.F.
-  RESTROOMS - 268 S.F.
-  RECEPTION - 200 S.F.

**RCC NURSING / BASIC SKILLS PROGRAM - 12,764 GROSS S.F.**

-  SIMULATED CLINICAL LAB - 1,141 S.F. (2 @ 570.5 S.F. EA.)
-  OBSERVATION - 379 S.F. (2 @ 189.5 S.F. EA.)
-  FACULTY OFFICES - 441 S.F.
-  CLASSROOMS - 2,113 S.F. (2 @ 1,056.5 S.F. EA.)
-  LAB / CLINICAL AREA - 1,178 S.F.
-  COMPUTER LAB - 1,292 S.F.
-  STORAGE - 375 S.F.
-  RECEPTION - 126 S.F.
-  SECURITY IT CLOSET - 123 S.F.
-  TOILETS / BREAK AREA - 556 S.F.
-  VETERANS SERVICES - 383 S.F.
-  STUDENT TESTING - 455 S.F. (2 @ 477.5 S.F. EA.)
-  RCC OFFICE - 383 S.F.
-  ELECTRICAL - 58 S.F.





### **The Nature Conservancy**

Purchased since August 21, 1984	4,675.684 acres
Still own	807.984 acres
Sold	3,867.700 acres

Sold 130 acres to the NC Herpetological Society DB429/152. The remainder (3,867.700 – 130.0 = 3,734.700 acres) was sold to the State of North Carolina.

The Nature Conservancy has conservation easements on 852.04 acres of land owned by private citizens.

The Nature Conservancy has an option to buy 33.3 acres DB519/344.

A plat for Thomas Godwin for 47.36 acres is to be deeded to The Nature Conservancy (PB11, p 449)

A plat for The Nature Conservancy for 4.75 acres is to be sold to Thomas Godwin (PB 11, p 450 amended by PB 11, p 455)

**On December 2, Scotland County was informed that The Nature Conservancy intends to purchase 195.14 acres. Closing is expected within a week. That will bring the total acreage owned by The Nature Conservancy to 1,003.124.**

### **The Lumber River Conservancy**

Purchased since June 22, 1992	487.04 acres
Still own	226.45 acres
Sold to State of North Carolina	260.59

**Information through November 19, 2015, compiled by Nancy Hughes, Mapping**