



Pender County

Agenda

Board of County Commissioners Meeting
Monday, October 4, 2021 @ 4:00 PM
Pender County Public Assembly Room
805 S. Walker Street, Burgaw, NC

		Presenter	Page
1.	CALL TO ORDER		
2.	INVOCATION		
3.	PLEDGE OF ALLEGIANCE		
4.	ADOPTION OF AGENDA		
5.	PUBLIC HEARING		
6.	PUBLIC INFORMATION		
6.1.	Pender County Safety Awards Service Awards - Pdf		3 - 6
6.2.	Presentation "Cape Fear Change in Motion 2020" Short-Range TDM Plan Short-Range TDM Plan - Pdf	Nick Cannon	7 - 25
6.3.	Presentation of Pender County Collector Street Plan 2021 Update 2021 Pender County Collector Street Plan - Pdf	Henley	27 - 86
7.	PUBLIC COMMENT		
8.	CONSENT AGENDA		
8.1.	Approval of Tax Releases and Refunds September 2021 Releases and Refunds - Pdf	Pound	87 - 89
8.2.	Reclassification of Existing WWTP Operator 2 Position to Wastewater Plant Superintendent ReclassifyPositionWWTPSuperintendent - Pdf	Keel	91
8.3.	Approval of Budget Amendment for Salary Line-Item Adjustments for PCU WWTP Superintendent Reclassification BOAforReclassificationWWTPSuperintendent - Pdf	Keel	93 - 94
8.4.	Approval of a Budget Amendment to Increase the Department of Social Services Revenues and Expenditures for Fiscal Year 2021-2022 CCA & ARPA Funding: \$56,583.50 CAA ARPA Funding - Pdf	Stewart	95 - 105
8.5.	Approval for Grant funding by the Governor's Crime Commission for Interview room Recording Equipment Upgrades Grant Approval - Pdf	Cutler	107 - 133
8.6.	Approval of the Board of Commissioner Meeting Minutes September 20, 2021 BOCC Meeting Minutes September 20, 2021 - Pdf	Cline	135 - 145

9.	APPROVALS AND RESOLUTIONS		
9.1.	Approval of a Purchase Order to Bill Carone Ford of Wallace for \$84,386.00 for the purchase of two 2022 Ford F250 4x4 trucks with service body.	Keel	147 - 156
	Bill Carone Ford of Wallace PO		
9.2.	Offer on surplus property parcel ID 3331-96-5031-0000	McEwen	157 - 161
	Reyes offer surplus property 3331-96-5031-0000 - Pdf		
10.	DISCUSSION		
11.	APPOINTMENTS		
12.	MAPLE HILL WATER AND SEWER DISTRICT		
13.	ROCKY POINT WATER AND SEWER DISTRICT		
14.	SCOTTS HILL WATER AND SEWER DISTRICT		
15.	MOORES CREEK WATER AND SEWER DISTRICT		
16.	CENTRAL PENDER WATER AND SEWER DISTRICT		
17.	PENDER COUNTY BOARD OF HEALTH		
18.	SOCIAL SERVICES BOARD		
19.	ITEMS FROM THE COUNTY ATTORNEY, COUNTY MANAGER, ASSISTANT COUNTY MANAGERS, & COUNTY COMMISSIONERS		
20.	CLOSED SESSION (IF APPLICABLE).		
21.	7PM PUBLIC HEARINGS: SPECIAL USE PERMITS/ZONING MAP AMENDMENTS/RESOLUTIONS		
22.	ADJOURNMENT		



Pender County Public Information

TO: Board of County Commissioners
FROM: Jennifer Kimler
DATE: October 4, 2021
SUBJECT: Pender County Safety Awards

SUMMARY:

Labor Commissioner Josh Dobson will be presenting Pender County Safety Awards to our departments.

**Pender Safety Awards Banquet
October 4, 2021**

Silver Awards

Criteria: Rate of days away from work must be at least 50% below the industry average.

First Year

Pender County Government, Utilities Department

Gold Awards

Criteria: Rate of days away from work, job transfer or restriction must be at least 50% below the industry average.

First Year

Pender County Government, Animal Control
Pender County Government, Animal Shelter
Pender County Government, Emergency Management
Pender County Government, Facilities and Fleet Services
Pender County Government, Finance
Pender County Government, Human Resources
Pender County Government, Information Technology Services
Pender County Government, Planning and Community Development

Third Consecutive Year

Pender County Government, Social Services
Pender County Government, Tourism

Seventh Consecutive Year

Pender County Government, Register of Deeds
Pender County Government, Tax Assessors

Ninth Consecutive Year

Pender County Government, Library

Tenth Consecutive Year

Pender County Government, Elections
Pender County Government, Housing

Eleventh Consecutive Year

Pender County Government, County Manager's Office
Pender County Government, Mosquito Control
Pender County Government, Parks and Recreation
Pender County Government, Vehicle Maintenance
Pender County Government, Veterans Services

Meet Labor Commissioner Josh Dobson

Josh Dobson was sworn in as North Carolina's 18th labor commissioner on Jan. 2, 2021, after serving eight years in the state House of Representatives. Dobson represented the 85th district covering Avery, McDowell and Mitchell counties located in the western part of the state. Dobson is a native of McDowell County and currently resides in Nebo with his wife, Valerie, and his daughter, Kennedy.

Dobson served as a McDowell County Commissioner from 2010 to 2012 before being appointed in 2013 to the 85th House district seat. Dobson was appointed to replace Mitch Gillespie, who left to accept a position with the McCrory administration. Dobson subsequently ran and won re-election to the 85th district seat in 2014, 2016 and 2018.

During the 2017-2018 legislative session, Dobson served as chair of the Subcommittee on Student Health for the Select Committee on Safer Schools, chairman of the Health and Human Services Appropriations Committee and chair of the House Health Policy standing committee.

Additionally, during the 2019-2020 legislative session, Dobson served as a full chair of the House Appropriations Committee and chairman of the House Health Committee.

"Given the recent political division in our state and country, I look forward to bringing a level of civility and bipartisan spirit in my approach to governing," Commissioner Dobson said. "With so many workers' lives at stake, my role here at the N.C. Department of Labor is a great place to start with that approach."

Employee safety is Commissioner Dobson's top priority.

"We want to provide a real service to every business and every worker in the state of North Carolina," Commissioner Dobson said. "I am excited to continue the collaborative training and education initiatives that have resulted in a continual decline in our state's injury and illness rate."

Dobson earned a Bachelor of Science in social sciences from Gardner Webb and a Master of Public Administration from Appalachian State University.

The N.C. Department of Labor is charged by statute with promoting the "health, safety, and general well-being" of more than 4 million workers across the state. The laws and programs it administers affect every worker—and virtually every person—in the state.

The Constitution of North Carolina provides for the election of a commissioner of labor every four years. The commissioner is head of the Department of Labor and also serves as a member of the Council of State. North Carolina law gives the commissioner broad regulatory authority and enforcement powers to carry out the department's duties for the people.

Source: <https://www.labor.nc.gov/about-ncdol/meet-labor-commissioner-josh-dobson>



Pender County Short-Range TDM Plan 2021-2025

TO: Board of County Commissioners

FROM: Nick Cannon

DATE: October 4, 2021

SUBJECT: Presentation "Cape Fear Change in Motion 2020" Short-Range TDM Plan

SUMMARY:

Nick Cannon, WMPO TDM Coordinator, will be presenting "Cape Fear Change in Motion 2020". The short-range TDM plan identifies strategies that mitigate traffic congestion and diversify mode use in the WMPO region in 1 to 5 years. The overall goal is to reduce vehicle miles traveled by 10% in 5 years. The presentation will cover the purpose of the plan, development process, strategies, score card and plan implementation.

Cape Fear Change in Motion 2020

Short-Range TDM Plan 2021-2025



Nick Cannon, WMPO TDM Coordinator
March 2020



Cape Fear Change in Motion 2020

- Purpose of Plan
- Development Process
- Strategies
- Score Card
- Plan Implementation

Short-Range TDM Plan

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1. Identifies strategies that mitigate traffic congestion and diversify mode use in the WMPO region
2. Short-Range Strategies = 1 to 5 years
3. Overall goal to reduce Vehicle Miles Traveled (VMT) by 10% in 5 years

Short-Range TDM Plan

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Mission Statement:

To provide WMPO Area residents with the resources and offer motivation to choose healthy, sustainable, and effective multimodal transportation to reduce stress on the road network and increase alternative means of mobility.

Development Process

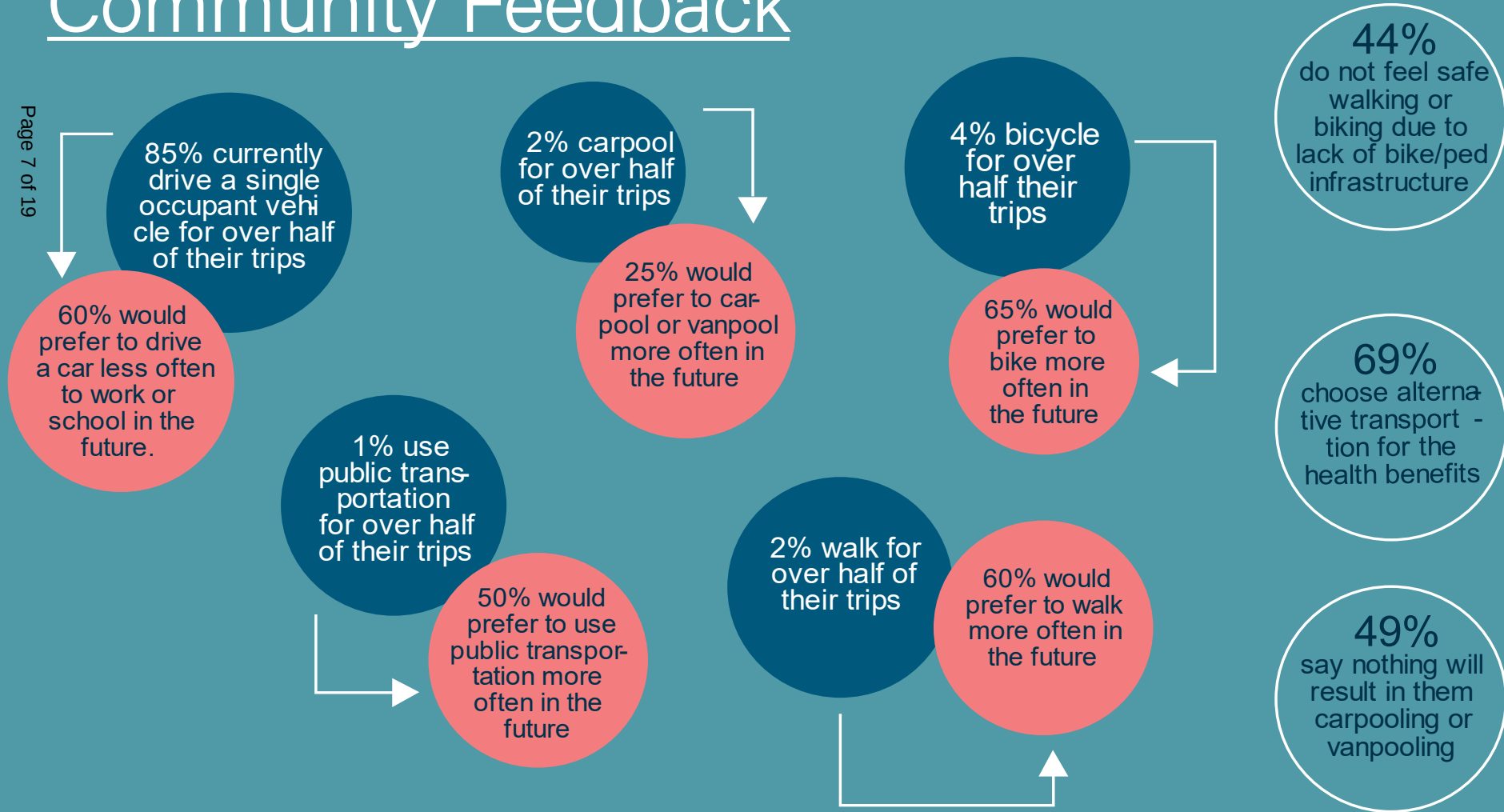
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1. Convening the Go Coast Committee and review of TDM element in *Cape Fear Moving Forward 2045*
2. Review of *Cape Fear Moving Forward 2045* survey responses and additional public survey for *Cape Fear Change in Motion 2020*
 - Specific questions about biking, walking, carpool, and public transit
 - How WMPO Area residents get around now vs. how they want to get around in the future
3. Public Comment
4. Prioritizing Strategies

Community Feedback



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Strategies

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- Seven strategies were outlined as viable opportunities to decrease traffic congestion and diversify mode use in the next one to five years.

- **Alternative Work Schedules**
- **Bike Share Program**
- **Carpool and Vanpool**
- **Consulting for Telecommuting Opportunities**
- **Fostering a Bicycle and Pedestrian Friendly Culture**
- **Improved TDM-Focused Collaboration**
- **Personalized Commuter Plans**

Alternative Work Schedules

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- A variety of work scheduling options including telecommuting, flextime, compressed work week, and staggered shifts.
- **Benefits**
 - Reduced commuting trips
 - Mitigate traffic on the roadway during peak traffic hours
- **Challenges**
 - May discourage carpooling and vanpooling
 - Gathering accurate data
- **Application**
 - Driven through education, outreach, and promotion to area employers
 - Assist employers with the development of an alternative work schedule policy

Bike Share Program

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- A service in which bicycles are made available to rent on a short-term basis.
- **Benefits**
 - Reduces the need for a single occupancy vehicle
 - Is healthy, environmentally friendly, and adds character to a city
 - Popular among tourists
- **Challenges**
 - Funding sources
- **Application**
 - Implement a bike share program in Wilmington that allows users to reach a variety of points of interest

Carpool and Vanpool

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- Creates opportunities for people to share vehicles when traveling to and from nearby locations
- Benefits
 - Reduces traffic
 - Reduces demand for parking
- Challenges
 - Limits flexibility for arriving to and leaving work
 - Wilmington Area has shorter commute times than American average by 9 minutes
 - COVID-19
- Application
 - Market Share the Ride NC, promote Park & Ride lots, share Wave Pool opportunities with major employers.

Consulting for Telecommuting

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- A service provided by Go Coast to assist employers in developing and implementing telecommuting policies and programs
- Benefits
 - Free to businesses with no obligation
 - Reduces need for parking infrastructure
 - COVID-19
- Challenges
 - New program/service from scratch
 - Connecting with employers
- Application
 - Assist area employers with developing telecommuting policies.

Fostering a Bike/Ped Friendly Culture

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- Increase safety for bicyclists and pedestrians, gives authority to bicycling and walking as legitimate modes of transportation
- Benefits
 - Reduce injuries and fatalities
 - Promotes culture and public spaces
 - Provides opportunity for education
- Challenges
 - Speeding and distracted driving
 - Lack of bicycle and pedestrian connectivity in some areas
- Application
 - Participate in programs like Be A Looker, Watch for Me NC, and Vision Zero
 - Hold successful bicycle-oriented events

TDM-Focused Collaboration

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- Improves collaboration among Go Coast Staff and member jurisdiction staff during development review
- Assist member jurisdictions in developing TDM-oriented ordinances
- Benefits
 - Increase applied TDM strategies
 - Increased advocacy for multi modal infrastructure
- Challenges
 - Increased responsibilities of the TDM Coordinator position
- Application
 - Improved coordination with the member jurisdictions staff to decrease traffic congestion.

Personalized Commuter Plans

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- Catered plans to provide recommended ways to incorporate alternative transportation in one's commute
- **Benefits**
 - Personalized introductions into TDM strategies and alternative transportation options
 - Promotion of bike/ped infrastructure and transit routes
- **Challenges**
 - Collecting personal information like home and work addresses
- **Application**
 - This service may be offered to anyone living or working in the WMPO planning boundary to provide suggestion of using alternative transportation when feasible

Other TDM-Oriented Services

In addition to these seven strategies, Go Coast can assist with locally identified TDM-oriented initiatives.

- Information/Marketing
- Ordinances and Development Conditions
- Other Comprehensive Programs

Scorecard

Page 17 of 19 Members of the Go Coast Committee created a Strategy Scorecard to grade each strategy on its ability to show the greatest success. The Scorecard ranks each strategy's feasibility and impact using the considerations of:

- Ease of Implementation
- Cost
- Existing Conditions
- Demand
- Impact on Traffic (Benefit)
- Impact on VMT (Benefit)

Primary Priority

- **Alternative Work Schedules**
- **Consulting for Telecommuting Opportunities**
- **Fostering a Bicycle and Pedestrian Friendly Culture**

Secondary Priority

- **Bike Share Program**
- **Carpool and Vanpool**
- **Improved TDM-Focused Collaboration**
- **Personalized Commuter Plans**

Plan Implementation

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1. Adoption by the WMPO Board
2. Present plan to WMPO Member Jurisdictions
3. Adherence to the Strategies Work Plan
 - Marketing/Outreach
 - Establish and maintain relationships with partners
 - Go Coast events
 - Data collection
4. Regular review by the TDM Coordinator and the Go Coast Committee

Thank You

Questions and Comments?

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Pender County 2021 Pender County Collector Street Plan

TO: Board of County Commissioners
FROM: Travis Henley
DATE: October 4, 2021
SUBJECT: Presentation of Pender County Collector Street Plan 2021 Update

SUMMARY:

Pender County Planning staff are pleased to present the final draft of the 2021 update of the Pender County Collector Street Plan and the Project Team will provide a presentation regarding the Plan.

Planning staff, along with the Wilmington Metropolitan Planning Organization (WMPO), and WSP began the process of updating the Pender County Collector Street Plan in late 2020, after the County initially adopted the plan in 2016. The Plan update is intended to assess and further improve the County's efforts to provide for an efficient and safe transportation network as the County continues to grow, by requiring specific roadway types in key locations that will become part of the state-maintained roadway system in the future. These roadways are required to be built as part of private developments to higher standards that will serve to convey traffic toward arterial roadways (such as US 17, US 117, and US 421).

The Collector Street Plan Update is needed primarily due to the adoption of the Pender 2.0 Comprehensive Land Use Plan, which set forth a new preferred growth scenario for the entire County when adopted in August 2018. The preferred growth scenario established by Pender 2.0 establish numerous areas identified for high-intensity, mixed use growth, and many of the proposed collector streets are designed in such a way to provide connections from those nodes to areas desired to be primarily residential. Also informing the update were multiple rounds of public engagement as well as staff experience in attempts to implement the current version of the plan, which have proven difficult. Included in the draft Plan Update are recommendations for collector streets going forward, as well as bicycle and pedestrian facilities, and base cross-sections that developers must follow when required to construct collector streets.

The full draft Plan is provided as an attachment to this item. At their September 1, 2021 meeting, the Pender County Planning Board voted unanimously to recommend approval of the Plan as written. The Plan is being presented here for informational purposes and will be presented again during the 7:00 PM agenda on October 18, 2021 for formal adoption.

ATTACHMENTS:

1. Final Draft - Pender County Collector Street Plan 2021 Update

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AN UPDATE TO THE
2016 PENDER COUNTY COLLECTOR STREET PLAN



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ACKNOWLEDGEMENTS



PENDER COUNTY BOARD OF COMMISSIONERS

George Brown, Chairman
Fred McCoy, Vice-Chairman
Jackie Newton
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PENDER COUNTY PLANNING BOARD

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PENDER COUNTY PLANNING & COMMUNITY DEVELOPMENT

Travis Henley, MPA, CFM, Director
Vanessa Lacer, MPA, Long Range Planner



WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION

Mike Kozlosky, Executive Director
Abby Lorenzo, Deputy Director
Rachel McIntyre, PLA, Associate Transportation Planner



CONSULTANT TEAM

Will Letchworth, PE
Shivang Shelat, AICP
Katharine Mather, AICP
Sarah Parkins, AICP

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PENDER COUNTY STREETS PLAN 2021



The Wilmington Urban Area Metropolitan Planning Organization (WMPO), by request and in partnership with the Pender County Planning and Community Development Department (Planning Department), has commissioned an update to the 2016 Pender County Collector Street Plan (the 2016 Plan) to determine future transportation needs in southeastern Pender County.

The 2016 Plan developed recommendations for new collector street alignments and bicycle and pedestrian facilities. Upon implementation of the 2016 Plan, the rigidity and specificity of the collector street recommendations, as well as the lack of consideration for natural resources, North Carolina Department of Transportation (NCDOT) design requirements, and the realities of development in a coastal county, have created multiple requests for variances and pushback from the development community. Southeastern Pender County has seen high growth rates since 2016 and changes in regional plans and projects such as the adoption of the WMPO's 2045 Metropolitan

Transportation Plan (MTP), the NCDOT 2020-2029 State Transportation Improvement Program (STIP), an update to Pender County's land use plan in 2018, and the progression of the US 17/Hampstead Bypass, necessitates an update to the 2016 Plan that addresses future transportation needs while affording flexibility in implementation.

This report details the planning process undertaken between January 2021 and June 2021 to update the 2016 Plan and the resulting recommendations.

STUDY AREA

This 2021 Plan Update (the Update) maintains the same study area used in the 2016 Plan. The study area is bordered by NC 210 to the north, the Pender/New Hanover County boundary to the east and south, and Black River to the west. Figure 1-1 on the following page shows the study area.

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PENDER COUNTY STREETS PLAN 2021

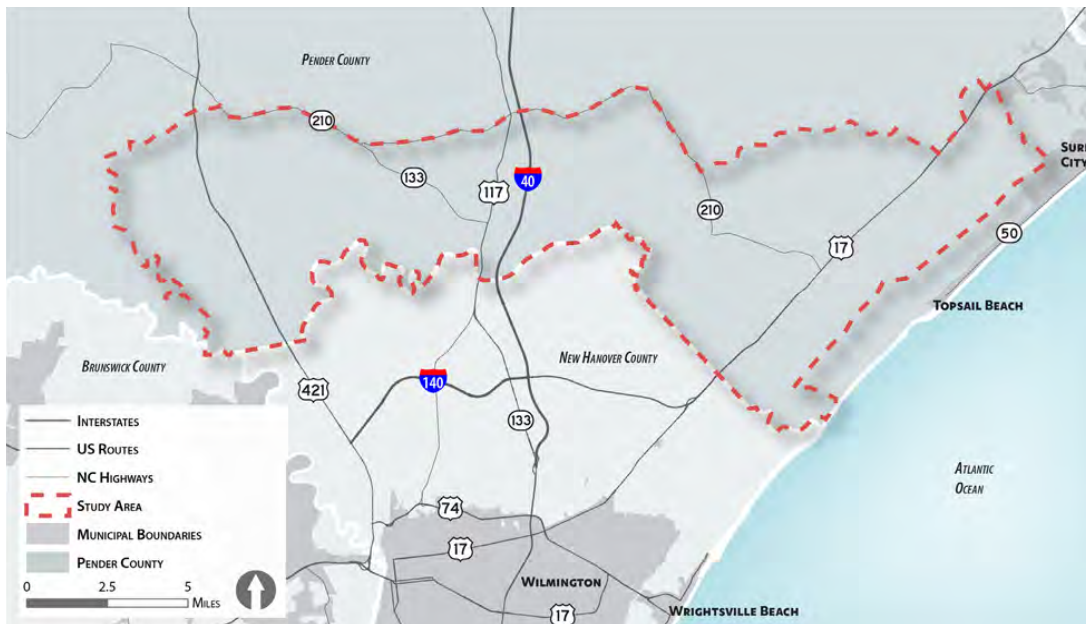


Figure 1-1 | *Collector Street Plan Study Area*



Existing Collector Street, Sloop Point Loop Road

WHAT ARE COLLECTOR STREETS?

Collector streets are defined as streets that connect local roads and neighborhoods to arterial roadways. Examples of collector streets in the study area include Country Club Drive, Sloop Point Loop Road, NC-133, and Hoover Road. Collector streets are typically two lanes, two to three miles in length, have speed limits between 25 and 45 miles per hour, and accommodate lower volumes of traffic.

Collector streets serve a number of important functions within the street network. They are very important in reducing congestion on arterial roads by equitably distributing the traffic burden so that shorter, local trips use the collector street system and long-distance trips remain on the arterial streets. Another important benefit is providing enhanced mobility opportunities for all roadway users, including emergency service providers, pedestrians, bicyclists, and municipal services.*

*There are no municipalities within the study area.



Figure 1-2 | Functional Classification of Roadways

COLLECTOR STREETS IN THE FUNCTIONAL CLASSIFICATION SYSTEM

Roadways serve two primary functions: mobility, the ability to move from one place to another; and access, opportunities for entry to/exit from specific locations (driveways) along a route. Most roadways provide a combination of mobility and access. In terms of function, there are three general categories of roadways:

Arterials

Arterial roadways provide a high level of mobility and are used mostly for long-distance travel. Some arterials are designed as controlled access or partially controlled access facilities. These facilities, which include Interstates, freeways, and expressways, limit the number of locations where vehicles can enter or exit. Examples in the study area include I-40 and I-140. Other arterials are designed with signalized

intersections to control traffic flow. In these cases, the arterial roadway receives most of the green time. Examples in the study area include US 421 and US 17.

Collectors

Collector streets provide a balance between mobility and access. For more information on collector streets, refer to the previous section on page 2.

Local Streets

Local streets provide a high level of access. With many driveways providing direct access to adjacent land uses, local streets are not designed to carry through traffic. According to the Federal Highway Administration (FHWA), often, after all arterials and collector streets have been identified, the remaining roadways are classified as Local Streets by default.

Figure 1-2 above illustrates the hierarchy of and differences between the roadway classifications.

Source: https://www.fhwa.dot.gov/planning/processes/statewide/related/highway_functional_classifications/section02.cfm

“To improve connectivity, inform land development, maintain acceptable levels-of-service on existing roadways, ensure conservation of natural areas, and provide a safe and high-quality transportation network for residents, businesses, and visitors using all modes of travel. ”

-2016 Pender County Collector Street Plan Vision

VISION AND GOALS

This Update builds upon the 2016 Plan. The analysis and recommendations incorporate new data and analysis techniques to provide better direction for obtaining the vision and goals of the 2016 Plan.

The vision for this Update, carried forward from the 2016 Pender County Collector Street Plan, is as follows:

The purpose of a collector street plan for Pender County is to guide investment in new collector streets to improve connectivity, inform land development, maintain acceptable levels-of-service on existing roadways, ensure conservation of natural areas, and provide a safe and high-quality transportation network for residents, businesses, and visitors using all modes of travel.

In order to achieve this vision, the 2016 Plan established the following goals, which remain in place for this Update:

- 1** Develop a realistic and feasible network of collector streets that support the local street and arterial system
- 2** Work with the development community to ensure proper connectivity and collector street design
- 3** Be sensitive to environmental issues and “build-in” context-sensitive design approaches where applicable
- 4** Integrate multimodal design features into the street design that support walkability and bikability





2016 PENDER COUNTY COLLECTOR STREET PLAN

The 2016 Pender County Collector Street Plan (the 2016 Plan) surveyed existing conditions, conducted public outreach, developed recommendations, and identified design requirements and policy strategies. New and existing collector street recommendations were developed based on analysis of existing land use and trip generation into a "Preferred Scenario." This "Preferred Scenario" is presented in Figure 2-1 on the following pages. Nine typical sections were identified and categorized into five groups for implementation. Each collector street recommendation was assigned to one of these five groups. The typical sections in each group vary in the multimodal facilities provided to allow flexibility in implementation.

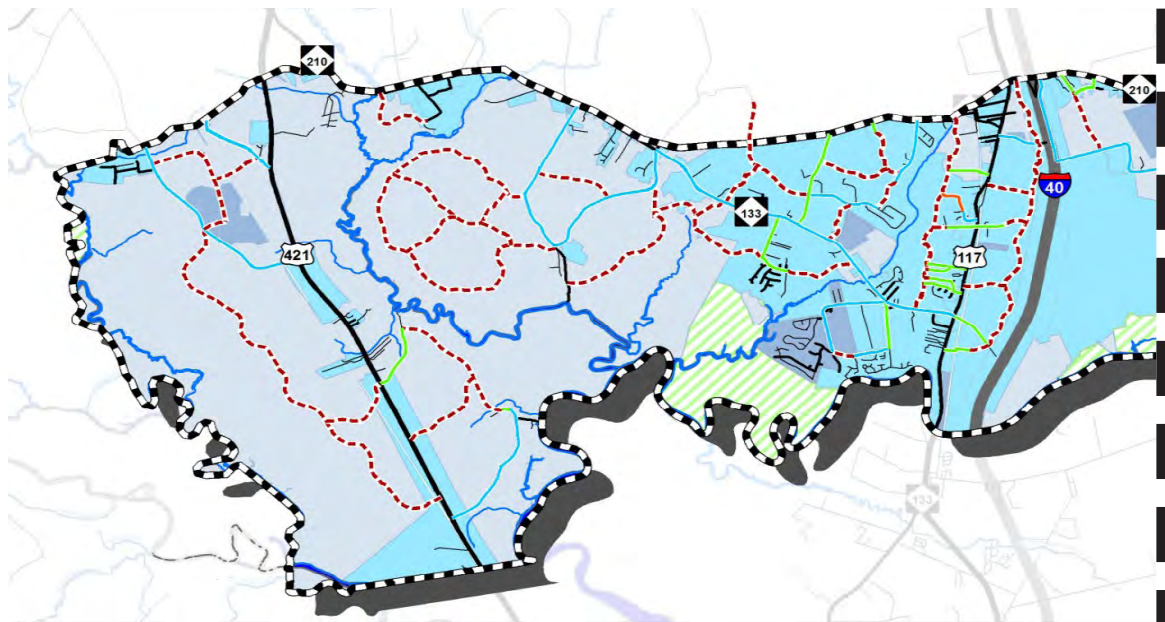
Additionally, the 2016 Plan proposed eleven supporting policy recommendations that addressed

stormwater integration, street spacing and access, multimodal facility integration, traffic impact analyses, environmental conservation, and maintenance.

The 2016 Plan was used as the basis to begin the analysis for this 2021 Plan Update (the Update), though new data was used when available.

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PENDER COUNTY STREETS PLAN 2021



MATCH LINE | See Page 7

Legend

Proposed Collectors

- Existing Collector Standards
- Existing Roads - Need Improvement
- Planned Connections
- Preferred Scenario

Roadways

- Interstate
- NC and US Routes
- Local Roads
- Hampstead Bypass

Land Use Intensity

- Environmental Conservation
- Low Intensity
- Medium Intensity
- High Intensity

Other Symbols

- Study Area
- Lakes and Ponds
- Streams
- County Boundaries

LAND USE INTENSITY/ TYPE OF COLLECTOR STREET	INTENSITY	ACCESS FUNCTION	APPROX. STREET SPACING
No Collector Streets (Environmental Conservation)	Little to No Development	N/A	N/A
Lowest Intensity (Rural Agricultural)	Less than 2 Dwelling Units per Acre	Highest	3,000 to 6,000 feet apart
Medium Intensity (General Business, General Industrial, Industrial Transition, Manufactured Housing Community, Residential Performance)	2 to 4 Dwelling Units per Acre	High	1,500 to 3,000 feet apart
High Intensity (Residential Mixed, Office Institutional, Planned Development)	More than 4 Dwelling Units per Acre/Activity Nodes	Medium	750 to 1,500 feet apart

NOTE: Table included as part of Figure 2-1

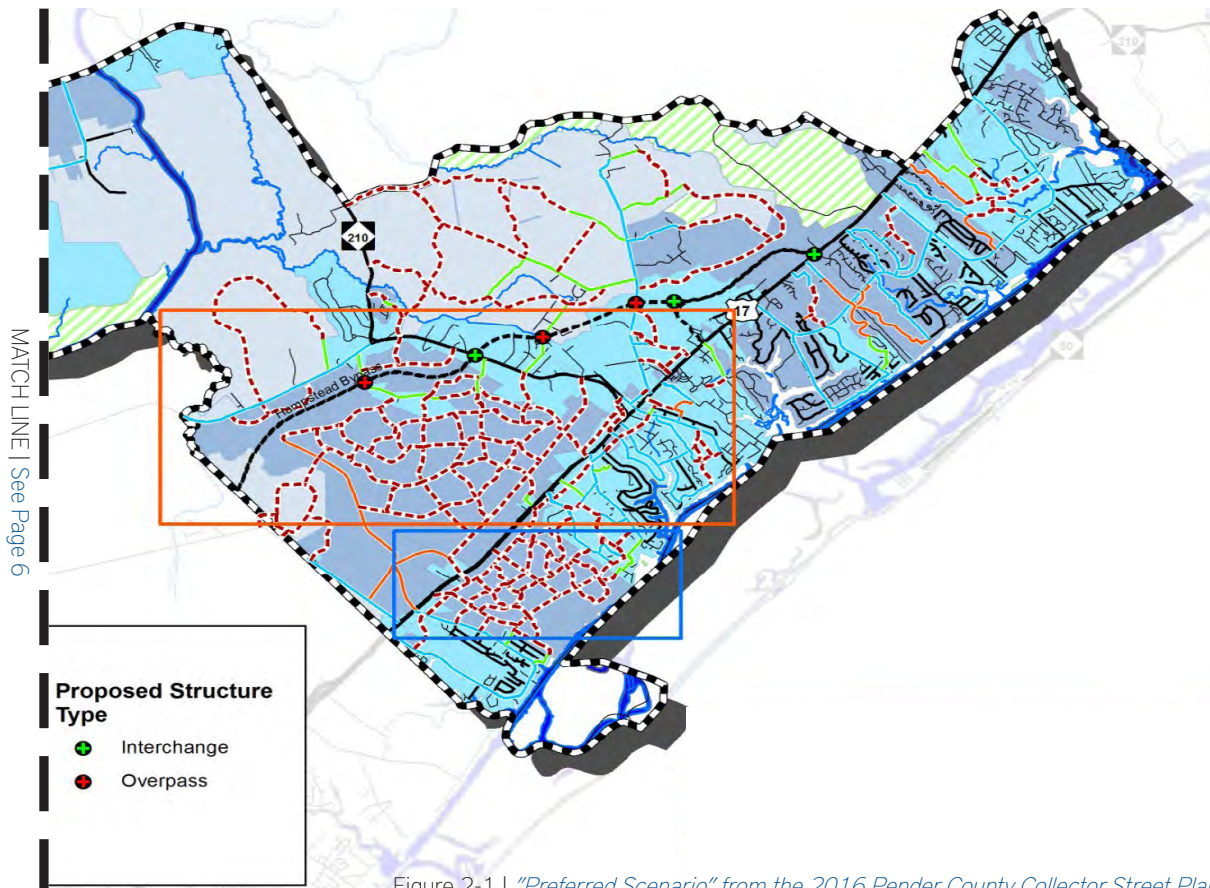


Figure 2-1 | "Preferred Scenario" from the 2016 Pender County Collector Street Plan

REGIONAL PLANNING DOCUMENTS

Cape Fear Moving Forward 2045 Metropolitan Transportation Plan

The WMPO's adopted Metropolitan Transportation Plan (MTP), Cape Fear Moving Forward 2045, provides a multimodal transportation framework to guide future transportation investment within the WMPO's boundary. MTPs are fiscally constrained,

meaning only projects that can be constructed with expected funding are included. This differs from a collector street plan, where recommendations are made in advance of known funding and, therefore, the plan can guide future transportation projects as funding becomes available. As most collector streets will be funded and constructed as part of new developments, these streets are typically funded from private sources.

Table 2-1 on the following page presents the roadway projects identified in the 2045 MTP that are within

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PENDER COUNTY STREETS PLAN 2021

the study area. The recommendations made in this Update assume the implementation of these projects.

NCDOT 2020-2029 STIP

The NCDOT 2020-2029 State Transportation Improvement Program (STIP) identifies the schedule and funding of all transportation projects to be conducted by NCDOT over the next ten years. Table 2-2 below presents the roadway projects identified in the 2020-2029 STIP that are within the study area. The recommendations made in this Update assume the implementation of these projects.

Pender 2.0: Comprehensive Land Use Plan

Pender 2.0: Comprehensive Land Use Plan (Land Use Plan) was adopted in August 2018 to guide the future growth of Pender County by addressing needs related to environmental protection, community facilities and services, and future land use. The Land Use Plan identifies 12 land use classifications for parcels located in unincorporated parts of the county. (There are no incorporated areas within the study area.) These land use classifications are presented in Figure 2-2 on the opposite page.

MTP PROJECT NUMBER	PROPOSED PROJECT	PROPOSED PROJECT LIMITS	HORIZON YEAR
RW-6	Hoover Road Widening	Hoover Road from US 17 to Blue Clay Road	2030
RW-13	Godfrey Creek Road Extension	Godfrey Creek Road from Godfrey Creek to Saint Johns Church Road	2035
RW-18	Sloop Point Road Widening	Sloop Point Road from US 17 to road terminus	2040
RW-23	Sidbury Road Widening	Sidbury Road from Blue Clay Road to US 17	2045
RW-29, 30, & 31	Center Drive Extension	Center Drive from about 600' east of US 17 along Whitebridge Road to roughly 1,000' east of US 17 along Scotts Hill Lopp Road	2045
RW-35	Harrison Creek Road Extension	Harrison Creek Road from an extension of Holliday Dr to Realigned intersection of US 17 and Washington Acres Rd	2045
RW-166	Future NC417/Hampstead Bypass & Sidbury Road Interchange*		2035

Table 2-1 | 2045 MTP Projects within the Study Area

STIP PROJECT NUMBER	PROPOSED PROJECT	PROPOSED PROJECT LIMITS	CONSTRUCTION FISCAL YEAR (FY)
R-3300	Hampstead Bypass	US 17 at Long Leaf Drive to I-140	FY 2022**
U-5732	US 17 Conversion to Superstreet	Washington Acres Road to Sloop Point Road	FY 2029**

Table 2-2 | 2020-2029 STIP Projects within the Study Area

*Project located in New Hanover County but significant for the study area

**Construction Fiscal Years taken from the May 2021 STIP

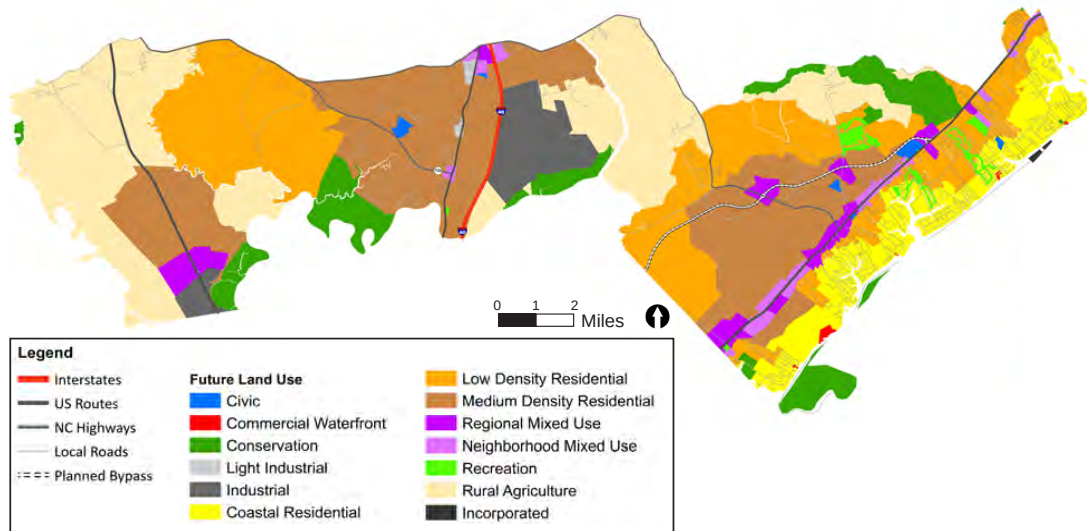


Figure 2-2 | *Pender County Future Land Use Map*

The majority of future land use classifications within the study area are residential. Mixed-use classifications are concentrated along US 17 and in isolated pockets along US 117 and NC 210. Rural agriculture classifications are located adjacent to US 421 and along the Northeast Cape Fear River. The only industrial classifications within the study area are located east of I-40 and along US 421 near the southern edge of the study area boundary.

Land use classifications within the study area are notably denser than in other unincorporated areas of Pender County—almost all residential and mixed-use classifications are concentrated within the study area. This is reflective of the influence of urban growth from New Hanover County. Within the study area, the densest classifications are adjacent to the arterial roadways that directly connect Pender and New Hanover Counties including US 17, US 117, the southern portion of US 421, and NC 133.

These land use classifications were used as the basis for the development of recommendations prepared in this Update.

NATURAL AND BUILT ENVIRONMENT

A review of the natural and built environment was conducted through desktop analysis and WMPO GIS shapefile data. This review was not intended to serve as a formal environmental review, but rather to guide the development of recommendations. Implementation of the recommendations made in this Update is subject to compliance with all necessary environmental reviews and/or permitting requirements.

The high-level review revealed that protected lands, including Natural Heritage Areas and state-owned lands, are located throughout the study area but concentrated west of US 421, south of NC 133 between US 421 and US 117, and west and east of the Northeast Cape Fear River (see Figure 2-3 on the following page). Data from the National Wetland Inventory and the North Carolina Flood Risk Information System were used as wetland and floodplain sources, respectively. These sources indicated that potential wetlands and 100-year floodplains are scattered throughout the study area.

but are concentrated at the previously identified protected lands and between US 117 and I-40 and south of NC 210/Island Creek Road between the study area boundary and US 17. These natural resources were combined with future land use data to serve as the basis for the recommendations made in this Update.

Excluding the existing built areas east of US 17, the study area is mostly undeveloped. Concentrations of existing development include residential development between Clarks Landing Road and US 117, and small-scale residential developments along NC 210 between the Northeast Cape Fear River and US 17. Considering the extent of future residential classifications from the Land Use Plan, there is high potential for future development within the study area.

TRAFFIC CONDITIONS

Existing traffic patterns and volumes were derived from StreetLight Data and Average Annual Daily Traffic (AADT) data from NCDOT. One key difference between these two datasets is that AADT presents the traffic volumes of an average day in 2019, without accounting for seasonal or daily fluctuations. The StreetLight Data extracted for this analysis

presents traffic volumes on an average day in the months of March and October of 2019, when traffic volumes are typically representative of normal traffic patterns. The chosen analysis year was 2019 due to abnormal travel patterns in 2020 related to the COVID-19 pandemic.

NCDOT AADT data indicates that the average daily traffic volume along US 17 is approximately 36,000 vehicles per day (vpd) north of Belvedere Drive; 43,500 vpd between NC 210 and Belvedere Drive; and 40,000 vpd south of NC 210. The daily traffic volume along NC 210 averages 9,300 vpd near the intersection with US 17; 2,100 vpd near the intersection with NC 133; and 15,000 vpd between I-40 and US 117. Along US 117, daily traffic volume ranges between 7,000 and 14,000 vpd. Daily traffic on NC 133 averages from 11,000 vpd at US 117 to 2,300 vpd at US 421. Average daily traffic on US 421 varies from 5,700 vpd at NC 133 to 7,600 vpd near the Pender/New Hanover County border.

As NCDOT AADT data does not indicate the distribution of traffic, StreetLight Data was used to provide this information. Figure 2-4 on the opposite page presents the study area, divided in two halves by the Northeast Cape Fear River. Based on the StreetLight Data analysis, the western and eastern

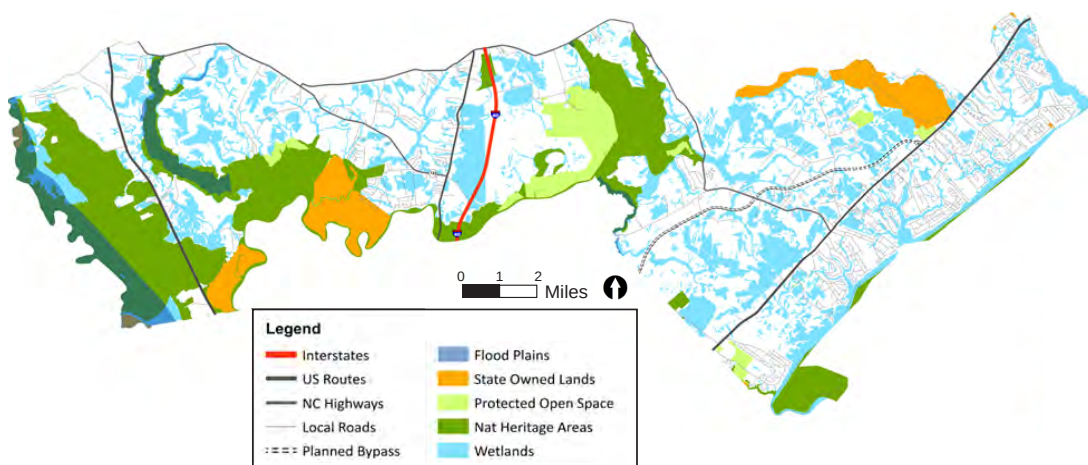


Figure 2-3 | *Natural Resources in the Study Area*

halves generated 21,710 and 74,850 daily trips in 2019, respectively. See Appendix A for StreetLight Data outputs.

In the western half, 24% of trips remained within this half of the study area; 60% of trips were to or from New Hanover and Brunswick Counties; and only 15% of trips traveled to and from north of the study area. There was a high volume of pass-through traffic, 38,250 vpd, in the western half due to the presence of multiple north-south routes including I-40, US 421, and US 117. In the eastern half, 38% of the trips remained within this half of the study area; 38% of trips traveled to and from New Hanover County; and 23% of trips traveled north of the study area. In addition to those trips, there were about 16,200 daily trips that traveled through the eastern half of the study area. Approximately 900 daily trips are made between the eastern and western halves of the study area, which accounts for the remaining 1% of total trips in each half.

NCDOT AADT data was used to develop future traffic projections along existing arterial roads. The historical AADT values at various locations along these roads were tabulated and projected to future year 2045 using a straight-line projection method. These values

were compared to the roadway capacity and Travel Demand Model-based travel projections, which are discussed in the Methodology section of this Update.

TRAFFIC MODELING

The latest update to the WMPO's adopted Travel Demand Model (TDM) occurred in November 2020. The TDM projects travel demand based on projected population and employment levels in 2045 while assuming the infrastructure improvements in the MTP. The TDM has been an appropriate tool for forecasting needs in more urban New Hanover County, but analysis performed during this Update indicates that the population and employment projections for Pender County may not be reflective of development patterns as the rate of development is typically higher. This difference is further distorted due to the adoption of the Land Use Plan, which dedicates more land for higher density development than what was assigned in the previous land use plan and TDM. As the TDM only features major arterial roads within the study area, the TDM is unable to provide a sufficient basis for the development of collector streets.

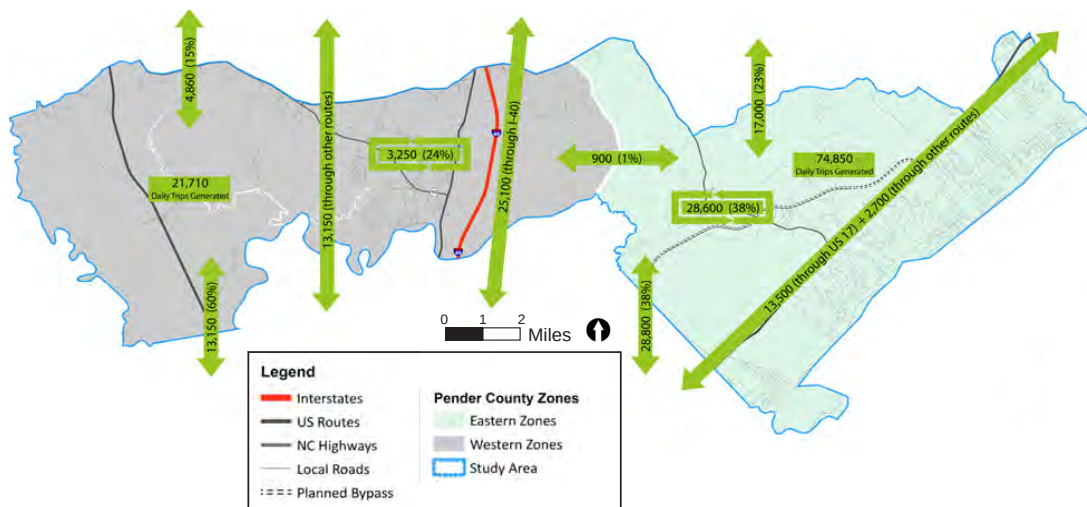


Figure 2-4 | *StreetLight Data Traffic Distribution*

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For the development of this Update, the TDM was used to determine the daily vehicle carrying capacities of each roadway classification. These capacities were compared with the traffic projections based off of AADT values and those from the TDM to determine which roadway segments may be over capacity in the future on a daily volume basis and peak-hour basis. Appendix B presents the calculations used for this comparison.

The analysis suggested the daily traffic volumes on almost all arterial roads will be lower than their daily carrying capacity. However, during peak hours, many portions of US 17 and NC 210 may experience significant congestion. The AADT projections for

US 17 were highly overestimated because they did not consider the distribution of traffic related to the future Hampstead Bypass. However, even after adjusting the volumes to consider the future bypass, US 17 may still experience congestion at certain locations during peak hours. This conclusion, combined with the earlier observation that there is a significant volume of intra-zonal trips in the region, indicates collector streets parallel to US 17 may be required to address local traffic needs and alleviate congestion on US 17.



PUBLIC OUTREACH AND STAKEHOLDER ENGAGEMENT

Two periods of public outreach and stakeholder engagement were held during the development of the 2021 Plan Update (the Update). Key takeaways from the engagement periods are highlighted below. Detailed summaries and findings from each engagement period are presented in Appendix C.

PHASE I (MARCH/APRIL 2021)

The first round of public engagement was held in March and April 2021 to seek feedback on the 2016 Pender County Collector Street Plan (the 2016 Plan), identify conditions that have changed since 2016, and understand current transportation and development needs and concerns. An online survey provided the opportunity for public comments and 440 responses were received. Members of the development and real estate community were included through a parallel online survey and a Stakeholder Steering Committee meeting.

Responses and feedback received during this engagement period were used in the development of the draft recommendations.

PHASE I PUBLIC SURVEY RESULTS

Results of the public survey indicated most respondents experience delays during their daily travel during peak times and that seasonal travel impacts related to tourism often lead to considerable delays. Responses further indicated delayed travel times are typically experienced along US 17, specifically at the intersections of NC 210, County Club Road, Topsail Schools, Sloop Point Road, and Washington Acres Road. Seventy-seven percent of respondents also noted US 17 as a concern through a separate comment.

When asked if respondents would walk or bike more often within the study area if better, safer facilities were available, 58% of respondents answered yes, 22% answered no, and 20% answered maybe.

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Select your top three priorities to be addressed when new collector streets are being constructed.

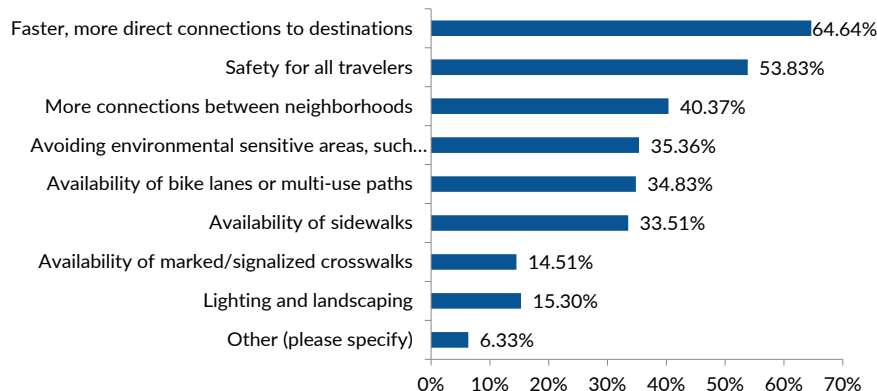


Figure 3-1 | *Transportation Priorities Identified in the First Public Survey*

Finally, respondents were asked to select their top three transportation priorities from a list of eight options. Responses to this question are shown in Figure 3-1 above.

DEVELOPER SURVEY AND STAKEHOLDER MEETING I RESULTS

The developers survey received three responses, which are recorded in Appendix C.

Stakeholder meeting participants indicated the 2016 Plan was generally not helpful for guiding development and site plan design. Further, participants indicated general infrastructure needs, such as utilities and schools, were barriers to future development in addition to transportation and traffic needs. Figure 3-2 on page 15 presents the selection of transportation elements participants saw as important for future development.

PHASE II (MAY/JUNE 2021)

In order to present the draft recommendations to the public and collect feedback on various elements of the recommendations, an ESRI Storymap website was developed. The website was available

from May 17th until June 21st 2021. The website, made available at www.tinyurl.com/PenderStreets, included four sections: Overview, Methodology, Draft Recommendations, and Next Steps. An interactive map of the draft recommendations was available for users to see the recommendations in detail. Survey questions were asked throughout the website using ESRI's Survey123 tool. Eight questions were asked, in addition to 11 optional demographic questions. In total, there were 639 unique visitors to the website, and 22 individuals completed at least one survey question.

PHASE II PUBLIC SURVEY RESULTS

Questions asked respondents to rate how they felt about the proposed collector street recommendations, broken up by region, on a scale from strongly disagree to strongly agree. There was a total of 13 responses for each of the three questions. Figure 3-3 on page 15 shows the results for each region. It can be inferred from the results that most respondents agree with the collector street alignment recommendations. Another question asked respondents to rate their opinion of the proposed bicycle and pedestrian recommendations. A total of 12 responses were received, shown in Figure 3-4 on page 15. A majority of the respondents strongly agreed with the proposed recommendations.

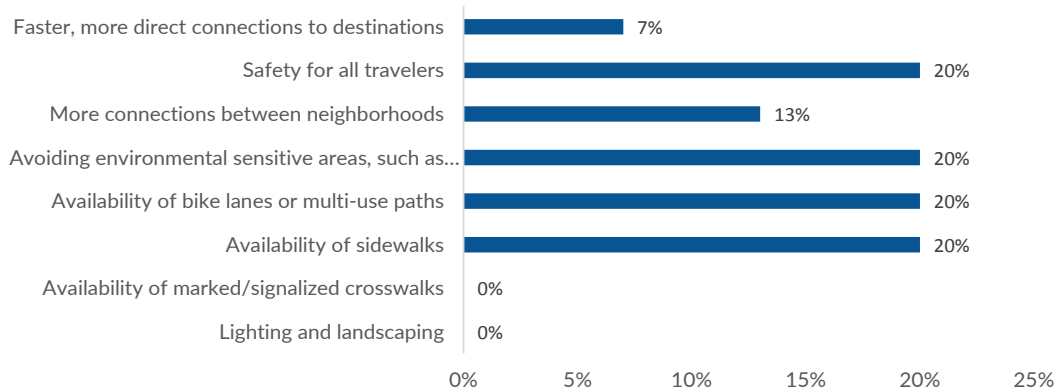


Figure 3-2 | *Development Preferences Identified in the First Stakeholder Meeting*

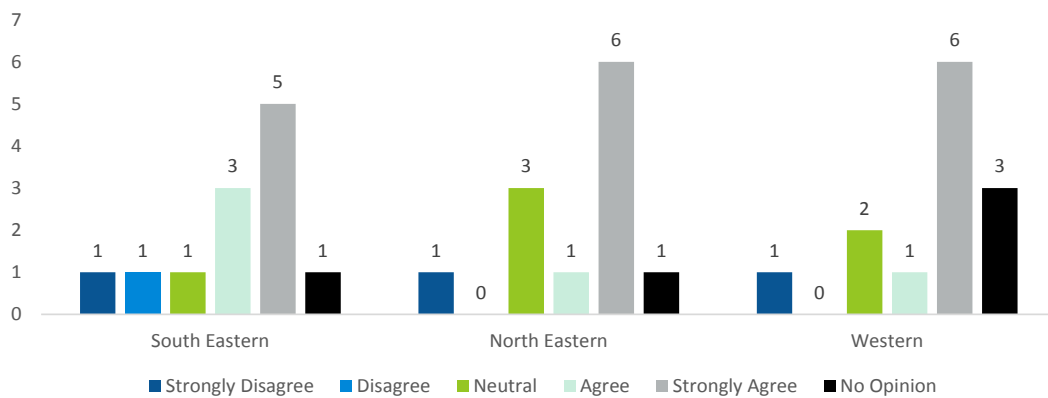


Figure 3-3 | *Survey Results – Respondent Opinions on Collector Street Recommendations*

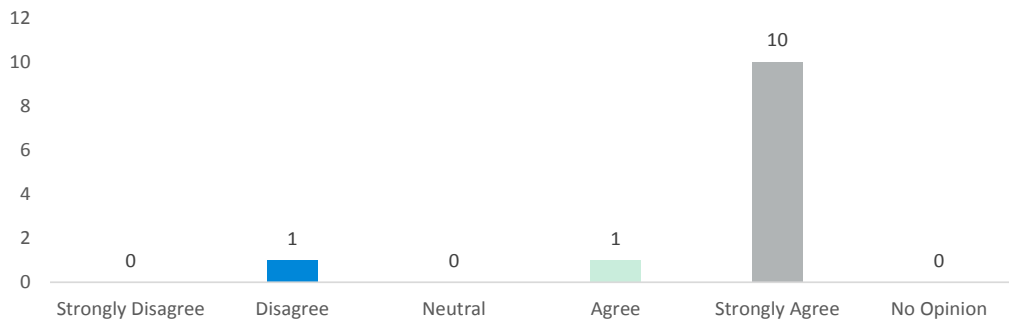


Figure 3-4 | *Survey Results – Respondent Opinions on Bicycle and Pedestrian Recommendations*

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STAKEHOLDER MEETING II RESULTS

A second stakeholder meeting was held on May 20, 2021 to review and discuss the draft recommendations and collect feedback from the Stakeholder Steering Committee. The purpose of the meeting was to present data collected on current travel patterns, the methodology developed to determine future collector street needs, the geographies of proposed collector streets, and recommendations for street cross sections, with multimodal facilities.

There was some concern from attendees that the cross sections presented were too limiting and that the Update should establish design minimums rather than prescribe exact cross sections. It was voiced that the decision to use a clear zone versus a curb and gutter should be left up to the developer based on site conditions and constraints. It was also noted that bicycle and pedestrian network contiguity should be taken into consideration as far as the types of facilities provided in the cross section. Finally, there was a discussion regarding the need for Pender County Planning and Community Development (Planning Department) staff to work with developers to ensure that collector streets are designed to stub out to developable and feasible locations on adjacent parcels to avoid any uncrossable environmental features regardless of the gap in time between developments.



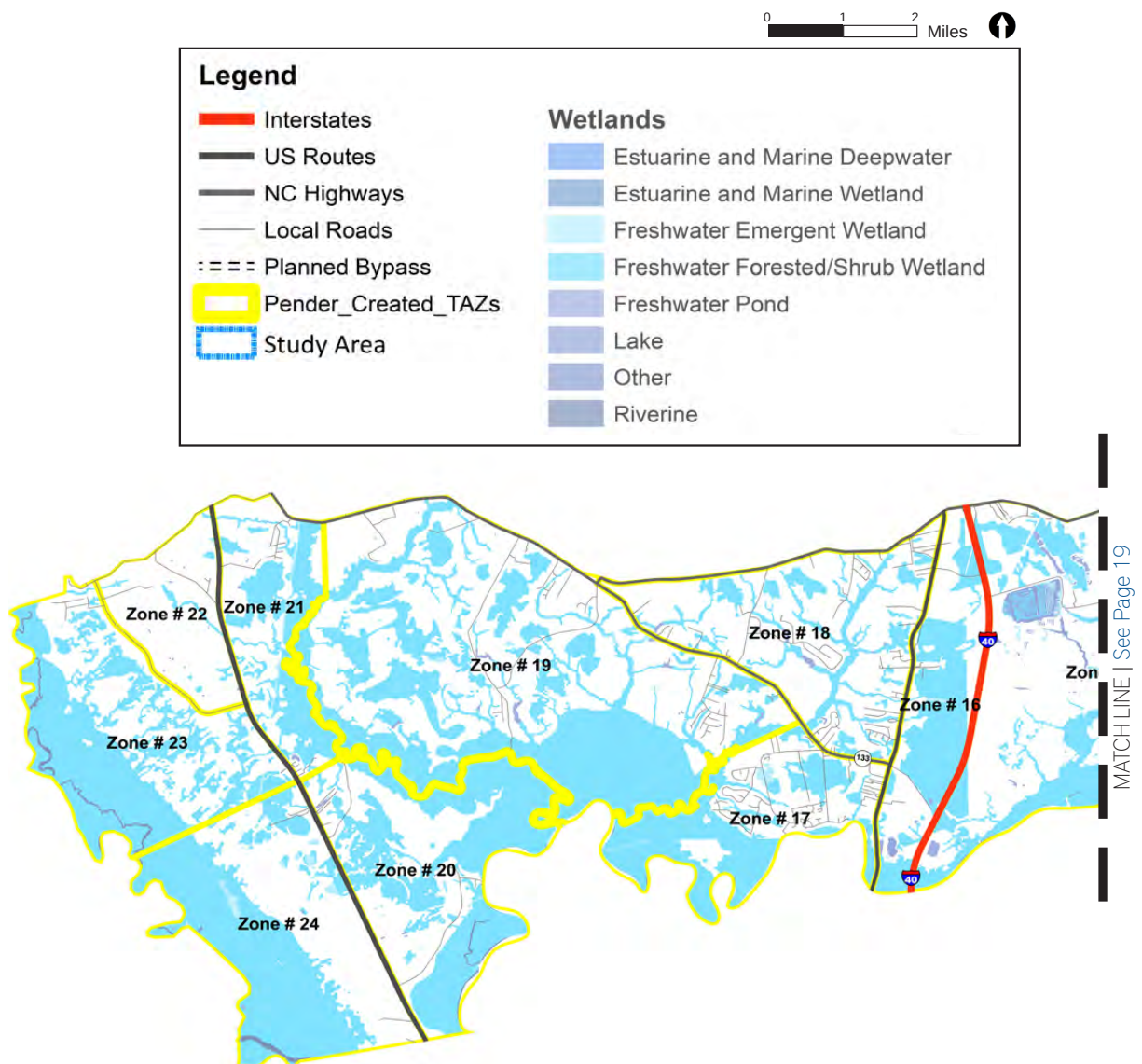
DEVELOPMENT OF COLLECTOR STREET RECOMMENDATIONS

WMPO's Travel Demand Model (TDM) was compared against the future land use classifications identified in Pender County's 2018 future land use plan, Pender 2.0: Comprehensive Land Use Plan (Land Use Plan). As discussed in the previous section, this comparison indicated the TDM projections likely underestimate future growth, and therefore projections would need to be revised as part of this 2021 Plan Update (the Update).

Collector street recommendations were developed by calculating potential future travel demand and from input received during public outreach and stakeholder engagement. The process for developing these projections is outlined on the following pages.

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STEP 1

Identify Travel Demand Zones

Since new trip projections were needed, the study area was subdivided into smaller areas to mimic how Traffic Analysis Zones (TAZs) are used in the TDM. The boundaries of the modified TAZs were identified through the existing arterial street network, parcel boundaries, and physical boundaries, such as the Northeast Cape Fear River. Trips within each modified TAZ typically feed onto a single arterial road. Using this method, 24 modified TAZs were identified within the study area and are presented in Figure 4-1 below.

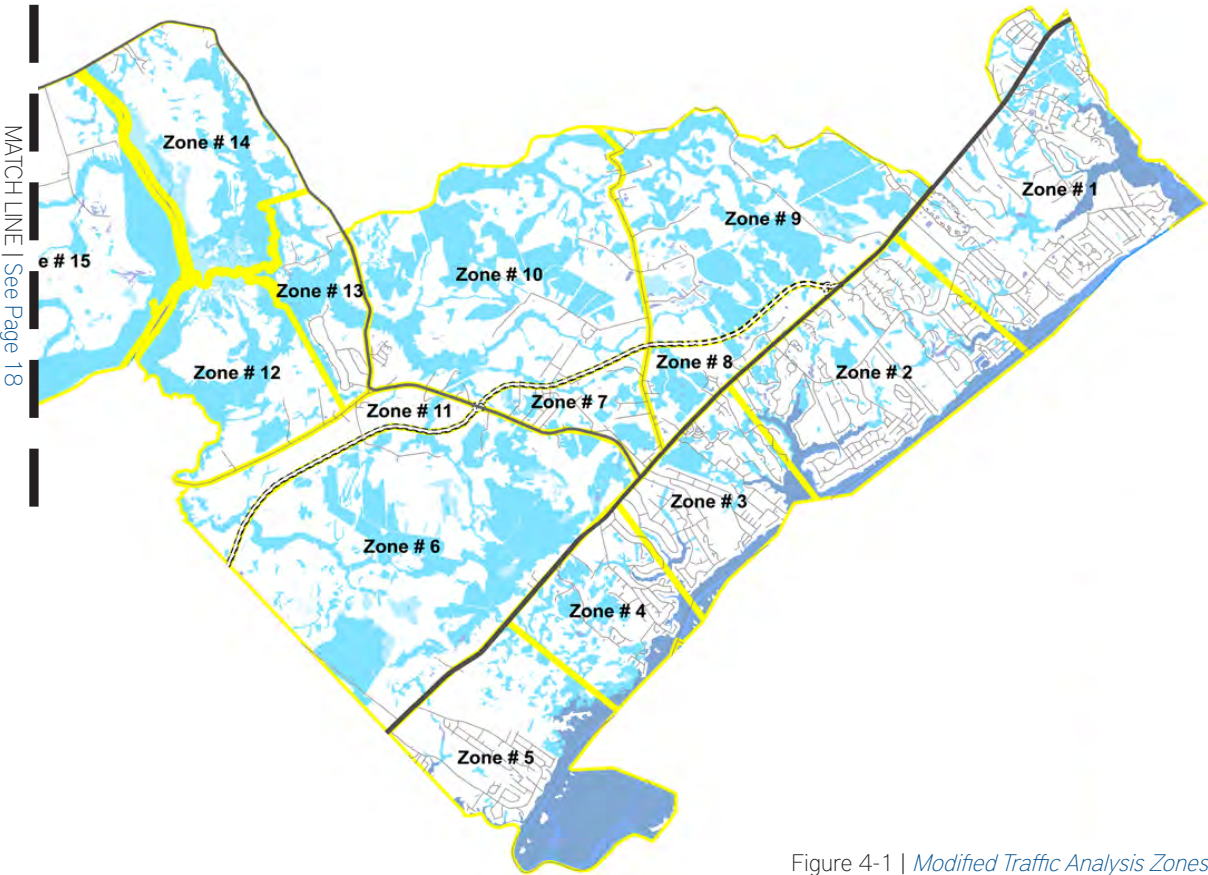
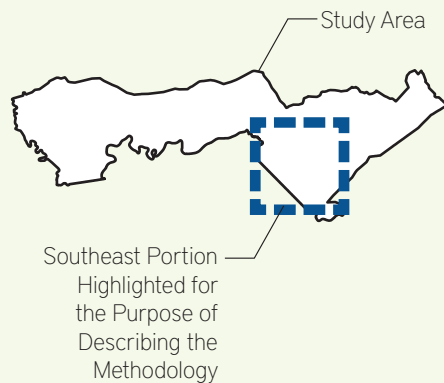


Figure 4-1 | *Modified Traffic Analysis Zones*

NOTE

While this methodology was applied across the entire study area, the corresponding images represent the analysis done in the southeast portion only.



STEP 2

Project Future Development and Density

Residential and mixed-use classifications identified in the Land Use Plan were selected as the basis of analysis since most travel is generated from homes and typically requires the use of a collector street. Non-home-based travel is typically routed along arterials where workplaces and commercial development are usually located. Figure 4-2 shows the residential and mixed-use zones in the southeastern part of the study area.

From these residential and mixed-use areas, undeveloped or underdeveloped areas were identified for further analysis. These areas were further refined by removing natural resources likely to inhibit development such as wetlands, 100-year floodplains, and protected lands. The areas remaining (see Figure 4-3) represent the areas that could be developed in the future and would be the primary sources of new traffic.

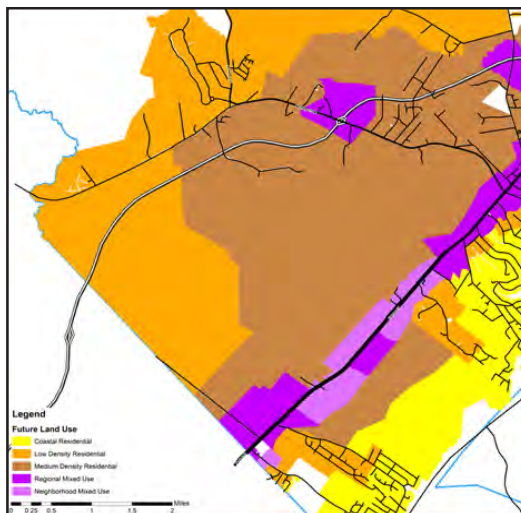


Figure 4-2 | Residential and Mixed Land Uses

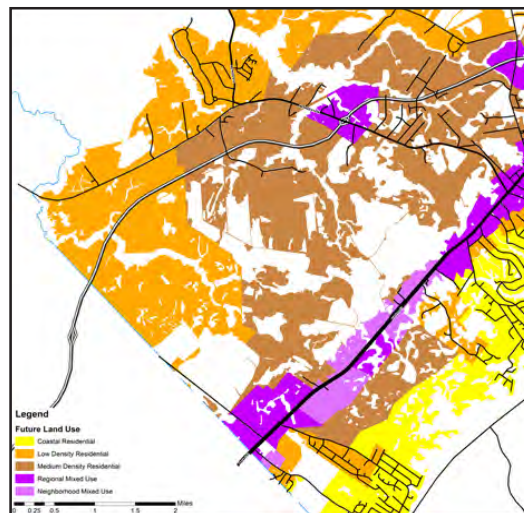


Figure 4-3 | Developable Residential Zones

STEP 3

These areas were subdivided into 10-acre subunits to assign projected household density. Density was expressed as the number of households within each 10-acre subunit and was assigned based on the specific residential classification from the Land Use Plan and the corresponding allowable units per acre specified in Pender County's Unified Development Ordinance (UDO). These subunits and associated densities are presented in Figure 4-4. The density assignment allowed for the potential future number of households to be projected.

Project Future Travel Demand and Develop Recommendations

The WMPO TDM uses various household characteristics such as household size, income, and number of vehicles to determine the number of daily trips that a given household will generate. These factors average to each household generating approximately 6.67 trips per day (see Appendix B for calculations). Although this rate pertains to the entire WMPO jurisdiction, the project team determined this rate was the most accurate local representation of travel demand. The potential daily trips from each 10-acre subunit were aggregated to determine the daily trips generated from each modified TAZ, as depicted in Figure 4-5.

A variety of factors influence the rate and pattern of development. While high rates of growth are anticipated in the study area in the upcoming decades, a full buildout would be an unrealistic expectation and could disproportionately

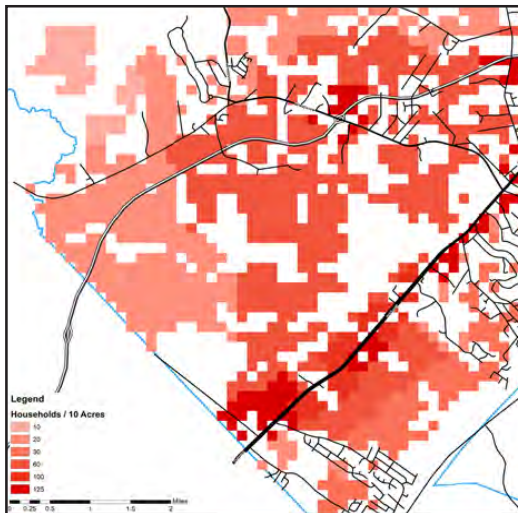


Figure 4-4 | *Modified Traffic Analysis Zones*

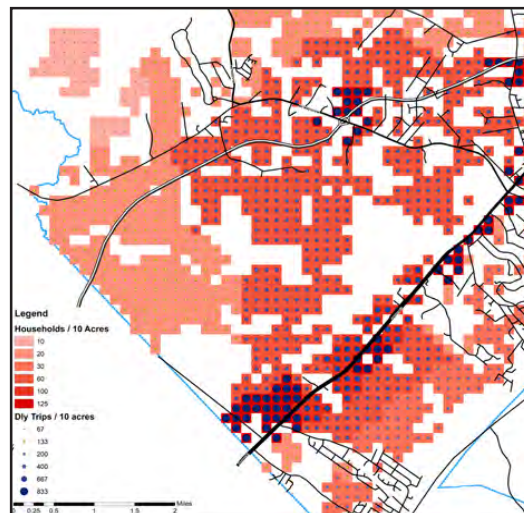


Figure 4-5 | *Daily Trips Generated from Each 10-acre Subunit*

STEP 3, continued

influence growth needs. Additionally, development requirements such as setbacks, open space requirements, and public infrastructure limit the buildable area of any parcel. For example, a 25-acre parcel where the Land Use Plan allows 4 units per acre can theoretically build 100 houses. But 20% of this parcel is designated wetland and the developer will need to build 5 units per acre in the remaining 20-acre land to achieve full buildout. Moreover, after adding requisite roadways, setbacks, green spaces, etc., the developer loses an additional 4 acres, which means the remaining 16 acres will need 6.25 units per acre to come up with 100 houses. However, development and real estate market research shows that, in this area, quarter-acre parcels are most in demand and will yield the highest profit. Applying this industry knowledge to the example parcel would yield only 64 homes out of the maximum permissible 100 homes, leading to 36% unrealized real estate and by extension, unrealized trip generation.

Similar situations can occur at varying degrees across all parcels in the study area, where the range of unrealized real estate can vary from 5% to 60% depending on the parcel. A cursory analysis and discussions with Pender County led to the conclusion that, overall, these land and market inefficiencies will result in approximately 25% fewer households than that permitted by the Land Use Plan. Fewer households will collectively produce 25% fewer daily trips and the collector streets plan should account for this reduction. Therefore, trip projections were reduced by 25% to take this into account. This would mean that for a TAZ where daily additional trips were calculated to be 10,000, the number of trips would be reduced to 7,500. The daily travel demand numbers shown in Figure 4-6 reflect these reductions.

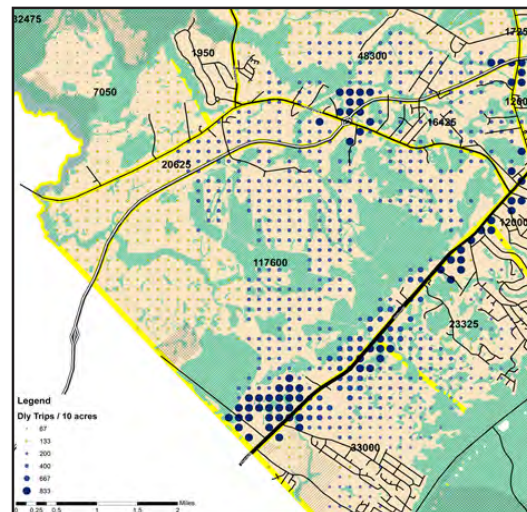


Figure 4-6 | *Daily Trips Aggregated to Traffic Analysis Zones*

STEP 4

Identify Location of Future Collector Streets

A two-lane road posted at 35 miles per hour can carry approximately 18,000 vehicles per day (2012 FDOT Quality/Level of Service Handbook). The projected number of trips within each modified TAZ can be compared to this benchmark to determine the number of collector streets necessary for each modified TAZ. For several TAZs, the existing collector street network is sufficient to carry additional traffic, whereas the geometry of some TAZs made the addition of a collector street infeasible. Figure 4-7 shows potential alignment options in the southeastern portion of the study area.

For modified TAZs where new collector streets were warranted, parcel boundaries, natural resources, potential traffic volumes, and intersection density along arterials influenced the recommended locations of new collector streets. Additionally, several arterials warranted parallel collector streets to provide sufficient capacity. Figure 4-8 shows how the potential alignments were further refined to form polygons which denote areas with the highest probability to align a collector street.

To understand the effect that recommended collector streets would have on the existing roadway network, projected trips were assigned onto the existing network based on travel demand generation. While full analysis would require changes to the WMPO TDM, this preliminary analysis suggests existing roads perform well based on daily traffic volume. However, several sections of US 17 and NC 210 may experience significant congestion.

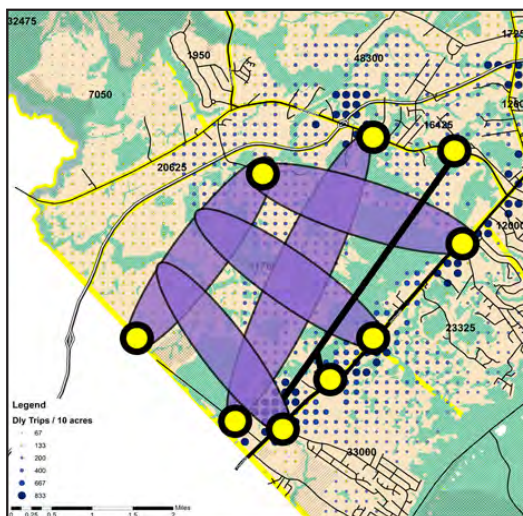


Figure 4-7 | *Potential Alignment Options Showing Collector Street Connectivity Intent*

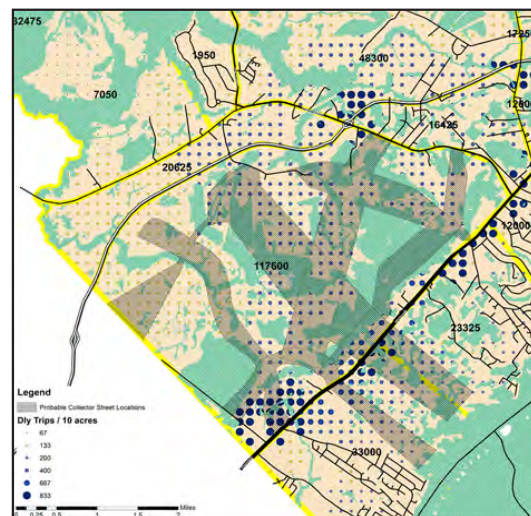
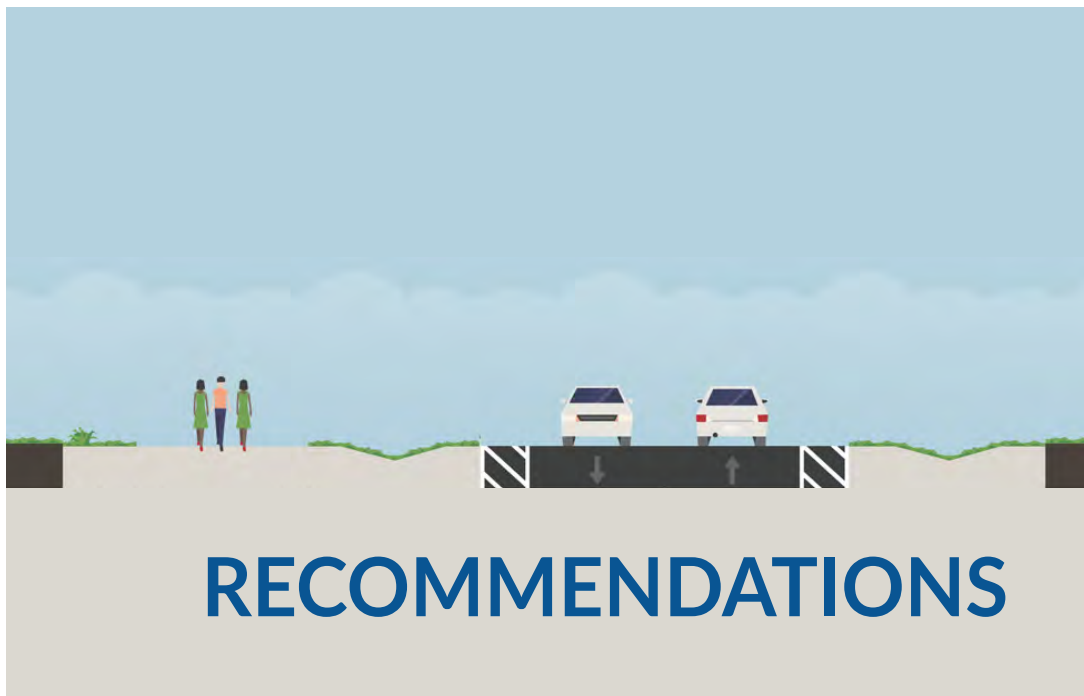


Figure 4-8 | *Polygons Showing Probable Collector Street Locations*

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ROADWAY

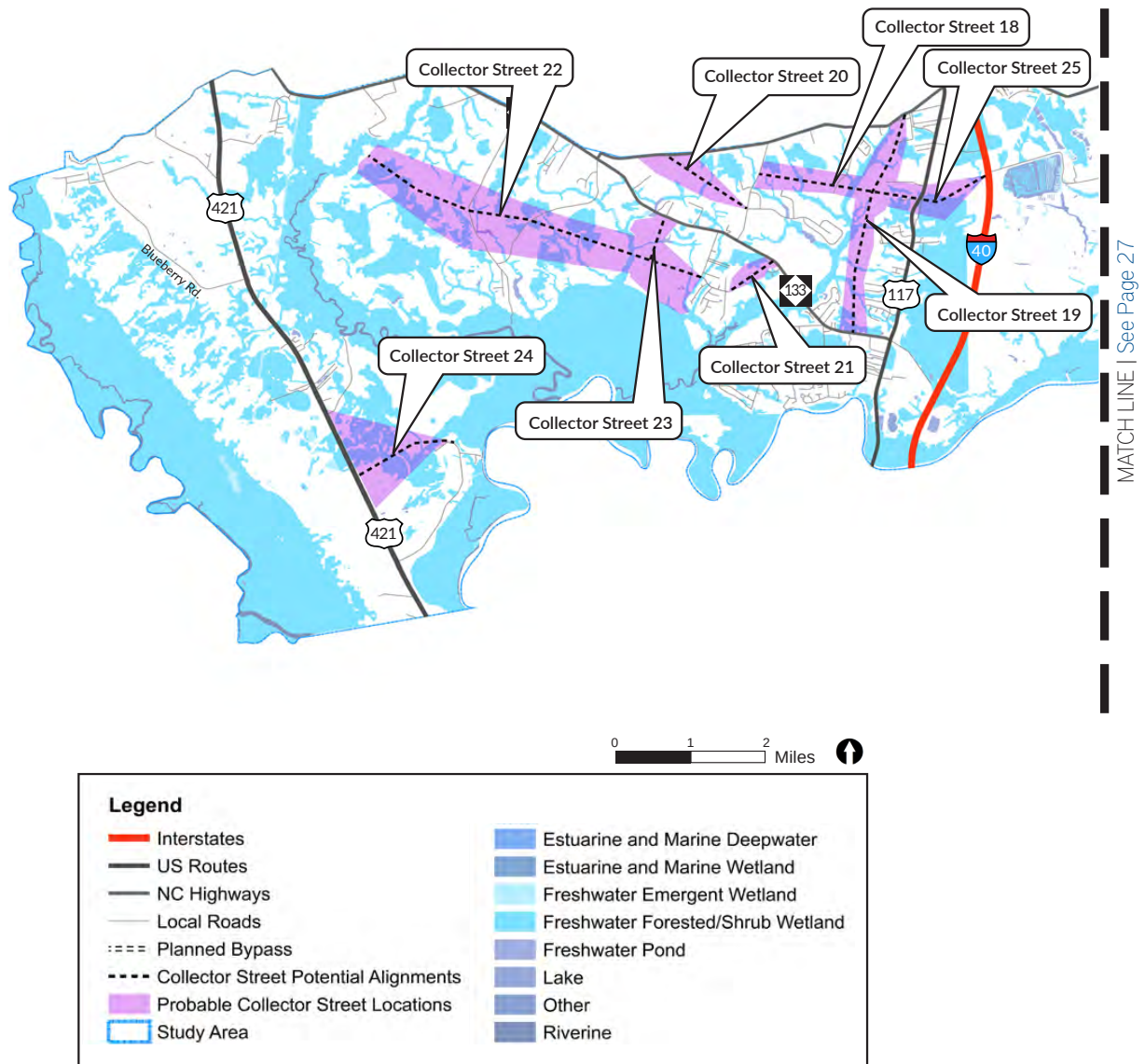
The proposed updated collector street network consists of 25 collector street recommendations within the study area. In addition to the methodology detailed in the previous section, feedback from the public; input from Pender County Planning and Community Development (Planning Department) and WMPO staffs; and comments and suggestions from stakeholders informed the selection of the proposed collector streets.

An alignment was proposed for each of the recommended collector streets, as well as a general boundary in which the collector street could be aligned. Depending on other constraints and development plans, having a proposed alignment that can then be adjusted inside a certain area provides flexibility when planning for a collector street. All proposed alignments and collector street boundaries were planned so that they

avoided smaller parcels, disruptions to established neighborhoods and communities, major wetland areas, natural areas, and preserved areas. The final set of recommendations is shown in Figure 5-1 on the following pages. Details for individual collector streets are shown in Appendix D.

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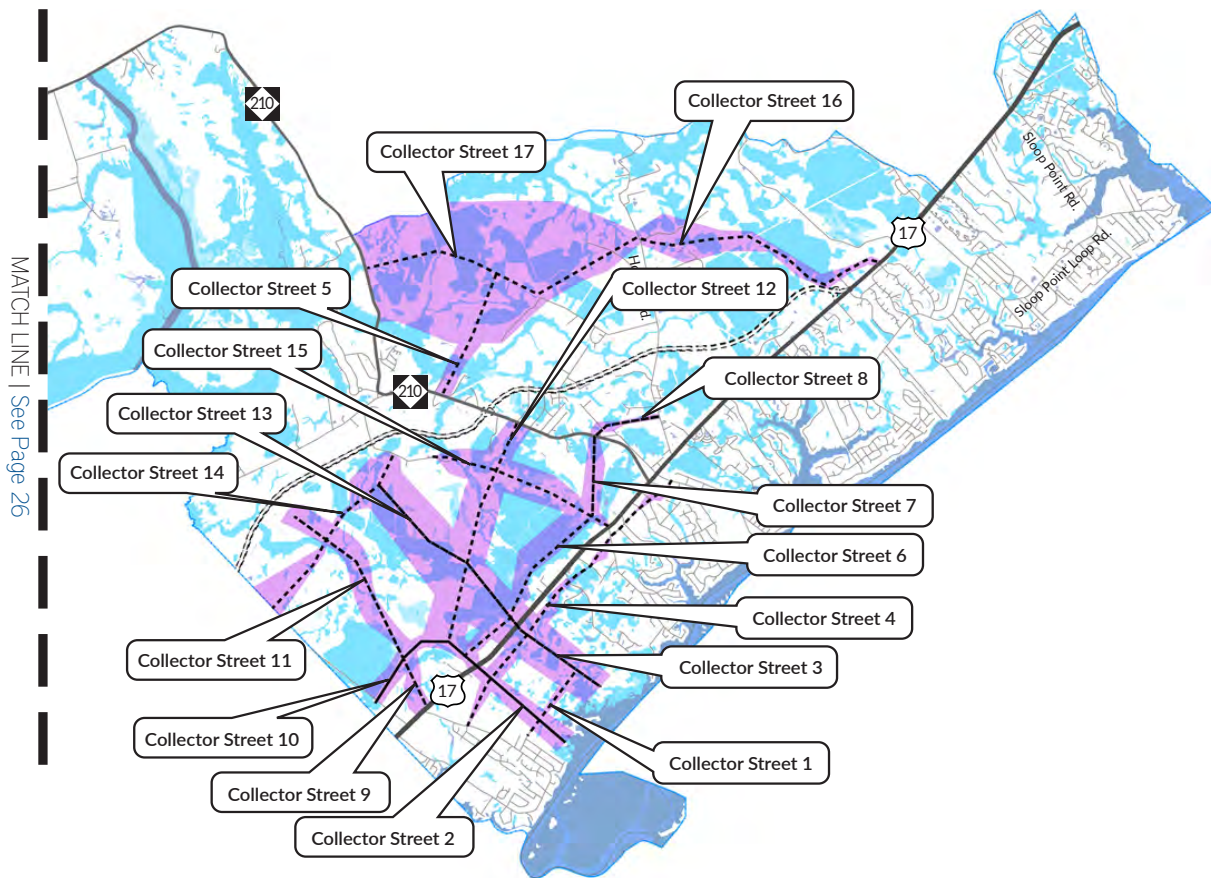


Figure 5-1 | *Collector Streets Alignment Recommendations*

These recommendations represent a significant reduction in the mileage of collector streets from the 2016 Pender County Collector Streets Plan (the 2016 Plan), shown in Figure 2-1. The 2016 Plan recommended 245 miles of collector streets while this 2021 Plan Update (the Update) recommends 63 miles of collector streets, which is a reduction of approximately 74%. This was achieved by simplification of tiers, consolidating redundant collector streets, and retaining only the most necessary collector streets based on mathematical calculation of travel demand requirements.

The polygons corresponding to the collector street boundaries are dynamic and their geometries are likely to become more limited as more and more segments of a collector street are constructed. The scenarios on the following pages outline the method of interpretation of the collector street boundaries.

SCENARIO 1

A general area has been identified for where a collector street should be aligned. This is represented by the polygon showing all possible alignment options for a particular collector street. Parcels A, B and C represent the parcels through which the collector street needs to be aligned.

In this scenario, no part of the collector street has been constructed in parcels A, B, or C. Whichever parcel develops first can construct the collector street on its parcel with significant leeway in alignment selection as long as it falls within the polygon and it can be extended to the adjacent parcel where the same polygon passes through.

The other parcels will have to tie it into this determined alignment.

SCENARIO 2

The developer of Parcel A has decided to align the collector street in a certain way. Parcel A has confirmed with the Parcel B owner and the Planning Department that the extension of this street into Parcel B would NOT impact an environmental feature that could preclude the construction of the collector street in Parcel B.

Parcel B and C now have a reduced number of alignment options to locate the collector street on their respective parcels since the street will eventually have to connect to the alignment in Parcel A. This is determined by design speeds and local buildability conditions. This results in the shrinking of the polygon as one approaches Parcel A.



Figure 5-2 | *Polygon Scenario 1*

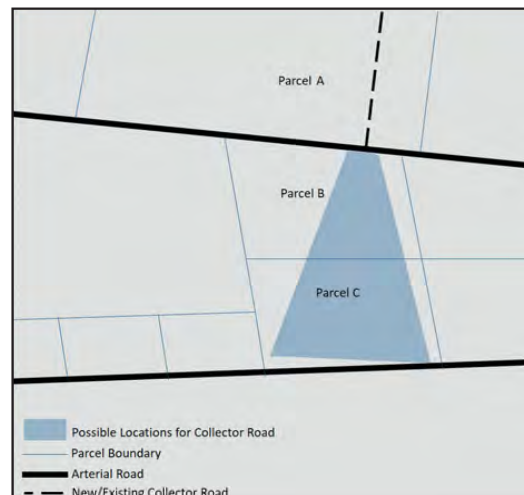


Figure 5-3 | *Polygon Scenario 2*

SCENARIO 3

In this scenario, both Parcel A and Parcel C have decided to align the collector street in a certain way within their respective parcels and the collector street polygon. The parcel owners have confirmed that extension of this street into Parcel B would not impact an environmental feature that could preclude the construction of the collector street in Parcel B.

Now Parcel B has two fixed endpoints to honor when aligning the collector street. The developer is still free to determine the internal alignment through Parcel B as long as design standards and road geometries are maintained, and the street eventually connects to the stub-outs in Parcels A and C.

Note: A stub-out is a temporary termination of a street that is intended to be extended through adjacent property in the future. Stub-outs are generally required when it is anticipated that adjacent property will need to extend the street to accommodate future development.

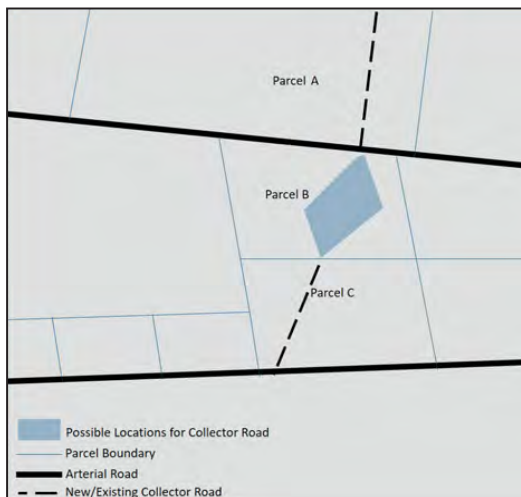


Figure 5-4 | *Polygon Scenario 3*

During implementation, developers should not be allowed to stub out the collector street in such a way that its extension would be burdensome to the adjacent parcels due to environmental conditions. Additional language strengthening this clause was added to the policy recommendations empowering the Planning Department to ensure overall connectivity can be achieved without disproportionate adverse impacts on any parcel.

Construction of collector streets will necessitate further strengthening of the arterial street network so that the overall roadway network will function at acceptable standards. The travel demand calculations carried out in this Update indicate the improvements listed below would be necessary to maintain acceptable levels of traffic. Detailed evaluation of these improvements should occur in a separate planning effort. Appendix E shows detailed calculations of traffic growth at key locations based on historic Average Annual Daily Traffic (AADT) data from NCDOT and a comparison with the traffic volumes in the Travel Demand Model (TDM).

1. Widening US 17 from 4 lanes to 6 lanes between I-140 and NC 210
2. Widening US 17 from 4 lanes to 6 lanes between NC 50 and US 17 Bypass
3. Widening NC 210 from 2 lanes to 4 lanes between US 17 and Island Creek Road
4. Realigning NC 210 such that it forms a T-junction with Island Creek Road*
5. Constructing an interchange on US 17 Bypass at Sidbury Road*
6. Widening Sidbury Road from 2 lanes to 4 lanes between US 17 and US 17 Bypass
7. Widening NC 210 from 2 lanes to 4 lanes between US 117 and I-40 interchange

*projects included in the WMPO's adopted Metropolitan Transportation Plan (MTP), Cape Fear Moving Forward 2045

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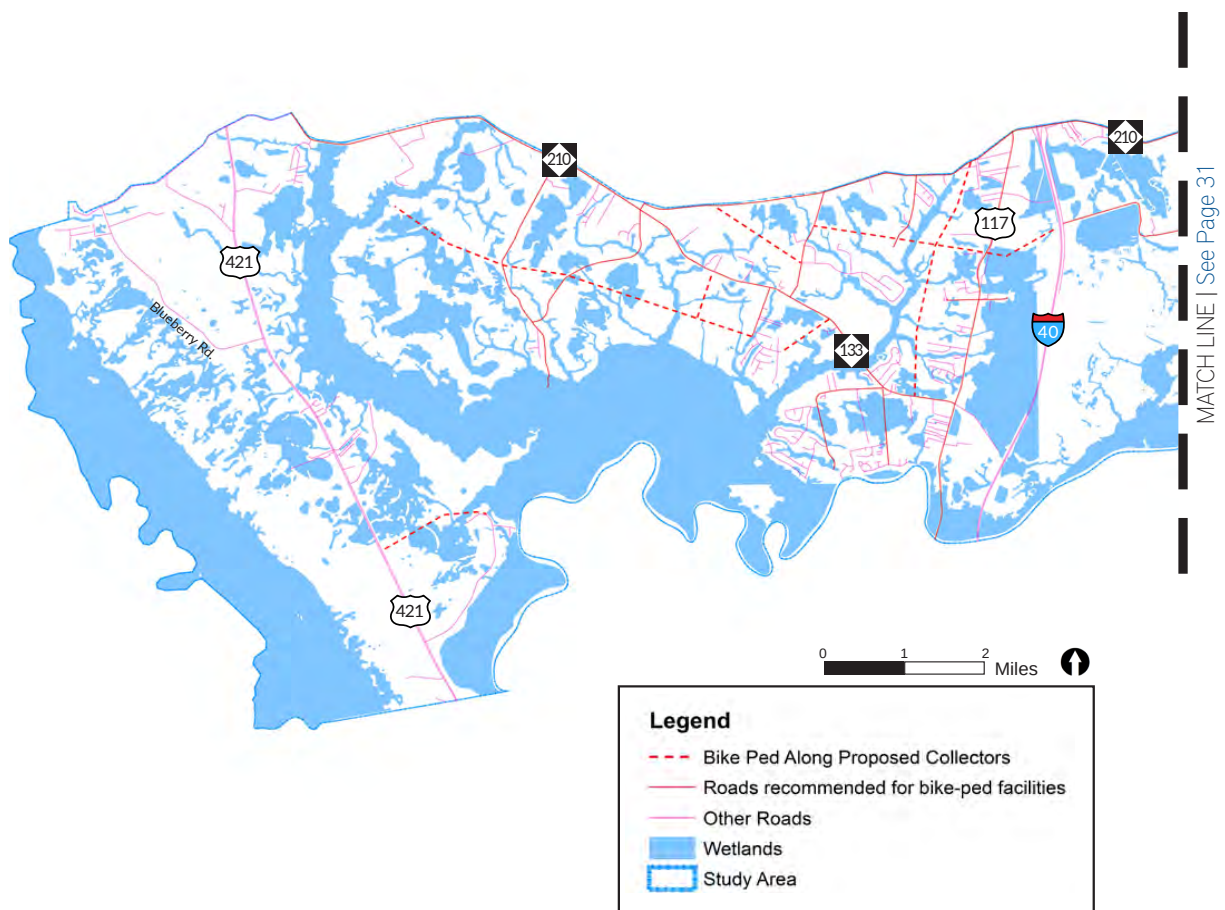
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BICYCLE AND PEDESTRIAN

Multi-use paths (MUPs) or sidewalks and bicycle lanes are proposed as part of all collector street recommendations. The eventual selection of a facility would depend upon several factors including the source of funding and adjacent facilities.

Bicycle and pedestrian recommendations were made for existing arterials or collector streets that feature existing residential development, are projected to have future residential development, and/or provide a connection between collector street recommendations.

The implementation of bicycle and pedestrian facilities on existing roadways will depend upon future development projects, future roadway improvement projects completed by NCDOT, or the availability of dedicated funding for stand-alone bicycle and pedestrian projects. Documenting proposed facilities is important so that the County may be able to utilize NCDOT's Complete Streets Policy, where NCDOT will pay for facilities in full if the proposed facilities have been previously identified in an adopted Metropolitan Transportation Plan (MTP) or Comprehensive Transportation Plan (CTP). These draft recommendations are presented in Figure 5-5 below.



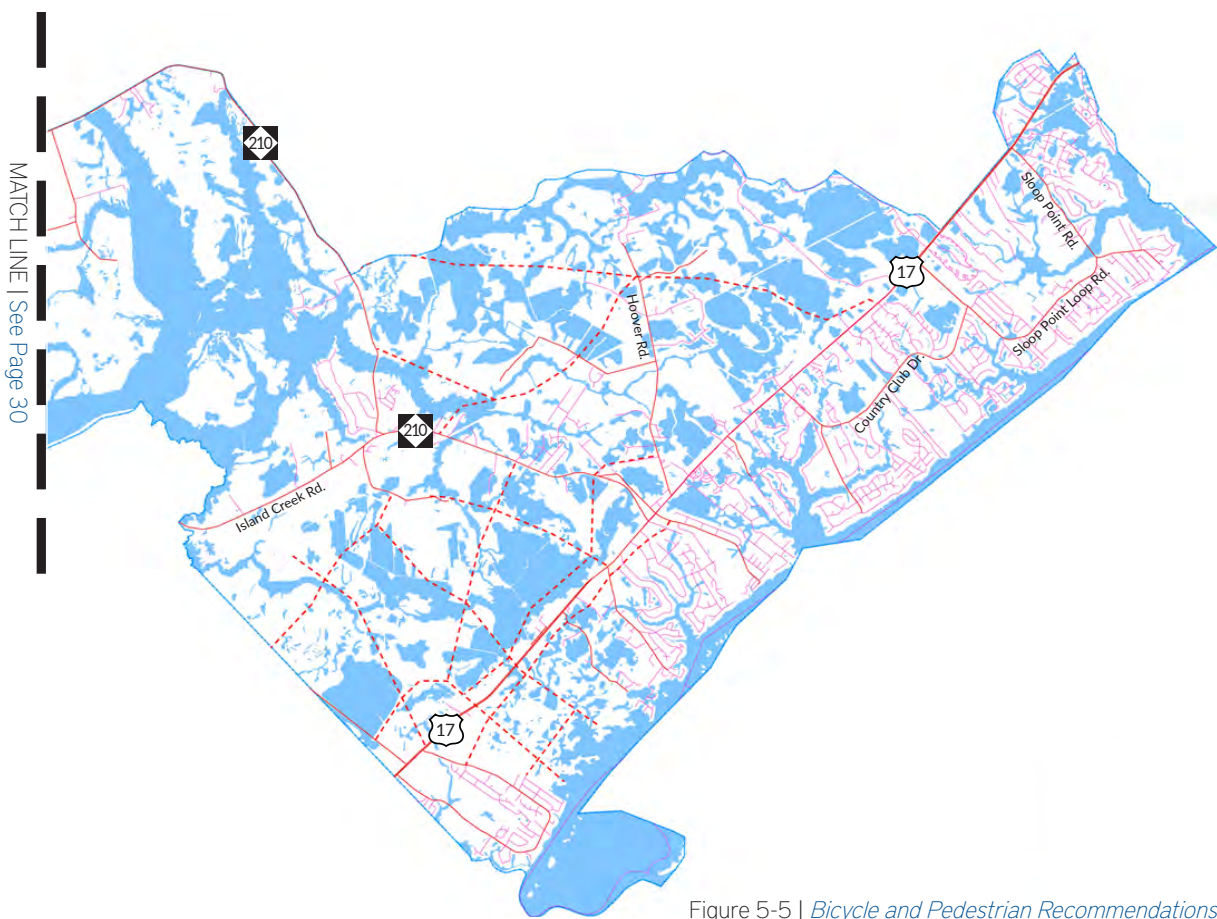


Figure 5-5 | *Bicycle and Pedestrian Recommendations*

STREET CROSS SECTIONS

This Update recommends four types of street sections to guide the design of the collector streets in southeastern Pender County. These cross-sections are not intended to be prescriptive, but provide the minimum design standards in accordance with NCDOT design criteria while affording developers flexibility in design aesthetics.

All collector streets recommended in this Update are divided into four main categories. These categories are based on NCDOT Typical Section 2F and should be designed at a minimum of 40 mph design speed (35 mph posted speed). Developers must select one of the types outlined in Table 5-1 below as a starting point which can then be expanded upon. The minimum requirements of each street cross section type are described in the sections following the table.

	A. WITH MULTI-USE PATH (MUP)	B. WITH SIDEWALK AND BIKE LANES
1. WITHOUT CURB AND GUTTER	1A	1B
2. WITH CURB AND GUTTER	2A	2B

Table 5-1 | *Types of Street Cross Sections*

TYPE 1A

Collector streets without curb and gutter with an MUP must have a minimum of:

1. Two (2) 11'-wide (minimum) travel lanes going in opposite directions
2. Two (2) 4'-wide (minimum) paved shoulders on the far sides of the travel lanes
3. 10'-wide (minimum) multi-use path (MUP) on one side of the roadway with additional 2'-wide paved shoulders on each side of the MUP (resulting in a minimum of 14' paved surface)
4. A minimum clear zone of 20' between the edge of vehicular travel lane and the interior edge of MUP. This equates to a minimum clear zone of 14' between the edges of roadway pavement (including paved shoulders) and the interior edge of MUP (including paved buffer)
5. Additional minimum dimensions as shown in Figure 5-6

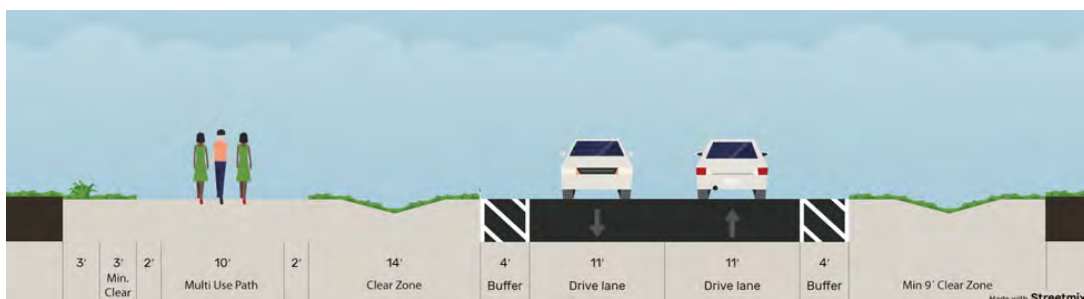


Figure 5-6 | *Street Type 1A: 2-Lane Road with MUP (without Curb and Gutter)*

NOTE

Developers can add medians, provide wider lanes, wider sidewalks, wider distances between the roadway and the sidewalk or MUP, transit bulb-outs and shelters, and other aesthetic and functional features to these base roadway cross sections. These enhancements are subject to NCDOT review.

Two out of 25 collector streets in this Update (#9 and #10) are recommended to be 4-lane based on the traffic projections. Converting any other roads to 4-lane roads is at the discretion of the developer and the Planning Department. Converting any of the four street cross section types to a 4-lane cross section will necessitate the additional features listed below and must adhere to NCDOT design criteria.

1. For Types 1A and 1B: adding a minimum 23'-wide clear zone in the median with appropriate drainage ditch and a minimum 2'-wide paved shoulder between the innermost lane and the median.
2. For Types 2A and 2B: adding a minimum 18'-wide raised median (with additional 2 1/2' curbs on each side of the median)

TYPE 1B

Collector streets without curb and gutter with bike lanes and sidewalks must have a minimum of:

1. Two (2) 11'-wide (minimum) travel lanes going in opposite directions
2. 6'-wide (minimum) bike lanes on both sides of the travel lanes
3. 6'-wide (minimum) sidewalks on both sides of the roadway
4. A minimum clear zone of 20' between the edge of vehicular travel lane and the interior edge of sidewalk. This equates to a minimum clear zone of 14' between the edges of roadway pavement (including bike lanes) and the interior edge of sidewalk
5. Additional minimum dimensions as shown in Figure 5-7

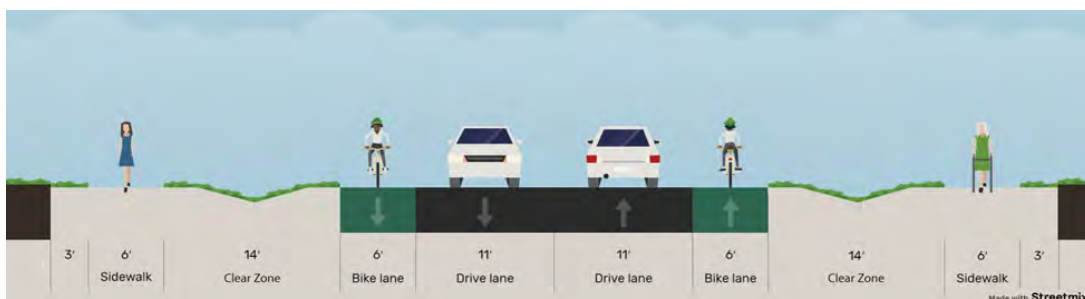


Figure 5-7 | *Street Type 1B: 2-Lane Road with Sidewalks and Bike Lanes (without Curb and Gutter)*

TYPE 2A

Collector streets with curb and gutter with an MUP must have a minimum of:

1. Two (2) 12'-wide (minimum) travel lanes going in opposite directions
2. 2 1/2'-wide (minimum) curb and gutter on both sides of paved roadway
3. 10'-wide (minimum) multi-use path (MUP) on one side of the roadway with additional 2'-wide paved shoulders on each side of the MUP (making the total width of the paved surface a minimum of 14')
4. 8'-wide (minimum) planting area between the curb and the MUP (including paved buffer)
5. 8'-wide (minimum) clear zone beyond the curb on the side of the roadway opposite the MUP
6. Additional minimum dimensions as shown in Figure 5-8

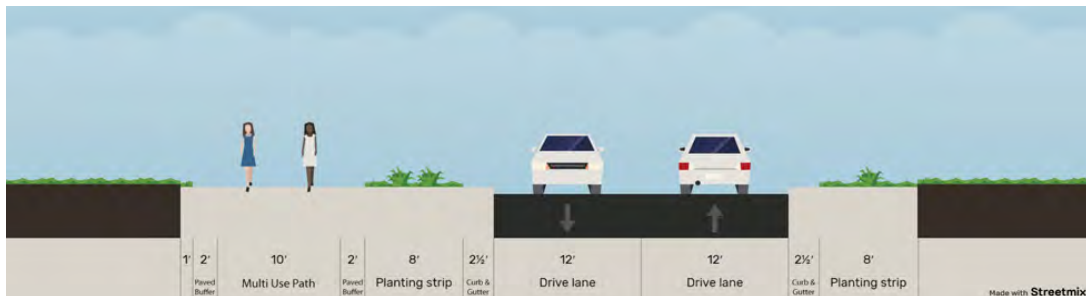


Figure 5-8 | *Street Type 2A: 2-Lane Road with MUP (with Curb and Gutter)*

TYPE 2B

Collector streets with curb and gutter with bike lanes and sidewalks must have a minimum of:

1. Two (2) 11'-wide (minimum) travel lanes going in opposite directions
2. 6'-wide (minimum) bike lanes on both sides of the travel lanes
3. 2 1/2'-wide (minimum) curb and gutter on both sides of paved roadway
4. 6'-wide (minimum) sidewalks on both sides of the roadway
5. 6'-wide (minimum) planting area between the curbs and the sidewalks
6. Additional minimum dimensions as shown in Figure 5-9

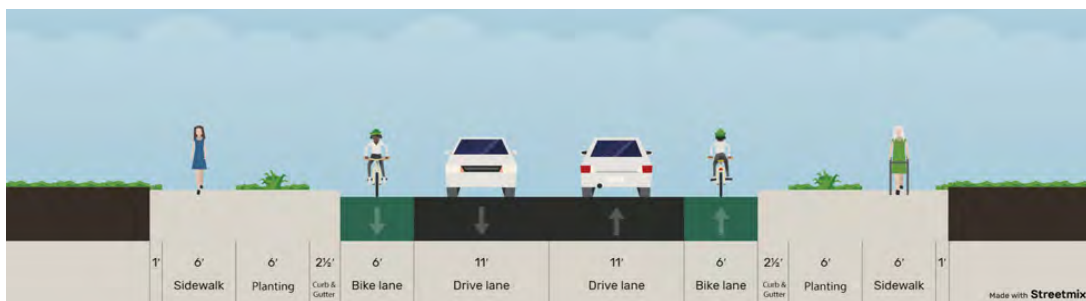


Figure 5-9 | *Street Type 2B: 2-Lane Road with Sidewalks and Bike Lanes (with Curb and Gutter)*

POLICY RECOMMENDATIONS

The 2016 Pender County Collector Street Plan (the 2016 Plan) included nine recommendations to be added to the Unified Development Ordinance (UDO) to ensure proper implementation of the Plan. These recommendations were evaluated in order to assess whether they should be retained, modified, or removed from this 2021 Plan Update (the Update).

1| STORMWATER RUNOFF MANAGEMENT

Recommendation: Stormwater BMPs and Green Streets Policies are essential in mitigating pollution and maintaining water quality, particularly in sensitive natural areas. Pender County is home to significant natural resources, which can be negatively impacted by stormwater runoff. To avoid this type of environmental degradation, stormwater BMPs are recommended to be implemented as appropriate to local conditions.

Action: To be carried forward in the Update.

Reason: This recommendation is essential for the preservation of water quality in Pender County.

Additional Notes: Two broad categories of street sections have been developed: one with curb and gutter, and one with a ditch section to provide flexibility to the developers based on availability of water and sewer infrastructure.

2| STREET SPACING STANDARDS

Recommendation: Enact a policy that creates street spacing standards for collector streets to ensure adequate cross access between land uses.

Action: To be removed as a policy recommendation.

Reason: This recommendation was a result of the methodology by which the 2016 Plan was created. The methodology used in this Update does not include standard street spacing criteria, thereby rendering this policy recommendation unnecessary.

Additional Notes: The text of the policy recommendation does not differentiate between local and collector streets. This text should also be removed from the UDO.

3| TRAFFIC IMPACT ASSESSMENT

Recommendation: A Traffic Impact Assessment (TIA) shall be required if one of the following applies to a specific site plan:

- The development generates 1,000 vehicle trips per day; or
- 100 vehicles in the AM or PM peak hour.

Action: To be carried forward in the Update.

Reason: The basis of this policy recommendation was that this requirement already exists in Pender County's current UDO.

Additional Notes: This threshold is largely consistent with other counties and municipalities throughout North Carolina.

4| NCDOT COMPLETE STREETS

Recommendation: Proposed collector streets as defined by the Collector Street Plan will adhere to the NCDOT Roadway Design Manual, including the design of multimodal facilities – i.e., proposed pedestrian and bicycle facilities must be designed and constructed to the applicable standard.

Action: To be carried over from the 2016 Plan and merged with bicycle and pedestrian facility recommendations. Bicycle and pedestrian facility design criteria will be incorporated into the updated NCDOT Roadway Design Manual anticipated to be released in Summer 2021.

Reason: This Update intends to strengthen the non-motorized network along with the collector street network and this recommendation would help to achieve that goal.

Additional Notes: Additional language added to ascertain transition between two different types of bicycle and pedestrian facilities.

5| ENVIRONMENTAL CONSERVATION POLICY

Recommendation: In order to preserve the unique natural environment in Pender County, any new development that would require the construction of a collector street as defined by the Collector Street Plan, would avoid or minimize impacts to sensitive natural areas, such as wetlands, floodplains, and areas with endangered flora/fauna.

Action: To be carried forward in the Update.

Reason: This recommendation furthers environmental protection, which is in line with the goals of this Update.

Additional Notes: Additional language added to ensure alignment of collector streets on one parcel does not encroach onto environmentally sensitive areas in adjacent parcels when the street could be extended in the future.

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6| TRI-PARTY AGREEMENT

Recommendation: The Tri-Party agreement is a framework for the construction and maintenance of new pedestrian and bicycle facilities along collector streets.

Action: To be carried forward in the Update.

Reason: Although this recommendation has not yet been implemented, the inclusion of this recommendation provides a pathway for it to be included in future updates of the UDO.

Additional Notes: The inclusion of this recommendation was discussed with Pender County.

7| GENERAL CONNECTIVITY OF COLLECTOR STREETS

Recommendation: Connectivity requires that private entities coordinate across different properties to anticipate future connections between adjacent properties. Providing connectivity to nearby amenities and to the arterial system is important to avoid congestion across the transportation system. This policy requires that new collector roadways be constructed to provide connections between the collector and arterial systems.

Action: To be carried forward in the Update with additional language describing the situations and conditions.

Reason: The basis of this Update is to improve connectivity and this recommendation promotes this.

Additional Notes: This recommendation should be moved further up the list of policy recommendations.

8| BICYCLE AND PEDESTRIAN ACCOMMODATION

Recommendation: All proposed collector streets, as defined by the Collector Street Plan, shall have accommodations for bicycle or pedestrian facilities.

Action: To be carried forward in the Update.

Reason: This Update looks to strengthen the non-motorized network along with the collector street network and this recommendation would help to achieve that goal.

Additional Notes: NCDOT Complete Streets recommendation merged into this recommendation. Additional language added to ascertain transition between two different types of bicycle and pedestrian facilities within one development and across adjacent developments.

9| REDUCED PAPER STREETS

Recommendation: Encourage the construction of paper streets to the greatest extent possible; reduce the number and extent of paper streets.

Action: To be carried forward in the Update.

Reason: There are a few paper streets in the study area which need to be honored by new developments.

Additional Notes: Retention of this recommendation and the strengthening of it may result in developers planning subdivisions that take paper streets into consideration.

POLICY STRATEGIES

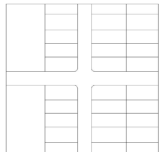
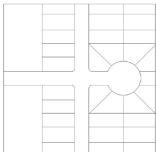
The following tables provide information for the policy measures recommended by this Update.

NOTE: The Planning Department should consult with the County's attorney before any or all of the sample language on the following pages is added to the UDO.

CONNECTIVITY AND CONTIGUITY OF COLLECTOR STREETS	
Description/ Purpose	Connectivity requires that private entities coordinate across different properties to anticipate future connections between adjacent properties. Providing connectivity to nearby amenities and to the arterial system is important to avoid congestion across the transportation system. This policy requires that new collector streets be constructed to provide connections between the collector and arterial systems. As new development is programmed, this policy would require that collector streets are not closed off, but are "stubbed out" to ensure that future roadway construction can tie back into the public roadway network. Essentially, this policy stipulates that no collector street can dead end. In addition to the contiguity of collector streets, this policy is also designed to ensure contiguity of bicycle and pedestrian infrastructure.
Target Performance Measure	Each new development needs to provide connections to another collector or arterial, or shall provide a signed stub-out to allow future connections as new development occurs. All practical connections must be included. No collector street should be discontinued without signage (i.e., Future Connection)

CONNECTIVITY AND CONTIGUITY OF COLLECTOR STREETS	
Sample Language	All recommended collector streets have been designed in anticipation of future growth and connectivity requirements of the area. For each collector street recommendation, there is a corresponding polygon representing the boundaries of possible alignments. All new developments in the parcels that contain the collector street polygons are required to build collector streets unless the requirement has been waived by Pender County Planning and Community Development (Planning Department). The Planning Department shall evaluate the proposals of waiver and shall provide waivers based on their assessment keeping in mind the following criteria: 1. Redundancy: A collector street segment located on adjacent parcel has fulfilled the connectivity intent in such a way that constructing it on the parcel in question will create a parallel redundant collector street. 2. Discontinuity: An adjacent parcel has constructed a collector street that does not stub-out to the parcel in question and hence constructing it on the parcel in question will create a discontinuous segment of the collector street. 3. Futility: There is no possibility of a future connection between the parcel in question and another discrete segment of the same collector street even with a bridge, or other structure and hence constructing it on the parcel in question will be futile. 4. Impossibility: If a large portion of the parcel is unbuildable because of local environmental features, it may not be possible to appropriately route the collector street in that parcel. In cases where a section of the collector street polygon passes through multiple parcels of land in such a way that the collector street can be aligned on any of those parcels without compromising the overall connectivity intent, the Planning Department shall decide which parcel is most appropriate to route that collector street. The following criteria must be kept in mind while making that decision: 1. Road geometry. 2. Local environmental and buildability conditions. 3. Relative parcel sizes and assessment of undue disadvantage to smaller parcels. A collector street shall be located within the corresponding polygon and shall connect to any one of the following: 1. Adjacent land at a location that allows the continuation of the collector street onto the adjacent property as a temporary stub-out. 2. Another collector street or another, higher-level (e.g., arterial) street. 3. At least two local streets in case a collector street ends in a property without a recommended connection to either adjacent property or a higher-level street. This connection can be made using an intersection or a roundabout with 3 local streets, a Y-junction, T-junction, or a roundabout with two local streets. Collector streets cannot transition into only one local street.

CONNECTIVITY AND CONTIGUITY OF COLLECTOR STREETS	
Sample Language, continued	In instances where the collector street cannot be constructed in its entirety, a temporary turnaround at the end of the street, which shall be reviewed and approved by NCDOT, is required. Stub-outs shall be adequately signed at the time of final plat recordation, with an easement recorded to the adjacent parcel, and their existence shall be noted on all subdivision plats and deed documents. The alignment of a collector street shall be such that its continuation to the adjacent parcel does not encounter environmental features (floodplains, wetlands etc.) that can create a barrier for the continuation of the street in future. The Planning Department shall be empowered to disallow any collector street alignment that can cause an avoidable undue burden to the adjacent parcel (stream crossing, environmental mitigation, etc.). This may require coordination with owners of adjacent parcels and the Planning Department. All plat drawings shall indicate the extents of the collector street polygons if any part of a polygon is located on any of the parcels for which the plat drawings are prepared.
Additional Notes	The Planning Department should weigh the burden on each parcel against the overall goal of connectivity and make the appropriate decision. While it is easy to prescribe a roadway alignment for an area, it is impossible to evaluate each parcel at a planning level to determine exact alignment and hence, a case-by-case analysis becomes important. It is equally important to achieve connectivity goals while avoiding undue burden to small, more vulnerable parcels. This does not mean that all smaller parcels get a waiver from the requirement that collector streets be routed through them, but that all options should be evaluated before a decision is made. The County shall allow for improvements associated with the installation of a collector street to be phased within the construction of a development in accordance with existing performance guarantee processes. The County may consider development agreements for a number of reasons, including but not limited to the construction of collector streets. The County should consider modifying density calculations or adding a density bonus when a collector street is to be constructed as part of a development proposal. Such changes, if implemented, shall be weighted in accordance with the length of the collector street(s) to be constructed.

CONNECTIVITY AND CONTIGUITY OF LOCAL STREETS	
Description/ Purpose	When neighborhoods lack sufficient local street connectivity to adjacent parcels in all directions, they increase travel distances and force all trips through collector streets. These artificially inflated travel distances increase traffic while making it impractical to walk or bike. Higher connectivity also reduces emergency response times. The most effective way to improve local connectivity is to encourage smaller block sizes, which in turn can be achieved by minimizing cul-de-sacs and encouraging street connections to adjacent parcels. Cut-through traffic can be discouraged by traffic-calming and slowing measures. Cul-de-sacs must be required to provide through connections for bicycles and pedestrians. Current regulations stipulate that for a development with more than 30 units, at-least two access roads are required. This requirement should be expanded in such a way that for single family residential, each additional number of units of a certain multiple requires one additional access road be provided. Contiguity of the local streets will also ensure contiguity of bicycle and pedestrian infrastructure. Based on local conditions, if a two-way local street is not feasible, a minimum connection should be provided to ensure bicycle and pedestrian network contiguity.
Target Performance Measure	Each new development needs to provide local street connections to all adjacent parcels wherever feasible or shall provide a signed stub-out to allow future connections as new development occurs. All practical connections must be included. Local street connections to adjacent properties shall be provided such that a block length of 1500 feet in low density areas, 1000 feet in medium density areas and 500 feet in high density areas is maintained. No local street should be discontinued without signage (i.e., Future Connection)
Sample Language	A network of interconnected streets providing both external and internal connectivity is required for all types of new development. This network can be constructed with either public streets or private streets as allowed. All existing street stub-outs from adjacent developments shall be extended into the development with proper road geometry. Continuation of such streets through the development is encouraged, and ending these streets with a T-junction or a T-junction with a cul-de-sac across is discouraged.  Encouraged  Discouraged

CONNECTIVITY AND CONTIGUITY OF LOCAL STREETS

Sample Language,
continued

A block is defined as a piece of land bounded by roads on all sides. Recommended block length for residential land uses is as follows:

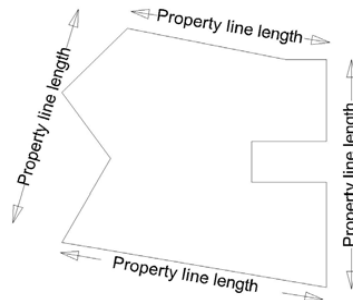
≤1 dwelling unit per acre	1,500 feet
>1 and ≤4 dwelling units per acre	1,000 feet
>4 dwelling units per acre	600 feet

Additional new local street connections shall be required to ensure that the overall block dimensions of the region adhere to the dimensions listed above.

Measure the length of each property boundary and divide by the appropriate preferred block length spacing to determine the overall number of blocks required along that boundary. Round down to the nearest whole number. This is the required number of block faces along that boundary. Where the result is less than two but the property line length exceeds the recommended block length, one street is required.

Where an odd-shaped parcel has a series of boundary segments shorter than the preferred block length, but separate blocks would be required if the site is measured across (as opposed to along the boundary segments), then a local street shall be required. Where the extension of non-local and adjacent local streets creates a street network that meets the required number of blocks, no additional new streets are required. If the distance from the nearest adjacent street to the parcel boundary exceeds the maximum block length, then a street may be required.

If any property boundary abuts an environmental feature where any connection to the adjacent parcel is not feasible, the block length requirements may be relaxed by explicit consent of the Planning Department.



$$\text{No. of External Street Connections at each side} = \left(\frac{\text{Property line length}}{\text{Recommended Block length}} \right) - 1$$

Construct new local streets where additional streets are required to create the blocks calculated above, including any required stub streets or half streets. When the property abuts a local street, begin by aligning, where possible, with streets or driveways across the local street to create four-way intersections.

CONNECTIVITY AND CONTIGUITY OF LOCAL STREETS	
Sample Language, continued	Stub-outs shall be adequately signed at the time of final plat recordation, with an easement recorded to the adjacent parcel, and their existence shall be noted on all subdivision plats and deed documents. In cases where the existing development in an adjacent parcel completed construction before financial year 2021, and a planned stub-out was not constructed up to the property line of the adjacent parcel, the developer must build the portion of the stub-out in the adjacent parcel up to the common parcel boundary so that there is no gap between the previous stub-out and its extension to the proposed development. The street connecting to the stub-out in the adjacent parcel should be constructed such that vehicles, and non-motorized modes, do not experience a gap in pavement while going from one development to another using the said street. Once the external streets are created, they should be connected internally, and a network should be created in a way that the average of the block lengths for the entire site does not exceed the recommended block length listed above. Cul-de-sacs should be discouraged since they increase the overall block length. The maximum permissible length of a cul-de-sac is 500 feet. The alignment of the local streets shall be such that its continuation to the adjacent parcel does not encounter environmental features (floodplains, wetlands etc.) that can create a barrier for the continuation of the street in future. The Planning Department shall be empowered to disallow any local street alignment that can cause an avoidable undue burden to the adjacent parcel (stream crossing, environmental mitigation, etc.). This may require coordination with owners of adjacent parcels and the Planning Department.
Additional Notes	If a collector street passes through a parcel, some of these requirements may be relaxed by the Planning Department after assessing the overall impacts to connectivity in the area.

TRAFFIC IMPACT ASSESSMENT REQUIREMENT	
Description/ Purpose	NCDOT requires that Traffic Impact Assessments (TIAs) be conducted for developments forecast to generate 3,000 vehicle trips per day (vpd). Pender County requires a lower threshold, 100 vehicle trips during the AM or PM peak hour or 1,000 vpd. This policy ensures that the arterial system in Pender County is not unduly burdened without understanding the impacts of the proposed development to the existing system.

TRAFFIC IMPACT ASSESSMENT REQUIREMENT	
Target Performance Measure	Require new developments forecasted to generate over 100 trips during the AM or PM Peak hour or 1,000 vpd to conduct a TIA. The TIA is a useful assessment tool that can have an expanded range and different levels of considerations to make it more suitable for use on collector streets. TIA reports are a critical part of the development review and approval process, as they are the primary tool for identifying the potential net effects from a development proposal. The standard 1,000 vpd threshold that can trigger a TIA represents a significant fraction (8%- 10%) of the total capacity of a collector street. A significant increase in traffic on a collector street can reduce functional integrity and public purpose. A traffic study should consider all modes of travel including vehicles, transit, bicyclists, and pedestrians.
Sample Language	A Traffic Impact Assessment (TIA) shall be required if one of the following applies to a specific site plan: 1. The development generates 1,000 vehicle trips per day (vpd); or 2. 100 vehicles in the AM or PM peak hour. This requirement applies to all phases of a proposed development. Other stipulations regarding internal capture, trip generation, trip distribution, and peak hour factors will be part of the basic requirements of the TIA. It is recommended to assess and quantify the cumulative impact to the roadway network and establish processes to address additional traffic created as a result of additional development.
Additional Notes	With substantial development likely to occur in the study area in the next decades, establishing robust measures to ensure that back access is created to new developments along US 17 is of paramount concern. Traffic is already high on US 17 and the provision of multiple developments without adequate cross-access to other roadways in the area will only worsen existing traffic issues. This measure is a requirement.

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PENDER COUNTY STREETS PLAN 2021

COLLECTOR STREETS DESIGN STANDARDS AND REQUIREMENTS	
Description/ Purpose	In addition to the contiguity of routing the collector streets, it is equally important that their cross section types and other design aspects be kept as consistent as possible.
Target Performance Measure	Each collector street, despite passing through different parcels, is designed such that the user experience is not impacted. Each collector street has seamless transitions between different street section designs despite being constructed over different periods of time by different developers. Bicyclists and pedestrians can use long contiguous stretches of non-motorized infrastructure facilities (MUP, sidewalks, bike lanes) without the need of multiple crossovers, missing sections, etc. The collector street is capable of functioning at Level of Service (LOS) E at peak hours, with better LOS at off peak hours. Note: LOS is a qualitative measure used to relate the quality of motor vehicle traffic service. LOS is used to analyze roadways and intersections by categorizing traffic flow and assigning quality levels of traffic based on performance measure like vehicle speed, density, congestion, etc.

COLLECTOR STREETS DESIGN STANDARDS AND REQUIREMENTS

Sample Language	All collector streets must be designed at a minimum of 40mph design speed (35 mph posted speed). This includes curvatures, signage distances, lane tapers and all other engineering requirements as required by NCDOT. Additional traffic studies may be required to determine whether auxiliary turning lanes should be provided at the intersections with local, collector, or arterial roads. Driveways and intersections should be no less than 500 feet apart unless there is/are parcel(s) that will not have feasible access to another roadway besides the collector street. The Planning Department will review these instances on a case-by-case basis and will work with developers to ensure that the majority of driveways will primarily be accessed by local streets. All collector streets must meet the minimum design standards of at least one of the four street cross section types detailed in the Collector Street Plan. Should the developer choose to go beyond the minimum street cross section design criteria, the street cross sections should appropriately transition back to the minimum design standards (of the appropriate street cross section type) at the stub-outs to avoid undue burden to the adjacent parcels. The collector streets shall be continued from stub-outs of adjacent parcels using the same cross section design as the stub-out, which shall not deviate from one of the four street cross section types shown in the "Street Cross Sections" portion of the Collector Street Plan. For any collector street, the street cross section changes that necessitate transitions between MUP on one side and sidewalks and bicycle lanes on both sides shall be kept to a minimum to provide seamless access to cyclists and pedestrians with minimal crossovers. Such transitions, if required, shall be encouraged at collector-collector and collector-arterial intersections. Such transitions shall be avoided at collector-local intersections. High-visibility crosswalks built to NCDOT standards with proper Americans with Disabilities (ADA) accommodations shall be provided at all collector-local, collector-collector, and collector-arterial intersections.
Additional Notes	Strengthening the non-motorized infrastructure may result in people switching from cars to other modes for short trips. The key is well-maintained, seamless, and safe pedestrian and bicycle infrastructure.

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BICYCLE AND PEDESTRIAN ACCOMMODATION WITH NCDOT COMPLETE STREETS GUIDELINES	
Description/ Purpose	As Pender County develops, the demand for safe, comfortable bicycle and pedestrian facilities will continue to increase. This policy requires the accommodation of non-motorized users along collector streets, particularly in areas close to residential developments, schools, or parks. The network of facilities for pedestrians and bicyclists will become a high-quality amenity in the County. Beyond health- and mobility-related benefits, one additional advantage of accommodations for bikes/pedestrians is preservation of capacity along the roadways with reduced vehicular use (active modes of transportation). The NCDOT Roadway Design Manual (anticipated summer 2021 release) provides guidance on the design and construction of streets that accommodate all users of the transportation system, including bicyclists, pedestrians, transit users, and motorists. This policy would require implementing a Complete Streets approach in new street design and construction in areas where bicycle and pedestrian amenities are programmed in the adopted Collector Street Plan.
Target Performance Measure	Connect key destinations, including schools, parks, commercial centers, and residential developments with pedestrian and bicycle amenities. Proposed collector streets should be designed to Complete Streets standards to accommodate pedestrians and bicyclists when these facilities are recommended in the adopted Collector Street Plan.
Sample Language	All recommended collector streets, as defined in the adopted Collector Street Plan, shall have accommodations for bicycle or pedestrian facilities. Requirements for bicycle or pedestrian facilities will be made in accordance with the design criteria outlined in the Collector Street Plan. Any deviation from the aforementioned designs shall adhere to the minimum bicycle and pedestrian infrastructure design standards specified by NCDOT. Other bicycle and pedestrian facilities will be considered if required by existing planning documents. Proposed collector streets as defined by the Collector Street Plan will adhere to the NCDOT Roadway Design Manual, including the design of multimodal facilities – i.e., proposed pedestrian and bicycle facilities must be designed and constructed to the applicable standard. The contiguity of the type of bicycle and pedestrian facilities shall be maintained in accordance to the requirements outlined in the “Connectivity and Contiguity of Collector Streets” section of the policy recommendations.

BICYCLE AND PEDESTRIAN ACCOMMODATION WITH NCDOT COMPLETE STREETS GUIDELINES

Additional Notes	The inclusion of sidewalks/pedestrian paths/bikeways on all collector streets should be viewed as a required minimum standard. This measure is based on a stated desire from the public and other adopted plans in the County to include more pedestrian and bicycle facilities along roads in the Collector Street Plan study area. Construction of new roadways or upgrades to existing roadways should be to the standards indicated in the NCDOT Roadway Design Manual and in this Update.
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STORMWATER/GREEN STREETS POLICY REQUIREMENT

Description/ Purpose	Stormwater and Green Streets Policies can help ensure stormwater Best Management Practices (BMPs) are implemented, safeguarding precious natural resources, ensuring water quality, and preventing infrastructure maintenance issues. Both NCDOT and the North Carolina Department of Natural and Cultural Resources (DNCR) provide guidance regarding stormwater BMPs. In Pender County, shellfish habitat can be negatively affected as nutrient rich runoff from roads and other impervious surfaces enters streams, rivers, and wetlands. Safely treating stormwater runoff is important in terms of maintaining critical wildlife habitats and ensuring water quality for plant, animal, and human uses.
Target Performance Measure	Pender County will implement a community education campaign regarding the importance of stormwater mitigation; develop a stormwater management master plan with a focus on the reduction of runoff volumes (as stated in Pender 2.0: Comprehensive Land Use Plan); and explore the possibility of providing incentives to developers for providing stormwater BMPs which will enhance the standard level of treatment. All provisions should be developed and articulated in the Stormwater Management Master Plan.
Sample Language	Stormwater BMPs and Green Streets Policies are essential in mitigating pollution and maintaining water quality, particularly in sensitive natural areas. Pender County is home to notable natural resources, which can be negatively impacted by stormwater runoff. To avoid this type of environmental degradation, the implementation of stormwater BMPs is recommended to be implemented as appropriate.
Additional Notes	This measure ensures a rigorous implementation of stormwater BMPs and establishes a regulatory framework to require stormwater BMPs where appropriate. Providing stormwater BMPs around critical surface waters and watershed areas can help mitigate water quality issues.

ENVIRONMENTAL CONSERVATION POLICY	
Description/ Purpose	Extending outward from the need to create interconnected populations (streets and greenways) and a reduced footprint from water quality/quantity impacts is the desire to create interconnected ecologies. This practice is called “landscape ecology,” a subset of conservation biology which requires the consideration of green space interconnectivity to provide habitat for species, green spaces for people, and the preservation of the rural character that is valued in Pender County. Large, protected areas like parks and preservation zones need to be connected with “stepping stone” areas that allow the movement of wildlife and promotion of biodiversity. It is recommended to develop a “Greenprint” that shows areas that would be preserved based on utility (or lack thereof) to private development; linkages to large, protected areas; and biologically diverse habitat (e.g., streams, older-growth forests). Future developments would incorporate these green areas into their plans as part of open space requirements; additional space provisions could be rewarded through clustering bonuses that allow a higher intensity of development elsewhere on the site.
Target Performance Measure	Avoid sensitive natural areas to the degree possible when programming new development or reserving road right-of-way (ROW).
Sample Language	In order to preserve the unique natural environment of Pender County, any new development that would require the construction of collector streets as defined by the adopted Collector Street Plan, shall avoid or minimize impacts to sensitive natural areas, such as wetlands, floodplain, and areas with endangered flora/fauna. Additional justification (i.e., Corps Delineation, etc.) or other additional resources may be necessary.
Additional Notes	In some cases, development will necessarily encroach into sensitive natural areas. Avoiding these areas is strongly recommended, but may not always be feasible or even desirable to do so.

TRI-PARTY AGREEMENT	
Description/ Purpose	The Tri-Party agreement is a framework for the construction and maintenance of new pedestrian and bicycle facilities along collector streets. While NCDOT would ultimately maintain the street, all maintenance and liability costs for the construction and maintenance of pedestrian and bicycle facilities would be borne by Pender County or the Homeowner’s Association (HOA) until construction was complete. At that point, maintenance would be transferred to the HOA or other qualified party, absolving both NCDOT and Pender County from any liability or maintenance relating to the pedestrian and bicycle amenity.

TRI-PARTY AGREEMENT	
Target Performance Measure	Negotiate and implement the Tri-Party agreement with NCDOT. (See Appendix F) Inform affected development community/HOA that this agreement may be warranted for specific situations related to the implementation of bicycle or pedestrian facilities.
Sample Language	NCDOT may maintain the multimodal (bicycle and pedestrian) facilities if the following conditions are met: 1. NCDOT's local Division agrees on the facility design to ensure that they are able to maintain it after construction. 2. It is located in an unincorporated area 3. Developer is turning the ownership of the road with multimodal facilities over to NCDOT 4. Multimodal facilities are within the NCDOT ROW post handover. These conditions were inferred from the NCDOT Complete Streets Implementation Guide and conversations with NCDOT. Multimodal facility maintenance on collector streets will need to be decided on a case by case basis. For facilities that do not meet these conditions, details of the tri-party agreement can be seen Appendix F.
Additional Notes	The Tri-Party Agreement is fundamental to constructing and maintaining pedestrian and bicycle amenities in the study area. Implementing and abiding by this agreement would be a requirement in situations where bicycle and pedestrian amenities are planned to be constructed.

REDUCED PAPER STREETS	
Description/ Purpose	A paper street is a "street shown on a recorded plan but never built on the ground" (Shapiro v. Burton, 23 Mass. App. Ct. 327, 328, 1987). These anticipated roads are shown in planning documents or on plats currently on record. This policy requires that platted ROW becomes built to NCDOT standards to ensure connectivity is implemented.
Target Performance Measure	Encourage the construction of existing paper streets to the greatest extent possible; reduce the number and extent of new paper streets.

DRAFT

PENDER COUNTY STREETS PLAN 2021

REDUCED PAPER STREETS	
Sample Language	All platted site plans must honor paper streets, reserving ROW and ensuring that streets can be constructed to NCDOT standards. Paper streets must be preserved until such time as they are constructed. Changing or realigning paper streets will require the developer to obtain all required permissions from the owners of all the parcels that are affected by the changes proposed by the developer.
Additional Notes	Proper ROW preservation/width is needed to ensure implementation of an adequate street system with the appropriate non-motorized facilities.

CONCLUSION

The recommendations presented in this document are based on a thorough analysis of Pender 2.0: Comprehensive Land Use Plan, the existing built and natural environment, and stakeholder and public input. These recommendations are purposefully developed to provide flexibility to both Pender County and the development community to build a safe and efficient multimodal transportation network while recognizing the constraints present within individual parcels, adjacent development, and natural resources.



Pender County Request for Board Action

TO: Board of County Commissioners
FROM: Justian Pound
DATE: October 4, 2021
SUBJECT: Approval of Tax Releases and Refunds

SUMMARY:

Releases and refunds result from listing and assessing due to incorrect and incomplete information. Taxpayers will or have overpaid taxes. Board action rectifies the mistake. The refunds and releases are recommended as follows:

ACTION REQUESTED:

Staff requests that the board approves the attached list of releases and refunds for September 2021.



Pender County

Request For Board Action

DATE OF MEETING: October 4, 2021

REQUESTED BY: Justian Pound, Tax Assessor, Tax Assessor's Office

SHORT TITLE: Approval of Tax Releases and Refunds

BACKGROUND: Releases and refunds result from listing and assessing due to incorrect and incomplete information. Taxpayers will or have overpaid taxes. Board action rectifies the mistake. The refunds and releases are recommended as follows:

RELEASES OVER \$100

YEAR	NAME	ACCOUNT	AMOUNT	REASON
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NONE

REFUNDS OVER \$100

YEAR	NAME	ACCOUNT	AMOUNT	REASON
2020	BOND, JENNIFER LYNN	300876172	113.69	SITUS
2020	BRANDT, GARY WILLIAM	226413915	147.80	SOLD
2020	BURKE, THOMAS JOSEPH JR	225344397	738.15	SOLD
2020	CARRELL, JENNIFER LEIGH	225344910	207.54	MILTRY EXEMPT
2021	DIROCCO, JOSEPH MICHAEL	301885356	176.15	SITUS
2020	DRAPER, DANIEL DAVID	225762093	134.09	SOLD
2020	GREEN, BONITA LYNN	226309998	106.44	SOLD
2020	LOPEZ, JOSE LUIS	227224959	152.03	SOLD
2020	MININGER, AARON DAVID	227000142	152.11	SOLD
2020	NEEVES, WILLIAM LEE	226999803	145.94	DESTROYED
2020	ONSLOW COUNTY TAX COLLECTOR	226309806	852.31	LISTING CRCT
2020	STUEVE, ANDREW ROBERT	226210938	200.79	MILTRY EXEMPT
2020	WINTERRINGER, JAMES BLAIR	225440412	118.97	MILTRY EXEMPT

TOTAL REFUNDS OVER \$100 \$3,246.01

RELEASES UNDER \$100

YEAR	NAME	ACCOUNT	AMOUNT	REASON
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NONE

REFUNDS UNDER \$100

YEAR	NAME	ACCOUNT	AMOUNT	REASON
2020	AUTISM SUPPORT & PROGRAMS	225119139	51.20	EXEMPT
2020	AUTISM SUPPORT & PROGRAMS	225119142	36.55	EXEMPT
2020	BASYDEN, ANGELO ORNEZ	226768800	78.11	SOLD
2020	BLOODWORTH, LAURA MCFALL	226209996	16.37	SOLD
2021	BRADSHAW, DEBORAH DAVIS	225440715	74.48	DOUBLELIST
2020	BRADSHAW, TED ADCOX	225241893	1.86	SOLD
2019	COLVIN, MONITA JANE	225858084	13.35	DESTROYED
2019	COX, KENNETH AARON	226999932	10.63	OUT OF STATE
2020	COX, KENNETH AARON	226999935	85.57	OUT OF STATE
2020	DEAL, JAMES MICHAEL	300157296	44.10	SITUS
2021	DIROCCO, JOSEPH MICHAEL	301885360	66.90	SITUS
2020	GOULD, LORI GRUNTORAD	226309968	27.94	DESTROYED
2020	HOLLINGSWORTH, SYLVIA	225858183	34.57	SOLD
2019	JARRELL, JEFFREY WATTS	225761595	8.53	SOLD
2020	KANDABAROW, NICHOLAS	226608105	58.22	SOLD
2021	LEWIS, MILTON LEE	303462928	64.12	SITUS
2020	MALAY, JAMES WILLIAM JR	226209930	11.12	SOLD
2020	MALAY, LAURA FORSHA	226209942	28.20	SOLD
2020	MATTHEWS, BONITA GAIL	225241905	11.76	OUT OF STATE
2020	MELVILLE, MICHAEL BRYAN	227429181	24.79	DESTROYED
2020	MURRAY, JERRI LOU	227000175	87.39	SOLD
2019	O'CONNOR, SCOTT ALEXANDER	225858234	71.63	SOLD
2020	RICH, MIRIAM JOY	225118872	82.00	SOLD
2020	RINGLEIN, JONATHAN M	226999797	43.20	MILTRY EXEMPT
2020	STUEVE, ANN LAUREN	226210935	57.36	MILTRY EXEMPT
2020	TALLEY, AMELIA RENEE	226413990	1.74	SOLD
2020	TALLEY, DAVID JOSEPH	226413987	14.96	SOLD
2020	TERBEEK, LAURA AARON	226310349	45.80	SOLD
2019	WIGGS, KELLIE TURNER	226413816	11.96	SOLD
2020	WILLIAMS, MARSHALLEEN MINTZ	226414089	72.17	SOLD
2020	YODER, AMANDA LESLIE	302667120	.62	SITUS

TOTAL REFUNDS UNDER \$100 \$1,237.20

TOTAL OF ALL RELEASES NONE

TOTAL OF ALL REFUNDS \$4,483.21



Pender County Request for Board Action

TO: Board of County Commissioners

FROM: Kenneth Keel

DATE: October 4, 2021

SUBJECT: Reclassification of Existing WWTP Operator 2 Position to Wastewater Plant Superintendent

SUMMARY:

The current WWTP Operator 2 position at the Maple Hill WWTP serves as Operator in Responsible Charge (ORC) of the facility and is also the ORC of the water distribution and wastewater collection system in Maple Hill. When the Maple Hill WWTP was first constructed 2013, my assumption is that PCU's former management staff created the Operator 2 position to reflect the fact that the facility required an operator with an NC Grade 2 wastewater treatment certification. Upon recent further review, the actual duties of this particular position more appropriately reflect the duties of a plant superintendent. Therefore, we are requesting that the Board reclassify this current WWTP Operator 2 position to Wastewater Plant Superintendent.

ACTION REQUESTED:

Reclassify existing WWTP Operator 2 position to Wastewater Plant Superintendent



Pender County Request for Board Action

TO: Board of County Commissioners

FROM: Kenneth Keel

DATE: October 4, 2021

SUBJECT: Approval of Budget Amendment for Salary Line-Item Adjustments for
PCU WWTP Superintendent Reclassification

SUMMARY:

This is a companion request to the reclassification of the Maple Hill WWTP Operator 2 position to Wastewater Plant Superintendent. This budget amendment request moves funds into the appropriate salary accounts to ensure sufficient money is available for the personnel reclassification. Funding for the position is drawn from 3 different divisions within PCU, and was available to be adjusted within the existing total budget for each division.

ACTION REQUESTED:

Approve Budget Ordinance Amendment

ATTACHMENTS:

Budget Ordinance Amendment



Pender County Budget Ordinance Amendment

Friday, September 17, 2021

Page 2 of 2

Date Monday, October 4, 2021

Board Meeting Date (If Applicable) Monday, October 4, 2021

Fiscal Year FY 2021-2022 Fund 71 - MAP HL WAT

Division, Program, Project, etc. Split between MH Water, MH Sewer, and Solid Waste divisions Department 75 - SOLID WASTE MANAGEMENT

Purpose of Request The WWTP Operator II position at Maple Hill is being reclassified to Wastewater Plant Superintendent. The position is funded from 2 different funds (71 & 75) and a total of 3 different Orgs (071, 073, & 75). Funding transfers are needed to make the reclassification adjustments.

Proposed Amendment:

EXPENDITURES

	Account # (ORG-OBJECT)	Account Description	Amount
1	071-400200	Salaries	2648.28
2	073-400200	Salaries	1986.21
3	75-400200	Salaries	8606.90
4	071-403300	Supplies & Materials	-2648.28
5	073-404500	Contracted Services	-1986.21
6	75-405760	Reserves	-5239
7	75-402600	Advertising	-3367.90
8			
9			
10			
11			
12			
13			

Prepared By: Kenny Keel Email kkeel@pendercountync.gov



Pender County Request for Board Action

TO: Board of County Commissioners
FROM: Wes Stewart
DATE: October 4, 2021
SUBJECT: Approval of a Budget Amendment to Increase the Department of Social Services Revenues and Expenditures for Fiscal Year 2021-2022 CCA & ARPA Funding: \$56,583.50

SUMMARY:

The Consolidated Appropriations Act, 2021 (CAA) (Public Law 116-260), enacted on December 27, 2020, provided additional funds for Food and Nutrition Services (FNS) programs in Federal Fiscal Year 2021. The American Rescue Plan Act of 2021 (ARPA) enacted on March 3, 2021, also provided additional funds of FNS programs.

100081-461418 \$56,583.50 12-349950 \$56,583.50

ACTION REQUESTED:

To consider approving a budget amendment for increasing additional programmatic revenues and related expenditures for the Department of Social Services for Fiscal Year 2021-2022.



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

MANDY COHEN, MD, MPH • Secretary

SUSAN OSBORNE • Assistant Secretary for County Operations for
Human Services

September 13, 2021

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: DIRECTORS, FOOD AND NUTRITION MANAGERS AND
SUPERVISORS

SUBJECT: Allocations from the Consolidated Appropriations Act, 2021 and the
American Rescue Plan Act of 2021

Priority: Information Only

The Consolidated Appropriations Act, 2021 (CAA) (Public Law 116-260), enacted on December 27, 2020, provided additional funds to be used for state administrative costs associated with the administration of the Food and Nutrition Services (FNS) programs in Federal Fiscal Year 2021. The American Rescue Plan Act of 2021 (ARPA) enacted on March 3, 2021, also provided additional funds to be used for state administrative costs associated with the administration of FNS programs. The funds received from the CAA equaled \$3,122,774.95 and expires on September 30, 2021. The funds received from the ARPA were divided into three years, the first year equaled \$8,502,462.17 and expires on September 30, 2021.

DHHS is allocating these funds to counties to cover a portion of the county share of administering the FNS program due to the workload increases that counties are experiencing as a result of increased food insecurity due to the pandemic. Attached to this letter are the allocations counties will receive from both funds. The amounts reflected in the attached allocation chart are intended to help enhance your FNS program. Counties do not need to take any action to receive these funds, county share of YTD 1571 FNS admin coding will be leveraged for reporting. Program instructions for these funds require that counties cannot reduce their current budgeted funds for the FNS program

Your county will receive these funds by Wednesday, September 15, 2021 through EFT deposit. . They will be coded as FNS-CAA for the funds from the CAA funds and FNS-ARP for the funds received from ARPA on the EFT notice.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603

MAILING ADDRESS: 2409 Mail Service Center, Raleigh, NC 27699-2409

www.ncdhhs.gov • TEL: 919-527-6390 • FAX: 919-733-3052

If you have any questions, send them to the Operational Support Team (OST) at DSS.Policy.Questions@dhhs.nc.gov.

Sincerely,



Carla West

Senior Director for Economic Security

Division of Social Services, Economic and Family Services Section

Cc: Susan Osborne, Assistant Secretary for County Operations
Richard Stegenga, Deputy Director, Business Operations
Allison Smith, Assistant Section Chief for Economic and Family Services

Attachments:

- Advance Calculations Worksheet by County for the SAE CAA Funds
- Advance Calculations Worksheet by County for the SAE ARPA Funds

EFS-158-2021

County Allocations for SAE American Rescue Plan Act Funds

County	Cases	Participants	Case %	Participant %	
Alamance	13,001	26,957	1.67%	1.72%	\$142,299.29
Alexander	2,221	4,663	0.29%	0.30%	\$24,309.42
Alleghany	812	1,670	0.10%	0.11%	\$8,887.55
Anson	3,582	6,727	0.46%	0.43%	\$39,205.91
Ashe	2,052	4,089	0.26%	0.26%	\$22,459.67
Avery	975	1,934	0.13%	0.12%	\$10,671.63
Beaufort	4,858	9,366	0.63%	0.60%	\$53,172.06
Bertie	2,514	4,413	0.32%	0.28%	\$27,516.38
Bladen	4,085	7,588	0.53%	0.48%	\$44,711.38
Brunswick	8,107	16,150	1.04%	1.03%	\$88,733.20
Buncombe	18,368	33,060	2.36%	2.10%	\$201,042.49
Burke	6,658	13,103	0.86%	0.83%	\$72,873.53
Cabarrus	12,021	26,277	1.55%	1.67%	\$131,572.94
Caldwell	7,242	14,187	0.93%	0.90%	\$79,265.56
Camden	437	877	0.06%	0.06%	\$4,783.08
Carteret	3,869	7,007	0.50%	0.45%	\$42,347.20
Caswell	2,243	4,409	0.29%	0.28%	\$24,550.21
Catawba	11,544	22,977	1.49%	1.46%	\$126,352.05
Chatham	2,694	5,504	0.35%	0.35%	\$29,486.52
Cherokee	2,349	4,653	0.30%	0.30%	\$25,710.41
Chowan	1,524	2,769	0.20%	0.18%	\$16,680.57
Clay	819	1,716	0.11%	0.11%	\$8,964.17
Cleveland	12,024	24,265	1.55%	1.54%	\$131,605.78
Columbus	6,199	12,490	0.80%	0.80%	\$67,849.65
Craven	7,084	14,245	0.91%	0.91%	\$77,536.20
Cumberland	37,974	77,885	4.89%	4.96%	\$415,635.21
Currituck	950	2,076	0.12%	0.13%	\$10,397.99
Dare	1,565	3,011	0.20%	0.19%	\$17,129.33
Davidson	13,362	27,543	1.72%	1.75%	\$146,250.53
Davie	2,315	5,050	0.30%	0.32%	\$25,338.27
Duplin	4,109	8,921	0.53%	0.57%	\$44,974.06
Durham	21,990	42,359	2.83%	2.70%	\$240,686.21
Edgecombe	7,961	15,892	1.02%	1.01%	\$87,135.20
Forsyth	30,666	63,398	3.95%	4.04%	\$335,647.27
Franklin	4,663	9,804	0.60%	0.62%	\$51,037.74
Gaston	20,080	40,561	2.58%	2.58%	\$219,780.77
Gates	870	1,719	0.11%	0.11%	\$9,522.37
Graham	726	1,459	0.09%	0.09%	\$7,946.26
Granville	4,027	8,083	0.52%	0.51%	\$44,076.55
Greene	2,098	4,314	0.27%	0.27%	\$22,963.15
Guilford	48,967	96,823	6.30%	6.16%	\$535,956.43
Halifax	8,130	14,916	1.05%	0.95%	\$88,984.94
Harnett	9,457	20,622	1.22%	1.31%	\$103,509.30
Haywood	4,568	8,920	0.59%	0.57%	\$49,997.94

Henderson	5,625	11,399	0.72%	0.73%	\$61,567.07
Hertford	3,245	6,033	0.42%	0.38%	\$35,517.36
Hoke	4,858	10,333	0.63%	0.66%	\$53,172.06
Hyde	487	910	0.06%	0.06%	\$5,330.34
Iredell	7,090	16,082	0.91%	1.02%	\$77,601.88
Jackson	2,402	4,928	0.31%	0.31%	\$26,290.51
Johnston	13,320	28,476	1.71%	1.81%	\$145,790.83
Jones	1,017	1,902	0.13%	0.12%	\$11,131.33
Lee	4,628	9,715	0.60%	0.62%	\$50,654.65
Lenoir	7,167	14,381	0.92%	0.92%	\$78,444.66
Lincoln	5,281	10,664	0.68%	0.68%	\$57,801.91
Macon	2,246	4,635	0.29%	0.30%	\$24,583.05
Madison	1,673	3,239	0.22%	0.21%	\$18,311.42
Martin	2,608	4,981	0.34%	0.32%	\$28,545.23
McDowell	4,454	8,538	0.57%	0.54%	\$48,750.18
Mecklenburg	74,632	151,355	9.61%	9.64%	\$816,866.46
Mitchell	1,222	2,416	0.16%	0.15%	\$13,375.10
Montgomery	2,003	4,277	0.26%	0.27%	\$21,923.35
Moore	5,154	10,824	0.66%	0.69%	\$56,411.86
Nash	8,970	18,138	1.15%	1.15%	\$98,178.96
New Hanover	15,003	27,122	1.93%	1.73%	\$164,211.70
Northampton	2,673	4,812	0.34%	0.31%	\$29,256.67
Onslow	10,511	23,110	1.35%	1.47%	\$115,045.60
Orange	6,022	11,532	0.78%	0.73%	\$65,912.34
Pamlico	927	1,775	0.12%	0.11%	\$10,146.25
Pasquotank	3,907	7,910	0.50%	0.50%	\$42,763.12
Pender	3,781	7,840	0.49%	0.50%	\$41,384.02
Perquimans	1,172	2,330	0.15%	0.15%	\$12,827.84
Person	3,538	6,818	0.46%	0.43%	\$38,724.32
Pitt	17,773	35,683	2.29%	2.27%	\$194,530.06
Polk	1,094	2,235	0.14%	0.14%	\$11,974.11
Randolph	10,853	23,319	1.40%	1.48%	\$118,788.88
Richmond	7,344	14,353	0.95%	0.91%	\$80,381.97
Robeson	20,971	42,619	2.70%	2.71%	\$229,533.00
Rockingham	8,579	17,170	1.10%	1.09%	\$93,899.36
Rowan	10,995	23,150	1.42%	1.47%	\$120,343.11
Rutherford	6,605	12,980	0.85%	0.83%	\$72,293.43
Sampson	6,106	12,579	0.79%	0.80%	\$66,831.74
Scotland	5,269	10,880	0.68%	0.69%	\$57,670.56
Stanly	4,647	9,512	0.60%	0.61%	\$50,862.61
Stokes	3,026	6,090	0.39%	0.39%	\$33,120.35
Surry	6,113	12,135	0.79%	0.77%	\$66,908.36
Swain	1,080	2,259	0.14%	0.14%	\$11,820.88
Transylvania	1,887	3,939	0.24%	0.25%	\$20,653.70
Tyrrell	391	706	0.05%	0.04%	\$4,279.60
Union	9,497	20,676	1.22%	1.32%	\$103,947.11
Vance	7,012	14,223	0.90%	0.91%	\$76,748.15

Wake	44,882	94,197	5.78%	6.00%	\$491,245.05
Warren	2,312	4,309	0.30%	0.27%	\$25,305.44
Washington	1,567	3,053	0.20%	0.19%	\$17,151.22
Watauga	1,374	2,541	0.18%	0.16%	\$15,038.78
Wayne	11,939	24,946	1.54%	1.59%	\$130,675.43
Wilkes	5,891	11,787	0.76%	0.75%	\$64,478.51
Wilson	8,418	16,673	1.08%	1.06%	\$92,137.18
Yadkin	2,230	4,783	0.29%	0.30%	\$24,407.92
Yancey	1,586	3,000	0.20%	0.19%	\$17,359.18
State Total	776,817	1,570,724	100.00%	100.00%	\$8,502,462.17

County Allocations for SAE Consolidated Appropriations Act Funds

County	Cases	Participants	Case %	Participant %	
Alamance	13,001	26,957	1.67%	1.72%	\$52,263.53
Alexander	2,221	4,663	0.29%	0.30%	\$8,928.34
Alleghany	812	1,670	0.10%	0.11%	\$3,264.21
Anson	3,582	6,727	0.46%	0.43%	\$14,399.50
Ashe	2,052	4,089	0.26%	0.26%	\$8,248.96
Avery	975	1,934	0.13%	0.12%	\$3,919.46
Beaufort	4,858	9,366	0.63%	0.60%	\$19,528.98
Bertie	2,514	4,413	0.32%	0.28%	\$10,106.18
Bladen	4,085	7,588	0.53%	0.48%	\$16,421.55
Brunswick	8,107	16,150	1.04%	1.03%	\$32,589.83
Buncombe	18,368	33,060	2.36%	2.10%	\$73,838.67
Burke	6,658	13,103	0.86%	0.83%	\$26,764.91
Cabarrus	12,021	26,277	1.55%	1.67%	\$48,323.97
Caldwell	7,242	14,187	0.93%	0.90%	\$29,112.57
Camden	437	877	0.06%	0.06%	\$1,756.72
Carteret	3,869	7,007	0.50%	0.45%	\$15,553.23
Caswell	2,243	4,409	0.29%	0.28%	\$9,016.78
Catawba	11,544	22,977	1.49%	1.46%	\$46,406.44
Chatham	2,694	5,504	0.35%	0.35%	\$10,829.78
Cherokee	2,349	4,653	0.30%	0.30%	\$9,442.89
Chowan	1,524	2,769	0.20%	0.18%	\$6,126.42
Clay	819	1,716	0.11%	0.11%	\$3,292.35
Cleveland	12,024	24,265	1.55%	1.54%	\$48,336.03
Columbus	6,199	12,490	0.80%	0.80%	\$24,919.75
Craven	7,084	14,245	0.91%	0.91%	\$28,477.41
Cumberland	37,974	77,885	4.89%	4.96%	\$152,654.04
Currituck	950	2,076	0.12%	0.13%	\$3,818.96
Dare	1,565	3,011	0.20%	0.19%	\$6,291.24
Davidson	13,362	27,543	1.72%	1.75%	\$53,714.73
Davie	2,315	5,050	0.30%	0.32%	\$9,306.21
Duplin	4,109	8,921	0.53%	0.57%	\$16,518.02
Durham	21,990	42,359	2.83%	2.70%	\$88,398.97
Edgecombe	7,961	15,892	1.02%	1.01%	\$32,002.92
Forsyth	30,666	63,398	3.95%	4.04%	\$123,276.16
Franklin	4,663	9,804	0.60%	0.62%	\$18,745.08
Gaston	20,080	40,561	2.58%	2.58%	\$80,720.84
Gates	870	1,719	0.11%	0.11%	\$3,497.37
Graham	726	1,459	0.09%	0.09%	\$2,918.49
Granville	4,027	8,083	0.52%	0.51%	\$16,188.39
Greene	2,098	4,314	0.27%	0.27%	\$8,433.88
Guilford	48,967	96,823	6.30%	6.16%	\$196,845.49
Halifax	8,130	14,916	1.05%	0.95%	\$32,682.29
Harnett	9,457	20,622	1.22%	1.31%	\$38,016.78
Haywood	4,568	8,920	0.59%	0.57%	\$18,363.19

Henderson	5,625	11,399	0.72%	0.73%	\$22,612.29
Hertford	3,245	6,033	0.42%	0.38%	\$13,044.78
Hoke	4,858	10,333	0.63%	0.66%	\$19,528.98
Hyde	487	910	0.06%	0.06%	\$1,957.72
Iredell	7,090	16,082	0.91%	1.02%	\$28,501.53
Jackson	2,402	4,928	0.31%	0.31%	\$9,655.95
Johnston	13,320	28,476	1.71%	1.81%	\$53,545.90
Jones	1,017	1,902	0.13%	0.12%	\$4,088.30
Lee	4,628	9,715	0.60%	0.62%	\$18,604.38
Lenoir	7,167	14,381	0.92%	0.92%	\$28,811.07
Lincoln	5,281	10,664	0.68%	0.68%	\$21,229.42
Macon	2,246	4,635	0.29%	0.30%	\$9,028.84
Madison	1,673	3,239	0.22%	0.21%	\$6,725.40
Martin	2,608	4,981	0.34%	0.32%	\$10,484.06
McDowell	4,454	8,538	0.57%	0.54%	\$17,904.91
Mecklenburg	74,632	151,355	9.61%	9.64%	\$300,017.82
Mitchell	1,222	2,416	0.16%	0.15%	\$4,912.39
Montgomery	2,003	4,277	0.26%	0.27%	\$8,051.98
Moore	5,154	10,824	0.66%	0.69%	\$20,718.89
Nash	8,970	18,138	1.15%	1.15%	\$36,059.06
New Hanover	15,003	27,122	1.93%	1.73%	\$60,311.49
Northampton	2,673	4,812	0.34%	0.31%	\$10,745.36
Onslow	10,511	23,110	1.35%	1.47%	\$42,253.82
Orange	6,022	11,532	0.78%	0.73%	\$24,208.21
Pamlico	927	1,775	0.12%	0.11%	\$3,726.50
Pasquotank	3,907	7,910	0.50%	0.50%	\$15,705.99
Pender	3,781	7,840	0.49%	0.50%	\$15,199.48
Perquimans	1,172	2,330	0.15%	0.15%	\$4,711.40
Person	3,538	6,818	0.46%	0.43%	\$14,222.63
Pitt	17,773	35,683	2.29%	2.27%	\$71,446.79
Polk	1,094	2,235	0.14%	0.14%	\$4,397.84
Randolph	10,853	23,319	1.40%	1.48%	\$43,628.65
Richmond	7,344	14,353	0.95%	0.91%	\$29,522.60
Robeson	20,971	42,619	2.70%	2.71%	\$84,302.63
Rockingham	8,579	17,170	1.10%	1.09%	\$34,487.26
Rowan	10,995	23,150	1.42%	1.47%	\$44,199.48
Rutherford	6,605	12,980	0.85%	0.83%	\$26,551.85
Sampson	6,106	12,579	0.79%	0.80%	\$24,545.89
Scotland	5,269	10,880	0.68%	0.69%	\$21,181.18
Stanly	4,647	9,512	0.60%	0.61%	\$18,680.76
Stokes	3,026	6,090	0.39%	0.39%	\$12,164.41
Surry	6,113	12,135	0.79%	0.77%	\$24,574.03
Swain	1,080	2,259	0.14%	0.14%	\$4,341.56
Transylvania	1,887	3,939	0.24%	0.25%	\$7,585.67
Tyrrell	391	706	0.05%	0.04%	\$1,571.81
Union	9,497	20,676	1.22%	1.32%	\$38,177.58
Vance	7,012	14,223	0.90%	0.91%	\$28,187.97

Wake	44,882	94,197	5.78%	6.00%	\$180,423.94
Warren	2,312	4,309	0.30%	0.27%	\$9,294.15
Washington	1,567	3,053	0.20%	0.19%	\$6,299.28
Watauga	1,374	2,541	0.18%	0.16%	\$5,523.43
Wayne	11,939	24,946	1.54%	1.59%	\$47,994.33
Wilkes	5,891	11,787	0.76%	0.75%	\$23,681.60
Wilson	8,418	16,673	1.08%	1.06%	\$33,840.04
Yadkin	2,230	4,783	0.29%	0.30%	\$8,964.52
Yancey	1,586	3,000	0.20%	0.19%	\$6,375.66
State Total	776,817	1,570,724	100.00%	100.00%	\$3,122,774.95



Pender County Budget Ordinance Amendment

Tuesday, September 21, 2021

Page 10 of 11

Date Tuesday, September 21, 2021

Board Meeting Date (If Applicable) Monday, October 4, 2021

Fiscal Year FY 2021-2022 Fund 12 - DSS

Department 100 - PUBLIC ASSISTANCE

Purpose of Request

The Consolidated Appropriations Act, 2021 (CAA) (Public Law 116-260), enacted on December 27, 2020, provided additional funds for Food and Nutrition Services (FNS) programs in Federal Fiscal Year 2021. The American Rescue Plan Act of 2021 (ARPA) enacted on March 3, 2021, also provided additional funds of FNS programs.

REVENUES

	Account # (ORG-OBJECT)	Account Description	Amount
1	12-349950	FEDERAL-CARES ACT	56583.50
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

Proposed Amendment:

EXPENDITURES

	Account # (ORG-OBJECT)	Account Description	Amount
1	100081	COVID 19 EXPENSES	56583.50
2			
3			
4			
5			
6			
7			
8			
9			

	Account # (ORG-OBJECT)	Account Description	Amount
10			
11			
12			
13			

Total Revenues 56583.50

Total Expenditures 56583.50

Prepared By: Savannah Hubach

Email shubach@pendercountync.gov



Pender County Governor's Crime Commission for Interview Room Recording Equipment

TO: Board of County Commissioners

FROM: George Valsame

DATE: October 4, 2021

SUBJECT: Approval for Grant funding by the Governor's Crime Commission for Interview room Recording Equipment Upgrades

SUMMARY:

The Pender County Sheriff's Office has been tentatively approved for a JAG grant of \$21,770 from the Governor's Crime Commission for upgrades to the recording equipment in the interview rooms. Please see the Modifications and Conditions document attached for details.

ACTION REQUESTED:

Approval of Governors' Crime Commission grant.

**CRIMINAL JUSTICE IMPROVEMENT COMMITTEE
MODIFICATION CONDITIONS LETTER**

PROJECT NAME: 2021 - Pender County Sheriff's Office - Interview Rooms Recording System
IMPLEMENTING AGENCY: Pender County Sheriff's Office
PROJECT ID: PROJ014706

The Governor's Crime Commission is pleased to inform you that your grant application has been selected to submit a final revised application.

All federal grant programs may be subject to federal cuts and revisions for U.S. Department of Justice funding for this fiscal year. As a result, unlike in previous years, a submission of full application does not guarantee that your final application will be funded or funded in the amount requested. All applications are subject to the availability and level of federal funding that the state will receive once federal allocations for states have been finalized. Consequently, please be prepared that there may be a delay in determining the grants selected for funding and the amount of each grant award.

In addition, funding of grant projects are subject to receipt of federal funding to the NC Governor's Crime Commission. **The tentative start date of projects is October 1, 2021, due to our office converting to the federal fiscal cycle. Funds expended by your agency prior to the October 1, 2021 date will not be reimbursed.** The grant award packet will contain the start date for the project. This is the date for which GCC may reimburse expenditures for allowable costs. Expenditures prior to the date on the grant award packet cannot be reimbursed. It is important to note that any correspondence outside of the grant award packet signed by all parties is not legally binding.

All requested revisions must be completed no later than July 30, 2021. Each application will then be reviewed again by staff to ensure all modifications and special conditions have been completed as required. No grant awards will be issued until all modifications have been completed to the satisfaction of planning staff.

Your application has been reviewed for compliance with federal and state guidelines in consideration of being awarded a grant. To be considered for funding you must review this document and submit the requested information in the content of your full application.

Total Federal Amount Requested – 21770 Total Amount Approved – 21770

	RECOMMENDED
Total Budget	21770
Match Share	0
Federal Share	21770

Tentative Start Date: 10/1/2021 End Date: 9/30/2022

Budget and Programmatic Changes–

1. Subrecipient of federal funding are required to be registered at www.sam.gov (formerly www.ccr.gov). Please upload proof of SAM registration and update the subrecipient profile in GEMS to reflect SAM registration and the expiration date of the registration.
2. In addition to the modifications listed, the application should be reviewed to ensure no unallowable activities or purchases are listed in the application and/or attachments prior to resubmission of the application. Please review this document and the allowable/unallowable chart attached to identify those items.
3. If a role change occurs with the authorizing official, financial officer and/or project director for this project, the GEMS organization administrator must update the project in GEMS as soon as possible. Please refer to section 2.1.2.1 (page 10) of the “GEMS Grant proposal User Guide for Criminal Justice Improvement and Juvenile Justice Projects” on the GEMS homepage for instructions. Failure to update project roles in GEMS may delay receipt of the grant award.
4. Please review each of the following sections carefully. Check the box indicating the sections have been read, understood and the project will be compliant to the requirements stated.

For detailed information regarding application requirements, please refer to the GEMS Grant proposal User Guide for Criminal Justice Improvement and Juvenile Justice Projects found on the GEMS homepage (<http://gems.ncdps.gov/>) under the “training materials” section.

Your recommended federal share total does not reflect the required match amount, if applicable. This is not a guaranteed amount or award. Totals may change after your agency has responded to this letter and the federal budget is approved. Please ensure you have made the necessary changes to the individual line items of the budget to reflect the federal amount approved, as indicated above.

PLEASE ENSURE THAT ALL CORRECTED BUDGET TOTALS ARE UPDATED IN THE GEMS APPLICATION ON THE RESPECTIVE BUDGET PAGES IN THE FULL APPLICATION AND THE BUDGET SUMMARY PAGE.

OPERATING/SUPPLIES

- ☐ Office supplies: You may have a general office supply line item for pens, paper, folders, etc. While such costs may be entered under one line item, it is required that the items to be purchased under this one line item be listed in a detailed and exhaustive attachment if all items cannot be listed in the project narrative. Refrain from using “etc.”
All costs should be broken down into monthly rates. For example:

Quantity	Cost per Item	Total Cost
12	\$125.00	\$1,500.00
- ☐ The procurement policy or purchasing policy must be submitted to the Community Development Specialist prior to the purchase. The NC Office of State Auditor requires all agencies funded by the Governor’s Crime Commission must have an adequate policy prior to making the purchase.

EQUIPMENT

- ☐ Drafts of lease agreements for equipment must be pre-approved by GCC prior to execution.
- ☐ Items for which the single unit cost is under \$5,000 are no longer considered equipment. These items should be entered in the budget detail under supplies.

PROJECT TIMELINE

- ☐ The project timeline should focus more on the delivery of grant funded activities as they relate to this project rather than grant reporting/requirement activities.

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

- ☐ If on your grant proposal you certified that an Equal Employment Opportunity Program has been formulated and is on file, federal regulations require that such plans incorporate statistics from the preceding fiscal year. Please ensure that your plan is updated in conformity with this requirement. Your certification in the application ("Certification of Filing an Equal Employment Opportunity Program") should list a date on or after July 1, 2015, such as the case may be, for the plan that is on file. If your agency is exempt from filing an EEOP, please complete an EEOP exemption form and upload it into GEMS.

SAM REGISTRATION

- ☐ SAM Registration (System for Award Management) - Active sub-recipient registration with SAM must be maintained and active throughout the life of the grant. The GEMS organization administrator must update GEMS to reflect the new expiration date at the time of renewal and provide a screenshot from <https://www.sam.gov> as proof of active SAM registration. The screenshot proof must contain the DUNS number entered in GEMS for the agency and the expiration date.

COLLECTION OF TRAFFIC LAW ENFORCEMENT STATISTICS (Law Enforcement Agencies Only)

- ☐ For the year 2020, was your agency required to report DCS traffic stop information to the NC State Bureau of Investigation.

N.C.G.S. § 114-10.01 requires that the North Carolina Department of Justice's Division of Criminal Statistics (hereinafter "DCS") collect, correlate, and maintain information relative to traffic stops conducted by law enforcement officers. Certain law enforcement agencies are to submit to DCS traffic stop information within 60 days of the close of each month. A list of agencies required to report this information may be found at <http://www.ncdoj.gov/AgenciesRequiredList.aspx>. Any listed agency that does not submit the required information is deemed ineligible to receive any law enforcement grants available by or through the State until that information which is reasonably available is submitted to DCS. To be eligible to receive Governor's Crime Commission funding, your agency must ensure that traffic stop information, including historical data that is reasonably available, is reported to the SBI. Additional information may be found at <http://trafficstops.ncsbi.gov/Default.aspx?pageid=2>.

PROJECT ATTACHMENTS

In addition to the modification conditions document, please ensure all required attachments are uploaded into GEMS:

Attachment	Must be submitted:	ALL Apps	Non-profit
Whistleblower Policy*	During Modification	✓	✓
Procurement or Purchasing Policy	During Modification	✓	✓
Unlawful Discrimination Policy	During Modification	✓	✓
Conflict of Interest Policy	During Modification	✓	✓

*For law enforcement, this may be found in your ethics standards policy.

**If the project contains a "general office supply" line item, a list of items to be purchased under that line item must be provided.

Receipt of a new award is contingent upon receipt of all required reports for past awards. This includes the effective and thorough utilization of previous year's awards. A decision to award this grant will not take place until all required reports are submitted and/or documentation providing justification for underutilization or for failure to submit reports is submitted and reviewed.

If you have any questions, please contact this office at (919) 733-4564.

Award Attachment 01 –
Equal Employment Opportunity Plan
Certification

FY2021 Governor's Crime Commission Grant Award Supplemental Form: Award Attachment 01 – Equal Employment Opportunity Plan Certification

An Equal Employment Opportunities Plan (EEOP) is a workforce report that some organizations must complete as a condition for receiving Justice Department funding authorized by the Omnibus Crime Control and Safe Streets Act of 1968. The EEOP's purpose is to ensure that subrecipients of financial assistance from the Justice Department are providing equal employment opportunities to men and women regardless of sex, race or national origin. Federal regulations establishing the EEOP requirement also link a diverse workforce to effective law enforcement.

The experience of the Justice Department in implementing its responsibilities under the Omnibus Crime Control and Safe Streets Act of 1968, as amended, ... has demonstrated that the full and equal participation of women and minority individuals in employment opportunities in the criminal justice system is a necessary component to the Safe Streets Act's program to reduce crime and delinquency in the United States. 28 C.F.R. §42.301.

Justice Department regulations pertaining to the development of a comprehensive EEOP can be found at 28 C.F.R. §42.301-.308.

The US Department of Justice Office of Civil Rights (OCR) developed the EEOP Utilization Report to help recipients comply with the EEOP regulations. Instead of requiring subrecipients to report all of the employment data that federal regulations require them to keep (see 28 C.F.R. §42.301-.308), OCR uses the Report to prompt subrecipients to collect and analyze key employment data, organized by race, national origin and sex. OCR also uses the Report as an initial screening tool. If OCR's review of an agency's Report indicates that a more thorough examination of employment practices may be appropriate, it may request that the subrecipient provide additional employment data.

Subrecipients subject to the authority of the Safe Streets Act (as well as subrecipients of VOCA, VAWA, and OJJDP funds) must develop an EEOP if they meet **ALL** of the following criteria:

- The subrecipient is a state or local government agency or a business; AND
- The subrecipient has 50 or more employees; AND
- The subrecipient has received a single award of \$25,000 or more.

Subrecipients subject to the Safe Streets Act (as well as subrecipients receiving VOCA, VAWA, and OJJDP funds) are exempt from the EEOP requirement, if the subrecipient:

- is a nonprofit organization, a medical or educational institution or an Indian Tribe; OR
- has less than 50 employees; OR,
- received a single award for less than \$25,000.

Subrecipients that are exempt from the EEOP requirement must still claim the exemption from the EEOP requirement. To claim the exemption or to complete your organization's EEOP utilization report, your organization should log into the online Equal Employment Opportunity (EEO) Reporting System. This system will allow you to create your organization's account, then prepare and submit an EEO Certification Form and if required, create, and submit an EEO Utilization Report. You will also be able to access your organization's saved information in subsequent logins.

To claim the exemption from developing an EEOP, the subrecipient must complete Section A of the Certification Form and submit it online. Subrecipient organizations who claim the exemption will receive a "Thank You" acknowledgement from OCR once they have submitted their exemption request (Section A). Subrecipients who must submit additional EEOP information will receive a "congratulations" acknowledgement once they submit the required information.

If a subrecipient does not wish to use the tool, they should fill out the form and submit it to EEOPForms@usdoj.gov. Note, however, that the criteria provided for Section B are no longer correct, and that all recipients of awards of \$25,000 or more are required to prepare and submit an EEOP.

All subrecipients should save a screenshot/copy of their EEOP submission acknowledgement or a copy of the email sent to USDOJ at the address above. The Project Director or Authorizing Official should sign and date the screenshot or email copy. This document should be uploaded as Award Attachment 01.

Relevant Links:

- EEOP Reporting Tool/EEO Reporting System Log-in
 - www.ojp.gov/about/ocr/eeop
- EEOP Reporting Tool Job Aid (Instructions on how to complete the online EEO reports or claim exemption)
 - https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/EEORReportTool_JobAid.pdf
- EEOP Frequently Asked Questions
 - <https://www.ojp.gov/program/civil-rights/equal-employment-opportunity-program-eeop-faqs>

Award Attachment 02 –
Certification Regarding Lobbying, Debarment, and
Suspension



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

OJP FORM 4061/6 (3-91) REPLACES OJP FORMS 4061/2, 4061/3 AND 4061/4 WHICH ARE OBSOLETE.

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

*U.S. Government Printing Office: 1996 - 405-037/40014

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: ☐ a. contract ☐ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: ☐ a. bid/offer/application b. initial award c. post-award	3. Report Type: ☐ a. initial filing b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: ☐ Prime ☐ Subawardee Tier _____, if known: Congressional District, if known:		5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:
6. Federal Department/Agency:		7. Federal Program Name/Description: CFDA Number, if applicable: _____
8. Federal Action Number, if known:		9. Award Amount, if known: \$ _____
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):		b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Award Attachment 03 –
Single Audit Certification Form



GCC Subrecipient Single Audit Certification Form

Effective with fiscal years beginning on or after December 26, 2014, the Uniform Guidance requires all recipients of Federal funds to have a Single audit conducted when total Federal award expenditures are \$750,000 or more during a fiscal year. **Subpart F—Audit Requirements**

This threshold includes Federal award expenditures from all sources, not just from GCC. For this reason, the certification form should be completed by a financial official in your organization who has access to grant records for your entire organization.

Your assistance is needed in completing and returning this form to GCC. Please upload the completed form to: Documents in each project and send the original back with your signed grant award.

Sub-recipient Name

Tax ID Number

Did your organization expend \$750,000 or more in total Federal awards in fiscal year 2018?

YES ☐ A Single Audit is required. _____
(Expected completion date)

*If the answer is YES above, your organization must submit a copy of your Single Audit reporting package to the Federal Audit Clearinghouse (FAC) within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the audit period. In addition, if the audit disclosed audit findings that relate to the award(s) provided by (GCC), your organization must concurrently submit the audit report package to GCC, along with a list of related findings and a corrective action plan to address those findings.

NO ☐ A single audit is not required.

I certify that, to the best of my knowledge, the above information is correct:

Name: _____ Title: _____
(Financial Officer)

Date: _____ E-mail: _____

Award Attachment 04 –
Certification of No Overdue Tax Debts



State Grant Certification – No Overdue Tax Debts

*to be completed by
NON-GOVERNMENTAL ENTITIES ONLY*

Date: _____

To: State Agency Head and Chief Fiscal Officer

Certification:

We certify that _____ does not have any overdue tax debts, as defined by N.C.G.S. §105-243.1, at the federal, State, or local level. We further understand that any person who makes a false statement in violation of N.C.G.S. §143C-6-23(c) is guilty of a criminal offense punishable as provided by N.C.G.S. §143C-10-1.

Sworn Statement:

_____ and _____ being duly sworn, say that we are the Board Chair and Project Director, respectively, of _____ of _____ in the State of North Carolina; and that the foregoing certification is true, accurate and complete to the best of our knowledge and was made and subscribed by us. We also acknowledge and understand that any misuse of State funds will be reported to the appropriate authorities for further action.

Board Chair

Project Director

Sworn to and subscribed before me on the day of the date of said certification.

(Notary Signature and Seal) My Commission Expires: _____

If there are any questions, please contact the Governor's Crime Commission's Grants Management Director at (919) 733-4564 or you may contact the North Carolina Office of State Budget and Management, NCGrants@osbm.nc.gov - (919) 807-4795.

G.S. §105-243.1 defines: "Overdue tax debt. – Any part of a tax debt that remains unpaid 90 days or more after the notice of final assessment was mailed to the taxpayer. The term does not include a tax debt, however, if the taxpayer entered into an installment agreement for the tax debt under G.S. 105-237 within 90 days after the notice of final assessment was mailed and has not failed to make any payments due under the installment agreement."

Award Attachment 05 –
NCID Acceptable Use Policy



N.C. Department of Public Safety, Governor's Crime Commission NCID Acceptable Use Policy

Section 1. Application

This policy applies to any state employee, contractor, **sub-recipient, or third party** who uses any device, whether state-owned or personal, to connect to the State Network. G.S. §143B—1336(a)(5) defines the State Network as “any connectivity designed for the purpose of providing Internet Protocol transport of information for State agencies.” State law also requires the Department of Information Technology (DIT) to manage the State Network.

Section 2. Requirements

1. Users may not connect personal devices to the State Network without express written permission from the agency head or the agency head’s designee. This requirement does not apply to users who connect to the State Network through a state-supplied “guest” Wi-Fi network.
2. Personally owned “smart” devices may not be connected to the State Network. “Smart” devices, commonly referred to as the “Internet of Things,” include such devices as thermostats, wearable technologies, or appliances.
3. All devices connected to the State Network must have updated malware/anti-virus protection.
4. **Users must not attempt to access any data, documents, email correspondence, and programs contained on systems for which they do not have authorization.**
5. Systems administrators and authorized users must not divulge remote connection information or other access points to information technology resources to anyone without proper authorization.
6. **Users must not share their account(s), passwords, Personal Identification Numbers (PIN), Security Tokens (i.e. Smartcard), or other similar information or devices used for identification and authorization purposes.**
7. Users must not make unauthorized copies of copyrighted or state-owned software.
8. **Users must ensure all files downloaded from an external source to the State Network or any device connected to the State Network, including a diskette, compact disc (CD), USB flash drive, or any other electronic medium, is scanned for malicious software such as viruses, Trojan horses, worms or other malicious code.**
9. Users must ensure that the transmission or handling of personally identifiable information (PII) or other sensitive data is encrypted or has adequate protection.
10. Users may not download, install or distribute software to state-owned devices unless it has been approved by the agency head or the agency head’s designee.
11. Users must not download State data to personally owned devices unless approved by the agency head or the agency head’s designee.
12. Users must not purposely engage in activity that is illegal according to local, state or federal law, or activity that may harass, threaten or abuse others, or intentionally access, create, store or transmit material which may be deemed to be offensive, indecent or obscene.
13. Users accessing the State Network through a Local Area Network (LAN) must avoid unnecessary network traffic and interference with other users. Specific prohibitions include, but are not limited to, the following:
 - (a) Unsolicited commercial advertising by public employees and State Network users. For the purpose of this policy, “unsolicited commercial advertising” includes any transmission initiated by a vendor, provider, retailer, or manufacturer of goods, products, or services, or by a third party retained by, affiliated with, or related to the vendor, provider, retailer, or manufacturer that describes goods, products, or services. This prohibition does not include the following:

- (i) discussions of a product or service's relative advantages and disadvantages by users of those products or services (unless the user is also the vendor, retailer, or manufacturer, or related to or affiliated with the vendor, provider, retailer, or manufacturer);
 - (ii) responses to questions, but only if such responses are direct replies to those who inquired via electronic mail, or
 - (iii) mailings to individuals or entities on a mailing list so long as the individual or entity voluntarily placed his/her name on the mailing list.
- (b) Any other type of mass mailing by employees and others accessing the State Network through the agency LAN that does not pertain to governmental business or a state-sponsored activity.
14. Users accessing the State Network through an agency LAN must only access Internet-streaming sites as consistent with the mission of the agency for the minimum amount of time necessary.
15. Users must not engage in activity that may degrade the performance of information resources, deprive an authorized user access to resources, obtain extra resources beyond those allocated, or circumvent information security measures.
16. Users must not download, install or run security programs or utilities such as password cracking programs, packet sniffers, or port scanners that reveal or exploit weaknesses in the security of information technology resources unless approved in writing by the agency head or the agency head's designee.
17. Information technology resources must not be used for personal benefit, political activity, unsolicited advertising, unauthorized fund raising, personal business ventures, or for the solicitation of performance of any activity that is prohibited by any local, state or federal law.
- 18. Access to the Internet from state-owned, home based, devices must adhere to all acceptable use policies. Employees must not allow family members or other non-employees to access nonpublic accessible information systems.**
19. Users must report any weaknesses in computer security to the Grant Management Specialist for follow-up investigation. Weaknesses in computer security include unexpected software or system behavior, which may indicate an unauthorized disclosure of information or exposure to security threats.
- 20. Users must report any incidents of possible misuse or violation of the Acceptable Use Policy.**
- 21. Users have a responsibility to promptly report the theft, loss or unauthorized disclosure of information.**

Section 3. Violations

Violation of this policy could result in disciplinary action, termination, loss of information resources and criminal prosecution.

Section 4. References

The following sections in the Statewide Information Security Manual provide additional guidance in the appropriate use of State information technology resources.

020201 Accessing State Resources in an Acceptable Way
030301 Sending and Receiving Electronic Mail (Email)
030302 Using the Internet for Work Purposes
030303 Downloading Files and Information from the Internet
030307 Filtering Inappropriate Material from the Internet
040102 Implementing New / Upgraded Software

I certify that I have read and understand the NCID Acceptable Use Policy and that I will ensure compliance with this policy.

 Signature, Project Director

 Date

 Printed Name

 Title

Award Attachment 06 –
Civil Rights Compliance Checklist & Certification



Civil Rights Compliance Checklist and Self-Certification for GCC Grantees

The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) has authority to monitor civil rights compliance for grants awarded by the DOJ, such as those issued by the Bureau of Justice Assistance, Office for Victims of Crime, and Office on Violence Against Women. OCR has established monitoring standards for State Administering Agencies (e.g., GCC) of DOJ grants to ensure civil rights compliance by each subrecipient. This checklist was adapted from an OCR checklist and is part of the civil rights monitoring process. You must complete the checklist and the certification below and upload a copy of this document to your project in GEMS.

Agency Name: _____

Project Number: _____

Contact Information

Name: _____

Title: _____

Phone Number: _____ **Email:** _____

1. Has your agency submitted a Certification Form to the Office of Civil Rights (OCR) certifying compliance with the Equal Employment Opportunity Program (EEOP) requirements?

☐ Yes ☐ No

If yes, on what date did your agency submit the Certification Form? _____

2. If your agency is required to prepare a written EEO Plan in accordance with 28 C.F.R. part 42, subpart E, does your agency have an EEO Plan on file for review? (If your agency is unsure as to whether you are required to prepare a written EEO Plan, you can find out at <https://ojp.gov/about/ocr/eeop.htm>, where you can also prepare and file your EEOP electronically).

☐ Yes ☐ No

If yes, on what date did your agency complete the EEOP? _____

3. If your agency is required to submit an EEOP Utilization Report to the Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) in accordance with 28 C.F.R. part 42, subpart E, has your agency done so? (If an agency is unsure

as to whether it is required to prepare a written EEO Plan, it can find out at <https://ojp.gov/about/ocr/eeop.htm>, where it can also prepare and file its EEOP electronically).

☐ Yes ☐ No

If yes, on what date did your agency submit the EEOP Utilization Report? _____

If yes, what is the date of your agency's most recent EEOP Utilization Report Approval Letter? _____

4. How does your agency notify program participants and beneficiaries (e.g., through brochures, postings, or policy statements) that it does not discriminate in the delivery of services or benefits based on race, color, national origin, religion, sex, disability, and age (as well as sexual orientation and gender identity if your agency receives funding from the Office on Violence Against Women (OVW) or under the Violence Against Women Act (VAWA) of 1994, as amended)?

Comments: _____

5. How does your agency notify employees and prospective employees (e.g., through advertisements, recruitment materials, postings, dissemination of orders or policies) that it does not discriminate on the basis of race, color, national origin, religion, sex, and disability (as well as sexual orientation and gender identity if your agency receives funding from OVW or under VAWA)?

Comments: _____

6. Does your agency have written policies or procedures for notifying employees and applicants on how to file complaints alleging discrimination by your agency?

☐ Yes ☐ No

If yes, explain these policies and procedures: _____

7. Does your agency have written policies or procedures for notifying program participants and beneficiaries on how to file complaints alleging discrimination by your agency, including how to file complaints with the North Carolina Governor's Crime Commission and the OCR?

☐ Yes ☐ No

If yes, explain these policies and procedures: _____

8. If your agency has fifty or more employees and receives DOJ funding of \$25,000 or more, has your agency taken the following actions?

a. Adopted grievance procedures that incorporate due process standards and provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Section 504 of the Rehabilitation Act of 1973, found at 28 C.F.R. part 42, subpart G, which prohibit discrimination on the basis of disability in employment practices and the delivery of services?

☐ Yes ☐ No

b. Designated a person to coordinate compliance with the prohibitions against disability discrimination contained in 28 C.F.R. part 42, subpart G?

☐ Yes ☐ No

c. Notified program participants, beneficiaries, employees, applicants, and others that your agency does not discriminate on the basis of disability?

☐ Yes ☐ No

Comments: _____

9. If your agency operates an educational program or activity, has your agency taken the following actions:

a. Adopted grievance procedures that provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Title IX of the Education Amendments of 1972, found at 28 C.F.R. part 54, which prohibit discrimination on the basis of sex?

☐ Yes ☐ No

b. Designated a person to coordinate compliance with the prohibitions against sex discrimination contained in 28 C.F.R. part 54?

☐ Yes ☐ No

c. Notified applicants for admission and employment, employees, students, parents, and others that your agency does not discriminate on the basis of sex in its educational programs or activities?

☐ Yes ☐ No

Comments: _____

10. Has your agency complied with the requirement to submit to the OCR any adverse findings of discrimination against your agency based on race, color, national origin, religion or sex that are the result of a due process hearing conducted by a federal or state court or a federal or state administrative agency?

☐ Yes ☐ No

Comments: _____

11. What steps has your agency taken to provide meaningful access to its programs and activities to persons who have limited English proficiency (LEP)?

Comments: _____

12. Does your agency have a written language-access policy on providing services to LEP persons?

☐ Yes ☐ No

13. Does your agency conduct any training for its employees on the requirements of applicable federal civil rights laws?

☐ Yes ☐ No

Comments: _____

14. Does your agency provide federally funded services to eligible beneficiaries regardless of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice?

☐ Yes ☐ No

15. If your agency engages in explicitly religious activities, does your agency:

a. Separate the explicitly religious activities in either time or location from the federally funded activities?

☐ Yes ☐ No

b. Ensure that participation in the explicitly religious activities is voluntary for participants in the federally funded program?

☐ Yes ☐ No

Comments: _____

16. If your agency is a religious institution or a faith-based organization, does your agency:

a. Provide appropriate notice to program beneficiaries or prospective beneficiaries that your agency does not discriminate on the basis of religion in the delivery of services or benefits?

☐ Yes ☐ No

b. Provide appropriate notice to program beneficiaries or prospective beneficiaries that if they object to the “religious character” of your agency, your agency will make a reasonable effort to find an acceptable alternative provider in close geographic proximity that offers comparable services?

☐ Yes ☐ No

c. Keep a record of the requests for an alternative provider from beneficiaries or prospective beneficiaries who object to your agency’s “religious character,” noting your agency’s efforts to find an appropriate alternative provider and to follow up with the beneficiary or prospective beneficiary?

☐ Yes ☐ No

Comments: _____

17. If your agency receives funding under VAWA or from OVW, does your agency serve male victims of domestic violence, dating violence, sexual assault, and stalking?

☐ Yes ☐ No

18. If your agency receives funding under VAWA or from OVW, does your agency provide sex-segregated or sex-specific services?

☐ Yes ☐ No

If yes, describe how the services are sex-segregated or sex-specific: _____

If yes, has your agency determined that providing services that are sex-segregated or sex-specific is necessary to the essential operation of the program?

☐ Yes ☐ No

If yes, describe how your agency determined that providing sex-segregated or sex-specific services is necessary to the essential operation of the program.: _____

Civil Rights Compliance Self-Certification for GCC Grantees

I hereby certify that I have viewed the following online training modules offered by the U.S. Department of Justice, Office for Civil Rights (OCR) listed below.

I accept responsibility for ensuring that project staff members are trained and understand their responsibilities to comply with federal civil rights laws applicable to subrecipients of Department of Justice funds covered in the training materials cited below. I may do this by having project staff also view the OCR videos.

Training Video (found at: https://ojp.gov/about/ocr/assistance.htm)	Date Completed	# Staff Trained
What is the Office for Civil Rights and What Laws Does It Enforce?		
What are the Standard Assurances and How Does the Office for Civil Rights Enforce Civil Rights Laws?		
What Obligations Do Recipients of Justice Department Funding Have to Provide Services to Limited English Proficient Persons?		
What are the Civil Rights Laws that Affect Funded Faith-Based Organizations?		
What Civil Rights Protections Do American Indians Have in Programs Funded by the Justice Department? What are the Obligations of Funded Indian Tribes?		

I furthermore certify that I have truthfully answered all of the questions on the Civil Rights Compliance Checklist above. I also certify that I have read and understand “Civil Rights and Responsibilities for GCC Grantees” and that I will ensure that all activities funded with federal grant funds under this project are in compliance with applicable civil rights laws. I understand that this checklist and self-certification is valid for the period of performance of the listed grant project.

Signature, Project Director

Date

Printed Name

Title



**Pender County
Board of Commissioner Meeting Minutes
September 20, 2021**

TO: Board of County Commissioners
FROM: Tera Cline
DATE: October 4, 2021
SUBJECT: Approval of the Board of Commissioner Meeting Minutes September 20, 2021

SUMMARY:

Board of Commissioner Meeting Minutes September 20, 2021

ACTION REQUESTED:

Approval of meeting minutes from September 20, 2021.



MINUTES
Board of County Commissioners Meeting
Monday, September 20, 2021 4:00 PM
Pender County Public Assembly Room

MEMBERS PRESENT: George Brown
Fred McCoy
David Piepmeyer
David Williams

MEMBERS ABSENT: Jacqueline A. Newton

OTHERS PRESENT: Chad McEwen, County Manager
Trey Thurman, County Attorney
Tera Cline, Clerk to the Board
Doug Shipley, Assistant County Manager
Allen Vann, Assistant County Manager
Other Staff and Members of the Press and Public.

1 CALL TO ORDER

Chairman Brown called the meeting to order at 4:00 pm

2 INVOCATION

Commissioner McCoy presented the invocation

3 PLEDGE OF ALLEGIANCE

Chairman Brown led the pledge of Allegiance

4 ADOPTION OF AGENDA

4.1 Motion to excuse Commissioner Newton from the meeting.

Moved by David Williams, seconded by Fred McCoy

Motion Approved

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton				x

David Piepmeyer	x			
David Williams	x			
	4	0	0	1

CARRIED.

- 4.2 Motion to adopt agenda tabling agenda item 6.1 Fire Study and 6.2 Collector Street plan to another meeting.

Moved by David Williams, seconded by Fred McCoy

Motion Approved

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton				x
David Piepmeyer	x			
David Williams	x			
	4	0	0	1

CARRIED.

5 PUBLIC HEARING

- 5.1 Public Hearing and Resolution Approving Grant Application 5310-Enhanced Mobility of Senior's and Individuals with Disabilities Program Operated by Pender Adult Services for FY 2021-2022: \$180,000.

Moved by David Williams, seconded by Fred McCoy

Motion approved

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton				x
David Piepmeyer	x			
David Williams	x			
	4	0	0	1

CARRIED.

- 5.2 Public Hearing and Resolution Approving Grant Applications and Authorizing Local Share for 5311-Community Transportation Program-

ADMIN; Operated by Pender Adult Services for FY 2021-2022:
\$206,132. Local Share \$30,920.

Moved by Fred McCoy, seconded by David Williams

Motion Approved

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton				x
David Piepmeyer	x			
David Williams	x			
	4	0	0	1

CARRIED.

- 5.3 Public Hearing and Resolution Approving Grant Applications and Authorizing Local Share for CAPITAL Grant; Operated by Pender Adult Services for FY 2022: \$120,000 Local Share \$12,000.

Moved by David Williams, seconded by Fred McCoy

Motion Approved

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton				x
David Piepmeyer	x			
David Williams	x			
	4	0	0	1

CARRIED.

6 PUBLIC INFORMATION

7 PUBLIC COMMENT

8 CONSENT AGENDA

- 8.1 Approval of Purchase Order to Dell Financial Services in the Amount of \$46,200.00 for the Lease Purchase of Computer Hardware.
- 8.2 Approval of a Budget Amendment to Increase Health Department Revenues and Expenditures for Fiscal Year 2021-2022: \$39,900

- 8.3 Approve a Purchase Order for a contract Medical Director in the amount of \$45,000
- 8.4 Approval of the Board of Commissioner Meeting Minutes September 7, 2021

Moved by Fred McCoy, seconded by David Piepmeyer

Motion to approve consent agenda

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton				x
David Piepmeyer	x			
David Williams	x			
	4	0	0	1

CARRIED.

9 APPROVALS AND RESOLUTIONS

- 9.1 Approve RFQ for Engineering Design of Sewer Extension from Pender Commerce Park to Blueberry Road

Kenny Keel, Director of Utilities, presented the RFQ for engineering design of sewer extension from Pender Commerce park up 421 to Blueberry road. Mr. Keel is requesting approval for a request for qualification for an engineer to design the project.

Moved by David Piepmeyer, seconded by David Williams

Motion Approved

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton				x
David Piepmeyer	x			
David Williams	x			
	4	0	0	1

CARRIED.

- 9.2 Approval of Budget Amendment and Purchase Order to accept North Carolina Department of Public Safety Swift water PPE grant awards in the amount of \$30,395.49.

James Rowell, Pender County Sheriff Department, presented the grant information and background for purchase of swift water PPE. Explained why the budget amendment was needed due to state funding.

Moved by David Piepmeyer, seconded by David Williams

Motion Approved

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton				x
David Piepmeyer	x			
David Williams	x			
	4	0	0	1

CARRIED.

- 9.3 Approval of Budget Ordinance Amendment for Pender County Juvenile Crime Prevention Council; \$6,700

Dee Turner, Parks and Recreation, explained to the board the the JCP contracted administrative work in the past and the line items have always been one budget line except for psychological services. It was decided instead of contracting that an employee would be hired. This amendment will cover this cost.

Moved by David Piepmeyer, seconded by David Williams

Motion Approved

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton				x
David Piepmeyer	x			
David Williams	x			
	4	0	0	1

CARRIED.

10 DISCUSSION

11 APPOINTMENTS

11.1 Approval of an Appointment to the Pender County Tourism Development Authority

Moved by Fred McCoy, seconded by David Piepmeyer

Motion approved

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton				x
David Piepmeyer	x			
David Williams	x			
	4	0	0	1

CARRIED.

12 MAPLE HILL WATER AND SEWER DISTRICT

13 ROCKY POINT WATER AND SEWER DISTRICT

14 SCOTTS HILL WATER AND SEWER DISTRICT

15 MOORES CREEK WATER AND SEWER DISTRICT

16 CENTRAL PENDER WATER AND SEWER DISTRICT

17 PENDER COUNTY BOARD OF HEALTH

18 SOCIAL SERVICES BOARD

19 ITEMS FROM THE COUNTY ATTORNEY, COUNTY MANAGER, ASSISTANT COUNTY MANAGERS, & COUNTY COMMISSIONERS

19.1 Trey Thurman, County Attorney, stated that closed session items were as followed:

Item 3: Attorney Client

Item 4: Economic Development

Item 5: Acquisition of real property

Item 6: Personnel

- Chad McEwen-County Manager, Nothing for open session.
- Allen Vann, Assistant County Manager, stated that in regards to the file storage issue at the court house, Mr. Boney has sent a proposal in for \$9500.00 for assisting with the design of the layout of the shelving. This fee will also cover the engineering design cost as well.
- Commissioner McCoy, noted Mr. Donnie Rowe's death this past week.
- Commissioner Williams, stated for the record that he is not and will not be endorsing Joe Cina for county commissioner. Stated a lot of people have been told that he is supporting Mr. Cina and that is not true.
- Chairman Brown, discussed with attorney and members of the board a special use permit issue with a gun shop. Stating the no gun fire within 200 feet of dwelling might become an issue in the near future and wanted to make the board aware.

Motion to go into closed session made at 4:30 pm.

20 CLOSED SESSION (IF APPLICABLE).

- 20.1 Motion to go into closed session made at 4:32 P.M. Motion to enter into closed session pursuant to G.S. 143-318.11: 3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the

settlement is concluded; 4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session; 5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract; and 6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy matters may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting. The Board exited closed session at approximately 6:18 p.m.

21 7PM PUBLIC HEARINGS: SPECIAL USE PERMITS/ZONING MAP AMENDMENTS/ RESOLUTIONS

21.1 Motion to exit closed session at 6:18 P.M.

Moved by David Williams, seconded by David Piepmeyer

Motion Approved

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy				x
Jacqueline A. Newton				x
David Piepmeyer	x			
David Williams	x			
	3	0	0	2

CARRIED.

21.2 Motion to add item to agenda

Moved by David Williams, seconded by David Piepmeyer

Motion Approved

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton				x
David Piepmeyer	x			
David Williams	x			
	4	0	0	1

CARRIED.

- 21.3 Chad McEwen, County Manager, announced the counties interest in entering into a contracted sell with Ramm Capital Partners, LLC, for 39.5 acres at Pender Commerce Park referred to as lot 1. Sell price is 52,000.00 dollars per acre for a total of two million and fifty four dollars. Ramm Capital will have to post a 5% deposit which will initiate the upset bid period which will start upon advertisement of the bid. This bid will be running in the newspaper next week. Trey Thurman, Attorney, added that the purchaser will be required to get a release from a prior contract that was entered into with Realty Link so that property will no longer be under contract and will available to market.

Moved by David Williams, seconded by Fred McCoy

Motion Approved

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton				x
David Piepmeyer	x			
David Williams	x			
	4	0	0	1

CARRIED.

22 ADJOURNMENT

Moved by David Williams, seconded by David Piepmeyer

Motion to adjourn meeting at 6:21 P.M.

	For	Against	Abstained	Absent
George Brown	x			
Fred McCoy	x			
Jacqueline A. Newton				x
David Piepmeyer	x			
David Williams	x			
	4	0	0	1

CARRIED.



Pender County Request for Board Action

TO: Board of County Commissioners

FROM: Anthony Colon

DATE: October 4, 2021

SUBJECT: Approval of a Purchase Order to Bill Carone Ford of Wallace for \$84,386.00 for the purchase of two 2022 Ford F250 4x4 trucks with service body.

SUMMARY:

We are requesting the approval of a requisition for \$84,386.00 to Bill Carone Ford of Wallace. The requested funds will be used for the purchase of two 2022 Ford F250 4x4 trucks equipped with Knapheide 696F Service Body. These vehicles are to take the place of a 2012 Ford F250 truck with 316,000 miles and a 2013 Ford F250 with 246,000 miles. Pender County Fleet Maintenance Staff have inspected both vehicles and agreed with the replacement. These vehicles are to be put on order as soon as a Purchase Order Number is obtained from the Finance Department, and are expected to be received by no later than April 2022.

One of the new vehicles will be assigned to the field personnel working on the Rocky Point / Topsail District, while the other vehicle is to be assigned to the Maple Hill Water and Sewer Superintendent. Pender County Utilities Staff recommends to surplus the 2012 Ford F250 with 316,000 miles. Pender County Utilities Staff is also recommending repurposing the 2013 Ford F250 with 246,000 miles as what we will call a "Standby Service Vehicle". This vehicle is to be used by any of PCU staff when their respective vehicle is out of service for maintenance or repairs at the garage.

We contacted five vendors of which only three of the vendors responded with the requested quotes. Quotes were received from Fairway Ford of Burgaw, Piedmont Truck Center of Greensboro, and Bill Carone Ford of Wallace. The best pricing was provided by Bill Carone of Wallace, so we are requesting a Purchase Order with them to finalized the order. The FY22 budget includes sufficient funds earmarked for the purchase of these vehicles in account #072-407403, which will cover the amount requested.

ACTION REQUESTED:

Approval of a Purchase Order to Bill Carone Ford of Wallace for \$84,386.00 for the purchase of two 2022 Ford F250 4x4 trucks equipped with Knapheide 696F Service Body.

ATTACHMENTS:

Quotes from three vendors for two 2022 Ford F250 4x4 trucks equipped with Knapheide 696F Service Body and specified options.

Bill Carone



August 14, 2021

RE: Bid on two 2022 Ford F250 SD truck and body Pender County

Please accept the following as our formal bid for the above requested units from Bill Carone Ford. Our price to you delivered for a 2022 Ford F250 with Knapheide 696F service body as specified in accompanying documents is \$42193.

The price does not include any applicable tax or tag fees on the vehicles. Bill Carone Ford will require a deposit or a purchase order number before the orders can be placed.

Thank you for the opportunity to serve you.

Sincerely,

A handwritten signature in black ink that reads "Fred Lanier".

Fred Lanier

Bill Carone Ford

5093 Hwy 117 North, P. O. Box 787, Wallace, North Carolina 28466 | 910-285-2139

CNGP530

VEHICLE ORDER CONFIRMATION

07/28/21 15:24:53

==>

Dealer: F21651

2022 F-SERIES SD

Page: 1 of 2

Order No: 9999 Priority: D1 Ord FIN: QB444 Order Type: 5B Price Level: 230
 Ord PEP: 600A Cust/Flt Name: PENDER COUNTY PO Number:

RETAIL		RETAIL	
W2B	F250 4X4 CREW/C \$41550	FLEET SPCL ADJ	NC
	176" WHEELBASE	18B	PLAT RUNNING BD 445
Z1	OXFORD WHITE		10000# GVWR PKG
A	VNYL 40/20/40	425	50 STATE EMISS NC
S	MEDIUM EARTH GR	43C	110V/400W OUTLT 175
600A	PREF EQUIP PKG	512	SPARE TIRE/WHL2 295
	.XL TRIM	52B	BRAKE CONTROLLER 270
572	.AIR CONDITIONER NC		
	.AMFM/MP3/CLK		TOTAL BASE AND OPTIONS 45410
996	.6.2L EFI V8 ENG NC		TOTAL 45410
44S	6-SPD AUTOMATIC NC		*THIS IS NOT AN INVOICE*
TD8	.LT245 BSW AS 17		*TOTAL PRICE EXCLUDES COMP PR
X3E	3.73 ELOCKING 390		
66D	PU BOX DELETE (625)		* MORE ORDER INFO NEXT PAGE *
	JOB #1 BUILD		F8=Next

RETAIL	
JACK	
63R	RR STAB W/ AUX 125
67D	200/240 AMP ALT NC
794	PRICE CONCESSN
	REMARKS TRAILER
872	RR CAM & PREP K 415
91S	360 STROBE AMBR 675
	SP DLR ACCT ADJ
	SP FLT ACCT CR
	FUEL CHARGE
B4A	NET INV FLT OPT NC
	DEST AND DELIV 1695

TOTAL BASE AND OPTIONS 45410
 TOTAL 45410

1 to Order

F9=View Trailers

F3/F12=Veh Ord Menu

QC07932

- Your price \$42193 each
- Price includes body + install
- Price includes delivery
- Price does not include tax + tag





Knapheide Truck Equipment - Raleigh
 3613 Jones Sausage Road
 Garner NC 27529
 Phone: 919-334-9360
 Fax: 888-637-9626
 raleigh.knapheide.com

QUOTATION

Quote ID: GB00007782

Page 2 of 2

ACTIVATE REAR STROBES

SPRAYLINE CARGO AREA, COMP. TOPS AND BUMPER
 SPRAYLINE CARGO AREA, COMP. TOPS AND BUMPER
 SPRAYLINE CARGO AREA, COMP. TOPS AND BUMPER

This Quote is subject to the following terms and conditions:

Credit Card Policy

We do not accept credit cards for payment of any order in excess of \$3,000.00. For other orders, we do accept MasterCard, American Express, Visa and Discover cards for payment.

Pricing Policy

- Price Quotation is good on orders received through the expiration date.
- Pricing quoted applies to chassis make/model originally provided and quantity quoted. Any change may result in price change.
- Orders are subject to all applicable state, local and federal excise taxes. Applicable taxes will be applied on final billing to customer upon completion of order.

Payment Policy

- Payment Terms are due upon receipt of signed quote unless prior credit agreement has been established at the time of order.
- Payment terms for customers with an established credit account will be Net 30 from date of invoice.
- Knapheide has right to assess late charges at 1.5% per month on all invoices that are 60 days or more past due.

Return Policy

- All sales are final. Purchased parts or products are non returnable.

Cancellation Policy

- Payment is due in full upon cancellation of any orders for non-stocked parts or products (provided part/product has been ordered by Knapheide) and upon cancellation of installation orders, once product installation has begun.

Customer agrees and understands this Quote is an offer to sell subject to the terms and conditions above and any additional terms or modifications are hereby objected to, unless mutually agreed upon in writing by Customer and Knapheide. The undersigned represents and warrants that he/she is duly authorized to sign below on behalf of Customer and thereby accepts offer and Knapheide will begin processing the order.

Customer must fill out the information below before the order can be processed...

Signature & Print Accepted by:	
Date:	
P.O. number:	Dealer Code:





Knapheide Truck Equipment - Raleigh
 3613 Jones Sausage Road
 Garner NC 27529
 Phone: 919-334-9360
 Fax: 888-637-9626
 raleigh.knapheide.com

QUOTATION

Quote ID: GB00007782

Page 1 of 2

Customer: BILL CARONE FORD
 Po Box 787
 Wallace NC 28466

Quote Number: GB00007782
Quote Date: 7/28/2021
Quote valid until: 8/27/2021

Contact: FRED LANIER
Phone: 910-285-2139
Fax:

Prepared gbursey
By:
Salesperson: Mike Yannielli
PO#:

Enduser:

Make: FORD	Model: F-250	Year: 2021	Single/Dual: SRW
Cab Type: CREW	Wheelbase: 176.0	Cab-to-Axle: 56.0	VIN: TBD

QTY	PART NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
1		MODEL 696F SERVICE BODY PAINTED WHITE 8' SERVICE BODY FITS 56CA SRW CHASSIS	\$7,728.00	\$7,728.00
		7-PIN TRAILER PLUG		
1	POLL 11-893	7 POLE PLASTIC TRAILER PLUG	\$90.00	\$90.00
		SPRAY LINERS		
1	SPRAYLINE COMPL 8'	SPRAYLINE CARGO AREA AND TOP COMPARTMENTS ON 8' SERVICE BODY (FLOOR, COMPARTMENT BACKS INSIDE OF BULKHEAD, TAILGATE, TOPS)	\$712.00	\$712.00
		SPRAY LINERS		
1		SPRAY LINERS	\$140.00	\$140.00
1	SPRAYLINE SB BUMPER	SPRAYLINE SERVICE BODY BUMPER		
		INSTRUCTIONS & GROMMET FOR USE OF FORD FACTORY CAMERA - LOOSE	\$77.00	\$77.00
1	LAB F16365	INSTALLATION LABOR	\$150.00	\$150.00

Quote Total: \$8,897.00
Discount: \$0.00

Total Due(Sales tax not included): \$8,897.00

The following options may be added:

QUANTITY	DESCRIPTION	PRICE EACH	AMOUNT	ADD TO QUOTE
				Yes / No

Notes:

2021 STATE PRICING. PENDER COUNTY

2022 FORD F250 CREW 4X4 GAS 56"CA W2B

FAIRWAY FORD, INC.
444 US HWY 117 S
BURGAW, NC 28425
910-259-2371

July 27, 2021

To: Mr. James Proctor, Water and Sewer Superintendent, County of Pender

From: Hugh Highsmith, III

Re: Quote to order new 2022 Ford F150 pickup, new 2022 Ford Explorer SUV, new 2022 F250 with service body.

Mr. Proctor,

Thank you for the opportunity to quote the vehicles that Pender County Utilities and Pender Solid Waste is considering. Please find below specifications and pricing for four of the vehicles requested. The final vehicle, a 2022 F350 with crane body will be forwarded in a different quote.

Pricing is based on ordering units from Ford Motor Company. Order lead times are extended, 2022 Super Duties are currently scheduling for April 2022.

Pricing and specifications are not yet available from Ford Motor Company for the 2022 F150 or Explorer. Pricing is estimated based on the current 2021 North Carolina State Contract Price Concession amounts and may not reflect final pricing once 2022 pricing and State Contract Price Concessions are announced by Ford Motor Company.

Pricing for the 2022 F250 is accurate.

Vehicle #3: New 2022 Ford F250 truck with service body:

2022 Ford F250 extended cab 4x4 truck

164" wheelbase with 56" cab to axle measurement to accommodate an eight-foot body

Cont'd

6.2L V8 gasoline engine

Automatic transmission with six forward gears

XL trim level

STX package upgrade includes:

- 1) 18" aluminum wheels
- 2) LT275/65 18" black sidewall all season tires
- 3) Cruise control
- 4) Chrome grille
- 5) Chrome front bumper

3.73 electronic locking rear axle
Black platform cab length running boards
Trailer towing package
10,000 GVW
110V/400W outlet
Pickup bed delete to accommodate service body
Spare tire and wheel
Brake controller
Rear stabilizer
Upfitter switches
Full vinyl floor covering (floor mats not included with vinyl floor)
40/20/40 vinyl front seat, 60/40 rear
Rear camera kit for service body
8' Knapheide model 696J service body
Master locking system for service body storage boxes
Back up alarm
Front and rear strobe lights
23" mini LED light bar, Acari 3rd brake light mount
Sprayed on liner in inside of bed, inside and top of tool boxes, step bumper
Exterior color: White
Interior: Medium Gray

Selling Price Per Unit Ordered: \$43,023.00 x 2 Units = \$86,046.00 (excludes tax, title, license, registration fees)

Please feel free to call or email me with any questions regarding this quote.

Respectfully Submitted,

Hugh B Highsmith, III

2021-2022 STATE OF NORTH CAROLINA TERM CONTRACT 070A-Vehicles (Passenger, Truck, Van, SUV, Law Enforcement)
OPTIONS LIST CATEGORY E-MEDIUM SUPER DUTY TRUCK- F250 Pickup/Chassis
BID NO. 202100002

STANDARD ITEMS

10000 GVWR, COLOR: WHITE, 6.2L V-8 E85 FLEX FUEL GAS ENGINE, TorqShift-G Six-Speed Automatic w/SelectShift® Automatic, 3.73 STANDARD REAR AXLE, POWER EQUIPMENT GROUP-POWER WINDOWS/LOCKS, TRAILER TOW MIRRORS, SYNC BLUETOOTH, TILT STEERING WHEEL, AIR CONDITIONING, SPARE TIRE-Pickup version only, AM/FM RADIO, ALL SEASON TIRES, HEAVY DUTY ALTERNATOR, 40/20/40 VINYL (GRAY) SEATS, TRAILER TOW PACKAGE-TRAILER HITCH WITH 7&4 WAY TRAILER PLUG, REAR VIEW CAMERA (Pickup version only, optional with chassis), (2) KEY FOBBS

PICKUP / CAB CHASSIS CONFIGURATION		BASE BID PRICE	
2022 F250 Supercab 4x4 pickup-short bed 148wb	X2B-600A		\$29,515.00

	STATE PRICING 6% Discount		
	OPTION	MSRP	
CREDITS			
Pickup Box Delete - REQUIRES LONG BED-Deletes tie-down hooks, tailgate, rearview camera, 7/4 pin connector and center high-mounted stop lamp (CHMSL) (only on vehicles over 10,000 lbs. GVWR). Incomplete vehicle package - requires further manufacture and certification by a final stage manufacturer. In addition, Ford urges manufacturers to follow the recommendations of the Ford Incomplete Vehicle Manual and the Ford Truck Body Builder's Layout Book (and applicable supplements). Includes: - Rear Bumper Delete - Spare Wheel, Tire, Carrier & Jack Delete	66D	-\$625.00	-\$400.00

CAB CONFIGURATION			
Long bed - 8' pickup / 56"CA for cab chassis SUPERCAB & CREW CAB ONLY- *must choose this option to make a cab chassis*	LB	\$1,568.00	\$1,473.92

POWERTRAINS			
Electronic-Locking w/3.73 Axle Ratio	X3E	\$390.00	\$366.60

TIRES / WHEELS			
Spare Tire, Wheel, Carrier & Jack - standard with pickup, optional with chassis (66D)	512	\$295.00	\$277.30

OTHER OPTIONS			
STX Appearance Package - Includes STX fender vent badge. Includes: - Bright Chrome Grille - Bright Chrome Hub Covers & Center Ornaments - Chrome Front Bumper - Chrome Rear Step Bumper - Steering Wheel-Mounted Cruise Control - Wheels: 18" Sparkle Silver Painted Cast Aluminum Includes bright hub covers/center ornaments. - Tires: LT275/65R18E BSW A/S Spare may not be the same as road tire.	17S	\$1,825.00	\$1,715.50
Heavy-Service Package for Pickup Box Delete - Includes heavy-service front springs (200 lbs. upgrade above the spring computer selected as a consequence of options chosen).Includes: - Rear Stabilizer Bar	63R	\$125.00	\$117.50
Trailer Brake Controller - Verified to be compatible with select electric over hydraulic brakes. Includes smart trailer tow connector	52B	\$270.00	\$253.80

Awarded Vendor: Spencer Wood, Government Sales Director, 336.688.2239 cell, srwood@piedmonttruckcenter.com
Piedmont Truck Center 412 S. Regional Rd. Greensboro NC 27409

2021-2022 STATE OF NORTH CAROLINA TERM CONTRACT 070A-Vehicles (Passenger, Truck, Van, SUV, Law Enforcement)
OPTIONS LIST CATEGORY E-MEDIUM SUPER DUTY TRUCK- F250 Pickup/Chassis

BID NO. 202100002

Platform Running Boards-SUPERCAB & CREW CAB ONLY	18B	\$445.00	\$418.30
Rear View Camera & Prep Kit - required with (66D) pickup box delete	872	\$415.00	\$390.10
Upfitter Switches (6) - Located in overhead console	66S	\$165.00	\$155.10

SAFETY LIGHTING

(4) corner LED lights, (2) front grille mounted & (2) rear mounted, wired to factory upfitter switches in cab *White/Amber*	4CLED		\$975.00
23" Whelen MC23MA Mini LED light bar, Acari 3rd brake light mount, wired to upfitter switch in cab	LBMINI		\$1,540.00

UPFIT OPTIONS

Reading U98ABSW Classic II service body, painted white to match cab, deck plate step bumper, backup alarm, 7-wire RV trailer plug, Vise mounted on rear bumper-curb side, Masterlocking system-manual push rod style, Spray liner on cargo area & compartment tops	R8SSB		\$12,980.00
--	-------	--	-------------

Total for pickup/chassis	Date: 7.28.2021	\$49,778.12
quote#PENX2B8SB-72821		x2 units
		\$99,556.24

Pender County Water & Sewer
James Proctor
252.883.9220cell jproctor@pendercountync.gov

Awarded Vendor: Spencer Wood, Government Sales Director, 336.688.2239 cell, srwood@piedmonttruckcenter.com
Piedmont Truck Center 412 S. Regional Rd. Greensboro NC 27409



**Pender County
Offer from J. Reyes on surplus property
located at 1810 River Bend Road in
Burgaw**

TO: BOCC
FROM: Chad McEwen
DATE: October 4, 2021
SUBJECT: Offer on surplus property parcel ID 3331-96-5031-0000

SUMMARY:

The county has declared surplus property located at 1810 River Bend Road (parcel ID 3331-96-5031-0000) with a minimum bid amount of \$56,906 as assessed by the tax office. Mr. Joel Reyes is interested in purchasing the property at the minimum bid of \$56,906. Per the tax office, there could be some questions on access and dwelling.

ACTION REQUESTED:

Accept offer of \$56,906 on parcel 3331-96-5031-0000 from Mr. Reyes and direct clerk to advertise upset bid notice.

Nancy Avery

From: Joel Reyes <joelreyes2@icloud.com>
Sent: Tuesday, August 3, 2021 8:04 AM
To: Nancy Avery
Subject: [External]1810 River bend rd burgaw nc

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I would like to make in offer on this property in mention for the mount of the amount of \$56,906.00

3331-96-5031-0000	1810 River Bend Rd Burgaw nc	5/26/21	\$15,500.00	\$56,906
-------------------	------------------------------	---------	-------------	-----------------



Doc No: 20048421
Recorded: 04/30/2019 01:39:51 PM
Fee Amt: \$26.00 Page 1 of 2
Excise Tax: \$27.00
Pender County North Carolina
Sharon Lear Willoughby, Register of Deeds
BK 4683 PG 2384 - 2385 (2)

Excise Tax \$27.00	Return after recording to →	Pender County
	Prepared by	PO Box 5
Parcel ID # 3331-96-5031-0000	Richard T. Rodgers, Jr., Esq.	Burgaw, NC 28425

BRIEF DESCRIPTION FOR INDEX → Lot 13, River Bend II

STATE OF NORTH CAROLINA
COUNTY OF PENDER

DATE
4/23/2019

COMMISSIONER'S DEED

✓ Richard T. Rodgers, Jr., Commissioner
Sherman & Rodgers, PLLC
PO Box 250
Burgaw, NC 28425

Pender County
PO Box 5
Burgaw, NC 28425

“Grantor”

“Grantee”

NOTE: When reference herein is made to the GRANTOR and/or the GRANTEE, the singular shall include the plural, the neuter shall include the masculine as well as the feminine.

WITNESSETH

That whereas, Richard T. Rodgers, Jr. was appointed commissioner under an order of the Superior Court of Pender County, North Carolina in the tax foreclosure proceeding entitled Pender County et. al. v. Pamela Jo Jameson et. al. filed at 17-CVS-1120 with the Pender County Clerk of Superior Court; and Richard T. Rodgers, Jr. was directed by the order as commissioner to sell the property hereinafter described at public sale after due advertisement according to law; and

Whereas, Richard T. Rodgers, Jr., commissioner, did on , offer the land hereinafter described at a public sale at the Pender County Courthouse door, and Pender County became the last and highest bidder for said land in the amount shown on the Report of Sale or final Upset Bid reflected in the above-referenced Court File; and the sale having been confirmed, and Richard T. Rodgers, Jr., commissioner, having been ordered to execute a deed to the purchaser upon payment of the purchase money;

FOR VALUABLE CONSIDERATION RECEIVED, receipt of which is hereby acknowledged, the GRANTOR hereby has bargained sold and conveyed in fee simple unto the GRANTEE all that certain lot or parcel of land in Pender County more particularly described as follows:

2.

Being all of Lot 13, Section 3 of River Bend II Subdivision according to a map thereof duly recorded in Map 22 at Page 140 of the Pender County Registry, reference to which map is hereby made for a more particular description.

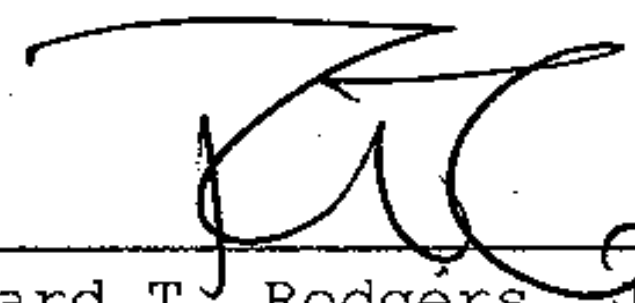
Parcel ID: 3331-96-5031-0000

TO HAVE AND TO HOLD this realty and all privileges and appurtenances thereto belonging unto the GRANTEE its heirs, successors and/or assigns in as full and ample manner as Richard T. Rodgers, Jr., commissioner, is authorized and empowered to convey the same subject to Pender County and Municipal property taxes, the payment of which shall be assumed by the purchaser.

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing.

(Entity Name)

USE BLACK INK ONLY



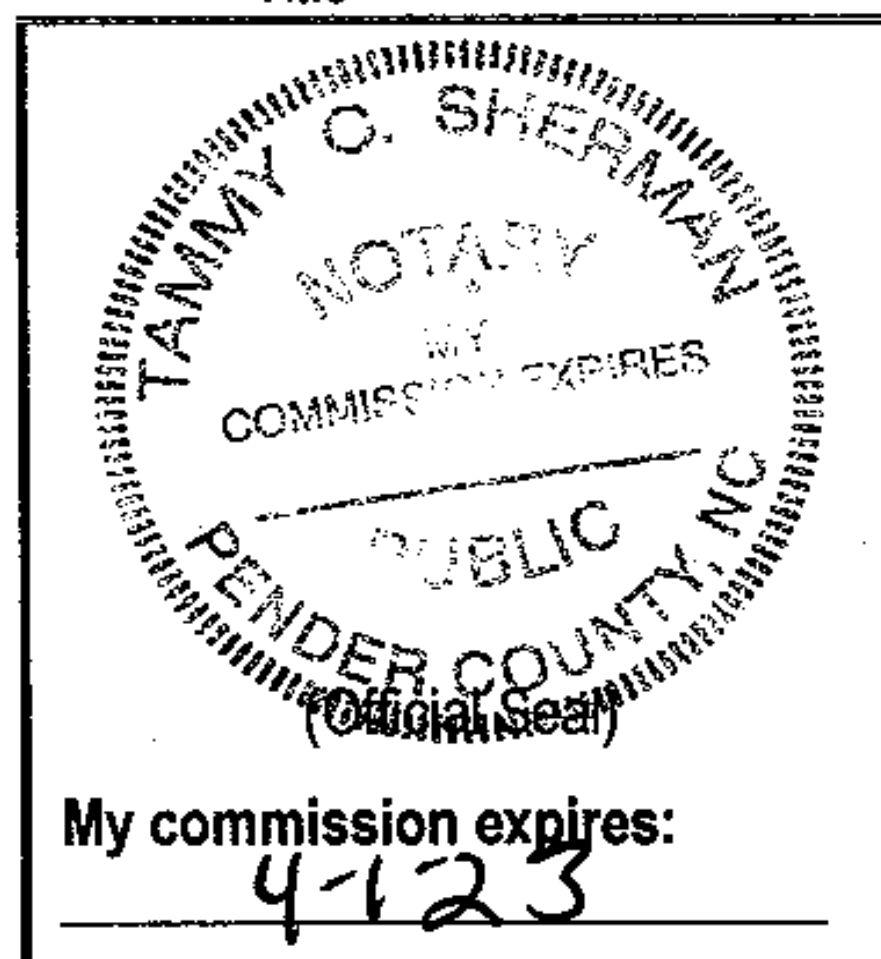
(Seal)

Richard T. Rodgers, Jr., Commissioner

By: _____
Title

By: _____
Title

(Seal)

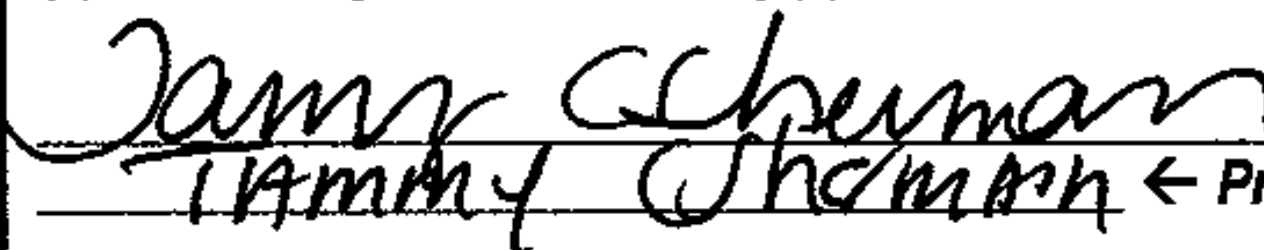


STATE OF NORTH CAROLINA, PENDER COUNTY

I certify that the following person(s) personally appeared before me this day, acknowledging to me that he is the Commissioner identified in this document evidencing this by personal knowledge and signed this document in my presence: **name(s) of principal(s)**.

Richard T. Rodgers, Jr., Commissioner

↓ ↓ Official Signature of Notary ↓ ↓



Tammy C. Sherman ← Printed (or typed) Name of Notary

4-29-19
Date:

