



# **Gaston County**

## **Board of Commissioners**

COURTHOUSE  
325 Dr. Martin Luther King Jr. Way  
Gastonia, NC

**Chairman - Chad Brown**  
**Vice-Chairman - Tom Keigher**  
**Allen R. Fraley**  
**Don Grant**  
**Bob Hovis**  
**Tracy L. Philbeck**  
**Ronnie Worley**

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Tuesday, May 22, 2018

Meeting Agenda

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### **REVISED - Regular Meeting**

#### **6:00 P.M.**

CALL TO ORDER  
INVOCATION  
PLEDGE OF ALLEGIANCE

#### **I. PROCLAMATIONS, COMMENDATIONS, AWARDS, CERTIFICATES**

- A.** Commissioner Keigher - BOC - Commendation - To Commend the Piedmont Community Charter Varsity Girls Basketball Team Upon Achieving the North Carolina High School Athletic Association's (NCHSAA) Highest Team Grade Point Average in the State for Women's High School Basketball

*MOTION TO OPEN PUBLIC HEARINGS*

#### **II. PUBLIC HEARINGS (Commissioners Only) Continued from March 27, 2018 Regular Meeting**

- A.** Public Hearing - City of Belmont - Belmont Historic Preservation Commission ETJ.....5-6
  - 1. Receive Citizen Comment
  - 2. Accept Motion for Appointment

*MOTION TO CLOSE PUBLIC HEARINGS*

#### **III. BUSINESS AGENDA**

##### **A. AGENDA REVISION/APPROVAL**

- 1. *ADDED: Section V, Item AA*
- 2. *REVISED Resolution: Section VII, Item C*

##### **B. APPROVAL OF MINUTES**

- 1. To Approve the Minutes of:
  - Regular Meeting of February 27, 2018
  - Regular Meeting of March 27, 2018
  - Closed Session of April 10, 2018 NCGS 143-318.11

**IV. CITIZEN RECOGNITION (Sign up Prior to Meeting; Speakers Have Five Minutes to Speak on Issue of Choice.)**

**V. CONSENT AGENDA**

- A.** Commissioner Brown - BOC - Memorial Day Proclamation - To Recognize and Honor Those Who Gave All During Their Military Service to the United States of America, and to Express Our Gratitude to the Fallen Members of Our Armed Services.....7-8
- B.** Commissioner Keigher - BOC - Commendation - To Commend the Piedmont Community Charter Varsity Girls Basketball Team Upon Achieving the North Carolina High School Athletic Association's (NCHSAA) Highest Team Grade Point Average in the State for Women's High School Basketball.....9-10
- C.** Commissioner Grant - Cooperative Extension - To Approve and Appropriate the Carry Forward of \$4,000 in Community Food Strategies Grant to FY18-19 (100% Grant Funds)...11-12
- D.** Commissioner Brown - County Attorney - To Establish the Date for Reappraisal of Real Property in Gaston County and to Adjust the Cycle for Future Reappraisals.....13-14
- E.** Commissioner Brown - County Manager - To Accept Departmental Budget Change Requests as Information.....15-17
- F.** Commissioner Fraley - County Manager - Commendation - To Commend Outstanding Departments and Recognize Their Coordinators and Advocates from the 2017 United Way Campaign to Support the United Way of Gaston County.....18-19
- G.** Commissioner Brown - DHHS (ACCESS Division) - To Request Approval of the Revised 2018 ACCESS Drug and Alcohol Policy.....20-49
- H.** Commissioner Brown - DHHS (Health Division) - To Approve the Gaston County Public Health Department Patient Fee Schedule.....50
- I.** Commissioner Brown - DHHS (Health Division) - To Accept and Appropriate Funds from Frontier Nursing University for the Public Health Clinics (100% Preceptorship Funds - \$202).....51-52
- J.** Commissioner Brown - DHHS (Health Division) - To Accept and Appropriate Grant Funds Received from the Community Foundation of Gaston County for the Let Me Run Program (100% Grant Funds - \$5,000).....53-54
- K.** Commissioner Brown - DHHS (Social Services Division) - To Accept and Appropriate Federal Grant Funds in the Amount of \$25,000 from the National Children's Alliance for the Child Advocacy Center (100% Federal Grant Funds).....55-56
- L.** Commissioner Brown - DHHS (Social Services Division) - To Accept and Appropriate Third Quarter Donations for the Domestic Violence Shelter, Adult Services Program, Nutrition Program and LINKS Program in the Amount of \$13,268 (100% Donations).....57-59
- M.** Commissioner Brown - DHHS (Social Services Division) - Approval of FY 2018-2019 Home and Community Care Block Grant (HCCBG) Funding Plan (No Funding Appropriated Herein).....60-62

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- N.** Commissioner Brown - DHHS (Social Services Division) - Proclamation - To Proclaim the Month of May 2018 as Foster Care Awareness Month.....63-64
- O.** Commissioner Brown - DHHS (Social Services Division) - Proclamation - To Proclaim the Month of May 2018 as Older Americans Month.....65-66
- P.** Commissioner Hovis - Finance - To Accept as Information the Attached Property Tax Refunds Less than \$100. These Tax Refunds Should Be Recorded in the Board's Minutes. (Real Property Tax Refunds - \$1,618.93; Total HB20 Refunds - \$181.49; Total NCVTS Refunds - \$3,438.66; Total Vehicle Refunds - \$3,620.15).....67-69
- Q.** Commissioner Keigher - Human Resources - To Accept and Appropriate Vending Machine Revenue (\$27,125).....70-71
- R.** Commissioner Worley - Library - To Accept and Appropriate \$2,500 from the Charlton Torrence Grant for the Library.....72-73
- S.** Commissioner Keigher - Museum of Art & History - To Accept and Appropriate Scholarship Funds of \$150 Awarded to Alex Brooks of the Museum of Art & History.....74-75
- T.** Commissioner Brown - Parks and Recreation - To Accept and Appropriate \$5,991 in Senior Games Entry Fees for the 2018 Gaston County Senior Games (100% Entry Fees).....76-77
- U.** Commissioner Brown - Parks and Recreation - To Accept and Appropriate \$790 in Additional Sponsorships and Fees for the 46th Annual Just Plain Dog Show (100% Sponsorships & Fees).....78-79
- V.** Commissioner Keigher - Planning - To Accept and Appropriate \$585 in Workshop Fees for the Historic Preservation Commission (100% Workshop Fees).....80-81
- W.** Commissioner Worley - Police Department/Sheriff's Office - Proclamation - To Proclaim May 13 - 19, 2018 as Law Enforcement Week and May 15, 2018 as Peace Officer's Memorial Day in Gaston County.....82-83
- X.** Commissioner Hovis - Public Works - To Accept an Offer to Purchase a County Owned Surplus Parcel (PID 155658 located at 1005 Mountain Crest Drive, Kings Mountain) and Authorize Staff to Initiate the Upset Bid Process.....84
- Y.** Commissioner Fraley - Tax Collections - Pursuant to G.S. 105-381, the Tax Collector Requests that the April Listed Tax Refunds be Made. (Real Estate - \$18,822.76; Vehicles and ETC - \$1,291.47; VTS Refunds - \$5,805.34; Grand Total - \$25,919.57).....85-87
- Z.** Commissioner Philbeck - Veterans Services - To Accept and Appropriate North Carolina Department of Military and Veterans Affairs Grant Funds to the Gaston County Department of Veterans Services (100% Grant Funds - \$2,175.41).....88-89
- AA.** **ADD/ Commissioner Brown - DHHS (Social Services Division) - To Accept and Appropriate Additional Crisis Intervention Program Funds in the Amount of \$20,693 (No County Funds).....Green Sheet Pages (GSP) 89A-B**
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**VI. 2018 LEGISLATIVE REQUESTS**

- A. Board of Commissioners - Legislative Request: To Amend Resolution 2018-083 -  
Legislative Agenda for the 2018 Session of the North Carolina General Assembly.....90-94

**VII. NON-CONSENT AGENDA ITEMS**

- A. Commissioner Brown - Budget/Purchasing - To Adopt a Fee Schedule Effective  
July 1, 2018 through June 30, 2019.....95-114
- B. Board of Commissioners - County Attorney - To Authorize the Levy of a One-  
Quarter Cent ( $\frac{1}{4}\phi$ ) Sales and Use Tax Pursuant to N.C. General Statutes  
Chapter 105, Article 46.....115-116
- C. **REVISED RESOLUTION/** Commissioner Brown - County Attorney - Resolution  
Declaring the Result of the Special Bond Referendum Held in Gaston County,  
North Carolina, on May 8, 2018 Upon the Question of Approving \$250,000,000  
School Bonds.....**GSP 117-121**
- D. Commissioner Worley - Sheriff's Office - To Appropriate Funding for Inmate  
Off-Site Medical Expenses (\$100,000).....122-123
- E. Commissioner Worley - Sheriff's Office - Appropriation of Additional Funds to House  
Inmates at the Mecklenburg County Detention Center in April 2018 (\$7,360).....124-126

**VIII. ITEMS PULLED FROM CONSENT AGENDA****IX. ITEMS ADDED BY MAJORITY VOTE FOR DISCUSSION ONLY****X. APPOINTMENTS**

- A. Appointment List - Current Expiring Terms/Vacant Positions.....127-131

**XI. REPORTS****A. Commissioners Committee Reports****B. County Manager's Report****1. PRESENTATION OF THE FY2018-2019 GASTON COUNTY BUDGET****C. County Attorney's Report****XII. OTHER MATTERS****XIII. ADJOURNMENT**



# Gaston County

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Board of Commissioners  
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## Board of Commissioners Board Action

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**File #:** 18-087

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Public Hearing - City of Belmont - Belmont Historic Preservation Commission ETJ

1. Receive Citizen Comment
2. Accept Motion for Appointment

### **STAFF CONTACT**

Donna S. Buff - Clerk to the Board - 704-866-3196

### **BACKGROUND**

The Belmont City Council has established a Historic Preservation Commission which includes an Extra-territorial Jurisdiction (ETJ) representative that is appointed by the County Commission. This position will be for a three year term beginning in March 2018.

The Belmont City Council recommends the appointment of

Ms. Stacy Manning  
304 Belwood Dr.  
Belmont, NC 28012

to the newly established Belmont Historic Preservation Commission to serve in the ETJ position. One position available.

### **ATTACHMENTS**

Letter of Recommendation - Belmont Historic Preservation Commission ETJ



# CITY OF BELMONT

## PLANNING & ZONING

February 13, 2018

Donna Buff  
Clerk to the County Commission  
PO Box 1578  
Gastonia, NC 28053-1578

RE: ETJ Board Appointment

Dear Ms. Buff:

The Belmont City Council is establishing a new advisory committee, the Historic Preservation Commission, in keeping with Section 19.5 of the Belmont Land Development Code. The Council interviewed ETJ resident Stacy Manning on January 22, 2018 and approved a motion to recommend her appointment for this board to the County Commission. This would be for a three year term beginning in March of 2018.

Please feel free to contact me if you have any questions.

Regards,

Shelley DeHart, AICP  
Director of Planning



# Gaston County

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## Board of Commissioners

### Board Action

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**File #:** 18-157

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Commissioner Brown - BOC - Memorial Day Proclamation - To Recognize and Honor Those Who Gave All During Their Military Service to the United States of America, and to Express Our Gratitude to the Fallen Members of Our Armed Services

#### **STAFF CONTACT**

Donna S. Buff - Clerk to the Board - 704-866-3196

#### **BACKGROUND**

N/A

#### **ATTACHMENTS**

Proclamation



- WHEREAS, Memorial Day was first observed as Decoration Day on May 30, 1868 as an occasion for many Americans to decorate the graves of fallen Civil War Soldiers; and,
- WHEREAS, after World War I, this day was expanded to include fallen members of all of our nation's wars and after World War II, this day officially became known as Memorial Day. In 1971, Congress established Memorial Day as a federal holiday to be observed on the last Monday of May each year; and,
- WHEREAS, we recognize the sacrifices and contributions the men and women of our armed forces have made upholding the principles of democracy and freedom. We extend gratitude to the families of our service members and recognize their sacrifices and unwavering devotion. Without their support, our men and women could not have completed their missions successfully; and,
- WHEREAS, this Memorial Day, we express our deepest appreciation to the men and women who laid down their lives in service to our Nation and we mourn with the families and friends of those lost. It is our duty to preserve the legacy of those brave Americans who died defending our great Country and our "unalienable rights" to "life, liberty and the pursuit of happiness"; and,
- WHEREAS, during this time of reflection, we honor and commend those from Gaston County who have contributed to this great Country. Our County has a long and decorated history of military service and our citizens have made significant contributions locally and worldwide.
- NOW, THEREFORE, BE IT RESOLVED that the Gaston County Board of Commissioners salutes our services members for their outstanding devotion to Duty, Honor, and Country and recognizes

## **Memorial Day, Monday, May 28, 2018**

as a day to honor and remember our fallen heroes. The Commission further encourages the Citizens of Gaston County to unite in prayer and reflection for the many sacrifices and accomplishments of our fallen soldiers, their families, and our Veterans.

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Chad Brown, Chairman

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Allen R. Fraley

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Tom Keigher, Vice-Chairman

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Donald J. Grant, Jr.

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Tracy L. Philbeck

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Bob Hovis

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Ronald E. Worley





# Gaston County

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## Board of Commissioners

### Board Action

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**File #:** 18-167

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Commissioner Keigher - BOC - Commendation - To Commend the Piedmont Community Charter Varsity Girls Basketball Team Upon Achieving the North Carolina High School Athletic Association's (NCHSAA) Highest Team Grade Point Average in the State for Women's High School Basketball

#### **STAFF CONTACT**

David Williams - Planning & Development Services Director

#### **BACKGROUND**

N/A

#### **ATTACHMENTS**

Commendation



WHEREAS, Piedmont Community Charter School, located in Gastonia, North Carolina, competes at a high level in several high school sports including soccer, volleyball, cheerleading, basketball, baseball, softball, golf; and,

WHEREAS, in its second year in the North Carolina High School Athletic Association (NCHSA), the Piedmont Community Charter School Lady Patriots Varsity Girls Basketball team competed in the second round of the State playoffs and was one of the top basketball teams in the Southern Piedmont 1A Conference and in the State; and,

WHEREAS, in that same year, the Lady Patriots were recognized among more than 400 schools in the NCHSA as having the highest unweighted grade point average (GPA) in the State for women's basketball; and,

WHEREAS, these young women demonstrated high academic standards while earning recognition as one of the top basketball teams in the Southern Piedmont 1A Conference and the State of North Carolina; and,

WHEREAS, the Lady Patriots have a collective team GPA of 3.9 or higher and most of the classes taken by team members are either honors or advanced placement, and,

WHEREAS, these outstanding student athletes have accepted the many challenges of playing a sport at a high level while maintaining their commitment to academic excellence.

NOW, THEREFORE, BE IT RESOLVED that the Gaston County Board of Commissioners recognizes and commends the Piedmont Community Charter Lady Patriots Basketball Team for their high academic standards and for achieving the highest academic grade point average for women's basketball in the North Carolina High School Athletic Association. The Board of Commissioners further congratulates the following team members and Coaches:

**Cydney Williams, Senior Point Guard**  
**Courtney Williams, Senior Swing Guard**  
**Demoniya Cole, Senior Guard/Forward**  
**Andrea Bolding, Senior Shooting Guard**  
**Alexis Picklesimer, Senior Center**

**Zuri Greenlee, Freshman Forward**  
**Taylor Prioleau, Freshman Guard**  
**Ranisha Spears, Freshman Forward**  
**Anthony Hudson, Assistant Coach**  
**David Williams, Head Coach**

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Chad Brown, Chairman

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Allen R. Fraley

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Tom Keigher, Vice-Chairman

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Donald J. Grant, Jr.

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Tracy L. Philbeck

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Bob Hovis

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Ronald E. Worley



# Gaston County

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## Cooperative Extension Board Action

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**File #:** 18-164

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Commissioner Grant - Cooperative Extension - To Approve and Appropriate the Carry Forward of \$4,000 in Community Food Strategies Grant to FY18-19 (**100% Grant Funds**)

### **STAFF CONTACT**

David Fogarty - NC Cooperative Extension - 704-922-2111

### **BUDGET IMPACT**

Appropriate State revenues. No additional County funds.

### **BUDGET ORDINANCE IMPACT**

Increase State revenues by \$4,000 and appropriate \$4,000 into Special Programs account.

### **BACKGROUND**

Gaston County DHHS and Gaston County Cooperative Extension are partnering to improve community access to healthy locally grown food. This micro-grant from NC State University's Center for Environmental Farming Systems will allow Gaston County to conduct a Community Food Assessment which will identify strategies for improving food access. No County Funds are required.

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

Budget Change Request

## GASTON COUNTY BUDGET CHANGE REQUEST

TO: Earl Mathers COUNTY MANAGER

FROM: 4950 NC Cooperative Extension  
           Dept. #                      Department Name

David Fogarty 4-20-2018  
           Department Director's Name                      Date

### TYPE OF REQUEST:

☐ Line Item Transfer Within Department & Fund

☐ Line Item Transfer Between Funds \*

☐ Project Transfer Within Department & Fund

☒ Additional Appropriation of Funds \*

☐ Line Item Transfer Between Departments\*

\* Requires resolution by the Board of Commissioners

ACCOUNT DESCRIPTION (As it appears in the budget)	ACCOUNT NUMBER	AMOUNT
	Fund - Function - Dept - Division - Object - Project	Whole Dollars Only
	xxx - xx - xxxx - xxxx - xxxxx - xxxxxx	(See Note Below)
Food Council Grant	010-07-4950-4950-420001-18610	[4,000]
Food Council Grant	010-07-4950-4950-560000-18610	4,000

### JUSTIFICATION FOR REQUEST:

Gaston County DHHS and Gaston County Cooperative Extension are partnering to improve community access to healthy locally grown food. This micro-grant from NC State University's Center for Environmental Farming Systems will allow Gaston County to conduct a Community Food Assessment which will identify strategies for improving food access. No County Funds are required. Funds will be carried-forward and used in FY19.

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.



# Gaston County

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## County Attorney

## Board Action

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**File #: 18-171**

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Commissioner Brown - County Attorney - To Establish the Date for Reappraisal of Real Property in Gaston County and to Adjust the Cycle for Future Reappraisals

### **STAFF CONTACT**

Charles Moore - County Attorney

### **BUDGET IMPACT**

N/A

### **BUDGET ORDINANCE IMPACT**

N/A

### **BACKGROUND**

North Carolina General Statutes provide for an octennial cycle of reappraisal of real property in the County, unless the Board of Commissioners elects a different cycle less than eight years, or variances in its sales ratio studies mandate a new appraisal. The Tax Director has recommended that Gaston elect a four year cycle beginning in 2019.

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

Resolution



**RESOLUTION TITLE: TO ESTABLISH THE DATE FOR REAPPRAISAL OF REAL PROPERTY IN GASTON COUNTY AND TO ADJUST THE CYCLE FOR FUTURE REAPPRAISALS**

WHEREAS, each county must reappraise all real property in accordance with the provisions of G.S. 105-283 and G.S. 105-317 as of January 1 of the year set out in N.C.G.S. §105-286, and every eighth year thereafter, unless the county is required to advance the date under subdivision (2) of this section or chooses to advance the date under subdivision (3) of this section; and,

WHEREAS, a county may conduct a reappraisal of real property earlier than is required by N.C.G.S. §105-286 (a)(1) or (2), if the board of county commissioners adopts a resolution providing for advancement of the reappraisal; and,

WHEREAS, the Gaston County Board of Commissioners has determined that it is in the best interests of the citizens of Gaston County to advance the date for the reappraisal of all real property in the County to January 1, 2019; and,

WHEREAS, the Gaston County Tax Assessor is hereby directed to prepare the uniform schedule of values for approval by the Board of Commissioners in accordance with the schedule set forth by the N.C. General Statutes.

NOW, THEREFORE, BE IT RESOLVED by the Gaston County Board of Commissioners that the reappraisal of all real property in Gaston County is hereby scheduled for January 1, 2019.

BE IT FURTHER RESOLVED that the County shall be scheduled for reappraisal on a four year cycle unless directed otherwise by Resolution of this Board.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be delivered to the Secretary of the N.C. Department of Revenue.

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DO NOT TYPE BELOW THIS LINE

I, Donna S. Buff, Clerk to the County Commission, do hereby certify that the above is a true and correct copy of action taken by the Board of Commissioners as follows:

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# Gaston County

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Board of Commissioners  
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## County Manager

## Board Action

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**File #: 18-187**

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Commissioner Brown - County Manager - To Accept Departmental Budget Change Requests as Information

### **STAFF CONTACT**

Bryant Morehead - Assistant County Manager - 704-866-3101

### **BACKGROUND**

The BOC is requested to accept the attached Budget Change Requests as information.

### **ATTACHMENTS**

Departmental Budget Transfers

**COUNTY MANAGER – LISTING OF DEPARTMENTAL BUDGET CHANGE REQUESTS  
TO BE ACCEPTED AS INFORMATION AT THE MAY 22, 2018 BOARD MEETING**

EFF DATE	DEPT	ACCOUNT	DR/CR	AMOUNT
04/02/2018	Parks	010-01-4261-0000-530023-	C	\$4,537
04/02/2018		010-01-4261-0000-530020-	D	\$4,537
04/02/2018		010-04-6120-0000-530023-	C	\$7,292
04/02/2018		010-04-6120-0000-540001-	D	\$7,292
04/04/2018	GEMS	010-02-4372-0000-520017-	D	\$166
04/04/2018		010-02-4372-0000-520001-	C	\$166
04/04/2018	Public Works	010-01-4265-4260-520017-	C	\$710
04/04/2018		010-01-4265-4260-540003-	D	\$710
04/05/2018	Museum	010-04-6141-0000-520002-	C	\$500
04/05/2018		010-04-6141-0000-530021-	D	\$500
04/06/2018	Sheriff	010-02-4315-4315-520013-	C	\$4,000
04/06/2018		010-02-4315-4323-520013-	D	\$4,000
04/06/2018	Library	010-04-6110-6110-530023-	C	\$550
04/06/2018		010-04-6110-6110-520001-	D	\$550
04/06/2018	Sheriff	010-02-4315-4323-530023-	C	\$200
04/06/2018		010-02-4315-4323-540001-	D	\$200
04/09/2018	Bldg Insp	012-02-4350-0000-520010-	C	\$1,000
04/09/2018		012-02-4350-0000-540001-	C	\$500
04/09/2018		012-02-4350-0000-520011-	D	\$1,500
04/10/2018	Sheriff	010-02-4315-4315-520007-	C	\$600
04/10/2018		010-02-4315-4315-530015-	D	\$600
04/10/2018	EDC	010-07-4920-4920-530015-	C	\$10,000
04/10/2018		010-07-4920-4920-520012-	D	\$10,000
04/10/2018	Rescue Squads	010-02-4372-0000-530024-	C	\$72,000
04/10/2018		010-02-4372-0000-530040-	D	\$72,000
04/11/2018	Public Works	010-01-4265-4260-530010-	C	\$4,000
04/11/2018		010-01-4265-4260-530013-	D	\$4,000
04/12/2018	DSS	020-05-4790-0000-520017-	C	\$300
04/12/2018		020-05-4790-0000-520015-	D	\$300
04/12/2018	Bldg Insp	012-02-4350-0000-520012-	C	\$200
04/12/2018		012-02-4350-0000-520001-	D	\$200
04/12/2018	Public Works	010-01-4265-4260-530010-	C	\$2,000
04/12/2018		010-01-4265-4260-520011-	D	\$2,000
04/13/2018	Purchasing	010-01-4132-0000-520011-	C	\$1,350
04/13/2018		010-01-4132-0000-540001-	D	\$1,350
04/13/2018	Nat Resources	010-07-4960-0000-520012-	C	\$1,000
04/13/2018		010-07-4960-0000-530021-	D	\$1,000
04/13/2018	DSS	020-05-5585-0000-530010-	C	\$4,000
04/13/2018		020-05-5585-0000-510002-	D	\$2,800
04/13/2018		020-05-5585-0000-520011-	D	\$1,200
04/16/2018	Library	010-04-6110-6110-560000-18554	C	\$3,360
04/16/2018		010-04-6110-6110-520001-	D	\$1,260
04/16/2018		010-04-6110-6113-520001-	D	\$2,100
04/16/2018		010-04-6110-6113-530023-	C	\$500
04/16/2018		010-04-6110-6113-520007-	D	\$500
04/17/2018	EDC	010-07-4920-4920-530015-	C	\$1,771
04/17/2018		010-07-4920-4920-540001-	D	\$1,771
04/18/2018	DSS	020-05-4827-0000-520001-	C	\$100
04/18/2018		020-05-4827-0000-520007-	D	\$50
04/18/2018		020-05-4827-0000-530005-	D	\$50
04/18/2018		020-05-4790-0000-530030-	C	\$2,500
04/18/2018		020-05-4790-0000-530020-	D	\$2,500
04/18/2018		020-05-5582-0000-510001-	C	\$415
04/18/2018		020-05-5582-0000-510003-	D	\$415
04/18/2018		020-05-5582-0000-520007-	C	\$20
04/18/2018		020-05-5582-0000-520017-	D	\$20
04/18/2018		020-05-5650-0000-510001-	C	\$9
04/18/2018		020-05-5650-0000-510003-	D	\$9
04/19/2018		020-05-4810-0000-540001-	C	\$1,000
04/19/2018		020-05-4810-0000-530002-	D	\$1,000
04/19/2018	Nat Resources	010-07-4960-0000-520012-	C	\$500
04/19/2018		010-07-4960-0000-520015-	D	\$500



County Manager - Listing of Departmental Budget Change Requests to be Accepted as Information  
Page 2

EFF DATE	DEPT	ACCOUNT	Debit/Credit	AMOUNT
04/19/2018	911/Comm	010-02-4311-0000-510001-	C	\$26,000
04/19/2018		010-02-4311-0000-530023-	C	\$25,000
04/19/2018		010-02-4311-0000-530002-	D	\$51,000
04/19/2018	Police	010-02-4310-4310-520007-	C	\$6,000
04/19/2018		010-02-4310-4310-530023-	C	\$6,000
04/19/2018		010-02-4310-4310-530015-	D	\$12,000
04/23/2018		010-01-4265-4265-530010-	C	\$1,000
04/23/2018		010-01-4265-4265-530002-	D	\$1,000
04/23/2018	Bldg Insp	012-02-4350-0000-540001-	C	\$4,787
04/23/2018		012-02-4350-0000-520002-	D	\$1,516
04/23/2018		012-02-4350-0000-510002-	D	\$795
04/23/2018		012-02-4350-0000-520007-	D	\$118
04/23/2018		012-02-4350-0000-510003-	D	\$2,358
04/23/2018	Sheriff	010-02-4315-4315-520007-	C	\$1,600
04/23/2018		010-02-4315-4315-530002-	D	\$1,600
04/23/2018	Public Works	040-01-4265-4260-540005-09164	C	\$181,029
04/23/2018	Cable Access	040-01-4125-0000-540002-08010	C	\$8,307
04/23/2018	Public Works	040-01-4265-4260-540005-10155	C	\$54,080
04/23/2018		040-01-4265-4260-540005-10177	C	\$1,377
04/23/2018		040-01-4265-4260-540005-12159	C	\$1,291
04/23/2018		040-01-4265-4260-540005-12172	C	\$21,726
04/23/2018		040-01-4265-4260-540005-12181	C	\$16
04/23/2018		040-01-4265-4260-540005-13293	C	\$13,720
04/23/2018		040-01-4265-4260-540005-14095	C	\$142,500
04/23/2018		040-01-4265-4260-540005-14096	C	\$15,565
04/23/2018		040-01-4265-4260-540005-14098	C	\$236
04/23/2018		040-01-4265-4260-540005-15163	C	\$300,000
04/23/2018		040-01-4265-4260-540005-16132	C	\$340
04/23/2018		040-01-4265-4260-540005-16133	C	\$13,404
04/23/2018		040-01-4265-4260-540005-16165	C	\$25,748
04/23/2018		040-01-4265-4260-540007-12240	C	\$485,956
04/23/2018	Animal Control	040-02-4380-0000-540005-06270	C	\$25,802
04/23/2018	Nuis Abate	040-02-4511-0000-540006-04288	C	\$15,545
04/23/2018	Parks & Rec	040-04-6120-0000-540006-15107	C	\$3,292
04/23/2018		040-04-6120-0000-540006-16161	C	\$7,500
04/23/2018	Water & Sewer	040-07-7100-0000-540007-04123	C	\$233,333
04/23/2018		040-07-7100-0000-540007-08176	C	\$558,089
04/23/2018	Animal Control	040-02-4380-0000-540005-16238	D	\$2,108,856
04/24/2018	EDC	010-07-4920-4920-520013-	C	\$200
04/24/2018		010-07-4920-4920-520007-	D	\$200
04/24/2018	Planning	010-02-4910-4911-520007-	C	\$1,000
04/24/2018		010-02-4910-4911-530002-	D	\$1,000
04/25/2018	Health	011-05-5110-0000-530002-	D	\$1,400
04/25/2018		011-05-5110-0000-520014-	C	\$1,400
04/26/2018	GEMS	010-02-4370-0000-540001-	D	\$515
04/26/2018		010-02-4370-0000-520014-	C	\$515
04/26/2018	Finance	010-01-4130-0000-510001-	C	\$2,000
04/26/2018		010-01-4130-0000-530015-	D	\$2,000
04/26/2018	Library	010-04-6110-6112-530029-	C	\$900
04/26/2018		010-04-6110-6112-520007-	D	\$900
04/26/2018	Health	011-05-5119-0000-520013-	D	\$1,500
04/26/2018		011-05-5119-0000-520002-	C	\$1,500
04/27/2018	Elections	010-01-4170-0000-530041-	C	\$8,771
04/27/2018		010-01-4170-0000-520011-	D	\$8,771
04/30/2018	GEMS	010-02-4372-0000-530015-	D	\$621
04/30/2018		010-02-4372-0000-520001-	C	\$621
04/30/2018	Planning	010-02-4910-4911-540001-	C	\$600
04/30/2018		010-02-4910-4911-530020-	D	\$600



# Gaston County

Gaston County  
Board of Commissioners  
[www.gastongov.com](http://www.gastongov.com)

## County Manager

## Board Action

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**File #:** 18-032

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Commissioner Fraley - County Manager - Commendation - To Commend Outstanding Departments and Recognize Their Coordinators and Advocates from the 2017 United Way Campaign to Support the United Way of Gaston County

### **STAFF CONTACT**

Eric Johnson - County Manager's Office - 704- 866-3101

### **BACKGROUND**

Gaston County Employees pledged over \$62,000 for the United Way of Gaston County in their 2017 United Way Campaign. GEMS, Sheriff's Office, DHHS (Health Department, DSS, and ACCESS) are to be commended for their achievement and generosity. Additionally, United Way coordinators Captain Robert Sneed in GEMS, Captain Shea Wilkinson in the Sheriff's Office, Christie Williams in the Health Department, Dottie Myers in DSS, Ann Gibson in ACCESS, and United Way advocates GEMS Chief Mark Lamphiear, Sheriff Alan Cloninger, and DHHS Director Chris Dobbins are to be recognized for their work and fund-raising efforts in the 2017 Gaston County Employees United Way Campaign on behalf of the United Way of Gaston County.

### **ATTACHMENTS**

Commendation



- WHEREAS, last fall, Gaston County employees led a successful campaign for the United Way of Gaston County; and,
- WHEREAS, GEMS and coordinator Captain Robert Sneed led all departments in giving for the seventh year in a row with a total gift of over \$19,000; and,
- WHEREAS, the Gaston County Sheriff's Office and coordinator Captain Shea Wilkinson had over \$9,000 in giving; and,
- WHEREAS, Gaston County DHHS and coordinators Christie Williams, Dottie Myers, and Ann Gibson had over \$12,000 in giving; and,
- WHEREAS, these efforts resulted in a contribution from the Gaston County Employees United Way Campaign of over \$62,000.

NOW, THEREFORE, BE IT RESOLVED that the Gaston County Board of Commissioners recognizes and commends all Gaston County Employees who gave - especially the coordinators and departments of

### **DHHS, GEMS, SHERIFF'S OFFICE**

for their fund-raising efforts as leaders in the 2017 Gaston County Employees United Way Campaign on behalf of the United Way of Gaston County.

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Chad Brown, Chairman

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Allen R. Fraley

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Tom Keigher, Vice-Chairman

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Donald J. Grant, Jr.

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Tracy L. Philbeck

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Bob Hovis

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Ronald E. Worley

To be Adopted the 22<sup>nd</sup> Day of May 2018



# Gaston County

Gaston County  
Board of Commissioners  
[www.gastongov.com](http://www.gastongov.com)

## DHHS - Social Services Division Board Action

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**File #:** 18-165

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Commissioner Brown - DHHS (ACCESS Division) - To Request Approval of the Revised 2018 ACCESS Drug and Alcohol Policy

### **STAFF CONTACT**

Michael Coone - DHHS Social Services/ACCESS Division - 704-862-7663

### **BUDGET IMPACT**

N/A

### **BUDGET ORDINANCE IMPACT**

N/A

### **BACKGROUND**

On November 13, 2017, the USDOT published an updated final rule with revisions to 49 CFR Part 40. This regulation is the USDOT's drug and alcohol testing regulation. As a 5311 sub-recipient of FTA funds through NCDOT, there are some required action items to address in response to the updated regulation (49 CFR Part 40). The drug & alcohol policy is required to be revised in order to ensure consistency with the updated regulation.

### **POLICY IMPACT**

Revised Drug and Alcohol Policy for Transportation Services required by US DOT

### **ATTACHMENTS**

Summary of Revisions; Revised 2018 ACCESS Drug and Alcohol Policy

## Revised 2018 ACCESS Drug and Alcohol Policy

### Summary of Revisions

Highlights are in **BOLD**:

#### I. Panel Changes and New Semi-Synthetics

The revised 49 CFR Part 40 mandates that DOT regulated programs test for additional Schedule II substances including hydrocodone, hydromorphone, oxycodone, and oxymorphone. Some common names for these semi-synthetic opioids include OxyContin®, Percodan®, Percocet®, Vicodin®, Lortab®, Norco®, Dilaudid®, Exalgo®. Under Amphetamines, methylenedioxymethylamphetamine (MDMA) has been removed for confirmatory testing and methylenedioxymethylamphetamine (MDA) has been added as an initial test analyte.

In order for the new semi-synthetics to be properly named, **the new DOT panel and the regulations in Part 40 have been amended to change the word “opiate” to “opioid.”** Opiates, such as morphine and codeine, contain or are directly derived from opium. Opioids, such as oxycodone, produce similar effects to opiates, but are not derived from opium.

#### II. Blind Specimens

The updates to Part 40[1] **removed the requirement for HHS certified labs to perform blind specimen testing.** Since laboratories are subject to biannual inspections and quarterly proficiency testing through the HHS National Laboratory Certification Program (NLCP), the DOT stated no concern that the proficiency levels and standards of SAMHSA certified labs will suffer. In addition, if an employee has questions about the accuracy of the positive, adulterated, or substituted test result of his or her own specimen, the employee maintains the right to request the test of his or her split specimen.

#### III. MRO Changes

MROs are now allowed, at their discretion, to authorize testing for THC-V in addition to D,L stereoisomers of amphetamine and methamphetamine. THC-V differential testing can distinguish whether a THC positive is due to the smoking of marijuana, a CSA Schedule I illegal drug, or is due to the use of Marinol, a CSA Schedule II prescribed pharmaceutical.

In addition, **the language of Part 40 has been updated to reflect that a prescription refers to a legally valid prescription.** By changing the language to refer to a legally valid prescription, **Part 40 reiterates their position that medical marijuana is not permitted under DOT regulations.** MROs cannot treat medical marijuana authorizations under state law as providing a legitimate medical explanation for a DOT drug test that is positive for marijuana.

The updates also clarify that an MRO should not accept a photo of a prescription label as valid proof of prescription and should instead call the pharmacy in order to ensure that a prescription is legal and valid. The updates also detail that MROs must accept a legal prescription, no matter the original date of prescription, provides clarification that MROs are not allowed to question an employee's doctor if they believe that a doctor prescribed a specific legal medication too liberally and finally makes specific changes to §40.135 to ensure that employees are informed when an MRO reports medical information to a third party[1].

#### IV. Fatal Flaws and Questionable Specimens[2]

**Three new fatal flaws have been added to the four existing fatal flaws that cause a drug test to be cancelled:**

## Revised 2018 ACCESS Drug and Alcohol Policy

### Summary of Revisions

- There is no CCF.
- Two separate collections were performed using one CCF.
- There was no specimen submitted to the laboratory with the CCF, *but there was a specimen actually collected.*

The additional clarification “but there was a specimen actually collected” will avoid a situation where a CCF is filled out for an original specimen, a shy bladder situation occurred, and no second specimen was collected but the CCF was still mistakenly sent to the laboratory. The updated regulations specify that the collector will discard any initial sample that is questionable (e.g. out of normal temperature range, showing signs of tampering, etc.), and the MRO will then evaluate any “shy bladder” situation if the employee was unable to provide a sufficient specimen for the direct observation recollection.

#### V. Clarification of Specimen Types and DNA Testing[3]

The updates reiterate that at the present time **only urine drug testing specimens** are allowed for DOT regulated testing. Part 40 clearly states that drug testing of only urine specimens is allowed and that the specimens must be screened and confirmed at HHS-certified laboratories. Point of collection testing (POCT), hair testing, and oral fluid testing are not currently permitted under Part 40. Also added is a statement reiteration that DNA testing of urine specimens is not authorized and ODAPC will not give permission for such testing as this time.

#### VI. DOT List-Serve[1]

MROs, Substance Abuse Professionals (SAPs), Blood Alcohol Technicians (BATs), collectors, and Screening Test Technicians (STTs) are now required to subscribe to the Office of Drugs and Alcohol Policy and Compliance (ODAPC) list-serve under the updated 49 CFR Part 40. The list-serve gives access to DOT drug and alcohol testing rules and programs, guidance for handling issues, relevant antidrug information from Federal partners, and updates concerning the program in general.

#### VII. Technical Updates

The DOT made technical updates to Part 40 that will be reflected as of January 1, 2018. §40.137 and §40.139 have updated section headers in order to **reflect the addition of the four new semi-synthetic opioids to the DOT panel.**

§40.139(c)(3) was rephrased. “To be the basis of a verified positive result for codeine or morphine, the clinical evidence you find must concern a drug that the laboratory found in the specimen. (For example, if the test confirmed the presence of codeine, and the employee admits to unauthorized use of hydrocodone, you must not verify the test positive for codeine. The admission must be for the substance that was found through the actual drug test.)”.

§40.11(d), §40.45, §40.121, §40.203, §40.213, and §40.281 were all updated to remove obsolete compliance dates that were included from previous updates to Part 40. In addition, §40.67(n), §40.162(c), §40.159(f), §40.344(b)(4), and §40.333(a)(2) were updated to include editorial changes. Appendices B, C, D, and H were update dot add the four new semi-synthetic opioids and to remove MDEA, as well as other technical corrections such as updating web links.



# Gaston County

# **ACCESS**

## Drug & Alcohol Policy

## **DRUG AND ALCOHOL TESTING POLICY**

### **Gaston County Adopted as of 2018**

#### **A. PURPOSE**

- 1) The Gaston County provides public transit and paratransit services for the residents of Gaston County. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, Gaston County declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result, or a refusal to test. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.
- 3) Any provisions set forth in this policy that are included under the sole authority of Gaston County and are not provided under the authority of the above named Federal regulations are underlined. Tests conducted under the sole authority of Gaston County will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

#### **B. APPLICABILITY**

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing safety sensitive duties. See Attachment A for a list of employees and the authority under which they are included.

A safety-sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or persons controlling



the movement of revenue service vehicles and any transit employee who operates a vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

### **C. DEFINITIONS**

*Accident:* An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a. An individual dies;
- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

*Adulterated specimen:* A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

*Alcohol:* The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

*Alcohol Concentration:* Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

*Aliquot:* A fractional part of a specimen used for testing, It is taken as a sample representing the whole specimen.

*Canceled Test:* A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

*Confirmatory Drug Test:* A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or metabolite.

*Confirmatory Validity Test:* A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

*Covered Employee Under FTA Authority:* An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

*Designated Employer Representative (DER):* An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

*DOT, The Department, DOT Agency:* These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

*Dilute specimen:* A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

*Disabling damage:* Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

*Evidentiary Breath Testing Device (EBT):* A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations,

and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.

*Initial Drug Test: (Screening Drug Test)* The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

*Initial Specimen Validity Test:* The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid

*Invalid Result:* The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

*Laboratory:* Any U.S. laboratory certified by HHS under the National Laboratory Certification program as meeting standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

*Limit of Detection (LOD):* The lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

*Limit of Quantitation:* For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

*Medical Review Officer (MRO):* A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

*Negative Dilute:* A drug test result which is negative for the five drug/drug metabolites but has a specific gravity value lower than expected for human urine.

*Negative result:* The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

*Non-negative test result:* A urine specimen that is reported as adulterated, substituted, invalid, or positive for drug/drug metabolites.

*Oxidizing Adulterant:* A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

*Performing (a safety-sensitive function):* A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

*Positive result:* The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

*Prohibited drug:* Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.

*Reconfirmed:* The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

*Rejected for Testing:* The result reported by an HHS- Certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

*Revenue Service Vehicles:* All transit vehicles that are used for passenger transportation service.

*Safety-sensitive functions:* Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.
- (4) Controlling the movement of a revenue service vehicle and
- (5) Carrying a firearm for security purposes.

*Split Specimen Collection:* A collection in which the urine collected is divided into two separate bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

*Substance Abuse Professional (SAP):* A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

*Substituted specimen:* A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

*Test Refusal:* The following are considered a refusal to test if the employee:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or the employer for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.
- (14) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

*Vehicle:* A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

*Verified negative test:* A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

*Verified positive test:* A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

*Validity testing:* The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

#### **D. EDUCATION AND TRAINING**

- 1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.
- 2) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

#### **E. PROHIBITED SUBSTANCES**

- 1) Prohibited substances addressed by this policy include the following.
  - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the



U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in Section H of this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

- b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a Gaston County supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.
- c. Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited.

## **F. PROHIBITED CONDUCT**

- 1) All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR Part 40, as amended.
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.
- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol

- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.
  - a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:
    - i. The employee's alcohol concentration measures less than 0.02; or
    - ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.
- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- 7) Gaston County, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.
- 8) Consistent with the Drug-free Workplace Act of 1988, all Gaston County employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.

#### **G. DRUG STATUTE CONVICTION**

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the Gaston County management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section Q of this policy.



## **H. TESTING REQUIREMENTS**

- 1) Analytical urine drug testing and breath testing for alcohol will be conducted as required by 49 CFR Part 40 as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in Section K, L, M, and N of this policy, and return to duty/follow-up.
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion or random alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. Under Gaston County authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.
- 3) All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with Gaston County. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section Q of this policy.

## **I. DRUG TESTING PROCEDURES**

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- 2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its

metabolites identified by the GC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.

- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to Gaston County. If a legitimate explanation is found, the MRO will report the test result as negative.
- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test under paragraphs L through P of this policy may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. Gaston County will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample, however Gaston County will seek reimbursement for the split sample test from the employee.
- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.
- 7) The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is

negative, the split will be discarded. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so requested by the employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.

8) Observed collections

- a. Consistent with 49 CFR Part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:
  - i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to Gaston County that there was not an adequate medical explanation for the result;
  - ii. The MRO reports to Gaston County that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
  - iii. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).
  - iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
  - v. The temperature on the original specimen was out of range;
  - vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with.
  - vii. All follow-up-tests; or
  - viii. All return-to-duty tests

**J. ALCOHOL TESTING PROCEDURES**

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.
- 2) A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q. of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in Section Q of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.
- 3) Gaston County affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
- 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

#### **K. PRE-EMPLOYMENT TESTING**

- 1) All applicants for covered transit positions shall undergo urine drug testing prior to performance of a safety-sensitive function.
  - a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
  - b. An employee shall not be placed, transferred or promoted into a position covered under FTA authority or company authority until the employee takes a drug test with verified negative results.
  - c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
  - d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA authority or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with Section Q herein.
  - e. If a pre-employment test is canceled, Gaston County will require the applicant to take and pass another pre-employment drug test.
  - f. In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.
  - g. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.

- h. Applicants are required (even if ultimately not hired) to provide *Gaston County* with signed written releases requesting USDOT drug and alcohol records from all previous, USDOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. *Gaston County* is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a USDOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, the applicant must provide Gaston County proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

#### **L. REASONABLE SUSPICION TESTING**

- 1) All Gaston County FTA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under Gaston County' authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.
- 2) Gaston County shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Section Q of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q of this policy.



- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the Gaston County
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with Section Q of this policy. Gaston County shall place the employee on administrative leave in accordance with the provisions set forth under Section Q of this policy. Testing in this circumstance would be performed under the direct authority of the Gaston County. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Section Q.

#### **M. POST-ACCIDENT TESTING**

- 1) FATAL ACCIDENTS – A covered employee will be required to undergo urine and breath testing if they are involved in an accident with a transit vehicle, whether or not the vehicle is in revenue service at the time of the accident, that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.
- 2) NON-FATAL ACCIDENTS - A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:
  - a. The accident results in injuries requiring immediate medical treatment away from the scene, and the covered employee may have contributed to the accident.
  - b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, and the covered employee may have contributed to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that Gaston County is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), Gaston County may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

#### **N. RANDOM TESTING**

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method



of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Employees who may be covered under company authority will be selected from a pool of non-DOT-covered employees.

- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odapc/random-testing-rates>.
- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under Gaston County authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under Gaston County' authority, a non-DOT random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

#### **O. RETURN-TO-DUTY TESTING**

Gaston County will terminate the employment of any employee that tests positive or refuses a test as specified in section Q of this policy. However, in the rare event an employee is reinstated with court order or other action beyond the control of the transit system, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions. All covered employees who previously tested positive on a drug or alcohol test or refused a

test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. For an initial positive drug test a Return-to-Duty drug test is required and an alcohol test is allowed. For an initial positive alcohol test a Return-to-Duty alcohol test is required and a drug test is allowed. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety.

#### **P. FOLLOW-UP TESTING**

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

#### **Q. RESULT OF DRUG/ALCOHOL TEST**

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals (SAP) for assessment, and will be terminated.
- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.

- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to a list of USDOT qualified SAPs. A test refusal includes the following circumstances:
- a. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
  - b. Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
  - c. Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
  - d. In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
  - e. Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
  - f. Fail or decline to take a second test as directed by the collector or the employer for drug testing.
  - g. Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
  - h. Fail to cooperate with any part of the testing process.
  - i. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
  - j. Possess or wear a prosthetic or other device used to tamper with the collection process.
  - k. Admit to the adulteration or substitution of a specimen to the collector or MRO.
  - l. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
  - m. Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

- 4) An alcohol test result of  $\geq 0.02$  to  $\leq 0.039$  BAC shall result in the removal of the employee from duty for eight hours or the remainder or the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NONDOT alcohol test with a result of less than 0.02 BAC.
- 5) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:

- a. Mandatory referral for an assessment by an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return to work agreement;
  - b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from Gaston County employment.
    - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as described in Section P of this policy; however, all follow-up testing performed as part of a return-to-work agreement required under section Q of this policy is under the sole authority of Gaston County and will be performed using non-DOT testing forms.
  - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. **All tests conducted as part of the return to work agreement will be conducted under company authority and will be performed using non-DOT testing forms.**
  - d. **A self-referral or management referral to the employer's counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in Section Q of this policy.**
  - e. Periodic unannounced follow-up drug/alcohol testing conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in Section Q of this policy.
  - f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with Gaston County.
  - g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 6) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

## **R. GRIEVANCE AND APPEAL**

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

## **S. PROPER APPLICATION OF THE POLICY**

Gaston County is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

## **T. INFORMATION DISCLOSURE**

- 1) Drug/alcohol testing records shall be maintained by the Gaston County Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.
- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need to know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision

maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.

- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over Gaston County or the employee.
- 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

This Policy was adopted by the *Gaston County Department of Health and Human Services Board* on April 5, 2018..

*[APPLICABLE SIGNATURES]*

### **Attachment A**

<u>Job Title</u>	<u>Job Duties</u>	<u>Testing Authority</u>
Transporter	Operate Transit Vehicle	FTA
Safety Officer/Trainer	Train and Oversee Transporters & Manage Safety functions	FTA
Dispatcher	Receive and Dispatch Transportation Requests	FTA
Dispatch Supervisor	Oversee Dispatch Operations	FTA
Administrative Support Specialist II	Verifying & Accounting of Trips	Gaston County
Transportation Coordinator	Manage System	Gaston County



## **Attachment B Contacts**

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s).

### **Gaston County Drug and Alcohol Program Manager**

Name: Cheree Wilson  
Title: Transportation Coordinator  
Address: 816 West Mauney Avenue  
Telephone Number: 704-866-3220

### **Medical Review Officer**

Name: Neil Dash  
Title: MD  
Address: 546 Franklin Avenue; Massapoqua, NY 11758  
Telephone Number: 800-526-9341

### **Substance Abuse Professional**

Name: John Trombello, LPC, CEAP  
Title: McLaughlin Young Group  
Address: 5925 Carnegie Blvd., Suite 350; Charlotte, NC 28209  
Telephone Number: 704-529-1428

### **HHS Certified Laboratory Primary Specimen**

Name: Caromont Occupational Medicine  
Address: 2555 Court Drive; Gastonia, NC 28054  
Telephone Number: 704-834-3076

### **HHS Certified Laboratory Split Specimen**

Name: Lab Corp  
Address: 1120 Main Street; Southaven, MS 38671  
Telephone Number: 800-444-7997



# Gaston County

Gaston County  
Board of Commissioners  
www.gastongov.com

## DHHS - Public Health Division Board Action

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**File #:** 18-173

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Commissioner Brown - DHHS (Health Division) - To Approve the Gaston County Public Health Department Patient Fee Schedule

### **STAFF CONTACT**

Chris Dobbins - Director, Health and Human Services - DHHS - Public Health Division - 704-853-5262

### **BUDGET IMPACT**

N/A

### **BUDGET ORDINANCE IMPACT**

N/A

### **BACKGROUND**

North Carolina Statute 130A-39(g) grants authority to health departments to charge patient fees for clinical services provided. Fees shall be based upon a plan recommended by the local health director and must be approved annually by the local HHS Board and the appropriate county board or Boards of Commissioners. The Health Department must establish one charge per clinical/support service for all payors, including Medicaid, based on their related costs.

The Gaston County Public Health Department Patient Fee Schedule (which is hereby incorporated by reference), was approved by the Gaston County Health and Human Services (HHS) Board in February, 2018 and thereby recommended for approval by the Gaston County Board of Commissioners.

Periodic adjustments of the Fee Schedule are authorized by the State in order to comply with the NC Public Health State Consolidated Agreement, subject to the approval of the Gaston County HHS Board.

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

Patient Fee Schedule (Viewable Online Only or By Request)



# Gaston County

Gaston County  
Board of Commissioners  
[www.gastongov.com](http://www.gastongov.com)

## DHHS - Public Health Division Board Action

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**File #:** 18-180

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Commissioner Brown - DHHS (Health Division) - To Accept and Appropriate Funds from Frontier Nursing University for the Public Health Clinics (**100 % Preceptorship Funds - \$202**)

### **STAFF CONTACT**

Dr. Velma Taormina - Medical Director - DHHS - Public Health Division - 704-853-5290

### **BUDGET IMPACT**

Appropriate 100% Preceptorship Funds Revenue.

### **BUDGET ORDINANCE IMPACT**

Increase Preceptorship Funds revenue by \$202 and appropriate \$202 into Preceptor Program account.

### **BACKGROUND**

The Gaston County Department of Health and Human Services - Public Health Division was awarded preceptor funds from the Frontier Nursing University for preceptor work. A preceptor is a clinical provider such as a nurse, midwife, or physician assistant who teaches, supports, coaches, and mentors graduate health science students from various universities concerning their fields of expertise. The Public Health Department provided clinical preceptors for North Carolina graduate health science students. The Preceptor Program provides funds for the time that the student spent with each provider. These funds will be used for the Public Health clinic staff medical training opportunities and educational supplies. These are non-County funds.

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

Budget Change Request

<b>GASTON COUNTY BUDGET CHANGE REQUEST</b>	
TO:	Earl Mathers
	COUNTY MANAGER
FROM:	5115                      DHHS - Public Health
	Dept. #                      Department Name
	Department Director's Name                      Date

TYPE OF REQUEST:	
<input type="checkbox"/>	Line Item Transfer Within Department & Fund
<input type="checkbox"/>	Line Item Transfer Between Funds *
<input type="checkbox"/>	Project Transfer Within Department & Fund
<input checked="" type="checkbox"/>	Additional Appropriation of Funds *
<input type="checkbox"/>	Line Item Transfer Between Departments*
<u>* Requires resolution by the Board of Commissioners</u>	

<p>ACCOUNT DESCRIPTION</p> <p>(As it appears in the budget)</p>	<p>ACCOUNT NUMBER</p> <p>Fund - Function - Dept - Division - Object - Project</p> <p>xxx - xx - xxxx - xxxx - xxxxx - xxxxxx</p>	<p>AMOUNT</p> <p>Whole Dollars Only</p> <p>(See Note Below)</p>
<p>Preceptorship Fund</p> <p>CHS Preceptor Program</p>	<p>011-05-5115-0000-415024-</p> <p>011-05-5115-0000-560000-16266</p>	<p>(\$202)</p> <p>\$202</p>

**JUSTIFICATION FOR REQUEST:**

The Gaston County Department of Health and Human Services – Public Health Division was awarded preceptor funds from the Frontier Nursing University for preceptor work. A preceptor is a clinical provider such as a nurse, midwife, or physician assistant who teaches, supports, coaches, and mentors graduate health science students from various universities concerning their fields of expertise. The Public Health Department provided clinical preceptors for North Carolina graduate health science students. The Preceptor Program provides funds for the time that the student spent with each provider. These funds will be used for the Public Health clinic staff medical training opportunities and educational supplies. These are non-County funds.

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.



# Gaston County

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## DHHS - Public Health Division Board Action

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**File #:** 18-181

---

Commissioner Brown - DHHS (Health Division) - To Accept and Appropriate Grant Funds Received from the Community Foundation of Gaston County for the Let Me Run Program **(100% Grant Funds - \$5,000)**

### **STAFF CONTACT**

Carrie Meier - Community Health Education Administrator - DHHS - Public Health Division - 704-853-5405

### **BUDGET IMPACT**

Appropriate 100% Other Grant Funds Revenue.

### **BUDGET ORDINANCE IMPACT**

Increase Other Grant Revenue \$5,000 and Appropriate \$5,000 into the LMR Special Projects Account.

### **BACKGROUND**

The Gaston County Public Health Department was awarded grant funds from the Garrison Fund of the Community Foundation of Gaston County for the Let Me Run Program. Let Me Run is a 7-week program for boys in grades 4<sup>th</sup> through middle school and is facilitated by trained coaches from the community. The Let Me Run Program culminates with the boys running a 5K road race. The funds will be used to support program participant scholarships, shoes, coaches training/supplies, participant snacks/supplies, and market/promotional materials. These are Non-County funds.

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

Budget Change Request

## GASTON COUNTY BUDGET CHANGE REQUEST

TO: Earl Mathers COUNTY MANAGER

FROM: 5112 DHHS - Public Health  
Dept. # Department Name

Department Director's Name Date

### TYPE OF REQUEST:

☐ Line Item Transfer Within Department & Fund

☐ Line Item Transfer Between Funds \*

☐ Project Transfer Within Department & Fund

☒ Additional Appropriation of Funds \*

☐ Line Item Transfer Between Departments\*

\* Requires resolution by the Board of Commissioners

ACCOUNT DESCRIPTION (As it appears in the budget)	ACCOUNT NUMBER	AMOUNT
	Fund - Function - Dept - Division - Object - Project	Whole Dollars Only
	xxx - xx - xxxx - xxxx - xxxxx - xxxxxx	(See Note Below)
Other Grants FY16 LMR - CF Garrison Fund	011-05-5112-5115-430000- 011-05-5112-5115-560000-16242	(\$5,000) \$5,000

### JUSTIFICATION FOR REQUEST:

The Gaston County Public Health Department was awarded grant funds from the Garrison Fund of the Community Foundation of Gaston County for the Let Me Run Program. Let Me Run is a 7-week program for boys in grades 4th through middle school and is facilitated by trained coaches from the community. The Let Me Run Program culminates with the boys running a 5K road race. The funds will be used to support program participant scholarships, shoes, coaches training/supplies, participant snacks/supplies, and market/promotional materials. These are Non-County funds.

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.



# Gaston County

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## DHHS - Social Services Division Board Action

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**File #:** 18-177

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Commissioner Brown - DHHS (Social Services Division) - To Accept and Appropriate Federal Grant Funds in the Amount of \$25,000 from the National Children's Alliance for the Child Advocacy Center (**100% Federal Grant Funds**)

### **STAFF CONTACT**

Angela Karchmer - DHHS Social Services-CAC - 704-862-7930

### **BUDGET IMPACT**

Appropriate Federal revenues. No additional County funds.

### **BUDGET ORDINANCE IMPACT**

Increase Federal revenues by \$25,000 and appropriate \$25,000 into Professional Services account.

### **BACKGROUND**

In April, 2018, the Child Advocacy Center received notification that we were approved to receive \$25,000 in grant funds from the National Children's Alliance. These funds will be used for training, supplies and Mental Health contracts. The funds received require appropriation to the FY2017-2018 Social Services Budget. These funds will be carried forward into the new fiscal year so funds can be expensed until December 31, 2018.

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

Budget Change Request

## GASTON COUNTY BUDGET CHANGE REQUEST

TO: Earl Mathers COUNTY MANAGER

FROM: 5585 DHHS- Social Services  
Dept. # Department Name

Department Director's Name Date

### TYPE OF REQUEST:

☐ Line Item Transfer Within Department & Fund

☐ Line Item Transfer Between Funds \*

☐ Project Transfer Within Department & Fund

☒ Additional Appropriation of Funds \*

☐ Line Item Transfer Between Departments\*

\* Requires resolution by the Board of Commissioners

ACCOUNT DESCRIPTION (As it appears in the budget)	ACCOUNT NUMBER	PROJECT	AMOUNT
	Fund - Function - Dept - Division - Object		Whole Dollars Only
	xxx - xx - xxxx - xxxx - xxxxx		(See Note Below)
National Children's Alliance Grant	020-05-5585-0000-420000-	18608	(25,000)
Professional Services:NCA Grant	020-05-5585-0000-530010-	18608	25,000

### JUSTIFICATION FOR REQUEST:

In April, 2018, the Child Advocacy Center received notification that we were approved to receive \$25,000 in grant funds from the National Children's Alliance. These funds will be used for training, supplies and Mental Health contracts. The funds received require appropriation to the FY2017-2018 Social Services Budget. These funds will be carried forward into the new fiscal year so funds can be expensed until December 31, 2018.

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.





# Gaston County

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## DHHS - Social Services Division Board Action

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**File #:** 18-178

---

Commissioner Brown - DHHS (Social Services Division) - To Accept and Appropriate Third Quarter Donations for the Domestic Violence Shelter, Adult Services Program, Nutrition Program and LINKS Program in the Amount of \$13,268 **(100% Donations)**

### **STAFF CONTACT**

Angela Karchmer - DHHS Social Services - 704-862-7930

### **BUDGET IMPACT**

Appropriate Donation revenues. No additional County funds needed.

### **BUDGET ORDINANCE IMPACT**

Increase revenues by \$13,268 and appropriate \$13,268 into Special Programs accounts. No Additional County Funds Needed.

### **BACKGROUND**

During the third quarter of FY2017-2018, Gaston County citizens and organizations donated a total of \$13,268 to the Department of Health and Human Services - Social Services Division. The funding must be appropriated into the FY2017-2018 Social Services Budget in order to be used as intended by donors.

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

Budget Change Requests

## GASTON COUNTY BUDGET CHANGE REQUEST

TO: Earl Mathers COUNTY MANAGER

FROM: 5582/5600 DHHS- Social Services  
Dept. # Department Name

Department Director's Name Date

### TYPE OF REQUEST:

☐ Line Item Transfer Within Department & Fund

☐ Line Item Transfer Between Funds \*

☐ Project Transfer Within Department & Fund

☒ Additional Appropriation of Funds \*

☐ Line Item Transfer Between Departments\*

\* Requires resolution by the Board of Commissioners

ACCOUNT DESCRIPTION (As it appears in the budget)	ACCOUNT NUMBER	PROJECT xxxxxx	AMOUNT
	Fund - Function - Dept - Division - Object		Whole Dollars Only
	xxx - xx - xxxx - xxxx - xxxxx		(See Note Below)
Shelter: Donations	020-05-5582-0000-415001-		(7,650)
Shelter: Private Grants	020-05-5582-0000-430008-		(1,000)
CAC: Donations	020-05-5585-0000-415001-		(383)
Adult Services: Donations	020-05-5600-0000-415001-		(740)
Nutrition: Donations	020-05-5622-0000-415003-		(1,351)
Residential Child Care: Donations	020-05-5867-0000-415001-		(1,000)
Special Programs: Donations Shelter	020-05-5582-0000-560000-	08162	8,650
Special Programs: Donations- CAC	020-05-5585-0000-560000-	16282	383
Special Programs: Donations- Adult Serv	020-05-5600-0000-560000-	08159	740
Special Programs: Donations- Nutrition	020-05-5600-0000-560000-	15259	1351
Special Programs: Education	020-05-5867-0000-560000-	16213	1,000

### JUSTIFICATION FOR REQUEST:

During the third quarter of FY2017-2018, Gaston County citizens and organizations donated a total of \$12,124 to the Department of Health and Human Services - Social Services Division. The funding must be appropriated into the FY2017-2018 Social Services Budget in order to be used as intended by donors.

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.

## GASTON COUNTY BUDGET CHANGE REQUEST

TO: Earl Mathers COUNTY MANAGER

FROM: 5868 DHHS- Social Services  
Dept. # Department Name

Department Director's Name Date

### TYPE OF REQUEST:

☐ Line Item Transfer Within Department & Fund

☐ Line Item Transfer Between Funds \*

☐ Project Transfer Within Department & Fund

☒ Additional Appropriation of Funds \*

☐ Line Item Transfer Between Departments\*

\* Requires resolution by the Board of Commissioners

ACCOUNT DESCRIPTION (As it appears in the budget)	ACCOUNT NUMBER	PROJECT xxxxxx	AMOUNT
	Fund - Function - Dept - Division - Object		Whole Dollars Only
	xxx - xx - xxxx - xxxx - xxxxx		(See Note Below)
LINKS: Donations	020-05-5868-0000-415001		(1,144)
LINKS Program Donations	020-05-5868-0000-560000-13263		1,144

### JUSTIFICATION FOR REQUEST:

During the third quarter of FY2017-2018, a Gaston County organization donated \$1,144 to the Department of Health and Human Services - Social Services Division for the LINKS Program. The funding must be appropriated into the FY2017-2018 Social Services Budget in order to be used as intended by donor.

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.



# Gaston County

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## DHHS - Social Services Division Board Action

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**File #: 18-183**

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Commissioner Brown - DHHS (Social Services Division) - Approval of FY 2018-2019 Home and Community Care Block Grant (HCCBG) Funding Plan ***(No Funding Appropriated Herein)***

### **STAFF CONTACT**

Michael Coone - Adult & Aging Services Administrator - 704-862-7663

### **BUDGET IMPACT**

Item is budgeted in the FY18-19 Proposed Budget

### **BUDGET ORDINANCE IMPACT**

No funding appropriated herein.

### **BACKGROUND**

Gaston County will receive \$1,057,828 in Home and Community Care Block Grant funds for FY2018-2019 to provide support services to older adults. There is a Gaston County Commission appointed Home and Community Care Block Grant Advisory Committee whose responsibility is to approve the recommended use of these funds. The Home and Community Care Block Grant Advisory Committee met on March 13, 2018 to approve the best use of these funds. The Gaston County Health and Human Services Board reviewed the plan and voted on May 3, 2018 recommending approval of this funding plan. The Home and Community Care Block Grant Advisory Committee and the Gaston County Health & Human Services Board approved the FY2018-2019 funding plan, which allocates funds as follows: In-Home Aide, \$613,494; Congregate Nutrition, \$130,102; Home Delivered Meals, \$200,554; Transportation, \$63,678; and Adult Day Care, \$50,000. The funding of this allocation, as well as the County's requirements, is included in the Department of Health and Human Services FY2018-2019 Proposed Budget. ***(Note: In the event the grant funds expire, the County shall not assume budgetary responsibility for the program or any personnel associated with the program.)***

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

FY2018-2019 HCCBG Funding Plan









# Gaston County

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## DHHS - Social Services Division Board Action

---

**File #:** 18-158

---

Commissioner Brown - DHHS (Social Services Division) - Proclamation - To Proclaim the Month of May 2018 as ***Foster Care Awareness Month***

### **STAFF CONTACT**

Angela Karchmer - Division Director - DHHS - Social Services Division - 704-862-7930

### **BACKGROUND**

To extend an appreciation to all foster parents, family members, volunteers, mentors, and child welfare professionals in Gaston County, who participate in the efforts to serve and support foster children.

### **ATTACHMENTS**

Proclamation



- WHEREAS, there are approximately 415,000 children and youth in foster care across the country, 10,806 in North Carolina, and 325 in Gaston County who depend on foster parents, family members, volunteers, mentors, policymakers, child welfare professionals, and other community members to help them find permanent homes and connections; and,
- WHEREAS, we recognize the tremendous difficulties older children in foster care face as they work towards independence. Teenagers and young adults in foster care need healthy and compassionate lifelong supports to increase the possibility for long term success; and,
- WHEREAS, we have a duty to empower each child so they have the same sense of promise and possibility as any other young person, no matter who they are, where they come from, or what their circumstances may be; and,
- WHEREAS, through the partnerships among foster parents, child welfare staff, and public and private child-serving organizations, efforts are made to ensure that children are safe and their voices are heard as we work for the success of every child; and,
- WHEREAS, Child welfare professionals work to achieve permanency for children through reunification with birth parents, kinship care, adoption, or legal guardianship; and,
- WHEREAS, communities play an important role in supporting all children and youth, but especially those in foster care. Individuals and families can help foster youth move closer to family reunification and establish permanent connections by becoming a foster parent, engaging in volunteer work, or mentoring children who need an adult role model.

NOW, THEREFORE, BE IT RESOLVED that the Gaston County Board of Commissioners hereby proclaims the month of May 2018 as

### **FOSTER CARE AWARENESS MONTH**

and extends its grateful appreciation to all foster parents, family members, volunteers, mentors, and child welfare professionals in Gaston County. Further, the Board commends this observance to its citizens as an opportunity for communities, businesses, faith-based organizations, and families to participate in efforts to serve foster children throughout the year.

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Chad Brown, Chairman

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Allen R. Fraley

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Tom Keigher, Vice-Chairman

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Donald J. Grant, Jr.

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Tracy L. Philbeck

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Bob Hovis

---

Ronald E. Worley





# Gaston County

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## DHHS - Social Services Division Board Action

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**File #:** 18-159

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Commissioner Brown - DHHS (Social Services Division) - Proclamation - To Proclaim the Month of May 2018 as ***Older Americans Month***

### **STAFF CONTACT**

Angela Karchmer - Division Director - DHHS - Social Services Division - 704-862-7930

### **BACKGROUND**

In recognition of the valuable contribution made by Gaston County's older Americans, Gaston County would like to proclaim the month of May 2017 as Older Americans Month.

### **ATTACHMENTS**

Proclamation



- WHEREAS, through a lifetime of contribution, older Americans have helped ensure the founding promise of our country remains within reach for their children and grandchildren, and their individual narratives reflect the extraordinary story of our nation; and,
- WHEREAS, Gaston County includes a community of older Americans who deserve recognition for their contributions, as they are trailblazers who advocate for themselves, their peers, and their communities—paving the way for future generations; and,
- WHEREAS, Gaston County is committed to raising awareness about issues facing older Americans and helping all individuals age in place and thrive in livable communities of their choice for as long as possible; and,
- WHEREAS, Gaston County appreciates the value of inclusion and support in helping older adults successfully contribute to and benefit from their communities; and,
- WHEREAS, Gaston County can provide opportunities to enrich the lives of individuals of all ages by:
- Promoting home and community-based services that support independent living
  - Involving older adults in community planning, events and other activities
  - Providing opportunities for older adults to work, volunteer, learn, lead and mentor.
- NOW, THEREFORE, BE IT RESOLVED that the Gaston County Board of Commissioners, in recognition of the valuable contributions made by Gaston County's older Americans, proclaims the month of May 2018 as

## Older Americans Month

and urges every resident to take time this month to acknowledge older adults and the people who serve them as powerful and vital individuals who greatly contribute to our community.

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Chad Brown, Chairman

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Allen R. Fraley

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Tom Keigher, Vice-Chairman

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Donald J. Grant, Jr.

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Tracy L. Philbeck

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Bob Hovis

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Ronald E. Worley



# Gaston County

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## Finance Board Action

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**File #: 18-193**

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Commissioner Hovis - Finance - To Accept as Information the Attached Property Tax Refunds Less than \$100. These Tax Refunds Should Be Recorded in the Board's Minutes. (***Real Property Tax Refunds - \$1,618.93; Total HB20 Refunds - \$181.49; Total NCVTS Refunds - \$3,438.66; Total Vehicle Refunds - \$3,620.15***)

### **STAFF CONTACT**

Tonya Frye - Finance Director - 704-866-3032

### **BUDGET IMPACT**

N/A

### **BUDGET ORDINANCE IMPACT**

N/A

### **BACKGROUND**

N.C. General Statute 105-381 (b) authorizes the Board of Commissioners to delegate to the Finance Director the issuance of any property tax refunds less than \$100.

Recommended sources of funds: Offset against gross collection of property taxes.

Those refunds are to be reported to the Board for inclusion in the minutes.

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

Tax Refunds Less than \$100 - Real Property Chart

Tax Refunds Less than \$100 - Vehicle Chart

**Gaston County, North Carolina - Listing of Property Tax Refunds Less Than \$100.00 For Real Property  
To Be Reported At The May 22, 2018 Board Meeting**

<b>TAXPAYER NAME</b>	<b>AMOUNT</b>	<b>TAXPAYER NAME</b>	<b>AMOUNT</b>
Albert Thomas	71.55	Judy Edwards	39.56
Albert Thomas	71.55	Keith Dempsey	3.49
Albert Thomas	71.55	Linda Pow	4.11
Anwaar Ahmad	24.83	Linda Walker	2.16
Baker Furniture Co	15.22	Margaret Biddix	1.98
Barbara Beach	2.34	Margaret Priest	62.34
Brenda Murphy	20.00	Mark Kiser	7.35
Brittany Smith	9.29	Mark Noles	5.24
Camden Jackson	5.74	Marlin Wood	4.00
Carl Murphy	20.00	Mega Store Front.com	76.41
D & J Electronics Warehouse	34.09	Megahandyman	2.00
Daniel Bajek	1.22	Melissa Hand-Leathers	10.45
David Deal	2.71	Michael Auten	17.99
David Deal	5.47	Myra Stillwell	95.07
David Deal	30.25	Pamela Pegram	3.30
Edward Bradley	3.20	Piedmont Vending Co Inc	1.57
Gary Withers Jr	2.27	R Patrick Snoddy, Attorney	10.00
Gaston County Tax	33.82	Rena Summerlin	2.00
Hankin & Pack PLLC	46.45	Robert Karr	31.00
Harry March Law	4.60	Roger Keever	8.84
Jackie Graham	5.80	Ronald Marr	7.85
James Abernathy	4.00	Sally Green	3.72
James McSwain	43.76	Shirleen Hanson	5.39
James Wheeler	8.95	Tamera Wallace	2.00
Jane Keever	23.47	Terry Law Firm PLLC	79.56
Janice Paysour	56.33	Toni Henderson	28.87
Janice Paysour	63.35	Vera Pressley	19.60
Janice Paysour	68.21	Virnail Stewart	8.06
Janice Paysour	78.52	Waller's Child Care Academies	3.75
Janice Paysour	87.67	Walter Parker	25.38
John Ervin	4.89	Warren L Tadlock	6.71
John L Hazelhurst, Attorney	28.56	William Huffstetler	9.13
John Walters	60.77	William Huffstetler	19.62
		<b>Total Real Property Refunds</b>	<b>\$ 1,618.93</b>

**Gaston County, North Carolina - Listing of Property Tax Refunds Less Than \$100.00 for Vehicles  
To Be Reported at the May 22, 2018 Board Meeting**

<b>TAXPAYER NAME</b>	<b>AMOUNT</b>	<b>TAXPAYER NAME</b>	<b>AMOUNT</b>
<b>HB 20 Refunds (February)</b>			
Frank Allen	39.08	Barbara Glover	46.74
Joseph Brogdon	15.65	Gaston County EMS	67.00
Renee Lawson	13.02	<b>Total HB 20 Refunds</b>	<b>\$ 181.49</b>
<b>NC VTS Refunds (February)</b>			
Absolute Child Care II	2.33	Johnson, India Alexis	16.55
Aggarwal, Pawan Kumar	24.43	Kirk, Jeffrey Chad	94.55
Alexander, Betty Pope	42.45	Kluttz, Craig Cope	58.93
Allen, Eric Stan	52.75	Laney, Roger Dale	52.14
Alley, Christine Webb	4.76	Lekavich, Greg Lee	61.00
Bailey, James Daniel	77.67	Mace, Kenneth Michael	6.19
Barley, Jonathan Charles	59.36	Mathis, Cameron Lee	90.98
Beaty, Dwight Chris	84.59	Mayton, John Thomas	53.41
Black, Pruett Livingston III	46.36	Mcaulay, Christopher Franklin	55.81
Bolding, Michael Andrew	4.73	McElhaney, Latonia Gilmore	42.35
Bolding, Michael Andrew	14.96	Messer, Phyllis Brooks	37.63
Bolding, Michael Andrew	7.11	Parker, Daniel Preston	23.42
Bolton, Scott Stuart	62.08	Peeler, Cristy Herring	11.76
Bradham, Larry Kent	63.61	Perdew, Luke Elliott	19.99
Bumgarner, Lester Keith	13.65	Peyton, James Conway	15.43
Canady, Kisher Michelle	12.53	Pickett, Paul Robert	16.20
Cavender, Karen Louise	22.88	Pillock, Gregory Allan	33.34
Clark, James Eugene	36.84	Pou, Julia Elena	6.65
Clemmer, Cynthia Abernathy	6.76	Ramos, Edgar Martinez	71.03
Clemmer, Doyle Deaton Jr.	62.54	Robinson, Brian Hugh	24.06
Cope, Lisa Marie	86.09	Rose, Loyd Wytte Jr.	21.11
Crank, Laurence Curtit	5.25	Saar, Frieda Mary	29.91
Cureton, Carolyn McMilla	56.50	Sanchez, Marcos Toral	11.71
Dalmazzo, Monica Silva	89.92	Shealy, Scott Durham	14.42
Dean, Patsy King	1.94	Sosebee Pavement Markings LLC	66.06
Dixon, Jean Groves	22.88	Spencer, Tommy Jay Jr.	16.75
Dodd, Daniel Lee	27.11	Stevens, Michael Wayne Jr.	68.39
Dreibelbis, John Stuart	4.31	Thompson, Alan Taylor	35.70
Dunbar, Frank B	21.08	Tidwell, Harold Sills	14.35
Earnhardt, Austin Dean	84.23	Turla, Ryan Austria	39.15
Ferguson, Charles Edward Jr.	33.66	Tweed, Michael Kent	26.14
Ford, Edward Earl Jr.	45.36	Valentine, Anouk Sophia	27.64
Gardner, Joe Carroll	40.17	Wallace, William Andrew II	81.71
Gittens, Robert Rubin IV	24.31	White, David Lee	16.58
Glenn, Rainey Shasta Jeanette	22.35	Wicks, Tyler Douglas	54.43
Gould, Denise Sark	10.31	Wilks, Mark Winston	10.35
Haigler, James Franklin Jr.	16.00	Williams, Robert Jason	39.47
Hardy, Earl	35.99	Williams, Ryan Matthew	54.99
Harvey, Jessica Jacqueline	52.46	Williams, Ryan Matthew	23.53
Hayes, Bobbie Ivey	56.64	Williams, Ryan Matthew	39.57
Haywood County Tax Department	43.35	Willis, David Allen	54.70
Hillarde, Jan Randolph	38.26	Withers, Thelma Bowman	55.56
Horton, Dawn Olivia	66.47	Wooten, Adam Pressley	61.42
Huffsmith, Philip Lloyd	59.42	Worick, David Joseph	63.66
Hughes, Ronald Lee	50.34	<b>Total NCVTS Refunds</b>	<b>\$ 3,438.66</b>
Hurst, Karen Abernathy	23.15	<b>Total Vehicle Tax Refunds</b>	<b>\$ 3,620.15</b>



# Gaston County

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## Human Resources

### Board Action

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**File #:** 18-184

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Commissioner Keigher - Human Resources - To Accept and Appropriate Vending Machine Revenue **(\$27,125)**

#### **STAFF CONTACT**

Pam Overcash - Director - Human Resources - 704-866-3722

#### **BUDGET IMPACT**

Accept vending machine revenue from FY16 & FY17 and appropriate FY16 & FY17 reverted funds from fund balance and accept, appropriate FY18 vending machine revenue to the Employee Recognition account.

#### **BUDGET ORDINANCE IMPACT**

Appropriate FY16 & FY17 reverted funds and appropriate FY18 funds to the Employee Recognition account.

#### **BACKGROUND**

Gaston County receives a percentage of vending sales from Choice USA Vending.

#### **POLICY IMPACT**

N/A

#### **ATTACHMENTS**

Budget Change Request

## GASTON COUNTY BUDGET CHANGE REQUEST

TO: Earl Mathers COUNTY MANAGER

FROM: 4122 Human Resouces  
Dept. # Department Name

Pamela Overcash 4/24/2018  
Department Director's Signature Date

### TYPE OF REQUEST:

☐ Line Item Transfer Within Department & Fund

☐ Line Item Transfer Between Funds \*

☐ Project Transfer Within Department & Fund

☒ Additional Appropriation of Funds \*

☐ Line Item Transfer Between Departments\*

\* Requires resolution by the Board of Commissioners

Resolution #

Date

ACCOUNT DESCRIPTION (As it appears in the budget)	ACCOUNT NUMBER Fund - Dept - Subdept - Div - Acct - Subacct xx - xxxx - xxxx - xxxx - xxx - xxx	PROJECT SUBPROJECT xxxxx - xxxx	AMOUNT Whole Dollars Only (See Note Below)
Fund Balance Appropriation	010-01-9900-0000-490000		(\$15,017.15)
Choice USA Commissions	010-01-4122-0000-410059		(\$12,108.00)
Employee Recognition	010-01-4122-0000-560000	18027	\$27,125.15

### JUSTIFICATION FOR REQUEST:

Vending machine revenues in FY16 & FY17 were not accepted and appropriated into the Employee Recognition account and therefore reverted to Fund Balance. This Budget Change Request will approve the funds that reverted to Fund Balance into the Employee Recognition account, plus accept and appropriate revenue received during FY18. Future vending machine revenues will be budgeted to streamline the process.

### APPROVAL SIGNATURES:

\_\_\_\_\_  
County Manager/Interim Assistant County Manager Date

\_\_\_\_\_  
Financial Operations Manager/Asst. Financial Operations Mgr. Date

\_\_\_\_\_  
Interim Budget Administrator Date

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.



# Gaston County

Gaston County  
Board of Commissioners  
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## Library Board Action

---

**File #:** 18-156

---

Commissioner Worley - Library - To Accept and Appropriate \$2,500 from the Charlton Torrence Grant for the Library

### **STAFF CONTACT**

Sandy Hunnicutt - Library - 704-868-2164 ext 5520

### **BUDGET IMPACT**

Appropriate funds from the Charlton Torrence Grant. No additional County funds.

### **BUDGET ORDINANCE IMPACT**

Increase the Charlton Torrence Revenue Account by \$2,500 and appropriate \$2,500 into the Charlton Torrence Grant Expense Account, Project Number 18609.

### **BACKGROUND**

We received a special gift of \$2,500.00 from the Charlton Torrence Fund of The Presbyterian Endowment Trust for library discretion use. The money was deposited 4/13/2018 to the Charlton Torrence Fund Revenue account. BCR is to appropriate funds as designated.

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

Budget Change Request



## GASTON COUNTY BUDGET CHANGE REQUEST

TO: Earl Mathers COUNTY MANAGER

FROM: 6110 Library

Dept. # Department Name

Laurel Morris 4/11/2018

Department Director's Name Date

### TYPE OF REQUEST:

☐ Line Item Transfer Within Department & Fund

☐ Line Item Transfer Between Funds \*

☐ Project Transfer Within Department & Fund

☒ Additional Appropriation of Funds \*

☐ Line Item Transfer Between Departments\*

\* Requires resolution by the Board of Commissioners

ACCOUNT DESCRIPTION (As it appears in the budget)	ACCOUNT NUMBER	AMOUNT
	Fund - Function - Dept - Division - Object - Project	Whole Dollars Only
	xxx - xx - xxxx - xxxx - xxxxx - xxxxxx	(See Note Below)
Charlton Torrence Grant	010-04-6110-6110-430000-18609	(2500.00)
Charlton Torrence Grant	010-04-6110-6110-560000-18609	2500.00

### JUSTIFICATION FOR REQUEST:

We received a special gift of \$2500.00 from the Charlton Torrence Fund of The Presbyterian Endowment Trust for library discretion use. The money was deposited 4/13/2018 to the Charlton Torrence Fund Revenue account. BCR is to appropriate funds as designated.

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.



# Gaston County

Gaston County  
Board of Commissioners  
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## Museum of Art & History Board Action

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**File #: 18-197**

---

Commissioner Keigher - Museum of Art & History - To Accept and Appropriate Scholarship Funds of \$150 Awarded to Alex Brooks of the Museum of Art & History

### **STAFF CONTACT**

Mr. Jason Luker - Museum Director

### **BUDGET IMPACT**

Appropriate Scholarship funds. No additional County funds.

### **BUDGET ORDINANCE IMPACT**

N/A

### **BACKGROUND**

The North Carolina Museum Council awarded Alex Brooks the Diversity Scholarship of \$150 to help defray the cost of attending the annual conference held in Greensboro, NC March 17 through March 19, 2018

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

Budget Change Request

## GASTON COUNTY BUDGET CHANGE REQUEST

TO: Earl Mathers COUNTY MANAGER

FROM: 6141 Gaston County Museum  
           Dept. #                      Department Name

Jason Luker                                      05/15/2018  
           Department Director's Name                      Date

### TYPE OF REQUEST:

☐ Line Item Transfer Within Department & Fund

☐ Line Item Transfer Between Funds \*

☐ Project Transfer Within Department & Fund

☒ Additional Appropriation of Funds \*

☐ Line Item Transfer Between Departments\*

\* Requires resolution by the Board of Commissioners

ACCOUNT DESCRIPTION (As it appears in the budget)	ACCOUNT NUMBER	AMOUNT
	Fund - Function - Dept - Division - Object - Project	Whole Dollars Only
	xxx - xx - xxxx - xxxx - xxxxx - xxxxxx	(See Note Below)
Employee Development & Training	010-04-6141-0000-520011	\$150.00
Miscellaneous Revenue	010-04-6141-0000-415000	(\$150.00)

### JUSTIFICATION FOR REQUEST:

The North Carolina Museum Council awarded Alex Brooks the Diversity Scholarship of \$150.00 to help defray the cost of attending the annual conference held in Greensboro, NC on March 17, 2018 through March 19, 2018. These funds are being given to the County by the Museum.

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.



# Gaston County

Gaston County  
Board of Commissioners  
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## Parks & Recreation

### Board Action

---

**File #:** 18-186

---

Commissioner Brown - Parks and Recreation - To Accept and Appropriate \$5,991 in Senior Games Entry Fees for the 2018 Gaston County Senior Games (**100% Entry Fees**)

#### **STAFF CONTACT**

Cathy Hart - Parks and Recreation - 704-922-2162

#### **BUDGET IMPACT**

Appropriate \$5,991 in entry fees. No additional County funds.

#### **BUDGET ORDINANCE IMPACT**

Entry fees will be used to offset expenses for the 2018 Gaston County Senior Games.

#### **BACKGROUND**

Gaston County Senior Games is a sanctioned program of the North Carolina Senior Games. Senior Games offers persons 50 years of age and older the opportunity to participate in individual and team sports on the local, state, and national level. Silver Arts is another component of Senior Games which provides competition for artists in the visual, heritage, literary, and performing arts. The 2018 Gaston County Senior Games events began on April 14 and will conclude on June 2. Gaston County has received \$5,991 in entry fees for Senior Games. We request these entry fees to be accepted and appropriated to the proper budget expenditure account in order to offset expenses for the 2018 games.

#### **POLICY IMPACT**

N/A

#### **ATTACHMENTS**

Budget Change Request

## GASTON COUNTY BUDGET CHANGE REQUEST

TO: Earl Mathers COUNTY MANAGER

FROM: 6130 Senior Center  
Dept. # Department Name

Cathy Hart 5/4/2018  
Department Director's Name Date

### TYPE OF REQUEST:

☐ Line Item Transfer Within Department & Fund

☐ Line Item Transfer Between Funds \*

☐ Project Transfer Within Department & Fund

☒ Additional Appropriation of Funds \*

☐ Line Item Transfer Between Departments\*

\* Requires resolution by the Board of Commissioners

ACCOUNT DESCRIPTION (As it appears in the budget)	ACCOUNT NUMBER	AMOUNT
	Fund - Function - Dept - Division - Object - Project	Whole Dollars Only
	xxx - xx - xxxx - xxxx - xxxxx - xxxxxx	(See Note Below)
Senior Center Event Fees	010-04-6130-0000-410050	(\$5,991)
Senior Center Programming	010-04-6130-0000-560000-18069	\$5,991

### JUSTIFICATION FOR REQUEST:

The purpose of this request is to accept and appropriate Senior Games fees in the amount of \$5,991. These fees will be used to offset expenses for the 2018 games.

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.



# Gaston County

Gaston County  
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## Parks & Recreation

### Board Action

---

**File #:** 18-191

---

Commissioner Brown - Parks and Recreation - To Accept and Appropriate \$790 in Additional Sponsorships and Fees for the 46<sup>th</sup> Annual Just Plain Dog Show **(100% Sponsorships & Fees)**

#### **STAFF CONTACT**

Cathy Hart - Parks and Recreation - 704-922-2162

#### **BUDGET IMPACT**

Appropriate sponsorships and fees. No County funds.

#### **BUDGET ORDINANCE IMPACT**

Sponsorships and fees will be used to offset expenses for the Just Plain Dog Show.

#### **BACKGROUND**

The Just Plain Dog Show is an annual event held on the first Saturday in May in the Dallas Park. The event is one of the County's oldest annual events and many families have multiple generations who participate in the dog show. The event was created to help increase adoptions for shelter pets and to celebrate the relationship between owners and their dogs.

#### **POLICY IMPACT**

N/A

#### **ATTACHMENTS**

Budget Change Request

## GASTON COUNTY BUDGET CHANGE REQUEST

TO: Earl Mathers COUNTY MANAGER

FROM: 6120 Parks & Recreation  
Dept. # Department Name

Cathy Hart 5/7/2018  
Department Director's Name Date

### TYPE OF REQUEST:

☐ Line Item Transfer Within Department & Fund

☐ Line Item Transfer Between Funds \*

☐ Project Transfer Within Department & Fund

☒ Additional Appropriation of Funds \*

☐ Line Item Transfer Between Departments\*

\* Requires resolution by the Board of Commissioners

ACCOUNT DESCRIPTION (As it appears in the budget)	ACCOUNT NUMBER	AMOUNT
	Fund - Function - Dept - Division - Object - Project	Whole Dollars Only
	xxx - xx - xxxx - xxxx - xxxxx - xxxxxx	(See Note Below)
Recreation Events Fees	010-04-6120-0000-410028	(\$290)
Donations	010-04-6120-0000-415001	(\$500)
Recreation Programming	010-04-6120-0000-560000-18068	\$790

### JUSTIFICATION FOR REQUEST:

The purpose of this request is to accept and appropriate sponsorships and vendor fees from the 46th Annual Just Plain Dog Show. The sponsorships and fees will be used to offset program expenses.

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.



# Gaston County

Gaston County  
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## Planning Board Action

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**File #:** 18-199

---

Commissioner Keigher - Planning - To Accept and Appropriate \$585 in Workshop Fees for the Historic Preservation Commission (**100% Workshop Fees**)

### **STAFF CONTACT**

David Williams - Planning & Development Services Director

### **BUDGET IMPACT**

Appropriate \$585 in workshop fees. No additional County funds.

### **BUDGET ORDINANCE IMPACT**

Workshop fees will be used to offset expenses for the Historic Preservation Commission.

### **BACKGROUND**

Gaston County Historic Preservation Commission held a Workshop at Gaston College on May 11, 2018. The Workshop included a meal, which Historic Preservation Commission charges a modest fee to offset these cost. Historic Preservation Commission has brought in \$585 in fees and anticipates bringing in the remaining fees during the fiscal year. We request these Workshop fees to be accepted and appropriated to the proper budget expenditure account in order to offset expenses associated with the Workshop.

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

Budget Change Request



## GASTON COUNTY BUDGET CHANGE REQUEST

TO: Earl Mathers COUNTY MANAGER

FROM: 6140 Planning

Dept. # Department Name

David Williams 5/15/2018

Department Director's Name Date

### TYPE OF REQUEST:

☐ Line Item Transfer Within Department & Fund

☐ Line Item Transfer Between Funds \*

☐ Project Transfer Within Department & Fund

☒ Additional Appropriation of Funds \*

☐ Line Item Transfer Between Departments\*

\* Requires resolution by the Board of Commissioners

ACCOUNT DESCRIPTION (As it appears in the budget)	ACCOUNT NUMBER	AMOUNT
	Fund - Function - Dept - Division - Object - Project	Whole Dollars Only
	xxx - xx - xxxx - xxxx - xxxxx - xxxxxx	(See Note Below)
Historic Preservation Workshop Fees	010-04-6140-0000-415000-HPWks	(\$585)
Historic Preservation Workshop	010-04-6140-0000-560000-HPWks	\$585

### JUSTIFICATION FOR REQUEST:

The purpose of this request is to accept and appropriate Historic Preservation Commission Workshop fees in the amount of \$585. These fees will be used to offset expenses associated with the Workshop.

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.



# Gaston County

Gaston County  
Board of Commissioners  
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## Police Department

### Board Action

---

**File #:** 18-163

---

Commissioner Worley - Police Department/Sheriff's Office - Proclamation - To Proclaim May 13 - 19, 2018 as Law Enforcement Week and May 15, 2018 as Peace Officer's Memorial Day in Gaston County

#### **STAFF CONTACT**

Chief Joseph D. Ramey - Gaston County Police Department; Sheriff Alan G. Cloninger - Sheriff's Office

#### **BACKGROUND**

#### **ATTACHMENTS**

Proclamation



WHEREAS, it is important for the people of Gaston County and its municipalities to know and understand the problems, duties, and responsibilities of our law enforcement officers and agencies. We applaud the members of those agencies for recognizing their duty to serve the people by safeguarding life and property, by protecting people against violence and disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and,

WHEREAS, our nation, more than ever, depends upon local law enforcement as our first line of defense. The men and women of these agencies give of themselves day in and day out to preserve our homeland security; and,

WHEREAS, in 2017, 134 peace officers across the nation and 5 from North Carolina alone were killed in the line of duty; and,

WHEREAS, the members of law enforcement agencies of Gaston County and its municipalities play a vital role in safeguarding the rights and freedom of our local citizens.

NOW, THEREFORE, BE IT RESOLVED that the Gaston County Board of Commissioners proclaims May 13 - 19, 2018 as **Law Enforcement Week** in Gaston County and May 15, 2018 as

## PEACE OFFICER'S MEMORIAL DAY

and join law enforcement officers nationwide in honoring their fallen comrades and urge Gaston County citizens to commemorate law enforcement officers, past and present.

BE IT FURTHER RESOLVED that the citizens of Gaston County recognize and appreciate the contributions made by their local law enforcement officers for handling the difficult situations they encounter on a daily basis.

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Chad Brown, Chairman

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Allen R. Fraley

---

Tom Keigher, Vice-Chairman

---

Donald J. Grant, Jr.

---

Tracy L. Philbeck

---

Bob Hovis

---

Ronald E. Worley

To be Adopted the 22<sup>nd</sup> Day of May 2018



# Gaston County

Gaston County  
Board of Commissioners  
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## Public Works

## Board Action

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**File #:** 18-170

---

Commissioner Hovis - Public Works - To Accept an Offer to Purchase a County Owned Surplus Parcel (PID 155658 located at 1005 Mountain Crest Drive, Kings Mountain) and Authorize Staff to Initiate the Upset Bid Process

### **STAFF CONTACT**

Ray Maxwell, PE, Director - Public Works - 704-862-7551

### **BUDGET IMPACT**

No additional County funds.

### **BUDGET ORDINANCE IMPACT**

N/A

### **BACKGROUND**

Gaston County currently owns a parcel, PID 155658, located at 1005 Mountain Crest Drive, Kings Mountain. On March 27, 2018 the Gaston County Board of Commissioners approved a Board Action (2018-072) to declare this non-essential, County-owned property surplus and authorized staff to initiate sale procedures pursuant to applicable North Carolina General Statute. This parcel is not in an area the County is planning to redevelop, nor is it planned for current or future development for County use.

The Public Works Office has received an offer of \$14,250.00 from Mr. Brent Moore to purchase the property. Approval of this Board Action formally accepts the offer and authorizes staff to proceed with the upset bid process.

Under G.S. 160A-269, a County has the authority to "receive, solicit, or negotiate an offer to purchase property and advertise it for upset bids." Under this statute, if the Board of Commissioners accepts the offer for this property, the County must then advertise the bid in the newspaper and allow ten (10) days for other bids to be received. Staff will bring the highest and best offer back to the Commission for final approval.

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

N/A



# Gaston County

Gaston County  
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## Tax Board Action

---

**File #: 18-172**

---

Commissioner Fraley - Tax Collections - Pursuant to G.S. 105-381, the Tax Collector Requests that the April Listed Tax Refunds be Made. (***Real Estate - \$18,822.76; Vehicles and ETC - \$1,291.47; VTS Refunds - \$5,805.34; Grand Total - \$25,919.57***)

### **STAFF CONTACT**

Luke Sisk - Tax Collections Administrator - 704-866-3034

### **BACKGROUND**

The Gaston County Tax Collector has examined the requests for refunds and has determined that the requests are properly authorized by statute and should be granted and the persons and/or firms listed below have requested the refund of taxes paid pursuant to GS 105-381(b).

The Board of Commissioners authorized payment of refunds to said persons and/or firms in the amounts stated with such funds coming from Account 010-00-0000-0000-230101.

### **ATTACHMENTS**

Tax Refunds Listing for April 2018

TAXPAYER NAME	OWNER NAME	AMOUNT
<b>APRIL 2018 REAL ESTATE</b>		
Allman, Linda		\$398.91
AURCO Management Inc		\$1,103.11
Barber, Jimmy Wayne		\$216.14
Barber, Jimmy Wayne		\$216.14
Barber, Jimmy Wayne		\$216.14
Beam, Roy Dean		\$125.00
Beaty, Charles D		\$184.39
Beaty, Charles D		\$183.39
Believe in Abilities		\$387.77
Bell, Rocio Garcia		\$109.76
Biggerstaff, Erik A		\$289.51
Bost, Chad Stephen		\$265.03
Bradshaw, Deana Nicole		\$112.00
Bradshaw, Deana Nicole		\$141.40
Brittain, Kevin C		\$326.88
Burdsal, Jean Fraley		\$111.93
Burleson, Susan		\$186.85
Byrd, Vanessa E		\$159.06
Byrd, Vanessa E		\$159.18
Carter, Jason Thomas		\$437.50
Carter, Jason Thomas		\$264.85
Carter, Jason Thomas		\$264.85
Corry, Rosemary		\$105.46
Corry, Rosemary		\$105.95
Critchley, James H		\$141.03
Davis Melissa S		\$108.87
Gaston County EMS		\$296.00
Graham, Lonnie Homer Jr		\$130.89
Grayson, Patricia Oxner		\$121.64
Grier, Gary Niven		\$184.27
Harris, Barbara		\$100.71
Harris, Debra Jones		\$175.70
Hogan, Thomas Milton Jr		\$146.29
Holcomb, Steven Lyy		\$395.65
Houston & Schantz PL		\$883.61
Hudson, Adam Scott		\$153.17
Jackson Brian Alexander		\$122.30
Jackson Brian Alexander		\$119.97
Jackson Brian Alexander		\$105.63
Lovelace, Curtis Dean		\$139.53
May, Dana Melissa		\$325.89
Miller, Donald Dean		\$1,303.63
Morris, Kimberley B		\$104.74
Morris, Kimberley B		\$100.32
Morris, Michael David		\$151.85
Nguyen, Kathy Do		\$191.75
Orr, Rodric Kevin		\$116.63
Ottinger, Kenneth		\$427.08
Penegar, Lucy R		\$180.91
Rabb, Dylan		\$121.44
Rabb, Dylan		\$117.50
Raval, Vatsal V		\$455.20
RE Professionals LLC		\$945.58

TAXPAYER NAME	OWNER NAME	AMOUNT
<b>APRIL 2018 REAL ESTATE (Continued):</b>		
Rice, Tony B		\$187.94
Sawicki, Mark W		\$1,200.00
Sharpe, Jeffery L		\$134.95
Sisk, Philip Dale		\$160.91
Truong, Hanh		\$544.75
Waterman, James W		\$140.69
Weddington, Michael		\$850.83
Williams, Sheila Ann		\$154.06
Wood, Robert I		\$203.50
Worthy, Wilma Ann		\$189.93
Wright, Michael Kenneth		\$1,116.22
<b>TOTAL</b>		<b>\$18,822.76</b>
<b>APRIL 2018 VEHICLES &amp; ETC</b>		
McClean, Jasmine		\$196.00
Cope, Richard Barry		\$545.00
Warren L Tadlock		\$550.47
<b>TOTAL</b>		<b>\$1,291.47</b>
<b>APRIL VTS REFUNDS</b>		
Avery County Tax Dept		\$104.76
Baucom, Joshua Edward		\$110.66
Brakefield, Tina Marie		\$104.08
Briggs, Steven Lamar		\$376.34
Briggs, Steven Lamar		\$125.63
Conner, Alisa Ann		\$282.71
Cordero, Enrique Alberto		\$125.52
Coutant, Carol Ambler		\$148.96
Craig, Richard Blair Jr		\$106.30
Crotts, Jessie Willie Jr		\$324.41
Dellinger, Casey Steven		\$168.89
Duvall, Lauren Lynch		\$197.45
Fox, Charles Winfred		\$308.97
Gernhardt, Roy Claude		\$155.92
Gomez, Exenhower		\$519.75
Hall, Hazel Messer		\$307.10
Joyner, Miranda Dawn		\$104.92
Knight, Tabitha Haley-Starr		\$108.30
Loftis, Daniel Wesley		\$139.42
Marsh, Amanda Leigh		\$145.95
Queen, David		\$254.98
Quinn Sales Inc		\$134.55
Rink, Kevin Matthew		\$173.00
Roberts-Miller, John Alton		\$249.80
Sawyer, William Bradford		\$105.01
Schroepfer, Alan Robert		\$267.20
Setzer, Danny		\$118.94
Sprenger Jamie Lee		\$112.56
Waddell, Jonathan Allen		\$102.87
Walker, Deborah Howe		\$128.10
Whitley, Jesse Alan		\$192.29
<b>TOTAL</b>		<b>\$5,805.34</b>
<b>GRAND TOTAL</b>		<b>\$25,919.57</b>



# Gaston County

Gaston County  
Board of Commissioners  
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## Veterans Services

### Board Action

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**File #: 18-151**

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Commissioner Philbeck - Veterans Services - To Accept and Appropriate North Carolina Department of Military and Veterans Affairs Grant Funds to the Gaston County Department of Veterans Services **(100% Grant Funds - \$2,175.41)**

#### **STAFF CONTACT**

Kurt Geske - Administrator - Veterans Services - 704-866-3692

#### **BUDGET IMPACT**

Appropriate State revenues. No additional County funds.

#### **BUDGET ORDINANCE IMPACT**

Increase State revenues by \$2,175.41 and appropriate \$2,175.41 into Gaston County Department of Veterans Services Special Programs account.

#### **BACKGROUND**

The State of North Carolina Department of Military and Veterans Affairs has made a distribution of grant funds to those North Carolina Counties which: (1) Fund and operate a County Veterans Services Office, and (2) Submitted a timely application for a portion of the available funds. Gaston County applied for a share of the grant funds. The application was accepted, and on or about March 28, 2018, \$2,175.41 was directly deposited to Gaston County's account.

#### **POLICY IMPACT**

N/A

#### **ATTACHMENTS**

Budget Change Request



## GASTON COUNTY BUDGET CHANGE REQUEST

TO: Earl Mathers COUNTY MANAGER

FROM: 5820 Veterans Services  
Dept. # Department Name

Kurt Geske 4/8/2018  
Department Director's Signature Date

### TYPE OF REQUEST:

☐ Line Item Transfer Within Department & Fund

☐ Line Item Transfer Between Funds \*

☐ Project Transfer Within Department & Fund

☒ Additional Appropriation of Funds \*

☐ Line Item Transfer Between Departments\*

\* Requires resolution by the Board of Commissioners

Resolution #

Date

ACCOUNT DESCRIPTION (As it appears in the budget)	ACCOUNT NUMBER Fund - Dept - Subdept - Div - Acct - Subacct xx - xxxx - xxxx - xxxx - xxx - xxx	PROJECT SUBPROJECT xxxxx - xxxx	AMOUNT Whole Dollars Only (See Note Below)
Restricted Intergov't Rev/ Veteran Service: State VSO Special Programs	010-05-5820-0000-425056  010-05-5820-0000-560000	  16280-001	  [ \$2175.41 ]  \$2175.41

### JUSTIFICATION FOR REQUEST:

Appropriation of a \$2175.41 grant from the North Carolina Department of Military and Veterans Affairs to Gaston County Department of Veterans Services, for VSO's use "as needed" (i.e., expenditures = discretion of GC VSO).

### APPROVAL SIGNATURES:

\_\_\_\_\_  
County Manager/Interim Assistant County Manager Date

\_\_\_\_\_  
Financial Operations Manager/Asst. Financial Operations Mgr. Date

\_\_\_\_\_  
Interim Budget Administrator Date

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.



# Gaston County

Gaston County  
Board of Commissioners  
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## DHHS - Social Services Division Board Action

---

**File #:** 18-200

---

**ADD/** Commissioner Brown - DHHS (Social Services Division) - To Accept and Appropriate Additional Crisis Intervention Program Funds in the Amount of \$20,693 (**No County Funds**)

### **STAFF CONTACT**

Angela Karchmer - DHHS Social Services - 704-862-7930

### **BUDGET IMPACT**

Appropriate Federal revenues. No additional County funds.

### **BUDGET ORDINANCE IMPACT**

Increase Federal revenues by \$20,693 and appropriate \$20,693 into Public Assistance Payments account.

### **BACKGROUND**

In May, 2018, Gaston County DHHS received additional funding for the Crisis Intervention Program in the amount of \$20,693 to be used for heating and cooling emergencies. These funds require appropriation to the FY2017-2018 Social Services Budget in order to be expenses for the appropriate use. 100% Federal Funds, No Additional County Funds Required.

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

Budget Change Request

<b>GASTON COUNTY BUDGET CHANGE REQUEST</b>	
TO:	Earl Mathers
	COUNTY MANAGER
FROM:	5490 DHHS- Social Services
	<span style="border-bottom: 1px solid black; padding-bottom: 5px;">Dept. #</span> <span style="border-bottom: 1px solid black; padding-bottom: 5px;">Department Name</span>
	<div style="display: flex; justify-content: space-between;"> <span style="border-bottom: 1px solid black; padding-bottom: 5px;">Department Director's Name</span> <span style="border-bottom: 1px solid black; padding-bottom: 5px;">Date</span> </div>

TYPE OF REQUEST:	
<input type="checkbox"/>	Line Item Transfer Within Department & Fund
<input type="checkbox"/>	Line Item Transfer Between Funds *
<input type="checkbox"/>	Project Transfer Within Department & Fund
<input checked="" type="checkbox"/>	Additional Appropriation of Funds *
<input type="checkbox"/>	Line Item Transfer Between Departments*
<u>* Requires resolution by the Board of Commissioners</u>	

ACCOUNT DESCRIPTION (As it appears in the budget)	ACCOUNT NUMBER Fund - Function - Dept - Division - Object xxx - xx - xxxx - xxxx - xxxxx	PROJECT xxxxxx	AMOUNT Whole Dollars Only (See Note Below)
Crisis Intervention Program	020-05-5490-0000-425016-		(20,693)
Public Assistance Payment- CIP	020-05-5490-0000-560008-		20,693

JUSTIFICATION FOR REQUEST:

In May, 2018, DHHS received additional funding for the Crisis Intervention Program in the amount of \$20,693 to be used for heating and cooling emergencies. These funds require appropriation to the FY2017-2018 Social Services Budget in order to be expenses for the appropriate use. 100% Federal Funds, No County Funds Required.

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.



# Gaston County

Gaston County  
Board of Commissioners  
[www.gastongov.com](http://www.gastongov.com)

## Board of Commissioners

### Board Action

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**File #:** 18-179

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Board of Commissioners - Legislative Request: To Amend Resolution 2018-083 - Legislative Agenda for the 2018 Session of the North Carolina General Assembly

#### **STAFF CONTACT**

Donna S. Buff - Clerk to the Board - 704-866-3196

#### **BACKGROUND**

The Legislative Delegation and the Board of Commissioners met on April 6, 2018 to discuss the Commission's 2018 legislative goals. The final Legislative Agenda (Resolution 2018-083) was adopted at the April 24, 2018 BOC Regular Meeting AS AMENDED on motion introduced by Commissioner Philbeck ***to request legislation to abolish Extra Territorial Jurisdictions or limit municipal extraterritorial authorization to two years.***

Commissioner Philbeck has requested an amendment to Resolution 2018-083 to remove this amended language (Goal #12) from the 2018 Legislative Agenda. This legislative request is not eligible for consideration in the 2018 Short Session of the General Assembly.

#### **ATTACHMENTS**

Resolution and Exhibit A



**RESOLUTION TITLE: GASTON COUNTY BOARD OF COMMISSIONERS  
LEGISLATIVE AGENDA FOR THE 2018 SESSION OF THE NORTH  
CAROLINA GENERAL ASSEMBLY (AMEND RESOLUTION 2018-083)**

WHEREAS, the Gaston County Board of Commissioners has worked for many years to strengthen and diversify Gaston County's economy and to encourage the growth of safe and healthy communities; and,

WHEREAS, job creation, economic development, education, healthy communities, public safety and quality of life are adopted priorities of the Commission and are important guiding principles for future policy decisions; and,

WHEREAS, the Gaston County Board of Commissioners recognizes that State policies, programs and investments can have a significant influence on local policy-making; and,

WHEREAS, the Gaston County Board of Commissioners has identified numerous goals for consideration and support during the 2018 General Assembly Session.

NOW, THEREFORE, BE IT RESOLVED that the Gaston County Board of Commissioners respectfully requests the Gaston County Delegation to the North Carolina General Assembly to:

1. Support the North Carolina Association of County Commissioners' legislative priorities; most importantly, oppose unfunded mandates and any shifts of State responsibilities to counties (Exhibit A)
2. Focus on Economic Development:
  - A. Continue to support tax policy to promote advancement of a business climate in Gaston County that fosters competitiveness, encourages new investment and provides for the expansion of current industry to support the local workforce and quality of life:
    - Support the continued efforts toward lowering and eventual elimination of the NC Corporate Tax. Commissioners supported the reduction to 3% in 2017
    - Oppose new and repeal targeted taxes, policies, codes and rules that would impede business development

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**DO NOT TYPE BELOW THIS LINE**

I, Donna S. Buff, Clerk to the County Commission, do hereby certify that the above is a true and correct copy of action taken by the Board of Commissioners as follows:

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- Continue support of Local Option Sales Tax and maintaining dedicated revenue for economic development (approximately \$84.8M statewide in 2016-2017)
  - Support the reduction of the Franchise Tax
- B. Support job creation and retention efforts; fully fund job recruitment efforts and support various economic development performance based incentives:
- Maintain economic development programs of Golden Leaf Foundation
  - Maintain the Governor's One NC Fund's competitiveness and effectiveness by continuation of the 2015 Commissioners goals that modified the local match
  - Continue support for workforce development through the Community College system and to strengthen the educational offerings in partnerships with industry and K-12 education with programs like Career Promise and Early College
  - Support environmental regulatory policy that is balanced to protect natural resources and be friendly to the manufacturing base
  - Support State investment in rural infrastructure of water and sewer
- C. Support funding for travel and tourism, historic preservation, land conservation, state parks and the arts in North Carolina as it spurs economic development:
- Support Crowder's Mountain State Park
  - Continued Support of Mountain Island Educational State Forest for completion of family outdoor activity area
3. Support Transportation Funding:
- Continue efforts to fund transportation infrastructure in North Carolina based on statistical need criteria
  - Support the funding of transportation improvements required for new business and industry
  - Support the development of innovative and sustainable methods of funding transportation and infrastructure projects to meet the needs of our growing population, including a mix of funding methods such as bonds, public-private partnerships, local option revenue, and new revenue sources
  - Support highway interchange improvements that increase the visibility and vitality of area businesses while meeting all safety and commuter standards
  - Support LOCAL Funding Priorities which include:
    - Bridge over Catawba River (South Fork Crossing/Catawba Crossing)

4. Support appointments of Gaston County residents, who are interested, to statewide boards and commissions; specific commissions of interest include, but are not limited to: Parks and Recreation Trust Fund, Board of Transportation, Property Tax Commission, Partnership for Children, Local Government Retirement System, Local Government Commission and Housing Finance Agency
5. Support the reinvestment of lottery ticket sale proceeds for education spending as originally intended and restore the statutory requirement that 40% of net lottery proceeds be allocated to counties for school capital needs
6. Support continuation of the Education Finance Reform Task Force as a comprehensive solution to address disparities in education funding between Counties
7. Continue support of Gaston County's Court Services Program (Pre-Trial Services)
8. Support LME-MCO, Partners Behavioral Health as local publically managed behavioral health services in order to preserve locally driven system of care
9. Support funding for School Resource Officers; support flexibility to allow retired officers working as SROs to be compensated without compromise to their retirement
10. Support repeal of the public hearing requirements in SL 2015-277. SB 472 –2015 session; the unintended consequences of the legislation on economic development were not the intent of the original legislation
11. Continue to study alternatives to the fuel tax as the major funding source for transportation infrastructure.

BE IT FURTHER RESOLVED that copies of this Resolution be forwarded to the Gaston County Legislative Delegation to the NC General Assembly and the North Carolina Association of County Commissioners.



## 2018 NCACC Priority Legislative Goals

**PE-1:** Seek legislation to establish a new state-county partnership to address statewide public school capital challenges-including but not limited to maintenance, renovation, construction & debt-through a dedicated, stable funding stream that's consistent from county to county and sufficient to meet the school facility needs of all 100 counties.

- H866 and S542 authorize a \$1.9 billion bond on the November 2018 ballot. This would be the first statewide bond for school capital in 22 years.

**PE-2:** Seek legislation to repeal the statutory authority under N.C. Gen. Stat. 115C-431(c) that allows local school boards to file suit against a county board of commissioners over county appropriations for education.

- S531 amended the statute establishing the dispute resolution process. It passed the Senate with bipartisan support but was not heard in the House and is eligible for short session.
- The NCGA Program Evaluation Division released a study that recommends replacing the lawsuit authority with a better process for resolving funding disputes. NCACC supports legislation implementing the recommendations.

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www.ncacc.org | (919) 715-2893

**PE-4:** Support legislation providing flexibility to align K-12 & community college calendars.

- Currently, community college classes start in early August while public schools begin in late August.
- H375 allows counties to align K-12 with community college calendars. It has passed the House and is eligible for short session.

**GG-3:** Seek legislation, funding and other efforts to expand digital infrastructure/broadband capability to the un-served and under-served areas of the state.

- Access to broadband is crucial for public education and economic development, and areas of the state without access to high-speed Internet are increasingly at a disadvantage.
- H390/S208 would give counties the authority to invest in Internet infrastructure in unserved areas and lease assets to private Internet service providers.

**TF-1:** Support efforts to preserve and expand the existing local revenue base of counties, and oppose efforts to divert fees or taxes currently allocated to the counties to the state. Oppose efforts to erode existing county revenue streams and authorize local option revenue sources already given to any other jurisdiction.

- Counties rely heavily on property taxes and need flexibility to generate revenue from multiple sources, including local sales taxes, to meet local demands for services.
- H333, S166 and H437 are all aimed at expanding local revenue flexibility. All bills are eligible in the short session, and H333 has passed the House.

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# Gaston County

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Board of Commissioners  
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## Budget and Purchasing Board Action

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**File #:** 18-150

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Commissioner Brown - Budget/Purchasing - To Adopt a Fee Schedule Effective July 1, 2018 through June 30, 2019

### **STAFF CONTACT**

Matthew Rhoten - Budget & Purchasing - 704-866-3048

### **BUDGET IMPACT**

Sets Fee Schedule for FY 2019. No additional appropriation of funds.

### **BUDGET ORDINANCE IMPACT**

Parks & Recreation, Gaston Emergency Medical Service, Land Development, Senior Center, and Building Inspections have increased, decreased, or implemented new fees. All other fees have remained constant.

There's an additional 3% processing fee included for all departments in which a credit card is an acceptable form of payment.

### **BACKGROUND**

The County has a set fee structure in place for certain services that are rendered to the public. Most fee adjustments relate to these types of services as well as public record/information. State statutes require that public records be available at the costs associated with their reproduction, not origination. Because of the state requirement, fees are reviewed annually to ensure that these services remain cost neutral. Attached for your review is a listing of current and proposed changes. Staff is recommending that the Board of Commissioners adopt the new fees and associated changes, effective July 1, 2018. These changes to the fee schedule do not have a substantial impact on the County Budget.

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

FY19 Fee Schedule - REVISED

**Gaston County  
FY 2018-19 Fee Schedule**

<u>Fee Descriptions/Details</u>	<u>Adopted FY 2017-18</u>	<u>Requested FY 2018-19</u>	<u>Difference</u>
<b>Credit Card Processing Fee: Departments which have machines and allow customers to pay with Credit Cards</b>		<b>3% processing fee for the use of credit and debit card to pay for fees</b>	<b>New Fee</b>

**Gaston County Police Department:**

Nuisance Car Administrative Fee		\$ 100.00	\$ 100.00	
Environmental Nuisance Abatement		\$ 100.00	\$ 100.00	
Fingerprinting Services		\$ 10.00	\$ 10.00	

**Gaston Emergency Medical Service (GEMS):**

BLS Care and Transportation	A0428 and A0429	\$ 600.00	\$ 600.00	
ALS Care and Transportation	A0426 and A0427	\$ 900.00	\$ 900.00	
ALS Specialty Care and Transportation	A0433	\$ 1,200.00	\$ 1,200.00	
Critical Care Transport	A0434	\$ 1,200.00	\$ 1,200.00	
Loaded Patient Mileage	A0425 and A0888	\$ 12.00	\$ 15.00	↑ \$ 3.00
Scene Treatment / No Transport	A0998	\$ 180.00	\$ 180.00	
Standby Time	per hour	\$ 180.00	\$ 180.00	
DOA transport	A0429	\$ 180.00	\$ 375.00	↑ \$ 195.00
ALS Disp Supplies	A0398	\$ 20.00	\$ 50.00	↑ \$ 30.00
BLS Disp Supplies	A0382	\$ 10.00	\$ 30.00	↑ \$ 20.00
Defibrillation	A0384	\$ -	\$ 50.00	↑ \$ 50.00
IV Supplies	A0394	\$ -	\$ 35.00	↑ \$ 35.00
Intubation	A0396	\$ -	\$ 45.00	↑ \$ 45.00
Oxygen	A0422	\$ -	\$ 35.00	↑ \$ 35.00
Annual subscription-Individual	emergency only	\$ 50.00	\$ 50.00	
Annual subscription-Individual	emergency and medically necessary non emergency to hospital	\$ 100.00	\$ 100.00	
Annual subscription-Household	emergency only	\$ 100.00	\$ 100.00	
Annual subscription-Household	emergency and medically necessary non emergency to hospital	\$ 150.00	\$ 150.00	

**Central Transportation (ACCESS):** Effective 2003-

ACCESS (Central Transportation) is driven by 3rd party reimbursement

NEMT(Medicaid)	per mile	\$ 2.07	\$ 2.07	
Agency requests	per mile	\$ 1.55	\$ 1.55	
EDTAP	clients with non-medical destinations	\$ 2.00	\$ 2.00	
RGP- in county only	rural to city	\$ 2.00	\$ 2.00	
RGP- in county only	rural to rural	\$ 3.00	\$ 3.00	
Deviated Fixed Route	Gaston College	\$ 1.00	\$ 1.00	

**Animal Care & Enforcement:**

**Adoption fees:**

Adoption Dog/Puppies	Adoption Contract	\$ 90.00	\$ 90.00	
Adoption Cat/Kittens	Adoption Contract	\$ 75.00	\$ 75.00	
Large Farm Animals	Auction to highest bidder			

**Gaston County  
FY 2018-19 Fee Schedule**

<u>Fee Descriptions/Details</u>		<u>Adopted FY</u> <u>2017-18</u>	<u>Requested FY</u> <u>2018-19</u>	<u>Difference</u>
Military/Senior Citizen: Dog/Puppy	Adoption Contract	\$ 70.00	\$ 70.00	
Military/Senior Citizen: Cat/Kitten	Adoption Contract	\$ 55.00	\$ 55.00	
<b>Reclaim fees:</b>				
	1st Impoundment	\$ 25.00	\$ 25.00	
	2nd Impoundment	\$ 100.00	\$ 100.00	
	3rd Impoundment	\$ 200.00	\$ 200.00	
<b>Board fees (per day):</b>				
Bite Animals (Dogs/Cats)		\$ 20.00	\$ 20.00	
Isolated Animals in Kennels		\$ 20.00	\$ 20.00	
Dogs/Puppies Regular Kennels		\$ 10.00	\$ 10.00	
Cats/Kittens Regular Kennels		\$ 10.00	\$ 10.00	
<b>Miscellaneous fees:</b>				
	Rabies Vaccination - by Veterinarian only			
Microchip Fee		\$ 10.00	\$ 10.00	
County license ( <b>unaltered dog /cats</b> )				
	1 year	\$ 35.00	\$ 35.00	
	3 year	n/a	n/a	
County license ( <b>altered dog /cats</b> )				
	1 year	\$ 10.00	\$ 10.00	
	3 year	\$ 25.00	\$ 25.00	
Ferret (only 1-yr vaccinations recognized for ferrets)				
	1 year	\$ 10.00	\$ 10.00	
Special licensing permit				
	1 year	n/a	n/a	
	3 year	\$ 100.00	\$ 100.00	
Duplicate license		\$ 5.00	\$ 5.00	
Late purchase fee		\$ 15.00	\$ 15.00	
Animals declared dangerous	(Animals having been declared dangerous or potentially dangerous by Animal Control)			
	1 year	\$ 100.00	\$ 100.00	
	3 year	n/a	n/a	
Breeders	(Dogs/cats registered to a reputable association (AKC, CKC, etc.) Proof that owners are selling animals on a yearly basis)			
	1 year	\$ 10.00	\$ 10.00	
	3 year	\$ 25.00	\$ 25.00	
Show Dogs	(Dogs who are competing on a regular basis at recognized "Dog Shows")			
	1 year	\$ 10.00	\$ 10.00	
	3 year	\$ 25.00	\$ 25.00	
Medical dogs/cats	(Animals that are trained to medically assist a special needs person, seeing eye, hearing impaired, etc.)			
	1 year	\$ 10.00	\$ 10.00	
	3 year	\$ 25.00	\$ 25.00	
Health risk	(Statement from a veterinarian that spaying or neutering is a health risk to that animal)			
	1 year	\$ 10.00	\$ 10.00	
	3 year	\$ 25.00	\$ 25.00	
Service dogs	(Specially trained dogs to assist soldiers, police or some other public organization. Police dogs, cadaver dogs, military dogs, etc.)			

**Gaston County  
FY 2018-19 Fee Schedule**

	<u>Fee Descriptions/Details</u>	<u>Adopted FY 2017-18</u>	<u>Requested FY 2018-19</u>	<u>Difference</u>
	1 year	\$ -	\$ -	
	3 year	\$ -	\$ -	
Hunters	(Persons with a valid hunting license and valid special licensing			
	1 year	\$ 2.00	\$ 2.00	
	3 year	\$ 6.00	\$ 6.00	
Multiple animals	(Owners of 10 or more animals and valid special licensing permit. Each animal must be spayed or neutered)			
	1 year	\$ 2.00	\$ 2.00	
	3 year	\$ 6.00	\$ 6.00	
Photocopies of reports		\$ 0.05	\$ 0.05	

**Fees:**

1. Interference with any duly appointed agent	First violation	\$ 500.00	\$ 500.00	
	Second violation	\$ 1,000.00	\$ 1,000.00	
	Third violation	\$ 1,500.00	\$ 1,500.00	
2. Harboring stray dogs and cats	First violation	\$ 100.00	\$ 100.00	
(a) keep animals not belonging to him/her	Second violation	\$ 200.00	\$ 200.00	
	Third violation	\$ 250.00	\$ 250.00	
(b) keep animals for fighting purposes	First violation	\$ 1,000.00	\$ 1,000.00	
	Second violation	\$ 2,500.00	\$ 2,500.00	
	Third violation	\$ 5,000.00	\$ 5,000.00	
(c) not keep dangerous animals confined	First violation	\$ 500.00	\$ 500.00	
	Second violation	\$ 1,000.00	\$ 1,000.00	
	Third violation	\$ 1,500.00	\$ 1,500.00	
3. Not wearing a current county privilege tag	First violation	\$ 30.00	\$ 30.00	
	Second violation	\$ 100.00	\$ 100.00	
	Third violation	\$ 250.00	\$ 250.00	
4. Not wearing a current rabies tag		\$ 25.00	\$ 25.00	
5. Interference with traps (dog / cats)	First violation	\$ 250.00	\$ 250.00	
	Second violation	\$ 500.00	\$ 500.00	
	Third violation	\$ 1,000.00	\$ 1,000.00	
6. Damage to dog / cat traps	First violation	\$ 250.00	\$ 250.00	
	Second violation	\$ 500.00	\$ 500.00	
	Third violation	\$ 1,000.00	\$ 1,000.00	
7. Board bill dog / cat per day		\$ 10.00	\$ 10.00	
8. Board bill separate cage dog / cat per day		\$ 20.00	\$ 20.00	
9. Board bill livestock per day		\$ 22.00	\$ 22.00	
10. Board bill other than dog / cat / livestock		\$ 25.00	\$ 25.00	
11. Processing fee for returned check		\$ 25.00	\$ 25.00	
12. Replace county license	(For any license replacement)	\$ 5.00	\$ 5.00	
13. Violation of adoption contract		\$ 60.00	\$ 60.00	
14. Bite animal running loose	First violation	\$ 1,250.00	\$ 1,250.00	
	Second violation	\$ 2,500.00	\$ 2,500.00	
	Third violation	\$ 5,000.00	\$ 5,000.00	
15. Dogs running at large, leash law				
First violation	First violation	\$ 25.00	\$ 25.00	

**Gaston County  
FY 2018-19 Fee Schedule**

<u>Fee Descriptions/Details</u>		<u>Adopted FY 2017-18</u>	<u>Requested FY 2018-19</u>	<u>Difference</u>
Second violation	Second violation	\$ 100.00	\$ 100.00	
Third violation	Third violation	\$ 200.00	\$ 200.00	
16. Female Dogs/Cats in season	First violation	\$ 60.00	\$ 60.00	
	Second violation	\$ 200.00	\$ 200.00	
	Third violation	\$ 250.00	\$ 250.00	
17. Cruelty	First violation	\$ 250.00	\$ 250.00	
	Second violation	\$ 1,000.00	\$ 1,000.00	
	Third violation	\$ 2,500.00	\$ 2,500.00	
18. County license - not currently listed with Gaston County		\$ 25.00	\$ 25.00	
19. Rabies not current on rabies inoculation	First violation	\$ 60.00	\$ 60.00	
	Second violation	\$ 500.00	\$ 500.00	
	Third violation	\$ 1,000.00	\$ 1,000.00	
20. Registration of exotic pets	First violation	\$ 500.00	\$ 500.00	
	Second violation	\$ 750.00	\$ 750.00	
	Third violation	\$ 1,000.00	\$ 1,000.00	
21. Animal Nuisance	First violation	\$ 100.00	\$ 100.00	
	Second violation	\$ 250.00	\$ 250.00	
	Third violation	\$ 500.00	\$ 500.00	
22. Owner/Keeper allows one or more dangerous animal attacks, assaults, wounds, bites or otherwise injure a human being	First violation	\$ 1,000.00	\$ 1,000.00	
	Subsequent violation	\$ 2,500.00	\$ 2,500.00	
23. Owner/Keeper not following the penning restrictions for dangerous animal or farm animal	First violation	\$ 500.00	\$ 500.00	
	Second violation	\$ 1,000.00	\$ 1,000.00	
	Subsequent violation	\$ 1,500.00	\$ 1,500.00	
24. Owner/Keeper allows a dangerous dog to kill a domestic animal or farm animal	First violation	\$ 500.00	\$ 500.00	
	Second violation	\$ 1,000.00	\$ 1,000.00	
	Subsequent violation	\$ 1,500.00	\$ 1,500.00	

**Landfill:**

Municipal Solid Waste (Fee increase will take effect July 1, 2018)	per Ton	\$ 28.00	\$ 27.00	↓ \$ (1.00)
<i>Note: Resolution 2018-049 adopted 2/27/2018. Modified the rate to \$27/ton for FY 2019 &amp; FY 2020 (July 1, 2018-June 30, 2020) with a subsequent increase to \$28/ton for FY 2021 to FY 2023 (July 1, 2020-June 30, 2023.)</i>				
Commercial Solid Waste	per Ton	\$ 38.00	\$ 38.00	
Yard Waste	per Ton	\$ 20.00	\$ 20.00	
Wood Pallets	per Ton	\$ 45.00	\$ 45.00	
Homogeneous Wood Pallets**	per Ton (Must only be clean wood (non-painted, no trash))	\$ 12.00	\$ 12.00	
Special Waste/Sludge - regular category *	per Ton (With a 1 Ton minimum for special handling)	\$ 53.00	\$ 53.00	
Sludge/Industrial Waste/By-product with special handling/liability	per Ton	\$ 75.00	\$ 75.00	
Low density category		21 yard container <1 ton, \$1/cubic yard, >1 ton, \$30/ton	21 yard container <1 ton, \$1/cubic yard, >1 ton, \$30/ton	
Loads contaminated with 30% or more banned materials	Surcharge plus Disposal Fees	\$ 100.00	\$ 100.00	
Construction/Demolition Debris	per Ton	\$ 28.00	\$ 28.00	
Bulk MSW (100-150 tpd)++	per Ton (case by case as required)	\$ 22.00	\$ 22.00	
Bulk MSW (150-200 tpd)++	per Ton (case by case as required)	\$ 20.00	\$ 20.00	
Shingles	per Ton	\$ 28.00	\$ 28.00	

**Gaston County  
FY 2018-19 Fee Schedule**

<u>Fee Descriptions/Details</u>		<u>Adopted FY</u> <u>2017-18</u>	<u>Requested FY</u> <u>2018-19</u>	<u>Difference</u>
Homogeneous C/D Debris**	per Ton (Must only be clean wood (non-painted, no trash))	\$ 12.00	\$ 12.00	
Single-Wide Mobile Home	Each	\$ 310.00	\$ 310.00	
Homeogenous Cardboard***	per Ton (Must be free of contamination)	\$ -	\$ -	
Tire removal from Rims	Each	\$ 3.00	\$ 3.00	
Illegal Tires	per Ton per Contracted amount for disposal	\$ 89.00	\$ 89.00	
Track Loader/Operator w/operator	per Hour	\$ 87.25	\$ 87.25	
Dozer w/operator	per Hour	\$ 164.85	\$ 164.85	
Dump Truck w/operator	per Hour	\$ 75.00	\$ 75.00	
Backhoe w/operator	per Hour	\$ 70.00	\$ 70.00	
Computer Monitor Processing	Each	\$ 4.00	\$ 4.00	
Uncovered / Unsecured Load Fee	per Occurance	\$ 200.00	\$ 200.00	
Fluorescent Bulbs	Each	\$ 1.00	\$ 1.00	
<b>Recycling Center Fees:</b>				
Bagged Garbage				
	Up to 10 bags	\$ 4.00	\$ 4.00	
	Over 10 bags	\$ 8.00	\$ 8.00	
	Loose Garbage (small load)	\$ 4.00	\$ 4.00	
Yard Waste (small load)				
Mattress	Each	\$ 4.00	\$ 4.00	
Mulch Sales	per Scoop	\$ 2.00	\$ 2.00	
Copy Fee		\$ -	\$ -	
* With a 1 Ton minimum for special handling.				
** Must only be clean wood (non-painted, no trash)				
*** Must be free of contamination				
++ case by case as required				

**Courthouse/Sheriff's Office Parking Lot:**

First Hour		\$ 1.00	\$ 1.00	
Second Hour		\$ 1.00	\$ 1.00	
Third & Fourth Hours		\$ 1.00	\$ 1.00	
Fifty & Sixth Hours		\$ 1.00	\$ 1.00	
Seventh & Eighth Hours		\$ 1.00	\$ 1.00	
Maximum Daily Rate		\$ 5.00	\$ 5.00	
Citation for Time Expired		\$ 5.00	\$ 5.00	
Citation for Failure to Pay		\$ 10.00	\$ 10.00	

**Register of Deeds:** (The balance of fees are state mandated)

PhotoCopies	per Copy	\$ 0.25	\$ 0.25	
Local Fax	per Page	\$ 1.25	\$ 1.25	
Long Distance Fax	per Page	\$ 2.25	\$ 2.25	
CDs	per Copy	\$ 10.00	\$ 10.00	

**Fire Marshal:**

**Fire Inspections & Code Violations:**

ABC Permit Inspection		\$ 50.00	\$ 50.00	
AST / UST Install / Removal Inspection	Per Tank	\$ 50.00	\$ 50.00	
Fast Track inspections, inspection "no-shows", and inspections conducted after normal business hours at the request of a contractor or property owner.		\$ 50.00	\$ 50.00	
Foster Home Inspections		\$ 25.00	\$ 25.00	
Fire Code Violation Re-Inspection	3rd Site Inspection Visit	\$ 50.00	\$ 50.00	
Fire Code Violation Re-Inspection	Each Day After 3rd Site Visit	\$ 100.00	\$ 100.00	
Minor Fire Hazards		\$ 25.00	\$ 25.00	

**Gaston County  
FY 2018-19 Fee Schedule**

	<u>Fee Descriptions/Details</u>	<u>Adopted FY</u> <u>2017-18</u>	<u>Requested FY</u> <u>2018-19</u>	<u>Difference</u>
Moderate Fire Hazards		\$ 50.00	\$ 50.00	
Severe Fire Hazards		\$ 150.00	\$ 150.00	
Life Safety Hazards (Requires Correction w/ 24 hours)		\$ 300.00	\$ 300.00	

**Mandatory Operational Permits:**

105.6.2 Amusement Buildings		\$ 100.00	\$ 100.00	
105.6.4 Carnivals & Fairs		\$ 50.00	\$ 50.00	
105.6.6 Combustible Dust-Producing Operations		\$ 100.00	\$ 100.00	
105.6.9 Covered Mall		\$ 100.00	\$ 100.00	
105.6.13 Exhibits & Trade Shows		\$ 50.00	\$ 50.00	
105.6.14 Explosives		\$ 100.00	\$ 100.00	
105.6.16 Flammable & Combustible Liquids		\$ 25.00	\$ 25.00	
105.6.19 Fumigation and Thermal Insecticidal Fogging		\$ 100.00	\$ 100.00	
105.6.26 Liquid or Gas Fueled Vehicles in Assembly		\$ 25.00	\$ 25.00	
105.6.30 Open Burning		No Charge	No Charge	
105.6.35 Private Fire Hydrants		\$ 100.00	\$ 100.00	
105.6.36 Pyrotechnic Special Effects Material		\$ 100.00	\$ 100.00	
105.6.41 Spraying or Dipping		\$ 100.00	\$ 100.00	
105.6.43 Temporary Membrane Structures & Tents		\$ 25.00	\$ 25.00	

**Required Construction Permits:**

105.7.1 Automatic Fire-Extinguishing Systems		\$ 100.00	\$ 100.00	
105.7.2 Battery Systems		\$ 50.00	\$ 50.00	
105.7.3 Compressed Gases		\$ 50.00	\$ 50.00	
105.7.4 Cryogenic Fluids		\$ 50.00	\$ 50.00	
105.7.5 Fire Alarm & Detection Systems & Related Equip.		\$ 100.00	\$ 100.00	
105.7.6 Fire Pumps & Related Equipment		\$ 50.00	\$ 50.00	
105.7.7 Flammable & Combustible Liquids		\$ 50.00	\$ 50.00	
105.7.8 Hazardous Materials		\$ 50.00	\$ 50.00	
105.7.9 Industrial Ovens		\$ 100.00	\$ 100.00	
105.7.11 Private Fire Hydrants		\$ 50.00	\$ 50.00	
105.7.12 Spraying or Dipping		\$ 50.00	\$ 50.00	
105.7.13 Standpipe Systems		\$ 50.00	\$ 50.00	
105.7.14 Temporary Membrane Structures & Tents		\$ 25.00	\$ 25.00	

**Cooperative Extension:**

<b>Lucile Tatum :</b>				
Rent fee		\$ 280.00	\$ 280.00	
	Refundable	\$ 50.00	\$ 50.00	
<b>Citizens Resource Center :</b>				
One conference area	4 Hour Block	\$ 150.00	\$ 150.00	
Two conference areas	4 Hour Block	\$ 250.00	\$ 250.00	
Three conference areas	4 Hour Block	\$ 350.00	\$ 350.00	
Entire conference center	4 Hour Block	\$ 450.00	\$ 450.00	
Use of catering kitchen		\$ 25.00	\$ 25.00	
Refundable deposit		\$ 100.00	\$ 100.00	
Refundable equipment deposit		\$ 100.00	\$ 100.00	
<b>4-H:</b>				
One - Time Summer Membership Fee	per Person	\$ 12.00	\$ 12.00	
Program Fees:	Fees vary according to the number of children and event. The fees are based on cost of supplies, transportation, insurance, instructors, lodging, food, etc.			

**Public Library:**

Loan Periods:				
Books & audios - 21 days				
Bestsellers & Reserves - 7 days				

**Gaston County  
FY 2018-19 Fee Schedule**

<u>Fee Descriptions/Details</u>		<u>Adopted FY 2017-18</u>	<u>Requested FY 2018-19</u>	<u>Difference</u>
DVDs - 7 days				
Overdue Fines:				
Books & audios	per Item	\$ 1.00	\$ 1.00	
Bestsellers & Reserves	per Item	\$ 2.00	\$ 2.00	
DVDs	per Item	\$ 2.00	\$ 2.00	
Return check fee		\$ 25.00	\$ 25.00	
Lost books - Price of Book		Price of Book	Price of Book	
Process fee		\$ 5.00	\$ 5.00	
Library Meeting Rooms - rental fee				
Departments of Gaston County Govt.		No Charge	No Charge	
All state, federal, city government agencies		No Charge	No Charge	
Non profit Gaston County groups or individuals	per Hour	\$ 10.00	\$ 10.00	
For profit Gaston County groups or individuals	per Hour	\$ 25.00	\$ 25.00	
Out-of county (non-residents of Gaston County) for profit or non-profit groups/individuals	per Hour	\$ 50.00	\$ 50.00	
Photocopies and (computer) print copies				
Black and white	per Page	\$ 0.10	\$ 0.10	
Color	per Page	\$ 0.25	\$ 0.25	
**Fax Service	per Page			
*Local	per Page	\$ 1.00	\$ 1.00	
*Long Distance	per Page	\$ 1.50	\$ 1.50	
*International	per Page	\$ 2.00	\$ 2.00	

\* excluding cover sheet

\*\* no charge to receive

**Parks & Recreation:**

Athletic Fields:

**Tournament Field Use:**

In-County	SB/BB per Field per Day	\$ 70.00	\$ 70.00	
	Rectangular Field per Day	\$ 100.00	\$ 100.00	
Out of County	SB/BB per Field per Day	\$ 125.00	\$ 125.00	
	Rectangular Field per Day	\$ 125.00	\$ 125.00	

**Youth in County**

Youth in County Open Tournaments	SB/BB per Field per Day	\$ 70.00	\$ 70.00	
	Rectangular Field per Day	\$ 100.00	\$ 100.00	
Youth Out of County	SB/BB per Field per Day	\$ 125.00	\$ 125.00	
	Rectangular Field per Day	\$ 125.00	\$ 125.00	

All soccer tourn. Except youth recreation league tourns.

**Field Use - Games - League Fee:**

In-County	Rectangular Field per Day up to 4 hours	\$ 50.00	\$ 50.00	
	Rectangular Field per Day (4 hours or more)	\$ 100.00	\$ 100.00	
	SB/BB per Field per Day	\$ 25.00	\$ 25.00	
Out of County	Rectangular Field per Day	\$ 100.00	\$ 100.00	
	SB/BB per Field per Day	\$ 50.00	\$ 50.00	
Youth in County	Rectangular Field per Day up to 4 hours	\$ 50.00	\$ 50.00	
	Rectangular Field per Day (4 hours or more)	\$ 100.00	\$ 100.00	
	SB/BB per Field per Day	\$ 25.00	\$ 25.00	
Youth Out of County	Rectangular Field per Day	\$ 100.00	\$ 100.00	
	SB/BB per Field per Day	\$ 50.00	\$ 50.00	



## Gaston County FY 2018-19 Fee Schedule

<u>Fee Descriptions/Details</u>		<u>Adopted FY</u> <u>2017-18</u>	<u>Requested FY</u> <u>2018-19</u>	<u>Difference</u>
<b>Weekday Field Preparation: Per Location</b>				
In-County	**Initial Weekday field prep fees included in above league/tournament fee / per field per day without marking	\$ 15.00	\$ 15.00	
Out of County	**Fee without marking (adults)	\$ 25.00	\$ 25.00	
Youth in County	Initial field prep fees are included with league fees / No fee for use without marking			
Youth Out of County	Rectangular Field per Day	\$ 100.00	\$ 100.00	
	SB/BB per Field per Day	\$ 50.00	\$ 50.00	
*Practice fees - Adult in County/ Ballfield with Picnic Shelter	per Hour	\$ 10.00	\$ 10.00	
*Practice fees - Youth	Practice Fee per Hour- In County	\$ 5.00	\$ 5.00	
	Practice Fee per Hour- Out of County	\$ 10.00	\$ 10.00	
<b>*Municipalities are exempt from practice fees.</b>				

<b>Weekend Field Preparation: Per Location</b>				
In-County	1st site (to 4 fields) / Each add'l field: 2 hours staff time maximum for 4 field prep	\$100.00 / \$25.00	\$100.00 / \$25.00	
	No rectangular field prep on weekends			
Out of County	1st site (to 4 fields) / Each add'l field	\$100.00 / \$25.00	\$100.00 / \$25.00	
	No rectangular field prep on weekends			
Youth in County	1st site (to 4 fields) / Each add'l field	\$100.00 / \$25.00	\$100.00 / \$25.00	
	No rectangular field prep on weekends			
Youth Out of County	1st site (to 4 fields) / Each add'l field	\$100.00 / \$25.00	\$100.00 / \$25.00	

### Ballfield Lights:

In-County				
Adult	per Hour	\$ 15.00	\$ 15.00	
Youth	per Hour	\$ 5.00	\$ 5.00	
Out of County				
Adult	per Hour	\$ 15.00	\$ 30.00	↑ \$ 15.00
Youth	per Hour	\$ 5.00	\$ 10.00	↑ \$ 5.00

*One hour minimum charge when using lights. After first hour, additional time can be paid in one-half hour increments*

Youth Instructional Camps	Fee same for camps with charges for participants. Free camps - applicable facility fees only.			
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### Youth In-County

Youth Open Tournaments	SB/BB per Field per Day	\$ 70.00	\$ 70.00	
	Soccer/FB/Rugby/Lacrosse per Marked Field per Day	\$ 100.00	\$ 100.00	
	SB/BB per Field per Day	\$ 125.00	\$ 125.00	
	Soccer/FB/Rugby/Lacrosse per Marked Field per Day	\$ 125.00	\$ 125.00	
Youth Out of County	SB/BB per Field per Day	\$ 70.00	\$ 70.00	
	Soccer/FB/Rugby/Lacrosse per Marked Field per Day	\$ 100.00	\$ 100.00	
	SB/BB per Field per Day	\$ 125.00	\$ 125.00	

**Gaston County  
FY 2018-19 Fee Schedule**

<u>Fee Descriptions/Details</u>		<u>Adopted FY 2017-18</u>	<u>Requested FY 2018-19</u>	<u>Difference</u>
	Soccer/FB/Rugby/Lacrosse per Marked Field per Day	\$ 125.00	\$ 125.00	
Gate Charges	Saturday & Sunday / Monday-Friday Multiple Fields	\$100.00 / \$50.00	\$100.00 / \$50.00	
	Saturday & Sunday / Monday-Friday Multiple Fields	\$50.00 / \$25.00	\$50.00 / \$25.00	
Concession Rights Contracted	Varies by location			
Concession Rights - Youth Season (Ex. Optimist clubs) where County provides Concession facilities	per Season	\$ 200.00	\$ 200.00	
Concession Rights: where applicable (no contract)	per Day	\$ 50.00	\$ 50.00	
In-County	per Day	\$ 50.00	\$ 50.00	
Out of County	per Day	\$ 50.00	\$ 50.00	
Youth In-County	per Day	\$ 50.00	\$ 50.00	
Youth In-County Open Tournaments	per Day	\$ 50.00	\$ 50.00	
Youth Out of County	per Day	\$ 50.00	\$ 50.00	
Registered Charitable / Civic Org.	per Day	\$ 50.00	\$ 50.00	

**For Profit Special Events (car show):**

In-County	per Day	\$ 200.00	\$ 200.00	
Out of County	per Day	\$ 300.00	\$ 300.00	
Special Event Fees also include applicable facility fees	per fee (lights, prep, etc.)- Clarification	n/a	n/a	

No charge for Gaston County School or Gaston County events with exception of field marking and tournament fees	clarification			
<b>Equipment: (All in-County)</b>				
Field Liner Machine	No charge			
Field Chalk	per Bag	\$ 5.00	\$ 5.00	
Surface	per Bag	\$ 10.00	\$ 10.00	
Bases	Deposit	\$ 95.00	\$ 95.00	
Score Board	Deposit per Control Plus fee per Control/Event	\$25.00 / \$25.00	\$25.00 / \$25.00	
Score Board League	per Night per Field	\$ 10.00	\$ 10.00	
Portable Fence	per Field per Installation (moving fences during events will require add'l fee)	\$ 50.00	\$ 50.00	
Change bases and/or pitching rubber in tournaments	per Change	\$ 20.00	\$ 20.00	
Re-line infield during tournaments	Per Line	\$ 20.00	\$ 20.00	
Field Paint	per Can	\$ 5.00	\$ 5.00	

**Equestrian Facilities:**

**Use of Arena:**

In County	per Day	\$ 150.00	\$ 150.00	
Out of County	per Day	\$ 200.00	\$ 200.00	
Youth In County	per Day	\$ 150.00	\$ 150.00	
Youth Out of County	per Day	\$ 200.00	\$ 200.00	
Arena Only / Barn and Flat Only	per Day Out of County / per Day in County (Fee includes one initial prep and one add'l prep during show)	\$125.00 / \$75.00	\$125.00 / \$75.00	

**Arena Lights:**

In County	per Night	\$ 100.00	\$ 100.00	
Out of County	per Night	\$ 100.00	\$ 100.00	
For Profit Commerical	per Night	\$ 100.00	\$ 100.00	
Youth In County	per Night	\$ 100.00	\$ 100.00	
Youth Out of County	per Night	\$ 100.00	\$ 100.00	

**Use of barn stalls:**

In County	per Day	\$ 10.00	\$ 10.00	
Out of County	per Day	\$ 10.00	\$ 10.00	
For Profit Commerical	per Day	\$ 10.00	\$ 10.00	
Youth In County	per Day	\$ 10.00	\$ 10.00	

**Gaston County  
FY 2018-19 Fee Schedule**

<u>Fee Descriptions/Details</u>		<u>Adopted FY 2017-18</u>	<u>Requested FY 2018-19</u>	<u>Difference</u>
Youth Out of County	per Day	\$ 10.00	\$ 10.00	
<b>R V Hookups:</b>				
In County	per Day	\$ 15.00	\$ 15.00	
Out of County	per Day	\$ 15.00	\$ 15.00	
For Profit Commerical	per Day	\$ 15.00	\$ 15.00	
Youth In County	per Day	\$ 15.00	\$ 15.00	
Youth Out of County	per Day	\$ 15.00	\$ 15.00	
<b>Concession Rights:</b>				
In County	per Day	\$ 75.00	\$ 75.00	
Out of County	per Day	\$ 75.00	\$ 75.00	
For Profit Commerical	per Day	\$ 75.00	\$ 75.00	
Youth In County	per Day	\$ 75.00	\$ 75.00	
Youth Out of County	per Day	\$ 75.00	\$ 75.00	
<b>Clean Up Fee:</b>				
In County		\$ 200.00	\$ 200.00	
Out of County		\$ 200.00	\$ 200.00	
For Profit Commerical		\$ 200.00	\$ 200.00	
Youth In County		\$ 200.00	\$ 200.00	
Youth Out of County		\$ 200.00	\$ 200.00	
<b>Temporary Stall Set-Up</b>				
In County	per Stall per Show	\$ 2.00	\$ 2.00	
Out of County	per Stall per Show	\$ 2.00	\$ 2.00	
For Profit Commerical	per Stall per Show	\$ 2.00	\$ 2.00	
Youth In County	per Stall per Show	\$ 2.00	\$ 2.00	
Youth Out of County	per Stall per Show	\$ 2.00	\$ 2.00	
<b>Arena Tent</b>	per Event	\$ 150.00	\$ 150.00	
<b>Picnic Shelters:</b>				
<b>Covered - Large (40' x 40')</b>				
In County	Half Day / Holiday	\$30.00 / \$50.00	\$30.00 / \$50.00	
	Full Day / Holiday	\$60.00 / \$75.00	\$60.00 / \$75.00	
Out of County	Half Day / Holiday	\$60.00 / \$100.00	\$60.00 / \$100.00	
	Full Day / Holiday	\$120.00 / \$150.00	\$120.00 / \$150.00	
Military - In County	Half Day / Holiday	\$15.00 / \$25.00	\$15.00 / \$25.00	
	Full Day / Holiday	\$30.00 / \$37.50	\$30.00 / \$37.50	
Military- Out of County	Half Day / Holiday	\$30.00 / \$50.00	\$30.00 / \$50.00	
	Full Day / Holiday	\$50.00 / \$75.00	\$50.00 / \$75.00	
<b>Covered - Small (20' x 20')</b>				
In County	Half Day / Full Day	\$15.00 / \$30.00	\$15.00 / \$30.00	
Out of County	Half Day / Full Day	\$30.00 / \$60.00	\$30.00 / \$60.00	
<b>Ballfield with Shelter</b>				
In or Out of County	per Hour (Adults)	\$ 10.00	\$ 10.00	
<b>Amphi-Theather:</b>				
In County	per Day	\$ 100.00	\$ 100.00	
Out of County	per Day	\$ 200.00	\$ 200.00	
<b>Chapel</b>				
In County		\$ 100.00	\$ 100.00	
Out of County		\$ 200.00	\$ 200.00	
<b>Clean up deposit</b>				
In County		\$ 95.00	\$ 95.00	
Out of County		\$ 200.00	\$ 200.00	
<b>Horseshoe Courts:</b>				
In County / Rental of Comple	per Day	\$ 100.00	\$ 100.00	
Out of County Rental of Complex	per Day	\$ 200.00	\$ 200.00	

**Gaston County  
FY 2018-19 Fee Schedule**

<u>Fee Descriptions/Details</u>		<u>Adopted FY 2017-18</u>	<u>Requested FY 2018-19</u>	<u>Difference</u>
Free Play				
Sand Volleyball Court	per Hour	\$ 5.00	\$ 5.00	
Tennis Courts	per 2 Hour Block	\$ 10.00	\$ 10.00	
Open Space Fee (Varies per Requested Space)	per Hour	\$25.00 - \$100.00	\$25.00 - \$100.00	

**Camp Sertoma:**

**Use of facilities:**

In-County	per Day	\$ 100.00	\$ 100.00	
Out of County	per Day	\$ 200.00	\$ 200.00	
Youth In-County	per Day	\$ 100.00	\$ 100.00	
Youth Out of County	per Day	\$ 200.00	\$ 200.00	

**Use of Kitchen for Cooking:**

In-County	included in facility rental			
Out of County	included in facility rental			
Youth In-County	included in facility rental			
Youth Out of County	included in facility rental			
Registered Charitable Organizations				

**Cabins:**

In-County	per Day	\$ 30.00	\$ 30.00	
Out of County	per Day	\$ 60.00	\$ 60.00	
Youth In-County	per Day	\$ 30.00	\$ 30.00	
Youth Out of County	per Day	\$ 60.00	\$ 60.00	

**Refundable Key Deposit:**

In-County		\$ 25.00	\$ 25.00	
Out of County		\$ 25.00	\$ 25.00	
Youth In-County		\$ 25.00	\$ 25.00	
Youth Out of County		\$ 25.00	\$ 25.00	
Registered Charitable Organizations		\$ 25.00	\$ 25.00	

**Refundable Clean Up Deposit**

In-County	per Day	\$ 95.00	\$ 95.00	
Out of County	per Day	\$ 200.00	\$ 200.00	
Youth In-County	per Day	\$ 95.00	\$ 95.00	
Youth Out of County	per Day	\$ 200.00	\$ 200.00	

Online Reservation Fees - Pay Pal	Pay Pal fees (optional) estimated per transaction	\$ 0.10	\$ 0.25	↑ \$ 0.15
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**Sports Entry Fees:**

Softball, Baseball, Soccer, etc.

Entry fees are charged according number of games to be played. These fees cover cost of officials, trophies, and referee assignment.

**Special Events/Sports Vendor Fees**

Food and Craft vendors	Varies according to event	\$30.00 - \$200.00	\$30.00 - \$200.00	
In-County				
Out of County				
Festival Amusement Fees	varies according to activity			
In-County				
Out of County				

**Senior Citizens' Programs:**

**Live Band Dances**

In-County	per Person	\$ 5.00	\$ 5.00	
Out of County	per Person	\$ 5.00	\$ 5.00	
Senior Classes with Instructors	per Person per Weekly Classes	\$ 2.00	\$ 2.00	

**Senior Center Rental:**

Private Group	During Operating Hours (per Hr.)	N/A	\$ 20.00	↑ \$ 20.00
	After Operating Hours (per Hr.)	\$ 40.00	\$ 40.00	

**Gaston County  
FY 2018-19 Fee Schedule**

<u>Fee Descriptions/Details</u>		<u>Adopted FY</u> <u>2017-18</u>	<u>Requested FY</u> <u>2018-19</u>	<u>Difference</u>
	Out-of- County (per Hr.)	\$ 60.00	\$ 60.00	

**Clerk to the Board:**

Full Agenda Packet	per Year	\$ 35.00	\$ 35.00	
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**Public Information:**

DVD		\$ 2.50	\$ 2.50	
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**Information Technology:**

For GIS Fee Schedule - See the Consolidated GIS Schedule				
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**Department of Natural Resources:**

Soil Erosion and Sedimentation Review	per acre sites (1 acre or greater)	\$ 300.00	\$ 300.00	
Review necessary for sites 1 acre or greater				
Review necessary for sites less than one acre	per Site	\$ 30.00	\$ 30.00	
Stormwater Plan Review	per Acre	\$ 350.00	\$ 350.00	
Stormwater Workshop usually 6 PDH/CEU*	per PDH/CEU	\$ 10.00	\$ 10.00	
*PDH = Professional Development Hour				
*CEU = Continuing Education Credit				
Annual Stormwater Inspection		\$ 60.00	\$ 60.00	
Reinspection Fee				
1st inspection (Compliance/Discovery-noncompliance)				
1st reinspection & still out of compliance				
2nd reinspection & still out of compliance		\$ 60.00	\$ 60.00	
3rd reinspection & still out of compliance		\$ 120.00	\$ 120.00	
4th reinspection & still out of compliance		\$ 240.00	\$ 240.00	
5th reinspection & still out of compliance		\$ 480.00	\$ 480.00	
6th & subsequent reinspections		\$ 500.00	\$ 500.00	
*continue until compliance is acheived				
For GIS Fee Schedule - See the Consolidated GIS Schedule				

**Land Development Fees:**

**Zoning Permits**

Single Family Residence		\$ 75.00	\$ 75.00	
Multifamily Residence		\$ 100.00	\$ 100.00	
Non Residential		\$ 100.00	\$ 100.00	
Change In Use		\$ 50.00	\$ 50.00	
Residential Accessory Structures		\$ 30.00	\$ 30.00	
Sign(s)		\$ 40.00	\$ 40.00	
Manufactured Home Park Space		\$ 50.00	\$ 50.00	
Remodeling		\$ 15.00	\$ 15.00	
Temporary Use Permits		\$ 50.00	\$ 50.00	
Class "D" Manufactured Home inspections		\$ 75.00	\$ 75.00	

**Commercial Zoning Site Plan Review**

Projects less than \$100,000		\$ 300.00	\$ 300.00	
Resubmit 1		\$ -	\$ 75.00	↑ \$ 75.00
Resubmit 2		\$ -	\$ 75.00	↑ \$ 75.00
Resubmit 3 +		\$ -	\$ 125.00	↑ \$ 125.00
Projects greater than \$100,000	\$400 Plus \$75 per Acre	\$ 400.00	\$ 400.00	
Resubmit 1		\$ -	\$ 100.00	↑ \$ 100.00
Resubmit 2		\$ -	\$ 100.00	↑ \$ 100.00
Resubmit 3 +		\$ -	\$ 150.00	↑ \$ 150.00

**Gaston County  
FY 2018-19 Fee Schedule**

<b>Commercial Zoning Permit</b>		<b>Fee Descriptions/Details</b>	<b>Adopted FY 2017-18</b>	<b>Requested FY 2018-19</b>	<b>Difference</b>
Setback Inspection & 1 Site Final Inspection			\$ -	\$ 100.00	↑ \$ 100.00
Setback re-inspection			\$ -	\$ 30.00	↑ \$ 30.00
Site final re-inspection 1			\$ -	\$ 50.00	↑ \$ 50.00
Site final re-inspection 2			\$ -	\$ 75.00	↑ \$ 75.00
Site final re-inspection 3 +			\$ -	\$ 125.00	↑ \$ 125.00
<b>Conditional Use Permits</b>					
Residential			\$ 400.00	\$ 400.00	
	Additional per Unit		\$ 50.00	\$ 50.00	
Non-residential			\$ 400.00	\$ 400.00	
	Additional per Acre		\$ 40.00	\$ 40.00	
Conditional Use when filed with Rezoning.					
Mnufactured Home Hardships	Initial Fee		\$ 100.00	\$ 100.00	
	Annual Revealal		\$ 25.00	\$ 25.00	
<b>Rezoning Fees</b>					
Zoning Text Amendments			\$ 100.00	\$ 100.00	
Parallel Conditional Use Permits/Conditional Zoning (CD)			\$ 500.00	\$ 500.00	
	Additional per Acre		\$ 40.00	\$ 40.00	
All General Rezoning (Map Amendments)	0-250 Acres		\$ 500.00	\$ 500.00	
	251-500 Acres		\$ 1,000.00	\$ 1,000.00	
	501 Acres & Over		\$ 2,000.00	\$ 2,000.00	
<b>Planned Unit Development/Planned Residential Development/ Mixed Use</b>					
Residential			\$ 400.00	\$ 400.00	
	Additional per Acre		\$ 15.00	\$ 15.00	
Non-residential			\$ 550.00	\$ 550.00	
	Additional per Acre		\$ 30.00	\$ 30.00	
<b>Board Of Adjustment Fees</b>					
Variances/Special Exceptions			\$ 400.00	\$ 400.00	
Appeals			\$ 150.00	\$ 150.00	
<b>Manufactured Home Park</b> (**New parks or expansions of existing parks)					
Annual Park Inspection Fee			\$ 50.00	\$ 50.00	
	Additional per Unit		\$ 5.00	\$ 5.00	
<b>Subdivision Review</b>					
Subdivision Preliminary Plat			\$ 500.00	\$ 500.00	
	Additional per Lot		\$ 30.00	\$ 30.00	
Subdivision Final Plats					
Recording Fees (see Register of Deeds)			\$ -	\$ -	
Final Plat Improvements			\$ 75.00	\$ 75.00	
<b>Water Shed Review Fees</b>					
Residential Subdivision			\$ 150.00	\$ 150.00	
	Additional per Acre		\$ 5.00	\$ 5.00	
Non-residential			\$ 150.00	\$ 150.00	
	Additional per Acre		\$ 7.00	\$ 7.00	
<b>Nuisance Abatement Program</b>					
*Nuisance Abatement Charge	or bid as necessary plus \$100 admin. fee		\$ -	\$ 250.00	↑ \$ 250.00
*Note: Break-out of \$250 fee is as follows: \$150 per grass cut plus \$100 for administrative fee					
<b>Flood Development Permit</b>					
Residential	per Acre		\$ 100.00	\$ 100.00	

**Gaston County  
FY 2018-19 Fee Schedule**

<u>Fee Descriptions/Details</u>		<u>Adopted FY 2017-18</u>	<u>Requested FY 2018-19</u>	<u>Difference</u>
Non-residential	per Acre	\$ 150.00	\$ 150.00	
Site Evaluation Forms		\$ 25.00	\$ 25.00	
Returned Check Fees		\$ 25.00	\$ 25.00	
Copies of Ordinances (pre-UDO ordinances)				
*Zoning Ordinance		\$ 15.00	\$ 15.00	
*Subdivision Ordinance		\$ 5.00	\$ 5.00	
*Manufactured Home Park Ordinance		\$ 5.00	\$ 5.00	
*Watershed Ordinance		\$ 5.00	\$ 5.00	
Comprehensive Plan	Color / Black & White / CD	\$20.00 / \$15.00 / \$5.00	\$20.00 / \$15.00 / \$5.00	
Unified Development Ordinance (UDO)	Color / Black & White / CD	\$60.00 / \$55.00 / \$5.00	\$60.00 / \$55.00 / \$5.00	
Road Naming & Addressing Ordinance	Color / Black & White	\$20.00 / \$20.00	\$20.00 / \$20.00	
Petition for Road Naming/Change		\$ 20.00	\$ 21.00	
Gaston County Hazard Mitigation Plan	Hard-Copy / CD	\$60.00 / \$25.00	\$60.00 / \$25.00	
Historic Preservation Photos		\$ 25.00	\$ 25.00	
Zoning Verification Letter		\$ 25.00	\$ 25.00	
Diazo Reproductions 24" x 36"		\$ 3.00	\$ 3.00	
8.5" x 11.0"		\$ 1.00	\$ 1.00	
11.0" x 17.0"		\$ 3.00	\$ 3.00	
Street and Roadway Signs		\$ 135.00	\$ 135.00	
Where and when applicable, the cost of recording documents, plans, and/or plats, etc. at the Register of Deeds office shall be the responsibility of an outside party (applicant, developer, etc.) and not on the County.				
For GIS Fee Schedule - See the Consolidated GIS Schedule				

**Tax Department:**

For GIS Fee Schedule - See the Consolidated GIS Schedule

**Health Department:** (Environmental Health)

**Well/Water Fees**

Well Permit		\$ 360.00	\$ 360.00	
State Required Water Test for New Wells		\$ 120.00	\$ 120.00	
Monitor Well (per parcel)		\$ 85.00	\$ 85.00	
Well Repair Permit		\$ 80.00	\$ 80.00	
Bacteriological Water Analysis		\$ 80.00	\$ 80.00	
Inorganic Water Analysis		\$ 80.00	\$ 80.00	
Bacteriological/Inorganic Water Analysis		\$ 120.00	\$ 120.00	
Swimming Pool Seasonal		\$ 110.00	\$ 110.00	
Swimming Pool Annual		\$ 200.00	\$ 200.00	
Pool Plan Review		\$ 165.00	\$ 165.00	

**Septic Fees**

Improvement Permit (Site Evaluation)		\$ 140.00	\$ 140.00	
Construction Authorization		\$ 190.00	\$ 190.00	
Improvement Permit And Authorization To Construct		\$ 330.00	\$ 330.00	
Engineer Option Permit Review		\$ 99.00	\$ 99.00	
Septic Repair Permit/Septic Expansion		\$ 55.00	\$ 55.00	
Septic Inspection (Existing System) Loan Letter				
Septic/Well Inspection (Bacteriological Water Test)				

**Gaston County  
FY 2018-19 Fee Schedule**

<u>Fee Descriptions/Details</u>	<u>Adopted FY 2017-18</u>	<u>Requested FY 2018-19</u>	<u>Difference</u>
Septic Inspection / Community Water Letter			
OSWW Verification	\$ 55.00	\$ 55.00	
Improvement Permit Checklist /	\$ 55.00	\$ 55.00	
Non-Compliance Trip Fee			

**Restaurant Fees**

Plan Review	\$ 250.00	\$ 250.00	
Limited/Temporary Food Establishment Permit*	\$ 75.00	\$ 75.00	

\*State Controlled Fee, Collected By Health Department

**Tattoo Fees**

Tattoo Permit (Per Artist)	\$ 100.00	\$ 100.00	
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**Copy Fees\*\*\***

Daycare List	\$ -	\$ -	
Pool List	\$ -	\$ -	

\*\*\*Lists available online

**Gaston County Board of Elections:**

Flash Drives	\$ 25.00	\$ 25.00	
Labels (per label)	\$ 0.01	\$ 0.01	
Printouts (per page)	\$ 0.05	\$ 0.05	
Copies (per page)	\$ 0.05	\$ 0.05	
Postage	Cost	Cost	

**Consolidated GIS Fee Schedule:**

GIS - All Departments

**Custom Mapping & Analysis**

1 Hour Minimum Charge for creation of new data or >45 minutes	per Hour	\$ 40.00	\$ 40.00	
Standard printing & digital GIS data prices will apply to existing layers				

**GIS Printing Prices**

*All GIS Prints not listed or over 36" x 65" will be rounded to the closet SqFt & priced per SqFt\**

**Photocopies**

8 1/2" x 11"	per Sheet	\$ 0.10	\$ 0.10	
11" x 17"	per Sheet	\$ 0.20	\$ 0.20	
<b>Text Documents</b>				
8 1/2" x 11"	per Sheet	\$ 0.10	\$ 0.10	
11" x 17"	per Sheet	\$ 0.20	\$ 0.20	

**Map from GIS Website**

8 1/2" x 11" (ANSI A)	per Sheet	\$ 0.50	\$ 0.50	
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**Map from GIS Website w/ Orthophotos**

8 1/2" x 11" (ANSI A)	per Sheet	\$ 1.00	\$ 1.00	
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Scanned tax Maps	per CD or per Set	\$10.00 or \$30.00	\$10.00 or \$30.00	
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**GIS Map**

11" x 17" (ANSI B)	per Sheet	\$ 2.00	\$ 2.00	
13" x 19" (ANSI Super B)	per Sheet	\$ 2.00	\$ 2.00	

**GIS Map w/ Orthophoto (Aerials)**

8 1/2" x 11" (ANSI A)	per Sheet	\$ 2.00	\$ 2.00	
11" x 17" (ANSI B)	per Sheet	\$ 3.00	\$ 3.00	
13" x 19" (ANSI Super B)	per Sheet	\$ 3.00	\$ 3.00	



**Gaston County  
FY 2018-19 Fee Schedule**

<u>Fee Descriptions/Details</u>		<u>Adopted FY 2017-18</u>	<u>Requested FY 2018-19</u>	<u>Difference</u>
<b>Plotter Prints</b>				
<b>Bond Paper</b>	per SqFt	\$ 3.00	\$ 3.00	
17" x 22" (ANSI C)		\$ 9.00	\$ 9.00	
22" x 34" (ANSI D)		\$ 15.00	\$ 15.00	
34" x 44" (ANSI E)		\$ 30.00	\$ 30.00	
28" x 40" (ANSI F)		\$ 24.00	\$ 24.00	
18" x 36"		\$ 15.00	\$ 15.00	
24" x 36"		\$ 18.00	\$ 18.00	
36" x 45"		\$ 33.00	\$ 33.00	
36" x 65"		\$ 48.00	\$ 48.00	
<b>Matte Photo Paper</b>				
	per SqFt	\$ 5.00	\$ 5.00	
17" x 22" (ANSI C)		\$ 15.00	\$ 15.00	
22" x 34" (ANSI D)		\$ 25.00	\$ 25.00	
34" x 44" (ANSI E)		\$ 50.00	\$ 50.00	
28" x 40" (ANSI F)		\$ 40.00	\$ 40.00	
18" x 36"		\$ 25.00	\$ 25.00	
24" x 36"		\$ 30.00	\$ 30.00	
36" x 45"		\$ 55.00	\$ 55.00	
36" x 65"		\$ 80.00	\$ 80.00	

**\*Calculations for pricing per SqFt**

convert height & width from inches to decimals multiply height & width as decimals round (n): round down if <.50, round up if >.50 or = .50 multiply by price per SqFt

**Digital GIS Data**

**Image**

*Aerials Express Images (All Years) are not available for purchase from Gaston County*

*Pictometry Images (All Years) are not available for purchase from Gaston County*

*2010 Color Orthophotography are not available for purchase from Gaston County*

**Whole County**

2009 Color Orthophotos 6 CD Set / DVD		\$ 250.00	\$ 250.00	
2005 Color Orthophotos 6 CD Set / DVD		\$ 250.00	\$ 250.00	
2000 Color Orthophotos 5 CD Set / DVD		\$ 250.00	\$ 250.00	
1997 B&W Orthophotos CD Set / DVD		\$ 250.00	\$ 250.00	

**Individual 5K Tile**

2005 Color Orthophotos CD / DVD		\$ 25.00	\$ 25.00	
2005 Color Orthophotos download from ftp or web				
2000 Color Orthophotos CD / DVD		\$ 25.00	\$ 25.00	
2000 Color Orthophotos download from ftp or web				
1997 B&W Orthophotos CD / DVD		\$ 25.00	\$ 25.00	
1997 B&W Orthophotos download from ftp or web				

Includes Media, Metadata, and NC Grid Index Shapefiles

**Vector**

<b>Parcels</b>				
Includes the Tax Parcel Polygons with the associated appraisal data (known as the ParcelCAMA view) shapefiles, Parcel Dimension Annotation Polyline Shapefiles, and Metadata				
Combined with the regular Vector Data. Since Gaston County no longer charges \$50 for the 'Tax Roll', that amount has been deducted from the price.				

<b>GIS Shapefiles</b>				
Any Polygon, Polyline & Point layers approved by the respective departments, price includes Media & Metadata (when available).				

## Gaston County FY 2018-19 Fee Schedule

<u>Fee Descriptions/Details</u>		<u>Adopted FY 2017-18</u>	<u>Requested FY 2018-19</u>	<u>Difference</u>
Post all Vector GIS data free for download via FTP site.				
GIS Shapefiles on Disk (CD/DVD)*	per Disk	\$ 40.00	\$ 40.00	
*This is to cover media, shipping and staff time to create GIS data disks.				
<b>Planning GIS Data*</b>				
E-911 Roadway Atlas of Gaston County				
<i>Printed version - 11" x 14.5" w/ Binder</i>		\$ 150.00		
E-911 Roadway Atlas of Gaston County, Binder Only				
3 ring vinyl binder w/ seal		\$ 5.00		
***Note: This is no longer available in printed format.				
E-911 Roadway Atlas of Gaston County				
CD/DVD		\$ 25.00	\$ 25.00	
Atlas of Web Maps				
CD/DVD		\$ 25.00	\$ 25.00	
*Available for free download from <a href="http://www.gastongov.com">www.gastongov.com</a>				
Historic GIS Data	per File	\$ 10.00	\$ 10.00	
<b>Historical Aerials</b>				
8 1/2" x 11" Print		\$ 2.00	\$ 2.00	
MrSID Image	per Set	\$ 10.00	\$ 10.00	
Set for any given year (# of images will vary for a given year)				
<b>Shipping</b>				
Standard Shipping		Included in the purchase price of Digital GIS Data	Included in the purchase price of Digital GIS Data	
Shipping of Hardcopy Data/Maps		via Customer Accounts Only	via Customer Accounts Only	
Fed Ex, DHL, UPS, Overnight		via Customer Accounts Only	via Customer Accounts Only	

### Building Inspections:

#### **Building Permit Fee Schedule**

Gaston County will Calculate construction valuation for the following : one and two family dwellings , All commercial buildings, and North Carolina labeled modular homes using the Current year ICC Valuations Tables published in February of each year.

#### **Valuation of Work**

\$1 to \$5,000	Minimum Fee	\$ 50.00	\$ 60.00	↑ \$ 10.00
\$5001 to \$50,000	Plus \$6.00 per \$1,000 valuation or any part there of over \$5,000	\$ 50.00	\$ 60.00	↑ \$ 10.00
\$50,001 to \$100,000	Plus \$5.00 per \$1,000 valuation or any part thereof over \$50,000	\$ 320.00	\$ 320.00	
\$100,000 to \$250,000	Plus \$4.50 per \$1,000 or any part thereof over \$100,000	\$ 570.00	\$ 570.00	
\$250,001 to \$500,000	Plus \$4.00 per \$1000 or any part thereof over \$250,000	\$ 1,245.00	\$ 1,245.00	
\$500,001 to \$1,000,000	Plus \$3.50 per \$1000 or any part thereof over \$500,000	\$ 2,245.00	\$ 2,245.00	
\$1,000,001 to \$10,000,000	Plus \$2.50 per \$1,000 or any part thereof over \$1,000,000	\$ 3,995.00	\$ 3,995.00	

## Gaston County FY 2018-19 Fee Schedule

<u>Fee Descriptions/Details</u>		<u>Adopted FY</u> <u>2017-18</u>	<u>Requested FY</u> <u>2018-19</u>	<u>Difference</u>
\$10,000,001 and above	Plus \$1.50 per \$1000 or any part thereof over \$10,000,000	\$ 26,495.00	\$ 26,495.00	

Valuation of Work determined by the Valuation Tables per square foot cost set forth in the current year (February) edition published by the International Code Council (ICC). Or the Stated Contract price, Whichever is greater.

\*for residential construction the following items : unheated space , garages , porches and decks will use the per square foot cost listed in the under the "U/utility/Miscellaneous columb to calculate the constructions value associated with those areas.

### Manufactured Home Permits

Single Wide HUD Labeled Manufactured Home		\$ 360.00	\$ 360.00	
Double Wide/ Triple Wide HUD Labeled Manufactured Home		\$ 480.00	\$ 480.00	
<b>Additions and remodels.</b> Permit fee will be based on a per trip fee and the scope of work.	per Inspection	\$ 60.00	\$ 60.00	

### Demolition Permits

Residential Demolition Permit		\$ 60.00	\$ 60.00	
Commercial Demolition Permit		\$ 60.00	\$ 60.00	

### Signs

		Sign permits based on project cost.	Sign permits based on project cost.	
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### Moved Houses

Includes new foundation and basic utility reconnections. (9 inspection trips included)		\$ 540.00	\$ 540.00	
Any remodeling or additions will need to be permitted seperately				

### Day Care License Inspection

Includes Day Care licensing inspections only. Any remodelling would be extra.		\$ 120.00	\$ 120.00	
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### Certificate of Occupancy

For Existing buildings with no active building permit. One (1) inspection trip by electrical/mechanical inspector and one (1) inspection trip by building/plumbing inspector included in fee. Additional trips changed as re-inspection fee per fee schedule.		\$ 120.00	\$ 120.00	
Certificate of Occupancy included with building permit.				

### ABC Permit

For Existing buildings with no active building permit. One (1) inspection trip by electrical/mechanical inspector and one (1) inspection trip by building/plumbing inspector included in fee, additional trips changed as re-inspection fee per fee schedule.		\$ 120.00	\$ 120.00	
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### Re-inspection Fee

For Residential and Commercial Building permits fee will be charged per inspection after previous failures on the same inspection type. Permits with listed inspections trips , fee will be charged once trip total exceeds listed amounts.		\$ 60.00	\$ 60.00	
Not Ready for inspection Fee		\$ 100.00	\$ 100.00	
<b>Starting Work Without Permit</b>				
Whenever work is started without a permit		Double Fee	Double Fee	

### On-Time Inspections

Before or after normal work hours, must be scheduled and approved ahead of time.		\$ 120.00	\$ 180.00	↑ \$ 60.00
Guaranteed Inspection Times (during normal buisness hours 8am - 5pm Monday through Friday )		\$ 100.00	\$ 120.00	↑ \$ 20.00

### Weekend Inspections (Saturday and Sunday)

Based on availability and must be approved ahead of time.		\$ 240.00	\$ 360.00	↑ \$ 120.00
Holiday Inspection (inspection scheduled on Holiday observed by Gaston County)		\$ 480.00	\$ 480.00	

\*Note: Scheduled (on-time) inspections must be pre-approved by supervisor and only when staffing levels allow.

**Gaston County  
FY 2018-19 Fee Schedule**

<u>Fee Descriptions/Details</u>		<u>Adopted FY 2017-18</u>	<u>Requested FY 2018-19</u>	<u>Difference</u>
<b>Plan Review</b>				
Commercial Plan Review fee		15% of Permit Fee for 1st Review.	15% of Permit Fee for 1st Review.	
Commercial plan re-review for bldg 2500 sqft or smaller		\$ 75.00	\$ 75.00	
Commercial plan re-review for bldg over 2500 sqft		\$ 150.00	\$ 150.00	
Electronic Plan Review Fee (Blue Beam)		\$ 100.00	\$ 100.00	
<b>Refunds</b>				
Active Residential Permits will be refunded provided all original paperwork is returned to Gaston County, minus a 10% administrative fee or \$75, whichever is higher.				
Commercial permit refunds will also be charged the plan review fee in addition to the administrative fee.				
An additional fee of \$60.00 will also be charged for each inspection that has already occurred on the permit.	per Inspection that has already occurred	\$50.00-\$60.00	\$60.00	↑ \$ 10.00
Electrical Permit Fee Schedule				
Electrical Services and Panels - includes one trip		\$ 60.00	\$ 60.00	
<b>Swimming Pools</b>				
Above ground swimming pool - includes one trip for building/plumbing and one trip for electrical inspector		\$ 120.00	\$ 120.00	
Inground Swimming Pool - Includes three trips for building/plumbing and three inspections for electrical		\$ 380.00	\$ 360.00	↓ \$ (20.00)
<b>Single Trade Permits</b>				
Residential Electrical Permit		\$ 60.00	\$ 60.00	
Residential Mechanical Permit		\$ 60.00	\$ 60.00	
Residential Plumbing Permit		\$ 60.00	\$ 60.00	
Commercial Plumbing, Electrical, Mechanical , Fire Alarm and Sprinkler permits that are not part of a Building Permit		Permit fee will be based on project cost when applied to Gaston County's Valuation Table	Permit fee will be based on project cost when applied to Gaston County's Valuation Table	
Water Heater/ HVAC Change Out		\$ 60.00	\$ 60.00	
Returned check fee		\$ 25.00	\$ 25.00	



# Gaston County

Gaston County  
Board of Commissioners  
[www.gastongov.com](http://www.gastongov.com)

## County Attorney

## Board Action

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**File #:** 18-195

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Board of Commissioners - County Attorney - To Authorize the Levy of a One-Quarter Cent ( $\frac{1}{4}\%$ ) Sales and Use Tax Pursuant to N.C. General Statutes Chapter 105, Article 46

### **STAFF CONTACT**

Charles Moore - County Attorney

### **BUDGET IMPACT**

Increase revenues for school debt service.

### **BUDGET ORDINANCE IMPACT**

Increase debt service for school capital projects and increase revenues for school debt service.

### **BACKGROUND**

Voters approved \$250 million in school bonds and also approved Art. 46 sales tax.

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

Resolution



**RESOLUTION TITLE: RESOLUTION LEVYING AN ADDITIONAL ONE-QUARTER CENT (1/4¢) COUNTY SALES AND USE TAX**

WHEREAS, The General Assembly has authorized county boards of commissioners across the State of North Carolina to levy a one-quarter percent (.25%) county sales and use tax, contingent on an advisory referendum in which the majority of those casting ballots voted for the levy of the tax; and,

WHEREAS, the Gaston County Board of Commissioners directed the County Board of Elections to conduct an advisory referendum on the question of whether to levy the One-Quarter Cent (1/4¢) County Sales and Use Tax in Gaston County on the 8<sup>th</sup> day of May, 2018; and,

WHEREAS, the ballots were cast [51.9]% FOR and [48.1]% AGAINST the levy of the One-Quarter Cent (1/4¢) County Sales and Use Tax; and,

WHEREAS, the Board has provided the required 10 days public notice of the Board's intent to consider this resolution to levy the tax; and,

WHEREAS, the Gaston County Board of Commissioners hereby finds that the levy of the One-Quarter Cent (1/4¢) County Sales and Use Tax is necessary to help address and alleviate fiscal constraints regarding school debt and capital improvements within Gaston County.

NOW, THEREFORE, BE IT RESOLVED by the Gaston County Board of Commissioners:

- (1) There is hereby levied within Gaston County the One-Quarter Cent (1/4¢) County Sales and Use Tax, authorized in N.C. General Statutes Chapter 105, Article 46.
- (2) Collection of the tax by the North Carolina Secretary of Revenue, shall begin on and continue after the 1<sup>st</sup> day of October, 2018. The net proceeds of the tax levied herein shall be distributed by the Secretary of Revenue to Gaston County in accordance with Article 39 Chapter 105 of the North Carolina General Statutes. Notwithstanding the provisions of Article 39 of Chapter 105, the additional One-Quarter Cent (1/4¢) County Sales and Use Tax does not apply to the sales price of food that is exempt from tax pursuant to N.C.G.S. 105-164.13B. The Secretary shall not divide the amount allocated to a county between Gaston County and the municipalities within Gaston County.
- (3) This Resolution is effective upon its adoption, and a certified copy hereof shall be forwarded to Ronald G. Penny, Secretary, North Carolina Department of Revenue, P.O. Box 25000, Raleigh, NC 27640, along with a certified copy of the Gaston County Board of Election results from the advisory referendum.

Adopted this 22<sup>nd</sup> day of May, 2018.

---

DO NOT TYPE BELOW THIS LINE

I, Donna S. Buff, Clerk to the County Commission, do hereby certify that the above is a true and correct copy of action taken by the Board of Commissioners as follows:



# Gaston County

Gaston County  
Board of Commissioners  
[www.gastongov.com](http://www.gastongov.com)

## County Attorney

## Board Action

---

**File #:** 18-196

---

**REVISED RESOLUTION/** Commissioner Brown - County Attorney - Resolution Declaring the Result of the Special Bond Referendum Held in Gaston County, North Carolina, on May 8, 2018 Upon the Question of Approving \$250,000,000 School Bonds

### **STAFF CONTACT**

Charles Moore - County Attorney

### **BUDGET IMPACT**

N/A

### **BUDGET ORDINANCE IMPACT**

N/A

### **BACKGROUND**

N/A

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

REVISED/Resolution

A regular meeting of the Board of Commissioners for the County of Gaston, North Carolina, was held in the Harley B. Gaston, Jr. Public Forum on the second floor of the Gaston County Courthouse at 325 Dr. Martin Luther King, Jr., Way, in Gastonia, North Carolina, the regular place of meeting, at 6:00 P.M. on May 22, 2018.

Present: Chairman Chad Brown, presiding, and Commissioners \_\_\_\_\_

Absent: \_\_\_\_\_

\* \* \* \* \*

The Board of Commissioners received from the Gaston County Board of Elections a certified copy of the proceedings of said Board of Elections taken on May 18, 2018, evidencing said Board's determination of the result of the canvass of the returns of the special bond referendum held in Gaston County on May 8, 2018 upon the question of approving \$250,000,000 School Bonds of said County.

After said proceedings had been considered and reviewed by the Board of Commissioners, Commissioner \_\_\_\_\_ introduced the following resolution, a copy of which had been made available to each Commissioner:

**RESOLUTION DECLARING THE RESULT OF THE SPECIAL  
BOND REFERENDUM HELD IN GASTON COUNTY, NORTH  
CAROLINA, ON MAY 8, 2018 UPON THE QUESTION OF  
APPROVING \$250,000,000 SCHOOL BONDS**

**BE IT RESOLVED** by the Board of Commissioners for the County of Gaston:

Section 1. The Board of Commissioners for the County of Gaston having received from the Gaston County Board of Elections a certified copy of the proceedings of said Board of Elections taken on May 18, 2018, evidencing said Board's determination of the result of the canvass of the returns of the special bond referendum held in Gaston County on May 8, 2018



upon the question of approving \$250,000,000 School Bonds of said County, does hereby declare and certify the result of said referendum to be the result which is set forth in the following statement of the result of said referendum, which statement has been prepared by said Board of Commissioners:

STATEMENT OF THE RESULT  
of the  
SPECIAL BOND REFERENDUM  
held in  
GASTON COUNTY, NORTH CAROLINA,  
on May 8, 2018  
UPON THE QUESTION OF APPROVING  
\$250,000,000 SCHOOL BONDS

At a special bond referendum held in Gaston County, North Carolina on May 8, 2018, 142,570 voters were registered and qualified to vote.

At said referendum 9,673 votes were cast for the order adopted on February 27, 2018, authorizing not exceeding \$250,000,000 School Bonds of the County of Gaston, North Carolina, plus interest for the purpose of providing funds, with any other available funds, for erecting additional school buildings and other school plant facilities, enlarging, reconstructing, renovating and replacing existing school buildings and other school plant facilities and acquiring any necessary land, furnishings, equipment and appurtenant facilities therefor, in order to provide additional school facilities in said County to maintain the school term as required by Section 2 of Article IX of the Constitution, and providing that additional taxes shall be levied in an amount sufficient to pay the principal of and the interest on said bonds, and 4,318 votes were cast against said order, and a majority of the qualified voters of said County who voted thereon at said referendum voted in favor of said order.

Board of Commissioners for the  
County of Gaston, North Carolina

Section 2. The Clerk to the Board of Commissioners shall file a copy of the foregoing statement of the result of said referendum in her office and shall publish such statement once in The Gaston Gazette. A statement in substantially the following form shall be published with the foregoing statement:

Any action or proceeding challenging the regularity or validity of this bond referendum must be begun within 30 days after [date of publication].

Board of Commissioners for the  
County of Gaston, North Carolina

Section 3. This resolution shall take effect upon its passage.

Upon motion of Commissioner \_\_\_\_\_, seconded by  
Commissioner \_\_\_\_\_, the foregoing resolution entitled:  
“RESOLUTION DECLARING THE RESULT OF THE SPECIAL BOND REFERENDUM  
HELD IN GASTON COUNTY, NORTH CAROLINA, ON MAY 8, 2018 UPON THE  
QUESTION OF APPROVING \$250,000,000 SCHOOL BONDS” was passed by the following  
vote:

Ayes: Commissioners \_\_\_\_\_  
\_\_\_\_\_  
Noes: \_\_\_\_\_

\* \* \* \* \*

I, Donna S. Buff, Clerk to the Board of Commissioners for the County of Gaston, North Carolina, DO HEREBY CERTIFY that the foregoing has been carefully copied from the recorded minutes of said Board at a regular meeting held on May 22, 2018, said record having been made in Minute Book No. \_\_\_\_\_ of the minutes of said Board, beginning at page \_\_\_\_\_

and ending at page \_\_\_\_\_, and is a true copy of so much of said proceedings of said Board as relates in any way to the declaration of the result of the special bond referendum held on May 8, 2018 upon the question of approving \$250,000,000 School Bonds of said County.

I HEREBY FURTHER CERTIFY that a copy of the statement of the result of the referendum adopted by the resolution set forth in the foregoing transcript has been filed in my office.

I HEREBY FURTHER CERTIFY that notice of said meeting was duly given in accordance with G.S. §143-318.12.

WITNESS my hand and the corporate seal of said County this \_\_\_\_\_ day of May 2018.

---

Clerk to the Board of Commissioners



# Gaston County

Gaston County  
Board of Commissioners  
[www.gastongov.com](http://www.gastongov.com)

## Sheriff's Office

## Board Action

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**File #:** 18-190

---

Commissioner Worley - Sheriff's Office - To Appropriate Funding for Inmate Off-Site Medical Expenses (**\$100,000**)

### **STAFF CONTACT**

Alan Cloninger - Sheriff - 704-869-6860

### **BUDGET IMPACT**

Appropriate from Fund Balance \$100,000

### **BUDGET ORDINANCE IMPACT**

Appropriate from Fund Balance

### **BACKGROUND**

The Gaston County Jail has experienced an exponential increase with inmate off-site medical costs this fiscal year. Attributing factors include increased census, on-site overdoses, accidents, cancer and chronically ill patients. Resolution 2018-108 approved \$264,000 for these expenses. Due to the complexity and delay of hospital billing, further examination revealed an additional \$100,000 is needed. While this projection is based on information known to date, there is no guarantee this could not change if the above-mentioned events continue to occur.

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

Budget Change Request

<b>GASTON COUNTY BUDGET CHANGE REQUEST</b>	
TO:	Earl Mathers
	COUNTY MANAGER
FROM:	4315 Sheriff's Office
	<span>Dept. #</span> <span>Department Name</span>
	<span>Department Director's Name</span> <span>Date</span>

TYPE OF REQUEST:	
<input type="checkbox"/>	Line Item Transfer Within Department & Fund
<input type="checkbox"/>	Line Item Transfer Between Funds *
<input type="checkbox"/>	Project Transfer Within Department & Fund
<input checked="" type="checkbox"/>	Additional Appropriation of Funds *
<input type="checkbox"/>	Line Item Transfer Between Departments*
<u>* Requires resolution by the Board of Commissioners</u>	

ACCOUNT DESCRIPTION  (As it appears in the budget)	ACCOUNT NUMBER  Fund - Function - Dept - Division - Object - Project  xxx - xx - xxxx - xxxx - xxxxx - xxxxxx	AMOUNT  Whole Dollars Only  (See Note Below)
FUND BALANCE APPROPRIATED PROFESSIONAL SERVICES	010-99-9900-0000-49000 010-02-4315-4323-530010	{100,000} 100,000

**JUSTIFICATION FOR REQUEST:**

The Gaston County Jail has experienced an exponential increase with inmate off-site medical costs this fiscal year. Attributing factors include increased census, on-site overdoses, accidents, cancer and chronically ill patients. Resolution 2018-108 approved \$264,000 for these expenses. Due to the complexity and delay of hospital billing, further examination revealed an additional \$100,000 is needed. While this projection is based on information known to date, there is no guarantee this could not change if the above-mentioned events continue to occur.

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.



# Gaston County

Gaston County  
Board of Commissioners  
[www.gastongov.com](http://www.gastongov.com)

## Sheriff's Office

## Board Action

---

**File #:** 18-192

---

Commissioner Worley - Sheriff's Office - Appropriation of Additional Funds to House Inmates at the Mecklenburg County Detention Center in April 2018 **(\$7,360)**

### **STAFF CONTACT**

Alan Cloninger - Sheriff - 704-869-6860

### **BUDGET IMPACT**

Appropriate from Fund Balance

### **BUDGET ORDINANCE IMPACT**

Appropriate from Fund Balance \$7,360

### **BACKGROUND**

The jail population for April exceeded 600 inmates and the total operating capacity is 526. Due to overcrowding, 15 inmates were shipped to Mecklenburg County April 17, 2018 and housed between 2-13 days. The Sheriff's Office does not have funds allocated for this expense. It is our expectation that additional inmates will have to be shipped until the population subsides or the jail expansion is fulfilled.

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

Budget Change Request; Mecklenburg County Housing Invoice

## GASTON COUNTY BUDGET CHANGE REQUEST

TO: Earl Mathers COUNTY MANAGER

FROM:	4315	SHERIFF'S OFFICE
	Dept. #	Department Name

Department Director's Name	Date
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## TYPE OF REQUEST:

Line Item Transfer Within Department & Fund

Line Item Transfer Between Funds \*

	Project Transfer Within Department & Fund
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X	Additional Appropriation of Funds *
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### Line Item Transfer Between Departments\*

\* Requires resolution by the Board of Commissioners

ACCOUNT DESCRIPTION  (As it appears in the budget)	ACCOUNT NUMBER  Fund - Function - Dept - Division - Object - Project  xxx - xx - xxxx - xxxx - xxxxx - xxxxxx	AMOUNT  Whole Dollars Only  (See Note Below)
FUND BALANCE APPROPRIATED	010-99-9900-0000-490000	{7,360}
INMATES HOUSED OUT OF COUNTY	010-02-4315-4323-530015-18126	7,360

JUSTIFICATION FOR REQUEST:

The jail population for April 2018 exceeded 600 inmates and the total operating capacity is 526. Due to overcrowding, 15 inmates were shipped to Mecklenburg County April 17, 2018 and housed between 2-13 days. The Sheriff's Office does not have funds allocated for this expense. It is our expectation that additional inmates will have to be shipped until the population subsides or the jail expansion is fulfilled.

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.



**MECKLENBURG COUNTY Sheriff's Office**  
*Sheriff Irwin Carmichael*

Bill To Gaston County Sheriff's Office  
ATTN: Accounts Payable  
425 Dr. Martin Luther King Jr.  
Gastonia, NC 28052

Invoice Date: 5/4/2018  
Invoice Number: SHF5475  
Agreement Number: 58-00-0067  
Tax Identification #:  
Payment Terms: Due Upon Receipt

Remit To Mecklenburg County Jail - North  
5235 Spector Drive  
Charlotte, NC 28269  
704-336-8100

AMOUNT DUE: **\$7,360.00**

*Amy Montgomery*

For Billing Questions, please contact Amy Montgomery at  
Amy.Montgomery@mecklenburgcountync.gov or 980-314-5505

Services	Quantity	UOM	Unit Amount	Net Amount
Gaston County Billing	184.00	Days	\$40.00	\$7,360.00
April 2017				
TOTAL AMOUNT DUE:				\$7,360.00





# Gaston County

Gaston County  
Board of Commissioners  
[www.gastongov.com](http://www.gastongov.com)

## Board of Commissioners

### Board Action

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**File #:** 18-162

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Appointment List - Current Expiring Terms/Vacant Positions

#### **STAFF CONTACT**

Donna S. Buff - Clerk to the Board - 704-866-3196

# Appointment List

May 22, 2018

## COMMISSIONER BOARD

NAME

REASON

REPRESENTING

END DATE

### Full Board

Full Board	Quality of Natural Resources Committee (QNRC)	Education	Vacant	Vacancy/Dr. Mike McLeod	10/31/2017
Full Board	Quality of Natural Resources Committee (QNRC)	Land Conservation	Vacant	Vacancy/Robert Cloninger, III	10/31/2019
Full Board	Quality of Natural Resources Committee (QNRC)	Health	Vacant	Vacancy/Steve Tracy	10/31/2019

### Brown

#7-CB	Adult Care Home Community Advisory Committee	Commission	Term Expiring	Ms. Nellie Overcash	05/31/2018
#7-CB	Council on Aging	Region F AAC Alternate	Term Expiring	Ms. Pat Rivers	05/31/2018
#7-CB	Nursing Home Community Advisory Committee	At Large	Vacant	Vacancy/Margaret Pannell	06/30/2011
#7-CB	Nursing Home Community Advisory Committee	NHA Appt.	Vacant	Vacancy/Shirley Ferguson	11/30/2011
RB Twp.	Parks and Recreation Advisory Board	RB Twp.	Term Expiring	Ms. Cynthia Isenhour	05/31/2018
#7-CB	Region F Aging Advisory Committee	Alternate	Term Expiring	Ms. Pat Rivers	05/31/2018
#7-CB	SARA Local Planning Committee (LEPC)	Industrial Commission Co. Uses/Stores Chemicals	Vacant	Vacancy/Michael Plummer	12/31/2015
#7-CB	Transportation Advisory Board (TAB)	Civic Organization	Vacant	Vacancy/Randy Watson	10/31/2016

### Fraley

#4-AF	Adult Care Home Community Advisory Committee	Domiciliary Home Appt.	Vacant	Vacancy/Jane B. Patrick	01/31/2020
#4-AF	Family Advisory Board	Ministerial	Vacant	Vacancy/Chris Doster	04/30/2018
CH Twp.	Gaston County Board of Adjustments	At Large/Unincorporated Area Resident	Vacant	Vacancy/Vickie Spurling	12/31/2017
CH Twp.	Parks and Recreation Advisory Board	CH Twp.	Vacant	Vacancy/Mr Jim Ware	05/31/2019
#4-AF	Personnel Advisory Board	At Large	Term Expiring	Mr. Jason Raines	05/31/2018
#4-AF	SARA Local Planning Committee (LEPC)	American Red Cross	Vacant	Vacancy/Margaret Royster	12/31/2018
CH Twp.	Travel & Tourism Advisory Board	Citizen At Large	Term Expiring	Ms. Tammy Fraley Wilson	05/31/2018

**Legend:** Vacant = Person does not wish to be reappointed or has resigned; Term Expiring = Commissioner may reappoint if appointee desires to continue serving; Appointment or Reappoint Recommended = Agency has requested action, if Commissioner desires to do so.  
Full Board = Appointment is made with motion/second/vote from the Board.

# Appointment List

May 22, 2018

COMMISSIONER BOARD		REPRESENTING	REASON	NAME	END DATE
<u>Grant</u>					
#1-DG	Environmental Review Advisory Board	Chamber of Commerce Member	Vacant	Vacancy/Steve Rutledge	05/31/2018
#1-DG	SARA Local Planning Committee (LEPC)	Media	Vacant	Vacancy/Megan Ward	12/31/2010
<u>Hovis</u>					
#5-BH	Adult Care Home Community Advisory Committee	NHA Appt	Vacant	Vacancy/Mary Alice Brown	
CM Twp.	Council on Aging	CM Twp.	Vacant	Vacancy/Ms. Mamie Stokes	11/30/2019
#5-BH	Family Advisory Board	Citizen At Large	Vacant	Vacancy/Ms. Lee Ann MacMillan	04/30/2018
#5-BH	Family Advisory Board	Ministerial	Vacant	Vacancy/Pastor Rick Ivey	04/30/2018
#5-BH	Gaston Community Action Board of Trustees (GCA)	Public Sector	Vacant	Vacancy/Mr. John Maddox	10/31/2018
CM Twp.	Gaston County Board of Adjustments	At Large/Unincorporated Area Resident	Vacant	Vacancy/Peggy Leonard	12/31/2017
#5-BH	Nursing Home Community Advisory Committee	At Large	Vacant	Vacancy/Mary Alice Brown	01/31/2015
CM Twp.	Planning Board	CM Twp.	Vacant	Vacancy/Mr. Phil Coyle	01/31/2018
#5-BH	SARA Local Planning Committee (LEPC)	Citizen At Large	Vacant	Vacancy	12/31/2017
#5-BH	Transportation Advisory Board (TAB)	United Way of Gastonia	Vacant	Vacancy/Deborah Ally	10/31/2019
#5-BH	Transportation Advisory Board (TAB)	Local Elected Officials/Staff	Vacant	Vacancy/Donnie Loftis	10/31/2012

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# Appointment List

May 22, 2018

COMMISSIONER BOARD					NAME	END DATE
REPRESENTING					REASON	
<b>Keigher</b>						
#6-TK	Adult Care Home Community Advisory Committee	NHA Appt	Vacant		Vacancy/Patricia (Patti) Lineberger	01/31/2018
#6-TK	Family Advisory Board	School System	Term Expiring		Ms. Linda McConnell	04/30/2018
#6-TK	Family Advisory Board	District Court Judge	Vacant		Vacancy/Judge Mike Lands	04/30/2021
#6-TK	Nursing Home Community Advisory Committee	At Large	Vacant		Vacancy/Thomas Gillespie	03/31/2016
#6-TK	SARA Local Planning Committee (LEPC)	Environmental Health/Ex-Officio (Non-Voting)	Vacant		Vacancy/Ms. Hanna Kirlin	12/31/2020
#6-TK	Transportation Advisory Board (TAB)	Vocational Rehabilitation	Vacant		Vacancy/Mr. Eric F. Davis	10/31/2020
<b>Philbeck</b>						
#2-TP	Adult Care Home Community Advisory Committee	Commission	Vacant		Vacancy/Norma Coleman	09/30/2019
#2-TP	Council on Aging	Region F AAC Delegate	Vacant		Vacancy/Ms. Eleanor C Beasley	05/31/2019
#2-TP	Environmental Review Advisory Board	Municipality	Term Expiring		Mr. Bill Trudnak	05/31/2018
#2-TP	Family Advisory Board	Citizen At Large	Term Expiring		Ms. Jennifer Stepp	04/30/2018
#2-TP	Housing Appeal Advisory Board	HHS Board	Vacant		Vacancy/Fred M. Moss	04/30/2010
#2-TP	Nursing Home Community Advisory Committee	At Large	Vacant		Vacancy/Betty Klimek	10/31/2014
D Twp.	Parks and Recreation Advisory Board	D Twp./Ex-Officio (Voting)	Term Expiring		Sheriff Alan G Cloninger	05/31/2018
#2-TP	Region F Aging Advisory Committee	At Large	Vacant		Vacancy/Ms. Eleanor C Beasley	05/31/2019
#2-TP	Transportation Advisory Board (TAB)	Private Citizen (Handicapped)	Vacant		Vacancy/Mr. Bill Dellinger, Jr.	10/31/2020
#2-TP	Travel & Tourism Advisory Board	Hotel/Motel Industry Rep.	Vacant		Vacancy/Ms. Nicole Bolt	04/30/2018

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# Appointment List

May 22, 2018

COMMISSIONER BOARD		REPRESENTING	REASON	NAME	END DATE
<u>Worley</u>					
#3-RW	Adult Care Home Community Advisory Committee	Domiciliary Home Appt.	Vacant	Vacancy/Keith Hart	
#3-RW	Council on Aging	Region F AAC Delegate	Term Expiring	Ms. Shirley Wiggins	05/31/2018
#3-RW	Family Advisory Board	Citizen At Large	Vacant	Vacancy/Ms. Arin W. Farmer	04/30/2021
#3-RW	Family Advisory Board	Legal	Term Expiring	Mr. Gerald L Liska	04/30/2018
#3-RW	Health and Human Services Board	Psychologist (PhD)	Vacant	Vacancy/Dr. Ann Navarro	06/30/2017
#3-RW	Juvenile Crime Prevention Council (JCPC)	Youth Rep.	Vacant	Vacancy/Mr. Dickson Reid Jentsch	06/30/2019
#3-RW	Region F Aging Advisory Committee	Council on Aging Rep.	Term Expiring	Ms. Shirley Wiggins	05/31/2018
#3-RW	SARA Local Planning Committee (LEPC)	Law Enforcement	Vacant	Vacancy/Mr. Randy Graham	12/31/2018
SP Twp.	Travel & Tourism Advisory Board	Citizen At Large	Vacant	Vacancy/Mr. Ron Loftis	04/30/2018

**\*NOTE:** Quality Natural Resources Committee- Positions Assigned to Full Board.  
 Council on Aging - Appointee will automatically serve on the Home & Community Block Grant Advisory Committee  
 Nursing Home Community Advisory Committee - Membership Prerequisites for new appointees should be cleared through Ruth Murphy (704) 862-7667

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